

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**OFFICE OF THE CHIEF FINANCIAL OFFICER**  
**Office of Budget and Planning**



**Eric M. Cannady**  
Deputy Chief Financial Officer

February 22, 2022

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue, NW, Suite 504  
Washington, DC 20004-3001

Dear Chairman Mendelson:

Enclosed are our responses to the questions from your February 9, 2022, letter in preparation for the Office of Budget and Planning's FY 2021 and FY 2022 Performance Oversight hearing scheduled for February 25, 2022.

If you have any questions about this information, please contact me at 202-594-7062.

Sincerely,

Eric M. Cannady  
Deputy Chief Financial Officer

cc: Fitzroy Lee, Acting Chief Financial Officer  
Angell Jacobs, Deputy Chief Financial Officer and Chief of Staff

February 9, 2022

Eric M. Cannady  
Deputy Chief Financial Officer  
Office of Budget and Planning  
1350 Pennsylvania Ave, NW Suite 229  
Washington, DC 20004

Dear Mr. Cannady:

The Committee of the Whole has scheduled a performance oversight hearing on the Office of Budget and Planning for **Friday, February 25, 2022 at noon**. In an effort to maximize the time OBP has to prepare for this hearing, the Committee is providing the following preliminary questions. Additional questions may be sent at a later date. The Committee will make every effort to provide as much time as possible for you to respond to any additional rounds of questions.

Please submit both a hard copy and an electronic copy of your responses to the questions below no later than close of business **Tuesday, February 22, 2022**. Please avoid the use of attachments unless specifically requested. If you need to discuss any of the questions, please contact Evan Cash, Committee and Legislative Director at 724-7002.

1. Please provide, as an attachment to your answers, a current organizational chart for your OBP with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel. Include senior management above OBP. Also include the effective date on the chart.  
**A1. See Attachment A for OBP's current organizational chart as of January 31, 2022.**
2. Please provide, as an attachment, a Schedule A for OBP which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 31, 2022. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.  
**A2. See Attachment B for OBP's Schedule A as of January 31, 2022.**
3. Please list as of January 31 all employees detailed to or from OCFO, if any, anytime this fiscal year (up to the date of your answer). 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 the detail began, and the employee's actual or projected date of return.  
**A3. There are no employees detailed to or from OBP.**
4. (a) For fiscal year 2021, please list each employee whose annual salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay.  
**A4a. See table below:**

<b>OBP Employees with Salaries over \$125,000 , FY 2021</b>			
<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Overtime/ Bonus</b>
Cannady, Eric	Deputy Chief Financial Officer	\$ 225,489	0
Spaulding, James	Associate Deputy Chief Financial Officer	207,003	0
Greenfield, Sherrie	Interim Director, Capital Budget/CIP	188,746	0
White, Stacy-Ann	Director, Operating Budget	183,542	0
Terry, Samuel	Director, Financial Planning and Analysis	169,926	0
Stroman, Tayloria	Interim Manager, Capital Budget/CIP	158,049	0
Pryor, Charles	Interim Manager, Operating Budget	153,693	0
Taing, Sue	Senior Reporting and Systems Analyst	149,496	0
Powell, William	Operating Budget Advisor	149,496	0
Myers, Margaret	Office and Production Manager	149,496	0
Smith, Duane Brian	Senior Cost Analyst	149,496	0
Agbebakun, Joshua	Operating Budget Advisor	149,496	0
Mulaw, SebleWengel	Interim Manager, Operating Budget	140,619	0
Miller, Darryl	Senior Financial Systems Analyst	134,624	0
Moore, Robin	Operating Budget Advisor	130,906	0
Tengra, Naila	Interim Senior Financial Systems Analyst	130,906	0
Herzi, Omar	Capital Budget Advisor	130,906	0
Johnson, Andrea	Senior Capital Budget Analyst	126,506	0
Alford, Renee	Executive Assistant	126,506	0
Williams, Lakeia	Executive Assistant	126,506	0
Dawodu,Rasheed	Senior Operating Budget Analyst	126,506	0
Hayward,Lee	Senior Operating Budget Analyst	126,506	0

(b) For fiscal year 2022, please list each employee whose annual salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay as of the date of your response.

**A4b. See table below:**

<b>OBP Employees with Salaries over \$125,000 , FY 2022</b>			
<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Overtime/ Bonus</b>
Cannady, Eric	Deputy Chief Financial Officer	\$ 225,489	0
Spaulding, James	Associate Deputy Chief Financial Officer	207,003	0
Greenfield, Sherrie	Interim Director, Capital Budget/CIP	188,746	0
White, Stacy-Ann	Director, Operating Budget	183,542	0
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Herzi, Omar	Capital Budget Advisor	130,906	0
Johnson, Andrea	Senior Capital Budget Analyst	126,506	0
Alford, Renee	Executive Assistant	126,506	0
Williams, Lakeia	Executive Assistant	126,506	0
Dawodu, Rasheed	Senior Operating Budget Analyst	126,506	0
Hayward, Lee	Senior Operating Budget Analyst	126,506	0

5. Please list, in descending order, the top 15 overtime earners in OBP for fiscal year 2021. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

**A5. See tables below:**

<b>OBP's Overtime Pay - FY 2021</b>			
<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Overtime Pay</b>
Pate, Mishae	Budget Technician, Operating Budget	\$ 51,964	822.79

**No employee in OBP received overtime in FY 2022 to date.**

6. For fiscal years 2021 and 2022 (as of 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.

**A6. No employee in OBP received bonuses or special awards for this period.**

7. For fiscal years 2021 and 2022 (as of 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.

**A7. In FY 2021 and FY 2022 to date, there was one employee separated from the agency with separation pay. We are available to discuss the details of this action upon request.**

8. For fiscal years 2020, 2021, and 2022 (as of January 31), please state the total number of employees receiving worker's compensation payments.

**A8. None.**

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2021 and 2022 (as of January 31). 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, 2022).

**A9. None.**

10. For fiscal years 2021 and 2022 (as of January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

**A10. All intra-Districts transfers are handled by the OCFO on behalf of OBP.**

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2021 and 2022 (as of January 31). Include a "bottom line" that explains the revised final budget for OBP. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

**A11. See table below for FY 2021.**

Amount	Fund	Original Purpose	Reprogrammed Use
(\$92,130.00)	0100	To help properly align the budget with expenditures	Local reprogramming from NPS dollars to OTR PS
(\$295,000.00)	0100	To help properly align the budget with expenditures	Local reprogramming from PS dollars to OFOS and OTR

**There are no reprogrammings for FY 2022 to date.**

12. Please list, in chronological order, every reprogramming within OBP during fiscal year 2022 to date. Also, include both known and anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

**A12. There are no reprogrammings within OBP in FY 2022 to date, and none are anticipated.**

13. For fiscal years 2021 and 2022 (as of January 31), please identify each special purpose revenue fund maintained by, used by, or available for use by OBP. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the programs 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 fiscal years 2020, 2021, and 2022 (as of February 1) 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.

**A13. There was no Special Purpose Revenue budget allocated for OBP in FY 2020, FY 2021, or FY 2022.**

14. Please provide a table showing OBP's Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2020, 2021, and the first quarter of 2022. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2020 and 2021.

**A14. See table below.**

	FY2020	FY2021	FY2022 (As of Dec. 31, 2021)
Approved Budget	6,318,972	6,326,201	6,597,588
Revised Budget	5,633,272	5,939,071	6,597,588
Expenditures	5,606,464	5,906,051	1,755,053
Encumbrances	-	-	40,978
Intra-District Advances	-	-	20,000
Pre-Encumbrances	-	-	84,412
<b>Remaining Balance</b>	<b>26,807</b>	<b>33,020</b>	<b>4,697,146</b>

15. Please list all memoranda of understanding (MOU) either entered into by OBP or in effect during fiscal years 2021 and 2022 (as of January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

**A15. OBP has no MOUs.**

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, such as 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 OBP, please provide, as an attachment to your answers, all budget enhancement requests submitted by OBP to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2020, 2021, and 2022.

**A16. OBP had no budget enhancement requests for FY 2020, FY 2021, or FY 2022.**

17. Please list all currently open capital projects for OBP (as of January 31) 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.

**A17. Projects are as follows:**

Project Name	Number	Total Budget Authority	Expenditures	Current Allotment Balance	Start Date	End Date
Capital Asset Replacement Scheduling System	CIM01C	\$ 1.811M	\$ 717k	\$ 617k	FY 2015	TBD
<b>Status:</b> CARSS will be enhanced with the addition of physical facility assessments, itemizing needed repairs in each facility. The plan is to have this additional information in the system by the end of the third quarter of FY 2022.						

Project Name	Number	Total Budget Authority	Expenditures	Current Allotment Balance	Start Date	End Date
Modernized Budget Analytics	BF303C	\$ 3.5 M	\$ 0.0	\$ 3.5 M	FY 2019	FY 2023
<b>Status:</b> The available allotment balance is planned to be reprogrammed to the new District Integrated Financial System (DIFS) project in FY 2022.						
<b>Comments:</b> This portion of the larger financial project will replace the Budget Formulation Application (BFA), our current budget system.						

Project Name	Number	Total Budget Authority	Expenditures	Current Allotment Balance	Start Date	End Date
IT Systems Upgrades	CSP10C	\$ 4.941 M	\$ 11.4K	\$ 4.836M	FY 2019	FY 2023
<b>Status:</b> This project is used by the OCFO to fund hardware and software to replace existing systems that have become outdated and need to be refreshed. Current initiatives include the replacement of our NetBackUp and SAN, new servers, implementation of data loss prevention services as well as implementation of an improved service desk system.						
<b>Comments:</b> This project will also support CFO Solve, Tableau, BFA, PROMS, GRAMS, and SPIN/CSPIN systems until the full implementation of DIFS.						

18. Please list all pending lawsuits that name OBP 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.

**A18. OBP does not have any lawsuits that name OBP as a party.**

19. (a) Please list and describe any investigations, studies, audits, or reports on OBP or any employee of OBP that were completed at any time in fiscal years 2021 or 2022 (as of January 31).

(b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

**A19a and A19b. There are no completed or ongoing investigations or audits involving OBP.**

20. How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2020, 2021, and 2022 (as of January 31). Give a brief description of each grievance, and the outcome as of January 31, 2022. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

**A20. There are no grievance proceedings involving OBP.**

21. (a) Please describe the agency's procedures for investigating allegations of sexual harassment committed by or against its employees.

**A21a. If an allegation of sexual harassment or misconduct is received, it is appropriately and thoroughly investigated by the OCFO's Offices of Integrity and Oversight and Human Resources. If that investigation uncovers credible evidence, appropriate discipline is administered.**

(b) If different, please describe the agency's procedures for investigating allegations of misconduct.

**A21b. N/A**

(c) List chronologically and describe each allegation of sexual harassment and misconduct received by the agency in FY 2021 and FY 2022 (as of January 31) and the resolution of each as of the date of your answer.

**A21c. There have been no allegations in FY 2021 or FY 2022 to date in the Office of Budget and Planning.**

22. In table format, please list the following for fiscal years 2021 and 2022 (as of January 31, 2022) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

**A22. See table below.**

Name	Position	Purchase Limit Per Day	Total Spent in FY 2021	Amount Spent in FY 2022 (Jan. 31, 2022)
Margaret Myers	Office Manager	\$5,000.00	\$1,394.40	\$ 2,443.00

23. Please provide a list of all procurements for goods or services for use by OBP over \$25,000 for fiscal years 2021 and 2022 (as of January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

**A23. See tables below.**

FY 2021 Procurement Over \$10,000			
Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$122,933	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2022 Budget books.
FY 2022 Procurement Over \$10,000 (as of February 1, 2022)			
Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$84,412	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2023 Budget books.

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

**A24a. OBP's telephones are a part of a pool system (operated through OCTO), where each user is never charged for over-use of minutes. Some users use very few minutes while others use a lot, so overall usage balances out.**

(b) In table format (if the answer is more than 20 lines then provide as an attachment) please provide the following information for fiscal years 2021 and 2022 (as of January 31), regarding OBP's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

**A24(b). Due to the COVID-19 pandemic and to facilitate employees teleworking, the OCFO has assigned a cellular telephone to each employee. OBP has 40 employees at this time. All cost associated with cellular telephones are part of a larger pool for the entire OCFO. (See attachment C)**

25. (a) Does OBP have or use one or more government vehicle? If so, for fiscal years 2021 and 2022 (as of 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.; and (6) what employee discipline resulted, if any.

(b) Please list all vehicle accidents involving OBP's vehicles for fiscal years 2020, 2021, and 2022 (as of January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

**A25a and A25b. There are no government vehicles assigned to OBP.**

26. Please list every lawsuit against the agency that was settled or decided by a trial court in FY 2021 and FY 2022 to date. Briefly describe each and the sanction, if any.

**A26. There are no lawsuits against OBP.**



27. D.C. Law requires the Mayor to pay certain settlements and judgments from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to OBP in FY 2020, 2021, and 2022 (as of January 31) for a settlement or judgment pursuant to D.C. Code § 2-402.

**A27. There are no settlements or judgments charged back to OBP.**

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

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

**A28a and A28b. OBP is in compliance with this law with no exceptions. There are no government vehicles assigned to OBP.**

29. In table format, please provide the following information for fiscal years 2021 and 2022 (as of January 31) regarding OBP's authorization of employee travel: (1) each trip outside the region on official business or at agency expense; (2) individuals (by name and title/position) who traveled outside the region; (3) total expense for each trip (per person, per trip, etc.); (4) what agency or entity paid for the trips; and (5) justification for the travel (per person and trip).

**A29. Due to the COVID-19 pandemic no employees were authorized for out-of-town travel during FY 2021 and FY 2022 to date.**

30. Please provide and itemize, as of January 31, 2022, the current number of When Actually Employed (WAE), term, and contract personnel within OBP. If OBP employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term or contract, the date on which he or she first started with OBP, and the date on which his or her current term expires.

**A30. OBP has no WAE employees.**

31. What efforts has OBP made in the past year to increase transparency? Explain.

**A31. In FY 2021, OBP continued its ongoing efforts to increase transparency in its business processes by leveraging existing technology. The OBP intranet website continues to provide "one-stop" access for new information and critical updates for agency OCFO staff. This includes guidance documents for budget executions requests such as grants, reprogrammings, intra-Districts, and various budget formulation items. Additionally, OBP has continued to utilize the SharePoint application to enhance the transparency by providing real-time status information for grant budget modifications/closeouts. In FY 2021, OBP expanded its use of the JIRA application, originally developed for processing reprogramming requests, to include Special Purpose Revenue (SPR) budget modification requests. The Jira application provides real-time status information for both agency program and OCFO staff and allows paperless transmission of reprogrammings and SPR modifications from agencies and the Executive Office of the Mayor (EOM) to the Office of the Chief Financial Officer (OCFO).**

32. What efforts will OBP be making to increase transparency? Explain.

**A32. In FY 2022, the JIRA application is currently being modified to streamline processing of intra-District budget authority modifications. This would allow real-time, paperless processing for these agency requests.**

33. Please identify any legislative requirements that OBP lacks sufficient resources to properly implement. Explain.

**A33. There are no such requirements.**

34. Please identify any statutory or regulatory impediments to OBP's operations.

**A34. There are no such impediments.**

35. Did OBP receive any FOIA requests in fiscal year 2021? 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. Also state here the total cost incurred by OBP for each fiscal year 2020, 2021, and 2022 (as of January 31) related to FOIA.

**A35. OBP did not receive any FOIA requests in FY 2020, FY 2021, or FY 2022 to date. All FOIA requests come through the OCFO, and the OCFO's Office of the General Counsel (OGC) provides the official response. OGC also sends the annual summary report to the Mayor's Office on behalf of the OCFO.**

36. For purposes CBE agency compliance purposes, what is OBP's current adjusted expendable budget; how much has been spent with SBEs; and what percent of OBP'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 OBP per the DSLBD SBE Opportunities Guide (Green book)? Give this answer for fiscal years 2020, 2021 and 2022 (as of January 31).

**A36. OBP is one program area within the OCFO agency. All OBP contracts and small purchase requests are executed by the OCFO Office of Contracts, which has independent procurement authority and procures goods and services for all OCFO program areas. The OCFO Office of Contracts' procurement activities are governed by and fully comply with 27 DCMR, the PPRA, and DSLBD regulations.**

**OCFO agency compliance with DSLBD regulations is demonstrated by our consistent meeting or exceeding agency targets for CBE/SBE spending, and compliance with all aspects of the CBE/SBE waiver process. The OCFO agency does not report separately on each of the OCFO program components, including OBP.**

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

**A37. The OCFO's Strategic Plan is included as an attachment. (The OCFO does not submit its plan to the City Administrator).**

38. In detail, please explain the status of the new IT system (DIFS) to improve the budgeting process and how it interfaces with other aspects of your work.

**A38. The budget module within the District Integrated Financial System (DIFS) will eventually replace the Budget Formulation Application we currently use to build the District's budget. Agencies will submit budget requests into the budget module, and OBP will review them and incorporate the Mayor's and the Council's policy decisions, always with the ability to report on the proposed budget versus revenues at any stage. Budget book tables will come directly from the module. The financial plan will be built directly in the system instead of in offline Excel sheets as is current practice. Once the fiscal year begins, all budget changes, such as reprogrammings, grant budget modifications, and supplemental or rescission budgets, will be entered into the same system, so that it maintains a full record of the budget from formulation through the final revised budget in the Annual Comprehensive Financial Report.**

**The DIFS core financial system is scheduled to go live on October 1, the beginning of FY 2023. At that time, we will begin using the budget module for budget execution functions, such as reprogrammings and other budget changes. Budget formulation in the new system is scheduled to begin with the FY 2025 budget.**

39. (a) What are OBP's key performance indicators and what has been your agency's performance (for each of these KPIs) in fiscal year (or calendar year) 2020, 2021, and 2022 (through the first quarter).

**A38a. OBP's Key Performance Indicators are listed below.**

- **100 percent of reprogrammings under \$500,000 reviewed and acted upon within 5 business days, and over \$500,000 within 10 business days**

- 100 percent of grant budget authority requests reviewed and decided within 5 business days of receipt
- 100 percent of administrative requests for grant budget authority reviewed and acted upon within 3 business days of receipt
- 100 percent of required reports completed within 25 business days of relevant closing activity
- Customer Satisfaction Survey – will be forthcoming

(b) What KPIs have been dropped (or changed) since 2021? List each specifically and explain why it was dropped or changed.

**A38b. There have been no changes since 2021.**

40. What are your top five priorities for OBP? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2021 and 2022.

**A39. Our top five priorities are aligned with, and contribute to, the success of the OCFO's Strategic Plan. The OCFO's plan identifies seven strategic objectives:**

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

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

**1. Execute the FY 2022 Budget to ensure year-end balance. OBP's budget execution functions include monitoring, adjusting, and reporting on the FY 2022 budget and help District agencies, the Mayor, and the Council ensure balance at the end of the year.**

**a. Monitoring – OBP reviews agency Financial Review Process (FRP) reports and compares spending with agency spending plans to identify potential spending pressures as early in the year as possible. OBP works with the Mayor's budget office as they propose changes to resolve any pressures that arise.**

**b. Adjusting – If the Mayor proposes a Supplemental Budget for FY 2022, OBP will work with the Mayor's budget office to develop the request. As always, any Supplemental Budget must work in conjunction with the FY 2023 Proposed Budget and Financial Plan to ensure balance over a five-year window. We also process reprogrammings, grant budget modifications, capital project budget allocations/reallocations, Contingency Reserve requests, and other adjustments to the budget, ensuring that all changes can be supported and keep the budget in balance.**

**c. Reporting – OBP issues FY 2022 Financial Status Reports for the operating and capital budgets, as well as reports on Emergency and Contingency Reserve Fund status, reprogrammings, Intra-Districts, capital project reconciliations, and other topics.**

**2. Produce a balanced FY 2023 Budget. OBP is working closely with the Mayor's office to ensure that the Mayor's Proposed FY 2023 Budget and Financial Plan is balanced throughout the financial plan period. We also ensure that proposed borrowing within the Capital Improvements Plan results in debt service that remains within the District's 12 percent debt cap. After the Mayor's proposed FY 2023 budget is submitted to the Council on March 16, 2022, OBP will work with Council's budget office and with committee staff to help interpret the budget and assist the Council in its deliberations. Finally, after Council approves the budget, OBP will produce budget documents to be delivered to Congress.**

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

**a. Capital Project Systems – The Capital Asset Replacement Scheduling System (CARSS) now includes 100 percent of District assets and is actively used in capital budget formulation. The Property Use Tracking System (PUTS) provides data for reporting on District facility use and related facility tax-exempt bond borrowing to ensure compliance with IRS Regulations. We continue to improve these systems, for example, expanding the D.C. Housing Authority assets in the CARSS database. We will be adding detailed facility assessments to the database as well.**

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

**c. Reports – We post all our reports (to the Council and/or Mayor) online, including reports on the Emergency and Contingency Reserves, reprogrammings, grant budget modifications and activity, and capital project activity.**

**4. Improve budget adjustment processes and report timeliness. We developed a SharePoint application to allow agency staff to see the status of grant budget modification requests. We have also recently implemented a new tool to help track reprogramming requests from Mayor's initial submission to OBP's or OCFO's approval, and have expanded use of this new tool to cover Special Purpose Revenue budget modifications and, in FY 2022, new Intra-District agreements. We anticipate these changes will help us improve timeliness of our quarterly reporting on reprogrammings and intra-Districts.**

**5. Planning for budget system implementation. The CFO is fully committed to the replacement of SOAR and our current Budget Formulation Application (BFA) with the District Integrated Financial System (DIFS). The initial allotment for this capital project was made in FY 2020, and work is well underway. OBP is providing extensive input on the new financial system as well as designing the new budget system. In the meantime, we are improving current processes and systems where we can. We continue to explore ways to make the automated financial plan a tool we can use throughout the year to trace the long-term effects of proposed budget changes.**

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

Sincerely,

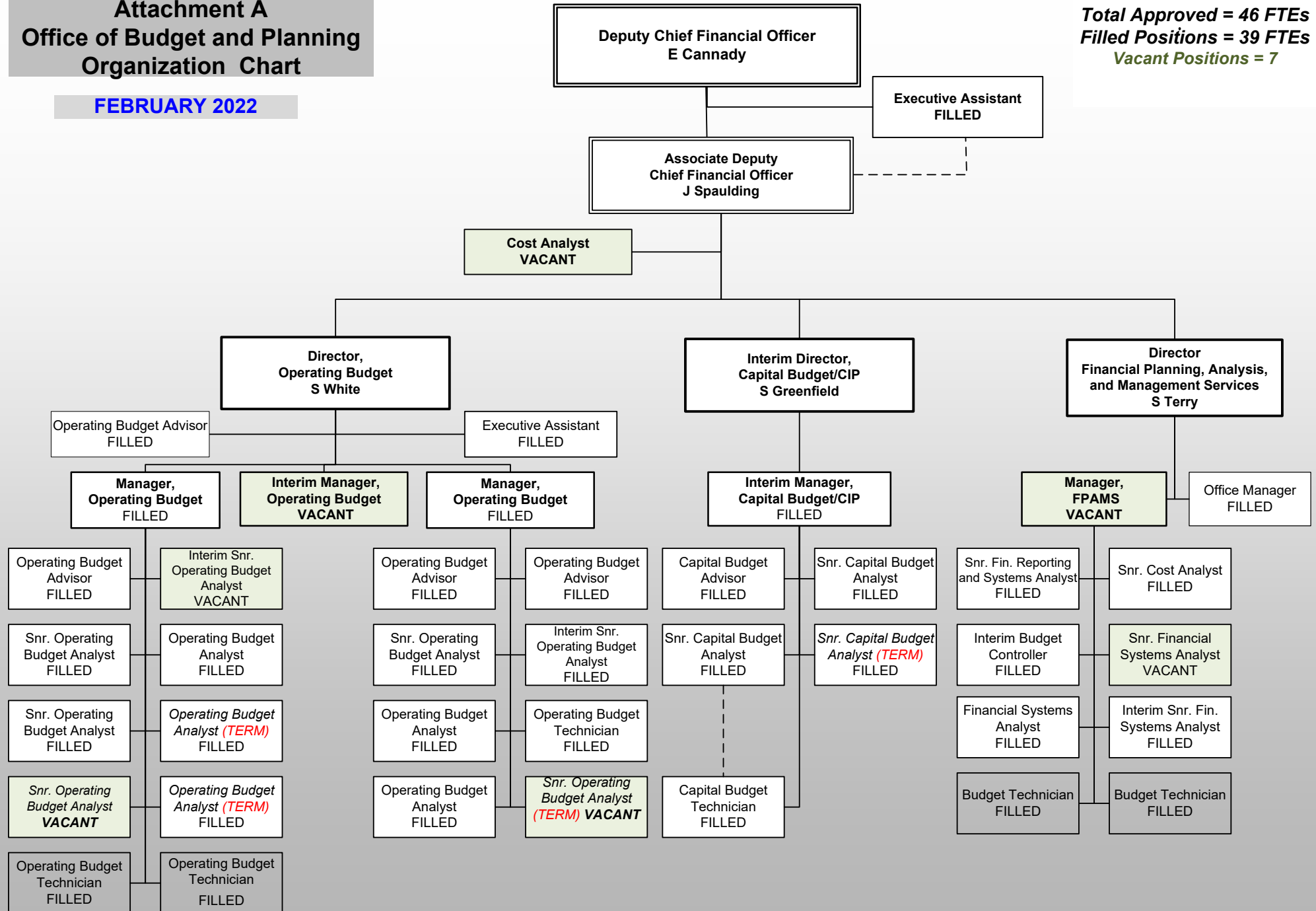
Phil Mendelson, Chairman

PM/ec

# Attachment A Office of Budget and Planning Organization Chart

**FEBRUARY 2022**

**Total Approved = 46 FTEs**  
**Filled Positions = 39 FTEs**  
**Vacant Positions = 7**







**Cellular Telephones in OBP - FY 2021**

	<b>Name</b>	<b>Position</b>	<b>Cellular Telephones</b>	<b>Justification for Use</b>
1	AGBEBAKUN, Joshua	Operating Budget Advisor	\$516	Employees can be reached quickly to answer Council, Mayor and OCFO questions and also access emails for quick response to agency requests.
2	Akporji, Alex	Interim Budget Controller	\$516	
3	ALFORD, Renee	Executive Assistant	\$516	
4	BRINKLEY, Alphonzo	Senior Capital Budget Analyst	\$516	
5	CANNADY, Eric	Deputy CFO	\$516	
6	DAWODU, Rasheed	Senior Operating Budget Analyst	\$516	
7	DUMBUYA, Haroun	Operating Budget Analyst	\$516	
8	GREENFIELD, Sherrie A.	Interim CIP Director	\$516	
9	HAYWARD, Lee	Senior Operating Budget Analyst	\$516	
10	HERZI, Omar	Capital Budget Advisor	\$516	
11	HICKS, Terry	Operating Budget Analyst	\$516	
12	HOLMAN, Cynthia	Senior Operating Budget Analyst	\$516	
13	IYUN, Benjamin	Senior Operating Budget Analyst	\$516	
14	JOHNSON, Andrea	Senior Capital Budget Analyst	\$516	
15	JOHNSON, Carmelita	Operating Budget Analyst	\$516	
16	JONES, Devin	Senior Operating Budget Analyst	\$516	
17	MOORE, Robin	Operating Budget Advisor	\$516	
18	MULAW, SebleWengel	Interim Operating Budget Manager	\$516	
19	MYERS, Margaret	Office Manager	\$516	
20	PATE, Mishae	Operating Budget Technician	\$516	
21	POWELL, William	Operating Budget Advisor	\$516	
22	PRYOR, Charles	Manager, Operating Budget	\$516	
23	SINGH, Shelley	Financial Systems Analyst	\$516	
24	SMITH, Duane	Senior Cost Analyst	\$516	
25	SPAULDING, Jim	Associate Deputy CFO	\$516	
26	SPEIKES, Jeremy	Senior Capital Budget Analyst	\$516	
27	TAING, Sue	Senior Reporting and Systems Analyst	\$516	
28	TENGRA, Naila	Interim Senior Financial Systems Analyst	\$516	
29	TERRY, Samuel	Director, FPAMS	\$516	
30	WHITE, Stacy-Ann	Director, Operating Budget	\$516	
31	WILLIAMS, Lakeia	Executive Assistant	\$516	

\$15,992

**Cellular Telephones in OBP - FY 2022 to date**

	<b>Name</b>	<b>Position</b>	<b>Cellular Telephones</b>	<b>Justification for Use</b>
1	AGBEBAKUN, Joshua	Operating Budget Advisor	\$516	Employees can be reached quickly to answer Council, Mayor and OCFO questions and also access emails for quick response to agency requests.
2	Akporji, Alex	Interim Budget Controller	\$516	
3	ALFORD, Renee	Executive Assistant	\$516	
4	BRINKLEY, Alphonzo	Senior Capital Budget Analyst	\$516	
5	CANNADY, Eric	Deputy CFO	\$516	
6	DAWODU, Rasheed	Senior Operating Budget Analyst	\$516	
7	DUMBUYA, Haroun	Operating Budget Analyst	\$516	
8	EPPS, Xavier	Operating Budget Advisor	\$516	
9	GREENFIELD, Sherrie A.	Interim CIP Director	\$516	
10	GIBSON, Donald	Budget Technician	\$516	
11	HAYWARD, Lee	Senior Operating Budget Analyst	\$516	
12	HERZI, Omar	Capital Budget Advisor	\$516	
13	HICKS, Terry	Operating Budget Analyst	\$516	
14	HOLMAN, Cynthia	Senior Operating Budget Analyst	\$516	
15	IYUN, Benjamin	Senior Operating Budget Analyst	\$516	
16	JACKSON, Edward	Operating Budget Advisor	\$516	
17	JOHNSON, Andrea	Senior Capital Budget Analyst	\$516	
18	JOHNSON, Carmelita	Operating Budget Analyst	\$516	
19	JONES, Devin	Senior Operating Budget Analyst	\$516	
20	MOORE, Robin	Operating Budget Advisor	\$516	
21	MULAW, SebleWengel	Interim Operating Budget Manager	\$516	
22	MYERS, Margaret	Office Manager	\$516	
23	PATE, Mishae	Operating Budget Technician	\$516	
24	POWELL, William	Operating Budget Advisor	\$516	
25	PRYOR, Charles	Manager, Operating Budget	\$516	
26	SINGH, Shelley	Financial Systems Analyst	\$516	
27	SMITH, Duane	Senior Cost Analyst	\$516	
28	SPAULDING, Jim	Associate Deputy CFO	\$516	
29	SPEIKES, Jeremy	Senior Capital Budget Analyst	\$516	
30	TAING, Sue	Senior Reporting and Systems Analyst	\$516	
31	TENGRA, Naila	Interim Senior Financial Systems Analyst	\$516	
32	TERRY, Samuel	Director, FPAMS	\$516	
33	WHITE, Stacy-Ann	Director, Operating Budget	\$516	
34	WILLIAMS, Lakeia	Executive Assistant	\$516	
35	WONG, Debbie	Budget Technician (Operating)	\$516	

\$18,055.80