

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Planning



Responses to Questions for the
Agency Performance Oversight Hearing on FY 2017-2018

Eric Shaw

Director, Office of Planning

Submission to

Committee of the Whole
Chairman Phil Mendelson

February 15, 2018

Committee of the Whole
John A. Wilson Building
1350 Pennsylvania Ave., NW
Washington, DC 20004

**Office of Planning
FY 17-18 Performance Oversight
Responses to Pre-Hearing Questions
February 15, 2018**

1. **Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart.**

A current organizational chart is attached.

2. **Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 31, 2018. The Schedule A also should indicate any vacant positions in the agency. Please do not include Social Security numbers.**

Please see a Schedule A for the Office of Planning, dated February 5, 2018, attached.

3. **Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.**

No employees are currently detailed to or from the Office of Planning.

4. **(a) For fiscal year 2017, please list each employee whose salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.**

FY 2017

Employee Name	Position Title	Salary	Overtime	Bonus Pay
Alemayehu Anna	Information Technology Specialist	\$126,838	\$505	
Christopher Delfs	Chief of Staff	\$127,308		
Tracy Gabriel	Assoc. Director Neighborhood Planning	\$125,627		
Edward Giefer	Assist Director, Strategic Ops & Finance	\$132,140		
Sakina Khan	Dep Dir., Citywide Strategy & Analysis	\$133,900		
Joel Lawson	Senior Dev Zoning Planning	\$128,673		
David Lieb	Senior Counsel	\$149,519		
Joy Phillips	Assoc. Director State Data Center	\$125,626		
Charlie Richman	Assoc. Director of GIS & IT	\$147,127		
Eric Shaw	Director	\$167,622		
Jennifer Steingasser	Dep Director, Development Review	\$150,733		
Tanya Stern	Dep Dir., Planning, Engagement & Design	\$137,917		
Patricia Zingsheim	Assoc. Director, Design	\$131,368		

(b) For fiscal year 2018, please list each employee whose salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

FY 2018*

Employee Name	Position Title	Salary	Overtime	Bonus Pay
Alemayehu Anna	Information Technology Specialist	\$126,838		
Christopher Delfs	Chief of Staff	\$127,308		
Tracy Gabriel	Assoc. Director Neighborhood Planning	\$125,627		
Edward Giefer	Assist Director, Strategic Ops & Finance	\$132,140		
Sakina Khan	Dep Dir., Citywide Strategy & Analysis	\$133,900		
Joel Lawson	Senior Dev Zoning Planning	\$128,673		
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Eric Shaw	Director	\$167,622		
Jennifer Steingasser	Dep Director, Development Review	\$150,733		
Tanya Stern	Dep Dir., Planning, Engagement & Design	\$137,917		
Patricia Zingsheim	Assoc. Director, Design	\$131,368		

Note: * - Through 1/31/18

5. **Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2017. For each, state the employee's name, position or title, salary, and aggregate overtime pay.**

Employee Name	Position Title	Salary	Overtime
Andrea Limauro	Community Planner	\$98,901	\$4,567
Ryan Hand	Community Planner	\$106,924	\$3,007
Evelyn Kasongo	Community Planner	\$116,881	\$2,023
Joshua Silver	Community Planner	\$103,605	\$1,584
Colleen Willger	Community Planner	\$98,901	\$1,560
Erkin Ozberk	Community Planner	\$87,567	\$1,273
Ashley Stephens	Staff Assistant	\$63,467	\$576
Joyetta Delaney	Executive Assistant	\$69,395	\$551
Minwuyelet Azimeraw	Demographic Specialist	\$71,371	\$525
Arthur Rodgers	Community Planner	\$120,200	\$520
Alemayehu Anna	Information Technology Specialist	\$126,838	\$505
Rishawna Gould	Visual Information Specialist	\$96,090	\$404
Rupert Lambert	HP Inspector	\$79,275	\$400
Dennis Waardenburg	Cartographer	\$107,334	\$302
Karen Thomas	Development Review Specialist	\$123,519	\$58
Brandon Perez	Community Planner [no longer @ OP]	\$59,698	\$57

Note: OP had fewer than 25 overtime earners in FY 2017

6. **For fiscal years 2017 and 2018 (through January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.**

No employees received bonuses or special award pay in FY 2017 or in 2018 to date.

7. **For fiscal year 2017 and 2018 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.**

No employees separated from the agency with separation pay in FY 2017 or in 2018 to date.

8. For fiscal years 2017 and 2018 (through January 31), please state the total number of employees receiving worker's compensation payments.

No employees received worker's compensation payments in FY 2017 or in 2018 to date.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2017 and 2018 (to date). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2018).

There were no OP employees placed on administrative leave in FY 2017 or in 2018 to date.

10. For fiscal years 2017 and 2018 (through January 31), please list, in chronological order, all intra-District transfers to or from the agency.

FY 2017

OP IS THE BUYER		
OZ	Broadcast and archive HPRB hearings (10/1/16)	\$19,642
OCFO/OCF	Pay for costs associated with Purchase Card purchases (10/1/16)	\$118,722
DCHR	Fees associated with hosting Leadership Interns at OP (10/1/16)	\$51,010
DPW	Pay for fleet costs (10/1/16)	\$13,883
DCPS	Security fees for after-hours meeting at Wilson HS (12/22/16)	\$1,423
ODR	Pay for sign language interpretation services (5/31/17)	\$11,298
OCTO	Fee for Microsoft 365 for portion of year (8/11/17)	\$4,680
DGS	Security fees for after-hours meetings at 1100 4 th St SW (8/18/17)	\$1,799
OCTO	Pay for FY 2017 Requests for Telephone Service (9/30/17)	\$1,908
OP IS THE SELLER		
DDOT	Planning support for federal Historic Preservation requirements (10/1/16)	\$140,000

FY 2018*

OP IS THE BUYER		
OZ	Broadcast and archive HPRB hearings (10/1/17)	\$19,020
DPW	Pay for fleet costs (10/1/17)	\$5,898
OCFO/OCF	Pay for costs associated with Purchase Card purchases (10/1/17)	\$30,000
OCTO	Fee for Microsoft 365 (12/1/17)	\$16,879
DCHR	Fees associated with hosting Leadership Interns at OP 12/8/17)	\$48,680
DMGEO	To support the "Space To Dream" project to turn vacant, blighted, or underutilized property into creative spaces (12/8/17)	\$10,000
OP IS THE SELLER		
DDOT	Planning support for federal Historic Preservation requirements (10/1/17)	\$140,000

Note: * - Through 1/31/18

11. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2017 and 2018 (through January 31). Include a “bottom line” that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

Date	Repro #	Amount	Rationale
2017			
None			
2018*			
LOCAL			
1/2/2018		\$20,000	To support the food study (DOEE)

Note: * - Through 1/31/18

12. Please list, in chronological order, every reprogramming *within* your agency during fiscal year 2018 to date. Also, include known, anticipated intraagency reprogrammings. For each, give the date, amount, and rationale.

There have been no internal reprogrammings to date in FY 2018.

13. For fiscal years 2017 and 2018 (through January 31), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) provide specific data for FY 2016, 2017, and 2018 (as of January 31) and give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5).

Historic Landmark & Historic District Application Fees (O2001)

This is a non-lapsing revolving fund established within the General Fund of the District to pay the costs of repair work necessary to prevent demolition by neglect, or for the costs of carrying out any other historic preservation program consistent with the purposes of and pursuant to this act. Sources of funding are fees collected for historic landmark and historic district nominations, fees paid by developers for historic preservation mitigation (such as from a builder for work done at a property without permission), and fees paid for violations on historic properties or other properties in historic districts.

FY	Revenue	Expenditures	Description
2016	\$108,300	\$20,024	▪ Payment to the Office of Zoning for broadcasting and archiving all hearings of the Historic Preservation Review Board.
		\$13,944	▪ Stipends to HPRB members
		\$5,000	▪ Mayor’s Agent services
		\$9,600	▪ Archaeological services
		\$38,560	▪ Historic preservation outreach services
		\$87,128	
2017	\$99,620	\$19,642	▪ Payment to the Office of Zoning for broadcasting and archiving all hearings of the Historic Preservation Review Board.

		\$10,483 \$5,000 \$47,992 <u>\$16,416</u> \$99,533	<ul style="list-style-type: none"> ▪ Stipends to HPRB members ▪ Mayor's Agent services ▪ Archaeological services ▪ Historic preservation outreach services
2018*	\$66,160	\$3,556 \$2,500 \$3,794 <u>\$4,255</u> \$14,105	<ul style="list-style-type: none"> ▪ Stipends to HPRB members ▪ Mayor's Agent services ▪ Historic preservation outreach services ▪ Annual dues to preservation organization

Note: * - Through 1/31/18

Reimbursables From Other Governments (O2002)

This is a non-lapsing revolving fund established by the Office of the Chief Financial Officer to manage non-grant funds from the federal government.

FY	Revenue	Expenditures	Description
2016	--	--	
2017	\$25,000 \$50,000	\$25,000 \$0	<ul style="list-style-type: none"> ▪ Funds from the National Park Service to support a historic preservation youth summit ▪ Funds from the Eisenhower Commission to develop an updated National Register Nomination for the L'Enfant Plan, pursuant to an agreement for construction of the Eisenhower Memorial near the National Mall
2018*	\$50,000 (carried over)	\$0	<ul style="list-style-type: none"> ▪ Funds from the Eisenhower Commission to develop an updated National Register Nomination for the L'Enfant Plan, pursuant to an agreement for construction of the Eisenhower Memorial near the National Mall. To be spent in FY 2018 and 2019.

Note: * - Through 1/31/18

14. **Please provide a table showing your agency Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2016, 2017, and the first quarter of 2018. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017.**

Please see the attachment "Q14 2016-2018 budgets expenditures 2-2018".

15. **Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2017 and 2018 (through January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.**

<u>Buyer</u>	<u>Seller</u>	<u>Purpose</u>	<u>Amount</u>
2017			
OP	OZ	Broadcast and archive hearings of the HPRB (start 10/1/16, end 9/30/17)	\$19,642
OP	DCHR	District Leadership Program year-round intern and summer intern fees (start 10/1/16, end 9/30/17)	\$51,010
DDOT	OP	Historic Preservation planning support for transportation projects (start 10/1/16, end 9/30/17)	\$140,000
2018*			
OP	OZ	Broadcast and archive hearings of the HPRB (start 10/1/17, end 9/30/18)	\$19,020

OP	DCHR	District Leadership Program year-round intern and summer intern fees (start 10/1/17, end 9/30/18)	\$48,680
OP	DMGEO	"Space To Dream" project to support turn vacant, blighted, or underutilized property into creative spaces	\$10,000
DDOT	OP	Historic Preservation planning support for transportation projects (start 10/1/17, end 9/30/18)	\$140,000

Note: * - Through 1/31/18

16. **D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the "Form B" for all District agencies (See D.C. Code § 47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2017 and 2018.**

The Office of Planning works each year with the Mayor's Budget Office and the Deputy Mayor for Planning and Economic Development to develop our annual budget. The Mayor's Fiscal Year 2017 and 2018 budget submissions reflect these efforts.

17. **Please list all currently open capital projects for your agency as of the date of your response, including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.**

Name	Description	Total cost	Expenditures*	Dates
HP staff review	OP and DDOT have a multi-year intra-district agreement to support one OP Historic Preservation Specialist FTE to expedite review of DDOT projects and other transportation related tasks, including project coordination, technical assistance, and document review on matters relating to historic preservation, history, architectural history, and archaeology. DDOT funds this agreement with capital funds.	\$140,000	\$44,281	Current MOU covers FY 2018, for all Personal Services costs for 1 FTE plus \$20,000 for Nonpersonal Services costs.

Note: * - Through 1/31/18

18. **Please list all pending lawsuits that name your agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city's liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.**

The District and three employees of the Office of Planning were among the defendants named in *Gordon, Peter, et al. v. D.C., et al.*, 2016 CA 004493 B (Super. Ct.). The plaintiffs are brothers who own the house at 3020 Albemarle Street, N.W. OP employee defendants were named in both their official and individual capacities. The brothers challenge the Historic Preservation Review Board's designation of the house as historic as arbitrary and capricious. Additionally, the Plaintiffs allege, among other things, trespass stemming from several defendants having gained "unconsented" entry to the home and taken photos, which were subsequently used in the historic-designation application. The plaintiffs allege a violation of their Fourth Amendment rights due to the "unreasonable and unconsented" search of their property by a District inspector. The plaintiffs further allege a violation of due process because of a failure to provide a "meaningful opportunity to be heard" prior to the HPRB hearing, and that the historic preservation statute is vague, a violation of due process due to a failure to provide a neutral decision-maker, and an unconstitutional taking based on the reduced value of the property post-designation. In the fall of 2017, the plaintiffs dismissed one of the District employees as a defendant, leaving two. Discovery has ended and the parties are engaged in summary judgment briefing. The Plaintiffs seek actual damages from the District and its employees of \$376,000.

19. **(a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2017 or 2018 (through January 31). (b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.**

(a) The Office of the Chief Financial Officer began and concluded one investigation involving the Office of Planning in FY 2017. A check intended for another agency was mistakenly sent to OP. Because OP did not recognize the error and report it immediately, the errant check caused an accounting discrepancy. Following its investigation, the OCFO made recommendations to OP; in response we have modified our imprest fund procedures in hopes of avoiding future accounting problems.

(b) OP is not aware of any ongoing investigations, audits, or reports.

20. **How many grievances have been filed by labor unions against agency management? Please list each of them by year for fiscal years 2016, 2017, and 2018 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2018. Include on the chronological list any earlier grievance that is still pending in any judicial forum.**

OP did not have any grievances filed by employees or labor unions for fiscal years 2016, 2017, or 2018 through January 31.

21. (a) Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees.
 (b) List and describe each allegation received by the agency in FY17 and FY18, to date, and the resolution of each as of the date of your answer.

OP follows the policy, guidance, and procedures outlined for District agencies that are outlined in Mayor's Order 2017-313, dated December 18, 2017.

OP did not receive any sexual harassment or misconduct allegations during FY 2017 or FY 2018 to date.

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).

<u>Cardholder</u>	<u>Limits</u>	<u>Spent FY 2017</u>	<u>Spent FY 2018*</u>
Edward Giefer Assoc. Director	\$10,000 per day/\$20,000 per month	\$116,951	\$27,479
Rita Poindexter Staff Assistant	\$10,000 per day/\$20,000 per month	<u>\$8,761</u>	<u>\$436</u>
Total		\$125,712	\$27,915

Note: * - Through 1/31/2018

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.

<u>Supplier</u>	<u>Description</u>	<u>Order date</u>	<u>Amount</u>
MB Staffing Services	Temp admin contract for reception desk (FY17)	10/6/16	\$46,453
Patsy M. Fletcher dba T.H.R.E.A.D.	Historic preservation community outreach services (FY17)	10/14/16	\$71,490
Neal R Gross & Co	Transcription services for HPRB mtgs. and Mayor's Agent hearings (FY17)	10/20/16	\$20,000
HR&A Advisors	Creating a Cultural Plan for the District (year 2 of 2)	10/28/16	\$105,165
LaMarise C. Reid, LLC	Archaeology services	12/2/16	\$47,992
Raimi + Associates	Updating DC's Comprehensive Plan (year 2 of 3)	12/12/16	\$487,581
Dell Computer Corp.	Replacement PCs and monitors	3/30/17	\$19,518
ICF Macro	Food policy study	6/30/17	\$185,103
Dell Computer Corp.	Replacement PCs and monitors	7/13/17	\$13,763
MB Staffing Services	Temp admin contract for reception desk (FY18)	10/2/17	\$46,640
Neal R Gross & Co	Transcription services for HPRB mtgs. and Mayor's Agent hearings (FY18)	10/6/17	\$20,000
Patsy M. Fletcher dba T.H.R.E.A.D.	Historic preservation community outreach services (FY18)	11/1/17	\$71,280
Computer Aid, Inc.	GIS specialist	12/14/17	\$93,328
ICF Macro	Food policy study (year 2 of 2)	1/31/18	\$150,958

Note: Through 1/31/2018

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

OP pays for mobile phones for a limited number of employees with jobs that require immediate availability and/or frequent off-site communications. These employees have reviewed and signed the "DC Government Landline and Cell Phone User Agreement." OP's Agency Telephone Coordinator monitors the bills monthly for OP's mobile phone users.

- (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 one page in length, you may provide it as an attachment.

Name	Position	Annual Expense		Justification
		FY 2017	FY 2018*	
Eric Shaw	Director	\$1,123	\$177	Agency head; duties require frequent off-site meetings and ability to communicate immediately with the Mayor, Council, and others. Costs are for a phone and a tablet.
		\$478	\$80	Backup tablet for senior staff or other personnel for off-site mobile access.
Tanya Stern	Deputy Director, Planning, Engagement & Design	\$580	\$145	Reports to the Director; duties require immediate availability and frequent off-site communications.
David Maloney	State Historic Preservation Officer	\$580	\$145	Duties require immediate availability and frequent off-site communications
Keith Lambert	Historic Preservation Inspector	\$580	\$145	Duties require substantial off-site work in the field
Toni Cherry	Senior HP Inspector	\$580	\$145	Duties require substantial off-site work in the field
Doris Benson	Budget Officer, OCFO	\$238	\$145	OP has agreed to pay these costs for our OCFO contact
Tracy Gabriel	Associate Director, Neighborhood Planning	\$580	\$145	Duties require immediate availability and frequent off-site communications
Joel Lawson	Assoc. Director, Development Review	\$588	\$145	Duties require immediate availability and frequent off-site communications
Jennifer Steingasser	Deputy Director, Development Review and HP	\$580	\$145	Duties require immediate availability and frequent off-site communications

Note: * - Through January 2018

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.).

OP owns one government vehicle (a Dodge Caravan) and leases one other (a Toyota Corolla).

- (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 justification for using such vehicle; (4) the name and title/position of the driver involved; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

No OP employees were involved in accidents in the subject years.

26. D.C. Law requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or less than two years old (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.

There have been no 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 any 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.

OP is in compliance with this law.

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 District; (3) total expense for each trip (per person, per trip, etc.); and (4) justification for the travel (per person and trip).

Employee	Cost	Justification
FY 2017		
Josh Ghaffari	\$1,598	Attend the Rail~Volution conference (San Francisco)
Toni Cherry	\$1,418	Attend American Association of Code Enforcement conference
Thor Nelson	\$364	Attend a final jury of the “New Chocolate City: Hip-Hop Architecture in Washington, DC” studio (Syracuse)
Thor Nelson	\$671	Attend Design For Equity 2.0 conference (Boston)
Patricia Zingsheim	\$578	Attend Design For Equity 2.0 conference (Boston)
Evelyn Kasongo	\$154	Attend “The Modernity of Work and Place: Jane Jacobs and the Design of the 21 st Century City” conference (Charlottesville)
Eric Shaw	\$310	Attend the Rose Fellowship Retreat (Pittsburgh)

Eric Shaw	--	Attend the Rose Fellowship Study Tour (New Orleans; donated)
Eric Shaw	\$281	Attend the Rose Fellowship spring meeting (Seattle; portion donated)
Dan Emerine	\$2,293	Attend the Rail~Volution conference (San Francisco)
Eric Shaw	--	Attend the 2016 Big City Planning Directors Institute (Cambridge, MA; donated)
Andrea Limauro	\$510	Attend a regional forum on "Connecting Senior Health and Housing" (Miami)
Tanya Stern	\$932	Attend Design For Equity 2.0 conference (Boston)
Eric Shaw	\$473	Attend a final jury of the "New Chocolate City: Hip-Hop Architecture in Washington, DC" studio (Syracuse)
Deborah Crain	\$1,722	Attend the Congress for New Urbanism conference (Seattle)
Rogelio Flores	\$2,406	Attend the APA national planning conference (NYC)
Colleen Willger	\$1,248	Attend the APA national planning conference (NYC)
Joshua Silver	\$283	Attend the APA national planning conference (NYC)
Karen Thomas	\$1,178	Attend the APA national planning conference (NYC)
Maxine Brown-Roberts	\$1,278	Attend the APA national planning conference (NYC)
Eric Shaw	\$1,385	Attend the APA national planning conference (NYC)
Chris Delfs	\$1,206	Attend the APA national planning conference (NYC)
Laine Cidlowksi	\$1,593	Attend the APA national planning conference (NYC)
Travis Pate	\$1,575	Attend the Federal-State Cooperative for Population Projections spring meeting (Chicago)
Patricia Zingsheim	\$445	Attend a Loeb Fellows conference at the Graduate School of Design (Cambridge, MA)
Sakina Khan	\$3,278	Attend the United Cities and Local Governments Culture Summit (Jeju, South Korea)
Joshua Silver	\$1,738	Attend the ArtPlace annual summit (Seattle)
Imania Price	\$0	Attend the National Park Service "Adapting Historic Buildings for Flooding" conference (Newark) [paid for by NPS]
Anne Brockett	\$0	Attend the National Park Service "Adapting Historic Buildings for Flooding" conference (Newark) [paid for by NPS]
Laine Cidlowksi	\$408	Attend the C40 Food Systems Network workshop (Stockholm)
Tracy Gabriel	\$1,507	Attend the Assoc. for Community Design annual conf. (Dallas)
Evelyn Kasongo	\$1,342	Attend the Assoc. for Community Design annual conf. (Dallas)
Laine Cidlowksi	\$1,207	Attend the summer meeting of the US Conference of Mayors (Miami)
Thor Nelson	\$1,299	Attend the Assoc. for Community Design annual conf. (Dallas)
Joshua Silver	\$1,071	Attend the Assoc. for Community Design annual conf. (Dallas)
Tanya Stern	\$1,669	Attend the 42 nd Annual Natural Hazards wkshp (Boulder, CO)
Charlie Richman	\$1,868	Attend the annual ESRI User Conference (San Diego)
Eddie Luthy	\$2,226	Attend the annual ESRI User Conference (San Diego)
FY 2018*		
Lamont Cobb	\$568	Attend the Blacks in Design conference (Boston)
Eric Shaw	\$825	Attend an OUTstanding awards event (London)
Tanya Stern	\$1,867	Attend the Urban Land Institute fall meeting (Los Angeles)
Stephen Gyor	\$1,757	Attend the Urban Land Institute fall meeting (Los Angeles)
Joshua Ghaffari	\$1,205	Attend the Urban Land Institute fall meeting (Los Angeles)
Sakina Khan	\$1,975	Attend the LaCoMotion leadership conference (Los Angeles)
Dan Emerine	\$1,338	Attend Nat'l Assn of City Transpo Officials conference (Chicago)

*Note: As of 1/31/18

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, the date on which he or she first started with your agency, and the date on which his or her current term expires.

Name	Position Title	Length of Term	Hire Date	Term Expires	Term Appt.
Jackson, Julianna	Staff Assistant	13 months	04/16/17	05/15/18	X
Brockett, Anne	Hist. Pres. Specialist	13 months	10/01/17	09/30/18	X (MOU)

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

During the past year, the Office of Planning has made efforts to increase transparency throughout the agency, across its major divisions.

Planning Engagement and Design

In October and November 2016, the Office of Planning hosted seven Citywide meetings, as part of its PlanDC engagement to educate the public about the Comprehensive Plan Amendment process and collecting input. Following those meetings, OP posted all meeting materials and online meeting summaries on the PlanDC website. In 2017, OP took the following major actions to maximize process transparency and stakeholder participation:

-) Utilized the PlanDC website to share key information with the public about the amendment process (note: the web site received 13,000 unique page views).
-) Published Frequently Asked Questions and other supporting documents to explain the amendment process.
-) Released an Evaluation Framework detailing the criteria for OP’s amendment evaluations.
-) Built a database and online / paper application system to accept formal amendment proposals from the public.
-) Held a three-month Open Call period from March 24 to June 23 to give all an opportunity to submit text or map amendment proposals.
-) Hosted many “office hours” session at 26 locations across the city during Open Call, comprising more than 100 hours of technical assistance.

Citywide Strategy and Analysis

OP has re-organized our website to make data, mapping services, and content more visible and accessible for public use. Further, OP continues to refine its Information Technology (IT) and Geographic Information System tools to increase transparency for internal and external customers:

-) [PropertyQuest](#) is an interactive Internet application (built by OP) that provides simple and attractive access to property information, and has become increasingly popular with the public and professionals alike. PropertyQuest was used 162,884 times last fiscal year (an increase of 58% over FY16) for 655,422 distinct searches. That brings the lifetime total to about 3 million searches since OP released PropertyQuest in 2009.
-) [What’s My Ward?](#): OP developed this web tool to help District residents identify the ward in which they live. Simple tools like these make it easier for citizens to find the information they need easily and directly.

- J Improved GIS Tools and Data: OP's GIS team helped assemble and publish improved datasets on subjects that ranged from Historic Districts and healthy food availability to the locations (and management) of small parks in the District. Over the last several years, OP has developed the District's customized Geographic Information Systems tools (which were ultimately the basis for the streamlined versions distributed citywide by OCTO.) Planners and other users depend on these applications to visualize and communicate key information about the District to the public.
- J HistoryQuest DC: This interactive online map provides immediate public access to basic historical data on most of the city's buildings (see <https://planning.dc.gov/node/1203082>). The app allows residents to explore information about their homes and neighborhoods, improves the ability of developers to anticipate potential historic preservation issues, and gives OP a new tool for preservation planning.

Development Review and Historic Preservation

- J Development Review: Zoning Commission and Board of Zoning Adjustment reports and recommendations are posted to the OP website within three days of their issuance project-review.
- J Ward Heritage Guides: OP continues to produce a series of guides that seek to promote awareness of local heritage, support preservation planning, and encourage development consistent with neighborhood character. Developers have also begun to use the guides to get an early reference about properties that may be eligible for historic designation, and to consult with OP as necessary.
- J Website Information: OP keeps current information on its website on how to participate in the preservation review process, with contact information for staff reviewers for each case. By the end of FY 2017, the number of subscribers to monthly announcements of HPRB meetings and HPO reports posted on the website increased by 42% over FY 2016, to 2,400 persons.
- J ANC Communications and Great Weight: At the beginning of each HPRB meeting, the chair makes a formal statement announcing the Board's responsibility to give "great weight" consideration of ANC views. The Board discusses ANC motions on the record at the hearing, and posts the videotape of each hearing on the OP website, and provides its written response to ANC comments in its report of actions posted on the OP website. OP staff regularly communicate with ANC commissioners on pending cases and periodically attend ANC meetings.
- J Public Notice: OP has fully implemented the Notice Requirements for Historic Properties Amendment Act of 2014 (DC Law 20-0249), which required greater public notice of applications submitted to the Historic Preservation Review Board and Commission of Fine Arts/Old Georgetown Board for review. OP hired a staff assistant intended for this purpose in the FY 2017 budget, and OP now gives notice to all abutting and confronting owners, with information on how to obtain copies of the plans. OP requires the applicants to post and certify the public notice placards on the property.
- J Access to Archaeological Collections: OP continues to prepare its collections for archiving at the modernized Martin Luther King Library, and sustains an active public outreach program to engage public audiences. In FY 2017, this included several archaeology programs: an excavation at the Shotgun House, with open houses attended by 295 people; inclusion of the Yarrow Mamout archaeology project at the *Museum Passport to Freedom* program at the African American Civil War Museum, attended by

700 DC public school students; sponsorship of the *If YOU Lived Here* creative placemaking event at the Anacostia Community Museum, which engaged 500 visitors; and archaeology discovery tents at three public festivals attended by more than 4,500.

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

The Office of Planning will continue to make improvements to the services detailed above in the response to question #30. In addition, OP will undertake the following strategic initiatives in FY 2018 that have a special focus on increasing transparency and public information:

- J Elevate demographic, GIS, and other planning data: OP will further elevate the work of the State Data Center and Geographic Information Systems using platforms that will help refine, analyze, and present demographic, real estate, and planning systems information along with operational data that highlight OP activities. OP will also identify opportunities for data coordination and sharing with agency partners in a way that can inform processes, such as the CIP, and enhance the sharing of information with the public.
- J Document the District's 15 years of accomplishments implementing the Anacostia Waterfront Initiative (AWI): Collaborate with the Anacostia Waterfront Interagency Working Group to complete the Anacostia Waterfront Progress Report by September 2018, highlighting achievements towards implementation of the Anacostia Waterfront Initiative Framework Plan, including millions of dollars in District government investments in infrastructure and other improvements. Partner with sister agencies to publicize the District's AWI accomplishments.
- J Seek partnerships and opportunities to advance OP's equity practice: Establish local and national strategic partnerships to enhance OP's focus on equity challenges in DC neighborhoods or on DC citywide planning issues. Continue to dedicate an "equity planner" position to establish best practices research and meet with organizations leading national policy on equity.
- J Complete 2020 Historic Preservation Plan: OP will complete the 2020 DC Historic Preservation Plan defining HP priorities for the years 2017 through 2020, and building on the accomplishments and initiatives in the 2016 Preservation Plan. Under this umbrella, the Historic Preservation Office will complete the full series of Ward Heritage guides (with Wards 2 and 3) and GIS mapping of the L'Enfant Plan.
- J Conduct Additional [PLAN]DC Engagement: After the legislative process to consider and approve the Framework Element of the Comprehensive Plan, and following OP's evaluation of the remaining amendment proposals submitted during the Open Call period, OP will share the results of our technical review and engage the community regarding the other Comp Plan Elements. (The exact schedule is to be determined, but OP anticipates additional engagement in Fall 2018).

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

There are no legislative requirements for which the agency lacks sufficient resources to fully implement.

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

There are no statutory or regulatory impediments to OP's operations.

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.**

Please see the Office of Planning’s Annual FOIA Report for Fiscal Year 2017 attached.

35. **For 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).**

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018*</u>
Expendable budget	\$159,250	\$245,784	\$298,294
Spent with SBEs/%	\$129,042 (81%)	\$139,254 (57%)	\$24,768 (8%)
Spent with CBEs that are not SBEs	\$0	\$0	\$0
Waivers submitted	0	0	0
Spending goal	\$79,625	\$122,892	\$149,147

*Note: As of 1/31/18

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.**

Please see the Office of Planning’s FY 2018 Performance Plan attached.

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

KPI	FY 2016	FY 2017	FY 2018*
Develop facility plans, identify public-private partnerships or co-location opportunities, and conduct demographic analyses for targeted agencies (# of agencies)	2	[dropped FY 17]	--
% of OP-responsible Comp Plan implementation items from the current plan and future amendments that are newly achieved during the fiscal year	22%	[dropped FY 17]	--

KPI	FY 2016	FY 2017	FY 2018*
Change in retail indicators relative to the baseline, as measured by change in Gross Sales and Use Tax	+3.8%	[dropped FY 17]	--
Change in retail indicators relative to the baseline, as measured by change in Retail Trade Employment	+5.5%	[dropped FY 17]	--
Positive change, in Change in District population	+1.6%	[dropped FY 17]	--
% of GIS and State Data customers who have the data and analysis needed to fulfill their role in planning the city & influencing quality neighborhood outcomes	98.3%	96.6%	94.2%
# of users of OP spatial applications for accessing maps and data	23,255	[dropped FY 17]	--
Satisfaction rating given by the Director of the Capital Improvements Program re: the consistency and quality of OP's contribution	--	100%	100%
% of OP small area plans approved by the Council	[no SAPs submitted]	[dropped FY 17]	--
% of OP small area plans approved by the Council or other neighborhood plans supported by the relevant ANCs	[no plans submitted]	[no plans submitted]	100%
Satisfaction rating given by head of Public Space Commission re: the consistency and quality of OP's contribution	--	100%	100%
% of stakeholder requests for planning assistance fulfilled	--	97.6%	100%
% of OP's neighborhood plans that receive recognition from professional associations (APA, ULI, etc.)	--	New FY 17	[annual measure]
% of developments/projects initiated that are guided by OP's neighborhood plans	--	100%	100%
% of relevant ANCs that OP engages in major planning initiatives	--	100%	[no engagements]
% of plans completed in 18 months or less	100%	[dropped FY 17]	--

KPI	FY 2016	FY 2017	FY 2018*
Cost of consultant services per plan completed	\$140,077	[dropped FY 17]	--
% of historic property permit applications reviewed over the counter	96.7%	96.5%	96.7%
\$ of historic homeowner grants issued	\$187,916	\$284,362	[now a workload measure]
% of historic landmark designations without owner objection	100%	81.8%	88.9%
% of DC government project reviews concluded with adverse effects resolved by consensus	100%	99.4%	100%
% of Development Review reports that meet the expectations of boards/commissions	94.0%	95.2%	93.4%
Average cases reviewed per zoning review staff	39.9	49.6	8.5
Average cases reviewed per historic preservation staff.	870.2	740.5	161.4
% of PUDs that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations or bike share facilities.	82.4%	72.2%	75%
% of historic preservation projects properly noticed after implementation of new regulations.	--	98.9%	99.1%
# of affordable housing units approved by the Zoning Commission through Planned Unit Developments.	--	646	[now a workload measure]

Note: * - Through 1Q

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

In FY 2015, OP dropped a KPI on “% change in transit ridership,” due to the difficulty in collecting from WMATA and Capital Bikeshare; a KPI on “Change in median single family home sales price,” due to the limited effect OP had on the measure; a KPI on “% change to citizens’ access to grocery stores and farmers markets, due to the difficulty in tracking data.

In FY 2016, OP dropped a KPI on “Use Walkscore to compare DC’s walkability to other US cities (remain in top ten),” due to the limited effect OP had on the measure.

In FY 2017, OP dropped several KPIs due to the limited effect OP had on the measures: “Change in retail indicators relative to the baseline, as measured by change in Gross Sales and Use Tax,” “Change in retail indicators relative to the baseline, as measured by change in Retail Trade Employment,” and “Positive change, in Change in District population.” OP dropped two KPIs due to the difficulty in tracking data: “# of users of OP spatial applications for accessing maps and data,” and “% of OP-responsible Comp Plan implementation items from the current plan and future amendments that are newly achieved during the fiscal year.” OP dropped these KPIs due to the unpredictable variability from year to year and plan to plan that causes the results to not be as meaningful as intended: “Develop facility plans, identify public-private partnerships or co-location opportunities, and conduct demographic analyses for targeted agencies (# of agencies),” “% of OP small area plans approved by the Council,” “% of plans completed in 18 months or less,” and “Cost of consultant services per plan completed.”

In FY 2018, OP changed the KPIs on “Dollar amount of historic homeowner grants issued” and “Number of affordable housing units approved by the Zoning Commission through Planned Unit Developments” to workload measures, at the advice of the executive.

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.

1. Earn Approval of the Comprehensive Plan Framework Element Legislation. On January 9, 2018, the Mayor and the Office of Planning introduced legislation that proposes amendments to the Framework Element of the Comprehensive Plan: an introductory chapter that establishes the factual foundation for the plan, and contains three major components (1) forces driving change (2) growth forecasts; and (3) land use category descriptions.

The legislation incorporates, as appropriate, the 101 proposed amendments to the Framework we received during Open Call in the summer of 2017. This spring, OP will work with DC Council and community stakeholders to respond to any questions or concerns about the plan through the legislative process.

2. Complete the Evaluation of Proposed Amendments to the Comprehensive Plan. As the Framework Element moves ahead through Council deliberations, our assigned Comp Plan project managers, Element leads, agency Deputy Directors, and the OP Director will continue working collaboratively to evaluate the remaining amendments proposed by District and federal agencies and the public.

Once that technical review process is complete, OP will publish the results of our evaluation. At that time, OP will conduct additional outreach and solicit feedback on our amendment recommendations for the Citywide and Area Elements of the Comprehensive Plan. Due to the scope and scale of the effort still underway, a definitive timeline has not yet been determined. However, OP is aiming to wrap up its evaluation task this summer and engage with the community this fall.

3. **Begin Implementation of the Cultural Plan.** The DRAFT Cultural Plan – released on January 10 – strengthens arts, humanities, culture, and heritage in neighborhoods across the city by building upon and investing in the people, places, communities, and ideas that define culture within DC.

OP will follow up on key recommendations around cultural infrastructure, financing policy and investments; promoting interagency coordination, and including support for the Implementation Steering Committee that is set to launch in FY18. OP will also work to align cultural policy with other planning initiatives, and connect the District to broader platforms and partners such as Culture 21.

OP will continue its leadership on creative placemaking by framing and initiating the next generation of innovative placemaking initiatives with support from the Kresge Foundation. The FY18 round will build on the success of the first set of “Crossing the Street” grants, creating fun and inclusive experiences that seek to further test the intersection of people, place, and design in neighborhoods across the city.

4. **Develop Urban Design Strategies.** OP will develop urban design strategies and initiatives that expand the District’s distinct design character. By September 2018, OP will identify at least two critical design systems that are distinct to the city, and work with design professionals and government agencies to undertake analysis and planning work to protect and enhance these systems as inventive new projects are added to the city.

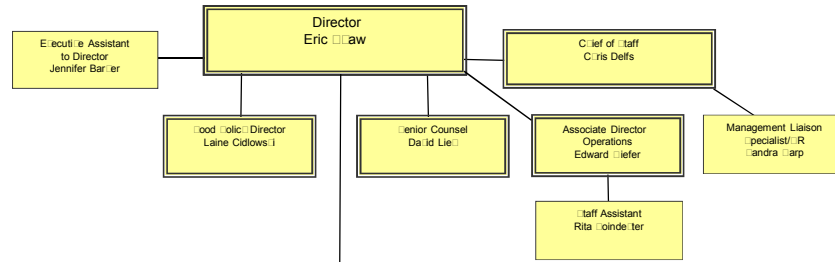
Key projects examples include: refining regulations for building projections with DCRA, continuing our partnership with Department of Transportation on Vision Zero to enhance placemaking in roadway design, and providing in-depth analysis of pedestrian life on retail corridors—such as local Main Streets and commercial corridors—to enhance vibrancy and economic health.

5. **Affordable Housing Production and Preservation.** The production and preservation of affordable housing is one of the most important aspects of fostering equitable and inclusive growth within the District of Columbia. Continuing in fiscal years 2018 and 2019, OP will work closely with the Executive Office of the Mayor to support affordable housing policy.

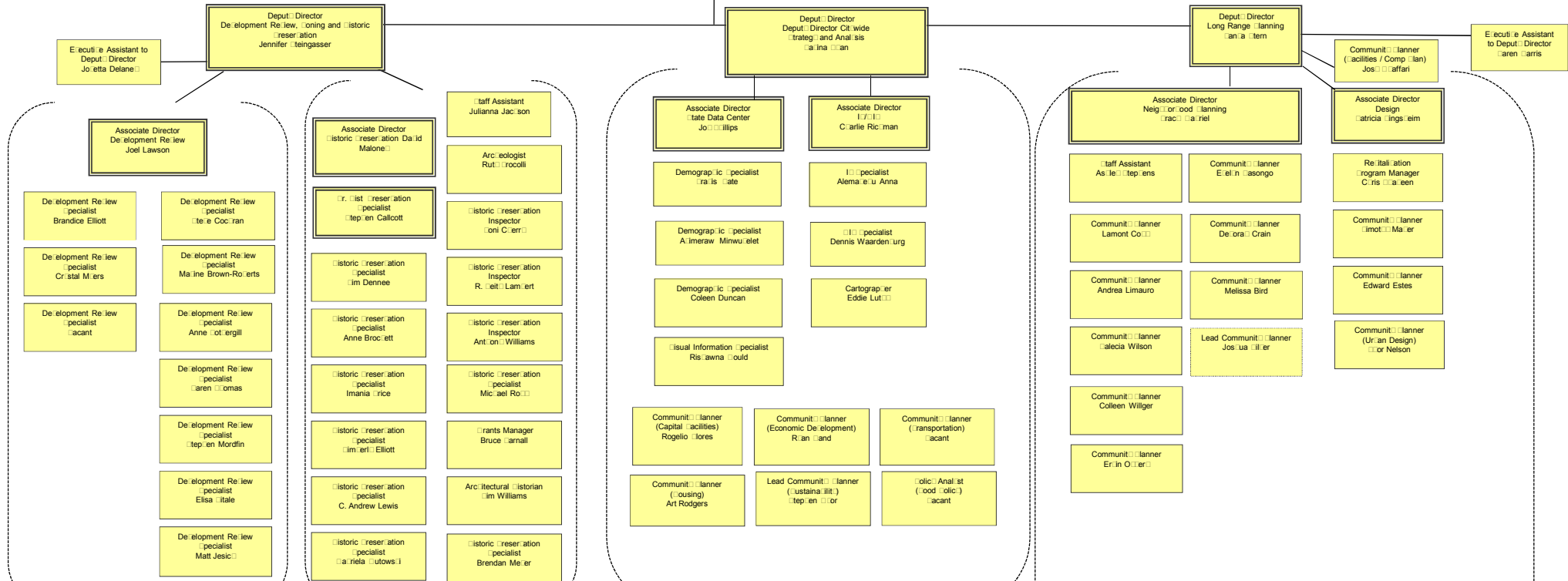
OP will continue to push for the maximum creation of affordable housing units through its development review work with discretionary zoning cases, particularly Planned Unit Developments. Over the last five years, OP’s negotiation of PUDs has led to the approval of almost 6,000 affordable housing units. OP will continue to emphasize affordability, deeper levels of affordability, and the provision of family-sized affordable units as key components of developers’ amenity packages.

Further, OP’s Historic Preservation Office will provide technical assistance on affordable housing projects. On at least five affordable housing projects, OP will support developers seeking the federal historic tax credit for certified rehabilitation, through assistance with the identification and designation of eligible structures and the processing of applications for project certification.

Organization Chart Office of Planning February 2018



- Office of the Director**
- 1 Executive Assistant to the Director
 - 1 Chief of Staff
 - 1 Management Liaison Specialist
 - 1 Assoc. Director, Operations
 - 1 Staff Assistant
 - 1 Food Policy Director
 - 1 Senior Counsel



Development Review and Zoning

- 1 Associate Director
- 10 Development Review Specialists
- 1 Executive Assistant

Historic Preservation

- 1 Associate Director
- 1 District Preservation Specialist
- 8 Historic Preservation Specialists
- 1 Archaeologist
- 3 Historic Preservation Inspectors
- 1 Grants Manager
- 1 Architectural Historian
- 1 Staff Assistant

Strategy and Analysis

- 2 Associate Directors
- 3 Community Planners
- 1 Lead Community Planner (Sustainability)
- 3 Demographic Specialist
- 1 Specialist
- 1 Cartographer
- 1 Specialist
- 1 Visual Information Specialist
- 1 Policy Analyst

Neighborhood Planning & Design

- 2 Associate Directors
- 13 Community Planners
- 1 Rehabilitation Program Manager
- 1 Executive Assistant
- 1 Staff Assistant

OFFICE OF PLANNING - SCHEDULE A (as of January 31, 2018)

Title	Vac			Salary	Fringe	Department Name
	Stat	Grade	Step			
Revitalization Prog Mgr	15	0		\$106,740	\$23,483	Revitalization Design
Dep Dir, Citywide Strat & Analysis	16	0		\$133,900	\$29,458	Citywide Planning
Dep Dir, Plng Engagement & Design	16	0		\$137,917	\$30,342	Planning, Engagement, Design
Historic Preservation Specialist	13	8		\$107,334	\$23,613	Historic Preservation
ASSOC DIR OF GIS & IT	15	0		\$147,127	\$32,368	Geographic Information System
Geograph. Info Syst (GIS) Spec	12	6		\$87,892	\$19,336	Geographic Information System
Cartographer	13	8		\$107,334	\$23,613	Geographic Information System
HP Inspector	11	10		\$79,275	\$17,441	Historic Preservation
DEV REVIEW SPEC	14	7		\$123,519	\$27,174	Development Review
DEV REVIEW SPEC	14	7		\$123,519	\$27,174	Development Review
Director	E4	0		\$167,622	\$36,877	Office of the Director
Lead Community Planner	14	2		\$106,924	\$23,523	Revitalization Design
Community Planner	12	1		\$76,082	\$16,738	Neighborhood Planning
Education Outreach Program Mgr	13	5		\$98,901	\$21,758	Historic Preservation
COMMUNITY PLANNER	14	7		\$123,519	\$27,174	Development Review
Community Planner	12	5		\$85,530	\$18,817	Revitalization Design
Historic Preservation Specialist	14	7		\$123,519	\$27,174	Historic Preservation
Assoc. Dir., Neighborhood Planning	15	0		\$125,627	\$27,638	Neighborhood Planning
Architectural Historian	13	5		\$98,901	\$21,758	Historic Preservation
DEV REVIEW SPEC	14	3		\$110,243	\$24,253	Development Review
EXECUTIVE ASSISTANT	11	3		\$65,443	\$14,397	Planning, Engagement, Design
Staff Assistant, Operations	11	7		\$73,347	\$16,136	Operations
COMMUNITY PLANNER	14	2		\$106,924	\$23,523	Citywide Planning
COMMUNITY PLANNER	13	5		\$98,901	\$21,758	Neighborhood Planning
COMMUNITY PLANNER	13	5		\$98,901	\$21,758	Revitalization Design
Assoc Dir, Revitalization Design	15	0		\$131,368	\$28,901	Revitalization Design
Historic Preservation Specialist	12	5		\$85,530	\$18,817	Historic Preservation
COMMUNITY PLANNER	14	5		\$116,881	\$25,714	Neighborhood Planning
Dep Dir, Development Review	16	0		\$150,733	\$33,161	Development Review
Demographic Specialist	13	3		\$93,279	\$20,521	State Data Center
SENIOR DEV ZONING PLANNING	15	0		\$128,673	\$28,308	Development Review
State Historic Preservation Officer	15	0		\$123,030	\$27,067	Historic Preservation
COMMUNITY PLANNER	14	7		\$123,519	\$27,174	Neighborhood Planning
Community Planner	12	1		\$76,082	\$16,738	Neighborhood Planning
Visual Information Specialist	13	4		\$96,090	\$21,140	State Data Center
HP Inspector	12	10		\$97,340	\$21,415	Historic Preservation
COMMUNITY PLANNER	13	5		\$98,901	\$21,758	Neighborhood Planning
Development Review Specialist	14	6		\$120,200	\$26,444	Development Review
Assoc Dir, State Data Center	15	0		\$125,626	\$27,638	Long Range Planning
IT Specialist	14	8		\$126,838	\$27,904	Geographic Information System
Lead Community Planner	14	1		\$103,605	\$22,793	Neighborhood Planning
COMMUNITY PLANNER	14	6		\$120,200	\$26,444	Neighborhood Planning
COMMUNITY PLANNER	14	6		\$120,200	\$26,444	Citywide Planning
COMMUNITY PLANNER	13	7		\$104,523	\$22,995	Revitalization Design
Historic Preservation Spec	11	2		\$63,467	\$13,963	Historic Preservation
Senior HP Specialist	15	0		\$115,493	\$25,408	Historic Preservation
Assoc Dir, Operations	15	0		\$132,140	\$29,071	Operations
HR Manager	14	5		\$108,063	\$23,774	Human Resources
Development Review Specialist	13	4		\$96,090	\$21,140	Development Review
Demographic Specialist	11	5		\$69,395	\$15,267	State Data Center
COMMUNITY PLANNER	13	1		\$87,657	\$19,285	Neighborhood Planning
Historic Preservation Specialist	13	6		\$101,712	\$22,377	Historic Preservation
Development Review Specialist	14	5		\$116,881	\$25,714	Development Review
Executive Assistant	13	2		\$83,647	\$18,402	Office of the Director
Development Review Specialist	13	9		\$110,145	\$24,232	Development Review
Development Review Specialist	14	4		\$113,562	\$24,984	Development Review
Historic Preservation Specialist	11	2		\$63,467	\$13,963	Historic Preservation
COMMUNITY PLANNER	14	5		\$116,881	\$25,714	Citywide Planning
Demographic Specialist	11	6		\$71,371	\$15,702	Citywide Planning
CHIEF OF STAFF	14	0		\$127,308	\$28,008	Office of the Director
EXECUTIVE ASSISTANT	11	5		\$69,395	\$15,267	Development Review/HP
Archeologist	12	7		\$90,254	\$19,856	Historic Preservation
Historic Preservation Specialist	11	5		\$69,395	\$15,267	Historic Preservation
COMMUNITY PLANNER	13	5		\$98,901	\$21,758	Planning, Engagement, Design
Staff Assistant	11	2		\$63,467	\$13,963	Neighborhood Planning
Food Policy Director	8	0		\$112,551	\$24,761	Food Policy
Staff Assistant	11	1		\$61,491	\$13,528	Historic Preservation
ATTORNEY ADVISOR	15	5		\$149,519	\$32,894	Office of the Director
HP Inspector	11	1		\$61,491	\$13,528	Historic Preservation
Historic Preservation Specialist	13	5		\$98,901	\$21,758	Historic Preservation
Development Review Specialist	V	13	1	\$87,657	\$19,285	Development Review
Community Planner (Transpo.)	V	14	1	\$103,605	\$22,793	Citywide Planning
Policy Analyst	V	11	1	\$61,491	\$13,528	Citywide Planning



Comp Source Group	FY 2016 Original Budget	FY 2016 Revised Budget	Budget Variance	FY 2016 Expenditures	Comments	FY 2017 Original Budget	FY 2017 Revised Budget	Budget Variance	FY 2017 Expenditures	Comments	FY 2018 Original Budget	FY 2018 Revised Budget	Budget Variance	FY 2018 Year- to-Date Expenditures	Comments
LOCAL															
0011 - REGULAR PAY - CONT FULL	\$6,498,826	\$6,289,116	(\$209,710)	\$6,132,536		\$6,643,464	\$6,486,592	(\$156,872)	\$6,486,441		\$6,957,510	\$6,957,510	\$0	\$2,119,642	
0012 - REGULAR PAY - OTHER	\$170,208	\$189,410	\$19,202	\$71,669		\$180,499	\$29,239	(\$151,260)	\$42,921		\$151,379	\$151,379	\$0	\$18,920	
0013 - ADDITIONAL GROSS PAY	\$0	\$10,312	\$10,312	\$9,359		\$0	\$14,619	\$14,619	\$14,618		\$0	\$0	\$0	\$348	
0014 - FRINGE BENEFITS - CURR	\$1,374,908	\$1,314,459	(\$60,449)	\$1,265,133		\$1,489,729	\$1,338,782	(\$150,947)	\$1,323,499		\$1,521,184	\$1,521,184	\$0	\$431,681	
0015 - OVERTIME PAY	\$71,000	\$15,993	(\$55,007)	\$8,202		\$71,000	\$19,000	(\$52,000)	\$18,005		\$71,000	\$71,000	\$0	\$4,798	
PERSONNEL SERVICES Total	\$8,114,941	\$7,819,290	(\$295,651)	\$7,486,899	Vacancy savings	\$8,384,692	\$7,888,232	(\$496,460)	\$7,885,484		\$8,701,073	\$8,701,073	\$0	\$2,575,389	
0020 - SUPPLIES AND MATERIALS	\$37,500	\$37,500	\$0	\$37,364		\$37,500	\$50,000	\$12,500	\$36,245		\$37,500	\$37,500	\$0	\$3,292	
0031 - TELEPHONE, TELEGRAPH,	\$0	\$1,000	\$1,000	\$1,000		\$0	\$5,000	\$5,000	\$1,908		\$0	\$0	\$0	\$0	
0040 - OTHER SERVICES AND	\$129,273	\$208,917	\$79,644	\$125,370		\$143,883	\$271,383	\$127,500	\$217,783		\$135,601	\$135,601	\$0	\$41,284	
0041 - CONTRACTUAL SERVICES - OTHER	\$827,152	\$1,305,152	\$478,000	\$1,229,512	Revised budget: 1) +\$368,000 for Comp Plan, 2) +\$200,000 for Cultural Plan (transferred from 0050), 3) -\$90,000 for year-end surplus	\$839,673	\$834,881	(\$4,792)	\$632,783	Most of year-end contracts unspent was from food policy project which began in June 2017 but will not be completed until FY 2018	\$529,673	\$549,673	\$20,000	\$11,007	
0050 - SUBSIDIES AND TRANSFERS	\$200,000	\$187,916	(\$12,084)	\$187,916	Revised budget: 1) +644,284 for Historic homeowner grant program rollover, 2) - \$200,000 for Cultural Plan (transferred to 0041), 3) -\$456,368 for Historic homeowner grant program year- end close-out	\$0	\$284,362	\$284,362	\$284,362	Revised budget: +\$284,362 for Historic homeowner grant program rollover	\$200,000	\$372,006	\$172,006	\$43,867	Revised budget: +\$172,006 for Historic homeowner grant program rollover
0070 - EQUIPMENT & EQUIPMENT	\$53,500	\$53,500	\$0	\$47,637		\$53,500	\$48,700	\$0	\$47,878		\$53,500	\$53,500	\$0	\$0	
NON-PERSONNEL SERVICES Total	\$1,247,425	\$1,793,985	\$546,560	\$1,628,799		\$1,074,556	\$1,494,326	\$424,570	\$1,220,959		\$956,274	\$1,148,280	\$192,006	\$99,450	
LOCAL FUND Total	\$9,362,367	\$9,613,275	\$250,908	\$9,115,698		\$9,459,248	\$9,382,558	(\$71,890)	\$9,106,443		\$9,657,347	\$9,849,353	\$192,006	\$2,674,839	
FEDERAL GRANT															
0011 - REGULAR PAY - CONT FULL	\$322,090	\$322,090	\$0	\$322,090		\$350,905	\$346,468	(\$4,437)	\$343,894		\$351,095	\$359,030	\$7,935	\$107,181	
0012 - REGULAR PAY - OTHER	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0013 - ADDITIONAL GROSS PAY	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0014 - FRINGE BENEFITS - CURR	\$66,350	\$66,350	(\$0)	\$66,308		\$76,146	\$77,774	\$1,628	\$80,348		\$75,134	\$81,312	\$6,178	\$25,039	
0015 - OVERTIME PAY	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
PERSONNEL SERVICES Total	\$388,440	\$388,440	(\$0)	\$388,398		\$427,051	\$424,242	(\$2,809)	\$424,242		\$426,229	\$440,342	\$14,113	\$132,220	
0020 - SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$400	\$400	\$0	

Comp Source Group	FY 2016	FY 2016	Budget Variance	FY 2016 Expenditures	Comments	FY 2017	FY 2017	Budget Variance	FY 2017 Expenditures	Comments	FY 2018	FY 2018	Budget Variance	FY 2018 Year-to-Date Expenditures	Comments
	Original Budget	Revised Budget				Original Budget	Revised Budget				Original Budget	Revised Budget			
0031 - TELEPHONE, TELEGRAPH,	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0040 - OTHER SERVICES AND	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0041 - CONTRACTUAL SERVICES - OTHER	\$136,560	\$118,556	(\$18,004)	\$118,393		\$97,949	\$146,640	\$48,691	\$146,640	Revised budget: increase from Historic Preservation Fund federal grant - unspent FY 2016 carryover	\$98,770	\$170,370	\$71,600	\$4,008	Revised budget: increase from Historic Preservation Fund federal grant - unspent FY 2017 carryover
0070 - EQUIPMENT & EQUIPMENT	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
NON-PERSONNEL SERVICES Total	\$136,560	\$118,556	(\$18,004)	\$118,393		\$97,949	\$146,640	\$48,691	\$146,640		\$98,770	\$170,770	\$72,000	\$4,008	
Federal Grant Funds Total	\$525,000	\$506,996	(\$18,004)	\$506,791		\$525,000	\$570,882	\$45,882	\$570,882		\$524,999	\$611,112	\$86,113	\$136,228	
PRIVATE GRANT															
0041 - CONTRACTUAL SERVICES - OTHER	\$325,000	\$217,525	(\$107,475)	\$217,525	Revised budget: 1) +\$240,000 for ArtPlace grant carryover, 2) +\$315,000 for Kresge grant carryover; 3) - \$422,475 for year-end Kresge grant close-out, 4) -\$240,000 for ArtPlace grant expiration	\$10,000	\$336,377	\$326,377	\$336,377	Revised budget: increase from Kresge grant - unspent FY 2016 carryover	\$20,000	\$96,098	\$76,098	\$1,528	Revised budget: increase from Kresge grant - unspent FY 2017 carryover
0070 - EQUIPMENT & EQUIPMENT	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
NON-PERSONNEL SERVICES Total	\$325,000	\$217,525	(\$107,475)	\$217,525		\$10,000	\$336,377	\$326,377	\$336,377		\$20,000	\$96,098	\$76,098	\$1,528	
Private Grant Funds Total	\$325,000	\$217,525	(\$107,475)	\$217,525		\$10,000	\$336,377	\$326,377	\$336,377		\$20,000	\$96,098	\$76,098	\$1,528	
SPECIAL PURPOSE REVENUE															
0020 - SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0031 - TELEPHONE, TELEGRAPH,	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0040 - OTHER SERVICES AND CHARGES	\$100,000	\$100,000	\$0	\$87,128		\$100,000	\$175,000	\$75,000	\$124,533	Revised budget: Includes federal funds from NPS to hold a historic pres. youth event + funds from the Eisenhower Comm. to update the Nat. Register Nomination for the L'Enfant Plan. Plan to spend Eisenhower funds in FY 2018/19.	\$200,000	\$250,000	\$50,000	\$13,805	
0041 - CONTRACTUAL SERVICES -	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0050 - SUBSIDIES AND TRANSFERS	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0070 - EQUIPMENT & EQUIPMENT	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
NON-PERSONNEL SERVICES Total	\$100,000	\$100,000	\$0	\$87,128		\$100,000	\$175,000	\$75,000	\$124,533		\$200,000	\$250,000	\$50,000	\$13,805	
SPEC PURPOSE REVENUE FUNDS Total	\$100,000	\$100,000	\$0	\$87,128		\$100,000	\$175,000	\$75,000	\$124,533		\$200,000	\$250,000	\$50,000	\$13,805	

Comp Source Group	<u>FY 2016</u>	FY 2016	Budget	FY 2016	Comments	<u>FY 2017</u>	FY 2017	Budget	FY 2017	Comments	<u>FY 2018</u>	FY 2018	Budget	FY 2018 Year-	Comments
	Original Budget	Revised Budget	Variance	Expenditures		Original Budget	Revised Budget	Variance	Expenditures		Original Budget	Revised Budget	Variance	to-Date Expenditures	
TOTAL OFFICE OF PLANNING	\$10,312,367	\$10,437,796	\$125,429	\$9,927,142		\$10,094,248	\$10,464,817	\$375,369	\$10,138,235		\$10,402,346	\$10,806,563	\$404,217	\$2,826,400	

Agency Name

Annual Freedom of Information Act Report for Fiscal Year 2017
October 1, 2016 through September 30, 2017

FOIA Officer Reporting _____

PROCESSING OF FOIA REQUESTS

- 1. Number of FOIA requests received during reporting period
2. Number of FOIA requests pending on October 1, 2016.....
3. Number of FOIA requests pending on September 30, 2017.....
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2017

DISPOSITION OF FOIA REQUESTS

- 5. Number of requests granted, in whole.....
6. Number of requests granted, in part, denied, in part.....
7. Number of requests denied, in whole.....
8. Number of requests withdrawn.....
9. Number of requests referred or forwarded to other public bodies.....
10. Other disposition

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

- 11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
Subcategory (A).....
Subcategory (B).....
Subcategory (C)
Subcategory (D)
Subcategory (E)
Subcategory (F)
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)
15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....

- 16. Exemption 6 - D.C. Official Code § 2-534(a)(6)
 - Subcategory (A).....
 - Subcategory (B).....
- 17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....
- 18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....
- 19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....
- 20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....
- 21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....
- 22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

- 23. Number of FOIA requests processed within 15 days.....
- 24. Number of FOIA requests processed between 16 and 25 days.....
- 25. Number of FOIA requests processed in 26 days or more.....
- 26. Median number of days to process FOIA Requests.....

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

- 27. Number of staff hours devoted to processing FOIA requests.....
- 28. Total dollar amount expended by public body for processing FOIA requests.....

FEEES FOR PROCESSING FOIA REQUESTS

- 29. Total amount of fees collected by public body.....

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

- 30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”

Mission The mission of the Office of Planning (OP) is to guide development of the District of Columbia, including the preservation and revitalization of our distinctive neighborhoods, while engaging all communities.

➤ 2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life.	2	8
2	Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans.	5	7
3	Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics.	2	3
4	Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design.	9	9
5	Create and maintain a highly efficient, transparent and responsive District government.**	9	0
TOT		27	27

➤ 2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
1 - Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life. (2 Measures)									
Percent of GIS and State Data customers (internal and external) who are satisfied with the maps and demographic data they received from OP staff, and that it will enable them to fulfill their role in planning the city and influencing quality neighborhood outcomes	<input type="checkbox"/>	95.94%	90%	96.3%	92%	98.3%	92%	96.6%	92%
Satisfaction rating given by the Director of the Capital Improvements Program re: the consistency and quality of OP's contribution	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	90%	100%	90%

2 - Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans. (5 Measures)										
Satisfaction rating given by head of Public Space Commission re: the consistency and quality of OP's contribution	<input type="checkbox"/>	Not available	Not available	Not available	Not Available	Not Available	Not Available	90%	100%	90%
Percent of OP small area plans approved by the Council or other neighborhood plans supported by the relevant ANC(s)	<input type="checkbox"/>	Not available	90%	100%	92%	No applicable incidents	No applicable incidents	92%	No applicable incidents	92%
Percent of OP's neighborhood plans that receive recognition from professional associations (APA, ULI, etc.)	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	Not Available	50%	100%	50%
Percent of developments/projects initiated that are guided by OP's neighborhood plans	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	Not Available	95%	100%	95%
Percent of stakeholder requests for planning assistance fulfilled	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	Not Available	80%	97.6%	80%
3 - Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics. (2 Measures)										
Percent of relevant ANCs that OP engages in major planning initiatives	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	Not Available	90%	100%	90%
Percent of customers OP engages who rate their interaction with OP as satisfactory or higher	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	Not Available	75%	96.1%	75%
4 - Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design. (9 Measures)										
Percent of historic property permit applications reviewed over the counter	<input type="checkbox"/>	91.42%	90%	95.5%	90%	96.7%	90%	90%	96.5%	90%
Percent of historic landmark designations without owner objection	<input type="checkbox"/>	88.89%	85%	75%	85%	100%	85%	85%	81.8%	85%
Percent of DC government project reviews concluded with adverse effects resolved by consensus.	<input type="checkbox"/>	100%	90%	100%	90%	100%	90%	90%	99.4%	90%
Percent of Development Revenue reports that meet the expectations of boards/commissions	<input type="checkbox"/>	93.6%	90%	93.2%	92%	94%	92%	92%	95.2%	92%
Average number of cases reviewed per historic preservation staff	<input type="checkbox"/>	878.33	600	797.5	600	870.2	600	600	740.5	600
Percent of Planning Unit Developments (PUDs)	<input type="checkbox"/>	83.33%	60%	100%	60%	82.4%	65%	65%	72.2%	65%

that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations or bike share facilities

Average number of cases reviewed per zoning review staff	<input type="checkbox"/>	36	35	37.6	35	39.9	35	49.6	35
Percent of Historic Preservation staff reports that meet the expectations of the Historic Preservation Review Board Chair and the Mayor's Agent	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	92%	100%	92%
Percent of historic preservation projects properly noticed after implementation of new regulations	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	90%	98.9%	90%

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

➤ 2018 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life. (8 Activities)					
GIS & IT	Mapping services.	Provide mapping services to District agencies and the public.	Daily Service	1	0
STATE DATA CENTER	Demographic services.	Provide U.S. Census population and demographic data to District agencies and the public.	Daily Service	1	0
STATE DATA CENTER	Growth forecasts.	Provide District of Columbia Growth Forecasts on population, households, and employment.	Key Project	0	0
STATE DATA CENTER	INDICES.	Produce INDICES, a 300-page snapshot of District government operations, every other year.	Key Project	0	0
Agencywide	Planning pilots.	Pilot planning tools to demonstrate the feasibility of new ideas or strategies in OP reports.	Daily Service	0	0
CITYWIDE PLANNING	Capital planning.	Provide long-range capital planning services for schools, parks, and other public facilities.	Key Project	0	0
Agencywide	Policy and regulation support.	Provide policy assistance and regulation support to the Mayor's Office and partner agencies in key sectors such as housing, transportation, economic development, and public space.	Daily Service	1	1

Agencywide	Citywide planning.	Create studies and provide programmatic support to District agencies for citywide issues such as affordable housing, arts and culture, urbanism, industrial lands, sustainability, health, and the creative economy.	Key Project	2	3
TOT				5	4
2 - Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans. (7 Activities)					
CITYWIDE PLANNING	Comprehensive Plan.	Monitor and update the city's Comprehensive Plan to establish land uses and other overarching policies that guide growth and development.	Daily Service	0	0
CITYWIDE PLANNING	Comp Plan updates and amendments.	Produce a full update to the Comp Plan every 12 years and an amendment every four years.	Key Project	0	1
NEIGHBORHOOD PLANNING	Poplar Point redevelopment.	Produce a Small Area Plan and work with the National Park Service to facilitate the transfer and improvement of Poplar Point.	Key Project	0	0
NEIGHBORHOOD PLANNING	Neighborhood plans.	Develop small area plans or other customized planning tools to address challenges and manage change at the neighborhood scale.	Daily Service	2	1
REVITALIZATION AND DESIGN	Revitalization And Design	Partner on planning and implementation efforts for Center City, coordinating with District and Federal Partners, businesses, and resident groups.	Key Project	0	1
Agencywide	Placemaking	Undertake placemaking projects to enliven and enrich properties, streets, neighborhoods, waterfronts, and the District.	Key Project	0	1
REVITALIZATION AND DESIGN	Design support.	Provide design services to OP divisions and District agencies and undertake analysis to provide design decision-making frameworks.	Daily Service	0	2
TOT				2	6
3 - Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics. (3 Activities)					
Agencywide	Education.	Educate residents and other stakeholders regarding current planning policies and zoning regulations.	Daily Service	2	1
Agencywide	Best practices.	Develop and adopt new and effective methods to improve the quality of public participation and input.	Daily Service	0	1
Agencywide	Engagement.	Conduct meaningful public engagement through active projects and ongoing community conversations in all eight wards.	Daily Service	0	0
TOT				2	2
4 - Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning					

reviews, historic preservation review processes, and technical assistance in planning and design. (9 Activities)

HISTORIC PRESERVATION	HPRB staff reports.	Produce a staff report on each case before the Historic Preservation Review Board.	Daily Service	1	0
HISTORIC PRESERVATION	Homeowner grants.	Award targeted grants to help low and moderate-income homeowners with the cost of preserving their historic homes.	Daily Service	1	0
HISTORIC PRESERVATION	Historic landmark designations.	Evaluate and recognize significant properties eligible for historic landmark designation.	Daily Service	1	0
DEVELOPMENT/ZONING REVIEW	Zoning staff reports.	Produce a staff reports on each case before the Zoning Commission and Board of Zoning Adjustment.	Daily Service	2	0
HISTORIC PRESERVATION	Historic preservation reviews.	Review conceptual design and permit applications for work on historically designated properties, or properties in historic districts, as an over-the-counter service.	Daily Service	1	0
HISTORIC PRESERVATION	Government project reviews	Review conceptual design and permit applications for District and federal government undertakings for compatibility with historic work on historically designated or eligible properties, or properties in historic districts.	Daily Service	2	0
DEVELOPMENT/ZONING REVIEW	Zoning regulations update.	Work with the Office of Zoning, Office of the Attorney General, and the Department of Consumer and Regulatory Affairs (DCRA) to implement the new zoning regulations, and provide clarification through technical corrections and text amendments as necessary.	Key Project	0	1
DEVELOPMENT/ZONING REVIEW	Planned Unit Developments (PUDs)	Emphasize the provision of housing affordability, environmental sustainability, and design excellence for projects requesting additional density or development flexibility through the PUD process, while reviewing all proposed PUDs against the Comprehensive Plan, small area plans, and major policy initiatives.	Daily Service	1	0
HISTORIC PRESERVATION	Historic preservation planning	Produce and update short- and long-term, comprehensive historic preservation plans and studies, including the DC Historic Preservation Plan and Historic Preservation Element of the DC Comprehensive Plan, to guide efforts, preserve history and heritage, and establish goals.	Key Project	0	6
TOT				9	7
TOT				18	19

➤ 2018 Workload Measures

Measure	New Measure/ Benchmark	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual

	Year				
1 - Citywide planning. (2 Measures)					
Number of analyses conducted and studies produced	<input type="checkbox"/>	Not available	Not Available	Not Available	112
Number of District agencies that have used OP research and analysis products to effectively support their work	<input type="checkbox"/>	Not available	Not Available	Not Available	81
1 - Demographic services. (1 Measure)					
Number of requests for Census or other demographics information	<input type="checkbox"/>	Not available	Not Available	302	266
1 - Mapping services. (1 Measure)					
Number of requests for mapping or geospatial services	<input type="checkbox"/>	Not available	Not Available	223	156
1 - Policy and regulation support. (1 Measure)					
Number of public space applications submitted to OP for review	<input type="checkbox"/>	Not available	Not Available	Not Available	914
2 - Neighborhood plans. (2 Measures)					
Number of requests for planning assistance or information received from civic organizations or other stakeholders	<input type="checkbox"/>	Not available	Not Available	Not Available	329
Number of neighborhood plans produced	<input type="checkbox"/>	Not available	Not Available	Not Available	0
3 - Education. (2 Measures)					
Number of stakeholder engagement activities conducted by OP for purposes of education, dialogue, and/or feedback	<input checked="" type="checkbox"/>	Not available	Not Available	New Measure	New Measure
Number of persons attending/participating in stakeholder engagement activities conducted by OP	<input checked="" type="checkbox"/>	Not available	Not Available	New Measure	New Measure
4 - Government project reviews (2 Measures)					
Number of historic preservation cases regarding District and federal government undertakings filed for State Historic Preservation Office review	<input type="checkbox"/>	Not available	Not Available	Not Available	1131
Number of archaeology cases regarding District and federal government undertakings filed for State Historic Preservation Office review	<input checked="" type="checkbox"/>	Not available	Not Available	New Measure	New Measure

4 - Historic landmark designations. (1 Measure)						
Number of cases filed for historic landmark designation	<input type="checkbox"/>	Not available	Not Available	Not Available	23	
4 - Historic preservation reviews. (1 Measure)						
Number of permit applications submitted to Historic Preservation Office staff	<input type="checkbox"/>	Not available	Not Available	5221	4832	
4 - Homeowner grants. (1 Measure)						
Dollar amount of historic homeowner grants issued	<input checked="" type="checkbox"/>	\$335,912	\$84,583	\$187,916	New Measure	
4 - HPRB staff reports. (1 Measure)						
Number of historic preservation cases submitted for Historic Preservation Review Board or U.S. Commission of Fine Arts review	<input type="checkbox"/>	Not available	Not Available	Not Available	601	
4 - Planned Unit Developments (PUDs) (1 Measure)						
Number of affordable housing units approved by the Zoning Commission through Planned Unit Developments	<input checked="" type="checkbox"/>	Not available	Not Available	New Measure	New Measure	
4 - Zoning staff reports. (2 Measures)						
Number of cases filed for Zoning Commission review	<input type="checkbox"/>	Not available	Not Available	Not Available	85	
Number of cases filed for Board of Zoning Adjustment review	<input type="checkbox"/>	Not available	Not Available	Not Available	341	

➤ Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Seek partnerships and opportunities to advance OP's equity practice and augment the reach of planning work throughout the District.	Establish local and national strategic partnerships to enhance OP's focus on equity challenges in DC neighborhoods or on DC citywide planning issues. Continue to dedicate an "equity planner" position to establish best practices research and meet with organizations leading national policy on equity.	09-30-2018
Pursue resilience	Pursue neighborhood and corridor-level resilience planning initiatives to support and enhance the District's communities	09-30-2018

planning	that are vulnerable to climate change and other shocks and stressors. Continue to partner with District and federal agency partners on initiatives to help the neighborhoods in the Watts Branch watershed be more resilient to flooding. Build off completed Small Area Plans and Vision Frameworks to identify and develop resilient land use strategies for at least one additional neighborhood.	09-30-2018
Document and publicize the District's 15 years of accomplishments implementing the Anacostia Waterfront Initiative	Collaborate with the Anacostia Waterfront Interagency Working Group to complete the Anacostia Waterfront Progress Report by September 2018, highlighting achievements towards implementation of the Anacostia Waterfront Initiative (AWI) Framework Plan, including millions of dollars in District government investments in infrastructure and other improvements. Partner with sister agencies to publicize the District's AWI accomplishments.	09-30-2018
Complete development of amendments to the Comprehensive Plan for the National Capital: District Elements as part of the second amendment cycle	OP will continue this major project into its final phase of development, public review, and DC Council submission. OP will complete its evaluation of proposed amendments to the Comprehensive Plan Elements submitted by District and federal agencies and the public. The proposed amendments will include new cross-cutting policies to integrate resilience as a new policy framework throughout the Comprehensive Plan.	09-30-2018
Develop urban design strategies and initiatives that expand the District's distinct design character	By September 2018, identify at least two critical design systems that are distinct to the city, and work with design professionals and government agencies to undertake analysis and planning work to protect and enhance these systems as inventive new projects are added to the city. For example, coordinate with DCRA to refine regulations for building projections.	09-30-2018
Elevate awareness of urban design issues in the District of Columbia	Collaborate with the local design community, the private sector and other stakeholders to hold at least two events by September 2018 to discuss critical design issues facing the city and how to address them.	09-30-2018
Develop the second phase of the Small Parks Vision and Management Strategy	FY18, OP, in cooperation with the District Department of Parks and Recreation, District Department of General Services, District Department of Transportation, and District Department of Energy and Environment, will continue to develop the Small Parks Strategy that will provide guidance to District agencies and the community on making the most of District-owned small parks so they contribute to the growing recreational and environmental needs of the District and its residents. During FY18, OP will work with partner agencies to explore how to leverage small parks as a part of the District's resilience system; develop guidance for how communities can use small parks; and work with DPR on procedures for community reuse of small parks.	09-30-2018
Complete a study on the DC food economy	In FY18, OP will undertake a food economy study that will define the local food business cluster and its regional linkages, analyze changes and trends, define the parameters of the food economy, identify gaps and opportunities, and develop recommendations as a part of a final report. The study will include coordination with the Food Policy Council, engagement with stakeholders, and an OP-hosted food economy forum.	06-30-2018
Elevate demographic, GIS, and other planning data	In FY18, OP will further elevate the work of the State Data Center and Geographic Information Systems using platforms that will help refine, analyze, and present demographic, real estate, and planning systems information along with operational data that highlight OP activities. OP will also identify opportunities for data coordination and sharing with agency partners in a way that can inform processes, such as the CIP, and enhance the sharing of information with the public.	09-30-2018
Undertake policy	CSAD will undertake sector research that integrates data and spatial analysis into new thinking and policy around	09-30-2018

research	housing, transportation, economic development, capital facilities, sustainability and food. This effort will directly support updates to the Citywide Element of the Comprehensive Plan. OP will coordinate this work with partner agencies such as DME (as it launches its Master Facilities Plan) and share expertise with peer networks such as C-40.	09-30-2018
Cultural Plan Follow-Up	OP will help move forward the Cultural Plan by: following up on key recommendations around cultural infrastructure, financing policy and investments; promoting interagency coordination, including support for the Implementation Steering Committee that is set to launch in FY18; aligning cultural policy with other planning initiatives; and connecting the District's strategic cultural thinking to platforms and partners such as Culture 21.	09-30-2018
Undertake creative placemaking	OP will continue its leadership on creative placemaking by framing and initiating the next generation of innovative placemaking initiatives with support from the Kresge Foundation. The FY18 round will build on the success of the first set of "Crossing the Street" grants, creating fun and inclusive experiences that seek to further test the intersection of people, place and design in neighborhoods across the city. Projects, such as storytelling, visual and performance arts, and temporary design, may explore select placemaking recommendations articulated in the Comprehensive Plan, Cultural Plan, and neighborhood plans/initiatives. Completion Date: multi-year.	09-30-2018
Complete Heritage Guides	In FY18, OP will complete its series of illustrated Heritage Guides for each of the city's eight wards, including a historical overview, discussion of preservation challenges and strategies as seen by the community, and information about sites of cultural and heritage significance.	09-30-2018
Develop 20th Century Civil Rights Heritage Trail	In FY18, OP will develop an online 20th Century Civil Rights Heritage Trail, which will create the nucleus of an improved interactive educational website for the District's entire African American Heritage Trail.	09-30-2018
Complete GIS mapping for L'Enfant Plan	In FY 18, OP will complete GIS mapping for the L'Enfant Plan, reflecting current conditions and identifying all contributing elements, for use in project reviews and in updating the historic landmark designation of the plan.	09-30-2018
Complete 2020 Plan	OP will complete an updated 2020 DC Historic Preservation Plan for the years 2017 through 2020, building on the accomplishments and initiatives in the 2016 Preservation Plan.	01-31-2018
Complete research on LGBTQ history	In FY18, OP will complete the research phase of a 2½-year study to produce a historic context for LGBTQ history in the District, and an associated inventory of notable sites.	09-30-2018
Provide technical support on affordable housing projects	On at least five affordable housing projects, OP will implement the agency's authority to provide technical support to developers seeking the federal historic tax credit for certified rehabilitation, through assistance with the identification and designation of eligible structures and the processing of applications for project certification.	09-30-2018
Prepare one year assessment of new zoning regulations	After a full year of using the newly revised zoning regulations, OP will work with communities, the Office of Zoning, Office of Attorney General, and Department of Consumer and Regulatory Affairs throughout FY 2018 to make necessary changes and amendments to the text as needed to clarify their intent, ensure they are easily understandable, and implement the Comprehensive Plan. OP will prepare an assessment of the new zoning regulations, to provide an update to the Zoning Commission.	09-30-2018