

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 19, 2024

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 12, 2024, letter in preparation for the Office of Budget and Planning's FY 2023 and FY 2024 Performance Oversight hearing scheduled for February 21, 2024.

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 at 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 12, 2024

Eric M. Cannady
Deputy Chief Financial Officer
Office of Budget and Planning
1350 Pennsylvania Ave, NW Suite 206
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 Wednesday, February 21, 2024 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 Monday, February 19, 2024. 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 12, 2024.](#)
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, 2024. 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 12, 2024.](#)
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 2023, 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 2023			
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	
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	

- (b) For fiscal year 2024, 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 2024 to date			
Name	Position	Salary	Overtime/ Bonuses
CANNADY, ERIC	Deputy CFO	\$ 233,908	
GREENFIELD SHERRIE	Associate Deputy CFO	213,598	
EVANS, KENNETH	Director, Capital Budget/CIP	204,765	
WHITE, STACY-WHITE	Director, Operating Budget	199,269	
TERRY, SAMUEL	Director, Financial Planning, Analysis, & Management	188,278	
PRYOR, CHARLES	Operating Budget Manager	166,861	
SMITH, DUANE	Manager, Financial Planning, Analysis, & Management	166,861	
MILKER, KORY	Capital Budget/CIP Manager	162,261	
AGBEBAKUN, JOSHUA	Operating Budget Advisor	157,830	
POWELL, WILLIAM	Operating Budget Advisor	157,830	
TAING, SUE	Senior Financial Reporting & Systems Analyst	157,830	
OSORIO, CARLA	Financial Systems Analyst III	157,830	
EPPS, XAVIER	Operating Budget Manager (TERM)	157,660	
MULAW, SEBLEWENGEL	Operating Budget Manager	157,660	
KELLOWAN, SHEVRON	Capital Budget Advisor	153,905	
MOORE, ROBIN	Operating Budget Advisor	142,130	
NICHOLS, ORTENCIA	Budget Reporting Advisor	142,130	
ONIFADE, OLUWATOSIN	Operating Budget Advisor	138,204	
HAYWARD, LEE	Senior Operating Budget Analyst	133,559	
WILLIAMS, LAKEIA	Executive Assistant	133,559	
ALFORD, RENEE	Executive Assistant	133,559	
DADA, ADEWALE	Senior Operating Budget Analyst	130,235	

5. Please list, in descending order, the top 15 overtime earners in OBP for fiscal year 2023. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

A5. See tables below:

Name	Position/Title	Salary	Overtime
Wong, Debbie	Budget Technician	\$63,603	\$2,159.76
Williams, London	Budget Technician	60,106	1,507.27
Roberts, Marshall	Office Production Assistant	75,771	238.73
Grand Total			\$3,905.76

6. For fiscal years 2023 and 2024 (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 2023 and 2024 (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 2023 and FY 2024 to date, there were 6 employees separated from the agency with separation pay. We are available to discuss the details of this action upon request.

8. For fiscal years 2022, 2023, and 2024 (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 2023 and 2024 (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).

A9. None.

10. For fiscal years 2023 and 2024 (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 2023 and 2024 (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 2023.

Date (Month)	Amount	Rationale
October	\$15,924	The funds are needed to support increased contract costs for DIFS Support Center and DIFS operations post Go Live. Council # 25-0070 Deemed Approved Date November 2, 2023

There are no reprogrammings for FY 2024 to date.

12. Please list, in chronological order, every reprogramming within OBP during fiscal year 2024 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 2024 to date, and none are anticipated.

13. For fiscal years 2023 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) 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 2023 or FY 2024.

14. Please provide a table showing OBP’s Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2022, 2023, and the first quarter of 2024. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2022 and 2023.

A14. Please see the chart below.

OBP's Budget 2022, 2023 and 2024 to date			
	FY 2022	FY 2023	FY 2024 (As of Dec.31, 2023)
Approved Budget	6,597,588	6,910,760	6,635,549
Revised Budget	6,325,826	6,929,717	6,635,549
Expenditures	6,301,032	6,894,957	1,721,843
Encumbrances	-	-	89,438
Intra-District Advances	-	-	-
Pre-Encumbrances	-	-	-
Remaining Balance	24,797	34,760	4,824,268

15. Please list all memoranda of understanding (MOU) either entered into by OBP or in effect during fiscal years 2023 and 2024 (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 2022, 2023, and 2024.

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

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	100324-CIM01C	\$2.1M	\$1.2M	\$891k	FY 2016	FY 2023
Status: CARSS has successfully updated platform and produced fleet replacement reports on 5,000 vehicles totaling \$600 Million in the FY 2025 budget formulation process. All 42 DCHA properties were also added and subsequent assessment report was provided to DMPED. We also are providing industry-wide leadership with CARSS, with several demonstrations and presentations being held with specific municipalities and industry associations.						
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.						

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 2023 or 2024 (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 2022, 2023, and 2024 (as of January 31). Give a brief description of each grievance, and the outcome as of January 31. 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. Allegations of sexual harassment or misconduct are promptly and thoroughly investigated. If an investigation finds credible evidence that substantiates the allegation, appropriate disciplinary action is taken against the offender.

(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 2023 and FY 2024 (as of January 31) and the resolution of each as of the date of your answer.

A21c. There have been no allegations in FY 2023 or FY 2024 to date in the Office of Budget and Planning.

22. In table format, please list the following for fiscal years 2023 and 2024 (as of January 31) 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 2023	Amount Spent in FY 2024 (January 31)
Lakeia Williams	Executive Assistant	\$5,000.00	\$7,490.66	\$555.00

23. Please provide a list of all procurements for goods or services for use by OBP over \$25,000 for fiscal years 2023 and 2024 (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 2023 Procurement Over \$25,000			
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.
FY 2024 Procurement Over \$25,000 (as of January 31)			
Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$89,554	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2025 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 2023 and 2024 (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 46 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 2023 and 2024 (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 2022, 2023, and 2024 (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 2023 and FY 2024 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 2022, 2023, and 2024 (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 2023 and 2024 (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
Alex, Tessema Capital Budget Lead	Attend Government Finance Officers Association (GFOA) annual conference in Portland, Oregon, May 21-24, 2023	\$3,111.75
Kory Miller Manager, Capital/CIP Budget	Attend Government Finance Officers Association (GFOA) annual conference in Portland, Oregon, May 21-24, 2023	\$3,049.18
Total for FY 2023		\$6,160.93
OBP Employees Out-of-Town Travel – FY 2024 (to date)	none	

30. Please provide and itemize, as of January 31, 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 currently has 1 WAE to date.

Name	Title	Term	Start Date	End Date
Spaulding, James	Executive Budget Advisor	WAE	8/14/2023	8/14/2025

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

A31. During a given budget formulation cycle, Council’s proposed capital and operating budget adjustments to the Mayor’s proposed budget as submitted to the Council for approval are received by the Office of Budget and Planning (OBP) from the Council’s Office of the Budget Director. OBP reviews these proposed changes to make certain that the adjustments will not result in an unbalanced budget and financial plan. Working with the relevant Agency Fiscal Officer and other OCFO staff members, proposed budget adjustments are vetted to ensure that: 1) Funds are available if reductions and that the adjustments are sustainable throughout the financial plan; 2) The proposed changes do not violate local and/or federal laws and/or any approved Fiscal Impact Statements; 3) One-time increases are just that; and, 4) All proposed changes are sufficiently funded in the budget and financial plan if they are increases. Further, we consider any other known factors deemed relevant to our consideration at the time we receive these requests.

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

A32. OBP will continue to work with our OCIO to further integrate DIFS data into the budget formulation process to ensure data can flow seamlessly throughout the FY 2026 formulation process 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 continued use 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 2023? 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 2022, 2023, and 2024 (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 2022, 2023, or 2024 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 2022, 2023 and 2024 (as of January 31).

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

37. 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.

Currently OBP team members are developing the FY 2025 budget with the Mayor's office, for submission on March 20, 2024 using the Interim Budget Application (IBA), and we will continue to use the IBA as we work with the Council after the Mayor's submission. The new budget formulation system within DIFS is currently in the design and development phase.

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.

38. 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 2023 and 2024.

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 2024 Budget to ensure year-end balance. OBP's budget execution functions include monitoring, adjusting, and reporting on the FY 2024 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 2024, 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 2025 Proposed Budget and Financial Plan to ensure balance over a five-year period. 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 2024 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 2025 Budget. OBP is working closely with the Mayor’s office to ensure that the Proposed FY 2025 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 FY 2025 budget is submitted to the Council,, OBP will work with the Council’s budget office and with committee staff to help interpret the budget and assist the Council in its deliberations. Finally, after the Council approves the budget, OBP will produce all final budget documents to be delivered to the Mayor, Council and 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 all 42 D.C. Housing Authority properties to the CARSS database. We look to expand the usefulness of CARSS by looking at two primary assets controlled by the Washington Convention Center and Sports Authority (Events DC) – specifically Nationals Park and the Walter E. Washington Convention Center.
 - b. 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 the 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 OCFO has replaced SOAR with the District Integrated Financial System (DIFS) and the Budget Formulation Application (BFA) with an interim budget system, the Interim Budget Application (IBA). The DIFS budget formulation module is currently in the development phase. 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.

OBP's Organizational Chart

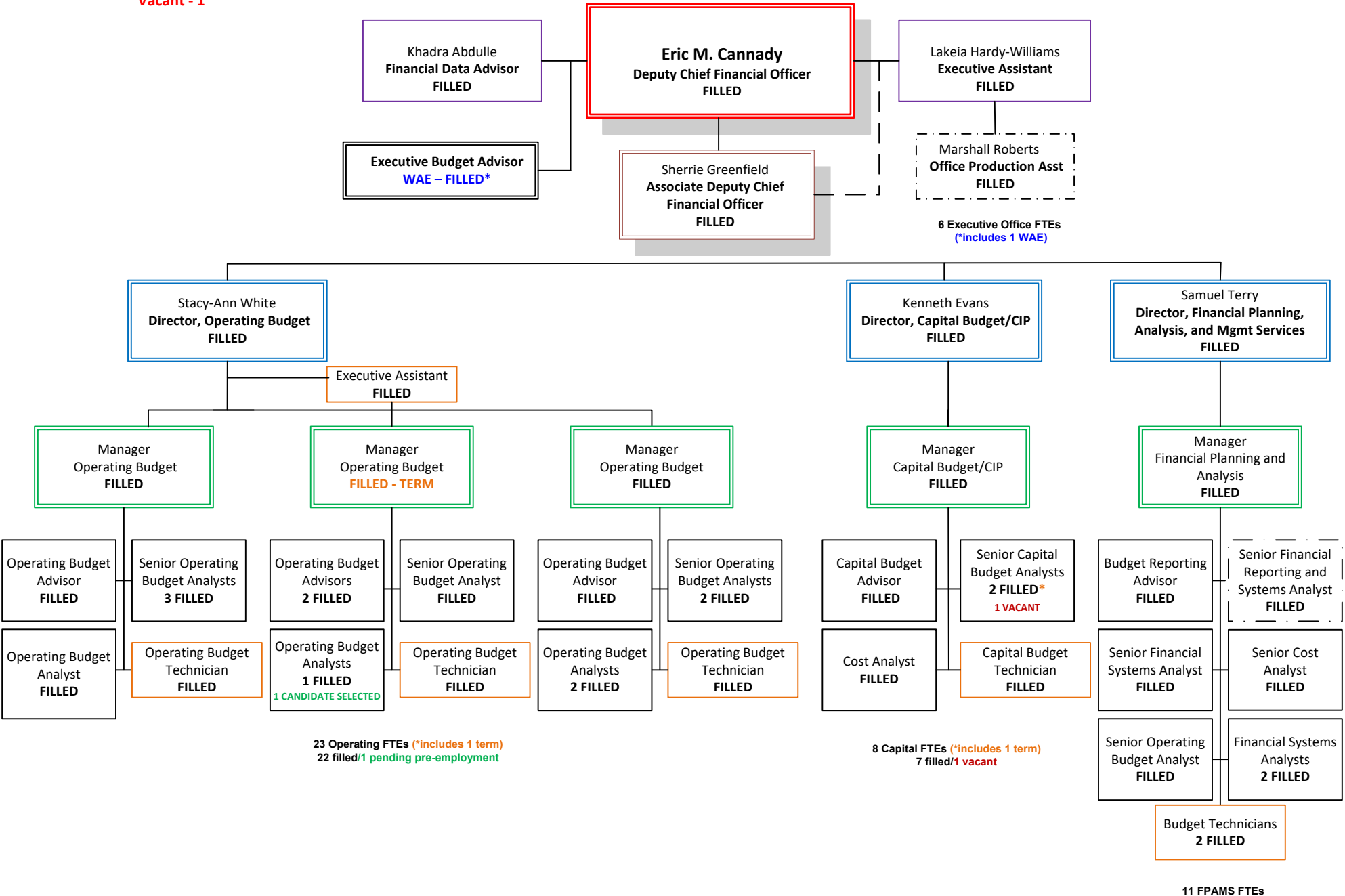
February 2024

Total Approved FTEs - 48 (includes 1 WAE)

Filled - 46 (2 Term)

Candidate Selected - 1 (pending pre-employment)

Vacant - 1



Total (48): 6 – Executive Office/Operations (includes 1 WAE) 23 – Operating Budget 8 – Capital Budget/CIP 11 – Financial Planning, Analysis, and Management Services

Office of the Chief Financial Officer

Office of Budget and Planning

Activity	Title	Vacant Status	Salary	Fringes @21.99%
EXECUTIVE DIRECTION AND SUPPORT				
1	Deputy Chief Financial Officer	F	233,908	51,460
2	Associate Deputy Chief Financial Officer	F	213,598	46,992
3	Financial Data Advisor	F	153,905	33,859
4	Executive Assistant to the DCFO	F	133,559	29,383
5	Office Production Assistant	F	75,771	16,670
5	FTEs			
FINANCIAL PLANNING, ANALYSIS, MANAGEMENT SERVICES				
1	Director, Financial Planning, Analysis, Management Services	F	188,278	41,421
2	Manager, Financial Planning, Analysis, Management Services	F	166,861	36,709
3	Senior Financial Systems Analyst	F	157,830	34,723
4	Senior Financial Reporting and Systems Analyst	F	157,830	34,723
5	Budget Reporting Advisor	F	142,130	31,269
6	Financial Systems Analyst	F	123,590	27,190
7	Senior Cost Analyst	F	122,503	26,951
8	Financial Systems Analyst	F	116,943	25,727
9	Budget Technician	F	70,595	15,531
10	Budget Technician	F	56,610	12,454
11	Senior Operating Budget Analyst	F	130,235	28,652
11	FTEs			
OPERATING BUDGET				
1	Director, Operating Budget	F	199,269	43,839
2	Manager, Operating Budget	F	166,861	36,709
3	Operating Budget Advisor	F	157,830	34,723
4	Operating Budget Advisor	F	157,830	34,723
5	Manager, Operating Budget (<i>TERM</i>)	F	157,660	34,685
6	Manager, Operating Budget	F	157,660	34,685
7	Operating Budget Advisor	F	142,130	31,269
8	Operating Budget Advisor	F	138,204	30,405
9	Executive Assistant	F	133,559	29,383
10	Senior Operating Budget Analyst	F	133,559	29,383
11	Senior Operating Budget Analyst	F	123,590	27,190
12	Senior Operating Budget Analyst	F	123,590	27,190
13	Senior Operating Budget Analyst	F	116,943	25,727
14	Senior Operating Budget Analyst	F	116,943	25,727
15	Operating Budget Analyst	F	115,093	25,320
16	Operating Budget Analyst	F	115,093	25,320
17	Senior Operating Budget Analyst	F	113,620	24,996
18	<i>Operating Budget Analyst</i>	<i>V</i>	<i>89,964</i>	<i>19,792</i>
19	Operating Budget Analyst	F	75,044	16,510

Activity	Title	Vacant Status	Salary	Fringes @21.99%
20	Operating Budget Analyst	F	71,916	15,822
21	Budget Technician	F	63,603	13,993
22	Budget Technician	F	60,106	13,223
23	Budget Technician	F	56,610	12,454
23	FTEs			
CAPITAL BUDGET/CIP				
1	Director, Capital/CIP Budget	F	204,765	45,048
2	Manager, Capital/CIP Budget	F	162,261	35,697
3	Capital Budget Advisor	F	153,905	33,859
4	<i>Senior Capital/CIP Budget Analyst</i>	<i>V</i>	<i>118,605</i>	<i>26,093</i>
5	Senior Capital/CIP Budget Analyst (<i>TERM</i>)	F	116,943	25,727
6	Senior Capital/CIP Budget Analyst	F	116,943	25,727
7	Cost Analyst	F	93,742	20,623
8	Budget Technician	F	56,610	12,454
8	FTEs			
WAE				
1	Executive Budget Advisor	F	218,543	
1	WAE			
47	TOTAL FTEs			
1	WAE			

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

PM/ec

Sincerely,
Phil Mendelson, Chairman