

22. In table format, please list the following for fiscal years 2017 and 2018 (through January 31, 2018) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

A22. See table below.

Name	Position	Purchase Limit Per Day	Total Spent in FY 2017	Amount Spent in FY 2018 (to date)
Margaret Myers	Office and Production Manager	\$5,000.00	\$20,287.23	\$ 10,209.68

23. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2017 and 2018 (through January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

A23. See table below.

**FY 2017 Procurement Over \$10,000**

Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$103,678	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2018 Budget books and CDs

**FY 2018 Procurement Over \$10,000 (as of January 31, 2018)**

Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$106,789	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2019 Budget books and CDs

24. (a) Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

(b) In table format, please provide the following information for fiscal years 2017 and 2018 (through January 31), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

A24. (a) OBP's telephones are part of a pool system (operated through OCTO), where each user is never charged for over use of minutes. Some users use very few minutes while others use a lot, so overall usage balances out.

(b) See table below.

**Cellular Telephones in OBP - FY 2017**

Name	Position	Cellular Telephones	Justification for Use
McDonald, Gordon	Deputy Chief Financial Officer	\$516	Employees can be reached quickly to answer Council, Mayor and OCFO questions and also access emails for quick response to agency requests.
Spaulding, James	Associate Deputy Chief Financial Officer	\$516	
Stephenson, Leticia	Director, Financial Planning and Analysis	\$516	
Cannady, Eric	Director, Operating Budget	\$516	
Clark, David	Director, Capital Budget/CIP	\$516	
White, Stacy-Ann	Manager, Operating Budget	\$516	
Okparaocha, Sunday C.	Manager, Operating Budget	\$516	
Greenfield, Sherrie	Manager, Capital Budget/CIP	\$516	
Terry, Samuel	Manager, Financial Planning and Analysis	\$430	
Myers, Randall	Operating Budget Advisor	\$516	
Williams, Lakeia	Executive Assistant	\$516	
Waddy, Renee	Executive Assistant	\$516	
Johnson, Robert	Senior Financial Systems Analyst	\$516	
Miller, Darryl	Financial Systems Analyst	\$387	
Myers, Margaret	Office and Production Manager	\$516	
<b>Total Cost</b>		<b>\$7,525</b>	

**Cellular Telephones in OBP - FY 2018 to date**

Name	Position	Cellular Telephones	Justification for Use
McDonald, Gordon	Deputy Chief Financial Officer	\$172	Employees can be reached quickly to answer Council, Mayor and OCFO questions and also access emails for quick response to agency requests.
Spaulding, James	Associate Deputy Chief Financial Officer	\$172	
Stephenson, Leticia	Director, Financial Planning, Analysis, and Management Services	\$172	
Cannady, Eric	Director, Operating Budget	\$172	
Clark, David	Director, Capital Budget/CIP	\$172	
White, Stacy-Ann	Manager, Operating Budget	\$172	
Okparaocha, Sunday C.	Manager, Operating Budget	\$172	
Greenfield, Sherrie	Manager, Capital Budget/CIP	\$172	
Terry, Samuel*	Manager, Financial Planning and Analysis	\$172	
Myers, Randall	Operating Budget Advisor	\$172	
Williams, Lakeia	Executive Assistant	\$172	
Waddy, Renee	Executive Assistant	\$172	
Johnson, Robert	Senior Financial Systems Analyst	\$172	
Miller, Darryl	Financial Systems Analyst	\$172	
Myers, Margaret	Office and Production Manager	\$172	
<b>Year-to-Date Cost</b>		<b>\$2,579</b>	



25. (a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2017 and 2018 (through January 31), please list any vehicle the agency owns, leases, or has assigned to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2016, 2017, and 2018 (through January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

A25. (a) There are no government vehicles assigned to OBP.

(b) See response for 25(a).

26. D.C. Law requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency for a settlement or judgment pursuant to D.C. Code § 2-402.

A26. OBP has no such charge-backs.

27. (a) D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law?

(b) Please explain all exceptions, if any, and provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to have the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffeur or take-home status.

A27. (a) Yes, OBP is in compliance with this law and has no exceptions.

(b) See response for 27(a).

28. In table format, please provide the following information for fiscal years 2017 and 2018 (through January 31) regarding your agency's authorization of employee travel: (1) each trip outside the region; (2) individuals (by name and title/position) authorized to travel outside the region; (3) total expense for each trip (per person, per trip, etc.); and (4) justification for the travel (per person and trip).

**A28.** See table below.

**OBP Employees Out-of-Town Travel in FY 2017**

Name/Position	Justification for Travel	Amount
David Clark/ Director, Capital Budget/CIP	Attend Canadian Network of Asset Managers' Conference in Calgary, Canada, May 15-18, 2017.	\$1,791.84
David Clark/ Director, Capital Budget/CIP	Attend 111th Government Finance Officers Association (GFOA) Annual conference in Denver, Colorado May 21-24, 2017.	\$1,720.53
Eric Cannady/ Director, Operating Budget	Attend National Association of State Budget Officers (NASBO) 2017 Annual Meeting in Big Sky, Indianapolis, Indiana, July 15-19, 2017. OBP-Cost \$128.00 (NASBO provides one complimentary registration and travel cost per member organization).	\$128.00
<b>Total for FY 2017</b>		<b>\$3,640.37</b>
<b>OBP Employees Out-of-Town Travel in FY 2018</b>		
<i>OBP has no out-of-town travel in FY 2018 to date.</i>		

29. Please provide and itemize, as of January 31, 2018, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.

**A29.** OBP has no WAE employees.

30. What efforts has your agency made in the past year to increase transparency? Explain.

**A30.** We continue to maintain CFOInfo on the OCFO's external web site. This tool allows users to create their own reports on historical expenditures and current budget, by agency, fund, or other parameters they choose. We also post about 40 monthly or quarterly reports to the OCFO's web site each year.

31. What efforts will your agency be making to increase transparency? Explain.

**A31.** We are working with the OCFO's Office of the Chief Information Officer and the public affairs officer to update the OCFO web site. Part of our effort is to make our reports easier to find. In addition, at Council's request, we will include an extra year of historical data in the tables in the FY 2019 budget books.

32. Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.

A32. There are no such requirements.

33. Please identify any statutory or regulatory impediments to your agency's operations.

A33. There are no such impediments.

34. Did your agency receive any FOIA requests in fiscal year 2017? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment.

A34. The Office of Budget and Planning did not receive any FOIA requests in FY 2017. Any FOIA requests come through the OCFO, and the OCFO's Office of the General Counsel (OGC) provides the official response. OGC also sends the annual summary report to the Mayor's Office on behalf of the OCFO.

35. For purposes CBE agency compliance purposes, what is your agency's current adjusted expendable budget; how much has been spent with SBEs; and what percent of your agency's expendable budget was spent with SBEs? Further, where SBEs were not available, how much has been spent with CBEs, and what percent of CBE spending, relative to your current expendable budget? How many CBE waivers (including dollar amount) did the agency submit? What efforts has the agency taken to reduce the number of CBE waivers submitted? What is the CBE spending goal for your agency per the DSLBD SBE Opportunities Guide (Green book)? Give this answer for fiscal years 2016, 2017 and 2018 (through January 31).

A35. OBP is a division within the Office of the Chief Financial Officer (OCFO), and this data is provided by the OCFO's Office of Contracts and Procurement.

36. Please provide, as an attachment, a copy of your agency's current annual performance plan as submitted to the Office of the City Administrator.

A36. The OCFO's Strategic Plan is included as an attachment. (The OCFO does not submit its plan to the City Administrator).

37. (a) What are your agency's key performance indicators and what has been your agency's performance (for each of these KPIs) in fiscal year (or calendar year) 2016, 2017, and 2018 (through the first quarter).

(b) What KPIs have been dropped (or changed) since 2014? List each specifically and explain why it was dropped or changed.



A37. (a) OBP's Key Performance Indicators are listed below.

1. 100 percent of reprogrammings under \$500,000 reviewed and acted upon within 5 business days and over \$500,000 within 10 business days
2. 100 percent of grant budget authority reviewed and decided within 5 business days of receipt
3. 100 percent of administrative requests for grant budget authority reviewed and acted upon within 3 business days of receipt
4. 100 percent of required reports completed within 25 business days of relevant closing activity
5. Customer Satisfaction Survey

(b) None.

38. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2017 and 2018.

A38. Our top five priorities include two that comprise our core business and three that are areas in which we seek to improve continually. Our priorities contribute to the success of the OCFO's Strategic Plan. The plan identifies seven strategic objectives:

1. Improve Customer Service
2. Create a Culture of Continuous Improvement
3. Improve Transparency and Quality of Information
4. Manage Risk and Prevent Fraud
5. Implement Quality Financial Systems
6. Develop, Attract, and Retain High Quality Employees
7. Manage a Fair and Equitable System to Fully Collect District Revenues

Our top five priorities primarily address objectives 1, 2, 3, and 5. The priorities are as follows:

1. **Execute the FY 2018 Budget to ensure year-end balance.** OBP will monitor, adjust, and report on the FY 2018 budget and help District agencies, the Mayor, and the Council ensure balance at the end of the year.

*a. Monitoring* – OBP will review agency Financial Review Process (FRP) reports and compare spending with agency spending plans to identify potential spending pressures. If pressures arise, OBP will work with the Mayor's budget office as they propose changes to resolve the pressures.

*b. Adjusting* – If the Mayor proposes a Supplemental Budget, OBP will help the Mayor's budget office develop the request. We will also process reprogrammings, grant budget modifications, Contingency Reserve requests, and other adjustments to the budget, ensuring that all changes can be supported and will keep the budget in balance.

*c. Reporting* – OBP will issue FY 2018 Financial Status Reports for the operating and capital budgets, reports on reprogrammings and Intra- Districts, Emergency and Contingency Reserve status reports, and others.

**2. Produce a balanced FY 2019 Budget.** OBP will work closely with the Mayor's office to ensure that the Mayor's Proposed FY 2019 Budget and Financial Plan is balanced and that proposed borrowing within the Capital Improvements Plan ensures that debt service remains within the District's 12-percent debt cap. After the budget is submitted to the Council on March 21, 2018, OBP will work with Council's budget office and with committee staff to help interpret the budget and assist the Council in its deliberations. Finally, after Council approves the budget, OBP will produce budget documents to be delivered to Congress.

**3. Refine our systems and improve budget transparency and outreach.** OBP continues to update systems to help manage the budget and provide information to stakeholders in the government and the public, and we post a number of reports on the internet.

*a. CARSS, PUTS, etc.* – We implemented a new module in the Capital Asset Replacement Scheduling System (CARSS) called the 'Cost Estimator'. The new tool provides more accurate cost projections for information technology and facilities projects proposed in an agency's CIP budget request.

*b. CFOInfo* – This is the OCFO's web-interface budget tool that allows users to create their own budget tables. Working with the Office of the Chief Information Officer (OCIO) within the OCFO, we make available current-year budget data and historical expenditure data with a variety of options for users to create their own reports.

*c. Reports* – We post all our reports (to the Council and/or Mayor) on line, including reports on the Emergency and Contingency Reserves, reprogrammings, grant budget modifications and activity, and capital project activity. We are working with OCIO and the CFO's public affairs officer to update the OCFO web site to make the reports easier to find.

**4. Improve timeliness of reporting and certain budget adjustments.** We have made great strides in improving timeliness of our reporting over the past several years. In FY 2018 and FY 2019, we will continue to seek ways to improve timeliness of our quarterly reporting on Reprogrammings and Intra-Districts. We developed a SharePoint application to allow agency staff to see the status of grant budget modification requests, and we are implementing a similar application to allow the same for reprogramming requests and, in the near future, intra-District requests.

**5. Planning for budget system implementation.** The OCFO is fully committed to the replacement of SOAR and our current Budget Formulation Application (BFA). With funding for SOAR replacement approved in the FY 2018 budget, and allotments scheduled to begin in FY 2019, we have begun planning the project. OBP will provide extensive input on the new budget formulation system and its interaction with the financial system. In the meantime, we are improving current processes and systems where we can. For example, for the FY 2018 budget process, we fully automated the

financial plan with a link to the BFA for the first time, and we are now exploring ways to make the automated financial plan a tool we can use throughout the year to trace the long-term effects of proposed budget changes.

Again: in providing the above information, do not use attachments unless specifically requested.  
Thank you for your attention to this matter.

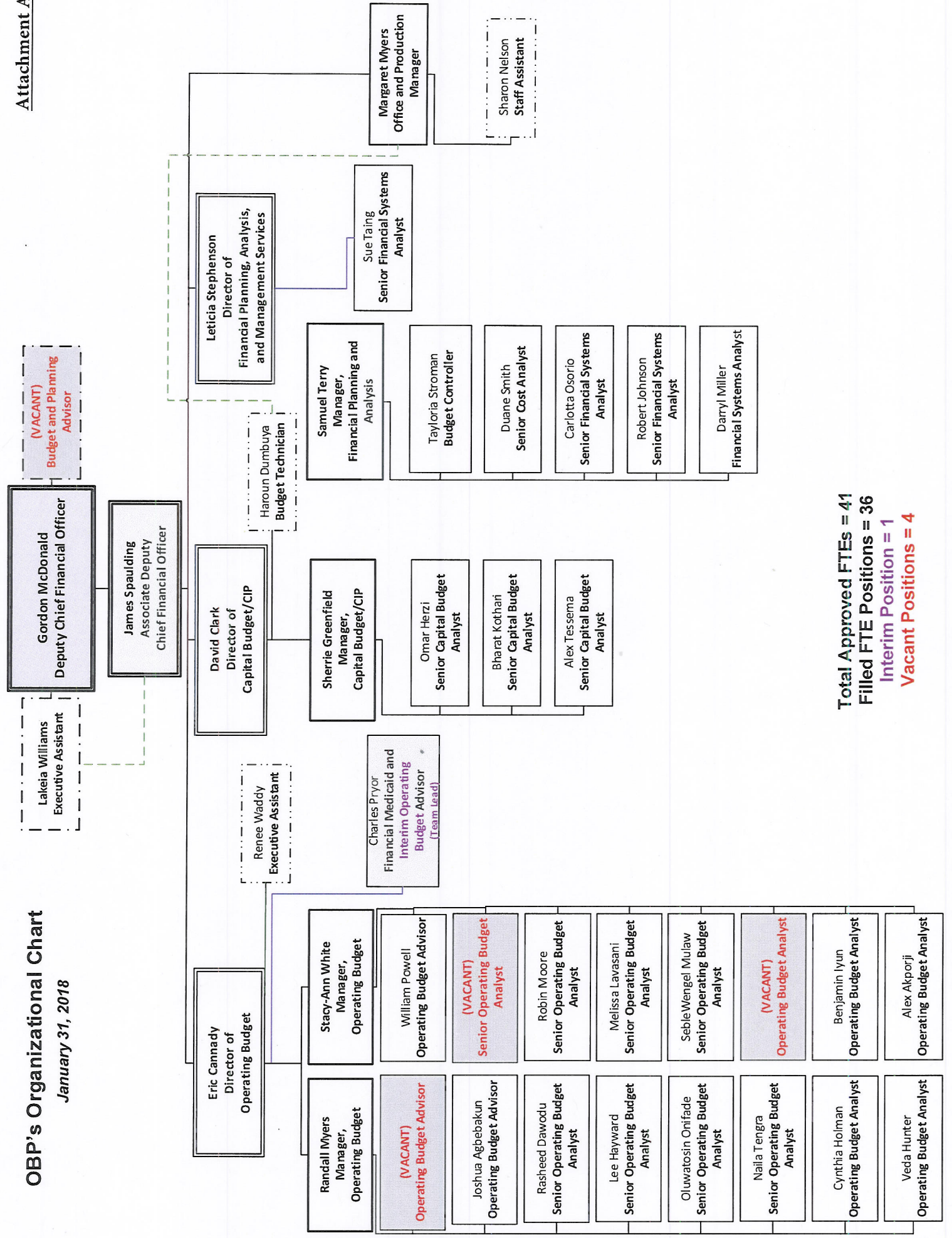
Sincerely,

Phil Mendelson, Chairman

PM/rp



**OBP's Organizational Chart**  
January 31, 2018



**Total Approved FTEs = 41**  
**Filled FTE Positions = 36**  
**Interim Positions = 1**  
**Vacant Positions = 4**