



## FY 2014 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

# Investing for Tomorrow





Government of the District of Columbia  
**FY 2014 Proposed Budget and Financial Plan**

**Volume 2**  
**Agency Budget Chapters by**  
**Appropriation Title - Part I**

**Investing for Tomorrow**

Submitted to the

**Congress of the United States**

by the

**Government of the District of Columbia**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**District of Columbia Government  
District of Columbia**

For the Fiscal Year Beginning

**October 1, 2012**

*Christopher P. Moynill*      *Jeffrey R. Egan*

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, 2012. 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 thirteenth in the history of the District of Columbia.

The Office of Budget and Planning (OBP) will submit the FY 2014 Budget and Financial Plan for consideration by GFOA. OBP believes this budget continues to conform to the GFOA's requirements.

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# Government of the District of Columbia

**Vincent C. Gray, Mayor**

**Allen Y. Lew**  
City Administrator

**Abigail Smith**  
Acting Deputy Mayor for Education

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

**Victor L. Hoskins**  
Deputy Mayor for Planning and Economic  
Development

**Paul Quander**  
Deputy Mayor for Public Safety and Justice

**Christopher Murphy**  
Chief of Staff

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**Natwar M. Gandhi**  
Chief Financial Officer

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## Members of the Council

**Phil Mendelson**  
Chairman

**David A. Catania** ..... At-Large  
**Vincent Orange** ..... At-Large  
**David Grosso** ..... At-Large  
**Anita Bonds** ..... At-Large  
**Jim Graham** ..... Ward 1  
**Jack Evans** ..... Ward 2  
**Mary M. Cheh** ..... Ward 3  
**Muriel Bowser** ..... Ward 4  
**Kenyon McDuffie** ..... Ward 5  
**Tommy Wells** ..... Ward 6  
**Yvette M. Alexander** ..... Ward 7  
**Marion Barry** ..... Ward 8

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# Office of the Chief Financial Officer

## **Angell Jacobs**

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## **Jeffrey Barnette**

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Office of Finance and Treasury

## **Stephen Cordi**

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Office of Financial Operations and Systems

## **David Tseng**

General Counsel

## **Patricia Gracyalny**

Assistant General Counsel

## **Associate Chief Financial Officers**

### **Delicia V. Moore**

Human Support Services

### **Cyril Byron, Jr.**

Economic Development and Regulation

### **George Dines**

Government Services

### **Angelique Hayes**

Public Safety and Justice

### **Mohamed Mohamed**

Government Operations

### **Deloras Shepherd**

Education

## **Office of the CIO**

### **Sagar Samant, Chief Information Officer**

Lillian Copelin, Deputy CIO  
Narayan Ayyagari, IT Manager

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# Office of Budget and Planning

**Gordon McDonald**  
Deputy Chief Financial Officer

Lakeia Williams, Executive Assistant

**James Spaulding**  
Associate Deputy Chief Financial Officer

## **Budget Administration**

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Sunday Okparaocha, Deputy Director  
Stacy-Ann White, Deputy Director  
Renee Waddy, Executive Assistant

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### **Improvements Program**

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### CIP Analysts

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Bharat Kothari

### Capital City Fellow

Mamadou Samba

## **Operations**

Margaret Myers, Office and Production Manager  
Sharon Nelson, Staff Assistant

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# Council of the District of Columbia

## Office of the Budget Director

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**Angela D. Joyner**  
Deputy Budget Director

**Michelle Dee**  
Budget Analyst

**Thomas Moir**  
Budget Counsel

**Joseph Wolfe**  
Senior Capital Budget Analyst

**Averil Carraway**  
Budget Analyst

**Maria Villars**  
Assistant

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# Executive Office of the Mayor

## Mayor's Office of Budget and Finance

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**Kenneth Evans**  
Deputy Director  
Human Support Services

**Susan Banta**  
Senior Budget Analyst  
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Capital City Fellow, Budget Analyst  
Performance Based Budgeting

**Mirela Krawczyk**  
Budget Clerk  
Budget Support Act

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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

Mayor

- Office of the Chief Financial Officer
- Office of Budget and Planning
- Office of Tax and Revenue
- Office of Financial Operations and Systems
- Office of Finance and Treasury
- Office of Revenue Analysis
- DC Lottery and Charitable Games Control Board

Office of the Inspector General

## 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

Office of the City Administrator

Office of the Attorney General

Executive Office of the Mayor

Office of Deputy Mayor for Education

Office of the Deputy Mayor for Planning and Economic Development

Office of the Deputy Mayor for Public Safety and Justice

Office of the Deputy Mayor for Health and Human Services

- Office of the Chief of Staff
- Office of Budget and Finance
- Office of Communications: Mayor's Correspondence Unit
- Office of Cable Television
- Office of Policy and Legislative Affairs
- Office of Boards and Commissions
- Office of Community Affairs: Office of Community Relations
- Office of Partnerships and Grant Services
- Office on Ex-Offenders Affairs
- Office on Women's Policy and Initiatives
- Serve DC
- Youth Advisory Council
- Office of African Affairs
- Office of Asian & Pacific Islander Affairs
- Office of GLBT Affairs
- Office on Latino Affairs
- Office of Religious Affairs
- Office of Veteran Affairs
- Office of the Secretary
- Office of the General Counsel

DC Public Schools

Office of the State Superintendent of Education

Department of Employment Services

Department of the Environment

Metropolitan Police Department

Department of Health

Public Charter School Board

Department of Housing and Community Development

Department of Human Resources

Fire and Emergency Medical Services Department

Department of Human Services

University of the District of Columbia

Department of Consumer and Regulatory Affairs

Department of Motor Vehicles

Office of Unified Communications

Child and Family Services Agency

DC Community College

Office of Tenant Advocate

Department of Public Works

Homeland Security and Emergency Management Agency

Department on Disability Services

Department of Insurance, Securities and Banking

Department of Transportation

Department of Corrections

Office of Disability Rights

Department of Small and Local Business Development

Office of Risk Management

Department of Forensic Sciences

Department of Behavioral Health

Office of Motion Picture Development

Office of Human Rights

Department of General Services

Department of Youth Rehabilitation Services

Office of Planning

Office of the Chief Technology Officer

Office of the Chief Medical Examiner

Department of Health Care Finance

Commission on Arts and Humanities

Office of Contracts and Procurement

Department of Parks and Recreation

Office on Aging

Taxicab 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 Public Library
  - University of the District of Columbia
  - Office of the People's Counsel
  - DC Housing Authority
  - Contract Appeals Board
  - Alcoholic Beverage Regulation Administration
  - Criminal Justice Coordinating Council
  - Not-for-Profit Hospital Corporation
  - Board of Ethics and Government Accountability

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

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



# **Transmittal Letters**



VINCENT C. GRAY  
MAYOR

July 31, 2013

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 2014 Budget and Financial Plan entitled "Investing for Tomorrow," our eighteenth consecutive balanced budget.

Despite the looming impact of Federal sequestration, the District has begun to experience a remarkable fiscal recovery, ending Fiscal Year 2012 with a surplus of \$417 million and a fund balance of \$1.5 billion. Based in part on these results, Standard & Poor's recently upgraded the District's General Obligation Bonds from A+ to AA-. The current Fiscal Year continues the positive economic trend: in February of this year the Office of the Chief Financial Officer projected \$190 million in additional revenue for Fiscal Year 2013 and \$177.8 million for Fiscal Year 2014.

Our past fiscal prudence and economic strategies are now bearing fruit, and the goals which guided this administration's previous actions have remained steady as we prepared this current budget proposal: 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 \$10.1 billion general operating budget, including \$3.0 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.

We appreciate that your Fiscal Year 2014 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 District 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 \$7.1 billion in locally generated funds annually, which should only be subject to the decision-making authority of the District's elected representatives. We look forward to your advocacy on behalf of budget autonomy and the other matters of basic self-determination and democracy for the residents of the District of Columbia.

I look forward to prompt and favorable federal consideration of the District's Fiscal Year 2014 Budget and Financial Plan.

Sincerely,

  
Vincent C. Gray



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FY 2014 Proposed Budget and Financial Plan

Volume 2

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

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Volume 6 - FY 2014 Proposed Budget and Financial Plan - *FY 2014 - FY 2019 Capital Improvements Plan (Including Highway Trust Fund)*



**How to Read the  
FY 2014 Proposed  
Budget and Financial  
Plan**

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# How to Read the FY 2014 Proposed Budget and Financial Plan

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The District of Columbia's FY 2014 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 includes 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 2014 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 in 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 2014 to FY 2019 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 2014 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 budget formulation calendar for FY 2014.

### **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 planning, and performance measurement.

### **Financial Plan**

The Financial Plan summarizes planned revenues and expenditures from FY 2014 through FY 2017. 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 2014 through FY 2017.

### **Operating Expenditures**

This chapter describes the District's recent local expenditures. It includes analysis of expenditures between FY 2009 and FY 2012, 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 Current Services Funding Level (CSFL) Development section describes how the CSFL was developed for Local fund budget;
- 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 and 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 2014 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 2014 Proposed Budget Changes;
- FY 2013 Approved Budget to FY 2014 Proposed Budget reconciliation table;
- Agency Performance Plan Objectives; and
- Agency Performance Measures table.

## FY 2014 Proposed Budget Changes

The FY 2014 Proposed Budget Changes section within each agency chapter provides a comprehensive explanation of the FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type table that appears in nearly every chapter. The following are descriptions of the 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 2014 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 for 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 5.1 percent growth factor provided by DHCF, OBP calculated baseline funding for Medicaid in the FY 2014 CSFL.
- **Student Funding Formula Inflation Factor:** The funding formula was adjusted by the 2.0 percent Consumer Price Index (CPI) factor to account for the 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.
- **Operating Impact of Capital:** Projected adjustments to reflect the budgetary impact of completed capital projects.
- **Other Adjustments:** These adjustments were unique to a particular agency and did not meet the criteria of the other adjustment scenarios.

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 2014 Proposed Budget Changes section uses the following terms to describe budgetary or programmatic changes:

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

- **Enhance:** More funding to improve the quality or quantity of an existing service (e.g., Funding to support the new DMV service center in Georgetown).
- **Eliminate:** Total elimination of an existing services, with no anticipation of the service being provided by another entity (e.g. Eliminate unfunded vacant FTEs for staffing realignment).

### II. Actions with no service impact

- **Cost-of-Living Adjustment:** Additional funds to support the proposed FY 2014 cost-of-living adjustment (COLA).
- **Increase:** Additional funds necessary to continue service at current levels (e.g., Fund recurring operating cost of Automated Traffic Enforcement).
- **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 the Central Cell Block Security activity from MPD to DOC).
- **Transfer Out:** Shift of an existing program or operation to another District agency (e.g., Transfer

- APRA division from DOH to establish DBH).
- **Shift:** Shift an existing program or operation from one Fund type to another (e.g., Shift from Special Purpose Revenue to Local funds to support telecommunications for the D.C. Lottery).
- **Technical Adjustment:** An increase or decrease to the budget that is required because of a legislative mandate and/or to correct an error/omission.
- **No Changes:** The agency has no changes in funding and/or budget structures from FY 2013 to FY 2014.

An example of an agency narrative is 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 2012 actual expenditures, the FY 2013 approved budget, the FY 2014 proposed budget, and the change from FY 2013 to FY 2014 (unless noted). The following tables are provided:

**Schedule 30-PBB** - dollars summarized by program, activity, and governmental fund (governmental fund break-out 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 appropriated fund, and revenue source (for the FY 2014 Proposed Budget only).

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

This volume covers the District's FY 2014 - FY 2019 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 2014 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 2014 through FY 2019, 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 2014 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 2014 - FY 2019 Planned Expenditures from New Allotments** table that summarizes the new

- allotments' planned FY 2014 - FY 2019 expenditures by agency, project, and subproject;
- The **FY 2014 - FY 2019 Planned Funding** table that summarizes the FY 2014 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 2014 through FY 2019 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 2014 planning process;
- The **Project Description Forms**, which comprise the majority of the Highway Trust Fund volume. Each page shows planned allotments for FY 2014 through FY 2019, description, annual operating impact, milestone data, and location for two subprojects; and
- **Appendices** that provide supporting tables for the District's Highway Trust Fund program.



## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table KA0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table KA0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	2,937	119,485	65,182	72,329	7,147	11.0
Dedicated Taxes						N/A
Special Purpose Revenue Funds						2012
<b>Total for General Fund</b>						<b>25.6</b>
<b>Federal Resources</b>						
Federal Payments						N/A
Federal Grant Funds						0.0
<b>Total for Federal Resources</b>						<b>0.0</b>
<b>Private Funds</b>						
Private Donations	141	71	0	0	0	N/A
<b>Total for Private Funds</b>	<b>141</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds					0	N/A
<b>Total for Intra-District Funds</b>					<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>					<b>18,096</b>	<b>24.3</b>

This table presents the agency's total operating budget, comparing the FY 2011 actual, FY 2012 actual, FY 2013 approved, and FY 2014 proposed budgets.

This table also shows 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).

\*Percent change is based on whole

Note: If applicable, for a breakdown please refer to Schedule 80 Agency's Chief Financial Officer's website.

District agreement, on the Office of the

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table KA0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table KA0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	0.0	542.6	560.4	570.4	10.0	1.8
Special Purpose Revenue Funds	292.8	0.0	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>292.8</b>	<b>542.6</b>	<b>560.4</b>	<b>570.4</b>	<b>10.0</b>	<b>1.8</b>
<b>Federal Resources</b>						
Federal Grant Funds	0.0	1.0	0.0	0.0	0.0	N/A
<b>Total for Federal Resources</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds				0.0	0.0	N/A
<b>Total for Intra-District Funds</b>				<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>				<b>570.4</b>	<b>10.0</b>	<b>1.8</b>

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

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table KA0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table KA0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	9,524	23,116	23,993	25,845	1,852	7.7
12 - Regular Pay - Other	3,105	5,655	5,201	4,500	-700	-13.5
13 - Additional Gross Pay	552	365	365	365	0	0.0
14 - Fringe Benefits - Current Personnel	3,290	5,484	6,772	7,374	602	8.9
15 - Overtime Pay	1,104	620	775	755	-20	-2.6
<b>Subtotal Personal Services (PS)</b>	<b>17,575</b>	<b>35,240</b>	<b>37,106</b>	<b>38,839</b>	<b>1,734</b>	<b>4.7</b>
20 - Supplies and Materials					107	12.3
30 - Energy, Comm. and Building Rentals					-252	-2.6
31 - Telephone, Telegraph, Telegram, Etc.					0	N/A
32 - Rentals - Land and Structures					0	N/A
33 - Janitorial Services					0	N/A
34 - Security Services	829	424	0	0	0	N/A
35 - Occupancy Fixed Costs	534	125	0	0	0	N/A
40 - Other Services and Charges	5,491	4,070	5,914	7,844	1,930	32.6
41 - Contractual Services - Other	21,654	17,631	17,989	31,427	13,438	74.7
50 - Subsidies and Transfers	37,046	52,834	2,575	3,358	783	30.4
70 - Equipment and Equipment Rental	503	240	349	704	355	101.9
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>85,603</b>	<b>93,661</b>	<b>37,473</b>	<b>53,835</b>	<b>16,362</b>	<b>43.7</b>
<b>Gross Funds</b>	<b>103,178</b>	<b>128,901</b>	<b>74,578</b>	<b>92,674</b>	<b>18,096</b>	<b>24.3</b>

This table lists the agency's total operating expenditures for FY 2011, FY 2012, the FY 2013 approved budget, and the FY 2014 proposed budget at the Comptroller Source Group level.

\*Percent change is based on whole dollars.

## Division Description

The District Department of Transportation operates through the following 9 divisions:

**Greenspace Management** – provides mowing and tree management services in the public rights-of-way and also for the Department of Parks and Recreation.

**Urban Forestry Administration (UFA)** – establishes a full population of street trees within the District of Columbia, ensures that the trees lining the District's roadways are maintained in a healthy and safe environment, provides educational information to District residents about the benefits of growing trees, and encourages planting of appropriate tree species in our urban environment. UFA also maintains the network of trails in the District and partners with other DDOT administrations and District agencies to reduce impermeable surfaces to improve the health of trees and help reduce storm-water runoff.

**Infrastructure Project Management Administration (IPMA)** – manages the design, engineering, and construction of roadways, bridges, traffic signals, and alley projects in the District of Columbia. IPMA also manages special construction projects and all roadway assets.

This division contains the following 3 activities:

- **Development and Management** – manages infrastructure projects. They manage all construction work. This division is overseen by the Project Management;
- **Preventive and Routine Roadway Maintenance** – maintains alleys and sidewalks. This function includes inspecting, testing and evaluates all construction projects;
- **Rights-of-Way** – manages the traffic

**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.**

construct transportation  
DDOT's most visible  
Construction Team

ets, bridges, tunnels,  
1 DDOT assets and

**Public Space Regulation Administration** – responsible for permitting and enforcing the exclusive use of public space by private entities, including residents, businesses, utilities, and developers.

This division contains the following 4 activities:

- **Administrative Support** – coordinates all the activities of the division;
- **Public Space Permits Branch** – manages the Public Space Committee; issues permits to developers, vendors and utilities; and assumes responsibility for the overall management of the District's public space;
- **Systems Inspection and Oversight** – initiates inspections and monitoring of construction and related activities located in the public right-of-way to minimize the impact on the transportation infrastructure within the District of Columbia; and
- **Customer Service** – responsible for the customer service function for the Administration and the primary face of the agency to the public.

**Progressive Transportation Services** – provides the public with efficient, affordable, and diverse means of travel within the District of Columbia by providing funding, policy recommendations, and coordination services to the Washington Metropolitan Area Transit Authority (WMATA).

This division contains the following 4 activities:

- **Mass Transit** – provides fiduciary and operational oversight in collaboration with WMATA and designs and formulates alternative means of transportation to reduce congestion and parking problems with innovative transportation options, such as bike-sharing and car-sharing;

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table KA0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table KA0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	2,170	2,063	2,313	249	25.9	24.0	25.0	1.0
(1015) Training and Employment Development	305	161	283	122	1.9	2.0	3.0	1.0
(1020) Contracting and Procurement	1,502	1,456	1,572	116	16.3	17.0	17.0	0.0
(1030) Property Management	8,847	669	780	111	7.7	7.0	8.0	1.0
(1040) Information Technology	2,751	3,163	3,284	120	18.2	19.0	19.0	0.0
(1050) Financial Management	1,424	1,554	1,456	-98	7.7	8.0	8.0	0.0
(1055) Risk Management						4.0	4.0	0.0
(1060) Legal						0.0	0.0	0.0
(1070) Fleet Management						0.0	0.0	0.0
(1080) Communications						5.0	4.0	-1.0
(1085) Customer Service						7.0	7.0	0.0
(1090) Performance Management						4.0	4.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>23,461</b>	<b>15,413</b>	<b>15,303</b>	<b>-110</b>	<b>97.7</b>	<b>97.0</b>	<b>99.0</b>	<b>2.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	1,317	1,499	1,532	33	12.5	13.0	13.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>1,317</b>	<b>1,499</b>	<b>1,532</b>	<b>33</b>	<b>12.5</b>	<b>13.0</b>	<b>13.0</b>	<b>0.0</b>
<b>(9960) Year End Close</b>								
No Activity	192	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Year End Close</b>	<b>192</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>

This table provides an overall budgeted funding level and number of approved FTEs for the FY 2012 actuals, the FY 2013 approved budget and the FY 2014 proposed budget for specific programs (or divisions) and activities.

(Continued on next page)

## FY 2014 Proposed Budget Changes

The District Department of Transportation (DDOT) proposes a 24.3 percent increase over its FY 2013 approved budget of \$72,329,299 in Local funds, \$3,955,500 in Federal Grant funds.

**The FY 2014 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. The CSFL reflects changes from the FY 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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.

DDOT's FY 2014 CSFL budget is an increase over the FY 2013 approved Local funds budget.

**In FY 2014, an explanation of Current Services Funding Level (CSFL) changes is presented separately within the budget. For more detail on the CSFL, please see the appendix in this volume.**

## Major CSFL Cost Drivers

The FY 2014 CSFL calculated for DDOT included the removal of a total of \$72,300 in one-time funding. This amount is comprised of \$152,000 that was used to support the Improve Traffic Citation Issuance program and \$100,000 that was used for Trail Ranger program in FY 2013.

The FY 2014 CSFL calculated for DDOT included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$284,439 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$3,293,228 in nonpersonal services, of which \$440,534 is based on the Consumer Price Index factor of 2.4 percent, \$2,800,000 for the Operating Impact of Capital for the Streetcar project at H Street and Benning Road, and \$52,694 in Other Services and Charges that were underfunded in the past budget years. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

## Agency Budget Submission

**Increase:** DDOT is charged with the responsibility of moving people and goods freely around the city with minimum impacts to the environment. In FY 2014, DDOT reviewed its operations in line with available resources and positioned its human capital and materials where they will best serve the needs of the organization. DDOT increased its budget in Local funds for personal services by \$1,480,023 to support projected increases in salary steps, Fringe Benefits, and reallocation of 9.4 FTEs. In Special Purpose Revenue funds, the budget includes revenue initiatives that were implemented after FY 2013. Special Purpose Revenue funds also includes an increase of \$7,500,720 based on projections of additional revenues certified for parking meters. An increased of \$31,797 for Energy reflects projected revenues in FY 2014.

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

**Decrease:** For DDOT to operate within its allotted budget and provide quality services to the residents and visitors and to provide offset to budget increases in Local funds, DDOT reduced funding for Equipment and Equipment Rental by \$11,761 to align the budget with prior year spending. Other reductions in Local funds include \$700,089 in personal services that accounts for a reallocation of 9.4 FTEs from term to permanent positions and \$1,092,317 for Contractual Services. Reductions of the budget in Special Purpose Revenue funds include \$20,000 for overtime, \$36,000 for Equipment and Equipment Rental, and \$116,000 for Contractual Services.

## Mayor's Proposed Budget

**Enhance:** The FY 2014 Local funds budget includes an increase of \$3,625,000 to support the District's Streetcar project scheduled to start operations in the summer of 2013. Other enhancements in Local funds increase DDOT's budget by \$743,325 to assist DC Water with debt service payments related to the McMillan water storage and \$100,000 to provide a Variable Messaging Board on Rhode Island Avenue.

**Increase:** DDOT's budget in Local funds includes an increase of \$4,100,000 to support the Parking Meter project, which has become a major source of revenue for the District of Columbia.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** In Local funds, a reduction of \$1,000,000 is being made to support the following services to the Department of Public Works.

**Transfer Out:** DDOT's FY 2014 budget includes a transfer out of \$3,576,583 of the Circulator Bus revenue and \$7,003,220 of parking meter revenue to WMATA to support increase in annual subsidy payment.

**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.**

## District's Proposed Budget

**Increase:** Improving traffic safety, particularly in high traffic, commercial corridors with many pedestrians, such as Georgetown and the vicinity, has been of great concern for the stakeholders; therefore, the budget in Local funds is increased by \$488,437 to support 10 additional Traffic Controllers that will assist with public safety issues.

Other increases in the budget for Local funds include a one-time allocation of \$400,000 for new Capital Bikeshare stations and \$300,000 to support the operations of the Tri-State Oversight Committee recommendation. The Circulator Bus has become an integral part of the transportation system along the District corridor; it has improved lives among residents and visitors alike. Consequently, the District is adding \$212,000 to DDOT's Local funds budget to support planning for a new Circulator route along the National Mall. An increase of \$100,000 in Local funds provides funds to make the Trail Ranger program permanent in the District.

In Special Purpose Revenue funds, the budget includes an increase of \$1,200,000 for the planning of a new Circulator route along the National Mall. The budget also includes \$421,000 in additional funding for the expansion of the Circulator Bus on the following lines: Union Station/Georgetown to the National Cathedral; Union Station/Navy Yard to the Southwest Waterfront; and Rosslyn/Georgetown/Dupont Circle to Adams Morgan, U Street, Shaw and Howard University.

**Decrease:** In order for the District to fully implement the merchant services fee project, \$52,694 was reduced from DDOT's Local funds budget and transferred to the Office of the Chief Financial Officer. Other decreases in Local funds include \$2,021,000 for the operating impact of capital based on anticipated start date of streetcar operations and \$2,600,000 in the streetcar operating budget.

**Transfer In:** A one-time funding of \$40,000 is included in DDOT's Local funds budget for educational materials to support the recently completed Heritage trails. This funding is transferred from the Office of Finance and Resource Management.

**Transfer Out:** DDOT's budget in Local funds was reduced to reflect transfers of \$25,000 to the Office on Aging for the Washington Elderly and Handicapped Transportation Service, \$52,000 to the District of Columbia Public Schools (DCPS) for the Food Bank School Pantry Program, \$97,000 to Debt Service in order to increase the allot-

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table KA0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget

**Table KA0-5**  
(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>			
Removal of One-Time Funding	Multiple Programs	-252	0.0
Other CSFL Adjustments	Multiple Programs	3,578	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>			
Increase: Salary step and Fringe Benefits coupled with reallocation of positions from term to permanent status	Multiple Programs	1,481	9.4
Increase: Other Services and Charges	Multiple Programs	234	0.0
Increase: Supplies and Materials		89	0.0
Decrease: Equipment and Equipment Rental to a budget to spending		-12	0.0
Decrease: Reallocation of positions from term to permanent status		-700	-9.4
Decrease: Contractual Services as offset to increase in personal services		-1,092	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>			
Enhance: Contractual Services to support Streetcar Operations		3,625	0.0
Enhance: Bloomingdale Task Force Recommendation to DC Water for debt service for Mcmillan water treatment plant		743	0.0
Enhance: Bloomingdale Task Force recommendation: Variable Message Boards on Rhode Island Ave	Infrastructure Project Management Administration	100	0.0
Increase: Contractual Services to support parking meter services	Transportation Operations	4,100	0.0
Decrease: Mowing Contract, services now provided by DPW	Multiple Programs	-955	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>			
Increase: New traffic Controllers to improve safety	Transportation Operations	488	10.0
Increase: One-time cost for Capital Bikeshare stations	Planning, Policy and Sustainability	400	0.0
Increase: To support the recommendation of the Tri-State Oversight Committee	Planning, Policy and Sustainability	300	0.0
Increase: Funding for the new Circulator route along the National Mall	Progressive Transportation Services	212	0.0
Increase: To make the trail ranger program permanent	Urban Forestry Administration	100	0.0
Decrease: Merchant Services fees	Agency Management	-53	0.0
Decrease: Streetcar operations	Progressive Transportation Services	-2,021	0.0
Decrease: To the streetcar operating budget	Progressive Transportation Services	-2,600	0.0
Transfer In: One-time cost for educational materials to support the recently completed heritage trails	Urban Forestry Administration	40	0.0
Transfer Out: To the Office on Aging for the Washington Elderly and Handicapped Transportation Service	Progressive Transportation Services	-25	0.0
Transfer Out: To DCPS for the Food Bank School Pantry Program	Progressive Transportation Services	-52	0.0
Transfer Out: To Debt Service account for DDOT capital project CEL21C-Alley Rehabilitation	Progressive Transportation Services	-97	0.0
Transfer Out: To the DGS for recycling collection at 71 DPR facilities	Progressive Transportation Services	-201	0.0
Transfer Out: Savings expected from converting streetlights to LEDs	Transportation Operations	-284	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>			
		<b>72,329</b>	<b>570.4</b>

(Continued on next page)

Typically called Table 5, the FY 2013 Approved Budget to FY 2014 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.

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2014:

### Urban Forestry Administration (UFA)

**Objective 1:** Increase the number and improve the health of street trees in order to provide District neighborhoods with a healthy urban tree canopy.

## KEY PERFORMANCE INDICATORS

### Urban Forestry Administration

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of street tree population inspected	26%	24.5%	27.1%	27%	29%	29%
Percentage of the newly planted trees cared for under Stewardship programs (per annum)	27%	30%	22.9%	33%	35%	35%
Number of trees planted in the MS4 area	Not Available	<b>Agency performance measures describe specific agency performance objectives or goals from the FY 2011 actual through the FY 2015 projected result.</b>				5,500
Percentage of street trees in a healthy condition	86%					89.5%
Number of square feet of impervious surface removed from street tree plantings	9,042					30,000

### Infrastructure Project Management Administration

**Objective 1:** Preservation of existing transportation infrastructure assets to maintain and improve condition rating in a cost-effective manner.

**Objective 2:** Incorporate into the infrastructure design sustainability, multimodal, and low impact (green) elements.

## KEY PERFORMANCE INDICATORS

### Infrastructure Project Management Administration

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of current year projects completed within 10 percent of budget (except for those with scope change)	94%	95%	90%	90%	90%	90%
Percentage of current year projects completed within 60 days of planned end date (except for those with scope change)	94%	90%	90%	90%	90%	90%
Percentage of blocks in paving plan completed	100%	100%	70%	100%	100%	100%
Percentage of streets in "Fair to Excellent" condition	78%	76%	76%	76%	76%	76%
Number of structurally deficient bridges	17	21	19	16	14	14
Percentage of sidewalks in plan repaired/replaced to "Good" or "Excellent" condition	Not Available	95%	95%	95%	95%	95%

# **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

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<b>Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Approved</b>	<b>FY 2014 Proposed</b>	<b>% Change from FY 2013</b>
Operating Budget	\$18,541,630	\$21,095,559	\$21,026,279	-0.3
FTEs	184.5	195.5	185.5	-5.1

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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.

The agency's FY 2014 proposed budget is presented in the following tables:

## **FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type**

Table AB0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	18,265	18,542	21,007	20,957	-50	-0.2
<b>Total for General Fund</b>	<b>18,265</b>	<b>18,542</b>	<b>21,007</b>	<b>20,957</b>	<b>-50</b>	<b>-0.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0	0	89	70	-19	-21.7
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>0</b>	<b>89</b>	<b>70</b>	<b>-19</b>	<b>-21.7</b>
<b>Gross Funds</b>	<b>18,265</b>	<b>18,542</b>	<b>21,096</b>	<b>21,026</b>	<b>-69</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalents, by Revenue Type**

Table AB0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table AB0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	1872	184.5	195.5	185.5	-10.0	-5.1
<b>Total for General Fund</b>	<b>1872</b>	<b>184.5</b>	<b>195.5</b>	<b>185.5</b>	<b>-10.0</b>	<b>-5.1</b>
<b>Total Proposed FTEs</b>	<b>1872</b>	<b>184.5</b>	<b>195.5</b>	<b>185.5</b>	<b>-10.0</b>	<b>-5.1</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AB0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AB0-3**

(dollars in thousands)

	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>Comptroller Source Group</b>						
11 - Regular Pay - Continuing Full Time	9,769	12,052	14,919	14,707	-212	-1.4
12 - Regular Pay - Other	3,702	1,678	0	0	0	N/A
13 - Additional Gross Pay	618	361	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	2,479	2,499	3,248	3,290	42	1.3
15 - Overtime Pay	2	13	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>16,570</b>	<b>16,602</b>	<b>18,167</b>	<b>17,997</b>	<b>-170</b>	<b>-0.9</b>
20 - Supplies and Materials	126	111	223	204	-19	-8.7
31 - Telephone, Telegraph, Telegram, Etc.	127	122	147	147	0	0.0
40 - Other Services and Charges	1,351	1,625	2,458	2,579	120	4.9
70 - Equipment and Equipment Rental	91	82	100	100	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,695</b>	<b>1,940</b>	<b>2,929</b>	<b>3,030</b>	<b>101</b>	<b>3.4</b>
<b>Gross Funds</b>	<b>18,265</b>	<b>18,542</b>	<b>21,096</b>	<b>21,026</b>	<b>-69</b>	<b>-0.3</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** – serves as the Chief Administrative Officer, provided 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 proposes and administers 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, prepares technical amendment and enactment bills, makes legislative drafting assistance available to all members, engrosses and enrolls measures, makes determinations about the legal sufficiency of legislation, serves as the Ethics Counselor, 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 11 committees of the Council of the District of Columbia. Much of the work of the Council of the District of Columbia is conducted by 10 standing committees and the Committee of the Whole, which is chaired by the Chairman of the Council. Committees consider proposed legislation, analyze its fiscal impact, hold public hearings and vote on legislative measures for action by the Council. Standing committees also conduct oversight hearings on the performance of agencies, government initiatives operation and policy implementation.

This program contains the following 11 activities:

- Committee of the Whole, which includes all Councilmembers;
- Committee on Business, Consumer and Regulatory Affairs;

- Committee on Economic Development;
- Committee on Education;
- Committee on Finance and Revenue;
- Committee on Government Operations;
- Committee on Health;
- Committee on Human Services;
- Committee on Judiciary and Public Safety;
- Committee on Transportation and the Environment; and
- Committee on Workforce and Community Affairs.

### Program Structure Change

In FY 2014, the agency transferred out the functions of the Uniform Law Commission, which is now a new agency. The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at [www.cfo.dc.gov](http://www.cfo.dc.gov) on the Annual Operating Budget and Capital Plan page.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table AB0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AB0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Council Administration</b>								
(1101) Council Benefits	0	3,248	3,290	42	0.0	0.0	0.0	0.0
(1102) Council Fixed Cost	122	147	147	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Council Administration</b>	<b>122</b>	<b>3,395</b>	<b>3,437</b>	<b>42</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	2,712	2,885	3,571	686	22.4	23.0	23.0	0.0
(0026) General Counsel	1,155	1,234	1,188	-46	9.8	11.5	11.5	0.0
(0027) Budget Director	665	641	660	19	6.8	7.0	7.0	0.0
(0031) Office of Information Technology	1,122	1,413	1,070	-343	5.9	6.0	6.0	0.0
<b>Subtotal (2000) Council Central Offices</b>	<b>5,654</b>	<b>6,173</b>	<b>6,489</b>	<b>316</b>	<b>44.9</b>	<b>47.5</b>	<b>47.5</b>	<b>0.0</b>
<b>(3000) Council Members</b>								
(0100) Councilmember Ward 1	663	429	459	30	5.9	6.0	6.0	0.0
(0200) Councilmember Ward 2	580	429	459	30	5.9	6.0	6.0	0.0
(0300) Councilmember Ward 3	561	429	459	30	5.9	6.0	6.0	0.0
(0400) Councilmember Ward 4	671	429	459	30	5.9	6.0	6.0	0.0
(0500) Councilmember Ward 5	407	429	459	30	5.9	6.0	6.0	0.0
(0600) Councilmember Ward 6	613	429	459	30	5.9	6.0	6.0	0.0
(0700) Councilmember Ward 7	614	429	459	30	5.9	6.0	6.0	0.0
(0800) Councilmember Ward 8	803	429	459	30	5.9	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 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(3000) Councilmembers (continued)</b>								
(0900) Councilmember At-Large A	488	429	459	30	5.9	6.0	6.0	0.0
(1010) Councilmember At-Large B	580	429	469	40	5.9	6.0	6.0	0.0
(1011) Councilmember At-Large C	611	429	459	30	5.9	6.0	6.0	0.0
(1012) Councilmember At-Large D	480	429	469	40	5.9	6.0	6.0	0.0
(1300) Chairman 13	882	780	790	10	9.8	6.0	6.0	0.0
<b>Subtotal (3000) Council Members</b>	<b>7,952</b>	<b>5,925</b>	<b>6,315</b>	<b>390</b>	<b>80.1</b>	<b>78.0</b>	<b>78.0</b>	<b>0.0</b>
<b>(4000) Committee</b>								
(4020) Committee of the Whole (COW)	745	700	700	0	7.8	10.0	10.0	0.0
(4025) Committee on Finance and Revenue	432	409	409	0	4.9	5.0	5.0	0.0
(4030) Committee on Economic Development	0	0	409	409	4.9	0.0	5.0	5.0
(4031) Committee on Small and Local Business Development	427	409	0	-409	0.0	5.0	0.0	-5.0
(4035) Committee on Health	305	409	409	0	4.9	5.0	5.0	0.0
(4040) Committee on Transportation and the Environment	455	409	409	0	4.9	5.0	5.0	0.0
(4041) Committee on Education	0	0	409	409	0.0	5.0	5.0	0.0
(4045) Committee on Human Services	347	409	409	0	4.9	5.0	5.0	0.0
(4050) Committee on Libraries, Parks and Recreation	380	409	0	-409	3.9	5.0	0.0	-5.0
(4055) Committee on Business, Consumer and Regulatory Affairs	375	409	409	0	4.9	5.0	5.0	0.0
(4060) Committee on Government Operations	280	409	409	0	4.9	5.0	5.0	0.0
(4065) Committee on Judiciary and Public Safety	444	409	409	0	4.9	5.0	5.0	0.0
(4070) Committee on Housing and Workforce Development	234	0	0	0	4.9	5.0	0.0	-5.0
(4071) Committee on Economic Development and Housing	150	409	0	-409	0.0	0.0	0.0	0.0
(4090) Committee on Workforce and Community Affairs	174	409	409	0	3.9	5.0	5.0	0.0
(4095) Committee on Jobs and Workforce Development	63	409	0	-409	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Committee</b>	<b>4,814</b>	<b>5,603</b>	<b>4,786</b>	<b>-817</b>	<b>59.5</b>	<b>70.0</b>	<b>60.0</b>	<b>-10.0</b>
<b>Total Proposed Operating Budget</b>	<b>18,542</b>	<b>21,096</b>	<b>21,026</b>	<b>-69</b>	<b>184.5</b>	<b>195.5</b>	<b>185.5</b>	<b>-10.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Council of the District of Columbia's (Council) proposed FY 2014 gross budget is \$21,026,279, which represents a 0.3 percent decrease from its FY 2013 approved gross budget of \$21,095,559. The budget is comprised of \$20,956,559 in Local funds and \$69,720 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$20,799,048, which represents a \$207,511, or 1.0 percent, decrease from the FY 2013 approved Local funds budget of \$21,006,559.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for the Council included the removal of \$403,000 of one-time funding, which was due to costs associated with the Council's Information Technology Replacement fund in FY 2013.

The FY 2014 CSFL calculated for Council included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$136,404 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$59,086 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** The Council's budget increased by \$408,570 and 5.0 FTEs due to the creation of the Committee on Education and as a result of the reorganization of the Council's committee structure. The budget increased by \$390,000 in the Councilmembers program due to the reorganization and consolidation of Council committees. The budget increased by \$250,000 to support Emancipation Day events. Lastly, Fringe Benefits increased by \$41,971 within the Council Administration program.

**Decrease:** The Council reorganized its committee structure to support the needs of District residents and better utilize Council resources. The Council Committees program budget decreased by \$817,140 and eliminated 15.0 positions. The Committee on Small and Local Business Development, the Committee on Libraries, Parks and Recreation, and the Committee on Jobs and Workforce Development were abolished and their functions realigned under other committees. The Council renamed the Committee on Housing and Economic Development as the Committee on Economic Development. The budget decreased by an additional \$65,891 to reflect operational savings throughout the agency.

In Intra-District funds, the Council Central Offices program decreased by \$19,280 as a result of a change in the agreement with the Office of the Attorney General to support the publishing and purchasing of volumes of the District of Columbia Code.

**Transfer Out:** Pursuant to the "Fiscal Year 2014 Budget Submission Requirements Resolution of 2012", Sec. 3(3), a total of \$50,000 was moved from the Council of the District of Columbia Council Central Offices program to establish the Uniform Law Commission. This agency provides for the payment of annual dues to the National Conference of Commissioners on Uniform State Law. The agency will reside under the authority of the Council of the District of Columbia.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

**Cost Increase:** To encourage Council employees to use public transit, the agency increased its Local funds budget by \$150,000 to support a new transit subsidy for its staff. In addition, the Council increased funding to support Emancipation Day activities by \$100,000.

**Cost Decrease:** The agency's Local funds budget decreased by \$250,000 as a result of additional operational savings due to the consolidation of certain functions throughout the agency.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AB0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AB0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>21,007</b>	<b>195.5</b>
Removal of One-Time Funding	Multiple Programs	-403	0.0
Other CSFL Adjustments	Multiple Programs	195	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>20,799</b>	<b>195.5</b>
Increase: Establishment of the Committee on Education	Committee	409	5.0
Increase: Consolidation of position costs from Committee program	Councilmembers	390	0.0
Increase: Emancipation Day funding	Council Central Offices	250	0.0
Increase: Fringe Benefit costs	Council Administration	42	0.0
Decrease: Reorganization of certain Council committees	Committee	-817	-15.0
Decrease: Operational Savings	Multiple Programs	-66	0.0
Transfer Out: Establishment of Uniform Law Commission	Council Central Offices	-50	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>20,957</b>	<b>185.5</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>20,957</b>	<b>185.5</b>
Increase: Supports subsidized transit for Council employees	Multiple Programs	150	0.0
Increase: Provides additional funding for Emancipation Day	Multiple Programs	100	0.0
Decrease: Operational savings	Multiple Programs	-250	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>20,957</b>	<b>185.5</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>89</b>	<b>0.0</b>
Decrease: D.C. Code production savings	Council Administration	-19	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>70</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>70</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>70</b>	<b>0.0</b>
<b>Gross for AB0 - Council of the District of Columbia</b>		<b>21,026</b>	<b>185.5</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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$3,360,760	\$4,275,981	\$4,275,981	0.0
FTEs	28.5	34.0	34.0	0.0

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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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AC0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	3,436	3,361	3,951	4,276	325	8.2
<b>Total for General Fund</b>	<b>3,436</b>	<b>3,361</b>	<b>3,951</b>	<b>4,276</b>	<b>325</b>	<b>8.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	178	0	325	0	-325	-100.0
<b>Total for Intra-District Funds</b>	<b>178</b>	<b>0</b>	<b>325</b>	<b>0</b>	<b>-325</b>	<b>-100.0</b>
<b>Gross Funds</b>	<b>3,614</b>	<b>3,361</b>	<b>4,276</b>	<b>4,276</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table AC0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table AC0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	30.9	28.5	34.0	34.0	0.0	0.0
<b>Total for General Fund</b>	<b>30.9</b>	<b>28.5</b>	<b>34.0</b>	<b>34.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>30.9</b>	<b>28.5</b>	<b>34.0</b>	<b>34.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AC0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	2,342	2,283	2,604	2,644	40	1.5
12 - Regular Pay - Other	118	0	75	75	0	0.0
13 - Additional Gross Pay	32	35	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	448	438	623	637	14	2.3
<b>Subtotal Personal Services (PS)</b>	<b>2,939</b>	<b>2,756</b>	<b>3,303</b>	<b>3,357</b>	<b>54</b>	<b>1.6</b>
20 - Supplies and Materials	16	15	9	12	3	35.6
31 - Telephone, Telegraph, Telegram, Etc.	15	21	17	18	1	5.0
32 - Rentals - Land and Structures	307	447	569	502	-68	-11.9
34 - Security Services	32	0	0	0	0	N/A
40 - Other Services and Charges	60	53	32	35	3	9.6
41 - Contractual Services - Other	214	23	332	337	5	1.6
70 - Equipment and Equipment Rental	31	46	14	15	1	9.1
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>675</b>	<b>604</b>	<b>973</b>	<b>919</b>	<b>-54</b>	<b>-5.5</b>
<b>Gross Funds</b>	<b>3,614</b>	<b>3,361</b>	<b>4,276</b>	<b>4,276</b>	<b>0</b>	<b>0.0</b>

\*Percent change is based on whole dollars.

### Program Description

The Office of the 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 2014 proposed budget.

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## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table AC0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AC0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1040) Information Technology	243	244	247	3	1.8	2.0	2.0	0.0
(1050) Financial Management	467	587	519	-67	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>710</b>	<b>831</b>	<b>766</b>	<b>-65</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	2,596	3,289	3,352	63	24.9	30.0	30.0	0.0
(2020) ANC Audit and Financial Oversight	55	156	158	2	1.8	2.0	2.0	0.0
<b>Subtotal (2000) Audit, Financial Oversight and Investigations</b>	<b>2,651</b>	<b>3,445</b>	<b>3,510</b>	<b>65</b>	<b>26.7</b>	<b>32.0</b>	<b>32.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>3,361</b>	<b>4,276</b>	<b>4,276</b>	<b>0</b>	<b>28.5</b>	<b>34.0</b>	<b>34.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of the District of Columbia Auditor's (ODCA) proposed FY 2014 gross budget is \$4,275,981, which represents no change from the FY 2013 approved gross budget of \$4,275,981. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$3,911,082, which represents a \$39,899, or 1.0 percent, decrease from the FY 2013 approved Local funds budget of \$3,950,981.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for ODCA included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$26,176 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth; an increase of \$1,493 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent; and a decrease of \$67,568 in nonpersonal services to account for the reductions in the Rental - Land and Structures budget, based on the estimates provided by the Department of General Services. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** In Local funds, personal services increased by \$50,863 to support proposed step increases.

**Decrease:** In Local funds, nonpersonal services, primarily Occupancy Fixed Costs, decreased by \$10,964 to absorb proposed step increases.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which may also impact Intra-District funds. This adjustment will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** The FY 2014 proposed budget includes an increase of \$325,000 to Local funds to conduct an independent evaluation of the District of Columbia Public School (DCPS), as required by the Public Education Reform Amendment Act (PERAA) of 2007. The Act authorized a major overhaul of the District of Columbia's education governance structure.

### **District's Proposed Budget**

**Technical Adjustment:** The Office of the District of Columbia Auditor's Intra-District funds were reduced by \$325,000.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AC0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AC0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>3,951</b>	<b>34.0</b>
Other CSFL Adjustments	Multiple Programs	-40	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>3,911</b>	<b>34.0</b>
Increase: In personal services to support proposed step increases	Multiple Programs	51	0.0
Decrease: Nonpersonal services, primarily in Occupancy Fixed Cost, to absorb proposed step increases	Multiple Programs	-11	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>3,951</b>	<b>34.0</b>
Increase: To cover an independent evaluation of District of Columbia Public Schools	Audit, Financial Oversight and Investigations	325	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>4,276</b>	<b>34.0</b>
No Changes	Multiple Programs	0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>4,276</b>	<b>34.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>325</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>325</b>	<b>0.0</b>
Technical Adjustment: Funding for independent evaluation of District of Columbia Public Schools	Audit, Financial Oversight and Investigations	-325	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>0</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 2014:

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

### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Dollar value of potential savings or increased revenues, and/or unsupported costs identified from audits <sup>1</sup>	\$33.5M	\$14M	\$720,334	\$15M	\$15M	\$15M
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	25	30 <sup>2</sup>	17	30 <sup>3</sup>	30	32
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:

<sup>1</sup> Dollar value of potential savings or increased revenues, and questioned or unsupported costs identified from audits are quantified in published audit reports.

<sup>2</sup> In Fiscal Year 2012, there was a change in the administration of the Office of the D.C. Auditor (ODCA). As a result, ODCA was reorganized to ensure that all audit and non-audit products adhere to generally accepted government accounting standards. Due to the reorganization and staff changes, ODCA was unable to meet the Fiscal Year 2012 performance measure of 45 financial, performance, and recommendation compliance audit reports issued.

<sup>3</sup> This includes 10 performance audits, 4 financial reviews, 5 reports on compliance with Certified Business Enterprise Goals, 2 reports on the implementation of recommendations presented in previous audit reports, and 1 report 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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Description	FY 2012	FY 2013	FY 2014	% Change
	Actual	Approved	Proposed	from FY 2013
Operating Budget	\$743,539	\$893,680	\$902,378	1.0
FTEs	2.3	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, in 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 2014 proposed budget is presented in the following tables:

## **FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type**

Table DX0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	833	744	894	902	9	1.0
<b>Total for General Fund</b>	<b>833</b>	<b>744</b>	<b>894</b>	<b>902</b>	<b>9</b>	<b>1.0</b>
<b>Gross Funds</b>	<b>833</b>	<b>744</b>	<b>894</b>	<b>902</b>	<b>9</b>	<b>1.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-time Equivalents, by Revenue Type**

Table DX0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table DX0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	2.4	2.3	2.5	2.5	0.0	0.0
<b>Total for General Fund</b>	<b>2.4</b>	<b>2.3</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>2.4</b>	<b>2.3</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table DX0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>Comptroller Source Group</b>						
11 - Regular Pay - Continuing Full Time	148	148	148	151	3	2.1
12 - Regular Pay - Other	14	10	27	27	0	0.9
14 - Fringe Benefits - Current Personnel	25	23	39	41	2	6.1
<b>Subtotal Personal Services (PS)</b>	<b>188</b>	<b>181</b>	<b>214</b>	<b>219</b>	<b>6</b>	<b>2.7</b>
20 - Supplies and Materials	1	3	2	5	3	113.4
40 - Other Services and Charges	0	1	0	0	0	N/A
50 - Subsidies and Transfers	645	559	678	678	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>645</b>	<b>563</b>	<b>680</b>	<b>683</b>	<b>3</b>	<b>0.4</b>
<b>Gross Funds</b>	<b>833</b>	<b>744</b>	<b>894</b>	<b>902</b>	<b>9</b>	<b>1.0</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table DX0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table DX0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1085) Customer Services	185	216	225	9	2.3	2.5	2.5	0.00
<b>Subtotal (1000) Agency Management</b>	<b>185</b>	<b>216</b>	<b>225</b>	<b>9</b>	<b>2.3</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>
<b>(2000) Advisory Neighborhood Commissions</b>								
(0200) Advisory Neighborhood Commissions	559	678	678	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Advisory Neighborhood Commissions</b>	<b>559</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>744</b>	<b>894</b>	<b>902</b>	<b>9</b>	<b>2.3</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Budget Changes

The Advisory Neighborhood Commissions' (ANC) proposed FY 2014 gross budget is \$902,378, which represents a 1.0 percent increase over its FY 2013 approved gross budget of \$893,680. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$895,378, which represents a \$1,698, or 0.2 percent, increase over the FY 2013 approved Local funds budget of \$893,680.

### Major CSFL Cost Drivers

The FY 2014 CSFL calculated for ANC included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$1,642 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$56 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### Agency Budget Submission

**Increase:** In Local funds, personal services increased by \$2,099 to support proposed step increases.

**Decrease:** In Local funds, nonpersonal services, primarily Supplies and Materials, were decreased by \$2,099 to absorb proposed step increases.

### Mayor's Proposed Budget

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### District's Proposed Budget

**Increase:** The ANC's FY 2014 District's proposed Local budget includes a one-time cost increase of \$5,000 for Supplies and Materials and a \$2,000 increase in personal services.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table DX0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table DX0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>894</b>	<b>2.5</b>
Other CSFL Adjustments	Multiple Programs	2	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>895</b>	<b>2.5</b>
Increase: To support proposed step increases	Multiple Programs	2	0.0
Decrease: To absorb proposed step increases	Multiple Programs	-2	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>895</b>	<b>2.5</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>895</b>	<b>2.5</b>
Increase: Funding for Supplies and Materials (One-Time)	Agency Management	5	0.0
Increase: Personal services costs	Agency Management	2	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>902</b>	<b>2.5</b>
<b>Gross for DX0 - Advisory Neighborhood Commissions</b>		<b>902</b>	<b>2.5</b>

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

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# Uniform Law Commission

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<b>Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Approved</b>	<b>FY 2014 Proposed</b>	<b>% Change from FY 2013</b>
Operating Budget	\$0	\$0	\$50,000	N/A

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The Uniform Law Commission was established by the District of Columbia Uniform Law Commission Act of 2010, effective March 12, 2011 (D.C. Law 18-313; D.C. Official Code § 3-1431 et seq.).

In accordance with the “Fiscal Year 2014 Budget Submission Requirements Resolution of 2012”, the Uniform Law Commission is to be listed as a separate program in a single paper agency. This agency is separate from the Council of the District of Columbia for the purpose of paying annual dues to the National Conference of Commissioners on Uniform State Law and for the registration fees and travel expenses associated with the annual meeting.

The agency’s FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AL0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget.

**Table AL0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	0	0	0	50	50	N/A
<b>Total for General Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AL0-2 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget.

**Table AL0-2**

(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
40 - Other Services and Charges	0	0	0	50	50	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>N/A</b>

\*Percent change is based on whole dollars.

## Program Description

The Uniform Law Commission operates through the following program:

**Uniform Law Commission** - provides for the payment of annual dues to the National Conference of Commissioners on Uniform State Law. The program also covers the registration fees and travel expenses associated with the annual meeting. The program will remain under the authority of the Council of the District of Columbia.

## Program Structure Change

In FY 2014, the agency is budgeted for the first time. The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at [www.cfo.dc.gov](http://www.cfo.dc.gov) on the Annual Operating Budget and Capital Plan page.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table AL0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget.

**Table AL0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Uniform Law Commission (AL0)</b>								
(1001) Uniform Law Commission (AL0)	0	0	50	50	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Uniform Law Commission (AL0)</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Uniform Law Commission's (ULC) proposed FY 2014 gross budget is \$50,000. This budget is newly established for FY 2014. The budget is comprised entirely of Local funds.

#### Agency Budget Submission

**Transfer In:** Pursuant to the "Fiscal Year 2014 Budget Submission Requirements Resolution of 2012", Sec. 3(3), a total of \$50,000 moved from the Council of the District of Columbia's Council Central Offices program to establish the ULC.

#### Mayor's Proposed Budget

The Uniform Law Commission has no changes from the FY 2014 agency budget submission to the FY 2014 Mayor's proposed budget.

#### District's Proposed Budget

The Uniform Law Commission has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AL0-4 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AL0-4**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Transfer In: Creation of agency to cover associated costs	Uniform Law Commission	50	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>50</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>50</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>50</b>	<b>0.0</b>
<b>Gross for AL0 - Uniform Law Commission</b>		<b>50</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 the Mayor

www.dc.gov

Telephone: 202-727-1000

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$12,718,143	\$12,352,118	\$12,099,801	-2.0
FTEs	87.0	87.5	85.0	-2.9

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The mission of the Executive Office of the Mayor (EOM) 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 Mayor's Office of Budget and Finance, and the Office of Community Affairs.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AA0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

<b>Appropriated Funds</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b><u>General Fund</u></b>						
Local Funds	42,090	7,998	8,435	8,353	-83	-1.0
<b>Total for General Fund</b>	<b>42,090</b>	<b>7,998</b>	<b>8,435</b>	<b>8,353</b>	<b>-83</b>	<b>-1.0</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	3,487	4,050	3,556	3,050	-507	-14.3
<b>Total for Federal Resources</b>	<b>3,487</b>	<b>4,050</b>	<b>3,556</b>	<b>3,050</b>	<b>-507</b>	<b>-14.3</b>
<b><u>Private Funds</u></b>						
Private Grant Funds	0	2	0	0	0	N/A
Private Donations	10	10	0	0	0	N/A
<b>Total for Private Funds</b>	<b>10</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	474	658	360	697	337	93.5
<b>Total for Intra-District Funds</b>	<b>474</b>	<b>658</b>	<b>360</b>	<b>697</b>	<b>337</b>	<b>93.5</b>
<b>Gross Funds</b>	<b>46,061</b>	<b>12,718</b>	<b>12,352</b>	<b>12,100</b>	<b>-252</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table AA0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table AA0-2**

Appropriated Funds	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	774	776	78.3	75.0	-3.3	-4.2
<b>Total for General Fund</b>	<b>774</b>	<b>776</b>	<b>78.3</b>	<b>75.0</b>	<b>-3.3</b>	<b>-4.2</b>
<b>Federal Resources</b>						
Federal Grant Funds	4.1	2.6	4.8	2.2	-2.6	-54.0
<b>Total for Federal Resources</b>	<b>4.1</b>	<b>2.6</b>	<b>4.8</b>	<b>2.2</b>	<b>-2.6</b>	<b>-54.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	4.2	6.8	4.4	7.8	3.4	76.9
<b>Total for Intra-District Funds</b>	<b>4.2</b>	<b>6.8</b>	<b>4.4</b>	<b>7.8</b>	<b>3.4</b>	<b>76.9</b>
<b>Total Proposed FTEs</b>	<b>85.8</b>	<b>87.0</b>	<b>87.5</b>	<b>85.0</b>	<b>-2.5</b>	<b>-2.9</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AA0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AA0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	5,132	5,774	6,322	6,338	16	0.3
12 - Regular Pay - Other	975	1,095	773	629	-144	-18.6
13 - Additional Gross Pay	652	43	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,138	1,211	1,756	1,797	41	2.4
15 - Overtime Pay	1	1	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>7,898</b>	<b>8,123</b>	<b>8,851</b>	<b>8,764</b>	<b>-87</b>	<b>-1.0</b>
20 - Supplies and Materials	110	94	64	76	12	17.9
30 - Energy, Comm. and Building Rentals	241	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	9	6	0	0	0	N/A
40 - Other Services and Charges	515	739	494	430	-64	-12.9
41 - Contractual Services - Other	3	47	0	0	0	N/A
50 - Subsidies and Transfers	37,244	3,565	2,933	2,820	-113	-3.9
70 - Equipment and Equipment Rental	42	144	10	10	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>38,164</b>	<b>4,595</b>	<b>3,502</b>	<b>3,336</b>	<b>-166</b>	<b>-4.7</b>
<b>Gross Funds</b>	<b>46,061</b>	<b>12,718</b>	<b>12,352</b>	<b>12,100</b>	<b>-252</b>	<b>-2.0</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 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;
- **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;
- **Mayor's Correspondence Unit** – responds to written correspondence sent to the Mayor in a timely, thoughtful, and helpful manner; and
- **Office of the General Counsel** – advises the Mayor and other activities of the EOM without legal counsel on legal matters.

**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 7 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 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;
- **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. The 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; and
- **Office of Religious Affairs** – provides constituent services and information to the 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.

### **Mayors Office of Budget and Finance**

**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 2 activities:

- **Administration** – provides support for staff and initiatives of State Service Commissions to fulfill the agency’s mission and goals to expand volunteerism service in the District, which includes but is not limited to management of federal Corporation for National and Community Service grants; and
- **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.

**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**

In FY 2014, the agency transferred out the functions of the Office on Returning Citizen Affairs activity to the Department of Corrections. The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at [www.cfo.dc.gov](http://www.cfo.dc.gov) on the Annual Operating Budget and Capital Plan page.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table AA0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1070) Fleet Management	91	142	124	-18	0.0	0.0	0.0	0.0
(1085) Customer Service	0	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>91</b>	<b>142</b>	<b>124</b>	<b>-18</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	717	858	971	113	4.0	5.0	6.0	1.0
(2002) Scheduling Unit	236	379	369	-10	4.0	4.0	4.0	0.0
(2003) Office of Communications	570	643	650	7	6.0	6.0	6.0	0.0
(2004) Office of Support Services	566	332	353	21	4.5	4.5	4.5	0.0
(2005) Mayor's Correspondence Unit	332	354	376	22	5.0	5.0	5.0	0.0
(2006) Office of the General Counsel	431	459	463	4	3.0	3.0	3.0	0.0
<b>Subtotal (2000) Office of the Mayor</b>	<b>2,852</b>	<b>3,026</b>	<b>3,183</b>	<b>157</b>	<b>26.4</b>	<b>27.5</b>	<b>28.5</b>	<b>1.0</b>
<b>(3000) Office of Policy and Legislative Affairs</b>								
(3001) Office of Policy and Legislative Affairs	802	843	820	-24	9.0	8.0	8.0	0.0
<b>Subtotal (3000) Office of Policy and Legislative Affairs</b>	<b>802</b>	<b>843</b>	<b>820</b>	<b>-24</b>	<b>9.0</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>
<b>(4000) Office of Boards and Commissions</b>								
(4001) Office of Boards and Commissions	295	333	361	29	3.0	3.0	3.0	0.0
<b>Subtotal (4000) Office of Boards and Commissions</b>	<b>295</b>	<b>333</b>	<b>361</b>	<b>29</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(5000) Office of Community Affairs</b>								
(5001) Community Relations and Services	1,077	1,051	1,086	35	13.0	13.0	12.0	-1.0
(5003) Office of Partnerships and Grant Services	331	332	336	5	3.0	3.0	3.0	0.0
(5004) Office of African Affairs	174	200	301	102	2.0	2.0	2.0	0.0
(5005) Commission on Women	161	191	193	2	2.0	2.0	2.0	0.0
(5006) Office of LGBT Affairs	168	194	195	2	2.0	2.0	2.0	0.0
(5007) Youth Advisory Council	170	194	182	-12	2.0	2.0	2.0	0.0
(5008) Office on Returning Citizen Affairs	341	266	0	-266	3.0	3.0	0.0	-3.0
(5009) Office of Religious Affairs	90	115	116	1	1.0	1.0	2.0	1.0
<b>Subtotal (5000) Office of Community Affairs</b>	<b>2,512</b>	<b>2,543</b>	<b>2,410</b>	<b>-133</b>	<b>27.9</b>	<b>28.0</b>	<b>25.0</b>	<b>-3.0</b>
<b>(6000) Mayor's Office of Budget and Finance</b>								
(6001) Office of Budget and Finance	1,194	1,236	1,249	13	9.0	9.0	9.0	0.0
<b>Subtotal (6000) Mayor's Office of Budget and Finance</b>	<b>1,194</b>	<b>1,236</b>	<b>1,249</b>	<b>13</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>

(Continued on next page)

**Table AA0-4 (Continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(7000) Serve DC</b>								
(7001) Administration	678	750	1,134	383	2.7	6.6	11.5	4.9
(7002) AmeriCorps	3,354	3,119	2,820	-300	1.2	1.0	0.0	-1.0
(7003) Learn and Serve	416	0	0	0	1.2	0.0	0.0	0.0
(7004) Training	0	0	0	0	0.6	0.0	0.0	0.0
(7005) Outreach	523	360	0	-360	6.2	4.4	0.0	-4.4
(7007) Season of Engagement	2	0	0	0	0.0	0.0	0.0	0.0
(7008) Mayor's Community Service Award	2	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (7000) Serve DC</b>	<b>4,974</b>	<b>4,230</b>	<b>3,953</b>	<b>-276</b>	<b>11.8</b>	<b>12.0</b>	<b>11.5</b>	<b>-0.5</b>
<b>(9960) Year End Close</b>								
(9961) Year End Close	-1	0	0	0	0.0	0.0	0.0	0.0
No Activity Assigned	0	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Year End Close</b>	<b>-2</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>12,718</b>	<b>12,352</b>	<b>12,100</b>	<b>-252</b>	<b>87.0</b>	<b>87.5</b>	<b>85.0</b>	<b>-2.5</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Budget Changes

The Executive Office of the Mayor's (EOM) proposed FY 2014 gross budget is \$12,099,801, which represents a 2.0 percent decrease from its FY 2013 approved gross budget of \$12,352,118. The budget is comprised of \$8,352,962 in Local funds, \$3,049,517 in Federal Grant funds, and \$697,323 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$8,511,553, which represents a \$76,073, or 0.9 percent, increase over the FY 2013 approved Local funds budget of \$8,435,479.

## **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for EOM included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$67,267 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$8,806 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

## **Agency Budget Submission**

**Increase:** EOM increased Supplies in Local funds by \$21,043 in the Office of the Mayor to support the Scheduling Unit, Office of Communications, and Office of Support Services activities. In Intra-District funding, personal services for the Serve DC program increased by \$336,984 and 3.4 FTEs to administer the increase in transfers received from the Homeland Security and Emergency Management Agency.

**Decrease:** EOM decreased the Local funds personal services budget by \$14,460 and 0.3 FTE. The agency also reduced Other Services and Charges and Equipment by a total of \$6,583 to cover the increase in Supplies. Federal Grant funds decreased by \$506,783 and 2.6 FTEs due to decreased funding for four of the five Serve DC federal grants, in anticipation of the federal government sequestration.

## **Mayor's Proposed Budget**

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$6,068 in Federal Grant funds and Intra-District funds may be impacted. For more information about the Local funds portion of the COLA allocation, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** A Local funds budget increase of \$10,000 is for the Mayor's Advisory Commission on Caribbean Affairs.

**Decrease:** Federal Grant funds were reduced by \$6,068 to offset the proposed cost-of-living adjustment.

**Transfer Out:** The Office on Returning Citizen Affairs will be transferred to the Department of Corrections. The transfer is supported by a Local funds budget of \$268,590, which includes 3.0 FTEs.

## **District's Proposed Budget**

**Increase:** The Office of the African Affairs Local funds budget was increased by \$100,000 to support providing community grants.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AA0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

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

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>8,435</b>	<b>78.3</b>
Other CSFL Adjustments	Multiple Programs	76	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>8,512</b>	<b>78.3</b>
Increase: Supplies	Office of the Mayor	21	0.0
Decrease: Salary, steps, Fringe Benefits, and FTEs	Multiple Programs	-14	-0.3
Decrease: Other Services and Charges and Equipment	Multiple Programs	-7	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>8,512</b>	<b>78.0</b>
Increase: Commission on Caribbean Affairs	Office of Community Affairs	10	0.0
Transfer Out: Transfer of the Office on Returning Citizen Affairs to the Department of Corrections	Office of Community Affairs	-269	-3.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>8,253</b>	<b>75.0</b>
Increase: To provide grants to the community	Office of Community Affairs	100	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>8,353</b>	<b>75.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>3,556</b>	<b>4.8</b>
Decrease: Alignment to federal grant resources	Serve DC	-507	-2.6
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>3,050</b>	<b>2.2</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Serve DC	6	0.0
Decrease: To offset the proposed cost-of-living adjustment	Serve DC	-6	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>3,050</b>	<b>2.2</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>3,050</b>	<b>2.2</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>360</b>	<b>4.4</b>
Increase: Salary, steps, Fringe Benefits and FTEs	Serve DC	337	3.4
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>697</b>	<b>7.8</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>697</b>	<b>7.8</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>697</b>	<b>7.8</b>
<b>Gross for AA0 - Office of the Mayor</b>		<b>12,100</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's performance plan has the following objectives for FY 2014:

### Executive Office of the Mayor

**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 (One City Action Plan 3.8.1).

#### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of grade.dc.gov reviews	Not Available	New Measure	3,067	6,500	7,000	7,500
Number of Twitter followers	6,000	7,000	8,588	9,000	10,000	11,000

### 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 to ensure that all Boards and Commissions have sufficient membership to be fully operational to carry out its objectives (including One City Action Plan Action 3.8.3).

#### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of appointments to boards and commissions	179	200	535	260	260	260
Number of Boards and Commissions without a quorum	52	25	25	0	0	0

## Office of Policy and Legislative Affairs

**Objective 1:** Effectively communicate and advance the Mayor's legislative agenda to further promote the Mayor's One City Action Plan goals: 1. Grow and Diversify the District Economy; 2. Educate and Prepare the Workforce for the New Economy; and 3. Improve the Quality of Life for All.

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### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of bills introduced to Council to achieve the Top 3 One City Goals	47	New Measure	69	70	75	76

## Office of Community Affairs

**Objective 1:** Provide rapid responses to constituent requests, concerns, and questions with District government services.

**Objective 2:** The Office of Community Affairs will increase community engagement by creating and providing more opportunities to engage with government agencies and provide greater access to resources, education, and information to constituents. (One City Action Plan 1.3.3)

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### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of outreach events for all community affairs offices	New Measure	New Measure	67	70	75	80

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# Office of the Secretary

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

Telephone: 202-727-6306

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$3,782,846	\$3,245,931	\$3,265,909	0.6
FTEs	22.4	24.0	24.5	2.1

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The Office of the Secretary of the District of Columbia is the official resource for protocol, legal records, history, and recognitions for the public, governments, and international community.

## Summary of Services

The Office of the Secretary of the District of Columbia provides services to the government and citizens through the Office of Notary Commissions and Authentications (commissions notaries and authenticates documents), the Office of Documents and Administrative Issuances (“ODAI,” 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, the District of Columbia Archives, and the Library of Government Information). Furthermore, the Office of Ceremonial Services is responsible for all Mayoral proclamations and ceremonial documents and the Office of Protocol and International Affairs manages Sister City relationships and communications between the Executive Office of the Mayor and foreign government representatives.

The agency’s FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table BA0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	2,013	2,890	2,246	2,266	20	0.9
Special Purpose Revenue Funds	858	887	1,000	1,000	0	0.0
<b>Total for General Fund</b>	<b>2,871</b>	<b>3,777</b>	<b>3,246</b>	<b>3,266</b>	<b>20</b>	<b>0.6</b>
<b>Private Funds</b>						
Private Grant Funds	0	5	0	0	0	N/A
Private Donations	0	1	0	0	0	N/A
<b>Total for Private Funds</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>2,871</b>	<b>3,783</b>	<b>3,246</b>	<b>3,266</b>	<b>20</b>	<b>0.6</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table BA0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table BA0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	18.0	18.0	18.0	18.0	0.0	0.0
Special Purpose Revenue Funds	3.2	4.4	6.0	6.5	0.5	8.3
<b>Total for General Fund</b>	<b>21.2</b>	<b>22.4</b>	<b>24.0</b>	<b>24.5</b>	<b>0.5</b>	<b>2.1</b>
<b>Total Proposed FTEs</b>	<b>21.2</b>	<b>22.4</b>	<b>24.0</b>	<b>24.5</b>	<b>0.5</b>	<b>2.1</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table BA0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	1,558	1,731	1,833	1,695	-138	-7.5
12 - Regular Pay - Other	0	15	0	248	248	N/A
13 - Additional Gross Pay	43	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	278	307	391	433	42	10.7
<b>Subtotal Personal Services (PS)</b>	<b>1,880</b>	<b>2,054</b>	<b>2,224</b>	<b>2,376</b>	<b>152</b>	<b>6.8</b>
20 - Supplies and Materials	28	18	29	14	-15	-51.1
31 - Telephone, Telegraph, Telegram, Etc.	0	-4	0	0	0	N/A
40 - Other Services and Charges	163	923	183	106	-78	-42.2
41 - Contractual Services - Other	598	538	597	564	-33	-5.5
50 - Subsidies and Transfers	200	201	200	200	0	0.0
70 - Equipment and Equipment Rental	2	53	13	6	-7	-53.8
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>992</b>	<b>1,729</b>	<b>1,022</b>	<b>890</b>	<b>-132</b>	<b>-12.9</b>
<b>Gross Funds</b>	<b>2,871</b>	<b>3,783</b>	<b>3,246</b>	<b>3,266</b>	<b>20</b>	<b>0.6</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.

**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** – 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table BA0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table BA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1020) Contracting and Procurement	157	162	164	1	1.1	1.0	1.0	0.0
(1030) Property Management	3	4	4	0	0.0	0.0	0.0	0.0
(1070) Fleet Management	74	76	77	1	0.0	1.0	1.0	0.0
(1080) Communication	97	141	72	-70	2.1	2.0	1.0	-1.0
(1085) Customer Service	74	83	0	-83	1.1	1.0	0.0	-1.0
(1090) Performance Management	348	366	337	-29	2.1	2.0	2.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>752</b>	<b>833</b>	<b>653</b>	<b>-180</b>	<b>6.3</b>	<b>7.0</b>	<b>5.0</b>	<b>-2.0</b>
<b>(1002) International Relations and Protocol</b>								
(1200) International Relations and Protocol	180	181	216	34	1.1	2.0	2.0	0.0
<b>Subtotal (1002) International Relations and Protocol</b>	<b>180</b>	<b>181</b>	<b>216</b>	<b>34</b>	<b>1.1</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(1003) Ceremonial Services</b>								
(1300) Ceremonial Services	679	253	219	-34	2.1	2.0	2.0	0.0
<b>Subtotal (1003) Ceremonial Services</b>	<b>679</b>	<b>253</b>	<b>219</b>	<b>-34</b>	<b>2.1</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>(1004) Office of Documents and Administrative Issuances</b>								
(1400) Regulations Activity	0	0	0	0	1.1	0.0	0.0	0.0
(1401) D.C. Register	197	191	149	-42	2.1	2.0	2.0	0.0
(1402) Administrative Issuances	153	79	201	122	1.1	1.0	2.0	1.0
<b>Subtotal (1004) Office of Documents and Admin. Issuances</b>	<b>350</b>	<b>271</b>	<b>350</b>	<b>79</b>	<b>4.2</b>	<b>3.0</b>	<b>4.0</b>	<b>1.0</b>
<b>(1005) Notary Commission and Authentications</b>								
(1501) Notary Authentications	349	474	573	100	4.4	6.0	6.5	0.5
<b>Subtotal (1005) Notary Commission and Authentications</b>	<b>349</b>	<b>474</b>	<b>573</b>	<b>100</b>	<b>4.4</b>	<b>6.0</b>	<b>6.5</b>	<b>0.5</b>
<b>(1006) Office of Public Records</b>								
(1600) Records Management	984	867	890	23	2.1	2.0	3.0	1.0
(1601) Archival Administration	81	98	94	-4	1.1	1.0	1.0	0.0
(1602) Library of Government Information	77	69	71	2	1.1	1.0	1.0	0.0
<b>Subtotal (1006) Office of Public Records</b>	<b>1,142</b>	<b>1,035</b>	<b>1,055</b>	<b>21</b>	<b>4.2</b>	<b>4.0</b>	<b>5.0</b>	<b>1.0</b>
<b>(1007) Executive Management</b>								
(1701) Emancipation Day Activities	330	200	0	-200	0.0	0.0	0.0	0.0
(1702) D.C. Democracy Initiatives	0	0	200	200	0.0	0.0	0.0	0.0
<b>Subtotal (1007) Executive Management</b>	<b>330</b>	<b>200</b>	<b>200</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>3,783</b>	<b>3,246</b>	<b>3,266</b>	<b>20</b>	<b>22.4</b>	<b>24.0</b>	<b>24.5</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of the Secretary's (OS) proposed FY 2014 gross budget is \$3,265,909, which represents a 0.6 percent increase over its FY 2013 approved gross budget of \$3,245,931. The budget is comprised of \$2,265,909 in Local funds and \$1,000,000 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$2,265,909, which represents a \$19,978, or 0.9 percent, increase over the FY 2013 approved Local funds budget of \$2,245,931.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OS included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$12,971 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$7,006 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** OS increased Local funds personal services by \$39,294 in support of projected salary, step, and Fringe Benefit increases. The agency also increased Local funds for Other Services and Charges by \$4,408 for projected cost increases. The agency increased Special Purpose Revenue (SPR) funds by \$83,043 in support of projected salary, step, Fringe Benefit increases, and the addition of 0.5 FTE in its Notary Commission and Authentications program.

**Decrease:** To absorb increases in Local funds personal services, OS reduced Contractual Services and Equipment by \$28,440 and Supplies by \$15,262. To absorb the personal services increases in SPR funds, the agency reduced Other Services and Charges by \$83,043.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$16,802 in Special Purpose Revenue funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** Special Purpose Revenue funds were reduced by \$16,802 to offset the proposed cost-of-living adjustment.

### **District's Proposed Budget**

The Office of the Secretary has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

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

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,246</b>	<b>18.0</b>
Other CSFL Adjustments	Multiple Programs	20	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>2,266</b>	<b>18.0</b>
Increase: Salary, steps, and Fringe Benefits	Multiple Programs	39	0.0
Increase: Other Services and Charges	Multiple Programs	4	0.0
Decrease: Contractual Services and Equipment	Office of Public Records	-28	0.0
Decrease: Supplies	Agency Management	-15	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,266</b>	<b>18.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,266</b>	<b>18.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,266</b>	<b>18.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,000</b>	<b>6.0</b>
Increase: Salary, steps, Fringe Benefits, and FTEs	Notary Commission and Authentications	83	0.5
Decrease: Other Services and Charges	Multiple Programs	-83	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,000</b>	<b>6.5</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	17	0.0
Decrease: To offset the proposed cost of living adjustment	Office of Public Records	-17	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,000</b>	<b>6.5</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,000</b>	<b>6.5</b>
<b>Gross for BA0 - Office of the Secretary</b>		<b>3,266</b>	<b>24.5</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 2014:

**Objective 1:** Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for D.C. democracy.

**Objective 2:** Provide customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries public for domestic and foreign use.

**Objective 3:** Provide support and outreach services to the diplomatic and international communities.

**Objective 4:** Provide convenient records management services to District government agencies, business communities, and the public in order to provide efficient access to public records stored in the District of Columbia Records Center.

**Objective 5:** Provide timely technical, professional, and other legal services to the Mayor, District of Columbia agencies, and the general public in order to give and/or have official notice of all proposed and adopted legal mandates.

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## KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Current and historical documents and issuances digitized, indexed, and available via website	8,077	8,000	4,871	8,000	8,000	8,000
Number of D.C. Registers Published	52	53	30	52	52	52
Number of customers served by the Notary Commissions and Authentications	14,400	15,000	12,088	15,000	15,000	15,000
Percentage of ambassador welcome letters sent within three months of start of new ambassador's term	100%	100%	100%	100%	100%	100%
Percentage of record requests fulfilled digitally	15%	20%	20%	30%	35%	40%
Percentage of agency record retention schedules reviewed and approved	5%	8%	7%	10%	15%	18%

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# Office of the City Administrator

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

Telephone: 202-478-9200

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$3,098,304	\$3,689,056	\$5,023,418	36.2
FTEs	34.7	26.0	27.0	3.8

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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 government agencies.

## Summary of Services

OCA 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 City Administrator manages the city's Performance Management activity and organizes multi-agency accountability sessions with the Mayor (via a program called DCStat).

OCA also includes the Office of Labor Relations and Collective Bargaining (OLRCB), which represents the District of Columbia as the principal management advocate during labor negotiations and in administering the District's Labor Relations activities.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AE0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	4,012	2,847	3,401	3,383	-19	-0.5
Special Purpose Revenue Funds	0	0	0	1,305	1,305	N/A
<b>Total for General Fund</b>	<b>4,012</b>	<b>2,847</b>	<b>3,401</b>	<b>4,688</b>	<b>1,286</b>	<b>37.8</b>
<b>Private Funds</b>						
Private Donations	63	0	0	0	0	N/A
<b>Total for Private Funds</b>	<b>63</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	30	251	288	336	48	16.7
<b>Total for Intra-District Funds</b>	<b>30</b>	<b>251</b>	<b>288</b>	<b>336</b>	<b>48</b>	<b>16.7</b>
<b>Gross Funds</b>	<b>4,105</b>	<b>3,098</b>	<b>3,689</b>	<b>5,023</b>	<b>1,334</b>	<b>36.2</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table AE0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table AE0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	34.1	34.7	22.4	24.0	1.6	7.4
<b>Total for General Fund</b>	<b>34.1</b>	<b>34.7</b>	<b>22.4</b>	<b>24.0</b>	<b>1.6</b>	<b>7.4</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0.0	0.0	3.6	3.0	-0.6	-17.8
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>3.6</b>	<b>3.0</b>	<b>-0.6</b>	<b>-17.8</b>
<b>Total Proposed FTEs</b>	<b>34.1</b>	<b>34.7</b>	<b>26.0</b>	<b>27.0</b>	<b>1.0</b>	<b>3.8</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AE0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	2,830	2,399	2,604	2,777	174	6.7
12 - Regular Pay - Other	160	109	110	67	-43	-39.0
13 - Additional Gross Pay	207	10	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	530	412	635	694	59	9.3
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>3,727</b>	<b>2,930</b>	<b>3,349</b>	<b>3,538</b>	<b>190</b>	<b>5.7</b>
20 - Supplies and Materials	26	22	23	23	0	0.0
30 - Energy, Comm. and Building Rentals	6	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	5	9	0	0	0	N/A
40 - Other Services and Charges	208	116	162	140	-22	-13.5
41 - Contractual Services - Other	134	20	150	11	-139	-92.3
50 - Subsidies and Transfers	0	0	0	1,305	1,305	N/A
70 - Equipment and Equipment Rental	0	0	5	5	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>378</b>	<b>168</b>	<b>341</b>	<b>1,485</b>	<b>1,144</b>	<b>336.1</b>
<b>Gross Funds</b>	<b>4,105</b>	<b>3,098</b>	<b>3,689</b>	<b>5,023</b>	<b>1,334</b>	<b>36.2</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 has no division structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table AE0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AE0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1090) Performance Management	342	364	367	3	0.0	1.0	1.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>342</b>	<b>364</b>	<b>367</b>	<b>3</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(2000) City Administrator</b>								
(2005) Resource and Program Management Division	1,186	1,484	2,784	1,300	18.8	9.0	10.0	1.0
(2010) CapStat Division	101	183	220	37	2.0	2.0	2.0	0.0
<b>Subtotal (2000) City Administrator</b>	<b>1,287</b>	<b>1,667</b>	<b>3,004</b>	<b>1,337</b>	<b>20.8</b>	<b>11.0</b>	<b>12.0</b>	<b>1.0</b>
<b>(3000) Labor Relations and Collective Bargaining</b>								
(3005) Labor Relations/Collective Bargaining	1,470	1,658	1,652	-6	13.9	14.0	14.0	0.0
<b>Subtotal (3000) Labor Relations and Collective Bargaining</b>	<b>1,470</b>	<b>1,658</b>	<b>1,652</b>	<b>-6</b>	<b>13.9</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>3,098</b>	<b>3,689</b>	<b>5,023</b>	<b>1,334</b>	<b>34.7</b>	<b>26.0</b>	<b>27.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Budget Changes

The Office of the City Administrator's (OCA) proposed FY 2014 gross budget is \$5,023,418, which represents a 36.2 percent increase over its FY 2013 approved gross budget of \$3,689,056. The budget is comprised of \$3,382,612 in Local funds, \$1,305,000 in Special Purpose Revenue funds, and \$335,806 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$3,382,612, which represents an \$18,637, or 0.5 percent, decrease from the FY 2013 approved Local funds budget of \$3,401,249.

## Major CSFL Cost Drivers

The FY 2014 CSFL calculated for OCA included removal of \$50,000 in one-time funding, which was used to support a study of food services in District schools in FY 2013.

The FY 2014 CSFL calculated for OCA included an adjustment entry that is not described in detail on table 5. The adjustment was made for an increase of \$24,390 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$6,972 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments."

## Agency Budget Submission

**Increase:** The OCA Local funds budget reflects salary and Fringe Benefit adjustments that total \$78,256 across all programs. Salary and Fringe Benefit costs within Intra-District funds increased by \$48,215 in the Labor Relations and Collective Bargaining Division.

**Decrease:** The OCA Local funds budget for Contractual Services costs decreased by \$56,471 due to a reduction in planned spending on certain projects and other efficiencies. Office support and professional services costs decreased by \$22,000, reflecting savings due to certain program changes.

**Shift:** A total of \$42,828 and 1.0 FTE moved from Intra-District Funds in the Labor Relations and Collective Bargaining Division to Local funds in the City Administrator Division to support program management functions. In addition, the agency shifted \$42,613 and 0.4 FTE from Local funds to Intra-District funds in the Labor Relations and Collective Bargaining Division due to increased collections from labor negotiation services.

## Mayor's Proposed Budget

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

## District's Proposed Budget

**Increase:** The OCA Local budget reflects an increase of \$82,035 and 1.0 FTE to support an Attorney Advisor position in the Office of Labor Relations and Collective Bargaining division to assist in the negotiation and review of union contracts within District agencies.

In Special Purpose Revenue funds, the OCA's budget reflects an increase of \$1,305,000 in the City Administrator's Division. This is due to the implementation of new local legislation that supports the creation of the Bloomingdale Flood Assistance program. This fund, which was created as part of the Fiscal Year 2013 Supplemental budget, establishes a flood assistance program to provide financial assistance for District property owners and renters who suffered damage to personal and residential property as a result of sewer-line backups. This program is supported by a special assessment imposed by DC Water.

**Decrease:** The City Administrator division budget reflects a reduction of \$82,035 due to contractual savings from operational efficiencies.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AE0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AE0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>3,401</b>	<b>22.4</b>
Removal of One-Time Funding	Multiple Programs	-50	0.0
Other CSFL Adjustments	Multiple Programs	31	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>3,383</b>	<b>22.4</b>
Increase: Salary, step, and Fringe Benefits adjustments	Multiple Programs	78	0.0
Decrease: Office support and professional services	Multiple Programs	-22	0.0
Decrease: Reduction in miscellaneous contracts	Multiple Programs	-56	0.0
Shift: From Labor Relations Division for program management	City Administrator	43	1.0
Shift: Partial position funding to Intra-District funds	Labor Relations and Collective Bargaining	-43	-0.4
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>3,383</b>	<b>23.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>3,383</b>	<b>23.0</b>
Increase: Supports attorney-advisor position	Labor Relations and Collective Bargaining	82	1.0
Decrease: Reduction in Contractual Services costs due to program efficiencies	City Administrator	-82	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>3,383</b>	<b>24.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
Increase: Supports Bloomingdale flood assistance program	City Administrator	1,305	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,305</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>288</b>	<b>3.6</b>
Increase: Salary, step, and Fringe Benefits adjustments	Labor Relations and Collective Bargaining	48	0.0
Shift: Partial position funding from Local funds	Labor Relations and Collective Bargaining	43	0.4
Shift: Position to City Administrator Division	Labor Relations and Collective Bargaining	-43	-1.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>336</b>	<b>3.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>336</b>	<b>3.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>336</b>	<b>3.0</b>
<b>Gross for AE0 - Office of the City Administrator</b>		<b>5,023</b>	<b>27.0</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 2014:

### City Administrator (OCA)

Objective 1: Ensure the delivery of high-quality District services.

Objective 2: Implement strategies to improve oversight and performance monitoring of federal grants.

## KEY PERFORMANCE INDICATORS

### City Administrator (OCA)

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of long-term indicators achieved in the One City Action Plan <sup>1</sup>	Not Available	16%	11%	26%	63%	63%
Percentage of Action items achieved in the One City Action Plan	Not Available	Not Available	Not Available	25%	50%	100%
Percentage of District agencies completing a Fiscal Year Performance Plan	Not Available	75% Baseline	96% Baseline	95%	95%	95%
Percentage of agencies required to submit Performance Plans participating in Performance Management Training	Not Available	75% Baseline	85% Baseline	95%	95%	95%
Percentage of Fiscal Year agency initiatives either fully or partially achieved	73.6%	95%	87%	95%	95%	95%
Percentage of Fiscal Year agency Key Performance Indicators either fully or partially achieved	60%	95%	85%	70%	75%	80%
Total number of DC STAT sessions held	Not Available	Not Available	10	15	15	15

### Labor Relations and Collective Bargaining (LRCB)

Objective 1: Work collaboratively and in good faith with employee labor representatives.

## KEY PERFORMANCE INDICATORS

### Labor Relations and Collective Bargaining (OLRCB)

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of Quarterly Briefings with labor leaders hosted by the City Administrator	Not Available	Not Available	4	4	4	4

### Performance Plan End Notes:

<sup>1</sup>The One City Action Plan has 19 Key Indicators (measurements/targets); the quantity and completion dates are; three in FY 2012; two in FY 2013; seven in FY 2014; one in FY 2015; two in FY 2017; three in FY 2020; and one in FY 2021.

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# D.C. Office of Risk Management

www.orm.dc.gov

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Description	FY 2012	FY 2013	FY 2014	% Change
	Actual	Approved	Proposed	from FY 2013
Operating Budget	\$2,196,452	\$2,961,531	\$2,945,971	-0.5
FTEs	18.7	23.0	23.0	0.0

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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 through the provision of 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, 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 advice to District agencies on risk and insurance policies and practices.

The agency’s FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table RK0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	722	2,196	2,962	2,946	-16	-0.5
<b>Total for General Fund</b>	<b>722</b>	<b>2,196</b>	<b>2,962</b>	<b>2,946</b>	<b>-16</b>	<b>-0.5</b>
<b>Intra-District Funds</b>						
Intra-District Funds	798	0	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>798</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>1,520</b>	<b>2,196</b>	<b>2,962</b>	<b>2,946</b>	<b>-16</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table RK0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table RK0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	6.8	18.7	23.0	23.0	0.0	0.0
<b>Total for General Fund</b>	<b>6.8</b>	<b>18.7</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	8.5	0.0	0.0	0.0	0.0	N/A
<b>Total for Intra-District Funds</b>	<b>8.5</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>15.3</b>	<b>18.7</b>	<b>23.0</b>	<b>23.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table RK0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	913	1,278	1,433	1,696	263	18.3
12 - Regular Pay - Other	275	227	324	156	-168	-51.9
13 - Additional Gross Pay	53	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	245	300	372	409	37	10.0
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,486</b>	<b>1,806</b>	<b>2,129</b>	<b>2,261</b>	<b>132</b>	<b>6.2</b>
20 - Supplies and Materials	7	14	17	24	7	42.8
31 - Telephone, Telegraph, Telegram, Etc.	0	7	0	0	0	N/A
40 - Other Services and Charges	27	369	806	636	-170	-21.1
70 - Equipment and Equipment Rental	0	0	10	25	15	150.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>34</b>	<b>391</b>	<b>833</b>	<b>685</b>	<b>-148</b>	<b>-17.7</b>
<b>Gross Funds</b>	<b>1,520</b>	<b>2,196</b>	<b>2,962</b>	<b>2,946</b>	<b>-16</b>	<b>-0.5</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 Agency Risk Management Representatives (ARMR)** – coordinates the work of the ARMR, 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 minimizes 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 Division** – 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table RK0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table RK0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	51	47	99	52	0.8	0.5	1.0	0.5
(1055) Risk Management	2	127	317	191	0.0	0.0	0.0	0.0
(1085) Customer Service	61	60	51	-9	1.7	1.0	1.0	0.0
(1090) Performance Management	349	369	405	36	1.7	2.8	3.0	0.2
<b>Subtotal (1000) Agency Management</b>	<b>462</b>	<b>603</b>	<b>873</b>	<b>269</b>	<b>4.2</b>	<b>4.3</b>	<b>5.0</b>	<b>0.7</b>
<b>(2000) Risk Identification and Analysis</b>								
(2010) Coordination and Integrity of ARMRS	229	270	159	-111	1.7	2.8	2.0	-0.8
(2030) Review and Guide Risk Assessment Control Committee	84	73	130	57	0.8	1.0	1.0	0.0
<b>Subtotal (2000) Risk Identification and Analysis</b>	<b>312</b>	<b>343</b>	<b>289</b>	<b>-54</b>	<b>2.6</b>	<b>3.8</b>	<b>3.0</b>	<b>-0.8</b>
<b>(3000) Risk Control Division</b>								
(3010) Safety, Security Emergency Planning	113	124	114	-10	0.8	1.0	1.0	0.0
<b>Subtotal (3000) Risk Control Division</b>	<b>113</b>	<b>124</b>	<b>114</b>	<b>-10</b>	<b>0.8</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(4000) Risk Financing Division</b>								
(4010) Claims Examination	917	886	637	-248	6.8	10.5	7.0	-3.5
(4040) Claims Management	18	155	397	242	1.7	1.4	4.0	2.6
<b>Subtotal (4000) Risk Financing Division</b>	<b>936</b>	<b>1,041</b>	<b>1,034</b>	<b>-7</b>	<b>8.5</b>	<b>12.0</b>	<b>11.0</b>	<b>-1.0</b>
<b>(6000) Return-to-Work Program</b>								
(6010) Return-to-Work	373	851	637	-214	2.6	2.0	3.0	1.0
<b>Subtotal (6000) Return-to-Work Program</b>	<b>373</b>	<b>851</b>	<b>637</b>	<b>-214</b>	<b>2.6</b>	<b>2.0</b>	<b>3.0</b>	<b>1.0</b>
<b>Total Proposed Operating Budget</b>	<b>2,196</b>	<b>2,962</b>	<b>2,946</b>	<b>-16</b>	<b>18.7</b>	<b>23.0</b>	<b>23.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of Risk Management's (ORM) proposed FY 2014 gross budget is \$2,945,971, which represents a 0.5 percent decrease from its FY 2013 approved gross budget of \$2,961,531. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$2,997,145, which represents a \$35,614, or 1.2 percent, increase over the FY 2013 approved Local budget of \$2,961,531.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for ORM included an adjustment entry that is not described in detail on Table 5. This adjustment was made for an increase of \$15,624 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$19,990 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** The budget proposal includes increases of \$116,483 for projected step increases and Fringe Benefits adjustments. The agency also proposes an increase of \$21,484, primarily in Equipment and Equipment Rental, to accommodate the consolidation of all Public Sector Workers' Compensation Program staff into one location.

**Decrease:** The budget includes a net reduction of \$137,966 in nonpersonal services, primarily in Professional Fees and Contracts, to offset projected personal services increases.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** The Local funds budget was adjusted to reflect a reduction of \$51,174 in the Return-to-Work program, to align the budget with historical costs.

### **District's Proposed Budget**

The Office of Risk Management has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table RK0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table RK0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,962</b>	<b>23.0</b>
Other CSFL Adjustments	Multiple Programs	36	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>2,997</b>	<b>23.0</b>
Increase: To reflect step increases and Fringe Benefits adjustments	Multiple Programs	116	0.0
Increase: In nonpersonal services, primarily in Equipment and Equipment Rental, to accommodate the consolidation of Public Sector Workers' Compensation Program staff	Agency Management	21	0.0
Decrease: To reduce Professional Fees and Contracts to offset projected personal services increases	Multiple Programs	-138	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,997</b>	<b>23.0</b>
Decrease: To align the budget with historical costs	Return-to-Work Program	-51	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,946</b>	<b>23.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,946</b>	<b>23.0</b>
<b>Gross for RK0 - D. C. Office of Risk Management</b>		<b>2,946</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 2014:

**Objective 1:** Reduce the level and cost of risk to the District government.

**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 D.C. residents' access to affordable health care.

## KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of District government vendors in compliance with ORM minimum insurance requirements	Not Available	100%	100%	100%	100%	100%
Number of environmental and safety inspections/re-inspections at District government buildings	619	615	617	615	615	615
Percentage of eligible facilities for which agencies have submitted an Emergency Response Plan (ERP) for approval by ORM <sup>1</sup>	75%	Not Available	85%	100%	100%	100%
Total Cost of the Public Sector Workers' Compensation Program	\$22.1M	\$17M	\$21.8M	\$17M	\$17M	\$17M
Average number of days a claimant receives workers' compensation benefits for claims opened within the fiscal year	54.1	51.4	26	27.3	28.7	30.1
Number of workers' compensation claims per 100 FTEs <sup>2</sup>	15	Not Available	15	14.3	13.5	12.9
Average number of days a claimant receives workers' compensation benefits for all claims beginning from the onset of the claim to the present	1,778	1,689	1,870	1,777	1,688	1,603
Number of employees returning to work and/or participating in job club	557	529	583	612	643	675

### Performance Plan Endnotes:

<sup>1</sup>This KPI was previously reported in prior years but was removed in FY 2012 and brought back in FY 2013.

<sup>2</sup>This is a new measurement for FY 2013 based on employee data from DCHR and historical claims data from ORM.

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# D.C. Department of Human Resources

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

Telephone: 202-442-9700

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$12,788,712	\$10,318,724	\$11,724,181	13.6
FTEs	110.8	102.4	103.3	0.9

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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 District 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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table BE0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	8,135	8,392	7,536	7,415	-121	-1.6
Special Purpose Revenue Funds	186	268	278	286	8	3.0
<b>Total for General Fund</b>	<b>8,321</b>	<b>8,660</b>	<b>7,814</b>	<b>7,701</b>	<b>-113</b>	<b>-1.4</b>
<b>Intra-District Funds</b>						
Intra-District Funds	3,587	4,128	2,505	4,023	1,518	60.6
<b>Total for Intra-District Funds</b>	<b>3,587</b>	<b>4,128</b>	<b>2,505</b>	<b>4,023</b>	<b>1,518</b>	<b>60.6</b>
<b>Gross Funds</b>	<b>11,907</b>	<b>12,789</b>	<b>10,319</b>	<b>11,724</b>	<b>1,405</b>	<b>13.6</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table BE0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table BE0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	86.1	86.2	79.0	83.8	4.8	6.1
Special Purpose Revenue Funds	1.2	3.5	3.7	3.4	-0.3	-7.4
<b>Total for General Fund</b>	<b>87.3</b>	<b>89.7</b>	<b>82.7</b>	<b>87.2</b>	<b>4.6</b>	<b>5.5</b>
<b>Intra-District Funds</b>						
Intra-District Funds	15.4	21.1	19.7	16.1	-3.7	-18.5
<b>Total for Intra-District Funds</b>	<b>15.4</b>	<b>21.1</b>	<b>19.7</b>	<b>16.1</b>	<b>-3.7</b>	<b>-18.5</b>
<b>Total Proposed FTEs</b>	<b>102.6</b>	<b>110.8</b>	<b>102.4</b>	<b>103.3</b>	<b>0.9</b>	<b>0.9</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table BE0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	6,011	6,620	6,317	6,736	419	6.6
12 - Regular Pay - Other	1,189	896	840	586	-254	-30.3
13 - Additional Gross Pay	262	303	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,145	1,209	1,657	1,818	161	9.7
15 - Overtime Pay	2	11	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>8,609</b>	<b>9,040</b>	<b>8,814</b>	<b>9,140</b>	<b>326</b>	<b>3.7</b>
20 - Supplies and Materials	43	109	39	110	71	182.9
31 - Telephone, Telegraph, Telegram, Etc.	4	18	0	0	0	N/A
40 - Other Services and Charges	209	36	35	794	759	2,174.5
41 - Contractual Services - Other	3,031	3,575	1,417	1,666	249	17.6
70 - Equipment and Equipment Rental	11	11	14	15	0	1.8
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>3,298</b>	<b>3,749</b>	<b>1,505</b>	<b>2,584</b>	<b>1,079</b>	<b>71.7</b>
<b>Gross Funds</b>	<b>11,907</b>	<b>12,789</b>	<b>10,319</b>	<b>11,724</b>	<b>1,405</b>	<b>13.6</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 approximately 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. This division also oversees and supports 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;
- **Police and 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, Memorandum of Understanding (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 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., PCard, 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 has no division structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table BE0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table BE0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	813	1,007	969	-37	7.3	8.0	8.0	0.0
(1030) Property Management	2	3	3	0	0.0	0.0	0.0	0.0
(1040) Human Resources Information Systems	515	602	603	1	5.2	7.0	7.0	0.0
(1080) Communications	0	112	112	1	0.0	1.0	1.0	0.0
(1085) Customer Service	731	252	274	22	11.8	5.0	5.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>2,062</b>	<b>1,974</b>	<b>1,961</b>	<b>-13</b>	<b>24.4</b>	<b>21.0</b>	<b>21.0</b>	<b>0.0</b>
<b>(2000) Recruitment and Staffing Administration</b>								
(2010) Recruiting and Staffing	478	670	662	-8	5.2	8.0	8.0	0.0
(2030) Recruiting and Staffing	906	0	0	0	12.5	0.0	0.0	0.0
(2050) Audit	181	0	0	0	2.1	0.0	0.0	0.0
<b>Subtotal (2000) Recruitment and Staffing Administration</b>	<b>1,565</b>	<b>670</b>	<b>662</b>	<b>-8</b>	<b>19.8</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>
<b>(2100) Compliance and Legal Administration</b>								
(2120) Legal	192	123	120	-3	2.4	1.0	1.0	0.0
(2130) Compliance	796	476	497	21	6.3	6.0	6.0	0.0
(2140) Police and Fire Retirement Relief Board	0	240	274	34	0.0	3.3	3.3	0.0
(2150) Policy	0	431	429	-2	0.0	4.0	4.0	0.0
<b>Subtotal (2100) Compliance and Legal Administration</b>	<b>989</b>	<b>1,271</b>	<b>1,320</b>	<b>50</b>	<b>8.7</b>	<b>14.3</b>	<b>14.3</b>	<b>0.0</b>
<b>(2200) Benefits and Retirement Services</b>								
(2210) Benefits Operation Unit	4,236	1,165	1,433	268	25.5	15.1	16.0	0.9
<b>Subtotal (2200) Benefits and Retirement Services</b>	<b>4,236</b>	<b>1,165</b>	<b>1,433</b>	<b>268</b>	<b>25.5</b>	<b>15.1</b>	<b>16.0</b>	<b>0.9</b>
<b>(2600) Compensation and Classification</b>								
(2610) Compensation	186	1,060	997	-64	2.1	10.0	10.0	0.0
(2620) Classification	1,850	0	0	0	9.4	0.0	0.0	0.0
(2630) Performance Management	7	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (2600) Compensation and Classification</b>	<b>2,043</b>	<b>1,060</b>	<b>997</b>	<b>-64</b>	<b>11.5</b>	<b>10.0</b>	<b>10.0</b>	<b>0.0</b>

(Continued on next page)

**Table BE0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(3000) Workforce Development Administration</b>								
(3100) Training and Development	1,216	614	655	41	10.4	6.0	6.0	0.0
(3200) Capital City Fellows	599	641	646	5	10.4	10.0	10.0	0.0
(3300) Special Programs	80	288	306	17	0.0	3.0	3.0	0.0
<b>Subtotal (3000) Workforce Development Administration</b>	<b>1,895</b>	<b>1,543</b>	<b>1,607</b>	<b>64</b>	<b>20.9</b>	<b>19.0</b>	<b>19.0</b>	<b>0.0</b>
<b>(4000) Business Operations Group</b>								
(4100) Measurement, Analysis and Planning	0	772	777	5	0.0	10.0	10.0	0.0
(4200) Resource Management Group	0	1,863	2,968	1,105	0.0	5.0	5.0	0.0
<b>Subtotal (4000) Business Operations Group</b>	<b>0</b>	<b>2,635</b>	<b>3,745</b>	<b>1,110</b>	<b>0.0</b>	<b>15.0</b>	<b>15.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>12,789</b>	<b>10,319</b>	<b>11,724</b>	<b>1,405</b>	<b>110.8</b>	<b>102.4</b>	<b>103.3</b>	<b>0.9</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Budget Changes

The Department of Human Resources' (DCHR) proposed FY 2014 gross budget is \$11,724,181, which represents a 13.6 percent increase over its FY 2013 approved gross budget of \$10,318,724. The budget is comprised of \$7,414,801 in Local funds, \$286,120 in Special Purpose Revenue funds, and \$4,023,260 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$7,604,801, which represents a \$68,532, or 0.9 percent, increase over the FY 2013 approved Local funds budget of \$7,536,269.

### Major CSFL Cost Drivers

The FY 2014 CSFL calculated for DCHR included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$55,158 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$13,375 in nonpersonal services, based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

## **Agency Budget Submission**

**Increase:** In the budget proposal for Local funds personal services (PS), funding was increased by \$339,790 and 1.1 FTEs to support step increases and staffing needs. DCHR's proposed funding for Fringe Benefits also increased by \$112,835 to support projected salaries. In Special Purpose Revenue funds, Fringe Benefits were adjusted by \$1,962. The Intra-District funds budget was adjusted by \$731,015 to accommodate four major Memorandum of Understanding (MOU) agreements: legal services provided by the Office of the Attorney General for \$280,184; criminal background and fingerprinting services provided by the Metropolitan Police Department for \$142,500; medical services for police and fire clinics provided by the Metropolitan Police Department for \$45,000; and financial services provided by the Office of the Chief Financial Officer for \$263,331. Other adjustments include increases of \$560,267 in Contracts to accommodate services previously budgeted in Local funds. Contracts were also increased by \$235,840 in conjunction with required MOU services. The budget was also increased by \$71,290 for the purchase of office supplies and small equipment, and \$32,200 for professional services, membership dues and travel.

**Decrease:** In DCHR's budget proposal for Local funds, Contractual Services were reduced by \$560,267 to support projected salary step and Fringe Benefit increases. Local and out-of-city travel were decreased by \$4,478 to align the budget with projected expenditures. In Special Purpose Revenue, the budget was adjusted by \$1,982 to offset Fringe Benefit increases and reduce staff by 0.3 FTE.

**Shift:** In order to ensure that the agency operates more efficiently, DHCR proposed the following changes: in personal services, \$115,445 and 3.7 FTEs were shifted from Intra-District to Local funds. In nonpersonal services, \$3,326 in equipment purchases and rentals were shifted from Local to Intra-District funds.

## **Mayor's Proposed Budget**

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$8,452 in Special Purpose Revenue funds, and Intra-District funds may be impacted. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

## **District's Proposed Budget**

**Decrease:** In Local funds, DHCR's budget includes a reduction of \$190,000 to reflect a one-time adjustment of personal services costs in FY 2014, based on projected salary lapse savings.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table BE0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

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

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>7,536</b>	<b>79.0</b>
Other CSFL Adjustments	Multiple Programs	69	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>7,605</b>	<b>79.0</b>
Increase: Personal services to align the budget with estimated step increases and accommodate additional staff support	Multiple Programs	340	1.1
Increase: Funding for Fringe Benefit projections	Multiple Programs	113	0.0
Decrease: Contracts to accommodate projected step and Fringe Benefit costs	Business Operations Group	-560	0.0
Decrease: Local and out-of-city travel to align with projected costs	Agency Management	-4	0.0
Shift: Transfer of personal services budget and FTEs from Intra-District to Local funds	Multiple Programs	115	3.7
Shift: Equipment and Equipment Rental budget to reflect transfer to Intra-District from Local funds	Multiple Programs	-3	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>7,605</b>	<b>83.8</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>7,605</b>	<b>83.8</b>
Decrease: Personal Services to reflect one-time salary lapse savings	Multiple Programs	-190	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>7,415</b>	<b>83.8</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>278</b>	<b>3.7</b>
Increase: Funding for Fringe Benefit projections	Compliance and Legal Administration	2	0.0
Decrease: Funding to offset Fringe Benefits and align staff as needed	Multiple Programs	-2	-0.3
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>278</b>	<b>3.4</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	8	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>286</b>	<b>3.4</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>286</b>	<b>3.4</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,505</b>	<b>19.7</b>
Increase: Funding to support four major Memorandum of Understanding (MOU) agreements	Business Operations Group	731	0.0
Increase: Contractual Services to accommodate services previously funded through Local funds	Business Operations Group	560	0.0
Increase: Contractual Services budget to align it with MOU service requirements	Business Operations Group	236	0.0
Increase: Funding to support projected expenditures for office supplies and equipment purchases	Business Operations Group	71	0.0
Increase: Funding for professional services, membership dues, and travel	Multiple Programs	32	0.0
Shift: Equipment budget to reflect costs previously funded through Local	Business Operations Group	3	0.0
Shift: Transfer personal services budget and FTEs to Local Funds	Multiple Programs	-115	-3.7
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>4,023</b>	<b>16.1</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>4,023</b>	<b>16.1</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>4,023</b>	<b>16.1</b>
<b>Gross for BE0 - D.C. Department of Human Resources</b>		<b>11,724</b>	<b>103.3</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 2014:

### Office of the Director

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

Objective 2: Enhance customer service to internal and external customers.

## KEY PERFORMANCE INDICATORS

### Office of the Director

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average number of days from vetting to hire for Excepted and Executive Service positions <sup>1</sup> (days)	Not Available	Not Available	Not Available	45	30	20
Number of employees and residents reached through outreach activities	Not Available	Not Available	Not Available	9,000	9,500	10,000
Percentage of customer completed evaluations rating HR service as satisfactory	98.9%	80%	96.4%	97%	98%	98%
Percentage of employees rating overall HR service-Timeliness of service as "Good" <sup>2</sup>	Not Available	Not Available	Not Available	45%	52%	62%
Percentage of MSS employees completing required training <sup>3</sup>	Not Available	Not Available	Not Available	40%	50%	70%

### Benefits and Retirement Services

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

## KEY PERFORMANCE INDICATORS

### Benefits and Retirement Services

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of employees participating in deferred compensation program	39.1%	40%	43.8%	40%	42%	44%
Percentage of employees enrolled in Employee Self Service (ESS)	93.1%	90%	96.5%	95%	97%	97%
Percentage of employees participating in direct deposit	95.7%	92%	94.1%	97%	97%	94%

## Business Operations Group

Objective 1: Develop and re-engineer key DCHR processes to improve delivery of services.

### KEY PERFORMANCE INDICATORS

#### Business Operations Group

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of new hire/rehire personnel files with all required documents	Not Available	Not Available	Not Available	95%	97%	98%
Percentage of termination personnel files with all required documents	Not Available	Not Available	Not Available	95%	97%	98%
Percentage of system processing tickets/errors that are personnel action related	Not Available	Not Available	81%	71%	61%	51%

## Compensation and Classification

Objective 1: Develop and re-engineer key DCHR processes to improve delivery of services.

### KEY PERFORMANCE INDICATORS

#### Compensation and Classification

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of new jobs requested	455	100	385	495	470	400
Percentage of new jobs requested that have an existing job specification	Not Available	Not Available	43%	43%	53%	60%
Percentage of Managers and HR Community trained on Classification and Compensation Program and Process	Not Available	Not Available	Not Available	5%	15%	20%

## Policy, Legal, and Compliance Administration

Objective 1: Develop and re-engineer key DCHR processes to improve delivery of services (Including One City Action Plan Action 3.8.2).

### KEY PERFORMANCE INDICATORS

#### Policy, Legal, and Compliance Administration

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of managers and HR community trained on District Personnel Manual (DPM)	Not Available	Not Available	Not Available	7%	10%	11%
Percentage of decisions issued within 21 days	Not Available	Not Available	Not Available	45%	45%	45%
Percentage of cases reversed or remanded by D.C. Court of Appeals	Not Available	Not Available	6%	10%	10%	10%
Percentage of District government employees signing ethics pledge and completing ethics training [One City 3.8.2] <sup>4</sup>	Not Available	100%	89%	Not Available	Not Available	Not Available

## Recruitment and Staffing Administration

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

### KEY PERFORMANCE INDICATORS

#### Recruitment and Staffing Administration

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average number of days to fill vacancy from post to onboard <sup>5</sup>	Not Available	Not Available	Not Available	90	75	60
Percentage of applications submitted online	Not Available	Not Available	Not Available	80%	85%	90%
Percentage of new hires that are D.C. residents	Not Available	Not Available	Not Available	40%	45%	50%

## Workforce Development Administration

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

### KEY PERFORMANCE INDICATORS

#### Workforce Development Administration

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of employees completing workforce development training <sup>6</sup>	3,727	Not Available	7,821	8,500	9,500	10,500
Percentage of Capital City Fellows hired into District government positions in less than 2 years	53%	Not Available	20%	46%	53%	60%
Percentage of employees completing at least two training sessions <sup>7</sup>	8%	Not Available	16%	18%	20%	23%

#### Performance Plan Endnotes:

<sup>1</sup>According to the 2010 International City/ County Management Association, the mean standard for an organization size of 25,000 -100,000 employees is 43.8 - 63.6 days from recruitment to hire. This range includes internal and external hires.

<sup>2</sup>According to the 2010 International City/County Management Association, the industry mean for an organization size of 25,000 -100,000 employees for percent of employees rating overall timeliness of service as "good" is 52.83 percent. Currently, DCHR does not measure timeliness of service. Therefore, FY 2013 will be a baseline measure.

<sup>3</sup>MSS employees completing the Manager's Series of required training per the District Personnel Manual (DPM).

<sup>4</sup><http://mayor.dc.gov/page/one-city-action-plan>

<sup>5</sup>According to the 2010 International City/county Management Association, the industry mean standard for an organization size of 25,000 -100,000 employees is 43.8 -63.6 days from recruitment to hire. This includes both internal and external hires.

<sup>6</sup>This KPI excludes employees from D.C. Public Schools and the University of the District of Columbia.

<sup>7</sup>This KPI excludes employees from D.C. Public Schools and the University of the District of Columbia.

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# Office of Disability Rights

<http://odr.dc.gov>

Telephone: 202-724-5055

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$1,593,579	\$1,839,671	\$1,842,443	0.2
FTEs	11.2	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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table JR0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Appropriated Funds	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	819	924	970	980	10	1.0
<b>Total for General Fund</b>	<b>819</b>	<b>924</b>	<b>970</b>	<b>980</b>	<b>10</b>	<b>1.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	379	606	718	775	58	8.0
<b>Total for Federal Resources</b>	<b>379</b>	<b>606</b>	<b>718</b>	<b>775</b>	<b>58</b>	<b>8.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	9	64	152	87	-65	-42.6
<b>Total for Intra-District Funds</b>	<b>9</b>	<b>64</b>	<b>152</b>	<b>87</b>	<b>-65</b>	<b>-42.6</b>
<b>Gross Funds</b>	<b>1,207</b>	<b>1,594</b>	<b>1,840</b>	<b>1,842</b>	<b>3</b>	<b>0.2</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table JR0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table JR0-2**

Appropriated Funds	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	7.6	8.1	8.0	8.0	0.0	0.0
<b>Total for General Fund</b>	<b>7.6</b>	<b>8.1</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	3.0	3.0	3.0	3.0	0.0	0.0
<b>Total for Federal Resources</b>	<b>3.0</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>10.6</b>	<b>11.2</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table JR0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	797	891	891	910	20	2.2
14 - Fringe Benefits - Current Personnel	161	166	179	179	1	0.3
<b>Subtotal Personal Services (PS)</b>	<b>958</b>	<b>1,057</b>	<b>1,069</b>	<b>1,090</b>	<b>20</b>	<b>1.9</b>
20 - Supplies and Materials	9	4	14	11	-3	-18.4
40 - Other Services and Charges	179	165	305	238	-66	-21.7
41 - Contractual Services - Other	53	345	433	484	52	11.9
70 - Equipment and Equipment Rental	8	24	19	19	-1	-2.6
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>249</b>	<b>537</b>	<b>771</b>	<b>753</b>	<b>-18</b>	<b>-2.3</b>
<b>Gross Funds</b>	<b>1,207</b>	<b>1,594</b>	<b>1,840</b>	<b>1,842</b>	<b>3</b>	<b>0.2</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table JR0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table JR0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1030) Property Management	0	3	3	0	0.0	0.0	0.0	0.0
(1040) Information Technology	11	6	4	-2	0.0	0.0	0.0	0.0
(1090) Performance Management	304	299	315	16	3.0	3.0	3.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>315</b>	<b>308</b>	<b>322</b>	<b>15</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(2000) Disability Rights</b>								
(2005) Operations	3	11	10	-1	0.0	0.0	0.0	0.0
(2010) Training and Technical Assistance	153	159	154	-4	1.6	1.6	1.6	0.0
(2015) Public Information and Outreach	1	1	1	0	0.0	0.0	0.0	0.0
(2020) Evaluation and Compliance	479	603	541	-62	3.0	3.0	3.0	0.0
(2030) Investigations	37	41	39	-2	0.4	0.4	0.4	0.0
(2040) State Developmental Disabilities Council	606	718	775	58	3.0	3.0	3.0	0.0
<b>Subtotal (2000) Disability Rights</b>	<b>1,278</b>	<b>1,532</b>	<b>1,520</b>	<b>-12</b>	<b>8.1</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,594</b>	<b>1,840</b>	<b>1,842</b>	<b>3</b>	<b>11.2</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of Disability Rights' (ODR) FY 2014 gross budget is \$1,842,443, which represents a 0.2 percent increase over its FY 2013 approved budget of \$1,839,671. The budget is comprised of \$980,077 in Local funds, \$775,100 in Federal Grant funds, and \$87,266 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$980,077, which represents a \$9,940, or 1.0 percent, increase over the FY 2013 approved Local funds budget of \$970,137.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for ODR included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$5,611 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$4,329 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** The proposed FY 2014 Local budget includes an increase of \$8,806 in personal services, which aligns the budget with projected costs, and \$4,447 to adjust the nonpersonal services budget for Other Services and Charges, primarily due to Printing costs, to match with the agency's projections. In Federal Grant funds, the budget was increased by \$52,672 to reflect carryover that will be used for various Contractual Services, and \$4,848 to adjust personal services to reflect step increases and Fringe Benefit costs.

**Decrease:** ODR's Local budget reflects a \$7,522 reduction to align with projected Fringe Benefit costs and \$5,729 to adjust nonpersonal services for Supplies and Materials and Contractual Services. ODR's proposed Federal Grant funds budget was decreased by \$8,680 to reflect projected costs for Supplies and Materials in the Disability Rights program. In Intra-District funds, the budget was decreased by \$64,734 to adjust nonpersonal services to the revised estimate for the Sign Language Interpretation Services' Memorandums of Understanding (MOUs) with multiple agencies.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$8,724 in Federal Grant funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

The Office of Disability Rights has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table JR0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table JR0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>970</b>	<b>8.0</b>
Other CSFL Adjustments	Multiple Programs	10	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>980</b>	<b>8.0</b>
Increase: Adjust personal services budget for projected step increases	Multiple Programs	9	0.0
Increase: Adjust nonpersonal services to reflect cost projections in Other Services and Charges, primarily in Printing costs	Multiple Programs	4	0.0
Decrease: Personal services budget to align projected Fringe Benefits costs with actual expenditures	Multiple Programs	-8	0.0
Decrease: Adjust nonpersonal services in Supplies and Materials and Contractual Services	Multiple Programs	-6	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>980</b>	<b>8.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>980</b>	<b>8.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>980</b>	<b>8.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>718</b>	<b>3.0</b>
Increase: Adjust nonpersonal services to reflect carryover that will be used for various Contractual Services	Disability Rights	53	0.0
Increase: Adjust personal services budget for step increases and projected Fringe Benefit costs	Disability Rights	5	0.0
Decrease: Adjust nonpersonal services to reflect projected costs for Supplies and Materials	Disability Rights	-9	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>766</b>	<b>3.0</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment (COLA)	Disability Rights	9	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>775</b>	<b>3.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>775</b>	<b>3.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>152</b>	<b>0.0</b>
Decrease: Adjust nonpersonal services to reflect the revised estimate for the Sign Language Interpretation Services MOUs with multiple agencies	Disability Rights	-65	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>87</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>87</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>87</b>	<b>0.0</b>
<b>Gross for JR0 - Office of Disability Rights</b>		<b>1,842</b>	<b>11.0</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 2014:

**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.

### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of DC-owned and leased buildings modified for accessibility	71	60	92	70	55	50
Number of agencies trained on Section 508 and content management	Not Available	0	0	30	30	30
Number of DC employees, contractors, and grantees receiving ADA training	676	1000	1070	750	800	900
Number of technical assistance calls/complaints/resource requests handled within 30 days	470	480	509	420	430	440
Number of agency ADA Compliance Plans completed and being implemented	140	50	50	85	75	70
Number of reasonable accommodations provided to District employees	35	30	31	30	30	30

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# Captive Insurance Agency

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<b>Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Approved</b>	<b>FY 2014 Proposed</b>	<b>% Change from FY 2013</b>
Operating Budget	\$176,657	\$2,495,850	\$1,802,071	-27.8

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The mission of the Captive Insurance Agency (“the Captive”) is to provide medical malpractice insurance for local non-profit health centers, as well as property insurance for District government real property assets. 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 medical malpractice insurance policies in FY 2008. In FY 2014, the scope of the Captive will be expanded to include property insurance. The liability of the agency is limited to the funds available to the Captive participants.

The agency’s FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table RJ0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	196	177	2,430	1,753	-677	-27.8
Special Purpose Revenue Funds	0	0	66	49	-17	-25.9
<b>Total for General Fund</b>	<b>196</b>	<b>177</b>	<b>2,496</b>	<b>1,802</b>	<b>-694</b>	<b>-27.8</b>
<b>Gross Funds</b>	<b>196</b>	<b>177</b>	<b>2,496</b>	<b>1,802</b>	<b>-694</b>	<b>-27.8</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table RJ0-2 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	-1	0	0	0	0	N/A
12 - Regular Pay - Other	88	0	0	0	0	N/A
13 - Additional Gross Pay	-1	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	16	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
20 - Supplies and Materials	0	5	10	10	0	0.0
40 - Other Services and Charges	95	172	2,486	1,792	-694	-27.9
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>196</b>	<b>177</b>	<b>2,496</b>	<b>1,802</b>	<b>-694</b>	<b>-27.8</b>
<b>Gross Funds</b>	<b>196</b>	<b>177</b>	<b>2,496</b>	<b>1,802</b>	<b>-694</b>	<b>-27.8</b>

\*Percent change is based on whole dollars.

## Program Description

The District of Columbia Captive Insurance Agency operates through the following program:

**Captive Operations** – funds the management and insurance policies of the Captive Insurance Agency. 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. It also provides property insurance for risks to District government real property assets for various hazards.

This program contains the following 2 activities:

- **Oversight** – the Chief Risk Officer, with the advice of the Captive Advisory Council, administers the Captive by hiring a Captive manager and other staff, including legal staff; and
- **Growth and Income Strategy and Management** – distributes payments and collects premium and interest income on behalf of the Captive for the establishment, operation, and administration of the agency.

## Program Structure Changes

The Captive Insurance Agency has no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table RJ0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table RJ0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(2000) Captive Operations</b>								
(2001) Oversight	177	2,430	1,753	-677	0.0	0.0	0.0	0.0
(2002) Growth and Income Strategy and Management	0	66	49	-17	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Captive Operations</b>	<b>177</b>	<b>2,496</b>	<b>1,802</b>	<b>-694</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>177</b>	<b>2,496</b>	<b>1,802</b>	<b>-694</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Captive Insurance Agency's (the Captive) proposed FY 2014 gross budget is \$1,802,071, which represents a 27.8 percent decrease from its FY 2013 approved gross budget of \$2,495,850. The budget is comprised of \$1,753,071 in Local funds and \$49,000 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 Captive's FY 2014 CSFL budget is \$2,488,071, which represents a \$58,314, or 2.4 percent, increase over the FY 2013 approved Local funds budget of \$2,429,757.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for the Captive included an adjustment entry that is not described in detail on table 4. This adjustment was made for an increase of \$58,314 in nonpersonal services based on the Consumer Price Index (CPI) inflation factor of 2.4 percent. During the development of the CSFL, some adjustments such as this were categorized as "other adjustments".

### **Agency Budget Submission**

**Decrease:** Special Purpose Revenue funds were decreased by \$17,093 to align the budget with projected revenues.

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

The Captive Insurance Agency has no changes from the FY 2014 agency budget submission to the Mayor's proposed budget.

### **District's Proposed Budget**

**Decrease:** The budget includes a decrease of \$735,000 in Local funds due to a projected reduction in the need for malpractice and property insurance.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table RJ0-4 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table RJ0-4**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,430</b>	<b>0.0</b>
Other CSFL Adjustments	Captive Operations	58	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>2,488</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,488</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,488</b>	<b>0.0</b>
Decrease: Realignment of budget to projected needs	Captive Operations	-735	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,753</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>66</b>	<b>0.0</b>
Decrease: To align with projected revenues	Captive Operations	-17	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>49</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>49</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>49</b>	<b>0.0</b>
<b>Gross for RJ0 - Captive Insurance Agency</b>		<b>1,802</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.ofrm.dc.gov](http://www.ofrm.dc.gov)  
Telephone: 202-727-0333

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$34,242,828	\$32,637,894	\$33,590,841	2.9
FTEs	39.6	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 2014 proposed budget is presented in the following tables:

## **FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type**

Table AS0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	17,874	16,536	19,373	19,665	291	1.5
Special Purpose Revenue Funds	0	0	294	0	-294	-100.0
<b>Total for General Fund</b>	<b>17,874</b>	<b>16,536</b>	<b>19,667</b>	<b>19,665</b>	<b>-2</b>	<b>0.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	13,834	17,707	12,971	13,926	955	7.4
<b>Total for Intra-District Funds</b>	<b>13,834</b>	<b>17,707</b>	<b>12,971</b>	<b>13,926</b>	<b>955</b>	<b>7.4</b>
<b>Gross Funds</b>	<b>31,708</b>	<b>34,243</b>	<b>32,638</b>	<b>33,591</b>	<b>953</b>	<b>2.9</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalents, by Revenue Type**

Table AS0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table AS0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	39.8	35.1	37.4	37.0	-0.4	-0.9
<b>Total for General Fund</b>	<b>39.8</b>	<b>35.1</b>	<b>37.4</b>	<b>37.0</b>	<b>-0.4</b>	<b>-0.9</b>
<b>Intra-District Funds</b>						
Intra-District Funds	78	4.5	4.6	5.0	0.4	7.5
<b>Total for Intra-District Funds</b>	<b>78</b>	<b>4.5</b>	<b>4.6</b>	<b>5.0</b>	<b>0.4</b>	<b>7.5</b>
<b>Total Proposed FTEs</b>	<b>475</b>	<b>39.6</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AS0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	3,806	3,389	3,811	3,781	-30	-0.8
12 - Regular Pay - Other	0	24	0	29	29	N/A
13 - Additional Gross Pay	15	12	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	756	737	918	956	38	4.2
15 - Overtime Pay	10	11	4	4	0	0.0
<b>Subtotal Personal Services (PS)</b>	<b>4,587</b>	<b>4,172</b>	<b>4,734</b>	<b>4,771</b>	<b>38</b>	<b>0.8</b>
20 - Supplies and Materials	13	15	30	30	0	0.0
30 - Energy, Comm. and Building Rentals	250	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	26,748	29,796	27,764	28,653	889	3.2
32 - Rentals - Land and Structures	-12	0	0	0	0	N/A
40 - Other Services and Charges	120	201	81	122	41	51.2
70 - Equipment and Equipment Rental	3	59	30	15	-15	-50.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>27,121</b>	<b>30,070</b>	<b>27,904</b>	<b>28,820</b>	<b>915</b>	<b>3.3</b>
<b>Gross Funds</b>	<b>31,708</b>	<b>34,243</b>	<b>32,638</b>	<b>33,591</b>	<b>953</b>	<b>2.9</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table AS0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AS0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1030) Property Management	14,635	15,085	15,340	254	0.0	0.0	0.0	0.0
(1040) Information Management	0	0	8	8	0.0	0.0	0.0	0.0
(1050) Financial Management	-1,947	60	63	3	0.0	0.0	0.0	0.0
(1070) Fleet Management	1	1	1	0	0.0	0.0	0.0	0.0
(1080) Communications	607	601	612	12	5.2	5.6	5.6	0.0
(1100) Office of Finance and Resource Management	8	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>13,304</b>	<b>15,747</b>	<b>16,025</b>	<b>278</b>	<b>5.2</b>	<b>5.6</b>	<b>5.6</b>	<b>0.0</b>
<b>(2000) Financial Management</b>								
(2100) Accounting	1,170	1,425	1,592	167	12.0	14.0	13.6	-0.4
(2200) Budget Formulation and Planning	1,909	2,012	2,097	84	15.8	16.4	17.8	1.4
(2300) Grants	92	89	91	2	0.9	1.0	1.0	0.0
(2400) Capitals	0	0	0	0	0.9	0.0	0.0	0.0
(2500) Fixed Cost	17,201	12,678	13,313	635	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Financial Management</b>	<b>20,372</b>	<b>16,204</b>	<b>17,093</b>	<b>889</b>	<b>29.7</b>	<b>31.4</b>	<b>32.4</b>	<b>1.0</b>
<b>(3000) Resource Management</b>								
(3100) Resource Management	566	687	474	-213	4.7	5.0	4.0	-1.0
<b>Subtotal (3000) Resource Management</b>	<b>566</b>	<b>687</b>	<b>474</b>	<b>-213</b>	<b>4.7</b>	<b>5.0</b>	<b>4.0</b>	<b>-1.0</b>
<b>Total Proposed Operating Budget</b>	<b>34,243</b>	<b>32,638</b>	<b>33,591</b>	<b>953</b>	<b>39.6</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of Finance and Resource Management's (OFRM) proposed FY 2014 gross budget is \$33,590,841, which represents a 2.9 percent increase over its FY 2013 approved gross budget of \$32,637,894. The budget is comprised of \$19,664,604 in Local fund, and \$13,926,237 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$20,164,604, which represents a \$791,464, or 4.1 percent, increase over the FY 2013 approved Local funds budget of \$19,373,140.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OFRM included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$33,813 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth; and \$757,651 in nonpersonal services, which is comprised of \$3,378 based on the Consumer Price Index factor of 2.4 percent and \$754,273 for the Fixed Cost Inflation factor derived from the DGS' forecast of centralized fixed costs. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** OFRM's budget proposal for Local funds includes an increase of \$39,437 in Other Services and Charges based on projections from prior year operations. An increase of \$634,776 in Intra-District funds supports higher projections for telecommunication costs, driven by the expansion of the communications infrastructure and increased client usage. Further adjustments in the proposed Intra-District budget reflect an increase of \$26,707 and 0.4 FTE in personal services to support projected salary step increases and additional personnel.

**Decrease:** The budget proposal in Local funds reflects a reduction of \$22,997 in personal services and 0.4 FTE, based on the realignment of funding in personal services for one accounting position. Furthermore, OFRM's budget in Local funds proposes a reduction of \$16,440 for office equipment and supplies based on the agency's spending plans.

**Shift:** The agency proposes to shift \$293,542 from Special Purpose Revenue funds to Intra-District funds to support telecommunications for the DC Lottery.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

**Decrease:** OFRM'S Local budget is decreased by \$500,000 due to projected cost savings in telecommunications spending.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AS0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AS0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>19,373</b>	<b>37.4</b>
Other CSFL Adjustments	Multiple Programs	791	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>20,165</b>	<b>37.4</b>
Increase: Other Services and Charges based on the prior year projections	Multiple Programs	39	0.0
Decrease: Realignment of funding for one accounting position	Financial Management	-23	-0.4
Decrease: Reductions in funding for office equipment and supplies based on the agency's plans	Multiple Programs	-16	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>20,165</b>	<b>37.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>20,165</b>	<b>37.0</b>
Decrease: Telecommunications	Agency Management	-500	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>19,665</b>	<b>37.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>294</b>	<b>0.0</b>
Shift: Telecommunications funding for DC Lottery to Intra-District funds	Agency Management	-294	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>12,971</b>	<b>4.6</b>
Increase: Projections for telecommunication costs driven by expansion of communication infrastructure and increased client usage	Agency Management	635	0.0
Shift: Telecommunications funding for DC Lottery from Special Purpose Revenue funds	Agency Management	294	0.0
Increase: Support salary step increases and additional personnel	Multiple Programs	27	0.4
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>13,926</b>	<b>5.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>13,926</b>	<b>5.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>13,926</b>	<b>5.0</b>
<b>Gross for AS0 - Office of Finance and Resource Management</b>		<b>33,591</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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$28,237,674	\$8,970,555	\$11,731,155	30.8
FTEs	74.0	85.0	105.0	23.5

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The mission of the Office of Contracting and Procurement (OCP) is to procure quality goods and services through a streamlined procurement process that is transparent and responsive to the needs of government agencies and the public and that ensures all purchasing actions are conducted fairly and impartially.

## Summary of Services

OCP purchases an average of \$1.1 billion in goods and services per year on behalf of over 52 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, contract administration support and manages the District's Purchase Card Program. OCP also provides surplus property management for all District agencies.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table PO0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	8,294	11,222	8,971	11,731	2,761	30.8
Special Purpose Revenue Funds	1,189	0	0	0	0	N/A
<b>Total for General Fund</b>	<b>9,483</b>	<b>11,222</b>	<b>8,971</b>	<b>11,731</b>	<b>2,761</b>	<b>30.8</b>
<b>Intra-District Funds</b>						
Intra-District Funds	15,085	17,016	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>15,085</b>	<b>17,016</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>24,568</b>	<b>28,238</b>	<b>8,971</b>	<b>11,731</b>	<b>2,761</b>	<b>30.8</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table PO0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table PO0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	79.1	74.0	85.0	105.0	20.0	23.5
Special Purpose Revenue Funds	8.6	0.0	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>87.7</b>	<b>74.0</b>	<b>85.0</b>	<b>105.0</b>	<b>20.0</b>	<b>23.5</b>
<b>Total Proposed FTEs</b>	<b>87.7</b>	<b>74.0</b>	<b>85.0</b>	<b>105.0</b>	<b>20.0</b>	<b>23.5</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table PO0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	6,162	5,885	6,613	8,213	1,600	24.2
12 - Regular Pay - Other	626	209	195	62	-132	-67.9
13 - Additional Gross Pay	694	133	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,296	1,214	1,505	1,877	371	24.7
15 - Overtime Pay	3	82	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>8,781</b>	<b>7,523</b>	<b>8,313</b>	<b>10,152</b>	<b>1,839</b>	<b>22.1</b>
20 - Supplies and Materials	48	102	46	70	24	52.1
31 - Telephone, Telegraph, Telegram, Etc.	8	75	0	0	0	N/A
40 - Other Services and Charges	15,550	20,222	284	674	391	137.7
41 - Contractual Services - Other	71	136	175	662	487	278.2
70 - Equipment and Equipment Rental	110	180	153	173	20	13.1
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>15,787</b>	<b>20,715</b>	<b>658</b>	<b>1,579</b>	<b>921</b>	<b>140.1</b>
<b>Gross Funds</b>	<b>24,568</b>	<b>28,238</b>	<b>8,971</b>	<b>11,731</b>	<b>2,761</b>	<b>30.8</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 including 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, and liaises with external auditors for OCP's compliance with the Comprehensive Annual Financial Report (CAFR).

**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 Contracting and Procurement has no division structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table PO0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table PO0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1015) Training and Employee Development	105	40	437	397	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	17,124	243	754	511	0.0	0.0	0.0	0.0
(1040) Information Technology	226	80	60	-20	0.0	0.0	0.0	0.0
(1070) Fleet Management	40	14	15	0	0.0	0.0	0.0	0.0
(1090) Performance Management	408	383	369	-14	3.5	3.0	3.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>17,904</b>	<b>760</b>	<b>1,634</b>	<b>873</b>	<b>3.5</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(2000) Procurement</b>								
(2010) Procurement Management and Support	165	243	320	78	6.2	2.0	3.0	1.0
(2015) Information Technology	839	940	1,249	309	6.2	9.0	12.0	3.0
(2020) Goods	651	528	1,455	927	10.6	6.0	16.0	10.0
(2030) Services	2,214	2,410	2,656	246	16.8	24.0	27.0	3.0
(2040) Transportation and Special Equipment	250	257	208	-50	3.5	4.0	3.0	-1.0
(2055) Purchase Card	3,023	199	103	-96	0.0	2.0	1.0	-1.0
<b>Subtotal (2000) Procurement</b>	<b>7,142</b>	<b>4,576</b>	<b>5,990</b>	<b>1,414</b>	<b>43.2</b>	<b>47.0</b>	<b>62.0</b>	<b>15.0</b>
<b>(3000) Procurement Integrity and Compliance</b>								
(3010) Procurement Integrity and Compliance	561	456	733	277	6.2	4.0	7.0	3.0
(3020) Contract Administration and Analysis	0	292	0	-292	0.0	3.0	0.0	-3.0
<b>Subtotal (3000) Procurement Integrity and Compliance</b>	<b>561</b>	<b>748</b>	<b>733</b>	<b>-15</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	638	823	1,103	281	3.5	6.0	9.0	3.0
(4015) Vendor Relations	101	0	0	0	0.0	0.0	0.0	0.0
(4020) Support Services	1,565	577	669	92	7.9	6.0	7.0	1.0
(4030) Customer Service and Communications	0	459	436	-23	0.0	6.0	6.0	0.0
(4040) Resource Management	0	336	343	7	0.0	3.0	3.0	0.0
(4050) Procurement Training	0	260	369	109	0.0	3.0	4.0	1.0
<b>Subtotal (4000) Administration and Support</b>	<b>2,304</b>	<b>2,455</b>	<b>2,920</b>	<b>466</b>	<b>11.5</b>	<b>24.0</b>	<b>29.0</b>	<b>5.0</b>
<b>(5000) Performance Management</b>								
(5010) Contract Administration	25	0	0	0	0.0	0.0	0.0	0.0
(5015) Technology Support	302	0	0	0	4.4	0.0	0.0	0.0
(5020) Communications and Customer Service	0	0	0	0	0.9	0.0	0.0	0.0
(5030) Special Projects and Analysis	0	0	0	0	3.5	0.0	0.0	0.0
(5040) Purchase Card	0	0	0	0	0.9	0.0	0.0	0.0
<b>Subtotal (5000) Performance Management</b>	<b>327</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9.7</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(6000) Procurement Technology</b>								
(6010) Technology Support	0	431	454	23	0.0	4.0	4.0	0.0
<b>Subtotal (6000) Procurement Technology</b>	<b>0</b>	<b>431</b>	<b>454</b>	<b>23</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>28,238</b>	<b>8,971</b>	<b>11,731</b>	<b>2,761</b>	<b>74.0</b>	<b>85.0</b>	<b>105.0</b>	<b>20.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of Contracting and Procurement's (OCP) proposed FY 2014 gross budget is \$11,731,155, which represents a 30.8 percent increase over its FY 2013 approved budget of \$8,970,555. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$9,049,563, which represents a \$79,007, or 0.9 percent, increase over the FY 2013 approved Local funds budget of \$8,970,555.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OCP included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$63,225 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$15,782 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** The FY 2014 budget proposal reflects an increase of \$69,347 in personal services to support step increases and Fringe Benefits adjustments.

**Decrease:** OCP's budget proposal reflects a reduction of \$69,347 in nonpersonal services, primarily in Equipment and Equipment Rental, to offset the increases in personal services.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** To fund the new Procurement Reform initiative, OCP increased its personal services budget by \$1,764,186 and 15.0 FTEs, and nonpersonal services by \$800,000 to support staff training and consultant services. Other increases include \$287,501 and 3.0 FTEs to support the Surplus Property Division and \$63,098 to purchase a vehicle for the transportation of surplus property for the new initiative.

## District's Proposed Budget

**Increase:** The proposed budget includes an increase of \$154,876 in personal services to support two new positions - a Chief Learning Officer (\$83,891) and an Environment Procurement Officer (\$70,985). In addition, the non-personal services budget was increased by one-time funding in the amount of \$111,930 to support the certification of 41 employees in accordance with the "Procurement Practices Reform Amendment Act of 2010".

**Decrease:** The budget includes a reduction of \$500,000 to reflect a one-time adjustment of personal services cost in FY 2014, based on projected salary lapse savings.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table PO0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

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

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>8,971</b>	<b>85.0</b>
Other CSFL Adjustments	Multiple Programs	79	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>9,050</b>	<b>85.0</b>
Increase: Personal services to support step increases and Fringe Benefits adjustments	Multiple Programs	69	0.0
Decrease: Nonpersonal services to offset the increases in personal services	Multiple Programs	-69	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>9,050</b>	<b>85.0</b>
Increase: Personal services to support additional personnel for the Procurement Reform initiative	Procurement	1,764	15.0
Increase: Nonpersonal services to support the Procurement Reform initiative	Agency Management	800	0.0
Increase: Personal services to support the Surplus Property Division	Administration and Support	288	3.0
Increase: Vehicle purchase to transport surplus property	Administration and Support	63	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>11,964</b>	<b>103.0</b>
Increase: Personal services to support additional personnel	Multiple Programs	155	2.0
Increase: Nonpersonal services to support employee certification in accordance with the " Procurement Practices Reform Amendment Act of 2010" (One-Time)	Agency Management	112	0.0
Decrease: Personal Services to reflect one-time salary lapse savings	Multiple Programs	-500	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>11,731</b>	<b>105.0</b>
<b>Gross for P00 - Office of Contracting and Procurement</b>		<b>11,731</b>	<b>105.0</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:

### Procurement Division

**Objective 1:** Reduce Procurement Cycle Time; reduce the number of days needed to process all procurements from small purchase to complex Request for Proposals (RFPs).

**Objective 2:** OCP will support the Mayor's priority of Fiscal Stability by increasing revenue generated and collected.

## KEY PERFORMANCE INDICATORS

### Procurement Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Dollar Amount of Central Purchasing Office Purchases per FTE <sup>1</sup>	22.9	19.3	27.0	30.0	35.0	37.5
Total percentage of Solicitations processed through e-Sourcing <sup>2</sup>	Not Available	Not Available	Not Available	100%	100%	100%
Increase the number of Term Contracts	2	2	5	8	10	11
Procurement dollars using Term Contracts <sup>3</sup>	\$2.3M	Not Available	\$10.6M	\$11.0M	\$12.0M	\$12.5M
Percentage of DCSS contracts migrated to E-Sourcing <sup>4</sup>	Not Available	Not Available	Not Available	100%	100%	100%

## Administration and Support Division

Objective 1: Support Agency Initiative to reduce procurement cycle times.

Objective 2: Support Agency Initiative to further develop the Procurement Institute.

Objective 3: Support Agency Initiative to increase revenue back to the District.

## KEY PERFORMANCE INDICATORS

### Administration and Support Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Increase Revenue by 20 percent for Surplus Property	0.0%	20%	239%	20%	20%	20%
Increase certified non-profits using SPD program	0.0	34	65	25	25	25
Number of newly active vendors in Sourcing Module <sup>5</sup>	1,628	172	750	150	150	150
Increase the number of vendors in the "Ghost" P-Card Program <sup>6</sup>	Not Available	3	4	4	4	4
Percentage of Customer Service quality and speed criteria achieved for all calls <sup>7</sup>	Not Available	Baseline	Not Available	95%	95%	95%

## Technology Division

Objective 1: Communication and Training.

Objective 2: Information distribution to Internal and External customers via web portals.

## KEY PERFORMANCE INDICATORS

### PASS/IT Support Team

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of total number of issues resolved from all customers within 8 business hours (HELP DESK) <sup>8</sup>	Not Available	80%	90%	90%	100%	100%
Percentage of total number of intranet and internet updates completed within 24 business hours <sup>9</sup>	Not Available	100%	95%	80%	80%	80%
Percentage of vendor management approvals completed within 24 business hours <sup>10</sup>	Not Available	Not Available	Not Available	90%	90%	90%

## Office of Procurement Integrity and Compliance (OPIC)

**Objective 1:** Increase compliance with District procurement laws and regulations by implementing targeted expansions to the Audit and Compliance Program.

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

### KEY PERFORMANCE INDICATORS<sup>11</sup>

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

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection <sup>12</sup>	FY 2014 Projection	FY 2015 Projection
Number of Compliance Reviews and Audit Reports Issued	16	18	389	225	150	150
Average number of Days to Complete a Compliance Review/Audit	15	10	8.6	14	14	14
Percentage of Sole Source, Emergency and Million Dollar Contracts Audited <sup>13</sup>	Not Available	100%	100%	100%	100%	100%
Percentage of OCP Contracting Officer Operations Reviewed/Audited <sup>14</sup>	Not Available	100%	100%	100%	100%	100%
Percentage of Agency Contracting Officer (ACO) Operations Reviewed/Audited	100%	20%	23.8%	20%	20%	20%

#### Performance Plan Endnotes:

<sup>1</sup>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.

<sup>2</sup>This is a new performance measure for FY 2013. Historical data for prior years is not available, as E-Sourcing was not fully implemented until FY 2012.

<sup>3</sup>This is a new performance measure. OCP did not have a target in FY 2012.

<sup>4</sup>This is a new performance measure for FY 2013. Historical data for prior years is not available, as E-Sourcing was not fully implemented until FY 2012.

<sup>5</sup>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.

<sup>6</sup>This is a new performance measure for FY 2013. No historical data is available.

<sup>7</sup>Same as endnote # 5 above. The OCP Customer Contact Center was not established until April of 2012.

<sup>8</sup>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). This data is not available for FY 2011.

<sup>9</sup>This is a new performance measure for FY 2013. The data to develop this metric for FY 2011 and FY 2012 was not maintained and is not available.

<sup>10</sup>Same as # 4 above. We cannot develop the percentage as we didn't track this metric, or have the capability to do in prior years. The PASS/IT Support Team processed 649 vendor management approvals in FY 2011 and 601 vendor management approvals in FY 2012.

<sup>11</sup>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.

<sup>12</sup>In FY 2013, OPIC will increase the scope and complexity of some of its audits.

<sup>13</sup>This is a new performance measure for a new audit program that was initiated in FY 2012. Prior year data is not available.

<sup>14</sup>Same as endnote # 11.

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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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$72,652,881	\$77,708,049	\$92,759,844	19.4
FTEs	261.6	288.2	290.0	0.6

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The mission of the Office of the Chief Technology Officer (OCTO) is to direct the strategy, deployment, and management of District government technology with an unwavering commitment to Information Technology excellence, efficiency, and value for government, residents, businesses and visitors.

## Summary of Services

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 2014 are listed by functional division.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table TO0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table TO0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	29,757	35,799	39,974	47,837	7,863	19.7
Special Purpose Revenue Funds	8,813	7,244	10,943	16,334	5,391	49.3
<b>Total for General Fund</b>	<b>38,570</b>	<b>43,043</b>	<b>50,917</b>	<b>64,171</b>	<b>13,254</b>	<b>26.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	2,802	2,268	2,498	985	-1,513	-60.6
<b>Total for Federal Resources</b>	<b>2,802</b>	<b>2,268</b>	<b>2,498</b>	<b>985</b>	<b>-1,513</b>	<b>-60.6</b>
<b>Private Funds</b>						
Private Grant Funds	29	0	0	0	0	N/A
<b>Total for Private Funds</b>	<b>29</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	31,731	27,342	24,292	27,604	3,312	13.6
<b>Total for Intra-District Funds</b>	<b>31,731</b>	<b>27,342</b>	<b>24,292</b>	<b>27,604</b>	<b>3,312</b>	<b>13.6</b>
<b>Gross Funds</b>	<b>73,131</b>	<b>72,653</b>	<b>77,708</b>	<b>92,760</b>	<b>15,052</b>	<b>19.4</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table TO0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table TO0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	176.8	181.6	195.5	197.0	1.5	0.8
Special Purpose Revenue Funds	0.0	0.0	78	13.9	6.0	77.1
<b>Total for General Fund</b>	<b>176.8</b>	<b>181.6</b>	<b>203.4</b>	<b>210.9</b>	<b>7.6</b>	<b>3.7</b>
<b>Intra-District Funds</b>						
Intra-District Funds	135.5	80.0	84.8	79.1	-5.8	-6.8
<b>Total for Intra-District Funds</b>	<b>135.5</b>	<b>80.0</b>	<b>84.8</b>	<b>79.1</b>	<b>-5.8</b>	<b>-6.8</b>
<b>Total Proposed FTEs</b>	<b>312.4</b>	<b>261.6</b>	<b>288.2</b>	<b>290.0</b>	<b>1.8</b>	<b>0.6</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table TO0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table TO0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	22,833	20,497	23,956	24,154	198	0.8
12 - Regular Pay - Other	2,252	3,120	2,908	2,930	22	0.7
13 - Additional Gross Pay	1,084	457	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	5,196	4,760	5,596	5,918	322	5.8
15 - Overtime Pay	11	15	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>31,377</b>	<b>28,849</b>	<b>32,460</b>	<b>33,002</b>	<b>541</b>	<b>1.7</b>
20 - Supplies and Materials	86	172	148	193	44	29.8
30 - Energy, Comm. and Building Rentals	122	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	1,272	1,305	1,425	1,412	-14	-0.9
32 - Rentals - Land and Structures	93	0	37	37	0	0.0
40 - Other Services and Charges	10,969	13,372	17,136	20,928	3,792	22.1
41 - Contractual Services - Other	25,105	25,335	24,607	34,510	9,902	40.2
50 - Subsidies and Transfers	2,281	1,110	1,002	120	-882	-88.0
70 - Equipment and Equipment Rental	1,827	2,510	892	2,559	1,667	186.8
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>41,755</b>	<b>43,804</b>	<b>45,248</b>	<b>59,758</b>	<b>14,510</b>	<b>32.1</b>
<b>Gross Funds</b>	<b>73,131</b>	<b>72,653</b>	<b>77,708</b>	<b>92,760</b>	<b>15,052</b>	<b>19.4</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 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; manages 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** – allows OCTO to provide around-the-clock support for applications and hardware across the District government. The IT ServUs activity provides around-the-clock support of desktop products and services for District agencies with certified technicians who apply industry best practices with industry-level software tools, combined with service-level agreements to provide solutions for all end-user computer needs.

**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.

**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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table TO0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table TO0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	533	583	513	-71	1.7	2.0	3.0	1.0
(1030) Property Management	808	803	848	46	3.5	4.0	4.0	0.0
(1090) Performance Management	1,978	2,223	2,423	200	6.0	13.0	13.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>3,319</b>	<b>3,609</b>	<b>3,784</b>	<b>175</b>	<b>11.2</b>	<b>19.0</b>	<b>20.0</b>	<b>1.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	730	756	774	18	5.2	6.0	6.0	0.0
(120F) Accounting Operations	392	414	409	-4	4.3	5.0	5.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>1,123</b>	<b>1,169</b>	<b>1,183</b>	<b>14</b>	<b>9.5</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>
<b>(2000) Application Solutions</b>								
(2010) Application Implementation	3,349	3,675	6,055	2,379	9.9	12.0	12.0	0.0
(2011) Web Maintenance	1,360	1,489	1,505	16	9.5	10.0	9.0	-1.0
(2012) Filenet	0	637	840	203	0.0	0.0	0.0	0.0
(2013) Application Quality Assurance	2,284	1,293	1,432	139	8.3	9.0	9.0	0.0
(2015) DMV Application Solutions	1,256	1,552	1,610	59	6.8	7.0	7.0	0.0
(2016) DC Geographic Information System-GIS	2,758	2,692	2,825	133	8.5	11.0	11.0	0.0
(2070) Technology Acquisitions	6	0	0	0	0.0	0.0	0.0	0.0
(2080) Procurement Application Services	1,047	1,239	1,492	253	3.5	4.0	4.0	0.0
(2081) Human Resource Application Services	2,811	2,407	5,423	3,016	7.8	6.0	6.0	0.0
(2085) Data Transparency and Accountability	508	526	635	109	3.4	2.0	2.0	0.0
(2090) Remedy Services	432	0	0	0	5.2	0.0	0.0	0.0
<b>Subtotal (2000) Application Solutions</b>	<b>15,812</b>	<b>15,509</b>	<b>21,817</b>	<b>6,308</b>	<b>62.8</b>	<b>61.0</b>	<b>60.0</b>	<b>-1.0</b>
<b>(3000) Program Management Office</b>								
(3010) Agency Technology Oversight and Support	2,429	1,817	1,764	-53	13.8	10.0	8.0	-2.0
(3020) Strategic Investment Support	34	702	902	199	0.0	6.5	7.0	0.5
(3037) Regional and Community Tech Initiatives	1,609	1,795	969	-826	0.9	1.0	2.0	1.0
<b>Subtotal (3000) Program Management Office</b>	<b>4,072</b>	<b>4,315</b>	<b>3,635</b>	<b>-679</b>	<b>14.6</b>	<b>17.5</b>	<b>17.0</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 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(4000) Shared Infrastructure Services</b>								
(4010) Mainframe Operations	5,581	6,920	7,406	486	26.0	21.0	21.0	0.0
(4015) Data Center Facilities	235	851	678	-173	2.6	4.0	3.0	-1.0
(4020) Server Operations	5,180	5,143	7,339	2,197	18.4	15.0	13.0	-2.0
(4030) Telecommunications Governance	1,769	1,858	2,169	311	10.2	13.0	14.0	1.0
(4035) DC Network Operations Center (DCNOC)	3,209	3,851	4,330	479	12.9	16.0	20.0	4.0
(4036) DC Net	17,984	20,182	23,677	3,494	34.1	48.7	49.0	0.3
(4050) E-Mail	3,547	3,381	3,313	-68	3.5	3.0	2.0	-1.0
<b>Subtotal (4000) Shared Infrastructure Services</b>	<b>37,504</b>	<b>42,185</b>	<b>48,913</b>	<b>6,727</b>	<b>107.7</b>	<b>120.7</b>	<b>122.0</b>	<b>1.3</b>
<b>(5000) Information Security</b>								
(5010) Information Security	2,202	2,924	3,585	661	5.9	5.0	5.0	0.0
(5020) Identity Management Systems	696	824	1,008	184	3.4	4.0	5.0	1.0
<b>Subtotal (5000) Information Security</b>	<b>2,898</b>	<b>3,748</b>	<b>4,593</b>	<b>845</b>	<b>9.2</b>	<b>9.0</b>	<b>10.0</b>	<b>1.0</b>
<b>(6000) Technology Support Services</b>								
(6010) IT ServUs	7,543	7,173	8,835	1,661	46.4	50.0	50.0	0.0
(6020) Applications Support	383	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (6000) Technology Support Services</b>	<b>7,926</b>	<b>7,173</b>	<b>8,835</b>	<b>1,661</b>	<b>46.4</b>	<b>50.0</b>	<b>50.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>72,653</b>	<b>77,708</b>	<b>92,760</b>	<b>15,052</b>	<b>261.6</b>	<b>288.2</b>	<b>290.0</b>	<b>1.8</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 in the agency's divisions, please refer to Schedule 30-PBB, Program Summary by Activity in the FY 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of the Chief Technology Officer's (OCTO) proposed FY 2014 gross budget is \$92,759,844, which represents a 19.4 percent increase over its FY 2013 approved gross budget of \$77,708,049. The budget is comprised of \$47,836,702 in Local funds, \$985,016 in Federal Grant funds, \$16,334,123 in Special Purpose Revenue funds, and \$27,604,002 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$44,773,522, which represents a \$4,799,501, or 12.0 percent, increase over the FY 2013 approved Local funds budget of \$39,974,021.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OCTO included an adjustment entry that is not described in detail on table 5. This adjustment was made for an entry of \$160,150 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$4,639,100 in nonpersonal services, which is comprised of \$425,100 based on the Consumer Price Index factor of 2.4 percent and \$4,214,000 derived from the Operating Impact of Capital to account for the maintenance and operation of capital projects moving from development to implementation. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** OCTO's proposed budget includes \$3,726,992 in Local funds to support projects for Contractual Services. OCTO also proposes an increase of \$859,128 and 3.5 FTEs to support projected salary and Fringe Benefit costs. The agency's Special Purpose Revenue fund proposed budget includes \$3,942,000 to support a new communications contract with Level 3 for fiber optics and \$2,159,851 and 0.4 FTE to support technology services provided to independent agencies and the purchase of laboratory test equipment and fiber installation for the DCNET program. In addition, in Intra-District funds, OCTO proposes an increase of \$2,102,667 to adjust contractual services funding to reflect an increase in Intra-District buyer side arrangements. The agency also proposes additional spending of \$464,736 for DCNET and ITServUs IT hardware and software acquisitions, along with \$33,192 for Supplies and Other Services and Charges.

**Decrease:** OCTO reduced its proposed budget for Other Services and Charges by \$3,496,684 to support business requirements in Local funds. To offset some of its forecasted expenditures, the agency reduced the budget by \$1,089,436 primarily for IT equipment. Federal Grant funds are proposed to be reduced by \$1,513,333 due to the Broadband Mapping and Planning grant entering its final year.

**Shift:** The agency moved \$489,045 and 5.7 FTEs from Intra-District funds to Special Purpose Revenue funds to provide technology services to independent District agencies. Additionally, \$1,200,000 for Verizon telecommunication services is proposed to be moved from Special Purpose Revenue funds to Intra-District funds.

## **Mayor's Proposed Budget**

**Enhance:** OCTO's proposed budget includes several initiatives: \$3,400,000 in one-time Local funds will be used to develop and implement the Affordable Housing Database (AHD) as part of the \$100 million Affordable Housing Initiative. The AHD will be a centralized collection of reliable housing data across more than 15 District agencies with affordable housing functions. In addition, the budget includes \$847,914 to support the city-wide IT Assessment initiative, \$610,000 to expand operational support of the District's Government Information Systems program, and \$48,200 to purchase additional card stock for the DC One-Card program.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$51,025 in Special Purpose Revenue funds, and Intra-District funds may be impacted. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** Special Purpose Revenue funds were reduced by \$51,025 to offset the proposed cost-of-living adjustment. The remaining balance will be offset by additional budget authority in the respective fund at the beginning of FY 2014.

## **District's Proposed Budget**

**Decrease:** In Local funds, OCTO's budget includes a reduction of \$1,059,834 to support the Affordable Housing Database. The budget in Local funds also includes a reduction of \$618,000 to reflect a one-time adjustment of personal services costs in FY 2014 based on projected salary lapse savings. Finally, the agency's budget includes a reduction of \$164,850 and 2.0 FTEs based on the elimination of vacant positions.

**Transfer-Out:** In Local funds, \$250 was transferred to the Office of the Chief Financial Officer for merchant service fees.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table TO0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table TO0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>39,974</b>	<b>195.5</b>
Other CSFL Adjustments	Multiple Programs	4,800	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>44,774</b>	<b>195.5</b>
Increase: Support projects for contractual services	Multiple Programs	3,727	0.0
Increase: To support salary step increases	Multiple Programs	859	3.5
Decrease: To support business needs	Multiple Programs	-3,497	0.0
Decrease: To support forecasted expenditures	Multiple Programs	-1,089	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>44,774</b>	<b>199.0</b>
Enhance: \$100 million Affordable Housing Initiative (one-time)	Application Solutions	3,400	0.0
Enhance: To expand operational support of the District's Government Information Systems program	Multiple Programs	610	0.0
Enhance: DC One-Card program	Information Security	48	0.0
Technical Adjustment: City-wide IT Assessment initiative	Application Solutions	848	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>49,680</b>	<b>199.0</b>
Decrease: \$100 million Affordable Housing Initiative	Application Solutions	-1,060	0.0
Decrease: Eliminate vacant positions to support efficient operations	Agency Management	-165	-2.0
Transfer In: Personal Services to reflect one-time salary lapse savings	Agency Management	-618	0.0
Transfer In: To the Office of the Chief Financial Officer for merchant service fees (Less than \$500)	Agency Management	0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>47,837</b>	<b>197.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,498</b>	<b>0.0</b>
Decrease: Final year of the Broadband Mapping and Planning grant	Application Solutions	-1,513	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>985</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>985</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>985</b>	<b>0.0</b>

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

	<b>DIVISION</b>	<b>BUDGET</b>	<b>FTE</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>10,943</b>	<b>7.8</b>
Increase: To support new communications contract with Level 3 for fiber optics	Application Solutions	3,942	0.0
Increase: To support technology services provided to independent agencies. Also to support purchase laboratory test equipment and provide fiber installation for the DCNET program	Multiple Programs	2,160	0.4
Shift: From Intra-District funds to provide technology services independent agencies	Multiple Programs	489	5.7
Shift: Verizon telecommunication services to Intra-District funds	Application Solutions	-1,200	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>16,334</b>	<b>13.9</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Shared Infrastructure Services	51	0.0
Decrease: To offset the proposed cost-of-living adjustment	Shared Infrastructure Services	-51	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>16,334</b>	<b>13.9</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>16,334</b>	<b>13.9</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>24,292</b>	<b>84.8</b>
Increase: Contractual services funding to reflect increase in Intra-District buyer side arrangements	Agency Management	2,103	0.0
Increase: Funding for DCNET and ITServUs IT hardware and software acquisitions	Multiple Programs	465	0.0
Increase: Supplies and Other Services and Charges	Multiple Programs	33	0.0
Shift: Verizon telecommunication services from Special Purpose Revenue funds	Multiple Programs	1,200	0.0
Shift: To Special Purpose Revenue fund to provide technology services to independent agencies	Multiple Programs	-489	-5.7
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>27,604</b>	<b>79.1</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>27,604</b>	<b>79.1</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>27,604</b>	<b>79.1</b>
<b>Gross for T00 - Office of the Chief Technology Officer</b>		<b>92,760</b>	<b>290.0</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 2014:

### Agency Management

**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:** Provide leadership to enhance the delivery of services and to fuel technology innovation and adoption for the residents, businesses, and visitors of the District.

### Applications 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:** Provide leadership to enhance the delivery of services and to fuel technology innovation and adoption for the residents, businesses, and visitors of the District (including One City Action Plan Action 3.8.1).

## KEY PERFORMANCE INDICATORS

### Applications Solutions

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of trained agencies publishing content items to web2	91.4%	60%	76.7%	65%	Not Available	Not Available
Number of assessments conducted on agency websites to meet District's Web standards and policies	Not Available	Not Available	Not Available	20	20	20
Number of on-time delivery of releases to DMV in support of Performance Plan	5	4	5	4	4	4
Number of datasets added to the Data Catalog, dashboards, reporting environments and applications	12	20	28	25	30	30
Number of public-facing District government agencies on grade.dc.gov (One City Action 3.8.1) <sup>1</sup>	Not Available	5	5	15	15	15

## 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.

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

**Objective 4:** Provide leadership to enhance the delivery of services and to fuel technology innovation and adoption for the residents, businesses, and visitors of the District.

## KEY PERFORMANCE INDICATORS

### Program Management Office

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Dollars saved through SmartBuyer program	\$2.2M	\$2M	\$2.1M	\$2M	\$2M	\$2M
Percent of IT Staff Augmentation (ITSA) Spend to District Certified Business Enterprises (CBEs)	98.3%	95%	97.8%	95%	Not Available	Not Available

## 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:** Provide leadership to enhance the delivery of services and to fuel technology innovation and adoption for the residents, businesses, and visitors of the District (including One City Action Plan Action 1.2.3; 5-Year Economic Development Strategy 3.5).

## KEY PERFORMANCE INDICATORS

### Shared Infrastructure Services

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage uptime for all OCTO-supported infrastructure	99.9%	99.9%	99.8%	99.9%	99.9%	99.9%
Number of agencies hosted at OCTO's datacenters	65	50	74	78	80	86
Number of public WiFi hotspots	276	300	351	360	430	480
Percentage of District with access to public WiFi system [5-Year Economic Development Strategy 3.5]	Not Available	Not Available	5%	5.7%	7.3%	8.5%
Number of incidents caused by inadequate capacity	Not Available	Not Available	Not Available	0	0	0

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## KEY PERFORMANCE INDICATORS

### Shared Infrastructure Services (continued)

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of servers consolidated and virtualized at OCTO datacenters	Not Available	Not Available	Not Available	2,043	2,477	2,535
Percentage utilization of available system resources (Disk/CPU/Memory)	Not Available	Not Available	Not Available	<75%	<75%	<75%
Decrease Number of agency –hosted data centers	Not Available	Not Available	Not Available	4	6	8
Percentage of Tier 1 tickets resolved within 30 minutes by the NOC	Not Available	Not Available	Not Available	60%	65%	65%
Number of phones converted to VOIPs	Not Available	Not Available	Not Available	15,000	15,750	16,500
Establish 12 points of interconnection on fully operational 100 Gbps core network <sup>2</sup> (One City Action 1.2.3) <sup>1</sup>	Not Available	Not Available	5	12	Not Available	Not Available

### 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.

## KEY PERFORMANCE INDICATORS

### Information Security

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of security audits completed	0	2	0	2	2	2
Percentage downtime due to cyber security attacks	Not Available	Not Available	Not Available	0%	0%	0%
Percentage of District-owned systems with latest anti-virus/anti-spyware signatures	Not Available	Not Available	Not Available	90%	90%	90%
Number of agencies using end-point encryption for mobile devices <sup>2</sup>	Not Available	Not Available	Not Available	1	4	6
Number of devices deployed using end-point encryption <sup>2</sup>	Not Available	Not Available	Not Available	50	200	500
Number of security policies updated or published	Not Available	Not Available	Not Available	12	12	12

## Technology Support Service

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

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### KEY PERFORMANCE INDICATORS

#### Technology Support Service

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Percentage of dispatch tickets resolved within SLAs	72.4%	75%	89.6%	80%	80%	80%
Percentage of calls answered in 30 seconds	77.4%	80%	47.3%	80%	80%	80%
Percentage of desktop issue tickets resolved within 4 hours	92.5%	90%	92.7%	88%	90%	90%
Number of MOUs for additional services requested	310	350	510	450	450	500

#### Performance Plan Endnotes:

<sup>1</sup> <http://mayor.dc.gov/page/one-city-action-plan>

<sup>2</sup> The result of this KPI is cumulative over multiple fiscal years.

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# Department of General Services

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

Telephone: 202-724-4400

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$351,805,956	\$388,442,860	\$394,937,969	1.7
FTEs	610.2	678.0	674.2	-0.6

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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 where useful.

## Summary of Services

The Department of General Services (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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AM0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AM0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	7,136	208,936	244,338	260,032	15,693	6.4
Special Purpose Revenue Funds	12,463	4,215	6,579	6,129	-450	-6.8
<b>Total for General Fund</b>	<b>19,599</b>	<b>213,151</b>	<b>250,917</b>	<b>266,161</b>	<b>15,243</b>	<b>6.1</b>
<b>Intra-District Funds</b>						
Intra-District Funds	4,565	138,655	137,525	128,777	-8,748	-6.4
<b>Total for Intra-District Funds</b>	<b>4,565</b>	<b>138,655</b>	<b>137,525</b>	<b>128,777</b>	<b>-8,748</b>	<b>-6.4</b>
<b>Gross Funds</b>	<b>24,164</b>	<b>351,806</b>	<b>388,443</b>	<b>394,938</b>	<b>6,495</b>	<b>1.7</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table AM0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table AM0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	42.0	598.0	661.0	658.2	-2.8	-0.4
Special Purpose Revenue Funds	23.7	12.1	17.0	16.0	-1.0	-5.9
<b>Total for General Fund</b>	<b>65.8</b>	<b>610.2</b>	<b>678.0</b>	<b>674.2</b>	<b>-3.8</b>	<b>-0.6</b>
<b>Total Proposed FTEs</b>	<b>65.8</b>	<b>610.2</b>	<b>678.0</b>	<b>674.2</b>	<b>-3.8</b>	<b>-0.6</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AM0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	2,271	32,926	35,719	39,649	3,930	11.0
12 - Regular Pay - Other	2,473	5,315	6,668	586	-6,082	-91.2
13 - Additional Gross Pay	149	1,094	625	1,400	775	124.0
14 - Fringe Benefits - Current Personnel	929	8,526	9,785	9,586	-199	-2.0
15 - Overtime Pay	94	2,255	1,961	2,526	565	28.8
<b>Subtotal Personal Services (PS)</b>	<b>5,916</b>	<b>50,116</b>	<b>54,758</b>	<b>53,747</b>	<b>-1,011</b>	<b>-1.8</b>
20 - Supplies and Materials	146	1,635	5,125	5,936	811	15.8
30 - Energy, Comm. and Building Rentals	180	91,656	100,444	96,948	-3,495	-3.5
31 - Telephone, Telegraph, Telegram, Etc.	22	162	1	1	0	0.0
32 - Rentals - Land and Structures	0	118,497	130,327	135,672	5,344	4.1
33 - Janitorial Services	0	0	174	0	-174	-100.0
34 - Security Services	82	391	0	40	40	N/A
40 - Other Services and Charges	3,352	5,231	6,919	8,288	1,369	19.8
41 - Contractual Services - Other	14,454	80,164	89,931	93,515	3,585	4.0
70 - Equipment and Equipment Rental	11	566	763	790	27	3.5
80 - Debt Service	0	3,389	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>18,249</b>	<b>301,689</b>	<b>333,684</b>	<b>341,191</b>	<b>7,506</b>	<b>2.2</b>
<b>Gross Funds</b>	<b>24,164</b>	<b>351,806</b>	<b>388,443</b>	<b>394,938</b>	<b>6,495</b>	<b>1.7</b>

\*Percent change is based on whole dollars.

## Division Description

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

**Asset Management** – 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 5 activities:

- **Lease Management (DGS Realty)** – provides space location and management services for District agencies in both owned and leased buildings;
- **Utility and Fuel Management** – provides management services in the distribution and allocation utilities and fuel;
- **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.

**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 9 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;
- **Janitorial Services** – includes costs associated with operating DGS-managed District buildings;
- **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.

**Protective Services** – 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.

**Construction Services** – implements and manages the public building needs through the Capital Improvements Plan (CIP) for most District government agencies. The CIP 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 CIP.

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.

**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 5 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, fuel generators, and fuel vehicles;
- **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.

**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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table AM0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AM0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	473	453	619	166	3.4	5.0	6.0	1.0
(1015) Training and Employee Development	3	13	13	0	0.0	0.0	0.0	0.0
(1030) Property Management	255	450	461	11	0.0	0.0	0.0	0.0
(1040) Information Technology	415	615	234	-382	1.7	2.0	1.0	-1.0
(1051) Financial Services-Public Education	1,147	931	1,514	583	6.0	7.0	12.0	5.0
(1055) Risk Management	65	108	106	-2	0.9	1.0	1.0	0.0
(1070) Fleet Management	322	371	661	290	0.0	0.0	0.0	0.0
(1080) Communications	41	134	51	-82	0.9	1.0	0.0	-1.0
(1085) Customer Service	51	50	51	1	0.9	1.0	1.0	0.0
(1090) Performance Management	1,089	936	1,460	523	9.4	8.0	13.0	5.0
(1095) Energy Management	710	648	1,032	385	5.2	5.0	5.0	0.0
(1110) Personnel-Public Education	290	265	254	-11	3.4	3.0	3.0	0.0
(1140) Information Technology-Public Education	184	201	405	204	1.7	2.0	3.0	1.0
(1180) Communication- Public Education	269	142	304	162	1.7	1.0	2.0	1.0
(1190) Performance Management-Public Education	850	1,499	650	-849	0.0	5.0	2.0	-3.0
(1195) Environmental-Public Education	415	535	991	456	7.7	4.0	5.0	1.0
No Activity Assigned	1,632	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>8,211</b>	<b>7,350</b>	<b>8,806</b>	<b>1,455</b>	<b>43.0</b>	<b>45.0</b>	<b>54.0</b>	<b>9.0</b>
<b>(2000) Asset Management</b>								
(2001) Lease Management	8,001	8,374	6,330	-2,045	10.3	10.0	11.0	1.0
(2002) Utility and Fuel Management	0	0	126	126	0.0	0.0	1.0	1.0
(2003) Capital Construction	1,723	0	0	0	0.0	0.0	0.0	0.0
(2004) Swing Space Funding	1,323	1,338	1,370	32	0.0	0.0	0.0	0.0
(2006) Eastern Market	704	923	1,013	90	0.7	1.0	1.0	0.0
(2101) Realty-Public Education	421	442	449	7	4.3	5.0	5.0	0.0
<b>Subtotal (2000) Asset Management</b>	<b>12,172</b>	<b>11,078</b>	<b>9,288</b>	<b>-1,790</b>	<b>15.3</b>	<b>16.0</b>	<b>18.0</b>	<b>2.0</b>
<b>(3000) Facility Operations</b>								
(3001) Postal Services	663	671	686	15	5.2	6.0	6.0	0.0
(3002) Facilities	20,897	40,906	43,522	2,616	98.8	116.0	112.0	-4.0
(3004) Parking	441	511	525	14	0.9	1.0	1.0	0.0
(3005) RFK/DC Armory (Non-Military) Maintenance	2,564	4,356	2,996	-1,360	11.4	16.0	15.0	-1.0
(3008) Janitorial Services	9,260	0	323	323	5.2	0.0	5.0	5.0
(3009) Facilities-Public Education	42,701	43,276	45,503	2,227	188.8	225.2	219.2	-6.0
(3010) Facilities-Parks and Recreation	8,627	9,794	10,096	301	89.8	94.8	95.0	0.2
(3012) Facilities-MPD	1,214	1,267	1,271	5	4.3	5.0	5.0	0.0
(3013) Facilities-FEMS	620	470	485	15	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Facility Operations</b>	<b>86,987</b>	<b>101,251</b>	<b>105,407</b>	<b>4,156</b>	<b>404.2</b>	<b>464.0</b>	<b>458.2</b>	<b>-5.8</b>

(Continued on next page)

**Table AM0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(4000) Protective Services</b>								
(4001) Protective Services	26,841	33,039	34,494	1,455	103.9	111.0	110.0	-1.0
<b>Subtotal (4000) Protective Services</b>	<b>26,841</b>	<b>33,039</b>	<b>34,494</b>	<b>1,455</b>	<b>103.9</b>	<b>111.0</b>	<b>110.0</b>	<b>-1.0</b>
<b>(5000) Construction Services</b>								
(5001) Construction Services	1,745	2,185	1,894	-290	12.0	16.0	11.0	-5.0
(5101) Construction Division-Public Education	213	229	232	3	1.7	2.0	2.0	0.0
<b>Subtotal (5000) Construction Services</b>	<b>1,958</b>	<b>2,414</b>	<b>2,126</b>	<b>-288</b>	<b>13.8</b>	<b>18.0</b>	<b>13.0</b>	<b>-5.0</b>
<b>(6000) Contracting and Procurement Services</b>								
(6001) Contracting and Procurement Services	842	1,525	1,530	5	10.3	11.0	11.0	0.0
(6101) Contracting and Procurement Public Education	1,354	1,193	798	-395	19.8	13.0	10.0	-3.0
<b>Subtotal (6000) Contracting and Procurement Services</b>	<b>2,196</b>	<b>2,718</b>	<b>2,327</b>	<b>-390</b>	<b>30.1</b>	<b>24.0</b>	<b>21.0</b>	<b>-3.0</b>
<b>(7000) Energy- Centrally Managed</b>								
(7001) Auto Fuel	15,545	18,544	19,358	814	0.0	0.0	0.0	0.0
(7002) Heating Fuel	211	870	0	-870	0.0	0.0	0.0	0.0
(7003) Natural Gas	10,842	15,493	13,277	-2,216	0.0	0.0	0.0	0.0
(7004) Electricity	51,480	48,094	47,529	-565	0.0	0.0	0.0	0.0
(7005) Steam	1,218	1,720	1,771	52	0.0	0.0	0.0	0.0
(7006) Water	12,253	15,546	14,884	-662	0.0	0.0	0.0	0.0
<b>Subtotal (7000) Energy-Centrally Managed</b>	<b>91,549</b>	<b>100,266</b>	<b>96,818</b>	<b>-3,448</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	121,885	130,327	135,672	5,344	0.0	0.0	0.0	0.0
<b>Subtotal (8000) Rent: In-Lease</b>	<b>121,885</b>	<b>130,327</b>	<b>135,672</b>	<b>5,344</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(9960) Year End Adjustments</b>								
(9961) Year End Adjustments	7	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Year End Adjustments</b>	<b>7</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>351,806</b>	<b>388,443</b>	<b>394,938</b>	<b>6,495</b>	<b>610.2</b>	<b>678.0</b>	<b>674.2</b>	<b>-3.8</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Department of General Services' (DGS) proposed FY 2014 gross budget is \$394,937,969, which represents a 1.7 percent increase over its FY 2013 approved gross budget of \$388,442,860. The budget is comprised of \$260,031,598 in Local funds, \$6,129,000 in Special Purpose Revenue funds, and \$128,777,371 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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' FY 2014 CSFL budget is \$283,190,443, which represents a \$38,852,205, or 15.9 percent, increase over the FY 2013 approved Local funds budget of \$244,338,238.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for DGS included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$401,940 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth; and \$38,450,264 in nonpersonal services, which is comprised of \$1,861,294 based on the Consumer Price Index factor of 2.4 percent and \$36,588,970 for the Fixed Cost Inflation factor derived from the DGS' forecast of centralized fixed costs. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** In an effort to continue managing the utilities and maintenance of District properties, DGS proposed the following budget: In Local funds, Contractual Services was increased by \$10,511,842 due to consolidated maintenance contracts. In Other Services and Charges the proposed budget is increased by \$1,956,015, mainly in Facilities and Security, based on program spending plans. DGS also proposed an increase of \$245,881 to fund estimated salary step increases and Fringe Benefit costs.

**Decrease:** In Local Funds, DGS projects savings of \$9,629,645 in Energy fixed costs by adopting initiatives to reduce consumption. Similarly, savings of \$2,378,005 are projected through adjustments to right size the budget in transitioning the costs of personal services of facilities into DGS. Proposed fixed costs for rent are decreased by \$534,539 to reflect the conversion of some leased properties to District-owned. The agency also proposes to reduce the budget for Equipment by \$171,549, mainly in Facilities and Security, based on program spending plans.

In Special Purpose Revenue funds, the proposed budget was decreased by \$971,069 based on prior-year performance at the RFK/DC Armory facility. Funding for Security at Eastern Market was proposed to be decreased by \$133,781 based on a revised forecast. The agency also proposes to reduce funding for personal services by \$77,629 and 1.0 FTE due to lower revenue estimates. Proposed funding for electricity decreased by \$47,678 based on a revised forecast for electricity usage. In Intra-District funds, DGS proposes to decrease funding primarily for Energy and Rent by \$3,421,286 based on revised estimates and allocations between Local and Intra-District funding sources.

## **Mayor's Proposed Budget**

**Enhance:** DGS' proposed budget includes \$1,671,623 in Local funds across several fixed costs commodities based on revised estimates and \$375,000 to support the Bloomingdale Task Force project. The task force will provide free engineering consulting to residents of the Ledroit Park/Bloomingdale area, which is prone to flooding. The task force also provides a rebate of 90 percent, up to \$3,000, for improvements made in accordance with engineering consultation. DGS also proposes an increase of \$72,600 to provide security to the D.C. Office on Aging. The agency also proposes \$780,000 in Special Purpose Revenue funds to provide leased space.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$45,061 in Special Purpose Revenue funds, and Intra-District funds may be impacted. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** The FY 2014 proposed budget includes a total reduction of \$22,894,014 in Local funds comprised of \$6,650,450 for consolidated maintenance service contracts, \$6,341,858 for city-wide janitorial services, \$4,261,302 in the Asset Management program for agency relocations, \$4,500,000 to implement energy efficiency measures, and \$1,140,404 to migrate inherited security systems onto a central platform. The Special Purpose Revenue funds budget decreased by \$45,061 to offset the proposed cost-of-living adjustment. The agency also proposes a reduction of \$5,326,809 in Intra-District funds due to savings in the Electric and Natural Gas energy commodities.

## **District's Proposed Budget**

**Decrease:** In Local funds, DGS' budget includes a reduction of \$1,000,000 for Occupancy associated with the Department of Employment Services (DOES). Prior to the FY 2014 budget formulation, DOES' Fixed Costs were centralized within DGS' budget. DOES will be an exception agency in FY 2014; consequently, the agency's Fixed Costs will be transferred to DGS via Intra-District funds.

The budget in Local funds also includes a reduction of \$1,900,000 to reflect a one-time adjustment of personal services costs in FY 2014 based on projected salary lapse savings. Finally, the agency's budget includes a reduction of \$99,229 and 1.0 FTE due to the elimination of a vacant position.

**Transfer-In:** In Local funds, \$615,175 was transferred from the Department of Public Works (DPW) and the Department of Transportation (DDOT) to fund several recycling initiatives. Specifically, \$389,175 in one-time costs was transferred from DPW to purchase recycling containers at the Department of Parks and Recreation's (DPR) 71 facilities. Additionally, \$226,000 was transferred from DDOT to fund recycling collections (\$201,000) at DPR's 71 facilities and to support school recycling programs (\$25,000) at D.C. Public Schools.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AM0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AM0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>244,338</b>	<b>661.0</b>
Other CSFL Adjustments	Multiple Programs	38,852	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>283,190</b>	<b>661.0</b>
Increase: Contractual Services due to consolidated maintenance contracts	Agency Management	10,512	0.0
Increase: Other Services and Charges mainly in Facilities Operations and Security based on program	Multiple Programs	1,956	0.0
Increase: Personal services to align with estimated step increases and Fringe Benefit costs	Multiple Programs	246	0.0
Decrease: Fixed costs for Energy to reflect initiatives to reduce consumption	Facility Operations	-9,630	0.0
Decrease: Adjustment to rightsize the budget in transitioning the costs of personal services of facilities into DGS	Multiple Programs	-2,378	-1.8
Decrease: Fixed costs for Rent to reflect the conversion of some leased properties to District-owned	Multiple Programs	-535	0.0
Decrease: Equipment based on the agency's spending plans	Multiple Programs	-172	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>283,190</b>	<b>659.2</b>
Increase: Centralized fixed cost adjustment due to new or renewal of District leased properties	Multiple Programs	1,672	0.0
Enhance: Bloomingdale Task Force recommendation. Provide free engineering consultations and flood proofing assistance to residents in the Bloomingdale and LeDroit Park area of the District	Construction Services	375	0.0
Increase: Security for new location of the D.C. Office on Aging	Protective Services	73	0.0
Decrease: Consolidated maintenance services contract savings	Facility Operations	-6,650	0.0
Decrease: Services for city-wide janitorial contract savings	Facility Operations	-6,342	0.0
Decrease: Minimize unplanned agency relocations	Asset Management	-4,261	0.0
Decrease: Fund energy efficiency improvements through the capital budget	Agency Management	-4,500	0.0
Decrease: Migration of inherited security systems on the central platform	Protective Services	-1,140	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>262,416</b>	<b>659.2</b>
Decrease: Occupancy	Facility Operations	-1,000	0.0
Decrease: Personal Services to reflect one-time salary lapse savings	Agency Management	-1,900	0.0
Decrease: Eliminate vacant position to support efficient operations	Agency Management	-99	-1.0
Transfer In: From the Department of Public Works and the Department of Transportation to fund several recycling initiatives (One-time costs)	Agency Management	389	0.0
Transfer In: From the Department of Public Works and the Department of Transportation to fund several recycling initiatives	Multiple Programs	226	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>260,032</b>	<b>658.2</b>

(Continued on next page)

**Table AM0-5 (continued)**  
(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>6,579</b>	<b>17.0</b>
Decrease: Align budget based on FY 2012 performance in RFK/DC Armory facility	Facility Operations	-971	0.0
Decrease: Revised forecast for Security for Eastern Market	Facility Operations	-134	0.0
Decrease: Personal services as a result of lower revenue estimates	Agency Management	-78	-1.0
Decrease: Reductions based on revised forecast for Electricity usage	Energy-Centrally Managed	-48	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>5,349</b>	<b>16.0</b>
Increase: Leased space for the DC Health Benefit Exchange Authority	Rent: In-Lease	780	0.0
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	45	0.0
Decrease: To offset the proposed cost-of-living adjustment	Agency Management	-45	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>6,129</b>	<b>16.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>6,129</b>	<b>16.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>137,525</b>	<b>0.0</b>
Increase: Revised fixed cost estimates primarily in Energy and Rent	Multiple Programs	-3,421	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>134,104</b>	<b>0.0</b>
Decrease: Energy savings in the electricity and natural gas commodities	Multiple Programs	-5,327	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>128,777</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>128,777</b>	<b>0.0</b>
<b>Gross for AM0 - Department of General Services</b>		<b>394,938</b>	<b>674.2</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:

### Office of the Director

**Objective 1:** Provide oversight, support, and program evaluation of DGS divisions to drive agency-wide performance improvement.

**Objective 2:** Support Certified Business Enterprises (CBE) through incentive programs and increased compliance on existing and upcoming contracts (One City Action Plan Action 2.2.1).

## KEY PERFORMANCE INDICATORS

### Office of the Director

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of dollars awarded to CBE firms (Capital) One City Action Plan Action.1.1.6] <sup>2</sup>	Not Available	35%	45.5%	50% <sup>3</sup>	50%	50%
Percent of CBE awards (operating) [One City Action Plan Action.1.1.6] <sup>2</sup>	Not Available	Not Available	Not Available	50%	50%	50%
Dollars of CBE contracts (operating) [One City Action Plan Action.1.1.6] <sup>2</sup>	Not Available	\$27M	TBD	\$51M	\$51M	\$51M
Dollars of CBE contracts (Capital) [One City Action Plan Action.1.1.6] <sup>2</sup>	Not Available	Not Available	\$431,138,096	TBD	TBD	TBD
Dollars spent on Fleet Share vehicles	Not Available	Not Available	\$76,667	\$84,960	\$91,200	\$98,500

## Capital Construction Services Division<sup>4</sup>

**Objective 1:** Enhance project management procedures, project oversight and reporting capabilities.

**Objective 2:** Efficiently manage the planning, modernization and new construction of public safety facilities.

**Objective 3:** Efficiently manage the planning, modernization and new construction of education facilities and schools (One City Action Plan Action 2.2.1).

**Objective 4:** Efficiently manage the planning, modernization and new construction of recreation centers, parks, fields, playgrounds, and pools.

## KEY PERFORMANCE INDICATORS

### Capital Construction Services Division

Measure <sup>5</sup>	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of municipal projects on schedule	Not Available	70%	78%	90%	90%	90%
Percentage of municipal projects on budget	Not Available	Not Available	Not Available	90%	90%	90%
Percentage of education projects on schedule (One City Action Plan Action 2.2.1). <sup>2</sup>	Not Available	Not Available	Not Available	100%	100%	100%
Percentage of education projects on budget (One City Action Plan Action 2.2.1). <sup>2</sup>	Not Available	Not Available	Not Available	90%	90%	90%
Number of public schools with modernization/new construction projects started (One City Action Plan Action 2.2.1) <sup>2</sup>	Not Available	Not Available	TBD	TBD	TBD	TBD
Percentage of public schools modernized or newly constructed (baseline of 2010) (One City Action Plan Action 2.2.1) <sup>2</sup>	Not Available	Not Available	TBD	TBD	TBD	TBD
Percentage of recreation projects on schedule	Not Available	80%	100%	90%	90%	90%
Percentage of recreation projects on budget	Not Available	90%	100%	90%	90%	90%
Percentage of eligible active projects that are tracking LEED Silver <sup>6</sup>	Not Available	Not Available	Not Available	90%	90%	90%
Percentage of eligible active projects that are tracking LEED Gold <sup>7</sup>	Not Available	Not Available	Not Available	50%	50%	50%
Percentage of eligible active projects that are tracking LEED Platinum <sup>8</sup>	Not Available	Not Available	Not Available	10%	10%	10%

## Facility Management Division<sup>9</sup>

**Objective 1:** Provide a clean, safe, and operational work environment for District agencies through effective and efficient facility management and maintenance.

### KEY PERFORMANCE INDICATORS

#### Facility Management Division

<b>Measure<sup>10</sup></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Percentage of survey respondents rating facility services a 7 or higher out of 10	1,313	90%	97%	95%	98%	99%
Number of work orders completed within 5 days	Not Available	Not Available	Not Available	2,000	2,300	2,500
Emergency maintenance requests responded to within 2 hours	232	Not Available	Not Available	350	400	450
Average number of days to complete new work orders	Not Available	Not Available	Not Available	30	25	20
Percentage of outdoor swimming pools operational by May 24, 2013	Not Available	100%	100%	100%	100%	100%
Percentage of Boilers operational and certified by DCRA by September 30, 2013	Not Available	Not Available	66%	100%	100%	100%

## Portfolio Management Division<sup>11</sup>

**Objective 1:** Generate additional revenue by leasing space in buildings and on grounds through various types of agreements including use, lease and license agreements.

**Objective 2:** Repurpose vacant or underutilized properties for temporary and/or artistic uses that catalyze neighborhood redevelopment (One City Action Plan Action 1.3.2 and 5-Year Economic Development Strategy 3.10).

**Objective 3:** Ensure accurate, timely, and transparent financial transactions.

**Objective 4:** Maximize the efficient and effective use of District-owned property by agencies and reduce dependence on leased space.

## KEY PERFORMANCE INDICATORS

### Portfolio Management Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Total dollar amount paid for leased space	Not Available	Not Available	\$124,897,081	\$130,390,955	\$128,589,405	\$135,018,875
Percentage of rent due actually collected	Not Available	Not Available	96%	96%	96%	96%
Total revenue generated from District owned assets	Not Available	Not Available	\$11,998,554	\$12,191,198	\$12,386,986	\$12,585,969
Number of "Temporary Urbanism" licenses given out through streamlined process on DGS website (One City Action Plan Action 1.3.2). <sup>2</sup>	Not Available	Not Available	TBD	TBD	TBD	TBD
Number of underutilized/vacant properties repurposed for use by arts groups (5-Year Economic Development Strategy 3.10)	Not Available	Not Available	TBD	TBD	TBD	TBD
Percentage of office space leased versus owned	Not Available	Not Available	46.4%	45%	45%	45%
Vacancy rate of leased space <sup>12</sup>	Not Available	Not Available	98%	98%	98%	98%
The difference in the district's average leased rate vs. market rate <sup>13</sup> (dollars)	Not Available	Not Available	-10.62 <sup>14</sup>	-10.94 <sup>15</sup>	-11.27 <sup>16</sup>	-11.60 <sup>17</sup>

## Sustainability and Energy Division<sup>18</sup>

Objective 1: Reduce energy costs and resource consumption (One City Action Plan Action 1.4.6.)

Objective 2: Increase the diversion percentage of recyclables and compostable waste from landfills.

### KEY PERFORMANCE INDICATORS

#### Sustainability and Energy Division

Measure <sup>19</sup>	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Actual	FY 2015 Projection
Weather-adjusted reduction in energy consumption (kBtu/ft) from previous year (One City Action Plan Action 1.4.6)	Not Available	2%	2.5%	7%	7%	7%
Percentage of DGS portfolio for which real-time and interval energy data is available (One City Action Plan Action 1.4.6)	Not Available	Not Available	Not Available	50%	80%	85%
kWh produced by renewable energy sources	Not Available	Not Available	Not Available	600,000	1,500,000	2,500,000
Total recycling diversion rate at core District owned office buildings <sup>20</sup>	Not Available	Not Available	Not Available	54%	56%	58%

## 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 security and protective agency.

### KEY PERFORMANCE INDICATORS

#### Protective Services Police Department

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of building assessments conducted	34	40	126	34	34	34
Number of penetration tests	Not Available	36-40	144	84	84	84
Percentage of unsuccessful penetration tests <sup>21</sup>	Not Available	75	50	80%	82%	84%

## Contracting and Procurement Division

**Objective 1:** Streamline procurement processes and procedures.

**Objective 2:** Provide quality trainings that result in increased procurement knowledge and more efficient procurement processing.

**Objective 3:** Ensure transparency and accountability throughout the procurement process.

**Objective 4:** Support DC Hiring programs through incentive programs and increased compliance monitoring on existing and upcoming contracts.

**Objective 5:** Minimize procurement costs and processing times for routine services.

### KEY PERFORMANCE INDICATORS

#### Contracting and Procurement Division

Measure	FY 2011 Actual	FY 2012 Target <sup>13</sup>	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average processing time for a RFP under 1 million dollars (days)	Not Available	90	56	90	90	90
Average processing time for a RFP more than 1 million dollars (days)	Not Available	120	Not Available	120	120	120
Average processing time for small purchases under 10,000 dollars (business days)	Not Available	6	5	5	5	5
Average processing time for small purchases between 10,001 and 100,000 dollars (business days)	Not Available	6	5	10	10	10
Percentage of District residents hours worked on construction projects	Not Available	35%	Not Available	35%	35%	35%
Percentage of District residents hours worked on non-construction projects	Not Available	35%	Not Available	35%	35%	35%

Note: See Performance Plan endnotes are on page A-140

## Performance Plan Endnotes:

<sup>1</sup>The DGS FY 2013 Performance Plan is modified to implement best practices that were identified through the consolidation of the predecessor agencies in FY 2012. DGS was established in FY 2012 by consolidating the Department of Real Estate Services, Office of Public Education Facilities Modernization, and the construction and real estate functions of the Department of Parks and Recreation, Fire and Emergency Medical Services, and the Metropolitan Police Department.

<sup>2</sup><http://mayor.dc.gov/page/one-city-action-plan>.

<sup>3</sup>Measure applies to all new contracts written after October 1, 2012.

<sup>4</sup>This Division corresponds to (5000) Construction Services on DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan.

<sup>5</sup>New performance measures in FY 2013 are indicated with NA for the FY 2012 Target and FY 2012 YTD.

<sup>6</sup>LEED Silver, Gold, and Platinum projects meet the industry standards established by the U.S. Green Building Council.

<sup>7</sup>Ibid

<sup>8</sup>Ibid

<sup>9</sup>This Division corresponds to (3000) Facility Operations on DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan.

<sup>10</sup>New performance measures in FY 2013 are indicated with NA for the FY 2012 Target and FY 2012 YTD.

<sup>11</sup>This Division corresponds to (2000) Asset Management on DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan. This Division also manages the leases budgeted under (8000) Rent: In Lease of (Table AM0-4).

<sup>12</sup>Although not an industry standard, per se, the industry uses 5 percent in cases of underwriting. This measure is based on the District's specific usage and not the industry. With typical turnover, DGS should not have more than 60,000 square feet of vacant space.

<sup>13</sup>Market rate is obtained from CoStar, a commercial real estate information company.

<sup>14</sup>Market average is \$51.06

<sup>15</sup>Market average is \$52.59

<sup>16</sup>Market average is \$54.17

<sup>17</sup>Market average is \$55.78

<sup>18</sup>This Division's FTEs and resources are budgeted under (1095) Energy Management in DGS's FY 2014 Proposed Operating Budget and FTEs, by Division and Activity (Table AM0-4) in the FY 2014 Proposed Operating Budget and Financial Plan. This Division also manages the commodities under (7000) Energy- Centrally Managed.

<sup>19</sup>New performance measures in FY 2013 are indicated with NA for the FY 2012 Target and FY 2012 YTD.

<sup>20</sup>Core District-owned facilities include: John A. Wilson Building at 1350 Pennsylvania Ave, N.W.; Reeves Municipal Building at 2000 14th St, N.W.; One Judiciary Square at 441 4th St, N.W.; Daly Building at 300 Indiana Ave, N.W., DOES HQ at 4058 Minnesota Ave, N.E., Consolidated Forensic Lab, 401 E St, S.W., and 200 I St, S.E.

<sup>21</sup>PSPD's projections are in line with the achievements and expectations of the Federal Protective Services.

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# Contract Appeals Board

<http://cab.dc.gov>

Telephone: 202-727-6597

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$834,856	\$1,051,447	\$1,059,490	0.8
FTEs	6.1	8.0	8.0	0.0

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The mission of the Contract Appeals Board (CAB) 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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AF0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AF0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	765	835	1,051	1,059	8	0.8
<b>Total for General Fund</b>	<b>765</b>	<b>835</b>	<b>1,051</b>	<b>1,059</b>	<b>8</b>	<b>0.8</b>
<b>Gross Funds</b>	<b>765</b>	<b>835</b>	<b>1,051</b>	<b>1,059</b>	<b>8</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table AF0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table AF0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	5.6	6.1	8.0	8.0	0.0	0.0
<b>Total for General Fund</b>	<b>5.6</b>	<b>6.1</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>5.6</b>	<b>6.1</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AF0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AF0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	211	217	404	378	-25	-6.3
12 - Regular Pay - Other	375	444	439	470	32	72
13 - Additional Gross Pay	44	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	100	107	168	177	9	5.1
<b>Subtotal Personal Services (PS)</b>	<b>731</b>	<b>769</b>	<b>1,010</b>	<b>1,025</b>	<b>15</b>	<b>1.5</b>
20 - Supplies and Materials	3	13	3	3	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	1	8	0	6	6	N/A
40 - Other Services and Charges	6	14	2	12	10	492.4
41 - Contractual Services - Other	16	12	20	9	-11	-56.5
70 - Equipment and Equipment Rental	8	20	17	5	-12	-71.7
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>34</b>	<b>66</b>	<b>41</b>	<b>34</b>	<b>-7</b>	<b>-16.9</b>
<b>Gross Funds</b>	<b>765</b>	<b>835</b>	<b>1,051</b>	<b>1,059</b>	<b>8</b>	<b>0.8</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)** – 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table AF0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AF0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Contract Appeals Board</b>								
(1010) Personnel	-6	0	6	6	0.0	0.0	0.0	0.0
(1030) Property Management	2	1	1	0	0.0	0.0	0.0	0.0
(1090) Performance Management	194	389	191	-198	1.0	3.0	1.0	-2.0
<b>Subtotal (1000) Contract Appeals Board</b>	<b>190</b>	<b>390</b>	<b>197</b>	<b>-192</b>	<b>1.0</b>	<b>3.0</b>	<b>1.0</b>	<b>-2.0</b>
<b>(2000) Adjudication</b>								
(2001) Adjudication	645	662	862	200	5.0	5.0	7.0	2.0
<b>Subtotal (2000) Adjudication</b>	<b>645</b>	<b>662</b>	<b>862</b>	<b>200</b>	<b>5.0</b>	<b>5.0</b>	<b>7.0</b>	<b>2.0</b>
<b>Total Proposed Operating Budget</b>	<b>835</b>	<b>1,051</b>	<b>1,059</b>	<b>8</b>	<b>6.1</b>	<b>8.0</b>	<b>8.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Contract Appeals Board's (CAB) proposed FY 2014 gross budget is \$1,059,490, which represents a 0.8 percent increase over its FY 2013 approved gross budget of \$1,051,447. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$1,059,490, which represents an \$8,043, or 0.8 percent, increase over the FY 2013 approved Local funds budget of \$1,051,447.

## Major CSFL Cost Drivers

The FY 2014 CSFL calculated for CAB included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$7,057 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$986 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

## Agency Budget Submission

**Increase:** In Local funds, personal services were increased by \$7,934 to support proposed step increases.

**Decrease:** Nonpersonal services, primarily Contractual Services - Other, was decreased by \$7,934 to absorb proposed step increases.

## Mayor's Proposed Budget

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

## District's Proposed Budget

The Contract Appeals Board has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

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## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AF0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AF0-5**

(dollars in thousands)

	Program	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,051</b>	<b>8.0</b>
Other CSFL Adjustments	Multiple Programs	8	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>1,059</b>	<b>8.0</b>
Increase: To support proposed step increases	Multiple Programs	8	0.0
Decrease: In nonpersonal services to absorb proposed step increases	Multiple Programs	-8	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,059</b>	<b>8.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,059</b>	<b>8.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,059</b>	<b>8.0</b>
<b>Gross for AF0 - Contract Appeals Board</b>		<b>1,059</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 2014:

**Objective 1:** Promote public confidence in the integrity of the procurement process through equitable, timely, efficient, and legally correct adjudication of disputes and protests.

**Objective 2:** Enhance the Board's ability to efficiently and inexpensively manage and adjudicate cases.

**Objective 3:** Educate government and private contracting parties on resolving disputes through traditional and alternative dispute resolution methods.

### KEY PERFORMANCE INDICATORS

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Percentage of protests resolved within 60 business days	75.7%	90%	Not Available	90%	90%	95%
Percentage of appeals cases decided within 4 months of the cases being ready for decision	86.7%	90%	Not Available	90%	90%	95%
Percentage of new cases using electronic filing system	100%	100%	100%	100%	100%	100%
Percentage of decisions sustained on appeal	Not Available	100%	Not Available	100%	100%	100%
Percentage of cases closed by the Board in the current fiscal year that are electronically archived to permit web-based retrieval and full-text searching capability	100%	95%	100%	100%	100%	100%

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# Board of Elections

www.dcboee.org

Telephone: 202-727-2525

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Description	FY 2012	FY 2013	FY 2014	% Change
	Actual	Approved	Proposed	from FY 2013
Operating Budget	\$5,882,331	\$5,961,956	\$6,615,030	11.0
FTEs	56.7	59.8	59.8	0.1

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The Board of Elections, a chartered independent agency, is comprised of a three-member Board along with a small, dedicated staff that carries out the agency's mission. The mission of the Board is to enfranchise eligible residents, conduct elections, and assure the integrity of the electoral process as mandated by both federal and local laws.

## Summary of Services

The Board of Elections (BOE) achieves its mission through the execution of the following services and programs: voter registration services; voting system technologies; voter information services including public and media outreach and candidate services; information technology and information services systems that support voting, ballot tabulation, and electronic mapping of election district boundaries; planning and implementation of District of Columbia elections; and through the aid of legal counsel, rulemaking and adjudication functions.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table DL0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DL0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	4,536	5,278	5,812	6,615	803	13.8
<b>Total for General Fund</b>	<b>4,536</b>	<b>5,278</b>	<b>5,812</b>	<b>6,615</b>	<b>803</b>	<b>13.8</b>
<b>Federal Resources</b>						
Federal Payments	1,892	577	0	0	0	N/A
Federal Grant Funds	0	27	150	0	-150	-100.0
<b>Total for Federal Resources</b>	<b>1,892</b>	<b>604</b>	<b>150</b>	<b>0</b>	<b>-150</b>	<b>-100.0</b>
<b>Gross Funds</b>	<b>6,428</b>	<b>5,882</b>	<b>5,962</b>	<b>6,615</b>	<b>653</b>	<b>11.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table DL0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table DL0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	43.2	56.7	59.8	59.8	0.1	0.1
<b>Total for General Fund</b>	<b>43.2</b>	<b>56.7</b>	<b>59.8</b>	<b>59.8</b>	<b>0.1</b>	<b>0.1</b>
<b>Total Proposed FTEs</b>	<b>43.2</b>	<b>56.7</b>	<b>59.8</b>	<b>59.8</b>	<b>0.1</b>	<b>0.1</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table DL0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DL0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	2,019	2,090	2,533	2,379	-154	-6.1
12 - Regular Pay - Other	508	693	218	812	594	272.8
13 - Additional Gross Pay	57	62	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	519	526	649	711	62	9.6
15 - Overtime Pay	189	230	150	200	50	33.3
<b>Subtotal Personal Services (PS)</b>	<b>3,291</b>	<b>3,602</b>	<b>3,550</b>	<b>4,102</b>	<b>552</b>	<b>15.6</b>
20 - Supplies and Materials	122	167	200	210	11	5.4
31 - Telephone, Telegraph, Telegram, Etc.	2	21	0	0	0	N/A
40 - Other Services and Charges	1,746	1,779	1,538	1,735	197	12.8
41 - Contractual Services - Other	336	252	467	343	-124	-26.5
50 - Subsidies and Transfers	0	0	150	0	-150	-100.0
70 - Equipment and Equipment Rental	931	62	58	224	167	290.4
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>3,137</b>	<b>2,281</b>	<b>2,412</b>	<b>2,513</b>	<b>101</b>	<b>4.2</b>
<b>Gross Funds</b>	<b>6,428</b>	<b>5,882</b>	<b>5,962</b>	<b>6,615</b>	<b>653</b>	<b>11.0</b>

\*Percent change is based on whole dollars.

## Program Description

The Board of Elections operates through the following three 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; provides voter registration services; and provides voter roll maintenance, technology and information, and administration and support.

This program contains the following four 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table DL0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table DL0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	420	533	346	-187	3.4	11.8	5.8	-6.0
(1020) Contracting and Procurement	139	105	141	36	1.0	1.3	1.5	0.2
(1030) Property Management	50	45	5	-40	0.0	0.3	0.5	0.2
(1040) Information Technology	396	705	391	-314	9.8	7.1	6.0	-1.1
(1060) Legal	425	434	446	12	3.1	3.2	3.2	0.0
(1070) Fleet Management	0	27	28	1	0.0	0.0	0.0	0.0
(1080) Communication	120	125	0	-125	1.4	1.0	0.0	-1.0
(1085) Customer Service	252	238	250	12	1.9	3.0	3.0	0.0
(1090) Performance Management	252	201	335	135	1.9	1.4	2.2	0.8
No Activity Assigned	577	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>2,630</b>	<b>2,412</b>	<b>1,942</b>	<b>-471</b>	<b>22.5</b>	<b>29.2</b>	<b>22.2</b>	<b>-6.9</b>
<b>(3000) Board of Supervisors</b>								
(3001) BOS Operations	6	61	43	-18	0.0	0.1	0.0	-0.1
<b>Subtotal (3000) Board of Supervisors</b>	<b>6</b>	<b>61</b>	<b>43</b>	<b>-18</b>	<b>0.0</b>	<b>0.1</b>	<b>0.0</b>	<b>-0.1</b>
<b>(4000) Election Operations</b>								
(4001) Voter Registration	389	288	776	488	12.0	14.2	20.5	6.3
(4002) Voter Services	479	412	515	103	9.1	7.2	8.5	1.3
(4003) Election Administration	9	27	0	-27	2.9	0.2	0.0	-0.2
(4004) Election Operations	2,369	2,761	3,340	579	10.3	8.8	8.5	-0.3
<b>Subtotal (4000) Election Operations</b>	<b>3,246</b>	<b>3,489</b>	<b>4,630</b>	<b>1,142</b>	<b>34.2</b>	<b>30.5</b>	<b>37.6</b>	<b>7.0</b>
<b>Total Proposed Operating Budget</b>	<b>5,882</b>	<b>5,962</b>	<b>6,615</b>	<b>653</b>	<b>56.7</b>	<b>59.8</b>	<b>59.8</b>	<b>0.1</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Board of Elections' (BOE) proposed FY 2014 gross budget is \$6,615,030, which represents an 11.0 percent increase over its FY 2013 approved gross budget of \$5,961,956. The budget is entirely comprised 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$4,171,930, which represents a \$1,640,026, or 28.2 percent, decrease from the FY 2013 approved Local funds budget of \$5,811,956.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for BOE included the removal of \$1,684,750 in one-time funding, which was used for the 2012 General Election that took place in FY 2013.

The FY 2014 CSFL calculated for BOE included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$27,262 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$17,463 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increases:** BOE increased Local funds personal services by \$175,167 to support projected salary, steps, and Fringe Benefits increases.

**Decreases:** BOE decreased Local funds in Other Services and Charges by \$169,185 and Contractual Services by \$5,983 so that the agency could absorb the increases in personal services. The Federal Grant funds budget decreased by \$150,000 in Subsidies and Transfers as funding ceased in FY 2013.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** In preparation for the 2014 Primary Election, BOE received a one-time Local funds increase of \$2,258,100 for Advertisement/Media, Contractual Services, Equipment Rental, Overtime, Supplies and Materials, Postage, election printing, and poll workers.

### **District's Proposed Budget**

**Increase:** The budget include a one-time allocation of \$185,000 in Local funds for the purchase of electronic poll books and direct-recording electronic voting machines.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table DL0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table DL0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>5,812</b>	<b>59.8</b>
Removal of One-Time Funding	Multiple Programs	-1,685	0.0
Other CSFL Adjustments	Multiple Programs	45	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>4,172</b>	<b>59.8</b>
Increase: Salary, steps, and Fringe Benefits	Multiple Programs	175	0.0
Decrease: Other Services and Charges	Multiple Programs	-169	0.0
Decrease: Contractual Services	Multiple Programs	-6	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>4,172</b>	<b>59.8</b>
Increase: One-Time funding for the 2014 Primary Election	Election Operations	2,258	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>6,430</b>	<b>59.8</b>
Increase: One-Time purchase of electronic poll books and direct-recording voting machines	Election Operations	185	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>6,615</b>	<b>59.8</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>150</b>	<b>0.0</b>
Decrease: Subsidies and Transfers	Election Operations	-150	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
<b>Gross for DL0 - Board of Elections</b>		<b>6,615</b>	<b>59.8</b>

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

## Agency Performance Plan

The agencies performance plan has the following objectives for FY2014

**Objective 1:** Deliver successful polling place operations on Election Day and during the early voting period.

**Objective 1:** Inform District residents about voting opportunities and increase voter education and participation.

### KEY PERFORMANCE INDICATORS<sup>1</sup>

Measure	FY 2011 Actual <sup>2,3</sup>	FY 2012 Target <sup>4</sup>	FY 2012 Actual <sup>5</sup>	FY 2013 Projection <sup>6</sup>	FY 2014 Projection <sup>7</sup>	FY 2015 Projection <sup>8</sup>
Number of polling places opened at 7 AM on Election Day	143 <sup>2</sup> 142 <sup>3</sup>	143	141	143	143	143
Number of polling places with optical scan machine zero tapes printed at 7 AM on Election Day	132 <sup>2</sup> 132 <sup>3</sup>	143	124	143	143	143
Number of polling places with electronic voting machine (DRE) zero tapes printed at 7 AM on Election Day	120 <sup>2</sup> 113 <sup>3</sup>	143	123	143	143	143
Number of polling places with voting data returned to headquarters by midnight on Election Night	143 <sup>2</sup> 141 <sup>3</sup>	143	143	143	143	143
Number of early voting centers opened	5 <sup>2</sup> 1 <sup>3</sup>	8	8	8	8	8
Number of voter education, registration, or absentee voting events	89	120	78	120	120	120

#### Performance Plan Endnotes:

<sup>1</sup>In any fiscal year, the Board will conduct one regularly scheduled election. In fiscal years where a special election has been conducted, performance data has been separated. The following data measures performance for all District-wide elections (regularly scheduled and special). Performance data for ward-wide special or Advisory Neighborhood Commissions recall elections is not included.

<sup>2</sup>November 2, 2010 General Election

<sup>3</sup>April 26, 2011 Special Election

<sup>4</sup>April 3, 2012 Primary Election

<sup>5</sup>April 3, 2012 Primary Election

<sup>6</sup>November 6, 2012 General Election

<sup>7</sup>April 1, 2014 Primary Election

<sup>8</sup>November 4, 2014 General Election

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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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$1,394,376	\$2,601,045	\$2,628,515	1.1
FTEs	15.3	31.0	31.0	0.0

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The mission of the Office of Campaign Finance (OCF) is to regulate and provide public disclosure of the conduct, activities, and financial operations of candidates, campaign finance committees, legal defense committees, and constituent service and statehood fund programs to ensure public trust in the integrity of the election process and government service.

## Summary of Services

The Office of Campaign Finance processes and facilitates the public disclosure of financial reports, which are required by law to be filed with the OCF; performs desk reviews and develops statistical reports and summaries of the financial reports; encourages voluntary compliance by providing information and guidance on the application of the District of Columbia Campaign Finance Act of 2011 (the Act), as amended, through educational seminars, interpretative opinions, and the OCF Web Site; and enforces the Act through the conduct of audits, investigations, and the informal hearing process.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table CJ0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CJ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	1,325	1,301	2,601	2,629	27	1.1
Special Purpose Revenue Funds	49	94	0	0	0	N/A
<b>Total for General Fund</b>	<b>1,374</b>	<b>1,394</b>	<b>2,601</b>	<b>2,629</b>	<b>27</b>	<b>1.1</b>
<b>Gross Funds</b>	<b>1,374</b>	<b>1,394</b>	<b>2,601</b>	<b>2,629</b>	<b>27</b>	<b>1.1</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table CJ0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table CJ0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	178	14.5	31.0	31.0	0.0	0.0
Special Purpose Revenue Funds	0.0	0.8	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>178</b>	<b>15.3</b>	<b>31.0</b>	<b>31.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>178</b>	<b>15.3</b>	<b>31.0</b>	<b>31.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table CJ0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CJ0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	1,034	1,034	1,877	1,871	-6	-0.3
12 - Regular Pay - Other	52	60	0	59	59	N/A
13 - Additional Gross Pay	16	11	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	220	216	561	600	39	7.0
<b>Subtotal Personal Services (PS)</b>	<b>1,322</b>	<b>1,321</b>	<b>2,439</b>	<b>2,530</b>	<b>92</b>	<b>3.8</b>
20 - Supplies and Materials	11	6	12	25	13	108.3
40 - Other Services and Charges	41	58	151	73	-77	-51.3
70 - Equipment and Equipment Rental	0	10	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>52</b>	<b>73</b>	<b>163</b>	<b>98</b>	<b>-64</b>	<b>-39.5</b>
<b>Gross Funds</b>	<b>1,374</b>	<b>1,394</b>	<b>2,601</b>	<b>2,629</b>	<b>27</b>	<b>1.1</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table CJ0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table CJ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	156	167	179	12	2.9	3.0	3.0	0.0
(1040) Information Technology	70	62	66	5	1.0	1.0	1.0	0.0
(1085) Customer Service	2	0	0	0	0.0	0.0	0.0	0.0
(1090) Performance Management	168	189	201	12	1.0	1.0	1.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>396</b>	<b>418</b>	<b>447</b>	<b>28</b>	<b>4.8</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	304	429	385	-44	3.9	4.0	4.0	0.0
(2020) Report Analysis and Audit Division	332	1,068	1,078	10	3.9	14.0	14.0	0.0
(2030) Office of the General Counsel	362	686	720	34	2.8	8.0	8.0	0.0
<b>Subtotal (2000) Oversight Support Services</b>	<b>998</b>	<b>2,183</b>	<b>2,182</b>	<b>-1</b>	<b>10.5</b>	<b>26.0</b>	<b>26.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,394</b>	<b>2,601</b>	<b>2,629</b>	<b>27</b>	<b>15.3</b>	<b>31.0</b>	<b>31.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Office of Campaign Finance's (OCF) proposed FY 2014 gross budget is \$2,628,515, which represents a 1.1 percent increase over its FY 2013 approved gross budget of \$2,601,045. The budget consists 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$2,628,515, which represents a \$27,470, or 1.1 percent, increase over the FY 2013 approved Local funds budget of \$2,601,045.

### Major CSFL Cost Drivers

The FY 2014 CSFL calculated for OCF included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$23,570 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$3,900 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### Agency Budget Submission

**Increase:** The FY 2014 budget includes an increase of \$13,210 in personal services to account for step increases and Fringe Benefits adjustments.

**Decrease:** OCF's budget includes a reduction of \$13,210 in nonpersonal services to offset the increases in personal services.

### Mayor's Proposed Budget Submission

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### District's Proposed Budget

The Office of Campaign Finance has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

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## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table CJ0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table CJ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,601</b>	<b>31.0</b>
Other CSFL Adjustments	Multiple Programs	27	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>2,629</b>	<b>31.0</b>
Increase: Personal services to fund step increases and Fringe Benefits	Multiple Programs	13	0.0
Decrease: Nonpersonal services to offset increases in personal services	Oversight Support Services	-13	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,629</b>	<b>31.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,629</b>	<b>31.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,629</b>	<b>31.0</b>
<b>Gross for CJ0 - Office of Campaign Finance</b>		<b>2,629</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 2014:

**Objective 1:** Obtain full and complete disclosure of documents and actions relevant to the Campaign Finance Act 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.

### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of informal hearings conducted and closed before the next filing deadline	86.8%	100%	100%	100%	100%	100%
Percentage of investigative matters closed within 90 days of opening	62.5%	100%	100%	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>	71%	75%	75%	80%	90%	95%
Percentage of Interpretative Opinions issued within 30 days	100%	100%	100%	100%	100%	100%
Percentage of periodic random audits conducted of political committees following the January 31st and July 31st filing deadlines	100%	100%	100%	100%	100%	100%

#### Performance Plan Endnotes:

<sup>1</sup>Based on a report entitled "Grading State Disclosure 2008" by the Campaign Disclosure Project, the participation rate among 12 states with voluntary electronic filing programs was 54 percent.

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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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$1,114,407	\$1,151,005	\$1,162,066	1.0
FTEs	9.2	9.0	9.0	0.0

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The District of Columbia Public Employee Relations Board (“Board” or “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

Determines appropriate compensation and non-compensation bargaining units; certifies, decertifies, amends, clarifies, and modifies labor organizations as exclusive bargaining representatives; facilitates and reviews election procedures and results concerning the selection of labor organizations as the exclusive bargaining unit representative; investigates and adjudicates unfair labor practice and standards of conduct complaints; reviews appeals of grievance arbitration awards; determines impasse status of collective bargaining between District of Columbia agencies and District of Columbia employee unions; facilitates impasse arbitration bargaining between District of Columbia agencies and District of Columbia employee unions; determines negotiability of proposals to submitted during negotiations for a collective bargaining agreement between District of Columbia agencies and District of Columbia employee unions; conducts mandatory mediation of disputes submitted to the Board; issues subpoenas and conducts hearings; and adopts rules and regulations for conducting the business of PERB.

The agency’s FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table CG0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CG0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	733	1,114	1,151	1,162	11	1.0
<b>Total for General Fund</b>	<b>733</b>	<b>1,114</b>	<b>1,151</b>	<b>1,162</b>	<b>11</b>	<b>1.0</b>
<b>Gross Funds</b>	<b>733</b>	<b>1,114</b>	<b>1,151</b>	<b>1,162</b>	<b>11</b>	<b>1.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table CG0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table CG0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	5.9	9.2	9.0	9.0	0.0	0.0
<b>Total for General Fund</b>	<b>5.9</b>	<b>9.2</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>5.9</b>	<b>9.2</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table CG0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CG0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	363	602	822	809	-13	-1.6
12 - Regular Pay - Other	28	83	0	0	0	N/A
13 - Additional Gross Pay	-30	52	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	70	94	192	197	5	2.6
<b>Subtotal Personal Services (PS)</b>	<b>431</b>	<b>830</b>	<b>1,014</b>	<b>1,005</b>	<b>-8</b>	<b>-0.8</b>
20 - Supplies and Materials	3	11	3	5	2	66.0
31 - Telephone, Telegraph, Telegram, Etc.	4	11	12	13	1	5.0
40 - Other Services and Charges	50	33	15	16	1	8.5
41 - Contractual Services - Other	238	210	102	107	5	4.6
70 - Equipment and Equipment Rental	8	19	5	16	11	203.8
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>302</b>	<b>284</b>	<b>137</b>	<b>157</b>	<b>19</b>	<b>14.0</b>
<b>Gross Funds</b>	<b>733</b>	<b>1,114</b>	<b>1,151</b>	<b>1,162</b>	<b>11</b>	<b>1.0</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 2014 proposed budget.

**FY 2014 Proposed Operating Budget and FTEs, by Program and Activity**

Table CG0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides FY 2012 actual data.

**Table CG0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1040) Information Technology	8	2	14	12	0.0	0.0	0.0	0.0
(1090) Performance Management	205	165	167	1	1.3	1.0	1.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>213</b>	<b>167</b>	<b>180</b>	<b>13</b>	<b>1.3</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(2000) Adjudication</b>								
(2001) Legal Support	367	574	289	-285	2.0	5.0	2.0	-3.0
(2002) Court Appeals	523	395	678	284	5.9	3.0	6.0	3.0
(2003) Public Employee Relations Board	12	15	15	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Adjudication</b>	<b>902</b>	<b>984</b>	<b>982</b>	<b>-2</b>	<b>7.9</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,114</b>	<b>1,151</b>	<b>1,162</b>	<b>11</b>	<b>9.2</b>	<b>9.0</b>	<b>9.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Public Employee Relations Board's (PERB) proposed FY 2014 gross budget is \$1,162,066, which represents a 1.0 percent increase over its FY 2013 approved gross budget of \$1,151,005. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$1,162,066, which represents an \$11,061, or 1.0 percent, increase over the FY 2013 approved Local funds budget of \$1,151,005.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for PERB included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$8,049 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$3,012 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** Nonpersonal services were increased by \$16,169, primarily in Equipment and Equipment Rental, due to program realignment in FY 2014.

**Decrease:** Personal services were decreased by \$16,169, due to program realignment.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

The Public Employee Relations Board has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table CG0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table CG0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,151</b>	<b>9.0</b>
Other CSFL Adjustments	Multiple Programs	11	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>1,162</b>	<b>9.0</b>
Increase: In nonpersonal services due to program realignment	Multiple Programs	16	0.0
Decrease: In personal services due to program realignment	Multiple Programs	-16	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,162</b>	<b>9.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,162</b>	<b>9.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,162</b>	<b>9.0</b>
<b>Gross for CG0 - Public Employee Relations Board</b>		<b>1,162</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 2014:

**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.

## KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of cases decided within 120 days of submission to the Board	47%	100%	63%	100%	100%	100%
Percentage of decisions transmitted to the D.C. Register for publication within 60 days of issuance	97%	100%	100%	100%	100%	100%
Percentage of compensation impasse cases resolved by mediation within 30 days	100%	100%	100%	100%	100%	100%
Percentage of compensation impasse cases arbitrated within 45 days	Not Available	100%	Not Available	100%	100%	100%
Percentage of cases upheld by D.C. Superior Court upon appeal	100%	100%	100%	100%	100%	100%
Percentage of cases upheld by the D.C. Court of Appeals upon appeal	Not Available	100%	100%	100%	100%	100%

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# Office of Employee Appeals

<http://oea.dc.gov>

Telephone: 202-727-0004

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$1,342,669	\$1,468,441	\$1,479,993	0.8
FTEs	12.0	14.0	14.0	0.0

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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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table CH0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CH0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Funds</b>						
Local Funds	1,116	1,343	1,468	1,480	12	0.8
<b>Total for General Fund</b>	<b>1,116</b>	<b>1,343</b>	<b>1,468</b>	<b>1,480</b>	<b>12</b>	<b>0.8</b>
<b>Gross Funds</b>	<b>1,116</b>	<b>1,343</b>	<b>1,468</b>	<b>1,480</b>	<b>12</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table CH0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table CH0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	11.2	12.0	14.0	14.0	0.0	0.0
<b>Total for General Fund</b>	<b>11.2</b>	<b>12.0</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>11.2</b>	<b>12.0</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table CH0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CH0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	761	920	1,045	1,039	-6	-0.5
12 - Regular Pay - Other	86	93	93	103	10	10.2
13 - Additional Gross Pay	13	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	157	178	201	210	9	4.3
<b>Subtotal Personal Services (PS)</b>	<b>1,017</b>	<b>1,190</b>	<b>1,340</b>	<b>1,352</b>	<b>13</b>	<b>0.9</b>
20 - Supplies and Materials	18	15	15	15	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	5	0	0	0	0	N/A
40 - Other Services and Charges	40	30	59	60	1	1.9
41 - Contractual Services - Other	31	12	35	29	-6	-18.2
70 - Equipment and Equipment Rental	5	95	20	24	4	20.9
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>99</b>	<b>152</b>	<b>129</b>	<b>128</b>	<b>-1</b>	<b>-0.8</b>
<b>Gross Funds</b>	<b>1,116</b>	<b>1,343</b>	<b>1,468</b>	<b>1,480</b>	<b>12</b>	<b>0.8</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table CH0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table CH0-4**  
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1040) Information Technology	59	56	58	1	0.9	1.0	1.0	0.0
(1085) Customer Service	54	43	44	0	0.9	1.0	1.0	0.0
(1090) Performance Management	163	162	163	1	0.9	1.0	1.0	0.0
(1100) Office of Employee Appeals	517	543	477	-66	5.1	5.5	5.0	-0.5
<b>Subtotal (1000) Agency Management</b>	<b>792</b>	<b>805</b>	<b>742</b>	<b>-64</b>	<b>7.8</b>	<b>8.5</b>	<b>8.0</b>	<b>-0.5</b>
<b>(2000) Adjudication</b>								
(2001) Adjudication Process	399	534	550	16	4.1	5.5	5.5	0.0
(2002) Appeals	152	129	128	-1	0.0	0.0	0.0	0.0
(2003) Mediation	0	0	60	60	0.0	0.0	0.5	0.5
<b>Subtotal (2000) Adjudication</b>	<b>551</b>	<b>663</b>	<b>738</b>	<b>75</b>	<b>4.1</b>	<b>5.5</b>	<b>6.0</b>	<b>0.5</b>
<b>Total Proposed Operating Budget</b>	<b>1,343</b>	<b>1,468</b>	<b>1,480</b>	<b>12</b>	<b>12.0</b>	<b>14.0</b>	<b>14.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Office of Employee Appeals' (OEA) proposed FY 2014 gross budget is \$1,479,993, which represents a 0.8 percent increase over its FY 2013 approved gross budget of \$1,468,441. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$1,479,993, which represents an \$11,552, or 0.8 percent, increase over the FY 2013 approved Local funds budget of \$1,468,441.

## Major CSFL Cost Drivers

The FY 2014 CSFL calculated for OEA included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$8,460 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth and \$3,093 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

## Agency Budget Submission

**Increase:** The FY 2014 budget includes an increase of \$4,126 in personal services to support step increases and Fringe Benefits adjustments.

**Decrease:** OEA's budget reflects a reduction of \$4,126 in nonpersonal services to offset the increases in personal services.

## Mayor's Proposed Budget

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

## District's Proposed Budget

The Office of Employee Appeals has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

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## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table CH0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

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**Table CH0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,468</b>	<b>14.0</b>
Other CSFL Adjustments	Multiple Programs	12	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>1,480</b>	<b>14.0</b>
Increase: Personal services to support step increases and fringe benefits adjustments	Multiple Programs	4	0.0
Decrease: Nonpersonal services to offset the increases in personal services	Adjudication	-4	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,480</b>	<b>14.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,480</b>	<b>14.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,480</b>	<b>14.0</b>
<b>Gross for CH0 - Office of Employee Appeals</b>		<b>1,480</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 2014:

**Objective 1:** Render impartial, legally sound decisions in a timely manner.

**Objective 2:** Centralize the duties of the Administrative Support Staff.

**Objective 3:** Maintain a system to allow the public to have access to all decisions rendered by the Office.

## KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of initial decisions issued	188	200	391	250	250	260
Number of opinions and orders issued	50	35	25	25	25	25
Mean length of time required to complete adjudications <sup>1</sup> (months)	9.5	9	15	15	15	15
Mean length of time required to resolve petitions for review <sup>2</sup> (months)	17	17	9	9	9	9
Percentage of cases reversing agency decisions	5.8% <sup>3</sup>	Not Available	3% <sup>4</sup>	Not Available	Not Available	Not Available
Percentage of OEA decisions upheld in D.C. Superior Court and D.C. Court of Appeals	99%	99%	99%	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 indicate the time from which an appeal is filed with the OEA Board until a final decision is rendered.

<sup>3</sup>In FY 2011, OEA reversed 14 agency decisions of the 238 total cases decided.

<sup>4</sup>In FY 2012 to date, OEA reversed 13 agency decisions of the 416 total cases decided.

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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 2012 Actual</b>	<b>FY 2013 Approved</b>	<b>FY 2014 Proposed</b>	<b>% Change from FY 2013</b>
Operating Budget	\$395,943	\$407,943	\$428,311	5.0

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“Region Forward” is the vision and commitment by the Metropolitan Washington Council of Governments (MWCOG) and its member governments, who together seek to create a more accessible, sustainable, prosperous, and livable National Capital Region. MWCOG’s overarching mission is to make “Region Forward” a reality by being a discussion forum, expert resource, issue advocate, and catalyst for action.

In the District’s budget, the MWCOG agency represents the District’s annual payment to MWCOG.

The agency's FY 2014 proposed budget is presented in the following tables:

## **FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type**

Table EA0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table EA0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	495	396	408	428	20	5.0
<b>Total for General Fund</b>	<b>495</b>	<b>396</b>	<b>408</b>	<b>428</b>	<b>20</b>	<b>5.0</b>
<b>Gross Funds</b>	<b>495</b>	<b>396</b>	<b>408</b>	<b>428</b>	<b>20</b>	<b>5.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Operating Budget, by Comptroller Source Group**

Table EA0-2 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table EA0-2**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
50 - Subsidies and Transfers	495	396	408	428	20	5.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>495</b>	<b>396</b>	<b>408</b>	<b>428</b>	<b>20</b>	<b>5.0</b>
<b>Gross Funds</b>	<b>495</b>	<b>396</b>	<b>408</b>	<b>428</b>	<b>20</b>	<b>5.0</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. Transportation planning is a key part of the Region Forward initiative.

**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. This work also is related to the efforts of the Region Forward Coalition, an advisory body whose membership includes area government officials and stakeholder groups representing businesses, nonprofits and community-based organizations.

**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. Both the Region Forward Coalition and the Human Services and Public Safety Policy Committee help direct this work.

**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. The National Capital Region Emergency Preparedness Council, an advisory body at MWCOG, is responsible for oversight of regional homeland security programs in partnership with Maryland, Virginia, and the federal government.

**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. The Chesapeake Bay and Water Resources Policy Committee and the Anacostia Watershed Restoration Partnership also help guide this work program.

**Environmental Resources** – provides support to local government programs in the region that address solid waste management, recycling, energy, airport noise, pollution, and alternative fuels. The Climate, Energy and Environment Policy Committee guides this work program.

**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.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table EA0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table EA0-3**  
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Metropolitan Washington Council of Governments</b>								
(1100) Metropolitan Washington Council of Governments	396	408	428	20	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Metropolitan Washington Council of Governments</b>	<b>396</b>	<b>408</b>	<b>428</b>	<b>20</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>396</b>	<b>408</b>	<b>428</b>	<b>20</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### Program Structure Change

The Metropolitan Washington Council of Governments has no program structure changes in the FY 2014 proposed budget.

### FY 2014 Proposed Budget Changes

The Metropolitan Washington Council of Governments (MWCOG) proposed FY 2014 gross budget is \$428,311, which represents a 5.0 percent increase over its FY 2013 approved gross budget of \$407,943. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 Governments' FY 2014 CSFL budget is \$407,943, which is no change from the FY 2013 approved Local funds budget of \$407,943.

### Agency Budget Submission

**Increase:** Additional funding of \$20,368 in Local funds to account for the newly adopted MWCOG membership assessment rate.

### Mayor's Proposed Budget

The Metropolitan Washington Council of Governments has no changes from the FY 2014 agency budget submission to the FY 2014 Mayor's proposed budget.

### District's Proposed Budget

The Metropolitan Washington Council of Governments has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

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## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table EA0-4 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table EA0-4**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>408</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>408</b>	<b>0.0</b>
Increase: Accounts for newly adopted MWCOG membership assessment rate	Metropolitan Washington Council of Governments	20	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>428</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>428</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>428</b>	<b>0.0</b>
<b>Gross for EA0 - Metropolitan Washington Council of Governments</b>		<b>428</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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	-\$53,455	\$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 2014 are shown in the Department of General Services budget chapter within the Governmental Direction and Support section of the budget.

The agency's FY 2014 proposed budget is presented in the following tables:

## **FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type**

Table ZX0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table ZX0-1**

(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	122,657	0	0	0	0	N/A
Special Purpose Revenue Funds	969	0	0	0	0	N/A
<b>Total for General Fund</b>	<b>123,627</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	141,530	-53	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>141,530</b>	<b>-53</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>265,157</b>	<b>-53</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalents, by Revenue Type**

Table ZX0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table ZX0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	215.4	0.0	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>215.4</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>215.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table ZX0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table ZX0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	8,868	0	0	0	0	N/A
12 - Regular Pay - Other	2,421	0	0	0	0	N/A
13 - Additional Gross Pay	435	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	2,642	0	0	0	0	N/A
15 - Overtime Pay	888	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>15,254</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
20 - Supplies and Materials	153	0	0	0	0	N/A
30 - Energy, Comm. and Building Rentals	94,073	0	0	0	0	N/A
32 - Rentals - Land and Structures	124,483	0	0	0	0	N/A
40 - Other Services and Charges	601	0	0	0	0	N/A
41 - Contractual Services - Other	30,335	-53	0	0	0	N/A
70 - Equipment and Equipment Rental	258	0	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>249,903</b>	<b>-53</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>265,157</b>	<b>-53</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 for a description of programs related to the prior functions of Municipal Facilities: Non-Capital.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table ZX0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table ZX0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(3000) Building Services</b>								
(3002) Janitorial	61	0	0	0	0.0	0.0	0.0	0.0
(3003) Occupancy	-57	0	0	0	0.0	0.0	0.0	0.0
(3004) Security	-58	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Building Services</b>	<b>-53</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>-53</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

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# Office of the Attorney General for the District of Columbia

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

Telephone: 202-727-3400

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$87,247,464	\$96,650,369	\$101,247,546	4.8
FTEs	696.6	732.8	763.0	4.1

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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 13 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; 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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table CB0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CB0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	48,936	54,970	58,688	59,972	1,284	2.2
Special Purpose Revenue Funds	5,592	795	1,810	1,827	17	0.9
<b>Total for General Funds</b>	<b>54,528</b>	<b>55,765</b>	<b>60,498</b>	<b>61,798</b>	<b>1,300</b>	<b>2.1</b>
<b>Federal Resources</b>						
Federal Grant Funds	17,452	16,837	20,257	21,234	977	4.8
<b>Total for Federal Resources</b>	<b>17,452</b>	<b>16,837</b>	<b>20,257</b>	<b>21,234</b>	<b>977</b>	<b>4.8</b>
<b>Private Funds</b>						
Private Grant Funds	126	100	0	0	0	N/A
Private Donations	0	0	0	319	319	N/A
<b>Total for Private Funds</b>	<b>126</b>	<b>100</b>	<b>0</b>	<b>319</b>	<b>319</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	13,390	14,545	15,896	17,897	2,001	12.6
<b>Total for Intra-District Funds</b>	<b>13,390</b>	<b>14,545</b>	<b>15,896</b>	<b>17,897</b>	<b>2,001</b>	<b>12.6</b>
<b>Gross Funds</b>	<b>85,497</b>	<b>87,247</b>	<b>96,650</b>	<b>101,248</b>	<b>4,597</b>	<b>4.8</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table CB0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table CB0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	413.4	446.9	462.3	464.7	2.4	0.5
Special Purpose Revenue Funds	36.9	0.4	3.4	2.7	-0.7	-19.5
<b>Total for General Funds</b>	<b>450.3</b>	<b>447.3</b>	<b>465.6</b>	<b>467.4</b>	<b>1.8</b>	<b>0.4</b>
<b>Federal Resources</b>						
Federal Grant Funds	130.0	122.6	139.6	145.2	5.6	4.0
<b>Total for Federal Resources</b>	<b>130.0</b>	<b>122.6</b>	<b>139.6</b>	<b>145.2</b>	<b>5.6</b>	<b>4.0</b>
<b>Private Funds</b>						
Private Donations	0.0	0.0	0.0	5.5	5.5	N/A
Private Grant Funds	2.9	2.0	0.0	0.0	0.0	N/A
<b>Total for Private Funds</b>	<b>2.9</b>	<b>2.0</b>	<b>0.0</b>	<b>5.5</b>	<b>5.5</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	1378	124.7	1276	144.9	173	13.6
<b>Total for Intra-District Funds</b>	<b>1378</b>	<b>124.7</b>	<b>1276</b>	<b>144.9</b>	<b>173</b>	<b>13.6</b>
<b>Total Proposed FTEs</b>	<b>721.1</b>	<b>696.6</b>	<b>732.8</b>	<b>763.0</b>	<b>30.2</b>	<b>4.1</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table CB0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CB0-3**  
(dollars in thousands)

Controller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	48,905	49,623	52,650	55,364	2,714	5.2
12 - Regular Pay - Other	9,445	10,375	10,428	10,563	135	1.3
13 - Additional Gross Pay	518	301	143	161	18	12.6
14 - Fringe Benefits - Current Personnel	11,060	11,147	13,680	14,859	1,180	8.6
15 - Overtime Pay	2	2	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>69,929</b>	<b>71,448</b>	<b>76,900</b>	<b>80,947</b>	<b>4,047</b>	<b>5.3</b>
20 - Supplies and Materials	223	302	426	419	-6	-1.5
30 - Energy, Comm. and Building Rentals	1,294	800	934	786	-148	-15.9
31 - Telephone, Telegraph, Telegram, Etc.	342	393	376	395	19	5.0
32 - Rentals - Land and Structures	567	570	0	0	0	N/A
33 - Janitorial Services	308	384	0	0	0	N/A
34 - Security Services	319	307	392	434	42	10.8
35 - Occupancy Fixed Costs	389	125	1,130	1,237	106	9.4
40 - Other Services and Charges	1,649	2,077	2,833	3,656	823	29.1
41 - Contractual Services - Other	9,609	9,285	11,833	11,544	-289	-2.4
50 - Subsidies and Transfers	686	1,095	1,475	1,475	0	0.0
70 - Equipment and Equipment Rental	117	461	351	354	3	0.7
91 - Expense Not Budgeted Others	64	0	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>15,567</b>	<b>15,800</b>	<b>19,750</b>	<b>20,301</b>	<b>550</b>	<b>2.8</b>
<b>Gross Funds</b>	<b>85,497</b>	<b>87,247</b>	<b>96,650</b>	<b>101,248</b>	<b>4,597</b>	<b>4.8</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:

- **Establishment** – provides intake interview and investigatory services to custodial parents so that they can establish paternity, child support, and medical support orders;
- **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 rule-making; 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 Agency Counsel** – 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;
- **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 Counsel** – provides legal services to the Department of Small and Local Business Development;
- **Office of Public Education Facilities Modernization Agency Counsel** – 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 Agency Counsel** – 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** – The family services division 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 Behavioral Health (DBH) and the Department on Disability Services (DDS) in litigating cases in Family Court. Attorneys in the Mental Health Section represent DBH 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 in fiscal year 2013 to group together the functions that concern complex and public interest litigation.

This division contains the following 11 activities:

- **Equity Division** – 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 Counsel** – 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 Behavioral 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:

- **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;
- **Human Services Counsel** – provides legal services to the Department of Human Services;
- **Health Counsel** – provides legal advice and representation to the Department of Health on health law issues; and
- **Employment Services Agency Counsel** – provides legal services to the Department of Employment Services.

**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 of the District of Columbia has no division structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table CB0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table CB0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) AMP Personnel	422	371	390	19	3.8	4.0	4.0	0.0
(1015) AMP Training and Employee Development	356	495	492	-3	2.0	2.0	1.7	-0.3
(1030) AMP Property Management	2,263	2,443	2,037	-406	0.0	0.0	0.0	0.0
(1040) AMP IT	1,581	1,679	2,402	723	5.9	6.0	6.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>4,622</b>	<b>4,987</b>	<b>5,320</b>	<b>333</b>	<b>11.8</b>	<b>12.0</b>	<b>11.7</b>	<b>-0.3</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	138	138	143	5	1.0	1.0	1.0	0.0
(120F) Accounting Operations	770	792	818	26	6.8	7.0	7.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>907</b>	<b>929</b>	<b>961</b>	<b>31</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	1,628	1,639	1,491	-148	12.7	14.0	14.0	0.0
(1202) Human Resources Agency Counsel	566	521	531	10	3.8	4.0	4.0	0.0
(1203) Human Rights Agency Counsel	257	272	275	3	2.0	2.0	2.0	0.0
(1204) Office of Division Deputy	396	591	605	14	4.9	5.0	5.0	0.0
<b>Subtotal (1200) Personnel Labor and Employment Div.</b>	<b>2,847</b>	<b>3,024</b>	<b>2,903</b>	<b>-121</b>	<b>23.4</b>	<b>25.0</b>	<b>25.0</b>	<b>0.0</b>
<b>(2100) Commercial Division</b>								
(2101) Land Use	613	608	637	29	4.6	4.0	4.0	0.0

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**Table CB0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
(2102) Economic Development	1,422	1,650	1,671	21	11.6	13.0	14.0	1.0
(2103) Procurement	456	683	602	-81	3.3	4.9	3.9	-1.0
(2104) Real Estate	276	299	310	11	2.0	2.0	2.0	0.0
(2106) Transportation	1,316	1,180	1,415	235	8.0	9.0	10.0	1.0
(2107) Motor Vehicles	159	243	243	-1	1.9	2.0	2.0	0.0
(2108) Public Works	481	511	491	-21	3.8	4.0	4.0	0.0
(2109) Cable Television and Telecommunications	341	353	358	5	3.6	3.0	3.0	0.0
(2110) Contracting and Procurement	438	478	477	-1	3.0	3.0	3.0	0.0
(2111) Technology	181	196	198	1	1.0	1.0	1.0	0.0
(2112) Parks and Recreation	236	242	244	2	2.0	2.0	2.0	0.0
(2114) Small, Local, Business Development Counsel	142	148	151	2	0.9	1.0	1.0	0.0
(2115) Property Management Agency Counsel	355	0	0	0	3.6	0.0	0.0	0.0
(2116) Office of Facilities Modernization Counsel	302	298	300	2	3.0	2.0	2.0	0.0
(2117) Tax and Finance	845	882	954	72	7.2	7.3	7.3	0.0
(2118) Land Acquisition and Bankruptcy	394	390	555	166	3.6	2.8	3.8	1.0
(2119) Office of Division Deputy	334	353	357	5	2.0	2.0	2.0	0.0
(2120) Department of General Services Agency Counsel	0	442	566	125	0.0	3.0	4.0	1.0
<b>Subtotal (2100) Commercial Division</b>	<b>8,290</b>	<b>8,956</b>	<b>9,529</b>	<b>573</b>	<b>64.8</b>	<b>66.0</b>	<b>69.0</b>	<b>3.0</b>
<b>(3100) Legal Counsel Division</b>								
(3101) Legal Advice	1,319	1,586	1,721	136	11.2	11.6	12.6	1.0
(3102) Rulemaking	156	168	177	9	1.0	1.0	1.0	0.0
(3103) Office of Division Deputy	319	177	378	201	1.0	1.0	3.0	2.0
(3104) Health Care Finance Agency Counsel	0	492	547	55	0.0	4.0	5.0	1.0
<b>Subtotal (3100) Legal Counsel Division</b>	<b>1,794</b>	<b>2,423</b>	<b>2,823</b>	<b>400</b>	<b>13.2</b>	<b>17.6</b>	<b>21.6</b>	<b>4.0</b>
<b>(4000) Child Support Services Division</b>								
(4001) CSED Establishment	5,934	7,485	7,720	235	63.0	65.0	66.3	1.3
(4002) CSED Enforcement	9,968	10,969	10,637	-332	64.6	70.0	68.5	-1.5
(4103) Administration Customer Service	9,330	11,401	12,726	1,325	61.3	72.0	80.7	8.7
<b>Subtotal (4000) Child Support Services Division</b>	<b>25,232</b>	<b>29,854</b>	<b>31,083</b>	<b>1,228</b>	<b>188.9</b>	<b>207.0</b>	<b>215.5</b>	<b>8.5</b>
<b>(5100) Civil Litigation Division</b>								
(5101) General Litigation Sections	5,277	5,769	6,176	407	46.9	48.0	50.0	2.0
(5102) Equity Litigation 1	2,143	0	0	0	14.8	0.0	0.0	0.0
(5103) Equity Litigation 11	442	0	0	0	0.0	0.0	0.0	0.0
(5106) Civil Enforcement	1,394	0	0	0	12.8	0.0	0.0	0.0

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**Table CB0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
(5107) Public Advocacy	1,251	0	0	0	10.8	0.0	0.0	0.0
(5108) Consumer and Regulatory Affairs Agency Counsel	958	0	0	0	10.6	0.0	0.0	0.0
(5109) Taxicab Agency Counsel	165	176	284	108	1.0	1.0	2.0	1.0
(5110) Environment Agency Counsel	1,278	0	0	0	12.4	0.0	0.0	0.0
(5111) Insurance Agency Counsel	1,249	1,283	1,453	170	9.1	10.0	13.0	3.0
(5112) Alcoholic Beverage Regulatory Counsel	335	337	385	47	2.7	3.0	3.0	0.0
(5113) Office of Division Deputy	376	445	430	-15	3.9	4.0	3.0	-1.0
(5114) Child and Family Services Agency Counsel	0	1,096	1,112	15	0.0	9.0	9.0	0.0
<b>Subtotal (5100) Civil Litigation Division</b>	<b>14,868</b>	<b>9,108</b>	<b>9,840</b>	<b>732</b>	<b>125.0</b>	<b>75.0</b>	<b>80.0</b>	<b>5.0</b>
<b>(5200) Public Interest Division</b>								
(5201) Equity Division	0	2,185	1,856	-329	0.0	17.0	14.0	-3.0
(5202) Civil Enforcement	0	1,568	1,794	226	0.0	13.0	15.0	2.0
(5203) Public Advocacy	0	1,418	1,701	283	0.0	11.0	14.0	3.0
(5204) Consumer and Regulatory Affairs Agency Counsel	0	1,015	1,035	20	0.0	9.0	9.0	0.0
(5205) Environment Agency Counsel	0	1,641	1,462	-178	0.0	13.2	11.8	-1.5
(5206) Youth Rehabilitative Services Counsel	0	368	443	75	0.0	3.0	4.0	1.0
(5207) Department of Mental Health Agency Counsel	0	616	774	158	0.0	4.5	5.5	1.0
(5208) Disability Services Agency Counsel	0	1,064	1,104	40	0.0	9.0	9.0	0.0
(5209) OSSE Agency Counsel	0	1,241	1,322	81	0.0	8.0	9.0	1.0
(5210) DC Public Schools Agency Counsel	0	2,525	2,442	-84	0.0	23.0	22.0	-1.0
(5211) Office of the Division Deputy	0	187	191	3	0.0	1.0	1.0	0.0
<b>Subtotal (5200) Public Interest Division</b>	<b>0</b>	<b>13,828</b>	<b>14,124</b>	<b>296</b>	<b>0.0</b>	<b>111.8</b>	<b>114.2</b>	<b>2.5</b>
<b>(6100) Public Safety Division</b>								
(6101) Criminal Section	2,133	2,386	2,664	279	25.0	25.0	28.0	3.0
(6102) Juvenile Section	2,947	3,325	3,373	48	30.6	32.0	33.0	1.0
(6104) Neighborhood and Victims' Services	906	1,170	1,109	-60	10.8	11.0	10.0	-1.0
(6107) Fire and Emergency Medical	392	446	447	1	1.9	3.0	3.0	0.0
(6108) Police Enforcement	1,151	1,232	1,291	59	7.7	9.0	9.0	0.0
(6109) Medical Examiner	131	134	135	1	1.0	1.0	1.0	0.0
(6112) Department of Corrections Agency Counsel	423	328	350	21	2.7	3.0	3.0	0.0
(6113) Office of Division Deputy	521	586	636	50	4.9	5.0	5.0	0.0
<b>Subtotal (6100) Public Safety Division</b>	<b>8,604</b>	<b>9,607</b>	<b>10,005</b>	<b>398</b>	<b>84.5</b>	<b>89.0</b>	<b>92.0</b>	<b>3.0</b>

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**Table CBO-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(7000) Solicitor General Division</b>								
(7001) Civil and Administrative Appeals	1,343	1,488	1,503	15	10.8	11.0	11.0	0.0
(7002) Criminal and Juvenile Appeals	546	411	422	12	4.0	3.0	3.0	0.0
(7003) Office of Division Deputy	180	159	184	26	1.0	1.0	1.0	0.0
<b>Subtotal (7000) Solicitor General Division</b>	<b>2,069</b>	<b>2,057</b>	<b>2,109</b>	<b>52</b>	<b>15.8</b>	<b>15.0</b>	<b>15.0</b>	<b>0.0</b>
<b>(7200) Health and Human Services Division</b>								
(7201) Human Services Counsel	1,026	0	0	0	14.2	0.0	0.0	0.0
(7202) Child and Family Services	1,037	0	0	0	8.6	0.0	0.0	0.0
(7203) Mental Health	531	0	0	0	4.9	0.0	0.0	0.0
(7204) Health Services	1,522	0	0	0	10.2	0.0	0.0	0.0
(7205) Youth Rehabilitative Services	318	0	0	0	3.0	0.0	0.0	0.0
(7207) Department of Mental Health Agency Counsel	663	0	0	0	4.7	0.0	0.0	0.0
(7208) Employment Services Agency Counsel	63	0	0	0	2.7	0.0	0.0	0.0
(7209) Department of Disability Services Agency Counsel	1,034	0	0	0	8.1	0.0	0.0	0.0
(7210) OSSE Agency Counsel	1,145	0	0	0	7.7	0.0	0.0	0.0
(7211) DC Public Schools Agency Counsel	2,285	0	0	0	20.7	0.0	0.0	0.0
(7212) Health Care Finance Agency Counsel	402	0	0	0	3.6	0.0	0.0	0.0
(7213) Office of Division Deputy	125	0	0	0	1.0	0.0	0.0	0.0
<b>Subtotal (7200) Health and Human Services Division</b>	<b>10,150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(8100) Family Services Division</b>								
(8101) Child Protection	4,395	3,644	3,670	26	31.2	32.0	32.0	0.0
(8103) Domestic Violence Prosecution	576	732	764	32	7.0	7.5	7.5	0.0
(8104) Office of Division Deputy	-2	465	557	91	4.0	5.0	6.0	1.0
(8105) Mental Health	0	656	743	88	0.0	6.0	7.0	1.0
<b>Subtotal (8100) Family Services Division</b>	<b>4,969</b>	<b>5,496</b>	<b>5,734</b>	<b>237</b>	<b>42.2</b>	<b>50.5</b>	<b>52.5</b>	<b>2.0</b>
<b>(9100) Policy and Operations Oversight Program</b>								
(9101) Policy Management	199	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9100) Policy and Operations Oversight Program</b>	<b>199</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	1,132	1,121	1,183	62	15.3	15.5	15.5	0.0
(9202) Investigations	928	978	1,010	31	9.9	10.0	10.0	0.0
<b>Subtotal (9200) Support Services Division</b>	<b>2,060</b>	<b>2,099</b>	<b>2,193</b>	<b>93</b>	<b>25.2</b>	<b>25.5</b>	<b>25.5</b>	<b>0.0</b>

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**Table CB0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(9300) Office of the Attorney General</b>								
(9301) Immediate Office	636	1,163	1,111	-52	4.9	7.5	7.0	-0.5
(9302) Human Services Counsel	0	1,133	1,245	112	0.0	9.0	10.0	1.0
(9303) Health Counsel	0	1,574	1,845	271	0.0	11.0	13.0	2.0
(9304) Employment Services Agency Counsel	0	412	425	13	0.0	3.0	3.0	0.0
<b>Subtotal (9300) Office of the Attorney General</b>	<b>636</b>	<b>4,281</b>	<b>4,625</b>	<b>344</b>	<b>4.9</b>	<b>30.5</b>	<b>33.0</b>	<b>2.5</b>
<b>Total Proposed Operating Budget</b>	<b>87,247</b>	<b>96,650</b>	<b>101,248</b>	<b>4,597</b>	<b>696.6</b>	<b>732.8</b>	<b>763.0</b>	<b>30.2</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 divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Budget Changes

The Office of the Attorney General's (OAG) proposed FY 2014 gross budget is \$101,247,546, which represents a 4.8 percent increase over its FY 2013 approved gross budget of \$96,650,369. The budget is comprised of \$59,971,573 in Local funds, \$21,233,591 in Federal Grant funds, \$318,937 in Private Donations, \$1,826,694 in Special Purpose Revenue funds, and \$17,896,752 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$59,292,032, which represents a \$604,132, or 1.0 percent, increase over the FY 2013 approved Local funds budget of \$58,687,900.

## Major CSFL Cost Drivers

The FY 2014 CSFL calculated for OAG included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$377,695 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth; \$120,230 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent; and \$106,207 to account for the net increase in Fixed Costs, primarily in Occupancy Fixed Costs, based on the Department of General Services' estimates. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments."

## **Agency Budget Submission**

**Increase:** In Local funds, the budget was increased by \$568,611 and 2.4 FTEs due to Child Support Services grant match, step increases, and position reclassifications. In Federal Grant funds, the budget was increased by \$516,825 and 5.6 FTEs due to an increase in the Child Support Services grants and the conversion of contractors to employees, \$260,407 in Fixed Costs to absorb the decrease in Local funds, and \$47,364 in nonpersonal services for projected step increases. In Private Donations, the budget increased by \$318,937 and 5.5 FTEs due to donations from the University of the District of Columbia, Georgetown University, and George Washington University, to support the Charles Ruff Fellows Scholarship program. In Special Purpose Revenue funds, the budget increased by \$103,931 in nonpersonal services, primarily in Fixed Costs and Contractual Services, due to the realignment of personnel. In Intra-District funds, the personal services budget increased by \$1,907,057 and 17.3 FTEs and the nonpersonal services budget increased by \$93,999 to reflect the increase in various intra-District buyer side agreements.

**Decrease:** In the Local funds, the budget was decreased by \$347,196 in Fixed Costs based on the Department of General Services' estimates and shifts to Special Purpose Revenue and Federal Grant funds, and \$221,415, primarily in Contractual Services, to reflect the elimination of contracted helpdesk services for the federally mandated Automated Child Support System. In Federal Grant funds, a decrease of \$293,164 in Contractual Services reflects the conversion of contractual employees to regular employees. In Special Purpose Revenue, the budget was decreased by \$94,244 and 0.7 FTE due to reduced revenue estimates from the Office of Revenue Analysis (ORA).

## **Mayor's Proposed Budget**

**Enhance:** The proposed Local funds budget includes an increases of \$700,000 to support the continued operation of the OAG's document management system that was implemented in 2011 in response to a court order from the Barham case, and \$499,541 to support the proposed increase in attorney salaries to enable OAG to better provide legal representation to the District of Columbia by retaining its most talented and experienced employees.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$445,476 in Federal Grant funds, \$6,917 in Special Purpose Revenue funds, and \$9,568 in Private Donations, and Intra-District funds may be impacted. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** The proposed Private Donations budget includes a reduction of \$9,568 in personal services to offset the proposed cost-of-living adjustment.

## **District's Proposed Budget**

**Decrease:** The Local budget includes a reduction of \$500,000 to reflect a one-time adjustment of personal services costs in FY 2014, based on projected salary lapse savings, and a reduction of \$20,000 in nonpersonal services to support the District's cost-containment initiative.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table CB0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget

**Table CB0-5**  
(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>58,688</b>	<b>462.3</b>
Other CSFL Adjustments	Multiple Programs	604	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>59,292</b>	<b>462.3</b>
Increase: In personal services, due to Child Support Services grant match, proposed step increases, and for reclassifications	Multiple Programs	569	2.4
Decrease: In Fixed Costs based on the Department of General Services estimates and shifts to Special Purpose Revenue and Federal Grant funds	Multiple Programs	-347	0.0
Decrease: In Contractual Services, to reflect the elimination of contracted helpdesk services for the federally mandated Automated Child Support System	Multiple Programs	-221	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>59,292</b>	<b>464.7</b>
Enhance: To support the maintenance of the agency's document management system	Agency Management	700	0.0
Enhance: Proposed attorney pay increases	Multiple Programs	500	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>60,492</b>	<b>464.7</b>
Decrease: Personal Services to reflect one-time salary lapse savings	Multiple Programs	-500	0.0
Decrease: Nonpersonal services to support the District's cost-containment initiative	Multiple Programs	-20	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>59,972</b>	<b>464.7</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>20,257</b>	<b>139.6</b>
Increase: In personal services, attributed to an increase in Child Support Services grants and the conversion of contractors to employees	Child Support Services Division	517	5.6
Increase: In Fixed Costs, to absorb the decrease in Local funds Fixed Costs	Multiple Programs	260	0.0
Increase: In nonpersonal services costs, to support projected step increases	Multiple Programs	47	0.0
Decrease: Adjust funding for Contractual Services, to reflect the conversion of contractual employees to regular employees	Multiple Programs	-293	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>20,788</b>	<b>145.2</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	445	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>21,234</b>	<b>145.2</b>
No Changes		0.0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>21,234</b>	<b>145.2</b>

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

	DIVISION	BUDGET	FTE
<b>PRIVATE DONATIONS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Increase: Donations from the University of the District of Columbia, Georgetown University and George Washington University, to support the Charles Ruff Fellows Scholarship program	Multiple Programs	319	5.5
<b>PRIVATE DONATIONS: FY 2014 Agency Budget Submission</b>		<b>319</b>	<b>5.5</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	10	0.0
Decrease: To offset cost-of-living adjustment in Private Donations	Multiple Programs	-10	0.0
<b>PRIVATE DONATIONS: FY 2014 Mayor's Proposed Budget</b>		<b>319</b>	<b>5.5</b>
No Changes		0	0.0
<b>PRIVATE DONATIONS: FY 2014 District's Proposed Budget</b>		<b>319</b>	<b>5.5</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,810</b>	<b>3.4</b>
Increase: In nonpersonal services, primarily in Fixed Costs and Contractual Services, due to realignment of personnel	Multiple Programs	104	0.0
Decrease: In personal services, as a result of lower revenue estimates from ORA	Multiple Programs	-94	-0.7
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,820</b>	<b>2.7</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Child Support Services	7	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,827</b>	<b>2.7</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,827</b>	<b>2.7</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>15,896</b>	<b>127.6</b>
Increase: In personal services to reflect the increase in Intra-District buyer side agreements	Multiple Programs	1,907	17.3
Increase: Adjust nonpersonal services funding, to reflect the increase in Intra-District buyer side arrangements	Multiple Programs	94	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>17,897</b>	<b>144.9</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>17,897</b>	<b>144.9</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>17,897</b>	<b>144.9</b>
<b>Gross for CBO - Office of the Attorney General for the District of Columbia</b>		<b>101,248</b>	<b>763.0</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 2014:

### Child Support Services Division

Objective 1: Provide child support services to enhance the lives of all District children.

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#### KEY PERFORMANCE INDICATORS

##### Child Support Services Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Paternity establishment percentage	80.5%	85%	Not Available	87.5%	88%	89%
Number of non-custodial parents enrolled in employment services program	251	255	Not Available	260	265	270
Number of parents newly registered to access their online payment histories	1,708	1,500	712	1,550	1,600	1,625
Number of child support orders established	2,254	2,350	1,208	2,350	2,400	2,425

### Civil Litigation Division

Objective 1: Defend the District of Columbia, its agencies, and employees in civil actions.

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#### KEY PERFORMANCE INDICATORS

##### Civil Litigation Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of civil litigation closed cases	304	310	419	330	335	340
Number of closed Public School System Special Education cases closed per attorney FTE	Not Available	15	13.6	20	22	24

## Commercial Division

**Objective 1:** Provide legal advice and litigation support to the District of Columbia government in the areas of tax collection, real property and other commercial transactions, economic development, and municipal finance.

### KEY PERFORMANCE INDICATORS

#### Commercial Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of legal sufficiency reviews performed by Land Use and Public Works Section completed within 60 days	90%	87.5%	84.8%	87.5%	88%	89%
Percentage of Real Estate Transactions Section transactional documents prepared and/or reviewed for legal sufficiency within 60 days	94%	95%	96.9%	95%	95.2%	95.5%
Number of litigation successes by the Tax and Finance Section per FTE	27	20	19.2	20	21	22
Percentage of litigation success by the Land Acquisition and Bankruptcy Section	95%	92.5%	98.7%	95%	95.2%	95.5%
Percentage of Procurement Section non-emergency procurement reviews completed within 60 days	95%	92.5%	97.1%	95%	95.2%	95.5%

## Family Services Division

**Objective 1:** Reduce the risk of harm and protect the rights of: children at risk for abuse and neglect; domestic violence victims; and incapacitated adults who are being abused or who are self-neglecting.

### KEY PERFORMANCE INDICATORS

#### Family Services Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of favorable resolution in all cases which reach adjudication in the division	98.0%	98%	95%	95%	95.2%	95.5%
Percentage of children whose first permanency hearing is held within 12 months of the child's entry into foster care	90.8%	91%	95.6%	92%	93%	93%
Percentage of cases filed for termination of parental right by the Child Protection Sections within 45 days of the child's goal becoming adoption	88.5%	90%	92.4%	91%	91.5%	92%
Successfully resolved criminal contempt motions handled by the Domestic Violence Section per FTE per quarter	4.2	4.5	5.4	4.8	4.8	4.9

## Public Interest Division

Objective 1: Provide legal services and advice for complex and public interest litigation.

### KEY PERFORMANCE INDICATORS

#### Public Interest Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Dollar amount collected by the Civil Enforcement Section per Attorney FTE	\$114,267	\$130,000	\$123,844	\$130,000	\$131,000	\$132,000
Dollar amount collected by the Public Advocacy Section excluding Tobacco Settlement	\$2,611,640	\$2,700,000	\$2,673,006	\$2,700,000	\$2,725,000	\$2,725,000
Number of Closed Cases in the Equity Section	76	40	84	60	62	65

## Legal Counsel Division

Objective 1: Provide legal research and advice for the Executive Office of the Mayor, Office of the Attorney General, client agencies, and occasionally the Council of the District of Columbia.

### KEY PERFORMANCE INDICATORS

#### Legal Counsel Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of rulemaking projects completed for client agencies	36	40	39	40	40	41
Percentage of written assignments completed by deadline given by client agency, or 30 days if no deadline given	99%	99%	99.5%	99%	99%	99%
Number of completed written assignment per FTE	45	53	54.8	53	54	54
Number of high-profile lawsuits directly assisted	15	20	13	15	15	16
Number of written opinions issued to ANCs	17	20	13	15	15	16

## Office of the Solicitor General

Objective 1: Provide affirmative and defensive appellate litigation services for the District of Columbia government.

### KEY PERFORMANCE INDICATORS

#### Office of the Solicitor General

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of favorable resolution in defensive appeals cases	94%	92%	93.2	92%	93%	93%
Percentage of regular calendar arguments in which a moot court was held	100%	100%	100%	100%	100%	100%
Motions for summary disposition filed per FTE	2	2.1	2.8	2.2	2.2	2.3

## Personnel, Labor and Employment Division

Objective 1: Defend District agencies in personnel-related matters.

Objective 2: Hire and retain a highly qualified workforce of attorneys and legal support staff.

### KEY PERFORMANCE INDICATORS

#### Personnel, Labor and Employment Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of attorneys who left the agency	29	35	37	35	35	35
Number of interns assisting attorneys and staff on an annual basis	256	250	273	250	250	250
Number of in-house training hours taken per legal FTE	33.5	25	18.5	25	25	26

## Public Safety Division

Objective 1: Enforce District laws and regulations by taking appropriate legal action on behalf of the District government.

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### KEY PERFORMANCE INDICATORS

#### Public Safety Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of nuisance property prosecutions	11	15	13	15	15	15
Juveniles referred for rehabilitation	89%	90%	85%	90%	90%	90%
Successful criminal cases per FTE	72	65	60.8	65	65	66

## Agency Management Division

Objective 1: The objective of the Agency Management Division is to guide and support the legal divisions of the office.

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### KEY PERFORMANCE INDICATORS

#### Agency Management Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of case/matter review meetings with senior staff	Not Available	Not Available	Not Available	8	12	15
Percentage of IQ responses sent within two business days	Not Available	Not Available	Not Available	90%	92%	95%
Number of summons served per FTE	Not Available	Not Available	Not Available	215	221	230

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# Access to Justice

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<b>Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Approved</b>	<b>FY 2014 Proposed</b>	<b>% Change from FY 2013</b>
Operating Budget	\$0	\$0	\$0	N/A

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The Access to Justice agency was absorbed into the Deputy Mayor for Public Safety and Justice. Its mission and funding was transferred. The total funding amount transferred, based on the FY 2011 Approved Budget, was \$2,951,000. The proposed programs and projects for FY 2014 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 are presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AJ0-1 contains the FY 2011 actual expenditures.

**Table AJ0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	2,951	0	0	0	0	N/A
<b>Total for General Fund</b>	<b>2,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>2,951</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AJ0-2 contains the FY 2011 actual expenditures by Comptroller Source Group.

**Table AJ0-2**

(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
41 - Contractual Services - Other	2,951	0	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>2,951</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>2,951</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 Deputy Mayor for Public Safety and Justice budget chapter for a description of programs related to the prior functions of Access to Justice.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table AJ0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AJ0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Access to Justice (AJ0)</b>								
(1001) Access to Justice (AJ0)	0	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Access to Justice (AJ0)</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>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>

(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 2014 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 reside within DMPSJ. The program description and structure are presented in the Deputy Mayor for Public Safety and Justice agency budget chapter.

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# District of Columbia Board of Ethics and Government Accountability

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

Telephone: 202-481-3411

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$87,334	\$1,039,000	\$1,315,283	26.6
FTEs	0.0	9.0	11.0	22.2

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The Board of Ethics and Government Accountability (BEGA) is responsible for overseeing both the Office of Government Ethics and the Office of Open Government. Oversight of the Office of Government Ethics includes administering and enforcing the District's Code of Conduct.

## Summary of Services

Specifically, BEGA is responsible for:

- Investigating alleged violations of the Code of Conduct, holding adversarial hearings and, where appropriate, issuing sanctions;
- Issuing Advisory Opinions, providing “safe-harbor” for good-faith reliance on these opinions;
- Conducting mandatory ethics training for District government employees;
- Receiving and reviewing public financial disclosure statements from public officials, except Advisory Neighborhood Commissioners;
- Receiving and reviewing confidential financial disclosure statements from Advisory Neighborhood Commissioners; and
- Receiving and auditing lobbyist registration forms and lobbyist activity reports.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AG0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AG0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	0	87	979	1,255	276	28.2
Special Purpose Revenue Funds	0	0	60	60	0	0.0
<b>Total for General Fund</b>	<b>0</b>	<b>87</b>	<b>1,039</b>	<b>1,315</b>	<b>276</b>	<b>26.6</b>
<b>Gross Funds</b>	<b>0</b>	<b>87</b>	<b>1,039</b>	<b>1,315</b>	<b>276</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table AG0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data

**Table AG0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	0.0	0.0	9.0	11.0	2.0	22.2
<b>Total for General Fund</b>	<b>0.0</b>	<b>0.0</b>	<b>9.0</b>	<b>11.0</b>	<b>2.0</b>	<b>22.2</b>
<b>Total Proposed FTEs</b>	<b>0.0</b>	<b>0.0</b>	<b>9.0</b>	<b>11.0</b>	<b>2.0</b>	<b>22.2</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AG0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AG0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	0	0	752	981	229	30.5
14 - Fringe Benefits - Current Personnel	0	0	148	201	54	36.3
<b>Subtotal Personal Services (PS)</b>	<b>0</b>	<b>0</b>	<b>900</b>	<b>1,182</b>	<b>283</b>	<b>31.4</b>
20 - Supplies and Materials	0	2	2	2	0	0.0
32 - Rentals - Land and Structures	0	0	22	0	-22	-100.0
40 - Other Services and Charges	0	64	112	127	16	14.2
70 - Equipment and Equipment Rental	0	21	3	3	0	2.4
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>87</b>	<b>139</b>	<b>133</b>	<b>-6</b>	<b>-4.6</b>
<b>Gross Funds</b>	<b>0</b>	<b>87</b>	<b>1,039</b>	<b>1,315</b>	<b>276</b>	<b>26.6</b>

\*Percent change is based on whole dollars.

### Program Description

The District of Columbia Board of Ethics and Government Accountability 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

The District of Columbia Board of Ethics and Government Accountability has no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table AG0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AG0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Office of Open Government</b>								
(1100) Office of Open Government	87	835	304	-531	0.0	8.0	2.0	-6.0
<b>Subtotal (1000) Office of Open Government</b>	<b>87</b>	<b>835</b>	<b>304</b>	<b>-531</b>	<b>0.0</b>	<b>8.0</b>	<b>2.0</b>	<b>-6.0</b>
<b>(2000) Board of Ethics</b>								
(2010) Board of Ethics	0	204	1,011	807	0.0	1.0	9.0	8.0
<b>Subtotal (2000) Board of Ethics</b>	<b>0</b>	<b>204</b>	<b>1,011</b>	<b>807</b>	<b>0.0</b>	<b>1.0</b>	<b>9.0</b>	<b>8.0</b>
<b>Total Proposed Operating Budget</b>	<b>87</b>	<b>1,039</b>	<b>1,315</b>	<b>276</b>	<b>0.0</b>	<b>9.0</b>	<b>11.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Board of Ethics and Government Accountability's (BEGA) proposed FY 2014 gross budget is \$1,315,283, which represents a 26.6 percent increase over its FY 2013 approved gross budget of \$1,039,000. The budget is comprised of \$1,255,283 in Local funds and \$60,000 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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.

BEGA's FY 2014 CSFL budget is \$986,568, which represents a \$7,568, or 0.8 percent, increase over the FY 2013 approved Local funds budget of \$979,000.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for BEGA included an adjustment entry that is not described in detail on table 5. The adjustment was made for an increase of \$6,200 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year, and \$1,368 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** Newly established in Fiscal Year 2012, BEGA reorganized certain functions within its proposed fiscal year 2014 budget. The agency moved \$620,664 and 7.0 FTEs to the Board of Ethics program from the Office of Open Government program. This change will allow the agency to fulfill certain legislative requirements such as the reporting of ethics violations and the updating of the District's ethics code. A total increase of \$14,575 primarily reflects higher office support costs. Across all BEGA programs, salary steps and Fringe Benefit costs increased by a total of \$7,801.

**Decrease:** As part of a reorganization of agency functions, the agency moved \$620,664 and 7.0 FTEs from the Office of Open Government program to the Board of Ethics program. A reduction of \$22,376 reflects the elimination of BEGA's Rental costs from the agency's budget. This decrease is a result of the District's policy to allow the Department of General Services to administer certain agency Fixed Costs. In the fiscal year 2013 budget, BEGA's Fixed Costs were included in its budget to ensure that funds would be available if the agency were to be fully functional that year.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** The Local funds budget reflects an increase of \$172,500 and 1.0 FTE to cover the cost of an additional Attorney to review and enforce laws or infractions involving the Hatch Act, which prohibits government employees from engaging in partisan political activity.

### **District's Proposed Budget**

**Cost Increase:** The BEGA budget reflects an increase of \$96,400 and 1.0 FTE for a position to help reduce the workload associated with Freedom of Information Act requests and provide operational support in the Office of Open Government.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AG0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AG0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>979</b>	<b>9.0</b>
Other CSFL Adjustments	Multiple Programs	8	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>987</b>	<b>9.0</b>
Increase: Movement of positions to Ethics program from Open Government program	Board of Ethics	621	7.0
Increase: Office support costs	Office of Open Government	15	0.0
Increase: Salary, step and Fringe Benefits adjustments	Multiple Programs	8	0.0
Decrease: Movement of positions from Open Government program to Ethics program	Office of Open Government	-621	-7.0
Decrease: Rental costs administered by the Department of General Services	Office of Open Government	-22	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>987</b>	<b>9.0</b>
Increase: Staff Attorney for Hatch Act Enforcement	Board of Ethics	172	1.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,159</b>	<b>10.0</b>
Increase: Position to support operations	Office of Open Government	96	1.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,255</b>	<b>11.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>60</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>60</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>60</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>60</b>	<b>0.0</b>
<b>Gross for AG0 - District of Columbia Board of Ethics and Government Accountability</b>		<b>1,315</b>	<b>11.0</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 2014:

**Objective 1:** The Office of Government Ethics (One City Action Plan Action 3.8.3).

**Objective 2:** Office of Open Government.

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### KEY PERFORMANCE INDICATORS

<b>Measure</b>	<b>FY 2011 Actual<sup>1</sup></b>	<b>FY 2012 Target<sup>1</sup></b>	<b>FY 2012 Actual<sup>1</sup></b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Office of Government Ethics - Produce and publish online quarterly reports	Not Available	Not Available	Not Available	4	4	4
Produce and publish BEGA Best Practices Report, due December 31st	Not Available	Not Available	Not Available	1	1	1
BEGA shall hold monthly open/public board meetings	Not Available	Not Available	Not Available	12	12	12

#### Performance Plan Endnotes:

<sup>1</sup>Agency was created in FY 2013.

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# Innovation Fund

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<b>Description</b>	<b>FY 2013 Approved</b>	<b>FY 2014 Proposed</b>	<b>% Change from FY 2013</b>
Operating Budget	\$0	\$15,000,000	N/A

Note: Innovation Fund is a newly established District of Columbia agency pursuant to the “Innovation Fund Establishment Act of 2013.”

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The mission of the Innovation Fund is to provide competitive grant funds to District nonprofit organizations in education, job training, health, senior services, arts, public safety, and the environment for the purpose of growing and diversifying our economy, educating and preparing our residents for the emerging new economy, improving the quality of life for all residents, and increasing our city’s sustainability.

The Innovation Fund, to be administered by the Community Foundation for the National Capital Region, was established in 2013 as part of the District’s FY 2014 budget. The Innovation Fund was created under the “Innovation Fund Establishment Act of 2013”. The Community Foundation for the National Capital Region does not provide direct services to families; however, it sub-grants funds and provides technical assistance to non-profit organizations that provide direct services to District residents and families and thereby promote a growing economy, educational improvement, increased sustainability, and improved quality of life for all residents. By housing the Innovation Fund outside the government with strict rules that insulate it from politics, grant decisions are to be kept at arm’s length from the District government and made entirely on the merits of the various organizations’ proposals.

The agency’s FY 2014 budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table EF0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget.

**Table EF0-1**

(dollars in thousands)

Appropriated Fund	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>				
Local Funds	0	15,000	15,000	N/A
<b>Total for General Fund</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>15,000</b>	<b>15,000</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table EF0-2 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget.

**Table EF0-2**

(dollars in thousands)

Comptroller Source Group	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
50 - Subsidies and Transfers	0	15,000	15,000	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>N/A</b>

\*Percent change is based on whole dollars.

### Program Description

The Innovation Fund operates through the following program:

**Innovation Fund** – provides competitive grant funds to District nonprofit organizations in education, job training, health, senior services, arts, public safety, and the environment; and assists with the administration of the Local grant received by the Community Foundation for the National Capital Region.

### Program Structure Change

The Innovation Fund is a new agency in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table EF0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget.

**Table EF0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands			Full-Time Equivalents		
	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Innovation Fund</b>						
(1100) Agency Oversight and Support	0	15,000	15,000	0.0	0.0	0.0
<b>Subtotal (1000) Innovation Fund</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>0</b>	<b>15,000</b>	<b>15,000</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Innovation Fund's proposed FY 2014 gross budget is \$15,000,000, which is comprised entirely of Local funds.

#### Mayor's Proposed Budget

**Enhance:** A one-time enhancement of \$15,000,000 in Local funding is provided as a grant to the Community Foundation for the National Capital Region (CFNCR). As a non-District government entity, CFNCR will subgrant the funds and provide technical assistance to nonprofit organizations that provide direct services to District residents and families.

#### District's Proposed Budget

The Innovation Fund has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table EF0-4 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table EF0-4**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Enhance: To fund one-time grant to an outside entity for the Innovation Fund	Innovation Fund	15,000	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>15,000</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>15,000</b>	<b>0.0</b>
<b>Gross for EF0 - Innovation Fund</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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# Office of the Inspector General

<http://oig.dc.gov>

Telephone: 202-727-2540

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$14,047,448	\$15,685,662	\$15,947,792	1.7
FTEs	104.6	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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AD0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AD0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	12,401	11,932	13,308	13,465	156	1.2
<b>Total for General Fund</b>	<b>12,401</b>	<b>11,932</b>	<b>13,308</b>	<b>13,465</b>	<b>156</b>	<b>1.2</b>
<b>Federal Resources</b>						
Federal Grant Funds	1,696	2,044	2,377	2,483	106	4.5
<b>Total for Federal Resources</b>	<b>1,696</b>	<b>2,044</b>	<b>2,377</b>	<b>2,483</b>	<b>106</b>	<b>4.5</b>
<b>Intra-District Funds</b>						
Intra-District Funds	3	71	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>3</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>14,100</b>	<b>14,047</b>	<b>15,686</b>	<b>15,948</b>	<b>262</b>	<b>1.7</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table AD0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table AD0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	89.1	88.7	94.8	94.8	0.0	0.0
<b>Total for General Fund</b>	<b>89.1</b>	<b>88.7</b>	<b>94.8</b>	<b>94.8</b>	<b>0.0</b>	<b>0.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	17.2	15.9	17.2	17.2	0.0	0.0
<b>Total for Federal Resources</b>	<b>17.2</b>	<b>15.9</b>	<b>17.2</b>	<b>17.2</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>106.3</b>	<b>104.6</b>	<b>112.0</b>	<b>112.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AD0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AD0-3**

(dollars in thousands)

	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>Comptroller Source Group</b>						
11 - Regular Pay - Continuing Full Time	8,504	8,887	9,565	9,626	61	0.6
13 - Additional Gross Pay	53	23	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,616	1,652	2,121	2,224	103	4.8
15 - Overtime Pay	2	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>10,175</b>	<b>10,563</b>	<b>11,686</b>	<b>11,849</b>	<b>164</b>	<b>1.4</b>
20 - Supplies and Materials	7	17	31	31	1	2.4
30 - Energy, Communication and Building Rentals	1	1	1	1	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	19	28	13	13	0	0.0
32 - Rentals - Land and Structures	228	228	228	228	0	0.0
35 - Occupancy Fixed Costs	1	1	1	1	0	0.0
40 - Other Services and Charges	3,411	2,932	3,478	3,576	98	2.8
50 - Subsidies and Transfers	1	0	236	236	0	0.0
70 - Equipment and Equipment Rental	256	278	13	13	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>3,925</b>	<b>3,485</b>	<b>4,000</b>	<b>4,098</b>	<b>99</b>	<b>2.5</b>
<b>Gross Funds</b>	<b>14,100</b>	<b>14,047</b>	<b>15,686</b>	<b>15,948</b>	<b>262</b>	<b>1.7</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table AD0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AD0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	107	225	220	-5	1.4	1.5	1.5	0.0
(1020) Contracting and Procurement	276	323	331	8	2.3	2.5	2.5	0.0
(1030) Property Management	36	36	36	0	0.0	0.0	0.0	0.0
(1040) Information Technology	527	433	483	50	3.2	3.5	3.5	0.0
(1050) Financial Management	279	298	303	6	2.3	2.5	2.5	0.0
(1060) Legal	670	676	684	7	5.1	5.5	5.4	0.0
(1070) Fleet Management	10	8	7	-1	0.0	0.0	0.0	0.0
(1085) Customer Service	103	112	115	3	1.2	1.3	1.3	0.0
<b>Subtotal (1000) Agency Management</b>	<b>2,008</b>	<b>2,111</b>	<b>2,180</b>	<b>69</b>	<b>15.6</b>	<b>16.6</b>	<b>16.6</b>	<b>0.0</b>
<b>(2000) Accountability, Control, and Compliance</b>								
(2010) Audit	5,534	6,247	6,309	62	29.4	31.5	31.5	0.0
(2011) Audit	71	0	0	0	0.0	0.0	0.0	0.0
(2030) Inspections and Evaluations	1,314	1,400	1,422	22	12.6	13.5	13.5	0.0
<b>Subtotal (2000) Accountability, Control, and Compliance</b>	<b>6,919</b>	<b>7,647</b>	<b>7,731</b>	<b>84</b>	<b>42.0</b>	<b>45.0</b>	<b>45.0</b>	<b>0.0</b>
<b>(3000) Law Enforcement and Compliance</b>								
(3010) Investigations	2,477	2,918	2,904	-15	25.7	27.5	27.4	0.0
(3020) Medicaid Fraud Control Unit 25% Match	600	633	650	17	5.4	5.8	5.8	0.0
(3030) Medicaid Fraud Control Unit	2,044	2,377	2,483	106	15.9	17.2	17.2	0.0
<b>Subtotal (3000) Law Enforcement and Compliance</b>	<b>5,121</b>	<b>5,928</b>	<b>6,036</b>	<b>108</b>	<b>46.9</b>	<b>50.5</b>	<b>50.4</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>14,047</b>	<b>15,686</b>	<b>15,948</b>	<b>262</b>	<b>104.6</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of the Inspector General's (OIG) proposed FY 2014 gross budget is \$15,947,792, which represents a 1.7 percent increase over its FY 2013 approved gross budget of \$15,685,662. The budget is comprised of \$13,464,738 in Local funds and \$2,483,053 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$13,464,738, which represents a \$156,246, or 1.2 percent, increase over the FY 2013 approved Local funds budget of \$13,308,492.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OIG included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$75,996 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$80,251 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** In order to ensure that audits, inspections and investigations of District agencies are conducted efficiently, OIG proposed the following FY 2014 budget changes: In Local funds, office support, tuition for training, and Information Technology (IT) software were increased by \$47,947 to cover the cost for centralizing online research through LexisNexis and procuring computer software licenses. Other adjustments include \$20,592 to cover OIG's 25 percent match requirement for their Medicaid Fraud Control grant and training for investigators, and \$1,551 that was added to personal services to support projected salary step and Fringe Benefit costs.

In Federal Grant funds, personal services were adjusted by \$17,689 for Fringe Benefits and \$14,988 to support projected salary step increases. Furthermore, IT software maintenance was adjusted by \$14,896 for OIG's new case tracking system that was installed in FY 2013. In addition, local and out-of-city travel, as well as office support, were adjusted by \$4,912 to support projected expenditures.

**Decrease:** The budget proposal in Local funds for Other Services and Charges within the Accountability, Control, and Compliance program was adjusted by \$70,089 to offset the increased cost projected for the centralizing of online research, procurement of computer licenses, and the 25 percent federal match requirement.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$53,397 in Federal Grant funds. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

The Office of the Inspector General has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AD0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AD0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>13,308</b>	<b>94.8</b>
Other CSFL Adjustments	Multiple Programs	156	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>13,465</b>	<b>94.8</b>
Increase: Cover centralization of online research through LexisNexis, and computer software licenses for Information Technology (IT)	Agency Management	48	0.0
Increase: To support a 25 percent federal grant match and training for investigators	Law Enforcement and Compliance	21	0.0
Increase: Personal services to cover projected step increases and Fringe Benefits	Multiple Programs	2	0.0
Decrease: To offset cost of computer software licenses, 25 percent match for federal program, and training for investigators	Accountability, Control, and Compliance	-70	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>13,465</b>	<b>94.8</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>13,465</b>	<b>94.8</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>13,465</b>	<b>94.8</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,377</b>	<b>17.2</b>
Increase: Personal services based on projected Fringe Benefit costs	Law Enforcement and Compliance	18	0.0
Increase: Personal services to cover salary step increases	Law Enforcement and Compliance	15	0.0
Increase: IT software maintenance as projected for a new case tracking system	Law Enforcement and Compliance	15	0.0
Increase: Other Services and Charges due to estimates for local and out-of-city travel as well as office support	Law Enforcement and Compliance	5	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,430</b>	<b>17.2</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Law Enforcement and Compliance	53	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,483</b>	<b>17.2</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,483</b>	<b>17.2</b>
<b>Gross for ADO - Office of the Inspector General</b>		<b>15,948</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 2014:

**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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### KEY PERFORMANCE INDICATORS

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Number of final audit report issued (financial/performance)	28	28	28	28	28	28
Potential monetary benefits resulting from audits (\$ million)	\$28.2	\$38	\$74.80	\$21	\$21	\$25
Number of final inspection/evaluation reports issued	11	10	10	10	10	10
Percentage of complaints evaluated within ten days of receipt in investigations	96%	85%	100%	85%	85%	85%
Number of criminal/civil resolutions obtained in MFCU cases	27	22	14	24	26	26

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# Tax Revision Commission

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<b>Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Approved</b>	<b>FY 2014 Proposed</b>	<b>% Change from FY 2013</b>
Operating Budget	\$0	\$0	\$200,000	N/A

Note: The Tax Revision Commission is a newly established District of Columbia agency created by D.C. Council legislation under the Tax Revision Commission Reestablishment Act of 2011 (D.C. L19-21, D.C. Official Code § 47-462).

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The mission of the Tax Revision Commission (TRC) is to conduct a broad and deep review of the District’s tax laws, tax expenditures, revenues, tax base, and economy, and to provide the Council and the Mayor with recommendations for reform.

The Commission was established pursuant the Tax Revision Commission Reestablishment Act of 2011 to prepare comprehensive recommendations to the Council and the Mayor that provide for fairness in apportionment of taxes; broaden the tax base; make the District’s tax policy more competitive with surrounding jurisdictions; encourage business growth and job creation; and modernize, simplify, and increase transparency in the District’s tax code.

The agency’s FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table PM0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget.

**Table PM0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	0	0	0	200	200	N/A
<b>Total for General Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table PM0-2 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget.

**Table PM0-2**

(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
40 - Other Services and Charges	0	0	0	200	200	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>N/A</b>

\*Percent change is based on whole dollars.

## Program Description

The Tax Revision Commission operates through the following program:

**Tax Revision Commission** – conducts a broad review of the District's tax laws, tax expenditures, revenues, tax base, and economy, and provides the Council and the Mayor with recommendations for reform.

## Program Structure Change

This agency is newly established for FY 2014. The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at [www.cfo.dc.gov](http://www.cfo.dc.gov) on the Annual Operating Budget and Capital Plan page.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table PM0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table PM0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Tax Revision Commission</b>								
(1100) Tax Revision Commission	0	0	200	200	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Tax Revision Commission</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>200</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Tax Revision Commission's (TRC) proposed FY 2014 gross budget is \$200,000, compared to its FY 2013 approved gross budget of \$0. The budget is comprised entirely of Local funds.

In the FY 2013 approved budget, the District allocated \$808,000 in Local funds to the Office of the Chief Financial Officer (OCFO) to re-establish the TRC. The OCFO reallocated these funds to the TRC during FY 2013; however, the TRC was not formally established as a separate agency in the FY 2013 approved budget, and thus the FY 2013 budget appears as \$0 in these tables.

#### Mayor's Proposed Budget

**Increase:** The Local funds budget of \$200,000 (one-time) allows for the continuation of the TRC so that it may fulfill its mission to provide the Council and the Mayor with recommendations for tax reform. The funding will allow the agency to operate through the end of the first quarter of the District's fiscal year, that is, through December 2013.

#### District's Proposed Budget

The Tax Revision Commission has no changes from the FY 2014 Mayor's proposed budget to FY 2014 District's proposed budget.

**FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type**

Table PM0-4 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table PM0-4**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Increase: Continuation of Tax Revision Commission into first quarter of FY 2014 (One-Time)	Tax Revision Commission	200	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>200</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>200</b>	<b>0.0</b>
<b>Gross for PM0 - Tax Revision Commission</b>		<b>200</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 the Chief Financial Officer

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

Telephone: 202-727-2476

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$113,166,781	\$136,512,769	\$138,980,401	1.8
FTEs	840.8	888.0	927.0	4.4

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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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table AT0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AT0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	87,779	95,011	100,306	106,743	6,437	6.4
Special Purpose Revenue Funds	16,329	9,301	29,140	24,387	-4,753	-16.3
<b>Total for General Fund</b>	<b>104,108</b>	<b>104,312</b>	<b>129,445</b>	<b>131,130</b>	<b>1,684</b>	<b>1.3</b>
<b>Federal Resources</b>						
Federal Grant Funds	1,025	563	0	0	0	N/A
<b>Total for Federal Resources</b>	<b>1,025</b>	<b>563</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Private Funds</b>						
Private Donations	18	0	0	0	0	N/A
<b>Total for Private Funds</b>	<b>18</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	7,731	8,292	7,067	7,851	783	11.1
<b>Total for Intra-District Funds</b>	<b>7,731</b>	<b>8,292</b>	<b>7,067</b>	<b>7,851</b>	<b>783</b>	<b>11.1</b>
<b>Gross Funds</b>	<b>112,883</b>	<b>113,167</b>	<b>136,513</b>	<b>138,980</b>	<b>2,468</b>	<b>1.8</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalents, by Revenue Type**

Table AT0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table AT0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	719.6	753.6	805.5	839.9	34.4	4.3
Special Purpose Revenue Funds	138.4	29.8	44.0	44.0	0.0	0.0
<b>Total for General Fund</b>	<b>858.0</b>	<b>783.4</b>	<b>849.5</b>	<b>883.9</b>	<b>34.4</b>	<b>4.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	43.0	57.4	38.5	43.1	4.6	12.0
<b>Total for Intra-District Funds</b>	<b>43.0</b>	<b>57.4</b>	<b>38.5</b>	<b>43.1</b>	<b>4.6</b>	<b>12.0</b>
<b>Total Proposed FTEs</b>	<b>900.9</b>	<b>840.8</b>	<b>888.0</b>	<b>927.0</b>	<b>39.0</b>	<b>4.4</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table AT0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table AT0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	65,709	66,567	70,158	73,404	3,246	4.6
12 - Regular Pay - Other	459	437	963	678	-285	-29.6
13 - Additional Gross Pay	686	828	0	51	51	N/A
14 - Fringe Benefits - Current Personnel	13,663	13,816	17,020	18,383	1,363	8.0
15 - Overtime Pay	204	430	25	25	0	0.0
<b>Subtotal Personal Services (PS)</b>	<b>80,721</b>	<b>82,078</b>	<b>88,166</b>	<b>92,541</b>	<b>4,375</b>	<b>5.0</b>
20 - Supplies and Materials	456	344	521	427	-95	-18.1
30 - Energy, Comm. and Building Rentals	-3	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	43	58	0	0	0	N/A
33 - Janitorial Services	0	0	0	0	0	N/A
40 - Other Services and Charges	6,473	5,666	8,379	8,875	496	5.9
41 - Contractual Services - Other	24,686	24,337	38,802	36,422	-2,380	-6.1
50 - Subsidies and Transfers	0	0	0	0	0	N/A
70 - Equipment and Equipment Rental	507	685	645	715	70	10.9
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>32,162</b>	<b>31,089</b>	<b>48,347</b>	<b>46,439</b>	<b>-1,908</b>	<b>-3.9</b>
<b>Gross Funds</b>	<b>112,883</b>	<b>113,167</b>	<b>136,513</b>	<b>138,980</b>	<b>2,468</b>	<b>1.8</b>

\*Percent Change is based on whole dollars.

## Program Description

The Office of the Chief Financial Officer operates through the following nine 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 six 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 Office of Financial Operations and Systems 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 facilitates 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;
- **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 four activities:

- **Executive Direction and Support** – provides general program management, leadership, technical assistance, and support services to Office of Budget and Planning 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 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 five 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;
- **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 can 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 can 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 seven 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 seven 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;

- **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; and
- **Central Collection Unit** – consolidates several District agency collection programs into the OCFO to pursue the collection of outstanding debts owed to the District.

**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 three 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table AT0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table AT0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	1,374	1,610	1,656	46	13.0	14.0	14.0	0.0
(1015) Training and Employee Development	562	564	555	-9	3.8	4.0	4.0	0.0
(1020) Contracting and Procurement	1,845	1,180	1,190	11	10.1	11.0	11.0	0.0
(1030) Property Management	798	764	782	18	8.7	9.0	9.0	0.0
(1060) Legal Services	1,989	2,069	2,092	23	12.3	14.0	14.0	0.0
(1080) Communications	167	184	186	2	1.0	1.0	1.0	0.0
(1090) Performance Management	1,167	1,344	1,446	102	7.5	8.0	8.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>7,903</b>	<b>7,715</b>	<b>7,908</b>	<b>193</b>	<b>56.4</b>	<b>61.0</b>	<b>61.0</b>	<b>0.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	644	592	591	-1	5.1	4.0	4.0	0.0
(120F) Accounting Operations	418	388	397	9	3.8	4.0	4.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>1,062</b>	<b>980</b>	<b>988</b>	<b>8</b>	<b>9.0</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>
<b>(2000) Financial Operations and Systems</b>								
(2100) Operations and Administration	813	842	1,083	241	6.7	7.0	8.0	1.0
(2200) Accounting Operations	1,896	2,044	1,797	-247	17.3	18.0	17.0	-1.0
(2300) Financial Policies and Procedures	890	1,071	596	-475	7.7	8.0	4.0	-4.0
(2400) ASM/Functional Support	985	1,218	0	-1,218	8.7	9.0	0.0	-9.0
(2500) Financial Control and Reporting	955	1,041	3,365	2,324	7.7	8.0	25.0	17.0
(2600) Benefits Administration	810	783	1,143	359	8.5	8.0	9.0	1.0
(2700) Payroll Disbursements and Wage Reporting	3,723	4,174	4,751	577	36.5	34.0	34.0	0.0
(2800) Accounting Systems Administration	14	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Financial Operations and Systems</b>	<b>10,087</b>	<b>11,173</b>	<b>12,733</b>	<b>1,561</b>	<b>93.1</b>	<b>92.0</b>	<b>97.0</b>	<b>5.0</b>
<b>(3000) Budget Development and Execution</b>								
(3100) Executive Direction and Support	1,620	1,873	1,277	-596	11.6	12.0	8.0	-4.0
(3200) Financial and Policy Analysis	203	0	0	0	0.0	0.0	0.0	0.0
(3300) Budget Formulation and Development	0	0	0	0	0.0	0.0	0.0	0.0
(3400) Financial Planning and Analysis	267	781	1,349	567	2.9	3.0	7.0	4.0
(3700) Operating Budget Formulation and Development	2,147	2,513	2,612	99	21.2	22.0	22.0	0.0
(3800) Capital Budget Formulation and Development	645	651	637	-14	4.8	5.0	5.0	0.0
<b>Subtotal (3000) Budget Development and Execution</b>	<b>4,883</b>	<b>5,818</b>	<b>5,874</b>	<b>56</b>	<b>40.4</b>	<b>42.0</b>	<b>42.0</b>	<b>0.0</b>

(Continued on next page)

**Table AT0-4 (Continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(4000) Research and Analysis</b>								
(4100) Executive Direction and Support	517	644	636	-7	2.9	3.0	3.0	0.0
(4200) Financial Data Quality Assurance	188	908	0	-908	0.0	0.0	0.0	0.0
(4300) Revenue Estimation	1,024	1,119	1,020	-99	8.7	9.0	8.0	-1.0
(4500) Economic Development	650	805	903	98	3.8	5.0	5.0	0.0
(4700) Legislative and Fiscal Analysis	572	608	730	123	4.8	5.0	6.0	1.0
(4800) Economic Affairs	536	622	624	2	3.8	4.0	4.0	0.0
<b>Subtotal (4000) Research and Analysis</b>	<b>3,487</b>	<b>4,705</b>	<b>3,913</b>	<b>-791</b>	<b>24.1</b>	<b>26.0</b>	<b>26.0</b>	<b>0.0</b>
<b>(5000) Tax Administration</b>								
(5100) Executive Direction and Support	3,393	4,663	5,764	1,101	18.3	20.0	20.0	0.0
(5200) External Customer Service Information	6,895	7,270	7,508	237	74.5	81.0	82.0	1.0
(5300) Recorder of Deeds	1,889	2,692	2,982	289	22.2	22.0	21.0	-1.0
(5400) Real Property Tax Administration	7,530	8,339	10,117	1,778	74.2	81.0	92.0	11.0
(5500) Tax Audits and Investigations	8,377	8,912	9,276	364	83.6	89.0	94.0	5.0
(5600) Revenue Accounting	1,892	2,287	1,716	-571	16.1	18.0	16.0	-2.0
(5700) Receipts and Delinquent Collections	13,540	25,225	20,145	-5,080	163.7	170.0	186.0	16.0
<b>Subtotal (5000) Tax Administration</b>	<b>43,515</b>	<b>59,388</b>	<b>57,507</b>	<b>-1,881</b>	<b>452.5</b>	<b>481.0</b>	<b>511.0</b>	<b>30.0</b>
<b>(6000) Information Technology</b>								
(6100) Information Technology Support	24,693	21,081	21,418	336	74.9	78.0	78.0	0.0
<b>Subtotal (6000) Information Technology</b>	<b>24,693</b>	<b>21,081</b>	<b>21,418</b>	<b>336</b>	<b>74.9</b>	<b>78.0</b>	<b>78.0</b>	<b>0.0</b>
<b>(7000) Finance and Treasury</b>								
(7100) Executive Direction and Support	897	915	793	-122	4.8	5.0	5.0	0.0
(7200) Debt Management	700	796	952	156	4.3	5.0	5.0	0.0
(7300) Cash Management and Investments	4,757	9,182	6,537	-2,645	7.7	16.0	8.0	-8.0
(7400) Disbursements	1,986	2,813	2,308	-505	9.6	8.0	8.0	0.0
(7500) Cash Receipts and Accounting	2,900	3,228	3,577	349	34.3	32.0	36.0	4.0
(7600) Asset Management for Special Programs	2,496	4,321	4,264	-57	9.7	13.0	13.0	0.0
(7700) Central Collection Unit (CCU)	0	0	5,776	5,776	0.0	0.0	8.0	8.0
<b>Subtotal (7000) Finance and Treasury</b>	<b>13,738</b>	<b>21,254</b>	<b>24,207</b>	<b>2,953</b>	<b>70.4</b>	<b>79.0</b>	<b>83.0</b>	<b>4.0</b>
<b>(8000) Integrity and Oversight</b>								
(8100) Audit Services	2,712	3,054	3,069	15	11.6	12.0	12.0	0.0
(8200) Security Integrity Oversight	355	562	585	23	2.9	3.0	3.0	0.0
(8300) Investigations	732	782	777	-5	5.6	6.0	6.0	0.0
<b>Subtotal (8000) Integrity and Oversight</b>	<b>3,799</b>	<b>4,399</b>	<b>4,432</b>	<b>33</b>	<b>20.0</b>	<b>21.0</b>	<b>21.0</b>	<b>0.0</b>
<b>(9960) Year End Close</b>								
(9961) Year End Close	0	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Yr End Close</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>113,167</b>	<b>136,513</b>	<b>138,980</b>	<b>2,468</b>	<b>840.8</b>	<b>888.0</b>	<b>927.0</b>	<b>39.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of the Chief Financial Officer's (OCFO) proposed FY 2014 gross budget is \$138,980,401, which represents a 1.8 percent increase over its FY 2013 approved gross budget of \$136,512,769. The budget is comprised of \$106,743,180 in Local funds, \$24,386,665 in Special Purpose Revenue funds, and \$7,850,556 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$100,596,599, which represents a \$290,801, or 0.3 percent, increase over the FY 2013 approved Local funds budget of \$100,305,798.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OCFO included the removal of a total of \$1,508,000 in one-time funding. This amount is comprised of \$808,000 that was used to continue the compliance provisions of the Tax Revision Commission Establishment Act and \$700,000 that was used to support the operational costs related to the Credit Card Merchant Payment Reporting initiative in FY 2013.

The FY 2014 CSFL calculated for OCFO included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$652,777 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year, and \$844,650 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. In addition, this adjustment contains an increase of \$301,374 to account for the processing of District-issued purchase cards. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** The OCFO Local funds budget includes an increase of \$414,989 and 0.4 FTE to support miscellaneous changes in salaries and positions, which include salary steps and the conversion of some positions from part-time to full-time status. An increase in Fringe Benefits costs totaling \$35,239 reflects adjustments made to salaries and aligns the budget with historical spending. Also, an increase of \$31,790 represents adjustments to office supplies, specialized furniture, and equipment costs.

In Special Purpose Revenue funds, the OCFO's Finance and Treasury program reflects an increase of \$1,475,862 to primarily support Contractual Services costs related to improvements to its unclaimed property disposition system.

In Intra-District funds, an increase of \$616,502 in the Financial Operations and Systems program reflects higher office administration and support costs. An increase of \$439,653 and 4.6 FTEs reflects additional positions in the Finance and Treasury and Financial Operations and Systems programs; minor position changes in the Tax Administration program; and salary, step and Fringe Benefits adjustments. An increase of \$25,000 in the Financial Operations and Systems program supports the purchase of office equipment. Lastly, OCFO office supplies and other administrative items increased by \$10,039.

**Decrease:** In Local funds, the OCFO decreased its budget by \$355,311 due to Contractual Services savings across several programs. In addition, the agency's budget decreased by \$126,708 reflecting a reduction in professional services, adjustments to office supplies, furniture, and equipment costs.

Estimated collections in Special Purpose Revenue funds are lower, particularly in the Tax Collection Fees fund. This reduction is reflected in several programs, but specifically in the Tax Administration program, which proposes a reduction of \$6,376,608 in related contracts. Across several programs, net salary, step, and Fringe Benefits savings, as well as the elimination of vacant positions, resulted in a decrease of \$180,474. Agencywide, the budget decreased by \$114,427 due to Supply and Equipment savings. Lastly, the budget also reflects a decrease of \$10,954 due to office support savings.

In Intra-District funds, the OCFO's Finance and Treasury program budget reflects savings of \$308,000 in Contractual Services due to lower Electronic Benefits Transfer (EBT) card processing costs.

## **Mayor's Proposed Budget**

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$133,655 in Special Purpose Revenue funds, and Intra-District funds may be impacted. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** In Local funds, the agency's budget increased by \$1,750,000 in the Tax Administration program to support Enhanced Income Tax Matching (One-Time), which will augment the Integrated Tax System to automated taxpayers notification and to develop an automated, online payment function to allow for recurring direct debit of bank accounts for individuals on a payment plan. The agency's budget increased in the Tax Administration program by \$1,159,322 and 11.0 FTEs as a result of the findings of an Office of the Inspector General audit of the Real Property Assessment Division. The budget includes the expansion of property valuation modeling, more regular updates to property tax records, and additional staffing to support commercial assessments.

The budget for the Financial Operations and Systems program increased by \$570,515 and 4.0 FTEs to augment the Centralized Capital Assets Management Unit. The Tax Administration program increased its budget by \$409,715 and 6.0 FTEs to create the Automated and Federal Revenue Initiatives Unit, which will support the review of taxpayer accounts, correspondence, and adjustments in the Integrated Tax System. The budget increased by \$295,544 and 3.0 FTEs in the Tax Administration program to allow for enhanced fraud detection services. The budget will support a Forensic Accountant, a database programmer, and a staff assistant to ensure that the Revenue Accounting Administration and Refund Control Unit continue performing robust fraud detection. The budget increased by \$273,143 and 4.0 FTEs to implement the Recovery of Unpaid Taxes via Credit Card Reporting Requirement. This initiative included 4.0 FTEs in the FY 2013 Approved Budget to implement the recovery of unpaid sales taxes using sales data reported by credit card merchants beginning in the middle of that year. The FY 2014 budget will add an additional 4.0 FTEs to make the initiative fully operational.

The Tax Administration program's budget increased by \$262,770 and 5.0 FTEs to reduce backlogs within the Returns Processing Administration. Related to the Real Property Assessment Division, a total of \$250,000 supports real property appraiser certification (One-Time). The budget for the Tax Administration program increased by \$83,500 and 1.0 FTE to allow the use of standard enforcement tools to collect delinquent amounts from payers of the Ballpark Fee. The fee is collected from businesses within the District with over \$5,000,000 in gross receipts. In Special Purpose Revenue funds, the Finance and Treasury program increased by \$320,000 to support the Central Collections Unit as it collects delinquent debts associated with the United Medical Center.

## District's Proposed Budget

**Transfer In:** The budget reflects the transfer of \$1,092,072 in Local funds budget authority to the Finance and Treasury program within the Office of the Chief Financial Officer to manage the expenditures from merchant service fees collected by District agencies. The funds recognize the impact of service fees related to processing credit, debit, and gift card payment transactions to the District. Funds were initially added to the Fiscal Year 2014 budgets of the Department of Consumer and Regulatory Affairs (\$716,759), Department of Motor Vehicles (\$318,959), District Department of Transportation (\$52,694), Fire and Emergency Medical Services Department (\$2,790), D.C. Public Library (\$620), and Office of the Chief Technology Officer (\$250). Instead, the District has consolidated this program and the OCFO will manage the program centrally.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table AT0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table AT0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>100,306</b>	<b>805.5</b>
Removal of One-Time Funding	Multiple Programs	-1,508	0.0
Other CSFL Adjustments	Multiple Programs	1,799	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>100,597</b>	<b>805.5</b>
Increase: Salary and Step Adjustments	Multiple Programs	415	0.4
Increase: Fringe Benefit Adjustments	Multiple Programs	35	0.0
Increase: Supplies and Equipment Changes	Multiple Programs	32	0.0
Decrease: Other Services and Charges Adjustments	Multiple Programs	-127	0.0
Decrease: Miscellaneous Contractual Services Savings	Multiple Programs	-355	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>100,597</b>	<b>805.9</b>
Increase: Enhanced income tax matching (One-Time)	Tax Administration	1,750	0.0
Increase: Real Property Tax Assessment Division	Tax Administration	1,159	11.0
Increase: Centralized Capital Assets Management Team	Financial Operations and Systems	571	4.0
Increase: Automated and Federal Revenue Initiatives	Tax Administration	410	6.0
Increase: Enhanced fraud detection	Tax Administration	296	3.0
Increase: Recovery of unpaid taxes via credit card reporting requirement	Tax Administration	273	4.0
Increase: Returns Processing Administration backlog mitigation	Tax Administration	263	5.0
Increase: Real Property Tax Assessment Division (One-Time)	Tax Administration	250	0.0
Increase: Expanded enforcement of Ballpark Fee	Tax Administration	84	1.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>105,651</b>	<b>839.9</b>
Transfer In: Supports Processing of District merchant service fees	Finance and Treasury	1,092	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>106,743</b>	<b>839.9</b>

(Continued on next page)

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

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>29,140</b>	<b>44.0</b>
Increase: Contractual Services Adjustments	Finance and Treasury	1,476	0.0
Decrease: Contractual Services Savings	Tax Administration	-6,377	0.0
Decrease: Salary, Step and Fringe Benefit Adjustments	Multiple Programs	-180	0.0
Decrease: Supply and Equipment Savings	Multiple Programs	-114	0.0
Decrease: Office Administration Savings	Multiple Programs	-11	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>23,933</b>	<b>44.0</b>
Increase: Collections for Delinquent Debt	Finance and Treasury	320	0.0
Cost of Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	134	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>24,387</b>	<b>44.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>24,387</b>	<b>44.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>7,067</b>	<b>38.5</b>
Increase: Other Services and Changes	Financial Operations and Systems	617	0.0
Increase: Salary, step and Fringe adjustments	Multiple Programs	440	4.6
Increase: Office equipment costs	Financial Operations and Systems	25	0.0
Increase: Supply costs	Multiple Programs	10	0.0
Decrease: Electronic Benefit Transfer contract savings	Finance and Treasury	-308	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>7,851</b>	<b>43.1</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>7,851</b>	<b>43.1</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>7,851</b>	<b>43.1</b>
<b>Gross for ATO - Office of the Chief Financial Officer</b>		<b>138,980</b>	<b>927.0</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

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

Telephone: 202-727-6365

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$17,884,812	\$32,757,872	\$45,666,793	39.4
FTEs	50.2	61.0	79.0	29.5

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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 coordinating, planning, supervising, and executing 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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table EB0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table EB0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	2,158	9,687	11,753	13,328	1,575	13.4
Dedicated Taxes	5,500	0	0	0	0	N/A
Special Purpose Revenue Funds	7,998	6,102	17,431	20,400	2,969	17.0
<b>Total for General Fund</b>	<b>15,656</b>	<b>15,789</b>	<b>29,184</b>	<b>33,728</b>	<b>4,544</b>	<b>15.6</b>
<b>Federal Resources</b>						
Federal Payments	0	0	0	9,565	9,565	N/A
Federal Grant Funds	3,439	1,959	3,000	1,800	-1,200	-40.0
<b>Total for Federal Resources</b>	<b>3,439</b>	<b>1,959</b>	<b>3,000</b>	<b>11,365</b>	<b>8,365</b>	<b>278.8</b>
<b>Intra-District Funds</b>						
Intra-District Funds	193	137	574	574	0	0.0
<b>Total for Intra-District Funds</b>	<b>193</b>	<b>137</b>	<b>574</b>	<b>574</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>19,288</b>	<b>17,885</b>	<b>32,758</b>	<b>45,667</b>	<b>12,909</b>	<b>39.4</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table EB0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table EB0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	10.8	28.2	52.0	65.0	13.0	25.0
Dedicated Taxes	3.8	0.0	0.0	0.0	0.0	N/A
Special Purpose Revenue Funds	39.7	22.0	6.0	10.0	4.0	66.7
<b>Total for General Fund</b>	<b>54.2</b>	<b>50.2</b>	<b>58.0</b>	<b>75.0</b>	<b>17.0</b>	<b>29.3</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0.0	0.0	3.0	4.0	1.0	33.3
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>3.0</b>	<b>4.0</b>	<b>1.0</b>	<b>33.3</b>
<b>Total Proposed FTEs</b>	<b>54.2</b>	<b>50.2</b>	<b>61.0</b>	<b>79.0</b>	<b>18.0</b>	<b>29.5</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table EB0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table EB0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	2,452	2,870	2,815	5,032	2,217	78.7
12 - Regular Pay - Other	2,161	1,931	2,757	2,487	-270	-9.8
13 - Additional Gross Pay	177	26	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	896	911	1,159	1,612	453	39.1
<b>Subtotal Personal Services (PS)</b>	<b>5,686</b>	<b>5,738</b>	<b>6,731</b>	<b>9,132</b>	<b>2,400</b>	<b>35.7</b>
20 - Supplies and Materials	25	17	25	40	15	60.0
30 - Energy, Comm. and Building Rentals	0	0	11	740	730	6,868.3
31 - Telephone, Telegraph, Telegram, Etc.	59	65	53	65	12	22.7
32 - Rentals - Land and Structures	438	233	248	905	657	264.6
34 - Security Services	0	6	10	13	3	35.5
35 - Occupancy Fixed Costs	0	0	0	1,655	1,655	N/A
40 - Other Services and Charges	5,402	7,640	9,288	8,025	-1,264	-13.6
41 - Contractual Services - Other	1,259	1,765	3,032	11,867	8,835	291.4
50 - Subsidies and Transfers	6,370	2,419	13,350	13,200	-150	-1.1
70 - Equipment and Equipment Rental	51	2	10	25	15	150.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>13,603</b>	<b>12,147</b>	<b>26,027</b>	<b>36,535</b>	<b>10,509</b>	<b>40.4</b>
<b>Gross Funds</b>	<b>19,288</b>	<b>17,885</b>	<b>32,758</b>	<b>45,667</b>	<b>12,909</b>	<b>39.4</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 4 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;
- **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; and
- **H Street Retail Area Grant Program** – supports small business development, increases the tax base, and creates new jobs for District Residents along the H Street corridor.

**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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table EB0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table EB0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	253	259	264	5	1.7	2.0	2.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>253</b>	<b>259</b>	<b>264</b>	<b>5</b>	<b>1.7</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	310	1,024	324	-700	1.9	2.0	2.0	0.0
(2020) Community Outreach	2,444	2,839	2,256	-584	1.9	5.0	6.0	1.0
(2030) Economic Development Financing	8,279	12,925	11,856	-1,070	15.4	19.0	37.0	18.0
(2080) H Street Retail Area Grant Program	491	8,750	5,000	-3,750	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Deputy Mayor for Planning and Economic Development</b>	<b>11,523</b>	<b>25,539</b>	<b>19,436</b>	<b>-6,103</b>	<b>19.2</b>	<b>26.0</b>	<b>45.0</b>	<b>19.0</b>
<b>(4000) Instrumentality Economic Development</b>								
(4020) Development and Disposition Activity	6,109	6,960	25,967	19,007	29.3	33.0	32.0	-1.0
<b>Subtotal (4000) Instrumentality Economic Development</b>	<b>6,109</b>	<b>6,960</b>	<b>25,967</b>	<b>19,007</b>	<b>29.3</b>	<b>33.0</b>	<b>32.0</b>	<b>-1.0</b>
<b>Total Proposed Operating Budget</b>	<b>17,885</b>	<b>32,758</b>	<b>45,667</b>	<b>12,909</b>	<b>50.2</b>	<b>61.0</b>	<b>79.0</b>	<b>18.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of the Deputy Mayor for Planning and Economic Development's (DMPED) proposed FY 2014 gross budget is \$45,666,793 which represents a 39.4 percent increase over its FY 2013 approved gross budget of \$32,757,872. The budget is comprised of \$13,328,440 in Local funds, \$9,564,777 in Federal Payment funds, \$1,800,000 in Federal Grant funds, \$20,400,000 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$11,209,794, which represents a \$543,670, or 4.6 percent, decrease from its FY 2013 approved Local funds budget of \$11,753,464.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for DMPED included the removal of \$700,000 in one-time funding, which was used to support economic development in the Pennsylvania Avenue S.E. Properties region in FY 2013 by providing incentives for an entity to open a sit-down restaurant at the site of the Penn Branch Shopping Center.

The FY 2014 CSFL calculated for DMPED included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$42,812 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$113,518 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** The proposed budget includes increases to Local funds of \$977,030 to support additional costs necessary for personal services, including step increases, Fringe Benefits, and 4.0 new FTEs; \$94,254 in Contractual Services – Other; and \$15,000 in Supplies and Materials to support new staffing needs. Special Purpose Revenue (SPR) funds increased by \$3,041,895 to cover Fixed Costs associated with District-owned properties within DMPED's current portfolio, specifically, asset management and the DC USA parking garage properties. Other increases to SPR include \$614,888 to support additional costs in personal services for 4.0 new FTEs and \$20,000 in Equipment and Equipment Rental to fund new copier lease agreements. Lastly, an SPR increase of \$15,436 aligned the budget with Fixed Costs estimates from the Department of General Services (DGS) and the Office of the Chief Technology Officer (OCTO). Intra-District funds increased in personal services by \$116,988 to support the addition of 1.0 new FTE.

**Decrease:** The proposed budget includes decreases in Local funds of \$571,735 in Other Services and Charges to offset the increases in personal services to fund step increases and projected Fringe Benefits costs, and \$509,308 in Regular Pay – Other due to temporary positions being reclassified to permanent. There was also a decrease of \$5,240 in Equipment and Equipment Rental due to a reduction in need. Additionally, Federal Grant funds experienced reductions due to the anticipation of the impending federal sequestration. Federal Grant funding in the Instrumentality Economic Development program was reduced by \$1,200,000 to align the budget with decreased revenue projections. Special Purpose Revenue incurred decreases of \$3,950,000 to align with the lower funding

level required to support the H Street Retail Grant program and \$1,423,051 in Other Services and Charges to offset increases in various Fixed Costs categories, primarily for the asset management and DC USA properties. There was also a reduction of \$850,000 in Contractual Services – Other due to funding no longer being required for the Co-Star Tax Abatement project. Intra-District funds decreased in Other Services and Charges by \$116,988 to offset the matching increase in personal services to support the new FTE.

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

**Enhance:** The proposed budget includes an increase to Local funds in the amount of \$1,102,500 to support several new strategic initiatives that will promote economic development across the District of Columbia. These include solicitations for major national conferences and small business conventions as well as the implementation of marketing initiatives that will position the District as a compelling place to do business.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$34,676 in Special Purpose Revenue funds, and Intra-District funds may be impacted. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** The proposed budget includes an increase to Federal Payments of \$9,564,777 to align with the FY 2014 President's Budget Request and support the redevelopment efforts at the site of the former St. Elizabeths Hospital. Special Purpose Revenue funds increased by \$5,000,000 to support the Great Streets Initiative program. This multi-year program involves a partnership with two additional District agencies, the District Department of Transportation (DDOT) and the Office of Planning (OP), for the purpose of transforming nine under-invested areas into thriving business and neighborhood centers. Another increase to Special Purpose Revenue funds in the amount of \$500,000 was allotted to finance various citywide economic development activities.

**Decrease:** Special Purpose Revenue funds were reduced by \$34,676 to offset the proposed cost-of-living adjustment.

**Technical Adjustment:** The proposed budget includes an increase in Local funds of \$1,518,900 in personal services to finance step increases and projected Fringe Benefits for 14.0 FTEs to support the agency's 5-year economic development plan.

### **District's Proposed Budget**

**Increase:** The proposed budget includes a one-time cost increase to Local funds in the amount of \$250,000 to finance a neighborhood stabilization loan that will support affordable housing in the Nannie Helen Burroughs community, which is part of the Great Streets Initiative. The Great Streets Initiative supports corridor revitalization programs in retail priority areas across the District.

**Decrease:** The proposed budget includes a decrease to Local funds in the amount of \$395,754 and 5 FTEs for personal services. The Local budget also includes a reduction of \$250,000 to reflect a one-time adjustment of personal services savings in FY 2014, based on projected salary lapse savings. Local fund nonpersonal services were reduced by \$107,000 and allocated to other agencies that support neighborhood parades and festivals.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table EBO-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table EBO-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>11,753</b>	<b>52.0</b>
Removal of One-Time Funding	Multiple Programs	-700	0.0
Other CSFL Adjustments	Multiple Programs	156	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>11,210</b>	<b>52.0</b>
Increase: Funding for step increases and projected Fringe Benefits costs	Multiple Programs	977	4.0
Increase: Funding for Contractual Services - Other	Deputy Mayor for Planning and Economic Development	94	0.0
Increase: Funding needed for Supplies and Materials	Deputy Mayor for Planning and Economic Development	15	0.0
Decrease: To move funding from Other Services and Charges to personal services to support FTE positions	Deputy Mayor for Planning and Economic Development	-572	0.0
Decrease: In Regular Pay - Other due to temporary FTEs converting to permanent	Multiple Programs	-509	0.0
Decrease: Costs in Equipment and Equipment Rental	Deputy Mayor for Planning and Economic Development	-5	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>11,210</b>	<b>56.0</b>
Enhance: To reflect funding for several strategic initiatives that will increase economic development throughout the District of Columbia through the 5-year Economic Development Strategy	Multiple Programs	1,102	0.0
Technical Adjustment: To annualize FY 2013 funding needed in personal services, including step increases and projected Fringe Benefits costs to support 14 FTEs	Deputy Mayor for Planning and Economic Development	1,519	14.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>13,831</b>	<b>70.0</b>
Increase: To support the neighborhood stabilization loan as part of the Great Streets Initiative (One-Time)	Deputy Mayor for Planning and Economic Development	250	0.0
Decrease: Personal Services to reflect a reduction in staff	Deputy Mayor for Planning and Economic Development	-396	-5.0
Decrease: Personal Services to reflect one-time salary lapse savings	Multiple Programs	-250	0.0
Decrease: Reallocated to other agencies that support neighborhood parades and festivals	Deputy Mayor for Planning and Economic Development	-107	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>13,328</b>	<b>65.0</b>

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**Table EB0-5 (cont.)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>FEDERAL PAYMENTS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL PAYMENTS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
Increase: To align the budget with the FY 2014 President's Budget Request	Instrumentality Economic Development	9,565	0.0
<b>FEDERAL PAYMENTS: FY 2014 Mayor's Proposed Budget</b>		<b>9,565</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL PAYMENTS: FY 2014 District's Proposed Budget</b>		<b>9,565</b>	<b>0.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>3,000</b>	<b>0.0</b>
Decrease: To align the budget with revenue projections	Instrumentality Economic Development	-1,200	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,800</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,800</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,800</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>17,431</b>	<b>6.0</b>
Increase: To align the budget with increased cost estimates for asset management and DC USA properties	Multiple Programs	3,042	0.0
Increase: Funding needed for personal services, including step increases and projected Fringe Benefits costs	Deputy Mayor for Planning and Economic Development	615	4.0
Increase: Funding needed for Equipment and Equipment Rental	Deputy Mayor for Planning and Economic Development	20	0.0
Increase: To align the budget with Fixed Costs estimates from DGS and OCTO	Instrumentality Economic Development	15	0.0
Decrease: In Subsidies and Transfers due to lower funding requirements to support grant program	Deputy Mayor for Planning and Economic Development	-3,950	0.0
Decrease: To move funding from Other Services and Charges to various Fixed Costs categories	Multiple Programs	-1,423	0.0
Decrease: To reflect a reduction in funding for Co-Star tax abatement	Deputy Mayor for Planning and Economic Development	-850	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>14,900</b>	<b>10.0</b>
Increase: To reflect additional funding necessary to support the Great Streets Initiative	Instrumentality Economic Development	5,000	0.0
Increase: To support city-wide economic development activities	Instrumentality Economic Development	500	0.0
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	35	0.0
Decrease: To offset the proposed cost-of-living adjustment	Multiple Programs	-35	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>20,400</b>	<b>10.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>20,400</b>	<b>10.0</b>

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**Table EBO-5 (cont.)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>574</b>	<b>3.0</b>
Increase: Funding needed for personal services to support an additional FTE	Deputy Mayor for Planning and Economic Development	117	1.0
Decrease: To move funding from Other Services and Charges to personal services to support an additional FTE	Deputy Mayor for Planning and Economic Development	-117	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>574</b>	<b>4.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>574</b>	<b>4.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>574</b>	<b>4.0</b>
<b>Gross for EBO - Office of the Deputy Mayor for Planning and Economic Development</b>		<b>45,667</b>	<b>79.0</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 2014:

**Objective 1:** Manage and deliver the District's economic development programs and projects (One City Action Plan Actions 1.2.2, 1.3.1, 3.5.1, 3.5.2 and Indicator 3B).

**Objective 2:** Help businesses relocate to and expand within the District of Columbia, generating jobs that can be held by District residents (One City Action Plan Actions 1.1.1, 1.1.2, 1.1.4, 1.2.1 and Indicator 1A).

**Objective 3:** Promote the development of an integrated workforce investment system, delivering high-quality services that help District residents gain skills that meet business needs (One City Action Plan Actions 2.3.2, 2.3.3, 2.3.8 and Indicator 1A).

**Objective 4:** Communicate DMPED projects and priorities with internal and external stakeholders.

## KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of RFPs issued	Not Available	Not Available	Not Available	5	5	5
Number of project closings	Not Available	Not Available	Not Available	9	5	2
Value of projects under construction	Not Available	Not Available	Not Available	\$1.9B	\$3.8B	\$750M
Number of affordable housing units for DMPED projects	Not Available	Not Available	1,000	510	0	128
Number of site tours conducted to market District-wide projects	Not Available	Not Available	Not Available	5	6	7
Number of community economic development meetings held	80	55	TBD	65	65	65
Job growth in District (One City Action Plan Indicator 1A) <sup>1</sup>	Not Available	Not Available	1.9%	Not Available	2.3%	Not Available
Percentage make up of private sector in District's economy (One City Action Plan Indicator 1B) <sup>1</sup>	Not Available	Not Available	66%	68%	Not Available	70% <sup>2</sup>
Number of new units of affordable housing units developed (One City Action Plan Indicator 3B) <sup>1</sup>	Not Available	Not Available	Not Available	Not Available	900	Not Available

### Performance Plan Endnotes:

<sup>1</sup><http://mayor.dc.gov/page/one-city-action-plan>

<sup>2</sup>By 2021

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# Office of Planning

www.planning.dc.gov

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$7,974,947	\$7,111,616	\$7,288,101	2.5
FTEs	56.4	59.0	60.0	1.7

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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 FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table BD0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table BD0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	5,480	6,111	6,559	6,481	-78	-1.2
Special Purpose Revenue Funds	19	79	30	50	20	66.7
<b>Total for General Fund</b>	<b>5,499</b>	<b>6,190</b>	<b>6,589</b>	<b>6,531</b>	<b>-58</b>	<b>-0.9</b>
<b>Federal Resources</b>						
Federal Payments	0	0	0	235	235	N/A
Federal Grant Funds	626	739	523	522	-1	-0.2
<b>Total for Federal Resources</b>	<b>626</b>	<b>739</b>	<b>523</b>	<b>757</b>	<b>234</b>	<b>44.8</b>
<b>Private Funds</b>						
Private Grant Funds	0	250	0	0	0	N/A
<b>Total for Private Funds</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	232	796	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>232</b>	<b>796</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>6,357</b>	<b>7,975</b>	<b>7,112</b>	<b>7,288</b>	<b>176</b>	<b>2.5</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table BD0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table BD0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	49.9	53.5	55.5	56.5	1.0	1.8
<b>Total for General Fund</b>	<b>49.9</b>	<b>53.5</b>	<b>55.5</b>	<b>56.5</b>	<b>1.0</b>	<b>1.8</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	5.9	2.9	3.5	3.5	0.0	0.0
<b>Total for Federal Resources</b>	<b>5.9</b>	<b>2.9</b>	<b>3.5</b>	<b>3.5</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	0.5	0.0	0.0	0.0	0.0	N/A
<b>Total for Intra-District Funds</b>	<b>0.5</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>56.2</b>	<b>56.4</b>	<b>59.0</b>	<b>60.0</b>	<b>1.0</b>	<b>1.7</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table BD0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table BD0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	4,350	4,798	5,068	5,256	188	3.7
12 - Regular Pay - Other	60	78	0	0	0	N/A
13 - Additional Gross Pay	45	24	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	915	915	1,101	1,138	37	3.3
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>5,370</b>	<b>5,816</b>	<b>6,170</b>	<b>6,394</b>	<b>224</b>	<b>3.6</b>
20 - Supplies and Materials	29	37	38	38	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	2	1	0	0	0	N/A
33 - Janitorial Services	-4	0	0	0	0	N/A
34 - Security Services	-1	0	0	0	0	N/A
40 - Other Services and Charges	121	103	185	174	-11	-5.9
41 - Contractual Services - Other	575	1,731	445	438	-8	-1.7
50 - Subsidies and Transfers	217	234	220	191	-29	-13.2
70 - Equipment and Equipment Rental	48	53	54	54	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>987</b>	<b>2,159</b>	<b>942</b>	<b>894</b>	<b>-48</b>	<b>-5.1</b>
<b>Gross Funds</b>	<b>6,357</b>	<b>7,975</b>	<b>7,112</b>	<b>7,288</b>	<b>176</b>	<b>2.5</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table BD0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table BD0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	121	121	121	1	0.7	0.8	0.8	0.0
(1015) Training and Employee Development	32	25	25	0	0.2	0.2	0.2	0.0
(1020) Contracting and Procurement	42	35	35	0	0.2	0.2	0.2	0.0
(1030) Property Management	150	200	180	-20	0.2	0.3	0.2	0.0
(1040) Information Technology	78	69	72	3	0.2	0.0	0.2	0.2
(1050) Financial Management	76	69	70	1	0.5	0.5	0.5	0.0
(1055) Risk Management	26	18	18	0	0.2	0.2	0.2	0.0
(1060) Legal	36	0	28	28	0.0	0.0	0.2	0.2
(1080) Communications	133	110	140	29	1.0	1.0	1.2	0.2
(1085) Customer Service	53	18	46	28	0.2	0.2	0.5	0.2
(1090) Performance Management	69	419	349	-71	3.1	3.2	2.5	-0.8
<b>Subtotal (1000) Agency Management</b>	<b>817</b>	<b>1,085</b>	<b>1,084</b>	<b>-1</b>	<b>6.7</b>	<b>6.8</b>	<b>7.0</b>	<b>0.2</b>
<b>(2000) Development Review and Historic Preservation</b>								
(2010) Development/Zoning Review	1,098	945	926	-20	8.2	8.0	8.0	0.0
(2020) Historic Preservation	1,667	1,676	1,662	-13	11.6	13.0	13.0	0.0
<b>Subtotal (2000) Development Review and Historic Preservation</b>	<b>2,765</b>	<b>2,621</b>	<b>2,588</b>	<b>-33</b>	<b>19.8</b>	<b>21.0</b>	<b>21.0</b>	<b>0.0</b>
<b>(3000) Revitalization/Design and Neighborhood Planning</b>								
(3010) Neighborhood Planning	1,315	1,286	1,354	69	10.0	11.4	11.4	0.0
(3020) Revitalization and Design	560	586	664	78	6.2	5.4	6.4	1.0
<b>Subtotal (3000) Revitalization/Design and Neighborhood Planning</b>	<b>1,875</b>	<b>1,872</b>	<b>2,018</b>	<b>146</b>	<b>16.2</b>	<b>16.8</b>	<b>17.8</b>	<b>1.0</b>
<b>(6000) Long Range Planning</b>								
(6010) Comprehensive Planning	169	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (6000) Long Range Planning</b>	<b>169</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	1,364	531	546	15	4.2	4.4	4.4	0.0
(7020) GIS and IT	590	594	628	34	5.2	5.6	5.4	-0.2
(7030) State Data Center	395	409	424	15	4.2	4.4	4.4	0.0
<b>Subtotal (7000) Citywide Planning</b>	<b>2,350</b>	<b>1,534</b>	<b>1,598</b>	<b>64</b>	<b>13.7</b>	<b>14.4</b>	<b>14.2</b>	<b>-0.2</b>
<b>Total Proposed Operating Budget</b>	<b>7,975</b>	<b>7,112</b>	<b>7,288</b>	<b>176</b>	<b>56.4</b>	<b>59.0</b>	<b>60.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of Planning's (OP) proposed FY 2014 gross budget is \$7,288,101, which represents a 2.5 percent increase over its FY 2013 approved gross budget of \$7,111,616. The budget is comprised of \$6,480,878 in Local funds, \$522,000 in Federal Grant funds, \$235,223 in Federal Payment funds, and \$50,000 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$6,409,643, which represents a \$148,944, or 2.3 percent, decrease from the FY 2013 approved Local funds budget of \$6,558,587.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OP included the removal of \$200,000 in one-time funding, which was used to support the Eckington Small Area plan in Ward 5 in FY 2013. These funds were used to finance economic development and neighborhood revitalization in emerging and distressed neighborhoods. The goal is to achieve a critical mass of investment needed to make a significant and visible impact in targeted neighborhoods.

The FY 2014 CSFL calculated for OP included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$43,749 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$7,307 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** OP's budget proposal includes net increases of \$78,930 in Local funds and \$15,760 in Federal Grant funds to support projected salary step increases and Fringe Benefit costs. The budget for Special Purpose Revenue funds is proposed to increase by \$20,000 due to increased revenue projections from the Historic Landmark and Historical District fund. The agency will allocate these funds to professional fees and contracts.

**Decrease:** In order to partially absorb the Local funds increases in personal services, the agency proposes adjustments in nonpersonal services. OP will improve operating efficiency by saving \$35,501 across multiple services and programs. This includes reducing Supplies and Materials, Other Services and Charges, Contractual Services – Other, and Equipment and Equipment Rental. A reduction of \$28,995 in Subsidies and Transfers will offer additional savings. The fixed cost IT Assessment from the Office of the Chief Technology Officer will be reduced by \$14,434. A portion of the contractual service responsibilities will be carried out by current personnel, providing \$16,789 in Federal Grant funds savings.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$14,535 in Federal Grant funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** A Federal Payment in the amount of \$235,223 will be used for the redevelopment of the former St. Elizabeths hospital. This will align the agency with the FY 2014 President's Budget Request.

**Decrease:** OP will reduce Contractual Services by \$14,535 to offset the proposed COLA increase.

**Transfer In:** A total of \$121,234 and 1.0 FTE will transfer in from Capital funds to Local funds.

### District's Proposed Budget

**Increase:** In Local funds, the budget includes an increase of \$80,617 and 1.0 FTE to focus primarily on activities involving historical preservation.

**Decrease:** The Local funds reduction of \$80,617 and 1.0 FTE better aligns resources to achieve operational goals. The Local budget also includes a reduction of \$50,000 to reflect a one-time adjustment of personal services costs in FY 2014 based on projected salary lapse savings.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table BD0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table BD0-5**  
(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>6,559</b>	<b>55.5</b>
Removal of One-Time Funding	Multiple Programs	-200	0.0
Other CSFL Adjustments	Multiple Programs	51	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>6,410</b>	<b>55.5</b>
Increase: Planned salary step increases and Fringe Benefit costs	Multiple Programs	79	0.0
Decrease: Streamline nonpersonal services to offset personal services increases	Multiple Programs	-36	0.0
Decrease: Subsidies and Transfers	Development Review and Historic Preservation	-29	0.0
Decrease: OCTO IT assessment	Agency Management	-14	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>6,410</b>	<b>55.5</b>
Transfer In: FTE from capital funds	Revitalization/Design and Neighborhood Planning	121	1.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>6,531</b>	<b>56.5</b>
Increase: Historical preservation activities	Development Review and Historic Preservation	81	1.0
Decrease: Align resources to achieve operational goals	Revitalization/Design and Neighborhood Planning	-81	-1.0
Decrease: Personal Services to represent one-time salary lapse savings	Multiple Programs	-50	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>6,481</b>	<b>56.5</b>

(Continued on the next page)

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

	DIVISION	BUDGET	FTE
<b>FEDERAL PAYMENTS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL PAYMENTS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
Increase: To align with the President's FY 2014 Budget Request	Revitalization/Design and Neighborhood Planning	235	0.0
<b>FEDERAL PAYMENTS: FY 2014 Mayor's Proposed Budget</b>		<b>235</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL PAYMENTS: FY 2014 District's Proposed Budget</b>		<b>235</b>	<b>0.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>523</b>	<b>3.5</b>
Increase: Planned salary step increases and Fringe Benefit rate adjustment	Development Review and Historic Preservation	16	0.0
Decrease: Contractual Services	Development Review and Historic Preservation	-17	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>522</b>	<b>3.5</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	15	0.0
Decrease: To offset the proposed cost-of-living adjustment	Development Review and Historic Preservation	-15	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>522</b>	<b>3.5</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>522</b>	<b>3.5</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>30</b>	<b>0.0</b>
Increase: Historic Landmark and Historic District fund	Development Review and Historic Preservation	20	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>50</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>50</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>50</b>	<b>0.0</b>
<b>Gross for BDO - Office of Planning</b>		<b>7,288</b>	<b>60.0</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 2014:

### Citywide Planning

**Objective 1:** Use data to inform planning.

**Objective 2:** Better inform public and private investment decisions by leveraging the District's planned growth and competitive strengths (Fiscal Stability, Job Creation, Sustainability) to enhance livability, fiscal stability, and urban sustainability (One City Action Plan Actions 3.4.1, 3.5.3 and Indicator 3A).

## KEY PERFORMANCE INDICATORS

### Citywide Planning

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Develop facility plans, identify public-private partnerships or co-location opportunities, and conduct demographic analyses for targeted agencies	3	2	1	2	2	3
Percentage of OP-responsible Comp Plan implementation items from the current plan and future amendments that are newly achieved during the fiscal year	36.8%	25%	17%	25%	27%	29%
Change in retail indicators relative to the baseline, as measured by change in Gross Sales and Use Tax	2.9%	+1%	+9.6%	+1%	+1%	+1%
Change in retail indicators relative to the baseline, as measured by change in Retail Trade Employment	-3.3%	0.0%	+8.5%	+1%	+1%	+1%
Percentage change in transit ridership	0.8%	4%	-2.1%	4%	4%	4%
Use Walkscore to compare D.C.'s walkability to other U.S. cities (rank)	7	<10	7	< 10	< 10	< 10
Positive change, in median single family home sales price	3.2%	2.5%	+3.1%	+2.5%	+3%	+3%
Positive change, in median household income	2.7%	2%	+3.7%	+3%	+3%	+3%
Positive change in District population (One City Action Plan Indicator 3A) <sup>1</sup>	3.1%	1.5%	+2.2%	+3%	+2.5%	+3%
Percentage of customers who have the data and analysis needed to fulfill their role in planning the city and influencing quality neighborhood outcomes	95.1%	90%	97.2%	90%	90%	90%
Percentage change to citizens' access to grocery stores and farmers markets (One City Action Plan Action 3.4.1) <sup>1</sup>	0.8%	1%	0.3%	1%	1%	1%

## 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.

### KEY PERFORMANCE INDICATORS

#### Revitalization/Design and Neighborhood Planning

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of OP small area plans approved by the Council	100%	90%	100%	90%	90%	90%
Percentage of plans completed in 18 months or less	100%	70%	100%	75%	78%	80%
Cost of consultant services per plan completed	\$198,373	\$250,000	\$175,953	\$250,000	\$250,000	\$250,000

## Development Review and Historic Preservation

**Objective 1:** Deliver resources, clarified regulations, and technical assistance to enhance the quality of the built environment.

### KEY PERFORMANCE INDICATORS

#### Development Review and Historic Preservation

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of historic property permit applications reviewed over the counter	93.8%	90%	96.3%	90%	90%	90%
Dollars of historic homeowner grants issued	\$229,746	\$230,000	\$246,048	\$230,000	\$230,000	\$250,000
Percentage of historic landmark designations without owner objection	100%	85%	100%	85%	85%	85%
Percentage of D.C. government project reviews concluded with adverse effects resolved by consensus	Not Available	90%	96%	90%	90%	90%
Percentage of Development Review reports that meet the expectations of boards/commissions	94.3%	90%	93.2%	90%	90%	90%
Average cases reviewed per zoning review staff	37.3	20	41.6	20	20	20
Average cases reviewed per historic preservation staff	634.9	500	571.3	500	500	500

## Office of the Director

Objective 1: Efficiently manage the resources and operations of the agency.

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### KEY PERFORMANCE INDICATORS

#### Office of the Director

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of subgrantee's budget spent on programmatic costs <sup>2</sup>	77.4%	65%	79.9%	65%	65%	65%
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award <sup>3</sup>	100%	100%	100%	100%	100%	100%

#### Performance Plan Endnotes:

<sup>1</sup> <http://mayor.dc.gov/page/one-city-action-plan>

<sup>2</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>3</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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$5,041,227	\$6,185,221	\$8,154,832	31.8
FTEs	19.2	31.0	40.8	31.4

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The mission of the Department of Small and Local Business Development (DSLBD) is to support the development, economic growth, and retention of District-based businesses, and promote economic development throughout the District's commercial districts.

## Summary of Services

The Department of Small and Local Business Development provides assistance and services to District-based businesses by positioning them to compete successfully for local, federal, and global business opportunities; advocating and promoting small business; providing one-on-one technical assistance, workshops, and training; certifying companies to do business in the city; and fostering small business development in commercial districts.

The FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table EN0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table EN0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	7,536	4,792	5,276	7,464	2,187	41.5
<b>Total for General Fund</b>	<b>7,536</b>	<b>4,792</b>	<b>5,276</b>	<b>7,464</b>	<b>2,187</b>	<b>41.5</b>
<b>Federal Resources</b>						
Federal Grant Funds	258	249	909	691	-218	-23.9
<b>Total for Federal Resources</b>	<b>258</b>	<b>249</b>	<b>909</b>	<b>691</b>	<b>-218</b>	<b>-23.9</b>
<b>Intra-District Funds</b>						
Intra-District Funds	9	0	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>7,803</b>	<b>5,041</b>	<b>6,185</b>	<b>8,155</b>	<b>1,970</b>	<b>31.8</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table EN0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table EN0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	20.3	16.7	24.0	35.0	11.0	45.6
<b>Total for General Fund</b>	<b>20.3</b>	<b>16.7</b>	<b>24.0</b>	<b>35.0</b>	<b>11.0</b>	<b>45.6</b>
<b>Federal Resources</b>						
Federal Grant Funds	4.0	2.5	7.0	5.8	-1.2	-17.3
<b>Total for Federal Resources</b>	<b>4.0</b>	<b>2.5</b>	<b>7.0</b>	<b>5.8</b>	<b>-1.2</b>	<b>-17.3</b>
<b>Total Proposed FTEs</b>	<b>24.2</b>	<b>19.2</b>	<b>31.0</b>	<b>40.8</b>	<b>9.8</b>	<b>31.4</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table EN0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table EN0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	1,141	1,132	1,652	2,879	1,227	74.3
12 - Regular Pay - Other	301	387	690	414	-276	-40.0
13 - Additional Gross Pay	90	27	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	281	273	542	794	252	46.5
15 - Overtime Pay	1	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,814</b>	<b>1,820</b>	<b>2,884</b>	<b>4,087</b>	<b>1,203</b>	<b>41.7</b>
20 - Supplies and Materials	19	44	49	35	-14	-29.1
31 - Telephone, Telegraph, Telegram, Etc.	22	38	37	29	-8	-22.0
40 - Other Services and Charges	71	74	275	229	-46	-16.9
41 - Contractual Services - Other	571	835	910	567	-343	-37.7
50 - Subsidies and Transfers	5,301	2,144	2,000	3,194	1,194	59.7
70 - Equipment and Equipment Rental	5	86	29	13	-16	-55.6
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>5,989</b>	<b>3,221</b>	<b>3,301</b>	<b>4,067</b>	<b>766</b>	<b>23.2</b>
<b>Gross Funds</b>	<b>7,803</b>	<b>5,041</b>	<b>6,185</b>	<b>8,155</b>	<b>1,970</b>	<b>31.8</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) program, 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.

This division contains the following 2 activities:

- **Certification** – processes and issues certifications designating a District-based business as a CBE; conducts inspections to ensure businesses are compliant with certification regulations; and responds to complaints regarding non-compliant certified companies; and
- **Compliance** – provides oversight of District government agencies and non-government projects to ensure compliance with District regulations regarding CBE utilization and participation pursuant to District Law 16-33.

**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:

- **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;
- **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; and
- **Technology and Innovation** – provides support and assistance for technology companies pursuing opportunities in the development of Small Business Innovation and Research (SBIR) and Small Business Technology Transfer (STTR) program applications; develops and delivers training and technical assistance sessions, as well as unique multi-sector events, designed to support District technology entrepreneurs launch and grow their businesses; and leverages expertise in federal and private commercialization practices to generate competitive grant applications for District-based small 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 5 activities:

- **Neighborhood Corridor Revitalization** – provides a broad range of programmatic initiatives that support commercial districts through technical assistance and grant resources, manages clean and safe services, and coordinates Business Improvement Districts (BIDS) and other business development entities throughout the city;
- **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;
- **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; and
- **Healthy Food Programs** - facilitates increased supply and demand for healthy foods in accordance with the FEED DC Act through the provision of technical assistance with regard to the purchase, marketing, and maintenance of healthy foods in District of Columbia food deserts.

**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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table EN0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table EN0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	17	20	18	-2	0.1	0.2	0.2	0.0
(1015) Training and Education	14	17	15	-2	0.1	0.2	0.1	0.0
(1020) Contracting and Procurement	14	17	15	-2	0.1	0.2	0.1	0.0
(1030) Property Management	39	17	18	1	0.1	0.2	0.1	0.0
(1040) Information Technology	40	0	40	40	0.1	0.0	0.1	0.1
(1050) Financial Management	46	122	112	-10	0.5	0.2	0.2	-0.1
(1055) Risk Management	14	17	15	-2	0.1	0.2	0.1	0.0
(1060) Legal	150	157	163	5	0.0	0.0	0.0	0.0
(1070) Fleet Management	1	2	6	5	0.0	0.0	0.0	0.0
(1080) Communications	14	126	236	109	0.1	1.4	2.1	0.8
(1085) Customer Service	66	118	70	-47	0.9	1.7	1.1	-0.6
(1090) Performance Management	84	173	327	154	0.1	1.3	3.2	1.8
<b>Subtotal (1000) Agency Management</b>	<b>500</b>	<b>785</b>	<b>1,034</b>	<b>249</b>	<b>2.4</b>	<b>5.6</b>	<b>7.5</b>	<b>1.9</b>
<b>(2000) Certification</b>								
(2010) Certification	482	619	801	182	5.3	5.2	6.3	1.1
(2020) Compliance	0	0	693	693	0.0	0.0	7.0	7.0
(2050) Capacity Building	0	0	0	0	0.6	0.0	0.0	0.0
<b>Subtotal (2000) Certification</b>	<b>482</b>	<b>619</b>	<b>1,494</b>	<b>875</b>	<b>5.9</b>	<b>5.2</b>	<b>13.3</b>	<b>8.1</b>
<b>(3000) Business Opportunities and Access to Capital</b>								
(3010) Training and Education	150	0	0	0	1.3	0.0	0.0	0.0
(3020) Business Opportunities	272	0	0	0	2.6	0.0	0.0	0.0
(3030) Capital Acquisition	0	135	0	-135	0.0	1.4	0.0	-1.4
(3040) Procurement Technical Assistance Program	0	481	479	-2	3.3	4.0	4.0	0.0
(3050) Access to Capital	67	0	0	0	0.0	0.0	0.0	0.0
(3060) Business Development	0	747	578	-169	0.0	7.2	5.6	-1.6
(3070) Trade and Export	474	796	498	-298	0.0	3.0	4.0	1.0
(3080) Technology and Innovation	0	0	82	82	0.0	0.0	0.8	0.8
<b>Subtotal (3000) Business Opportunities and Access to Capital</b>	<b>964</b>	<b>2,159</b>	<b>1,637</b>	<b>-522</b>	<b>7.2</b>	<b>15.6</b>	<b>14.4</b>	<b>-1.2</b>

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**Table EN0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(4000) Commercial Revitalization</b>								
(4010) Neighborhood Corridor Revitalization	742	0	245	245	2.0	0.0	1.8	1.8
(4020) Capacity Building	2,354	465	245	-220	1.7	1.6	1.8	0.2
(4030) Main Streets	0	888	1,279	391	0.0	1.6	1.0	-0.6
(4040) Commercial Clean Teams	0	1,270	2,020	750	0.0	1.5	0.0	-1.5
(4050) Healthy Food Programs	0	0	200	200	0.0	0.0	1.0	1.0
<b>Subtotal (4000) Commercial Revitalization</b>	<b>3,095</b>	<b>2,623</b>	<b>3,989</b>	<b>1,367</b>	<b>3.7</b>	<b>4.7</b>	<b>5.6</b>	<b>0.9</b>
<b>Total Proposed Operating Budget</b>	<b>5,041</b>	<b>6,185</b>	<b>8,155</b>	<b>1,970</b>	<b>19.2</b>	<b>31.0</b>	<b>40.8</b>	<b>9.8</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Budget Changes

The Department of Small and Local Business Development's (DSLBD) proposed FY 2014 gross budget is \$8,154,832, which represents a 31.8 percent increase over its FY 2013 approved gross budget of \$6,185,221. The budget is comprised of \$7,463,614 in Local funds and \$691,218 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$5,318,370, which represents a \$41,930, or 0.8 percent, increase over the FY 2013 approved Local funds budget of \$5,276,440.

### Major CSFL Cost Drivers

The FY 2014 CSFL calculated for DSLBD included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$17,567 in personal services to account for the Fringe Benefit growth rate adjustment based on 4.2 percent year-over-year growth, and \$24,363 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments."

### **Agency Budget Submission**

**Increase:** The Local budget proposal for the Department of Small and Local Business increases in three areas: An increase of \$384,892 will be used for 4.0 additional FTEs and planned salary step increases. 3.0 FTEs are needed for CBE Compliance and Enforcement, and 1.0 FTE will support the newly launched Healthy Food activity. The Fringe Benefit budget proposes an increase of \$87,949. Additionally, DSLBD proposes an increase of \$30,727 to match its spending plan in Local Funds in nonpersonal services, mainly in office support for procurement technical assistance activities.

**Decrease:** DSLBD proposes a Local funds reduction of \$402,746 because of a reduced grant match requirement. The effects of the projected reduced funding that will be received from the DC STEP Federal grant will be felt throughout various activities. DSLBD plans to adjust travel schedules and reduce spending in supplies, equipment, telephones, and contractual services. Another proposed Local funds decrease of \$100,821 in Subsidies and Transfers will be used to offset the funding for the development of the Healthy Foods activity. This new activity will be within the same Commercial Revitalization program.

In Federal Grant funds, a proposed reduction of \$197,962 will align the DC STEP Federal Grant with the projected award amount. DSLBD proposes to further reduce the Federal Grant budget by \$38,415 through personal services realignment and the elimination of 1.2 FTEs.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$18,814 in Federal Grant funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Technical Adjustment:** A total \$1,150,000 and 11.0 FTEs will be added to the Local funds budget. These positions will perform a comprehensive review of the Certified Business Enterprise (CBE) program in the areas of compliance and enforcement. This will enable DSLBD to continue to bolster and reform the CBE program.

**Increase:** An additional \$100,000 in Local funds will support the H Street Main Streets program to include Bladensburg Road.

### **District's Proposed Budget**

**Increase:** DSLBD's Local budget funds increased by \$400,000 for the Clean Team Job Training program. One-time allocations of \$200,000 and \$100,000 will be used to create a new Rhode Island Avenue, N.E. Main Street and a new Clean Team on Bladensburg Road, N.E., respectively. Additional adjustments in Local funds include increases of \$320,244 for augmentation of existing Clean Teams, \$175,000 for augmentation of existing Main Streets, and \$100,000 for the creation of a new Anacostia Bid Clean Team.

**Decrease:** The agency's Local budget funds include a reduction of \$400,000 and 4.0 vacant FTEs. This cost savings will be used to help support the Clean Team and Main Streets programs.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table EN0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table EN0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>5,276</b>	<b>24.0</b>
Other CSFL Adjustments	Multiple Programs	42	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>5,318</b>	<b>24.0</b>
Increase: Additional FTEs and planned salary step increases	Multiple Programs	385	4.0
Increase: Fringe Benefit rate adjustment	Multiple Programs	88	0.0
Increase: Nonpersonal services, mainly office support for procurement technical assistance activities	Multiple Programs	31	0.0
Decrease: Grant match for State Trade and Export Promotion (DC STEP) Federal grant	Multiple Programs	-403	0.0
Decrease: Subsidies and Transfers	Commercial Revitalization	-101	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>5,318</b>	<b>28.0</b>
Technical Adjustment: Annualize Certified Business Enterprise (CBE) compliance and enforcement	Certification	1,150	11.0
Increase: Expansion of H Street Main Streets to include Bladensburg Road	Commercial Revitalization	100	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>6,568</b>	<b>39.0</b>
Increase: Clean Team Job Training program	Commercial Revitalization	400	0.0
Increase: One-time allocation to create a new Rhode Island Avenue, N.E. Main Street	Commercial Revitalization	200	0.0
Increase: One-time allocation for a new Clean Team on Bladensburg Road, N.E.	Commercial Revitalization	100	0.0
Increase: To augment existing Clean Teams	Commercial Revitalization	320	0.0
Increase: To augment existing Main Streets	Commercial Revitalization	175	0.0
Increase: Anacostia Bid Clean Team	Commercial Revitalization	100	0.0
Decrease: Adjust personal services to provide offsets in support of the Clean Team and Main Streets programs	Multiple Programs	-400	-4.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>7,464</b>	<b>35.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>909</b>	<b>7.0</b>
Decrease: Align DC STEP Grant with projected grant award	Business Opportunities and Access to Capital	-198	0.0
Decrease: Realign FTEs and adjust Fringe Benefit rate	Business Opportunities and Access to Capital	-38	-1.2
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>672</b>	<b>5.8</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	19	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>691</b>	<b>5.8</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>691</b>	<b>5.8</b>
<b>Gross for EN0 - Department of Small and Local Business Development</b>		<b>8,155</b>	<b>40.8</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 2014:

### Certification, Compliance and Enforcement

**Objective 1:** Improve the business certification process, increase participation, and strengthen compliance and enforcement of the CBE program (including One City Action Plan Action 1.1.6 and 5-Year Economic Development Strategy 1.17).

## Key Performance Indicators

### Certification, Compliance, and Enforcement

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average number of business days for certification application determinations	28	30	30	30	28	26
Percentage of certification applications processed within 45 business days	88%	85%	85%	85%	85%	85%
Number of certification applications processed	1,042	1,194	1,100	1,150	1,200	1,250

### Business Opportunities and Access to Capital

**Objective 1:** Assist small businesses with accessing capital, expanding business opportunities and training and education resources (including One City Action Plan 1.1.3 and 5-Year Economic Development Strategy items 1.3, 2.7 and 5.3).

## Key Performance Indicators

### Business Opportunities and Access to Capital

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of small businesses participating in training and education activities	3,658	3,000	2,875	3,000	3,200	3,400
Number of small businesses participating in international business matching activities (exporting activities) <sup>1</sup> (One City Action Plan Action 1.1.3) <sup>2</sup>	Not Available	5	17	15	20	25
Number of DSLBD Clients obtaining HUB Zone and 8(a) certification [5-Year Economic Development Strategy 1.3] <sup>3</sup> (new in FY 2013)	Not Available	Not Available	Not Available	Baseline	TBD	TBD

## Commercial Revitalization

**Objective 1:** Extend economic development to District neighborhoods through commercial revitalization initiatives and programs.

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### Key Performance Indicators

#### Commercial Revitalization

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of graffiti removed in commercial corridors	88%	85%	85%	85%	85%	85%
Number of trash bags collected in commercial corridors	121,604	200,000	157,011	150,000	175,000	200,000
Number of tree boxes maintained in commercial corridors <sup>4</sup>	Not Available	20,000	7,463	Not Available	Not Available	Not Available

## Agency Management

**Objective 1:** Provide administrative support and the required tools to achieve operational and programmatic effectiveness within DSLBD.

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### Key Performance Indicators

#### Agency Management

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of webpage views (new in FY 2013)	Not Available	Not Available	114,689	117,500	120,000	122,500

#### Performance Plan Endnotes:

<sup>1</sup>In FY 2012, DSLBD named this indicator “# of businesses participating in exporting activities.”

<sup>2</sup><http://mayor.dc.gov/page/one-city-action-plan>

<sup>3</sup>A baseline has to be established in FY 2013.

<sup>4</sup>In FY 2012, DSLBD could not obtain reliable data to support this indicator, and therefore, will not use this indicator in FY 2013.

# Office of Motion Picture and Television Development

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

Telephone: 202-727-6608

Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$719,757	\$869,450	\$1,160,398	33.5
FTEs	4.9	5.0	5.0	-0.2

**Note:** This agency received an additional allocation from the June 2013 revised revenue estimate. See the "FY 2014 Proposed Budget Changes" section at the end of this chapter for details.

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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table TK0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table TK0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	571	637	784	1,065	281	35.8
Special Purpose Revenue Funds	74	83	85	95	10	11.8
<b>Total for General Fund</b>	<b>645</b>	<b>720</b>	<b>869</b>	<b>1,160</b>	<b>291</b>	<b>33.5</b>
<b>Gross Funds</b>	<b>645</b>	<b>720</b>	<b>869</b>	<b>1,160</b>	<b>291</b>	<b>33.5</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table TK0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table TK0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	3.6	4.9	5.0	5.0	0.0	-0.2
<b>Total for General Fund</b>	<b>3.6</b>	<b>4.9</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>	<b>-0.2</b>
<b>Total Proposed FTEs</b>	<b>3.6</b>	<b>4.9</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>	<b>-0.2</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table TK0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table TK0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	218	309	305	307	1	0.4
12 - Regular Pay - Other	170	126	142	141	0	-0.3
13 - Additional Gross Pay	41	4	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	91	93	98	103	4	4.3
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>521</b>	<b>532</b>	<b>545</b>	<b>550</b>	<b>5</b>	<b>0.9</b>
20 - Supplies and Materials	4	9	13	13	0	1.8
31 - Telephone, Telegraph, Telegram, Etc.	-8	10	0	0	0	N/A
40 - Other Services and Charges	115	128	301	316	15	4.8
50 - Subsidies and Transfers	0	0	0	271	271	N/A
70 - Equipment and Equipment Rental	13	41	10	10	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>124</b>	<b>188</b>	<b>324</b>	<b>610</b>	<b>286</b>	<b>88.2</b>
<b>Gross Funds</b>	<b>645</b>	<b>720</b>	<b>869</b>	<b>1,160</b>	<b>291</b>	<b>33.5</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table TK0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table TK0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	16	17	17	0	0.1	0.1	0.1	0.0
(1015) Training and Employee Development	16	17	17	0	0.1	0.1	0.1	0.0
(1020) Contracting and Procurement	24	27	28	0	0.2	0.2	0.2	0.0
(1040) Information Technology	52	17	17	0	0.2	0.1	0.1	0.0
(1050) Financial Management	24	27	28	0	0.2	0.2	0.2	0.0
(1070) Fleet Management	2	1	1	0	0.0	0.0	0.0	0.0
(1080) Communications	16	27	28	0	0.1	0.2	0.2	0.0
(1085) Customer Service	24	27	28	0	0.2	0.2	0.2	0.0
(1090) Performance Management	16	17	17	0	0.1	0.1	0.1	0.0
<b>Subtotal (1000) Agency Management</b>	<b>191</b>	<b>177</b>	<b>179</b>	<b>2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>0.0</b>
<b>(2000) Office of Motion Picture and TV Development</b>								
(2010) Marketing and Promotions	111	261	529	269	1.1	1.1	1.1	0.0
(2020) Production Support	398	411	425	14	2.0	2.6	2.6	0.0
(2030) Community Outreach	20	21	28	7	0.6	0.1	0.1	0.0
<b>Subtotal (2000) Office of Motion Picture and TV Development</b>	<b>529</b>	<b>693</b>	<b>982</b>	<b>289</b>	<b>3.7</b>	<b>3.8</b>	<b>3.8</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>720</b>	<b>869</b>	<b>1,160</b>	<b>291</b>	<b>4.9</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of Motion Picture and Television Development's (MPTD) proposed FY 2014 gross budget is \$1,160,398, which represents a 33.5 percent increase over its FY 2013 approved gross budget of \$869,450. The budget is comprised of \$1,065,398 in Local funds and \$95,000 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$794,320, which represents a \$9,870, or 1.3 percent, increase over the FY 2013 approved Local funds budget of \$784,450.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for MPTD included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$4,131 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$5,739 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** In Local funds, the personal services budget reflects an increase of \$972 to support step increases and Fringe Benefits adjustments. The Special Purpose Revenue budget reflects an increase of \$10,000 in advertising costs.

**Decrease:** MPTD's Local funds include a reduction of \$972 in nonpersonal services, primarily in Other Services and Charges, to offset the increases in personal services.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

**Increase:** MPTD's Local nonpersonal services budget was increased by \$271,078 to support the Film DC Economic Incentive Fund.

## Subsequent Events

Note: The Fiscal Year 2014 Budget Request Act of 2013 provides the District with the authority to appropriate up to \$50 million if the Chief Financial Officer (CFO) certifies additional revenues in the June 2013 revenue estimates. On June 24, 2013, the CFO certified \$92.3 million in additional revenue for FY 2014. The Mayor and the Council have agreed to appropriate \$4 million of this additional revenue to the Office of Motion Picture and Television Development to create an incentive fund for film and television production in the District. The amended proposed gross funds budget for the Office of Motion Picture and Television Development is \$5,160,398. This additional funding is not in table 5 nor in the Budget Request Act figure for this agency, but it will be part of the agency's approved budget pending Congressional approval.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table TK0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table TK0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>784</b>	<b>5.0</b>
Other CSFL Adjustments	Multiple Programs	10	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>794</b>	<b>5.0</b>
Increase: Adjust personal services to account for step increases and Fringe Benefits	Multiple Programs	1	0.0
Decrease: Nonpersonal services to offset personal services increases, primarily in Other Services and Charges	Multiple Programs	-1	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>794</b>	<b>5.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>794</b>	<b>5.0</b>
Increase: Nonpersonal services, primarily in Subsidies and Transfers to support the Film DC Economic Incentive Fund	Office of Motion Picture and TV Development	271	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,065</b>	<b>5.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>85</b>	<b>0.0</b>
Increase: Nonpersonal services, primarily advertising costs	Office of Motion Picture and TV Development	10	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>95</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>95</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>95</b>	<b>0.0</b>
<b>Gross for TK0 - Office of Motion Picture and Television Development</b>		<b>1,160</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 2014:

**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.

**Objective 3:** Expand community outreach and enhance constituent communication.

### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Film and Video Projects produced in the District	250	330	318	340	350	360
Motion picture and television industry spending in the District	\$20M	\$20M	\$22M	\$20M	\$25M	\$30M
Filmmakers that rank the overall film experience in D.C. as satisfactory or very satisfactory	99%	90%	99%	90%	90%	90%
Industry events or activities attended and/or participated in to market the District as a production venue	19	4	13	4	5	5
Contacts made (in person or over the phone) with location filmmaking decision-makers to promote the District as a production venue	100	70	396	80	90	100
Temporary job and training opportunities in the motion picture and television industry	3,854	2,250	4,236	2,300	2,500	2,800
Events/activities aimed at connecting District residents with job and training opportunities	5	5	5	5	5	5

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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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$2,539,675	\$2,620,137	\$2,651,758	1.2
FTEs	18.5	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 FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table BJ0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table BJ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	2,466	2,521	2,596	2,628	32	1.2
<b>Total for General Fund</b>	<b>2,466</b>	<b>2,521</b>	<b>2,596</b>	<b>2,628</b>	<b>32</b>	<b>1.2</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>2,485</b>	<b>2,540</b>	<b>2,620</b>	<b>2,652</b>	<b>32</b>	<b>1.2</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table BJ0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table BJ0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	18.8	18.5	19.0	19.0	0.0	0.0
<b>Total for General Fund</b>	<b>18.8</b>	<b>18.5</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>18.5</b>	<b>19.0</b>	<b>19.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table BJ0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table BJ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	1,297	1,403	1,450	1,525	75	5.2
12 - Regular Pay - Other	203	96	106	43	-63	-59.5
13 - Additional Gross Pay	24	2	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	299	308	370	389	19	5.1
<b>Subtotal Personal Services (PS)</b>	<b>1,823</b>	<b>1,810</b>	<b>1,926</b>	<b>1,957</b>	<b>31</b>	<b>1.6</b>
20 - Supplies and Materials	34	39	37	37	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	0	0	0	0	0	N/A
35 - Occupancy Fixed Costs	0	0	0	0	0	N/A
40 - Other Services and Charges	275	237	310	320	10	3.4
41 - Contractual Services - Other	324	419	318	309	-9	-3.0
70 - Equipment and Equipment Rental	29	35	30	30	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>662</b>	<b>730</b>	<b>694</b>	<b>695</b>	<b>1</b>	<b>0.1</b>
<b>Gross Funds</b>	<b>2,485</b>	<b>2,540</b>	<b>2,620</b>	<b>2,652</b>	<b>32</b>	<b>1.2</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table BJ0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table BJ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	27	27	29	2	0.4	0.4	0.4	0.0
(1015) Training and Employee Development	11	11	11	0	0.1	0.1	0.1	0.0
(1020) Contracting and Procurement	30	42	31	-11	0.3	0.3	0.2	-0.1
(1040) Information Technology	94	92	96	4	0.7	0.7	0.7	0.0
(1050) Financial Management	10	29	11	-18	0.2	0.2	0.1	-0.2
(1060) Legal	424	444	453	8	1.5	2.5	2.4	0.0
(1080) Communications	41	66	43	-23	0.4	0.4	0.2	-0.2
(1085) Customer Service	142	118	221	103	1.6	1.6	3.0	1.4
(1090) Performance Management	64	14	96	82	0.1	0.1	1.0	1.0
<b>Subtotal (1000) Agency Management</b>	<b>844</b>	<b>844</b>	<b>991</b>	<b>147</b>	<b>5.3</b>	<b>6.4</b>	<b>8.3</b>	<b>1.8</b>
<b>(2000) Zoning Services</b>								
(2010) Zoning Services	1,473	1,538	1,433	-106	11.0	10.4	8.7	-1.7
(2020) Compliance Review	62	60	61	1	0.5	0.6	0.6	0.0
(2030) Information Management	94	110	96	-14	0.8	0.8	0.7	-0.2
(2040) Zoning Certifications	67	68	71	3	0.7	0.8	0.8	0.0
<b>Subtotal (2000) Zoning Services</b>	<b>1,696</b>	<b>1,776</b>	<b>1,661</b>	<b>-115</b>	<b>13.1</b>	<b>12.6</b>	<b>10.7</b>	<b>-1.8</b>
<b>Total Proposed Operating Budget</b>	<b>2,540</b>	<b>2,620</b>	<b>2,652</b>	<b>32</b>	<b>18.5</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of Zoning's (OZ) proposed FY 2014 gross budget is \$2,651,758, which represents a 1.2 percent increase over its FY 2013 approved gross budget of \$2,620,137. The budget is comprised of \$2,627,758 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$2,627,758, which represents a \$31,621, or 1.2 percent, increase over the FY 2013 approved Local funds budget of \$2,596,137.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OZ included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$15,536 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$16,086 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** The Local personal services budget increases by \$15,112, which includes \$11,746 for planned salary step increases and \$3,366 for Fringe Benefits. The increased need for courier services will require an additional \$974.

**Decrease:** OZ will make a reduction in its Zoning Services program of \$9,484, which will reduce the agency's reliance on Contractual Services. In an effort to streamline operations, OZ will make nonpersonal services reductions of \$6,602 across both of its programs in areas such as Supplies, Equipment, and printing and duplicating services.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

The Office of Zoning has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table BJ0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table BJ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,596</b>	<b>19.0</b>
Other CSFL Adjustments	Multiple Programs	32	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>2,628</b>	<b>19.0</b>
Increase: Planned salary step increases and Fringe Benefits	Multiple Programs	15	0.0
Increase: Courier services	Multiple Programs	1	0.0
Decrease: Contractual services	Zoning Services	-9	0.0
Decrease: Streamline operating expenses	Multiple Programs	-7	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,628</b>	<b>19.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,628</b>	<b>19.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,628</b>	<b>19.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>24</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>24</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>24</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>24</b>	<b>0.0</b>
<b>Gross for BJ0 - Office of Zoning</b>		<b>2,652</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 2014:

**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.

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### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of zoning certifications completed within 2 weeks	100%	100%	100%	100%	100%	100%
Percentage of BZA summary orders issued within 2 weeks of decision	100%	98%	95%	98%	98%	98%
Percentage of BZA hearings scheduled within 4 months of application acceptance (excluding recess month)	100%	90%	74%	90%	90%	90%

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# Department of Housing and Community Development

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

Telephone: 202-442-7200

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$77,689,402	\$125,842,249	\$207,703,383	65.1
FTEs	131.2	146.5	159.0	8.5

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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 are (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 citywide 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 [dchousingsearch.org](http://dchousingsearch.org). All of these programs and services can be accessed through DHCD's Housing Resource Center located in the District's Historic Anacostia neighborhood in Ward 8.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table DB0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DB0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	10,772	8,153	12,591	11,054	-1,537	-12.2
Special Purpose Revenue Funds	6,610	6,058	6,500	9,621	3,121	48.0
<b>Total for General Fund</b>	<b>17,382</b>	<b>14,212</b>	<b>19,091</b>	<b>20,674</b>	<b>1,583</b>	<b>8.3</b>
<b>Federal Resources</b>						
Federal Grant Funds	60,087	41,652	38,147	40,821	2,674	7.0
<b>Total for Federal Resources</b>	<b>60,087</b>	<b>41,652</b>	<b>38,147</b>	<b>40,821</b>	<b>2,674</b>	<b>7.0</b>
<b>Private Funds</b>						
Private Donations	79	18	0	0	0	N/A
<b>Total for Private Funds</b>	<b>79</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	23,549	21,807	68,604	146,208	77,604	113.1
<b>Total for Intra-District Funds</b>	<b>23,549</b>	<b>21,807</b>	<b>68,604</b>	<b>146,208</b>	<b>77,604</b>	<b>113.1</b>
<b>Gross Funds</b>	<b>101,097</b>	<b>77,689</b>	<b>125,842</b>	<b>207,703</b>	<b>81,861</b>	<b>65.1</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalents, by Revenue Type**

Table DB0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table DB0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	31.8	32.5	30.7	36.8	6.2	20.1
Special Purpose Revenue Funds	18.2	25.3	33.6	32.8	-0.8	-2.4
<b>Total for General Fund</b>	<b>49.9</b>	<b>57.8</b>	<b>64.3</b>	<b>69.7</b>	<b>5.4</b>	<b>8.3</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	39.7	45.4	35.6	54.0	18.5	52.0
<b>Total for Federal Resources</b>	<b>39.7</b>	<b>45.4</b>	<b>35.6</b>	<b>54.0</b>	<b>18.5</b>	<b>52.0</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	18.0	28.0	46.6	35.2	-11.4	-24.4
<b>Total for Intra-District Funds</b>	<b>18.0</b>	<b>28.0</b>	<b>46.6</b>	<b>35.2</b>	<b>-11.4</b>	<b>-24.4</b>
<b>Total Proposed FTEs</b>	<b>1076</b>	<b>131.2</b>	<b>146.5</b>	<b>159.0</b>	<b>12.5</b>	<b>8.5</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table DB0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DB0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	7,470	9,250	10,108	11,962	1,854	18.3
12 - Regular Pay - Other	1,229	1,244	1,588	605	-983	-61.9
13 - Additional Gross Pay	193	231	176	176	0	0.0
14 - Fringe Benefits - Current Personnel	1,996	2,068	1,857	2,060	202	10.9
15 - Overtime Pay	3	5	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>10,891</b>	<b>12,798</b>	<b>13,729</b>	<b>14,802</b>	<b>1,073</b>	<b>7.8</b>
20 - Supplies and Materials	81	89	244	299	55	22.6
30 - Energy, Comm. and Building Rentals	25	5	58	32	-26	-44.3
31 - Telephone, Telegraph, Telegram, Etc.	81	121	119	124	6	5.0
32 - Rentals - Land and Structures	1,337	1,788	1,973	2,018	45	2.3
34 - Security Services	6	6	33	131	98	301.0
35 - Occupancy Fixed Costs	6	0	50	126	76	151.1
40 - Other Services and Charges	1,006	548	1,867	6,431	4,564	244.4
41 - Contractual Services - Other	4,890	10,714	22,626	26,051	3,425	15.1
50 - Subsidies and Transfers	82,714	51,319	84,920	157,460	72,541	85.4
70 - Equipment and Equipment Rental	58	301	224	229	5	2.2
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>90,206</b>	<b>64,892</b>	<b>112,113</b>	<b>192,901</b>	<b>80,788</b>	<b>72.1</b>
<b>Gross Funds</b>	<b>101,097</b>	<b>77,689</b>	<b>125,842</b>	<b>207,703</b>	<b>81,861</b>	<b>65.1</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 multifamily housing production goals.

This division contains the following 2 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; and
- **Community Facilities Project Financing** – provides funding through a competitive Request for Proposal (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.

**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 Government 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 income-qualified owner-occupant District residencies 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 façade 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 or 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 multifamily 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 multifamily 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 (HOME) 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 Low Income Housing Tax Credit (LIHTC) programs remain in compliance with federal and local program requirements throughout the duration of the project’s 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 the Department of Housing and Urban Development (HUD) 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 is composed of two divisions: the Rental Accommodations Division (RAD) and the Rental Conversion and Sales Division (CASD), 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 as well as 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 the Office of the Tenant Advocate, 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) issue, amend and rescind regulations that are promulgated for enforcement of the Act; (2) 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) decide appeals brought to the Commission from the Rent Administrator and the Office of Administrative Hearings (OAH). 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 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 Housing and Community Development has no division structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table DB0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table DB0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	450	554	1,784	1,231	0.0	0.2	0.0	-0.2
(1015) Training and Employee Development	96	246	117	-129	0.9	1.0	0.0	-1.0
(1020) Contracting and Procurement	0	0	0	0	0.9	0.0	0.0	0.0
(1030) Property Management	2,519	3,586	4,008	422	3.6	2.0	6.0	4.0
(1040) Information Technology	811	759	717	-42	3.7	4.0	3.0	-1.0
(1050) Financial Management	950	2,257	6,297	4,041	0.0	0.0	0.0	0.0
(1055) Risk Management	45	0	0	0	3.5	0.0	0.0	0.0
(1060) Legal	1,289	1,467	1,447	-20	0.9	1.0	1.0	0.0
(1070) Fleet Management	19	20	20	1	0.0	0.0	0.0	0.0
(1080) Communications	77	599	164	-435	3.4	5.0	1.0	-4.0
(1085) Customer Service	148	83	263	180	2.7	1.8	5.0	3.2
(1087) Language Access	0	9	9	0	0.0	0.0	0.0	0.0
(1090) Performance Management	1,828	1,342	1,820	478	7.8	11.0	16.0	5.0
<b>Subtotal (1000) Agency Management</b>	<b>8,235</b>	<b>10,919</b>	<b>16,646</b>	<b>5,726</b>	<b>27.4</b>	<b>26.0</b>	<b>32.0</b>	<b>6.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	339	218	389	171	2.6	2.1	4.0	1.9
(120F) Accounting Operations	331	257	456	199	2.7	3.0	5.0	2.0
(130F) Fiscal Officer	292	474	858	385	2.7	3.9	3.0	-0.9
<b>Subtotal (100F) Agency Financial Operations</b>	<b>963</b>	<b>948</b>	<b>1,703</b>	<b>755</b>	<b>8.0</b>	<b>9.0</b>	<b>12.0</b>	<b>3.0</b>
<b>(2000) Development Finance Division</b>								
(2010) Affordable Housing Project Financing	37,778	77,405	134,859	57,454	17.4	20.5	20.0	-0.5
(2015) Community Facilities Project Financing	3,720	1,727	1,727	0	0.0	0.0	0.0	0.0
(2020) Tenant Opportunity to Purchase Assistance	81	86	0	-86	0.8	1.0	0.0	-1.0
<b>Subtotal (2000) Development Finance Division</b>	<b>41,579</b>	<b>79,219</b>	<b>136,586</b>	<b>57,368</b>	<b>18.1</b>	<b>21.5</b>	<b>20.0</b>	<b>-1.5</b>
<b>(3000) Residential and Community Service Division</b>								
(3010) Neighborhood Based Activities	4,446	5,379	5,387	8	6.8	8.0	8.0	0.0
(3020) Community Services - Community Revitalization	217	1,795	2,003	208	0.7	0.0	1.0	1.0
(3030) Residential Services - HPAP	8,484	13,390	12,747	-643	5.9	6.0	6.0	0.0
(3040) Residential Services - EAHP	771	793	482	-311	0.0	0.0	0.0	0.0
(3050) Residential Services - Lead Safe Washington	882	2,008	9,628	7,620	2.9	6.0	5.0	-1.0
(3060) Residential Services - Single Family Rehabilitation	2,524	3,084	9,994	6,910	5.0	8.0	7.0	-1.0
<b>Subtotal (3000) Residential and Community Service Div.</b>	<b>17,324</b>	<b>26,449</b>	<b>40,240</b>	<b>13,791</b>	<b>21.3</b>	<b>28.0</b>	<b>27.0</b>	<b>-1.0</b>

(Continued on next page)

**Table DB0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(4100) Property Acquisition and Disposition Division</b>								
(4120) Property Acquisition	1,634	1,943	2,641	698	1.7	9.0	9.0	0.0
(4130) Property Disposition	1,262	750	549	-201	2.2	0.0	0.0	0.0
(4140) Property Management	90	255	255	0	0.0	0.0	0.0	0.0
<b>Subtotal (4100) Property Acquisition and Disposition Division</b>	<b>2,986</b>	<b>2,947</b>	<b>3,445</b>	<b>498</b>	<b>3.9</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>
<b>(4500) Portfolio and Asset Management Division</b>								
(4510) Portfolio and Asset Management	531	551	2,077	1,526	8.6	6.0	7.0	1.0
(4520) Tax Credit Allocation	33	113	120	7	0.0	1.0	1.0	0.0
<b>Subtotal (4500) Portfolio and Asset Management Division</b>	<b>564</b>	<b>664</b>	<b>2,197</b>	<b>1,533</b>	<b>8.6</b>	<b>7.0</b>	<b>8.0</b>	<b>1.0</b>
<b>(6000) Homeownership and Home Rehab Assistance</b>								
No Activity Assigned	18	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (6000) Homeownership and Home Rehab Assistance</b>	<b>18</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	1,067	1,320	3,420	2,100	9.6	14.0	15.0	1.0
(7020) Quality Assurance	177	210	102	-108	2.9	2.0	1.0	-1.0
(7030) Homelessness Prevention Compliance	2,409	81	88	7	1.9	1.0	1.0	0.0
<b>Subtotal (7000) Program Monitoring Division</b>	<b>3,653</b>	<b>1,612</b>	<b>3,611</b>	<b>1,999</b>	<b>14.4</b>	<b>17.0</b>	<b>17.0</b>	<b>0.0</b>
<b>(8100) Housing Regulation Administration</b>								
(8110) Rental Conversion and Sales Division	722	1,087	1,257	170	7.3	11.0	15.0	4.0
(8120) Housing Resource Center	98	76	76	0	4.0	0.0	0.0	0.0
(8140) Rental Accommodations Division	975	1,135	1,140	5	13.9	13.0	14.0	1.0
<b>Subtotal (8100) Housing Regulation Administration</b>	<b>1,794</b>	<b>2,299</b>	<b>2,474</b>	<b>175</b>	<b>25.2</b>	<b>24.0</b>	<b>29.0</b>	<b>5.0</b>
<b>(9100) Rental Housing Commission</b>								
(9110) Rental Housing Commission	573	785	802	17	4.2	5.0	5.0	0.0
<b>Subtotal (9100) Rental Housing Commission</b>	<b>573</b>	<b>785</b>	<b>802</b>	<b>17</b>	<b>4.2</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>
<b>(9960) Year End Close</b>								
(9961) Year End Close	2	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Year End Close</b>	<b>2</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>77,689</b>	<b>125,842</b>	<b>207,703</b>	<b>81,861</b>	<b>131.2</b>	<b>146.5</b>	<b>159.0</b>	<b>12.5</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 divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Department of Housing and Community Development's (DHCD) proposed FY 2014 gross budget is \$207,703,383, which represents a 65.1 percent increase over its FY 2013 approved gross budget of \$125,842,249. The budget is comprised of \$11,053,937 in Local funds, \$40,821,254 in Federal Grant funds, \$9,620,551 in Special Purpose Revenue funds, and \$146,207,641 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$10,118,937, which represents a decrease of \$2,472,273, or 19.6 percent, from the FY 2013 approved Local funds budget of \$12,591,210.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for DHCD included the removal of \$2,512,000 in one-time funding, which was used for funding the Home Purchase Assistance Program (HPAP) in FY 2013.

The FY 2014 CSFL calculated for DHCD included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$15,318 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$24,408 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** DHCD proposes an increase in Local funds in personal services of \$531,691 for salary, steps, Fringe Benefits, and 6.2 additional FTEs. This increase is due primarily to the 25 percent local match requirement for the increase in federal grants for the Community Development Block Grant (CDBG) and Home Program Related Activities (HOME) grants. The agency increased Local funds Other Services and Charges by \$935 for Information Technology (IT) maintenance.

In Federal Grant funds, the budget proposal includes an increase of \$610,544 for the estimated carryover of unexpended FY 2013 funds from the Community Development Block Grant, Home Program Related Activities, Neighborhood Stabilization Program (NSP), and Lead Hazard Reduction (LEAD) grants. The budget proposal for personal services increased by \$290,578 for salary, steps, and Fringe Benefits, and to support 6.3 additional FTEs. Total Fixed Costs increased by \$80,911 for Telephone, Rentals, Maintenance, and Security Services. Contractual Services increased by \$70,000, which is supported by the LEAD grant. Subsidies and Transfers increased by \$25,683 to cover higher fleet services costs.

DHCD's proposed Special Purpose Revenue (SPR) funds budget projects additional revenue resources from the DHCD Unified Fund and the Home Purchase Assistance Program (HPAP) – Repay fund. The agency plans to use the projected revenue to support increases in the budget for Contractual Services – Other by \$2,328,694, which is primarily related to Technical Assistance Transition services; Other Services and Charges by \$695,447, mainly for auditing; Supplies by \$55,000; fixed costs by \$30,438, primarily for Security Services and Rentals; and Equipment by \$5,000 for anticipated maintenance for newly purchased equipment.

In Intra-District funds, the agency's budget proposal increased Contractual Services by \$1,026,000 in project delivery, primarily for contract compliance; \$87,644 for the estimated Fixed Costs assessments for

administrative costs from advances from the Housing Production Trust Fund (HPTF), primarily for Telecommunications, Security, Building Rentals, and Maintenance; and \$34,677 for higher costs projected for fleet services.

**Decrease:** DHCD's budget proposal reduced Local funds by \$532,626 in Subsidies and Transfers in the Residential and Community Service division to offset the increases in personal services. In Intra-District funds, Subsidies and Transfers were reduced by \$128,236 due to the anticipation of a slight decrease in new projects for FY 2014.

**Shift:** Due to a change in the allocation of the proportional share of administrative costs by fund for federal grants, DHCD proposes an increase in Federal Grant funds budget in personal services by \$1,401,123 and 12.2 FTEs from the reclassification of funds from SPR and Intra-District funding. There was an SPR reduction of \$114,579 in personal services including a reduction of 0.8 FTE being reallocated to Federal Grant funds. In Intra-District funds, personal services were reduced by \$1,286,544 and 11.4 FTEs.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$195,127 in Federal Grant funds and \$120,551 in Special Purpose Revenue funds, and Intra-District funds may be impacted. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** Local funds were increased by \$1,000,000 for the \$100 million Affordable Housing Initiative in Subsidies and Transfers for the Home Purchase Assistance Program (HPAP). Intra-District funds were also increased by \$37,870,349 for the Memorandum of Understanding (MOU) with the Housing Production Trust Fund (HPTF).

### **District's Proposed Budget**

**Increase:** The budget includes an increase of \$40,000,000 in Intra-District funds from the Housing Production Trust Fund, which reflects the revised amount of fund balance projected to be available in FY 2014 from the FY 2013 portion of the Affordable Housing Initiative.

**Decrease:** In Local funds, the budget includes a reduction of \$65,000 to reflect one-time adjustment of personal services in FY 2014 based on projected salary lapse savings.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table DB0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table DB0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>12,591</b>	<b>30.7</b>
Removal of One-Time Funding	Multiple Programs	-2,512	0.0
Other CSFL Adjustments	Multiple Programs	40	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>10,119</b>	<b>30.7</b>
Increase: Salary, steps, Fringe Benefits, and additional FTEs	Multiple Programs	532	6.2
Increase: IT maintenance	Agency Management	1	0.0
Decrease: Subsidies and Transfers	Residential and Community Service Division	-533	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>10,119</b>	<b>36.8</b>
Increase: \$100M Affordable Housing Initiative - Adjustment to the Home Purchase Assistance Program (HPAP)	Residential and Community Service Division	1,000	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>11,119</b>	<b>36.8</b>
Decrease: Personal services to reflect one-time salary lapse savings	Housing Regulation Administration	-65	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>11,054</b>	<b>36.8</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>38,147</b>	<b>35.6</b>
Increase: Carryover of unexpended FY 2013 grant funds	Multiple Programs	611	0.0
Increase: Salary, steps, Fringe Benefits, and FTEs	Multiple Programs	291	6.3
Increase: Fixed cost growth primarily in Security Services and Occupancy	Agency Management	81	0.0
Increase: LEAD federal grant award	Multiple Programs	70	0.0
Increase: Estimated cost growth for fleet services	Multiple Programs	26	0.0
Shift: Salaries and Fringe Benefits for the proportionate share of administrative costs allocated to federal grants	Agency Management	1,401	12.2
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>40,626</b>	<b>54.0</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	195	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>40,821</b>	<b>54.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>40,821</b>	<b>54.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>6,500</b>	<b>33.6</b>
Increase: Contractual Services - Other to align with projected resources	Multiple Programs	2,329	0.0
Increase: Other Services and Charges to align with projected resources	Multiple Programs	695	0.0
Increase: Supplies and Materials to align with projected resources	Multiple Programs	55	0.0
Increase: Fixed costs primarily in Security Services and Rentals	Agency Management	30	0.0
Increase: Equipment maintenance contracts	Agency Financial Operations	5	0.0
Shift: Transfer of FTEs to federal funding	Multiple Programs	-115	-0.8

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**Table DB0-5 (continued)**  
(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>9,500</b>	<b>32.8</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	121	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>9,621</b>	<b>32.8</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>9,621</b>	<b>32.8</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>68,604</b>	<b>46.6</b>
Increase: Estimated carryover of FY 2013 funds	Multiple Programs	1,026	0.0
Increase: Fixed costs primarily in Security Services and Occupancy related to the HPTF administration	Agency Management	88	0.0
Increase: Estimated growth for fleet services costs	Multiple Programs	35	0.0
Decrease: Reduction in new projects	Multiple Programs	-128	0.0
Shift: Transfer of FTEs to federal funding	Multiple Programs	-1,287	-11.4
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>68,337</b>	<b>35.2</b>
Increase: Adjustment for the MOU with the HTPF for project delivery	Multiple Programs	37,870	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>106,208</b>	<b>35.2</b>
Increase: For the revised amount of fund balance projected to be available in FY 2014 from the FY 2013 portion of the Affordable Housing Initiative	Development Finance Division	40,000	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>146,208</b>	<b>35.2</b>
<b>Gross for DB0 - Department of Housing and Community Development</b>		<b>207,703</b>	<b>159.0</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 2014:

### 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.

## KEY PERFORMANCE INDICATORS

### Housing Regulation Administration

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of orders issued on voluntary agreement petitions within 45 calendar days	100%	90%	100%	90%	90%	Not Available
Percentage of orders issued on hardship petitions within 90 calendar days of receipt <sup>1</sup>	75%	90%	100%	90%	90%	Not Available
Percentage of condo registration applications processed within 60 calendar days	92%	98%	94.1%	98%	98%	Not Available
Percentage of structural defect warranty claim notices processed within 60 calendar days	35.4%	95%	29.2%	95%	95%	Not Available
Percentage of complete housing assistance payment requests processed within 30 calendar days	0%	95%	0%	95%	95%	Not Available
Number of inclusionary zoning units built	0	TBD	2	TBD	TBD	Not Available
Percentage of lotteries conducted for inclusionary units within 17 calendar days of receiving notice of availability	0%	95%	0%	95%	95%	Not Available

### Rental Housing Commission

**Objective 1:** Preserve and Increase the Supply of Quality Affordable Housing.

## KEY PERFORMANCE INDICATORS

### Rental Housing Commission<sup>2</sup>

Measure	FY 2011 Actual	FY 2012 <sup>3</sup> Target	FY 2012 Actual	FY 2013 <sup>4</sup> Projection	FY 2014 <sup>4</sup> Projection	FY 2015 Projection
Number of appeals disposed	19	31	40	32	33	Not Available
Number of appeals cases > 3 years old	71	18	75	12	10	Not Available
Percentage of cases processed under 6 weeks (from date of commencement)	46.3%	55%	35%	55%	60%	Not Available
Average amount of time from receipt of case to assignment (months)	15	3	11	5	4	Not Available
Percentage of hearings scheduled within the 30-day requirement	75%	100%	100%	100%	100%	Not Available
Average number of calendar days between receipt of case and final decision	376	20	9	20	20	Not Available

**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.

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**KEY PERFORMANCE INDICATORS**
**Development Finance Division**

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2013 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Total affordable housing units funded (new and rehab) <sup>2</sup>	846	900	686	900	900	Not Available
Total special needs housing units funded (elderly, disabled, and homeless units)	251	150	169	150	150	Not Available
Total new homeownership units funded	223	80	223	80	80	Not Available
Total First Right Purchase Assistance Program (tenant purchase) units funded – FRP New and Rehab Units	241	100	36	100	100	Not Available
Total affordable housing units rehabilitated	300	200	286	200	200	Not Available
Total affordable housing units preserved (via loan structuring, technical aid, etc.)	122	200	0	200	200	Not Available
Percentage of affordable housing units competitively evaluated and advancing to underwriting in the respective fiscal year, that are highly sustainable and meet the Green Communities criteria	86%	100%	100%	100%	100%	Not Available

**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.

**KEY PERFORMANCE INDICATORS****Residential and Community Services Division**

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Total affordable housing units funded	506	425	266	425	425	Not Available
Total Single Family Rehab units funded	124	75	31	75	75	Not Available
Total Lead Multifamily units funded	137	60	41	60	60	Not Available
Total Residential Rehab Elderly, Disabled, and Homeless units (special needs) funded	73	15	16	15	15	Not Available
Total Home Purchase Assistance Program (HPAP) Elderly, Disabled, and Homeless units (special needs) funded	7	10	6	10	10	Not Available
Number of first-time homebuyers funded by HPAP	223	260	179	260	260	Not Available
Number of District employee homebuyers funded by EHAP	75	80	55	80	80	Not Available
Number of District employee homebuyers funded by NEAHP	20	25	17	25	25	Not Available
Number of Elevated Blood Level cases in the District <sup>6</sup>	43	30	31	30	30	Not Available
Number of storefront façades improved	46	40	6	40	40	Not Available
Average cost per façade unit funded	\$25,000	25,000	\$18,667	\$25,000	\$25,000	Not Available

**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.

**KEY PERFORMANCE INDICATORS**

**Property Acquisition and Disposition Division**

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Number of properties acquired	11	15	6	15	15	Not Available
Number of total properties acquired in targeted neighborhoods (Ivy City/Trinidad, Historic Anacostia, and Washington Highlands)	3	10	3	10	10	Not Available
Number of properties recaptured from developers or transferees	0	10	0	10	10	Not Available
Number of properties for which disposition agreements were executed	28	55	32	55	55	Not Available
Number of housing units rehabilitated through acquisition of abandoned properties	53	45	46	45	45	Not Available
Number of affordable housing units created or rehabilitated through acquisition of abandoned properties	31	45	20	45	45	Not Available
Average number of years of affordability for units created or rehabilitated through acquisition of abandoned properties	12	15	15	15	15	Not Available
Number of properties investigated that result in rehabilitation by the owner	0	5	0	5	5	Not Available
Targeted Average cost per property of acquisitions <sup>7</sup>	\$38,095	\$190,000	\$230,683	\$190,000	\$190,000	Not Available

## Program Monitoring 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.

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## KEY PERFORMANCE INDICATORS

### Program Monitoring Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Total number of grant projects reviewed	201	95	88	105	115	Not Available
Percentage of DHCD environmental reviews conducted within 45 calendar days <sup>8</sup>	88.5%	80%	74%	90%	95%	Not Available
Percentage of Fair Housing Reviews completed within stated Division timelines	100%	98%	100%	98%	98%	Not Available
Number of Section 3 Business Concerns Certified	14	10	18	12	15	Not Available
Number of Section 3 Jobs Created	38	15	23	20	25	Not Available
Number of eligible Community Housing Development Organizations certified/recertified by fiscal year-end	5	6	5	6	6	Not Available
Number of required physical inspections and file reviews of units conducted annually for HOME and LIHTC properties	1,032	1,000	1,393	1,000	1,000	Not Available

**Portfolio and Asset Management Division**

Objective 1: Preserve and Increase the Supply of Quality Affordable Housing.

**KEY PERFORMANCE INDICATORS**

**Portfolio and Asset Management Division**

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Number of loans in portfolio	6,758	7,015	7,067	7,015	7,015	Not Available
Percentage of all required financial reviews completed	49.4%	50%	40.7%	50%	50%	Not Available
Percentage of loans in good standing from previous quarter	94.5%	92%	93.1%	92%	92%	Not Available
Percentage increase in number of loans in good standing from previous quarter	5.1%	1.6%	0.4%	1.6%	1.6%	Not Available
Percentage of loans more than 30 calendar days delinquent	2.8%	1.9%	3.2%	1.9%	1.9%	Not Available
Percentage of loans in default	4.2%	12%	6.9%	12%	12%	Not Available
Number of loans moved from delinquent to correct status	62	60	20	60	60	Not Available
Percentage of multi-family loans risk rated	32.1%	50%	8.6%	50%	50%	Not Available
Percentage of financial reports collected from existing borrowers <sup>9</sup>	2.6%	2.5%	2.4%	2.5%	2.5%	Not Available

**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.

**KEY PERFORMANCE INDICATORS**

**Office of the Director**

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Percentage of sub-grantee budget spent on programmatic costs <sup>10</sup>	65%	80%	13.2%	80%	80%	Not Available
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award <sup>11</sup>	100%	100%	TBD	100%	100%	Not Available

**Performance Plan Endnotes:**

<sup>1</sup> An Acting Rent Administrator was installed in June 7, 2010, and is awaiting nomination.

<sup>2</sup> The Rental Housing Commission Quorum Temporary Amendment Act of 2010 amended, on a temporary basis, the Rental Housing Act of 1985 to reduce the quorum requirement of the Rental Housing Commission to one member. The temporary act was extended until August 8, 2011. The Rental Housing Commission had a quorum of one from January 31, 2011 until August 7, 2011. The RHC had no quorum from January 31, 2010 to January 30, 2011. As of August 8, 2011, the RHC has a quorum of 3.

<sup>3</sup> Assuming one of three Commissioners and a contact representative.

<sup>4</sup> Assuming three Commissioners and supporting attorneys, law clerks and a contact representative.

<sup>5</sup> 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).

<sup>6</sup> Industry Standard – collected by the U.S. CDC in conjunction with DDOE. The current national average is approximately 1 percent.

<sup>7</sup> FY 2010 YTD costs are lower than projected due to recapture methods available for FY 2010 YTD properties recaptured. Costs are expected to increase in alignment with projections due to costs associated with more complex recaptures.

<sup>8</sup> 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.

<sup>9</sup> PAMD collects this data in order to monitor the status of existing loans and to ensure compliance with loan covenants.

<sup>10</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 sub-grantees' programmatic costs as a percentage of their overall costs.

<sup>11</sup> This monitoring function was transferred to PMD in FY 2009. 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 Employment Services

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

Telephone: 202-724-7000

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$87,927,468	\$120,178,700	\$144,411,617	20.2
FTEs	472.6	545.9	546.0	0.0

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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 delivers basic income support services to unemployed or underemployed persons who lost their jobs through no fault of their own through the Unemployment Insurance division. 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. DOES's Workforce Development Program provides job seekers with workforce development and training programs and services to ensure employers have access to qualified job candidates. Finally, DOES provides District youth with job training, academic enrichment, leadership, and employment opportunities through its Year-Round, Summer Youth, Mayor's Youth Leadership Institute, and other youth programs.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table CF0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CF0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	38,148	31,387	47,457	48,162	705	1.5
Special Purpose Revenue Funds	21,763	24,498	30,876	47,618	16,743	54.2
<b>Total for General Fund</b>	<b>59,911</b>	<b>55,885</b>	<b>78,332</b>	<b>95,780</b>	<b>17,448</b>	<b>22.3</b>
<b>Federal Resources</b>						
Federal Grant Funds	34,114	31,691	40,588	48,551	7,963	19.6
<b>Total for Federal Resources</b>	<b>34,114</b>	<b>31,691</b>	<b>40,588</b>	<b>48,551</b>	<b>7,963</b>	<b>19.6</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	440	352	1,179	0	-1,179	-100.0
<b>Total for Intra-District Funds</b>	<b>440</b>	<b>352</b>	<b>1,179</b>	<b>0</b>	<b>-1,179</b>	<b>-100.0</b>
<b>Gross Funds</b>	<b>94,465</b>	<b>87,927</b>	<b>120,179</b>	<b>144,412</b>	<b>24,233</b>	<b>20.2</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalents, by Revenue Type**

Table CF0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table CF0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	66.2	105.3	180.4	183.4	3.0	1.7
Special Purpose Revenue Funds	125.8	122.5	152.4	155.6	3.2	2.1
<b>Total for General Fund</b>	<b>192.0</b>	<b>227.8</b>	<b>332.8</b>	<b>339.0</b>	<b>6.2</b>	<b>1.9</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	283.2	244.9	212.2	207.1	-5.1	-2.4
<b>Total for Federal Resources</b>	<b>283.2</b>	<b>244.9</b>	<b>212.2</b>	<b>207.1</b>	<b>-5.1</b>	<b>-2.4</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	0.4	0.0	0.9	0.0	-0.9	-100.0
<b>Total for Intra-District Funds</b>	<b>0.4</b>	<b>0.0</b>	<b>0.9</b>	<b>0.0</b>	<b>-0.9</b>	<b>-100.0</b>
<b>Total Proposed FTEs</b>	<b>475.7</b>	<b>472.6</b>	<b>545.9</b>	<b>546.0</b>	<b>0.2</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table CF0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CF0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	21,688	22,757	27,171	28,727	1,556	5.7
12 - Regular Pay - Other	10,231	8,525	8,766	7,988	-778	-8.9
13 - Additional Gross Pay	684	443	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	6,710	6,415	7,752	8,333	581	7.5
15 - Overtime Pay	192	51	0	0	0	N/A
99 - Unknown Payroll Postings	-1	15	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>39,504</b>	<b>38,207</b>	<b>43,690</b>	<b>45,049</b>	<b>1,359</b>	<b>3.1</b>
20 - Supplies and Materials	214	171	650	1,011	361	55.5
30 - Energy, Comm. and Building Rentals	236	317	248	1,327	1,079	435.8
31 - Telephone, Telegraph, Telegram, Etc.	790	1,237	1,021	1,072	51	5.0
32 - Rentals - Land and Structures	5,007	3,091	867	721	-145	-16.8
34 - Security Services	398	167	931	1,071	140	15.1
35 - Occupancy Fixed Costs	151	1,223	792	1,626	833	105.2
40 - Other Services and Charges	9,477	14,386	30,559	32,018	1,458	4.8
41 - Contractual Services - Other	2,474	832	2,106	12,899	10,792	512.4
50 - Subsidies and Transfers	35,453	27,057	38,024	45,123	7,099	18.7
70 - Equipment and Equipment Rental	760	1,237	1,291	2,495	1,204	93.3
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>54,961</b>	<b>49,721</b>	<b>76,489</b>	<b>99,363</b>	<b>22,874</b>	<b>29.9</b>
<b>Gross Funds</b>	<b>94,465</b>	<b>87,927</b>	<b>120,179</b>	<b>144,412</b>	<b>24,233</b>	<b>20.2</b>

\*Percent change is based on whole dollars.

### Division Description

The Department of Employment Services operates through the following 5 divisions:

**Unemployment Insurance (UI)** – provides basic income replacement insurance to workers unemployed through no fault of their own, thereby contributing to the economic stability of the Washington, D.C. metropolitan area.

This division contains the following 4 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, available, and actively seeking work;
- **Benefit Payment Control Unit (BPC)** – responsible for promoting and maintaining integrity of the UI division through prevention, detection, investigation, prosecution and recovery of UI overpayments of unemployment compensation benefits made to claimants. BPC is also responsible for the investigation and determination of fraudulent and/or erroneous payment cases; and

- **Compliance and Independent Monitoring** – responsible for the collection and analysis of necessary data to assess the validity of UI benefit payment activities, assess the underlying causes of error in the UI benefit payment and collection of UI taxes, and recommend corrective action to the problems identified.

**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 and compete in the global economy.

This division contains the following 13 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;
- **First Source** – establishes hiring requirement of District residents for jobs associated with government-assisted projects in order to combat the under-employment of District residents;
- **Veteran Affairs** – relates to the two federal grants, Local Veteran’s Employment Representative (LVER) and Disability Veterans Outreach Program (DVOP), the agency receives from the Department of Labor (DOL). All services provided through these programs are directly for veterans;
- **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/workforce enrichment activities to eligible District youth; and
- **Mayor’s Youth Leadership Program** – administers a four-level youth leadership training and development program emphasizing citizenship and leadership skills.

**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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table CF0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table CF0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(0010) Budget Only - Non Grant</b>								
No Activity Assigned	0	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (0010) Budget Only - Non Grant</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>(1000) Agency Management</b>								
(1010) Personnel	337	285	359	74	3.0	4.0	4.0	0.0
(1015) Training and Employee Development	877	2,398	1,262	-1,136	13.9	26.0	13.0	-13.0
(1017) Labor Management Partnerships	106	55	111	56	0.8	1.0	1.0	0.0
(1020) Contracting and Procurement	482	676	416	-260	4.6	6.4	6.0	-0.4
(1030) Property Management	4,847	6,319	3,250	-3,069	3.8	5.0	5.0	0.0
(1040) Information Technology	3,906	5,037	3,309	-1,728	23.4	30.0	30.0	0.0
(1050) Financial Management	4	0	0	0	0.8	0.0	0.0	0.0
(1060) Legal	0	0	442	442	0.0	0.0	0.0	0.0
(1070) Fleet Management	391	608	509	-100	3.8	7.0	6.0	-1.0
(1080) Communications	304	439	409	-31	4.5	5.0	5.0	0.0
(1085) Customer Service	148	212	244	32	4.6	5.0	5.0	0.0
(1090) Performance Management	1,710	1,939	1,618	-322	10.4	19.0	17.0	-2.0
<b>Subtotal (1000) Agency Management</b>	<b>13,111</b>	<b>17,968</b>	<b>11,928</b>	<b>-6,041</b>	<b>73.7</b>	<b>108.2</b>	<b>92.0</b>	<b>-16.2</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	669	973	850	-123	8.1	9.0	7.0	-2.0
(120F) Accounting Operations	905	983	1,317	334	6.8	10.0	12.0	2.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>1,574</b>	<b>1,955</b>	<b>2,167</b>	<b>212</b>	<b>14.9</b>	<b>18.9</b>	<b>19.0</b>	<b>0.1</b>

(Continued on next page)

**Table CF0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(2000) Unemployment Insurance</b>								
(2100) Tax Collections	6,361	7,204	11,163	3,959	31.7	42.0	42.0	0.0
(2200) Benefits	8,751	20,884	25,722	4,839	61.4	76.0	64.0	-12.0
(2300) Appeals	391	0	0	0	0.0	0.0	0.0	0.0
(2400) Benefit Payment Control Unit (BPC)	0	0	918	918	0.0	0.0	15.0	15.0
(2500) Compliance and Independent Monitoring	0	0	640	640	0.0	0.0	8.0	8.0
<b>Subtotal (2000) Unemployment Insurance</b>	<b>15,503</b>	<b>28,088</b>	<b>38,443</b>	<b>10,355</b>	<b>93.1</b>	<b>118.0</b>	<b>129.0</b>	<b>11.0</b>
<b>(3000) Labor Standards</b>								
(3200) Office of Wage Hour	560	529	1,245	716	6.5	4.0	9.0	5.0
(3300) Office of Occupational Safety and Health	445	565	560	-5	3.7	6.0	6.0	0.0
(3400) Office of Workers' Compensation	14,099	11,302	25,544	14,243	64.6	70.0	69.0	-1.0
(3500) OAH: Administrative Hearings Division	2,344	2,781	2,890	109	25.7	22.0	22.0	0.0
(3600) OAH: Compensation Review Board	1,194	1,491	1,536	45	12.4	14.0	14.0	0.0
<b>Subtotal (3000) Labor Standards</b>	<b>18,643</b>	<b>16,667</b>	<b>31,775</b>	<b>15,107</b>	<b>112.9</b>	<b>116.0</b>	<b>120.0</b>	<b>4.0</b>
<b>(4000) Workforce Development</b>								
(4100) Senior Services	599	0	656	656	1.4	0.0	1.0	1.0
(4200) Program Performance Monitoring	4,819	4,189	1,266	-2,924	13.2	7.4	15.0	7.6
(4250) Local Adult Training	0	8,299	7,814	-485	0.0	11.6	6.0	-5.6
(4300) Office of Apprenticeship Information and Training	652	688	961	272	7.8	5.0	5.0	0.0
(4400) Transitional Employment	9,403	9,377	8,076	-1,302	33.9	27.0	22.0	-5.0
(4500) Employer Services	2,617	4,775	2,561	-2,214	22.7	23.0	22.0	-1.0
(4510) First Source	0	0	1,848	1,848	0.0	0.0	4.0	4.0
(4530) Veteran Affairs	0	0	487	487	0.0	0.0	6.0	6.0
(4600) One-Stop Operations	3,979	5,716	11,370	5,654	54.9	65.7	62.0	-3.7
(4700) Labor Market Information	805	1,349	932	-418	7.1	10.0	10.0	0.0
(4800) Youth Programs Information	73	0	0	0	0.0	0.0	0.0	0.0
(4810) Year-Round Youth Program	4,115	8,741	11,880	3,138	19.2	19.0	17.2	-1.8
(4820) Summer Youth Employment Program	11,274	11,371	11,476	105	11.3	10.0	11.6	1.6
(4830) Mayor's Youth Leadership Program	680	762	775	13	4.6	4.0	4.2	0.2
(4900) State-Wide Activities	86	232	0	-232	1.9	2.0	0.0	-2.0
<b>Subtotal (4000) Workforce Development</b>	<b>39,102</b>	<b>55,500</b>	<b>60,100</b>	<b>4,600</b>	<b>178.0</b>	<b>184.7</b>	<b>186.0</b>	<b>1.3</b>
<b>(9960) Year End Close</b>								
No Activity Assigned	-6	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Year End Close</b>	<b>-6</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>
No Activity Assigned	0	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal No Activity Assigned</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>87,927</b>	<b>120,179</b>	<b>144,412</b>	<b>24,233</b>	<b>472.6</b>	<b>545.9</b>	<b>546.0</b>	<b>0.2</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 see **Schedule 30-PBB Program Summary by Activity** in the **FY 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Department of Employment Services' (DOES) proposed FY 2014 gross budget is \$144,411,617, which represents a 20.2 percent increase over its FY 2013 approved gross budget of \$120,178,700. The budget is comprised of \$48,162,016 in Local funds, \$48,551,234 in Federal Grant funds, \$80,000 in Private Grant funds, and \$47,618,367 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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' FY 2014 CSFL budget is \$47,715,591, which represents a \$258,841, or 0.6 percent, increase over the FY 2013 approved Local funds budget of \$47,456,750.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for DOES included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$105,412 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$153,430 in nonpersonal services based on the Consumer Price Index Factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments."

### **Agency Budget Submission**

**Increase:** The agency proposes an increase of \$4,574,420 to support projections for professional service fees in the Workforce Development program. Planned salary step increases along with projections for Fringe Benefit costs, account for an increase of \$1,583,734 in Local funds. Other adjustments in the Local budget proposal include increases of \$781,672 in Fixed Costs for Janitorial, Security, Energy, telephone services, and rent, and \$274,465 for miscellaneous supplies including clothing and uniforms that will be used in the Transitional Employment program.

The overall increase in Federal Grant funds is a result of DOES more accurately budgeting for carryover funding. This will also reduce the likelihood of delayed services at the beginning of the fiscal year. A proposed increase of \$10,348,170 in Federal Grant funds supports contractual services that will be funded mainly from the Unemployment Insurance grant. Funding from this grant also enables DOES to support its services via increases of \$1,800,385 in Subsidies and Transfers, \$1,131,671 in Fixed Costs for Telephone and Energy primarily to accommodate the rising costs of electricity, and \$1,091,605 for Equipment to carryout mandated activities. The majority of this funding will be used for IT software and hardware, as well as in the Unemployment Insurance program. The agency looks to improve overall efficiencies in this area. Other adjustments proposed in the budget for Federal Grant funds include increases of \$450,676 in Fixed Costs for Rent and Occupancy and \$109,903 for Supplies and Materials.

In Special Purpose Revenue (SPR) funds, DOES projects significant increases in the Workers' Compensation fund based on fund balance use. An increase of \$14,159,473 in Subsidies and Transfers is based on the agency's projections for revenues related to Workers' Compensation Administration. Other Services and Charges will increase by \$2,042,748 based on revised revenue projections mainly in the Unemployment Insurance program. The fixed cost estimates for Occupancy, Energy (mostly electricity), and Security will collectively increase by \$1,190,184. Finally, DOES proposes an increase of \$423,647 in SPR funds to support planned salary step increases and projected Fringe Benefit costs.

In Intra-District funds, DOES' budget proposal reflects adjustments to provide funding for fixed cost estimates from DGS. The estimate for Energy (mostly electricity), Security, and Telephone are projected to increase by

\$3,470,152, and DGS has estimated an increase of \$2,347,120 for Occupancy and Rent. The Information Technology estimate from the Office of the Chief Technology Officer is \$549,401, and the Fleet estimate is \$82,842.

**Decrease:** DOES' budget proposal will realign funding from Subsidies and Transfers to more appropriately align the budget. The net effect is a reduction of \$7,332,050 in Local funds. These adjustments are expected to improve overall operating efficiency and partially offset proposed increases. Further adjustments in Local funds decrease the budget by \$27,442 as the agency reduces its dependency on vendors.

The \$80,000 in Private Grant funds was not made available in FY 2013 and was removed from the agency's budget submission.

The proposed budget for Federal Grant funds includes a decrease of \$4,771,714 to align funding with projected awards for miscellaneous grants. Other proposed adjustments to the budget include reductions of \$1,529,591 for realignment of personal services including the reclassification of several vacant positions, and \$326,606 for Security services.

The agency proposes adjustments in the SPR budget that include a reduction of \$700,415 in Fixed Costs for Telephone, as part of these costs will be absorbed by Federal Grant funds. The agency relocated services from 4049 South Capitol Street, S.W. to nearby 3720 Martin Luther King Jr. Avenue, S.E. in December 2012. The employees continue to provide services at the nearby location and at the agency's headquarters located at 4058 Minnesota Avenue, N.E. and other locations throughout the District. This action will reduce Rent by \$568,607.

In Intra-District funds, realignment of expenditures will result in a reduction of \$1,100,000 to the Workforce Development program in Subsidies and Transfers. DOES will also eliminate 0.9 FTE, resulting in a reduction of \$78,678 in Intra-District funds.

**Shift:** DOES will reclassify 5.1 FTEs and \$341,035 from Federal Grant funds to properly allocate for the services provided. Local funds will therefore increase by \$145,200 to support 2.0 FTEs, while \$195,835 and 3.1 FTEs will be budgeted in SPR funds.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$619,588 in Federal Grant funds and \$488,392 in Special Purpose Revenue funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** DOES anticipates receiving \$80,000 in Private Grant funding from online donations for the Summer Youth Employment program.

**Decrease:** The agency will make reductions of \$619,588 in Federal Grant funds and \$488,392 in Special Purpose Revenue funds to offset the proposed COLA adjustment. Fixed costs will be removed from the Intra-District budget, which results in a reduction of \$6,449,514.

### **District's Proposed Budget**

**Increase:** To comply with the Workplace Fraud Amendment Act of 2011, DOES' Local funds budget is increased by \$632,346 and 5.0 FTEs, of which \$170,924 is a one-time allocation. DOES' Local funds budget also includes another one-time allocation of \$300,000 to administer a competitive grant for eligible students. Additional adjustments to Local funds include increases of \$100,000 for information technology hardware and \$20,000 for an employer outreach program.

**Decrease:** In Local funds, the budget includes a reduction of \$400,000 to reflect a one-time adjustment of personal services costs in FY 2014, based on projected salary lapse savings. Additional savings of \$205,921 in Local funds will be realized by the elimination of 4.0 FTEs from vacant positions.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table CFO-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table CFO-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>47,457</b>	<b>180.4</b>
Other CSFL Adjustments	Multiple Programs	259	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>47,716</b>	<b>180.4</b>
Increase: Professional service fees	Multiple Programs	4,574	0.0
Increase: Planned salary step increases and Fringe Benefits	Multiple Programs	1,584	0.0
Increase: Fixed cost estimates	Multiple Programs	782	0.0
Increase: Supplies and uniforms	Multiple Programs	274	0.0
Decrease: Realignment of Subsidies and Transfers	Multiple Programs	-7,332	0.0
Decrease: Reduced need for vendors	Workforce Development	-27	0.0
Shift: FTEs from Federal Grant funds	Multiple Programs	145	2.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>47,716</b>	<b>182.4</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>47,716</b>	<b>182.4</b>
Increase: To comply with the Workplace Fraud Amendment Act of 2011 (Includes one-time allocation of \$170,924)	Labor Standards	632	5.0
Increase: Competitive grant for students (One-time)	Workforce Development	300	0.0
Increase: Information technology hardware	Labor Standards	100	0.0
Increase: Employer outreach program	Labor Standards	20	0.0
Decrease: Personal Services to represent one-time salary lapse savings	Agency Management	-400	0.0
Decrease: Eliminate vacant positions	Workforce Development	-206	-4.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>48,162</b>	<b>183.4</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>40,588</b>	<b>212.2</b>
Increase: Contractual Services	Multiple Programs	10,348	0.0
Increase: Subsidies and Transfers	Multiple Programs	1,800	0.0
Increase: Fixed cost estimates for Telephone and Energy	Multiple Programs	1,132	0.0
Increase: Equipment	Multiple Programs	1,092	0.0
Increase: Fixed cost estimates for Rent and Occupancy	Multiple Programs	451	0.0
Increase: Supplies	Multiple Programs	110	0.0
Decrease: Other Services and Charges	Multiple Programs	-4,772	0.0
Decrease: Vacant positions reclassified and Fringe Benefits	Multiple Programs	-1,530	0.0
Decrease: Security Services	Multiple Programs	-327	0.0
Shift: FTEs to Local and Special Purpose Revenue funds	Multiple Programs	-341	-5.1
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>48,551</b>	<b>207.1</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	620	0.0
Decrease: To offset the proposed cost-of-living adjustment	Multiple Programs	-620	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>48,551</b>	<b>207.1</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>48,551</b>	<b>207.1</b>

(Continued on next page)

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

	DIVISION	BUDGET	FTE
<b>PRIVATE DONATIONS: FY 2013 Approved Budget and FTE</b>			
Decrease: Funding not received	Workforce Development	-80	0.0
<b>PRIVATE DONATIONS: FY 2014 Agency Budget Submission</b>			
Increase: Online donations	Workforce Development	80	0.0
<b>PRIVATE DONATIONS: FY 2014 Mayor's Proposed Budget</b>			
No Changes		0	0.0
<b>PRIVATE DONATIONS: FY 2014 District's Proposed Budget</b>			
<b>30,876 152.4</b>			
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>			
Increase: Subsidies and Transfers	Multiple Programs	14,159	0.0
Increase: Other Services and Charges	Multiple Programs	2,043	0.0
Increase: Fixed cost estimates for Occupancy, Security, and Energy	Agency Management	1,190	0.0
Increase: Planned salary step increases and Fringe Benefits	Multiple Programs	424	0.0
Decrease: Fixed cost estimate for Telephone	Agency Management	-700	0.0
Decrease: Fixed cost estimate for Rent	Agency Management	-569	0.0
Shift: FTEs from Federal Grant funds	Multiple Programs	196	3.1
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>			
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	488	0.0
Decrease: To offset the proposed cost-of-living adjustment	Multiple Programs	-488	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>			
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>			
<b>47,618 155.6</b>			
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>			
Increase: Fixed cost estimate for Energy, Security, and Telephone	Agency Management	3,470	0.0
Increase: Fixed cost assessment for Rent and Occupancy	Agency Management	2,347	0.0
Increase: Information Technology estimate	Agency Management	549	0.0
Increase: Fleet estimate	Agency Management	83	0.0
Decrease: Realignment of expenditures	Workforce Development	-1,100	0.0
Decrease: Eliminate FTE	Agency Management	-79	-0.9
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>			
Decrease: Remove fixed costs	Agency Management	-6,450	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>			
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>			
<b>0 0.0</b>			
<b>Gross for CFO - Department of Employment Services</b>		<b>144,412</b>	<b>546.0</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 2014:

### Workforce Development Program

**Objective 1:** Implement an integrated workforce system that will improve customer service and outcomes for employers and job seekers, including young adults. (One City Action Plan Actions 1.1.5, 2.3.1, 2.3.4, 2.3.6, 2.3.7, 3.1.1, and Indicators 1A, 1C, 1D and 2C, as well as 5-Year Economic Development Strategy 1.10, 1.13, and 2.10).

## KEY PERFORMANCE INDICATORS

### Workforce Development Program

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Target	FY 2014 Target	FY 2015 Target
Number of adult participants completing workforce development training program <sup>1</sup>	1,597	1,400	340	1,400	1,500	TBD
Number of SYEP youth participants referred to summer jobs	14,062	14,000	TBD	14,000	14,000	14,000
Percentage of unemployed adult customers placed in full-time unsubsidized employment	61.50%	72%	56.92%	TBD <sup>2</sup>	TBD	TBD
Percentage of D.C. residents filling new available positions [New in FY 2013] [One City Action Plan Indicator 1D] <sup>3</sup>	Not Available	Not Available	Baseline 27.6%	29%	30%	33.12%
Percentage of young adults, ages 20-24, who are employed [New FY 2013] [One City Action Plan Indicator 2C] <sup>3</sup>	Not Available	Not Available	Baseline 56%	58%	66%	67%
Number of long-term unemployed residents that obtained jobs through the On-the-Job Training initiative [New in FY 2013] [One City Action Plan Action 2.3.6; One Hire] <sup>3</sup>	Not Available	Not Available	Not Available	150	175	200
Job growth in District [New in FY 2013] [One City Action Plan Indicator 1A] <sup>3</sup>	1.6%	Baseline 1.9%	0.8%	1.5%	1.8%	TBD
District of Columbia unemployment rate (as reported by the USDOL Bureau of Labor Statistics – not seasonally adjusted) [New in FY 2013] [One City Action Plan Indicator 1C] <sup>3</sup>	10.2%	Baseline 9.1%	9.8%	8.5%	8.3%	8%
Private sector's participation in the District economy [New in FY 2013] [One City Action Plan Indicator 1B] <sup>3</sup>	Not Available	66%	Not Available	68%	TBD	TBD

## Labor Standards Program

**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).

### KEY PERFORMANCE INDICATORS

#### Labor Standards Program

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Target	FY 2014 Target	FY 2015 Target
Percentage of back wages collected from employers on valid wage and hour complaints	97%	97%	99.06%	97%	97%	97%
Percentage of workers' compensation formal hearings resolved within 120 working days	80.09%	80%	86.68%	80%	80%	80%
Rank: Per premium rate to secure workers compensation coverage in the District of Columbia [New in FY 2013] <sup>4</sup>	Not Available	Not Available	Not Available	51st <sup>4</sup>	51st	51st

## Unemployment Insurance 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.

### KEY PERFORMANCE INDICATORS

#### Unemployment Insurance Program

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Target	FY 2014 Target	FY 2015 Target
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/ Industry Standard]	69.4%	87%	67.7%	87%	87%	87%
Percentage of new unemployment insurance status determinations made within 90 days of the ending date of the first quarter of liability	77.2%	70%	79.3%	70%	70%	70%
District of Columbia re-employment rate as reported by USDOL <sup>5</sup>	44.71%	60%	52.3%	60%	60%	60%

## Operations and Agency Management

Objective 1: Improve Office of the Director, Management and Administration.

### KEY PERFORMANCE INDICATORS

#### Operations and Agency Management

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Target
Percentage of agency-wide cost savings	Not Available	5%	3.9%	4%	5%	6%

#### Performance Plan Endnotes:

<sup>1</sup>Number of adult participants completing workforce development training programs. Number represents numbers based on the date range of October 1, 2010 to June 30, 2012, of all adult and/or dislocated workers successfully completing training (300 series with a successful Completion Indicator).

<sup>2</sup>This figure is negotiated yearly with the U.S. Department of Labor.

<sup>3</sup><http://mayor.dc.gov/page/one-city-action-plan> Former workload measure converted to KPI in FY 2013.

<sup>4</sup>(Least Expensive)

<sup>5</sup>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*. Please note that the performance data charts generated by USDOL regarding the re-employment query are 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.

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# Real Property Tax Appeals Commission

<http://rptac.dc.gov>  
Telephone: 202-727-6860

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$886,638	\$1,663,264	\$1,684,101	1.3
FTEs	4.4	11.0	11.0	0.0

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The mission of the Real Property Tax Appeals Commission (RPTAC) is to conduct fair and impartial hearings to review disputed real property tax assessments (to ensure that properties are assessed at 100 percent of market value), and to resolve claims of improper real property classifications, homestead (domicile) issues, and senior eligibility issues.

The Real Property Tax Appeals Commission (RPTAC) is a newly formed agency created by the repeal of its predecessor, the Board of Real Property Assessments and Appeals (BRPAA). The Commission convened for its first day of business on July 16, 2012.

## 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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table DA0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DA0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	1,063	887	1,663	1,684	21	1.3
<b>Total for General Fund</b>	<b>1,063</b>	<b>887</b>	<b>1,663</b>	<b>1,684</b>	<b>21</b>	<b>1.3</b>
<b>Gross Funds</b>	<b>1,063</b>	<b>887</b>	<b>1,663</b>	<b>1,684</b>	<b>21</b>	<b>1.3</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table DA0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table DA0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	2.8	4.4	11.0	11.0	0.0	0.0
<b>Total for General Fund</b>	<b>2.8</b>	<b>4.4</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>2.8</b>	<b>4.4</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table DA0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DA0-3**  
(dollars in thousands)

	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>Comptroller Source Group</b>						
11 - Regular Pay - Continuing Full Time	157	239	849	330	-519	-61.1
12 - Regular Pay - Other	0	131	100	630	530	530.4
13 - Additional Gross Pay	15	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	33	50	207	218	11	5.3
<b>Subtotal Personal Services (PS)</b>	<b>205</b>	<b>420</b>	<b>1,156</b>	<b>1,178</b>	<b>22</b>	<b>1.9</b>
20 - Supplies and Materials	10	8	12	11	-2	-12.0
31 - Telephone, Telegraph, Telegram, Etc.	0	15	1	12	11	1,100.0
40 - Other Services and Charges	842	363	366	242	-124	-33.8
41 - Contractual Services - Other	0	71	110	233	123	111.9
70 - Equipment and Equipment Rental	6	9	18	8	-10	-57.1
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>858</b>	<b>466</b>	<b>507</b>	<b>506</b>	<b>-1</b>	<b>-0.2</b>
<b>Gross Funds</b>	<b>1,063</b>	<b>887</b>	<b>1,663</b>	<b>1,684</b>	<b>21</b>	<b>1.3</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** – supports direct Commission operations, including 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** – supports 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 Real Property Tax Appeals Commission has no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table DA0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table DA0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	6	6	7	1	0.0	0.0	0.0	0.0
(1015) Training and Employee Development	11	12	12	1	0.1	0.2	0.2	0.0
(1020) Contracting and Procurement	28	23	30	7	0.2	0.4	0.4	0.0
(1030) Property Management	10	11	12	1	0.0	0.1	0.1	0.0
(1040) Information Technology	11	20	60	40	0.0	0.1	0.1	0.0
(1050) Communications	8	8	9	1	0.0	0.1	0.1	0.0
(1080) Communications	58	59	58	-1	0.4	1.0	1.0	0.0
(1085) Customer Service	2	2	3	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>135</b>	<b>141</b>	<b>191</b>	<b>50</b>	<b>0.8</b>	<b>1.8</b>	<b>1.9</b>	<b>0.0</b>
<b>(2000) Real Property Appeals Process</b>								
(2010) Appeals Process	575	362	403	41	1.2	2.6	2.9	0.4
(2020) Commission Operations	0	971	1,026	56	0.0	5.2	5.7	0.5
<b>Subtotal (2000) Real Property Appeals Process</b>	<b>575</b>	<b>1,333</b>	<b>1,429</b>	<b>96</b>	<b>1.2</b>	<b>7.8</b>	<b>8.6</b>	<b>0.8</b>
<b>(3000) Real Property Outreach Education</b>								
(3010) Outreach Education	177	71	25	-45	2.4	0.6	0.2	-0.4
(3020) Commission Outreach	0	119	39	-80	0.0	0.8	0.3	-0.5
<b>Subtotal (3000) Real Property Outreach Education</b>	<b>177</b>	<b>189</b>	<b>64</b>	<b>-125</b>	<b>2.4</b>	<b>1.4</b>	<b>0.5</b>	<b>-0.9</b>
<b>Total Proposed Operating Budget</b>	<b>887</b>	<b>1,663</b>	<b>1,684</b>	<b>21</b>	<b>4.4</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Real Property Tax Appeals Commission's (RPTAC) proposed FY 2014 gross budget is \$1,684,101, which represents a 1.3 percent increase over its FY 2013 approved gross budget of \$1,663,264. The budget consists 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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.

RPTAC's FY 2014 CSFL budget is \$1,684,101, which represents a \$20,837, or 1.3 percent, increase over the FY 2013 approved Local funds budget of \$1,663,264.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for RPTAC included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$8,696 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$12,141 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** The FY 2014 budget includes increases of \$120,456 in Contractual Services - Other to support the online document management system; \$13,314 in personal services to support step increases and Fringe Benefits adjustments; and \$11,000 to maintain optimum service levels in Telecommunication services.

**Decrease:** RPTAC's budget includes a \$132,551 reduction in Other Services and Charges to offset the increases in Contractual Services – Other and a reduction of \$10,420 in Equipment and Equipment Rental to account for IT equipment maintenance. Lastly, Supplies and Materials were reduced by \$1,800 to reflect the current year's projections.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

The Real Property Tax Appeals Commission has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table DA0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table DA0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,663</b>	<b>11.0</b>
Other CSFL Adjustments	Multiple Programs	21	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>1,684</b>	<b>11.0</b>
Increase: Adjust Other Services and Charges to support the online document system	Multiple Programs	120	0.0
Increase: Adjust personal services to support step increases and Fringe Benefits adjustments	Real Property Appeals Process	13	0.0
Increase: Adjust funding for telecommunication services	Real Property Appeals Process	11	0.0
Decrease: Other Services and Charges, as an offset to the increases in Contractual Services	Multiple Programs	-133	0.0
Decrease: IT Equipment and Equipment Rental costs to support personal services	Real Property Appeals Process	-10	0.0
Decrease: Supplies and Materials	Multiple Programs	-2	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,684</b>	<b>11.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,684</b>	<b>11.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,684</b>	<b>11.0</b>
<b>Gross for DA0 - Real Property Tax Appeals Commission</b>		<b>1,684</b>	<b>11.0</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 2014:

**Objective 1:** Promote confidence in the integrity of the assessment process through the issuance of impartial, timely, and legally sound decisions on assessment appeals.

**Objective 2:** Enhance the public's perception of the Commission by streamlining and making more accessible the administrative and decision-making processes.

**Objective 3:** Provide community outreach and education.

## KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual <sup>2</sup>	FY 2012 Target <sup>3</sup>	FY 2012 Actual <sup>4</sup>	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average minutes per case for commission member hearing and decision write-up	Not Available	Not Available	85	85	85	85
Percentage of cases that are filed electronically	Not Available	Not Available	Not Available	20% <sup>5</sup>	75%	90%
Percentage of decisions that are transmitted electronically	Not Available	Not Available	Not Available	20% <sup>6</sup>	75%	90%
Percentage of decisions on residential appeal issued within 30 days of the hearing	Not Available	Not Available	30%	100%	100%	100%
Percentage of decisions on commercial appeals issued within 80 days of the hearing	Not Available	Not Available	80%	100%	100%	100%
Percentage of decisions completed by February 1	Not Available	Not Available	34%	100%	100%	100%

<sup>1</sup>The Commission (and its predecessor) hears cases on a "Tax Year" basis. The Commission is currently hearing cases for tax year 2013.

<sup>2</sup>Data is not available from the predecessor Board of Real Property Assessments and Appeals at this time.

<sup>3</sup>The Commission was established in mid-FY 2012, and therefore, did not have an FY 2012 Performance Plan. As a result, the Commission did not establish FY 2012 targets.

<sup>4</sup>Ibid.

<sup>5</sup>This is a baseline measurement and will not be scored at the end of the fiscal year. The Commission is implementing this electronic solution for the first time and will need to adjust the target based on when the electronic solution is delivered and the Commission has had an opportunity to review the preliminary results.

<sup>6</sup>Ibid.

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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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$24,615,761	\$32,951,767	\$39,476,318	19.8
FTEs	245.5	279.0	328.0	17.6

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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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table CR0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CR0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	7,624	9,935	16,365	14,571	-1,794	-11.0
Special Purpose Revenue Funds	14,074	14,572	16,586	24,905	8,319	50.2
<b>Total for General Fund</b>	<b>21,698</b>	<b>24,507</b>	<b>32,952</b>	<b>39,476</b>	<b>6,525</b>	<b>19.8</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0	109	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>109</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>21,698</b>	<b>24,616</b>	<b>32,952</b>	<b>39,476</b>	<b>6,525</b>	<b>19.8</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table CR0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table CR0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	77.7	90.8	132.0	142.0	10.0	7.6
Special Purpose Revenue Funds	155.6	154.7	147.0	186.0	39.0	26.5
<b>Total for General Fund</b>	<b>233.3</b>	<b>245.5</b>	<b>279.0</b>	<b>328.0</b>	<b>49.0</b>	<b>17.6</b>
<b>Total Proposed FTEs</b>	<b>233.3</b>	<b>245.5</b>	<b>279.0</b>	<b>328.0</b>	<b>49.0</b>	<b>17.6</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table CR0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CR0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	14,924	16,539	18,936	20,717	1,781	9.4
12 - Regular Pay - Other	88	175	125	2,062	1,937	1,548.9
13 - Additional Gross Pay	409	167	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	3,223	3,721	4,441	5,634	1,192	26.8
15 - Overtime Pay	243	453	201	316	115	57.2
<b>Subtotal Personal Services (PS)</b>	<b>18,888</b>	<b>21,055</b>	<b>23,704</b>	<b>28,729</b>	<b>5,025</b>	<b>21.2</b>
20 - Supplies and Materials	86	99	203	237	34	16.8
30 - Energy, Comm. and Building Rentals	0	0	0	54	54	N/A
31 - Telephone, Telegraph, Telegram, Etc.	1	386	389	350	-39	-10.1
40 - Other Services and Charges	852	1,035	1,921	3,490	1,570	81.7
41 - Contractual Services - Other	1,858	2,025	6,682	6,385	-297	-4.4
70 - Equipment and Equipment Rental	13	17	53	231	178	335.5
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>2,811</b>	<b>3,561</b>	<b>9,248</b>	<b>10,747</b>	<b>1,499</b>	<b>16.2</b>
<b>Gross Funds</b>	<b>21,698</b>	<b>24,616</b>	<b>32,952</b>	<b>39,476</b>	<b>6,525</b>	<b>19.8</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:

- **Scheduling and 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.

This division contains the following 2 activities:

- **Zoning Administrator** – provides zoning interpretation, inspections, and enforcement services to contractors, developers and property owners so that they can be in compliance with the zoning ordinances of the District; and
- **Construction Compliance** – provides inspections of developers and property owners so that they can comply with the construction regulations and laws of the District of Columbia.

**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**

In FY 2014, the agency added one new activity under the Zoning and Construction compliance division. The proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at [www.cfo.dc.gov](http://www.cfo.dc.gov) on the Annual Operating Budget and Capital Plan page.

**FY 2014 Proposed Operating Budget and FTEs, by Division and Activity**

Table CR0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table CR0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Administrative Services</b>								
(1010) Personnel	239	236	320	84	1.8	2.0	3.0	1.0
(1015) Training and Employee Development	0	0	110	110	0.0	0.0	1.0	1.0
(1020) Contracting and Procurement	134	139	146	8	1.9	2.0	2.0	0.0
(1030) Property Management	177	183	188	5	1.8	2.0	2.0	0.0
(1040) Information Technology	1,486	1,921	2,138	217	11.0	13.0	13.0	0.0
(1055) Risk Management	328	355	397	42	3.7	4.0	4.0	0.0
(1060) Legal	100	103	118	15	0.9	1.0	1.0	0.0
(1070) Fleet Management	308	194	274	80	0.9	1.0	1.0	0.0
(1085) Customer Service	941	912	998	86	11.0	12.0	12.0	0.0
(1090) Performance Management	1,207	998	1,306	309	7.4	8.0	11.0	3.0
<b>Subtotal (1000) Administrative Services</b>	<b>4,921</b>	<b>5,040</b>	<b>5,995</b>	<b>954</b>	<b>40.5</b>	<b>45.0</b>	<b>50.0</b>	<b>5.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	279	455	1,011	556	1.9	4.0	7.0	3.0
(120F) Accounting Operations	391	427	427	0	4.6	5.0	5.0	0.0
(130F) ACFO Operations	352	431	534	103	2.8	3.0	3.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>1,022</b>	<b>1,312</b>	<b>1,972</b>	<b>660</b>	<b>9.3</b>	<b>12.0</b>	<b>15.0</b>	<b>3.0</b>

(Continued on next page)

**Table CR0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(2000) Permitting</b>								
(2020) Plan Review	2,382	2,315	2,499	184	24.2	25.0	31.0	6.0
(2025) Homeowner Center	66	68	73	5	0.9	1.0	1.0	0.0
(2030) Development Ambassador	285	841	1,367	527	3.7	5.0	6.0	1.0
(2050) Permits	865	880	1,203	323	12.1	13.0	15.0	2.0
(2060) Surveyor	731	711	1,135	424	7.4	8.0	9.0	1.0
<b>Subtotal (2000) Permitting</b>	<b>4,329</b>	<b>4,815</b>	<b>6,278</b>	<b>1,463</b>	<b>48.3</b>	<b>52.0</b>	<b>62.0</b>	<b>10.0</b>
<b>(3000) Enforcement</b>								
(3020) Scheduling and Enforcement Unit	209	274	832	559	2.7	3.0	10.0	7.0
(3025) Vacant Property	305	397	769	372	3.6	6.0	11.0	5.0
(3045) Regulatory Investigations	930	948	991	44	8.2	10.0	10.0	0.0
(3050) Rehabilitation	706	4,815	2,780	-2,034	8.4	9.0	9.0	0.0
(3055) Consumer Protection	140	263	273	9	1.8	3.0	3.0	0.0
(3060) Weights and Measures	294	318	430	112	3.6	4.0	5.0	1.0
<b>Subtotal (3000) Enforcement</b>	<b>2,584</b>	<b>7,014</b>	<b>6,075</b>	<b>-939</b>	<b>28.4</b>	<b>35.0</b>	<b>48.0</b>	<b>13.0</b>
<b>(4000) Inspection</b>								
(3010) Building Inspections Division	2,534	2,973	3,356	382	33.1	34.0	34.0	0.0
(3080) Residential Inspections	2,310	2,397	3,159	762	27.3	31.0	36.0	5.0
(3095) Construction Compliance	324	312	368	56	3.6	4.0	4.0	0.0
<b>Subtotal (4000) Inspection</b>	<b>5,168</b>	<b>5,683</b>	<b>6,883</b>	<b>1,200</b>	<b>64.0</b>	<b>69.0</b>	<b>74.0</b>	<b>5.0</b>
<b>(6000) Zoning and Construction Compliance</b>								
(6010) Zoning Administrator	996	1,134	1,461	327	11.1	12.0	15.0	3.0
(6020) Construction Compliance	0	0	103	103	0.0	0.0	2.0	2.0
<b>Subtotal (6000) Zoning and Construction Compliance</b>	<b>996</b>	<b>1,134</b>	<b>1,564</b>	<b>430</b>	<b>11.1</b>	<b>12.0</b>	<b>17.0</b>	<b>5.0</b>
<b>(7000) Licensing</b>								
(2070) Business Service Center	368	415	422	7	4.6	5.0	5.0	0.0
(2080) Corporation Division	1,279	1,521	2,608	1,087	9.2	13.0	15.0	2.0
(2090) License and Registration Renewal	1,207	1,744	2,726	982	17.3	18.0	19.0	1.0
(2095) Occupational and Professional Licensing	2,741	4,273	4,955	681	12.7	18.0	23.0	5.0
<b>Subtotal (7000) Licensing</b>	<b>5,595</b>	<b>7,954</b>	<b>10,711</b>	<b>2,757</b>	<b>43.8</b>	<b>54.0</b>	<b>62.0</b>	<b>8.0</b>
<b>Total Proposed Operating Budget</b>	<b>24,616</b>	<b>32,952</b>	<b>39,476</b>	<b>6,525</b>	<b>245.5</b>	<b>279.0</b>	<b>328.0</b>	<b>49.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Department of Consumer and Regulatory Affairs' (DCRA) proposed FY 2014 gross budget is \$39,476,318, which represents a 19.8 percent increase over its FY 2013 approved gross budget of \$32,951,767. The budget is comprised of \$14,571,018 in Local funds and \$24,905,300 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$17,254,109, which represents an \$888,798, or 5.4 percent, increase over the FY 2013 approved Local funds budget of \$16,365,311.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for DCRA included the removal of \$20,000 in one-time funding from FY 2013, which was used for the implementation of two motor fuels testing devices, approximately \$10,000 each. The FY 2014 CSFL calculated for DCRA also included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$93,252 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth; \$98,787 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent; and \$716,759 in Other Services and Charges for the costs associated with the establishment of the Purchase Card program. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** In Local funds, the budget reflects increases of \$853,783 and 15.0 FTEs in personal services to support the enforcement of the District's new building codes, laws, and regulations; \$486,223 in Other Services and Charges across the agency's programs to support increased functions; \$302,858 in personal services to support the agency's proposed step increases and the increase in the Fringe Benefits rate; \$232,152 in Other Services and Charges in the Enforcement Division to support the agency's building code enforcement functions; and \$146,831 in nonpersonal services, primarily in Equipment and Equipment Rental, to support the increase in personnel. In Special Purpose Revenue funds, the budget reflects increases of \$3,961,107 and 39.0 FTEs in personal services and \$2,727,188 in nonpersonal services due to the anticipated increases in the Basic Business Licensing, Nuisance Abatement and Corporate Recordation Funds.

**Decrease:** The Local funds budget includes a net reduction of \$2,021,847 in Contractual Services to offset the costs associated with 15 newly created positions.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$630,549 in Special Purpose Revenue funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

## District's Proposed Budget

**Increase:** DCRA's FY 2014 proposed Special Purpose Revenue budget includes an increase of \$100,000 to support the Boxing and Wrestling Commission.

**Decrease:** The Local funds budget includes a reduction of \$500,000 to reflect a one-time adjustment of personal services costs in FY 2014, based on projected salary lapse savings, as well as \$466,332 and 5.0 FTEs to support the Film DC Economic Incentive Fund, Emancipation Day, and the Boxing and Wrestling Commission.

**Shift:** The FY 2014 budget includes an increase of \$900,000 in Special Purpose Revenue funds, Contractual Services – Other, with a corresponding decrease in Local funds, Contractual Services – Other, to account for shifting Enforcement program costs from Local to Special Purpose Revenue funds.

**Transfer Out:** The FY 2014 District's proposed Local funds budget includes transfers of \$716,759 to the Office of the Chief Financial Officer to support merchant service costs and \$100,000 to the Council of the District of Columbia to support the Emancipation Day Parade.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table CR0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table CR0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>16,365</b>	<b>132.0</b>
Removal of One-Time Funding	Multiple Programs	-20	0.0
Other CSFL Adjustments	Multiple Programs	909	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>17,254</b>	<b>132.0</b>
Increase: In personal services, to support the enforcement of the District's new building codes, laws, and regulations	Enforcement	854	15.0
Increase: In Other Services and Charges, due to realignment in the agency's divisions	Multiple Programs	486	0.0
Increase: In personal services, to support the agency's proposed step and Fringe Benefits increases	Multiple Programs	303	0.0
Increase: In Other Services and Charges in the Enforcement Division, to support the agency's building code enforcement functions	Enforcement	232	0.0
Increase: In nonpersonal services, primarily in Equipment and Equipment Rentals, to support the increase in personnel	Multiple Programs	147	0.0
Decrease: In Contractual Services, to support the agency's 15 newly created positions	Enforcement	-2,022	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>17,254</b>	<b>147.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>17,254</b>	<b>147.0</b>

(Continued on next page)

**Table CR0-5 (continued)**  
(dollars in thousands)

	<b>DIVISION</b>	<b>BUDGET</b>	<b>FTE</b>
<b>LOCAL FUNDS:</b>			
Decrease: Personal Services to reflect one-time salary lapse savings	Permitting	-500	0.0
Decrease: Primarily personal services	Multiple Programs	-466	-5.0
Shift: To Special Purpose Revenue funds to support Enforcement program costs	Multiple Programs	-900	0.0
Transfer Out: To the Office of the Chief Financial Officer to support merchant services costs	Administrative Services	-717	0.0
Transfer Out: To the Council of the District of Columbia to support the Emancipation Day parade	Multiple Programs	-100	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>14,571</b>	<b>142.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>16,586</b>	<b>147.0</b>
Increase: In personal services, due to anticipated increases in the Basic Business Licensing, Nuisance Abatement, and Corporate Recordation Funds	Multiple Programs	3,961	39.0
Increase: In nonpersonal services, primarily in Contractual Services and Other Services and Charges, due to anticipated increases in the Basic Business Licensing, Nuisance Abatement, and Corporate Recordation Funds	Multiple Programs	2,727	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>23,275</b>	<b>186.0</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	631	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>23,905</b>	<b>186.0</b>
Increase: To support the Boxing and Wrestling Commission	Multiple Programs	100	0.0
Shift: From Local funds to support Enforcement program costs	Multiple Programs	900	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>24,905</b>	<b>186.0</b>
<b>Gross for CR0 - Department of Consumer and Regulatory Affairs</b>		<b>39,476</b>	<b>328.0</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 2014:

### 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.

## KEY PERFORMANCE INDICATORS

### Business and Professional Licensing Administration (BPLA)

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of business license applications submitted online (new and renewal)	17%	60%	16%	45%	65%	75%
Percentage of professional license applications submitted online (new and renewal)	91%	60%	95%	90%	92%	95%
Percentage of corporate filings submitted online	11%	65%	30%	50%	65%	80%
Percentage of occupational and professional license renewals processed in 3 days (when a complete application is submitted)	Not Available	97%	100%	98%	98%	99%
Percentage of regulatory investigations resulting in the issuance of a notice of infraction	23%	60%	34%	30%	20%	15%
Percentage of pre-license investigations conducted by regulatory investigations within 5 business days	96%	85%	93%	90%	95%	95%
Percentage of weighing and measuring devices approved	96%	80%	97%	85%	90%	90%
Percentage of gas stations compliant with octane rules	Not Available	Not Available	Not Available	93%	95%	97%
Number of new vendors licensed pursuant to the new regulations	Not Available	Not Available	Not Available	Baseline	TBD	TBD

## Permit Operations Division

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.

### KEY PERFORMANCE INDICATORS

#### Permit Operations Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average length of customer wait in Permit Center (min.)	14.4	16	10.1	12	12	12
Percentage of walk through applications processed same day <sup>1</sup>	61%	70%	54%	70%	70%	75%
Percentage of green building plan review completed within 30 days	100%	97%	75%	95%	95%	97%
Percentage of filed plan reviews completed on-time	94%	95%	94%	95%	95%	95%
Percentage of TPR project reviews by DCRA Technical Review within 15 business days	78%	85%	89%	85%	85%	85%
Percentage of building plats utilizing expedited review service	22%	20%	27%	30%	35%	37%
Percentage of all permit applications held for correction <sup>2</sup>	26%	Not Available	27%	50%	45%	40%
Percentage of permits issued online (postcard and supplemental)	15.6%	35%	15.9%	20%	25%	30%
Percentage of building plats using online services	Not Available	Not Available	Not Available	25%	35%	50%
Percentage of Project Dox use vs. non-use	Not Available	Not Available	Not Available	25%	35%	50%

## Office of Zoning Administrator

**Objective 1:** Enhance applicant and general citizen satisfaction through timely, efficient, and accurate application zoning conformance review processes.

### KEY PERFORMANCE INDICATORS

#### Office of Zoning Administrator

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Percentage of Certificate of occupancy applications receiving OZA initial review from the application date, in compliance with timelines (30 business days)	93%	95%	90%	95%	95%	95%
Percentage of HOPs issued within 10 business days of application submission	84%	90%	75%	70%	75%	80%
Percentage of HOPs that could have been issued as EHOPs	Not Available	Not Available	Not Available	50%	40%	35%
Percentage of successful defenses of appeals of Zoning Administrator decisions before the BZA	78%	75%	100%	75%	78%	79%
Percentage of complaint-initiated enforcement actions occurring within 60 days of receipt of concern	74%	80%	43%	60%	65%	70%

## Inspections Division

Objective 1: Manage an efficient combination inspection program.

Objective 2: Manage an efficient housing inspection program.

Objective 3: Develop a premier specialty inspections program.

### KEY PERFORMANCE INDICATORS

#### Inspections Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of units inspected by Proactive Inspections Team	2,075	2,500	2,252	2,500	2,500	2,500
Percentage of complaint-related inspections completed within 5 days of the scheduled date	78.8%	80%	85%	85%	86%	88%
Percentage of permit-related inspections completed within 48 hours of scheduled date	93.5%	87%	92%	93%	93%	95%
Number of inspections performed of "green projects"	Not Available	Not Available	Not Available	Baseline	TBD	TBD
Number of Quality Control inspections performed on Third Party Inspections	165	Not Available	73	125	TBD	TBD
Percentage of Third Party Inspection agencies with quality control audits that result in a disciplinary action	69.7%	Not Available	21%	TBD	TBD	TBD
Percentage of illegal construction cases dismissed at the initial DCRA appeal hearing	17.4%	10%	12%	10%	10%	10%
Percentage of inspections completed as scheduled	92.1%	82%	93%	93%	95%	95%
Average number of Housing inspections per inspector daily	Not Available	Not Available	Not Available	5.0	5.3	5.4
Average number of Construction inspections per inspector daily	Not Available	Not Available	Not Available	6.0	6.5	6.8

## Enforcement Division

**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.

### KEY PERFORMANCE INDICATORS

#### Enforcement Division

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Total number of vacant properties	2,288	3,400	2,423	3,200	3,000	2,800
Percentage of registered vacant properties (includes properties that are registered and exempt)	47%	75%	46%	80%	82%	85%
Percentage of rate of return on special assessments filed	68%	100%	189%	100%	100%	100%
Total dollar amount of Special Assessments collected	\$2,404,486	\$900,000	\$439,772	\$700,000	\$500,000	\$500,000
Percentage of cases "won" with OAH finding of liability ("upheld")	42%	80%	61%	85%	90%	90%
Total dollar amount of tax liens collected	\$203,649	\$200,000	\$199,498	\$200,000	\$200,000	\$100,000
Number of blighted properties reported to OTR	243	300	326	275	250	200
Percentage of DCRA abatements completed within 30 days	82%	85%	94%	85%	85%	85%
Percentage of all blight appeals before the Deputy Director within 10 days of receipt of appeal	Not Available	Not Available	Not Available	95%	TBD	TBD

## Agency Management

Objective 1: Maintain a qualified, healthy, and highly motivated workforce.

Objective 2: Review DCRA internal policies and create uniformity amongst all agency Divisions.

Objective 3: Increase public awareness of DCRA programs and services.

Objective 4: Manage agency performance and integrity.

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 (CCCCB).

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## KEY PERFORMANCE INDICATORS

### Agency Management

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of OIG inquiries completed timely	92%	95%	100%	100%	TBD	TBD
Percentage of FOIA requests completed timely	56%	95%	100%	95%	TBD	TBD
Total cost per copier	Not Available	Not Available	Not Available	Baseline	TBD	TBD
Percentage of customers utilizing online payment	Not Available	Not Available	Not Available	Baseline	TBD	TBD
Percentage reduction in number of FOIA requests	Not Available	Not Available	Not Available	Baseline	TBD	TBD

### Performance Plan Endnotes:

<sup>1</sup>Industry Standard Measure: ICMA reports that in FY 2009, 54% 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. This does not reflect the actual performance since the customers visit the Permit Center all day and choose to complete the process the same day. This is true of projects that are held for corrections.

<sup>2</sup>Please note that the KPI for "% of Permits held for corrections" may not reflect the accurate data. We are currently running a report to verify this information and will update the numbers if necessary.

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# Office of the Tenant Advocate

<http://ota.dc.gov>

Telephone: 202-719-6560

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$1,948,805	\$2,063,971	\$2,132,106	3.3
FTEs	12.8	15.0	15.0	0.0

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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 to displaced tenants for certain emergency housing and tenant relocation expenses.

## Summary of Services

OTA provides a range of services to the tenant community to further each aspect of its mission. The agency (1) 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) provides in-house representation for tenants in certain cases, and refers other cases to pro bono or contracted legal service providers and attorneys; (3) 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) conducts educational seminars in a variety of contexts to inform tenants about their rights and other rental housing concerns; and (5) provides financial assistance for certain emergency housing and relocation expenses to tenants displaced by fires, floods, or government closures.

The FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table CQ0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CQ0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	560	1,949	2,064	2,132	68	3.3
Special Purpose Revenue Funds	1,195	0	0	0	0	N/A
<b>Total for General Fund</b>	<b>1,755</b>	<b>1,949</b>	<b>2,064</b>	<b>2,132</b>	<b>68</b>	<b>3.3</b>
<b>Gross Funds</b>	<b>1,755</b>	<b>1,949</b>	<b>2,064</b>	<b>2,132</b>	<b>68</b>	<b>3.3</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table CQ0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table CQ0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	74	12.8	15.0	15.0	0.0	0.0
Special Purpose Revenue Funds	6.0	0.0	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>13.3</b>	<b>12.8</b>	<b>15.0</b>	<b>15.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>13.3</b>	<b>12.8</b>	<b>15.0</b>	<b>15.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table CQ0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CQ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	916	879	1,061	1,101	40	3.7
12 - Regular Pay - Other	16	29	0	0	0	N/A
13 - Additional Gross Pay	13	3	0	0	0	N/A
14 - Fringe Benefits – Current Personnel	230	218	285	311	25	8.9
15 - Overtime Pay	2	4	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,176</b>	<b>1,133</b>	<b>1,347</b>	<b>1,412</b>	<b>65</b>	<b>4.8</b>
20 - Supplies and Materials	0	17	22	21	-1	-6.4
31 - Telephone, Telegraph, Telegram, Etc.	13	38	0	0	0	N/A
40 - Other Services and Charges	542	135	375	377	2	0.6
41 - Contractual Services - Other	24	625	310	314	5	1.5
50 - Subsidies and Transfers	0	0	2	0	-2	-100.0
70 - Equipment and Equipment Rental	0	0	8	8	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>579</b>	<b>816</b>	<b>717</b>	<b>720</b>	<b>3</b>	<b>0.4</b>
<b>Gross Funds</b>	<b>1,755</b>	<b>1,949</b>	<b>2,064</b>	<b>2,132</b>	<b>68</b>	<b>3.3</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;
- **Tenant Hotline** – 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
- **Legal Service Provider** – 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.

**Policy 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.

**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 Tenant Advocate has no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table CQ0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table CQ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Administrative Services</b>								
(1030) Property Management	4	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Technology	38	17	0	-17	0.0	0.0	0.0	0.0
(1090) Performance Management	371	407	415	8	3.3	4.0	4.0	0.0
<b>Subtotal (1000) Administrative Services</b>	<b>414</b>	<b>424</b>	<b>415</b>	<b>-9</b>	<b>3.3</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>
<b>(2000) Housing Assistance Community Service Program</b>								
(2010) Housing Assistance Community Service Program	704	0	0	0	3.8	0.0	0.0	0.0
<b>Subtotal (2000) Housing Assistance Community Svcs. Program</b>	<b>704</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(3000) Legal Representation</b>								
(3010) Housing Assistance	238	0	0	0	2.8	0.0	0.0	0.0
(3015) In-House Legal Representation	0	519	607	88	0.0	5.0	6.0	1.0
(3020) Legal Hotline	38	45	40	-5	0.0	0.0	0.0	0.0
(3030) Legal Service Provider	336	260	264	5	1.0	0.0	0.0	0.0
<b>Subtotal (3000) Legal Representation</b>	<b>612</b>	<b>824</b>	<b>912</b>	<b>87</b>	<b>3.8</b>	<b>5.0</b>	<b>6.0</b>	<b>1.0</b>
<b>(4000) Policy Advocacy Program</b>								
(4010) Tenant Advocacy Program	0	0	0	0	0.0	1.0	0.0	-1.0
(4010) Policy Advocacy Program	111	123	125	2	1.0	0.0	1.0	1.0
(4020) Research and Development	8	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Policy Advocacy Program</b>	<b>119</b>	<b>123</b>	<b>125</b>	<b>2</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	99	106	116	10	1.0	1.0	1.0	0.0
<b>Subtotal (5000) OTA Educational Institute</b>	<b>99</b>	<b>106</b>	<b>116</b>	<b>10</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(6000) Emergency Housing</b>								
(6010) Emergency Housing	0	250	296	46	0.0	0.0	0.0	0.0
<b>Subtotal (6000) Emergency Housing</b>	<b>0</b>	<b>250</b>	<b>296</b>	<b>46</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(8000) Case Management Administration and Community Outreach</b>								
(8010) Case Management Administration	0	287	219	-68	0.0	4.0	3.0	-1.0
(8020) Community Outreach	0	50	50	0	0.0	0.0	0.0	0.0
<b>Subtotal (8000) Case Mgmt Admin and Community Outreach</b>	<b>0</b>	<b>337</b>	<b>269</b>	<b>-68</b>	<b>0.0</b>	<b>4.0</b>	<b>3.0</b>	<b>-1.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,949</b>	<b>2,064</b>	<b>2,132</b>	<b>68</b>	<b>12.8</b>	<b>15.0</b>	<b>15.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of the Tenant Advocate's (OTA) proposed FY 2014 gross budget is \$2,132,106, which represents a 3.3 percent increase over its FY 2013 approved gross budget of \$2,063,971. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$2,093,106, which represents a \$29,135, or 1.4 percent, increase over the FY 2013 approved Local funds budget of \$2,063,971.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OTA included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$11,983 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$17,152 in nonpersonal services, based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** The Office of the Tenant Advocate plans to recruit for several difficult-to-fill positions at highly competitive salaries. This action, along with planned step increases and Fringe Benefits costs, will increase personal services by \$53,184. The agency's proposal also increases the budget by \$10,744 to continue to meet the needs of families displaced from their homes. This is one of the agency's top priorities. In addition, \$4,594 will be used in Contractual Services for Legal Service Providers.

**Decrease:** A reduction of \$42,453 in professional service fees will partially offset proposed increases. The agency will streamline operations by reducing travel, supplies, and Subsidies and Transfers, saving an additional \$26,069.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** OTA will receive additional Local funding to support two vital areas. The Emergency Housing Assistance program will receive \$35,000, and an additional \$4,000 will be used for court-mandated communication upgrades.

### **District's Proposed Budget**

The Office of the Tenant Advocate has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table CQ0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table CQ0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,064</b>	<b>15.0</b>
Other CSFL Adjustments	Multiple Programs	29	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>2,093</b>	<b>15.0</b>
Increase: Planned step increases, filling vacancies, and Fringe Benefits	Multiple Programs	53	0.0
Increase: Emergency Housing preparedness	Emergency Housing	11	0.0
Increase: Legal Service Providers	Legal Representation	5	0.0
Decrease: Performance Management	Administrative Services	-42	0.0
Decrease: Streamline operations	Multiple Programs	-26	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,093</b>	<b>15.0</b>
Increase: Emergency housing preparedness	Emergency Housing	35	0.0
Increase: Court-mandated communication upgrades	Administrative Services	4	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,132</b>	<b>15.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,132</b>	<b>15.0</b>
<b>Gross for CQ0 - Office of the Tenant Advocate</b>		<b>2,132</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 2014:

**Objective 1:** Create and improve channels of communication between the agency, interagency, and the tenant community.

**Objective 2:** Inform 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" (EHAP).

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## KEY PERFORMANCE INDICATORS

<b>Measure<sup>1</sup></b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Percentage of tenant intake cases resolved	100%	87%	100%	89%	89%	89%
Number of rental housing case abstracts to be included in database	118	150	131	180	210	240
Percentage of identified tenant associations to be represented in tenant summit	85%	50%	86%	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%

### Performance Plan Endnotes:

<sup>1</sup>In addition to the KPIs 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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$5,014,337	\$11,935,142	\$8,252,516	-30.9
FTEs	13.2	18.0	19.0	5.6

**Note:** This agency received an additional allocation from the June 2013 revised revenue estimate. See the "FY 2014 Proposed Budget Changes" section at the end of this chapter for details.

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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 diverse range of grant programs and cultural activities to support practicing artists, arts organizations and community groups. In partnership with the community both nationally and locally, DCCAHA initiates and supports lifelong cultural experiences that are reflective of the diversity of Washington, D.C.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table BX0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

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

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	4,182	3,927	11,090	6,307	-4,783	-43.1
Special Purpose Revenue Funds	542	0	100	200	100	100.0
<b>Total for General Fund</b>	<b>4,724</b>	<b>3,927</b>	<b>11,190</b>	<b>6,507</b>	<b>-4,683</b>	<b>-41.8</b>
<b>Federal Resources</b>						
Federal Payments	0	0	0	1,000	1,000	N/A
Federal Grant Funds	816	787	746	746	0	0.0
<b>Total for Federal Resources</b>	<b>816</b>	<b>787</b>	<b>746</b>	<b>1,746</b>	<b>1,000</b>	<b>134.1</b>
<b>Intra-District Funds</b>						
Intra-District Funds	155	300	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>155</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>5,695</b>	<b>5,014</b>	<b>11,935</b>	<b>8,253</b>	<b>-3,683</b>	<b>-30.9</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table BX0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table BX0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	3.6	7.6	10.0	11.0	1.0	10.0
<b>Total for General Fund</b>	<b>3.6</b>	<b>7.6</b>	<b>10.0</b>	<b>11.0</b>	<b>1.0</b>	<b>10.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	9.0	5.6	8.0	8.0	0.0	0.0
<b>Total for Federal Resources</b>	<b>9.0</b>	<b>5.6</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>12.6</b>	<b>13.2</b>	<b>18.0</b>	<b>19.0</b>	<b>1.0</b>	<b>5.6</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table BX0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table BX0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	207	214	534	485	-48	-9.0
12 - Regular Pay - Other	439	619	613	703	90	14.6
13 - Additional Gross Pay	53	32	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	135	160	266	288	22	8.2
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>833</b>	<b>1,026</b>	<b>1,412</b>	<b>1,476</b>	<b>63</b>	<b>4.5</b>
20 - Supplies and Materials	7	7	7	7	0	2.4
31 - Telephone, Telegraph, Telegram, Etc.	1	0	2	2	0	0.0
40 - Other Services and Charges	119	104	110	145	35	31.7
41 - Contractual Services - Other	331	519	305	720	415	136.3
50 - Subsidies and Transfers	4,392	3,352	10,092	5,892	-4,200	-41.6
70 - Equipment and Equipment Rental	11	7	7	11	4	58.2
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>4,862</b>	<b>3,989</b>	<b>10,523</b>	<b>6,777</b>	<b>-3,746</b>	<b>-35.6</b>
<b>Gross Funds</b>	<b>5,695</b>	<b>5,014</b>	<b>11,935</b>	<b>8,253</b>	<b>-3,683</b>	<b>-30.9</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** – 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table BX0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table BX0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	22	26	23	-3	0.2	0.2	0.2	0.0
(1015) Training and Employee Development	23	27	26	-1	0.2	0.2	0.2	0.0
(1020) Contracting and Procurement	10	33	11	-22	0.1	0.4	0.1	-0.2
(1030) Property Management	20	33	22	-11	0.2	0.3	0.2	-0.1
(1040) Information Technology	4	8	8	0	0.0	0.0	0.0	0.0
(1050) Financial Services	37	47	32	-15	0.1	0.5	0.3	-0.2
(1055) Risk Management	16	19	18	-1	0.1	0.2	0.2	0.0
(1080) Communications	43	46	49	3	0.3	0.4	0.4	0.0
(1085) Customer Service	45	19	23	4	0.1	0.2	0.2	0.0
(1090) Performance Management	72	84	82	-2	0.6	0.6	0.6	0.0
<b>Subtotal (1000) Agency Management</b>	<b>292</b>	<b>343</b>	<b>293</b>	<b>-49</b>	<b>1.9</b>	<b>2.8</b>	<b>2.4</b>	<b>-0.4</b>
<b>(2000) Arts Building Communities</b>								
(2010) Arts Building Communities	1,981	5,721	4,422	-1,299	4.8	5.5	5.0	-0.4
<b>Subtotal (2000) Arts Building Communities</b>	<b>1,981</b>	<b>5,721</b>	<b>4,422</b>	<b>-1,299</b>	<b>4.8</b>	<b>5.5</b>	<b>5.0</b>	<b>-0.4</b>
<b>(3000) D.C. Creates Public Art</b>								
(3010) Neighborhood and Public Art	237	199	328	130	2.8	3.0	5.0	2.0
(3030) Lincoln Theatre	197	350	799	449	0.0	1.0	2.0	1.0
<b>Subtotal (3000) D.C. Creates Public Art</b>	<b>433</b>	<b>549</b>	<b>1,128</b>	<b>579</b>	<b>2.8</b>	<b>4.0</b>	<b>7.0</b>	<b>3.0</b>
<b>(4000) Arts Learning and Outreach</b>								
(4010) Arts Learning For Youth	1,958	5,043	2,086	-2,956	1.4	1.5	0.0	-1.5
(4020) Lifelong Learning	315	244	286	42	1.7	3.7	4.1	0.4
<b>Subtotal (4000) Arts Learning and Outreach</b>	<b>2,273</b>	<b>5,286</b>	<b>2,372</b>	<b>-2,914</b>	<b>3.1</b>	<b>5.2</b>	<b>4.1</b>	<b>-1.1</b>
<b>(5000) Administration</b>								
(5010) Legislative and Grants Management	35	37	38	1	0.4	0.4	0.4	0.0
<b>Subtotal (5000) Administration</b>	<b>35</b>	<b>37</b>	<b>38</b>	<b>1</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>5,014</b>	<b>11,935</b>	<b>8,253</b>	<b>-3,683</b>	<b>13.2</b>	<b>18.0</b>	<b>19.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Commission on the Art and Humanities' (DCCAHA) proposed FY 2014 gross budget is \$8,252,516, which represents a -30.9 percent decrease from its FY 2013 approved gross budget of \$11,935,142. The budget is comprised of \$6,307,016 in Local funds, \$745,500 in Federal Grants funds, \$1,000,000 in Federal Payments, and \$200,000 in Special Purpose Revenue funds.

### **Current Services Funding Level**

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$4,307,016, which represents a \$6,782,626, or 61.2 percent, decrease from the FY 2013 approved Local funds budget of \$11,089,642.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for DCCAHA included the removal of \$6,800,000 in one-time funding, which was used to support local art programs in FY 2013.

The FY 2014 CSFL calculated for DCCAHA included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$7,235 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$10,139 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** In an effort to continue providing ongoing activities for the arts communities, District residents, and visitors to the District, DCCAHA proposed the following budget. In Local funds, Subsidies and Transfers was adjusted by \$40,235 to align the budget with additional grants that support art programs in underserved communities. In Other Services and Charges, the budget was increased by \$32,440 primarily to support professional and contractor service fees, office support, and printing and duplicating services. An additional \$3,904 was also added to support equipment and machinery expenses. In Federal grant funds, personal services (PS) was adjusted by \$24,749 to cover projected salary step and Fringe Benefit estimates. In Special Purpose Revenue funds, the budget was increased by \$100,000 based on anticipated art program activities.

**Decrease:** In Local funds, the PS budget was adjusted by \$61,724 to align the budget with salary estimates. Fringe Benefits were also adjusted by \$14,856 based on salary projections. In Federal grant funds, the Subsidies and Transfers budget was reduced by \$24,749 to accommodate projected salary step and Fringe Benefit estimates.

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

**Enhance:** In Local funds, additional funding of \$250,000 was provided to support strategy for creative economy and coordination with the 5-year economic development strategy. In Federal Payments, DCCAHA received \$1,000,000 to align with the FY 2014 Mayor's Budget request.

**Technical Adjustment:** In Local funds, \$500,000 and 1.0 FTE was provided to annualize FY 2013 support for a position and management of the Lincoln Theatre.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$15,842 in Federal grant funds. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** Federal Grant funds were reduced by \$15,842 to offset the proposed cost-of-living adjustment.

### District's Proposed Budget

**Increase:** In Local funds, DCCAH's budget includes an increase of \$1,250,000 in one-time funding to support grants for DC-based arts institutions.

### Subsequent Events

**Note:** The Fiscal Year 2014 Budget Request Act of 2013 provides the District with the authority to appropriate up to \$50 million if the Chief Financial Officer (CFO) certifies additional revenues in the June 2013 revenue estimates. On June 24, 2013, the CFO certified \$92.3 million in additional revenue for FY 2014. The Mayor and the Council have agreed to appropriate \$4.5 million of this additional revenue to the Commission on the Arts and Humanities (DCCAH) for grants in support of the arts. The amended proposed gross funds budget for DCCAH is \$12,752,516. This additional funding is not in table 5 nor in the Budget Request Act figure for this agency, but it will be part of the agency's approved budget pending Congressional approval.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table BX0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table BX0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>11,090</b>	<b>10.0</b>
Removal of One-Time Funding	Multiple Programs	-6,800	0.0
Other CSFL Adjustments	Multiple Programs	17	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>4,307</b>	<b>10.0</b>
Increase: Subsidies and Transfers based on the receipt of additional grants	Multiple Programs	40	0.0
Increase: Other Services and Charges primarily for professional and contractor service fees, office support, and printing and duplicating services	Agency Management	32	0.0
Increase: Funding primarily to cover purchases of equipment and machinery	Multiple Programs	4	0.0
Decrease: Personal services to align with estimated step increases	Multiple Programs	-62	0.0
Decrease: Personal services with Fringe Benefit projections	Multiple Programs	-15	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>4,307</b>	<b>10.0</b>
Enhance: Funding to support strategy for creative economy and coordination with the 5-year economic development strategy	Arts Building Communities	250	0.0
Technical Adjustment: Funding to support new position and management of the Lincoln Theatre	DC Creates Public Art	500	1.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>5,057</b>	<b>11.0</b>
Increase: Grant funding to support DC-based arts institutions (one-time costs)	Arts Building Communities	1,250	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>6,307</b>	<b>11.0</b>

(Continued on next page)

**Table BX0-5 (Continued)**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>FEDERAL PAYMENTS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL PAYMENTS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
Enhance: To align with the FY 2014 Mayor's budget request	Agency Management	1,000	0.0
<b>FEDERAL PAYMENTS: FY 2014 Mayor's Proposed Budget</b>		<b>1,000</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL PAYMENTS: FY 2014 District's Proposed Budget</b>		<b>1,000</b>	<b>0.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>746</b>	<b>8.0</b>
Increase: Personal services to support estimated step increases and Fringe Benefit costs	Multiple Programs	25	0.0
Decrease: Grant budget to accommodate estimated salary step and Fringe Benefit increases	Arts Building Communities	-25	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>746</b>	<b>8.0</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	DC Creates Public Art	16	0.0
Decrease: To offset cost-of-living adjustment	DC Creates Public Art	-16	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>746</b>	<b>8.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>746</b>	<b>8.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>100</b>	<b>0.0</b>
Increase: Budget with additional grant funding	Arts Learning and Outreach	100	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>200</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>200</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>200</b>	<b>0.0</b>
<b>Gross for BX0 - Commission on Arts and Humanities</b>		<b>8,253</b>	<b>19.0</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 2014:

**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.

## KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of grants to new applicants <sup>1</sup>	7.4%	4%	11.2%	5%	6%	6.5%
Per capita spending on arts <sup>2</sup>	\$8.55	\$8.00	\$8.95 <sup>3</sup>	\$8.50	\$9.00	\$9.50
Number of D.C. schools; DPR Centers; and community centers benefitting from DCCAH grants <sup>4</sup>	141	120	135	130	135	135
Dollars invested from non-District Government sources per 1 dollar investment by DCCAH <sup>5</sup>	\$6.74	\$6.25	\$9.56	\$6.75	\$7.25	\$7.75
Percentage of grant payments processed within six to eight weeks	99%	97%	100%	97%	97%	97%
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award <sup>6</sup>	90%	100%	100% <sup>7</sup>	100%	100%	100%

### Performance Plan Endnotes:

<sup>1</sup>New applicants are those who have not received funding from DCCAH within the prior 5 years.

<sup>2</sup>The National Assembly of State Arts Agencies 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.

<sup>3</sup>As published in the February 2012 Legislative Appropriations Annual Survey by the National Assembly of State Arts Agencies.

<sup>4</sup>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.

<sup>5</sup>This is the ratio of funds leveraged for DCCAH-funded projects to funds invested directly by DCCAH.

<sup>6</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.

<sup>7</sup>The majority of programs supported by DCCAH have not yet occurred and, therefore, all monitoring has not yet taken place as of July 31, 2012.

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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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$5,012,536	\$6,834,924	\$7,565,140	10.7
FTEs	40.5	49.0	50.0	2.0

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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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table LQ0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table LQ0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	0	301	0	0	0	N/A
Dedicated Taxes	0	460	460	1,170	710	154.3
Special Purpose Revenue Funds	4,526	4,127	6,375	6,395	20	0.3
<b>Total for General Fund</b>	<b>4,526</b>	<b>4,887</b>	<b>6,835</b>	<b>7,565</b>	<b>730</b>	<b>10.7</b>
<b>Intra-District Funds</b>						
Intra-District Funds	112	126	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>112</b>	<b>126</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>4,637</b>	<b>5,013</b>	<b>6,835</b>	<b>7,565</b>	<b>730</b>	<b>10.7</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table LQ0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table LQ0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Special Purpose Revenue Funds	41.4	40.5	49.0	50.0	1.0	2.0
<b>Total for General Fund</b>	<b>41.4</b>	<b>40.5</b>	<b>49.0</b>	<b>50.0</b>	<b>1.0</b>	<b>2.0</b>
<b>Total Proposed FTEs</b>	<b>41.4</b>	<b>40.5</b>	<b>49.0</b>	<b>50.0</b>	<b>1.0</b>	<b>2.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table LQ0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table LQ0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	1,748	1,753	2,348	2,346	-2	-0.1
12 - Regular Pay - Other	784	972	1,043	1,328	285	27.3
13 - Additional Gross Pay	65	74	0	65	65	N/A
14 - Fringe Benefits - Current Personnel	522	571	771	872	102	13.2
15 - Overtime Pay	100	131	147	162	15	10.2
<b>Subtotal Personal Services (PS)</b>	<b>3,218</b>	<b>3,500</b>	<b>4,309</b>	<b>4,773</b>	<b>465</b>	<b>10.8</b>
20 - Supplies and Materials	58	75	88	113	25	28.7
30 - Energy, Comm. and Building Rentals	110	98	105	103	-2	-1.9
31 - Telephone, Telegraph, Telegram, Etc.	56	69	74	88	14	18.5
34 - Security Services	116	116	117	138	21	17.8
35 - Occupancy Fixed Costs	108	79	187	179	-8	-4.0
40 - Other Services and Charges	237	415	530	523	-7	-1.3
41 - Contractual Services - Other	185	155	168	372	204	121.9
50 - Subsidies and Transfers	536	477	1,152	1,170	18	1.6
70 - Equipment and Equipment Rental	14	28	106	106	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,419</b>	<b>1,512</b>	<b>2,526</b>	<b>2,792</b>	<b>265</b>	<b>10.5</b>
<b>Gross Funds</b>	<b>4,637</b>	<b>5,013</b>	<b>6,835</b>	<b>7,565</b>	<b>730</b>	<b>10.7</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table LQ0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table LQ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	2	0	0	0	0.0	0.0	0.0	0.0
(1015) Training and Employee Development	13	10	36	26	0.0	0.0	0.0	0.0
(1030) Property Management	618	615	728	113	1.7	0.0	0.0	0.0
(1040) Information Technology	243	324	288	-36	0.0	0.0	0.0	0.0
(1060) Legal	789	934	1,088	154	5.2	7.0	7.0	0.0
(1070) Fleet Management	40	105	100	-5	0.0	0.0	0.0	0.0
(1080) Communications	59	97	70	-26	0.9	1.0	1.0	0.0
(1085) Customer Service	60	61	64	4	0.9	1.0	1.0	0.0
(1087) Language Access	10	10	10	0	0.0	0.0	0.0	0.0
(1090) Performance Management	513	593	643	50	3.4	5.0	5.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>2,347</b>	<b>2,749</b>	<b>3,029</b>	<b>279</b>	<b>12.1</b>	<b>14.0</b>	<b>14.0</b>	<b>0.0</b>
<b>(2000) Licensing</b>								
(2010) Licensing	711	823	953	130	8.6	11.0	12.0	1.0
<b>Subtotal (2000) Licensing</b>	<b>711</b>	<b>823</b>	<b>953</b>	<b>130</b>	<b>8.6</b>	<b>11.0</b>	<b>12.0</b>	<b>1.0</b>
<b>(3000) Investigations</b>								
(3010) Investigations	1,816	3,056	3,360	304	16.4	21.0	21.0	0.0
<b>Subtotal (3000) Investigations</b>	<b>1,816</b>	<b>3,056</b>	<b>3,360</b>	<b>304</b>	<b>16.4</b>	<b>21.0</b>	<b>21.0</b>	<b>0.0</b>
<b>(4000) Adjudication</b>								
(4010) Adjudication	48	56	59	3	1.7	1.0	1.0	0.0
<b>Subtotal (4000) Adjudication</b>	<b>48</b>	<b>56</b>	<b>59</b>	<b>3</b>	<b>1.7</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(5000) Records Management</b>								
(5010) Records Management	91	151	164	13	1.7	2.0	2.0	0.0
<b>Subtotal (5000) Records Management</b>	<b>91</b>	<b>151</b>	<b>164</b>	<b>13</b>	<b>1.7</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>5,013</b>	<b>6,835</b>	<b>7,565</b>	<b>730</b>	<b>40.5</b>	<b>49.0</b>	<b>50.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Alcoholic Beverage Regulation Administration's (ABRA) proposed FY 2014 gross budget is \$7,565,140, which represents a 10.7 percent increase over its FY 2013 approved gross budget of \$6,834,924. The budget is comprised of \$1,170,000 in Dedicated Tax Funds and \$6,395,140 in Special Purpose Revenue funds.

### **Agency Budget Submission**

**Increase:** The agency anticipated an increase of \$18,000 in Dedicated Taxes, specifically in Subsidies and Transfers for the reimbursable detail program. Special Purpose Revenue funds includes increases of \$204,156 in Contractual Services to support underage drinking laws, including transcription services; \$141,847 in personal services and 1.0 FTE to support step increases and additional personnel; \$79,837 in personal services for estimated Overtime and On Call Pay; \$67,977 to cover Fringe Benefit adjustments; \$25,168 to account for Office Supplies; and \$25,126 in Fixed Costs adjustments (Energy, Telecommunication services, Security, and Occupancy).

**Decrease:** ABRA's Special Purpose Revenue funds include a reduction of \$6,976 in Other Services and Charges for IT services, membership dues, and automotive costs.

**Shift:** ABRA reclassified \$692,000 in nonpersonal services, from Special Purpose Revenue to Dedicated Taxes, to support the legislatively mandated reimbursable detail program.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in non-Local funds. This adjustment includes \$175,081 in Special Purpose Revenue funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Enhance:** Additional Local funding of \$710,000 was provided for the reimbursable detail program.

**Decrease:** ABRA decreased its Dedicated Taxes Revenue by \$710,000 since the revenues could not be certified.

**Shift:** Converted \$460,000 in Dedicated Taxes Revenue to Local funds.

### **District's Proposed Budget**

**Shift:** ABRA converted \$1,170,000 from Local funds to Dedicated Tax Revenue to ensure support for the reimbursable detail program.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table LQ0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table LQ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Enhance: Dedicated Taxes Revenue that could not be certified	Investigations	710	0.0
Shift: From Dedicated Taxes to Local funds	Investigations	460	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,170</b>	<b>0.0</b>
Shift: Converted to Dedicated Taxes Revenue	Investigations	-1,170	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
<b>DEDICATED TAXES: FY 2013 Approved Budget and FTE</b>		<b>460</b>	<b>0.0</b>
Increase: Agency's anticipated increase in Dedicated Taxes	Investigations	18	0.0
Shift: From Special Purpose Revenue to Dedicated Taxes, to cover the reimbursable detail program	Investigations	692	0.0
<b>DEDICATED TAXES: FY 2014 Agency Budget Submission</b>		<b>1,170</b>	<b>0.0</b>
Decrease: Dedicated Taxes revenue could not be certified	Investigations	-710	0.0
Shift: Convert all Dedicated Taxes to Local funds	Investigations	-460	0.0
<b>DEDICATED TAXES: FY 2014 Mayor's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
Shift: To Dedicated Taxes from Local funds to support the legislatively mandated reimbursable detail program	Investigations	1,170	0.0
<b>DEDICATED TAXES: FY 2014 District's Proposed Budget</b>		<b>1,170</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>6,375</b>	<b>49.0</b>
Increase: Additional costs in Contractual Services to support underage drinking enforcement laws, including transcription services	Multiple Programs	204	0.0
Increase: Adjust personal services to support salaries, step increases and an additional staff member	Multiple Programs	142	1.0
Increase: In personal services for estimated Overtime and On Call Pay	Multiple Programs	80	0.0
Increase: Fringe Benefits adjustment	Agency Management	68	0.0
Increase: Office Supplies	Agency Management	25	0.0
Increase: Adjustment in Fixed Costs based on estimates provided by the Department of General Services	Agency Management	25	0.0
Decrease: Reduction in Other Services and Charges, for IT services, membership dues, and automotive costs	Agency Management	-7	0.0
Shift: From Special Purpose Revenue to Dedicated Taxes, to support the legislatively mandated reimbursable detail program	Investigations	-692	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>6,220</b>	<b>50.0</b>

(Continued on next page)

**Table LQ0-5 (Continued)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>SPECIAL PURPOSE REVENUE FUNDS (Continued)</b>			
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	175	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>6,395</b>	<b>50.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>6,395</b>	<b>50.0</b>
<b>Gross for LQ0 - Alcoholic Beverage Regulation Administration</b>		<b>7,565</b>	<b>50.0</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 2014:

**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 and engage in community outreach.

## KEY PERFORMANCE INDICATORS

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Number of establishments inspected to ensure compliance with underage drinking laws	937	700	823	700	700	700
Number of inspections, investigations, and monitoring activities	7,304	7,000	6,457	7,000	7,000	7,000
Amount of revenue generated by licenses and permits	\$4.6M	\$3.7M	\$3.4M	\$3.7M	\$3.7M	\$3.7M
Amount of revenue generated by fines	\$365,780	\$290,000	\$221,450	\$290,000	\$290,000	\$290,000
Total number of citations issued	349	250	237	250	250	250
Percentage of one-day and substantial change permits issued within 15 days or less <sup>1</sup>	92.6%	90%	94.1%	90%	90%	90%

### Performance Plan Endnotes:

<sup>1</sup> Measure is an industry standard based on the average of 19 processing days for 17 states.

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# Public Service Commission

www.dcpssc.org

Telephone: 202-626-5100

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$9,822,380	\$10,822,922	\$11,950,981	10.4
FTEs	67.5	72.6	78.6	8.2

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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 telecommunication 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 FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table DH0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DH0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Special Purpose Revenue Funds	9,239	9,238	10,360	11,612	1,252	12.1
<b>Total for General Fund</b>	<b>9,239</b>	<b>9,238</b>	<b>10,360</b>	<b>11,612</b>	<b>1,252</b>	<b>12.1</b>
<b>Federal Resources</b>						
Federal Grant Funds	509	562	463	319	-144	-31.1
<b>Total for Federal Resources</b>	<b>509</b>	<b>562</b>	<b>463</b>	<b>319</b>	<b>-144</b>	<b>-31.1</b>
<b>Private Funds</b>						
Private Donations	0	10	0	20	20	N/A
<b>Total for Private Funds</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	50	13	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>50</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>9,799</b>	<b>9,822</b>	<b>10,823</b>	<b>11,951</b>	<b>1,128</b>	<b>10.4</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table DH0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table DH0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Special Purpose Revenue Funds	66.3	62.0	68.0	76.2	8.3	12.2
<b>Total for General Fund</b>	<b>66.3</b>	<b>62.0</b>	<b>68.0</b>	<b>76.2</b>	<b>8.3</b>	<b>12.2</b>
<b>Federal Resources</b>						
Federal Grant Funds	4.2	5.5	4.7	2.4	-2.3	-48.6
<b>Total for Federal Resources</b>	<b>4.2</b>	<b>5.5</b>	<b>4.7</b>	<b>2.4</b>	<b>-2.3</b>	<b>-48.6</b>
<b>Total Proposed FTEs</b>	<b>70.5</b>	<b>67.5</b>	<b>72.6</b>	<b>78.6</b>	<b>6.0</b>	<b>8.2</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table DH0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DH0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	4,861	4,997	5,442	6,407	965	17.7
12 - Regular Pay - Other	1,203	1,079	1,263	1,228	-35	-2.8
13 - Additional Gross Pay	29	48	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	1,104	1,152	1,349	1,589	240	17.8
<b>Subtotal Personal Services (PS)</b>	<b>7,197</b>	<b>7,276</b>	<b>8,054</b>	<b>9,224</b>	<b>1,170</b>	<b>14.5</b>
20 - Supplies and Materials	31	45	44	36	-8	-17.3
30 - Energy, Comm. and Building Rentals	2	2	2	2	-1	-27.8
31 - Telephone, Telegraph, Telegram, Etc.	74	83	76	80	4	5.0
32 - Rentals - Land and Structures	1,607	1,416	1,693	1,643	-50	-3.0
35 - Occupancy Fixed Costs	0	8	6	6	0	0.0
40 - Other Services and Charges	388	477	508	496	-12	-2.3
41 - Contractual Services - Other	350	267	257	257	0	0.0
70 - Equipment and Equipment Rental	148	248	182	207	25	13.7
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>2,601</b>	<b>2,546</b>	<b>2,769</b>	<b>2,727</b>	<b>-42</b>	<b>-1.5</b>
<b>Gross Funds</b>	<b>9,799</b>	<b>9,822</b>	<b>10,823</b>	<b>11,951</b>	<b>1,128</b>	<b>10.4</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 telecommunication 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 telecommunication providers serving the District;
- **Regulate Monopoly** – provides rate-setting services to natural gas, electric, and local telecommunication utility companies through the issuance of orders and regulations;
- **Foster Competition** – monitors performance of natural gas, electric, and telecommunication service providers where the markets have been opened to competition, and ensures compliance with the Commission's restructuring rules;
- **Resolve Dispute** – provides investigation, mediation, and resolution services to District consumers and customers of energy and telecommunication 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 telecommunication 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table DH0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table DH0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	295	307	326	19	2.6	2.9	3.0	0.1
(1015) Training and Development	240	236	347	111	1.1	1.2	1.5	0.3
(1020) Contracting and Procurement	189	207	266	59	1.7	1.8	2.8	0.9
(1030) Property Management	2,044	2,128	2,189	61	0.5	0.6	0.5	0.0
(1040) Information Technology	337	301	312	11	1.2	1.3	1.2	0.0
(1050) Financial Management	69	79	78	-2	0.4	0.4	0.5	0.1
(1060) Legal	148	203	191	-13	0.8	0.9	0.7	-0.2
(1070) Fleet Management	2	2	2	-1	0.0	0.0	0.0	0.0
(1080) Communications	214	173	297	124	2.0	2.1	3.4	1.2
(1085) Customer Service	170	184	232	48	2.0	2.2	2.6	0.4
(1090) Performance Management	35	52	56	4	0.3	0.4	0.4	0.0
<b>Subtotal (1000) Agency Management</b>	<b>3,742</b>	<b>3,873</b>	<b>4,294</b>	<b>421</b>	<b>12.6</b>	<b>13.7</b>	<b>16.5</b>	<b>2.9</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	207	208	109	-99	1.5	1.6	0.8	-0.8
(120F) Accounting Operations	93	88	200	112	0.9	1.0	1.8	0.8
<b>Subtotal (100F) Agency Financial Operations</b>	<b>300</b>	<b>295</b>	<b>309</b>	<b>13</b>	<b>2.4</b>	<b>2.6</b>	<b>2.6</b>	<b>0.0</b>
<b>(2000) Pipeline Safety</b>								
(2010) Pipeline Safety	531	314	402	88	6.7	2.7	3.0	0.3
<b>Subtotal (2000) Pipeline Safety</b>	<b>531</b>	<b>314</b>	<b>402</b>	<b>88</b>	<b>6.7</b>	<b>2.7</b>	<b>3.0</b>	<b>0.3</b>
<b>(3000) Utility Regulation</b>								
(3010) Public Safety and Reliability	707	1,239	1,283	44	5.9	9.6	10.1	0.5
(3020) Regulate Monopoly	1,646	1,901	2,058	157	13.5	14.8	15.6	0.8
(3030) Foster Competition	920	1,084	1,069	-15	7.9	8.5	8.3	-0.2
(3040) Resolve Dispute	678	709	844	136	6.0	6.7	7.0	0.3
(3050) Public Information/Consumer Education	622	707	801	94	7.3	8.3	8.6	0.3
(3060) Conserving Energy and Preserving the Environment	603	701	890	189	5.1	5.9	7.0	1.1
<b>Subtotal (3000) Utility Regulation</b>	<b>5,176</b>	<b>6,341</b>	<b>6,946</b>	<b>605</b>	<b>45.8</b>	<b>53.7</b>	<b>56.5</b>	<b>2.8</b>
<b>(7000) Intra-District - Broadband Mapping</b>								
(7010) Intra-District - Broadband Mapping	13	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (7000) Intra-District- Broadband Mapping</b>	<b>13</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	60	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (8000) Public Service Commission</b>	<b>60</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>9,822</b>	<b>10,823</b>	<b>11,951</b>	<b>1,128</b>	<b>67.5</b>	<b>72.6</b>	<b>78.6</b>	<b>6.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Public Service Commission's (PSC) proposed FY 2014 gross budget is \$11,950,981, which represents a 10.4 percent increase over its FY 2013 approved gross budget of \$10,822,922. The budget is comprised of \$318,992 in Federal Grant funds, \$20,000 in Private Donations, and \$11,611,989 in Special Purpose Revenue funds.

### **Agency Budget Submission**

**Increase:** The Public Service Commission will increase Federal Grant funding in two areas of fixed costs as the projections for Rent and Telecommunications will increase by \$29,379 and \$2,777 respectively. The agency will receive \$20,000 in Private Donations, which will be used for out-of-state travel. The Special Purpose Revenue funds (SPR) budget proposes an increase of \$825,083 for planned salary step increases and an additional 8.3 FTEs. The positions are proposed to continue efforts in compliance, procurement, and enforcement. The proposed SPR funds budget will also require an additional \$216,961 to cover projected Fringe Benefit costs.

**Decrease:** A reduction of \$112,001 and 2.0 FTEs in Federal Grant funds is the result of the expiration of the American Recovery and Reinvestment Act (ARRA) grant. PSC proposes adjustments to Other Services and Charges, Equipment, and Supplies. Collectively, it will decrease the budget by \$40,126, properly aligning the Federal Grant budget with anticipated grant awards. In addition, Fringe Benefits will decrease by \$23,202. A reduction in funding to the Pipeline Safety Federal Grant will result in the elimination of 0.3 FTE providing additional saving of \$7,565 in the Federal Grant budget. A decrease of \$53,901 in SPR funds is attributed to the estimate for Rent. The terms of the lease agreement allows for a decrease in FY 2014.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in non-Local funds. This adjustment includes \$6,420 in Federal Grant funds and \$264,234 in SPR funds.

### **District's Proposed Budget**

The Public Service Commission has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table DH0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table DH0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>463</b>	<b>4.7</b>
Increase: Rent estimate	Pipeline Safety	29	0.0
Increase: Telecommunication costs	Pipeline Safety	3	0.0
Decrease: Expiration of the ARRA grant	Utility Regulation	-112	-2.0
Decrease: Adjustments to Other Services and Charges, Equipment, and Supplies	Multiple Programs	-40	0.0
Decrease: Fringe Benefits	Multiple Programs	-23	0.0
Decrease: Reduction in funding for the Pipeline Safety grant	Pipeline Safety	-8	-0.3
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>313</b>	<b>2.4</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	6	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>319</b>	<b>2.4</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>319</b>	<b>2.4</b>
<b>PRIVATE DONATIONS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Increase: Private donations for travel	Agency Management	20	0.0
<b>PRIVATE DONATIONS: FY 2014 Agency Budget Submission</b>		<b>20</b>	<b>0.0</b>
No Changes		0	0.0
<b>PRIVATE DONATIONS: FY 2014 Mayor's Proposed Budget</b>		<b>20</b>	<b>0.0</b>
No Changes		0	0.0
<b>PRIVATE DONATIONS: FY 2014 District's Proposed Budget</b>		<b>20</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>10,360</b>	<b>68.0</b>
Increase: FTEs for compliance, procurement, and enforcement activities, and planned salary step increases	Multiple Programs	825	8.3
Increase: Fringe Benefits	Multiple Programs	217	0.0
Decrease: Rent estimate	Multiple Programs	-54	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>11,348</b>	<b>76.2</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	264	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>11,612</b>	<b>76.2</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>11,612</b>	<b>76.2</b>
<b>Gross for DH0 - Public Service Commission</b>		<b>11,951</b>	<b>78.6</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 2014:

**Objective 1:** Ensure safe, reliable, and quality electric, natural gas, and local telecommunication services by managing the natural gas pipeline safety program, monitoring utility providers' compliance with the Commission's service quality standards, and investigating outages.

**Objective 2:** Conserve natural resources and preserve the environment.

**Objective 3:** Educate consumers and inform the public.

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## KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
USDOT rating for the Commission's natural gas pipeline safety program	Not Available	98%	Not Available	98%	98%	98%
Adjudicative case decisions to be issued within 90 days from the close of the record	100% <sup>1</sup>	95%	Not Available	95%	95%	95%
Percentage of consumer complaints resolved at the informal level	Not Available	Not Available	Not Available	80%	85%	90%

### Performance Plan Endnotes:

<sup>1</sup>The Commission had only one adjudicative proceeding in FY 2011 – F.C. No. 1079.

# Office of the People's Counsel

[www.opc-dc.gov](http://www.opc-dc.gov)

Telephone: 202-727-3071

Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$4,985,582	\$6,115,878	\$6,565,523	7.4
FTEs	29.5	36.4	38.4	5.5

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;
- 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
- Providing consultative services and technical assistance to utility consumers to facilitate their participation in utility proceedings and to ensure that their interests are adequately represented in these proceedings.

## Summary of Services

OPC is a party to all utility-related proceedings before the D.C. Public Service Commission and represents the interests of District ratepayers before local and federal regulatory agencies and courts. The Office assists individual consumers in disputes with utility companies about billing or services and provides consumer education and outreach to community groups and associations on emerging issues impacting the quality, reliability and affordability of their utility services and associated environmental issues. The Office provides technical assistance to consumers, the Consumer Utility Board (CUB), as well as other District community groups. OPC also provides legislative analysis for, assistance to, and testimony before, the District Council on utility matters.

The agency's FY 2014 proposed budget is presented in the following tables:

### FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table DJ0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DJ0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Special Purpose Revenue Funds	4,960	4,986	6,116	6,566	450	7.4
<b>Total for General Fund</b>	<b>4,960</b>	<b>4,986</b>	<b>6,116</b>	<b>6,566</b>	<b>450</b>	<b>7.4</b>
<b>Gross Funds</b>	<b>4,960</b>	<b>4,986</b>	<b>6,116</b>	<b>6,566</b>	<b>450</b>	<b>7.4</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table DJ0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table DJ0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Special Purpose Revenue Funds	32.4	29.5	36.4	38.4	2.0	5.5
<b>Total for General Fund</b>	<b>32.4</b>	<b>29.5</b>	<b>36.4</b>	<b>38.4</b>	<b>2.0</b>	<b>5.5</b>
<b>Total Proposed FTEs</b>	<b>32.4</b>	<b>29.5</b>	<b>36.4</b>	<b>38.4</b>	<b>2.0</b>	<b>5.5</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table DJ0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DJ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	2,768	2,834	3,435	3,658	223	6.5
12 - Regular Pay - Other	0	27	0	0	0	N/A
13 - Additional Gross Pay	59	12	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	477	483	629	695	66	10.5
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>3,304</b>	<b>3,355</b>	<b>4,064</b>	<b>4,353</b>	<b>289</b>	<b>7.1</b>
20 - Supplies and Materials	31	46	40	40	0	0.0
30 - Energy, Comm. and Building Rentals	0	0	1	1	0	2.2
31 - Telephone, Telegraph, Telegram, Etc.	32	32	29	30	1	5.0
32 - Rentals - Land and Structures	836	712	1,031	944	-87	-8.5
35 - Occupancy Fixed Costs	0	6	6	62	55	888.2
40 - Other Services and Charges	373	511	484	475	-9	-1.8
41 - Contractual Services - Other	254	236	272	472	200	73.5
70 - Equipment and Equipment Rental	130	87	189	189	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,656</b>	<b>1,631</b>	<b>2,052</b>	<b>2,213</b>	<b>161</b>	<b>7.8</b>
<b>Gross Funds</b>	<b>4,960</b>	<b>4,986</b>	<b>6,116</b>	<b>6,566</b>	<b>450</b>	<b>7.4</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 can 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 can 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 2014 proposed budget.

**FY 2014 Proposed Operating Budget and FTEs, by Program and Activity**

Table DJ0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table DJ0-4**  
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	86	116	90	-26	1.1	1.2	1.0	-0.2
(1020) Contracting and Procurement	142	170	195	25	1.7	1.4	2.0	0.6
(1030) Property Management	967	1,329	1,297	-32	0.0	0.0	0.0	0.0
(1040) Information Technology	198	356	228	-128	2.6	3.0	2.0	-1.0
(1050) Financial Management	116	125	124	-1	0.0	0.0	0.0	0.0
(1070) Fleet Management	0	10	13	3	0.0	0.0	0.0	0.0
(1085) Customer Service	42	48	43	-6	0.9	1.0	1.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>1,551</b>	<b>2,154</b>	<b>1,989</b>	<b>-165</b>	<b>6.3</b>	<b>6.6</b>	<b>6.0</b>	<b>-0.6</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	180	267	285	17	1.2	2.4	2.4	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>180</b>	<b>267</b>	<b>285</b>	<b>17</b>	<b>1.2</b>	<b>2.4</b>	<b>2.4</b>	<b>0.0</b>
<b>(2000) Office of People’s Counsel</b>								
(2010) Consumer Advocacy and Representation	2,081	2,456	2,819	362	12.2	16.0	16.2	0.1
(2020) Public Information Dissemination	1,174	1,239	1,473	234	9.7	11.3	13.8	2.5
<b>Subtotal (2000) Office of People’s Counsel</b>	<b>3,254</b>	<b>3,695</b>	<b>4,292</b>	<b>597</b>	<b>21.9</b>	<b>27.4</b>	<b>30.0</b>	<b>2.6</b>
<b>Total Proposed Operating Budget</b>	<b>4,986</b>	<b>6,116</b>	<b>6,566</b>	<b>450</b>	<b>29.5</b>	<b>36.4</b>	<b>38.4</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer’s website.

## FY 2014 Proposed Budget Changes

The Office of the People's Counsel's (OPC) proposed FY 2014 gross budget is \$6,565,523, which represents a 7.4 percent increase over its FY 2013 approved gross budget of \$6,115,878. The budget is comprised entirely of Special Purpose Revenue funds.

### Agency Budget Submission

**Increase:** The Office of the People's Counsel is mandated to attend and record formal cases regarding disputes between utility companies and District consumers. This obligation will require \$200,000 in additional funding in FY 2014. The fixed cost estimates for Occupancy, Telephone, and Energy will increase by \$55,462, \$1,450, and \$20, respectively, for a total of \$56,932, and Fringe Benefits will increase by \$14,223.

**Decrease:** According to the Department of General Services, the Rent cost estimate should be reduced by \$87,138. The agency will downgrade several vacant positions and rely less on printing and advertising, saving \$48,976, and \$8,945, respectively.

### Mayor's Proposed Budget

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in non-Local funds. This adjustment includes \$122,700 in Special Purpose Revenue funds.

**Increase:** OPC will receive 2.0 FTEs and \$200,848 in funding for engineers that will support the District's task force on undergrounding power lines.

### District's Proposed Budget

The Office of the People's Counsel has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table DJ0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table DJ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>6,116</b>	<b>36.4</b>
Increase: Mandatory case hearings	Office of People's Counsel	200	0.0
Increase: Fixed cost estimates for majority Occupancy, Telephone, and Energy	Agency Management	57	0.0
Increase: Fringe Benefits	Multiple Programs	14	0.0
Decrease: Fixed cost estimate for Rent from the Department of General Services	Agency Management	-87	0.0
Decrease: Downgrading of vacant positions	Multiple Programs	-49	0.0
Decrease: Printing and advertising	Multiple Programs	-9	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>6,242</b>	<b>36.4</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	123	0.0
Increase: Undergrounding task force	Office of People's Counsel	201	2.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>6,566</b>	<b>38.4</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>6,566</b>	<b>38.4</b>
<b>Gross for DJ0 - Office of the People's Counsel</b>		<b>6,566</b>	<b>38.4</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 2014:

**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.

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### KEY PERFORMANCE INDICATORS

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Number of consumer education and outreach meetings/encounters attended	135	160	222	160	165	167
Percentage of consumer complaints closed	100%	90%	94%	90%	90%	90%
Number of limited and non-English speaking persons served by the agency	1,744	Not Available <sup>1</sup>	2,052	2,200	2,400	2,450

**Performance Plan Endnotes:**

<sup>1</sup>This is a new measurement for FY 2014; however, there is historical data on record.

# Department of Insurance, Securities, and Banking

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

Telephone: 202-727-8000

Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$14,650,014	\$20,860,023	\$21,661,575	3.8
FTEs	95.8	125.6	125.6	0.0

The mission of the Department of Insurance, Securities, and Banking (DISB) is two-fold: 1) protect consumers by providing equitable, thorough, efficient, and prompt regulatory supervision of the financial services companies, firms, and individuals operating in the District of Columbia; and 2) develop and improve market conditions to attract and retain financial services firms to the District of Columbia.

## Summary of Services

DISB regulates the following financial services entities: (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 FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table SR0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table SR0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Special Purpose Revenue Funds	13,753	13,939	17,868	18,786	918	5.1
<b>Total for General Fund</b>	<b>13,753</b>	<b>13,939</b>	<b>17,868</b>	<b>18,786</b>	<b>918</b>	<b>5.1</b>
<b>Federal Resources</b>						
Federal Grant Funds	115	476	2,544	2,414	-130	-5.1
<b>Total for Federal Resources</b>	<b>115</b>	<b>476</b>	<b>2,544</b>	<b>2,414</b>	<b>-130</b>	<b>-5.1</b>
<b>Private Funds</b>						
Private Grant Funds	59	154	448	462	14	3.2
<b>Total for Private Funds</b>	<b>59</b>	<b>154</b>	<b>448</b>	<b>462</b>	<b>14</b>	<b>3.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	100	81	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>100</b>	<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>14,026</b>	<b>14,650</b>	<b>20,860</b>	<b>21,662</b>	<b>802</b>	<b>3.8</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table SR0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table SR0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Special Purpose Revenue Funds	99.6	95.8	114.6	114.6	0.0	0.0
<b>Total for General Fund</b>	<b>99.6</b>	<b>95.8</b>	<b>114.6</b>	<b>114.6</b>	<b>0.0</b>	<b>0.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	0.0	0.0	8.0	8.0	0.0	0.0
<b>Total for Federal Resources</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Private Funds</b>						
Private Grant Funds	0.0	0.0	3.0	3.0	0.0	0.0
<b>Total for Private Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>99.6</b>	<b>95.8</b>	<b>125.6</b>	<b>125.6</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table SR0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table SR0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	7,722	8,171	11,085	10,575	-510	-4.6
12 - Regular Pay - Other	433	408	330	1,237	907	275.0
13 - Additional Gross Pay	603	127	113	113	0	0.0
14 - Fringe Benefits - Current Personnel	1,615	1,779	2,323	2,504	181	7.8
15 - Overtime Pay	2	10	21	21	0	0.0
<b>Subtotal Personal Services (PS)</b>	<b>10,375</b>	<b>10,495</b>	<b>13,871</b>	<b>14,450</b>	<b>578</b>	<b>4.2</b>
20 - Supplies and Materials	14	28	56	58	3	4.8
31 - Telephone, Telegraph, Telegram, Etc.	75	95	87	91	4	5.0
32 - Rentals - Land and Structures	1,643	1,763	1,868	1,738	-129	-6.9
33 - Janitorial Services	0	23	0	0	0	N/A
34 - Security Services	0	0	0	5	5	N/A
35 - Occupancy Fixed Costs	0	0	33	62	30	90.4
40 - Other Services and Charges	594	750	1,435	1,399	-35	-2.5
41 - Contractual Services - Other	11	160	629	629	0	0.0
50 - Subsidies and Transfers	1,087	1,134	2,339	2,618	278	11.9
70 - Equipment and Equipment Rental	228	203	543	610	67	12.3
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>3,652</b>	<b>4,155</b>	<b>6,989</b>	<b>7,212</b>	<b>223</b>	<b>3.2</b>
<b>Gross Funds</b>	<b>14,026</b>	<b>14,650</b>	<b>20,860</b>	<b>21,662</b>	<b>802</b>	<b>3.8</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, maintains 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, 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 3 activities:

- **Corporate Finance** – reviews and analyzes securities offerings to investors to ensure full disclosure with the District’s securities laws;
- **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 investigates 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 3 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; and
- **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.

**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

The Department of Insurance, Securities, and Banking has no division structure changes in the FY 2014 proposed budget.

### FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table SR0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table SR0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	92	171	169	-1	0.8	2.0	2.0	0.0
(1017) Labor Partnership	70	0	73	73	0.8	0.0	1.0	1.0
(1040) Office of Information Technology and Support	827	5,446	5,442	-5	9.4	14.0	10.5	-3.5
(1055) Risk Management	156	0	172	172	1.7	0.0	1.0	1.0
(1080) Public Affairs	328	785	815	30	2.6	5.0	5.0	0.0
(1085) Customer Services	0	0	309	309	0.0	0.0	2.5	2.5
(1090) Performance Management	588	390	393	3	3.4	3.0	3.0	0.0
(1095) Consumer Protection	3	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>2,063</b>	<b>6,792</b>	<b>7,373</b>	<b>581</b>	<b>18.8</b>	<b>24.0</b>	<b>25.0</b>	<b>1.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operation	127	140	145	5	0.8	1.0	1.0	0.0
(120F) Accounting Operations	307	384	443	59	3.4	4.0	5.0	1.0
(130F) ACFO	165	176	183	7	0.8	1.0	1.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>599</b>	<b>700</b>	<b>770</b>	<b>71</b>	<b>5.1</b>	<b>6.0</b>	<b>7.0</b>	<b>1.0</b>
<b>(2000) Insurance Program</b>								
(2010) Insurance Products	0	981	1,181	200	0.0	7.5	8.8	1.2
(2015) Financial Surveillance	0	670	214	-456	0.0	5.3	1.8	-3.5
(2020) Consumer and Prof Licensing	-97	0	0	0	0.0	0.0	0.0	0.0
(2040) Forms Analysis	2,468	0	0	0	5.1	0.0	0.0	0.0
(2045) Market Conduct	59	0	0	0	0.9	0.0	0.0	0.0
(2050) HMO	399	918	586	-332	2.6	8.8	5.0	-3.8
(2055) Consumer Services	567	0	0	0	9.4	0.0	0.0	0.0
(2060) Professional Services	486	0	0	0	5.1	0.0	0.0	0.0
(2065) Financial Regulatory	605	0	0	0	6.2	0.0	0.0	0.0
(2070) Actuarial Analysis	305	0	0	0	3.9	0.0	0.0	0.0
(2080) DC Market Operations Insurance	0	131	137	6	0.0	0.2	0.2	0.0
(2090) Health Insurance Review	469	1,325	1,205	-120	0.0	7.0	7.0	0.0
<b>Subtotal (2000) Insurance Program</b>	<b>5,262</b>	<b>4,026</b>	<b>3,323</b>	<b>-704</b>	<b>33.2</b>	<b>28.8</b>	<b>22.8</b>	<b>-6.0</b>

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**Table SR0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(3000) Securities Program</b>								
(3010) Corporate Finance	154	627	683	56	0.0	5.5	5.5	0.0
(3020) Securities Examination	72	1	0	-1	0.0	0.0	0.0	0.0
(3030) Securities Licensing	24	515	530	15	0.0	4.5	4.5	0.0
(3080) DC Market Operations Securities	0	180	191	11	0.0	0.2	0.2	0.0
<b>Subtotal (3000) Securities Program</b>	<b>250</b>	<b>1,323</b>	<b>1,404</b>	<b>81</b>	<b>0.0</b>	<b>10.2</b>	<b>10.2</b>	<b>0.0</b>
<b>(4000) Enforcement Program</b>								
(4020) Investigative	0	0	0	0	0.0	0.0	0.0	0.0
(4050) Enforcement	197	417	294	-123	1.3	3.5	2.5	-1.0
(4060) Investigations	760	812	682	-130	6.4	7.5	5.5	-2.0
(4080) DC Market Compliance Enforcement	0	86	93	7	0.0	0.3	0.3	0.0
<b>Subtotal (4000) Enforcement Program</b>	<b>957</b>	<b>1,316</b>	<b>1,069</b>	<b>-247</b>	<b>7.7</b>	<b>11.4</b>	<b>8.4</b>	<b>-3.0</b>
<b>(5000) Banking</b>								
(5015) SSBCI	7	1,219	1,209	-10	0.0	1.0	1.0	0.0
(5055) Examination	0	0	0	0	0.0	0.0	0.0	0.0
(5060) Licensing	0	389	571	182	0.0	4.5	5.5	1.0
(5070) Market Services	0	811	895	84	0.0	5.5	6.5	1.0
(5080) DC Market Operations Banking	0	168	198	29	0.0	0.2	0.2	0.0
<b>Subtotal (5000) Banking</b>	<b>7</b>	<b>2,587</b>	<b>2,873</b>	<b>285</b>	<b>0.0</b>	<b>11.2</b>	<b>13.2</b>	<b>2.0</b>
<b>(6000) Risk Finance</b>								
(6010) Compliance	0	323	309	-15	0.0	2.5	2.5	0.0
(6020) Financial Analysis	1,298	1	349	348	6.8	0.0	2.5	2.5
(6030) Regulatory Review and Licensing	0	240	0	-240	0.0	2.5	0.0	-2.5
(6080) DC Market Operations Risk Finance	0	79	85	5	0.0	0.2	0.2	0.0
<b>Subtotal (6000) Risk Finance</b>	<b>1,298</b>	<b>643</b>	<b>743</b>	<b>99</b>	<b>6.8</b>	<b>5.2</b>	<b>5.2</b>	<b>0.0</b>
<b>(7000) Securities and Banking</b>								
(7010) Corporate Finance	2,154	0	0	0	6.4	0.0	0.0	0.0
(7020) Securities and Banking Examination	1,196	0	0	0	9.6	0.0	0.0	0.0
(7030) Securities and Banking Licensing	883	0	0	0	7.9	0.0	0.0	0.0
<b>Subtotal (7000) Securities and Banking</b>	<b>4,233</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(8000) Market Examinations</b>								
(8010) Insurance Exams	0	341	369	28	0.0	3.2	3.2	0.0
(8020) Securities Exams	0	509	398	-111	0.0	4.2	3.2	-1.0
(8030) Banking Exams	0	583	1,359	776	0.0	5.2	12.2	7.0
(8040) Risk Finance Exams	0	424	385	-39	0.0	3.2	3.2	0.0
(8080) DC Market Compliance Exams	0	166	172	7	0.0	0.3	0.3	0.0
<b>Subtotal (8000) Market Examinations</b>	<b>0</b>	<b>2,023</b>	<b>2,684</b>	<b>660</b>	<b>0.0</b>	<b>16.3</b>	<b>22.3</b>	<b>6.0</b>

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**Table SR0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(9000) Compliance Analysis</b>								
(9010) Consumer Services	0	733	967	235	0.0	7.0	8.5	1.5
(9020) Market Research Analysis	0	542	280	-263	0.0	5.0	2.5	-2.5
(9080) DC Market Compliance Analysis	0	174	177	3	0.0	0.3	0.3	0.0
<b>Subtotal (9000) Compliance Analysis</b>	<b>0</b>	<b>1,449</b>	<b>1,424</b>	<b>-25</b>	<b>0.0</b>	<b>12.3</b>	<b>11.3</b>	<b>-1.0</b>
<b>(9960) Year End Close</b>								
No Activity Assigned	-19	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Year End Close</b>	<b>-19</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>14,650</b>	<b>20,860</b>	<b>21,662</b>	<b>802</b>	<b>95.8</b>	<b>125.6</b>	<b>125.6</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 divisions, please see Schedule 30-PBB Program Summary by Activity in the FY 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Department of Insurance, Securities and Banking's (DISB) proposed FY 2014 gross budget is \$21,661,575, which represents a 3.8 percent increase over its FY 2013 approved gross budget of \$20,860,023. The budget is comprised of \$2,414,015 in Federal Grant funds, \$462,003 in Private Grant funds, and \$18,785,557 in Special Purpose Revenues funds.

### **Agency Budget Submission**

**Increase:** The Department of Insurance, Securities, and Banking's (DISB) Private Grant donations budget proposal includes \$5,420 for planned step increases and increased fringe benefits. All 3.0 FTEs will be reclassified from continuing full time to term full time. There are several increases proposed to DISB's Special Purpose Revenue (SPR) fund budget. Legal professional assistance from the Office of the Attorney General is needed to draft and review legislation documents. This requirement is projected to add \$278,487 to the budget.

The budget proposal for personal services reflects an increase of \$203,769 to account for Fringe Benefits and planned salary step increases. DISB will provide an additional \$67,000 in an effort to properly plan for disaster recovery. The fixed costs estimates for Occupancy, Security, and Telephone collectively increase the budget by \$39,413, and an estimated \$2,680 will be used to support Information Technology.

**Decrease:** DISB will make adjustments to its Federal Grant FTEs. Several vacant positions will be filled at lower salaries, and all 8.0 FTEs will be reclassified from continuing full time to term full time. These initiatives will save \$162,720 in personal services costs. The SPR budget proposes decreases in two areas. The Department of General Services reduced the fixed cost estimate for Rent by \$129,207, and the agency also proposed a reduction of \$35,286 in office support.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in non-Local funds. This adjustment includes \$32,416 in Federal Grant funds, \$8,932 in Private Grant funds, and \$490,649 in Special Purpose Revenue funds.

### **District's Proposed Budget**

The Department of Insurance, Securities, and Banking has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table SR0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table SR0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,544</b>	<b>8.0</b>
Decrease: Downgrading of vacant positions and Fringe Benefit rate adjustment	Multiple Programs	-163	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,382</b>	<b>8.0</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	32	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,414</b>	<b>8.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,414</b>	<b>8.0</b>
<b>PRIVATE GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>448</b>	<b>3.0</b>
Increase: Personal services adjustments	Banking	5	0.0
<b>PRIVATE GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>453</b>	<b>3.0</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Banking	9	0.0
<b>PRIVATE GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>462</b>	<b>3.0</b>
No Changes		0	0.0
<b>PRIVATE GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>462</b>	<b>3.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>17,868</b>	<b>114.6</b>
Increase: Legal professional assistance	Agency Management	278	0.0
Increase: Fringe Benefit rate adjustment and planned step increases	Multiple Programs	204	0.0
Increase: Disaster recovery planning	Agency Management	67	0.0
Increase: Fixed cost assessments for Occupancy, Janitorial, and Telephone	Agency Management	39	0.0
Increase: Supplies and Materials for Information Technology and Support	Agency Management	3	0.0
Decrease: Rent estimate from the Department of General Services	Agency Management	-129	0.0
Decrease: Office support savings	Multiple Programs	-35	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>18,295</b>	<b>114.6</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	491	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>18,786</b>	<b>114.6</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>18,786</b>	<b>114.6</b>
<b>Gross for SR0 - Department of Insurance, Securities, and Banking</b>		<b>21,662</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 2014:

### Office of the Commissioner

**Objective 1:** Develop subject matter expertise that can be utilized to educate and inform policy makers and market participants leading to a reputation as a desirable regulatory jurisdiction.

**Objective 2:** Provide strategic direction and support for operating bureaus and divisions to enhance consumer protection capabilities and increase economic development initiatives.

**Objective 3:** Establish an agency regulatory strategy based on an understanding of integrated financial services developed through relationships with national (including federal) and international regulatory authorities to broaden sources of information.

## KEY PERFORMANCE INDICATORS

### Office of the Commissioner

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of consumers receiving financial literacy training and consumer protection information	1,746	800	588	600	600	500
Percentage of grant budget spent on programmatic costs/SSBCI and Health Care	0%	5%	3%	3%	3%	3%
Number of Insurance Producer administrative hearings completed and proposed final orders issued within 60 days	22	37	18	20	18	16
Number of initiatives to increase financial services activities	3	3	3	3	3	3
Change in amount of gross revenue from all sources (3 percent annual increase)	\$108,072,757	\$111,314,939	\$124,388,847	\$114,654,388	\$118,094,020	\$121,636,840

## Banking Bureau

Objective 1: Improve consumer confidence.

Objective 2: Implement the State Small Business Credit Initiative in the District of Columbia and refocus the Certified Capital Companies Program (CAPCO) to align support for a broader spectrum of businesses.

### KEY PERFORMANCE INDICATORS

#### Banking Bureau

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of foreclosure mediations completed within the time required by the Saving D.C. Homes from Foreclosure Act of 2010 and its implementing rules	0%	95%	49%	95%	95%	95%
Percentage of the first tranche of SSBCI dollars disbursed	0%	80%	0%	80%	80%	80%
Percentage of CAPCOs examined within the fiscal year	100%	100%	100%	100%	100 %	100%

## Insurance Bureau

Objective 1: Increase the affordability and availability of health insurance coverage.

Objective 2: Increase the amount of consumer insurance information available on the DISB web site.

Objective 3: Strengthen the regulation of title insurance in the District of Columbia.

### KEY PERFORMANCE INDICATORS

#### Insurance Bureau

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of rate filings approved, accepted or rejected within 30 days of receipt	94.7%	87.1%	96.6%	95%	95%	95%
Percentage of form filings approved, accepted or rejected within 30 days of receipt	94.7%	87.1%	96.6%	95%	95%	95%

## Risk Finance Bureau

Objective 1: Ensure the solvency of captive insurers domiciled in the District.

### KEY PERFORMANCE INDICATORS

#### Risk Finance Bureau

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of Captive Insurance Company applications processed within 30 days of receipt	100%	100%	100%	100%	100%	100%
Percentage of financial examinations completed on Captive Insurance Companies	100%	100%	100%	100%	100%	100%

## Securities Bureau

Objective 1: Improve consumer confidence.

### KEY PERFORMANCE INDICATORS

#### Securities Bureau

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of securities notice filings processed within 30 days	99.1%	85%	63.3%	85%	85%	85%
Percentage of Broker-dealer and investment advisor firm licenses processed within 30 days of receipt	0%	95%	97.2%	95%	95%	95%

## Compliance Analysis Division

Objective 1: Enhance Consumer Protection.

### KEY PERFORMANCE INDICATORS

#### Compliance Analysis Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of written Banking complaints resolved within 45 days of receipt	98%	100%	100%	100%	100%	100%
Percentage of written Insurance complaints resolved within 45 days of receipt	98%	95%	99%	95%	95%	95%
Percentage of written Securities complaints resolved within 60 days of receipt	100%	80%	100%	80%	80%	80%

## Enforcement and Consumer Protection Division

Objective 1: Improve the DISB insurance, securities, and banking anti-fraud program.

Objective 2: Protect District of Columbia Residents.

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### KEY PERFORMANCE INDICATORS

#### Enforcement and Consumer Protection Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of open investigative cases reviewed within 90 days for correctness and compliance with investigative procedures	100%	90%	100%	90%	90%	90%
Percentage of insurance producer enforcement investigations completed within 60 days	85%	85%	100%	85%	85%	85%

## Market Examination Division

Objective 1: Enhance Consumer Protection.

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### KEY PERFORMANCE INDICATORS

#### Market Examination Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of D.C. based investment firms examined for compliance	100%	85%	100%	85%	85%	85%
Percentage of Non-deposit financial institutions examined	100%	85%	100%	85%	85%	85%
Percentage of Domestic Insurance Companies Financial Analysis Completed	100%	85%	100%	85%	85%	85%

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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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$5,621,272	\$8,591,720	\$8,463,899	-1.5
FTEs	32.3	39.5	39.5	0.0

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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

The DC Office of Cable Television (OCT) is the District Government Agency responsible for regulating cable television in the District, as well as the administration of the District's Government Access Channels TV-13, District of Columbia Network (DCN) and the District's Education Access Channel, District Knowledge Network (DKN.) OCT creates content that informs, educates and entertains viewers via the District of Columbia's public, educational and government (PEG) channels and other forms of content outlets. The award winning content provides resourceful information on government activity, education, current events, history and arts and entertainment. Through its three cable television channels, OCT provides public access to the governmental process, and insights into life in the District.

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 2014 are listed by functional division.

The agency’s FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table CT0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CT0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Special Purpose Revenue Funds	6,957	5,605	8,592	8,464	-128	-1.5
<b>Total for General Fund</b>	<b>6,957</b>	<b>5,605</b>	<b>8,592</b>	<b>8,464</b>	<b>-128</b>	<b>-1.5</b>
<b>Intra-District Funds</b>						
Intra-District Funds	19	17	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>19</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>6,976</b>	<b>5,621</b>	<b>8,592</b>	<b>8,464</b>	<b>-128</b>	<b>-1.5</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table CT0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table CT0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Special Purpose Revenue Funds	31.9	32.3	39.5	39.5	0.0	0.0
<b>Total for General Fund</b>	<b>31.9</b>	<b>32.3</b>	<b>39.5</b>	<b>39.5</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>31.9</b>	<b>32.3</b>	<b>39.5</b>	<b>39.5</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table CT0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table CT0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	2,143	2,208	2,610	2,687	78	3.0
12 - Regular Pay - Other	207	193	277	342	65	23.5
13 - Additional Gross Pay	17	7	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	469	485	593	624	31	5.2
15 - Overtime Pay	39	55	60	50	-10	-16.7
<b>Subtotal Personal Services (PS)</b>	<b>2,876</b>	<b>2,948</b>	<b>3,540</b>	<b>3,703</b>	<b>163</b>	<b>4.6</b>
20 - Supplies and Materials	16	20	35	35	0	0.0
30 - Energy, Comm. and Building Rentals	10	4	92	99	7	8.0
31 - Telephone, Telegraph, Telegram, Etc.	70	95	244	100	-144	-59.0
32 - Rentals - Land and Structures	1,448	0	0	0	0	N/A
33 - Janitorial Services	0	32	0	45	45	N/A
34 - Security Services	0	0	50	50	0	0.0
35 - Occupancy Fixed Costs	0	51	105	83	-21	-20.3
40 - Other Services and Charges	1,593	914	2,583	1,848	-735	-28.5
41 - Contractual Services - Other	100	158	253	300	47	18.8
50 - Subsidies and Transfers	800	979	850	995	145	17.1
70 - Equipment and Equipment Rental	63	419	841	1,205	364	43.3
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>4,100</b>	<b>2,673</b>	<b>5,052</b>	<b>4,760</b>	<b>-291</b>	<b>-5.8</b>
<b>Gross Funds</b>	<b>6,976</b>	<b>5,621</b>	<b>8,592</b>	<b>8,464</b>	<b>-128</b>	<b>-1.5</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, DCN, 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, District of Columbia Public Schools and Office of the State Superintendent of Education. 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table CT0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table CT0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1015) Training and Employee Development	23	33	32	0	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	70	69	72	3	0.9	1.0	1.0	0.0
(1030) Property Management	174	1,783	722	-1,061	0.0	0.0	0.0	0.0
(1040) Information Technology	40	118	210	92	0.0	1.0	1.0	0.0
(1050) Financial Management	146	150	150	0	0.0	0.0	0.0	0.0
(1070) Fleet Management	41	48	56	8	0.0	0.0	0.0	0.0
(1085) Customer Service	461	665	699	34	5.9	6.0	6.0	0.0
(1090) Performance Management	245	257	266	9	1.8	2.0	2.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>1,201</b>	<b>3,123</b>	<b>2,208</b>	<b>-915</b>	<b>8.6</b>	<b>10.0</b>	<b>10.0</b>	<b>0.0</b>
<b>(2000) Programming</b>								
(2100) OCT Originated Programming	2,956	3,537	4,094	557	15.0	19.5	19.5	0.0
(2200) Fee For Service Programming	1,056	1,399	1,612	212	8.6	10.0	10.0	0.0
<b>Subtotal (2000) Programming</b>	<b>4,013</b>	<b>4,936</b>	<b>5,706</b>	<b>769</b>	<b>23.7</b>	<b>29.5</b>	<b>29.5</b>	<b>0.0</b>
<b>(3000) Regulatory</b>								
(3100) Franchise Regulation	341	355	370	15	0.0	0.0	0.0	0.0
(3200) Customer Service	62	178	180	2	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Regulatory</b>	<b>403</b>	<b>533</b>	<b>550</b>	<b>17</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(9960) Year End Close</b>								
No Activity Assigned	4	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Year End Close</b>	<b>4</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>5,621</b>	<b>8,592</b>	<b>8,464</b>	<b>-128</b>	<b>32.3</b>	<b>39.5</b>	<b>39.5</b>	<b>0.00</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of Cable Television's (OCT) proposed FY 2014 gross budget is \$8,463,899, which represents a 1.5 percent decrease from its FY 2013 approved gross budget of \$8,591,720. The budget is comprised entirely of Special Purpose Revenue funds.

### **Agency Budget Submission**

**Increase:** The agency's Equipment costs increased by \$364,140 to support television production services, including the expansion of the primary audiovisual control unit and the replacement of production-related software, hardware, and mobile production units. In the Programming Division, the budget increased by \$145,000 to support the District's Public, Educational and Governmental (PEG) channel's programming initiatives. An increase of \$129,141 is included to cover production support, administrative supplies, and on-air outreach efforts for DKN, as well as other operational costs. Agency-managed Fixed Costs, primarily Janitorial and Energy, increased by \$52,372. Contractual Services costs increased by \$47,390 due to higher closed-captioning and staffing support costs. The budget reflects Salary, step, and Fringe Benefit adjustments that total \$39,467. Lastly, in the Regulatory Program, the budget reflects an increase of \$17,390 due primarily to consulting and other legal services.

**Decrease:** The OCT budget decreased by \$881,651 in the Agency Management program due to the completion of much of the construction of OCT's new facility located at 1899 9th Street, NE. Telecommunication costs decreased by \$143,720 due to savings from the completion of equipment installation and services associated with the new facility. Occupancy costs also decreased by \$21,204 as a result of lower facility costs. Lastly, projected Overtime costs decreased by \$10,000 in the Programming Division.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in non-Local funds. This adjustment includes \$133,852 in Special Purpose Revenue funds.

### **District's Proposed Budget**

The Office of Cable Television has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table CT0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table CT0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>8,592</b>	<b>39.5</b>
Increase: Production Equipment purchases	Multiple Programs	364	0.0
Increase: Support of Public, Educational and Governmental (PEG) channels	Programming	145	0.0
Increase: Production and operational support costs	Programming	129	0.0
Increase: Agency-Managed Fixed costs adjustments	Agency Management	52	0.0
Increase: Closed-captioning and staffing support costs	Programming	47	0.0
Increase: Salary, step, and Fringe Benefits adjustments	Multiple Programs	39	0.0
Increase: Legal services adjustments	Regulatory	17	0.0
Decrease: Completion of new facility savings	Agency Management	-882	0.0
Decrease: Communication and technology systems installation savings	Agency Management	-144	0.0
Decrease: Occupancy cost savings	Agency Management	-21	0.0
Decrease: Overtime savings	Programming	-10	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>8,330</b>	<b>39.5</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	134	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>8,464</b>	<b>39.5</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>8,464</b>	<b>39.5</b>
<b>Gross for CT0 - Office of Cable Television</b>		<b>8,464</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 2014:

### Programming Division

**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.

## KEY PERFORMANCE INDICATORS

### Programming Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of programs provided for the Mayor's Social Media Outlets	Not Available	40	44	40	50	50
Number of programs, PSAs, overview features, and informational spots on TV-13 and TV-16	594	500	424	500	500	500
Number of programs, PSAs, School Sketches, and overview features on DKN	Not Available	140	111	140	145	150
Number of District students trained in television production	49	45	85	50	50	50

### Operations Division

**Objective 1:** Provide quality and efficient management and support services.

## KEY PERFORMANCE INDICATORS

### Operations Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of customer complaints regarding cable providers' outside infrastructures responded to within 48 hours	95%	90%	94%	90%	90%	90%
Number of hours employees trained in professional and personal development	802	560	405	570	580	600
Number of annual visits to cable franchisees customer service centers	6	6	5	6	6	6

## Regulatory Division

Objective 1: Protect and advance the cable television-related interests of District residents.

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### KEY PERFORMANCE INDICATORS

#### Regulatory Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of customer calls answered by Comcast <sup>1</sup>	97%	90%	95%	90%	90%	90%
Percentage of customer calls answered by RCN <sup>2</sup>	95%	90%	93%	90%	90%	90%
Percentage of customer calls answered by Verizon <sup>3</sup>	Not Available	Not Available	Not Available	90%	90%	90%

#### Performance Plan Endnotes:

<sup>1</sup>Each cable provider is required to answer 90 percent of customer calls within 30 seconds.

<sup>2</sup>Each cable provider is required to answer 90 percent of customer calls within 30 seconds.

<sup>3</sup>Each cable provider is required to answer 90 percent of customer calls within 30 seconds.

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# Housing Authority Subsidy

[www.dchousing.org](http://www.dchousing.org)  
Telephone: 202-535-1000

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$22,000,000	\$34,182,324	\$35,963,276	5.2

**Note:** This agency received an additional allocation from the June 2013 revised revenue estimate. See the “FY 2014 Proposed Budget Changes” section at the end of this chapter for details.

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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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table HY0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table HY0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	22,823	4,000	14,213	35,963	21,750	153.0
<b>Total for General Fund</b>	<b>22,823</b>	<b>4,000</b>	<b>14,213</b>	<b>35,963</b>	<b>21,750</b>	<b>153.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	0	18,000	19,969	0	-19,969	-100.0
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>18,000</b>	<b>19,969</b>	<b>0</b>	<b>-19,969</b>	<b>-100.0</b>
<b>Gross Funds</b>	<b>22,823</b>	<b>22,000</b>	<b>34,182</b>	<b>35,963</b>	<b>1,781</b>	<b>5.2</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table HY0-2 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table HY0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
50 - Subsidies and Transfers	22,823	22,000	34,182	35,963	1,781	5.2
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>22,823</b>	<b>22,000</b>	<b>34,182</b>	<b>35,963</b>	<b>1,781</b>	<b>5.2</b>
<b>Gross Funds</b>	<b>22,823</b>	<b>22,000</b>	<b>34,182</b>	<b>35,963</b>	<b>1,781</b>	<b>5.2</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 law enforcement in and around DCHA's public housing communities.

## Program Structure Change

The Housing Authority Subsidy has no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table HY0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table HY0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Housing Authority Subsidy</b>								
(1100) Housing Authority Subsidy	22,000	34,182	35,963	1,781	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Housing Authority Subsidy</b>	<b>22,000</b>	<b>34,182</b>	<b>35,963</b>	<b>1,781</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>22,000</b>	<b>34,182</b>	<b>35,963</b>	<b>1,781</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Housing Authority Subsidy's proposed FY 2014 gross budget is \$35,963,276, which represents a 5.2 percent increase over its FY 2013 approved gross budget of \$34,182,324. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$14,213,276, which represents no change from its FY 2013 approved Local funds budget.

### **Agency Budget Submission**

The Housing Authority Subsidy has no changes in the FY 2014 agency budget submission.

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

**Increase:** The proposed budget includes an increase to Local funds in the amount of \$19,969,048 to support the LRSP, which provides rental assistance to low-income families throughout the District. In prior years, the Intra-District funding strategy with the Housing Production Trust Fund (HPTF) was applied to accommodate financing for the LRSP; the Housing Authority Subsidy will now receive these funds directly. Additionally, Local funds increased by \$3,000,000 to finance project and sponsor-based units that will accommodate referrals received by the Department of Human Services (DHS), and by \$2,000,000 to fund projects and sponsor-based units in accordance with the FY 2013 Budget Support Act (BSA).

**Decrease:** The proposed budget includes a Local funds decrease of \$4,969,048 to reflect the FY 2013 amount of available fund balance that will carry over to FY 2014. The proposed budget also includes a decrease of \$19,969,048 in Intra-District funds due to the change in the funding strategy for the LRSP, which consisted of a transfer from the Housing Production Trust Fund in prior years.

### **District's Proposed Budget**

**Increase:** The proposed budget includes an increase in Local funds of \$1,750,000 to support the tenant-based LRSP.

### **Subsequent Events**

**Note:** The Fiscal Year 2014 Budget Request Act of 2013 provides the District with the authority to appropriate up to \$50 million if the Chief Financial Officer (CFO) certifies additional revenues in the June 2013 revenue estimates. On June 24, 2013, the CFO certified \$92.3 million in additional revenue for FY 2014. The Mayor and the Council have agreed to appropriate \$3 million to the Housing Authority Subsidy for the Local Rent Supplement Program (LRSP) of which \$1.5 million will be used for tenant-based LRSP and \$1.5 million will be used for project and sponsor-based LRSP. The amended proposed gross funds budget for the Housing Authority Subsidy is \$38,963,276. This additional funding is not in table 5 nor in the Budget Request Act figure for this agency, but it will be part of the agency's approved budget pending Congressional approval.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table HY0-4 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table HY0-4**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>14,213</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>14,213</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>14,213</b>	<b>0.0</b>
Increase: \$100M Affordable Housing Initiative - To fund additional project and sponsor-based units that will meet the need of DHS referrals	Housing Authority Subsidy	3,000	0.0
Increase: To fund additional project and sponsor-based units in accordance with the FY 2013 BSA	Housing Authority Subsidy	2,000	0.0
Decrease: DCHA has fund balance to carry over and use for LRSP in FY 2014	Housing Authority Subsidy	-4,969	0.0
Increase: \$100M Affordable Housing Initiative - To restore Local funding for LRSP, in place of Intra-District of HPTF funds	Housing Authority Subsidy	19,969	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>34,213</b>	<b>0.0</b>
Increase: To provide additional funding for the tenant-based LRSP	Housing Authority Subsidy	1,750	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>35,963</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>19,969</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>19,969</b>	<b>0.0</b>
Eliminate: Replace Dedicated Tax with Local funds	Housing Authority Subsidy	-19,969	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
<b>Gross for HY0 - Housing Authority Subsidy</b>		<b>35,963</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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$39,012,179	\$15,000,000	\$0	-100.0

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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 were 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 recordation 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 are deposited directly into the HPTF, thus there is no transfer of Dedicated Taxes through the General Fund.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table HP0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table HP0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	0	1,850	15,000	0	-15,000	-100.0
Dedicated Taxes	34,018	37,162	0	0	0	N/A
<b>Total for General Fund</b>	<b>34,018</b>	<b>39,012</b>	<b>15,000</b>	<b>0</b>	<b>-15,000</b>	<b>-100.0</b>
<b>Gross Funds</b>	<b>34,018</b>	<b>39,012</b>	<b>15,000</b>	<b>0</b>	<b>-15,000</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table HP0-2 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table HP0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
50 - Subsidies and Transfers	34,018	39,012	15,000	0	-15,000	-100.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>34,018</b>	<b>39,012</b>	<b>15,000</b>	<b>0</b>	<b>-15,000</b>	<b>-100.0</b>
<b>Gross Funds</b>	<b>34,018</b>	<b>39,012</b>	<b>15,000</b>	<b>0</b>	<b>-15,000</b>	<b>-100.0</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 2014 Proposed Budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table HP0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table HP0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Housing Production Trust Fund (Subsidy)</b>								
(1100) Housing Production Trust Fund (Subsidy)	39,012	15,000	0	-15,000	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Housing Production Trust Fund (Subsidy)</b>	<b>39,012</b>	<b>15,000</b>	<b>0</b>	<b>-15,000</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>39,012</b>	<b>15,000</b>	<b>0</b>	<b>-15,000</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Housing Production Trust Fund Subsidy's (HPTF Subsidy) proposed FY 2014 gross budget is \$0, which represents a 100 percent decrease from its FY 2013 approved gross budget of \$15,000,000.

### 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 Production Trust Fund Subsidy's FY 2014 CSFL budget is \$0, which represents a 100 percent decrease from the FY 2013 approved Local funds budget of \$15,000,000.

### Major CSFL Cost Drivers

The FY 2014 CSFL calculated for the HPTF Subsidy was adjusted to remove the one-time funding of \$15,000,000 in Subsidies and Transfers in the Housing Production Trust Fund (Subsidy) program.

### Agency Budget Submission

The Housing Production Trust Fund Subsidy has no changes from the FY 2014 CSFL to the FY 2014 agency budget submission.

### Mayor's Proposed Budget

The Housing Production Trust Fund Subsidy has no changes from the FY 2014 agency budget submission to the FY 2014 Mayor's proposed budget.

### District's Proposed Budget

The Housing Production Trust Fund Subsidy has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

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## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table HP0-4 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table HP0-4**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>15,000</b>	<b>0.0</b>
Removal of One-Time funding	Housing Production Trust Fund (Subsidy)	-15,000	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
<b>Gross for HP0 - Housing Production Trust Fund Subsidy</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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# Business Improvement Districts Transfer

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$22,302,891	\$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 approved 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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table ID0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table ID0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Special Purpose Revenue Funds	20,788	22,303	23,000	23,000	0	0.0
<b>Total for General Fund</b>	<b>20,788</b>	<b>22,303</b>	<b>23,000</b>	<b>23,000</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>20,788</b>	<b>22,303</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table ID0-2 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table ID0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
50 - Subsidies and Transfers	20,788	22,303	23,000	23,000	0	0.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>20,788</b>	<b>22,303</b>	<b>23,000</b>	<b>23,000</b>	<b>0</b>	<b>0.0</b>
<b>Gross Funds</b>	<b>20,788</b>	<b>22,303</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table ID0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table ID0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Business Improvement Districts Tax - Transfer</b>								
(1100) Business Improvement Districts Tax - Transfer	22,303	23,000	23,000	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Business Improvement Districts Tax - Transfer</b>	<b>22,303</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>22,303</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Business Improvement Districts Transfer agency has no changes from the FY 2013 approved budget to the FY 2014 proposed budget.

# C

## Public Safety and Justice

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3. Police Officers' and Fire Fighters' Retirement System (FD0).....	C-37
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9. Office of Police Complaints (FH0).....	C-89
10. District of Columbia Sentencing and Criminal Code Revision Commission (FZ0) .....	C-97
11. Office of the Chief Medical Examiner (FX0).....	C-105
12. Office of Administrative Hearings (FS0).....	C-115
13. Criminal Justice Coordinating Council (FJ0).....	C-123
14. Office of Unified Communications (UC0) .....	C-133
15. Homeland Security Grants (FT0) .....	C-145
16. Forensic Laboratory Technician Training Program (FV0) .....	C-151
17. Department of Forensic Sciences (FR0) .....	C-155
18. Deputy Mayor for Public Safety and Justice (FQ0).....	C-163

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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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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$481,506,424	\$496,206,043	\$508,767,136	2.5
FTEs	4,851.2	4,609.6	4,530.0	-1.7

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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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FA0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FA0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b><u>General Fund</u></b>						
Local Funds	415,020	443,372	462,390	476,289	13,899	3.0
Special Purpose Revenue Funds	27,472	4,910	8,535	6,993	-1,542	-18.1
<b>Total for General Fund</b>	<b>442,492</b>	<b>448,282</b>	<b>470,926</b>	<b>483,282</b>	<b>12,357</b>	<b>2.6</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	5,183	5,520	2,730	2,858	128	4.7
<b>Total for Federal Resources</b>	<b>5,183</b>	<b>5,520</b>	<b>2,730</b>	<b>2,858</b>	<b>128</b>	<b>4.7</b>
<b><u>Private Funds</u></b>						
Private Donations	138	123	0	0	0	N/A
<b>Total for Private Funds</b>	<b>138</b>	<b>123</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	31,852	27,582	22,551	22,627	76	0.3
<b>Total for Intra-District Funds</b>	<b>31,852</b>	<b>27,582</b>	<b>22,551</b>	<b>22,627</b>	<b>76</b>	<b>0.3</b>
<b>Gross Funds</b>	<b>479,666</b>	<b>481,506</b>	<b>496,206</b>	<b>508,767</b>	<b>12,561</b>	<b>2.5</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalent, by Revenue Type**

Table FA0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FA0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	4,820.6	4,760.7	4,578.3	4,502.2	-76.1	-1.7
Special Purpose Revenue Funds	21.6	4.4	1.8	0.7	-1.1	-59.6
<b>Total for General Fund</b>	<b>4,842.2</b>	<b>4,765.2</b>	<b>4,580.2</b>	<b>4,503.0</b>	<b>-77.2</b>	<b>-1.7</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	578	60.3	174	18.6	1.2	6.6
<b>Total for Federal Resources</b>	<b>578</b>	<b>60.3</b>	<b>174</b>	<b>18.6</b>	<b>1.2</b>	<b>6.6</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	1.5	25.7	12.0	8.5	-3.5	-29.4
<b>Total for Intra-District Funds</b>	<b>1.5</b>	<b>25.7</b>	<b>12.0</b>	<b>8.5</b>	<b>-3.5</b>	<b>-29.4</b>
<b>Total Proposed FTEs</b>	<b>4,901.4</b>	<b>4,851.2</b>	<b>4,609.6</b>	<b>4,530.0</b>	<b>-79.6</b>	<b>-1.7</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FA0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FA0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	311,286	309,763	310,140	313,710	3,569	1.2
12 - Regular Pay - Other	3,878	3,873	4,013	4,610	597	14.9
13 - Additional Gross Pay	23,148	24,053	24,411	24,161	-250	-1.0
14 - Fringe Benefits - Current Personnel	46,309	50,666	53,863	55,152	1,289	2.4
15 - Overtime Pay	35,144	26,761	29,697	28,323	-1,374	-4.6
99 - Unknown Payroll Postings	26	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>419,792</b>	<b>415,116</b>	<b>422,124</b>	<b>425,955</b>	<b>3,832</b>	<b>0.9</b>
20 - Supplies and Materials	2,747	4,576	5,074	3,786	-1,288	-25.4
30 - Energy, Comm. and Building Rentals	464	378	260	260	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	154	111	135	200	65	48.1
32 - Rentals - Land and Structures	750	750	750	750	0	0
33 - Janitorial Services	73	10	0	0	0	N/A
35 - Occupancy Fixed Costs	100	98	100	100	0	0
40 - Other Services and Charges	12,382	13,320	12,731	10,482	-2,248	-17.7
41 - Contractual Services - Other	41,530	44,837	52,440	63,035	10,594	20.2
50 - Subsidies and Transfers	0	0	0	61	61	N/A
70 - Equipment and Equipment Rental	1,676	2,310	2,593	4,138	1,546	59.6
91 - Expense Not Budgeted Others	0	0	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>59,875</b>	<b>66,390</b>	<b>74,082</b>	<b>82,812</b>	<b>8,730</b>	<b>11.8</b>
<b>Gross Funds</b>	<b>479,666</b>	<b>481,506</b>	<b>496,206</b>	<b>508,767</b>	<b>12,561</b>	<b>2.5</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 Districts** – 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 Forensic Sciences, operates 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 Services** – 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 makes 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table FA0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FA0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Regional Field Operations</b>								
(1300) Roc East	0	0	0	0	0.0	0.0	0.0	0.0
No Activity Assigned	-17	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Regional Field Operations</b>	<b>-17</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>(1001) Patrol Services and School Security Bureau</b>								
(1500) Patrol Districts	254,796	242,878	258,030	15,153	2,847.2	2,790.0	2,874.0	84.0
(1600) Patrol Support Division	5,488	6,442	5,016	-1,426	66.6	60.0	45.0	-15.0
(1700) Community Services and Youth Outreach	14,936	15,474	16,178	704	13.1	7.0	8.0	1.0
(1900) Central Cell Block	2,935	2,783	1,955	-828	33.3	31.0	19.0	-12.0
<b>Subtotal (1001) Patrol Services and School Security Bureau</b>	<b>278,156</b>	<b>267,576</b>	<b>281,179</b>	<b>13,603</b>	<b>2,960.3</b>	<b>2,888.0</b>	<b>2,946.0</b>	<b>58.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	1,972	1,421	1,438	17	13.1	13.0	13.0	0.0
(120F) Accounting Operations	1,798	1,790	2,009	220	20.2	21.0	22.0	1.0
(130F) ACFO	130	124	0	-124	1.5	1.0	0.0	-1.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>3,900</b>	<b>3,334</b>	<b>3,447</b>	<b>113</b>	<b>34.8</b>	<b>35.0</b>	<b>35.0</b>	<b>0.0</b>
<b>(2001) Investigative Services Bureau</b>								
(2301) Firearms and Tool Mark Examination Division	932	493	471	-22	12.1	3.0	4.0	1.0
(2600) Office of the Superintendent Detectives	39,665	38,088	38,512	423	382.7	347.0	335.0	-12.0
(2700) Narcotics and Special Investigations Branch	8,197	9,000	8,706	-294	79.8	74.0	71.0	-3.0
(2800) Forensic Science Division	15,344	12,352	4,335	-8,016	144.4	121.0	34.0	-87.0
(2900) Youth Investigative Services Division	5,999	6,155	5,230	-926	68.7	62.0	54.0	-8.0
<b>Subtotal (2001) Investigative Services Bureau</b>	<b>70,137</b>	<b>66,088</b>	<b>57,253</b>	<b>-8,835</b>	<b>687.7</b>	<b>607.0</b>	<b>498.0</b>	<b>-109.0</b>
<b>(4001) Strategic Services Bureau</b>								
(4300) Strategic Change Division	967	1,087	1,147	61	12.1	10.0	10.0	0.0
(4400) Research and Analytical Services Division	2,683	3,096	2,786	-309	28.3	40.0	35.0	-5.0
(4500) Policy and Standards Division	1,043	1,148	1,026	-122	11.1	10.0	10.0	0.0
<b>Subtotal (4001) Strategic Services Bureau</b>	<b>4,693</b>	<b>5,331</b>	<b>4,960</b>	<b>-371</b>	<b>51.5</b>	<b>60.0</b>	<b>55.0</b>	<b>-5.0</b>

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**Table FA0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(5000) Police Business Services</b>								
(5200) Police Personnel Services	-156	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (5000) Police Business Services</b>	<b>-156</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>(5001) Corporate Support Bureau</b>								
(5100) General Support Services Division	9,050	9,411	8,919	-492	54.5	61.0	56.0	-5.0
(5400) Police Business Services Division	3,941	4,637	4,242	-394	54.5	55.6	47.0	-8.6
<b>Subtotal (5001) Corporate Support Bureau</b>	<b>12,991</b>	<b>14,048</b>	<b>13,162</b>	<b>-886</b>	<b>109.0</b>	<b>116.6</b>	<b>103.0</b>	<b>-13.6</b>
<b>(6001) Professional Development Bureau</b>								
(6300) Office of Human Resource Management	16,263	16,815	16,853	37	60.6	52.0	55.0	3.0
(6600) Police Academy	12,832	25,199	24,426	-773	429.2	365.0	371.0	6.0
<b>Subtotal (6001) Professional Development Bureau</b>	<b>29,095</b>	<b>42,014</b>	<b>41,279</b>	<b>-735</b>	<b>489.8</b>	<b>417.0</b>	<b>426.0</b>	<b>9.0</b>
<b>(7001) Assistant Chief Internal Affairs Bureau</b>								
(7300) Internal Affairs Branch	5,488	5,459	5,452	-7	56.5	48.0	47.0	-1.0
(7400) Force Investigations Branch	186	210	206	-4	0.0	1.0	1.0	0.0
(7500) EEOC Branch	544	545	458	-87	7.1	6.0	5.0	-1.0
(7600) Compliance Monitoring Team	1,361	1,522	1,289	-234	24.2	15.0	13.0	-2.0
(7700) Court Liaison Division	1,084	1,009	1,014	5	15.2	13.0	13.0	0.0
<b>Subtotal (7001) Assistant Chief Internal Affairs Bureau</b>	<b>8,663</b>	<b>8,746</b>	<b>8,419</b>	<b>-327</b>	<b>103.0</b>	<b>83.0</b>	<b>79.0</b>	<b>-4.0</b>
<b>(9001) Homeland Security Bureau</b>								
(9200) Special Operations Division	44,653	56,759	64,562	7,803	254.5	241.0	227.0	-14.0
(9300) Intelligence Fusion Division	7,001	6,920	6,394	-526	63.6	67.0	60.0	-7.0
<b>Subtotal (9001) Homeland Security Bureau</b>	<b>51,654</b>	<b>63,680</b>	<b>70,956</b>	<b>7,276</b>	<b>318.1</b>	<b>308.0</b>	<b>287.0</b>	<b>-21.0</b>
<b>(AMP1) Agency Management</b>								
(1010) Personnel	250	392	384	-8	2.0	3.0	3.0	0.0
(1015) Training and Employee Development	163	222	200	-22	0.0	0.0	0.0	0.0
(1017) Labor Management (L-M) Partnership	340	451	328	-123	4.0	4.0	3.0	-1.0
(1020) Contracting and Procurement	642	333	200	-133	0.0	0.0	0.0	0.0
(1030) Property Management	396	568	366	-202	3.0	2.0	2.0	0.0

(Continued on next page)

**Table FA0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
(1040) Information Technology	7,189	7,750	11,202	3,452	41.4	34.0	40.0	6.0
(1050) Financial Services	9	0	0	0	0.0	0.0	0.0	0.0
(1055) Risk Management	1,062	1,852	1,627	-225	1.0	12.0	11.0	-1.0
(1060) Legal Services	160	172	682	509	2.0	2.0	2.0	0.0
(1070) Fleet Management	7,737	9,154	8,793	-361	6.1	7.0	7.0	0.0
(1080) Communications	1,005	1,036	793	-243	9.1	10.0	8.0	-2.0
(1085) Customer Service	3,023	3,005	3,161	157	26.3	20.0	24.0	4.0
(1087) Language Access	80	125	84	-42	1.0	0.0	0.0	0.0
(1090) Performance Management	336	327	293	-35	1.0	1.0	1.0	0.0
<b>Subtotal (AMP1) Agency Management</b>	<b>22,390</b>	<b>25,389</b>	<b>28,112</b>	<b>2,723</b>	<b>97.0</b>	<b>95.0</b>	<b>101.0</b>	<b>6.0</b>
<b>Total Proposed Operating Budget</b>	<b>481,506</b>	<b>496,206</b>	<b>508,767</b>	<b>12,561</b>	<b>4,851.2</b>	<b>4,609.6</b>	<b>4,530.0</b>	<b>-72.6</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 within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Budget Changes

The Metropolitan Police Department's (MPD) proposed FY 2014 budget is \$508,767,136, which represents a 2.5 increase over its FY 2013 approved budget of \$496,206,043. The budget is comprised of \$476,289,295 in Local funds, \$2,857,869 in Federal Grant funds, \$6,993,135 in Special Purpose Revenue funds, and \$22,626,837 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$462,534,036, which represents a \$143,708, or less than 0.1 percent, increase over the FY 2013 approved Local budget of \$462,390,328.

## Major CSFL Cost Drivers

The FY 2014 CSFL calculated for MPD included the removal of \$4,224,000 in one-time funding, which was used to purchase equipment associated with new Automated Traffic Enforcement initiatives in the Homeland Security Bureau in FY 2013.

The FY 2014 CSFL calculated for MPD included an adjustment entry that is not described in detail on table 5. This adjustment is made for an increase of \$2,247,392 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, \$1,120,316 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent, and \$1,000,000 in personal services to align the budget for Additional Gross Pay based on historical trends. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

## Agency Budget Submission

**Eliminate:** MPD's proposed FY 2014 Local funds budget reflects the elimination of 140.0 unfunded FTEs from several divisions. These FTEs were included in the agency's vacancy savings so this action has no impact on the FY 2014 budget.

**Increase:** MPD's proposed Local funds budget includes an increase of \$2,084,619 to support salary and step increases; \$1,721,585 to support the cost of Memorandum of Understanding (MOU) with the Department of Public Works, Department of Forensic Sciences, and the Office of the Chief Financial Officer; \$830,713 to procure additional computer hardware; \$628,614 in Contractual Services due to shifts in funding from Supplies and Other Services and Charges; and \$65,000 to cover telecommunication increases.

In Federal Grant funds, MPD proposes increases of \$168,142 and 2.5 FTEs in the Professional Development Bureau to support the COPS Veterans grant award, and \$7,925 in Overtime costs for the Motor Carrier Safety grant in the Homeland Security Bureau Division.

In Intra-District funds, MPD proposes an increase of \$502,223 in Contractual Services cost for the School Security and Police and Fire Clinic.

**Decrease:** MPD proposes Local funds decreases of \$2,227,832 in Other Services and Charges due to shifting of funding to Contractual Services and Subsidies and Transfers for Memorandum of Understanding (MOU) with several District agencies, \$1,381,299 in Office Supplies and Security Supplies to align the budget to agency spending patterns and due to shifting funding to Contractual Services, \$1,244,853 in Fringe Benefits to account for vacancy savings and federal reimbursements, \$1,000,000 in Additional Gross Pay, and \$59,700 in the Agency Management for Fuel costs shifted to non-Local sources.

In Special Purpose Revenue funds, the proposal includes decreases of \$1,311,547 to adjust the third-party reimbursable Overtime budget to reflect the actual expenditures, \$96,000 in third-party reimbursable costs for Other Services and Charges to reflect actual costs, and \$10,885 in personal services for the District of Columbia Courts' fingerprinting MOU in the Corporate Support Bureau Division.

Intra-District funds were reduced by \$69,731 to reflect the expected overtime reimbursement adjustments for fingerprinting services for the District of Columbia Department of Human Resources (DCHR).

**Shift:** MPD shifted \$356,228 and 3.5 FTEs from Intra-District funds to Local funds due to functions that are no longer performed through Intra-District MOUs; \$123,608 and 1.1 FTEs from Special Purpose Revenue to Local funds; and \$103,317 and 1.4 FTEs from Federal Grant funds to Local funds due to a reduction in the Motor Carrier Safety grant in the Homeland Security Bureau Division.

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

**Increase:** In Local funds, equipment costs associated with the new automated traffic enforcement initiatives (one-time) result in an increase in funding for the Homeland Security Bureau of \$7,786,836 and recurring operating costs associated with the new automated traffic enforcement initiative further increase the Homeland Security Bureau budget by \$4,989,211. Personal services increased to support the hiring of 93 additional officers at a cost of \$5,342,585 and to support 4,000 officers and ten Cadets at a cost of \$307,000, and nonpersonal services increased by \$42,914 to purchase uniforms and pay for the Cadets' tuition.

**Transfer Out:** MPD transferred \$2,562,977 and 38.0 FTEs in personal services and \$82,785 in Supplies and Materials to the Department of Corrections for the transfer of the Management of the Central Cell Block.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$55,152 in Federal Grant funds and \$699 in Special Purpose Revenue funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** Special Purpose Revenue funds were reduced by \$699 to offset the proposed cost-of-living adjustment.

### **District's Proposed Budget**

**Increase:** MPD's Local budget reflects a one-time increase of \$750,000 in the Agency Management program to support technological improvements for cameras, computer software and hardware. The Local funds budget also includes a one-time increase of \$25,000 in the Homeland Security Bureau to support training related to traffic enforcement for bicycle-safety.

**Decrease:** MPD's Local funds budget includes a reduction of \$500,000 to reflect a one-time adjustment of personal services costs in FY 2014 based on projected salary lapse savings, and a \$250,000 reduction to Additional Gross Pay.

**Transfer Out:** MPD transferred \$2,092,525 and 7.0 FTEs in Local funds, of which \$1,650,000 was in nonpersonal services and \$442,525 was from personal services, to the Department of Forensic Sciences.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FA0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FA0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>462,390</b>	<b>4,578.3</b>
Removal of One-Time Funding	Multiple Programs	-4,224	0.0
Other CSFL Adjustments	Multiple Programs	4,368	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>462,534</b>	<b>4,578.3</b>
Eliminate: Unfunded positions	Multiple Programs	0	-140.0
Increase: Personal services to support step increases	Multiple Programs	2,085	0.0
Increase: To cover costs of MOU with Department of Public Works, Department of Forensic Services, and Office of the Chief Financial Officer	Multiple Programs	1,722	0.0
Increase: To purchase additional computer hardware	Agency Management	831	0.0
Increase: In Contractual Services due to shifts in funding from Supplies and Other Services and Charges	Multiple Programs	629	0.0
Increase: Nonpersonal services for new Telecommunications equipment	Agency Management	65	0.0
Decrease: In Other Services and Charges due to shifting of funds to Contractual Services, and Subsidies and Transfers	Multiple Programs	-2,228	0.0
Decrease: In Office Supplies and Security Supplies based on actual usage in FY 2013, as an offset to the increase in Contractual Services	Multiple Programs	-1,381	0.0
Decrease: Fringe Benefits adjustment to account for vacancy savings and federal reimbursement	Multiple Programs	-1,245	0.0
Decrease: Additional Gross Pay adjustment	Multiple Programs	-1,000	0.0
Decrease: Fuel costs shifted to non-Local sources	Agency Management	-60	0.0
Shift: From Intra-District to Local for duties no longer funded via Intra-District MOUs	Multiple Programs	356	3.5
Shift: From Special Purpose Revenue to Local	Patrol Services and School Security Bureau	124	1.1
Shift: From Federal Grants for the Motor Carrier Safety Grant	Regional Field Operations	103	1.4
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>462,534</b>	<b>4,444.3</b>
Increase: Equipment costs associated with new automated traffic enforcement initiative (One-Time)	Homeland Security Bureau	7,787	0.0
Increase: Personal services to support 4,000 sworn officers	Multiple Programs	5,343	93.0
Increase: Recurring operating costs associated with new automated enforcement	Homeland Security Bureau	4,989	0.0
Increase: Expansion of the Cadet Program	Professional Development Bureau	307	10.0
Increase: To purchase uniforms for the Cadet program	Professional Development Bureau	43	0.0
Transfer Out: Positions to Department of Corrections	Patrol Services and School Security Bureau	-2,563	-38.0
Transfer Out: NPS cost transferred to the Department of Corrections in conjunction with the 38 FTEs transferred	Patrol Services and School Security Bureau	-83	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>478,357</b>	<b>4,509.3</b>

(Continued on next page)

**Table FA0-5 (Continued)**

(dollars in thousands)

<b>LOCAL FUNDS: FY 2014 District's Proposed Budget (continue)</b>	<b>DIVISION</b>	<b>BUDGET</b>	<b>FTE</b>
Increase: In Equipment and Equipment Rental to fund technology improvements (One-time cost)	Agency Management	750	0.0
Increase: To conduct training related to traffic enforcement (One-time cost)	Homeland Security Bureau	25	0.0
Decrease: Personal Services to reflect one-time salary lapse savings	Agency Management	-500	0.0
Decrease: To Additional Gross Pay	Multiple Programs	-250	0.0
Transfer Out: From Metropolitan Police Department to the Department of Forensic Sciences	Investigative Services Bureau	-2,093	-7.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>476,289</b>	<b>4,502.2</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,730</b>	<b>17.4</b>
Increase: For the COPS Veterans Grant award	Professional Development Bureau	168	2.5
Increase: Grant reimbursable overtime adjustment for Motor Carrier Safety grant	Homeland Security Bureau	8	0.0
Shift: To Local to support the Motor Carrier Safety grant	Homeland Security Bureau	-103	-1.4
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,803</b>	<b>18.6</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	55	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,858</b>	<b>18.6</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,858</b>	<b>18.6</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>8,535</b>	<b>1.8</b>
Decrease: Adjust third-party reimbursable Overtime budget to reflect actual expenditures	Multiple Programs	-1,312	0.0
Decrease: Adjust third-party reimbursable costs for Other Services and Charges	Multiple Programs	-96	0.0
Decrease: Adjust third-party reimbursable overtime budget	Corporate Support Bureau	-11	0.0
Shift: To Local from Special Purpose Revenue	Agency Financial Operations	-124	-1.1
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>6,993</b>	<b>0.7</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Corporate Support Bureau	1	0.0
Decrease: To offset the proposed cost-of-living adjustment (COLA)	Corporate Support Bureau	-1	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>6,993</b>	<b>0.7</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>6,993</b>	<b>0.7</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>22,551</b>	<b>12.0</b>
Increase: Contractual Services cost increases for the School Security and Police and Fire Clinic	Multiple Programs	502	0.0
Decrease: Adjustment to projected Overtime reimbursements for fingerprinting services for DCHR	Corporate Support Bureau	-70	0.0
Shift: To Local for duties no longer funded via Intra-District MOUs	Multiple Programs	-356	-3.5
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>22,627</b>	<b>8.5</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>22,627</b>	<b>8.5</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>22,627</b>	<b>8.5</b>
<b>Gross for FA0 - Metropolitan Police Department</b>		<b>508,767</b>	<b>4,530.0</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 2014:

### 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.

**Objective 3:** Improve police service to the public through the integration of the Department's people, technology, and business systems.

## KEY PERFORMANCE INDICATORS

### Patrol Services and School Security Bureau

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
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)	5.7	-5%	6	-5%	-5%	-5%

### Investigative Services Bureau

**Objective 1:** Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

**Objective 2:** Improve police service to the public through the integration of the Department's people, technology, and business systems.

## KEY PERFORMANCE INDICATORS

### Investigative Services Bureau

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Clearance rate for homicides	95.4%	75%	81.8%	75%	75%	75%
Clearance rate for forcible rape <sup>1</sup>	86.0%	≥5% <sup>2</sup>	TBD <sup>3</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>
Clearance rate for robbery <sup>1</sup>	19.1%	≥5% <sup>2</sup>	TBD <sup>3</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>
Clearance rate for aggravated assault <sup>1</sup>	57.0%	≥5% <sup>2</sup>	TBD <sup>3</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>
Clearance rate for burglary <sup>1</sup>	9.3%	≥5% <sup>2</sup>	TBD <sup>3</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>
Clearance rate for larceny-theft <sup>1</sup>	8.2%	≥5% <sup>2</sup>	TBD <sup>3</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>
Clearance rate for motor vehicle theft <sup>1</sup>	1.5%	≥5% <sup>2</sup>	TBD <sup>3</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>
Percent of motor vehicle thefts resolved <sup>1</sup>	15.0%	≥5% <sup>2</sup>	TBD <sup>3</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>	≥5% <sup>2</sup>

## Homeland Security Bureau

**Objective 1:** Safeguard the District of Columbia and protect its residents and visitors. (One City Action Plan Action 3.1.3).

**Objective 2:** Improve police service to the public through the integration of the Department's people, technology, and business systems.

### KEY PERFORMANCE INDICATORS

#### Homeland Security Bureau

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 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

## Professional Development and Internal Affairs Bureaus

**Objective 1:** Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

**Objective 2:** Improve police service to the public through the integration of the Department's people, technology, and business systems.

### KEY PERFORMANCE INDICATORS

#### Professional Development and Internal Affairs Bureaus

METRIC	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average court overtime hours per arrest	3	2.9	3.2	-2%	-2%	-2%

## Strategic Services Bureau/ Corporate Support 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 (including One City Action Plan Action 3.1.2).

### KEY PERFORMANCE INDICATORS

#### Strategic Services Bureau/Corporate Support Bureau

METRIC	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average daily fleet availability	96.4%	95%	96.7%	95%	95%	95%

### Operations and Agency Management

**Objective 1:** Safeguard the District of Columbia and protect its residents and visitors (One City Action Plan Action 3.1.4 and Indicators 3D and 3E).

**Objective 2:** Provide the highest quality police service with integrity, compassion, and a commitment to innovation.

### KEY PERFORMANCE INDICATORS

#### Operations and Agency Management

METRIC	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Change in number of homicides (One City Action Plan Indicator 3D) <sup>4</sup>	108	99	88	-10%	-10%	-10%
Percent change in D.C. Code Index violent crime <sup>3</sup> (One City Action Plan Indicator 3E) <sup>4</sup>	-4.9%	-5%	TBD <sup>4</sup>	-5%	-5%	-5%
Percent change in D.C. Code Index property crime <sup>5</sup>	5.3%	-5%	TBD <sup>6</sup>	-5%	-5%	-5%
Rate of sustained citizen allegations of police misconduct per 1,000 sworn members <sup>5</sup>	12.2	-2%	15.6	-2%	-2%	-2%
Percent increase in the number of email accounts on Police District listservs <sup>9</sup>	14.6%	+10%	3.7%	+10%	+10%	+10%
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) <sup>5</sup>	5.6	-5%	6	-5%	-5%	-5%
Average response time (in minutes) to Priority 1 (1st District)	Not Available	Not Available <sup>6</sup>	5.4	-5%	-5%	-5%
Average response time (in minutes) to Priority 1 calls (2nd District)	Not Available <sup>6</sup>	Not Available <sup>6</sup>	6.5	-5%	-5%	-5%
Average response time (in minutes) to Priority 1 calls (3rd District)	Not Available <sup>6</sup>	Not Available <sup>6</sup>	5.5	-5%	-5%	-5%

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## KEY PERFORMANCE INDICATORS (Continued)

### Operations and Agency Management

METRIC	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average response time (in minutes) to Priority 1 calls (4th District)	Not Available <sup>6</sup>	Not Available <sup>6</sup>	5.3	-5%	-5%	-5%
Average response time (in minutes) to Priority 1 calls (5th District)	Not Available <sup>6</sup>	Not Available <sup>6</sup>	6.6	-5%	-5%	-5%
Average response time (in minutes) to Priority 1 calls (6th District)	Not Available <sup>6</sup>	Not Available <sup>6</sup>	6.2	-5%	-5%	-5%
Average response time (in minutes) to Priority 1 calls (7th District)	Not Available <sup>6</sup>	Not Available <sup>6</sup>	6.4	-5%	-5%	-5%

### Performance Plan Endnotes:

<sup>1</sup>All clearance rates are reported on a calendar year basis consistent with national FBI reporting.

<sup>2</sup>Exceed by 5 percent the benchmark average clearance rate or previous year's actual, whichever is higher. The current year targets are set each October when the FBI releases the previous year's data.

<sup>3</sup>These figures for calendar year 2013 are not yet available as of the date of this report.

<sup>4</sup>Due to the nature of MPD work, the agency's three core objectives are shared among its six divisions. Please note, the above KPIs are measured against shared objectives within every performance divisions of the agency to avoid duplications.

<sup>5</sup>Due to data conversion issues during the transition to a new records management system, MPD is unable to report on this measure at this time.

<sup>6</sup>Because of the realignment of police district boundaries on January 1, 2012, as well as changes in methodology, FY 2011 and FY 2012 data are not comparable. Therefore, only FY 2012 figures are provided.

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# Fire and Emergency Medical Services Department

[www.fems.dc.gov](http://www.fems.dc.gov)  
Telephone: 202-673-3320

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$194,437,592	\$199,373,728	\$201,079,518	0.9
FTEs	1,969.2	2,130.0	2,100.0	-1.4

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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 emergency medical services (EMS), fire suppression, homeland security and special operations response for the District of Columbia, including planned events and activities unique to the nation's capital. The Department is responsible for fire and life safety code enforcement, along with community-based education and prevention programs. DCFEMS is the lead first-response agency for managing consequences resulting from natural disasters or other catastrophic events impacting the national capital region.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FB0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FB0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	191,932	188,903	197,854	197,951	97	0.0
Special Purpose Revenue Funds	1,506	1,465	1,520	1,520	0	0.0
<b>Total for General Fund</b>	<b>193,438</b>	<b>190,368</b>	<b>199,374</b>	<b>199,471</b>	<b>97</b>	<b>0.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	0	1,825	0	1,608	1,608	N/A
<b>Total for Federal Resources</b>	<b>0</b>	<b>1,825</b>	<b>0</b>	<b>1,608</b>	<b>1,608</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	1,069	2,244	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>1,069</b>	<b>2,244</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>194,507</b>	<b>194,438</b>	<b>199,374</b>	<b>201,080</b>	<b>1,706</b>	<b>0.9</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table FB0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FB0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	2,168.9	1,969.2	2,130.0	2,070.0	-60.0	-2.8
<b>Total for General Fund</b>	<b>2,168.9</b>	<b>1,969.2</b>	<b>2,130.0</b>	<b>2,070.0</b>	<b>-60.0</b>	<b>-2.8</b>
<b>Federal Resources</b>						
Federal Grant Funds	0.0	0.0	0.0	30.0	30.0	N/A
<b>Total for Federal Resources</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>30.0</b>	<b>30.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>2,168.9</b>	<b>1,969.2</b>	<b>2,130.0</b>	<b>2,100.0</b>	<b>-30.0</b>	<b>-1.4</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FB0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FB0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	140,515	134,071	144,443	141,869	-2,574	-1.8
12 - Regular Pay - Other	100	739	288	584	296	103.0
13 - Additional Gross Pay	7,280	7,466	7,604	7,104	-500	-6.6
14 - Fringe Benefits - Current Personnel	21,284	22,107	24,239	25,833	1,595	6.6
15 - Overtime Pay	4,498	6,546	3,325	3,095	-231	-6.9
99 - Unknown Payroll Postings	13	50	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>173,690</b>	<b>170,979</b>	<b>179,899</b>	<b>178,485</b>	<b>-1,414</b>	<b>-0.8</b>
20 - Supplies and Materials	4,358	5,395	4,458	4,595	138	3.1
30 - Energy, Comm. and Building Rentals	91	0	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc.	56	70	0	0	0	N/A
33 - Janitorial Services	-24	0	0	0	0	N/A
35 - Occupancy Fixed Costs	5	0	0	0	0	N/A
40 - Other Services and Charges	4,122	3,252	2,847	3,189	342	12.0
41 - Contractual Services - Other	4,794	4,731	4,676	6,582	1,907	40.8
50 - Subsidies and Transfers	6,318	6,314	6,318	7,029	712	11.3
70 - Equipment and Equipment Rental	1,098	3,698	1,177	1,199	22	1.9
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>20,817</b>	<b>23,458</b>	<b>19,474</b>	<b>22,594</b>	<b>3,120</b>	<b>16.0</b>
<b>Gross Funds</b>	<b>194,507</b>	<b>194,438</b>	<b>199,374</b>	<b>201,080</b>	<b>1,706</b>	<b>0.9</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 for 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 has no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FB0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FB0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Administrative Support</b>								
(1010) Personnel	3,202	814	830	17	5.6	5.0	5.0	0.0
(1015) Training and Employee Development	165	206	549	343	0.0	0.0	0.0	0.0
(1030) Property Management	6,226	6,318	6,318	0	0.0	0.0	0.0	0.0
(1040) Information Technology	1,696	1,261	1,371	110	5.6	7.0	8.0	1.0
(1055) Risk Management	2,182	2,021	2,712	691	2.8	6.0	6.0	0.0
(1060) Legal Services	169	255	261	6	0.0	0.0	0.0	0.0
(1080) Communications	680	671	467	-205	3.7	6.0	6.0	0.0
(1090) Performance Management	3,168	4,102	3,823	-279	10.2	30.0	30.0	0.0
No Activity Assigned	70	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Administrative Support</b>	<b>17,557</b>	<b>15,648</b>	<b>16,331</b>	<b>683</b>	<b>27.8</b>	<b>54.0</b>	<b>55.0</b>	<b>1.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Agency Fiscal Officer Operations	385	371	378	8	3.7	4.0	4.0	0.0
(120F) Accounting Operations	154	192	210	18	2.8	3.0	3.0	0.0
(130F) Agency Financial Operations	627	659	669	10	4.6	5.0	5.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>1,166</b>	<b>1,222</b>	<b>1,257</b>	<b>35</b>	<b>11.1</b>	<b>12.0</b>	<b>12.0</b>	<b>0.0</b>
<b>(2000) Fire Prevention and Education</b>								
(2100) Inspections	2,842	3,129	2,861	-269	31.5	34.0	33.0	-1.0
(2200) Investigations	2,012	2,058	1,855	-203	21.3	23.0	21.0	-2.0
(2300) Public Outreach	288	598	601	3	2.8	3.0	3.0	0.0
(2400) Technical Inspections	562	848	646	-202	8.3	9.0	8.0	-1.0
<b>Subtotal (2000) Fire Prevention and Education</b>	<b>5,703</b>	<b>6,633</b>	<b>5,963</b>	<b>-670</b>	<b>63.8</b>	<b>69.0</b>	<b>65.0</b>	<b>-4.0</b>
<b>(3000) Field Operations</b>								
(3200) Fire/Rescue Operations	134,324	143,305	143,323	18	1,568.5	1,734.0	1,678.0	-56.0
(3300) Special Operations	13,122	12,836	11,463	-1,374	115.7	126.0	124.0	-2.0
(3400) Emergency Medical Services Operations	3,375	1,799	3,630	1,832	0.0	0.0	0.0	0.0
(3500) Homeland Security	0	1	1	0	0.0	0.0	0.0	0.0
No Activity Assigned	-290	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Field Operations</b>	<b>150,531</b>	<b>157,941</b>	<b>158,417</b>	<b>476</b>	<b>1,684.1</b>	<b>1,860.0</b>	<b>1,802.0</b>	<b>-58.0</b>
<b>(4000) Employee Preparedness</b>								
(4100) Employee Wellness	3,647	3,922	4,014	93	1.8	1.0	1.0	0.0
(4200) Specialized Training	5,623	4,584	5,750	1,166	117.5	58.0	87.0	29.0
No Activity Assigned	12	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Employee Preparedness</b>	<b>9,282</b>	<b>8,506</b>	<b>9,765</b>	<b>1,259</b>	<b>119.4</b>	<b>59.0</b>	<b>88.0</b>	<b>29.0</b>

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**Table FB0-4 (continued)**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(5000) Operations Support</b>								
(5100) Field Infrastructure	5,055	4,363	4,497	134	37.0	40.0	42.0	2.0
(5200) Inventory Management	2,683	2,335	2,218	-117	10.2	9.0	9.0	0.0
<b>Subtotal (5000) Operations Support</b>	<b>7,738</b>	<b>6,697</b>	<b>6,715</b>	<b>17</b>	<b>47.2</b>	<b>49.0</b>	<b>51.0</b>	<b>2.0</b>
<b>(6000) Policy and Planning</b>								
(6010) Office of Standards	654	503	563	60	5.6	5.0	6.0	1.0
(6020) Office of Compliance	166	236	240	3	2.8	3.0	3.0	0.0
(6030) Office of Equity and Diversity	130	124	116	-8	0.9	1.0	1.0	0.0
(6040) Emergency Communications	1,520	1,665	1,562	-103	6.5	16.0	16.0	0.0
<b>Subtotal (6000) Policy and Planning</b>	<b>2,470</b>	<b>2,529</b>	<b>2,481</b>	<b>-48</b>	<b>15.7</b>	<b>25.0</b>	<b>26.0</b>	<b>1.0</b>
<b>(7000) State Safety Oversight Program</b>								
(7010) Rail Safety	0	197	151	-46	0.0	2.0	1.0	-1.0
<b>Subtotal (7000) State Safety Oversight Program</b>	<b>0</b>	<b>197</b>	<b>151</b>	<b>-46</b>	<b>0.0</b>	<b>2.0</b>	<b>1.0</b>	<b>-1.0</b>
<b>(9960) Year End Close</b>								
No Activity Assigned	-8	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Year End Close</b>	<b>-8</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>194,438</b>	<b>199,374</b>	<b>201,080</b>	<b>1,706</b>	<b>1,969.2</b>	<b>2,130.0</b>	<b>2,100.0</b>	<b>-30.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The District of Columbia Fire and Emergency Medical Services Department's (DCFEMS) proposed FY 2014 gross budget is \$201,079,518, which represents a 0.9 percent increase over its FY 2013 approved gross budget of \$199,373,728. The budget is comprised of \$197,951,059 in Local funds, \$1,608,459 in Federal Grant 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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.

DCFEMS' FY 2014 CSFL budget is \$199,171,830, which represents a \$1,318,102, or 0.7 percent, increase over its FY 2013 approved Local budget of \$197,853,728.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for DCFEMS included an adjustment entry that is not described in detail on table 5. The adjustment was made for an increase of \$1,018,029 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, \$297,283 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent, and \$2,790 in nonpersonal services for payment of membership dues. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** DCFEMS' proposed Local budget includes a net increase of \$731,161 in personal services to support step increases, longevity pay, and Fringe Benefits. Federal Grant funds increased by \$900,000 as a result of a new grant issued from the Federal Emergency Management Agency (FEMA) grant.

**Decrease:** In Local funds, the budget was reduced by \$69,137 primarily in Other Services and Charges, to align with projected supplies, Travel, and Training costs.

**Shift:** In order to utilize the federal grant funding appropriately, \$662,025 and 30.0 FTEs were shifted from the Local funds budget to support the new FEMA grant.

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

**Eliminate:** DCFEMS' Local budget includes a reduction of 44.0 FTEs that were eliminated to support the personal services savings transfer to the Workforce Investments account.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$46,848 in Federal Grant funds. For more information about the Local funds portion of the COLA please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** In Local funds, the agency increased the budget for Contractual Services by \$1,794,293 to support the Ambulance Billing contract, and Subsidies and Transfers was increased by \$710,620 to support the projected increase of the Fire Protection Fee for Fire Hydrants. Additional increases include \$537,898 in personal services to support the hiring of ten cadets, at a cost of \$308,000, and four additional Heavy Mobile Equipment Mechanics, at a cost of \$231,000. Supplies and Materials were increased by \$32,000 and Other Services and Charges by \$10,000 to cover the cost of uniforms for the additional personnel.

**Decrease:** A \$231,000 reduction was made to overtime pay.

**Transfer Out:** Personal services were decreased by \$2,557,894 due to vacancy savings that were transferred to the Workforce Investments account. The corresponding 44.0 FTEs were eliminated.

### **District's Proposed Budget**

**Increase:** DCFEMS increased its Local funds personal services budget by \$320,000 to reflect the reallocation of positions from the Administrative Support program to the Field Operations program. This includes the reinstatement of a position for the State Safety Oversight Program and the reclassification of 3.0 FTEs to the Field Operations program. Other increases in Local funds include one-time allocations of \$225,000 to support training and development and \$100,000 to cover advertising costs for the recruitment of Paramedic-Fighters. An \$8,962 increase supports the Fire Prevention and Education campaign.

**Decrease:** The Local funds budget includes a reduction of \$1,850,000 to reflect a one-time adjustment of personal services costs based on projected salary lapse savings. This modest saving is well below the historical vacancy rate for DCFEMS and below the vacancy savings that were incorporated into the agency's budget in FY 2013. In addition, the budget reflects a decrease of \$328,962 and 3.0 FTEs from the Administrative Support program to support the increase made to the Field Operations program.

**Transfer Out:** DCFEMS transferred \$2,790 to the Office of the Chief Financial Officer (OCFO) for merchant service fees.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FB0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FB0-5**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>197,854</b>	<b>2,130.0</b>
Other CSFL Adjustments	Multiple Programs	1,318	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>199,172</b>	<b>2,130.0</b>
Increase: To support step increases, longevity pay, and Fringe Benefits	Multiple Programs	731	0.0
Decrease: Nonpersonal services to absorb step increases	Multiple Programs	-69	0.0
Shift: To Federal Grant funds to absorb cost and FTEs in support of a new Federal Emergency Management Administration (FEMA) grant	Field Operations	-662	-30.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>199,172</b>	<b>2,100.0</b>
Eliminate: Vacant FTEs to support the Workforce Investments transfer	Multiple Programs	0	-44.0
Increase: Contractual Services to increase the ambulance billing contract	Administrative Support	1,794	0.0
Increase: Subsidies and Transfers for the Fire Hydrant Protection Fee	Multiple Programs	711	0.0
Increase: Personal services to support additional personnel	Administrative Support	231	4.0
Increase: Personal services to support the Fire Cadet Program	Multiple Programs	308	10.0
Increase: Supplies and Materials to support the new Cadet Class	Administrative Support	32	0.0
Increase: Supplies and Materials to purchase uniforms for new Cadets	Field Operations	10	0.0
Decrease: Overtime pay	Administrative Support	-231	0.0
Transfer Out: Personal services savings to the Workforce Investments account	Administrative Support	-2,558	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>199,469</b>	<b>2,070.0</b>
Increase: Personal Services to reflect reallocation of positions, from Administrative Support to Field Operations	Field Operations	320	3.0
Increase: Other Services and Charges for Training and Development (one-time cost)	Administrative Support	235	0.0
Increase: Other Services and Charges for advertising to support paramedic-firefighters recruiting (one-time cost)	Administrative Support	100	0.0
Increase: Supplies and Materials funding for fire prevention and education	Administrative Support	9	0.0

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**Table FB0-5 (Continued)**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget (Continued)</b>			
Decrease: Personal Services to reflect one-time salary lapse savings	Multiple Programs	-1,850	0.0
Decrease: Personal Services to reflect reallocation of positions, from Administrative Support to Field Operations	Administrative Support	-329	-3.0
Transfer Out: To OCFO for merchant service fees	Administrative Support	-3	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>197,951</b>	<b>2,070.0</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Increase: To support the new FEMA grant	Multiple Programs	900	0.0
Shift: From Local funds budget to support the new FEMA grant	Field Operations	662	30.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,562</b>	<b>30.0</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	47	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,608</b>	<b>30.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,608</b>	<b>30.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,520</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,520</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,520</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,520</b>	<b>0.0</b>
<b>Gross for FB0 - Fire and Emergency Medical Services Department</b>		<b>201,080</b>	<b>2,100.0</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 2014:

### Operations Bureau<sup>1</sup>

**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 responding to natural disasters or other catastrophic events.

## KEY PERFORMANCE INDICATORS

### Operations Bureau

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of critical medical calls with first EMT arriving within 6 minutes 30 seconds dispatch to scene <sup>3</sup>	86.5%	90%	84.4%	90%	90%	90%
Average response time of first arriving EMT to critical medical calls	4.7	< 5	4.6	< 5	< 5	< 5
Percentage of critical medical calls with first paramedic arriving within 8 minutes, dispatch to scene <sup>2, 3</sup>	82.2%	90%	80.6%	90%	90%	90%
Average response time of first arriving paramedic to critical medical calls	5.9	< 6	6	< 6	< 6	< 6
Percentage of critical medical calls with first transport unit arriving within 12 minutes, dispatch to scene	90.3%	90%	89.1%	90%	90%	90%
Average response time of first arriving ambulance to critical medical calls	7.2	< 9	7.3	< 9	< 9	< 9
Percentage of hospital drop times of 30 minutes or less	33.9%	50%	29.5%	50%	50%	50%
Average hospital drop time	37	< 30	38.8	< 30	< 30	< 30
Percentage of structure fire calls with first fire truck arriving within 6 minutes, 30 seconds dispatch to scene <sup>3</sup>	98.2%	90%	98.2%	90%	90%	90%
Average response time of first arriving fire truck to structure fire calls	1.9	< 4	2.3	< 4	< 4	< 4

## 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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### KEY PERFORMANCE INDICATORS

#### Emergency Medical Services Bureau

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage decrease in 911 usage by Street Calls patients in a cohort <sup>4</sup>	65.9%	50%	74.5%	50%	50%	50%
Percentage of patients in full cardiac arrest who have specified rhythms upon delivery to a medical facility <sup>4, 5</sup>	22.1%	25%	39.2%	25%	25%	25%
Percentage of patients surveyed indicating they were "satisfied" or "very satisfied" with Fire and EMS services during an EMS call	97.4%	90%	91.5%	90%	90%	90%

## Services Bureau<sup>6</sup>

**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.

## KEY PERFORMANCE INDICATORS

### Services Bureau

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of department vehicles involved in accidents during emergency responses	72	< 100	48	< 100	< 100	< 100
Number of department personnel injured during emergency operations	317	< 175	396	< 175	< 175	< 175
Number of fire stations completing planned major repairs or complete renovation	1	1	1	1	1	1
Percentage of heavy duty emergency vehicle fleet (fire trucks and other vehicles) available for daily operation	70.8%	85%	67.7%	85%	85%	85%
Percentage of medium duty emergency vehicle fleet (ambulances and other vehicles) available for daily operation	51.8%	85%	66.9%	85%	85%	85%
Percentage of light duty emergency vehicle fleet (command and support vehicles) available for daily operation	84.5%	90%	93.1%	90%	90%	90%

## Fire Prevention and Investigations Division<sup>7</sup>

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.

### KEY PERFORMANCE INDICATORS

#### Fire Prevention and Investigations Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of residential structure fires per 1,000 residential structures <sup>4, 8</sup>	6.7	< 4	2.7	< 4	< 4	< 4
Number of residential structure fires per 1,000 population <sup>4, 9, 12</sup>	1.7	< 1	0.7	< 1	< 1	< 1
Percentage of residential structure fires contained to the object or room of origin <sup>4, 9, 12</sup>	83.1%	> 80%	78%	> 80%	> 80%	> 80%
Percentage of residential structure fires contained to the floor or structure of origin <sup>4, 9, 10, 12</sup>	12.2%	< 20%	17.6%	< 20%	< 20%	< 20%
Total combined commercial and industrial structure fire incidents per 1,000 commercial and industrial structures <sup>4, 9</sup>	19	< 15	8.2	< 15	< 15	< 15
End-of-fiscal year percentage change in number of structural fires <sup>10</sup>	6.2%	-5%	-8.2%	-5%	-5%	-5%
End-of-fiscal year number of civilian fire fatalities <sup>11</sup>	13	≤ 5	2	≤ 5	≤ 5	≤ 5
End-of-fiscal year number of civilian fire injuries <sup>12</sup>	81	≤ 50	40	≤ 50	≤ 50	≤ 50
End-of-fiscal year percent of arson cases closed by arrest <sup>4</sup>	56.5%	> 25%	72.7%	> 25%	> 25%	> 25%
Total arson fires per 10,000 population <sup>4</sup>	0.4	< 2	0.1	< 2	< 2	< 2

## 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.

## KEY PERFORMANCE INDICATORS

### Office of Communications

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of neighborhood-level fire safety presentations completed	943	500	626	500	500	500
Number of at-school fire safety presentations completed	63	50	38	50	50	50
Number of neighborhood-level health screenings completed	152	> 50	46	> 50	> 50	> 50
Number of smoke alarm installations	1,408	> 1,000	3,301	> 1,000	> 1,000	> 1,000
Number of car seat installations	2,227	1,500	818	1,500	1,500	1,500
Number of CPR program participants	1,797	> 1,000	770	> 1,000	> 1,000	> 1,000
Number of District-wide automatic external defibrillator (AED) registrations	1,404	> 1,300	1,451	> 1,600	> 1,900	> 1,900

## 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 (One City Action Plan 3.1.1).

Objective 2: Continue to improve labor/management partnerships.

Objective 3: Use strategic-level planning tools to improve services and better prepare for the future.

## KEY PERFORMANCE INDICATORS

### Office of the Fire and Emergency Medical Services Chief

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Average time in days to close Mayoral customer service work flows	6	7	7	7	7	7
Number of community group meetings scheduled and attended by executive managers	141	> 100	110	> 100	> 100	> 100
Number of labor/management planning activity meetings scheduled and attended by executive managers	14	12	33	12	12	12

### **Performance Plan Endnotes:**

<sup>1</sup>The EMS Bureau is responsible for continuous quality improvement (CQI) of patient care delivered by the Operations Bureau.

<sup>2</sup>National Fire Protection Association (NFPA) measure.

<sup>3</sup>International City/County Management Association (ICMA) comparative measure (October 2008) for municipalities with populations of 100,000 or more.

<sup>4</sup>A "cohort" is a sample group of patients tracked over the period of one year by the Street Calls Program.

<sup>5</sup>"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).

<sup>6</sup>The Services Bureau is responsible for the management of essential functions that support Department operations and cross multiple budget programs and activities on Table FB0-4.

<sup>7</sup>The Fire Prevention and Investigations Division is responsible for activities associated with Table FB0-4, "Fire Prevention and Education" (2000).

<sup>8</sup>The Department is in the process of implementing the National Fire Incident Reporting System (NFIRS) standard required by the United States Fire Administration (USFA). Previously, fire incident statistics were reported using Fire Investigator written reports. Not all fire incidents were investigated, meaning fire incident statistics were under reported (using the NFIRS standard) in previous fiscal years. For example, a Fire Investigator may not have completed a written report for a cooking fire involving a pan of food that was quickly extinguished. However, NFIRS classifies such fires as a "structural fires," meaning they would be reported as part of FY 2012 fire incident statistics. To avoid confusion and allow for comparisons, the Department has revised FY 2011 fire incident statistics to match the NFIRS standard. This revision was not included in the published FY 2012 Performance Plan.

<sup>9</sup>"Object or room of origin" reflects the first level of fire containment. "Floor or structure of origin," reflects the second level of containment. Combining both measures equates to the effectiveness of controlling fire extension to other structures. For example, during FY 2012 (year to date), 95.6 percent of fires have been contained to the structure of origin.

<sup>10</sup>Because this measure requires FY 2010 data to calculate the FY 2011 measure, and then to calculate the FY 2012 YTD measure, it cannot be converted to the NFIRS standard. As such, the FY 2012 and FY 2013 measures will still be reported using Fire Investigator written reports.

<sup>11</sup>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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$116,700,000	\$96,314,000	\$110,766,000	15.0

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).

## Summary of Services

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 January 9, 2013, DCRB transmitted the certified contribution for inclusion in the District's FY 2014 proposed budget, as reflected in this chapter.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FD0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FD0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	127,200	116,700	96,314	110,766	14,452	15.0
<b>Total for General Fund</b>	<b>127,200</b>	<b>116,700</b>	<b>96,314</b>	<b>110,766</b>	<b>14,452</b>	<b>15.0</b>
<b>Gross Funds</b>	<b>127,200</b>	<b>116,700</b>	<b>96,314</b>	<b>110,766</b>	<b>14,452</b>	<b>15.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FD0-2 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FD0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
50 - Subsidies and Transfers	127,200	116,700	96,314	110,766	14,452	15.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>127,200</b>	<b>116,700</b>	<b>96,314</b>	<b>110,766</b>	<b>14,452</b>	<b>15.0</b>
<b>Gross Funds</b>	<b>127,200</b>	<b>116,700</b>	<b>96,314</b>	<b>110,766</b>	<b>14,452</b>	<b>15.0</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FD0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides FY 2012 actual data.

**Table FD0-3**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Police / Fire Fighters' Retirement System</b>								
(1100) Police / Fire Fighters' Retirement System	116,700	96,314	110,766	14,452	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Police / Fire Fighters' Retirement System</b>	<b>116,700</b>	<b>96,314</b>	<b>110,766</b>	<b>14,452</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>116,700</b>	<b>96,314</b>	<b>110,766</b>	<b>14,452</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Police Officers' and Fire Fighters' Retirement System's proposed FY 2014 gross budget is \$110,766,000, which represents a 15.0 percent increase over its FY 2013 approved gross budget of \$96,314,000. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$96,314,000, which represents no change from its FY 2013 approved Local budget.

### Agency Budget Submission

**Increase:** The pension contribution increased by \$14,452,000, or 15.0 percent, from the FY 2013 approved Local budget of \$96,314,000. This increase is based on the actuarial report certified by the District of Columbia Retirement Board and transmitted to the Mayor in a letter dated January 9, 2013.

### Mayor's Proposed Budget

The Police Officers' and Fire Fighters' Retirement System has no changes from the FY 2014 agency budget submission to the FY 2014 Mayor's proposed budget.

## District's Proposed Budget

The Police Officers' and Fire Fighters' Retirement System has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

### FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FD0-4 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FD0-4**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>96,314</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>96,314</b>	<b>0.0</b>
Increase: D.C. Retirement Board's actuarial valuation	Police / Firefighters' Retirement System	14,452	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>110,766</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>110,766</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>110,766</b>	<b>0.0</b>
<b>Gross for FD0 - Police Officers' and Fire Fighters' Retirement System</b>		<b>110,766</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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$126,302,428	\$139,604,240	\$140,254,069	0.5
FTEs	832.9	894.0	935.0	4.6

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 reintegrate 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 (NCCCHC) 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 on inmate grievance process. DOC facilities operate 24 hours a day, 365 days a year.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FL0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FL0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	117,369	108,219	117,148	118,803	1,655	1.4
Special Purpose Revenue Funds	24,953	17,469	22,141	21,150	-991	-4.5
<b>Total for General Fund</b>	<b>142,323</b>	<b>125,689</b>	<b>139,289</b>	<b>139,953</b>	<b>664</b>	<b>0.5</b>
<b>Federal Resources</b>						
Federal Grant Funds	412	426	0	0	0	N/A
<b>Total for Federal Resources</b>	<b>412</b>	<b>426</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	239	188	315	301	-15	-4.7
<b>Total for Intra-District Funds</b>	<b>239</b>	<b>188</b>	<b>315</b>	<b>301</b>	<b>-15</b>	<b>-4.7</b>
<b>Gross Funds</b>	<b>142,974</b>	<b>126,302</b>	<b>139,604</b>	<b>140,254</b>	<b>650</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table FL0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FL0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	861.6	808.9	872.8	915.0	42.2	4.8
Special Purpose Revenue Funds	12.0	16.6	20.0	20.0	0.0	0.0
<b>Total for General Fund</b>	<b>873.6</b>	<b>825.5</b>	<b>892.8</b>	<b>935.0</b>	<b>42.2</b>	<b>4.7</b>
<b>Federal Resources</b>						
Federal Grant Funds	4.3	6.5	0.0	0.0	0.0	N/A
<b>Total for Federal Resources</b>	<b>4.3</b>	<b>6.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	1.7	0.8	1.2	0.0	-1.2	-100.0
<b>Total for Intra-District Funds</b>	<b>1.7</b>	<b>0.8</b>	<b>1.2</b>	<b>0.0</b>	<b>-1.2</b>	<b>-100.0</b>
<b>Total Proposed FTEs</b>	<b>879.5</b>	<b>832.9</b>	<b>894.0</b>	<b>935.0</b>	<b>41.0</b>	<b>4.6</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FL0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FL0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	42,464	43,114	47,905	51,161	3,256	6.8
12 - Regular Pay - Other	6,822	2,773	1,506	1,408	-97	-6.5
13 - Additional Gross Pay	4,212	3,760	4,000	3,780	-220	-5.5
14 - Fringe Benefits - Current Personnel	11,934	12,210	15,163	16,856	1,693	11.2
15 - Overtime Pay	2,937	2,429	2,500	2,500	0	0.0
99 - Unknown Payroll Postings	0	302	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>68,369</b>	<b>64,587</b>	<b>71,073</b>	<b>75,705</b>	<b>4,632</b>	<b>6.5</b>
20 - Supplies and Materials	5,405	5,893	7,250	6,003	-1,247	-17.2
31 - Telephone, Telegraph, Telegram, Etc.	0	33	0	60	60	N/A
32 - Rentals - Land and Structures	2,770	2,770	2,926	2,792	-134	-4.6
35 - Occupancy Fixed Costs	-12	0	0	0	0	N/A
40 - Other Services and Charges	1,527	3,171	3,571	3,738	167	4.7
41 - Contractual Services - Other	55,864	48,816	53,434	50,720	-2,713	-5.1
50 - Subsidies and Transfers	20	8	0	180	180	N/A
70 - Equipment and Equipment Rental	436	661	1,350	1,054	-295	-21.9
91 - Expense Not Budgeted Others	8,596	365	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>74,605</b>	<b>61,715</b>	<b>68,531</b>	<b>64,549</b>	<b>-3,982</b>	<b>-5.8</b>
<b>Gross Funds</b>	<b>142,974</b>	<b>126,302</b>	<b>139,604</b>	<b>140,254</b>	<b>650</b>	<b>0.5</b>

\*Percent change is based on whole dollars.

## Division Description

The Department of Corrections operates through the following 6 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 and securely, and in accordance with constitutional requirements.

This division contains the following 4 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;
- **Community Corrections** – facilitates community support and involvement for sentenced misdemeanants and pretrial inmates awaiting adjudication of charges; and
- **Central Cell Block Security** – processes and supervises persons arrested in the District.

**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 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.

**Office of Community Affairs** – Provide outreach programs to the community. 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;

**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 adds one division in the FY 2014 proposed budget. The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at [www.cfo.dc.gov](http://www.cfo.dc.gov) on the Annual Operating Budget and Capital Plan page.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table FL0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FL0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	181	273	234	-39	1.9	2.0	2.0	0.0
(120F) Accounting Operations	474	472	480	7	5.6	6.0	6.0	0.0
(130F) ACFO	171	190	193	3	0.9	1.0	1.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>827</b>	<b>935</b>	<b>907</b>	<b>-28</b>	<b>8.4</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>
<b>(1100) Agency Management</b>								
(1110) Executive Direction and Support	2,569	2,827	2,968	141	22.4	22.0	22.0	0.0
(1120) Human Resources Management	2,403	2,036	1,729	-308	16.8	16.0	16.0	0.0
(1130) Management Control	1,604	1,361	1,572	212	10.3	13.0	14.0	1.0
(1140) Information Technology	2,507	3,012	3,748	736	11.2	12.0	12.0	0.0
(1150) Agency Operations Support	2,275	2,394	2,550	156	10.2	9.0	9.0	0.0
<b>Subtotal (1100) Agency Management</b>	<b>11,359</b>	<b>11,630</b>	<b>12,567</b>	<b>938</b>	<b>70.8</b>	<b>72.0</b>	<b>73.0</b>	<b>1.0</b>
<b>(2100) Office of Community Affairs</b>								
(2101) Office of Returning Citizens	0	0	268	268	0.0	0.0	3.0	3.0
<b>Subtotal (2100) Office of Community Affairs</b>	<b>0</b>	<b>0</b>	<b>268</b>	<b>268</b>	<b>0.0</b>	<b>0.0</b>	<b>3.0</b>	<b>3.0</b>
<b>(2500) Inmate Services</b>								
(2510) Inmate Personal Services	7,356	7,743	8,497	754	23.3	25.0	25.0	0.0
(2520) Inmate Adjustment/Developmental Support	2,059	2,779	2,632	-147	23.3	29.0	28.0	-1.0
(2530) Inmate Health Services	32,077	33,160	30,977	-2,183	54.6	51.0	51.0	0.0
<b>Subtotal (2500) Inmate Services</b>	<b>41,493</b>	<b>43,682</b>	<b>42,106</b>	<b>-1,575</b>	<b>101.2</b>	<b>105.0</b>	<b>104.0</b>	<b>-1.0</b>
<b>(3600) Inmate Custody</b>								
(3610) Internal Security and Control Services	39,772	44,147	44,113	-34	512.8	547.0	547.0	0.0
(3620) External Security and Control Services	20,889	24,834	23,720	-1,114	26.9	37.0	37.0	0.0
(3630) Community Corrections	3,084	3,277	2,690	-587	5.6	3.0	3.0	0.0
(3635) CCB-Central Cell Block Security	0	0	2,724	2,724	0.0	0.0	38.0	38.0
<b>Subtotal (3600) Inmate Custody</b>	<b>63,744</b>	<b>72,258</b>	<b>73,247</b>	<b>989</b>	<b>545.2</b>	<b>587.0</b>	<b>625.0</b>	<b>38.0</b>
<b>(4800) Institutional Support Services</b>								
(4810) Inmate Status Documentation	5,644	6,142	6,292	151	75.5	82.0	81.0	-1.0
(4820) Facility Services	3,236	4,958	4,866	-92	31.7	39.0	40.0	1.0
<b>Subtotal (4800) Institutional Support Services</b>	<b>8,880</b>	<b>11,100</b>	<b>11,158</b>	<b>58</b>	<b>107.2</b>	<b>121.0</b>	<b>121.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>126,302</b>	<b>139,604</b>	<b>140,254</b>	<b>650</b>	<b>832.9</b>	<b>894.0</b>	<b>935.0</b>	<b>41.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Department of Corrections' (DOC) proposed FY 2014 gross budget is \$140,254,069, which represents a 0.5 percent increase over its FY 2013 approved gross budget of \$139,604,240. The budget is comprised of \$118,803,483 in Local funds, \$21,150,000 in Special Purpose Revenue funds, and \$300,585 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$117,911,381, which represents a \$763,242, or 0.7 percent, increase over the FY 2013 approved Local funds budget of \$117,148,138.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for DOC included the removal of \$910,000 in one-time funding, which was used for equipment purchases for the Inmate Processing Center in FY 2013.

The FY 2014 CSFL calculated for DOC included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$621,683 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$1,051,559 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments."

### **Agency Budget Submission**

**Increase:** In Local funds, the budget includes increases of \$1,593,288 primarily for food services, software upgrades, and costs associated with the re-engineering of the agency's healthcare system; \$1,517,746 in personal services due to proposed salary step increases and personnel realignment within the agency's divisions; and \$47,716 in nonpersonal services, primarily in Fixed Costs, for Telephone, Telegraph, and Telegram services, based on the Office of the Chief Technology's estimates.

In Special Purpose Revenue funds, the budget includes proposed increases of \$51,833 for Correctional Officers' salaries and Fringe Benefits, and \$15,000 in nonpersonal services for inmate recreational costs, fitness equipment, and Metro fare cards.

In Intra-District funds, the budget was increased by \$75,585 to support the Inmate Work Squad program, from funds coming from the Department of Public Works (DPW) and the Department of General Services (DGS).

**Decrease:** In Local funds, the budget reflects a decrease of \$1,969,749 primarily in Contractual Services due to lower healthcare costs and halfway house occupancy attributed to the reduced inmate population and \$1,189,001 in Supplies and Materials, as a result of a reduced number of inmates in need of expensive HIV-related drugs. In Special Purpose Revenue funds, the budget is reduced by \$1,057,684 in Contractual Services - Other, primarily in housing costs, due to the reduced inmate population.

In Intra-District funds, the budget includes a reduction of \$90,251 and 1.2 FTEs, due to the loss of funding for the Resident Substance Abuse Treatment program from the Justice Grant Administration (JGA).

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

**Transfer In:** The FY 2014 proposed budget includes an increase of \$2,562,977 and 38.0 FTEs, consisting of 35 Cell Block Technicians and 3 Supervisory Cell Block Technicians, that were transferred from the Metropolitan

Police Department. The positions and incumbents are now listed on the Department of Corrections payroll as Correctional Officers in the Central Cell Block Security activity. An additional increase of \$82,785 is included to cover the operational costs of the Cell Blocks. The proposed budget also includes \$268,390 and 3.0 FTEs that were transferred from the Office of the Mayor to support the Returning Citizens' activity.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$68,849 in Special Purpose Revenue funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** Special Purpose Revenue funds were reduced by \$68,849 to offset the proposed cost-of-living adjustment.

### **District's Proposed Budget**

**Increase:** DOC's FY 2014 proposed Local funds budget includes an increase of \$85,966 and 1.0 FTE to support a Management Liaison Specialist position.

**Decrease:** DOC's FY 2014 Local funds budget includes a reduction of \$1,522,050 in nonpersonal services, mainly in Contractual Services, to reflect the projected decrease in inmate population. Additionally, the budget was reduced by \$500,000 to reflect a one-time adjustment of personal services costs in FY 2014 based on projected salary lapse savings, and \$85,966 in Other Services and Charges to support the increase in personal services.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FLO-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FLO-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>117,148</b>	<b>872.8</b>
Removal of One-Time Funding	Multiple Programs	-910	0.0
Other CSFL Adjustments	Multiple Programs	1,673	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>117,911</b>	<b>872.8</b>
Increase: In Other Services and Charges (food services, software upgrades, and the re-engineering of the healthcare system)	Multiple Programs	1,593	0.0
Increase: Step increases and personnel realignment	Multiple Programs	1,518	0.0
Increase: In nonpersonal services (primarily in Fixed Costs, for Telephone, Telegraph, and Telegram costs based on the Office of the Chief Technology Officer's estimates)	Multiple Programs	48	0.0
Decrease: In Contractual Services, due to reduced healthcare costs and halfway house occupancy attributed to the reduced inmate population	Multiple Programs	-1,970	0.0
Decrease: In Supplies and Materials	Multiple Programs	-1,189	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>117,911</b>	<b>872.8</b>
Transfer In: Central Cell Block Facility security personnel from the Metropolitan Police Department	Inmate Custody	2,563	38.0
Transfer In: Transfer from Office of the Mayor to support the Returning Citizens' activity	Office of Community Affairs	268	3.0
Transfer In: Operating costs for the Central Cell Block activity	Multiple Programs	83	0.0
Increase: To correct FTE counts	Inmate Services	0	0.2
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>120,826</b>	<b>914.0</b>
Increase: Personal services to support additional personnel	Agency Management	86	1.0
Decrease: Nonpersonal services to reflect the projected decrease in inmate population	Multiple Agencies	-1,522	0.0
Decrease: Personal Services to reflect one-time salary lapse savings	Inmate Custody	-500	0.0
Decrease: Other Services and Charges as an offset to the personal services increase	Agency Management	-86	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>118,803</b>	<b>915.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>22,141</b>	<b>20.0</b>
Increase: In personal services, due to increased Correctional Officers' salaries and corresponding Fringe Benefits	Multiple Programs	52	0.0
Increase: In nonpersonal services for inmate recreational costs, fitness equipment, and Metro fare cards	Multiple Programs	15	0.0
Decrease: In Contractual Services - Other, primarily in housing costs due to lower inmate population	Multiple Programs	-1,058	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>21,150</b>	<b>20.0</b>

(Continued on the next page)

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

	DIVISION	BUDGET	FTE
<b>SPECIAL PURPOSE REVENUE FUNDS (Continued)</b>			
Cost-of-Living Adjustment: Proposed cost-of-living adjustment	Multiple Programs	69	0.0
Decrease: To offset proposed cost-of-living adjustment	Multiple Programs	-69	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>21,150</b>	<b>20.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>21,150</b>	<b>20.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>315</b>	<b>1.2</b>
Increase: Costs related to the DGS and DPW Inmate Work Squad	Multiple Programs	76	0.0
Decrease: In personnel, due to loss of funding for the Resident Substance Abuse Treatment program from Justice Grant Administration	Multiple Programs	-90	-1.2
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>301</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>301</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>301</b>	<b>0.0</b>
<b>Gross for FLO - Department of Corrections</b>		<b>140,254</b>	<b>935.0</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 2014:

### Agency Management Services

Objective 1: Improve Economy, Efficiency and Effectiveness of Agency Operations.

Objective 2: Upgrade Workforce.

## KEY PERFORMANCE INDICATORS

### Agency Management Services

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Federal Revenue Reimbursement Rate (Dollars Reimbursed divided by Dollars Billed)	95%	95%	80.6%	80%	85%	90%
Priority 1 Maintenance and Repair Completion Rate (Percent of priority 1 maintenance and repair requests completed within 8 hours)	85%	70%	62.9%	70%	75%	80%

### Inmate Custody

Objective 1: Foster Environment That Promotes Safety for Inmates, Staff, Visitors, and the Community-at-Large.

Objective 2: Provide Timely and Accurate Inmate Documents and Risk Assessments.

## KEY PERFORMANCE INDICATORS

### Inmate Custody

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Inmate-on-Inmate Assault Rate (Assaults per 10,000 inmate-days)	0.7	2.4	0.8	1	0.8	0.6
Inmate-on-Staff Assault Rate (Assaults per 10,000 inmate-days)	1.1	2.3	1	1	1	1
Percentage of Disciplinary Reports Adjudicated as Charged	97.2%	75%	83.9%	85%	87.5%	90%
Percentage of Inmate-on-Staff Assaults resulting in papered charges	3.4%	5%	46.4%	5%	5%	5%
Percentage of Contraband Seizures resulting in papered charges	31.6%	25%	38.1%	30%	33%	40%
Delayed Release Rate	0.4%	0.5%	0.0%	0.4%	0.4%	0.4%
Erroneous Release Rate	0.1%	0%	0%	0.1%	0.1%	0.1%
Inmates served by video-visitation program	90.5%	5%	37.5%	85%	87%	90%

## Inmate Services

Objective 1: Improve Inmate Education, Job Skill Levels, and Facilitate Successful Community Reintegration.

Objective 2: Maintain/Improve Inmate Physical and Mental Health.

Objective 3: Improve Daily Living Conditions.

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### KEY PERFORMANCE INDICATORS

#### Inmate Services

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Inmates served by re-entry program	471	500	167	200	225	250
Inmates served by educational programs or receiving educational counseling services	3,621	500	486	500	500	500
Percentage of inmates released to community with required medications	98.7%	95%	89.6%	95%	95%	95%
Inmate Pharmaceuticals Expenditure Variance	170%	15%	0.7%	10%	10%	10%
Inmates served by substance abuse treatment program	360	340	260	400	400	400
Number of unresolved inmate grievances outstanding more than 30 days	0	5	0	5	5	5

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# District of Columbia National Guard

<http://www.dc.ng.mil>  
Telephone: 202-685-9978

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$5,582,298	\$8,670,703	\$10,690,147	23.3
FTEs	47.4	112.0	117.0	4.5

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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 D.C. National Guard (DCNG) units to perform federally assigned missions, both at home and abroad. District of Columbia personnel provide 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, 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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FK0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FK0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	2,204	2,286	2,796	2,941	145	5.2
<b>Total for General Fund</b>	<b>2,204</b>	<b>2,286</b>	<b>2,796</b>	<b>2,941</b>	<b>145</b>	<b>5.2</b>
<b>Federal Resources</b>						
Federal Payments	463	349	355	500	145	40.7
Federal Grant Funds	2,341	2,947	5,519	7,249	1,730	31.3
<b>Total for Federal Resources</b>	<b>2,804</b>	<b>3,296</b>	<b>5,874</b>	<b>7,749</b>	<b>1,875</b>	<b>31.9</b>
<b>Gross Funds</b>	<b>5,008</b>	<b>5,582</b>	<b>8,671</b>	<b>10,690</b>	<b>2,019</b>	<b>23.3</b>

\*Percent change is based on whole dollars.

Notes: 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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table FK0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FK0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	276	19.8	378	39.5	1.8	4.6
<b>Total for General Fund</b>	<b>276</b>	<b>19.8</b>	<b>378</b>	<b>39.5</b>	<b>1.8</b>	<b>4.6</b>
<b>Federal Resources</b>						
Federal Grant Funds	39.2	276	74.2	77.5	3.2	4.4
<b>Total for Federal Resources</b>	<b>39.2</b>	<b>276</b>	<b>74.2</b>	<b>77.5</b>	<b>3.2</b>	<b>4.4</b>
<b>Total Proposed FTEs</b>	<b>66.8</b>	<b>474</b>	<b>112.0</b>	<b>117.0</b>	<b>5.0</b>	<b>4.5</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FK0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FK0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	2,462	2,233	4,748	5,453	705	14.9
12 - Regular Pay - Other	366	301	493	231	-262	-53.1
13 - Additional Gross Pay	68	21	69	30	-40	-57.3
14 - Fringe Benefits - Current Personnel	536	486	1,334	1,495	161	12.1
15 - Overtime Pay	13	15	17	14	-3	-18.1
<b>Subtotal Personal Services (PS)</b>	<b>3,446</b>	<b>3,056</b>	<b>6,661</b>	<b>7,223</b>	<b>561</b>	<b>8.4</b>
20 - Supplies and Materials	7	82	43	220	177	409.6
30 - Energy, Comm. and Building Rentals	372	475	372	506	135	36.2
31 - Telephone, Telegraph, Telegram, Etc.	0	5	12	12	0	0.0
35 - Occupancy Fixed Costs	-9	0	0	0	0	N/A
40 - Other Services and Charges	36	833	91	1,777	1,686	1,858.2
41 - Contractual Services - Other	0	0	0	396	396	N/A
50 - Subsidies and Transfers	1,156	1,112	1,465	462	-1,003	-68.5
70 - Equipment and Equipment Rental	0	19	27	94	68	252.8
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,562</b>	<b>2,527</b>	<b>2,009</b>	<b>3,467</b>	<b>1,458</b>	<b>72.6</b>
<b>Gross Funds</b>	<b>5,008</b>	<b>5,582</b>	<b>8,671</b>	<b>10,690</b>	<b>2,019</b>	<b>23.3</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 8 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 (AASF)**– supports the military aviation unit within the command;
- **J1 Personnel/Human Resource Office** – is the military personnel branch of the agency;
- **Department of Engineering** – provides agency facilities planning, maintenance, and repair services;
- **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 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 National Guard has no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FK0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FK0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Administrative Service	190	317	305	-12	2.2	3.0	4.0	1.0
(1015) Training and Employee Development	0	0	426	426	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	153	188	353	165	1.4	2.0	2.0	0.0
(1030) Property Management	789	0	1,868	1,868	0.0	0.0	0.0	0.0
(1050) Financial Services	64	71	72	1	0.7	1.0	1.0	0.0
(1070) Risk Management	0	0	53	53	0.0	0.0	1.0	1.0
(110F) Agency Financial Operations	40	144	159	15	0.7	1.0	1.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>1,236</b>	<b>721</b>	<b>3,237</b>	<b>2,516</b>	<b>5.0</b>	<b>7.0</b>	<b>9.0</b>	<b>2.0</b>
<b>(4000) Youth Programs</b>								
(4010) ChalleNGe	1,451	3,439	3,698	259	4.1	49.0	56.0	7.0
(4030) Youth Leaders Camp	70	71	74	2	0.7	1.0	1.0	0.0
<b>Subtotal (4000) Youth Programs</b>	<b>1,521</b>	<b>3,511</b>	<b>3,772</b>	<b>261</b>	<b>4.8</b>	<b>50.0</b>	<b>57.0</b>	<b>7.0</b>
<b>(6000) Joint Force Headquarters, D.C.</b>								
(6010) Command Element	-5	62	66	4	1.4	1.0	1.0	0.0
(6011) State Judge Advocate General	0	79	79	0	0.7	1.0	1.0	0.0
(6012) US Property and Fiscal Office	224	292	297	4	2.9	5.0	5.0	0.0
(6020) AASF	59	62	54	-8	1.4	1.0	1.0	0.0
(6030) J1 Personnel	146	460	126	-333	1.4	2.0	2.0	0.0
(6040) Human Resource Office	2	54	0	-54	1.4	1.0	0.0	-1.0
(6060) Department of Engineering	2,022	2,821	2,622	-199	22.3	36.0	36.0	0.0
(6070) 113th	0	55	0	-55	0.7	1.0	0.0	-1.0
(6080) J3/Operations	156	181	187	6	1.4	2.0	2.0	0.0
(6090) J6/IT	222	372	251	-121	3.6	5.0	3.0	-2.0
<b>Subtotal (6000) Joint Force Headquarters, D.C.</b>	<b>2,825</b>	<b>4,439</b>	<b>3,682</b>	<b>-757</b>	<b>37.5</b>	<b>55.0</b>	<b>51.0</b>	<b>-4.0</b>
<b>Total Proposed Operating Budget</b>	<b>5,582</b>	<b>8,671</b>	<b>10,690</b>	<b>2,019</b>	<b>47.4</b>	<b>112.0</b>	<b>117.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The District of Columbia National Guard's (DCNG) proposed FY 2014 gross budget is \$10,690,147, which represents a 23.3 percent increase over its FY 2013 approved gross budget of \$8,670,703. The budget is comprised of \$2,941,151 in Local funds, \$500,000 in Federal Payments, and \$7,248,997 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$3,805,118, which represents a \$1,008,771, or 36.1 percent, increase over the FY 2013 approved Local funds budget of \$2,796,346.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for DCNG included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$19,571 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$989,200 in nonpersonal services, which is comprised of \$233 based on the Consumer Price Index factor of 2.4 percent and \$988,967 for the Fixed Cost Inflation factor based on the FY 2014 forecast from the Department of General Services. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments."

### **Agency Budget Submission**

**Increase:** The budget proposal from DCNG for Local funds includes an increase of \$210,923 to support projected costs for professional services. Other proposed adjustments in Local funds includes increases of \$183,326 in energy costs for the Oak Hill Facility, \$99,000 to improve the Oak Hill Facility, \$43,993 to accommodate for Supplies and Materials for the Oak Hill Facility, and \$33,375 to account for equipment and furniture for Youth Programs.

In Federal Payments, the budget includes an adjustment of \$144,615 to align funding to the FY 2014 President's Budget. In the budget proposal for Federal Grant funds, an increase of \$347,668 accounts for anticipated awards from the Youth Challenge grant. Furthermore, DCNG's budget proposal for Federal Grants funds supports a net increase of \$77,218 for salary step and Fringe Benefits costs projections.

**Decrease:** Proposed adjustments in DCNG's budget for Local funds include reductions of \$989,000 in Fixed Costs adjustments for the Oak Hill Facility; \$345,707 in subsidies for tuition and fee reimbursement, and \$41,584 to align the budget with projected personal services costs including the reduction of 0.2 FTE.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$131,806 in Federal Grant funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** Local funds were increased by \$125,000 in nonpersonal services, primarily Other Services and Charges.

**Decrease:** Local funds were reduced by \$183,326 due to a reduction in energy cost estimates for the Oak Hill Facility. Federal Grant funds were reduced by \$131,806 to offset the proposed COLA.

### **District's Proposed Budget**

**Increase:** DCNG's proposed budget in Local funds includes an increase of \$93,557 for salary and fringe benefits for an additional 2.0 FTEs. The additional staffing supports the Youth ChalleNGe program. The Local funds budget also reflects an increase of \$24,550 for beddings, GED testing, and an increase in weekly allowance for cadets in the Youth ChalleNGe program.

The agency's budget for Federal Grant funds includes an increase of \$1,305,139 to support an increased number of armed special police officers for the Youth ChalleNGe program and an increase of \$73,650 for beddings, GED testing, and an increase in weekly allowance for cadets in the program. The budget also includes an increase of \$280,671 and 6.0 FTEs in projected federal grants match for the Youth ChalleNGe program. This funding supports salary and fringe benefits for additional staffing and other needs for this program.

**Decrease:** The proposed Local funds budget for DCNG includes a reduction of \$118,107 in nonpersonal services to offset increased budget for personal services for the Youth ChalleNGe program.

DCNG's budget in Federal Grant funds includes a reduction of \$354,501 in nonpersonal services to offset increased budget for personal services for the Youth ChalleNGe program.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FK0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FK0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,796</b>	<b>37.8</b>
Other CSFL Adjustments	Multiple Programs	1,009	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>3,805</b>	<b>37.8</b>
Increase: Professional services, travel, and repairs to support projected costs	Multiple Programs	211	0.0
Increase: Energy adjustment for the Oak Hill Facility	Youth Programs	183	0.0
Increase: Contractual Services for the Oak Hill Facility	Youth Programs	99	0.0
Increase: Supplies and Materials for the Oak Hill Facility	Youth Programs	44	0.0
Increase: Equipment and Furniture to furnish the Oak Hill Facility	Youth Programs	33	0.0
Decrease: Fixed costs adjustments for the Oak Hill Facility	Agency Management	-989	0.0
Decrease: Subsidies for Tuition and fee reimbursement	Multiple Programs	-346	0.0
Decrease: Align budget with personal services costs	Multiple Programs	-42	-0.2
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,999</b>	<b>37.5</b>
Increase: To align with the FY 2014 Mayor's Budget Request	Multiple Programs	125	0.0
Decrease: Fixed costs adjustment for the Oak Hill Facility	Agency Management	-183	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,941</b>	<b>37.5</b>
Increase: Support additional staffing for the Youth ChalleNGe Program	Youth Challenge Program	94	2.0
Increase: Supplies, testing, and weekly allowance for cadets in the Youth ChalleNGe program	Youth Challenge Program	25	0.0
Decrease: To offset increases for the Youth ChalleNGe program	Multiple Programs	-118	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,941</b>	<b>39.5</b>
<b>FEDERAL PAYMENTS: FY 2013 Approved Budget and FTE</b>		<b>355</b>	<b>0.0</b>
Increase: An adjustment to align with the FY 2014 President's Budget	Multiple Programs	145	0.0
<b>FEDERAL PAYMENTS: FY 2014 Agency Budget Submission</b>		<b>500</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL PAYMENTS: FY 2014 Mayor's Proposed Budget</b>		<b>500</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL PAYMENTS: FY 2014 District's Proposed Budget</b>		<b>500</b>	<b>0.0</b>

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**Table FK0-5 (Continued)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>5,519</b>	<b>74.2</b>
Increase: Anticipated increase in the ChallenNGe program grant	Youth Challenge Program	348	0.0
Increase: Salary step and Fringe Benefits	Multiple Programs	77	-2.8
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>5,944</b>	<b>71.5</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	132	0.0
Decrease: To offset the proposed cost-of-living adjustment	Multiple Programs	-132	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>5,944</b>	<b>71.5</b>
Increase: Supplies, testing, and weekly allowance for cadets in the Youth ChalleNGe program	Youth Challenge Program	1,379	0.0
Increase: Support additional staffing for the Youth ChalleNGe Program	Youth Challenge Program	281	6.0
Decrease: To offset increases for the Youth ChalleNGe program	Multiple Programs	-355	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>7,249</b>	<b>77.5</b>
<b>Gross for FK0 - District of Columbia National Guard</b>		<b>10,690</b>	<b>117.0</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 2014:

**Objective 1:** Rapidly and efficiently respond with un-mobilized units.

**Objective 2:** Support the District Government during emergencies.

**Objective 3:** Increase the number of applicants, etc.

### KEY PERFORMANCE INDICATORS

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
End strength	2,653	2,654	2,664	2,654	2,654	2,654
Number of Counter Drug Operation	58	50	51	50	50	50
Number of Civil Support Team exercise hours	3,380	5,600	6,354	5,600	5,600	5,600
Number of Preparedness exercises	13	20	8	20	20	20
Number of completion/graduates from Youth Leaders Camp	94	100	97	100	100	100
Number of completion/graduates from About Face Program	259	90	184	90	90	90
Number of participants from Drug Education for Youth (DEFY) program	60	60	240	60	60	60
Number of participants from Youth ChalleNGe program (DCYCP)	80	100	77	100	100	100

# Homeland Security and Emergency Management Agency

[www.hsema.dc.gov](http://www.hsema.dc.gov)  
Telephone: 202-727-6161

Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$114,631,247	\$102,039,144	\$93,892,951	-8.0
FTEs	52.9	65.0	69.0	6.2

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 facilitates a common operating picture during events, to facilitate good decision-making and response. The Plans and Preparedness Division facilitates the comprehensive planning that promotes resiliency in government agencies, our communities, and critical infrastructure. The 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. The 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. It also manages the citywide all-hazards fusion center program. The Homeland Security Grants Division supports 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), and provides programmatic oversight to grant-funded homeland-security projects to ensure milestones are met and are in compliance with the applicable grant guidance. The 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 2014 proposed budget is presented in the following tables:

## **FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type**

Table BN0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table BN0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	1,839	1,846	2,007	2,027	20	1.0
<b>Total for General Fund</b>	<b>1,839</b>	<b>1,846</b>	<b>2,007</b>	<b>2,027</b>	<b>20</b>	<b>1.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	112,794	112,775	100,032	91,866	-8,166	-8.2
<b>Total for Federal Resources</b>	<b>112,794</b>	<b>112,775</b>	<b>100,032</b>	<b>91,866</b>	<b>-8,166</b>	<b>-8.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	9	10	0	0	0	N/A
<b>Total for Intra-District Funds</b>	<b>9</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>114,641</b>	<b>114,631</b>	<b>102,039</b>	<b>93,893</b>	<b>-8,146</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalents, by Revenue Type**

Table BN0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table BN0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	15.0	16.9	16.5	16.5	0.0	0.0
<b>Total for General Fund</b>	<b>15.0</b>	<b>16.9</b>	<b>16.5</b>	<b>16.5</b>	<b>0.0</b>	<b>0.0</b>
<b>Federal Resources</b>						
Federal Grant Funds	21.9	36.0	48.5	52.5	4.0	8.2
<b>Total for Federal Resources</b>	<b>21.9</b>	<b>36.0</b>	<b>48.5</b>	<b>52.5</b>	<b>4.0</b>	<b>8.2</b>
<b>Total Proposed FTEs</b>	<b>36.9</b>	<b>52.9</b>	<b>65.0</b>	<b>69.0</b>	<b>4.0</b>	<b>6.2</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table BN0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table BN0-3**

(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	2,574	2,905	2,997	2,836	-161	-5.4
12 - Regular Pay - Other	1,172	1,160	1,881	2,801	920	48.9
13 - Additional Gross Pay	202	78	353	190	-163	-46.2
14 - Fringe Benefits - Current Personnel	772	815	1,189	1,438	249	20.9
15 - Overtime Pay	154	92	326	175	-151	-46.3
<b>Subtotal Personal Services (PS)</b>	<b>4,874</b>	<b>5,050</b>	<b>6,746</b>	<b>7,440</b>	<b>694</b>	<b>10.3</b>
20 - Supplies and Materials	73	102	100	32	-68	-68.1
31 - Telephone, Telegraph, Telegram, Etc.	68	152	100	100	0	0.0
40 - Other Services and Charges	3,381	3,941	4,737	1,384	-3,353	-70.8
41 - Contractual Services - Other	2,986	5,819	10,961	6,192	-4,768	-43.5
50 - Subsidies and Transfers	100,757	98,842	75,040	77,085	2,045	2.7
70 - Equipment and Equipment Rental	2,502	726	4,356	1,660	-2,696	-61.9
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>109,768</b>	<b>109,582</b>	<b>95,293</b>	<b>86,453</b>	<b>-8,841</b>	<b>-9.3</b>
<b>Gross Funds</b>	<b>114,641</b>	<b>114,631</b>	<b>102,039</b>	<b>93,893</b>	<b>-8,146</b>	<b>-8.0</b>

\*Percent change is based on whole dollars.

## Division Description

The Homeland Security and Emergency Management Agency operates through the following 4 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 NCR.

**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

In FY 2014, the agency added a new division and/or consolidated some divisions and/or activities. The proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at [www.cfo.dc.gov](http://www.cfo.dc.gov) on the Annual Operating Budget and Capital Plan page.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table BN0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table BN0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	6	0	0	0	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	4	0	0	0	0.0	0.0	0.0	0.0
(1030) Property Management	0	18	19	1	0.0	0.0	0.0	0.0
(1040) Information Technology	40	86	86	0	0.0	0.0	0.0	0.0
(1320) All Hazards Emergency Support Services	2,495	1,770	2,159	389	16.3	15.0	11.0	-4.0
<b>Subtotal (1000) Agency Management</b>	<b>2,546</b>	<b>1,874</b>	<b>2,264</b>	<b>390</b>	<b>16.3</b>	<b>15.0</b>	<b>11.0</b>	<b>-4.0</b>
<b>(2000) Plans and Preparedness</b>								
(2100) Planning	343	272	985	713	2.9	3.0	10.0	7.0
(2400) Training	110	6	831	825	0.0	0.0	8.0	8.0
<b>Subtotal (2000) Plans and Preparedness</b>	<b>453</b>	<b>278</b>	<b>1,816</b>	<b>1,538</b>	<b>2.9</b>	<b>3.0</b>	<b>18.0</b>	<b>15.0</b>
<b>(3000) Operations</b>								
(3100) Incident Command and Disaster	1,547	2,309	1,816	-493	14.5	24.0	18.0	-6.0
(3200) Special Events	0	0	240	240	0.0	0.0	2.0	2.0
<b>Subtotal (3000) Operations</b>	<b>1,547</b>	<b>2,309</b>	<b>2,055</b>	<b>-253</b>	<b>14.5</b>	<b>24.0</b>	<b>20.0</b>	<b>-4.0</b>
<b>(4000) Homeland Security Grants</b>								
(4100) Homeland Security/State	105,431	88,631	82,792	-5,839	12.7	16.0	14.0	-2.0
(4101) Homeland Security/State	566	600	150	-450	0.0	0.0	0.0	0.0
(4102) Homeland Security/State	18	50	0	-50	0.0	0.0	0.0	0.0
(4103) Homeland Security/State	0	350	150	-200	0.0	0.0	0.0	0.0
(4104) Homeland Security/DC Command and Cont. Ex.	154	1,600	0	-1,600	0.0	0.0	0.0	0.0
(4105) Homeland Security/UASI	0	100	600	500	0.0	0.0	0.0	0.0
(4106) HS/Citizen Preparedness and Public Education	151	130	100	-30	0.0	0.0	0.0	0.0
(4107) HS/Vertical Communities	0	85	50	-35	0.0	0.0	0.0	0.0
(4109) Homeland Security/State/RCPG	58	1,115	0	-1,115	0.0	0.0	0.0	0.0
(4110) HS/Inauguration Ex.Backfill and OT	0	37	0	-37	0.0	0.0	0.0	0.0
(4111) HS/Outreach Marketing and Promotion	42	73	0	-73	0.0	0.0	0.0	0.0
(4112) HS/Enhancement of VIPS Program	0	0	8	8	0.0	0.0	0.0	0.0
(4113) Homeland Security/UASI Mass Not Sys Main	110	50	0	-50	0.0	0.0	0.0	0.0

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**Table BN0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
(4114) Homeland Security/Exercise Plan	86	205	4	-201	0.0	0.0	0.0	0.0
(4117) Reg. Incident Coordination Specialist	52	0	0	0	0.0	0.0	0.0	0.0
(4118) HS/Cyber Security Strategic Roadmap	0	85	100	15	0.0	0.0	0.0	0.0
(4119) HS/Compliance Officer	28	2	0	-2	0.0	0.0	0.0	0.0
(4120) HS/Strat. Analysis. and Info Sharing	210	210	0	-210	0.0	0.0	0.0	0.0
(4122) HS/Strategic Analysis and Info Sharing	85	0	131	131	0.0	0.0	1.0	1.0
(4123) HS/CCTV Expansion	0	100	100	0	0.0	0.0	0.0	0.0
(4131) Homeland Security	1,930	2,523	0	-2,523	0.0	0.0	0.0	0.0
(4132) Washington Regional Threat and Analysis Center	0	0	102	102	0.0	0.0	0.0	0.0
(4133) HS/Situational Awareness Dashboard	112	850	875	25	0.0	0.0	0.0	0.0
(4136) HS/Hazardous Materials Rep. System	0	220	100	-120	0.0	0.0	0.0	0.0
(4141) HS/Equipment Mgmt Hardware Upgrades	230	0	0	0	0.0	0.0	0.0	0.0
(4142) HS/Mobile Command Vehicle Comm.	112	0	200	200	0.0	0.0	0.0	0.0
(4152) Software for EOC And JAHOC	0	0	110	110	0.0	0.0	0.0	0.0
(4162) CCTV System Maintenance	0	0	125	125	0.0	0.0	0.0	0.0
(4170) Training and Exercise Program	0	0	800	800	0.0	0.0	0.0	0.0
(4182) Intelligence Analysts (DC)	0	0	750	750	0.0	0.0	0.0	0.0
(4200) Homeland Security/Regional	500	0	511	511	0.0	0.0	5.0	5.0
<b>Subtotal (4000) Homeland Security Grants</b>	<b>109,875</b>	<b>97,016</b>	<b>87,758</b>	<b>-9,258</b>	<b>12.7</b>	<b>16.0</b>	<b>20.0</b>	<b>4.0</b>
<b>(5000) Training and Exercise</b>								
(5100) Training	211	562	0	-562	5.5	7.0	0.0	-7.0
(5300) Outreach	0	0	0	0	0.9	0.0	0.0	0.0
<b>Subtotal (5000) Training and Exercise</b>	<b>211</b>	<b>562</b>	<b>0</b>	<b>-562</b>	<b>6.4</b>	<b>7.0</b>	<b>0.0</b>	<b>-7.0</b>
<b>Total Proposed Operating Budget</b>	<b>114,631</b>	<b>102,039</b>	<b>93,893</b>	<b>-8,146</b>	<b>52.9</b>	<b>65.0</b>	<b>69.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Homeland Security and Emergency Management Agency's (HSEMA) proposed FY 2014 gross budget is \$93,892,951 which represents a 8.0 percent decrease from its FY 2013 approved gross budget of \$102,039,144. The budget is comprised of \$2,026,818 in Local funds and \$91,866,134 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$2,026,818, which represents a \$19,925, or 1.0 percent, increase over the FY 2013 approved Local funds budget of \$2,006,892.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for HSEMA included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$12,838 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$7,088 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** HSEMA's budget proposal in Local funds includes an increase of \$4,850 to support the agency's projections for salary steps and Fringe Benefits costs. In Federal Grants funds, the agency proposes an increase of \$2,045,165 in Subsidies and Transfers based on anticipated grant awards for the Homeland Security Grants. Other proposed adjustments in Federal Grants funds include an increase of \$514,674 that will support an additional 4.0 FTEs and will supply salary steps and Fringe Benefits cost increases for all grant-funded personnel. The new positions will enable the agency to implement a decision to reduce contractor overhead costs and better utilize grant funds through the hiring of additional term-limited personnel.

**Decrease:** To offset increases in Local fund personal services, the agency reduced nonpersonal services, primarily in Other Services and Charges, by \$4,850. Federal Grant funds were reduced by 8.2 percent in anticipation of the possible sequestration by the federal government. The Federal Grants fund reductions include \$4,768,427 in Contractual Services - Other, \$3,193,347 in Other Services and Charges, \$2,696,230 in Equipment and Equipment Rental, and \$67,954 in Supplies and Materials.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$161,968 in Federal Grant funds. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** Federal Grant funds were reduced by \$161,968 to offset the proposed cost-of-living adjustment.

### **District's Proposed Budget**

The Homeland Security and Emergency Management Agency has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table BN0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table BN0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,007</b>	<b>16.5</b>
Other CSFL Adjustments	Multiple Programs	20	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>2,027</b>	<b>16.5</b>
Increase: Salary, steps, and Fringe Benefits	Multiple Programs	5	0.0
Decrease: Other Services and Charges to offset increases in personal services	Multiple Programs	-5	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,027</b>	<b>16.5</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,027</b>	<b>16.5</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,027</b>	<b>16.5</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>100,032</b>	<b>48.5</b>
Increase: Subsidies and Transfers to align with anticipated grant awards	Homeland Security Grants	2,045	0.0
Increase: Salary, steps, Fringe Benefits, and additional FTEs	Multiple Programs	515	4.0
Decrease: Contractual Services - Other based on possible federal sequestration	Multiple Programs	-4,768	0.0
Decrease: Other Services and Charges based on possible federal sequestration	Multiple Programs	-3,193	0.0
Decrease: Equipment and Equipment Rental based on possible federal sequestration	Multiple Programs	-2,696	0.0
Decrease: Supplies and Materials based on possible federal sequestration	Multiple Programs	-68	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>91,866</b>	<b>52.5</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	162	0.0
Decrease: To offset cost-of-living adjustment (COLA)	Homeland Security Grants	-162	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>91,866</b>	<b>52.5</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>91,866</b>	<b>52.5</b>
<b>Gross for BN0 - Homeland Security and Emergency Management Agency</b>		<b>93,893</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 plan has the following objectives for FY 2014:

### Plans and Preparedness Division

**Objective 1:** Identify the District's greatest risks, prioritize our preparedness efforts according to those risks, and enhance capabilities that address the risks.

**Objective 2:** Develop Hazard Specific Plans for all 18 hazards identified through the District Response Plan (DRP).

## KEY PERFORMANCE INDICATORS

### Plans and Preparedness Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of outreach initiatives to District government agencies regarding COOP plan review, exercise, and training	Not Available	Not Available	Baseline <sup>1</sup>	80	80	80
Number of critical infrastructure program outreach meetings, seminars, workshops to Critical Infrastructure Key Resource (CIKR) partners	Not Available	Not Available	Baseline <sup>2</sup>	10	20	25
Number of reviewed and/or updated HSEMA plans annually	19	29	39	25	25	25
Percentage of finalized CONOPS (Concept of Operations Plan) within 72 hours of EOC Activations for planned events	100%	100%	Not Available	Not Available	Not Available	Not Available

## 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:** 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.

### KEY PERFORMANCE INDICATORS

#### Training and Exercise Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of all training classes and exercises compliant with National Incident Management System (NIMS) standards and guidelines <sup>5</sup>	100%	100%	100%	100%	100%	100%
Percentage of all training classes and exercises that incorporate requirements for the District's special needs population <sup>6</sup>	100%	100%	100%	100%	100%	100%
Percent of exercise participants who agree that the exercise improved their emergency management knowledge and/or skills <sup>7</sup>	Not Available	Not Available	85% <sup>8</sup>	85%	85%	85%
Percentage of HSEMA corrective action items in after action reports successfully addressed in compliance with HSEEP <sup>9</sup>	100%	100%	100%	100%	100%	100%
Number of exercises completed in compliance with FEMA Emergency Management Performance Grants (EMPG) Program Guidelines	4	5	14 <sup>10</sup>	3 <sup>11</sup>	3	3
Percentage of After Action Reports (AAR) completed after every exercise <sup>12</sup>	100%	100%	86% <sup>13</sup>	100%	100%	100%

## 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.

### KEY PERFORMANCE INDICATORS

#### Operations Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of District special events supported each quarter <sup>14</sup>	4	4	9 <sup>15</sup>	4	4	4
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>16</sup>	Not Available	Baseline <sup>17</sup>	50 <sup>18</sup>	100%	100%	100%
Number of HSEMA Operations Center System Checklist Tests <sup>19</sup>	Not Available	Baseline <sup>20</sup>	1,098	1,095	1,095	1,095
Number of Emergency Liaison Officer (ELO) contact information validated and/or updated quarterly <sup>21</sup>	Not Available	Baseline <sup>22</sup>	3	4	4	4
Number of system tests of the HSEMA Operations Center COOP Site	Not Available	Not Available	Not Available	Baseline <sup>23</sup>	24	24
Percent of WAWAS participants who comply with daily roll call system tests	Not Available	Not Available	Not Available	Baseline <sup>24</sup>	90%	90%

## Homeland Security Grants Division

**Objective 1:** Improve the District's and the Region's administration of grant funding for preparedness, response, and recovery capabilities.

### KEY PERFORMANCE INDICATORS

#### Homeland Security Grants Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of grant dollars spent within the timeframe of the grants	100%	100%	98.8%	100%	100%	100%
Number of audit exceptions reported in the annual DC Single Audit <sup>25</sup>	2	2	1	1	1	1
Percentage of sub-grants issued within 45 days of award receipt	97.4%	85%	98.3%	90%	90%	90%
Number of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award <sup>26</sup>	54	25	25	25	25	25

## Agency Management/Office of the Director

**Objective 1:** Increase awareness to the public and District agencies on community preparedness, resiliency and emergency management.

**Objective 2:** Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

**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.

## KEY PERFORMANCE INDICATORS

### Agency Management/Office of the Director

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of events attended by HSEMA Outreach Division <sup>27</sup>	37	55	58	55	55	55
Percent increase of recipients of DC Alerts <sup>28</sup>	23%	3%	13.8%	3%	3%	3%
Percentage of travel reimbursements processed and closed within 30 business days of receipt <sup>29</sup>	Not Available	Not Available	Baseline <sup>30</sup>	100%	100%	100%

### Performance Plan Endnotes:

<sup>1</sup>This is the first year to measure this KPI. Mayor's Order 2012-61 (April 27, 2012) mandates that each District of Columbia cabinet-level agency shall create or update their Continuity of Operations Plan (COOP), update the plan annually, exercise the COOP annual, evaluate, and if necessary, revise the COOP. HSEMA will reach out to all 80 District agencies to provide technical expertise in support of this Mayor's Order.

<sup>2</sup>This is the first year to measure this KPI. The Critical Infrastructure Protection (CIP) Program is trending towards outreach and coordination with CIKR partners, to include the private sector. CIP program personnel will coordinate outreach activities to share information throughout the year.

<sup>3</sup>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).

<sup>4</sup>The National Incident Management System (NIMS) is a nationally mandated systematic, proactive approach to guide agencies at all levels of government, non-governmental 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.

<sup>5</sup>For FY 2012, HSEMA completed 61 out of 61 (100%) exercise and training classes that are NIMS compliant.

<sup>6</sup>For FY 2012, HSEMA completed 61 out of 61 (100%) exercise and training classes that incorporate requirements for the District's special needs population.

<sup>7</sup>For FY 2012, HSEMA had 146 out of 167 (85%) exercise participants who agree that the exercise improved their emergency management knowledge and skills.

<sup>8</sup>This is the first year to measure this KPI. A more accurate measure of a quality exercise is its ability to enhance a person's knowledge or skillset. This KPI will be counted by including all scores of 4 and 5 (HSEMA Training/Exercise Form) and/or Likert scales "agree or strongly agree" on other evaluation forms.

<sup>9</sup>The Training and Exercises Division will review and examine each HSEMA corrective action to ensure that corrective actions are valid and appropriate for implementation. Corrective actions may be implemented as part of a short-term or long-term strategy, or tabled until resources are available. For FY 2012, HSEMA completed 112 out of 112 (100%) corrective action items.

<sup>10</sup>All EMPG program-funded personnel shall participate in no less than three exercises in a 12-month period.

<sup>11</sup>All EMPG program-funded personnel shall participate in no less than three exercises in a 12-month period.

<sup>12</sup>The AARs may be a short AAR, Summary with Evaluations, Quick look, or full AAR depending on depth and breadth of exercise.

<sup>13</sup>HSEMA recently completed the last of the 8 DC ward based exercise series in October 2012. There are 8 AARs total that are expected, and 7 have been completed (calculation: 7/8=86%). The last AAR will be finished within the next 90 days.

<sup>14</sup>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.

<sup>15</sup>For FY 2012, HSEMA had 39 District special events for the year; 9 is the average number of special events supported each quarter.

<sup>16</sup>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.

<sup>17</sup>FY 2012 is the first year this KPI will be measured.

<sup>18</sup>For FY 2012, HSEMA had 8 full/partial activations that resulted in 4 AARs that were completed for the following activations: January 26th Severe snow storm, State of the Union- 1/12/12, Independence Day (7/4/12), and the Derecho storm (6/12-7/12).

<sup>19</sup>Operations Division performs tests on the following systems three times daily: HMARS, RITTIS Login, TTDY, EMNET, RICCS, RSAN, Alert DC, Maryland Circuit, DCIO1 Radio Drop, WAWAS, NAWAS, DCFD Radio, MPD Radio, Conference Call System, Desk Telephone, WebEOC Login, HSEMA TAC1 800 Radio Group, Fax Machine, HSEMA Computer Monitors, Security Cameras/ Monitors, Copier Machine, Hotlines, Activu System, and HSEMA Clocks.

<sup>20</sup>FY 2012 is the first year this KPI will be measured.

<sup>21</sup>FY 2012 is the first year this KPI was measured. This key performance indicator responds to DC Auditor Report (March 3, 2009) recommendation that HSEMA should regularly track and update the lists of Emergency Liaison Officers (ELOs).

<sup>22</sup>FY 2012 is the first year this KPI was measured.

<sup>23</sup>FY 2012 was the first year this KPI was measured. This key performance indicator responds to Mayor's Order 2012-61 (April 27, 2012), which mandates that each District of Columbia cabinet-level agency shall create or update their Continuity of Operations Plan (COOP), update the plan annually, exercise the COOP annually, evaluate, and if necessary, revise the COOP.

<sup>24</sup>FY 2013 is the first year this KPI will be measured.

<sup>25</sup>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.

<sup>26</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. This measure was previously tracked as a percentage, but did not accurately reflect the progress of HSEMA and tracking has been changed to raw numbers starting in FY 2013. This action has been approved by the Office of the City Administrator.

<sup>27</sup>FY 2013 and FY 2014 projections are based on 8 ward events, up to 12 DC language access and functional needs community events, up to 8 events anticipated from the Office of the Director, 10 community emergency management planning meetings, up to 5 National Preparedness Month (NPM) events, and up to 12 Truck Touch events..

<sup>28</sup>Total DC Alert recipients was 116,696 at the beginning of FY 2012 and the FY 2012 YTD Total equals 181,136. The total increased by 13.8 percent in FY 2012.

<sup>29</sup>Process begins once travel reimbursement request documentation has been submitted by staff.

<sup>30</sup>FY 2012 is the first year this KPI will be measured. In FY 2012, HSEMA processed and completed 10 out of 10 travel reimbursements, which equals to 100 percent.

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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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$303,417	\$279,570	\$295,000	5.5
FTEs	2.1	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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table DQ0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DQ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>Federal Resources</b>						
Federal Payments	273	303	280	295	15	5.5
<b>Total for Federal Resources</b>	<b>273</b>	<b>303</b>	<b>280</b>	<b>295</b>	<b>15</b>	<b>5.5</b>
<b>Gross Funds</b>	<b>273</b>	<b>303</b>	<b>280</b>	<b>295</b>	<b>15</b>	<b>5.5</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table DQ0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table DQ0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>Federal Resources</b>						
Federal Payments	1.9	2.1	2.0	2.0	0.0	0.0
<b>Total for Federal Resources</b>	<b>1.9</b>	<b>2.1</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>1.9</b>	<b>2.1</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table DQ0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DQ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	186	189	193	203	10	5.4
13 - Additional Gross Pay	0	5	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	18	22	23	27	4	16.0
<b>Subtotal Personal Services (PS)</b>	<b>204</b>	<b>217</b>	<b>216</b>	<b>230</b>	<b>14</b>	<b>6.6</b>
20 - Supplies and Materials	2	3	3	4	1	60.0
31 - Telephone, Telegraph, Telegram, Etc.	11	17	9	9	0	5.0
40 - Other Services and Charges	27	24	24	24	0	0.5
41 - Contractual Services - Other	16	14	26	26	0	0.2
70 - Equipment and Equipment Rental	12	29	3	2	-1	-29.6
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>69</b>	<b>87</b>	<b>64</b>	<b>65</b>	<b>1</b>	<b>2.0</b>
<b>Gross Funds</b>	<b>273</b>	<b>303</b>	<b>280</b>	<b>295</b>	<b>15</b>	<b>5.5</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table DQ0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table DQ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(2000) Judicial Disabilities Tenure</b>								
(2100) Commission Administration And Support	303	280	295	15	2.1	2.0	2.0	0.0
<b>Subtotal (2000) Judicial Disabilities Tenure</b>	<b>303</b>	<b>280</b>	<b>295</b>	<b>15</b>	<b>2.1</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>303</b>	<b>280</b>	<b>295</b>	<b>15</b>	<b>2.1</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The Commission on Judicial Disabilities and Tenure's (CJDT) proposed FY 2014 gross budget is \$295,000, which represents a 5.5 percent increase over its FY 2013 approved gross budget of \$279,570. The budget is comprised entirely of Federal Payments.

#### Agency Budget Submission

**Increase:** In Federal Payments, an adjustment of \$15,430 was made to align the budget with the President's FY 2014 budget. Also, CJDT increased its salary and Fringe Benefits by \$6,052 to align its operating costs with historical spending pattern.

**Decrease:** The nonpersonal services budget was reduced by \$6,052 to absorb the increase in personal services.

#### Mayor's Proposed Budget

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in non-Local funds. This adjustment includes \$6,004 in Federal Payments.

**Decrease:** Federal Payment Funds were reduced by \$6,004 in nonpersonal services to offset the proposed cost-of-living adjustment.

#### District's Proposed Budget

The Commission on Judicial Disabilities and Tenure has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table DQ0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table DQ0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>FEDERAL PAYMENTS: FY 2013 Approved Budget and FTE</b>		<b>280</b>	<b>2.0</b>
Increase: An adjustment to align funding with the FY 2014 President's Budget	Agency Management	15	0.0
Decrease: Nonpersonal services costs to offset personal services costs	Multiple Programs	-6	0.0
Increase: Adjust salary and fringe benefits to historical spending pattern	Judicial Disabilities Tenure	6	0.0
<b>FEDERAL PAYMENTS: FY 2014 Agency Budget Submission</b>		<b>295</b>	<b>2.0</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	6	0.0
Decrease: To offset the proposed cost-of-living adjustment	Multiple Programs	-6	0.0
<b>FEDERAL PAYMENTS: FY 2014 Mayor's Proposed Budget</b>		<b>295</b>	<b>2.0</b>
No Changes		0	0.0
<b>FEDERAL PAYMENTS: FY 2014 District's Proposed Budget</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 objective for FY 2014:

**Objective 1:** Implement electronic filing for judges of D.C. Courts to submit financial reports and upgrade data cabling.

## KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Complaints reviewed	54	35	79	40	40	40
Judicial misconduct investigations completed	13	15	37	15	15	15
Senior Judge reviews completed	13	13	15	13	14	13
Judicial reappointment evaluations completed	1	2	2	4	2	6

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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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$231,888	\$194,277	\$270,000	39.0
FTEs	2.0	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 his consideration in appointing judges to the District of Columbia Court of Appeals and Superior Court of the District of Columbia. The JNC also appoints the chief judges of both courts.

## Summary of Services

The JNC advertises judicial vacancies; solicits applications; conducts background investigations; carefully reviews investigative materials; reads briefs and other application materials; interviews applicants; solicits and considers input from the bench, bar, and public regarding applicants' fitness to serve; and carefully evaluates each candidate's application and background. The JNC also appoints the chief judges of the District of Columbia Court of Appeals and Superior Court of the District of Columbia.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table DV0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DV0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	0	0	0	65	65	N/A
<b>Total for General Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65</b>	<b>65</b>	<b>N/A</b>
<b>Federal Resources</b>						
Federal Payments	188	232	194	205	11	5.5
<b>Total for Federal Resources</b>	<b>188</b>	<b>232</b>	<b>194</b>	<b>205</b>	<b>11</b>	<b>5.5</b>
<b>Gross Funds</b>	<b>188</b>	<b>232</b>	<b>194</b>	<b>270</b>	<b>76</b>	<b>39.0</b>

\*Percent change is based on whole dollars.

Notes: 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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table DV0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table DV0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>Federal Resources</b>						
Federal Payments	1.8	2.0	2.0	2.0	0.0	0.0
<b>Total for Federal Resources</b>	<b>1.8</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>1.8</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table DV0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table DV0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	121	156	155	160	5	3.0
12 - Regular Pay - Other	20	0	0	0	0	N/A
13 - Additional Gross Pay	1	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	12	12	13	15	2	13.2
<b>Subtotal Personal Services (PS)</b>	<b>154</b>	<b>168</b>	<b>168</b>	<b>175</b>	<b>6</b>	<b>3.8</b>
20 - Supplies and Materials	10	0	4	4	0	14.3
31 - Telephone, Telegraph, Telegram, Etc.	1	6	7	7	0	5.0
40 - Other Services and Charges	15	14	11	80	69	603.0
41 - Contractual Services - Other	0	4	3	0	-3	-100.0
70 - Equipment and Equipment Rental	8	40	1	4	2	250.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>34</b>	<b>64</b>	<b>26</b>	<b>95</b>	<b>69</b>	<b>268.3</b>
<b>Gross Funds</b>	<b>188</b>	<b>232</b>	<b>194</b>	<b>270</b>	<b>76</b>	<b>39.0</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** – provides for publishing, posting, and disseminating 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table DV0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table DV0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1020) Contracting and Procurement	0	1	0	-1	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>-1</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	1	-1	0.0	0.0	0.0	0.0
(2500) Commission Administration and Support	232	192	269	78	2.0	2.0	2.0	0.0
<b>Subtotal (2000) Judicial Nomination</b>	<b>232</b>	<b>193</b>	<b>270</b>	<b>77</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>232</b>	<b>194</b>	<b>270</b>	<b>76</b>	<b>2.0</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 2014 **Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2014 Proposed Budget Changes

The District of Columbia Judicial Nomination Commission's (JNC) proposed FY 2014 gross budget is \$270,000, which represents a 39.0 percent increase over its FY 2013 approved gross budget of \$194,277. The budget is comprised of \$65,000 in Local funds and \$205,000 in Federal Payment.

#### Agency Budget Submission

**Increase:** The agency's budget in Federal Payment includes an increase of \$10,723 to align funding with the FY 2014 President's Budget. In order for the agency to properly align its budget with programmatic needs, JNC's budget includes an increase of \$6,460 to support professional services charges for an interagency agreement with the Federal Bureau of Investigation to perform background checks on candidates seeking to fill vacant judicial positions.

**Decrease:** A reduction of \$3,322 aligns the budget with funding estimates for procurement and IT assessments. The agency further reduced its Contractual Services budget by \$3,138 in order to properly fund professional services.

#### Mayor's Proposed Budget

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in non-Local funds. This adjustment includes \$4,726 in Federal Payment.

**Decrease:** The Federal Payments budget was reduced by \$4,726 to offset the proposed cost-of-living adjustment.

## District's Proposed Budget

**Increase:** A one-time allocation of \$65,000 in Local funds has been provided to the agency in FY 2014 to obtain technical resources to enhance the new online application system, which will be built with the assistance of the Office of the Chief Technology Officer.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table DV0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table DV0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
Increase: One-time cost increase to upgrade the INTUIT - an online application system	Judicial Nomination	65	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>65</b>	<b>0.0</b>
<b>FEDERAL PAYMENTS: FY 2013 Approved Budget and FTE</b>		<b>194</b>	<b>2.0</b>
Increase: An adjustment to align with the FY 2014 President's budget	Multiple Programs	11	0.0
Increase: To support professional services including background checks on judicial nominees	Judicial Nomination	6	0.0
Decrease: Adjust funding for Contractual Services to support professional services	Judicial Nomination	-3	0.0
Decrease: Align Procurement and IT assessment to support professional services	Multiple Programs	-3	0.0
<b>FEDERAL PAYMENTS: FY 2014 Agency Budget Submission</b>		<b>205</b>	<b>2.0</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Judicial Nomination	5	0.0
Decrease: To offset the proposed cost-of-living adjustment	Judicial Nomination	-5	0.0
<b>FEDERAL PAYMENTS: FY 2014 Mayor's Proposed Budget</b>		<b>205</b>	<b>2.0</b>
No Changes		0	0.0
<b>FEDERAL PAYMENTS: FY 2014 District's Proposed Budget</b>		<b>205</b>	<b>2.0</b>
<b>Gross for DV0 - Judicial Nomination Commission</b>		<b>270</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 2014:

**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.

**KEY PERFORMANCE INDICATORS**

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Percentage of candidate panels for judicial vacancies presented within statutory time frames	100%	100%	100%	100%	100%	100%
Percentage of required background investigations conducted and completed on judicial vacancy applicants within statutory time frames	100%	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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$1,908,675	\$2,091,473	\$2,110,487	0.9
FTEs	22.1	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 (DCHA) 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 DCHA's Office of Public Safety 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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FH0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FH0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	1,770	1,909	2,091	2,110	19	0.9
<b>Total for General Fund</b>	<b>1,770</b>	<b>1,909</b>	<b>2,091</b>	<b>2,110</b>	<b>19</b>	<b>0.9</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>1,770</b>	<b>1,909</b>	<b>2,091</b>	<b>2,110</b>	<b>19</b>	<b>0.9</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table FH0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FH0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	21.7	22.1	23.2	23.2	0.0	0.0
<b>Total for General Fund</b>	<b>21.7</b>	<b>22.1</b>	<b>23.2</b>	<b>23.2</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>21.7</b>	<b>22.1</b>	<b>23.2</b>	<b>23.2</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FH0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FH0-3**  
(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 - Regular Pay - Continuing Full Time	951	994	1,258	1,301	43	3.4
12 - Regular Pay - Other	423	448	272	287	15	5.5
13 - Additional Gross Pay	17	4	17	5	-12	-70.6
14 - Fringe Benefits - Current Personnel	248	259	334	350	16	4.7
15 - Overtime Pay	0	20	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,639</b>	<b>1,725</b>	<b>1,881</b>	<b>1,942</b>	<b>62</b>	<b>3.3</b>
20 - Supplies and Materials	10	0	10	10	0	0.0
31 - Telephone, Telegraph, Telegram, Etc.	5	2	3	3	0	0.0
40 - Other Services and Charges	22	116	71	42	-29	-41.2
41 - Contractual Services - Other	85	52	113	103	-9	-8.2
70 - Equipment and Equipment Rental	10	15	15	11	-4	-27.8
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>132</b>	<b>184</b>	<b>211</b>	<b>168</b>	<b>-43</b>	<b>-20.2</b>
<b>Gross Funds</b>	<b>1,770</b>	<b>1,909</b>	<b>2,091</b>	<b>2,110</b>	<b>19</b>	<b>0.9</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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FH0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FH0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1015) Training and Employee Development	9	19	5	-14	0.0	0.0	0.0	0.0
(1030) Property Management	4	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Technology	4	17	13	-4	0.0	0.0	0.0	0.0
(1070) Fleet Management	0	1	4	3	0.0	0.0	0.0	0.0
(1085) Customer Service	141	43	45	1	1.9	1.0	1.0	0.0
(1090) Performance Management	546	578	571	-7	4.8	4.0	4.0	0.0
No Activity Assigned	14	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>717</b>	<b>658</b>	<b>637</b>	<b>-21</b>	<b>6.6</b>	<b>5.0</b>	<b>5.0</b>	<b>0.0</b>
<b>(2000) Complaint Resolution</b>								
(2010) Investigation	956	1,116	1,166	50	12.8	15.5	15.5	0.0
(2020) Adjudication	14	29	29	0	0.0	0.0	0.0	0.0
(2030) Mediation	6	48	40	-8	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Complaint Resolution</b>	<b>976</b>	<b>1,193</b>	<b>1,235</b>	<b>42</b>	<b>12.8</b>	<b>15.5</b>	<b>15.5</b>	<b>0.0</b>
<b>(3000) Public Relations</b>								
(3010) Outreach	72	84	82	-2	1.0	1.2	1.2	0.0
<b>Subtotal (3000) Public Relations</b>	<b>72</b>	<b>84</b>	<b>82</b>	<b>-2</b>	<b>1.0</b>	<b>1.2</b>	<b>1.2</b>	<b>0.0</b>
<b>(4000) Policy Recommendation</b>								
(4010) Policy Recommendation	144	156	155	-1	1.7	1.5	1.5	0.0
<b>Subtotal (4000) Policy Recommendation</b>	<b>144</b>	<b>156</b>	<b>155</b>	<b>-1</b>	<b>1.7</b>	<b>1.5</b>	<b>1.5</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,909</b>	<b>2,091</b>	<b>2,110</b>	<b>19</b>	<b>22.1</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of Police Complaints' (OPC) proposed FY 2014 gross budget is \$2,110,487, which represents a 0.9 percent increase over its FY 2013 approved gross budget of \$2,091,473. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$2,110,487, which represents a \$19,014, or 0.9 percent, increase over the FY 2013 approved Local funds budget of \$2,091,473.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OPC included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$14,025 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$4,989 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** OPC's budget proposal includes a net increase of \$59,496 in Local funds, across multiple programs, for scheduled step increases, salary adjustments, and Fringe Benefit adjustments.

**Decrease:** OPC's Local funds budget for the Agency Management program includes a net reduction of \$31,104 primarily for Other Services and Charges. Additional Gross Pay decreased by \$19,119, across multiple programs, to align with OPC's projections for terminal leave. A decrease of \$9,273 to Local to cover projected step increases.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

The Office of Police Complaints has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FH0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FH0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>2,091</b>	<b>23.2</b>
Other CSFL Adjustments	Multiple Programs	19	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>2,110</b>	<b>23.2</b>
Increase: Personal services for salary steps, and Fringe Benefits	Multiple Programs	59	0.0
Decrease: Net reduction includes decrease primarily in Other Services and Charges	Agency Management	-31	0.0
Decrease: Reduction of Additional Gross Pay to align with projected needs	Multiple Programs	-19	0.0
Decrease: To nonpersonal services to cover projected step increases	Multiple Programs	-9	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,110</b>	<b>23.2</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,110</b>	<b>23.2</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>2,110</b>	<b>23.2</b>
<b>Gross for FH0 - Office of Police Complaints</b>		<b>2,110</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 2014:

**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.

### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percent of investigations completed and reports produced by the agency within six months	57.1%	75%	60.6%	60%	60%	60%
Percent of Complaint Examiner decisions issued within 120 days	42.9%	90%	92.9%	80%	80%	80%
Percent of complaints resolved through mediation <sup>1</sup>	8.7%	9%	7.6%	9%	9%	9%
Number of outreach activities sponsored or attended by OPC	24	24	27	24	24	24

#### Performance Plan Endnotes:

<sup>1</sup>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 8.7 percent of its complaints resolved through mediation in FY 2011, 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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$887,569	\$1,388,813	\$1,406,556	1.3
FTEs	6.5	10.0	10.0	0.0

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 and sentencing policy. The Sentencing and Criminal Code Revision Commission Amendment Act of 2007 established permanent, voluntary sentencing guidelines for all felony cases sentenced in D.C. Superior Court. The Act required the SCCRC to promulgate, implement, and revise those guidelines “to achieve the goals of certainty, consistency, and adequacy of punishment.” On an ongoing basis, the Act requires the SCCRC to “publish a manual containing the instructions for applying the voluntary guidelines, update the manual periodically, and provide ongoing technical assistance to the court and practitioners on sentencing and sentencing guideline issues” and to make adjustments to them as needed their goals. The sentencing guidelines, and any adjustments thereto, take into account the “(1) seriousness of the offense; (2) dangerousness of the offender; (3) need to protect the safety of the community, (4) offender's potential for rehabilitation; and (5) use of alternatives to prison, where appropriate.” 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 undertake a multi-year effort to “analyze the District of Columbia's current criminal code and administration of existing criminal laws, and to propose reforms in the criminal code to create a uniform and coherent body of criminal law in the District of Columbia.”

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FZ0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FZ0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	630	888	1,389	1,407	18	1.3
<b>Total for General Fund</b>	<b>630</b>	<b>888</b>	<b>1,389</b>	<b>1,407</b>	<b>18</b>	<b>1.3</b>
<b>Gross Funds</b>	<b>630</b>	<b>888</b>	<b>1,389</b>	<b>1,407</b>	<b>18</b>	<b>1.3</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table FZ0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FZ0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	6.8	6.5	10.0	10.0	0.0	0.0
<b>Total for General Fund</b>	<b>6.8</b>	<b>6.5</b>	<b>10.0</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>6.8</b>	<b>6.5</b>	<b>10.0</b>	<b>10.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FZ0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FZ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	349	334	807	811	5	0.6
12 - Regular Pay - Other	74	68	0	0	0	N/A
13 - Additional Gross Pay	5	4	16	16	0	0.0
14 - Fringe Benefits - Current Personnel	80	92	231	243	11	4.9
15 - Overtime Pay	1	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>509</b>	<b>498</b>	<b>1,054</b>	<b>1,070</b>	<b>16</b>	<b>1.5</b>
20 - Supplies and Materials	6	9	13	20	7	50.4
31 - Telephone, Telegraph, Telegram, Etc.	1	4	0	0	0	N/A
40 - Other Services and Charges	37	240	110	86	-24	-22.0
41 - Contractual Services - Other	77	127	201	215	13	6.7
70 - Equipment and Equipment Rental	1	10	10	16	6	57.9
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>121</b>	<b>390</b>	<b>335</b>	<b>337</b>	<b>2</b>	<b>0.5</b>
<b>Gross Funds</b>	<b>630</b>	<b>888</b>	<b>1,389</b>	<b>1,407</b>	<b>18</b>	<b>1.3</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** – undertakes sentencing-related research for the Commission and the Council; monitors and evaluates sentencing practices and trends in the District; and provides the sentencing guideline manual, assistance with the application of the guidelines, and training for criminal justice professional to effectively and efficiently work within a structured sentencing system.

This program contains the following 5 activities:

- **ACS Offense and Offender Sentencing Database** – transfers data electronically from the court into the agency's database, which includes both historic and real-time sentencing information. Criminal history information provided by Court Services and Offender Supervision Agency (CSOSA) is integrated into the agency database and matched with court sentencing information, enabling offender and offense-based analysis of the application of the sentencing guidelines and sentencing trends;
- **Sentencing Guidelines Monitoring** – monitors compliance with the recommended sentencing guidelines by using the agency's database. Departures from the sentencing guidelines are examined to determine if the guidelines may require modification or revision by the Commission to ensure their effectiveness;
- **Policy Reports and Proposals** – develops reports and recommendations for the Commission to improve and modify criminal justice programs focused on sentencing policy. In addition, revises and proposes recommen-

dations to the D.C. Criminal Code to ensure clarity and consistency in the District’s criminal laws making their application more fair and efficient;

- **Sentencing Guidelines Training** – provides training to criminal justice professionals focusing on the calculation of criminal history, proper application of the guidelines, determination of the recommended guideline sentence, and recent revisions or modification to the sentencing guidelines. The Commission also monitors both Appellate and Supreme Court sentencing-related decisions and provides training on the impact of these rulings on the D.C. Sentencing Guidelines; and
- **Prep Sentencing Guidelines Materials** – develops and updates yearly the D.C. Sentencing Guideline manual, which contains offense rankings, sentencing protocol, special sentencing provisions, and other guideline-related information. The Guideline manual is used by practitioners on a daily basis when applying the guidelines to felony convictions.

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

### Program Structure Change

The District of Columbia Sentencing and Criminal Code Revision Commission has no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FZ0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FZ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Management</b>								
(1010) Personnel	75	74	71	-2	0.8	1.0	1.0	0.0
(1015) Training	8	11	11	0	0.0	0.0	0.0	0.0
(1017) Labor Management Partnerships	10	10	16	6	0.0	0.0	0.0	0.0
(1030) Property Management	0	3	7	4	0.0	0.0	0.0	0.0
(1040) Information Technology	204	66	35	-31	0.0	0.0	0.0	0.0
(1060) Legal Services	147	692	598	-94	3.2	6.0	5.0	-1.0
No Activity Assigned	26	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Management</b>	<b>471</b>	<b>855</b>	<b>738</b>	<b>-117</b>	<b>4.0</b>	<b>7.0</b>	<b>6.0</b>	<b>-1.0</b>
<b>(2000) Data Collection (AIP)</b>								
(2010) ACS Offense and Offender Database	68	79	88	9	0.8	1.0	1.0	0.0
(2020) Sentencing Guidelines Monitoring	127	201	208	7	0.0	0.0	0.0	0.0
(2040) Policy Reports and Proposals	159	181	187	6	0.8	1.0	1.0	0.0
(2050) Sentencing Guidelines Training	1	9	115	106	0.0	0.0	1.0	1.0
(2060) Prep Sentencing Guidelines Materials	62	64	70	6	0.8	1.0	1.0	0.0
<b>Subtotal (2000) Data Collection (AIP)</b>	<b>416</b>	<b>534</b>	<b>669</b>	<b>135</b>	<b>2.4</b>	<b>3.0</b>	<b>4.0</b>	<b>1.0</b>
<b>Total Proposed Operating Budget</b>	<b>888</b>	<b>1,389</b>	<b>1,407</b>	<b>18</b>	<b>6.5</b>	<b>10.0</b>	<b>10.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer’s website.

## **FY 2014 Proposed Budget Changes**

The District of Columbia Sentencing and Criminal Code Revision Commission's (SCCRC) proposed FY 2014 gross budget is \$1,406,556, which represents a 1.3 percent increase over its FY 2013 approved gross budget of \$1,388,813. The budget is comprised of entirely 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$1,406,556, which represents a \$17,743, or 1.3 percent, increase over the FY 2013 approved Local funds budget of \$1,388,813.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for SCCRC included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$9,709 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$8,034 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** SCCRC increased its salary, steps, and Fringe Benefits by \$6,195 to align the budget with historical spending patterns.

**Decrease:** The nonpersonal services budget was reduced by \$6,195 to absorb the increases in personal services.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

The District of Columbia Sentencing and Criminal Code Revision Commission has no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FZ0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FZ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,389</b>	<b>10.0</b>
Other CSFL Adjustments	Multiple Programs	18	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>1,407</b>	<b>10.0</b>
Increase: Salary, steps, and Fringe Benefits based on historical spending	Multiple Programs	6	0.0
Decrease: Nonpersonal services to offset increase in personal services	Data Collection (AIP)	-6	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,407</b>	<b>10.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,407</b>	<b>10.0</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,407</b>	<b>10.0</b>
<b>Gross for FZ0 - District of Columbia Sentencing and Criminal Code Revision Commission</b>		<b>1,407</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 2014:

**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 93 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.

### KEY PERFORMANCE INDICATORS

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of Judicial Compliance with the Sentencing Guidelines <sup>1</sup>	90%	90%	98%	96%	97%	98%
Number of agency web page hits	Not Available	1,100	4,494	4,575	4,750	5,000
Number of agency web page updates	Not Available	4	7	10	13	16
Percentage of departures classified as "Compliant Departure"	Not Available	Not Available	Not Available	65%	75%	80%
Percentage of guidelines questions answered within 24 hours	98%	95%	98%	98%	98%	99%
Issue papers released	3	2	2	2	2	2
Number of Code Revision Memos drafted	Not Available	Not Available	Not Available	2	4	6
Number of hours of code revision research	Not Available	Not Available	Not Available	2,800	3,200	3,550

#### Performance Plan Endnotes:

<sup>1</sup>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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$7,587,024	\$7,924,365	\$8,789,575	10.9
FTEs	60.7	69.0	70.0	1.4

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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 and certification of certain deaths (i.e., deaths 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 dispositions of unclaimed remains.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FX0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FX0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	6,923	7,348	7,834	8,790	955	12.2
Special Purpose Revenue Funds	230	0	0	0	0	N/A
<b>Total for General Fund</b>	<b>7,154</b>	<b>7,348</b>	<b>7,834</b>	<b>8,790</b>	<b>955</b>	<b>12.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	95	239	90	0	-90	-100.0
<b>Total for Intra-District Funds</b>	<b>95</b>	<b>239</b>	<b>90</b>	<b>0</b>	<b>-90</b>	<b>-100.0</b>
<b>Gross Funds</b>	<b>7,249</b>	<b>7,587</b>	<b>7,924</b>	<b>8,790</b>	<b>865</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table FX0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FX0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	64.7	60.7	69.0	70.0	1.0	1.4
Special Purpose Revenue Funds	1.2	0.0	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>66.0</b>	<b>60.7</b>	<b>69.0</b>	<b>70.0</b>	<b>1.0</b>	<b>1.4</b>
<b>Total Proposed FTEs</b>	<b>66.0</b>	<b>60.7</b>	<b>69.0</b>	<b>70.0</b>	<b>1.0</b>	<b>1.4</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FX0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FX0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	4,813	4,556	5,373	5,611	239	4.4
12 - Regular Pay - Other	210	290	185	185	0	0.0
13 - Additional Gross Pay	332	366	314	314	0	0.0
14 - Fringe Benefits - Current Personnel	997	943	1,403	1,524	121	8.6
15 - Overtime Pay	52	74	52	70	18	34.6
<b>Subtotal Personal Services (PS)</b>	<b>6,405</b>	<b>6,228</b>	<b>7,327</b>	<b>7,705</b>	<b>378</b>	<b>5.2</b>
20 - Supplies and Materials	174	339	137	346	209	153.2
31 - Telephone, Telegraph, Telegram, Etc.	0	15	0	30	30	N/A
35 - Occupancy Fixed Costs	-5	0	0	0	0	N/A
40 - Other Services and Charges	519	737	392	618	226	57.6
41 - Contractual Services - Other	143	124	69	76	7	10.7
70 - Equipment and Equipment Rental	13	144	0	15	15	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>843</b>	<b>1,359</b>	<b>597</b>	<b>1,085</b>	<b>487</b>	<b>81.6</b>
<b>Gross Funds</b>	<b>7,249</b>	<b>7,587</b>	<b>7,924</b>	<b>8,790</b>	<b>865</b>	<b>10.9</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 Committees** – reviews 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 Medical Examiner has no division structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table FX0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FX0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Administrative Management Program</b>								
(1010) Personnel	108	189	117	-72	1.8	2.0	1.0	-1.0
(1020) Training	294	251	321	70	3.6	3.0	4.0	1.0
(1030) Property Management	-3	0	0	0	0.0	0.0	0.0	0.0
(1040) Information Technology	464	387	447	60	2.7	3.0	3.0	0.0
(1070) Fleet Management	26	28	29	1	0.0	0.0	0.0	0.0
(1085) Customer Service	185	199	194	-5	2.7	3.0	3.0	0.0
(1090) Performance Management	571	704	739	35	5.4	5.0	5.0	0.0
<b>Subtotal (1000) Administrative Management Program</b>	<b>1,645</b>	<b>1,758</b>	<b>1,848</b>	<b>90</b>	<b>16.1</b>	<b>16.0</b>	<b>16.0</b>	<b>0.0</b>
<b>(100F) Agency Financial Operation</b>								
(110F) Budget Operations	86	126	112	-15	0.9	1.0	1.0	0.0
<b>Subtotal (100F) Agency Financial Operation</b>	<b>86</b>	<b>126</b>	<b>112</b>	<b>-15</b>	<b>0.9</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(2000) Death Investigations/ Certifications</b>								
(2100) Forensic Pathology	1,542	1,748	2,272	523	8.0	9.0	10.0	1.0
(2200) Forensic Investigations	1,587	1,759	1,958	200	14.3	17.0	18.0	1.0
(2301) Forensic Support Services	1,396	1,090	1,109	18	10.7	12.0	12.0	0.0
<b>Subtotal (2000) Death Investigations/ Certifications</b>	<b>4,525</b>	<b>4,597</b>	<b>5,339</b>	<b>741</b>	<b>33.0</b>	<b>38.0</b>	<b>40.0</b>	<b>2.0</b>
<b>(3000) Fatality Review Committees</b>								
(3100) Child Fatality Review Committee	302	316	318	2	2.7	3.0	3.0	0.0
<b>Subtotal (3000) Fatality Review Committees</b>	<b>302</b>	<b>316</b>	<b>318</b>	<b>2</b>	<b>2.7</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(4000) Forensic Toxicology</b>								
(4100) Forensic Toxicology Lab	1,029	1,126	1,173	46	8.0	11.0	10.0	-1.0
<b>Subtotal (4000) Forensic Toxicology</b>	<b>1,029</b>	<b>1,126</b>	<b>1,173</b>	<b>46</b>	<b>8.0</b>	<b>11.0</b>	<b>10.0</b>	<b>-1.0</b>
<b>Total Proposed Operating Budget</b>	<b>7,587</b>	<b>7,924</b>	<b>8,790</b>	<b>865</b>	<b>60.7</b>	<b>69.0</b>	<b>70.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of the Medical Examiner's (OCME) proposed FY 2014 gross budget is \$8,789,575, which represents a 10.9 percent increase over its FY 2013 approved gross budget of \$7,924,365. 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$7,905,478, which represents a \$71,113, or 0.9 percent, increase over its FY 2013 approved Local budget of 7,834,365.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OCME included an adjustment entry that is not described in detail on Table 5. This adjustment was made for an increase of \$58,938 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$12,175 in nonpersonal services based on the Consumer Price Index Factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** In Local funds, the Death Investigations and Administrative Management divisions increased by \$94,281 in personal services, for step increases and projected Fringe Benefits, to support the increased workload and conform to the anticipated actual cost of activity in FY 2013. The agency's proposed budget also included increased funding of \$12,231 for medical and surgical supplies based on projected demand and \$10,000 for Equipment.

**Decrease:** In Local funds, the Death Investigations division reduced its Contractual Services by \$59,291 due to the ability to provide services in-house. Additionally, the agency reduced nonpersonal services by \$57,221 to align the budget programmatically. The Intra-District funds budget was decreased by \$90,000 to adjust for the non-renewal of the Coverdell Grant.

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

**Enhance:** OCME's FY 2014 Local funds budget includes an increase of \$594,599 in nonpersonal services, primarily Supplies and Materials and Other Services and Charges, to support existing services to ensure high quality testing and to maintain laboratory accreditation. In personal services, the budget was increased by \$224,498 and 1.0 FTE to support additional staffing to improve efficiency and promote top quality service.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

### **District's Proposed Budget**

**Increase:** The Death Investigations and Certifications division was increased by \$65,000 in nonpersonal services to support additional grief counseling services at the Wendt Center.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FX0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FX0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>7,834</b>	<b>69.0</b>
Other CSFL Adjustments	Multiple Programs	71	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>7,905</b>	<b>69.0</b>
Increase: To support step increases and fringe benefits adjustments	Multiple Programs	94	0.0
Increase: To adjust costs for medical supplies due to projected demand	Multiple Programs	12	0.0
Increase: To support additional costs for Equipment and Equipment Rentals	Administrative	10	0.0
Decrease: To reduce Contractual Services costs	Death Investigations/ Certifications	-59	0.0
Decrease: To reflect nonpersonal services reductions, primarily in Professional Service Fees and Contracts	Multiple Programs	-57	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>7,905</b>	<b>69.0</b>
Enhance: To support the cost of laboratory and testing services primarily in Supplies and Materials and Other Services and Charges	Multiple Programs	595	0.0
Enhance: To support additional personnel to ensure efficient and quality service	Death Investigations/ Certifications	224	1.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>8,725</b>	<b>70.0</b>
Increase: To support grief counseling services at the Wendt Center	Death Investigations/ Certifications	65	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>8,790</b>	<b>70.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>90</b>	<b>0.0</b>
Decrease: Adjustment for the non-renewal of Coverdell Grant from the Justice Grant Administration	Forensic Toxicology	-90	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
<b>Gross for FX0 - Office of the Chief Medical Examiner</b>		<b>8,790</b>	<b>70.0</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 2014:

### Offices of the Chief and Administration

**Objective 1:** Maintain high quality office and system operations to support effective medico legal death investigation, efficient and quality autopsy reporting, and accurate certification of deaths.

### Death Investigation

**Objective 1:** Provide efficient, timely, and accurate death investigation and certification of cases within the jurisdiction of the agency as statutorily mandated.

## KEY PERFORMANCE INDICATORS

### Death Investigation

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of reports of all postmortem examinations completed within 60 calendar days from time of autopsy <sup>1, 2</sup>	88.3%	Not Available	Not Available	Not Available	Not Available	Not Available
Percentage of all postmortem examinations completed within 90 calendar days from the time of autopsy in homicide cases	Not Available <sup>3</sup>	90%	80%	90%	90%	90%
Percentage of all postmortem examinations completed within 60 calendar days from the time of autopsy in all cases (homicides excluded)	Not Available <sup>4</sup>	90%	74%	90%	90%	90%
Percentage of positively identified bodies ready for release within 48 hours	93%	95%	87.2%	95%	95%	95%
Percentage of primary contacts (case decision for jurisdiction) made within 8 hours of case assignment to investigator <sup>2</sup>	92.3%	Not Available	Not Available	Not Available	Not Available	Not Available
Percentage of preliminary investigative reports complete for utilization in the daily case review morning meetings	Not Available	95%	90%	95%	95%	95%
Percentage of unclaimed cases where the public disposition process is initiated three days after positive identification	Not Available	Not Available	Not Available	90% (Baseline)	90%	90%
Percentage of mortuary scene response within one hour of transport notification by an investigator or medical examiner of an accepted case	91.5%	95%	86%	95%	95%	95%

## Forensic Toxicology

Objective 1: Implementation of FACTS Forensic Toxicology Module.

Objective 2: Provision of Statistical Reporting of Public Interest.

### KEY PERFORMANCE INDICATORS

#### Forensic Toxicology

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2014 Projection
Percentage of toxicology examinations completed within 90 calendar days of case submission <sup>5, 6</sup>	99.6%	Not Available	Not Available	Not Available	Not Available	Not Available
Percentage of negative toxicology examinations completed within 30 calendar days of case submission	Not Available	90%	88%	90%	90%	90%
Percentage of positive toxicology examinations completed within 60 calendar days of case submission	Not Available	90%	98%	90%	90%	90%

## 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.

### KEY PERFORMANCE INDICATORS

#### Fatality Review

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2014 Projection
Percentage of CFRC fatality reviews held within six months of notification of the death	88%	75%	45%	80%	80%	80%
Percentage of MRRD fatality reviews held within three months of receipt of the investigative report from DHS/DDS and determination of the cause and manner of death	78%	75%	100%	80%	80%	80%

#### Performance Plan Endnotes:

<sup>1</sup>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.

<sup>2</sup>Eliminated in FY 2012 and replaced with the two indicators below.

<sup>3</sup>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.

<sup>4</sup>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.

<sup>5</sup>This measure is an industry standard, adopted in September 2009, by the NAME within its accreditation guidelines. The previous standard, which set forth a different percentage for completion of cases and varied deadlines for negative and positive cases, was used by the agency as a measure for FY 2009 and previous fiscal years.

<sup>6</sup>To be eliminated and replaced by the two indicators below.

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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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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$8,428,357	\$9,234,726	\$9,516,654	3.1
FTEs	74.5	75.6	77.6	2.6

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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.

## Summary of Services

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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FS0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FS0-1**

(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	6,706	7,148	7,962	8,232	270	3.4
Special Purpose Revenue Funds	4	0	0	0	0	N/A
<b>Total for General Fund</b>	<b>6,710</b>	<b>7,148</b>	<b>7,962</b>	<b>8,232</b>	<b>270</b>	<b>3.4</b>
<b>Federal Resources</b>						
Federal Medicaid Payments	0	78	0	60	60	N/A
<b>Total for Federal Resources</b>	<b>0</b>	<b>78</b>	<b>0</b>	<b>60</b>	<b>60</b>	<b>N/A</b>
<b>Intra-District Funds</b>						
Intra-District Funds	1,073	1,203	1,273	1,224	-48	-3.8
<b>Total for Intra-District Funds</b>	<b>1,073</b>	<b>1,203</b>	<b>1,273</b>	<b>1,224</b>	<b>-48</b>	<b>-3.8</b>
<b>Gross Funds</b>	<b>7,783</b>	<b>8,428</b>	<b>9,235</b>	<b>9,517</b>	<b>282</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table FS0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FS0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	55.8	64.5	67.6	69.6	2.0	3.0
Special Purpose Revenue Funds	0.1	0.0	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>55.9</b>	<b>64.5</b>	<b>67.6</b>	<b>69.6</b>	<b>2.0</b>	<b>3.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	8.0	10.0	8.0	8.0	0.0	0.0
<b>Total for Intra-District Funds</b>	<b>8.0</b>	<b>10.0</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>63.9</b>	<b>74.5</b>	<b>75.6</b>	<b>77.6</b>	<b>2.0</b>	<b>2.6</b>

\*Numbers may not add due to rounding.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FS0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FS0-3**

(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
11 Regular Pay - Continuing Full Time	5,662	5,912	6,356	7,009	653	10.3
12 Regular Pay - Other	138	547	490	17	-474	-96.6
13 Additional Gross Pay	60	19	54	54	0	0.0
14 Fringe Benefits - Current Personnel	1,007	1,101	1,508	1,486	-22	-1.5
15 Overtime Pay	0	0	0	0	0	N/A
<b>Total Personal Services (PS)</b>	<b>6,867</b>	<b>7,579</b>	<b>8,409</b>	<b>8,566</b>	<b>158</b>	<b>1.9</b>
20 Supplies and Materials	163	101	169	185	15	9.0
31 Telephone, Telegraph, Telegram, Etc.	10	33	0	0	0	N/A
35 Occupancy Fixed Costs	0	0	0	0	0	N/A
40 Other Services and Charges	277	334	223	341	118	52.7
41 Contractual Services - Other	395	295	397	288	-109	-27.5
70 Equipment and Equipment Rental	71	86	36	137	101	277.4
<b>Total Nonpersonal Services (NPS)</b>	<b>916</b>	<b>850</b>	<b>826</b>	<b>950</b>	<b>124</b>	<b>15.1</b>
<b>Total Gross Funds</b>	<b>7,783</b>	<b>8,428</b>	<b>9,235</b>	<b>9,517</b>	<b>282</b>	<b>3.1</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 caseload 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 has no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FS0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FS0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Office of Administrative Hearings</b>								
(1100) Office of Administrative Hearings	0	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Office of Administrative Hearings</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>(100A) Agency Management</b>								
(1010) Personnel Master	101	113	115	2	1.2	1.3	1.3	0.0
(1040) Information Technology	254	278	319	41	1.0	1.0	1.0	0.0
(1050) Financial Services	126	0	0	0	1.0	0.0	0.0	0.0
<b>Subtotal (100A) Agency Management</b>	<b>482</b>	<b>391</b>	<b>434</b>	<b>43</b>	<b>3.2</b>	<b>2.3</b>	<b>2.3</b>	<b>0.0</b>
<b>(100F) Agency Financial Operation</b>								
(110F) Budget Operations	0	122	124	2	0.0	1.0	1.0	0.0
<b>Subtotal (100F) Agency Financial Operation</b>	<b>0</b>	<b>122</b>	<b>124</b>	<b>2</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(200A) Judicial</b>								
(020A) Trials/Appeals and Justice Management	5,194	5,378	5,542	165	33.8	34.0	35.0	1.0
<b>Subtotal (200A) Judicial</b>	<b>5,194</b>	<b>5,378</b>	<b>5,542</b>	<b>165</b>	<b>33.8</b>	<b>34.0</b>	<b>35.0</b>	<b>1.0</b>
<b>(300A) Court Counsel</b>								
(030A) Judicial Assistance and Legal Counsel	1,269	1,677	1,578	-99	16.2	17.2	17.2	0.0
<b>Subtotal (300A) Court Counsel</b>	<b>1,269</b>	<b>1,677</b>	<b>1,578</b>	<b>-99</b>	<b>16.2</b>	<b>17.2</b>	<b>17.2</b>	<b>0.0</b>
<b>(400A) Clerk of Court</b>								
(040A) Case Management and Judicial Support Services	1,049	1,115	1,294	179	17.2	17.0	18.0	1.0
<b>Subtotal (400A) Clerk of Court</b>	<b>1,049</b>	<b>1,115</b>	<b>1,294</b>	<b>179</b>	<b>17.2</b>	<b>17.0</b>	<b>18.0</b>	<b>1.0</b>
<b>(500A) Executive</b>								
(050A) Program Direction and Oversight	435	553	545	-8	4.2	4.0	4.0	0.0
<b>Subtotal (500A) Executive</b>	<b>435</b>	<b>553</b>	<b>545</b>	<b>-8</b>	<b>4.2</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>8,428</b>	<b>9,235</b>	<b>9,517</b>	<b>282</b>	<b>74.5</b>	<b>75.6</b>	<b>77.6</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of Administrative Hearing's (OAH) proposed FY 2014 gross budget is \$9,516,654, which represents a 3.1 percent increase over its FY 2013 approved gross budget of \$9,234,726. The budget is comprised of \$8,232,367 in Local funds, \$60,000 in Federal Medicaid Payments, and \$1,224,288 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$8,032,301, which represents a \$70,211, or 0.9 percent, increase over the FY 2013 approved Local budget of \$7,962,089.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for OAH included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$55,515 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$14,696 in nonpersonal services based on the Consumer Price Index Factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** OAH's Local funds budget proposal includes increases of \$40,468 in Other Services and Charges to support license and maintenance upgrades. The agency also proposes an increase of \$12,886 in Contractual Services to account for rate increases for computer leases. In Federal Medicaid Payments, OAH proposes an increase of \$60,000 in nonpersonal services for Contractual Services, to more accurately reflect projected expenditures. Intra-District funds reflect a net increase of \$17,812, primarily in the Court Counsel Division, to support additional personnel needed to adjudicate the backlog of cases.

**Decrease:** The Local funds budget includes a net decrease of \$50,487 in personal services and \$2,867 to reduce the budget for Supplies and Materials. Intra-District Funds includes a net decrease of \$66,161, primarily in Supplies and Materials and Professional Fees and Contracts, due to the reduced funding for the Memorandum of Understanding (MOU) with D.C. Public Schools for student disciplinary cases.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Technical Adjustment:** OAH's FY 2014 Local funds budget includes an increase of \$375,066 in personal services to support additional personnel needed to manage the projected increase in adjudication cases. In nonpersonal services, the budget was increased by \$50,000, primarily in Supplies and Materials, to support the increased caseload.

## District's Proposed Budget

**Increase:** OAH's Local funds budget includes an increase of \$316,995 in personal services in the Judicial program, reclassified from the Court Counsel program, to support three Administrative Law Judge positions. The Local funds nonpersonal services budget was also increased by \$15,348 to support projected increases in Supplies and Materials for the Judicial program.

**Decrease:** OAH's FY 2014 Local funds budget includes a reduction of \$332,343 and 4.0 FTEs in the Court Counsel program, to reflect the reclassification to the Judicial program, and an additional reduction of \$225,000 and 2.0 FTEs to reflect a one-time adjustment of personal services costs in FY 2014 based on projected salary lapse savings.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FS0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FS0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>7,962</b>	<b>67.6</b>
Other CSFL Adjustments	Multiple Programs	70	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>8,032</b>	<b>67.6</b>
Increase: Other Services and Charges to support license and maintenance upgrades	Multiple Programs	40	0.0
Increase: To reflect rate increases for computer leases in Contractual Services	Multiple Programs	13	0.0
Decrease: Personal Services to adjust for end of probationary period	Multiple Programs	-50	0.0
Decrease: To reflect reduction of Office Supplies	Judicial	-3	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>8,032</b>	<b>67.6</b>
Technical Adjustment: Personal services to support additional personnel	Court Counsel	375	5.0
Technical Adjustment: Nonpersonal services, primarily Supplies and Materials, to support the increased caseload	Court Counsel	50	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>8,457</b>	<b>72.6</b>
Increase: Personal services to support additional personnel	Judicial	317	3.0
Increase: To support projected costs in Supplies and Materials	Judicial	15	0.0
Decrease: To support the reclassification of positions from the Court Counsel program to the Judicial program	Court Counsel	-332	-4.0
Decrease: Personal services to reflect one-time salary lapse savings	Judicial	-225	-2.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>8,232</b>	<b>69.6</b>
<b>FEDERAL MEDICAID PAYMENTS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Increase: To more accurately reflect projected expenditures	Court Counsel	60	0.0
<b>FEDERAL MEDICAID PAYMENTS: FY 2014 Agency Budget Submission</b>		<b>60</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL MEDICAID PAYMENTS: FY 2014 Mayor's Proposed Budget</b>		<b>60</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL MEDICAID PAYMENTS: FY 2014 District's Proposed Budget</b>		<b>60</b>	<b>0.0</b>

(Continued on next page)

**Table FS0-5 (Continued)**

(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,273</b>	<b>8.0</b>
Increase: Personal Services to support additional personnel	Multiple Programs	18	0.0
Decrease: Primarily in Supplies and Materials and Professional Fees and Contracts, due to reduced funding for the MOU with D.C. Public Schools	Court Counsel	-66	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,224</b>	<b>8.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,224</b>	<b>8.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,224</b>	<b>8.0</b>
<b>Gross for FS0 - Office of Administrative Hearings</b>		<b>9,517</b>	<b>77.6</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 2014:

**Objective 1:** Reduce the time for reaching final disposition.

**Objective 2:** Improve the experience of participants in administrative hearings through quality customer service.

## KEY PERFORMANCE INDICATORS

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Percentage of unemployment insurance cases resolved within 90 days of filing <sup>1</sup>	91%	95%	97.2%	95%	95%	95%
Percentage of hearings reduced due to mediation	3.7%	2.5%	2.4%	3.5%	4.5%	5.5%
Percentage of non-unemployment insurance cases resolved within 120 days of filing	45% <sup>2</sup>	50%	54.6%	55%	60%	65%
Percentage of consumer satisfaction surveys with a rating of at least "Agree" regarding the level of quality of OAH's service	96%	93%	92.2%	95%	96%	97%

### Performance Plan Endnotes:

<sup>1</sup>The U.S. Department of Labor industry standard is 95 percent of cases resolved within 90 days of filing.

<sup>2</sup>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 2012	FY 2013	FY 2014	% Change
	Actual	Approved	Proposed	from FY 2013
Operating Budget	\$2,411,322	\$2,264,010	\$2,406,265	6.3
FTEs	12.6	16.0	16.0	0.0

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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

Provide a forum for effective collaboration and problem solving among criminal and juvenile justice agencies. Identify, develop, and coordinate innovative interagency 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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FJ0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FJ0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	173	187	449	516	67	14.8
<b>Total for General Fund</b>	<b>173</b>	<b>187</b>	<b>449</b>	<b>516</b>	<b>67</b>	<b>14.8</b>
<b>Federal Resources</b>						
Federal Payments	1,963	1,518	1,706	1,800	94	5.5
Federal Grant Funds	35	60	0	0	0	N/A
<b>Total for Federal Resources</b>	<b>1,998</b>	<b>1,578</b>	<b>1,706</b>	<b>1,800</b>	<b>94</b>	<b>5.5</b>
<b>Private Funds</b>						
Private Grant Funds	16	0	0	0	0	N/A
<b>Total for Private Funds</b>	<b>16</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	642	646	109	91	-18	-16.9
<b>Total for Intra-District Funds</b>	<b>642</b>	<b>646</b>	<b>109</b>	<b>91</b>	<b>-18</b>	<b>-16.9</b>
<b>Gross Funds</b>	<b>2,828</b>	<b>2,411</b>	<b>2,264</b>	<b>2,406</b>	<b>142</b>	<b>6.3</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalents, by Revenue Type**

Table FJ0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FJ0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b><u>General Fund</u></b>						
Local Funds	1.3	1.2	1.3	1.8	0.6	45.7
<b>Total for General Fund</b>	<b>1.3</b>	<b>1.2</b>	<b>1.3</b>	<b>1.8</b>	<b>0.6</b>	<b>45.7</b>
<b><u>Federal Resources</u></b>						
Federal Payments	8.5	10.4	13.7	13.7	0.0	0.0
<b>Total for Federal Resources</b>	<b>8.5</b>	<b>10.4</b>	<b>13.7</b>	<b>13.7</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	0.0	0.9	1.0	0.4	-0.6	-58.0
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>0.9</b>	<b>1.0</b>	<b>0.4</b>	<b>-0.6</b>	<b>-58.0</b>
<b>Total Proposed FTEs</b>	<b>9.8</b>	<b>12.6</b>	<b>16.0</b>	<b>16.0</b>	<b>0.0</b>	<b>0.0</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FJ0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FJ0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	784	1,049	1,260	1,452	192	15.2
12 - Regular Pay - Other	144	78	86	0	-86	-100.0
13 - Additional Gross Pay	23	0	20	0	-20	-100.0
14 - Fringe Benefits - Current Personnel	170	195	266	280	14	5.2
<b>Subtotal Personal Services (PS)</b>	<b>1,121</b>	<b>1,321</b>	<b>1,633</b>	<b>1,732</b>	<b>99</b>	<b>6.1</b>
20 - Supplies and Materials	46	22	26	20	-6	-22.6
31 - Telephone, Telegraph, Telegram, Etc.	0	1	0	0	0	N/A
40 - Other Services and Charges	153	62	223	194	-28	-12.7
41 - Contractual Services - Other	1,259	982	382	458	77	20.0
70 - Equipment and Equipment Rental	250	23	0	1	0	100.0
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>1,708</b>	<b>1,090</b>	<b>631</b>	<b>674</b>	<b>43</b>	<b>6.8</b>
<b>Gross Funds</b>	<b>2,828</b>	<b>2,411</b>	<b>2,264</b>	<b>2,406</b>	<b>142</b>	<b>6.3</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 District 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 3 activities:

- **Research, Analysis and Evaluation (Local, 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 5 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 (Fed)** – 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 (Fed)** – provides member agencies a regular forum to collectively review and consider the implementation of recommendations from committees, subcommittees, and workgroups, and provides research and training to address barriers and execute necessary action items; and
- **Technical Assistance and Training (Fed)** – 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 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FJ0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FJ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Research Analysis and Evaluation</b>								
(1010) Research and Analysis	0	0	59	59	0.0	0.0	0.6	0.6
(1110) Research and Analysis (Fed)	179	261	247	-13	0.8	2.0	2.0	0.0
(1117) Research and Analysis (ID)	0	109	90	-19	0.0	1.0	0.4	-0.6
(1120) Evaluation (Fed)	135	0	0	0	1.8	0.0	0.0	0.0
<b>Subtotal (1000) Research Analysis and Evaluation</b>	<b>314</b>	<b>370</b>	<b>396</b>	<b>26</b>	<b>2.6</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>(2000) Collaboration and Planning Across Agencies</b>								
(2010) Operational Infrastructure	187	199	202	3	1.2	1.3	1.3	0.0
(2110) Operational Infrastructure (Fed)	193	214	229	14	1.4	1.7	1.7	0.0
(2120) Topical Work Groups (Fed)	253	409	449	39	2.4	4.0	4.0	0.0
(2130) CJCC Meetings (Fed)	8	16	10	-6	0.0	0.0	0.0	0.0
(2140) Technical Assistance and Training (Fed)	5	21	20	-1	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Collaboration and PIng Across Agencies</b>	<b>647</b>	<b>859</b>	<b>910</b>	<b>50</b>	<b>5.1</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>
<b>(3000) Integrated Information System</b>								
(3010) JUSTIS	545	0	42	42	0.0	0.0	0.0	0.0
(3110) JUSTIS (Fed)	892	1,019	1,049	30	4.9	6.0	6.0	0.0
<b>Subtotal (3000) Integrated Information System</b>	<b>1,437</b>	<b>1,019</b>	<b>1,091</b>	<b>72</b>	<b>4.9</b>	<b>6.0</b>	<b>6.0</b>	<b>0.0</b>
<b>(4000) ASMP</b>								
(4030) Property Management	14	0	0	0	0.0	0.0	0.0	0.0
(4140) Information Technology (Fed)	0	16	10	-6	0.0	0.0	0.0	0.0
<b>Subtotal (4000) ASMP</b>	<b>14</b>	<b>16</b>	<b>10</b>	<b>-6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>2,411</b>	<b>2,264</b>	<b>2,406</b>	<b>142</b>	<b>12.6</b>	<b>16.0</b>	<b>16.0</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Criminal Justice Coordinating Council's (CJCC) proposed FY 2014 gross budget is \$2,406,265, which represents a 6.3 percent increase over its FY 2013 approved gross budget of \$2,264,010. The budget is comprised of \$515,568 in Local funds, \$1,800,000 in Federal Payments, and \$90,697 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$456,265, which represents a \$7,296, or 1.6 percent, increase over the FY 2013 approved Local funds budget of \$448,969.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for CJCC included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$1,296, in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$6,000 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** CJCC proposes adjustment in Local funds to include an increase of \$2,548 to support projected salary step increases. An adjustment of \$94,151 was made to increase CJCC's budget in Federal Payments to align funding with the FY 2014 President's Budget. The budget proposal for Intra-District funds includes \$33,310 to support the Contractual Services for the Compliance Monitoring Sub-grant with the Office of Justice Grants Administration. In order to fulfill its research obligations, the agency increased the travel and conferences budget in Intra-District funds by \$6,704, and an increase of \$794 aligns budget with personal services costs including Fringe Benefits.

**Decrease:** The budget proposal for Local funds includes a reduction of \$1,697 to properly align personal services with the agency's historical spending pattern, and a decrease of \$851 further aligns the Information Technology contract for the integrated Criminal and Juvenile Justice Information-Sharing System (JUSTIS) with actual costs.

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

**Enhance:** The local budget was increased by \$59,303 and 0.6 FTE, in order for CJCC to continue to support the research and analysis for information sharing conducted at the District's Statistical Analysis Center (SAC), a unit within CJCC.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$42,222 in Federal Payments, and Intra-District funds may be impacted. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** The Intra-District budget was reduced by \$59,303 and 0.6 FTE to offset the increase in Local funds. The Federal Payments budget is reduced by \$42,222 to offset the proposed cost-of-living adjustment.

## District's Proposed Budget

**Increase:** In Federal Payments, an increase of \$42,222 in Contractual Services allows CJCC to fully fund the Integrated Information Sharing program, which is the core of the agency's operations.

**Decrease:** In order for the agency to fully fund the Integrated Information Sharing program, the budgeted Federal Payments for Supplies and Materials and Other Services and Charges were reduced by \$42,222.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FJ0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FJ0-5**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>449</b>	<b>1.3</b>
Other CSFL Adjustments	Multiple Programs	7	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>456</b>	<b>1.3</b>
Increase: Salaries for projected step increases	Multiple Programs	3	0.0
Decrease: Personal services costs to mirror historical spending pattern	Collaboration and Planning Across Agencies	-2	0.0
Decrease: Align the Information Technology contract for the integrated Criminal and Juvenile Justice System Information-Sharing System (JUSTIS) with actual cost	Integrated Information	-1	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>456</b>	<b>1.3</b>
Enhance: To fully fund the Research and Policy Analysis for information sharing	Research Analysis and Evaluation	59	0.6
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>516</b>	<b>1.8</b>
No Changes		0	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>516</b>	<b>1.8</b>
<b>FEDERAL PAYMENTS: FY 2013 Approved Budget and FTE</b>		<b>1,706</b>	<b>13.7</b>
Increase: An adjustment to align with the FY 2014 President's Budget	Multiple Programs	94	0.0
<b>FEDERAL PAYMENTS: FY 2014 Agency Budget Submission</b>		<b>1,800</b>	<b>13.7</b>
Cost-of-Living Adjustment: FY 2014 proposed adjustment	Multiple Programs	42	0.0
Decrease: To offset the proposed cost-of-living adjustment	Multiple Programs	-42	0.0
<b>FEDERAL PAYMENTS: FY 2014 Mayor's Proposed Budget</b>		<b>1,800</b>	<b>13.7</b>
Increase: To support the Integrated Information Sharing Program	Integrated Information System	42	0.0
Decrease: Supplies and Materials and Other Services and Charges	Collaboration and Planning Across Agencies	-42	0.0
<b>FEDERAL PAYMENTS: FY 2014 District's Proposed Budget</b>		<b>1,800</b>	<b>13.7</b>

(Continued on next page)

**Table FJ0-5 (Continued)**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>109</b>	<b>1.0</b>
Increase: Contractual Services for Compliance Monitoring Sub-grant with the Office of Justice Grants Administration	Research Analysis and Evaluation	33	0.0
Increase: Align budget with projected costs for travel and conferences	Research Analysis and Evaluation	7	0.0
Increase: Align budget with projected personal services costs	Research Analysis and Evaluation	1	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>150</b>	<b>1.0</b>
Decrease: Offset for the information sharing effort	Research Analysis and Evaluation	-59	-0.6
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>91</b>	<b>0.4</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>91</b>	<b>0.4</b>
<b>Gross for FJ0 - Criminal Justice Coordinating Council</b>		<b>2,406</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 2014:

**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.

## KEY PERFORMANCE INDICATORS<sup>1</sup>

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of strategic planning sessions held	100%	100%	100%	100%	100%	100%
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	97.2%	95%	TBD <sup>2</sup>	95%	95%	95%
Surveyed users respond that JUSTIS is easy to navigate, user-friendly "Agreed" or "Strongly Agreed"	94.1%	95%	TBD <sup>2</sup>	95%	95%	95%
JUSTIS training sessions	Not Available	Not Available	Not Available	100%	100%	100%
JUSTIS audits	Not Available	Not Available	Not Available	100%	100%	100%
Periodic Reports on GUNSTAT sessions produced timely	100%	100%	9	100%	100%	100%
Analytical reports produced timely to support Juvenile Stat	100%	100%	9	100%	100%	100%
JDAI Reports and Evaluations Produced timely	100%	100%	9	100%	100%	100%

### Performance Plan Endnotes:

<sup>1</sup>As of August, 2012

<sup>2</sup>Measure collected annually

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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 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$35,440,787	\$44,086,790	\$44,013,830	-0.2
FTEs	326.2	326.8	328.8	0.6

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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

The 911 Operations Division develops and enforces policy directives and standards regarding public safety communications. The 311 Operations Division processes city service requests and handles telephone reporting of specific crimes. The Technology Operations Division operates and maintains public safety voice radio technology and oversees all land and mobile radio systems tied to the response network. The Transcriptions Division provides audio transcribing for the District of Columbia Metropolitan Police Department (MPD), the District of Columbia Fire and Emergency Services (FEMS) and the 311 Operations Division. Agency Management administers programs supporting the call center and public safety communications. In addition, Agency Management oversees the employee performance management system, new employee training, and in-service training for OUC personnel.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table UC0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table UC0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>						
Local Funds	26,685	26,195	26,715	27,350	635	2.4
Special Purpose Revenue Funds	13,787	8,617	16,826	16,403	-423	-2.5
<b>Total for General Fund</b>	<b>40,472</b>	<b>34,812</b>	<b>43,540</b>	<b>43,753</b>	<b>213</b>	<b>0.5</b>
<b>Private Funds</b>						
Private Grant Funds	0	0	300	0	-300	-100.0
<b>Total for Private Funds</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>-300</b>	<b>-100.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	1,311	629	247	261	14	5.9
<b>Total for Intra-District Funds</b>	<b>1,311</b>	<b>629</b>	<b>247</b>	<b>261</b>	<b>14</b>	<b>5.9</b>
<b>Gross Funds</b>	<b>41,783</b>	<b>35,441</b>	<b>44,087</b>	<b>44,014</b>	<b>-73</b>	<b>-0.2</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table UC0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table UC0-2**

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change
<b>General Fund</b>						
Local Funds	335.8	316.2	324.8	322.8	-2.0	-0.6
<b>Total for General Fund</b>	<b>335.8</b>	<b>316.2</b>	<b>324.8</b>	<b>322.8</b>	<b>-2.0</b>	<b>-0.6</b>
<b>Intra-District Funds</b>						
Intra-District Funds	1.1	9.9	2.0	6.0	4.0	200.0
<b>Total for Intra-District Funds</b>	<b>1.1</b>	<b>9.9</b>	<b>2.0</b>	<b>6.0</b>	<b>4.0</b>	<b>200.0</b>
<b>Total Proposed FTEs</b>	<b>336.9</b>	<b>326.2</b>	<b>326.8</b>	<b>328.8</b>	<b>2.0</b>	<b>0.6</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table UC0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table UC0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	15,662	17,072	17,656	18,080	424	2.4
12 - Regular Pay - Other	2,104	1,384	1,341	1,085	-256	-19.1
13 - Additional Gross Pay	2,086	1,520	1,789	2,064	275	15.4
14 - Fringe Benefits - Current Personnel	4,750	4,935	5,175	5,447	272	5.3
15 - Overtime Pay	1,208	763	833	810	-23	-2.8
<b>Subtotal Personal Services (PS)</b>	<b>25,810</b>	<b>25,675</b>	<b>26,794</b>	<b>27,486</b>	<b>692</b>	<b>2.6</b>
20 - Supplies and Materials	20	42	177	125	-52	-29.2
31 - Telephone, Telegraph, Telegram, Etc.	64	31	1,191	1,196	5	0.4
32 - Rentals - Land and Structures	128	0	0	0	0	N/A
33 - Janitorial Services	39	15	0	0	0	N/A
34 - Security Services	1,613	1,597	0	0	0	N/A
35 - Occupancy Fixed Costs	-2	0	0	0	0	N/A
40 - Other Services and Charges	6,456	5,715	9,277	9,404	127	1.4
41 - Contractual Services - Other	516	1,638	1,975	1,453	-522	-26.4
70 - Equipment and Equipment Rental	7,139	730	4,674	4,350	-324	-6.9
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>15,973</b>	<b>9,766</b>	<b>17,293</b>	<b>16,528</b>	<b>-765</b>	<b>-4.4</b>
<b>Gross Funds</b>	<b>41,783</b>	<b>35,441</b>	<b>44,087</b>	<b>44,014</b>	<b>-73</b>	<b>-0.2</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** – processes 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 4 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;
- **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; and
- **Mobile Data Computing** – responsible for the maintenance and equipment replacement related to mobile data computing, which is technology that enables public safety first-responders to receive critical and developing information while in the field. The OUC is responsible for the mobile data terminals utilized by MPD and FEMS, which are critical in determining closest response units for deployment using GPS, text-messaging and video feeds, which are essential components in Next Generation-911.

**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** – 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 2014 proposed budget.

### FY 2014 Proposed Operating Budget and FTEs, by Division and Activity

Table UC0-4 contains the proposed FY 2014 budget by division and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table UC0-4**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>								
(1010) Personnel	292	300	306	6	2.8	3.0	3.0	0.0
(1030) Property Management	1,488	1,207	1,213	6	0.0	0.0	0.0	0.0
(1040) Information Technology	220	1,763	683	-1,080	0.0	0.0	0.0	0.0
(1050) Financial Services	0	10	10	0	0.0	0.0	0.0	0.0
(1087) Language Access	817	850	870	21	13.8	13.0	13.0	0.0
(1090) Performance Management	855	943	1,217	274	5.5	7.0	9.0	2.0
No Activity	150	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (1000) Agency Management</b>	<b>3,822</b>	<b>5,072</b>	<b>4,298</b>	<b>-773</b>	<b>22.1</b>	<b>23.0</b>	<b>25.0</b>	<b>2.0</b>
<b>(100F) Agency Financial Operations</b>								
(110F) Budget Operations	-16	140	145	6	0.9	1.0	1.0	0.0
(120F) Accounting Operations	50	50	50	0	0.0	0.0	0.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>34</b>	<b>190</b>	<b>195</b>	<b>6</b>	<b>0.9</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	7,929	8,748	9,260	513	87.6	90.8	88.8	-2.0
(2020) 911 Dispatching Activity	10,854	10,001	9,929	-72	108.8	114.0	113.0	-1.0
(2030) 911 Training Activity	83	107	94	-13	0.0	0.0	0.0	0.0
(2040) Quality Assurance	0	90	76	-14	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Emergency Operations (911) Division</b>	<b>18,866</b>	<b>18,946</b>	<b>19,359</b>	<b>413</b>	<b>196.4</b>	<b>204.8</b>	<b>201.8</b>	<b>-3.0</b>
<b>(3000) Non-Emergency Operations (311) Division</b>								
(3010) Customer Service Activity	815	699	454	-246	2.8	2.0	2.0	0.0
(3020) 311 Call Taking Activity	4,368	4,158	4,234	76	68.0	69.0	73.5	4.5
(3030) Telephone Reporting Activity	0	0	0	0	0.9	0.0	0.0	0.0
<b>Subtotal (3000) Non-Emergency Operations (311) Division</b>	<b>5,183</b>	<b>4,858</b>	<b>4,687</b>	<b>-170</b>	<b>71.7</b>	<b>71.0</b>	<b>75.5</b>	<b>4.5</b>
<b>(4000) Technology Operations Division</b>								
(4010) 911 and 311 Telephone Operation Activity	2,691	2,146	5,793	3,647	0.0	0.0	0.0	0.0
(4020) Radio Engineering Activity	3,171	11,053	6,242	-4,811	12.9	10.0	9.0	-1.0
(4030) Information Technology Management Activity	1,224	1,525	1,145	-380	11.1	11.0	11.0	0.0
(4040) Mobile Data Computing	0	0	2,000	2,000	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Technology Operations Division</b>	<b>7,087</b>	<b>14,724</b>	<b>15,180</b>	<b>456</b>	<b>24.0</b>	<b>21.0</b>	<b>20.0</b>	<b>-1.0</b>

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**Table UC0-4 (Continued)**

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(5000) Transcription and Quality Division</b>								
(5010) Transcription and Quality Division	295	298	293	-4	11.1	6.0	5.5	-0.5
<b>Subtotal (5000) Transcription and Quality Division</b>	<b>295</b>	<b>298</b>	<b>293</b>	<b>-4</b>	<b>11.1</b>	<b>6.0</b>	<b>5.5</b>	<b>-0.5</b>
<b>(9960) Year End Close</b>								
(9960) Year End Close	154	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (9960) Year End Close</b>	<b>154</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>35,441</b>	<b>44,087</b>	<b>44,014</b>	<b>-73</b>	<b>326.2</b>	<b>326.8</b>	<b>328.8</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 divisions, please refer to **Schedule 30-PBB Program Summary by Activity** in the **FY 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Budget Changes

The Office of Unified Communications' (OUC) proposed FY 2014 gross budget is \$44,013,830, which represents a 0.2 percent decrease from its FY 2013 approved gross budget of \$44,086,790. The budget is comprised of \$27,349,777 in Local funds, \$16,403,080 in Special Purpose Revenue funds, and \$260,973 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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 2014 CSFL budget is \$26,931,235, which represents a \$216,734, or 0.8 percent, increase over the FY 2013 approved Local funds budget of \$26,714,501.

### Major CSFL Cost Drivers

The FY 2014 CSFL calculated for OUC included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$216,565 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$169 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

## **Agency Budget Submission**

**Increase:** OUC's Local funds budget proposal includes an increase of \$107,159 to support projected Salary, steps, and Fringe Benefits.

With the completion of the P25 radio system upgrade in FY 2013, the agency has realigned its FY 2014 Special Purpose Revenue (SPR) budget to reflect its current needs. In doing so, the agency increased Other Services and Charges by \$169,689 and Telephone by \$5,177.

In Intra-District funds, OUC has a new Memorandum of Understanding (MOU) with the District Department of Environment for providing communication services, which includes the addition of \$174,938 in personal services to support an additional 4.0 FTEs for FY 2014.

**Decrease:** In order to absorb the Local funds increases in personal services, the agency reduced Regular Pay - Continuing Full Time by \$77,021 and 2.0 FTEs and Overtime by \$22,939. An additional \$7,199 was reduced in nonpersonal services to cover the remaining portion of the increase in personal services.

The Private Grant funding from Sprint/Nextel for the re-banding of the District's 800 MHz radio system ended in FY 2013. The result is a decrease in FY 2014 of \$300,000 in Contractual Services – Other. The District of Columbia currently operates a dual band UHF-800 MHz public wireless system that provides limited inter-operability for UHF users. The frequencies originally set up by Sprint/Nextel interfered with existing police and fire radios. The Federal Communications Commission ordered Sprint Nextel to pay for the re-banding of the District's 800 MHz radio system to fix the problem. The funding for the private grant started in FY 2012 and ended in FY 2013.

OUC does not require the same level of SPR resources for FY 2014 with the completion of the P25 radio upgrade in FY 2013. This realignment of SPR resources is reflected in the decreases in the budget for Equipment by \$323,948, Contractual Services - Other by \$221,930, and Supplies by \$51,666.

The proposed reduction in the Intra-District budget of \$160,497 in Other Services and Charges is due to the cancellation of a MOU with 38 District agencies, whereby OUC had provided a quality assurance program for customer services.

## **Mayor's Proposed Budget**

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Technical Adjustment:** Local funds personal services were increased by \$343,542 to adjust to a change in the union rules allowing for 12-hour work shifts, and an additional \$125,000 for wage increases for increased union membership.

## **District's Proposed Budget**

**Increase:** The budget includes \$125,000 in one-time Local funding for staff to receive in-person 911 call training.

**Decrease:** In Local funds, the budget includes a reduction of \$175,000 to reflect a one-time adjustment of personal services costs in FY 2014, based on projected salary lapse savings.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table UC0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table UC0-5**

(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>26,715</b>	<b>324.8</b>
Other CSFL Adjustments	Multiple Programs	217	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>26,931</b>	<b>324.8</b>
Increase: Salary, steps, and Fringe Benefits	Multiple Programs	107	0.0
Decrease: Reduction in Regular Pay - Continuing Full Time to cover increases in Salary, steps, and Fringe Benefits	Emergency Operations (911) Division	-77	-2.0
Decrease: Reduction in Overtime to cover increases in Salary, steps, and Fringe Benefits	Non-Emergency Operations (311) Division	-23	0.0
Decrease: Adjustment to nonpersonal services to cover increases in personal services	Multiple Programs	-7	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>26,931</b>	<b>322.8</b>
Technical Adjustment: Adjustment to personal services for a change in union rules allowing for 12-hour shifts	Multiple Programs	344	0.0
Technical Adjustment: Adjustment to personal services due to growth in union membership	Multiple Programs	125	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>27,400</b>	<b>322.8</b>
Increase: In-person training of 911 call-taking staff (one-time costs)	Emergency Operations (911) Division	125	0.0
Decrease: Personal services to reflect one-time salary lapse savings	Multiple Programs	-175	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>27,350</b>	<b>322.8</b>
<b>PRIVATE GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>300</b>	<b>0.0</b>
Decrease: Contractual Services - Other	Technology Operations Division	-300	0.0
<b>PRIVATE GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>PRIVATE GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
No Changes		0	0.0
<b>PRIVATE GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>0</b>	<b>0.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>16,826</b>	<b>0.0</b>
Increase: Realignment of Contractual Services - Other to projected resources	Multiple Programs	170	0.0
Increase: Telephone	Agency Management	5	0.0
Decrease: Realignment of Equipment to projected resources	Multiple Programs	-324	0.0
Decrease: Realignment of Contractual Services - Other to projected resources	Multiple Programs	-222	0.0
Decrease: Realignment of Supplies to projected resources	Multiple Programs	-52	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>16,403</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>16,403</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>16,403</b>	<b>0.0</b>

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**Table UC0-5 (Continued)**  
(dollars in thousands)

	DIVISION	BUDGET	FTE
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>247</b>	<b>2.0</b>
Increase: Salary, steps, Fringe Benefits and FTEs	Multiple Programs	175	4.0
Decrease: Cancellation of a customer service MOU with 38 agencies	Multiple Programs	-160	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>261</b>	<b>6.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>261</b>	<b>6.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>261</b>	<b>6.0</b>

**Gross for UC0 - Office of Unified Communications** **44,014** **328.8**

(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 2014:

### 911 Operations Division

**Objective 1:** Resource realignment to promote efficient, professional and cost-effective responses to 911 calls (Including One City Action Plan Action 3.1.6).

## KEY PERFORMANCE INDICATORS

### 911 Operations Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of 911 calls answered within 5 seconds	97.4%	97.2%	93.4%	97%	97%	97%
Percentage of 911 calls (wire line and wireless) abandoned	1.72%	2.5%	2.8%	2.5%	2.5%	2.5%
Percentage of current call takers trained and active as Universal Call Takers	91.57%	100%	91.5%	100%	100%	100%
Percentage of current call takers that are conversationally bi-lingual	27.71%	20%	17.1%	20%	20%	20%
Percentage of day's minimum staffing levels met	99%	98%	100%	100%	100%	100%
Percentage of calls in which call to queue is 90 seconds or less	100% <sup>1</sup>	82%	48.9% <sup>2</sup>	50.5% <sup>3</sup>	80%	80%

### 311 Operations Division

Objective 1: Improve 311 service delivery to District residents by promoting the use of 311 services.

Objective 2: Improve overall customer satisfaction of services received through the 311 Call Center by focusing on quality assurance and operational effectiveness activities.

Objective 3: Utilize workforce management tools to schedule and monitor employee productivity.

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## KEY PERFORMANCE INDICATORS

### 311 Operations Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of calls abandoned for 727-1000	6.9%	8%	8.5%	8%	8%	8%
Percentage of 311 calls answered within 90 seconds	74.8%	75%	77%	75%	77%	80%

### Technology Operations Division

Objective 1: Enhance the District's emergency and non-emergency communications technology.

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## KEY PERFORMANCE INDICATORS

### Technology Operations Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Percentage of time radio system is available	99%	99%	100%	99.9%	99.9%	99.9%
Percentage of time 911/311 telephony system is available	99%	99%	100%	99.9%	99.9%	99.9%
Percentage of time Computer-Aided Dispatch (CAD) system is available	99%	99%	100%	99.9%	99.9%	99.9%
Percentage of time OUC responds to Mobile Data Terminal repairs within 24 hours	73%	99%	81.7%	99%	99%	99%

## Transcription Division

**Objective 1:** Provide consistent support to our Federal and District partners to ensure quality information is transferred in a timely manner.

## KEY PERFORMANCE INDICATORS

### Transcription Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
FOIA completion within legislated timeline (15 days)	100%	100%	100%	100%	100%	100%
AUSA package completion within mandated timeline	100%	100%	100%	100%	100%	100%
OAG package completion within mandated timeline	100%	100%	100%	100%	100%	100%
Completion of internal investigation complaints within 72 hours	100%	100%	100%	100%	100%	100%

## Agency Management

**Objective 1:** Develop a quality workforce through employee development and training processes.

**Objective 2:** Enhance Administrative Services Unit's proficiency in providing human resources support for agency staff.

**Objective 3:** Enhance and maintain a viable internal risk management program. Completion Date – September 2013.

### Performance Plan Endnotes:

<sup>1</sup>This percentage was reported in error. In FY 2011, the measure changed from the percentage of calls in which call to queue is 75 seconds or less, to the percentage of calls in which call to queue is 90 seconds or less. Nonetheless, the FY 2011 Actual of 100 percent was inaccurate. Based on current reporting methods, the FY2011 Actual is 48.52 percent.

<sup>2</sup>Due to revised reporting methods, the FY 2012 Actual was adjusted to 48.9 percent and the FY 2013 Projections to 50.5 percent.

<sup>3</sup>ibid

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# Homeland Security Grants

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<b>Description</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Approved</b>	<b>FY 2014 Proposed</b>	<b>% Change from FY 2013</b>
Operating Budget	\$17,012,686	\$0	\$6,375,612	N/A

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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. Until FY 2014, the Intra-District budget authority for Homeland Security Grants was provided at the request of the Director of the Homeland Security and Emergency Management Agency and was reflected as revised budget. Effective FY 2014, available unspent, unobligated multi-year Intra-District budget authority will be provided during budget formulation.

The agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FT0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FT0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>Intra-District Funds</b>						
Intra-District Funds	21,580	17,013	0	6,376	6,376	N/A
<b>Total for Intra-District Funds</b>	<b>21,580</b>	<b>17,013</b>	<b>0</b>	<b>6,376</b>	<b>6,376</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>21,580</b>	<b>17,013</b>	<b>0</b>	<b>6,376</b>	<b>6,376</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FT0-2 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FT0-2**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
15 - Overtime Pay	57	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>57</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
20 - Supplies and Materials	429	1,261	0	12	12	N/A
31 - Telephone, Telegraph, Telegram, Etc.	0	0	0	4	4	N/A
40 - Other Services and Charges	460	968	0	832	832	N/A
41 - Contractual Services - Other	2,976	4,646	0	4,723	4,723	N/A
50 - Subsidies and Transfers	-4,689	442	0	0	0	N/A
70 - Equipment and Equipment Rental	22,346	9,697	0	805	805	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>21,523</b>	<b>17,013</b>	<b>0</b>	<b>6,376</b>	<b>6,376</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>21,580</b>	<b>17,013</b>	<b>0</b>	<b>6,376</b>	<b>6,376</b>	<b>N/A</b>

\*Percent change is based on whole dollars.

## Program Description

Homeland Security Grants operates through the following 5 programs:

**Homeland Security Grants (Public Safety)** – homeland security grants given to agencies that fall under the Public Safety and Justice appropriation title.

This program contains the following 3 activities:

- **Homeland Security Grants (Police)** – homeland security grants given to the Metropolitan Police Department;
- **Homeland Security Grants (Fire)** – homeland security grants given to the Fire and Emergency Medical Services agency; and
- **Homeland Security Grants (OUC)** – homeland security grants given to the Office of Unified Communications.

**Homeland Security Grants (Human Support)** – homeland security grants given to agencies that fall under the Human Support Services appropriation title.

This program contains the following 2 activities:

- **Homeland Security Grants (Health)** – homeland security grants given to the Department of Health; and
- **Homeland Security Grants (DMH)** – homeland security grants given to the Department of Behavioral Health.

**Homeland Security Grants (Government Direction)** – homeland security grants given to agencies that fall under the Governmental Direction and Support appropriation title.

This program contains the following 4 activities:

- **Homeland Security Grants (Mayor)** – homeland security grants given to the Executive Office of the Mayor;
- **Homeland Security Grants (OAG)** – homeland security grants given to the Office of the Attorney General;
- **Homeland Security Grants (DHS)** – homeland security grants given to the Department of Human Services; and
- **Homeland Security Grants (Serve DC)** – homeland security grants given to the Serve DC program.

**Homeland Security Grants (Public Works)** – homeland security grants given to agencies that fall under the Public Works appropriation title.

This program contains the following 2 activities:

- **Homeland Security Grants (DDOT)** – homeland security grants given to the District Department of Transportation; and
- **Homeland Security Grants (DPW)** – homeland security grants given to the Department of Public Works.

**Homeland Security Grants (DRES)** – homeland security grants given to the Department of General Services.

## Program Structure Change

Homeland Security Grants have no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FT0-3 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FT0-3**  
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(2000) Homeland Security Grants (Public Safety)</b>								
(FAFA) Homeland Security Grants (Police)	4,241	0	2,034	2,034	0.0	0.0	0.0	0.0
(FBFB) Homeland Security Grants (Fire)	1,628	0	1,409	1,409	0.0	0.0	0.0	0.0
(UCUC) Homeland Security Grants (OUC)	6,216	0	605	605	0.0	0.0	0.0	0.0
<b>Subtotal (2000) Homeland Security Grants (Public Safety)</b>	<b>12,085</b>	<b>0</b>	<b>4,048</b>	<b>4,048</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)	679	0	1,092	1,092	0.0	0.0	0.0	0.0
(RMRM) Homeland Security Grants (DMH)	57	0	49	49	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Homeland Security Grants (Human Support)</b>	<b>736</b>	<b>0</b>	<b>1,141</b>	<b>1,141</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)	196	0	573	573	0.0	0.0	0.0	0.0
(CBCB) Homeland Security Grants (OAG)	0	0	5	5	0.0	0.0	0.0	0.0
(JAJA) Homeland Security Grants (DHS)	30	0	0	0	0.0	0.0	0.0	0.0
(RSRS) Homeland Security Grants (Serve DC)	1,197	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (4000) Homeland Security Grants (Gov't Direction)</b>	<b>1,423</b>	<b>0</b>	<b>578</b>	<b>578</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>								
(KAKA) Homeland Security Grants (DDOT)	2,589	0	0	0	0.0	0.0	0.0	0.0
(KTKT) Homeland Security Grants (DPW)	145	0	450	450	0.0	0.0	0.0	0.0
<b>Subtotal (5000) Homeland Security Grants (Public Works)</b>	<b>2,734</b>	<b>0</b>	<b>450</b>	<b>450</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(9000) Homeland Security Grants (DRES)</b>								
(AMAM) Homeland Security Grants (DRES)	35	0	158	158	0.0	0.0	0.0	0.0
<b>Subtotal (9000) Homeland Security Grants (DRES)</b>	<b>35</b>	<b>0</b>	<b>158</b>	<b>158</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>17,013</b>	<b>0</b>	<b>6,376</b>	<b>6,376</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 2014 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

Homeland Security Grants' (HSG) proposed FY 2014 gross budget is \$6,375,612, compared to the FY 2013 approved gross budget of \$0. The budget is comprised entirely of Intra-District funds.

### **Agency Budget Submission**

**Increase:** The Homeland Security and Emergency Management Agency sub-grants several multi-year federal grant dollars to various District agencies through the intra-District transfer process. HSG is the vehicle used to track and record the intra-District transactions with the various agencies. Prior to FY 2014 budget formulation, budget authority was not given until after the fiscal year began. To avoid the delay in making funds available at the beginning of the fiscal year and to improve the efficiency of the intra-District process, HSG proposes an Intra-District budget of \$6,375,612 in nonpersonal services, with no FTEs. The proposed budget includes \$4,722,719 in Contractual Services, \$831,620 in Other Services and Charges, \$804,807 in Equipment and Equipment Rental, \$12,500 in Supplies and Materials, and \$3,966 in Telecommunications.

The breakdown by program of the multi-year Memorandums of Understanding (MOUs) is as follows: three agencies within the Public Safety program in the amount of \$4,048,217, two agencies within the Human Support program in the amount of \$1,141,232, two agencies within the Government Direction program in the amount of \$578,434, one agency within the Public Works program in the amount of \$450,223, and one agency in the Department of General Services program in the amount of \$157,506.

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

Homeland Security Grants have no changes from the FY 2014 agency budget submission to the FY 2014 Mayor's proposed budget.

### **District's Proposed Budget**

Homeland Security Grants have no changes from the FY 2014 Mayor's proposed budget to the FY 2014 District's proposed budget.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FT0-4 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FT0-4**

(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Increase: MOUs with Metropolitan Police Department, Fire and Emergency Medical Services, and Office of Unified Communications	Homeland Security Grants (Public Safety)	4,048	0.0
Increase: MOUs with the Department of Health and the Department of Behavioral Health	Homeland Security Grants (Human Support)	1,141	0.0
Increase: MOUs with the Office of the Mayor and the Office of the Attorney General	Homeland Security Grant (Govt Direction)	578	0.0
Increase: MOU with the Department of Public Works	Homeland Security Grants (Public Works)	450	0.0
Increase: MOU with the Department of General Services	Homeland Security Grants (DRES)	158	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>6,376</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>6,376</b>	<b>0.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>6,376</b>	<b>0.0</b>
<b>Gross for FT0 - Homeland Security Grants</b>		<b>6,376</b>	<b>0.0</b>

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

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# Forensic Laboratory Technician Training Program

[www.mpdcc.gov](http://www.mpdcc.gov)  
Telephone: 202-727-9099

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$1,400,101	0.0	0.0	N/A
FTEs	13.0	0.0	0.0	N/A

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The Forensic Laboratory Technician Training was absorbed into the Department of Forensic Sciences in FY 2013. Its mission, funding, and all full-time equivalents (FTEs) were also transferred. The proposed programs and projects for FY 2014 are shown in the Department of Forensic Sciences' budget chapter within the Public Safety and Justice Appropriation Title.

The agency's FY 2014 proposed budget is presented in the following tables:

## **FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type**

Table FV0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FV0-1**

(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	1,191	1,400	0	0	0	N/A
<b>Total for General Fund</b>	<b>1,191</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Federal Resources</b>						
Federal Payments	601	0	0	0	0	N/A
<b>Total for Federal Resources</b>	<b>601</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>1,792</b>	<b>1,400</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalents, by Revenue Type**

Table FV0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FV0-2**

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change</b>
<b>General Fund</b>						
Local Funds	12.5	13.0	0.0	0.0	0.0	N/A
<b>Total for General Fund</b>	<b>12.5</b>	<b>13.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>12.5</b>	<b>13.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FV0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FV0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	953	949	0	0	0	N/A
12 - Regular Pay - Other	0	1	0	0	0	N/A
13 - Additional Gross Pay	17	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	190	160	0	0	0	N/A
15 - Overtime Pay	7	6	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>1,168</b>	<b>1,116</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
20 - Supplies and Materials	7	0	0	0	0	N/A
40 - Other Services and Charges	5	187	0	0	0	N/A
41 - Contractual Services - Other	601	0	0	0	0	N/A
70 - Equipment and Equipment Rental	11	97	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>624</b>	<b>284</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>1,792</b>	<b>1,400</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 Forensic Sciences (DFS) budget chapter for a description of programs related to the prior functions of the Forensic Laboratory Technician Training Program.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FV0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FV0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Forensic Health and Science Laboratory</b>								
(1100) Forensic Health and Science Laboratory	1,400	0	0	0	13.0	0.0	0.0	0.0
<b>Subtotal (1000) Forensic Health and Science Laboratory</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Budget Changes

The Forensic Laboratory Technician Training Program contains no funding in FY 2014 proposed budget.

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# Department of Forensic Sciences

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Telephone: 202-727-9099

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$0	\$9,675,609	\$13,267,629	37.1
FTEs	0.0	72.2	125.2	73.4

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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 agency's FY 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FR0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget.

**Table FR0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>					
Local Funds	0	8,505	12,391	3,886	45.7
<b>Total for General Fund</b>	<b>0</b>	<b>8,505</b>	<b>12,391</b>	<b>3,886</b>	<b>45.7</b>
<b>Federal Resources</b>					
Federal Grant Funds	0	431	431	0	0.0
<b>Total for Federal Resources</b>	<b>0</b>	<b>431</b>	<b>431</b>	<b>0</b>	<b>0.0</b>
<b>Intra-District Funds</b>					
Intra-District Funds	0	740	446	-294	-39.7
<b>Total for Intra-District Funds</b>	<b>0</b>	<b>740</b>	<b>446</b>	<b>-294</b>	<b>-39.7</b>
<b>Gross Funds</b>	<b>0</b>	<b>9,676</b>	<b>13,268</b>	<b>3,592</b>	<b>37.1</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2014 Proposed Full-Time Equivalents, by Revenue Type

Table FR0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type.

**Table FR0-2**

Appropriated Fund	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>General Fund</b>					
Local Funds	0.0	68.2	122.2	54.0	79.1
<b>Total for General Fund</b>	<b>0.0</b>	<b>68.2</b>	<b>122.2</b>	<b>54.0</b>	<b>79.1</b>
<b>Intra-District Funds</b>					
Intra-District Funds	0.0	4.0	3.0	-1.0	-25.0
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>4.0</b>	<b>3.0</b>	<b>-1.0</b>	<b>-25.0</b>
<b>Total Proposed FTEs</b>	<b>0.0</b>	<b>72.2</b>	<b>125.2</b>	<b>53.0</b>	<b>73.4</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FR0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget.

**Table FR0-3**  
(dollars in thousands)

	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
<b>Comptroller Source Group</b>					
11 - Regular Pay - Continuing Full Time	0	5,273	7,664	2,392	45.4
12 - Regular Pay - Other	0	619	1,014	395	63.9
14 - Fringe Benefits - Current Personnel	0	1,329	2,044	716	53.9
15 - Overtime Pay	0	8	8	0	0.0
<b>Subtotal Personal Services (PS)</b>	<b>0</b>	<b>7,229</b>	<b>10,732</b>	<b>3,502</b>	<b>48.4</b>
20 - Supplies and Materials	0	789	388	-402	-50.9
40 - Other Services and Charges	0	655	1,171	516	78.8
41 - Contractual Services - Other	0	516	372	-144	-28.0
50 - Subsidies and Transfers	0	172	122	-50	-29.1
70 - Equipment and Equipment Rental	0	315	485	170	53.9
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>0</b>	<b>2,446</b>	<b>2,536</b>	<b>90</b>	<b>3.7</b>
<b>Gross Funds</b>	<b>0</b>	<b>9,676</b>	<b>13,268</b>	<b>3,592</b>	<b>37.1</b>

\*Percent change is based on whole dollars.

## Program Description

The Department of Forensic Sciences operates through the following 5 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 6 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;
- **Firearms and Tool Mark Examination** – conducts ballistics and unique mark identification analysis on criminal firearms evidence; and
- **Digital and Documents** – provides photographic and computer analysis of evidence used to solve crimes.

**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.

**Crime Scene Sciences** – provides the collection, analysis, processing, and preservation of evidence found at a crime scene that is critical to solving criminal cases in the District.

This program contains the following 2 activities:

- **Administrative and Support Services** – provides administrative support for the needs of the Crime Scene Sciences department; and
- **Crime Scene Response** – provides the science applied at a crime scene to collect, analyze, process and preserve evidence.

**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

In FY 2014, the agency added a new program and/or consolidated some programs and/or activities. The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at [www.cfo.dc.gov](http://www.cfo.dc.gov) on the Annual Operating Budget and Capital Plan page.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FR0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget.

**Table FR0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands			Full-Time Equivalents		
	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Agency Management</b>						
(100F) AFO	32	32	0	0.0	0.0	0.0
(1010) Personnel	198	1,288	1,091	2.0	10.0	8.0
(1040) Information Technology	96	785	690	1.0	5.0	4.0
(1060) Legal	50	254	204	0.0	2.0	2.0
(1085) Customer Service	350	0	-350	1.0	0.0	-1.0
(1090) Performance Management	398	193	-205	2.0	1.0	-1.0
<b>Subtotal (1000) Agency Management</b>	<b>1,125</b>	<b>2,554</b>	<b>1,429</b>	<b>6.0</b>	<b>18.0</b>	<b>12.0</b>
<b>(1100) Advisory Board</b>						
(1110) Administrative and Support Services	22	12	-10	1.0	0.0	-1.0
<b>Subtotal (1100) Advisory Board</b>	<b>22</b>	<b>12</b>	<b>-10</b>	<b>1.0</b>	<b>0.0</b>	<b>-1.0</b>
<b>(2000) Investigative Forensic Services</b>						
(2010) Administrative and Support Services	1,406	940	-466	8.0	6.0	-2.0
(2020) Forensic Biology Unit	1,789	2,195	406	11.0	15.0	4.0
(2030) Trace Evidence Analysis	677	234	-442	8.0	3.0	-5.0
(2040) Fingerprinting Analysis	1,182	1,876	694	9.0	17.0	8.0
(2050) Firearms and Tool Mark Examination	1,382	982	-400	9.0	11.0	2.0
(2060) Digital and Documents	0	45	45	0.0	0.0	0.0
<b>Subtotal (2000) Investigative Forensic Services</b>	<b>6,436</b>	<b>6,273</b>	<b>-163</b>	<b>45.0</b>	<b>52.0</b>	<b>7.0</b>
<b>(3000) Public Health Laboratory Services</b>						
(3010) Administrative and Support Services	514	734	220	9.0	5.0	-4.0
(3020) Biological Science Services	1,363	952	-412	11.2	8.0	-3.2
(3030) Chemical Science Services	215	790	575	0.0	10.2	10.2
<b>Subtotal (3000) Public Health Laboratory Services</b>	<b>2,093</b>	<b>2,476</b>	<b>383</b>	<b>20.2</b>	<b>23.2</b>	<b>3.0</b>
<b>(4000) Crime Scene Sciences</b>						
(4010) Administrative and Support Services	0	325	325	0.0	1.0	1.0
(4030) Crime Scene Response	0	1,628	1,628	0.0	31.0	31.0
<b>Subtotal (4000) Crime Scene Sciences</b>	<b>0</b>	<b>1,953</b>	<b>1,953</b>	<b>0.0</b>	<b>32.0</b>	<b>32.0</b>
<b>Total Proposed Operating Budget</b>	<b>9,676</b>	<b>13,268</b>	<b>3,592</b>	<b>72.2</b>	<b>125.2</b>	<b>53.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Department of Forensic Sciences' (DFS) proposed FY 2014 gross budget is \$13,267,629, which represents a 37.1 percent increase over its FY 2013 approved gross budget of \$9,675,609. The budget is comprised of \$12,390,712 in Local funds, \$430,520 in Federal Grants funds, and \$446,397 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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.

DFS' FY 2014 CSFL budget is \$8,592,516, which represents an \$87,680, or 1.0 percent, increase over the FY 2013 approved Local funds budget of \$8,504,835.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for DFS included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$53,135 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$34,545 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** DFS was established in FY 2013 with the objective of providing quality, timely, accurate, and reliable forensic science services to the Metropolitan Police Department and the U.S. Capitol Police. To provide these valuable services, DFS added \$298,456 to Contractual Services and Other Services and Charges in the Agency Management program. DFS also increased its personal services in the Public Health Laboratory Services by \$128,286 and 4.0 FTEs. In Federal Grant funds, Equipment and Equipment Rental increased by \$43,799 to support the agency's operations.

Currently, critical functions such as Crime Scene Response, Firearms Identifications, Controlled Substance Analysis, and Digital Document Analysis are performed at the Metropolitan Police Department by police officers. To free up police officers to perform other functions and enable DFS to perform these functions within its facilities, personal services costs were increased by \$1,490,000 and 24.0 FTEs across multiple programs in Intra-District funds.

**Decrease:** To offset increases in other areas, DFS reduced nonpersonal services by \$426,742 in Local funds across multiple programs. In Federal Grant funds, there is a decrease of \$43,799 in Contractual Services as an offset to Equipment and Equipment Rental. Also, nonpersonal services cost decreased by \$148,000 in Intra-District funds across multiple programs.

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

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in Local funds, which may also impact Intra-District funds. This adjustment will be applied centrally from the Workforce Investments account. For more information about the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Increase:** The FY 2014 budget includes \$271,800 in Local funds for a maintenance and repairs contract for laboratory equipment.

## District's Proposed Budget

**Increase:** DFS' budget includes increases in Local funds of \$1,671,543 to support 18.0 FTEs of additional staffing that will provide finger printing, DNA and firearms analysis and othe management functions, which are critical to the needs of the organization; \$30,000 that represents a one-time allocation of funding that will allow the agency to lease vehicles for the last six months of FY 2014; \$15,000 to procure bone crusher equipment for DNA analysis, and \$14,200 to support crime scene analysis.

**Decrease:** In Local funds, the budget includes a reduction of \$282,672 to reflect a one-time adjustment of personal services costs in FY 2014, based on projected salary lapse savings.

**Shift:** DFS reclassified \$1,635,800 and 25.0 FTEs from Intra-District funds to Local funds to provide forensic services.

**Transfer In:** DFS' budget in Local funds includes \$442,525 and 7.0 FTEs that reflects a transfer from the Metropolitan Police Department to support ongoing forensic functions.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FR0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FR0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>8,505</b>	<b>68.2</b>
Other CSFL Adjustments	Multiple Programs	88	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>8,593</b>	<b>68.2</b>
Increase: Contractual and Other Services for equipment maintenance and servicing	Agency Management	298	0.0
Increase: Salaries and related Fringe Benefits	Public Health Laboratory Services	128	4.0
Decrease: Supplies and Equipment to offset increase in Contractual and Other Services	Investigative Forensic Services	-427	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>8,593</b>	<b>72.2</b>
Enhance: Support Lab Services maintenance and repairs contract	Investigative Forensic Services	272	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>8,864</b>	<b>72.2</b>
Increase: Salary and Fringe Benefits to support finger printing, DNA, firearms analysis and other Management functions	Multiple Programs	1,672	18.0
Increase: One-time cost to lease 5 vehicles for the last six months of FY 2014	Investigative Forensic Services	30	0.0
Increase: To purchase bone crusher equipment for DNA analysis	Investigative Forensic Services	15	0.0
Increase: To support crime scene sciences	Crime Scene Sciences	14	0.0
Decrease: Salary lapse savings	Multiple Programs	-283	0.0
Shift: Forensic functions from MPD via Intra-District	Crime Scene Sciences	1,636	25.0
Transfer In: From MPD to perform forensic analysis functions	Crime Scene Sciences	443	7.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>12,391</b>	<b>122.2</b>

(Continued on next page)

**Table FR0-5 (Continued)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>431</b>	<b>0.0</b>
Increase: Equipment purchased	Investigative Forensic Services	44	0.0
Decrease: Contractual Services costs to offset equipment purchase	Investigative Forensic Services	-44	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>431</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>431</b>	<b>0.0</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>431</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>740</b>	<b>4.0</b>
Increase: Personal services cost to support various programs	Multiple Programs	1,490	24.0
Decrease: Nonpersonal services costs	Multiple Programs	-148	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>2,082</b>	<b>28.0</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>2,082</b>	<b>28.0</b>
Shift: Forensic functions from MPD via Intra-District	Crime Scene Sciences	-1,636	-25.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>446</b>	<b>3.0</b>
<b>Gross for FR0 - Department of Forensic Sciences</b>		<b>13,268</b>	<b>125.2</b>

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

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# Deputy Mayor for Public Safety and Justice

<http://dmpsi.dc.gov>

Telephone: 202-724-7173

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Description	FY 2012 Actual	FY 2013 Approved	FY 2014 Proposed	% Change from FY 2013
Operating Budget	\$19,288,928	\$18,607,739	\$25,501,267	37.0
FTEs	16.5	18.3	18.3	-0.2

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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 2014, 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 2014 proposed budget is presented in the following tables:

## FY 2014 Proposed Gross Funds Operating Budget, by Revenue Type

Table FQ0-1 contains the proposed FY 2014 agency budget compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FQ0-1**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b>General Fund</b>						
Local Funds	296	7,720	11,144	17,783	6,639	59.6
Special Purpose Revenue Funds	0	2,383	1,954	1,577	-377	-19.3
<b>Total for General Fund</b>	<b>296</b>	<b>10,103</b>	<b>13,099</b>	<b>19,360</b>	<b>6,261</b>	<b>47.8</b>
<b>Federal Resources</b>						
Federal Grant Funds	0	8,839	5,317	5,961	645	12.1
<b>Total for Federal Resources</b>	<b>0</b>	<b>8,839</b>	<b>5,317</b>	<b>5,961</b>	<b>645</b>	<b>12.1</b>
<b>Intra-District Funds</b>						
Intra-District Funds	72	347	192	180	-12	-6.5
<b>Total for Intra-District Funds</b>	<b>72</b>	<b>347</b>	<b>192</b>	<b>180</b>	<b>-12</b>	<b>-6.5</b>
<b>Gross Funds</b>	<b>368</b>	<b>19,289</b>	<b>18,608</b>	<b>25,501</b>	<b>6,894</b>	<b>37.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Full-Time Equivalents, by Revenue Type**

Table FQ0-2 contains the proposed FY 2014 FTE level compared to the FY 2013 approved FTE level by revenue type. It also provides FY 2011 and FY 2012 actual data.

**Table FQ0-2**  
(dollars in thousands)

<b>Appropriated Fund</b>	<b>Actual FY 2011</b>	<b>Actual FY 2012</b>	<b>Approved FY 2013</b>	<b>Proposed FY 2014</b>	<b>Change from FY 2013</b>	<b>Percent Change*</b>
<b><u>General Fund</u></b>						
Local Funds	2.8	8.2	9.2	9.2	0.0	-0.3
<b>Total for General Fund</b>	<b>2.8</b>	<b>8.2</b>	<b>9.2</b>	<b>9.2</b>	<b>0.0</b>	<b>-0.3</b>
<b><u>Federal Resources</u></b>						
Federal Grant Funds	0.0	6.6	7.3	7.3	0.0	0.0
<b>Total for Federal Resources</b>	<b>0.0</b>	<b>6.6</b>	<b>7.3</b>	<b>7.3</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Intra-District Funds</u></b>						
Intra-District Funds	0.0	1.6	1.8	1.8	0.0	0.0
<b>Total for Intra-District Funds</b>	<b>0.0</b>	<b>1.6</b>	<b>1.8</b>	<b>1.8</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed FTEs</b>	<b>2.8</b>	<b>16.5</b>	<b>18.3</b>	<b>18.3</b>	<b>0.0</b>	<b>-0.2</b>

## FY 2014 Proposed Operating Budget, by Comptroller Source Group

Table FQ0-3 contains the proposed FY 2014 budget at the Comptroller Source Group (object class) level compared to the FY 2013 approved budget. It also provides FY 2011 and FY 2012 actual expenditures.

**Table FQ0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2011	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Percent Change*
11 - Regular Pay - Continuing Full Time	247	625	833	855	23	2.7
12 - Regular Pay - Other	68	796	986	821	-164	-16.7
13 - Additional Gross Pay	0	1	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	39	234	291	324	32	11.1
15 - Overtime Pay	0	3	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>354</b>	<b>1,659</b>	<b>2,110</b>	<b>2,000</b>	<b>-109</b>	<b>-5.2</b>
20 - Supplies and Materials	6	30	58	33	-24	-42.1
31 - Telephone, Telegraph, Telegram, Etc.	0	11	7	8	0	5.0
40 - Other Services and Charges	4	48	256	204	-52	-20.3
41 - Contractual Services - Other	0	3,220	3,150	3,225	76	2.4
50 - Subsidies and Transfers	0	14,280	13,026	20,029	7,003	53.8
70 - Equipment and Equipment Rental	5	42	2	2	0	2.4
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>14</b>	<b>17,630</b>	<b>16,498</b>	<b>23,501</b>	<b>7,003</b>	<b>42.4</b>
<b>Gross Funds</b>	<b>368</b>	<b>19,289</b>	<b>18,608</b>	<b>25,501</b>	<b>6,894</b>	<b>37.0</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 underserved 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, subgrants, 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 subgrantees 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 has no program structure changes in the FY 2014 proposed budget.

## FY 2014 Proposed Operating Budget and FTEs, by Program and Activity

Table FQ0-4 contains the proposed FY 2014 budget by program and activity compared to the FY 2013 approved budget. It also provides the FY 2012 actual data.

**Table FQ0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013	Actual FY 2012	Approved FY 2013	Proposed FY 2014	Change from FY 2013
<b>(1000) Administrative Management Program</b>								
(1070) Fleet Management	1	3	3	0	0.0	0.0	0.0	0.0
(1090) Performance Management	541	494	511	17	2.6	3.0	3.2	0.2
<b>Subtotal (1000) Administrative Management Program</b>	<b>542</b>	<b>497</b>	<b>514</b>	<b>17</b>	<b>2.6</b>	<b>3.0</b>	<b>3.2</b>	<b>0.2</b>
<b>(100F) Agency Financial Operations</b>								
(130F) ACFO Operations	58	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (100F) Agency Financial Operations</b>	<b>58</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>(2000) Agency Oversight</b>								
(FQFQ) Homeland Security Grants (DMPSJ)	161	212	180	-33	1.6	2.0	1.8	-0.2
<b>Subtotal (2000) Agency Oversight</b>	<b>161</b>	<b>212</b>	<b>180</b>	<b>-33</b>	<b>1.6</b>	<b>2.0</b>	<b>1.8</b>	<b>-0.2</b>
<b>(2200) Access to Justice</b>								
(2201) Access to Justice	2,951	3,002	3,550	548	0.0	0.0	0.0	0.0
(2202) Loan Repayment Assistance Program	299	498	200	-298	0.0	0.0	0.0	0.0
<b>Subtotal (2200) Access to Justice</b>	<b>3,250</b>	<b>3,500</b>	<b>3,750</b>	<b>251</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(3000) Homeland Security/Continuity Operations Plan</b>								
(3100) Continuity of Operations Plan	12	17	18	0	0.0	0.0	0.0	0.0
<b>Subtotal (3000) Homeland Security/Continuity of Ops Plan</b>	<b>12</b>	<b>17</b>	<b>18</b>	<b>0</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	8,052	9,955	14,831	4,876	5.2	5.6	6.3	0.7
<b>Subtotal (4200) Office of Victim Services</b>	<b>8,052</b>	<b>9,955</b>	<b>14,831</b>	<b>4,876</b>	<b>5.2</b>	<b>5.6</b>	<b>6.3</b>	<b>0.7</b>
<b>(5000) Research, Analysis, and Evaluation</b>								
(5100) Funding and Research Opportunities	1	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (5000) Research, Analysis, and Evaluation</b>	<b>1</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>(5300) Justice Grants Administration</b>								
(5301) Grants Management	7,102	4,298	6,059	1,761	6.2	6.7	6.0	-0.7
<b>Subtotal (5300) Justice Grants Administration</b>	<b>7,102</b>	<b>4,298</b>	<b>6,059</b>	<b>1,761</b>	<b>6.2</b>	<b>6.7</b>	<b>6.0</b>	<b>-0.7</b>
<b>(6000) Corrections Information Council</b>								
(6100) Comprehensive Inspection of DC Prisoners	10	128	149	21	0.9	1.0	1.0	0.0
<b>Subtotal (6000) Corrections Information Council</b>	<b>10</b>	<b>128</b>	<b>149</b>	<b>21</b>	<b>0.9</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	100	0	0	0	0.0	0.0	0.0	0.0
<b>Subtotal (7000) Motor Vehicle Theft Prevention Commission</b>	<b>100</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>19,289</b>	<b>18,608</b>	<b>25,501</b>	<b>6,894</b>	<b>16.5</b>	<b>18.3</b>	<b>18.3</b>	<b>0.0</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 2014 Operating Appendices located on the Office of the Chief Financial Officer's website.

## **FY 2014 Proposed Budget Changes**

The Office of the Deputy Mayor for Public Safety and Justice's (ODMPSJ) proposed FY 2014 gross budget is \$25,501,267, which represents a 37.0 percent increase over its FY 2013 approved gross budget of \$18,607,739. The budget is comprised of \$17,783,086 in Local funds, \$5,961,382 in Federal Grant funds, \$1,577,106 in Special Purpose Revenue funds, and \$179,693 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 2013 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 2014 CSFL budget and not necessarily changes made to the FY 2013 Local funds budget. The FY 2014 CSFL adjustments to the FY 2013 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.

ODMPSJ's FY 2014 CSFL budget is \$9,131,086, which represents a \$2,013,317, or 18.1 percent, decrease from the FY 2013 approved Local funds budget of \$11,144,403.

### **Major CSFL Cost Drivers**

The FY 2014 CSFL calculated for ODMPSJ included a reduction of \$2,100,000 for one-time funding, which was used to implement the Victim Services and Domestic Violence grants in FY 2013.

The FY 2014 CSFL calculated for ODMPSJ included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$6,839 in personal services to account for the Fringe Benefit growth rate adjustment of 4.2 percent year-over-year growth, and \$79,844 in nonpersonal services based on the Consumer Price Index factor of 2.4 percent. During the development of the CSFL, some adjustments such as these were categorized as "other adjustments".

### **Agency Budget Submission**

**Increase:** In Local funds, the budget reflects an increase of \$52,793 in personal services costs due to proposed step increases. In Federal Grant funds, the budget includes a proposed increase of \$898,752 in Subsidies and Transfers in the Administrative Management program, in anticipation of new grant awards.

**Decrease:** In Local funds, the budget includes a reduction of \$52,793 in nonpersonal services, primarily in Subsidies and Transfers, to support the proposed step increases. In Federal Grant funds, the budget includes a reduction of \$177,971 in personal services based on the agency's prior year's expenditures and a reduction of \$76,241 in nonpersonal services due to the realignment in the agency's programs. In Special Purpose Revenue funds, the proposed budget includes a reduction of \$377,246, primarily in Subsidies and Transfers, in the Office of Victims Services based on the expected revenue from the U.S. Department of Justice. In Intra-District funds, the proposed budget includes a reduction of \$12,450 in personal services due to an expected decrease in various intra-District arrangements.

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

**Increase:** The FY 2014 proposed budget includes an increase of \$3,100,000 as part of the \$100 million Affordable Housing Initiative, which replaced Federal funds with Local funds to continue the FY 2013 housing programs that serve victims of crime and domestic violence. This ensures that the District maintains compliance with an inter-agency agreement with the providers, various private lenders, the federal Department of Housing and Urban Development, and the District's Department of Housing and Community Development, which was agreed upon when the properties were secured. An increase of \$4,372,000, which replaced Federal funds with Local funds, to continue the FY 2013 housing programs that serve victims of crime and domestic violence, is divided as follows:

- \$1,250,000 for the Sexual Assault Nurse Examiner/Sexual Assault Response Team to ensure District compliance with the Violence Against Women Act, a federal law which requires certain forensic and interdisciplinary services for victims of sexual assault;
- \$780,000 for the Children's National Medical Center's Child Forensic Examination Program to ensure that children (under the age of 18) are able to have a forensic medical examination performed by experts trained in performing sexual assault and physical assault forensic examinations on pediatric patients;
- \$757,000 to fund underserved populations for which English is a second language, providing equal legal services that are culturally and linguistically accessible to these populations, thereby meeting requirements of the Civil Rights Act of 1964; and to fund Ramona's Way, a critical program for the District's domestic violence victims that is involved in the continuum of long-term care for services within the District of Columbia;
- \$420,000 to fund the Criminal Legal Services/Crisis Response. The Criminal Legal Services/Crisis Response is the only service in the District of Columbia that provides a holistic, comprehensive network of services to victims of all crime. The Criminal Legal Services/Crisis Response is the crisis response advocacy that works on an on-call basis with the District's Sexual Assault Response Team (SART);
- \$300,000 to fund the District of Columbia Domestic Violence Intake Center;
- \$300,000 to fund DC Coalition Against Domestic Violence, which serves as the state domestic violence coalition and includes all domestic violence service providers in the District. Their goal is to coordinate services and to work with EOM and Council to improve policy and law around domestic violence;
- \$300,000 for the Wendt Center for Loss and Healing, which provides comprehensive and professional mental health services to victims of crime within the District of Columbia;
- \$190,000 to fund the Lethality Assessment Program that assists the Metropolitan Police Department's efforts to decrease the number of domestic violence homicides; and
- \$75,000 to fund the Light House Center for Healing operating costs. The Light House Center for Healing serves as a location that houses a variety of different victim services providers and allows for victims to receive comprehensive services at a single, safe, and accessible location.

**Shift:** The FY 2014 Local funds budget proposal includes a shift of \$302,601 from the Loan Repayment Assistance program to the Access to Justice program.

**Cost-of-Living Adjustment:** This agency received a proposed cost-of-living adjustment (COLA) in both Local and non-Local funds. This adjustment includes \$21,562 in Federal Grant funds, and Intra-District funds may be impacted. For more information about the Local funds portion of the COLA, please see the Workforce Investments chapter contained in Volume 3 (Agency Budget Chapters – Part II) of the FY 2014 Proposed Budget and Financial Plan.

**Decrease:** Federal Grant funds were reduced by \$21,562 to offset the proposed cost-of-living adjustment.

### **District's Proposed Budget**

**Increase:** The Local nonpersonal budget reflects an increase of \$1,000,000 in Subsidies and Transfers to support grants related to truancy reduction, \$175,000 for Civil Legal Services, and \$5,000 to purchase additional Supplies and Materials for the Corrections Information Council.

## FY 2013 Approved Budget to FY 2014 Proposed Budget, by Revenue Type

Table FQ0-5 itemizes the changes by revenue type between the FY 2013 approved budget and the FY 2014 proposed budget.

**Table FQ0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2013 Approved Budget and FTE</b>		<b>11,144</b>	<b>9.2</b>
Removal of One-Time Funding	Multiple Programs	-2,100	0.0
Other CSFL Adjustments	Multiple Programs	87	0.0
<b>LOCAL FUNDS: FY 2014 Current Services Funding Level Budget (CSFL)</b>		<b>9,131</b>	<b>9.2</b>
Increase: In personal services to fund proposed step increases	Multiple Programs	53	0.0
Decrease: In nonpersonal services, primarily in Subsidies and Transfers to support proposed step increases	Multiple Programs	-53	0.0
<b>LOCAL FUNDS: FY 2014 Agency Budget Submission</b>		<b>9,131</b>	<b>9.2</b>
Increase: Replace Federal funds with Local funds to continue critical FY 2013 programs that serve victims of crime and domestic violence	Office of Victim Services	4,372	0.0
Increase: \$100 million Affordable Housing Initiative: Replace Federal funds with Local funds to continue FY 2013 programs that serve victims of crime and domestic violence	Office of Victim Services	3,100	0.0
Shift: To Access to Justice program	Access to Justice	303	0.0
Shift: From Loan Repayment Assistance program	Access to Justice	-303	0.0
<b>LOCAL FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>16,603</b>	<b>9.2</b>
Increase: Funding for grants, related to truancy reduction	Justice Grants Administration	1,000	0.0
Increase: To support Civil Legal Services	Access to Justice	175	0.0
Increase: Supplies and Materials for the Corrections Information Council	Corrections Information Council	5	0.0
<b>LOCAL FUNDS: FY 2014 District's Proposed Budget</b>		<b>17,783</b>	<b>9.2</b>
<b>FEDERAL GRANT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>5,317</b>	<b>7.3</b>
Increase: Increase in Subsidies and Transfers due to expected new Federal Grant awards	Administrative Management	899	0.0
Decrease: In personal services costs based on the prior year's expenditures	Multiple Programs	-178	0.0
Decrease: In nonpersonal services due to realignments in the agency's programs	Multiple Programs	-76	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Agency Budget Submission</b>		<b>5,961</b>	<b>7.3</b>
Increase: Proposed cost-of-living adjustment	Administrative Management	22	0.0
Decrease: To offset proposed cost-of-living adjustment	Multiple Programs	-22	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>5,961</b>	<b>7.3</b>
No Changes		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2014 District's Proposed Budget</b>		<b>5,961</b>	<b>7.3</b>

(Continued on next page)

**Table FQ0-5 (Continued)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2013 Approved Budget and FTE</b>		<b>1,954</b>	<b>0.0</b>
Decrease: In Subsidies and Transfers based on expected revenue from the U.S. Department of Justice	Office of Victim Services	-377	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Agency Budget Submission</b>		<b>1,577</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>1,577</b>	<b>0.0</b>
No Changes		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2014 District's Proposed Budget</b>		<b>1,577</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2013 Approved Budget and FTE</b>		<b>192</b>	<b>1.8</b>
Decrease: In personal services due to expected decrease in various Intra-District arrangements	Agency Oversight	-12	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Agency Budget Submission</b>		<b>180</b>	<b>1.8</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 Mayor's Proposed Budget</b>		<b>180</b>	<b>1.8</b>
No Changes		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2014 District's Proposed Budget</b>		<b>180</b>	<b>1.8</b>
<b>Gross for FQ0 - Office of Deputy Mayor for Public Safety and Justice</b>		<b>25,501</b>	<b>18.3</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2014:

### The Office of the Deputy Mayor for Public Safety and Justice (DMPSJ) – Agency Management

**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 allow for public safety goals to be achieved.

## KEY PERFORMANCE INDICATORS

### The Office of the Deputy Mayor for Public Safety and Justice (DMPSJ) – Agency Management

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of cluster agencies within budget	Not Available	5	9	7	8	10
Number of interagency initiatives implemented	Not Available	5	14	6	7	10
Number of cluster agencies that fully achieved 75 percent of fiscal year performance targets	Not Available	5	8	7	8	9
Number of cluster agencies fully achieved 75 percent fiscal year initiatives	Not Available	5	8	7	8	8
Percentage of scheduled monitoring reports completed by cluster agencies	Not Available	90%	100%	95%	100%	100%

### Correction Information Council (CIC)

**Objective 1:** Provide comprehensive support to the Corrections Information Council.

**Objective 2:** Promote Community Outreach.

**Objective 3:** Develop the CIC Administratively.

**Objective 4:** Obtain training from local and national experts to develop best inspection and monitoring practices.

## KEY PERFORMANCE INDICATORS

### Corrections Information Council (CIC)

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of site visits at BOP and DOC facilities	Not Available	Not Available	Not Available	5	6	7
Number of community outreach meetings	Not Available	Not Available	Not Available	12	12	12
Number of training sessions held for D.C. and experts in prison oversight	Not Available	Not Available	Not Available	3	3	3

**Office of Victim Services (OVS)**

**Objective 1:** Create and sustain a coordinated community response to all victims of violent crime that is sensitive, respectful, age appropriate, and culturally competent.

**Objective 2:** Maintain respectful, articulate, and productive relationships with all partnering agencies and organizations to improve services to crime victims.

**KEY PERFORMANCE INDICATORS**

**Office of Victim Services (OVS)**

<b>Measure</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Target</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Projection</b>	<b>FY 2014 Projection</b>	<b>FY 2015 Projection</b>
Improve data collection and analysis to establish a baseline cost of core services; number of crime victims receiving services across the District; and number of eligible victims requesting but not receiving services	Not Available	Not Available	80%	90%	95%	100%
Percentage of sexual assault victims receiving the DFSA/ISA toxicology screen as part of the SAFE exam	Not Available	Not Available	30%	30%	30%	30%
Percentage of domestic violence victims receiving a high-risk assessment that enter the HRDVI and participate in wrap-around services	Not Available	Not Available	78%	80%	90%	92%
Percentage of domestic violence victims receiving a high-risk assessment that enter the HRDVI and participate in wrap-around services that do not re-enter the DV system with a 911 call for abuse or a civil protection order	Not Available	Not Available	97%	92%	94%	94%
Number of baseline indicators for OVC and OVV	Not Available	Not Available	12	12	12	12
Percentage of subgrantees participation in data submission/collection	Not Available	Not Available	100%	100%	100%	100%

## Justice Grants Administration (JGA)

Objective 1: Improve performance management and program development.

Objective 2: Improve administration of federal grants.

### KEY PERFORMANCE INDICATORS

#### Justice Grants Administration (JGA)

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of baseline indicators established per Federal grant accepted by JGA	Not Available	Not Available	7	8	10	10
Percentage of subgrantees participation in data submission/collection (OR)	Not Available	Not Available	85%	90%	100%	100%
Percentage of data submitted by subgrantees	Not Available	Not Available	90%	90%	100%	100%
Number of partnerships formed	Not Available	Not Available	2	3	3	3
Number of technical assistance sessions provided to subgrantees	Not Available	Not Available	2	2	2	2
Number of meetings conducted with subgrantees	Not Available	Not Available	1	1	1	1
Number of Advisory Boards held each year	Not Available	Not Available	10	10	10	10
Number of Three-Year Plans accepted by OJP	Not Available	Not Available	2	2	2	2
Number of Annual Reports published and distributed to stakeholders	Not Available	Not Available	0	1	1	1
Percentage of compliance of core requirements of OJP	Not Available	Not Available	100%	100%	100%	100%
Number of monitoring of compliance universe	Not Available	Not Available	50%	75%	75%	75%

## Access to Justice

Objective 1: Provide direct civil legal services to low-income and underserved District residents.

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### KEY PERFORMANCE INDICATORS

#### Access to Justice

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of subgrants to organizations providing legal services to low income and underserved District residents	Not Available	Not Available	21	20	20	20
Number of loans provided to legal services attorneys that assist low income and underserved District residents	Not Available	Not Available	6	8	9	10

## Homeland Security/ Continuity of Operation Plan (COOP)

Objective 1: Homeland Security/Continuity of Operation Plan (COOP).

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### KEY PERFORMANCE INDICATORS

#### Homeland Security/ Continuity of Operation Plan (COOP)

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 Actual	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Number of COOP developed	Not Available	Not Available	Baseline	80	80	80
Number of emergency drills completed	Not Available	Not Available	Baseline	10	20	25
Number of Emergency Preparedness Council Meeting	Not Available	Not Available	Baseline	12	12	12



**THE GOVERNMENT OF THE  
DISTRICT OF COLUMBIA**

**Office of the Chief Financial Officer | Office of Budget and Planning**

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