

2019 BUDGET OVERSIGHT QUESTIONS

I. General Agency Budget Questions

1. Please provide the following budget information for the agency for FY19 and FY20. For FY19, please include the amount approved and expenditures to date.
 - a. At the agency level, please provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object;
 - b. At the agency sub-division level, please provide the total operating budget and expenditures, including FTEs, program and activity costs, dedicated taxes/revenues, special purpose funds, grants, and MOUs attributed to the work and achievements of the agency sub-division. Also include any amount of funds generated by each sub-division;
 - c. At the program level, please provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object; and
 - d. At the activity level, please provide the information broken out by source of funds and by Comptroller Source Group.

See attached spreadsheet under Tab 1.

2. Please provide a detailed cross-walk between the agency FY19 budget and the agency FY20 budget. The cross-walk should clearly identify how budget levels have changed for each agency function.

See attached spreadsheet under Tab 2.

3. Please list all Memoranda of Understanding (MOU) the agency has either entered into or is planning to enter into, during FY19 and FY20. Please include the name of the contracting agency, the amount of the MOU, what programs or services the MOU will support, and whether the funds for FY19 MOUs have been transmitted.

The Rental Housing Commission (“RHC”) does not have any MOU’s in FY19. In FY20, the budget as presented will accommodate assessments for fixed costs and IT Services. The RHC would enter MOUs with OCTO, OCFO, DCHR and other entities, if necessary.

4. For each program within the agency, please provide the following:
 - a. An explanation of FTE increases, decreases, or vacancies contained within the proposed FY20 budget;

Two FTEs were transferred from DHCD's Office of General Counsel to reflect the actual location of the employees, already assigned to the Rental Housing Commission.

- b. Copies of any workforce planning strategies that address critical vacancies within the agency; and

The RHC will develop a strategy to fill one attorney-advisor vacancy.

- c. A list of any projected surpluses or deficits for FY19.

The RHC projects a small surplus of Personal Services associated with an attorney-advisor vacancy saving at this time. The RHC will develop a strategy to fill that vacancy, which will eliminate the surplus.

- 5. Please provide any increases or cuts the agency is making to community outreach and communication functions and any changes to agency personnel that are responsible for these activities.

N/A.

- 6. Please provide a list of all dedicated taxes and special purpose funds maintained by, used by, or available for use by the agency for which funds are anticipated for FY19 and FY20. For each fund, please list the following:
 - a. The revenue source name and code;
 - b. The source of funding;
 - c. Statutory reference creating the fund;
 - d. A description of the program that generates the funds (including how the fee is set and who pays);
 - e. The amount of funds generated (please list FY18, FY19 projected, and FY20 projected);
 - f. Expenditures of funds, including the purpose of each expenditure (please list FY18, FY19 projected, and FY20 proposed); and
 - g. Current balance and expected planned balance at end of FY19.

The RHC's budget is made up entirely of local funds.

- 7. Please provide a list of all contracts to be entered into for FY19 and FY20, including any multiyear contracts that will continue in FY19. Please include:
 - a. The vendor;

- b. A detailed description of the services to be provided;
- c. Contract amount;
- d. Contract period;
- e. Funding source;
- f. Whether or not the contract was or will be competitively bid; and
- g. If not competitively bid, please provide the determination and findings for that contract.

See attached spreadsheet under Tab 3.

- 8. Please list all program enhancements, technical adjustments, and reductions within the proposed FY20 agency budget, broken out by program. For each change in the program please:
 - a. Indicate if it is a new initiative, an expansion or reduction of existing services, or a restoration of prior services; and
 - b. Provide a description and rationale for each program enhancement, adjustment, or reduction, along with associated dollar amounts and FTEs.

The RHC does not have any program enhancements for FY20. The budget as presented allocates funds from DHCD's budget for fixed costs, training, contractual services and IT services that were historically paid for centrally, in order to allow the Rental Housing Commission to spend for these items independently, reflecting the true cost of the activity.

- 9. Please list all reductions from FY19 spending levels within the proposed FY20 agency budget, broken out by program. For each reduction, please provide a description and rationale along with the associated dollar amounts and FTEs.

The FY20 budget does not contain any reductions from FY19 spending levels. Other gross pay for DHCD, budgeted as part of the Rental Housing Commission as part of legacy practice, has been properly allocated to the agency, but will not impact RHC's operations.

- 10. Please provide a list of all facilities maintained by the agency, including square footage, facility name, location, description, leased/owned designation, ward, lease number, rent, and other fixed costs that are included in the cost of rent (utilities, security, telecommunications, janitorial services, etc.). Please provide a narrative description of any proposed facility changes for FY20.

The RHC is in One Judiciary Square at 441 4th Street, Northwest, Suite 1140 B-North, Washington, D.C. 20001. The suite contains a receptionist area with seating for approximately 8 guests, seven private offices, three cubicles, two desks, a large hearing room with seating for approximately 60 guests, and a large file room. The space is

currently leased in Ward 6. The Mayor's FY20 budget allocates \$51,000.00 for office space; \$5,052.00 for security services; and \$3,218.00 for occupancy fixed costs.

11. Please provide the agency's proposed capital budget authority and spending plan for FY20. Please:

- a. Distinguish between any new funds requested for FY20 and any previously allocated funds.
- b. Provide a description of all planned capital projects for FY20 and include the amount of capital funds available for each project, a status report on each project, and planned remaining spending on the project. If capital funds have been reduced for a given project, please state the effect of the reduction.

The RHC has no capital budget request or authority.

12. Please provide a complete accounting of all federal funds and all grants, government or private, included in the FY19 and FY20 budgets. Has the agency received any indication that federal funding may decrease in the coming fiscal year?

The RHC has no grants, federal or private, as part of its annual budget.

13. What are the agency's performance measures for FY20?

- a. How were these measures developed?
- b. Which FY20 budget changes occurred in response to performance targets and FY19 performance measurements?

The RHC is in the process of developing new performance measures for FY20. The RHC will consider its past performance, current priorities and anticipated changes as it develops new performance measures.

14. Please describe any other programmatic expansions, mayoral initiatives, or anticipated reductions for FY20. Please provide a detailed description, including FY20 spending plans, the target population to be served, and the name and title of the agency employee responsible for implementing the initiative.

N/A.

15. Will the proposed FY20 budget allow the agency to meet all statutory mandates? If not, please explain in detail.

Yes. [If we assume funding the FIS is not a statutory mandate].

II. Agency Specific Budget Questions

1. Will the Mayor's proposed budget allow the agency to increase the rate at which the agency resolves housing issues? Please break down by category including whether the housing at issue is an apartment with or without voucher clients, a single-family home, a boarding home, an assisted living facility, a nursing home, a homeless shelter, a hotel, or another living arrangement.

The Mayor's proposed budget allocates two FTEs for attorney advisor positions to the RHC, thus ensuring its ability to efficiently resolve housing issues.

The Rental Housing Act applies to most types of rental properties in the District of Columbia except for the following: (1) any rental unit operated by a foreign government as a residence for diplomatic personnel; (2) any rental unit in an establishment which has as its primary purpose providing diagnostic care and treatment of diseases, including, but not limited to, hospitals, convalescent homes, nursing homes, and personal care homes; (3) any dormitory; and (4) any rental unit or housing accommodation intended for use as long-term temporary housing by families with 1 or more members on the condition that the Rent Administrator determines it satisfies three statutorily prescribed requirements.

Furthermore, several property types are exempt from the Rental Housing Act, including: (1) Federally or District-subsidized; (2) Built after 1975; (3) Owned by a natural person (i.e., not a corporation) who owns no more than four rental units in the District; or (4) Vacant when the Act took effect.

2. L22-0200, the Rental Housing Commission Independence Clarification Amendment Act of 2018, became effective as of February 22, 2019. The bill clarifies that the Rental Housing Commission is an independent agency within the executive branch of the District government. Portions of the bill are subject to appropriations, while other portions became effective on February 22, 2019.
 - a. Given that the RHC is now an independent agency, please describe what operational changes the RHC has made since February 22, 2019, further changes to operational plans being considered, and the timeline for the changes.
 - b. What additional funding, if any, will the RHC need to operate fully as an independent agency? Please describe in detail.
 - c. Please describe the RHC's efforts to coordinate with DHCD to ensure a smooth transition of records, IT equipment, and support agreements with other agencies such as DCHR, OCTO, and OCFO? Has this process revealed any additional funding needs?

The RHC has not made any operational changes since February 22, 2019. At this juncture, the RHC remains laser-focused on working with DHCD and OAH to finalize a

draft proposed rulemaking. The RHC will take all necessary steps to operationalize its independence.

The RHC estimates it would need the following additional funds to operate as a fully independent agency:

- **Funds identified in the Fiscal Impact Statement for the Rental Housing Commission Independence Clarification Amendment Act of 2018.**
- **Approximately \$14,000 to fund an MOU between the RHC and DCHR. After year one, DCHR anticipates services will cost the RHC \$7,000 a year.**
- **Approximately \$10,000 to fund an MOU between the RHC and OCTO. The RHC anticipates receiving a formal estimate no later than April 8, 2019.**

The RHC and DHCD are engaging in collaborative discussions about transferring records, IT equipment, positions, contracts, and property in furtherance of independence. On March 19, 2019, the RHC also had preliminary conversations with DCHR and OCTO about the scope of potential support agreements. Further, the RHC will initiate conversations with OLRCB to ensure continued compliance with applicable collective bargaining agreements, and labor and employment laws.

3. **Does the RHC use an electronic case management system? Would such a system provide “bang-for-the-buck” for RHC operations?**

The RHC does not use an electronic case management system. The RHC has not explored the benefits and costs of such a system.

**FY 2020 PROPOSED BUDGET
RENTAL HOUSING COMMISSION**

A1	Agency	Appropriated Fund Title	Fund Detail	Program Code3	Program Code 3 Title	GAAP Category Title	Comp Source Group	Comp Source Group Title	Comp Object	Comp Object Title	2019 Approved Budget	2019 Approved FTEs	FY19 Expenditures (thru Feb)	2020 Proposed Budget	2020 Proposed FTEs
	DB0	LOCAL FUND	0100	9110	RENTAL HOUSING COMMISSION	PERSONNEL SERVICES	0011	REGULAR PAY - CONT FULL TIME	0111	CONTINUING FULL TIME	427,298	4	180,229	510,695	5
							0012	REGULAR PAY - OTHER	0125	TERM FULL-TIME	276,308	2	86,288	387,192	3
							0013	OTHER GROSS PAY	0174	SEVERANCE PAY	175,633				
							0014	FRINGE BENEFITS - CURR PERSONNEL	0147	MISC FRINGE BENEFITS	151,979		53,042	167,905	-
						Total PERSONNEL SERVICES					1,031,218	6	319,559	1,065,792	8
						NON-PERSONNEL SERVICES	0020	SUPPLIES AND MATERIALS	0201	OFFICE SUPPLIES	8,392			8,392	-
							0031	TELECOMMUNICATIONS	0308	TELECOMMUNICATIONS				4,369	-
							0032	RENTALS - LAND AND STRUCTURES	0309	RENTALS - LAND AND STRUCTURES				51,000	-
							0034	SECURITY SERVICES	0440	SECURITY SERVICES				5,052	-
							0035	OCCUPANCY FIXED COSTS	0310	OCCUPANCY FIXED COSTS				3,218	-
							0040	OTHER SERVICES AND CHARGES	0408	PROF SERVICE FEES AND CONTR				2,000	-
									0410	OFFICE SUPPORT				9,408	-
									0416	POSTAGE	2,441			2,441	-
									0419	TUITION FOR EMPLOYEE TRAINING				21,900	-
									0441	IT HARDWARE MAINTENANCE				7,109	-
									0494	OCTO IT ASSESSMENT				3,934	-
							0041	CONTRACTUAL SERVICES - OTHER	0409	CONTRACTUAL SERVICES - OTHER	11,967			59,800	-
							0070	EQUIPMENT & EQUIPMENT RENTAL	0702	PURCHASES - EQUIPMENT AND MACHINERY	9,853			3,073	-
									0706	RENTALS - MACHINERY AND EQUIPMENT				6,780	-
						Total NON-PERSONNEL SERVICES					32,653	-	-	188,476	-
						Total PS & NPS					1,063,871	6	319,559	1,254,268	8

**FY 2020 PROPOSED BUDGET
RENTAL HOUSING COMMISSION**

A2																	
Fund Detail	Program Code3	Program Code 3 Title	GAAP Category Title	Comp Source Group	Comp Source Group Title	Comp Object	Comp Object Title	2019 Approved Budget	2019 Approved FTEs	FY19 Expenditures (thru Feb)	2020 Proposed Budget	2020 Proposed FTEs	Crosswalk				
0100	9110	RENTAL HOUSING COMMISSION	PERSONNEL SERVICES	0011	REGULAR PAY - CONT FULL TIME	0111	CONTINUING FULL TIME	427,298	4	180,229	510,695	5	Transfer FTE from DHCD Legal Counsel				
				0012	REGULAR PAY - OTHER	0125	TERM FULL-TIME	276,308	2	86,288	387,192	3	Transfer FTE from DHCD Legal Counsel				
				0013	OTHER GROSS PAY	0174	SEVERANCE PAY	175,633						Severance/Terminal Pay pool allocated to DHCD.			
				0014	FRINGE BENEFITS - CURR PERSONNEL	0147	MISC FRINGE BENEFITS	151,979		53,042	167,905	-		Increase associated with FTE transfers			
						Total PERSONNEL SERVICES					1,031,218	6	319,559	1,065,792	8		
						NON-PERSONNEL SERVICES	0020	SUPPLIES AND MATERIALS	0201	OFFICE SUPPLIES	8,392			8,392	-		
							0031	TELECOMMUNICATIONS	0308	TELECOMMUNICATIONS				4,369	-	Allocation of fixed costs from DHCD	
							0032	RENTALS - LAND AND STRUCTURES	0309	RENTALS - LAND AND STRUCTURES				51,000	-	Allocation of fixed costs from DHCD	
							0034	SECURITY SERVICES	0440	SECURITY SERVICES				5,052	-	Allocation of fixed costs from DHCD	
							0035	OCCUPANCY FIXED COSTS	0310	OCCUPANCY FIXED COSTS				3,218	-	Allocation of fixed costs from DHCD	
							0040	OTHER SERVICES AND CHARGES	0408	PROF SERVICE FEES AND CONTR				2,000	-	Allocation of fixed costs from DHCD	
									0410	OFFICE SUPPORT				9,408	-	Allocation of fixed costs from DHCD	
									0416	POSTAGE	2,441			2,441	-		
									0419	TUITION FOR EMPLOYEE TRAINING				21,900	-	Allocation of training budget from DHCD	
									0441	IT HARDWARE MAINTENANCE				7,109	-	Allocation of IT Assessment from DHCD	
									0494	OCTO IT ASSESSMENT				3,934	-	Allocation of IT Assessment from DHCD	
								0041	CONTRACTUAL SERVICES - OTHER	0409	CONTRACTUAL SERVICES - OTHER	11,967			59,800	-	Allocation of temporary services budget from DHCD
								0070	EQUIPMENT & EQUIPMENT RENTAL	0702	PURCHASES - EQUIPMENT AND MACHINERY	9,853			3,073	-	Budget for IT refresh
									0706	RENTALS - MACHINERY AND EQUIPMENT				6,780	-	Allocation of copier lease cost from DHCD	
						Total NON-PERSONNEL SERVICES						32,653	-	-	188,476	-	
						Total PS & NPS						1,063,871	6	319,559	1,254,268	8	

A3														
CONTRACT NO.	CONTRACTOR	DESCRIPTION	Competitively Bid (Y/N)	Funding Source	FY20 Budgeted Amount		Award Amount	DATE OF AWARD	EXPIRATION DATE	Remaining OPTIONS	OY1	OY2	OY3	OY4
CW35004	Midtown Personnel, Inc.	Temporary Support Personnel Services (partial OY3)	Yes	Local	\$59,800.00		\$348,931.20	02/19/15	02/18/20	1	expired	expired	\$648,931.00	\$887,931.00
GS-03F-13F-137DA	Xerox Corporation	Copier Lease	No, GSA Task Order	Local	\$6,780.00		TBD	10/01/19	09/30/20					
	Lexis Nexis Risk Solutions	Online Legal Research	No, Exempt from competition	Local	\$9,408.00		TBD	07/01/19	06/30/20					