

**COUNCIL OF THE DISTRICT OF COLUMBIA**  
**Office of the Budget Director**



**Jennifer Budoff**  
Budget Director

**Fiscal Year 2021 Budget Submission Attachment Instructions**

1. In **Attachment I**, please list all contracts, agreements, and grants to be entered into in FY21 and any contracts, agreements, and grants (i.e. District as the Grantor) that began in a prior fiscal year that will continue into FY21.
  - Indicate all attributes (program, activity, and service if applicable) that support each contract, agreement, or grant. If a contract is funded across multiple programs and activities, please provide all corresponding attributes.
  - Each worksheet listed below must have a tab that includes an agency-wide roll up of the required data. You are welcome to provide data for each agency division on separate tabs, but you must provide a tab with agency-wide data.
  - Indicate in the appropriate worksheet whether an ongoing contract, service agreement, or grant that was intended to continue into FY21 is suspended, reduced, or cancelled in the FY21 Proposed Budget.
  - Your submission must be in Excel. Please also submit the worksheets in a PDF document.
  - Please include your Agency Code in the filename (e.g., AB0 FY21 Attachment I.xls)
  - You may add additional lines to the sheet but please do not change any other formatting including fonts, font size, or formulas.
  - **Worksheet 1 (CSG41)** must include all contract services budgeted under CSG 41- Contractual Services. If the total of this workbook does not match the total of your budget for CSG 41 in the FY21 Proposed Budget and Financial Plan, please explain any differences. If the contract has multiple option years, indicate which option year corresponds to FY21.
  - **Worksheet 2 (CSG50)** must include all human care agreements, grants, or other vendor service agreements budgeted under CSG 50 – Subsidies and Transfers. If the

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total of the worksheet does not match the total of your budget for CSG 50 in the FY21 Proposed Budget and Financial Plan, please explain any differences. If the service category includes multiple vendors, please indicate the name of each vendor. If the agreements have not yet been awarded, please include the number of vendors the agency expects to contract with. If the agreement has multiple option years, indicate which option year corresponds to FY21.

- **Worksheet 3 (all other CSGs)** must include all other contracts to be entered into in FY21 and any other contracts and agreements that began in a prior fiscal year and continue into FY21.
2. In **Attachment II**, please list all Intra-Districts for your agency for FY21. The list must include the sending (i.e. Buyer) and receiving (i.e. Seller) agencies and the service to be provided with the funds.
- In Section A, list all intra-districts (FTEs and dollars) you are receiving from other agencies.
  - In Section B, list all funds your agency is sending to other agencies. Also, please identify the program and activity in your agency budget that includes the intra-district funds.
  - If this attachment does not match the proposed FY21 Budget and Financial Plan for Intra-District transfers within your agency, please explain any differences.
  - Attachment II must have a tab that includes an agency-wide roll up of the required data. You are welcome to provide data for each agency division on separate tabs, but you must provide a tab with agency-wide data.
  - Your submission must be in Excel. Please also submit the worksheets in a PDF document.
  - Please include your Agency Code in the filename (e.g., AB0 FY21 Attachment II.xls)
3. In **Attachment III**, there are three tabs: 1) Grants (Federal and/or Private), 2) Federal Payments, and 3) Grant Lapse (FY19 Federal and/or Private). List all federal and private grants, and federal payments for FY21 and the service provided by each grant/payment. Additionally, list all federal and/or private grants that lapsed in FY19.
- If the total of this list does not match the FY21 Proposed Budget and Financial Plan for your agency, please explain any discrepancies.
  - Each worksheet (Grants, federal payments, and FY19 Grants Lapse) must have a tab that includes an agency-wide roll up of the required data. You are welcome to provide

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data for each agency division on separate tabs, but you must provide a tab with agency-wide data.

- You may include a copy of your FY19 Grants Lapse Report submitted to the Office of Budget and Planning (OBP) in lieu of filling out the FY19 Grants Lapse tab.
  - Your submission must be in Excel. Please also submit the worksheets in a PDF document.
  - Please include your Agency Code in the filename (e.g., AB0 FY21 Attachment III.xls)
4. In **Attachment IV**, please provide all reprogrammings associated with your agency for FY19 and FY20 to date.
- In **Worksheet 1 (Internal)**, please list all reprogrammings that occurred within your agency by fiscal year, program, activity, service, CSG and amount where the budget was reduced and the corresponding places in your agency's budget where the budget was increased. Please provide a full explanation for both why money was available and why it was needed elsewhere in the agency.
  - In **Worksheet 2 (External)**, please list all reprogrammings that were either sent out of your agency or that were received by your agency. Please provide the fiscal year, sending agency, program, activity, service, CSG and amount. Please include a full explanation for both why money was available to be reprogrammed out of your agency and why a reprogramming into your agency was necessary.
5. In **Attachment V**, please provide a detailed crosswalk if your agency budget is undergoing any level of restructuring in the FY21 Proposed Budget from the FY20 Approved Budget. For any new or revised program, activity, or service in the FY21 budget please provide the corresponding program(s), activity(s), service(s) and budget in the FY20 Approved Budget.
6. In **Attachment VI**, please list all activities in the FY21 Proposed Budget that are reduced by 10 percent or more from the FY20 Approved Budget.
- This worksheet should reflect **local funds only**.
  - Indicate all attributes (program, activity, and service level if applicable) related to the corresponding reduction.
7. Please submit an Excel version and PDF document of the agency's **Schedule A**, ran in Peoplesoft as of May 12, 2020. If the agency does not have a Schedule A, provide a position listing for your agency by program that includes the following information:
- Position Status (Active, Frozen, Proposed), i.e. "Posn Stat"
  - Position Number, i.e. "Posn Nbr"

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- Position title, i.e. “Title”
- Hire Date
- Position Vacancy Status (Filled vs Vacant), i.e. “Vac Stat”
- Salary (actual salary for filled position and anticipated salary for vacant positions to be filled)
- Fringe (estimated rate)
- FTE %, i.e. “FTE x Dist %”
- Position Type (Regular, Term, Temporary, WAE, etc.)
- Funding source (local, SPR, Federal grant, intra-District, etc.)
- Program Code, i.e., “Prgm Code”
- Division, i.e. “Activity”
- Total FTEs must match the agency totals in the FY21 Proposed Budget and Financial Plan. If the total FTEs do not match the FY21 Proposed Budget and Financial Plan, please explain.  
The Schedule A must include a tab that includes an agency-wide roll up of the required data. You are welcome to provide data for each agency division on separate tabs, but you must provide a tab with agency-wide data.
- Please include your Agency Code in the filename (e.g., AB0 FY21 Schedule A.xls)

### 8. Deadlines and Other Information

- Agencies with a budget hearing scheduled on Thursday May 14<sup>th</sup> or Friday May 15<sup>th</sup>, 2020 responses are due by 5:30pm on Tuesday May 12<sup>th</sup>, 2020.
- All other agency responses are due by 5:30pm on Friday May 15, 2020.
- All submissions must be sent electronically via email to Jonathan Antista ([jantista@dccouncil.us](mailto:jantista@dccouncil.us)) and Averil Carraway ([acarraway@dccouncil.us](mailto:acarraway@dccouncil.us)) in the Council Office of the Budget Director and to the relevant committee director. A spreadsheet with the relevant contact information is included. No CD-ROMs or hard copies, please.
- These agency submissions will be made public on the Council’s website. **Please do not include any security-sensitive details, such as Social Security Numbers.**