

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER



Jeffrey S. DeWitt
Chief Financial Officer

February 23, 2017

The Honorable Jack Evans
Chairman
Committee on Finance & Revenue
Council of the District of Columbia
The John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 106
Washington, DC 20004

Dear Chairman Evans:

This is in response to your letter dated February 1, 2017, regarding questions for the upcoming public oversight hearing on the FY 2016 and FY 2017 performance of the Office of the Chief Financial Officer scheduled for February 27. Responses to the questions posed in your letter are attached for your review.

If you require additional information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey S. DeWitt". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jeffrey S. DeWitt

Attachments

FY 2016 & FY 2017 Oversight Questions

Office of the Chief Financial Officer

1. Please provide a complete, up-to-date organizational chart and current Schedule A. For each division within the agency include, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.
 - Please include a list of the employees (name and title) for each subdivision and indicate any vacant positions.
 - Please provide a narrative explanation of any organizational changes made during the previous year.
 - Please provide a complete, up-to-date position listing for your agency, which includes the following information:
 - Title of position;
 - Name of employee or statement that the position is vacant, unfunded, or proposed;
 - Date employee began in position;
 - Salary and fringe benefits, including the specific grade, series, and step of position; and
 - Job status (continuing/term/temporary/contract)

Please list this information by program and activity. Please provide an excel spreadsheet of the schedule A.

RESPONSE:

Please see **Attachment 1**, comprised of organizational charts covering all of the OCFO agency administrations. Additional detail on each of the agency positions may be found on **Attachment IA - Schedule A**. The fringe benefits rate will vary for each employee and may change through the course of the year depending upon individual circumstances.

2. Please provide the following:
 - a) A list of all employees who receive cellphones, smartphones, personal digital assistants, or similar communications devices; laptops, tablets, or similar electronic devices at agency expense;

RESPONSE:

Please see **Attachment 2A**.

- b) A list of all vehicles (year, make, model) owned, leased, or otherwise used by the agency and to whom the vehicle is assigned. Please include lease amount (if applicable) and date lease expires;

RESPONSE:

The OCFO maintains a total of 13 vehicles as detailed in **Attachment 2B**. No vehicle is assigned for any employee's exclusive use. In addition to the fleet vehicles, we have arranged for OCFO staff to have access to the DC Shared Fleet, Enterprise Car Rentals and Zip Cars for business needs.

- c) A list of employee bonuses or special award pay granted in FY 2016 and FY 2017, to date;

RESPONSE:

The OCFO did not grant or award any bonuses or special award pay to OCFO agency employees in FY 2016 or FY 2017 to date.

- d) A list of travel expenses, to include event name/description, qualifying expense name/description, amount of reimbursement (eg. *GO Bond Issuance, NYC/hotel/\$XX*) trip subtotal; and

RESPONSE:

The five attachments for travel (See **Attachments 2D-Summary, 2D-1, 2D-2, 2D-3 and 2D-4**) are presented to provide a complete picture of travel expenses incurred for both local and out-of-state travel as captured by both purchase cards and direct vouchers for FY 2016 and FY 2017 to date. The purchase card is normally used to pay for conference registration and transportation. A single purchase card holder may make a number of charges through the year to cover the travel costs for several employees in a single administrative area. An advance to the employee to cover per diem and miscellaneous expenses is paid through the use of a direct voucher.

- e) A list of the total overtime and workman's compensation payments paid in FY 2016 and FY 2017, to date.

RESPONSE:

Attachment 2E presents, by program code, total overtime payments and related additional payments for shift differential and on-call pay, for FY 16 and FY 17 to date. The agency does not issue workman's compensation payments.

3. Please provide a summary update of OCFO University, a detailed description of the four training institutes, a list of classes offered and dates offered during 2016 and offered or scheduled for 2017. Please also include in your response an update on the *Appraiser*

Education and Certification Program for real property tax appraisal staff as noted in responses previously provided regarding recommendations from the IG Report OIG No. 13-2-01AT.

RESPONSE:

The OCFO University is comprised of 4 different Institutes. They are:

1. Managerial Institute: The Managerial Institute offers courses that are of specific relevance to managers. Emphasis is on enhancing managerial and leadership skills, and managing through change. Relevant courses in this Institute for FY 2017 include Managing Multiple Generations, Essential Management Skills, Understanding Your Leadership Style and Its Impact on Employees, and Developing Your Strategic Leadership Skills. In support of our continuous improvement initiative, in FY 2017 we will also offer a series of mandatory courses specifically addressing this topic. They are:

1. Continuous Improvement for Managers and Supervisors
2. Effective Change Management: Exploring the ADKAR Change Model
3. 10 Principles of Leading Without Authority

2. Professional Development Institute: The Professional Development Institute offers a broader array of courses for our entire OCFO population. Relevant courses in this Institute for FY 2017 include Basic and Business Writing, Dealing Effectively with Conflict, How to Conduct Effective Meetings, Interviewing for Success, Sharing Your Presentation Skills, Stress Management, and Understanding and Embracing Change, Understanding How the OCFO Works. FY 2017 mandatory courses specifically addressing continuous improvement are as follows:

1. How to Empower Employees
2. Continuous Improvement Defined
3. Leading Without Authority

The OCFO also has an ongoing initiative to improve customer service agency-wide. The following are FY 2017 mandatory training related to this initiative:

1. Dealing with Difficult Customers
2. Navigating Challenges to Promote a Positive Customer Service Experience
3. Achieving Exceptional Customer Service

3. Administrative Institute: The Administrative Institute offers courses particularly appropriate to our Administrative and Support staff. Some of the courses offered in the Administrative Institute for FY 2017 are Partnering with Your Boss, Understanding Various Management Styles and How to Work Best With Them and Skill for Success in the Workplace. Although the Administrative Institute is intended for our Administrative and Support Staff all employees may attend.

4. Technical Institute: The Technical Institute offers business specific courses. Some of The courses offered in FY 2017 through the Technical Institute are Budget Training, Financial Review Process, Grants Training, and Government Accounting. These courses will be offered at various times throughout the year.

Please see **Attachment 3**, for FY 2016 schedule and class offerings.

The Appraiser Education & Certification Program is now in place and active. On September 14, 2016, RPAD welcomed the first group of designees to the program. To date, twenty-four staff members have received designations. One appraiser was awarded the District Assessments Specialist I, two were awarded the District Assessor II and twenty-one received the pinnacle designation, the Certified District Assessor.

4. How many employees were placed on Administrative leave for or during FY 2016? For FY 2017, to date? Please indicate the purpose/reason for Administrative leave.

RESPONSE:

There have been no employees that the Human Resources Division has placed on Administrative leave during FY 2016 or FY 2017 to date.

5. Please list all employees detailed to or from your agency, if any. Please provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.

RESPONSE:

There are no employees who have been detailed to/from the Office of the Chief Financial Officer.

6. What is the status of the RFP for the Appeals Tracking system that would integrate with the CAMA system? What is the status of the project (to include the expected completion date? *(You had previously mentioned an RFP was issued 12/2015 with an anticipated award timeframe of 4/2016).*

RESPONSE:

The Appeals Tracking RFP CFOPD-16-R-021 was issued on December 4, 2015. The solicitation was cancelled on October 25, 2016 after only one response was received and deemed too expensive to pursue. Since that time we have developed a larger vendor list and anticipate re-bidding with a better response. With the time lapse involved from the original RFP, we are going to contact the vendors with a request for information to allow us to update the existing RFP to be more representative of the current features of products/services. The new timeline calls for contract award in October 2017, which will allow time for the system to be in place for the next appeal season that begins in April, 2018.

7. Please list each contract, procurement, lease, and grant (“contract”) awarded, entered into, extended and option years exercised, by your agency during FY 2015 and FY 2016, to date. For each contract, please provide the following information, where applicable:
- The name of the contracting party;
 - The nature of the contract, including the end product or service;
 - The dollar amount of the contract, including budgeted and actual amounts spent;
 - The term of the contract;
 - Whether the contract was competitively bid;
 - The name of the agency’s contract monitor and the results of any monitoring activity; and
 - Funding source.

Response:

Please see **Attachment 7**, which provides the information requested for the contracts that are issued by the OCFO and paid for from the agency’s budget. All of the listed contracts were competitively bid unless otherwise indicated. The listing shows all agency contracts issued in FY 2016 and FY 2017 to date as well as contracts issued previously but still active. The “Current Value” indicates the current year value or most recent option period value, including the value of any contract modifications. In some cases this is a “Not to Exceed” amount.

8. Please provide the status of any and all contracts related to the Central Collections Unit, including contracts issued, pending, or awaiting approval.

RESPONSE:

There are currently four contracts in place for the Central Collections Unit. They are the following:

- DCKV-2007-C-001 – Industrial Bank/Duncan – Department of Motor Vehicles Collections
- Small Purchase Agreement - Nationwide Recovery – United Medical Center Collections
- PO-GF-2010-C-1089-DJ - William and Fudge – University of the District of Columbia Collections
- PO-GF-2010-C-1090-DJ - Conserve – University of the District of Columbia Collections

The District issued solicitation CFOPD-17-R-004 for Delinquent Debt Collections to replace all of the above agreements through a consolidated turn-key solution. The procurement process is currently in the evaluation phase with an anticipated award in Spring 2017.

9. Please provide a status update on the RFP for Prepaid Debit Card Services (CFOPD-16-R-003).

RESPONSE:

The RFP for Prepaid Debit Card Services (CFOPD-16-R-003) was awarded to US Bank Corporation on February 8, 2017. All existing prepaid card programs are scheduled to convert by 7/31/17.

10. I would like to commend you on many of the Strategic Initiatives already implemented from your 2014 Strategic Plan. Please provide a written summary update using the chart below on actions taken in FY 2016 and FY 2017, to date, to continue to implement and further evaluate elements of the 2014 OCFO Strategic Plan. What are your plans to reevaluate, revise or further update the 2014 Strategic Plan? Please complete the following chart to assist in providing this information:

Strategic Initiative	Actions Taken in FY 2016	Actions Planned/Scheduled for FY 2017

RESPONSE:

Please see **Attachment 10**.

11. Please provide a narrative description of the status of implementation of all your IT systems, including systems you are partnering with other agencies on (please designate which agency is the lead), as well as SOAR and MITS. Include in your response, the telephone call center upgrade (including date of completion), and the CCU accounts receivable system. Additionally, please include in your response an update on MITS Phase 2, and what remains outstanding.

RESPONSE:

MITS: Modernized Integrated Tax System (Lead: OTR):

The MITS project will replace the District’s Integrated Tax System for business and individual taxes. Most of the project cost is for the contract to design, develop and implement the integrated system for the processing and billing of the various income and other tax types managed by the OCFO Office of Tax and Revenue (OTR). The contract was awarded and project began on 10/6/2014. The first phase went live on October 26, 2015 for Individual Income, Fiduciary and Estate taxes. The second phase went live for Franchise (Corporate and Unincorporated) tax and Withholding tax types in October 2016. One significant element of Rollout 2, in addition to the new tax types being added, was the launch of an enhanced taxpayer access portal (Mytax.dc.gov) in November 2016. This tax portal allows taxpayers to fully manage their accounts online, including the scheduling of payments, providing third party access, and receiving correspondence electronically. We expect to have a third rollout (Rollout 3), which will include Sales and Use filing, consumer use, Special events and specialized sales tax in October 2017.

SOAR: System of Accounting and Reporting (Lead: OCFO):

The DCSR project will replace the District's current financial system and budget formulation system. Preparations for replacing SOAR with a modern financial accounting and reporting system are underway by identifying and securing sufficient subject matter expert resources for the project while maintaining ongoing operations. Successful implementation of this system will require strong partnerships with OCTO, OCP, as well as other agencies throughout the District, as the system requires hundreds of interfaces. Project implementation will not begin until full funding of \$100 million has been identified and allocated in the capital budget. The current system of accounting and reporting (SOAR) continues to be supported and allowed the OCFO to issue its 20th consecutive clean audit for the District for the year ending September 30, 2016.

Central Collection Unit (CCU) Accounts Receivable System (Lead: OCFO):

At this time, a new RFP is under evaluation that replaces the stand-alone system of record previously evaluated. It is anticipated that the turn-key system and collections will be awarded within 2017.

Telephony Upgrade (Lead: OCFO):

The Office of the Chief Financial Officer (OCFO) implemented Phase 1 of a modernized Telephony Call Management System in June of 2016. This system is used by OTR, OFT, and OCIO to receive, distribute, track and manage phone calls from residents, businesses, and OCFO employees. The modernized system reduced numbers of dropped calls and improved efficiency of managing calls, enabled OCFO managers to audit calls and improve the quality of interaction between staff and customers, and provided ability for teleworking staff to receive and manage calls.

Phase II will include enhancements to the Aspect Telephony system. These enhancements include integration of the Aspect System with other systems (e.g., the Modernized Integrated Tax System), support for social media-based interactions between customers and agents, integration with a Customer Relationship Management System (CRM), and expansion of self-service capabilities to include many common customer service requests. Other enhancements include adding an additional layer of security to the IVR (Interactive Voice Response) in the form of voice biometrics, Interactive Text Response (ITR), mobile self-service and custom IVR applications that are tailored to the needs of our customers. The IVR applications will allow customers to access information, complete tasks, and have issues resolved without having to speak to a representative. Outbound notification messaging, virtual hold (customers can receive a call back without having to hold and without losing their place in queue when wait times exceed established criteria), and survey data collection will also be additional features and functionalities. These enhancements will enable OTR, OCIO, and OFT to increase the effectiveness and efficiency of customer service operations.

Unclaimed Property (Lead: OCFO):

A new vendor was recently awarded a contract to replace the existing Unclaimed Property system with a new cloud-based system. Implementation is expected to be completed in Spring 2017. Like the system it is replacing, the new system will interface

with Missing Money – an online nationwide database used by many states and the District to allow for easy searches.

Property Use Tracking System – PUTS (Lead: OCFO):

The District issues tax-exempt, long-term bonds to finance the purchase of much of its capital improvement program assets. The tax-exempt status of these issuances can be negatively impacted if the usage of these assets changes from District to private (i.e. DCPS to charter school) or if the District’s receives revenue from private entities for the use of the assets (Boy Scouts paying to hold meetings in a DCPS facility once a week).

We created a mechanism – called the Property Use Tracking System (PUTS) - through the use of the DGS Archibus Data base to ensure that we can track, report, and take appropriate action as District owned and controlled real property assets change use, and to track lease and tenant base agreements. The property data is combined with financing data to create a complete tracking report.

We enhanced the capability of the Property Use Tracking System (PUTS) to include the Office of General Counsel, and include formal work flows and the tracking of all communication. These changes improve the reporting and tracking of changes to property use and assist in response to any subsequent IRS related issues around the issuance and use of the District’s tax-exempt bonds. We plan to formally complete the project shortly with some additional modifications to improve performance and tracking.

Capital Asset Replacement System (CARSS)

As part of the Fiscal Year 2015 Budget Support Act, the Council included a requirement for the OCFO to develop a Replacement Schedule for Capital Assets and report on it in October of each year. The CFO’s Strategic Plan includes an initiative to develop a long-range capital financing plan for the District. In order to accomplish the goals of the BSA and the Strategic Plan, it was critical to first create a centralized database of all District-owned assets and their respective condition, so that a calculation of the costs to maintain or replace those assets could be performed. To determine the total cost for the District to maintain these assets, and better understand the total capital needs, a comprehensive review of all governmental agencies’ capital and asset maintenance requirements was completed with each project scored and ranked to ensure that the highest priority projects were funded. These needs were analyzed in the new Capital Asset Replacement Scheduling System, or CARSS. This allowed for a more comprehensive view of the District’s capital asset health and allowed the total capital needs of the District to be better quantified.

We have expanded the use of CARSS to help better quantify the District’s proposed new projects, and ongoing capital maintenance needs, at more granular level of detail, by individual asset type. The analysis, as reported in the “Long-Range Capital Financial Plan Report”, which was delivered to the Council and Mayor in October 2016, is supported by a new mechanism that helps the District optimize available financing,

through a combination of debt and various pay-as-you-go financing scenarios, and then quantifies the impact on individual projects and the time frame for their implementation.

Modeling for all current and proposed capital projects (573 projects) was completed in February 2016, and the model was used to help formulate the Mayor's proposed FY 2017-FY 2022 CIP plan. The project is now being expanded to include all agency assets, not just those with current capital projects. The model is being used to formulate the Mayor's proposed CIP budget for FY 2018-FY 2023. The project is on track to be completed within its current budget.

12. Please identify all electronic databases maintained by your agency, including the following:
- A detailed description of the information tracked within each system;
 - The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
 - Whether the public can be granted access to all or part of each system.

RESPONSE:

Please see **Attachment 12.**

13. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY 2016 and FY 2017, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

RESPONSE:

Please see **Attachment 13A and Attachment 13B.**

14. Please list any reprogramming requests, in or out of the agency, which occurred in FY 2016 or FY 2017, to date. For each reprogramming, please list the total amount of the reprogramming request, the original purposes for which the funds were dedicated, and the new use of funds.

RESPONSE:

Please see **Attachment 14.**

15. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY 2016 or FY 2017, to date.

RESPONSE:

Please see **Attachment 15A and Attachment 15B.**

16. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY 2016 or FY 2017, to date. For each account, please list the following:
- The revenue source name and code;
 - The source of funding;
 - A description of the program that generates the funds;
 - The amount of funds generated by each source or program in FY 2015 and FY 2016, to date; and
 - Expenditures of funds, including the purpose of each expenditure, for FY 2015 and FY 2016, to date.

RESPONSE:

Please see **Attachment 16.**

17. Please provide a list of all projects for which your agency currently has capital funds available. Please include the following:
- A description of each project;
 - The amount of capital funds available for each project;
 - A status report on each project, including a timeframe for completion; and
 - Planned remaining spending on the project.

RESPONSE:

Please see **Attachment 17.**

18. Please provide a complete accounting of all federal grants received for FY 2016 and FY 2017, to date.

RESPONSE:

The Office of the Chief Financial Officer does not have any grants awarded directly to the agency. However, the administrative costs of food stamps distribution through debit cards is covered by the Supplemental Nutrition Assistance Program (SNAP) awarded to the Department of Human Services (DHS). Expenses are recorded for this activity in fund 8200 within the Office of Finance and Treasury, OCFO. An annual MOU is signed between the OCFO and DHS. For these grant funded activities, a total of \$395,830 was expended in FY 2016 and a slightly higher amount of \$425,000 is projected in FY 2017.

19. Please provide a description of and update on the Property Use Tracking System (PUTS).

RESPONSE:

Property Use Tracking System – PUTS

Description

The District issues tax-exempt, long-term bonds to finance the purchase of much of its capital improvement program assets. The tax-exempt status of these issuances can be negatively impacted if the usage of these assets changes from District to private (i.e. DCPS to charter school) or if the District’s receives revenue from private entities for the use of the assets (Boy Scouts paying to hold meetings in a DCPS facility once a week).

We created a mechanism – called the Property Use Tracking System (PUTS) - through the use of the DGS Archibus Data base to ensure that we can track, report, and take appropriate action as District owned and controlled real property assets change use, and to track lease and tenant base agreements. The property data is combined with financing data to create a complete tracking report.

Implementing Agency	Total Estimated Costs	Expenditures to Date	Start Date	Estimated Completion Date
DGS	\$655 K	\$571K	August 2014	June 2017

Current Status

We enhanced the capability of the Property Use Tracking System (PUTS) to include the Office of General Counsel, and include formal work flows and the tracking of all communication. These changes improve the reporting and tracking of changes to property use and assist in response to any subsequent IRS related issues around the issuance and use of the District’s tax-exempt bonds. We plan to formally complete the project shortly with some additional modifications to improve performance and tracking.

20. Please provide an update on the Replacement Schedule for Capital Assets and the CARISS model.

RESPONSE:

Capital Asset Replacement System (CARSS)

Description

As part of the Fiscal Year 2015 Budget Support Act, the Council included a requirement for the OCFO to develop a Replacement Schedule for Capital Assets and report on it in October of each year. The CFO’s Strategic Plan includes an initiative to develop a long-range capital financing plan for the District. In order to accomplish the goals of the BSA and the Strategic Plan, it was critical to first create a centralized database of all District-owned assets and their respective condition, so that a calculation of the costs to maintain

or replace those assets could be performed. To determine the total cost for the District to maintain these assets, and better understand the total capital needs, a comprehensive review of all governmental agencies' capital and asset maintenance requirements was completed with each project scored and ranked to ensure that the highest priority projects were funded. These needs were analyzed in the new Capital Asset Replacement Scheduling System, or CARSS. This allowed for a more comprehensive view of the District's capital asset health and allowed the total capital needs of the District to be better quantified.

Current Status

We have expanded the use of CARSS to help better quantify the District's proposed new projects, and ongoing capital maintenance needs, at more granular level of detail, by individual asset type. The analysis, as reported in the "Long-Range Capital Financial Plan Report", which was delivered to the Council and Mayor in October 2016, is supported by a new mechanism that helps the District optimize available financing, through a combination of debt and various pay-as-you-go financing scenarios, and then quantifies the impact on individual projects and the time frame for their implementation.

Modeling for all current and proposed capital projects (573 projects) was completed in February 2016, and the model was used to help formulate the Mayor's proposed FY 2017-FY 2022 CIP plan. The project is now being expanded to include all agency assets, not just those with current capital projects. The model is being used to formulate the Mayor's proposed CIP budget for FY 2018-FY 2023. The project is on track to be completed within its current budget.

Capital Asset Replacement System				
Implementing Agency	Total Estimated Costs	Expenditures to Date	Start Date	Estimated Completion Date
OCTO	\$2.4 M	\$992k	May 2015	May 2018

- 21. Please identify any legislative requirements that the agency lacks sufficient resources to properly implement. Please identify any statutory or regulatory impediments to your agency's operations.

RESPONSE:

The OCFO is able to manage legislative, statutory, and regulatory requirements within agency resources.

22. Please list all regulations for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.

RESPONSE:

- Title 1, Chapter 4, Freedom of Information, January 7, 2005
- Title 1, Chapter 8, District of Columbia Employees Travel and Related Expenses, November 21, 1986
- Title 1, Chapter 9, Audit Standards for Governmental Organizations, Programs, Activities, and Functions, July 18, 1980
- Title 1, Chapter 11, Guidelines of the Board of Review for Anti-Deficiency Violations, May 11, 2007
- Title 1, Chapter 17, District of Columbia – Payment to Vendors (This also includes the Quick Payment Act regulations), November 18, 1988
- Title 1, Chapter 48, Investment of Public Funds: Repurchase Agreements, September 6, 1985
- Title 1, Chapter 56, Review and Approval of Information Technology Procurements, December 17, 2004
- Title 6, Chapter B26, Defined Contribution Pension Plan, Revised April 21, 2006
- Title 9, Chapter 1, Income And Franchise Taxes, March 14, 2014
- Title 9, Chapter 2, Inheritance And Estate Taxes, April 18, 1997
- Title 9, Chapter 3, Real Property Taxes, October 30, 2015
- Title 9, Chapter 4, Sales And Use Taxes, April 17, 2015
- Title 9, Chapter 5, Tax On Recordation Of Deeds, May 9, 2014
- Title 9, Chapter 6, Real Property Transfer Tax, March 15, 2013
- Title 9, Chapter 7, Personal Property Tax, April 18, 1997
- Title 9, Chapter 8, Motor Vehicle Fuel Tax, April 18, 1997
- Title 9, Chapter 9, Taxation Of Motor Fuel Consumed By Interstate Buses, April 18, 1997
- Title 9, Chapter 10, Cigarette Taxes, April 18, 1997
- Title 9, Chapter 11, Qualified High Technology Company, March 8, 2002
- Title 9, Chapter 20, Real Property Tax Appeals Commission, July 5, 2013
- Title 9, Chapter 30, Disposition Of Unclaimed Property, April 18, 1997
- Title 9, Chapter 31, Foreclosure Sale Of Real Property, November 1, 1968
- Title 9, Chapter 35, Gross Receipts Tax, September 25, 1987
- Title 9, Chapter 37, Estate Tax, April 18, 1997
- Title 9, Chapter 38, Central Collection Unit, March 1, 2013
- Title 9, Chapter 40, Tax Amnesty Program, April 18, 1997
- Title 9, Chapter 41, Toll Telecommunication Service Tax, April 7, 1989
- Title 9, Chapter 42, General Administration, March 23, 2012
- Title 9, Chapter 99, Definitions, August 3, 1990
- Title 19, Chapter 8, Public Library, September 21, 2007
- Title 30, Chapter 5, Lottery Ticket, October 17, 2003
- Title 31, Chapter 11, Public Vehicles for Hire Consumer Service Fund, January 8,

2016

23. Please list each new program implemented by the agency during FY 2016 and FY 2017, to date. For each initiative please provide:
- A description of the initiative;
 - The funding required to implement the initiative; and
 - Any documented results of the initiative.

RESPONSE:

Please see **Attachment 23**.

24. Please explain the impact on your agency of any legislation passed at the federal level during the past year, to date that significantly affect agency operations. If regulations are the shared responsibility of multiple agencies, please note.

RESPONSE:

There was no new federal legislation that significantly affected the OCFO's operations in FY16.

25. Please provide a list of all MOUs in place for your agency during FY 2016.

RESPONSE:

Please see **Attachment 25**.

26. Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency; or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY 2016 or FY 2017, to date. Please reference where any audits or reports are located on the OCFO website, where applicable.

RESPONSE:

Please see **Attachment 26**.

27. Please list all task forces and/or commissions that the Chief Financial Officer or senior management are members of, and please list the designee (if applicable).

RESPONSE:

- Events DC (formerly the Convention Center and Sports Authority) —Jeff DeWitt and Wharton Berger
- Destination DC—Wharton Berger

- D.C. Retirement Board—Jeffrey Barnette
- Not For Profit Hospital Board—Stephen B. Lyons
- Board of Review of Anti-Deficiency Violations—Angell Jacobs (Chair) and Timothy Barry
- Emergency Preparedness Council—Brenda Proctor, Timothy Barry, and James Glymph
- Single Audit Oversight Committee —Timothy Barry (Chair)
- District of Columbia Financial Literacy Council—Clarice Wood
- Open Government Task Force —David Tseng

28. Please provide a list of all studies, research papers, and analyses (“studies”) the agency requested, prepared, or contracted for during FY 2016. Please state the status and purpose of each study.

RESPONSE:

During FY2016, the OCFO conducted the following studies, research papers, and analyses:

OCFO-Economic Development and Finance (EDF)

Tax Abatement Financial Analyses – As required by the Exemptions and Abatements Information Requirements Act of 2011, EDF completed TAFE analyses on the following legislative proposals in FY2016

- Ingleside Presbyterian Retirement Community RPT Exemption and Relief Act of 2015
- Jubilee Ontario Apartments Tax Abatement Act of 2016
- Walker Jones/Northwest One Unity Health Center Tax Abatement Amendment Act of 2016
- The Good Success Christian Church and Ministries and The Good Success Community Development Corporation Real Property Tax Relief Act of 2016
- The Parkside Parcel F Mixed Use Tax Abatement Amendment Act of 2016

Tax Increment Finance Analyses

- Bryant Street – This contracted study estimated incremental sales and property taxes that would be generated from a proposed development adjacent to the Rhode Island metro station. The results of the study were used to determine the amount of TIF subsidy that was offered to the developer.

- Spy Museum – This contracted study estimated the incremental sales taxes generated from a relocated Spy Museum. The results of the study were used to determine the amount of TIF subsidy that was offered to the developer.
- Skyland – This contracted study estimated the amount of incremental sales and property taxes that would be generated from a revised project scope for a previously approved TIF.

Reeves Center Study – This contracted study provided a cost benefit analysis of various alternatives to address the deferred maintenance and inefficient floor plan of the Reeves Center.

Unified Economic Development Report—As required by the Unified Economic Development Budget Transparency and Accountability Act, EDF prepared the FY2015 Year End Unified Economic Development Report. This report details economic development spending and incentives provided in FY2015.

OCFO-Office of Revenue Analysis (ORA)

Revenue Estimates

- During FY 2016, ORA prepared four revenue estimates.

Fiscal Impact Statements (FIS)

- During FY 2016 the FIS team produced about 172 fiscal impact statements, including one for the Mayor’s budget and another for the Council’s budget that is sent to congress.

Research and Analyses

In FY 2016 ORA provided District stakeholders with a number of fiscal and economic reports, all of which are subject to an extensive internal and external peer-review process prior to release and publication. These include:

- *Report of Cash Collections*
- *DC Economic Indicators*
- *A Review of District of Columbia Economic and Revenue Trends*
- *Tax Rates and Tax Burdens: Washington Metropolitan Area*
- *Tax Rates and Tax Burdens in the District of Columbia: A Nationwide Comparison*
- *The Economic Report of the District of Columbia (Data Book, Work in Process)*
- *DC Tax Facts*
- *Quarterly Census Report*
- *Annual Census Report of District’s Tax Revenues*
- *Right-of-Way Revenue Projections Report to the District’s Office of Inspector General*