

A

Governmental Direction and Support

A. Governmental Direction and Support

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Council of the District of Columbia

www.dccouncil.us
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Table AB0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$19,539,280	\$22,390,597	\$23,932,435	6.9
FTEs	171.2	189.5	197.5	4.2

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 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AB0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AB0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change		Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change	
				from FY 2016	Percentage Change*				from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	19,511	22,321	23,902	1,582	7.1	171.2	189.5	197.5	8.0	4.2
TOTAL FOR GENERAL FUND	19,511	22,321	23,902	1,582	7.1	171.2	189.5	197.5	8.0	4.2

Table AB0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	28	70	30	-40	-57.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	28	70	30	-40	-57.0	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	19,539	22,391	23,932	1,542	6.9	171.2	189.5	197.5	8.0	4.2

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AB0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AB0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	13,886	13,336	15,994	17,601	1,607	10.0
12 - REGULAR PAY - OTHER	713	523	0	0	0	N/A
13 - ADDITIONAL GROSS PAY	158	322	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	2,785	2,598	3,172	3,696	525	16.5
15 - OVERTIME PAY	4	8	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	17,546	16,787	19,166	21,297	2,131	11.1
20 - SUPPLIES AND MATERIALS	182	131	204	164	-40	-19.5
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	68	69	147	147	0	0.0
40 - OTHER SERVICES AND CHARGES	2,094	2,459	2,774	2,224	-550	-19.8
70 - EQUIPMENT AND EQUIPMENT RENTAL	82	93	100	100	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	2,425	2,752	3,224	2,635	-589	-18.3
GROSS FUNDS	19,971	19,539	22,391	23,932	1,542	6.9

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AB0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AB0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) COUNCIL ADMINISTRATION								
(1101) COUNCIL BENEFITS	0	3,172	3,696	525	0.0	0.0	0.0	0.0
(1102) COUNCIL FIXED COSTS	69	147	147	0	0.0	0.0	0.0	0.0
SUBTOTAL (1000) COUNCIL ADMINISTRATION	69	3,319	3,844	525	0.0	0.0	0.0	0.0
(2000) COUNCIL CENTRAL OFFICES								
(0025) SECRETARY TO THE COUNCIL	3,652	3,833	4,584	751	28.0	28.0	39.0	11.0
(0026) GENERAL COUNSEL	1,436	1,436	1,523	87	10.4	12.5	13.5	1.0
(0027) BUDGET DIRECTOR	899	964	1,083	119	6.3	9.0	9.0	0.0
(0031) OFFICE OF INFORMATION TECHNOLOGY	1,248	1,129	1,150	21	6.3	7.0	7.0	0.0
SUBTOTAL (2000) COUNCIL CENTRAL OFFICES	7,234	7,363	8,340	978	51.0	56.5	68.5	12.0
(3000) COUNCILMEMBERS								
(0100) COUNCILMEMBER WARD 1	645	582	599	17	5.4	7.0	7.0	0.0
(0200) COUNCILMEMBER WARD 2	653	582	599	17	5.4	7.0	7.0	0.0
(0300) COUNCILMEMBER WARD 3	770	582	599	17	5.4	7.0	7.0	0.0
(0400) COUNCILMEMBER WARD 4	399	582	599	17	5.4	7.0	7.0	0.0
(0500) COUNCILMEMBER WARD 5	639	582	599	17	5.4	7.0	7.0	0.0
(0600) COUNCILMEMBER WARD 6	684	582	599	17	5.4	7.0	7.0	0.0
(0700) COUNCILMEMBER WARD 7	614	582	599	17	5.4	7.0	7.0	0.0
(0800) COUNCILMEMBER WARD 8	279	582	599	17	5.4	7.0	7.0	0.0
(0900) COUNCILMEMBER AT LARGE A	800	582	599	17	5.4	7.0	7.0	0.0
(1010) COUNCILMEMBER AT LARGE B	804	582	599	17	5.4	7.0	7.0	0.0
(1011) COUNCILMEMBER AT LARGE C	689	582	599	17	5.4	7.0	7.0	0.0
(1012) COUNCILMEMBER AT LARGE D	642	582	599	17	5.4	7.0	7.0	0.0
(1300) CHAIRMAN 13	1,037	854	878	24	5.4	8.0	8.0	0.0
SUBTOTAL (3000) COUNCILMEMBERS	8,654	7,844	8,071	227	70.5	92.0	92.0	0.0
(4000) COUNCIL COMMITTEES								
(4020) COMMITTEE OF THE WHOLE (COW)	547	784	807	24	9.0	8.0	8.0	0.0
(4025) COMMITTEE ON FINANCE AND REVENUE	501	394	390	-4	4.5	4.0	4.0	0.0
(4030) COMMITTEE ON ECONOMIC DEVELOPMENT	120	0	0	0	4.5	0.0	0.0	0.0
(4035) COMMITTEE ON HEALTH	164	0	0	0	4.5	0.0	0.0	0.0
(4040) TRANSPORTATION AND THE ENVIRONMENT	377	461	405	-56	4.5	5.0	4.0	-1.0
(4041) COMMITTEE ON EDUCATION	184	379	390	11	4.5	4.0	4.0	0.0
(4045) COMMITTEE ON HUMAN SERVICES	99	0	0	0	4.5	0.0	0.0	0.0

Table AB0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(4055) BUSINESS CONSUMER AND REGULATORY AFFAIRS	403	461	405	-56	4.5	5.0	4.0	-1.0
(4060) GOVERNMENT OPERATIONS	145	0	0	0	4.5	0.0	0.0	0.0
(4065) JUDICIARY AND PUBLIC SAFETY	95	0	0	0	4.5	0.0	0.0	0.0
(4081) COMM. ON HOUSING AND COMM. DEVELOPMENT	217	379	390	11	0.0	4.0	4.0	0.0
(4082) COMM. ON HEALTH AND HUMAN SERVICES	382	544	420	-124	0.0	6.0	4.0	-2.0
(4083) COMM. ON JUDICIARY	349	461	470	9	0.0	5.0	5.0	0.0
SUBTOTAL (4000) COUNCIL COMMITTEES	3,582	3,865	3,677	-187	49.7	41.0	37.0	-4.0
TOTAL PROPOSED OPERATING BUDGET	19,539	22,391	23,932	1,542	171.2	189.5	197.5	8.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The 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; provides records of Council actions including the filing of bills and proposed resolutions, amendments to bills and resolutions, and requests for hearings, committee reports, and other records and reports assigned by the Rules, the Council, or the Chairman; and proposed resolutions 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 amendments 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, analyzes the fiscal impact of legislation, 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 eight committees of the Council of the District of Columbia. Much of the work of the Council of the District of Columbia is conducted by seven 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 eight activities:

- Committee of the Whole, which includes all Councilmembers;
- Committee on Business, Consumer and Regulatory Affairs;
- Committee on Education;
- Committee on Finance and Revenue;
- Committee on Health and Human Services;
- Committee on Housing and Community Development;
- Committee on the Judiciary; and
- Committee on Transportation and the Environment.

Program Structure Change

The Council of the District of Columbia has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AB0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AB0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		22,321	189.5
Other CSFL Adjustments	Multiple Programs	569	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		22,890	189.5
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	740	1.0
Decrease: To reallocate resources for agency restructure	Multiple Programs	-740	-4.0
Technical Adjustment: To meet the increased needs of the Council Committees	Council Central Offices	1,012	11.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		23,902	197.5
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		23,902	197.5
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		70	0.0
Decrease: To align resources with operational spending goals	Council Central Offices	-40	0.0
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		30	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		30	0.0
GROSS FOR AB0 - COUNCIL OF THE DISTRICT OF COLUMBIA		23,932	197.5

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

FY 2017 Proposed Budget Changes

The Council of the District of Columbia's (Council) proposed FY 2017 gross budget is \$23,932,435, which represents a 6.9 percent increase over its FY 2016 approved gross budget of \$22,390,597. The budget is comprised of \$23,902,435 in Local funds and \$30,000 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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.

Council's FY 2017 CSFL budget is \$22,890,183, which represents a \$569,306, or 2.6 percent, increase from the FY 2016 approved Local funds budget of \$22,320,877.

CSFL Assumptions

The FY 2017 CSFL calculated for Council included adjustment entries that are not described in detail on table 5. An adjustment was made for an increase of \$2,902 for the Fixed Costs Inflation Factor. CSFL funding for Council also increased by \$566,404 in personal services adjustments to reflect the projected impact of new positions requested in the FY 2016 budget and corresponding salary and other adjustments.

Agency Budget Submission

Increase: The Council's proposed Local funds budget increased by \$739,777 and 1.0 FTE within the Council Administration, Councilmembers, and Council Central Offices programs. Of this amount, the proposed budget increased by \$422,850 to cover miscellaneous Fringe Benefits adjustments and align the budget with anticipated spending for health care and other costs; \$226,927 to support salary increases and other position-related changes, primarily in the Councilmembers program; and \$90,000 and 1.0 FTE to support the salary of an additional staff attorney in the Office of the General Counsel within the Council Central Offices program.

Decrease: The proposed Local funds budget decreased by a total of \$739,777 and 4.0 FTEs to support the Council's reorganization, which includes the movement of funding within and across agency programs. Of this amount, \$187,215 and 4.0 FTEs in the Committee program reflects the movement of salaries related to the reorganization of certain Council programs. The budget decreased by \$642,562 in the Council Central Offices programs because of projected savings in certain contact-related and operational costs and to support the agency's reorganization efforts. The savings are partially offset by a \$90,000 increase in the Office of the Budget Director within the Council Central Offices program that covers software licensing costs related to its budget analysis tool.

In Intra-District funds, the budget decreased by \$39,720 in Supplies and Materials resulting from savings from an agreement with the Office of the Attorney General to support the publishing and purchasing of volumes of the District of Columbia Code.

Technical Adjustment: To better serve the District's residents and visitors, the Council's proposed budget increased by \$1,012,252 and 11.0 FTEs. This increase supports costs associated with the creation of new Council Committees and other functions necessary to provide oversight and maintain core constituent services.

Mayor's Proposed Budget

No Change: The Council of the District of Columbia's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Office of the District of Columbia Auditor

www.dcauditor.org
Telephone: 202-727-3600

Table AC0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$4,460,267	\$4,663,341	\$5,201,985	11.6
FTEs	31.0	31.0	33.0	6.5

The mission of the Office of the District of Columbia Auditor (ODCA) is to support the Council of the District of Columbia by making sound recommendations aimed at improving the economy, efficiency, and accountability of the District government.

Summary of Services

The Office of the District of Columbia Auditor (ODCA) provides assistance to the Council of the District of Columbia in performing its oversight duties by conducting audits, program evaluations and other reviews of agency operations, certifying revenue estimates, and providing financial oversight and assistance to the District's Advisory Neighborhood Commissions. All of these services are provided within the following two activities: (1) Performance Audits and Program Evaluations; and (2) Management of Contract Audits and Evaluations.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AC0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AC0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change*	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	4,460	4,663	5,202	539	11.6	31.0	31.0	33.0	2.0	6.5
TOTAL FOR GENERAL FUND	4,460	4,663	5,202	539	11.6	31.0	31.0	33.0	2.0	6.5
GROSS FUNDS	4,460	4,663	5,202	539	11.6	31.0	31.0	33.0	2.0	6.5

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AC0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AC0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	2,136	2,134	2,645	2,766	121	4.6
12 - REGULAR PAY - OTHER	131	310	324	467	143	44.2
13 - ADDITIONAL GROSS PAY	25	21	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	429	483	582	692	110	18.9
15 - OVERTIME PAY	0	0	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	2,721	2,948	3,551	3,925	374	10.5
20 - SUPPLIES AND MATERIALS	8	4	18	18	0	0.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	12	8	15	14	-2	-9.9
32 - RENTALS - LAND AND STRUCTURES	493	518	533	545	12	2.2
40 - OTHER SERVICES AND CHARGES	93	340	144	144	0	0.0
41 - CONTRACTUAL SERVICES - OTHER	405	604	354	509	154	43.5
70 - EQUIPMENT AND EQUIPMENT RENTAL	26	38	48	48	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	1,038	1,513	1,112	1,277	164	14.8
GROSS FUNDS	3,759	4,460	4,663	5,202	539	11.6

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AC0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AC0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1030) PROPERTY MANAGEMENT	526	549	553	4	0.0	0.0	0.0	0.0
(1040) INFORMATION TECHNOLOGY	202	251	232	-19	2.0	2.0	2.0	0.0
(1050) FINANCIAL MANAGEMENT	0	0	6	6	0.0	0.0	0.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	728	800	791	-9	2.0	2.0	2.0	0.0
(2000) AUDIT, FINANCIAL OVERSIGHT AND INVESTIGATIONS								
(2010) PERFORM. AUDITS AND PROGRAM EVALS	3,672	3,789	4,335	547	28.0	0.0	30.0	30.0
(2010) PERFORM. COMPLIANCE AND FINANCIAL AUDIT	0	0	0	0	0.0	28.0	0.0	-28.0
(2020) ANC AUDIT AND FINANCIAL OVERSIGHT	0	0	0	0	0.0	1.0	0.0	-1.0
(2020) MGMT OF CONTRACT AUDITS AND EVALUATIONS	61	75	76	1	1.0	0.0	1.0	1.0
SUBTOTAL (2000) AUDIT, FINANCIAL OVERSIGHT AND INVESTIGATIONS	3,732	3,863	4,411	548	29.0	29.0	31.0	2.0
TOTAL PROPOSED OPERATING BUDGET	4,460	4,663	5,202	539	31.0	31.0	33.0	2.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

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

Audit, Financial Oversight, and Investigations – the Office of the District of Columbia Auditor is organized to include three audit teams and one program evaluation team, plus an operations division that includes administrative and information technology staff as well as staff tasked with legal, communications, and budget oversight. The Office undertakes audits, program evaluations, and other reviews, and contracts for additional audits and evaluations, publishing the results in hard copy and electronically and provided to the Council, Executive Branch agencies and others, and to the public. The agency's annual work plan includes reviews undertaken based on statutory mandates, requests from individual members of the Council of the District of Columbia, based on an annual agency risk assessment, and at the discretion of the D.C. Auditor. In addition, the agency is also required by the Advisory Neighborhood Commissions Act of 1975, as amended, to provide financial oversight and assistance to the District government's 40 Advisory Neighborhood Commissions (ANCs) and to manage and administer the ANC Security Fund.

This program contains the following 2 activities:

- **Performance Audits and Program Evaluations** – conducts audits and program evaluations of the operations, and programs of the District of Columbia on a rotating basis, provides financial oversight and assistance to ANCs and certifies revenue estimates in support of municipal bond issuances; and
- **Management of Contract Audits and Evaluations** – provides management and oversight of audits and evaluations performed on contract by other organizations with relevant issue expertise.

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 District of Columbia Auditor has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AC0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AC0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		4,663	31.0
Removal of One-Time Funding	Multiple Programs	-290	0.0
Other CSFL Adjustments	Multiple Programs	129	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		4,502	31.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	58	0.0
Increase: To align Fixed Costs with proposed estimates	Agency Management	6	0.0
Decrease: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-65	0.0
Technical Adjustment: To support services provided by the D.C. Auditor	Audit, Financial Oversight and Investigations	700	2.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		5,202	33.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		5,202	33.0
GROSS FOR AC0 - OFFICE OF THE DISTRICT OF COLUMBIA AUDITOR		5,202	33.0

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

FY 2017 Proposed Budget Changes

The Office of the District of Columbia Auditor's (ODCA) proposed FY 2017 gross budget is \$5,201,985, which represents an 11.6 percent increase over its FY 2016 approved gross budget of \$4,663,341. 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$4,501,985, which represents a \$161,356, or 3.5 percent, decrease from the FY 2016 approved Local funds budget of \$4,663,341.

CSFL Assumptions

The FY 2017 CSFL calculated for ODCA included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$290,000 to account for the removal of one-time funding appropriated in FY 2016, which is comprised of \$200,000 for the evaluation of the one-year extension of the Marion Barry Summer Youth Employment program for youth aged 22 to 24 and \$90,000 for the extension of certain studies that began in fiscal year 2015. Additionally, adjustments were made for increases of \$118,609 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$1,484 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent. CSFL funding for ODCA also includes an increase of \$8,551 for the Fixed Costs Inflation Factor to account for estimates in Fleet, Telecommunications, and Energy-related Fixed Costs.

Agency Budget Submission

Increase: The ODCA's proposed Local funds budget includes an increase of \$58,332 in personal services to support salary, step increases, and Fringe Benefit costs across multiple programs. The proposed budget also supports an increase of \$6,390 to account for Telecommunications Fixed Costs in the Agency Management program.

Decrease: To realize cost savings across multiple programs, ODCA's proposed budget decreased by \$64,720 in Other Services and Charges and contractual services.

Technical Adjustment: To assist the ODCA in meeting its programmatic objectives and addressing the priorities of the District Council, the agency's proposed budget reflects an adjustment of \$700,000 in the Audit, Financial Oversight, and Investigation program. Specifically, this funding supports the following initiatives: \$502,699 in contractual services allows the agency greater flexibility in responding to the new and changing priorities in contract auditing; and \$197,301 and 2.0 Full-Time Equivalents (FTEs) support the new program evaluation unit within the ODCA. The additional FTEs will allow the ODCA to expand program reviews and evaluations beyond the traditional audits typically performed by the agency.

Mayor's Proposed Budget

No Change: The Office of the District of Columbia Auditor's proposed budget reflects no change from the agency budget submission to the Mayor's proposed budget.

Advisory Neighborhood Commissions

www.anc.dc.gov
Telephone: 202-727-9945

Table DX0-1

Description	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed	% Change from FY 2016
OPERATING BUDGET	\$825,296	\$926,616	\$933,661	0.8
FTEs	2.5	2.5	2.5	0.0

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 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table DX0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table DX0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change		Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change	
				FY 2016	Percentage Change*				FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	825	927	934	7	0.8	2.5	2.5	2.5	0.0	0.0
TOTAL FOR GENERAL FUND	825	927	934	7	0.8	2.5	2.5	2.5	0.0	0.0
GROSS FUNDS	825	927	934	7	0.8	2.5	2.5	2.5	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table DX0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table DX0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	159	162	172	180	9	5.0
12 - REGULAR PAY - OTHER	28	32	31	32	1	3.4
14 - FRINGE BENEFITS - CURRENT PERSONNEL	26	26	31	32	2	5.4
15 - OVERTIME PAY	0	1	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	212	221	234	245	11	4.8
20 - SUPPLIES AND MATERIALS	3	2	5	5	0	0.0
40 - OTHER SERVICES AND CHARGES	0	2	8	6	-2	-26.7
50 - SUBSIDIES AND TRANSFERS	646	601	678	678	0	0.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	0	0	2	0	-2	-100.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	649	604	693	689	-4	-0.6
GROSS FUNDS	861	825	927	934	7	0.8

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table DX0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table DX0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1080) COMMUNICATIONS	0	6	6	0	0.0	0.0	0.0	0.0
(1085) CUSTOMER SERVICES	224	243	250	7	2.5	2.5	2.5	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	224	249	256	7	2.5	2.5	2.5	0.0
(2000) ANCS								
(0200) ANCS	601	678	678	0	0.0	0.0	0.0	0.0
SUBTOTAL (2000) ANCS	601	678	678	0	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	825	927	934	7	2.5	2.5	2.5	0.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Advisory Neighborhood Commissions operates through the following 2 programs:

Advisory Neighborhood Commissions – consists of 40 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 Change

The Advisory Neighborhood Commissions has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table DX0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table DX0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		927	2.5
Other CSFL Adjustments	Multiple Programs	7	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		934	2.5
Increase: To align personal services and Fringe Benefits with projected costs	Agency Management	4	0.0
Decrease: To offset projected adjustments in personal services costs	Agency Management	-4	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		934	2.5
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		934	2.5
GROSS FOR DX0 - ADVISORY NEIGHBORHOOD COMMISSIONS		934	2.5

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

FY 2017 Proposed Budget Changes

The Advisory Neighborhood Commissions' (ANC) proposed FY 2017 gross budget is \$933,661, which represents a 0.8 percent increase over its FY 2016 approved gross budget of \$926,616. 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$933,661, which represents a \$7,045, or 0.8 percent, increase over the FY 2016 approved Local funds budget of \$926,616.

CSFL Assumptions

The FY 2017 CSFL calculated for ANC included adjustment entries that are not described in detail on table 5. These adjustments were made for increases of \$7,045 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements.

Agency Budget Submission

Increase: The proposed Local funds budget increased by \$4,215 in the Agency Management program to support projected salary step increases and Fringe Benefits costs.

Decrease: ANC's proposed Agency Management program budget for furniture and fixtures purchases, professional services fees, and information technology estimates decreased by \$4,215 to offset projected increases in personal services.

Mayor's Proposed Budget

No Change: The Advisory Neighborhood Commissions' budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Uniform Law Commission

Table AL0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$40,839	\$50,000	\$50,000	0.0

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.).

Summary of Services

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 detached 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 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AL0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AL0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	41	50	50	0	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	41	50	50	0	0.0	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	41	50	50	0	0.0	0.0	0.0	0.0	0.0	N/A

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AL0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AL0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
40 - OTHER SERVICES AND CHARGES	44	41	50	50	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	44	41	50	50	0	0.0
GROSS FUNDS	44	41	50	50	0	0.0

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AL0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AL0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) UNIFORM LAW COMMISSION								
(1001) UNIFORM LAW COMMISSION	41	50	50	0	0.0	0.0	0.0	0.0
SUBTOTAL (1000) UNIFORM LAW COMMISSION	41	50	50	0	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	41	50	50	0	0.0	0.0	0.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The 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 is under the authority of the Council of the District of Columbia.

Program Structure Change

The Uniform Law Commission has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AL0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AL0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		50	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		50	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		50	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		50	0.0
GROSS FOR AL0 - UNIFORM LAW COMMISSION		50	0.0

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

FY 2017 Proposed Budget Changes

The Uniform Law Commission has no changes from the FY 2016 approved budget to the FY 2017 proposed budget.

Office of the Mayor

www.dc.gov
Telephone: 202-727-1000

Table AA0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$14,158,082	\$11,518,511	\$13,286,441	15.3
FTEs	89.3	72.5	86.5	19.3

The mission of the Executive Office of the Mayor (EOM) is to serve the public by supporting the Mayor in governing, including constituent engagement and media relations.

Summary of Services

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, including building a pathway to the middle class, through an improved education system, safe and clean neighborhoods, better job opportunities, and long-term investments in the city's infrastructure.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AA0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AA0-2

(dollars in thousands)

	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
Appropriated Fund										
<u>GENERAL FUND</u>										
LOCAL FUNDS	10,021	7,825	9,069	1,244	15.9	76.3	66.2	79.8	13.6	20.5
TOTAL FOR GENERAL FUND	10,021	7,825	9,069	1,244	15.9	76.3	66.2	79.8	13.6	20.5
<u>FEDERAL RESOURCES</u>										
FEDERAL GRANT FUNDS	3,314	3,286	3,535	250	7.6	2.2	1.8	2.3	0.6	31.4
TOTAL FOR FEDERAL RESOURCES	3,314	3,286	3,535	250	7.6	2.2	1.8	2.3	0.6	31.4

Table AA0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change		Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change	
				from FY 2016	Percentage Change*				from FY 2016	Percentage Change
PRIVATE FUNDS										
PRIVATE GRANT FUNDS	5	0	0	0	N/A	0.0	0.0	0.0	0.0	N/A
TOTAL FOR PRIVATE FUNDS	5	0	0	0	N/A	0.0	0.0	0.0	0.0	N/A
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	818	407	682	275	67.5	10.7	4.5	4.4	-0.1	-2.2
TOTAL FOR INTRA-DISTRICT FUNDS	818	407	682	275	67.5	10.7	4.5	4.4	-0.1	-2.2
GROSS FUNDS	14,158	11,519	13,286	1,768	15.3	89.3	72.5	86.5	14.0	19.3

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AA0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AA0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	6,068	6,252	5,656	6,192	536	9.5
12 - REGULAR PAY - OTHER	780	858	466	895	429	92.0
13 - ADDITIONAL GROSS PAY	123	1,002	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	1,297	1,312	1,169	1,476	307	26.3
15 - OVERTIME PAY	3	0	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	8,270	9,424	7,291	8,563	1,272	17.4
20 - SUPPLIES AND MATERIALS	72	86	67	114	48	71.5
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	3	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	1,064	1,290	864	1,054	191	22.1
41 - CONTRACTUAL SERVICES - OTHER	210	278	191	227	35	18.5
50 - SUBSIDIES AND TRANSFERS	2,848	3,059	3,101	3,273	172	5.5
70 - EQUIPMENT AND EQUIPMENT RENTAL	18	18	5	56	51	1,011.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	4,213	4,734	4,227	4,723	496	11.7
GROSS FUNDS	12,483	14,158	11,519	13,286	1,768	15.3

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AA0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AA0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1070) FLEET MANAGEMENT	80	96	101	5	0.0	0.0	0.0	0.0
(1085) CUSTOMER SERVICE	1	0	0	0	0.0	0.0	0.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	81	96	101	5	0.0	0.0	0.0	0.0
(2000) OFFICE OF THE MAYOR								
(2001) OFFICE OF THE MAYOR	1,369	1,125	1,179	54	5.9	5.0	7.0	2.0
(2002) SCHEDULING UNIT	379	342	320	-21	3.9	4.0	4.0	0.0
(2003) OFFICE OF COMMUNICATIONS	661	589	760	171	5.9	5.0	7.0	2.0
(2004) OFFICE OF SUPPORT SERVICES	188	663	815	153	0.0	7.5	7.5	0.0
(2005) MAYOR'S CORRESPONDENCE UNIT	436	405	408	3	4.9	5.0	5.0	0.0
(2006) OFFICE OF THE GENERAL COUNSEL	567	466	537	71	3.0	3.0	4.0	1.0
(2010) EMANCIPATION DAY	250	250	250	0	0.0	0.0	0.0	0.0
(2017) TRANSITION FUNDING	313	0	0	0	0.0	0.0	0.0	0.0
SUBTOTAL (2000) OFFICE OF THE MAYOR	4,164	3,840	4,271	431	23.6	29.5	34.5	5.0
(3000) OFFICE OF POLICY AND LEGISLATIVE AFFAIRS								
(3001) OFFICE OF POLICY AND LEGISLATIVE AFFAIRS	839	0	0	0	7.9	0.0	0.0	0.0
SUBTOTAL (3000) OFFICE OF POLICY AND LEGISLATIVE AFFAIRS	839	0	0	0	7.9	0.0	0.0	0.0
(4000) OFFICE OF BOARDS AND COMMISSIONS								
(4001) OFFICE OF BOARDS AND COMMISSIONS	270	0	0	0	3.0	0.0	0.0	0.0
SUBTOTAL (4000) OFFICE OF BOARDS AND COMMISSIONS	270	0	0	0	3.0	0.0	0.0	0.0
(4100) MAYOR'S OFFICE OF TALENT AND APPOINTMENT								
(4101) TALENT AND APPOINTMENTS	0	614	554	-60	0.0	6.0	6.0	0.0
SUBTOTAL (4100) MAYOR'S OFFICE OF TALENT AND APPOINTMENT	0	614	554	-60	0.0	6.0	6.0	0.0
(5000) OFFICE OF COMMUNITY AFFAIRS								
(5001) COMMUNITY RELATIONS AND SERVICES	1,201	931	1,774	842	11.8	9.0	18.0	9.0
(5002) OFFICE OF AFRICAN AMERICAN AFFAIRS	0	118	0	-118	1.0	1.0	0.0	-1.0

Table AA0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(5003) OFFICE OF PARTNERSHIPS AND GRANT SVS	347	350	349	-1	3.0	3.0	3.0	0.0
(5004) OFFICE OF AFRICAN AFFAIRS	377	367	392	25	3.0	3.0	3.0	0.0
(5005) COMMISSION ON WOMEN	237	392	414	21	3.9	4.0	4.0	0.0
(5006) OFFICE OF LGBT AFFAIRS	225	209	206	-3	2.0	2.0	2.0	0.0
(5007) YOUTH ADVISORY COUNCIL	191	188	0	-188	2.0	2.0	0.0	-2.0
(5008) OFFICE ON RETURNING CITIZEN AFFAIRS	0	0	490	490	0.0	0.0	5.0	5.0
(5009) OFFICE OF RELIGIOUS AFFAIRS	173	157	167	10	2.0	2.0	2.0	0.0
(5011) COMMISSION ON CARIBBEAN AFFAIRS	0	75	75	0	0.0	0.0	0.0	0.0
(5018) COMMISSION OF FATHERS, MEN AND BOYS	27	189	0	-189	2.0	2.0	0.0	-2.0
SUBTOTAL (5000) OFFICE OF COMMUNITY AFFAIRS	2,778	2,977	3,867	890	30.6	28.0	37.0	9.0
(6000) MAYOR'S OFFICE OF BUDGET AND FINANCE								
(6001) OFFICE OF BUDGET AND FINANCE	1,285	0	0	0	8.9	0.0	0.0	0.0
SUBTOTAL (6000) MAYOR'S OFFICE OF BUDGET AND FINANCE	1,285	0	0	0	8.9	0.0	0.0	0.0
(7000) SERVE DC								
(7001) ADMINISTRATION	449	503	564	60	3.8	4.1	4.6	0.5
(7002) AMERICORPS	3,146	2,919	3,247	328	0.6	0.0	0.0	0.0
(7004) TRAINING	373	569	45	-524	0.0	4.9	0.0	-4.9
(7005) OUTREACH	431	0	637	637	11.0	0.0	4.4	4.4
(7007) SEASON OF ENGAGEMENT	5	0	0	0	0.0	0.0	0.0	0.0
SUBTOTAL (7000) SERVE DC	4,403	3,992	4,493	501	15.4	9.0	9.0	0.0
(8000) MAYOR'S OFFICE OF LEGAL COUNSEL								
(8001) OFFICE OF LEGAL COUNSEL	337	0	0	0	0.0	0.0	0.0	0.0
SUBTOTAL (8000) MAYOR'S OFFICE OF LEGAL COUNSEL	337	0	0	0	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	14,158	11,519	13,286	1,768	89.3	72.5	86.5	14.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Executive Office of the Mayor operates through the following 5 programs:

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

This program contains the following 7 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 on Asian and Pacific Islander Affairs, Office of the Senior Advisor, and Office of Risk Management;
- **Mayor’s Correspondence Unit** – responds to written correspondence sent to the Mayor in a timely, thoughtful, and helpful manner;
- **Office of the General Counsel** – advises the Mayor and other activities of the EOM without legal counsel on legal matters; and
- **Emancipation Day** – promotes, advocates, and supports Emancipation Day activities for the District of Columbia.

Mayor’s Office of Talent and Appointments (MOTA) – provides assistance to the Mayor by making recommendations for outstanding community leaders to serve as appointed leadership staff or members to boards and commissions. The MOTA team recruits energetic, committed, and forward-thinking individuals committed to helping the District of Columbia make a fresh start.

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

This program contains the following 8 activities:

- **Office of Community Relations and Services** – 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 Grant Services** – 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;
- **Commission on 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;

- **Office on Returning Citizen Affairs** – serves as a liaison between the Mayor, the returning citizen community, and District government agencies; and briefs the Mayor and District government agencies on the needs and interests of returning citizens of the District of Columbia. This program also provides constituent services and information to the returning citizen community through programmatic activities and outreach materials;
- **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 about the needs and interests of the religious affairs of the District of Columbia; and briefs the Mayor; and
- **Commission on Caribbean Affairs** – provides constituent services and information to the District’s Caribbean community through programmatic activities and outreach materials; serves as a liaison between the Mayor, the Caribbean community, and District government agencies; and briefs the Mayor and District government agencies about the needs and concerns of the Caribbean population of the District of Columbia.

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 4 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;
- **AmeriCorps** – provides AmeriCorps programs to the District of Columbia and facilitates collaboration among all national service programs including AmeriCorps and National Civilian Community Corps;
- **Training** – leads the training components of the D.C. Citizen Corps initiative, which provides citizens the opportunity to volunteer to make their communities safer, stronger, and better equipped to address threats of terrorism, crime, and disasters; and
- **Outreach** – leads the community outreach components of the D.C. Citizen Corps.

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 Executive Office of the Mayor has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AA0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AA0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		7,825	66.2
Other CSFL Adjustments	Multiple Programs	225	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		8,051	66.2
Increase: To align resources with operational spending goals	Multiple Programs	122	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	10	2.6
Decrease: To adjust the Contractual Services budget	Office of the Mayor	-132	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		8,051	68.8
Transfer-In: From multiple agencies for MOCRS, MORCA, and Mayor's Office of Clean City	Multiple Programs	1,327	14.0
Transfer-Out: To DMGEO for CFMB and OAAA	Office of Community Affairs	-309	-3.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		9,069	79.8
FEDERAL GRANT FUNDS: FY 2016 Approved Budget and FTE		3,286	1.8
Increase: To adjust the Contractual Services budget	Serve DC	155	0.0
Increase: To align budget with projected grant awards	Serve DC	52	0.0
Increase: To support additional FTEs	Serve DC	42	0.6
FEDERAL GRANT FUNDS: FY 2017 Agency Budget Submission		3,535	2.3
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2017 Mayor's Proposed Budget		3,535	2.3
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		407	4.5
Increase: To align budget with projected revenues	Serve DC	280	0.0
Increase: To adjust the Contractual Services budget	Serve DC	7	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Serve DC	-13	-0.1
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		682	4.4
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		682	4.4
GROSS FOR AA0 - OFFICE OF THE MAYOR		13,286	86.5

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

FY 2017 Proposed Budget Changes

The Executive Office of the Mayor's (EOM) proposed FY 2017 gross budget is \$13,286,441, which represents a 15.3 percent increase over its FY 2016 approved gross budget of \$11,518,511. The budget is comprised of \$9,068,913 in Local funds, \$3,535,417 in Federal Grant funds, and \$682,111 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$8,050,641, which represents a \$225,253, or 2.9 percent, increase over the FY 2016 approved Local funds budget of \$7,825,388.

CSFL Assumptions

The FY 2017 CSFL calculated for EOM included adjustment entries that are not described in detail on table 5. These adjustments were made for increases of \$212,968 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$4,401 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for EOM also reflects adjustments for increases of \$5,365 for the Fixed Costs Inflation Factor to account for fixed costs estimates for Fleet services and \$2,520 for the Personal Services Adjustments to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

Agency Budget Submission

Increase: In Local funds across multiple programs, EOM proposes an increase of \$121,500 in nonpersonal services primarily to reflect adjustments to supplies, maintenance costs, and equipment, to align spending with operational goals. The proposed budget also increased by a net of \$10,192, and 2.6 additional Full-Time Equivalent positions, for salary and Fringe Benefit adjustments across multiple programs.

In Federal Grant funds, the budget proposal includes an increase of \$155,322 in Contractual Services, a net increase of \$52,248 mainly in Subsidies and Transfers, and a net increase of \$41,988 and 0.6 FTE in personal services, to support the Serve DC program.

In Intra-District funds, EOM proposes a net increase of \$280,115 in the Serve DC program, primarily for professional service fees and supplies, to support the agency's commitment to volunteerism. The proposed Intra-District funds budget also reflects an increase of \$7,320 to support projected contractual service costs in the Serve DC program.

Decrease: EOM's Local funds proposed budget decreased by \$131,692 in Contractual Services, related to the FOIAXpress application, in the Office of the Mayor program. The application promotes operational transparency through the processing of Freedom of Information Act (FOIA) requests made to District agencies and will require less funding to maintain due to realized efficiencies.

In Intra-District funds, EOM recognizes a net savings of \$12,588 from the reduction of 0.1 FTE and other personal services adjustments in the Serve DC program.

Mayor's Proposed Budget

Transfer-In: In Local funds, EOM proposes an increase of \$1,326,895 and 14.0 FTE positions to reflect the transfer of existing District programs to the Executive Office of the Mayor. The transfer-in is comprised of the following: \$629,676 and 7.0 FTEs from various District agencies, including 4.0 positions from the District Department of Transportation and 1.0 position each from the Department of Employment Services, Department of Parks and Recreation, and Department of Human Services, to consolidate the Mayor's Office of Community Relations Services (MOCRS) for outreach activities; \$490,298 and 5.0 FTEs from the Department of Corrections for the Mayor's Office on Returning Citizen Affairs (MORCA); and \$206,921 and 2.0 FTEs from the Department of Public Works in support of the Mayor's Office of Clean City.

Transfer-Out: EOM's proposed budget includes a net reduction of \$308,623 and 3.0 FTEs, to reflect the transfer-out of the Commission on Fathers, Men, and Boys (CFMB) and Office of African-American Affairs (OAAA) to the Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO).

Mayor's Office of Legal Counsel

Table AH0-1

Description	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed	% Change from FY 2016
OPERATING BUDGET	\$0	\$1,596,088	\$1,641,664	2.9
FTEs	0.0	11.0	10.0	-9.1

Note: The Mayor's Office of Legal Counsel was established as a District of Columbia agency in FY 2016.

The mission of the Mayor's Office of Legal Counsel (MOLC) is to provide legal counsel to the Mayor and the Offices of the Deputy Mayors and District of Columbia executive agencies, with particular attention to coordination of legal support with the agency General Counsel and their staffs.

Summary of Services

MOLC acts as the primary legal counsel to the Mayor, all Deputy Mayors, and District government agencies. Under the governing legislation, the functions of the MOLC are to:

- Coordinating the hiring, compensation, training, and resolution of significant personnel-related issues for subordinate agency counsel in conjunction with agency directors;
- Providing legal and policy advice to the Mayor and the Executive Branch;
- Resolving interagency legal issues for the Mayor;
- Overseeing the representation of agencies in investigative matters before the Executive Branch of the federal government, Congress, or the Council of the District of Columbia; and
- Supervising outside counsel in matters where the Office of the Attorney General is recused from a matter or otherwise not available.

In addition, the MOLC generally advises the Mayor and the Deputy Mayors in connection with the implementation of the major policy initiatives and responsibilities.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AH0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AH0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change*	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	0	1,596	1,642	46	2.9	0.0	11.0	10.0	-1.0	-9.1
TOTAL FOR GENERAL FUND	0	1,596	1,642	46	2.9	0.0	11.0	10.0	-1.0	-9.1
GROSS FUNDS	0	1,596	1,642	46	2.9	0.0	11.0	10.0	-1.0	-9.1

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AH0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AH0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	0	0	1,272	1,249	-23	-1.8
14 - FRINGE BENEFITS - CURRENT PERSONNEL	0	0	274	257	-17	-6.1
SUBTOTAL PERSONAL SERVICES (PS)	0	0	1,546	1,506	-40	-2.6
20 - SUPPLIES AND MATERIALS	0	0	50	10	-40	-80.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	0	0	10	10	N/A
40 - OTHER SERVICES AND CHARGES	0	0	0	95	95	N/A
41 - CONTRACTUAL SERVICES - OTHER	0	0	0	15	15	N/A
70 - EQUIPMENT AND EQUIPMENT RENTAL	0	0	0	5	5	N/A
SUBTOTAL NONPERSONAL SERVICES (NPS)	0	0	50	135	85	170.5
GROSS FUNDS	0	0	1,596	1,642	46	2.9

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AH0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AH0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1090) PERFORMANCE MANAGEMENT	0	1,596	0	-1,596	0.0	11.0	0.0	-11.0
SUBTOTAL (1000) AGENCY MANAGEMENT	0	1,596	0	-1,596	0.0	11.0	0.0	-11.0
(2000) LEGAL SERVICES								
(2001) LEGAL SERVICES	0	0	1,642	1,642	0.0	0.0	10.0	10.0
SUBTOTAL (2000) LEGAL SERVICES	0	0	1,642	1,642	0.0	0.0	10.0	10.0
TOTAL PROPOSED OPERATING BUDGET	0	1,596	1,642	46	0.0	11.0	10.0	-1.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Division Description

The Mayor's Office of Legal Counsel operates through the following division:

Legal Services – is headed by a Director who is appointed by the Mayor and serves at the Mayor's pleasure. The Director is a seasoned attorney. The Deputy Director serves as the Director's support and stand-in. The team, made up of Chief of Staff, Staff Attorney, and Special Assistant, serves as the Mayor's Legal Counsel and advises the Mayor on issues related to the law. There are five Associate Directors who oversee the five main clusters. These five individuals are the principal points of contact for the Health and Human Services, Education, Government Operations, Public Safety and Justice, and Planning and Economic Development clusters. The agency management team, along with these five associate directors, also advises on the full range of issues which may arise before the Executive Office of the Mayor and citywide agencies. These issues may include, but are not limited to, drafting bills for introduction and preparation of amendments for consideration, legislation monitoring, training in the areas of administrative and regulatory law and procedure, legal sufficiency certification services, labor, Freedom of Information Act, real estate, rulemaking, and other significant financial transactions.

Division Structure Change

The proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AH0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AH0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,596	11.0
Other CSFL Adjustments	Multiple Programs	46	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,642	11.0
Increase: To align personal services and Fringe Benefits with projected costs	Legal Services	1,539	10.0
Increase: To align resources with operational spending goals	Legal Services	103	0.0
Decrease: To reallocate resources for agency restructure	Agency Management	-1,642	-11.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		1,642	10.0
Enhance: To support the DC Official Code and attorneys	Legal Services	33	0.0
Reduce: To recognize projected cost savings	Legal Services	-33	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		1,642	10.0
GROSS FOR AH0 - MAYOR'S OFFICE OF LEGAL COUNSEL		1,642	10.0

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

FY 2017 Proposed Budget Changes

The Mayor's Office of Legal Counsel's (MOLC) proposed FY 2017 gross budget is \$1,641,664, which represents a 2.9 percent increase over its FY 2016 approved gross budget of \$1,596,088. 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 2016 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2017 CSFL adjustments to the FY 2016 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.

MOLC's FY 2017 CSFL budget is \$1,641,898, which represents a \$45,810, or 2.9 percent, increase over the FY 2016 approved Local funds budget of \$1,596,088.

CSFL Assumptions

The FY 2017 CSFL calculated for MOLC included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$45,810 in personal services to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

Agency Budget Submission

In the FY 2017 proposed budget, the Mayor's Office of Legal Counsel was restructured to create the Legal Services division and eliminate the Agency Management division.

Increase: MOLC's proposed budget includes an increase of \$1,539,276 to reflect the reallocation of 10.0 Full-Time Equivalent (FTEs) from the Agency Management to Legal Services division and to reduce 1.0 FTE position as a result of reclassification of positions. The proposed budget also increased by \$102,622 in nonpersonal services, primarily for professional service fees, office support to process bar dues and Lexis-Nexis payments, telecommunication costs, and equipment purchases.

Decrease: The proposed budget includes a reduction to Local funds in the amount of \$1,641,898 and 11.0 FTEs to reflect the reallocation of resources from the Agency Management to the Legal Services division.

Mayor's Proposed Budget

Enhance: MOLC's budget proposal in Local funds reflects an increase of \$32,604 in the Legal Services division to support the D.C. Official Code and supplement Executive Branch agency attorneys.

Reduce: In Local funds, the proposed budget was reduced by \$32,838 in the Legal Services division to reflect projected cost savings.

Office of the Senior Advisor

www.osa.dc.gov

Telephone: 202-724-7173

Table AI0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$0	\$1,893,502	\$2,199,908	16.2
FTEs	0.0	17.0	17.0	0.0

Note: The Office of the Senior Advisor was established as a District of Columbia agency in FY 2016.

The mission of the Office of the Senior Advisor is to advise the Mayor on local, regional, and federal affairs by providing policy analysis and legislative support.

Summary of Services

The Office of the Senior Advisor consists of two offices. The Office of Policy and Legislative Affairs provides policy analysis and develops policy for the Mayor. The Office of Federal and Regional Affairs advises the Mayor on key issues with our regional partners and on Capitol Hill.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AI0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AI0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	0	1,894	2,200	306	16.2	0.0	17.0	17.0	0.0	0.0
TOTAL FOR GENERAL FUND	0	1,894	2,200	306	16.2	0.0	17.0	17.0	0.0	0.0
GROSS FUNDS	0	1,894	2,200	306	16.2	0.0	17.0	17.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AI0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AI0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	0	0	1,607	1,741	134	8.3
14 - FRINGE BENEFITS - CURRENT PERSONNEL	0	0	286	319	33	11.4
SUBTOTAL PERSONAL SERVICES (PS)	0	0	1,894	2,060	166	8.8
20 - SUPPLIES AND MATERIALS	0	0	0	50	50	N/A
40 - OTHER SERVICES AND CHARGES	0	0	0	75	75	N/A
70 - EQUIPMENT AND EQUIPMENT RENTAL	0	0	0	15	15	N/A
SUBTOTAL NONPERSONAL SERVICES (NPS)	0	0	0	140	140	N/A
GROSS FUNDS	0	0	1,894	2,200	306	16.2

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AI0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AI0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1090) PERFORMANCE MANAGEMENT	0	307	457	150	0.0	2.0	3.0	1.0
SUBTOTAL (1000) AGENCY MANAGEMENT	0	307	457	150	0.0	2.0	3.0	1.0
(2000) OFFICE OF POLICY AND LEGISLATIVE AFFAIRS								
(2001) POLICY AND LEGISLATIVE AFFAIRS	0	882	1,015	133	0.0	8.0	8.0	0.0
SUBTOTAL (2000) OFFICE OF POLICY AND LEGISLATIVE AFFAIRS	0	882	1,015	133	0.0	8.0	8.0	0.0
(3000) OFFICE OF FEDERAL AND REGIONAL AFFAIRS								
(3001) FEDERAL AND REGIONAL AFFAIRS	0	705	728	23	0.0	7.0	6.0	-1.0
SUBTOTAL (3000) OFFICE OF FEDERAL AND REGIONAL AFFAIRS	0	705	728	23	0.0	7.0	6.0	-1.0
TOTAL PROPOSED OPERATING BUDGET	0	1,894	2,200	306	0.0	17.0	17.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of the Senior Advisor operates through the following 3 programs:

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, and legislative support.

Office of Federal and Regional Affairs – coordinates with federal and regional partners by offering policy analysis and advice in federal and regional affairs to pursue the Mayor’s goals on federal and regional issues. Responsibilities include federal relations, regional relations, and legislative 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.

Program Structure Change

The Office of the Senior Advisor has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AI0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AI0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,894	17.0
Other CSFL Adjustments	Multiple Programs	57	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,951	17.0
Increase: To align resources with operational spending goals	Multiple Programs	140	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	109	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		2,200	17.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor’s Proposed Budget		2,200	17.0
GROSS FOR AI0 - OFFICE OF THE SENIOR ADVISOR		2,200	17.0

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

FY 2017 Proposed Budget Changes

The Office of the Senior Advisor’s (OSA) proposed FY 2017 gross budget is \$2,199,908, which represents a 16.2 percent increase over its FY 2016 approved gross budget of \$1,893,502. 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 2016 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 FY 2017 CSFL

adjustments to the FY 2016 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.

OSA's FY 2017 CSFL budget is \$1,950,547, which represents a \$57,045, or 3.0 percent, increase over the FY 2016 approved Local funds budget of \$1,893,502.

CSFL Assumptions

The FY 2017 CSFL calculated for OSA included adjustment entries that are not described in detail on table 5. These adjustments include increases of \$26,454 in personal services to account for the impact of cost-of-living adjustments, and approved compensation agreements, and \$30,591 for the Personal Services Adjustments to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

Agency Budget Submission

Increase: In Local funds, OSA's proposed budget increased by \$140,000 to support projected costs for professional service fees, office supplies, out-of-city travel, and equipment purchases across multiple programs. Additionally, the agency's proposed Local funds budget increased by \$109,361 in personal services to reflect adjustments for salary and Fringe Benefit costs as well as the reallocation of 1.0 Full-Time Equivalent (FTE) from the Office of Federal and Regional Affairs program to the Agency Management program.

Mayor's Proposed Budget

No Change: The Office of the Senior Advisor's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Office of the Secretary

www.os.dc.gov
Telephone: 202-727-6306

Table BA0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$4,440,131	\$3,462,633	\$3,531,030	2.0
FTEs	29.1	25.0	25.0	0.0

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 the international community.

Summary of Services

The Office of the Secretary of the District of Columbia consists of four offices and one unit. The Office of Protocol and International Affairs manages the Sister City programs and serves as the primary link between the Executive Office of the Mayor and foreign government representatives. The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table BA0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table BA0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change		Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change	
				FY 2016	Percentage Change*				FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	3,151	1,963	2,531	568	29.0	24.0	22.0	19.0	-3.0	-13.6
SPECIAL PURPOSE										
REVENUE FUNDS	1,088	1,500	1,000	-500	-33.3	5.2	3.0	6.0	3.0	100.0
TOTAL FOR GENERAL FUND	4,239	3,463	3,531	68	2.0	29.1	25.0	25.0	0.0	0.0

Table BA0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
PRIVATE FUNDS										
PRIVATE DONATIONS	40	0	0	0	N/A	0.0	0.0	0.0	0.0	N/A
TOTAL FOR PRIVATE FUNDS	40	0	0	0	N/A	0.0	0.0	0.0	0.0	N/A
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	161	0	0	0	N/A	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	161	0	0	0	N/A	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	4,440	3,463	3,531	68	2.0	29.1	25.0	25.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table BA0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table BA0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	1,884	2,173	1,749	1,960	211	12.1
12 - REGULAR PAY - OTHER	125	195	162	139	-23	-14.2
13 - ADDITIONAL GROSS PAY	18	105	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	344	442	406	397	-10	-2.4
SUBTOTAL PERSONAL SERVICES (PS)	2,371	2,914	2,316	2,495	178	7.7
20 - SUPPLIES AND MATERIALS	55	22	15	65	50	330.2
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	1	0	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	153	318	281	484	203	72.3
41 - CONTRACTUAL SERVICES - OTHER	934	961	600	247	-353	-58.8
50 - SUBSIDIES AND TRANSFERS	200	200	200	200	0	0.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	18	24	50	40	-10	-20.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	1,361	1,526	1,146	1,036	-110	-9.6
GROSS FUNDS	3,732	4,440	3,463	3,531	68	2.0

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table BA0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table BA0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1020) CONTRACTING AND PROCUREMENT	249	54	83	29	5.4	1.0	1.0	0.0
(1030) PROPERTY MANAGEMENT	0	0	5	5	0.0	0.0	0.0	0.0
(1070) FLEET MANAGEMENT	289	0	8	8	2.0	0.0	0.0	0.0
(1080) COMMUNICATION	164	186	203	17	2.0	2.0	2.0	0.0
(1090) PERFORMANCE MANAGEMENT	464	1,515	622	-893	2.0	2.0	2.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	1,166	1,755	920	-835	11.3	5.0	5.0	0.0
(1002) INTERNATIONAL RELATIONS AND PROTOCOL								
(1200) INTERNATIONAL RELATIONS AND PROTOCOL	516	126	131	5	2.0	1.0	1.0	0.0
SUBTOTAL (1002) INTERNATIONAL RELATIONS AND PROTOCOL	516	126	131	5	2.0	1.0	1.0	0.0
(1003) CEREMONIAL SERVICES								
(1300) CEREMONIAL SERVICES	217	267	148	-119	2.0	3.0	2.0	-1.0
SUBTOTAL (1003) CEREMONIAL SERVICES	217	267	148	-119	2.0	3.0	2.0	-1.0
(1004) OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE								
(1401) D.C. REGISTER	130	241	228	-13	2.0	3.0	2.0	-1.0
(1402) ADMINISTRATIVE ISSUANCES	213	240	500	260	2.0	3.0	5.0	2.0
SUBTOTAL (1004) OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE	343	481	728	247	3.9	6.0	7.0	1.0
(1005) NOTARY COMMISSION AND AUTHENTICATIONS								
(1501) NOTARY AUTHENTICATIONS	454	499	549	51	5.2	6.0	6.0	0.0
SUBTOTAL (1005) NOTARY COMMISSION AND AUTHENTICATION	454	499	549	51	5.2	6.0	6.0	0.0
(1006) OFFICE OF PUBLIC RECORDS								
(1600) RECORDS MANAGEMENT	1,143	162	507	344	2.9	2.0	2.0	0.0
(1601) ARCHIVAL ADMINISTRATION	261	95	267	172	1.0	1.0	1.0	0.0
(1602) LIBRARY OF GOVERNMENT INFORMATION	86	77	81	3	1.0	1.0	1.0	0.0
SUBTOTAL (1006) OFFICE OF PUBLIC RECORDS	1,490	335	855	520	4.9	4.0	4.0	0.0

Table BA0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1007) EXECUTIVE MGMT								
(1701) EMANCIPATION DAY ACTIVITIES	53	0	0	0	0.0	0.0	0.0	0.0
(1702) DC DEMOCRACY INITIATIVES	200	0	200	200	0.0	0.0	0.0	0.0
SUBTOTAL (1007) EXECUTIVE MGMT.	253	0	200	200	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	4,440	3,463	3,531	68	29.1	25.0	25.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of 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.

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 Commission 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 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 D.C. Democracy and related activities including support of District of Columbia Self Determination, Voting Rights, and Statehood.

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 Secretary has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table BA0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table BA0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,963	22.0
Other CSFL Adjustments	Multiple Programs	72	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		2,034	22.0
Increase: To align resources with operational spending goals	Multiple Programs	578	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	128	0.0
Decrease: To reallocate funding within agency (across funds types)	Notary Commission and Authentications	-210	-3.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		2,531	19.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		2,531	19.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		1,500	3.0
Increase: To reallocate funding within agency (across funds types)	Notary Commission and Authentications	254	3.0
Decrease: To align budget with projected revenues	Multiple Programs	-754	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		1,000	6.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		1,000	6.0
GROSS FOR BA0 - OFFICE OF THE SECRETARY		3,531	25.0

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

FY 2017 Proposed Budget Changes

The Office of the Secretary's proposed FY 2017 gross budget is \$3,531,030, which represents a 2.0 percent increase over its FY 2016 approved gross budget of \$3,462,633. The budget is comprised of \$2,531,030 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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's FY 2017 CSFL budget is \$2,034,276, which represents a \$71,643, or 3.7 percent, increase over the FY 2016 approved Local funds budget of \$1,962,633.

CSFL Assumptions

The FY 2017 CSFL calculated for OS included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increases of \$64,126 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements.

CSFL funding for OS also includes an increase of \$7,517 for the Fixed Costs Inflation Factor, to account for estimates for Fleet services.

Agency Budget Submission

Increase: In Local funds, OS' proposed budget increased by \$578,125 in nonpersonal services across multiple programs. This adjustment covers professional services, contract fees, and office supplies. Additionally the agency's proposed personal services costs increased by \$128,335, which supports agency-wide salary and Fringe Benefits adjustments.

The agency's proposed Special Purpose Revenue funds budget increased by \$253,721 and 3.0 Full-Time Equivalents (FTEs) in the Notary Commission and Authentications program. This adjustment supports increases in personal services cost, due to projected salary step and Fringe Benefits costs.

Decrease: In Local funds, the proposed budget reflects a decrease of \$209,706 and 3.0 FTEs in the Notary Commission and Authentications program. This adjustment is partially offset by absorbing the 3.0 FTEs and cost in the proposed Special Purpose Revenue funds budget. The proposed budget in Special Purpose Revenue funds decreased by \$753,721 to align the budget with anticipated revenue generated from the Distribution Fees fund.

Mayor's Proposed Budget

No Change: The Office of the Secretary's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Office of the City Administrator

www.oca.dc.gov
Telephone: 202-478-9200

Table AE0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$5,027,041	\$6,419,861	\$7,656,890	19.3
FTEs	40.8	53.0	52.0	-1.9

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

Summary of Services

The Office of the City Administrator supports the day-to-day operations of the District government by:

- Managing the Performance Management program (including CapStat) to track progress toward goals, reduce costs, improve government services, and increase government accountability;
- Improving government services and responsiveness by creating efficiencies and advancing innovative solutions to public challenges;
- Increasing public-private partnerships to expedite vital capital projects;
- Providing direct leadership and support to the Government Operations Cluster, which reports directly to the OCA, in addition to the operations of each Deputy Mayor's office;
- Developing fiscally responsible performance-based budgets and continuously monitoring agency spending to ensure government services are delivered on time and on budget; and
- Fostering fair and open negotiations with the District government's labor union workforce.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AE0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AE0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	3,980	6,129	7,319	1,190	19.4	29.1	50.0	49.5	-0.5	-1.0
SPECIAL PURPOSE										
REVENUE FUNDS	330	291	338	47	16.0	3.5	3.0	2.5	-0.5	-16.7
TOTAL FOR GENERAL FUND	4,310	6,420	7,657	1,237	19.3	32.6	53.0	52.0	-1.0	-1.9
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	717	0	0	0	N/A	8.2	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	717	0	0	0	N/A	8.2	0.0	0.0	0.0	N/A
GROSS FUNDS	5,027	6,420	7,657	1,237	19.3	40.8	53.0	52.0	-1.0	-1.9

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AE0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AE0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	2,673	2,828	5,225	4,848	-376	-7.2
12 - REGULAR PAY - OTHER	110	332	76	541	465	610.1
13 - ADDITIONAL GROSS PAY	44	283	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	475	561	843	1,014	172	20.4
15 - OVERTIME PAY	0	0	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	3,303	4,004	6,144	6,404	260	4.2
20 - SUPPLIES AND MATERIALS	23	47	28	28	0	0.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	1	2	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	143	283	114	1,114	1,001	881.0
41 - CONTRACTUAL SERVICES - OTHER	398	663	130	105	-24	-18.7
70 - EQUIPMENT AND EQUIPMENT RENTAL	2	28	5	5	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	567	1,023	276	1,253	977	353.6
GROSS FUNDS	3,869	5,027	6,420	7,657	1,237	19.3

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AE0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AE0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1090) PERFORMANCE MANAGEMENT	444	1,711	1,220	-491	1.1	13.0	9.0	-4.0
SUBTOTAL (1000) AGENCY MANAGEMENT	444	1,711	1,220	-491	1.1	13.0	9.0	-4.0
(2000) CITY ADMINISTRATOR								
(2001) OFFICE OF PERFORMANCE MANAGEMENT	0	237	825	588	0.0	4.0	7.0	3.0
(2002) OFFICE OF AGENCY OPERATIONS	0	700	649	-51	0.0	5.0	5.0	0.0
(2003) OFFICE OF INNOVATION	0	226	0	-226	0.0	3.0	0.0	-3.0
(2004) OFFICE OF PUBLIC PRIVATE PARTNERSHIPS	0	102	1,321	1,219	0.0	2.0	2.0	0.0
(2005) RESOURCE AND PROGRAM MANAGEMENT DIVISION	2,052	0	0	0	13.0	0.0	0.0	0.0
(2007) OFFICE OF BUDGET AND FINANCE	0	1,350	1,298	-51	0.0	9.0	9.0	0.0
(2009) PUBLIC WORKS AND GOVERNMENT OPERATIONS	0	0	313	313	0.0	0.0	3.0	3.0
(2010) CAPSTAT DIVISION	88	0	0	0	0.0	0.0	0.0	0.0
(2017) TRANSITION FUNDING-MAYOR ELECT	103	0	0	0	0.0	0.0	0.0	0.0
(2018) TRANSITION FUNDING - ATTORNEY GENERAL ELECT	72	0	0	0	0.0	0.0	0.0	0.0
(2020) LABOR RELATIONS/COLLECTIVE BARGAINING	380	0	0	0	0.0	0.0	0.0	0.0
SUBTOTAL (2000) CITY ADMINISTRATOR	2,695	2,615	4,407	1,791	13.0	23.0	26.0	3.0
(3000) LABOR RELATIONS AND COLLECT. BARGAINING								
(3005) LABOR RELATIONS/COLLECTIVE BARGAINING	1,888	2,094	2,030	-63	26.8	17.0	17.0	0.0
SUBTOTAL (3000) LABOR RELATIONS AND COLLECT. BARGAINING	1,888	2,094	2,030	-63	26.8	17.0	17.0	0.0
TOTAL PROPOSED OPERATING BUDGET	5,027	6,420	7,657	1,237	40.8	53.0	52.0	-1.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

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 District’s Performance Management activity.

This division contains the following 5 activities:

- **Performance Management** – provides support to the City Administrator and District agencies to manage the city’s Performance Management program;
- **Agency Operations** – provides support to the City Administrator and District agencies in the areas of management and policy;
- **Office of Public-Private Partnerships** – provides support to the City Administrator and District agencies to facilitate the procurement and administration of public-private partnerships in the District of Columbia (established by D.C. Law 20-228);
- **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; and
- **Public Works and Government Operations** – provides direct leadership and support to Public Works and Government Operations Cluster agencies, which report directly to the Office of the City Administrator.

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 proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AE0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AE0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		6,129	50.0
Other CSFL Adjustments	Multiple Programs	206	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		6,335	50.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	11	-0.5
Decrease: To adjust the Contractual Services budget	City Administrator	-27	0.0

Table AE0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2017 Agency Budget Submission		6,319	49.5
Enhance: To support the Office of Public-Private Partnerships	City Administrator	1,000	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		7,319	49.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		291	3.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	47	-0.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		338	2.5
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		338	2.5
GROSS FOR AE0 - OFFICE OF THE CITY ADMINISTRATOR		7,657	52.0

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

FY 2017 Proposed Budget Changes

The Office of the City Administrator's (OCA) proposed FY 2017 gross budget is \$7,656,890, which represents a 19.3 percent increase over its FY 2016 approved gross budget of \$6,419,861. The budget is comprised of \$7,319,326 in Local funds and \$337,564 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$6,335,115, which represents a \$206,242, or 3.4 percent, increase over the FY 2016 approved Local funds budget of \$6,128,873.

CSFL Assumptions

The FY 2017 CSFL calculated for OCA included adjustment entries that are not described in detail on table 5. These adjustments were made for increases of \$175,059 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$2,290 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for OCA also includes an increase of \$886 for the Fixed Costs Inflation Factor to account for an adjustment to the fixed costs estimate for Fleet services. CSFL funding for OCA also includes an increase of \$28,007 for Personal Services Adjustments to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

Agency Budget Submission

Increase: In Local Funds, the proposed budget increased by \$10,766 across multiple divisions to support salary and Fringe Benefit adjustments, partially offset by savings related to the reduction of a 0.5 Full-Time Equivalent (FTE). The proposed budget also reflects adjustments made primarily within the City Administrator division, to reflect the reallocation of certain positions from full-time to part-time status and to create the Public Works and Government Operations activity.

In Special Purpose Revenue funds, the proposed budget increased by a net \$46,576 due to an increase in projected revenue from agreements with the Not-for-Profit Hospital Corporation (NFPHC) and the University of the District of Columbia (UDC). The agreements cover costs for OCA as it represents NFPHC and UDC in collective bargaining negotiations. The increase is partially offset by savings related to the reduction of a 0.5 FTE.

Decrease: In Local funds, the proposed budget reflects a decrease of \$26,555 in the City Administrator division primarily to reflect cost savings in contracts.

Mayor's Proposed Budget

Enhance: The proposed Local funds budget increased by \$1,000,000 in the Office of Public-Private Partnerships within the City Administrator Division. The budget supports program management and technical consultants to help create comprehensive policies for the engagement of public and private stakeholders.

Office of the Deputy Mayor for Greater Economic Opportunity

www.dmgeo.dc.gov
Telephone: 202-545-3071

Table EM0-1

Description	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed	% Change from FY 2016
OPERATING BUDGET	\$0	\$698,000	\$3,341,304	378.7
FTEs	0.0	5.0	18.0	260.0

Note: The Office of the Deputy Mayor for Greater Economic Opportunity was established as a District of Columbia agency in FY 2016.

The mission of the Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO) is to facilitate investment, job creation, workforce development, and entrepreneurship in underserved communities in the District of Columbia.

Summary of Services

While many neighborhoods across the city have experienced population and economic growth, other neighborhoods, especially those east of the Anacostia River, have experienced the opposite: population decrease, disinvestment, and lower median income than even ten years ago.

DMGEO will help the Mayor prioritize, tailor, and coordinate District economic development tools along with various components of government, to spur growth and expand opportunity in District neighborhoods.

In addition to managing and coordinating a cluster of agencies and functions, DMGEO will work across agencies and operational clusters to:

- Develop and advocate for policies and programs to improve the economic opportunities of overlooked communities;
- Engage residents, businesses, anchor institutions, and other community stakeholders in target communities to improve understanding of needs and opportunities;
- Engage and develop anchor institutions and other local assets that will serve as local epicenters of job growth, neighborhood amenities, and investment;
- Develop partnership and initiatives that strengthen the District's workforce development system;
- Develop and coordinate interagency initiatives; and
- Identify opportunities for streamlining and aligning programs for the benefit of target communities.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table EM0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table EM0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	0	698	2,946	2,248	322.1	0.0	5.0	14.0	9.0	180.0
TOTAL FOR GENERAL FUND	0	698	2,946	2,248	322.1	0.0	5.0	14.0	9.0	180.0
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	0	0	395	395	N/A	0.0	0.0	4.0	4.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	0	0	395	395	N/A	0.0	0.0	4.0	4.0	N/A
GROSS FUNDS	0	698	3,341	2,643	378.7	0.0	5.0	18.0	13.0	260.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table EM0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table EM0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	0	0	468	1,201	733	156.6
12 - REGULAR PAY - OTHER	0	0	0	442	442	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	0	0	132	301	169	127.7
SUBTOTAL PERSONAL SERVICES (PS)	0	0	600	1,943	1,343	223.9
20 - SUPPLIES AND MATERIALS	0	0	98	70	-28	-28.5
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	0	0	6	6	N/A
40 - OTHER SERVICES AND CHARGES	0	0	0	136	136	N/A
50 - SUBSIDIES AND TRANSFERS	0	0	0	1,186	1,186	N/A
SUBTOTAL NONPERSONAL SERVICES (NPS)	0	0	98	1,398	1,300	1,326.6
GROSS FUNDS	0	0	698	3,341	2,643	378.7

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table EM0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table EM0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(2000) DEPUTY MAYOR FOR GREATER ECONOMIC OPPORTUNITY								
(2010) DEPUTY MAYOR FOR GREATER ECONOMIC OPPORTUNITY	0	698	1,043	345	0.0	5.0	8.0	3.0
(2011) OFFICE OF AFRICAN-AMERICAN AFFAIRS	0	0	121	121	0.0	0.0	1.0	1.0
(2012) COMMISSION OF FATHERS, MEN, AND BOYS	0	0	188	188	0.0	0.0	2.0	2.0
SUBTOTAL (2000) DEPUTY MAYOR FOR GREATER ECONOMIC OPPORTUNITY	0	698	1,351	653	0.0	5.0	11.0	6.0
(3000) WORKFORCE INVESTMENT								
(3030) WORKFORCE INVESTMENT	0	0	1,595	1,595	0.0	0.0	3.0	3.0
(3035) WORKFORCE INVESTMENT COUNCIL	0	0	395	395	0.0	0.0	4.0	4.0
SUBTOTAL (3000) WORKFORCE INVESTMENT	0	0	1,990	1,990	0.0	0.0	7.0	7.0
TOTAL PROPOSED OPERATING BUDGET	0	698	3,341	2,643	0.0	5.0	18.0	13.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of the Deputy Mayor for Greater Economic Opportunity operates through the following 2 programs:

Deputy Mayor for Greater Economic Opportunity – provides strategic oversight and direction to a set of District government agencies and leverages District resources to address chronic inequality challenges affecting residents in overlooked and underserved communities through workforce development, small business development, and community revitalization efforts.

This program contains the following 3 activities:

- **Deputy Mayor for Greater Economic Opportunity** – coordinates District government entities and leverages District resources to address chronic inequality challenges affecting residents;

- **Office of African-American Affairs** – provides constituent services and information to the African-American communities in the District of Columbia through programmatic activities and outreach material; serves as a liaison between the Mayor, African-American communities, and District government agencies; and briefs the Mayor and District government agencies about needs and interests of the African-American residents of the District of Columbia; and
- **Commission on Fathers, Men, and Boys** – provides constituent services and information to the District’s fathers, men, and boys community through programmatic activities and outreach materials; serves as a liaison between the Mayor, fathers, men, and boys; and briefs the Mayor and District government agencies about the needs and concerns of the fathers, men, and boys population of the District of Columbia.

Workforce Investment Council – supports functions and responsibilities associated with the Workforce Investment Council.

This program contains the following 2 activities:

- **Workforce Investment** – provides workforce education, training, and counseling services to promote job readiness; and
- **Workforce Investment Council Board** – provides administrative support to the Workforce Investment Council Board, which oversees implementation of the District of Columbia’s Strategic Five-Year Plan for Provision of Services under the Workforce Investment Act and provides advice on the development, implementation, and continuous improvement of an integrated and effective workforce investment system.

Program Structure Change

The proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table EM0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table EM0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		698	5.0
Other CSFL Adjustments	Multiple Programs	17	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		715	5.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	33	0.0
Decrease: To realize programmatic cost savings in nonpersonal services	Deputy Mayor for Greater Economic Opportunity	-76	0.0
Technical Adjustment: To support programmatic mandates	Deputy Mayor for Greater Economic Opportunity	271	2.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		943	7.0
Enhance: To support survey delivery	Deputy Mayor for Greater Economic Opportunity	100	1.0
Transfer-In: From DMPED for Workforce Investment Council program	Workforce Investment	1,595	3.0
Transfer-In: From EOM for CFMB and OAAA	Deputy Mayor for Greater Economic Opportunity	309	3.0

Table EM0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		2,946	14.0
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		0	0.0
Transfer-In: From DMPED for Business and Workforce Development Program	Workforce Investment	395	4.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		395	4.0
GROSS FOR EM0 - DEPUTY MAYOR FOR GREATER ECONOMIC OPPORTUNITY		3,341	18.0

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

FY 2017 Proposed Budget Changes

The Office of the Deputy Mayor for Greater Economic Opportunity's (DMGEO) proposed FY 2017 gross budget is \$3,341,304, which represents a 378.7 percent increase over its FY 2016 approved gross budget of \$698,000. The budget is comprised of \$2,946,433 in Local funds and \$394,871 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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.

DMGEO's FY 2017 CSFL budget is \$714,609, which represents a \$16,609, or 2.4 percent, increase over the FY 2016 approved Local funds budget of \$698,000.

CSFL Assumptions

The FY 2017 CSFL calculated for DMGEO included an adjustment entry that is not described in detail on table 5. This adjustment was made for an increase of \$16,609 in personal services to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

Agency Budget Submission

Increase: In Local funds, DMGEO's proposed budget increased by \$32,999 to support salary and Fringe Benefits adjustments within the agency.

Decrease: The proposed Local funds budget decreased by a net of \$76,000 in the Deputy Mayor for Greater Economic Opportunity program, to realize cost savings in supplies and to offset personal services adjustments. The reduction is comprised of a decrease of \$83,000 in supplies, partially offset by an increase of \$7,000 in professional services fees.

Technical Adjustment: In order to meet programmatic mandates, DMGEO's proposed budget increased by \$270,958 in the Deputy Mayor for Greater Economic Opportunity program to support an additional 2.0 Full-Time Equivalent (FTE) positions, staff salaries, Fringe Benefits, and other operational costs.

Mayor's Proposed Budget

Enhance: The proposed Local funds budget increased by \$100,000 and 1.0 FTE to support the evaluation and further development of resident surveys, which will help DMGEO learn more about the needs of residents in underserved communities.

Transfer-In: In Local funds, the DMGEO proposed Local funds budget increased by \$1,595,244 and 3.0 FTEs for the transfer of staff, functions, and responsibilities of the Workforce Investment Council program from the Office of the Deputy Mayor for Planning and Economic Development (DMPED). Also, the proposed Local funds budget increased by \$308,623 and 3.0 FTEs for the transfers of the Commission on Fathers, Men, and Boys (CFMB) and Office of African-American Affairs (OAAA) from the Executive Office of the Mayor (EOM), to better serve these communities.

In Intra-District funds, the proposed budget increased by \$394,872 and 4.0 FTEs to support the functions of the Workforce Investment Council.

D.C. Office of Risk Management

www.orm.dc.gov
Telephone: 202-727-8600

Table RK0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$3,380,056	\$2,923,299	\$4,051,897	38.6
FTEs	22.3	25.0	36.0	44.0

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 Insurance programs.

Summary of Services

ORM implements its mission through four programs: Risk Prevention and Safety (RPS) formerly known as Risk Identification, Assessment and Control (RIAC); Public Sector Workers' Compensation; Tort Liability; and the Insurance program. An individual summary of services is provided by program in each section.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table RK0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table RK0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	3,380	2,923	4,052	1,129	38.6	22.3	25.0	36.0	11.0	44.0
TOTAL FOR GENERAL FUND	3,380	2,923	4,052	1,129	38.6	22.3	25.0	36.0	11.0	44.0
GROSS FUNDS	3,380	2,923	4,052	1,129	38.6	22.3	25.0	36.0	11.0	44.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table RK0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table RK0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	1,479	1,604	1,969	2,031	61	3.1
12 - REGULAR PAY - OTHER	70	250	317	1,150	833	262.4
13 - ADDITIONAL GROSS PAY	3	33	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	325	381	510	744	234	46.0
SUBTOTAL PERSONAL SERVICES (PS)	1,878	2,269	2,797	3,925	1,129	40.4
20 - SUPPLIES AND MATERIALS	10	13	8	8	0	0.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	1	6	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	409	1,004	119	119	0	0.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	16	88	0	0	0	N/A
SUBTOTAL NONPERSONAL SERVICES (NPS)	436	1,111	127	127	0	0.0
GROSS FUNDS	2,314	3,380	2,923	4,052	1,129	38.6

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table RK0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table RK0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	107	112	117	5	1.0	1.0	1.0	0.0
(1055) RISK MANAGEMENT	167	125	343	218	0.0	0.0	2.0	2.0
(1085) CUSTOMER SERVICE	55	55	58	2	1.0	1.0	1.0	0.0
(1090) PERFORMANCE MANAGEMENT	528	746	755	8	2.9	5.0	5.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	857	1,038	1,272	234	4.8	7.0	9.0	2.0
(2100) RISK PREVENTION AND SAFETY (RPS)								
(2110) RISK INSPECTIONS AND COORDIN. OF ARMRS	179	186	296	110	1.9	2.0	3.0	1.0
(2120) RISK ANALYSIS	114	130	230	100	1.0	1.0	2.0	1.0
SUBTOTAL (2100) RISK PREVENTION AND SAFETY (RPS)	293	316	526	211	2.9	3.0	5.0	2.0
(3100) INSURANCE								
(3110) INSURANCE ANALYSIS	17	114	311	197	1.0	1.0	3.0	2.0
SUBTOTAL (3100) INSURANCE	17	114	311	197	1.0	1.0	3.0	2.0
(4100) PUBLIC SECTOR WORKERS' COMPENSATION								
(4110) CLAIMS EXAMINATION AND MGMT	1,121	439	461	22	3.9	4.0	4.0	0.0
(4120) RETURN-TO-WORK	493	319	499	180	2.9	3.0	5.0	2.0
SUBTOTAL (4100) PUBLIC SECTOR WORKERS' COMPENSATION	1,614	758	960	202	6.8	7.0	9.0	2.0
(6100) TORT LIABILITY								
(6110) CLAIMS EXAMINATION	599	698	983	285	6.8	7.0	10.0	3.0
SUBTOTAL (6100) TORT LIABILITY	599	698	983	285	6.8	7.0	10.0	3.0
TOTAL PROPOSED OPERATING BUDGET	3,380	2,923	4,052	1,129	22.3	25.0	36.0	11.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

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

Risk Prevention and Safety (RPS) formerly known as Risk Identification, Assessment, and Control (RIAC) – coordinates the work of Agency Risk Management Representatives (ARMRs) who systematically identify, measure, analyze, and document the District Government’s exposure to risk. The program also reviews and guides the activities of agency Risk Assessment Control Committees (RACC) relative to risk management plans. The purpose of the RACC is to maintain, in cooperation with ORM, a proactive and comprehensive program of risk assessment and control for agencies that minimizes the frequency, severity, and probability of losses to which agencies are exposed. It also provides training to increase District employees’ knowledge of risk prevention, including the creation of Emergency Response Plans (ERPs). ERPs include agency evacuation plans and responses to various hazards, including the threat of terrorism (for example, intentional releases of hazardous materials, use of explosive devices, or acts of arson).

This program contains the following 2 activities:

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

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

This program contains the following activity:

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

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

This program contains the following 2 activities:

- **Claims Examination and Management** – oversees the processing of claims for public sector workers’ compensation benefits that are filed by District government employees; and
- **Return-to-Work** – coordinates workers’ compensation claimants’ return to work after they have recovered from their injuries. Claimants are placed into jobs within the District government that are consistent with any modified duty restrictions they may have, or they are connected with job training and vocational rehabilitation services.

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

This program contains the following activity:

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

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

Program Structure Change

The Office of Risk Management has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table RK0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table RK0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		2,923	25.0
Other CSFL Adjustments	Multiple Programs	90	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		3,014	25.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	5	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		3,019	25.0

Table RK0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
Enhance: To support additional FTEs	Multiple Programs	565	6.0
Enhance: To support the Tort Liability program	Tort Liability	278	3.0
Enhance: To support the Public Sector Workers' Compensation program	Public Sector Workers' Compensation	190	2.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		4,052	36.0

GROSS FOR RK0 - D.C. OFFICE OF RISK MANAGEMENT 4,052 36.0

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

FY 2017 Proposed Budget Changes

The D.C. Office of Risk Management's (ORM) proposed FY 2017 gross budget is \$4,051,897, which represents a 38.6 percent increase over its FY 2016 approved gross budget of \$2,923,299. 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$3,013,561, which represents a \$90,262, or 3.1 percent increase over the FY 2016 approved Local funds budget of \$2,923,299.

CSFL Assumptions

The FY 2017 CSFL calculated for ORM included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$90,262 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements.

Agency Budget Submission

Increase: The proposed personal services budget reflects a net increase of \$5,495 for projected salary step increases, including Fringe Benefits, primarily in the Insurance program.

Mayor's Proposed Budget

Enhance: ORM's personal services budget increased by \$1,032,821 and 11.0 FTEs to meet its mission of efficient risk identification, insurance analysis and support to District agencies. The increase includes \$565,378 and 6.0 FTEs to meet the needs of risk prevention, \$277,933 and 3.0 FTEs to support a Subrogation Task force intended to generate revenue, and \$189,510 and 2.0 FTEs in the Workers Compensation program, which will assist with returning injured employees coming back to work.

D.C. Department of Human Resources

www.dchr.dc.gov
Telephone: 202-442-9700

Table BE0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$15,973,488	\$13,829,689	\$14,788,172	6.9
FTEs	132.4	117.3	134.3	14.5

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 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 learning and development.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table BE0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table BE0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	8,497	8,175	8,451	276	3.4	90.1	84.0	84.0	0.0	0.0
SPECIAL PURPOSE										
REVENUE FUNDS	415	452	479	27	6.0	2.4	5.3	6.3	1.0	18.9
TOTAL FOR GENERAL FUND	8,912	8,627	8,930	303	3.5	92.6	89.3	90.3	1.0	1.1

Table BE0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change		Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change	
				from FY 2016	Percentage Change*				from FY 2016	Percentage Change
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	7,062	5,203	5,858	655	12.6	39.8	28.0	44.0	16.0	57.1
TOTAL FOR										
INTRA-DISTRICT FUNDS	7,062	5,203	5,858	655	12.6	39.8	28.0	44.0	16.0	57.1
GROSS FUNDS	15,973	13,830	14,788	958	6.9	132.4	117.3	134.3	17.0	14.5

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table BE0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table BE0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	7,293	6,912	7,944	8,326	382	4.8
12 - REGULAR PAY - OTHER	1,015	2,840	1,336	1,954	618	46.2
13 - ADDITIONAL GROSS PAY	135	148	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	1,537	1,904	1,773	2,050	277	15.6
15 - OVERTIME PAY	9	18	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	9,989	11,821	11,054	12,330	1,276	11.5
20 - SUPPLIES AND MATERIALS	140	158	113	127	14	12.7
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	5	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	824	890	905	566	-340	-37.5
41 - CONTRACTUAL SERVICES - OTHER	3,527	3,089	1,743	1,751	8	0.5
70 - EQUIPMENT AND EQUIPMENT RENTAL	15	10	15	15	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	4,506	4,152	2,776	2,458	-318	-11.4
GROSS FUNDS	14,494	15,973	13,830	14,788	958	6.9

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table BE0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table BE0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	4,579	3,678	3,794	116	32.7	11.0	13.0	2.0
(1030) PROPERTY MANAGEMENT	3	2	2	0	0.0	0.0	0.0	0.0
(1080) COMMUNICATIONS	125	128	189	61	1.0	1.0	2.0	1.0
(1085) CUSTOMER SERVICE	328	358	445	87	5.9	6.0	6.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	5,034	4,165	4,429	265	39.6	18.0	21.0	3.0
(2000) ADMIN FOR RECRUITMENT AND CLASSIFICATION								
(2010) RECRUITING AND STAFFING	773	811	0	-811	10.8	10.0	0.0	-10.0
(2050) CLASSIFICATION	2,205	1,459	0	-1,459	9.8	16.0	0.0	-16.0
(2060) COMPENSATION	110	119	0	-119	1.0	1.0	0.0	-1.0
SUBTOTAL (2000) ADMIN FOR RECRUITMENT AND CLASSIFICATION	3,088	2,389	0	-2,389	21.6	27.0	0.0	-27.0
(2100) GENERAL COUNSEL								
(2120) LEGAL	811	862	836	-25	1.0	8.0	6.0	-2.0
SUBTOTAL (2100) GENERAL COUNSEL	811	862	836	-25	1.0	8.0	6.0	-2.0
(2200) BENEFITS AND RETIREMENT SERVICES								
(2210) BENEFITS OPERATION UNIT	1,292	1,592	1,267	-325	16.8	18.0	13.0	-5.0
(2220) POLICE AND FIRE RETIREMENT RELIEF BOARD	292	296	311	15	2.4	3.3	3.3	0.0
SUBTOTAL (2200) BENEFITS AND RETIREMENT SERVICES	1,584	1,888	1,578	-310	19.2	21.3	16.3	-5.0
(2600) COMPENSATION AND CLASSIFICATION								
(2620) CLASSIFICATION	221	0	0	0	0.0	0.0	0.0	0.0
SUBTOTAL (2600) COMPENSATION AND CLASSIFICATION	221	0	0	0	0.0	0.0	0.0	0.0
(2700) HR SOLUTIONS								
(2710) RECRUITING AND STAFFING	0	0	1,196	1,196	0.0	0.0	13.0	13.0
(2720) CLASSIFICATION	0	0	653	653	0.0	0.0	6.0	6.0
(2730) INFORMATION TECHNOLOGY	0	0	818	818	0.0	0.0	8.0	8.0
(2740) ANALYTICS	0	0	298	298	0.0	0.0	3.0	3.0
SUBTOTAL (2700) HR SOLUTIONS	0	0	2,964	2,964	0.0	0.0	30.0	30.0

Table BE0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(3000) LEARNING AND DEVELOPMENT								
(3100) TRAINING AND DEVELOPMENT	1,168	1,059	1,179	121	9.8	10.0	11.0	1.0
(3200) CAPITAL CITY FELLOWS	1,023	338	374	37	14.7	5.0	8.0	3.0
(3300) SPECIAL PROGRAMS	150	0	1,303	1,303	0.0	0.0	22.0	22.0
SUBTOTAL (3000) LEARNING AND DEVELOPMENT	2,342	1,396	2,857	1,461	24.5	15.0	41.0	26.0
(4000) BUSINESS OPERATIONS GROUP								
(4100) MEASUREMENT, ANALYSIS AND PLANNING	1,651	1,843	0	-1,843	16.7	17.0	0.0	-17.0
SUBTOTAL (4000) BUSINESS OPERATIONS GROUP	1,651	1,843	0	-1,843	16.7	17.0	0.0	-17.0
(4300) STRATEGIC HUMAN CAPITAL								
(4310) PERFORMANCE MEASUREMENT	0	0	608	608	0.0	0.0	5.0	5.0
SUBTOTAL (4300) STRATEGIC HUMAN CAPITAL	0	0	608	608	0.0	0.0	5.0	5.0
(4500) POLICY AND COMPLIANCE								
(4510) COMPLIANCE	738	753	434	-318	4.9	6.0	5.0	-1.0
(4520) POLICY	505	534	894	360	4.9	5.0	8.0	3.0
(4530) COMPENSATION	0	0	187	187	0.0	0.0	2.0	2.0
SUBTOTAL (4500) POLICY AND COMPLIANCE	1,243	1,286	1,515	228	9.8	11.0	15.0	4.0
TOTAL PROPOSED OPERATING BUDGET	15,973	13,830	14,788	958	132.4	117.3	134.3	17.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Division Description

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

General Counsel (GC) – provides legal support and advice to DCHR management and its various administrations on a wide variety of legal issues to accomplish DCHR's mission. GC also provides legal services and advises District agencies on an assortment of personnel matters arising under the Comprehensive Merit Personnel Act ("CMPA"), District Personnel Manual ("DPM"), and other federal and District personnel and employment laws. This division 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 and the Police and Firefighters' Retirement and Relief Board within DCHR in a variety of pending legal matters. GC conducts legal sufficiency reviews on both internal DCHR documents and external documents to ensure that everything DCHR produces complies with all governing District laws, federal laws, regulations, and Mayor's Orders. Common legal sufficiency reviews include rules and regulations, Bulletins, Instructions, Administrative Issuances, Memoranda of Understanding ("MOUs"), disciplinary

actions, Fitness for Duty requests, employee suitability determinations, wills, guardianship orders, power of attorney, and Qualified Domestic Relations Orders (“QDROs”). GC drafts formal responses to Office of Inspector General complaints, drafts initial answers for Office of Employee Appeals matters, drafts position statements in response to complaints filed at the Office of Human Rights, investigates pay claims and overpayment appeals, and provides legal opinions on behalf of DCHR.

Benefits and Retirement Administration (BRA) – is responsible for the service delivery of the District’s benefits program and policies for 32,000 benefit-eligible employees and retirees (pre-and-post-October 1, 1987). This includes the plan management, contracting, and communication for all health, voluntary, and retirement programs. In addition, BRA oversees the Police and Firefighters’ Retirement and Relief Board, which makes determinations and decisions on all retirement and survivor benefit claims and cases.

This division contains the following 2 activities:

- **Benefits Operation Unit** – provides benefits services that strengthen individuals and organizational performance and assists in enabling the District government to attract, develop, and retain a well-qualified, diverse workforce through the service delivery of the District’s benefits programs to all eligible employees and retirees; and
- **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.

HR Solutions (HRS) – provides recruitment, position management, and classification assistance to District of Columbia government. HRS establishes official classifications and descriptions, designs and develops classification and recruitment management policies, procedures, and regulations. HRS delivers expert advice to District government agencies in the areas of classification and classification policies, Fair Labor Standards Act (FLSA), and recruitment and retention issues. HRS provides assistance to HR Advisors and provides staffing and recruitment support to subordinate agencies delegated recruitment and selection authority, as well as other subordinate and independent agencies, and conducts recruitment.

This division contains the following 4 activities:

- **Recruitment and Staffing** – provides recruitment, selection, and placement services to client agencies and oversight controls for effective recruitment and staffing, and provides auditing of subordinate agencies delegated recruitment;
- **Classification** – provides position management and classification support services to District government agencies, as well as the management and guidance of realignments, reorganizations, and reductions in force. Establishes official classifications and descriptions and develops classification policies, procedures, and regulations;
- **Information Technology** – provides information technology support for both HR applications and infrastructure. Provides help desk support for the HR information system, and troubleshoots and resolves errors; and
- **Analytics** – provides data to support recruitment and classification strategies for the District. Evaluates reports and data to assist with data-driven decisions for HR solutions.

Learning and Development – provides training, workforce planning and organizational development programs, and activities that increase the knowledge, skills, and competencies of District government employees, to enable them to provide the highest quality and most cost-effective services to the District of Columbia.

This division contains the following 3 activities:

- **Training and Development** – provides training and 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** – designed to increase the capacity of District employees and the residents DCHR serves. Programs include Executive Leadership program; Certified Public Management program; Thriving in the Workplace program; District Leadership program; L.E.A.P. program; and Residents Services Program.

Strategic Human Capital – provides oversight and full lifecycle management of the strategic human capital planning process. This includes developing organizational strategies, translating strategy into effective and actionable initiatives, analyzing results and workforce data, and reporting on achievements, or providing solutions based on results. The division’s activities include benchmarking, researching best practices, and completing business process improvement initiatives. Evaluation processes will monitor for targeted success and ongoing results. Reports and recommendations will be developed to enhance processes and ensure achievement of targeted human capital goals in support of District priorities.

Policy and Compliance Administration (PCA) – designs, implements and oversees unified personnel standards to support a safe, effective and best-in-class work environment. The Administration carries out its mission by collaborating with District agencies to develop modern and useful personnel practices, assisting agencies and employees to achieve success through amicable conflict resolution, and auditing and monitoring personnel standards and practices to achieve strategic personnel goals.

This division contains the following 3 activities:

- **Compliance** – audits and monitors employee suitability and agency adherence to federal and District laws, regulations and policies to support the District’s strategic staffing objections. This includes, among others, ensuring compliance with criminal and drug screening requirements, residency requirements, and professional licensing verification;
- **Policy** – implements the provisions of the Comprehensive Merit Personnel Act by developing modern and usable personnel tools to ensure a work environment to support superior public service; and
- **Compensation** – provides expert advice to District government management in the areas of compensation, administration of pay schedules, merit pay, compensation policies, and FLSA.

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 proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital page.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table BE0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table BE0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		8,175	84.0
Other CSFL Adjustments	Multiple Programs	262	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		8,437	84.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	14	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		8,451	84.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		8,451	84.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		452	5.3
Increase: To align resources with operational spending goals	Multiple Programs	14	0.0
Increase: To support additional FTEs	Multiple Programs	13	1.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		479	6.3
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		479	6.3
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		5,203	28.0
Increase: To support additional FTEs	Multiple Programs	989	16.0
Decrease: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-333	0.0
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		5,858	44.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		5,858	44.0
GROSS FOR BE0 - D.C. DEPARTMENT OF HUMAN RESOURCES		14,788	134.3

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

FY 2017 Proposed Budget Changes

The D.C. Department of Human Resources' (DCHR) proposed FY 2017 gross budget is \$14,788,172, which represents a 6.9 percent increase over its FY 2016 approved gross budget of \$13,829,689. The budget is comprised of \$8,451,023 in Local funds, \$479,130 in Special Purpose Revenue funds, and \$5,858,019 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 2016 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$8,436,728, which represents a \$262,090, or 3.2 percent, increase over the FY 2016 approved Local funds budget of \$8,174,638.

CSFL Assumptions

The FY 2017 CSFL calculated for DCHR included adjustment entries that are not described in detail on table 5. These adjustments were made for an increase of \$260,339 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements. CSFL funding for DCHR also includes an increase of \$1,751 for the Fixed Costs Inflation Factor to account for Fixed Costs estimates for fleet services.

Agency Budget Submission

Increase: In Local funds, DCHR proposes a net increase of \$14,295 to personal services across multiple divisions. In Special Purpose Revenue funds, the proposed budget reflects net increases of \$14,142 for office supplies and \$12,862 and 1.0 FTE in personal services for a Memorandum of Understanding agreement with the D.C. Health Benefit Exchange Authority to provide human resource services.

DCHR's proposed Intra-District funds budget includes a net increase of \$988,559 and 16.0 FTE positions across multiple divisions, which reflects Letters of Intent with several agencies to provide background checks and drug and alcohol testing, and to support the Capital City Fellows and the District's Leadership programs.

Decrease: In Intra-District funds, the proposed budget includes a net reduction of \$333,465 primarily in Other Services and Charges, to reflect efficiency savings, particularly in the area of compliance services.

Mayor's Proposed Budget

No Change: The D.C. Department of Human Resources' budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Office of Disability Rights

www.odr.dc.gov
Telephone: 202-724-5055

Table JR0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$1,611,534	\$1,713,394	\$1,769,855	3.3
FTEs	11.0	11.0	11.0	0.0

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 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table JR0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table JR0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	980	1,070	1,103	34	3.1	8.0	8.0	8.0	0.0	0.0
TOTAL FOR GENERAL FUND	980	1,070	1,103	34	3.1	8.0	8.0	8.0	0.0	0.0

Table JR0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change*	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change
FEDERAL RESOURCES										
FEDERAL GRANT FUNDS	487	536	522	-14	-2.6	3.0	3.0	3.0	0.0	0.0
TOTAL FOR FEDERAL RESOURCES	487	536	522	-14	-2.6	3.0	3.0	3.0	0.0	0.0
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	145	108	145	37	34.2	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	145	108	145	37	34.2	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	1,612	1,713	1,770	56	3.3	11.0	11.0	11.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table JR0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table JR0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	901	959	998	1,048	50	5.0
13 - ADDITIONAL GROSS PAY	14	0	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	178	195	209	230	22	10.5
SUBTOTAL PERSONAL SERVICES (PS)	1,093	1,154	1,206	1,278	72	5.9
20 - SUPPLIES AND MATERIALS	5	5	6	6	1	15.0
40 - OTHER SERVICES AND CHARGES	165	222	249	271	23	9.1
41 - CONTRACTUAL SERVICES - OTHER	272	221	237	197	-40	-16.7
70 - EQUIPMENT AND EQUIPMENT RENTAL	28	11	16	17	1	6.2
SUBTOTAL NONPERSONAL SERVICES (NPS)	471	458	507	492	-15	-3.0
GROSS FUNDS	1,564	1,612	1,713	1,770	56	3.3

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table JR0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table JR0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1030) PROPERTY MANAGEMENT	0	0	0	0	0.0	0.0	0.0	0.0
(1040) INFORMATION TECHNOLOGY	1	3	3	0	0.0	0.0	0.0	0.0
(1090) PERFORMANCE MANAGEMENT	341	364	394	30	3.0	3.0	3.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	342	368	397	30	3.0	3.0	3.0	0.0
(2000) DISABILITY RIGHTS								
(2005) OPERATIONS	7	31	21	-10	0.0	0.0	0.0	0.0
(2010) TRAINING AND TECHNICAL ASSISTANCE	147	155	165	10	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	585	579	617	38	3.0	3.0	3.0	0.0
(2030) INVESTIGATIONS	43	44	47	2	0.4	0.4	0.4	0.0
(2040) STATE DEVELOPMENTAL DISABILITIES COUNCIL	487	536	522	-14	3.0	3.0	3.0	0.0
SUBTOTAL (2000) DISABILITY RIGHTS	1,270	1,346	1,373	27	8.0	8.0	8.0	0.0
TOTAL PROPOSED OPERATING BUDGET	1,612	1,713	1,770	56	11.0	11.0	11.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of 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, and provides 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)** – houses the District of Columbia Developmental Disabilities Council (DDC) and D.C. Commission on Persons with Disabilities (DCCPD). The DDC is a Mayoral appointed body established in accordance with the mandates of the D.C. Developmental Disabilities Basic State Grant Program. It is an independent, community-based advisory committee funded by the Administration on Intellectual and Developmental Disabilities (AIDD), U.S. Department of Health and Human Services. It is charged with identifying and addressing the most pressing needs of people with developmental disabilities in the District. The DCCPD advocates on behalf of persons with disabilities and their families to promote inclusive communities and service delivery systems and to provide opportunities for public input, outreach, and education. The DCCPD also facilitates ODR’s collaboration with the Office of Human Rights, the Department on Disability Services, and all other agencies, boards, and commissions of the District of Columbia that affect the lives of residents with disabilities to comprehensively implement ADA compliance and training programs.

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 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table JR0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table JR0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,070	8.0
Other CSFL Adjustments	Multiple Programs	34	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,103	8.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	28	0.0
Increase: To align resources with operational spending goals	Disability Rights	1	0.0
Decrease: To partially offset projected adjustments in personal services costs	Disability Rights	-29	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		1,103	8.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor’s Proposed Budget		1,103	8.0

Table JR0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
FEDERAL GRANT FUNDS: FY 2016 Approved Budget and FTE		536	3.0
Increase: To align personal services and Fringe Benefits with projected costs	Disability Rights	15	0.0
Decrease: To align budget with projected grant awards	Disability Rights	-29	0.0
FEDERAL GRANT FUNDS: FY 2017 Agency Budget Submission		522	3.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2017 Mayor's Proposed Budget		522	3.0
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		108	0.0
Increase: To align resources with operational spending goals	Multiple Programs	37	0.0
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		145	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		145	0.0
GROSS FOR JR0 - OFFICE OF DISABILITY RIGHTS		1,770	11.0

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

FY 2017 Proposed Budget Changes

The Office of Disability Rights' (ODR) proposed FY 2017 gross budget is \$1,769,855, which represents a 3.3 percent increase over its FY 2016 approved gross budget of \$1,713,394. The budget is comprised of \$1,103,158 in Local funds, \$522,173 in Federal Grant funds, and \$144,524 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 2016 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$1,103,158, which represents a \$33,561, or 3.1 percent, increase over the FY 2016 approved Local funds budget of \$1,069,597.

CSFL Assumptions

The FY 2017 CSFL calculated for ODR included adjustment entries that are not described in detail on table 5. These adjustments were made for increases of \$28,594 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$1,196 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for ODR also includes an increase of \$3,772 for the Fixed Costs Inflation Factor to account for Fleet services estimates.

Agency Budget Submission

Increase: ODR's proposed Local funds budget reflects an increase of \$28,120 in personal services to support projected salary step and Fringe Benefit costs. The proposed budget for the Disability Rights program increased by \$848 to cover projected costs for office supplies. ODR's FY 2017 proposed Federal Grant funds budget reflects a personal services increase of \$14,966 to support projected changes in salary steps and Fringe Benefit costs.

In Intra-District funds, the nonpersonal services budget increased by \$36,824 to align the budget with the revised estimates for the Sign Language Interpretation Memoranda of Understanding with multiple District agencies.

Decrease: The proposed nonpersonal services budget in Local funds decreased by \$28,968 for printing, travel, and training in the Disability Rights program to offset the increases in personal services.

ODR's FY 2017 proposed Federal Grant funds budget reflects a nonpersonal services decrease of \$28,890, partially to offset in personal services costs.

Mayor's Proposed Budget

No Change: The Office of Disability Rights' budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Captive Insurance Agency

Table RJ0-1

Description	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed	% Change from FY 2016
OPERATING BUDGET	\$2,211,274	\$1,488,533	\$2,308,123	55.1
FTEs	0.0	0.0	1.0	N/A

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 was expanded to include property insurance. The liability of the agency is limited to the funds available to the Captive participants.

The agency’s FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table RJ0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table RJ0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	2,211	1,422	2,072	650	45.7	0.0	0.0	0.0	0.0	N/A
SPECIAL PURPOSE										
REVENUE FUNDS	0	67	237	170	253.1	0.0	0.0	1.0	1.0	N/A
TOTAL FOR GENERAL FUND	2,211	1,489	2,308	820	55.1	0.0	0.0	1.0	1.0	N/A
GROSS FUNDS	2,211	1,489	2,308	820	55.1	0.0	0.0	1.0	1.0	N/A

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table RJ0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table RJ0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	0	0	0	135	135	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	0	0	0	32	32	N/A
SUBTOTAL PERSONAL SERVICES (PS)	0	0	0	167	167	N/A
20 - SUPPLIES AND MATERIALS	4	5	10	16	6	60.0
40 - OTHER SERVICES AND CHARGES	924	2,206	1,479	2,126	647	43.8
SUBTOTAL NONPERSONAL SERVICES (NPS)	929	2,211	1,489	2,142	653	43.9
GROSS FUNDS	929	2,211	1,489	2,308	820	55.1

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table RJ0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table RJ0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(2000) CAPTIVE OPERATIONS								
(2001) OVERSIGHT	2,211	1,422	2,238	817	0.0	0.0	1.0	1.0
(2002) GROWTH AND INCOME STRATEGY AND MGMT	0	67	70	3	0.0	0.0	0.0	0.0
SUBTOTAL (2000) CAPTIVE OPERATIONS	2,211	1,489	2,308	820	0.0	0.0	1.0	1.0
TOTAL PROPOSED OPERATING BUDGET	2,211	1,489	2,308	820	0.0	0.0	1.0	1.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The 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 Change

The Captive Insurance Agency has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table RJ0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table RJ0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,422	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,422	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		1,422	0.0
Enhance: For District government real property assets	Captive Operations	650	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		2,072	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		67	0.0
Increase: To align budget with projected revenues	Captive Operations	3	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		70	0.0
Enhance: To support an additional FTE	Captive Operations	167	1.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		237	1.0
GROSS FOR RJ0 - CAPTIVE INSURANCE AGENCY		2,308	1.0

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

FY 2017 Proposed Budget Changes

The Captive Insurance Agency's (the Captive) proposed FY 2017 gross budget is \$2,308,123, which represents a 55.1 percent increase over its FY 2016 approved gross budget of \$1,488,533. The budget is comprised of \$2,071,533 in Local funds and \$236,590 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 Captive Insurance Agency's FY 2017 CSFL budget is \$1,421,533, which represents no change from the FY 2016 approved Local funds budget.

Agency Budget Submission

Increase: The Captive Insurance Agency's Special Purpose Revenue funds increased by \$3,000 to align the budget with projected revenues.

Mayor's Proposed Budget

Enhance: The Local funds budget proposal increased by \$650,000 to support the established annual cost of property insurance for District government real property assets. Additionally, the Special Purpose Revenue funds budget increased by \$166,590 and 1.0 FTE to support an Executive Director's position.

Office of Finance and Resource Management

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Table AS0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$28,667,755	\$36,512,223	\$36,524,190	0.0
FTEs	46.0	46.0	44.0	-4.3

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 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AS0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AS0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change		Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change	
				from FY 2016	Percentage Change*				from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	18,999	21,572	23,380	1,807	8.4	38.9	39.0	38.8	-0.2	-0.6
SPECIAL PURPOSE										
REVENUE FUNDS	191	301	407	106	35.3	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	19,190	21,873	23,787	1,914	8.7	38.9	39.0	38.8	-0.2	-0.6

Table AS0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change		Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change	
				FY 2016	Percentage Change*				FY 2016	Percentage Change
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	9,477	14,639	12,737	-1,902	-13.0	7.1	7.0	5.2	-1.8	-25.4
TOTAL FOR										
INTRA-DISTRICT FUNDS	9,477	14,639	12,737	-1,902	-13.0	7.1	7.0	5.2	-1.8	-25.4
GROSS FUNDS	28,668	36,512	36,524	12	0.0	46.0	46.0	44.0	-2.0	-4.3

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AS0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AS0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	3,679	3,996	4,592	4,635	43	0.9
12 - REGULAR PAY - OTHER	65	75	74	95	21	28.9
13 - ADDITIONAL GROSS PAY	9	0	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	712	872	1,040	1,083	43	4.1
15 - OVERTIME PAY	6	7	4	4	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	4,472	4,949	5,710	5,817	107	1.9
20 - SUPPLIES AND MATERIALS	31	37	30	20	-10	-33.3
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	23,056	23,382	30,552	30,618	65	0.2
40 - OTHER SERVICES AND CHARGES	97	155	205	59	-145	-71.0
41 - CONTRACTUAL SERVICES - OTHER	116	120	0	0	0	N/A
70 - EQUIPMENT AND EQUIPMENT RENTAL	98	25	15	10	-5	-33.3
SUBTOTAL NONPERSONAL SERVICES (NPS)	23,398	23,719	30,802	30,707	-95	-0.3
GROSS FUNDS	27,870	28,668	36,512	36,524	12	0.0

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AS0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AS0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	228	190	281	91	3.2	1.7	2.4	0.7
(1020) CONTRACTING AND PROCUREMENT	83	86	92	6	0.9	0.6	0.6	0.0
(1040) INFORMATION MANAGEMENT	8	8	0	-8	0.0	0.0	0.0	0.0
(1050) FINANCIAL MANAGEMENT	52	40	35	-5	0.0	0.0	0.0	0.0
(1070) FLEET MANAGEMENT	2	3	3	1	0.0	0.0	0.0	0.0
(1080) COMMUNICATIONS	3	90	4	-86	0.0	0.7	0.0	-0.7
(1085) CUSTOMER SERVICE	125	129	198	70	2.0	2.0	2.0	0.0
(1090) PERFORMANCE MANAGEMENT	601	650	681	31	3.1	3.0	3.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	1,102	1,197	1,295	98	9.2	8.0	8.0	0.0
(2000) FINANCIAL MANAGEMENT								
(2100) ACCOUNTING	1,971	2,003	2,155	153	19.4	18.0	19.0	1.0
(2200) BUDGET FORMULATION AND PLANNING	1,860	2,136	1,955	-181	14.3	16.0	13.0	-3.0
(2500) FIXED COSTS	23,382	29,647	29,713	65	0.0	0.0	0.0	0.0
SUBTOTAL (2000) FINANCIAL MANAGEMENT	27,214	33,787	33,824	37	33.7	34.0	32.0	-2.0
(3000) RESOURCE MANAGEMENT								
(3100) RESOURCE MANAGEMENT	352	1,529	1,406	-123	3.1	4.0	4.0	0.0
SUBTOTAL (3000) RESOURCE MANAGEMENT	352	1,529	1,406	-123	3.1	4.0	4.0	0.0
TOTAL PROPOSED OPERATING BUDGET	28,668	36,512	36,524	12	46.0	46.0	44.0	-2.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of 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 3 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 drawdowns 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; 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 performance-based budgeting.

Program Structure Change

The Office of Finance and Resource Management has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AS0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AS0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		21,572	39.0
Other CSFL Adjustments	Multiple Programs	1,807	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		23,380	39.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	161	-0.2
Decrease: To offset projected adjustments in personal services costs	Multiple Programs	-161	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		23,380	38.8
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor’s Proposed Budget		23,380	38.8
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		301	0.0
Increase: To align Fixed Costs with proposed estimates	Financial Management	106	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		407	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor’s Proposed Budget		407	0.0

Table AS0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		14,639	7.0
Decrease: To align personal services and Fringe Benefits with projected costs	Financial Management	-205	-1.8
Decrease: To align Fixed Costs with proposed estimates	Financial Management	-1,697	0.0
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		12,737	5.2
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		12,737	5.2
GROSS FOR AS0 - OFFICE OF FINANCE AND RESOURCE MANAGEMENT		36,524	44.0

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

FY 2016 Proposed Budget Changes

The Office of Finance and Resource Management's (OFRM) proposed FY 2017 gross budget is \$36,524,190, which represents a less than 0.1 percent increase over its FY 2016 approved gross budget of \$36,512,223. The budget is comprised of \$23,379,659 in Local funds, \$407,440 in Special Purpose Revenue funds, and \$12,737,091 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$23,379,659, which represents a \$1,807,398, or 8.4 percent, increase over the FY 2016 approved Local funds budget of \$21,572,261.

CSFL Assumptions

The FY 2017 CSFL calculated for OFRM included adjustment entries that are not described in detail on table 5. These adjustments were made for an increase of \$150,599 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements. CSFL funding for OFRM also includes an increase of \$1,656,799 for the Fixed Cost Inflation Factor to account for Fixed Costs estimates for Telecommunications and Fleet services.

Agency Budget Submission

Increase: The proposed budget for Local funds includes a net increase of \$160,965 and reduction of 0.2 Full-Time Equivalent (FTE) to support projected salary step increases, Fringe Benefit costs, and other personal services and position adjustments across multiple programs.

In Special Purpose Revenue funds, the proposed budget for OFRM includes an increase of \$106,299 in the Financial Management program based on the Office of the Chief Technology Officer's projection of Telecommunications costs for the Health Benefit Exchange Authority.

Decrease: To maximize efficiency and allocate resources accordingly, OFRM's proposed budget for Local funds includes a net decrease of \$160,965 across multiple programs. This change aligns the budget with programmatic needs and includes projected savings of \$145,965 in Professional Services, \$10,000 in Supplies, and \$5,000 in Equipment purchases. These savings were used to cover personal services cost increases.

OFRM's proposed Intra-District funds budget decreased by \$204,744 in personal services to account for the elimination of 1.8 FTEs in the Financial Management program primarily because of a reduction of funding for Memorandum of Understanding agreements with District agencies. Additionally, a reduction of \$1,696,986 in the Financial Management program is due to projected savings in Telecommunications Fixed Cost estimates that are centrally managed by the agency.

Mayor's Proposed Budget

No Change: The Office of Finance and Resource Management's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Office of Contracting and Procurement

www.ocp.dc.gov
Telephone: 202-727-0252

Table PO0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$45,681,696	\$22,822,939	\$26,661,027	16.8
FTEs	180.7	191.0	218.0	14.1

The Office of Contracting and Procurement's (OCP) mission 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 ensures all purchases are conducted fairly and impartially.

Summary of Services

OCP manages the purchase of \$4.4 billion in goods, services and construction annually, on behalf of over 76 District agencies. In its authority under the Procurement Practices Reform Act of 2010 (PPRA), OCP is responsible for both establishing procurement processing standards that conform to regulations, and monitoring the effectiveness of procurement service delivery. Procurement processing and management is enhanced by OCP specialists who are assigned to agency worksites to directly collaborate with program staff throughout the entire procurement process. OCP core services include the DC Supply Schedule, Purchase card (P-Card) program, and the surplus property disposition and re-utilization program. And, OCP's learning and certification programs support on-going development of staff proficiency and procurement service quality.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table PO0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table PO0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	16,123	20,968	23,906	2,938	14.0	180.7	178.0	198.0	20.0	11.2
SPECIAL PURPOSE REVENUE FUNDS	304	375	375	0	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	16,427	21,343	24,281	2,938	13.8	180.7	178.0	198.0	20.0	11.2
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	29,255	1,480	2,380	900	60.8	0.0	13.0	20.0	7.0	53.8
TOTAL FOR INTRA-DISTRICT FUNDS	29,255	1,480	2,380	900	60.8	0.0	13.0	20.0	7.0	53.8
GROSS FUNDS	45,682	22,823	26,661	3,838	16.8	180.7	191.0	218.0	27.0	14.1

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table PO0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table PO0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	7,679	13,162	17,721	21,096	3,374	19.0
12 - REGULAR PAY - OTHER	839	1,225	0	0	0	N/A
13 - ADDITIONAL GROSS PAY	64	335	8	8	0	0.0
14 - FRINGE BENEFITS - CURRENT PERSONNEL	1,597	2,820	3,631	4,550	919	25.3
15 - OVERTIME PAY	9	23	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	10,187	17,565	21,361	25,654	4,293	20.1
20 - SUPPLIES AND MATERIALS	144	111	117	82	-35	-30.1
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	25	37	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	21,493	26,869	659	469	-190	-28.8
41 - CONTRACTUAL SERVICES - OTHER	933	642	522	375	-147	-28.2
70 - EQUIPMENT AND EQUIPMENT RENTAL	260	458	164	82	-83	-50.3
SUBTOTAL NONPERSONAL SERVICES (NPS)	22,855	28,117	1,462	1,007	-455	-31.1
GROSS FUNDS	33,042	45,682	22,823	26,661	3,838	16.8

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table PO0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table PO0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(0100) RESOURCE MANAGEMENT								
(0110) RESOURCE MANAGEMENT	356	379	0	-379	3.0	3.0	0.0	-3.0
NO ACTIVITY ASSIGNED	0	0	0	0	34.1	0.0	0.0	0.0
SUBTOTAL (0100) RESOURCE MANAGEMENT	356	379	0	-379	37.1	3.0	0.0	-3.0
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	9,421	10,970	0	-10,970	69.3	97.0	0.0	-97.0
(1015) TRAINING AND EMPLOYEE DEVELOPMENT	309	252	200	-52	0.0	0.0	0.0	0.0
(1020) CONTRACTING AND PROCUREMENT	26,831	505	303	-202	0.0	0.0	0.0	0.0
(1040) INFORMATION TECHNOLOGY	293	110	89	-21	0.0	0.0	0.0	0.0
(1060) LEGAL	681	740	934	194	0.0	5.0	6.0	1.0
(1070) FLEET MANAGEMENT	33	17	28	11	0.0	0.0	0.0	0.0
(1090) PERFORMANCE MANAGEMENT	495	470	325	-145	4.0	3.0	2.0	-1.0
SUBTOTAL (1000) AGENCY MANAGEMENT	38,064	13,063	1,878	-11,185	73.3	105.0	8.0	-97.0
(2000) PROCUREMENT								
(2010) PROCUREMENT MANAGEMENT AND SUPPORT	800	827	18,059	17,232	7.0	6.0	153.0	147.0
(2015) INFORMATION TECHNOLOGY	-34	0	0	0	0.0	0.0	0.0	0.0
(2020) GOODS	-27	0	0	0	0.0	0.0	0.0	0.0
(2030) SERVICES	-123	0	0	0	0.0	0.0	0.0	0.0
(2040) TRANSPORTATION AND SPECIAL EQUIPMENT	-1	0	0	0	0.0	0.0	0.0	0.0
(2055) PURCHASE CARD	-8	0	252	252	0.0	0.0	2.0	2.0
(2070) EOM AND BOARDS CLUSTER/SIMPLIFIED ACQUIS	966	1,373	0	-1,373	10.0	14.0	0.0	-14.0
(2095) PRIORITY SPECIAL PROJECTS CLUSTER	334	1,238	0	-1,238	3.0	10.0	0.0	-10.0
SUBTOTAL (2000) PROCUREMENT	1,907	3,438	18,311	14,874	20.1	30.0	155.0	125.0
(3000) PROCUREMENT INTEGRITY AND COMPLIANCE								
(3010) PROCUREMENT INTEGRITY AND COMPLIANCE	-75	0	0	0	0.0	0.0	0.0	0.0
SUBTOTAL (3000) PROCUREMENT INTEGRITY AND COMPLIANCE	-75	0	0	0	0.0	0.0	0.0	0.0

Table PO0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(4000) ADMINISTRATION AND SUPPORT								
(4010) SURPLUS PROPERTY	-5	0	0	0	0.0	0.0	0.0	0.0
(4020) SUPPORT SERVICES	-13	0	0	0	0.0	0.0	0.0	0.0
(4030) CUSTOMER SERVICE AND COMMUNICATIONS	-26	0	0	0	0.0	0.0	0.0	0.0
(4040) RESOURCE MANAGEMENT	-21	0	0	0	0.0	0.0	0.0	0.0
(4050) PROCUREMENT TRAINING	-19	0	0	0	0.0	0.0	0.0	0.0
SUBTOTAL (4000) ADMINISTRATION AND SUPPORT	-83	0	0	0	0.0	0.0	0.0	0.0
(6000) PROCUREMENT TECHNOLOGY								
(6010) TECHNOLOGY SUPPORT	655	701	0	-701	6.0	6.0	0.0	-6.0
SUBTOTAL (6000) PROCUREMENT TECHNOLOGY	655	701	0	-701	6.0	6.0	0.0	-6.0
(7000) TRAINING								
(7010) TRAINING	688	815	0	-815	7.0	7.0	0.0	-7.0
(7020) LEARNING AND DEVELOPMENT	0	0	857	857	0.0	0.0	6.0	6.0
SUBTOTAL (7000) TRAINING	688	815	857	42	7.0	7.0	6.0	-1.0
(8000) OPERATIONS								
(8010) PROCUREMENT INTEGRITY AND COMPLIANCE	1,402	1,408	793	-616	13.0	13.0	7.0	-6.0
(8020) OPERATIONS MANAGEMENT AND SUPPORT	275	534	796	262	3.0	5.0	6.0	1.0
(8030) CUSTOMER SERVICE AND COMMUNICATIONS	507	473	648	175	8.0	7.0	8.0	1.0
(8040) PURCHASE CARD	131	124	0	-124	1.0	1.0	0.0	-1.0
(8050) TECHNOLOGY SUPPORT	0	0	804	804	0.0	0.0	7.0	7.0
(8060) HUMAN RESOURCE MANAGEMENT	0	0	475	475	0.0	0.0	4.0	4.0
(8070) BUSINESS OPERATIONS	0	0	465	465	0.0	0.0	4.0	4.0
SUBTOTAL (8000) OPERATIONS	2,315	2,539	3,980	1,441	25.1	26.0	36.0	10.0
(9000) BUSINESS RESOURCES AND SUPPORT SERVICES								
(9010) SURPLUS PROPERTY	1,405	1,485	1,330	-155	7.0	9.0	9.0	0.0
(9020) SUPPORT SERVICES	450	403	304	-99	5.0	5.0	4.0	-1.0
SUBTOTAL (9000) BUSINESS RESOURCES AND SUPPORT SERVICES	1,856	1,889	1,634	-255	12.0	14.0	13.0	-1.0
TOTAL PROPOSED OPERATING BUDGET	45,682	22,823	26,661	3,838	180.7	191.0	218.0	27.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Division Description

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

Procurement – procures goods and services on behalf of the agencies and programs under OCP’s authority according to District laws and regulations.

This division contains the following 2 activities:

- **Procurement Management and Support** – The procurement staff is divided into 10 units.
 - (1) Government Operations
 - (2) Public Safety
 - (3) Health Services
 - (4) Human Services
 - (5) Homeless/Youth Human Services
 - (6) Transportation Infrastructure
 - (7) Information Technology
 - (8) Public Works and Fleet Services
 - (9) Simplified/DC Supply Schedules/P-Card
 - (10) Procurement Operations
- **Purchase Card** – provides overall oversight and administration of the District’s Purchase Cards used in customer agencies. The Purchase Card provides an alternative delegated procurement vehicle that reduces the processing cost and delivery time for purchases within the non-competitive threshold.

Training – facilitates general procurement education for procurement professionals and program agency staff through the Procurement Training Institute. The Institute develops and delivers the curriculum for the District Procurement Certification Program (DPCP) as required by the Procurement Practices Reform Act of 2010 (PPRA).

Operations – provides a range of oversight, administrative, and customer service support for the Office of Contracting and Procurement and customer agencies.

This division contains the following 6 activities:

- **Procurement Integrity and Compliance** – conducts internal audits and reports its internal audit findings to key stakeholders within the agency; serves as the primary lead for OCP in support of the Comprehensive Annual Financial Report (CAFR) and Single Audit, and performs operational assessments of procurement processes and functions for agencies and teams under the authority of the District’s Chief Procurement Officer;
- **Operations Management and Support** – develops policies and procedures to help employees and other stakeholders work toward common goals, establish intended outcomes/ results, and adjust the organization's priorities in response to a changing environment;
- **Customer Service and Communications** – engages with OCP’s key stakeholders including customer agencies, industry, Council, and District residents;
- **Technology Support** – provides consultative and technical support to agencies, vendors, and OCP procurement professionals, including user training and report generation; works closely with senior management and the Office of the Chief Technology Officer (OCTO) to implement the latest technologies to promote transparency and accountability to achieve the best results. The OCP IT team also administers the Procurement Automated Support System (PASS);

- **Human Resource Management** – provides human resource management services that position the Office of Contracting and Procurement to attract, develop and retain a well-qualified and diverse work force. OHR works to advance the agency's mission, vision and strategic priorities through its most valuable resource - its people; and
- **Business Operations** – provides a range of operational support including data mining, reporting and analysis, project management, and coordination with program agencies for major agency initiatives.

Business Resources and Support Services – provides a wide range of mission-critical services to OCP divisions and the agency’s customers. This division executes agency acquisitions, maintains facilities including risk management, and administers the OCP fleet management program. Further, this division manages the District’s property disposal program, and in collaboration with OCP’s Procurement Division, coordinates acquisition efforts during declared emergencies.

This division contains the following 2 activities:

- **Surplus Property** – provides surplus property management, re-utilization, and disposal services to District agencies; and
- **Support Services** – provides agency acquisition services and facilities management; coordinates acquisition efforts during declared emergencies; manages transportation assets designated for District surplus activities; and administers OCP’s record management program.

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 proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

Table PO0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		20,968	178.0
Other CSFL Adjustments	Multiple Programs	658	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		21,626	178.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	290	0.0
Decrease: To align resources with operational spending goals	Multiple Programs	-470	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		21,446	178.0
Enhance: To support additional FTEs	Procurement	802	6.0
Transfer-In: From DBH and DDS pursuant to Delegated Procurement Authority	Procurement	1,658	14.0
LOCAL FUNDS: FY 2017 Mayor’s Proposed Budget		23,906	198.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		375	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		375	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor’s Proposed Budget		375	0.0

Table PO0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		1,480	13.0
Increase: To support additional FTEs	Multiple Programs	900	7.0
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		2,380	20.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		2,380	20.0
GROSS FOR PO0 - OFFICE OF CONTRACTING AND PROCUREMENT		26,661	218.0

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

FY 2017 Proposed Budget Changes

The Office of Contracting and Procurement's (OCP) proposed FY 2017 gross budget is \$26,661,027, which represents a 16.8 percent increase over its FY 2016 approved gross budget of \$22,822,939. The budget is comprised of \$23,905,649 in Local funds, \$375,000 in Special Purpose Revenue funds, and \$2,380,378 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 2016 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$21,625,871, which represents a \$658,012, or 3.1 percent, increase over the FY 2016 approved Local funds budget of \$20,967,859.

CSFL Assumptions

The FY 2017 CSFL calculated for OCP included adjustment entries that are not described in detail on table 5. These adjustments were made for increases of \$634,565 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$3,384 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for OCP also reflects adjustments for increases of \$11,341 for the Fixed Costs Inflation Factor, to reflect projections for fixed costs estimates for Fleet services, and \$8,722 for the Personal Services Adjustments to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

Agency Budget Submission

Increase: The proposed Local funds budget includes a net increase of \$289,734 across multiple divisions to support projected salary step and Fringe Benefits costs resulting from restructuring OCP's programs in FY 2017. The budget proposal also includes an increase to the Intra-District fund of \$900,297 to support the salary and Fringe Benefits costs of 7.0 additional Full-Time Equivalents (FTEs). This adjustment is based on OCP's compliance with the District's Delegated Procurement Authority initiative. Participating agencies include the Department of Health Care Finance, Department of Employment Services, Department on Disability Services, and the Department of Health.

Decrease: OCP's restructuring results in projected cost savings in professional services fees and personnel training. These savings account for a decrease of \$469,690 in Local funds within the Agency Management division.

Mayor's Proposed Budget

Enhance: The Local funds budget proposal is increased by \$801,614 and 6.0 FTEs in the Procurement division. This program enhancement is expected to result in costs savings on the award price of District and Federal contracts.

Transfer-In: OCP's proposed Local funds budget reflects an increase of \$1,658,120 and 14.0 FTEs pursuant to the Delegated Procurement legislation. The transfers include \$1,229,373 and 10.0 FTEs from the Department of Behavioral Health and \$428,747 and 4.0 FTEs from the Department on Disability Services.

Office of the Chief Technology Officer

www.octo.dc.gov

Telephone: 202-727-2277

Table TO0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$101,770,039	\$104,173,955	\$110,391,263	6.0
FTEs	282.5	282.0	287.0	1.8

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.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table TO0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table TO0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	55,750	58,268	65,994	7,725	13.3	191.5	186.9	195.9	9.0	4.8
SPECIAL PURPOSE REVENUE FUNDS	8,716	14,149	12,153	-1,995	-14.1	12.5	17.9	15.9	-2.0	-11.2
TOTAL FOR GENERAL FUND	64,466	72,417	78,147	5,730	7.9	204.0	204.8	211.8	7.0	3.4
FEDERAL RESOURCES										
FEDERAL GRANT FUNDS	207	114	48	-66	-57.8	0.0	0.0	0.0	0.0	N/A
TOTAL FOR FEDERAL RESOURCES	207	114	48	-66	-57.8	0.0	0.0	0.0	0.0	N/A
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	37,097	31,643	32,196	553	1.7	78.6	77.2	75.2	-2.0	-2.6
TOTAL FOR INTRA-DISTRICT FUNDS	37,097	31,643	32,196	553	1.7	78.6	77.2	75.2	-2.0	-2.6
GROSS FUNDS	101,770	104,174	110,391	6,217	6.0	282.5	282.0	287.0	5.0	1.8

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table TO0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table TO0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	22,300	23,706	27,054	27,603	549	2.0
12 - REGULAR PAY - OTHER	2,600	2,750	2,730	3,330	600	22.0
13 - ADDITIONAL GROSS PAY	291	336	32	32	0	0.0
14 - FRINGE BENEFITS - CURRENT PERSONNEL	5,212	5,598	6,612	7,300	688	10.4
15 - OVERTIME PAY	67	85	0	55	55	N/A
SUBTOTAL PERSONAL SERVICES (PS)	30,469	32,475	36,429	38,321	1,892	5.2
20 - SUPPLIES AND MATERIALS	264	255	343	275	-68	-19.9
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	861	579	1,225	1,934	709	57.9
32 - RENTALS - LAND AND STRUCTURES	82	0	0	0	0	N/A

Table TO0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
40 - OTHER SERVICES AND CHARGES	24,959	20,090	22,444	24,644	2,199	9.8
41 - CONTRACTUAL SERVICES - OTHER	38,076	44,613	41,697	43,456	1,758	4.2
50 - SUBSIDIES AND TRANSFERS	87	0	0	0	0	N/A
70 - EQUIPMENT AND EQUIPMENT RENTAL	2,173	3,758	2,036	1,762	-274	-13.4
SUBTOTAL NONPERSONAL SERVICES (NPS)	66,503	69,295	67,745	72,071	4,325	6.4
GROSS FUNDS	96,973	101,770	104,174	110,391	6,217	6.0

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table TO0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table TO0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	529	469	647	177	3.0	3.0	4.0	1.0
(1030) PROPERTY MANAGEMENT	791	1,061	1,064	3	3.9	5.0	5.0	0.0
(1055) RISK MANAGEMENT	0	0	320	320	0.0	0.0	2.0	2.0
(1060) LEGAL SERVICES	182	210	212	2	0.0	1.0	1.0	0.0
(1080) COMMUNICATIONS	0	0	184	184	0.0	0.0	1.0	1.0
(1090) PERFORMANCE MANAGEMENT	2,193	2,466	2,653	186	14.8	11.0	13.0	2.0
SUBTOTAL (1000) AGENCY MANAGEMENT	3,694	4,206	5,078	872	21.6	20.0	26.0	6.0
(100F) AGENCY FINANCIAL OPERATIONS								
(110F) BUDGET OPERATIONS	775	913	803	-110	5.9	6.0	5.0	-1.0
(120F) ACCOUNTING OPERATIONS	443	504	525	20	4.9	5.0	5.0	0.0
SUBTOTAL (100F) AGENCY FINANCIAL OPERATIONS	1,218	1,418	1,328	-90	10.8	11.0	10.0	-1.0
(2000) APPLICATION SOLUTIONS								
(2010) APPLICATION SERVICES AND OPERATIONS	3,758	3,889	4,722	834	11.8	12.0	11.0	-1.0
(2011) WEB MAINTENANCE	1,912	1,754	2,072	318	9.8	8.0	10.0	2.0
(2012) ELECTRONIC DOCUMENT MANAGEMENT	772	742	1,057	314	0.0	1.0	2.0	1.0
(2013) APPLICATION QUALITY ASSURANCE	1,621	1,617	1,831	214	7.9	9.0	7.0	-2.0
(2015) MISSION FOCUSED APPLICATION SOLUTIONS	2,076	2,496	2,544	49	6.8	7.0	7.0	0.0

Table TO0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(2016) DC GEOGRAPHIC INFORMATION SYSTEM-GIS	4,877	2,547	3,650	1,103	11.8	11.0	10.0	-1.0
(2080) ENTERPRISE PROCUREMENT APPLICATION SVCS	1,574	1,780	1,890	110	3.9	3.0	3.0	0.0
(2081) ENTERPRISE HR APPLICATION SERVICES	5,315	5,949	5,226	-723	5.9	5.0	5.0	0.0
(2085) DATA TRANSPARENCY AND ACCOUNTABILITY-CDW	734	1,212	2,140	928	2.0	3.0	5.0	2.0
SUBTOTAL (2000) APPLICATION SOLUTIONS	22,638	21,986	25,131	3,146	59.9	59.0	60.0	1.0
(3000) ENTERPRISE CUSTOMER EXPERIENCE								
(3010) AGENCY CUSTOMER RELATIONS MANAGEMENT	1,777	1,962	2,706	743	7.9	8.0	9.0	1.0
(3020) STRATEGIC INVESTMENT SERVICES	1,106	1,117	1,435	318	6.9	7.0	10.0	3.0
(3037) DIGITAL INCLUSION INITIATIVE (DII)	973	815	1,107	292	1.0	2.0	2.0	0.0
SUBTOTAL (3000) ENTERPRISE CUSTOMER EXPERIENCE	3,856	3,893	5,247	1,354	15.7	17.0	21.0	4.0
(4000) INFRASTRUCTURE AND COMMUNICATIONS TECH								
(4010) INTEGRATED PLATFORM SERVICES	7,525	7,646	8,151	505	20.7	20.0	20.0	0.0
(4015) DATA CENTER FACILITIES	1,415	1,618	1,491	-127	3.0	3.0	2.0	-1.0
(4020) GOVERNMENT CLOUD SERVICES	10,059	9,058	8,276	-783	13.2	14.0	13.0	-1.0
(4030) TELECOMMUNICATIONS GOVERNANCE	2,318	2,362	2,414	52	12.8	12.0	12.0	0.0
(4035) CITYWIDE IT OPERATIONS MONITORING	5,271	6,145	7,143	998	18.7	18.0	15.0	-3.0
(4036) DC NET	21,994	22,778	21,579	-1,199	44.6	47.0	47.0	0.0
(4050) CITYWIDE MESSAGING	4,366	4,734	5,141	408	3.0	3.0	4.0	1.0
SUBTOTAL (4000) INFRASTRUCTURE AND COMMUNICATIONS TECH.	52,949	54,341	54,196	-145	115.8	117.0	113.0	-4.0
(5000) SECURITY GOVERNANCE AND OPERATIONS								
(5010) CITYWIDE IT SECURITY SERVICES (CWITS)	4,754	5,665	6,478	813	3.9	4.0	6.0	2.0
(5020) IDENTITY MANAGEMENT PLATFORM SERVICES	1,506	1,775	2,130	355	6.9	7.0	6.0	-1.0
SUBTOTAL (5000) SECURITY GOVERNANCE AND OPERATIONS	6,260	7,440	8,608	1,168	10.8	11.0	12.0	1.0
(6000) DATA GOVERNANCE AND ANALYTICS								
(6010) IT SERVUS	11,155	10,891	10,803	-88	47.9	47.0	45.0	-2.0
SUBTOTAL (6000) DATA GOVERNANCE AND ANALYTICS	11,155	10,891	10,803	-88	47.9	47.0	45.0	-2.0
TOTAL PROPOSED OPERATING BUDGET	101,770	104,174	110,391	6,217	282.5	282.0	287.0	5.0

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

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 Services and Operations** – consists of multiple management and program management type functions, including agency relationship management and business services, project management, and enterprise contracts. 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;
- **Web Maintenance** – establishes, maintains, and implements standards, guidelines, policies, and procedures for maintaining the DC.Gov web portal, which has over 100 District agency websites and is visited over 25 million times a year by District residents, businesses, and visitors. The team creates new websites every year for District agencies and provides centralized content management and fee-for-service webmaster support for District agencies;
- **Electronic Document Management** – 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 and system testing for DC Government agencies. The team utilizes various testing tools and provides a wide range of testing services including functional testing, regression testing, integration testing, and performance and load testing to ensure application software and systems conform to the required specifications and business requirements for high quality functionality and performance;
- **Mission Focused Application Solutions** – provides system development, maintenance, and new functional enhancements for the Department of Motor Vehicles (DMV) and other agency business applications that support specific mission-focused application solutions. DMV's specific focus will include vehicle registration, driver's license/identification cards, dealer tags, residential parking permits, insurance verification, adjudication, 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;
- **Enterprise 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;
- **Enterprise 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.

Enterprise Customer Experience – centralizes the coordination of agency and enterprise-wide customer facing IT functions into one customer experience business unit. The division contains all of OCTO’s customer care functions in the same business unit for more effective control, coordination, collaboration, transparency and accountability.

This division contains the following 3 activities:

- **Agency Customer Relations Management** – trusted advisors that provide direct customer service to District agencies and acts as the point of contact to recommend services, products and expertise to ensure agencies are equipped to meet their missions. Translates customer needs into actionable technical requirements and facilitates the effective interaction between customers and OCTO technical staff;
- **Strategic Investment Services** – provides budget and operational finance coordination and oversight while identifying and monitoring the agency’s ongoing priorities and critical new capital investments. The division collaborates with stakeholders outside the agency to comply with District financial policy and procedures. The program is responsible for managing enterprise IT procurement, citywide contract management, and the agency’s resource allocation through reliable cost metrics, performance analysis, and benchmarking and profitability models. The program supports strategic decision-making and mission performance through value-added initiatives that transform data into strategic business goals; and
- **Digital Inclusion Initiative (DII)** – leads OCTO’s efforts to foster technology inclusion through outreach and coordination by developing specialized services, public events, and engagement campaigns to empower District residents and small businesses to embrace an expanding digital landscape.

Infrastructure and Communications Technology – 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:

- **Integrated Platform Services** – 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, the Department of Employment Services, the Office of the Chief Financial Officer, and the 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, and site security, with consideration for environmentally-friendly solutions;
- **Government Cloud Services** – delivers a cost-effective, highly available and scalable cloud computing platform capable of meeting the District’s current and future demands. Government Cloud Services currently hosts a myriad of mission-critical web and application systems (approximately 2 petabyte of data, 3,000 virtual servers, and 500 shared databases) that are critical

to the business operations of over 80 District agencies. Government Cloud Services' core technology focus areas include designing and implementing enterprise-class cloud computing platforms, shared/centralized database services, enterprise storage and backup systems;

- **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; Citywide IT Operations Monitoring – 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;
- **Citywide IT Operations Monitoring** – 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;
- **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; and
- **Citywide Messaging** – provides collaborative email services engineering, operations management, and modernization for the entire 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.

Security Governance and Operations – responsible for the citywide information security platform and policies as well as credentialing operations and policies for District citizens and employees.

This division contains the following 2 activities:

- **Citywide IT Security Services** – manages and maintains an information security architecture that mitigates security vulnerabilities within the District government's technology infrastructure; provides a secure application and network environment for all District government agency systems; ensures compliance with health information security regulations; and provides an array of information security services for all District government agencies and public partners who conduct daily business activities with the District of Columbia Government; and
- **Identity Management Platform Services** – manages the District's identity and access management systems used in support of employees and District residents, and provides PIV-I (Personal Identity Verification Interoperability) solutions for District government agencies seeking to issue and use highly secure (identity assurance Level 4) PIV-I credentials.

Data Governance and Analytics – foundation of technology resources, capabilities, and services to align with the District administration's call for smarter government through the use of data. Provides geospatial enterprise system, comprised of data, tools and cloud publishing platform, to enable operations, policy-making and decision-making by the Executive Office of the Mayor, other District government agencies, and the public. Occupies a mission-critical role in public safety, economic development, education, transportation, planning and other government operations. Serves the general public by publishing and sharing geospatial data freely to the fullest extent possible with appropriate privacy and security protections. The IT ServUs activity allows OCTO, through service-level agreements, to provide

around-the-clock support for applications, hardware, and desktop products and services for District agencies with certified technicians who apply industry best practices with industry-level software tools 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 division-based budgeting.

Division Structure Change

The Office of the Chief Technology Officer has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table TO0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table TO0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		58,268	186.9
Other CSFL Adjustments	Multiple Programs	9,405	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		67,673	186.9
Increase: To support additional FTEs	Multiple Programs	1,379	9.0
Increase: To adjust the Contractual Services budget	Multiple Programs	175	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Infrastructure and Communications Tech.	40	0.0
Decrease: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-6,300	0.0
Technical Adjustment: Reforecast of the centralized information technology cost assessment	Multiple Programs	2,278	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		65,244	195.9
Enhance: To build a new enterprise system for the DSLBD agency (one-time)	Application Solutions	750	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		65,994	195.9
FEDERAL GRANT FUNDS: FY 2016 Approved Budget and FTE		114	0.0
Decrease: To align budget with projected grant awards	Multiple Programs	-66	0.0
FEDERAL GRANT FUNDS: FY 2017 Agency Budget Submission		48	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2017 Mayor's Proposed Budget		48	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		14,149	17.9
Increase: To align Fixed Costs with proposed estimates	Infrastructure and Communications Tech.	734	0.0
Decrease: To recognize savings from a reduction in FTEs	Infrastructure and Communications Tech.	-167	-2.0
Decrease: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-2,562	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		12,153	15.9
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		12,153	15.9

Table TO0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		31,643	77.2
Increase: To adjust the Contractual Services budget	Multiple Programs	1,260	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Infrastructure and Communications Tech.	15	0.0
Decrease: To align Fixed Costs with proposed estimates	Infrastructure and Communications Tech.	-25	0.0
Decrease: To recognize savings from a reduction in FTEs	Multiple Programs	-174	-2.0
Decrease: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-523	0.0
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		32,196	75.2
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		32,196	75.2

GROSS FOR TO0 - OFFICE OF THE CHIEF TECHNOLOGY OFFICER	110,391	287.0
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(Change is calculated by whole numbers and numbers may not add up due to rounding)

FY 2016 Proposed Budget Changes

The Office of the Chief Technology Officer's (OCTO) proposed FY 2017 gross budget is \$110,391,263, which represents a 6.0 percent increase over its FY 2016 approved gross budget of \$104,173,955. The budget is comprised of \$65,993,768 in Local funds, \$48,200 in Federal Grant funds, \$12,153,253 in Special Purpose Revenue funds, and \$32,196,042 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 2016 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$67,672,963, which represents a \$9,404,529, or 16.1 percent, increase over the FY 2016 approved Local funds budget of \$58,268,434.

CSFL Assumptions

The FY 2017 CSFL calculated for OCTO included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$799,667 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$453,696 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for OCTO also includes an increase of \$8,151,166 to account for the projected cost of IT assessment services.

Agency Budget Submission

Increase: In Local funds, OCTO's proposed budget includes a net increase of \$1,378,735 and 9.0 Full-Time Equivalent (FTEs) in personal services across multiple divisions to support projected salaries, step increases, and Fringe Benefit costs. The agency also increased Contractual Services by \$174,664 to reflect spending variations from year-to-year across multiple divisions. Additionally, the Infrastructure and Communications Technology division includes an increase of \$40,000 to support projected overtime costs.

In Special Purpose Revenue funds, OCTO proposes an increase of \$734,259 to support projected Telecommunications costs mainly attributed to a shift in services from Verizon to the Level 3 Data Transport network (fiber-optic data).

In Intra-District funds, the budget proposal reflects an increase of \$1,259,868 in Contractual Services across multiple divisions to support the city-wide, customer-driven demand for enhanced DC-Net services, specifically for those agencies desiring greater bandwidth. Additionally, the budget includes a proposed personal services increase of \$15,000 to support projected overtime costs in the Infrastructure and Communications Technology division.

Decrease: In Local funds, OCTO's proposed budget reflects a decrease of \$6,300,318 across multiple divisions to reflect the realignment of IT resources and the centralization of services within the agency's divisions and activities.

In Federal Grant funds, a net decrease of \$66,000 primarily in Contractual Services aligns the budget with projected grant awards for FY 2017. Funding for the DC-Net grant is scheduled to expire in FY 2018.

In Special Purpose Revenue funds, OCTO proposes a net personal services reduction of \$167,355 and 2.0 FTEs in the Infrastructure and Communications Technology division based on lower projected revenues. Additionally, a net nonpersonal services reduction of \$2,562,186 across multiple divisions reflects the decreasing demand for contractual services from independent, federal, and non-profit agencies, providing healthcare and/or education services in and outside of the District, using the DC-Net program to provide telecommunication services.

In Intra-District funds, the budget proposal reflects a reduction of \$25,000 for Telecommunication Fixed Costs in the Infrastructure and Communications Technology division. Additional savings of \$173,821 and 2.0 FTEs in personal services and \$522,792 in nonpersonal services across multiple divisions reflect the lower demand for IT services, particularly for software maintenance and equipment costs for the Memorandum of Understanding with DC Public Schools.

Technical Adjustment: In Local funds, the proposed budget addresses a shortfall for OCTO's IT Cost Assessment. The assessment reflects the costs associated with the agency's management and provision of city-wide technology services. A reforecast of the centralized IT assessment includes a net increase of \$2,277,724 in nonpersonal services and is allocated across multiple divisions as follows: \$445,941 and \$97,824 in Other Services and Charges allocated to the Infrastructure and Communication Technology and the Application Solutions divisions, respectively; and \$792,942, \$500,000, and \$441,017 in Contractual Services allocated to the Application Solutions, the Infrastructure and Communications Technology, and the Data Governance and Analytics divisions, respectively.

Mayor's Proposed Budget

Enhance: OCTO's proposed Local funds budget includes a one-time increase of \$750,000 in the Application Solutions division to reflect the costs associated with building a new enterprise system for the Department of Small and Local Business Development (DSLBD). This funding will enable OCTO to construct a system that provides enhanced reporting capabilities and supports interoperability across several IT systems/platforms operating in DSLBD, interconnectivity with the District's procurement and accounting systems, and integration with the DC Business Center currently being developed by the Department of Consumer and Regulatory Affairs.

Department of General Services

www.dgs.dc.gov
Telephone: 202-727-2800

Table AM0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$423,275,462	\$464,752,558	\$477,415,855	2.7
FTEs	651.4	700.0	703.2	0.5

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

DGS carries out a broad range of real estate management functions. In addition to managing capital improvement and construction programs 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, and capital repairs and improvement. In all of its endeavors, DGS is dedicated to the following:

- Achieving Efficiency in Operations;
- Achieving Quality in Design and Execution;
- Achieving Excellence in Service and Maintenance;
- Delivering Secure and Safe Places of Work for District Employees; and
- Delivering Aggressive and Attentive Management of the District's Resources.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AM0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AM0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change		Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change	
				FY 2016	Percentage Change*				FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	286,950	317,877	325,865	7,988	2.5	642.2	667.5	667.7	0.2	0.0
SPECIAL PURPOSE REVENUE FUNDS	5,116	6,376	7,561	1,185	18.6	9.2	10.5	13.5	3.0	28.6
TOTAL FOR GENERAL FUND	292,066	324,253	333,426	9,173	2.8	651.4	678.0	681.2	3.2	0.5
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	131,209	140,500	143,990	3,490	2.5	0.0	22.0	22.0	0.0	0.0
TOTAL FOR INTRA-DISTRICT FUNDS	131,209	140,500	143,990	3,490	2.5	0.0	22.0	22.0	0.0	0.0
GROSS FUNDS	423,275	464,753	477,416	12,663	2.7	651.4	700.0	703.2	3.2	0.5

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AM0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AM0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	40,587	40,044	44,925	46,155	1,230	2.7
12 - REGULAR PAY - OTHER	498	2,255	2,134	2,860	726	34.0
13 - ADDITIONAL GROSS PAY	1,291	1,932	1,490	1,490	0	0.0
14 - FRINGE BENEFITS - CURRENT PERSONNEL	9,523	10,124	11,116	12,646	1,530	13.8
15 - OVERTIME PAY	3,088	4,977	2,482	2,482	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	54,988	59,331	62,147	65,633	3,486	5.6
20 - SUPPLIES AND MATERIALS	5,451	4,111	5,118	3,870	-1,248	-24.4
30 - ENERGY, COMMUNICATION AND BUILDING RENTALS	91,643	85,355	99,972	106,952	6,981	7.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	76	169	190	174	-16	-8.7
32 - RENTALS - LAND AND STRUCTURES	121,696	127,646	157,678	163,398	5,720	3.6
33 - JANITORIAL SERVICES	0	137	0	0	0	N/A

Table AM0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
34 - SECURITY SERVICES	0	27,625	29,345	34,318	4,973	16.9
35 - OCCUPANCY FIXED COSTS	0	62,994	82,611	79,369	-3,242	-3.9
40 - OTHER SERVICES AND CHARGES	8,102	11,027	12,659	11,495	-1,164	-9.2
41 - CONTRACTUAL SERVICES - OTHER	98,230	34,455	14,316	11,677	-2,639	-18.4
70 - EQUIPMENT AND EQUIPMENT RENTAL	524	438	716	530	-187	-26.1
80 - DEBT SERVICE	9,988	9,988	0	0	0	N/A
SUBTOTAL NONPERSONAL SERVICES (NPS)	335,709	363,944	402,605	411,783	9,177	2.3
GROSS FUNDS	390,696	423,275	464,753	477,416	12,663	2.7

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AM0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AM0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	863	986	992	6	8.8	10.0	9.0	-1.0
(1030) PROPERTY MGMT	400	363	371	8	0.0	0.0	0.0	0.0
(1040) INFORMATION TECHNOLOGY	1,050	997	1,102	105	3.9	3.0	4.0	1.0
(1045) LEGAL SERVICES	0	903	954	51	0.0	6.0	6.0	0.0
(1051) FINANCIAL SVS - PUBLIC ED	1,864	2,401	2,242	-159	14.7	16.0	15.0	-1.0
(1055) RISK MGMT	119	2	138	136	1.0	0.0	1.0	1.0
(1070) FLEET MGMT	1,478	1,466	1,653	187	0.0	0.0	0.0	0.0
(1080) COMMUNICATIONS	777	545	827	282	2.9	2.0	5.0	3.0
(1090) PERFORMANCE MANAGEMENT	3,577	2,797	2,870	73	16.7	17.0	18.0	1.0
(1095) ENERGY MANAGEMENT	909	1,046	1,078	32	4.9	5.0	5.0	0.0
(1195) ENVIRONMENTAL - PUBLIC ED	534	667	658	-10	4.9	5.0	5.0	0.0
NO ACTIVITY ASSIGNED	2,394	0	0	0	0.0	0.0	0.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	13,964	12,174	12,884	711	57.8	64.0	68.0	4.0
(2000) ASSET MANAGEMENT								
(2001) LEASE MANAGEMENT	3,677	4,660	4,841	181	10.8	9.0	10.0	1.0
(2004) SWING SPACE FUNDING	2,165	1,638	1,567	-71	0.0	0.0	0.0	0.0
(2006) EASTERN MARKET	604	823	652	-171	0.6	1.0	4.0	3.0
(2101) REALTY - PUBLIC ED	403	454	486	32	4.9	5.0	5.0	0.0
SUBTOTAL (2000) ASSET MANAGEMENT	6,849	7,575	7,546	-29	16.3	15.0	19.0	4.0

Table AM0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(3000) FACILITY OPERATIONS								
(3001) POSTAL SERVICES	706	769	588	-182	5.9	6.0	6.0	0.0
(3002) FACILITIES	68,513	83,682	85,121	1,438	146.5	179.9	176.6	-3.3
(3004) PARKING	1,146	927	791	-136	1.0	1.0	1.0	0.0
(3005) RFK/DC ARMORY (NON-MILITARY) MAINTENANCE	2,899	2,429	1,101	-1,327	8.6	9.5	9.5	0.0
(3008) JANITORIAL SERVICES	366	475	477	2	5.9	6.0	6.0	0.0
(3009) FACILITIES - PUBLIC ED	34,809	31,580	27,224	-4,355	90.1	95.5	96.8	1.2
(3010) FACILITIES - PARKS AND REC	17,528	17,552	17,024	-528	155.2	158.1	157.3	-0.7
(3012) FACILITIES - MPD	2,242	0	0	0	15.1	0.0	0.0	0.0
(3013) FACILITIES - FEMS	2,001	0	0	0	11.0	0.0	0.0	0.0
SUBTOTAL (3000) FACILITY OPERATIONS	130,211	137,414	132,326	-5,088	439.2	456.0	453.2	-2.8
(4000) PROTECTIVE SERVICES								
(4001) PROTECTIVE SERVICES	42,745	44,754	48,865	4,111	105.8	130.0	130.0	0.0
SUBTOTAL (4000) PROTECTIVE SERVICES	42,745	44,754	48,865	4,111	105.8	130.0	130.0	0.0
(5000) CONSTRUCTION SERVICES								
(5001) CONSTRUCTION SERVICES	5,324	2,085	2,480	395	12.7	11.0	12.0	1.0
(5010) OFFICE OF PLANNING	0	452	0	-452	0.0	3.0	0.0	-3.0
(5101) CONSTRUCTION DIVISION - PUBLIC ED	201	235	281	45	2.0	2.0	2.0	0.0
SUBTOTAL (5000) CONSTRUCTION SERVICES	5,525	2,773	2,761	-12	14.7	16.0	14.0	-2.0
(6000) CONTRACTING AND PROCUREMENT SERVICES								
(6001) CONTRACTING AND PROCUREMENT SERVICES	2,176	2,414	2,684	270	17.6	19.0	19.0	0.0
SUBTOTAL (6000) CONTRACTING AND PROCUREMENT SERVICES	2,176	2,414	2,684	270	17.6	19.0	19.0	0.0
(7000) ENERGY - CENTRALLY MANAGED								
(7001) AUTO FUEL	8,794	17,388	13,285	-4,103	0.0	0.0	0.0	0.0
(7002) HEATING FUEL	101	911	393	-519	0.0	0.0	0.0	0.0
(7003) NATURAL GAS	8,947	10,640	13,152	2,511	0.0	0.0	0.0	0.0
(7004) ELECTRICITY	48,958	50,237	50,535	298	0.0	0.0	0.0	0.0
(7005) STEAM	719	1,952	1,447	-505	0.0	0.0	0.0	0.0
(7006) WATER	16,073	16,272	22,975	6,703	0.0	0.0	0.0	0.0
(7007) SUSTAINABLE DC	1,653	2,570	5,166	2,596	0.0	0.0	0.0	0.0
SUBTOTAL (7000) ENERGY - CENTRALLY MANAGED	85,246	99,972	106,952	6,981	0.0	0.0	0.0	0.0
(8000) RENT: IN-LEASE								
(8001) RENT: IN-LEASE	136,560	157,678	163,398	5,720	0.0	0.0	0.0	0.0
SUBTOTAL (8000) RENT: IN-LEASE	136,560	157,678	163,398	5,720	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	423,275	464,752	477,416	12,663	651.4	700.0	703.2	3.2

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

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 4 activities:

- **Lease Management (DGS Realty)** – provides space location and management services for District agencies in both owned and leased buildings;
- **Swing Space** – provides support for services associated with moving agencies from one space to another;
- **Eastern Market** – provides for the operations and management of Eastern Market through the revenue-generating Eastern Market Enterprise Fund; and
- **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.

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 nonstructural improvements; and providing janitorial, trash and recycling pickup, postal, and engineering services.

This division contains the following 7 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); and
- **Facilities - Parks and Recreation** – includes facility maintenance and repair costs for parks and recreation centers under the Department of Parks and Recreation (DPR).

Protective Services – includes the budget for the Protective Service Department (PSD). PSD 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. PSD 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, design, and 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:

- **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 costs 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); utility contracts; and security. Additionally, Contracting and Procurement is responsible for vertical construction procurements for any District agency without independent contracting authority.

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

This division contains the following 7 activities:

- **Auto Fuel** – includes forecasting for auto fuel expenditures. The District purchases four types of fuel - Oil, Unleaded Gasoline, E85 Ethanol, and Diesel Oil - that are used to fuel vehicles;
- **Heating Fuel** – includes forecasting expenditures for fuel used to heat facilities and to fuel generators;
- **Natural Gas** – includes forecasted natural gas expenditures;
- **Electricity** – includes forecasted electricity expenditures;
- **Steam** – includes forecasted steam expenditures;
- **Water** – includes forecasted water and sewer expenditures; and
- **Sustainability D.C.** – includes efficiency measures that both (a) reduce demand on resources and support a healthy, productive life for employees and citizens and (b) improve building performance and avoid excess energy consumption. Specific measures that reduce the demand on resources involve enhanced waste diversion from landfills (e.g., recycling and composting), improved storm water management and water reuse, localized urban agriculture, and upgrades to the pedestrian-transit built environment. Specific measures that improve building performance involve capturing and managing highly granular data on building usage by zone, equipment schedules, and specific equipment performance data to guide preventative maintenance and system retrofits. In addition, waste management (including recycling) has been shifted from the facility division to the sustainability activity within the Energy division.

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 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AM0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AM0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		317,877	667.5
Other CSFL Adjustments	Multiple Programs	39,194	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		357,071	667.5
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	1,122	0.2
Decrease: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-2,859	0.0
Decrease: To align Fixed Costs with proposed estimates	Multiple Programs	-26,785	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		328,549	667.7
Enhance: To support the Pop Up Opportunity Center at Malcolm X	Multiple Programs	316	0.0
Reduce: To align Occupancy and Security costs with revised estimates	Multiple Programs	-3,000	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		325,865	667.7
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		6,376	10.5
Increase: To align budget with projected revenues	Multiple Programs	1,185	3.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		7,561	13.5
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		7,561	13.5
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		140,500	22.0
Increase: To align budget with projected revenues	Multiple Programs	3,490	0.0
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		143,990	22.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		143,990	22.0
GROSS FOR AM0 - DEPARTMENT OF GENERAL SERVICES		477,416	703.2

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

FY 2017 Proposed Budget Changes

The Department of General Services' (DGS) proposed FY 2017 gross budget is \$477,415,855, which represents a 2.7 percent increase over its FY 2016 approved gross budget of \$464,752,558. The budget is comprised of \$325,864,923 in Local funds, \$7,561,144 in Special Purpose Revenue funds, and \$143,989,789 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 2016 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2017 CSFL adjustments to the FY 2016 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.

DGSs' FY 2017 CSFL budget is \$357,070,886, which represents a \$39,193,901, or 12.3 percent, increase over the FY 2016 approved Local funds budget of \$317,876,985.

CSFL Assumptions

The FY 2017 CSFL calculated for DGS included adjustment entries that are not described in detail on table 5. These adjustments include an increase of \$2,012,282 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments and approved compensation agreements, and an increase of \$573,094 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for DGS also includes an increase of \$36,608,525 for the Fixed Costs Inflation Factor, to account for adjustments to cover projected costs for centralized Fixed Costs management District-wide.

Agency Budget Submission

Increase: The Local funds budget proposal for the Department of General Services reflects an increase of \$1,121,805 and 0.2 FTE across multiple divisions to cover projected salary step increases and Fringe Benefits costs.

In Special Purpose Revenue funds, the proposed DGS budget includes an increase of \$1,185,304 and 3.0 FTEs across multiple divisions. This adjustment primarily aligns Contractual Services funding with projected revenues forecasted for the Eastern Market Enterprise, the Robert F. Kennedy Memorial Stadium maintenance, and the Utility Payment for non-District agencies' funds. Also, the additional 3.0 FTEs reflects the conversion of contractual support staff in Eastern Market operations to District employees.

In Intra-District funds, the proposed budget includes an increase of \$3,490,055. This adjustment is primarily based on revised agreements for certain District agencies' Fixed Costs charges. DGS maintains Memoranda of Understanding with agencies that have the authority to budget for certain fixed cost commodities. DGS makes payments on behalf of these agencies and charges them for this service.

Decrease: The proposed Local funds budget reflects a decrease of \$2,858,815 across agency divisions due to savings in certain contracts, office supplies, planned equipment purchases, and other nonpersonal services categories. In addition, the proposed Local funds budget reflects a decrease of \$26,785,085 because of projected savings in District-wide Fixed Costs spending based on revised estimates and a projected decrease in usage within some commodities.

Mayor's Proposed Budget

Enhance: The Local funds budget proposal reflects an increase of \$316,132 across multiple divisions to cover DGS' portion of costs related to funding for the Pop-Up Opportunity Center at Malcolm X.

Reduce: DGS' proposed budget in Local funds reflects a decrease of \$3,000,000 due to savings mainly projected in District-wide Fixed Costs based on revised estimates for Occupancy and Security costs.

Contract Appeals Board

<http://cab.dc.gov>

Telephone: 202-727-6597

Table AF0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$1,201,217	\$1,449,107	\$1,492,391	3.0
FTEs	9.6	10.0	10.0	0.0

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, protests, debarments, and suspensions involving the District and its contracting communities.

Summary of Services

The Contract Appeals Board reviews and determines de novo protests of District contract solicitations and/or awards; appeals by contractors of the District Contracting Officer's final decisions; claims by the District against a contractor; appeals by contractors of suspensions and/or debarments; and contractor appeals of interest payment claims under the Quick Payment Act.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AF0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AF0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change*	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	1,201	1,449	1,492	43	3.0	9.6	10.0	10.0	0.0	0.0
TOTAL FOR GENERAL FUND	1,201	1,449	1,492	43	3.0	9.6	10.0	10.0	0.0	0.0
GROSS FUNDS	1,201	1,449	1,492	43	3.0	9.6	10.0	10.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AF0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AF0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	377	430	608	668	60	9.9
12 - REGULAR PAY - OTHER	504	564	556	529	-26	-4.7
13 - ADDITIONAL GROSS PAY	3	8	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	152	157	206	220	14	7.0
SUBTOTAL PERSONAL SERVICES (PS)	1,036	1,158	1,370	1,418	48	3.5
20 - SUPPLIES AND MATERIALS	4	12	8	10	2	18.9
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	2	9	9	0	0.0
40 - OTHER SERVICES AND CHARGES	10	15	24	25	0	2.0
41 - CONTRACTUAL SERVICES - OTHER	16	6	25	25	0	1.5
70 - EQUIPMENT AND EQUIPMENT RENTAL	2	7	13	5	-8	-60.5
SUBTOTAL NONPERSONAL SERVICES (NPS)	32	43	79	74	-5	-6.5
GROSS FUNDS	1,068	1,201	1,449	1,492	43	3.0

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AF0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AF0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) CONTRACT APPEALS BOARD								
(1010) PERSONNEL	0	9	9	0	0.0	0.0	0.0	0.0
(1090) PERFORMANCE MANAGEMENT	194	349	211	-138	1.0	2.0	1.0	-1.0
SUBTOTAL (1000) CONTRACT APPEALS BOARD	194	358	220	-138	1.0	2.0	1.0	-1.0
(2000) ADJUDICATION								
(2001) ADJUDICATION	1,007	1,091	1,272	181	8.6	8.0	9.0	1.0
SUBTOTAL (2000) ADJUDICATION	1,007	1,091	1,272	181	8.6	8.0	9.0	1.0
TOTAL PROPOSED OPERATING BUDGET	1,201	1,449	1,492	43	9.6	10.0	10.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Contract Appeals Board operates through the following 2 programs:

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.

Adjudication – adjudicates protests of District contract solicitations and awards, appeals by contractors of District contracting officer's 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.

Program Structure Change

The Contract Appeals Board has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AF0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AF0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,449	10.0
Other CSFL Adjustments	Multiple Programs	43	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,492	10.0
Increase: To align personal services and Fringe Benefits with projected costs	Adjudication	155	1.0
Decrease: To offset projected adjustments in personal services costs	Adjudication	-6	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Contract Appeals Board	-149	-1.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		1,492	10.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		1,492	10.0
GROSS FOR AF0 - CONTRACT APPEALS BOARD		1,492	10.0

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

FY 2017 Proposed Budget Changes

The Contract Appeals Board's (CAB) proposed FY 2017 gross budget is \$1,492,391, which represents a 3.0 percent increase over its FY 2016 approved gross budget of \$1,449,107. 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$1,492,391, which represents a \$43,284, or 3.0 percent, increase over the FY 2016 approved Local funds budget of \$1,449,107.

CSFL Assumptions

The FY 2017 CSFL calculated for CAB included adjustment entries that are not described in detail on table 5. These adjustments were made for increases of \$42,781 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$566 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent. CSFL funding for CAB also includes a reduction of \$63 for the Fixed Costs Inflation Factor to account for projected fleet services.

Agency Budget Submission

Increase: The proposed budget includes a net increase of \$154,700 in the Adjudication program to reflect the reallocation of 1.0 Full-Time Equivalent (FTE) from the Contract Appeals Board program, the reclassification of 1.0 FTE from Term Full-Time to Continuing Full-Time status, and adjustments to salary and Fringe Benefits.

Decrease: The proposed budget reflects a net decrease of \$6,000 in the Adjudication program, primarily in equipment related costs, to offset the adjustments in personal services. CAB's proposed Local funds budget also includes a reduction of \$149,023 in the Contract Appeals Board program due to the reallocation of 1.0 FTE to the Adjudication program.

Mayor's Proposed Budget

No Change: The Contract Appeals Board's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Board of Elections

www.dcboee.org
Telephone: 202-727-2525

Table DL0-1

Description	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed	% Change from FY 2016
OPERATING BUDGET	\$7,690,962	\$7,390,254	\$7,593,411	2.7
FTEs	62.4	60.0	60.0	0.0

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, rule making and adjudication functions.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table DL0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table DL0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	7,485	7,390	7,593	203	2.7	62.4	60.0	60.0	0.0	0.0
TOTAL FOR GENERAL FUND	7,485	7,390	7,593	203	2.7	62.4	60.0	60.0	0.0	0.0
FEDERAL RESOURCES										
FEDERAL GRANT FUNDS	206	0	0	0	N/A	0.0	0.0	0.0	0.0	N/A
TOTAL FOR FEDERAL RESOURCES	206	0	0	0	N/A	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	7,691	7,390	7,593	203	2.7	62.4	60.0	60.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table DL0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table DL0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	2,163	2,407	2,376	3,024	648	27.3
12 - REGULAR PAY - OTHER	1,087	1,180	1,279	800	-479	-37.5
13 - ADDITIONAL GROSS PAY	45	38	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	574	591	757	761	4	0.6
15 - OVERTIME PAY	411	454	500	500	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	4,279	4,670	4,913	5,085	173	3.5
20 - SUPPLIES AND MATERIALS	225	206	226	285	59	26.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	19	12	10	20	10	100.0
40 - OTHER SERVICES AND CHARGES	2,121	1,749	1,599	1,591	-8	-0.5
41 - CONTRACTUAL SERVICES - OTHER	517	1,028	600	570	-30	-5.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	322	27	42	42	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	3,203	3,021	2,478	2,508	31	1.2
GROSS FUNDS	7,483	7,691	7,390	7,593	203	2.7

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table DL0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table DL0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	651	412	472	60	6.2	5.5	5.5	0.0
(1020) CONTRACTING AND PROCUREMENT	116	146	151	6	1.6	1.5	1.5	0.0
(1030) PROPERTY MANAGEMENT	61	9	9	0	1.0	1.0	1.0	0.0
(1040) INFO TECH	546	588	574	-14	4.2	6.0	5.0	-1.0
(1060) LEGAL	455	467	476	10	3.6	3.5	3.0	-0.5
(1070) FLEET MANAGEMENT	18	21	25	4	0.0	0.0	0.0	0.0
(1080) COMMUNICATION	198	95	104	9	1.0	1.0	1.0	0.0
(1085) CUSTOMER SERVICE	314	266	363	97	3.1	3.0	4.0	1.0
(1090) PERFORMANCE MGMT	379	317	307	-10	3.6	2.0	2.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	2,739	2,320	2,482	161	24.4	23.5	23.0	-0.5
(3000) BOARD OF SUPERVISORS								
(3001) BOS OPERATIONS	24	52	52	0	0.0	0.0	0.0	0.0
SUBTOTAL (3000) BOARD OF SUPERVISORS	24	52	52	0	0.0	0.0	0.0	0.0
(4000) ELECTION OPERATIONS								
(4001) VOTER REGISTRATION	604	785	892	108	20.8	20.0	20.0	0.0
(4002) VOTER SERVICES	470	488	493	6	7.8	7.5	7.5	0.0
(4004) ELECTION OPERATIONS	3,853	3,746	3,675	-71	9.4	9.0	9.5	0.5
SUBTOTAL (4000) ELECTION OPERATIONS	4,928	5,018	5,060	42	38.0	36.5	37.0	0.5
TOTAL PROPOSED OPERATING BUDGET	7,691	7,390	7,593	203	62.4	60.0	60.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Board of Elections operates through the following 3 programs:

Board of Supervisors – provides assistance to the BOE in carrying out their duties. This policy-making board manages all activities relating to the BOE, including meetings. The Board members meet a minimum of once a month with the Office of the General Counsel, the Office of the Executive Director, and the Office of Campaign Finance to discuss any situation or concern that the BOE may have.

Election Operations – provides the administrative functions for the agency’s overall operations. This program directs election-related program operations and support activities; conducts elections; provides voter registration services; and provides voter roll maintenance, technology and information, and administration and support.

This program contains the following 3 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; 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; 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 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table DL0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table DL0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		7,390	60.0
Other CSFL Adjustments	Multiple Programs	143	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		7,533	60.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	47	0.0
Decrease: To align resources with operational spending goals	Election Operations	-47	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		7,533	60.0
Enhance: To allocate \$30,000 to support 30-40 contract workers to process special ballots, \$20,000 to support 30 additional contract workers to assist with ADA compliance, and \$10,000 for the Election Connectivity Project (one-time)	Election Operations	60	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		7,593	60.0
GROSS FOR DL0 - BOARD OF ELECTIONS		7,593	60.0

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

FY 2017 Proposed Budget Changes

The Board of Elections' (BOE) proposed FY 2017 gross budget is \$7,593,411, which represents a 2.7 percent increase over its FY 2016 approved gross budget of \$7,390,254. 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$7,533,411, which represents a \$143,157, or 1.9 percent, increase over the FY 2016 approved Local funds budget of \$7,390,254.

CSFL Assumptions

The FY 2017 CSFL calculated for BOE included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$125,444 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$13,800 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for BOE also includes an increase of \$3,913 for the Fixed Costs Inflation Factor to account for estimates for Fleet services.

Agency Budget Submission

Increase: The Local funds budget proposal includes an increase of \$47,061 to personal services to account for projected salary steps and Fringe Benefits costs.

Decrease: The budget proposal reflects a reduction of \$47,061 in the Election Operations program due to lower cost projections for nonpersonal services.

Mayor's Proposed Budget

Enhance: BOE's Local funds budget proposal is increased by \$60,000 in the Election Operations program. This includes a one-time funding allocation of \$30,000 to hire 30-40 temporary election workers to process special ballots. The recently enacted Primary Date Alteration Act shortened the timeframe for the post-election review of special ballots from 10 days to 2 days. The Special Ballot review period will commence at the beginning of Early Voting and will conclude the day after the Election. Historically, the Board has received up to 30,000 special ballots for processing. The shortened time frame of two days will pose a burden on the Board's staff that will require the assistance of additional personnel in order to be in compliance with the law.

Additionally, in order to ensure that each polling location is operationally accessible, \$20,000 included in one-time funding allows BOE to hire 30 additional temporary election workers that will assist with ADA compliance to cover the 143 precincts, and provide reasonable accommodations for the disabled and elderly voters. The remaining \$10,000 in one-time funding will support the Election Connectivity Project (Wireless Transmission of Carrier Connectivity). BOE is currently working with the Office of the Chief Technology Officer (OCTO) concerning ePollbook connectivity for Early voting and on Election Day to streamline the closing/tabulation process and allow for the wireless transmission of election results on a pilot basis, which will generate faster results of the election night totals. This pilot wireless results transmission will not supplant, but rather supplement BOE's traditional method of returning election results; media containing election results will still be picked up from polling places and transported to the BOE headquarters for tabulation.

Office of Campaign Finance

www.ocf.dc.gov
Telephone: 202-671-0547

Table CJ0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$2,438,913	\$2,704,259	\$2,792,105	3.2
FTEs	32.4	30.0	30.0	0.0

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, political committees, political action committees, independent expenditure 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 website; and enforces the Act through the conduct of audits, investigations, and the informal hearing process.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table CJ0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table CJ0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change*	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	2,439	2,704	2,792	88	3.2	32.4	30.0	30.0	0.0	0.0
TOTAL FOR GENERAL FUND	2,439	2,704	2,792	88	3.2	32.4	30.0	30.0	0.0	0.0
GROSS FUNDS	2,439	2,704	2,792	88	3.2	32.4	30.0	30.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table CJ0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table CJ0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	1,844	1,910	2,138	2,209	71	3.3
13 - ADDITIONAL GROSS PAY	1	4	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	384	421	468	517	49	10.4
SUBTOTAL PERSONAL SERVICES (PS)	2,229	2,335	2,606	2,726	120	4.6
20 - SUPPLIES AND MATERIALS	21	8	10	10	0	0.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	0	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	343	96	63	56	-7	-11.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	0	0	25	0	-25	-100.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	364	104	98	66	-32	-32.6
GROSS FUNDS	2,593	2,439	2,704	2,792	88	3.2

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table CJ0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table CJ0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	168	181	192	12	3.1	3.0	3.0	0.0
(1015) TRAINING AND DEVELOPMENT	101	97	101	4	1.0	1.0	1.0	0.0
(1040) INFORMATION TECHNOLOGY	79	76	80	4	1.0	1.0	1.0	0.0
(1090) PERFORMANCE MGMT	173	226	207	-19	1.0	1.0	1.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	521	580	581	1	6.3	6.0	6.0	0.0
(2000) OVERSIGHT SUPPORT SERVICES								
(2010) PUBLIC INFORMATION AND RECORD MANAGEMENT	396	374	383	9	4.2	4.0	4.0	0.0
(2020) REPORT ANALYSIS AND AUDIT DIVISION	847	1,064	1,100	36	13.6	13.0	13.0	0.0
(2030) OFFICE OF THE GENERAL COUNSEL	675	686	727	42	8.4	7.0	7.0	0.0
SUBTOTAL (2000) OVERSIGHT SUPPORT SERVICES	1,918	2,124	2,211	87	26.2	24.0	24.0	0.0
TOTAL PROPOSED OPERATING BUDGET	2,439	2,704	2,792	88	32.4	30.0	30.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of 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, political action committees, independent expenditure committees, and constituent service and statehood fund programs 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 Record Management** – provides public information and educational seminars, registers candidates and committees, receives electronically-submitted financial reports, enters financial reports received by hard copy, and compiles summary contribution and expenditure information for publication at the OCF website, so that the public is well informed and confident in the integrity of the electoral process and government service;
- **Report Analysis and Audit Division** – provides desk analysis reviews, field audits, statistical reports, and summaries of all financial reports submitted by candidates, committees, and constituent service and statehood fund programs 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 of the General Counsel 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 Change

The Office of Campaign Finance has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table CJ0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table CJ0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		2,704	30.0
Other CSFL Adjustments	Multiple Programs	88	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		2,792	30.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	34	0.0
Decrease: To offset projected adjustments in personal services costs	Multiple Programs	-34	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		2,792	30.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		2,792	30.0
GROSS FOR CJ0 - OFFICE OF CAMPAIGN FINANCE		2,792	30.0

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

FY 2017 Proposed Budget Changes

The Office of Campaign Finance's (OCF) proposed FY 2017 gross budget is \$2,792,105, which represents a 3.2 percent increase over its FY 2016 approved gross budget of \$2,704,259. 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$2,792,105, which represents an \$87,846, or 3.2 percent, increase over the FY 2016 approved Local funds budget of \$2,704,259.

CSFL Assumptions

The FY 2017 CSFL calculated for OCF included adjustment entries that are not described in detail on table 5. These adjustments were made for increases of \$86,173 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$1,673 in nonpersonal services based on the Fixed Cost Inflation Factor to account for fixed cost estimates for fleet services.

Agency Budget Submission

Increase: OCF's proposed budget includes a net personal services increase of \$33,597 across multiple programs to support projected salary steps and Fringe Benefit costs. This adjustment includes net increases of \$24,865 in the Oversight Support Services program and \$8,732 in the Agency Management program.

Decrease: OCF's budget proposal reflects a net reduction of \$33,597 in nonpersonal services across multiple programs to offset the increase in personal services. This adjustment includes a decrease of \$25,000 in equipment costs in the Oversight Support Services program, and a net decrease of \$8,597 in Other Services and Charges across multiple programs.

Mayor's Proposed Budget

No Change: The Office of Campaign Finance's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Public Employee Relations Board

www.perb.dc.gov
Phone: 202-727-1822

Table CG0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$1,310,566	\$1,273,910	\$1,292,934	1.5
FTEs	9.3	9.0	9.0	0.0

The District of Columbia Public Employee Relations Board (hereafter, “PERB”) is an impartial, quasi-judicial, independent agency empowered with the exclusive jurisdiction to resolve labor-management disputes between agencies of the District government, its labor organizations representing employees of the various District government agencies, and employees covered by the Comprehensive Merit Personnel Act.

Summary of Services

PERB 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 representative; investigates and adjudicates unfair labor practices and standards of conduct complaints; reviews appeals of grievance arbitration awards; determines impasse status of collective bargaining between District government agencies and District government employee unions; facilitates impasse arbitration bargaining between District government agencies and District government employee unions; determines negotiability of proposals submitted during collective bargaining contract negotiations between District government agencies and District government employee unions; mediates disputes submitted to PERB; issues subpoenas and conducts hearings; and adopts rules and regulations for conducting PERB business.

The agency’s FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table CG0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table CG0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change*	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	1,311	1,274	1,293	19	1.5	9.3	9.0	9.0	0.0	0.0
TOTAL FOR GENERAL FUND	1,311	1,274	1,293	19	1.5	9.3	9.0	9.0	0.0	0.0
GROSS FUNDS	1,311	1,274	1,293	19	1.5	9.3	9.0	9.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table CG0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table CG0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	745	782	880	937	57	6.5
12 - REGULAR PAY - OTHER	17	57	0	0	0	N/A
13 - ADDITIONAL GROSS PAY	28	3	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	147	151	171	178	7	3.9
SUBTOTAL PERSONAL SERVICES (PS)	938	993	1,051	1,114	64	6.1
20 - SUPPLIES AND MATERIALS	4	4	10	5	-5	-50.0
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	17	16	17	23	6	33.8
40 - OTHER SERVICES AND CHARGES	21	68	46	30	-16	-34.4
41 - CONTRACTUAL SERVICES - OTHER	172	229	143	117	-25	-17.9
70 - EQUIPMENT AND EQUIPMENT RENTAL	11	1	8	3	-4	-56.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	225	318	223	178	-45	-20.0
GROSS FUNDS	1,163	1,311	1,274	1,293	19	1.5

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table CG0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table CG0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1040) INFORMATION TECHNOLOGY	16	18	24	6	0.0	0.0	0.0	0.0
(1090) PERFORMANCE MANAGEMENT	167	233	341	107	1.0	2.0	2.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	183	252	365	113	1.0	2.0	2.0	0.0
(2000) ADJUDICATION								
(2001) LEGAL SUPPORT	501	421	187	-235	5.2	2.0	1.0	-1.0
(2002) COURT APPEALS	615	585	726	141	3.1	5.0	6.0	1.0
(2003) PUBLIC EMPLOYEE RELATIONS BOARD	12	15	15	0	0.0	0.0	0.0	0.0
SUBTOTAL (2000) ADJUDICATION	1,127	1,022	928	-94	8.3	7.0	7.0	0.0
TOTAL PROPOSED OPERATING BUDGET	1,311	1,274	1,293	19	9.3	9.0	9.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The 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;
- **Court Appeals** – 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; and
- **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.

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 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table CG0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table CG0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,274	9.0
Removal of One-Time Funding	Multiple Programs	-25	0.0
Other CSFL Adjustments	Multiple Programs	44	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,293	9.0
Increase: To adjust personal services	Multiple Programs	29	0.0
Decrease: To offset projected increases in personal services	Adjudication	-29	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		1,293	9.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor’s Proposed Budget		1,293	9.0
GROSS FOR CG0 - PUBLIC EMPLOYEE RELATIONS BOARD		1,293	9.0

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

FY 2017 Proposed Budget Changes

The Public Employee Relations Board’s (PERB) proposed FY 2017 gross budget is \$1,292,934, which represents a 1.5 percent increase over its FY 2016 approved gross budget of \$1,273,910. 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$1,292,934, which represents a \$19,024, or 1.5 percent, increase over the FY 2016 approved Local funds budget of \$1,273,910.

CSFL Assumptions

The FY 2017 CSFL calculated for PERB included adjustment entries that are not described in detail on table 5. These adjustments include a reduction of \$25,000 to account for the removal of one-time funding appropriated in FY 2016 to support workshops and a lecture series for District-wide agency management. Additionally, adjustments were made for increases of \$34,953 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments and approved compensation agreements, and an increase of \$3,280 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for PERB also includes an increase of \$5,791 for the Fixed Costs Inflation Factor to account for telecommunication cost projections.

Agency Budget Submission

Increase: PERB's FY 2017 proposed budget reflects a net increase of \$28,799 in personal services to align funding with projected costs for the Agency Management program.

Decrease: The Adjudication program reflects a net decrease of \$28,799 primarily in Contractual Services to offset the proposed personal services increases.

Mayor's Proposed Budget

No Change: The Public Employee Relations Board's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Office of Employee Appeals

www.oea.dc.gov
Telephone: 202-727-0004

Table CH0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$1,525,426	\$1,744,654	\$1,795,465	2.9
FTEs	13.7	15.0	15.0	0.0

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 been 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 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table CH0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table CH0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change*	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	1,525	1,745	1,795	51	2.9	13.7	15.0	15.0	0.0	0.0
TOTAL FOR GENERAL FUND	1,525	1,745	1,795	51	2.9	13.7	15.0	15.0	0.0	0.0
GROSS FUNDS	1,525	1,745	1,795	51	2.9	13.7	15.0	15.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table CH0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table CH0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	1,075	1,119	1,281	1,321	40	3.1
12 - REGULAR PAY - OTHER	87	89	106	110	3	3.0
13 - ADDITIONAL GROSS PAY	0	2	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	220	234	270	296	26	9.6
SUBTOTAL PERSONAL SERVICES (PS)	1,382	1,445	1,658	1,727	69	4.2
20 - SUPPLIES AND MATERIALS	9	2	6	3	-3	-46.7
40 - OTHER SERVICES AND CHARGES	35	43	49	46	-3	-6.1
41 - CONTRACTUAL SERVICES - OTHER	24	23	25	17	-8	-30.4
70 - EQUIPMENT AND EQUIPMENT RENTAL	14	13	7	2	-5	-69.8
SUBTOTAL NONPERSONAL SERVICES (NPS)	83	81	87	69	-18	-21.2
GROSS FUNDS	1,465	1,525	1,745	1,795	51	2.9

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table CH0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table CH0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1040) INFORMATION TECHNOLOGY	64	65	69	4	1.0	1.0	1.0	0.0
(1085) CUSTOMER SERVICE	54	50	53	3	1.0	1.0	1.0	0.0
(1090) PERFORMANCE MANAGEMENT	181	193	201	8	1.0	1.0	1.0	0.0
(1100) OFFICE OF EMPLOYEE APPEALS	571	665	705	39	4.9	6.0	6.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	870	973	1,027	54	7.8	9.0	9.0	0.0
(2000) ADJUDICATION								
(2001) ADJUDICATION PROCESS	575	622	634	13	5.4	5.5	5.5	0.0
(2002) APPEALS	81	87	69	-18	0.0	0.0	0.0	0.0
(2003) MEDIATION	0	63	65	3	0.5	0.5	0.5	0.0
SUBTOTAL (2000) ADJUDICATION	655	772	768	-3	5.9	6.0	6.0	0.0
TOTAL PROPOSED OPERATING BUDGET	1,525	1,745	1,795	51	13.7	15.0	15.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of 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:

- **Adjudication Process** – provides impartial, fair decisions to employees for timely resolution of their appeal;
- **Appeals** – provides an impartial review by the Office of Employee Appeals Board of the decisions filed; and
- **Mediation** – provides both parties an opportunity to resolve or settle disputes without going through the lengthy and costly adjudication process.

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 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table CH0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table CH0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,745	15.0
Other CSFL Adjustments	Multiple Programs	51	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,795	15.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	19	0.0
Decrease: To offset projected adjustments in personal services costs	Adjudication	-19	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		1,795	15.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		1,795	15.0
GROSS FOR CH0 - OFFICE OF EMPLOYEE APPEALS		1,795	15.0

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

FY 2017 Proposed Budget Changes

The Office of Employee Appeals' (OEA) proposed FY 2017 gross budget is \$1,795,465, which represents a 2.9 percent increase over its FY 2016 approved gross budget of \$1,744,654. 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$1,795,465, which represents a \$50,811, or 2.9 percent, increase over the FY 2016 approved Local funds budget of \$1,744,654.

CSFL Assumptions

The FY 2017 CSFL calculated for OEA included adjustment entries that are not described in detail on table 5. These adjustments include an increase of \$46,651 in personal services to account for the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$575 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for OEA also includes an increase of \$3,585 for Personal Services Adjustments to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

Agency Budget Submission

Increase: OEA's proposed budget reflects a net increase of \$19,039 in the Agency Management and Adjudication programs to support projected personal services costs related to salary steps and Fringe Benefits.

Decrease: OEA's budget proposal includes a net reduction of \$19,039 in the Adjudication program to offset the projected increase in personal services. This adjustment is comprised of: \$8,168 in Contractual Services, \$5,091 in Equipment, \$2,980 in Other Services and Charges, and \$2,800 in Supplies costs.

Mayor's Proposed Budget

No Change: The Office of Employee Appeals' budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Metropolitan Washington Council of Governments

www.mwcog.org
Telephone: 202-962-3200

Table EA0-1

Description	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed	% Change from FY 2016
OPERATING BUDGET	\$449,727	\$472,213	\$494,825	4.8

“Region Forward” is the vision and commitment by the Metropolitan Washington Council of Governments (MWCOCG) and its member governments, who together seek to create a more accessible, sustainable, prosperous, and livable National Capital Region. MWCOCG’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 MWCOCG agency represents the District’s annual payment to MWCOCG. The agency’s FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table EA0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table EA0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change*	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	450	472	495	23	4.8	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	450	472	495	23	4.8	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	450	472	495	23	4.8	0.0	0.0	0.0	0.0	N/A

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table EA0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table EA0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
50 - SUBSIDIES AND TRANSFERS	428	450	472	495	23	4.8
SUBTOTAL NONPERSONAL SERVICES (NPS)	428	450	472	495	23	4.8
GROSS FUNDS	428	450	472	495	23	4.8

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table EA0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table EA0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) MET WASH COUNCIL OF GOVTS								
(1100) MET WASH COUNCIL OF GOVTS	450	472	495	23	0.0	0.0	0.0	0.0
SUBTOTAL (1000) MET WASH COUNCIL OF GOVTS	450	472	495	23	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	450	472	495	23	0.0	0.0	0.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The District'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 is also 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. The National Capital Region Homeland Security Program Management Office (PMO) at MWCOG engages regional leaders, emergency planners and first responders, and other subject matter experts in the identification of regional goals and objectives, and the capabilities and projects necessary to achieve them.

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.

Program Structure Change

The Metropolitan Washington Council of Governments has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table EA0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table EA0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		472	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		472	0.0
Technical Adjustment: To reflect membership rate adjustments	Met Wash Council of Govts	23	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		495	0.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		495	0.0
GROSS FOR EA0 - METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS		495	0.0

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

FY 2017 Proposed Budget Changes

The Metropolitan Washington Council of Governments' (MWCOC) proposed FY 2017 gross budget is \$494,825, which represents a 4.8 percent increase over its FY 2016 approved gross budget of \$472,213. 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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.

MWCOG's FY 2017 CSFL budget is \$472,213, which represents no change from the FY 2016 approved Local funds budget.

Agency Budget Submission

Technical Adjustment: MWCOG's proposed budget reflects an increase of \$22,612 to account for the MWCOG membership assessment rate.

Mayor's Proposed Budget

No Change: The Metropolitan Washington Council of Governments' proposed budget reflects no change from the agency budget submission to the Mayor's proposed budget.

Office of the Attorney General for the District of Columbia

www.oag.dc.gov
Telephone: 202-727-3400

Table CB0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$85,737,967	\$84,029,159	\$89,290,267	6.3
FTEs	784.5	592.4	589.6	-0.5

The mission of the Office of the Attorney General (OAG) is to enforce the laws of the District of Columbia, provide legal services to the District government, and independently and objectively pursue the public interest.

Summary of Services

The Office of the Attorney General (OAG) is charged with conducting the District's legal business. OAG represents the District in virtually all civil and commercial litigation, prosecutes certain criminal offenses, has sole jurisdiction over juvenile prosecutions, 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 Council of the District of Columbia, and various Boards and Commissions, and for determining the legal sufficiency of proposed legislation, regulations, and commercial transactions. All told, the Attorney General supervises the legal work of about 277 attorneys and an additional 312 administrative/professional staff. As a newly independent agency with an elected Attorney General, OAG also pursues the public interest.

On November 2, 2010, 76 percent of District voters, acting by referendum, approved a Council-enacted amendment to the District of Columbia Home Rule Act to make, for the first time, the Attorney General of the District of Columbia an elected office. The Council also enacted amendments to local District law designed to establish OAG as an independent agency. Previously, the Attorney General had been appointed by, and operated under the direction of, the Mayor. The overall purpose of the Attorney General Act and the attendant changes to Home Rule Act was to elevate and strengthen the position of Attorney General, ensure the position's independence, and significantly enhance the Attorney General's ability to serve the interests of the District of Columbia in an objective and independent fashion.

The 2014 election was the culmination of a grassroots referendum that demanded an Attorney General who would be directly accountable to residents and bound to pursue the public interest. As an independent office no longer subordinate to the Mayor, OAG was elevated, strengthened, and empowered to serve the interests of the District of Columbia in an objective and independent fashion.

In FY 2017, with appropriate funding, OAG can expand the depth and breadth of the work it performs in three crucial priority areas: (1) Protecting Taxpayers and Enforcing Honest Government; (2) Building Safer Communities; and (3) Consumer Protection and Community Outreach. OAG continues to focus on the dual goals of ensuring that it continues to provide high-quality legal representation to the District of Columbia and District agencies while simultaneously serving the public interest by creating programs to address the needs of District residents in new and creative ways.

The agency’s FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table CB0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table CB0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	64,039	57,124	59,003	1,878	3.3	481.7	407.8	401.6	-6.3	-1.5
SPECIAL PURPOSE REVENUE FUNDS	1,298	1,849	4,209	2,360	127.7	2.2	2.7	6.7	4.0	147.1
TOTAL FOR GENERAL FUND	65,337	58,973	63,211	4,238	7.2	483.9	410.6	408.3	-2.3	-0.6
FEDERAL RESOURCES										
FEDERAL GRANT FUNDS	17,925	22,177	22,570	393	1.8	145.6	155.6	151.8	-3.9	-2.5
TOTAL FOR FEDERAL RESOURCES	17,925	22,177	22,570	393	1.8	145.6	155.6	151.8	-3.9	-2.5
PRIVATE FUNDS										
PRIVATE DONATIONS	343	408	456	49	11.9	6.3	6.5	7.0	0.5	7.7
TOTAL FOR PRIVATE FUNDS	343	408	456	49	11.9	6.3	6.5	7.0	0.5	7.7
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	2,134	2,471	3,052	581	23.5	148.7	19.7	22.5	2.8	14.2
TOTAL FOR INTRA-DISTRICT FUNDS	2,134	2,471	3,052	581	23.5	148.7	19.7	22.5	2.8	14.2
GROSS FUNDS	85,738	84,029	89,290	5,261	6.3	784.5	592.4	589.6	-2.8	-0.5

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer’s website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table CB0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table CB0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	57,648	50,176	45,942	47,805	1,862	4.1
12 - REGULAR PAY - OTHER	8,592	7,453	7,490	7,961	471	6.3
13 - ADDITIONAL GROSS PAY	825	672	604	604	0	0.0
14 - FRINGE BENEFITS - CURRENT PERSONNEL	12,916	11,539	10,582	11,496	913	8.6
15 - OVERTIME PAY	10	75	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	79,992	69,915	64,619	67,865	3,246	5.0
20 - SUPPLIES AND MATERIALS	253	289	446	479	33	7.4
30 - ENERGY, COMMUNICATION AND BUILDING RENTALS	654	660	646	657	11	1.7
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	355	350	359	365	6	1.7
33 - JANITORIAL SERVICES	0	0	24	0	-24	-100.0
34 - SECURITY SERVICES	434	386	360	451	91	25.3
35 - OCCUPANCY FIXED COSTS	972	1,046	835	811	-25	-2.9
40 - OTHER SERVICES AND CHARGES	2,821	2,545	3,401	4,031	629	18.5
41 - CONTRACTUAL SERVICES - OTHER	8,722	9,024	11,321	12,465	1,144	10.1
50 - SUBSIDIES AND TRANSFERS	856	991	1,475	1,475	0	0.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	758	532	542	691	149	27.5
SUBTOTAL NONPERSONAL SERVICES (NPS)	15,825	15,823	19,410	21,425	2,015	10.4
GROSS FUNDS	95,816	85,738	84,029	89,290	5,261	6.3

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table CB0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table CB0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) AMP PERSONNEL	349	417	437	20	4.0	4.0	4.0	0.0
(1015) AMP TRAINING AND EMPLOYEE DEVELOPMENT	454	444	454	10	1.0	1.0	1.0	0.0
(1030) AMP PROPERTY MGMT	1,853	1,663	1,739	76	0.0	0.0	0.0	0.0
(1040) AMP IT	2,480	3,046	2,937	-109	6.0	6.0	5.0	-1.0
SUBTOTAL (1000) AGENCY MANAGEMENT	5,136	5,571	5,568	-3	11.1	11.0	10.0	-1.0

Table CB0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(100F) AGENCY FINANCIAL OPERATIONS								
(110F) BUDGET OPERATIONS	156	163	170	7	1.0	1.0	1.0	0.0
(120F) ACCOUNTING OPERATIONS	902	920	966	46	7.0	7.0	7.0	0.0
SUBTOTAL (100F) AGENCY FINANCIAL OPERATIONS	1,058	1,083	1,136	54	8.0	8.0	8.0	0.0
(1200) PERSONNEL LABOR AND EMPLOYMENT								
(1201) PERSONNEL AND LABOR LITIGATION	1,414	1,480	1,430	-49	14.0	12.0	11.0	-1.0
(1202) HUMAN RESOURCES AGENCY COUNSEL	294	0	0	0	5.0	0.0	0.0	0.0
(1203) HUMAN RIGHTS AGENCY COUNSEL	230	0	0	0	2.0	0.0	0.0	0.0
(1204) OFFICE OF DIVISION DEPUTY	652	608	607	-1	5.0	4.0	3.6	-0.4
SUBTOTAL (1200) PERSONNEL LABOR AND EMPLOYMENT	2,589	2,087	2,038	-50	26.0	16.0	14.6	-1.4
(2100) COMMERCIAL								
(2101) LAND USE	650	695	728	33	4.0	4.0	4.0	0.0
(2102) ECONOMIC DEVELOPMENT	0	0	0	0	12.8	0.0	0.0	0.0
(2103) PROCUREMENT	577	894	843	-51	3.9	4.9	4.6	-0.2
(2104) REAL ESTATE	282	324	0	-324	2.0	2.0	0.0	-2.0
(2106) TRANSPORTATION	0	0	0	0	8.9	0.0	0.0	0.0
(2107) MOTOR VEHICLES	0	0	0	0	2.0	0.0	0.0	0.0
(2108) PUBLIC WORKS	492	0	0	0	4.0	0.0	0.0	0.0
(2109) CABLE TELEVISION AND TELECOMMUNICATIONS	0	0	0	0	3.0	0.0	0.0	0.0
(2110) CONTRACTING AND PROCUREMENT	686	0	0	0	5.0	0.0	0.0	0.0
(2111) TECHNOLOGY	184	0	0	0	1.0	0.0	0.0	0.0
(2112) PARKS AND RECREATION	234	0	0	0	2.0	0.0	0.0	0.0
(2114) SMALL, LOCAL, BUS. DEVELOPMENT COUNSEL	0	0	0	0	2.0	0.0	0.0	0.0
(2116) OFC. OF FACILITIES MODERNIZATION COUNSEL	301	0	0	0	2.0	0.0	0.0	0.0
(2117) TAX AND FINANCE	1,206	1,038	1,280	241	7.3	7.3	8.5	1.2
(2118) LAND ACQUISITION AND BANKRUPTCY	560	754	793	40	4.0	5.0	5.0	0.0
(2119) OFFICE OF DIVISION DEPUTY	1,341	1,564	1,494	-70	11.6	10.0	10.0	0.0
(2120) DEPT OF GENERAL SERVICES AGENCY COUNSEL	0	0	0	0	4.0	0.0	0.0	0.0
SUBTOTAL (2100) COMMERCIAL	6,514	5,269	5,138	-131	79.5	33.2	32.2	-1.0
(3100) LEGAL COUNSEL								
(3101) LEGAL ADVICE	1,510	1,709	1,787	78	12.6	11.6	11.6	0.0
(3102) RULEMAKING	171	189	196	7	1.0	1.0	1.0	0.0
(3103) OFFICE OF DIVISION DEPUTY	174	196	204	7	2.0	1.0	1.0	0.0
(3104) HEALTH CARE FINANCE AGY COUNSEL	0	0	0	0	4.9	0.0	0.0	0.0
SUBTOTAL (3100) LEGAL COUNSEL	1,855	2,094	2,187	92	20.6	13.6	13.6	0.0

Table CB0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(4000) CHILD SUPPORT SERVICES								
(4001) CSED ESTABLISHMENT	6,482	7,830	8,129	299	59.5	59.3	60.0	0.7
(4002) CSED ENFORCEMENT	9,778	12,309	12,554	244	74.6	84.5	83.5	-1.0
(4103) ADMIN CUSTOMER SERVICE	11,114	12,387	13,269	882	78.3	78.7	78.6	0.0
SUBTOTAL (4000) CHILD SUPPORT SERVICES	27,374	32,526	33,951	1,425	212.4	222.5	222.2	-0.3
(5100) CIVIL LITIGATION								
(5101) GENERAL LITIGATION SECTIONS	6,523	6,629	0	-6,629	56.7	47.0	0.0	-47.0
(5109) TAXICAB AGENCY COUNSEL	191	0	0	0	2.0	0.0	0.0	0.0
(5111) INSURANCE AGENCY COUNSEL	161	0	0	0	14.8	0.0	0.0	0.0
(5112) ALCOHOLIC BEVERAGE REGULATORY COUNSEL	0	0	0	0	3.0	0.0	0.0	0.0
(5113) OFFICE OF DIVISION DEPUTY	464	461	549	89	3.0	3.0	3.0	0.0
(5114) CHILD AND FAMILY SERVICES AGY COUNSEL	796	0	0	0	9.0	0.0	0.0	0.0
(5115) CIVIL LITIGATION SECTION I	0	0	1,357	1,357	0.0	0.0	9.0	9.0
(5116) CIVIL LITIGATION SECTION II	0	0	2,081	2,081	0.0	0.0	14.8	14.8
(5117) CIVIL LITIGATION SECTION III	0	0	2,089	2,089	0.0	0.0	13.0	13.0
SUBTOTAL (5100) CIVIL LITIGATION	8,135	7,090	6,076	-1,014	88.5	50.0	39.8	-10.2
(5200) PUBLIC INTEREST								
(5201) EQUITY	2,014	2,348	2,462	114	14.1	16.0	17.0	1.0
(5202) CIVIL ENFORCEMENT	1,592	2,174	2,046	-128	16.0	16.0	14.5	-1.5
(5203) PUBLIC ADVOCACY	1,701	2,277	0	-2,277	14.0	17.0	0.0	-17.0
(5204) CONSUMER AND REG. AFFAIRS AGY COUNSEL	825	0	0	0	8.0	0.0	0.0	0.0
(5205) ENVIRONMENT AGENCY COUNSEL	0	0	0	0	10.6	0.0	0.0	0.0
(5206) YOUTH REHABILITATIVE SERVICES COUNSEL	378	0	0	0	3.0	0.0	0.0	0.0
(5207) DEPT OF MENTAL HEALTH AGENCY COUNSEL	417	0	0	0	4.6	0.0	0.0	0.0
(5208) DISABILITY SERVICES AGENCY COUNSEL	0	0	0	0	9.9	0.0	0.0	0.0
(5209) OSSE AGENCY COUNSEL	872	0	0	0	9.0	0.0	0.0	0.0
(5210) DCPS AGENCY COUNSEL	2,531	0	0	0	24.1	0.0	0.0	0.0
(5211) OFFICE OF DIVISION DEPUTY	111	204	1,257	1,053	1.0	1.0	9.0	8.0
(5212) GOVT CONTRACTS SECTION	0	0	1,337	1,337	0.0	0.0	9.0	9.0
SUBTOTAL (5200) PUBLIC INTEREST	10,441	7,002	7,103	101	114.4	50.0	49.5	-0.5
(5300) OFFICE OF CONSUMER PROTECTION								
(5301) OFFICE OF CONSUMER PROTECTION	0	0	1,268	1,268	0.0	0.0	10.0	10.0
SUBTOTAL (5300) OFFICE OF CONSUMER PROTECTION	0	0	1,268	1,268	0.0	0.0	10.0	10.0
(6100) PUBLIC SAFETY								
(6101) CRIMINAL SECTION	2,431	2,569	2,580	11	27.1	25.0	22.0	-3.0
(6102) JUVENILE SECTION	3,622	3,608	3,256	-352	37.1	32.0	27.0	-5.0
(6104) NEIGHBORHOOD AND VICTIMS' SERVICES	925	1,019	1,209	190	9.5	9.0	10.0	1.0
(6107) FIRE AND EMERGENCY MED	174	0	0	0	3.0	0.0	0.0	0.0

Table CB0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(6108) POLICE ENFORCEMENT	894	0	0	0	9.0	0.0	0.0	0.0
(6109) MEDICAL EXAMINER	136	0	0	0	1.0	0.0	0.0	0.0
(6112) DEPT OF CORRECTIONS AGENCY COUNSEL	0	0	0	0	3.0	0.0	0.0	0.0
(6113) OFFICE OF DIVISION DEPUTY	795	689	1,558	869	7.0	5.0	11.0	6.0
(6114) DOMESTIC VIOLENCE SECTION	0	0	951	951	0.0	0.0	8.0	8.0
(6115) MENTAL HEALTH SECTION	0	0	973	973	0.0	0.0	8.5	8.5
SUBTOTAL (6100) PUBLIC SAFETY	8,979	7,885	10,527	2,643	96.7	71.0	86.5	15.5
(7000) SOLICITOR GENERAL								
(7001) CIVIL AND ADMIN APPEALS	1,595	1,718	1,785	67	11.0	10.5	10.5	0.0
(7002) CRIMINAL AND JUVENILE APPEALS	452	461	486	25	3.0	3.0	3.0	0.0
(7003) OFFICE OF DIVISION DEPUTY	319	325	512	187	1.0	2.0	3.0	1.0
SUBTOTAL (7000) SOLICITOR GENERAL	2,366	2,504	2,783	279	15.1	15.5	16.5	1.0
(8100) FAMILY SERVICES								
(8101) CHILD PROTECTION	3,795	4,085	0	-4,085	33.2	32.5	0.0	-32.5
(8103) DOMESTIC VIOLENCE PROSECUTION	886	900	0	-900	7.0	8.0	0.0	-8.0
(8104) OFFICE OF DIVISION DEPUTY	519	634	819	185	6.0	6.0	7.2	1.2
(8105) MENTAL HEALTH	828	1,076	0	-1,076	7.0	10.0	0.0	-10.0
(8106) CHILD PROTECTION SECTION I	0	0	955	955	0.0	0.0	7.0	7.0
(8107) CHILD PROTECTION SECTION II	0	0	956	956	0.0	0.0	7.0	7.0
(8108) CHILD PROTECTION SECTION III	0	0	922	922	0.0	0.0	7.0	7.0
(8109) CHILD PROTECTION SECTION IV	0	0	963	963	0.0	0.0	7.0	7.0
SUBTOTAL (8100) FAMILY SERVICES	6,028	6,695	4,615	-2,080	53.2	56.5	35.2	-21.3
(9200) SUPPORT SERVICES								
(9201) SUPPORT SERVICES AND OPERATIONS	1,308	1,368	1,330	-38	16.7	16.6	14.6	-2.0
(9202) INVESTIGATIONS	979	1,068	1,099	31	10.1	10.0	10.0	0.0
SUBTOTAL (9200) SUPPORT SERVICES	2,287	2,437	2,429	-8	26.8	26.6	24.6	-2.0
(9300) OFFICE OF THE ATTORNEY GENERAL								
(9301) IMMEDIATE OFFICE	2,162	1,787	4,472	2,685	5.5	18.5	27.0	8.5
(9302) HUMAN SERVICES COUNSEL	171	0	0	0	9.9	0.0	0.0	0.0
(9303) HEALTH COUNSEL	640	0	0	0	13.9	0.0	0.0	0.0
(9304) EMPLOYMENT SERVICES AGENCY COUNSEL	3	0	0	0	3.0	0.0	0.0	0.0
SUBTOTAL (9300) OFFICE OF THE ATTORNEY GENERAL	2,977	1,787	4,472	2,685	32.3	18.5	27.0	8.5
TOTAL PROPOSED OPERATING BUDGET	85,738	84,029	89,290	5,261	784.5	592.4	589.6	-2.8

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Division Description

The Office of the Attorney General operates through the following 14 divisions:

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 related to discipline; and serves as OAG’s chief negotiator on collective bargaining issues for the attorney union.

This division contains the following 2 activities:

- **Personnel and Labor Litigation** – provides litigation representation and advice services to District government agencies so that they can manage and reduce liability exposure with respect to personnel decisions and minimize fiscal and programmatic impact; 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.

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 5 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;
- **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;
- **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; 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 3 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 review and certification of rulemaking, legislation monitoring, management, and training in the areas of administrative and regulatory law and procedure; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities.

Child Support Services – authorized under Title IV-D of the Social Security Act, this division provides child support services to citizens of the District to enhance the lives of all District children by establishing support orders, enforcing them when necessary, and collecting and distributing the amounts collected to the custodial parents and the children.

This division contains the following 3 activities:

- **Child Support Enforcement Division (CSED) Establishment** – provides intake interview and investigatory services to custodial parents so that they can establish paternity, child support, and medical support orders;
- **CSED Enforcement** – provides support order enforcement services to custodial parents and other legal payees so that they can receive support due under child support orders; and
- **Administration/ Customer Service**– provides support and supervision services to the Child Support Services division to enable it to meet its 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 contains the following 4 activities:

- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities; and
- **Civil Litigation Sections I, II, and III** – these sections provide litigation, representation, and advice services to the District government, its agencies, and employees so that liability can be minimized and risk mitigated in the numerous civil actions filed against the District and its employees every year.

Public Interest – groups together the functions that concern complex and public interest litigation.

This division contains the following 4 activities:

- **Equity**–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;
- **Office of the Division Deputy** – provides supervision of the Public Integrity Unit and support to divisional activities. The Public Integrity Unit is responsible for civil enforcement of the District's False Claims Act and Nonprofit Corporation Act, federal and District antitrust laws, and other laws that protect the District government, nonprofit organizations, and protecting the marketplace from fraudulent, abusive, and anti-competitive practices; and
- **Government Contracts Section** – defends the District government in contract matters filed at the District of Columbia Contract Appeals Board (CAB) and the District of Columbia Superior Court. The contractor disputes include, but are not limited to, challenges to terminations for default, equitable adjustment, and construction delay claims, as well as general breach of contract disputes.

Office of Consumer Protection – receives and mediates consumer complaints; investigates and takes enforcement actions under the Consumer Protection Procedures Act and other District and federal consumer laws; performs public outreach and education; and provides legislative support on issues that affect consumers.

Public Safety – protects vulnerable populations, assists crime victims, initiates legal action to rehabilitate, and when necessary, prosecute juveniles charged with law violations, prosecutes adult misdemeanor criminal offenses within the jurisdiction of the Office of the Attorney General, and protects neighborhoods by prosecuting nuisance property offenses to make District communities safer.

This division contains the following 6 activities:

- **Criminal** – 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** – 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** – serves two distinct functions. The prosecutors in the Nuisance Abatement Unit combine civil and criminal remedies to address the quality of life in communities throughout the District of Columbia. The Victim Witness Assistance Unit is comprised of social services professionals dedicated to assisting and supporting individuals who are victims and witnesses to serious and violent crimes by juvenile and adult offenders;
- **Office of the Division Deputy** – provides supervision of the Juvenile Specialty Courts Unit and the Special Projects and Litigation Support Unit and support to division activities. The Juvenile Specialty Courts Unit handles truancy and juvenile behavioral diversion program case. The Special Projects and Litigation Support Unit enhances the Division's ability to compile and analyze data, to research and support special initiatives, to coordinate the presentation of the office in many criminal justice and criminal justice-related areas, and to support the litigation of all sections and units in the Division;
- **Domestic Violence** – 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; and
- **Mental Health** – provides representation to the Department of Behavioral Health (DBH) and the Department on Disability Services (DDS) by litigation cases in Family Court. Attorneys in the Mental Health Section represent DBH in all phases of the civil commitment process and represents DDS at admission hearings, commission hearings, annual reviews, and guardianship hearings.

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 representation in a wide variety of civil and administrative cases;
- **Criminal and Juvenile Appeals** – provides appellate representation in criminal and juvenile cases; and
- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities.

Family Services – protects the District’s most vulnerable citizens -- abused and neglected children -- by representing their interests in Family Court proceedings.

This division contains the following 5 activities:

- **Office of the Division Deputy** – provides supervision of, and support to, divisional activities; and
- **Child Protection Sections I, II, III, and IV** – Child protection activities are carried out by four sections. To reduce the risk of harm to vulnerable and at-risk children, these sections protect the rights of children in Family Court proceedings to prevent abuse and neglect by their caretakers.

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 and operational support to the entire office, not otherwise included in the Agency Management program, including procurement and customer service; and
- **Investigations** – provides investigative support to the litigating divisions of the office.

Immediate Office of the Attorney General – provides overall supervision and guidance to all divisions within the office, pursues the public interest, and objectively and independently serves District residents through its communications and outreach programs.

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 to maintain the financial integrity of the District of Columbia. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The proposed division structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table CB0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table CB0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		57,124	407.8
Other CSFL Adjustments	Multiple Programs	1,644	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		58,768	407.8
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	144	-6.3
Increase: To align Fixed Costs with proposed estimates	Multiple Programs	91	0.0
Decrease: To align resources with operational spending goals	Multiple Programs	0	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		59,003	401.6
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		59,003	401.6
FEDERAL GRANT FUNDS: FY 2016 Approved Budget and FTE		22,177	155.6
Increase: To adjust the Contractual Services budget	Child Support Services	277	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	106	-3.9
Increase: To align resources with operational spending goals	Child Support Services	14	0.0
Decrease: To align Fixed Costs with proposed estimates	Child Support Services	-4	0.0
FEDERAL GRANT FUNDS: FY 2017 Agency Budget Submission		22,570	151.8
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2017 Mayor's Proposed Budget		22,570	151.8
PRIVATE DONATIONS: FY 2016 Approved Budget and FTE		408	6.5
Increase: To support additional FTEs	Office of the Attorney General	49	0.5
PRIVATE DONATIONS: FY 2017 Agency Budget Submission		456	7.0
No Change		0	0.0
PRIVATE DONATIONS: FY 2017 Mayor's Proposed Budget		456	7.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		1,849	2.7
Increase: To align budget with projected revenues	Office of the Attorney General	850	0.0
Increase: To adjust the Contractual Services budget	Multiple Programs	789	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Child Support Services	721	4.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		4,209	6.7
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		4,209	6.7
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		2,471	19.7
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	632	2.8
Decrease: To partially offset projected adjustments in personal services costs	Multiple Programs	-51	0.0
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		3,052	22.5
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		3,052	22.5
GROSS FOR CB0 - OFFICE OF THE ATTORNEY GENERAL FOR THE DISTRICT OF COLUMBIA		89,290	589.6

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

FY 2017 Proposed Budget Changes

The Office of the Attorney General's (OAG) proposed FY 2017 gross budget is \$89,290,267, which represents a 6.3 percent increase over its FY 2016 approved gross budget of \$84,029,159. The budget is comprised of \$59,002,650 in Local funds, \$22,570,451 in Federal Grant funds, \$456,232 in Private Donations, \$4,208,741 in Special Purpose Revenue funds, and \$3,052,193 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 2016 approved budget across multiple divisions, and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$58,767,908, which represents a \$1,643,674, or 2.9 percent, increase over the FY 2016 approved Local funds budget of \$57,124,234.

CSFL Assumptions

The FY 2017 CSFL calculated for OAG included adjustment entries that are not described in detail on table 5. These adjustments include \$1,545,150 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$76,643 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for OAG also reflects adjustments for an increase of \$49,496 for personal services adjustments to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments, and a decrease of \$27,616 to account for the Fixed Cost Inflation Factor, primarily in the following three areas: Energy, Janitorial Services, and Occupancy cost.

Agency Budget Submission

Increase: In Local funds, OAG proposes to increase its funding allocation for personal services across multiple divisions. The result of these actions is a net increase of \$144,251, which includes an increase of \$225,804 to support projected increases in Fringe Benefits and a net decrease of \$81,553 and 6.3 FTEs in projected salary costs. In nonpersonal services, the proposed budget includes a net increase of \$90,680 in various Fixed Costs commodities across multiple divisions, to align the budget with estimates from the Department of General Services (DGS) and the Office Finance and Resource Management (OFRM). This adjustment includes increases of \$74,035 in Energy and \$20,560 in Security Services, partially offset by decreases of \$3,826 in Occupancy and \$89 in Telecommunications.

In Federal Grant funds, the budget proposal will raise funding levels in Contractual Services - Other by a net amount of \$276,870 to support the District of Columbia Child Support Enforcement System (DCCSES), a system mandated by federal law. Additional adjustments include a net increase of \$106,037, which consists of an increase of \$308,930 to account for the increased cost of full-time staff and Fringe Benefit costs, partially offset by a decrease of \$202,893 and a net reduction of 3.9 FTEs in projected salary costs. OAG's proposed Federal Grant budget also includes an increase of \$13,889 in the Child Support Services division to support proposed automotive maintenance costs. Funding sources for OAG's Federal Grant funds budget include grants from the U.S. Department of Health and Human Services for Child Support Enforcement.

The Private Donations budget proposal includes an increase of \$48,662 and 0.5 FTEs to support proposed salary steps and Fringe Benefit costs in the Office of the Attorney General division. This adjustment will support 1 Ruff Fellow, which is a program named after Charles Ruff, the former Attorney General for the District of Columbia. These funds are donations from various universities in the District, namely American, Georgetown, George Washington, and Howard Universities, as well as the University of the District of Columbia.

In Special Purpose Revenue funds, OAG proposes a net increase of \$850,000 in the Office of the Attorney General division to fund the Litigation Support Fund. The purpose of the fund is to support general litigation expenses associated with prosecuting or defending litigation cases on behalf of the District. This adjustment is comprised of \$650,000 in Other Services and Charges for professional service fees, \$150,000 for Equipment costs, and \$50,000 for Supplies. Additional adjustments include an increase \$788,831 in Contractual Services - Other, of which \$650,000 will support the Litigation Support Fund and \$138,831 will support the DCCSES. This allocation for the DCCSES represents the matching requirement for the Federal Grant. Further increases include a net personal services increase of \$721,177 and 4.0 FTEs to support projected salary steps, Fringe Benefit costs and the additional positions.

In Intra-District funds, the budget proposal includes a net increase of \$631,723 and 2.8 FTEs to support projected salary steps and Fringe Benefit costs.

Decrease: In Local funds, the proposed budget includes a net decrease of \$189 in Other Services and Charges across multiple divisions. This action reflects several programmatic reallocations that net to zero as well as a decrease of \$9,377 in the Agency Management division, partially offset by an increase of \$9,188 in the Child Support Services Division.

In Federal Grant funds, the proposed budget includes a net decrease of \$3,727 based on Fixed Costs assessments from the Office of the Chief Technology Officer and DGS. This adjustment is comprised of a reduction of \$4,387 for Energy-related costs that is partially offset by an increase of \$660 in Telecommunications costs.

In Intra-District funds, OAG proposes to streamline operational efficiencies in nonpersonal services by a net reduction of \$50,771 across multiple programs. This adjustment includes decreases of \$34,356 in Other Services and Charges, \$16,960 in Supplies, and \$879 in Equipment, partially offset by an increase of \$1,424 in Contractual Services - Other.

Mayor's Proposed Budget

No Change: The Office of the Attorney General's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

D.C. Board of Ethics and Government Accountability

www.bega-dc.gov
Telephone: 202-481-3411

Table AG0-1

Description	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed	% Change from FY 2016
OPERATING BUDGET	\$1,455,250	\$1,773,892	\$2,059,619	16.1
FTEs	13.9	15.0	15.0	0.0

The Board of Ethics and Government Accountability (BEGA) is responsible for overseeing the Office of Government Ethics and the Office of Open Government. The Office of Government Ethics administers and enforces the District of Columbia Code of Conduct. The Office of Open Government enforces government-wide compliance with the D.C. Freedom of Information Act and the Open Meetings Act.

Summary of Services

Specifically, BEGA is responsible for:

- Investigating alleged violations of the Code of Conduct, holding adversarial hearings and, where appropriate, levying sanctions;
- Issuing Advisory Opinions, providing “safe-harbor” for good-faith reliance on these opinions;
- Issuing Advisory Opinions on its own initiative;
- Conducting mandatory ethics training for District government employees;
- Updating and maintaining the District Ethics Manual;
- Receiving and reviewing public financial disclosure statements from public officials and certification statements from Advisory Neighborhood Commissioners;
- Overseeing compliance of certain government employees who must file confidential financial disclosure statements with their agency heads;
- Receiving and auditing lobbyist registration forms and lobbyist activity reports;
- Enforcing the Open Meetings Act;
- Monitoring the District’s compliance with the Freedom of Information Act; and
- Assisting government agencies in the implementation of open government practices.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AG0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AG0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	1,409	1,684	1,910	226	13.4	13.9	15.0	15.0	0.0	0.0
SPECIAL PURPOSE										
REVENUE FUNDS	47	90	150	60	66.7	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	1,455	1,774	2,060	286	16.1	13.9	15.0	15.0	0.0	0.0
GROSS FUNDS	1,455	1,774	2,060	286	16.1	13.9	15.0	15.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AG0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AG0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	963	1,077	1,313	1,232	-81	-6.2
12 - REGULAR PAY - OTHER	1	26	0	169	169	N/A
13 - ADDITIONAL GROSS PAY	1	2	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	181	205	254	294	41	16.0
SUBTOTAL PERSONAL SERVICES (PS)	1,146	1,310	1,566	1,695	129	8.2
20 - SUPPLIES AND MATERIALS	6	8	3	3	0	3.8
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	1	1	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	221	129	202	362	160	79.3
70 - EQUIPMENT AND EQUIPMENT RENTAL	3	8	3	0	-3	-100.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	231	146	208	365	157	75.6
GROSS FUNDS	1,377	1,455	1,774	2,060	286	16.1

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AG0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AG0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) OFFICE OF OPEN GOVERNMENT								
(1100) OFFICE OF OPEN GOVERNMENT	326	442	420	-21	2.0	3.0	3.0	0.0
SUBTOTAL (1000) OFFICE OF OPEN GOVERNMENT	326	442	420	-21	2.0	3.0	3.0	0.0
(2000) BOARD OF ETHICS								
(2010) BOARD OF ETHICS	1,129	1,332	1,639	307	12.0	12.0	12.0	0.0
SUBTOTAL (2000) BOARD OF ETHICS	1,129	1,332	1,639	307	12.0	12.0	12.0	0.0
TOTAL PROPOSED OPERATING BUDGET	1,455	1,774	2,060	286	13.9	15.0	15.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The District of Columbia 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 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 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AG0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AG0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,684	15.0
Other CSFL Adjustments	Multiple Programs	54	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,737	15.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	77	0.0
Decrease: To align resources with operational spending goals	Office of Open Government	-3	0.0
Decrease: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-74	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		1,737	15.0
Enhance: To provide operational support	Board of Ethics	172	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		1,910	15.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		90	0.0
Increase: To align budget with projected revenues	Board of Ethics	60	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		150	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		150	0.0
GROSS FOR AG0 - D.C. BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY		2,060	15.0

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

FY 2017 Proposed Budget Changes

The D.C. Board of Ethics and Government Accountability's (BEGA) proposed FY 2017 gross budget is \$2,059,619, which represents a 16.1 percent increase over its FY 2016 approved gross budget of \$1,773,892. The budget is comprised of \$1,909,619 in Local funds and \$150,000 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$1,737,403, which represents a \$53,511, or 3.2 percent, increase over the FY 2016 approved Local funds budget of \$1,683,892.

CSFL Assumptions

The FY 2017 CSFL calculated for BEGA included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$52,013 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$1,498 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

Agency Budget Submission

Increase: BEGA proposes to increase its Local funds Personal Services budget by \$76,601, which consists of \$48,670 for projected salary steps and \$27,931 for Fringe Benefits. The budget is also adjusted in Special Purpose Revenue funds for an increase of \$60,000 in the Board of Ethics program based on revenue projections for the agency's Accountability Fund.

Decrease: The proposed Local funds budget reflects a net decrease of \$3,048 for equipment and supplies in the Office of Open Government program. A decrease of \$73,554 in Local funds primarily accounts for a reduction in funding for professional services fees.

Mayor's Proposed Budget

Enhance: The D.C. Board of Ethics and Government Accountability's budget proposal in Local funds reflects an increase of \$172,216 to the Board of Ethics program to support the existing day-to-day operations and to cover stipends for 5 Board members.

Statehood Initiatives

Table AR0-1

Description	FY 2015 Actual	FY 2016 Approved	FY 2017 Proposed	% Change from FY 2016
OPERATING BUDGET	\$137,157	\$229,701	\$234,298	2.0
FTEs	2.2	1.0	1.0	0.0

The mission of Statehood Initiatives (SI) is to inform the Congress and individual members of Congress that the District meets the standards traditionally required by Congress for the admission as a state of the United States; to monitor the progress of the petition for admission of the District of Columbia to statehood pending before the Congress and report on the progress to the District residents; and to advise the District on matters of public policy that bear on the achievement of statehood.

The agency may employ staff and expend funds donated by private sources for public purposes related to the achievement of statehood and may carry out any other powers or duties as may be provided by law. The Statehood Initiatives Agency reflects the Mayor's submission for the New Columbia Statehood Fund, prepared by the Commission, pursuant to the D.C. Code, § 1-129.32 (f), Establishment of the New Columbia Statehood Fund.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AR0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AR0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual	Approved	Proposed	Change		Actual	Approved	Proposed	Change	
	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change*	FY 2015	FY 2016	FY 2017	FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	137	230	234	5	2.0	2.2	1.0	1.0	0.0	0.0
TOTAL FOR GENERAL FUND	137	230	234	5	2.0	2.2	1.0	1.0	0.0	0.0
GROSS FUNDS	137	230	234	5	2.0	2.2	1.0	1.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AR0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AR0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	0	21	110	113	3	3.0
12 - REGULAR PAY - OTHER	0	60	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	0	9	15	21	6	37.6
SUBTOTAL PERSONAL SERVICES (PS)	0	90	125	134	9	7.2
20 - SUPPLIES AND MATERIALS	0	0	0	45	45	N/A
40 - OTHER SERVICES AND CHARGES	0	27	0	45	45	N/A
50 - SUBSIDIES AND TRANSFERS	0	20	105	10	-95	-90.4
SUBTOTAL NONPERSONAL SERVICES (NPS)	0	47	105	100	-4	-4.2
GROSS FUNDS	0	137	230	234	5	2.0

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AR0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AR0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) STATEHOOD INITIATIVE AGENCY								
(1010) STATEHOOD INITIATIVE AGENCY	137	0	0	0	1.0	0.0	0.0	0.0
NO ACTIVITY ASSIGNED	0	0	0	0	1.2	0.0	0.0	0.0
SUBTOTAL (1000) STATEHOOD INITIATIVE AGENCY	137	0	0	0	2.2	0.0	0.0	0.0
(2000) OFFICE OF THE STATEHOOD DELEGATION								
(2010) OFFICE OF THE STATEHOOD DELEGATION	0	0	134	134	0.0	0.0	1.0	1.0
NO ACTIVITY ASSIGNED	0	125	0	-125	0.0	1.0	0.0	-1.0
SUBTOTAL (2000) OFFICE OF THE STATEHOOD DELEGATION	0	125	134	9	0.0	1.0	1.0	0.0
(3000) NEW COLUMBIA STATEHOOD COMMISSION								
(3010) NEW COLUMBIA STATEHOOD COMMISSION	0	0	100	100	0.0	0.0	0.0	0.0
NO ACTIVITY ASSIGNED	0	105	0	-105	0.0	0.0	0.0	0.0
SUBTOTAL (3000) NEW COLUMBIA STATEHOOD COMMISSION	0	105	100	-4	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	137	230	234	5	2.2	1.0	1.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

Statehood Initiatives operates through the following 2 programs:

Office of the Statehood Delegation – provides support to the Statehood Delegation in promoting statehood and voting rights for the citizens of the District of Columbia.

New Columbia Statehood Commission – educates advocates, promotes, and advances the proposition of statehood and voting rights for the District of Columbia to District residents and citizens of the 50 states.

Program Structure Change

Statehood Initiatives has no program structure changes in the FY 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AR0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AR0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		230	1.0
Other CSFL Adjustments	Multiple Programs	5	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		234	1.0
Increase: To align personal services and Fringe Benefits with projected costs	Office of the Statehood Delegation	4	0.0
Decrease: To align resources with operational spending goals	New Columbia Statehood Commission	-4	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		234	1.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		234	1.0
GROSS FOR AR0 - STATEHOOD INITIATIVES		234	1.0

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

FY 2017 Proposed Budget Changes

The Statehood Initiatives' (SI) proposed FY 2017 gross budget is \$234,298, which represents a 2.0 percent increase over its FY 2016 approved gross budget of \$229,701. 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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.

SI's FY 2017 CSFL budget is \$234,298, which represents a \$4,597, or 2.0 percent, increase over the FY 2016 approved Local funds budget of \$229,701.

CSFL Assumptions

The FY 2017 CSFL calculated for SI included adjustment entries that are not described in detail on table 5. These adjustments were made for an increase of \$4,597 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements.

Agency Budget Submission

Increase: SI's budget proposal reflects an increase of \$4,367 in the Office of the Statehood Delegation program to cover costs related to Fringe Benefits.

Decrease: SI's budget proposal reflects a net decrease of \$4,367 due to the realignment of costs from the New Columbia Statehood Commission program to the Office of the Statehood Delegation program, from Subsidies and Transfers to Supplies and Materials and Other Services and Charges.

Mayor's Proposed Budget

No Change: SI's budget proposal reflects no change from the agency budget submission to the Mayor's proposed budget.

Office of the Inspector General

<http://oig.dc.gov>

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Table AD0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$16,103,275	\$17,215,212	\$18,522,457	7.6
FTEs	113.0	112.0	112.0	0.0

The mission of the Office of the Inspector General (OIG) is to independently audit, inspect, and investigate matters pertaining to the District of Columbia government in order to: prevent and detect corruption, mismanagement, waste, fraud, and abuse; promote economy, efficiency, effectiveness, and accountability; inform stakeholders about issues relating to District programs and operations; and recommend and track the implementation of corrective actions.

Summary of Services

OIG initiates and conducts independent financial and performance audits, inspections, and investigations of District government operations; conducts other special audits, assignments, and investigations; audits procurement and contract administration continually; forwards to the authorities evidence of criminal wrongdoing discovered as the result of audits, inspections, or investigations conducted by the Office; contracts 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; and serves as the principal liaison between the District government and the U.S. Government Accountability Office.

The agency's FY 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AD0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AD0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	14,009	14,595	15,954	1,359	9.3	95.4	94.8	94.8	0.0	0.0
TOTAL FOR GENERAL FUND	14,009	14,595	15,954	1,359	9.3	95.4	94.8	94.8	0.0	0.0
FEDERAL RESOURCES										
FEDERAL GRANT FUNDS	2,094	2,620	2,569	-52	-2.0	17.6	17.2	17.2	0.0	0.0
TOTAL FOR FEDERAL RESOURCES	2,094	2,620	2,569	-52	-2.0	17.6	17.2	17.2	0.0	0.0
GROSS FUNDS	16,103	17,215	18,522	1,307	7.6	113.0	112.0	112.0	0.0	0.0

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AD0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AD0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	9,093	9,532	10,628	10,422	-207	-1.9
12 - REGULAR PAY - OTHER	0	0	0	451	451	N/A
13 - ADDITIONAL GROSS PAY	76	79	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	1,807	1,927	2,179	2,392	213	9.8
SUBTOTAL PERSONAL SERVICES (PS)	10,976	11,537	12,807	13,265	458	3.6
20 - SUPPLIES AND MATERIALS	26	18	39	676	638	1,655.0
30 - ENERGY, COMMUNICATION AND BUILDING RENTALS	1	0	0	0	0	N/A
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	21	8	13	13	0	0.0
32 - RENTALS - LAND AND STRUCTURES	228	125	228	228	0	0.0
35 - OCCUPANCY FIXED COSTS	0	0	1	1	0	0.0
40 - OTHER SERVICES AND CHARGES	3,560	4,163	3,871	4,339	468	12.1
50 - SUBSIDIES AND TRANSFERS	0	0	236	0	-236	-100.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	229	253	20	0	-20	-100.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	4,065	4,566	4,408	5,258	849	19.3
GROSS FUNDS	15,042	16,103	17,215	18,522	1,307	7.6

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AD0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AD0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	183	204	117	-87	1.5	1.4	1.0	-0.4
(1020) CONTRACTING AND PROCUREMENT	634	367	252	-115	2.5	2.4	2.0	-0.4
(1030) PROPERTY MANAGEMENT	34	44	206	162	0.0	0.0	1.0	1.0
(1040) INFORMATION TECHNOLOGY	684	540	1,000	461	3.5	3.4	3.0	-0.4
(1050) FINANCIAL MANAGEMENT	310	341	154	-187	2.5	2.4	1.0	-1.4
(1060) LEGAL	722	724	735	11	5.5	5.5	5.0	-0.5
(1070) FLEET MANAGEMENT	8	11	41	29	0.0	0.0	0.0	0.0
(1085) CUSTOMER SERVICE	130	140	667	527	1.3	1.3	7.0	5.7
SUBTOTAL (1000) AGENCY MANAGEMENT	2,706	2,371	3,172	801	16.8	16.6	20.0	3.4
(2000) OPERATIONS								
(2010) AUDIT	6,441	6,719	5,126	-1,593	31.7	31.5	22.0	-9.5
(2030) INSPECTIONS AND EVALUATIONS	1,379	1,555	1,329	-226	13.6	13.5	11.0	-2.5
SUBTOTAL (2000) OPERATIONS	7,819	8,275	6,456	-1,819	45.2	45.0	33.0	-12.0
(3000) EXECUTIVE								
(3001) EXECUTIVE	0	0	1,293	1,293	0.0	0.0	4.0	4.0
(3010) INVESTIGATIONS	2,833	3,222	2,717	-504	27.6	27.5	21.0	-6.5
(3020) MFCU 25% MATCH	650	728	856	129	5.8	5.8	5.8	0.0
(3030) MEDICAID FRAUD CONTROL UNIT	2,094	2,620	2,569	-52	17.6	17.2	17.2	0.0
SUBTOTAL (3000) EXECUTIVE	5,578	6,570	7,435	865	51.0	50.5	48.0	-2.5
(4000) RISK ASSESSMENT AND FUTURE PLANNING								
(4011) RISK ASSESSMENT AND FUTURE PLANNING	0	0	1,024	1,024	0.0	0.0	8.0	8.0
SUBTOTAL (4000) RISK ASSESSMENT AND FUTURE PLANNING	0	0	1,024	1,024	0.0	0.0	8.0	8.0
(5000) QUALITY MANAGEMENT								
(5001) QUALITY MANAGEMENT	0	0	436	436	0.0	0.0	3.0	3.0
SUBTOTAL (5000) QUALITY MANAGEMENT	0	0	436	436	0.0	0.0	3.0	3.0
TOTAL PROPOSED OPERATING BUDGET	16,103	17,215	18,522	1,307	113.0	112.0	112.0	0.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of the Inspector General (OIG) operates through these 5 programs:

Executive - oversees all agency level divisions including: Office of the General Counsel; Risk Assessment and Future Planning; Operations; Quality Management; and Business Management.

Operations - includes all external functions of the OIG including these units: Audit; Inspections and Evaluations; Investigations; and Medicaid Fraud Control. These units comprise these activities:

1. **Audit** – conducts audits, reviews, and analysis of financial, operational, and programmatic functions;
2. **Inspections and Evaluations** – inspects and evaluates District agencies under defined performance criteria, evaluates management and programs, and makes recommendations relating to improving overall efficiency and effectiveness;
3. **Investigations** – investigates fraud and other misconduct by District government employees and contractors doing business with the District Government;
4. **Medicaid Fraud Control Unit** – investigates and prosecutes cases of Medicaid provider fraud and patient abuse and neglect in Medicaid funded facilities.

Risk Assessments and Future Planning - aggregates, analyzes, and synthesizes information to identify and prioritize risks facing the District, and synergizes the OIG’s work to maximize the value it provides to the District.

Quality Management (QM) - supports the integrity of OIG operations through effective quality review processes.

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 proposed program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page. The OIG Agency Realignment is still in draft form until approved by the D.C. Department of Human Resources.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AD0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AD0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		14,595	94.8
Other CSFL Adjustments	Multiple Programs	359	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		14,954	94.8
Decrease: To reallocate resources for agency restructure	Multiple Programs	-2	0.0
Decrease: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-58	0.0
Shift: To reallocate funding within agency (across funds types)	Executive	61	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		14,954	94.8
Enhance: To support programmatic initiatives (one-time)	Multiple Programs	1,000	0.0
LOCAL FUNDS: FY 2017 Mayor’s Proposed Budget		15,954	94.8

Table AD0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
FEDERAL GRANT FUNDS: FY 2016 Approved Budget and FTE		2,620	17.2
Increase: To align personal services and Fringe Benefits with projected costs	Executive	101	0.0
Decrease: To realize programmatic cost savings in nonpersonal services	Executive	-92	0.0
Shift: To reallocate funding within agency (across funds types)	Executive	-61	0.0
FEDERAL GRANT FUNDS: FY 2017 Agency Budget Submission		2,569	17.2
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2017 Mayor's Proposed Budget		2,569	17.2
GROSS FOR AD0 - OFFICE OF THE INSPECTOR GENERAL		18,522	112.0

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

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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$14,953,879, which represents a \$359,158, or 2.5 percent, increase over the FY 2016 approved Local funds budget of \$14,594,721.

CSFL Assumptions

The FY 2017 CSFL calculated for OIG included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$359,158 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements.

Agency Budget Request

The Office of the Inspector General's (OIG) requested FY 2017 gross budget is \$21,395,141, which represents a 24.3 percent increase over its FY 2016 approved gross budget of \$17,215,212. The budget is comprised of \$18,826,563 in Local funds and \$2,568,578 in Federal Grant funds.

Increase: To continue providing quality investigative services for the District, OIG proposed the following FY 2017 budget changes. In Federal Grant funds, Medicaid Fraud Control Unit funding is used to increase the proposed personal services budget for the Executive program by \$100,899, which will support projected salary adjustments, step increases, and Fringe Benefits costs.

Decrease: OIG's proposed Local funds budget reflects a net reduction of \$2,295 across multiple programs to support proposed salary steps, Fringe Benefits, and other personal services adjustments. It also includes a net reduction of \$58,305 in nonpersonal services. Specifically, this adjustment includes a net decrease of \$493,319 in Other Services and Charges across multiple programs, a reduction of \$5,106 in Equipment in the Executive program, and a net increase of \$440,120 for information technology-related supply costs across multiple programs. OIG's Federal Grants budget reflects a net reduction of \$92,213 to the Executive program. This is primarily driven by a reallocation of indirect costs savings from the Medicaid Fraud Unit grant, which were redirected to purchase information technology-related supplies.

Shift: The proposed budget includes a shift of \$60,599 of fixed cost expenses from Federal Grant to Local funds in the Executive program. The affected commodities include \$56,945 for Rent, \$3,282 for Telecommunications, and \$372 for Occupancy.

The OIG's proposed budget includes three distinct enhancement requests. These requests are being made to improve the capability of the OIG to ensure that it meets its legislative mandate to promote economy, efficiency, and effectiveness and to prevent and detect corruption, mismanagement, waste, fraud, and abuse in District government programs and operations. The OIG's budget enhancement requests are as follows:

- \$326,282 to provide salary adjustments for managerial staff (33 FTEs): MSS and ES 5percent pay increase to address pay compression; Conversion of ES legal staffs to Legal Service pay schedules; and fully funding the 3 percent pay adjustment (COLA) for MSS and ES staff.
- \$1,029,607 to provide an additional 18 FTEs: Business Management Division (1 FTE), for a contract specialist; Office of General Counsel (1 FTE), for an attorney; Audit Unit Team (5 FTEs), for meeting legislative mandates and special projects; Quality Management Division (3 FTEs), for ensuring the quality and standards of OIG work; and Medicaid Fraud Control Unit (8 FTEs), with 2 FTEs for a new Social Security Branch and 6 FTEs to expand workload capacity related to fraud in home health care and Medicaid programs.
- \$2,516,795 to provide NPS increases to complete the following necessary goals and mandates: Complete the statutorily required annual audit of District procurement practices; Upgrade the OIG Information Technology infrastructure and security; Initiate NPS funding for two new divisions: Risk Assessment and Future Planning and Quality Management; Increase training for leadership and staff indicative of profession and job requirements; and Address and continue improvements of safety and security needs as outlined under the DGS OIG safety assessment from FY 2015.

Mayor's Budget Recommendation

The Mayor's recommended FY 2017 gross budget for the Office of the Inspector General is \$18,522,457, which represents a 7.6 percent increase over its FY 2016 approved gross budget of \$17,215,212. The budget is comprised of \$15,953,879 in Local funds and \$2,568,578 in Federal Grant funds.

Enhance: In Local Funds, the proposed budget includes a one-time increase of \$1,000,000 across multiple programs, which is comprised of \$6,090 for office and IT supplies and \$993,910 in Other Services and Charges, primarily for audit costs, office support, and IT hardware maintenance.

Office of the Chief Financial Officer

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Table AT0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$136,335,934	\$170,933,828	\$177,789,242	4.0
FTEs	956.8	969.8	982.0	1.3

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 the District's 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 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AT0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table AT0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	113,840	118,144	125,131	6,987	5.9	874.4	874.4	881.4	7.0	0.8
SPECIAL PURPOSE REVENUE FUNDS	14,648	44,196	43,493	-703	-1.6	42.4	49.0	55.0	6.0	12.2
TOTAL FOR GENERAL FUND	128,488	162,340	168,624	6,284	3.9	916.8	923.4	936.4	13.0	1.4
FEDERAL RESOURCES										
FEDERAL GRANT FUNDS	421	525	525	0	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR FEDERAL RESOURCES	421	525	525	0	0.0	0.0	0.0	0.0	0.0	N/A
INTRA-DISTRICT FUNDS										
INTRA-DISTRICT FUNDS	7,427	8,069	8,640	571	7.1	40.0	46.5	45.6	-0.8	-1.8
TOTAL FOR INTRA-DISTRICT FUNDS	7,427	8,069	8,640	571	7.1	40.0	46.5	45.6	-0.8	-1.8
GROSS FUNDS	136,336	170,934	177,789	6,855	4.0	956.8	969.8	982.0	12.2	1.3

*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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table AT0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table AT0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	70,535	76,843	84,785	87,574	2,789	3.3
12 - REGULAR PAY - OTHER	621	1,385	1,015	897	-118	-11.6
13 - ADDITIONAL GROSS PAY	425	335	51	51	0	0.0
14 - FRINGE BENEFITS - CURRENT PERSONNEL	14,964	16,376	18,241	20,488	2,248	12.3
15 - OVERTIME PAY	634	806	25	25	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	87,178	95,745	104,117	109,036	4,919	4.7
20 - SUPPLIES AND MATERIALS	304	266	471	474	3	0.7
40 - OTHER SERVICES AND CHARGES	6,578	10,613	12,411	11,770	-641	-5.2
41 - CONTRACTUAL SERVICES - OTHER	28,920	28,658	53,239	55,739	2,500	4.7
70 - EQUIPMENT AND EQUIPMENT RENTAL	5,965	1,054	695	769	74	10.7
SUBTOTAL NONPERSONAL SERVICES (NPS)	41,767	40,591	66,816	68,753	1,937	2.9
GROSS FUNDS	128,945	136,336	170,934	177,789	6,855	4.0

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AT0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AT0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1010) PERSONNEL	1,899	1,963	1,955	-8	14.9	15.0	14.0	-1.0
(1015) TRAINING AND EMPLOYEE DEVELOPMENT	517	629	617	-12	4.0	4.0	4.0	0.0
(1020) CONTRACTING AND PROCUREMENT	1,274	1,580	1,565	-14	10.9	12.0	12.0	0.0
(1030) PROPERTY MANAGEMENT	937	854	1,320	466	9.0	9.0	9.0	0.0
(1060) LEGAL SERVICES	2,248	2,461	2,626	165	13.8	15.0	15.0	0.0
(1080) COMMUNICATIONS	362	163	167	4	1.0	1.0	1.0	0.0
(1090) PERFORMANCE MANAGEMENT	1,437	1,929	2,001	71	8.0	10.0	10.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	8,674	9,581	10,252	671	61.6	66.0	65.0	-1.0
(100F) AGENCY FINANCIAL OPERATIONS								
(110F) BUDGET OPERATIONS	573	610	635	24	4.0	4.0	4.0	0.0
(120F) ACCOUNTING OPERATIONS	473	522	643	121	5.0	5.0	6.0	1.0
SUBTOTAL (100F) AGENCY FINANCIAL OPERATIONS	1,046	1,132	1,278	146	9.0	9.0	10.0	1.0
(2000) FINANCIAL OPERATIONS AND SYSTEMS								
(2100) OPERATIONS AND ADMINISTRATION	900	1,001	1,089	89	8.0	7.0	7.0	0.0
(2200) ACCOUNTING OPERATIONS	1,795	2,074	2,183	109	17.0	17.0	17.0	0.0
(2300) FINANCIAL POLICIES AND PROCEDURES	550	633	649	17	4.0	4.0	4.0	0.0
(2500) FINANCIAL CONTROL AND REPORTING	3,063	3,634	3,652	18	25.0	26.0	26.0	0.0
(2600) BENEFITS ADMINISTRATION	955	1,226	1,195	-31	8.5	9.0	9.0	0.0
(2700) PAYROLL DISBURSEMENTS AND WAGE REPORTING	4,862	4,875	5,050	175	31.4	34.0	34.0	0.0
SUBTOTAL (2000) FINANCIAL OPERATIONS AND SYSTEMS	12,124	13,443	13,819	377	93.9	97.0	97.0	0.0
(3000) BUDGET DEVELOPMENT AND EXECUTION								
(3100) EXECUTIVE DIRECTION AND SUPPORT	1,499	1,380	1,410	30	7.0	7.0	8.0	1.0
(3400) FINANCIAL PLANNING AND ANALYSIS	586	1,269	1,266	-3	7.0	8.0	8.0	0.0
(3700) OPERATING BUDGET FORMULATION AND DEV	2,615	2,728	2,912	184	22.0	21.0	21.0	0.0
(3800) CAPITAL BUDGET FORMULATION AND DEV	664	813	776	-37	6.0	6.0	5.0	-1.0
SUBTOTAL (3000) BUDGET DEVELOPMENT AND EXECUTION	5,364	6,191	6,365	173	42.0	42.0	42.0	0.0

Table AT0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(4000) RESEARCH AND ANALYSIS								
(4100) EXECUTIVE DIRECTION AND SUPPORT	660	736	653	-83	6.0	3.0	3.0	0.0
(4200) FINANCIAL DATA QUALITY ASSURANCE	21	0	0	0	1.0	0.0	0.0	0.0
(4300) REVENUE ESTIMATION	1,172	1,287	1,534	248	8.0	9.0	10.0	1.0
(4500) ECONOMIC DEVELOPMENT	793	963	966	3	4.0	5.0	5.0	0.0
(4700) LEGISLATIVE AND FISCAL ANALYSIS	630	715	743	28	6.0	5.0	5.0	0.0
(4800) ECONOMIC AFFAIRS	760	1,083	1,178	94	4.0	7.0	7.0	0.0
SUBTOTAL (4000) RESEARCH AND ANALYSIS	4,036	4,784	5,074	290	29.0	29.0	30.0	1.0
(5000) TAX ADMINISTRATION								
(5100) EXECUTIVE DIRECTION AND SUPPORT	4,622	4,405	4,388	-17	20.0	21.0	20.0	-1.0
(5200) EXTERNAL CUSTOMER SERVICE INFORMATION	7,889	8,258	8,509	252	86.8	87.0	89.0	2.0
(5300) RECORDER OF DEEDS	1,877	4,002	4,148	146	24.0	24.0	25.0	1.0
(5400) REAL PROPERTY TAX ADMINISTRATION	8,976	10,154	10,793	639	97.0	95.0	99.0	4.0
(5500) TAX AUDITS AND INVESTIGATIONS	9,505	10,180	10,480	300	89.0	90.0	91.0	1.0
(5600) REVENUE ACCOUNTING	2,961	2,224	2,138	-86	22.9	18.8	18.0	-0.9
(5700) RECEIPTS AND DELINQUENT COLLECTIONS	16,308	30,157	30,718	561	201.9	203.0	200.0	-3.0
SUBTOTAL (5000) TAX ADMINISTRATION	52,138	69,379	71,174	1,795	541.6	538.8	542.0	3.2
(6000) INFORMATION TECHNOLOGY								
(6100) INFORMATION TECHNOLOGY SUPPORT	27,330	25,525	26,301	776	78.0	78.0	80.0	2.0
SUBTOTAL (6000) INFORMATION TECHNOLOGY	27,330	25,525	26,301	776	78.0	78.0	80.0	2.0
(7000) FINANCE AND TREASURY								
(7100) EXECUTIVE DIRECTION AND SUPPORT	834	1,082	1,267	185	5.0	5.0	6.0	1.0
(7200) DEBT MANAGEMENT	904	1,182	1,501	319	4.9	5.0	9.0	4.0
(7300) CASH MANAGEMENT AND INVESTMENTS	7,744	8,483	10,678	2,196	15.7	16.0	7.0	-9.0
(7400) DISBURSEMENTS	1,769	2,173	2,175	2	8.0	7.0	7.0	0.0
(7500) CASH RECEIPTS AND ACCOUNTING	3,257	4,037	3,892	-145	34.6	40.0	36.0	-4.0
(7600) ASSET MANAGEMENT FOR SPECIAL PROGRAMS	2,734	4,836	4,894	58	12.6	16.0	20.0	4.0
(7700) CENTRAL COLLECTION UNIT (CCU)	4,024	14,169	14,090	-79	0.0	0.0	10.0	10.0
SUBTOTAL (7000) FINANCE AND TREASURY	21,266	35,961	38,497	2,535	80.8	89.0	95.0	6.0

Table AT0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(8000) INTEGRITY AND OVERSIGHT								
(8100) AUDIT SERVICES	3,125	3,436	3,470	34	12.0	12.0	12.0	0.0
(8200) SECURITY INTEGRITY OVERSIGHT	486	599	1,559	960	3.0	3.0	9.0	6.0
(8300) INVESTIGATIONS	747	903	0	-903	6.0	6.0	0.0	-6.0
SUBTOTAL (8000) INTEGRITY AND OVERSIGHT	4,357	4,938	5,030	92	21.0	21.0	21.0	0.0
TOTAL PROPOSED OPERATING BUDGET	136,336	170,934	177,789	6,855	956.8	969.8	982.0	12.2

(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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of the Chief Financial Officer operates through the following 9 programs:

Financial Operations and Systems – carries out the District's accounting operations, including critical functions such as District-wide General Ledger accounting, financial reporting, and pay and retirement services. The program produces the CAFR, which shows the District's financial position at the end of each fiscal year. The program also develops accounting policies and procedures, policies that support the System of Accounting and Reporting (SOAR), the District's formal book of record, and policies and procedures for other areas of financial management throughout the OCFO.

This program contains the following 6 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 is ascertained for the District's elected and appointed leaders, Congress, District agencies (directors, financial managers, and employees), public and private financial communities, and the general public. This activity ensures timely and accurate information on the District's financial position and facilities to decision-makers;
- **Financial Policies 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 and Planning (Budget Development and Execution) – prepares, monitors, analyzes, and executes 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 ensuring that the budget is balanced at the time of budget formulation, and maintaining that balance throughout the year as the budget is executed.

This program contains the following 4 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. This activity also provides citizens with information on District finances;
- **Financial Planning and Analysis** – monitors and analyzes the District’s budget and expenditures; provides technical support for the District’s Anti-Deficiency Board; provides technical support of system applications to District staff; and coordinates and monitors the District’s Financial Review Process (FRP) by ensuring the timely submission of agencies’ FRP reports, which include expenditure forecasts. This activity also develops and reports on budget revisions, Intra-District modifications, and monthly operating budget expenditures; analyzes and forecasts compensation costs; provides historical information for bond issuance statements; provides supporting budget documentation to auditors; and prepares the District’s five-year Financial Plan for the budget books;
- **Operating Budget Formulation and Development** – provides the framework for formulation of the District’s annual operating budget; publishes the operating budget on behalf of the Mayor and the District; executes the operating budget during the fiscal year; monitors agency spending, including analysis of spending pressures; reviews and approves federal and private grant budget authority requests from District agency heads; and provides other financial and budgetary services to the Mayor, Council, and other stakeholders 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 the framework for formulation of the District’s 6-year capital budget; publishes the capital budget on behalf of the Mayor and the District; executes the capital budget during the fiscal year; provides detailed reviews of available capital financing and aligns such financing with the District’s annual capital funds budget authority within the debt cap; 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.

Revenue and Analysis (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, and the monthly Cash Report of District tax collections.

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; provides guidance on changes in development policy options and long-term financial expectations; reviews legislative proposals that include tax abatements or exemptions and provides an advisory tax abatement financial analysis (TAFA) for submission to Council; coordinates with ORA to provide fiscal impact analyses on proposed tax-supported financings, land transfers, and economic development projects; and represents the OCFO on the boards of Events DC (formerly the Washington Convention and Sports Authority) and Destination D.C.

This program contains the following 5 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 they can have timely and quality information for policy formulation and decision-making.

Tax and Revenue (Tax Administration) – provides fair, efficient, and effective administration of the District’s business, income, excise, and real property tax laws.

This program contains the following 7 activities:

- **Executive Direction and Support** – provides general program management, leadership, and support services to the Tax Administration program so that it can coordinate comprehensive tax services for 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 developing and distributing public tax forms; supporting 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 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 – 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, 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.

Finance and Treasury – provides management of the financial assets and liabilities of the Government of the District of Columbia. This includes investing, collecting, safekeeping, disbursing, recording, and acquiring District financial resources.

This program contains the following 7 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 drawdowns;
- **Cash Management and Investments** – 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;
- **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;
- **Asset Management for Special Programs** – provides for the management of the District-run pension plans, college savings plan, and unclaimed property; and
- **Central Collection Unit** – consolidates several District agency collection programs into the OCFO to pursue the collection of outstanding debts owed to the District.

Integrity and Oversight – maintains the accountability, integrity, and efficiency of the District of Columbia’s financial management and tax administration systems. Through its audit and investigative activities, this program provides the Chief Financial Officer with independent reviews and appraisals of OCFO operations and maintains the highest standards of integrity and security of OCFO employees.

This program contains the following 2 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; and
- **Security Integrity Oversight** – provides security and integrity oversight for the OCFO by administering the OCFO's emergency response program and conducting integrity probes and integrity awareness presentations aimed at detecting and preventing fraud and other misconduct in

OCFO programs; and 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 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table AT0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table AT0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		118,144	874.4
Other CSFL Adjustments	Multiple Programs	3,525	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		121,669	874.4
Increase: To align resources with operational spending goals	Multiple Programs	416	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	122	0.0
Decrease: To adjust the Contractual Services budget	Multiple Programs	-538	0.0
Technical Adjustment: To reflect merchant service fee adjustments	Finance and Treasury	2,756	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		124,426	874.4
Enhance: To support staffing and reporting requirements	Multiple Programs	705	7.0
LOCAL FUNDS: FY 2017 Mayor's Proposed Budget		125,131	881.4
FEDERAL GRANT FUNDS: FY 2016 Approved Budget and FTE		525	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2017 Agency Budget Submission		525	0.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2017 Mayor's Proposed Budget		525	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Approved Budget and FTE		44,196	49.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	724	6.0
Decrease: To align budget with projected revenues	Multiple Programs	-427	0.0
Decrease: To align CCU budget with projected costs	Finance and Treasury	-1,000	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Agency Budget Submission		43,493	55.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Mayor's Proposed Budget		43,493	55.0

Table AT0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
INTRA-DISTRICT FUNDS: FY 2016 Approved Budget and FTE		8,069	46.5
Increase: To adjust the Contractual Services budget	Finance and Treasury	404	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	179	0.0
Decrease: To recognize savings from a reduction in FTEs	Tax Administration	-11	-0.8
INTRA-DISTRICT FUNDS: FY 2017 Agency Budget Submission		8,640	45.6
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2017 Mayor's Proposed Budget		8,640	45.6
GROSS FOR AT0 - OFFICE OF THE CHIEF FINANCIAL OFFICER		177,789	982.0

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

FY 2017 Proposed Budget Changes

The Office of the Chief Financial Officer's (OCFO) proposed FY 2017 gross budget is \$177,789,242, which represents a 4.0 percent increase over its FY 2016 approved gross budget of \$170,933,828. The budget is comprised of \$125,131,016 in Local funds, \$525,000 in Federal Grant funds, \$43,492,950 in Special Purpose Revenue funds, and \$8,640,275 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 2016 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 FY 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$121,669,138, which represents a \$3,525,265, or 3.0 percent, increase over the FY 2016 approved Local funds budget of \$118,143,873.

CSFL Assumptions

The FY 2017 CSFL calculated for OCFO included adjustment entries that are not described in detail on table 5. These adjustments were made for increases of \$3,199,065 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$303,424 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent. CSFL funding for OCFO also includes an increase of \$22,776 for the Fixed Costs Inflation factor to account for adjustments in certain contract-related items.

Agency Budget Submission

Increase: In Local funds, the OCFO's proposed budget increased by a net amount of \$415,891, primarily in the Agency Management program, to cover professional services agreements and fees, equipment purchases, and supplies. The agency also shifted certain positions across programs and activities to align the budget with projected expenditures. Also, the budget increased by \$122,388 to support agency-wide salary and Fringe Benefits adjustments.

In Special Purpose Revenue funds, the proposed budget increased by \$724,355 and 6.0 FTEs for the Unclaimed Property and Central Collections Units in the Finance and Treasury program, along with other adjustments to agency salaries, Fringe Benefits costs and other programmatic changes.

In Intra-District funds, the proposed budget increased by \$403,774 to support contractual costs within the Finance and Treasury program; specifically, the budget shifts resources to cover merchant fees funded by other District agencies. Additionally, the OCFO's proposed budget increased by \$178,960 across multiple programs to support projected salary and Fringe Benefits costs.

Decrease: The proposed Local funds budget decreased by \$538,280 as a result of contractual services savings throughout the agency.

The proposed Special Purpose Revenue funds budget decreased by \$427,480 to align the budget with projected resources and program objectives. The proposed budget for the Finance and Treasury program's Central Collection Unit fund decreased by \$1,000,000 because of savings associated with the completion of a software development initiative.

In Intra-District funds, the proposed budget for the Tax Administration program decreased by \$11,338 and 0.8 FTE to eliminate a fractional allocation of a position and its associated costs.

Technical Adjustment: The proposed budget increased by \$2,756,440 in Local funds to support the collection and payment of merchant service fees, assessed when taxpayers and other entities use credit cards to make payments to the District. Previously, revenues were recorded less expenditures, resulting in the apparent net reduction of total fees collected. The OCFO now records gross revenues and expenditures for this activity separately. Thus, Local revenues will increase and match the cost of this adjustment.

Mayor's Proposed Budget

Increase: In Local funds, the OCFO's proposed budget supports an increase of \$705,438 and 7.0 FTEs. Of this amount, a total of \$560,688 and 6.0 FTEs supports additional staff within the Real Property Assessment Division (RPAD) in the Tax Administration program. Specifically, the additional positions will help improve the timeliness and accuracy of real property assessments and responses to appeals, potentially reducing the costs for taxpayers and the District government. Additionally, the proposed budget contains an increase of \$144,750 and 1.0 FTE in the Revenue Analysis program to support the production of D.C. tax expenditure reports. Pursuant to D.C. Law 20-155, the OCFO was tasked to review, evaluate, and produce reports of all District tax expenditures (such as abatements, credits, and exemptions), and the budget book includes a Tax Expenditure Report biannually (see the Revenue chapter in the Executive Summary volume).

