

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 24, 2023

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 1, 2023, letter in preparation for the Office of Budget and Planning's FY 2022 and FY 2023 Performance Oversight hearing scheduled for February 27, 2023.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric M. Cannady', with a stylized flourish extending from the end.

Eric M. Cannady
Deputy Chief Financial Officer

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

February 1, 2023

Eric Cannady, Deputy Chief Financial Officer
Office of Budget and Planning
1350 Pennsylvania Ave, NW Suite 203
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 Monday, February 27, 2023 at 2:00pm. 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 Friday, February 24, 2023. 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 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 February 26, 2023.](#)
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, 2023. 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 February 26, 2023.](#)
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 2022, 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:](#)

OBP Employees with Salaries over \$125,000 , FY 2022			
Name	Position	Salary	Overtime/ Bonuses
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
Miller, Kory	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
Vacant	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
Vacant	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 2023, 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:

OBP Employees with Salaries over \$125,000 , FY 2023 to date			
Name	Position	Salary	Overtime/ Bonuses
CANNADY, ERIC	Deputy CFO	\$ 227,095	
SPAULDING, JAMES	Associate Deputy CFO	212,178	
GREENFIELD SHERRIE	Director, Capital Budget/CIP (INTERIM)	193,465	
WHITE, STACY-WHITE	Director, Operating Budget	188,131	
TERRY, SAMUEL	Director, Financial Planning, Analysis, &	177,459	
PRYOR, CHARLES	Operating Budget Manager	157,535	
OSORIO, CARLA	Financial Systems Analyst	153,233	
TAING, SUE	Senior Financial Reporting & Systems Analyst	153,233	
POWELL, WILLIAM	Operating Budget Advisor	153,233	
AGBEBAKUN, JOSHUA	Operating Budget Advisor	153,233	
SMITH, DUANE	Senior Cost Analyst	153,233	
MILKER, KORY	Capital Budget/CIP Manager (INTERIM)	153,068	
ABDULLE, KHADRA	Financial Data Advisor	149,422	
KELLOWAN, SHEVRON	Capital Budget Advisor	149,422	
EPPS, XAVIER	Operating Budget Manager (TERM)	148,602	
MULAW, SEBLEWENGEL	Operating Budget Manager	148,602	
AKPORJI, ALEX	Manager, Financial Planning, Analysis, &	139,667	
MOORE, ROBIN	Operating Budget Advisor	137,990	
NICHOLS, ORTENCIA	Budget Reporting Advisor	137,990	
ONIFADE, OLUWATOSIN	Operating Budget Advisor	130,368	
WILLIAMS, LAKEIA	Executive Assistant	129,669	
ALFORD, RENEE	Executive Assistant	129,669	
HAYWARD, LEE	Senior Operating Budget Analyst	129,669	
ROBINZINE, LATAWNYA	Senior Capital Budget Analyst	129,669	
DADA, ADEWALE	Senior Operating Budget Analyst	126,442	

5. Please list, in descending order, the top 15 overtime earners in OBP for fiscal year 2022. For each, state the employee’s name, position or title, salary, and aggregate overtime pay.

A5. See tables below:

Name	Position/Title	Salary	Overtime
Gibson II, Donald Ray	Budget Technician	58,588	3,208.36
Pate, Mishae L	Budget Technician	63,556	2,680.04
Wong, Debbie	Budget Technician	57,183	3,000.05
Grand Total			\$8,888.45

6. For fiscal years 2022 and 2023 (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 2022 and 2023 (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 2022 and FY 2023 to date, there was 14 employees separated from the agency with separation pay. We are available to discuss the details of this action upon request.

8. For fiscal years 2021, 2022, and 2023 (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 2022 and 2023 (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, 2023).

A9. None.

10. For fiscal years 2022 and 2023 (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-District and interagency transfers are handled by the OCFO agency.

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2022 and 2023 (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 2022.

DATE (MONTH)	AMOUNT	RATIONALE
October	\$411,625	The funds are needed to properly align program expenditures within OBP.

There are no reprogrammings for FY 2023 to date.

12. Please list, in chronological order, every reprogramming within OBP during fiscal year 2023 to date. Also, include both known and anticipated interagency reprogrammings. For each, give the date, amount, and rationale.

A12. There are no reprogrammings within OBP in FY 2023 to date, and none are anticipated.

13. For fiscal years 2022 and 2023 (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) 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 2022 or FY 2023.

14. Please provide a table showing OBP’s Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2021, 2022, and the first quarter of 2023. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2021 and 2022.

OBP's Budget 2021, 2022 and 2023 to date			
	FY2021	FY2022	FY2023 (As of Dec. 31, 2022)
Approved Budget	6,326,201	6,597,588	6,910,760
Revised Budget	5,939,071	6,325,829	6,910,760
Expenditures	5,906,051	6,301,032	1,592,281
Encumbrances	-	-	16,236
Intra-District Advances	-	-	
Pre-Encumbrances	-	-	86,946
Remaining Balance	33,020	24,797	5,215,297

15. Please list all memoranda of understanding (MOU) either entered into by OBP or in effect during fiscal years 2022 and 2023 (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 as part of the budget process for fiscal years 2021, 2022, and 2023.

A16. Any budget enhancements for OBP are determined and submitted the Mayor by the OCFO agency, not OBP. .

17. Please list all currently open capital projects for OBP (as of January 31st) 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	100324-CIM01C	\$2.5M	\$1.2M	\$713k	FY 2016	FY 2023
Status: CARSS has a new software vendor and will upgrade software in the second quarter of FY 2023.						
Modernized Budget Analytics	10032-BF303C	\$3.5M		\$3.5M	FY 2019	FY 2024
Status: The Modernized Budget Analytics is considered part of the larger, DIFS system implementation project. Currently, OBP is intensely working with the Oracle team on the specifications for the new budget system. We hope to utilize the new budget system later this fall for the FY 2025 budget formulation						

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.

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 2022 or 2023 (as of January 31).

A19. There were no investigations, studies, audits, or reports on OBP or any employees of OBP.

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

A19a and A19b. There are no completed or ongoing investigations 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 2021, 2022, and 2023 (as of January 31). Give a brief description of each grievance, and the outcome as of January 31, 2023. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

A20. There are no completed or ongoing 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. 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 2022 and FY 2023 (as of January 31) and the resolution of each as of the date of your answer.

A21c. There have been no allegations in FY 2022 or FY 2023 to date in the Office of Budget and Planning.

22. In table format, please list the following for fiscal years 2022 and 2023 (as of January 31, 2023) 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).

Name	Position	Purchase Limit Per Day	Total Spent in FY 2022	Amount Spent in FY 2023 (Jan. 31, 2023)
Margaret Myers	Office Manager	\$5,000.00	\$10251.11	\$772.00

23. Please provide a list of all procurements for goods or services for use by OBP over \$25,000 for fiscal years 2022 and 2023 (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.

FY 2022 Procurement Over \$25,000			
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.
FY 2023 Procurement Over \$25,000 (as of January 31, 2023)			
Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$86,946	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2024 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 2022 and 2023 (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). To facilitate employees teleworking, the OCFO has assigned a cellular telephone to each employee. OBP has 45 employees at this time. All cost associated with cellular telephones are part of a larger pool for the entire OCFO.

25. (a) Does OBP have or use one or more government vehicle? If so, for fiscal years 2022 and 2023 (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 2021, 2022, and 2023 (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 2022 and FY 2023 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 judgements 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 2021, 2022, and 2023 (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 2022 and 2023 (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).

Name/Position	Justification for Travel	Amount
Samuel Terry/ Director, Financial Planning, Analysis, and Management Services	Attend Government Finance Officers Association (GFOA) annual conference in Austin, Texas June 5-8, 2022	\$1,754.53
Alex Akporji/Manager, Financial Planning, Analysis, and Management Services	Attend Government Finance Officers Association (GFOA) annual conference in Austin, Texas June 5-8, 2022	\$1,975.96
Duane Smith/ Senior Cost Analyst	Attend Government Finance Officers Association (GFOA) annual conference in Austin, Texas June 5-8, 2022	\$1,312.59
Alphonzo Brinkley/Senior Capital Budget Analyst	Attend Government Finance Officers Association (GFOA) annual conference in Austin, Texas June 5-8, 2022	\$2,342.08
Total for FY 2022		\$7,385.16
OBP Employees Out-of-Town Travel - FY 2023 (to date)		none

30. Please provide and itemize, as of January 31, 2023, 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 does not have any WAE's to date.
31. What efforts has OBP made in the past year to increase transparency? Explain.
 - A31. OBP continued CFOInfo through FY 2022.
32. What efforts will OBP be making to increase transparency? Explain.
 - A32. OBP will work with our OCIO to integrate DIFS data, so that CFOInfo data can flow seamlessly into 2023 and beyond.
33. Please identify any legislative requirements that OBP lacks sufficient resources to properly implement. Explain.
 - A33. There are no requirements for which OBP lacks resources to implement,
34. Please identify any statutory or regulatory impediments to OBP's operations.
 - A34. The proliferation of special funds increases the challenges that OBP and the OCFO face in operations, but we are committed to working with the Mayor and the Council to understand and implement them.
35. Did OBP receive any FOIA requests in fiscal year 2022? 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 2021, 2022, and 2023 (as of January 31) related to FOIA.
 - A35. Although we respond to many questions from those outside the government, we rarely receive formal FOIA requests. Any such request comes to us through the OCFO. There were no such requests for OBP in FYs 2021, 2022, or 2023 to date.

36. For 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 2021, 2022 and 2023 (as of January 31).

A36. CBE compliance is tracked by the OCFO; OBP does not have such information.

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 to improve the budgeting process and how it interfaces with other aspects of your work.

A38. The District Integrated Financial System (DIFS) went live for budget execution on October 3, 2022, with the beginning of FY 2023. Implementation of large financial systems is an extremely difficult and complex endeavor. We continue to work with our partners to reach stabilization of the system. Formal tracking and management of system issues encountered by users are in place and monitored daily so that prompt resolution can take place.

We are currently developing the FY 2024 budget with the Mayor's office, for submission on March 22nd, using the Budget Formulation Application (BFA), and we will continue to use the BFA as we work with the Council after the Mayor's submission. The new budget formulation system within DIFS is in development now, and it is anticipated to go live this fall, as we begin formulation of the FY 2025 budget.

The budget component of the DIFS project will provide the District government with an improved process for formulating complex budgets (operating and capital, including revenue), and managing the peripheral data associated with these budgets (wards and classifications of projects for the capital budget, on-line publishing, etc.). When fully implemented this initiative will provide a consolidated view of the financial data within the various business units and agencies and will allow the government and its residents to track the District's budget through enhanced data visualizations, charts, and datasets.

39. (a) What are OBP's key performance indicators and what has been OBP's performance (for each of these KPIs) in fiscal year (or calendar year) 2021, 2022, and 2023 (through the first quarter).

A39a. 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.

A39b. 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 2022 and 2023.

A40. 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 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 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 and, for example, have recently added D.C. Housing Authority assets to the CARSS database.

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. Because FY 2023 budget execution is in the new DIFS system, CFOInfo will need to be updated to allow integration of DIFS data with prior-year SOAR data to see a continuous budget history.

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 we will be expanding use of this new tool to cover Special Purpose Revenue budget modifications and new interagency agreements. We anticipate these changes will help us improve timeliness of our quarterly reporting on reprogrammings. We also anticipate that DIFS budget execution tools will help us achieve more timely reporting.

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 as outlined above, work on the new budget system portion is well underway. 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

Office of Budget and Planning

Organizational Chart

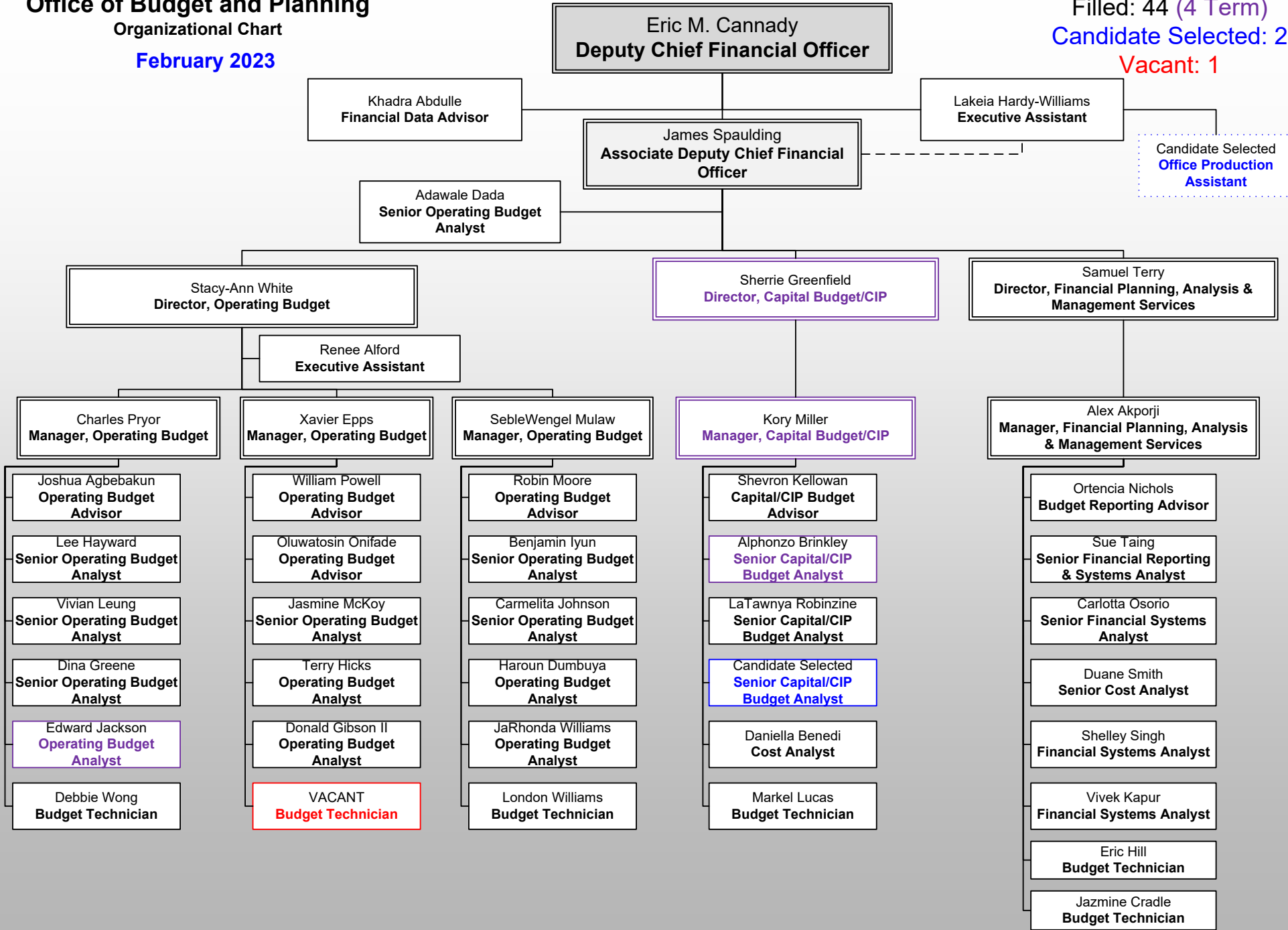
February 2023

Total Approved FTEs: 47

Filled: 44 (4 Term)

Candidate Selected: 2

Vacant: 1



Key:

FILLED

TERM/INTERIM

VACANT

Candidate Selected

	Divison	Title	Vacant Status	Salary	Fringes @21.99%
EXECUTIVE DIRECTION AND SUPPORT					
1	3100	Deputy Chief Financial Officer	F	227,095	49,938.19
2	3100	Associate Deputy Chief Financial Officer	F	212,178	46,657.94
3	3100	Financial Data Advisor	F	149,422	32,857.90
4	3100	Executive Assistant	F	129,669	28,514.21
5	3100	Senior Operating Budget Analyst	F	126,442	27,804.60
6	3100	Office Production Assistant - Candidate Selected	V	48,504	10,666.03
6	FTEs				
FINANCIAL PLANNING, ANALYSIS, MANAGEMENT SERVICES					
7	3400	Director, Financial Planning, Analysis, Management Services	F	177,459	39,023.23
8	3400	Manager, Financial Planning, Analysis, Management Services	F	139,667	30,712.77
9	3400	Senior Cost Analyst	F	153,233	33,695.94
10	3400	Senior Financial Systems Analyst	F	153,233	33,695.94
11	3400	Senior Financial Reporting and Sytems Analyst	F	153,233	33,695.94
12	3400	Budget Reporting Advisor	F	137,990	30,344.00
13	3400	Financial Systems Analyst	F	116,763	25,676.18
14	3400	Financial Systems Analyst	F	113,537	24,966.79
15	3400	Budget Technician	F	63,667	14,000.37
16	3400	Budget Technician	F	48,504	10,666.03
10	FTEs				
OPERATING BUDGET					
17	3700	Director, Operating Budget	F	188,131	41,370.01
18	3700	OPERATING BUDGET MANAGER	F	157,535	34,641.95
19	3700	OPERATING BUDGET MANAGER	F	148,602	32,677.58
20	3700	Operating Budget Manager	F	148,602	32,677.58
21	3700	Operating Budget Advisor	F	153,233	33,695.94
22	3700	Operating Budget Advisor	F	153,233	33,695.94
23	3700	Operating Budget Advisor	F	137,990	30,344.00
24	3700	Operating Budget Advisor	F	130,368	28,667.92
25	3700	Executive Assistant	F	129,669	28,514.21
26	3700	Senior Operating Budget Analyst	F	129,669	28,514.21
27	3700	Senior Operating Budget Analyst	F	119,990	26,385.80
28	3700	Senior Operating Budget Analyst	F	119,990	26,385.80
29	3700	Senior Operating Budget Analyst	F	113,537	24,966.79
30	3700	Senior Operating Budget Analyst	F	107,084	23,547.77
38	3700	Senior Operating Budget Analyst	F	113,537	24,966.79
31	3700	Operating Budget Analyst (TERM)	F	111,741	24,571.85
32	3700	Operating Budget Analyst	F	92,766	20,399.24
33	3700	Operating Budget Analyst	F	70,589	15,522.52
39	3700	Operating Budget Analyst	F	111,741	24,571.85
34	3700	Operating Budget Analyst	F	69,821	15,353.64
35	3700	Budget Technician	F	61,750	13,578.83
36	3700	Budget Technician	F	56,658	12,459.09
37	3700	Budget Technician	V	53,263	11,712.53
23	FTEs				
CAPITAL BUDGET/CIP					
40	3800	Director, Capital Budgets/Capital (Interim)	F	193,465	42,542.95

	Divison	Title	Vacant Status	Salary	Fringes @21.99%
41	3800	Manager, Capital Budget/CIP (Interim)	F	153,068	33,659.65
42	3800	Capital Budget Advisor	F	149,422	32,857.90
43	3800	Senior Capital Budget Analyst (TERM)	F	113,537	24,966.79
44	3800	Cost Analyst	F	67,949	14,941.99
45	3800	Budget Technician	F	53,263	11,712.53
46	3700	Senior Capital Budget Analyst	F	129,669	28,514.21
47	3800	Senior Capital Budget Analyst	F	100,631	22,128.76
8	FTEs				
47	TOTAL FTEs				
DISTRICT INTEGRATED FINANCIAL SYSTEM (DIFS)					
1	6016F	*Director, Capital Budgets/Capital			
2	6016F	*Manager, Capital Budget/CIP			
3	6016F	*Senior Capital Budget Analyst			
Note: *Positions are detailed to the implementation of the District's Integrated Financial System (DIFS) project. Currently replaced by the Interim positions.					