

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Planning



Responses to Questions for the
Agency Performance Oversight Hearing on FY 2023-2024

Anita Cozart

Director, Office of Planning

Submission to

Committee of the Whole
Chairman Phil Mendelson

February 22, 2024

Committee of the Whole
John A. Wilson Building
1350 Pennsylvania Ave., NW
Washington, DC 20004

**Office of Planning
FY 2022-23 Performance Oversight
Responses to Pre-Hearing Questions
February 22, 2024**

1. Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel. Also include the effective date on the chart.

Please see attachment Council Q1.

2. Please provide, as an attachment, a Schedule A for your agency 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.

Please see attachment Council Q2.

3. Please list as of January 31, 2024 all employees detailed to or from your agency, 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.

The Office of Planning has no employees detailed to or from the agency.

4. (a) For fiscal year 2023, please list each employee whose 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.

Employee Name	Position Title	Salary	Overtime	Bonus Pay
An, Le	Lead Community Planner (Placemaking)	\$130,368	\$178	
Anna, Alemayehu M	INFORMATION TECHNOLOGY SPECIALIST	\$153,233		
Bird, Melissa C	ASSOC DIR	\$149,464		\$5,000
Brown-Roberts, Maxine H	DEV REVIEW SPEC	\$153,233		
Callcott, Stephen L	Senior Historic Preservation S	\$132,623		
Chafetz, Jordan	Deputy Chief of Staff	\$125,000		
Chandler, Jamie	Data Visualization Analyst	\$137,990	\$199	
Cozart, Anita M	DIR OF PLANNING	\$196,139		
Crain, Deborah L	COMMUNITY PLANNER	\$153,233		
Dennee, Timothy J.	Historic Preservation Spec.	\$129,671		
Giefer, Edward T	Asst Dir Strategic Ops & Finance	\$157,050		
Guerra, Nelly V	Chief of Staff	\$170,517		
Gyor, Stephen M	Lead Community Planner	\$137,990		
Hand, Ryan	Associate Director, Citywide Planning	\$142,130		
Howe, Caroline	Food Policy Director	\$130,941		
Jesick, Matthew R	Development Review Specialist	\$134,179		
Khan, Sakina H	Deputy Director for Citywide Planning	\$171,043		
Kirschenbaum, Jonathan	Development Review Specialist	\$126,557		
Lawson, Joel	SENIOR DEV ZONING PLANNING	\$150,713		

Lewis, Charles A	HISTORIC PRESERVATION SPECIALI	\$153,233		
Lieb, David	ATTORNEY ADVISOR	\$186,840		
Maloney, David J	State Historic Preservation Officer	\$149,755		
Myers, Crystal	Development Review Specialist	\$126,557		
Ozberk, Erkin	Community Planner	\$130,354	\$891	
Pearson, Niecey	Operations Manager	\$142,000		
Peart, Kim	Lead HR Specialist	\$131,138		
Phillips, Joy E	ASSOC DIR STATE DATA CENTER	\$150,031		
Rodgers, Arthur H.	COMMUNITY PLANNER	\$149,422		
Shaheen, Christopher M	Lead Community Planner (Public	\$141,801		
Steingasser, Jennifer L.	Dep Dir, Dev Review	\$173,090		
Thomas, Karen M	Development Review Specialist	\$153,233		
Vitale, Elisa	Assoc. Dir., Urban Design	\$149,042		
Waardenburg, Dennis S	Cartographer	\$129,671		
Williams-Cherry, Toni	Historic Preservation Compliance	\$126,444		

(b) For fiscal year 2024, please list each employee whose 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.

Employee Name	Position Title	Salary	Overtime	Bonus Pay
An, Le	Lead Community Planner (Placemaking)	\$138,204		
Anna, Alemayehu M	INFORMATION TECHNOLOGY SPECIALIST	\$157,829		
Beamon, Shepard	Development Review Specialist	\$130,354		
Bird, Melissa C	ASSOC DIR	\$149,464		
Brown-Roberts, Maxine H	DEV REVIEW SPEC	\$157,829		
Callcott, Stephen L	Senior Historic Preservation S	\$132,623		
Chafetz, Jordan	Deputy Chief of Staff	\$125,000		
Chandler, Jamie	Data Visualization Analyst	\$142,129		
Cozart, Anita M	DIR OF PLANNING	\$196,139		
Crain, Deborah L	COMMUNITY PLANNER	\$157,829		
Dennee, Timothy J.	Historic Preservation Spec.	\$133,558		
ElGawish, Heba	Community Planner	\$126,429		
Giefer, Edward T	Asst Dir Strategic Ops & Finance	\$157,050		
Guerra, Nelly V	Chief of Staff	\$170,517		
Gyor, Stephen M	Lead Community Planner	\$142,129		
Hand, Ryan	Associate Director, Citywide Planning	\$149,000		
Howe, Caroline	Food Policy Director	\$130,941		
Jesick, Matthew R	Development Review Specialist	\$138,204		
Khan, Sakina H	Deputy Director for Citywide Planning	\$171,043		
Kirschenbaum, Jonathan	Development Review Specialist	\$134,279		
Lawson, Joel	SENIOR DEV ZONING PLANNING	\$150,713		
Lewis, Charles A	HISTORIC PRESERVATION SPECIALI	\$157,829		
Lieb, David	ATTORNEY ADVISOR	\$186,840		
Maloney, David J	State Historic Preservation Officer	\$149,755		
Myers, Crystal	Development Review Specialist	\$130,354		
Ozberk, Erkin	Community Planner	\$130,354		
Pearson, Niecey	Operations Manager	\$142,000		
Peart, Kim	Lead HR Specialist	\$131,138		
Phillips, Joy E	ASSOC DIR STATE DATA CENTER	\$150,031		
Rodgers, Arthur H.	COMMUNITY PLANNER	\$153,904		
Shaheen, Christopher M	Lead Community Planner (Public	\$146,054		
Steingasser, Jennifer L.	Dep Dir, Dev Review	\$173,090		
Thomas, Karen M	Development Review Specialist	\$157,829		
Vitale, Elisa	Assoc. Dir., Urban Design	\$149,042		
Waardenburg, Dennis S	Cartographer	\$133,558		
Williams, Kimberly	Architectural Historian	\$126,912		
Williams-Cherry, Toni	Historic Preservation Compliance	\$130,235		

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

Employee Name	Position Title	Salary	Overtime
Yarnall, Bruce	HP OUTREACH & EDUCATION	\$123,217	\$3,208
ElGawish, Heba	COMMUNITY PLANNER	\$122,746	\$1,249
Wilson, Valecia	COMMUNITY PLANNER	\$113,537	\$973
Oliver, Wilton	COMMUNITY PLANNER	\$92,764	\$930
Ozberk, Erkin	COMMUNITY PLANNER	\$130,354	\$891
AbouSamra, Rita	COMMUNITY PLANNER	\$103,857	\$738
Williams, Jessica	COMMUNITY PLANNER	\$98,188	\$704
Greene, Jonathan	COMMUNITY PLANNER	\$92,946	\$264
Ubiera, Vincent	COMMUNITY PLANNER	\$92,764	\$260
Stephens, Ashley	STAFF ASSISTANT	\$87,339	\$236
Chandler, Jamie	DATA VISUALIZATION ANALYST	\$137,990	\$199
An, Le	LEAD COMMUNITY PLANNER	\$130,368	\$178
Funes, Jose	CARTOGRAPHER	\$120,266	\$168
Krefetz, Alex	GRANTS MANAGEMENT SPECIALIST	\$107,084	\$146
Harris, Karen	EXECUTIVE ASSISTANT	\$98,188	\$142

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.**

Name	Amount	Description
Rita Poindexter	\$20,000	Mayor 2008-31 Retirement Incentive
Sandra Harp	\$25,000	Mayor 2008-31 Retirement Incentive
Stephen Cochran	\$25,000	Mayor 2008-31 Retirement Incentive
Melissa Bird	\$5,000	Incentive Award

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.**

No employee was separated from the agency with separation pay.

8. **For fiscal years 2022, 2023, and 2024 (as of January 31), please state the total number of employees receiving worker’s compensation payments.**

No employees received worker’s compensation payments in FY 2022, 2023, or 2024 to date.

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, 2024).

No employee was placed on paid administrative leave in FY 2023 or to date in FY 2024.

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.

FY 2023

OP IS THE BUYER		
OZ	Broadcast and archive HPRB hearings (10/1/22)	\$6,487
DPW	Fleet services (10/1/22)	\$12,160
OCTO	Telephone services (10/1/22)	\$1,755
DCHR	Capital City Fellow (10/1/22)	\$56,110
DCHR	District Leadership Program intern (2/15/2023)	\$33,455
OCFO	Single audit fee (8/10/2023)	\$6,622
ODDHH	Sign language services (9/12/2023)	\$415
OP IS THE SELLER		
DDOT	Planning support for federal Historic Preservation requirements (10/1/22)	\$150,000
DMPED	Support a grant to a multifamily building (10/1/22)	\$1,500,000

FY 2024

OP IS THE BUYER		
OZ	Broadcast and archive HPRB hearings (10/1/23)	\$6,487
DPW	Fleet services (10/1/23)	\$10,660
OCTO	Telephone services (10/1/23)	\$2,000
DCHR	Executive Leadership Program (10/11/2023)	\$12,791
ODDHH	Sign language services (1/18/2024)	\$500
OP IS THE SELLER		
DDOT	Planning support for federal Historic Preservation requirements (10/1/23)	\$165,000
DMPED	Support OP planning services (Downtown, Ivy City, Nannie Helen Burroughs) (11/15/23)	\$200,000

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 your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

<u>From</u>	<u>To</u>	<u>Purpose</u>	<u>Amount</u>
2023			

OP	DSLBD	Within-cluster reprogramming to support a potential deficit in the Streetscape Relief Loan Fund	\$400,000
2024*			
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Note:

* - No FY 2024 reprogrammings through 1/31/24

12. Please list, in chronological order, every reprogramming within your agency during fiscal year 2024 to date. Also, include both known and anticipated intra-agency reprogrammings. For each, give the date, amount, and rationale.

In FY 2024 to date there have been no internal reprogrammings.

13. For fiscal years 2023 and 2024 (as of January 31), please identify each special purpose revenue fund maintained by, used by, or available for use by your agency. 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.

Historic Landmark & Historic District Application Fees (O2001)

This is a non-lapsing revolving fund established within the General Fund of the District to pay the costs of repair work necessary to prevent demolition by neglect, or for the costs of carrying out any other historic preservation program consistent with the purposes of and pursuant to this act. Sources of funding are fees collected for historic landmark and historic district nominations, fees paid by developers for historic preservation mitigation (such as from a builder for work done at a property without permission), and fees paid for violations on historic properties or other properties in historic districts.

FY	Starting Bal + Revenue - Expenses = Ending Bal	Expenses detail	Description
2023	\$0 + \$39,025 <u>- \$39,025</u> \$0	\$6,435 \$25,090 \$5,000 <u>\$2,500</u> \$39,025	<ul style="list-style-type: none"> • Stipends to HPRB members • Archaeological services • Mayor’s Agent hearing officer • Local match for historic context study of important sites related to the women’s suffrage movement in Washington, DC
2024*	\$0 + \$1,000 <u>- \$1,919</u> TBD	\$1,919	<ul style="list-style-type: none"> • Stipends to HPRB members

Note: * - Through 1/31/24

14. Please provide a table showing your agency’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.

Please see attachment Council Q14.

15. Please list all memoranda of understanding (MOU) either entered into by your agency 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.

<u>Buyer</u>	<u>Seller</u>	<u>Purpose</u>	<u>Amount</u>
2023			
DMPED	OP	Support a grant to a multifamily building (10/1/22 – 9/30/23)	\$1,500,000
DMPED	OP	To support joint environmental and master planning efforts for Poplar Point (6/21/23 – 12/31/24)	--
DDOT	OP	Planning support for federal Historic Preservation requirements (10/1/22 – 9/30/23)	\$150,000
OP	OZ	Broadcast and archive HPRB hearings (10/1/22 - 9/30/23)	\$6,487
OP	DSLBD	To achieve joint goals regarding recordkeeping and reporting for Small Business Enterprise expenditures (10/1/22 – 9/30/23)	\$296
OP	DCHR	For the services of one District Leadership Program intern (10/1/22 – 9/30/23)	\$33,455
OP	DCHR	For the services of one Capital City Fellow intern (10/1/22 – 9/30/2023)	\$56,110
2024*			
DMPED	OP	To support OP’s planning efforts for downtown, Nannie Helen Burroughs, and Ivy City (10/1/23 – 9/30/24)	\$200,000
DDOT	OP	Planning support for federal Historic Preservation requirements (10/1/23 – 9/30/24)	\$165,000
DCPL	OP	To transfer items to DC Public Library to help DCPL establish a lending library for the public	--
OP	OZ	Broadcast and archive HPRB hearings (10/1/23 - 9/30/24)	\$6,487
OP	DCHR	To participate in the Executive Leadership Program (10/1/2023 – 9/30/2024)	\$12,791

Note: * - Through 1/31/24

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 your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2022, 2023, and 2024.

The Office of Planning works each year with the Mayor’s Office of Budget and Performance Management and the Deputy Mayor for Planning and Economic Development to develop our annual budget request. The Mayor’s annual budget submission reflects these efforts.

17. **Please list all currently open capital projects for your agency (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.**

Name	Description	Total cost	Expenditures*
HP staff review	OP and DDOT have a multi-year intra-district agreement to support one OP Historic Preservation Specialist FTE to expedite review of DDOT projects and other transportation related tasks, including project coordination, technical assistance, and document review on matters relating to historic preservation, history, architectural history, and archaeology. DDOT funds this agreement with capital funds.	\$165,000	\$50,241

Note: * - Through 1/31/24

18. **Please list all pending lawsuits that name your agency (or agency director in his or her official capacity) 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.**

The Office of Planning is not named as a party in any pending lawsuit.

Director Cozart is named in her official capacity in a *Belt v. Bowser, et al.*, Superior Court Case No. CA 2021 01651, a lawsuit alleging procedural errors in the Comprehensive Plan Update and seeking to stop its implementation. The proceeding is nearing the deadline for filing dispositive motions.

19. **(a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2023 or 2024 (as of January 31, 2023).
(b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.**

OP knows of no ongoing investigations, studies, audits, or reports concerning OP or any of its employees.

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,**

2024. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

OP did not have any grievances filed by employees or labor unions during this period.

21. **(a) Please describe the agency’s procedures for investigating allegations of sexual harassment committed by or against its employees.**
(b) If different, please describe the agency’s procedures for investigating allegations of misconduct.
(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.

OP follows the policy, guidance, and procedures outlined for District agencies that are outlined in Mayor’s Order 2017-313 and Mayor's Order 2023-131. During FY 2023 and FY 2024 to date, OP received a single report of behavior that could constitute sexual harassment or misconduct. OP’s Sexual Harassment Officer promptly initiated an investigation, but because the identity of the alleged perpetrator could not be determined and the victim of the potential misconduct declined to provide information for the investigation, the investigation was closed.

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).**

<u>Cardholder</u>	<u>Limits</u>	<u>Spent FY 2023</u>	<u>Spent FY2024*</u>
Edward Giefer Associate Director	\$10,000 per day/ \$20,000 per month	\$51,850.35	\$5,310.73
Rita Poindexter Staff Assistant	\$10,000 per day/ \$20,000 per month	\$187.50	\$0.00
Lori Todd Resource Allocation Analyst	\$10,000 per day/ \$20,000 per month	<u>\$98,695.86</u>	<u>\$21,664.92</u>
Total		\$150,733.71	\$26,975.65

Note: * - Through 1/31/24

23. **Please provide a list of all procurements for goods or services for use by your agency over \$25,000 for fiscal years 2023 and 2024 (as of January 31, 2024). 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.**

<u>Supplier</u>	<u>Description</u>	<u>Order Date</u>	<u>Amount</u>
Kimley-Horn	New York Avenue Vision/Production Distribution & Repair	12/1/2022	\$224,901

GWU Center for Excellence in Public Leadership	Executive coaching and training	12/29/2022	\$66,281
Public Performance Mgmt.	Laptops and accessories	1/5/2023	\$47,498
SmithGroup	Rock Creek West Corridors Planning (yr 2 of 2)	2/28/2023	\$377,066
Gehl, Inc.	Streets for People consultant for downtown plan (yr 1 of 2)	3/21/2023	\$560,310
Kimley-Horn & Associates	New York Avenue NE infrastructure study	3/28/2023	\$277,255
Skidmore Owings & Merrill	North Capitol Crossroads study	4/20/2023	\$420,680
Bayne, Inc.	Racial Equity Action Plan facilitation	6/14/2023	\$41,190
HR&A Advisors	Central food processing siting and feasibility study	8/11/2023	\$139,867
ABC Technical Solutions	Computer monitors and accessories	9/8/2023	\$49,859
MVS, Inc.	Computers and accessories	9/15/2023	\$31,591
Nspiregreen, Inc.	Ivy City Small Area Plan	9/26/2023	\$90,225
Gehl, Inc.	Streets for People consultant for downtown plan (yr 2 of 2)	11/8/2023	\$39,640

Note: Through 1/31/2024

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

OP pays for mobile phones for a limited number of employees with jobs that require immediate availability and/or frequent off-site communications. These employees have reviewed and signed the “DC Government Landline and Cell Phone User Agreement.” OP’s Agency Telephone Coordinator monitors the bills monthly for OP’s mobile phone users.

(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 your agency’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.

First Name	Last Name	Position	FY 2023	FY 2024	Justification
ANITA	COZART	Director	\$485.30	\$121.62	Agency head - duties require frequent off-site meetings and the ability to communicate immediately with the Mayor, Council, and others.
ANTHONY	WILLIAMS	Historic Preservation Officer	\$485.30	\$121.62	Duties require substantial off-site work in the field.
ANTHONY	BIDDIEX	HR Specialist	\$119.61	\$121.62	Reports to the Chief of Staff; duties require immediate availability and frequent off-site communications.
DAN	EMERINE	Departed – Associate Director, Citywide Planning	\$768.53	\$168.81	Duties require immediate availability and frequent off-site communication.

DAVID	LIEB	Senior Counsel	\$533.11	\$133.56	Reports to the Director; duties require immediate availability and frequent off-site communications.
DAVID	MALONEY	State Historic Preservation Officer	\$485.30	\$121.62	Duties require immediate availability and frequent off-site communication.
DORIS	BENSON	OCFO Budget Officer	\$485.30	\$121.62	OP has agreed to pay these costs for our OCFO colleague.
JENNIFER	STEINGASSER	Deputy Director, HP & Development Review	\$485.30	\$121.62	Reports to the Director; duties require immediate availability and frequent off-site communications.
JOEL	LAWSON	Assoc. Director, Development Review	\$485.30	\$139.51	Duties require immediate availability and frequent off-site communication.
KEITH	LAMBERT	Historic Preservation Officer	\$485.30	\$121.62	Duties require substantial off-site work in the field.
KIM	PEART	HR Lead	\$488.59	\$121.62	Reports to the Chief of Staff, duties require immediate availability and frequent off-site communications.
MEKDY	ALEMAYEHU	Communications Officer	\$579.06	\$141.84	Reports to the Deputy Chief of Staff; duties require immediate availability and frequent off-site communications.
SAKINA	KHAN	Deputy Director, Citywide Policy & Analysis	\$485.30	\$121.62	Reports to the Director; duties require immediate availability and frequent off-site communications.
TONI	CHERRY	Senior HP Inspector	\$533.92	\$133.80	Duties require substantial off-site work in the field.
VIVIAN	GUERRA	Chief of Staff	\$666.68	\$162.93	Reports to the Director; duties require immediate availability and frequent off-site communications.
SAMSUNG	TABLETS		\$2,488.82	\$496.08	For use in community engagement

25. **(a) Does your agency 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.).**

OP leases two vehicles via the Department of Public Works: a Toyota Corolla and a Dodge Caravan.

(b) Please list all vehicle accidents involving your agency’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; (5) whether there was a finding of fault and, if so, who was determined to be at fault; and (6) what employee discipline resulted, if any.

There were no accidents involving OP’s fleet vehicles in the subject years.

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.**

No lawsuit against OP was settled or decided by a trial court in FY 2023 or FY2024 to date.

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 your agency for a settlement or judgment pursuant to D.C. Code § 2-402.**

There have been no charge-backs.

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 your agency 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 chauffer or take-home status.**

OP is in compliance with this law.

29. **In table format, please provide the following information for fiscal years 2023 and 2024 (as of January 31) regarding your agency’s authorization of employee travel: (1) each trip outside the region on official business or 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).**

Employee	Cost	Paid By	Justification
FY 2023			
Alex Krefetz Grants Mgt Specialist	\$1,299.24	OP	Attend and present at American Planning Association (APA) National Conference, Apr 1-4, 2023 (Phila., PA)
Anita Cozart Director	\$1,237.52	OP	Attend and present at Big City Planning Director's Institute, April 2-4, 2023 (Philadelphia, PA)
Anne Brockett Architectural Historian	\$1,757.41	OP	Attend Complexities of the Modern American City, June 21-25, 2023 (New Haven, CT)
Crystal Myers Development Specialist	\$3,072.44	OP	Attend APA National Conference, Apr 1-4, 2023 (Philadelphia, PA)
Daniel Emerine Associate Director	\$2,092.24	OP	Attend APA National Conference, Apr 1-4, 2023 (Philadelphia, PA)
Ebony Dumas Community Planner	\$2,060.29	OP	Attend APA National Conference, Apr 1-4, 2023 (Philadelphia, PA)
Jessica Williams Community Planner	\$2,784.68	OP	Attend and present at APA National Conference, Apr 1-4, 2023 (Philadelphia, PA)

Jose Funes Economic Geographer	\$2,457.30	OP	Attend APA National Conference, Apr 1-4, 2023 (Philadelphia, PA)
Melissa Bird Associate Director	\$1,311.67	OP	Attend APA National Conference, Apr 1-4, 2023 (Philadelphia, PA)
Ron Barron Community Planner	\$1,978.61	OP	Attend APA National Conference, Apr 1-4, 2023 (Philadelphia, PA)
Timothy Maher Urban Designer	\$2,454.54	OP	Attend APA National Conference, Apr 1-4, 2023 (Philadelphia, PA)
Valecia Wilson Community Planner	\$1,781.71	OP	Attend and present at APA National Conference, Apr 1-4, 2023 (Philadelphia, PA)
FY 2024*			
Moira Nadal Architectural Historian	\$1,819.12	OP	Attend Association for Preservation Technology Conference, October 9-14, 2023 (Seattle, WA)
Anita Cozart Director	\$2,000.00	Lincoln Institute/ Traveler	Attend Big City Planning Directors' Institute, October 14-17, 2023 (Cambridge, MA)

Note: * - Through 1/31/2024

30. **Please provide and itemize, as of January 31, 2024, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency 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 your agency, and the date on which his or her current term expires.**

The Office of Planning does not employ WAE employees. OP employs the following Term employees.

Employee Name	Position Title	Length of Term	Start Date	Term Expires
Megan Schott	Community Planner	FY 2024	10-10-2023	11-9-2024
Lawren-Christian Dolland	Policy Analyst	FY 2024	2-12-2024	3-14-2025

31. **What efforts has your agency made in the past year to increase transparency? Explain.**

In the past year (FY 2023 through Q1 FY 2024), the Office of Planning has made the following efforts to increase transparency throughout the agency:

- **Communications Efforts:** OP uses a variety of communications efforts to share information about the activities and products of the office. In FY23, OP send 23 newsletters, 9 email blasts, and 4 press releases that had a combined total of almost 73,000 unique views. OP maintains short-term project websites to manage public engagement during project engagement periods and a permanent website which it keeps up-to-date with completed and ongoing work. During FY23, the agency website received approximately 100,000 visits. OP maintains Instagram (@OP_inDC), Twitter (@OPinDC), and LinkedIn social media accounts. The agency has almost 14,000 followers across the three platforms.
- **Community Engagement:** OP engaged communities across the District for the New York Avenue Vision Framework, Wisconsin Avenue Development Framework,

Connecticut Avenue Development Guidelines, Downtown Public Realm Plan, Ivy City Small Area Plan, Nannie Helen Burroughs Corridor Small Area Plan, OP's Racial Equity Action Plan, and a variety of zoning actions. Each effort involved significant community engagement with key stakeholders such as residents in the planning area, ANC Commissioners, leaders of the community-based organizations and business leaders to foster transparency and participation in the planning process. Methods included holding Visioning Workshops, Community Walks, Open Houses, and Design Workshops; conducting online surveys; circulating project updates via email newsletters; participating in small group discussions and meetings; and releasing draft plans for public comment periods.

- **Websites and Open Data**
 - **Public Input:** Since FY20, OP has used the Public Input Platform as a central hub for community engagement efforts. Public Input allows for surveying, public discourse, recorded and live video conferencing, a dedicated project phone number, and email and text capabilities. Each OP place-based planning effort has a dedicated Public Input page that enables residents and stakeholders to track past and upcoming engagement opportunities and keep up to date on the plan.
 - **Surveys:** OP conducted online surveys for several of its planning efforts to increase transparency and gather public input.
- **[OP Demographic Data Hub](#):** is a one-stop-shop for people to access current Districtwide, Wards and Area Elements data from the U.S. Census Bureau and other sources. Users can access demographic, housing, social, economic, and racial equity data and view reports, studies, story maps, infographics and maps published by the Office of Planning. There were 15,000 views on the website in 2023.

32. **What efforts will your agency be making to increase transparency? Explain.**

The Office of Planning will continue to make improvements to the services detailed above in question #31.

33. **Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.**

There are no legislative requirements for which the agency lacks sufficient resources to fully implement.

34. **Please identify any statutory or regulatory impediments to your agency's operations.**

There are no statutory or regulatory impediments to OP's operations.

35. **Did your agency 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 your agency for each fiscal year 2022, 2023, and 2024 (through January 31) related to FOIA.**

Yes. Please see attachment Council Q35. The total approximate cost incurred for FY 2022 was \$2,805; \$3,650 for FY 2023; and \$1,000 for FY 2024 through January 31.

36. **For CBE agency compliance purposes, what is your agency’s current adjusted expendable budget; how much has been spent with SBEs; and what percent of your agency’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 your agency per the DSLBD SBE Opportunities Guide (Green book)? Give this answer for fiscal years 2021, 2022 and 2023 (as of January 31).**

	<u>FY 2022</u>	<u>FY 2023*</u>	<u>FY 2024**</u>
Expendable budget	\$811,465	\$5,576,241	\$1,705,562
Spent with SBEs (%)	\$411,738 (50.7%)	\$455,892 (8.2%)	\$0 (0.0%)
Spent with CBEs that are not SBEs	\$0	\$0	\$0
Waivers submitted	0	0	0
SBE Spending goal	\$404,733	\$2,788,120	\$852,781

Notes:

* 4th quarter total expenses/year-end adjustments not yet reported by DSLBD

** 1st quarter data not yet reported by DSLBD

37. **Please provide, as an attachment, a copy of your agency’s current annual performance plan as submitted to the Office of the City Administrator.**

Please see attachment Council Q37.

38. **(a) What are your agency’s key performance indicators and what has been your agency’s performance (for each of these KPIs) in fiscal year (or calendar year) 2022, 2023, and 2024 (through the first quarter).**

KPI	FY 2022	FY 2023	FY 2024*
% of GIS and State Data customers who receive requested maps and demographic data from OP staff	98.8%	98.7%	100%
Satisfaction rating given by the Director of the Capital Improvements Program re: the consistency and quality of OP’s contribution	100%	100%	100%
% of OP small area plans approved by the Council or other neighborhood plans supported by the relevant ANCs	100%	100%	[No applicable studies]

KPI	FY 2022	FY 2023	FY 2024*
Satisfaction rating given by head of Public Space Commission re: the consistency and quality of OP's contribution	100%	100%	100%
% of stakeholder requests for planning assistance fulfilled	100%	97.6%	100%
% of small area plans or other planning and design initiatives active or launched that include a clear racial equity component in their goals, process, objectives, and/or outcomes	New for 2023	86.7%	100%
% of discretionary developments/projects initiated within neighborhood plan boundaries that are guided by OP's small area or neighborhood plans	100%	100%	100%
% of customers OP rocengages who rate their interaction with OP as satisfactory or higher	98.8%	98.8%	100%
% of relevant ANCs and civic organizations that OP engages in small area or neighborhood planning initiatives	100%	100%	100%
% of historic property permit applications reviewed over the counter	97.2%	97.4%	98.5%
% of historic landmark designations without owner objection	100%	100%	100%
% of DC government project reviews concluded with adverse effects resolved by consensus	98.6%	99.2%	100%
% of Development Review reports for boards and commissions that did not require a supplemental report	96.1%	93.7%	95.5%

KPI	FY 2022	FY 2023	FY 2024*
% of HP staff reports with recommendations that are accepted by the HPRB Chair and the Mayor's Agent	96.2%	92.9%	100%
Average cases reviewed per zoning review staff	46.5	50.3	14.5
% of OP setdown, design review, and map amendment reports for the Zoning Commission that include a Comp Plan racial equity analysis	New for 2023	96.5%	100%
% of PUDs that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations, or bike share facilities.	100%	100%	100%

Note: * - Through 12/31/2023

(b) What KPIs have been dropped (or changed) since 2022? List each specifically and explain why it was dropped or changed.

For the FY 2023 plan, OP dropped three KPIs and added two.

KPIs Dropped:

- “Average cases reviewed per historic preservation staff.” Although there is a high number of HPO review cases, some are complex and some are straightforward, and these reviews account for a widely varying percentage of workload for different staff depending on other duties. Since there is no real “average” number of cases per staff person, it is not a very meaningful or useful measure.
- “Percentage of historic preservation projects properly noticed after implementation of new regulations.” In the last few years, the HPO adjusted the noticing protocol to require homeowners to notify their immediate neighbors as the law requires, and as a result this measure is no longer accurately measuring the HPO’s performance.
- “Percentage of OP’s neighborhood plans that receive recognition from professional associations (APA, ULI, etc.)” The schedule of when plans are completed resulted in many quarters with no results to report.

KPIs Added:

- “Percentage of small area plans or other planning and design initiatives active or launched that include a clear racial equity component in their goals, process, objectives or outcomes.” Added to reflect OP’s efforts to support the District’s racial equity goals.
- “Percentage of OP setdown, design review, and map amendment reports for the Zoning Commission that include a Comp Plan racial equity analysis.” Added to reflect OP’s efforts to support the District’s racial equity goals.

39. **Please list each small area plan and all other comprehensive plan related plans (e.g. PDR Study) currently underway, give the current status, and provide the expected completion date.**

Name	Status	Expected Completion Date
Downtown Public Realm Plan	OP finalizing plan	Q2 FY24
Production, Distribution, and Repair (PDR) Land Use Report	OP finalizing plan	Q3 FY24
North Capitol Crossroads Vision	OP drafting product	Q3 FY24
Ivy City Small Area Plan	OP drafting plan	Q4 FY24
Nannie Helen Burroughs Small Area Plan	OP drafting plan	Q4 FY24

40. **(a) How much and what percentage of funds have been expended from the Historic Homeowner Grant Program for fiscal years 2022, 2023, and 2024 (as of January 31).**

	Available	Expended
FY 2022	\$586,558	\$133,789 (23%)
FY 2023	\$702,768	\$611,945 (87%)
FY 2024*	\$500,000	\$11,000 (2%)

Note: * - As of 1/31/2024

(b) What is the status of the grant award to the multifamily historic homeowner grant under the temporary program approved by the Council?

In FY 2023, OP issued \$528,500 grants to 30 residents of the Kenesaw and in FY 2024, OP issued one additional grant of \$11,000 to a new resident. The entire amount of those 31 awards has been disbursed and the project is under construction.

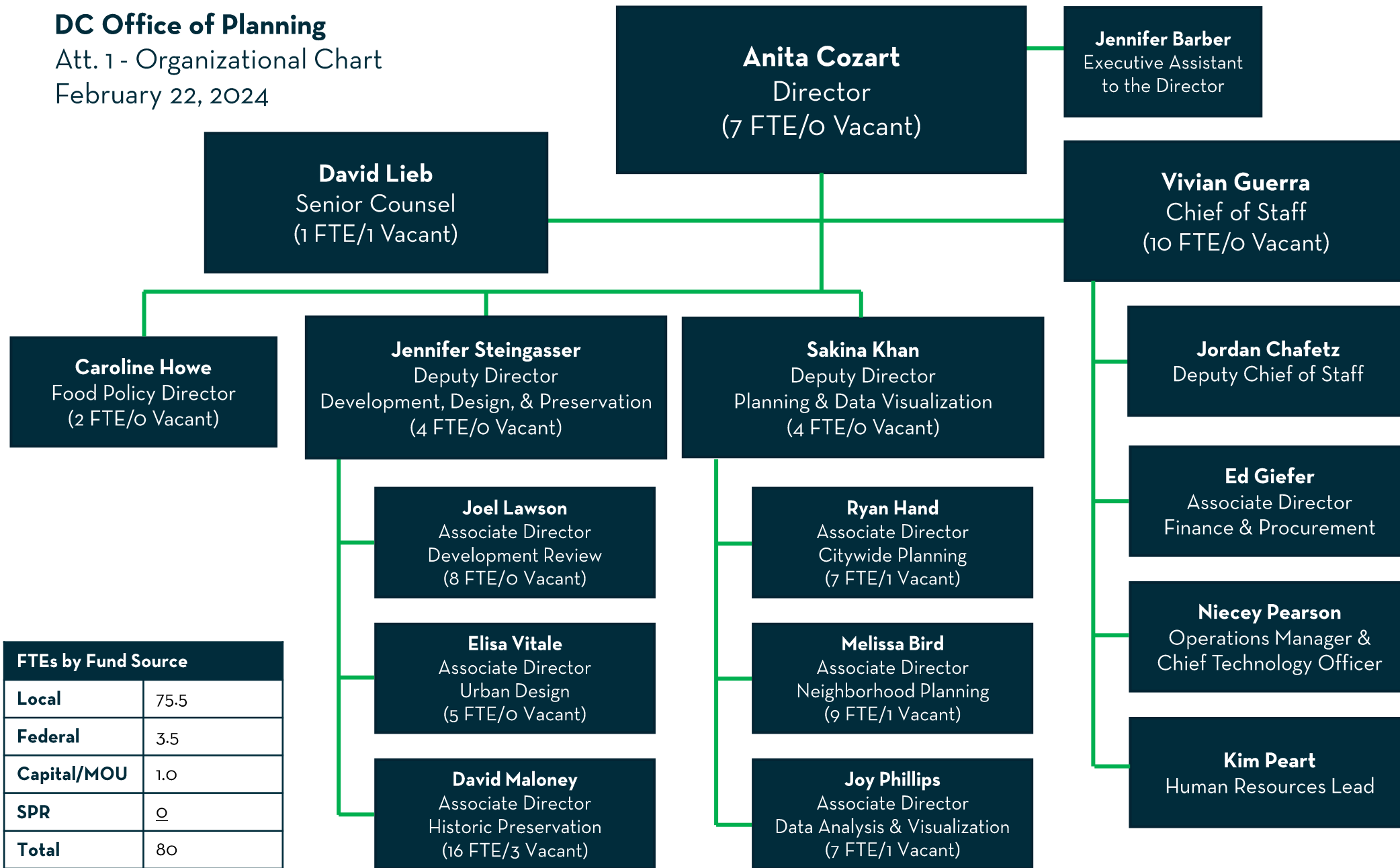
41. **What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities.**

1. **Implementing the policies and actions in Mayor Bowser’s 2021 Comprehensive Plan Update:** OP will continue work to implement the 2021 Comprehensive Plan. In the coming year, we will complete four place-based planning initiatives that advance the policies and priorities of the Comp Plan, including the North Capitol Crossroads Vision, the Ivy City Small Area Plan, the Nannie Helen Burroughs Corridor Small Area Plan, and the Columbia Heights/Mount Pleasant Public Realm Plan and Vendor Study. OP will also continue the Commemorative Works Technical Assistance program. This will include announcing

subjects selected from an extensive community engagement process and working with main street organizations in Wards 4, 5, 7, and 8 to develop a concept design for the new commemorative work in their ward.

2. **Supporting Mayor Bowser's Housing Goals:** OP will continue to further Mayor Bowser's goal for the District to add 36,000 housing units by 2025, including 12,000 affordable units. Throughout FY24, OP will continue to advance zoning changes that implement completed place-based planning efforts in Rock Creek West, along New York Avenue NE, along Pennsylvania Avenue SE, and in the North Capitol Crossroads area. These zoning changes will allow for more market rate and affordable housing to be built in these areas. Additionally, OP is developing a strategy to address displacement, in partnership with the Office of the Deputy Mayor for Planning and Economic Development and the Department of Housing and Community Development. OP is also continuing its work to support faith-based organizations that are interested in developing housing on their land, through advancing changes to zoning.
3. **Supporting the Mayor Bowser's Comeback Plan:** OP's place-based planning efforts support the goals of Mayor Bowser's Comeback Plan, such as adding 15,000 residents to the Downtown population, eliminating amenity gaps across all neighborhoods, and increasing access to opportunity for residents. In addition, throughout FY24 OP will coordinate with key stakeholders to implement the recommendations of the Downtown Public Realm Plan and Downtown Action Plan.
4. **Advancing Racial Equity:** Embedding and approaching racial equity as both a process and an outcome has been key to OP's work. OP will continue to work closely with the Mayor's Office of Racial Equity to embed racial equity throughout the agency's work. This work will include continuing to implement the Comp Plan by applying racial equity lenses to neighborhood planning, zoning, and capital improvements planning. OP will continue reviewing all applications to the Zoning Commission with a racial equity lens and developing racial equity assessments as part of zoning case report development. In Spring 2024, OP will release its Racial Equity Action Plan, which was developed with the guidance of the Mayor's Office of racial equity. The Racial Equity Action Plan will chart a three-year path with specific action steps to ensure OP staff understand and are committed to achieving racial equity, that OP's work contributes to eliminating racial and ethnic inequities, that OP meaningfully engages communities in planning processes, and that OP is an equitable employer.
5. **Preparing for the 2025 Comprehensive Plan Rewrite:** In January 2025, OP will launch a rewrite of the District's Comprehensive Plan. Throughout 2024, OP will conduct research and analysis that will inform the rewrite, such as releasing a report on middle housing, developing strategy to address displacement in the District, and conducting historic research. OP will also prepare in FY24 through developing a racial equity framework to guide the development of the Comprehensive Plan rewrite.

DC Office of Planning
 Att. 1 - Organizational Chart
 February 22, 2024



FTEs by Fund Source	
Local	75.5
Federal	3.5
Capital/MOU	1.0
SPR	0
Total	80

OFFICE OF PLANNING - SCHEDULE A (as of January 31, 2024)

Name	Title	Filed/	Salary	Fringe	FTE	Department Name
		Vac		21.7%		
Abou Samra,Rita	Community Planner	F	\$106,974	\$23,213	1	Urban Design
Alemayehu,Mekdelawit	Public Affairs Specialist	F	\$113,950	\$24,727	1	Office of the Director
Ames,Christine	Archeologist	F	\$89,959	\$19,521	1	Historic Preservation
An,Le	Lead Community Planner (Placemaking)	F	\$138,204	\$29,990	1	Urban Design
Anna,Alemayehu M	IT Specialist	F	\$157,829	\$34,249	1	Office of the Director
Barber,Jennifer	Executive Assistant	F	\$107,984	\$23,433	1	Office of the Director
Barron,Ron M	Development Review Specialist	F	\$113,620	\$24,656	1	Development Review
Bashire,Abdulsalam Saide	IT Specialist	F	\$92,752	\$20,127	1	Office of the Director
Beamon,Shepard	Development Review Specialist	F	\$130,354	\$28,287	1	Development Review
Biddix,Anthony M.	Human Resources Specialist	F	\$88,300	\$19,161	1	Office of the Director
Bird,Melissa C	Assoc. Dir., Neighborhood Planning	F	\$149,464	\$32,434	1	Neighborhood Planning
Brockett,Anne	Historic Preservation Specialist	F	\$126,912	\$27,540	1	Historic Preservation
Brown,Martin H	Community Planner (Citywide)	F	\$122,504	\$26,583	1	Citywide Planning
Brown-roberts,Maxine H	Development Review Specialist	F	\$157,829	\$34,249	1	Development Review
Callcott,Stephen L	Senior Historic Preservation Specialist	F	\$132,623	\$28,779	1	Historic Preservation
Chafetz,Sarah JB	Deputy Chief of Staff	F	\$125,000	\$27,125	1	Office of the Director
Chandler,Jamie	Data Visualization Analyst	F	\$142,129	\$30,842	1	Data Analysis & Visualization
Cozart,Anita M	Director	F	\$196,139	\$42,562	1	Office of the Director
Crain,Deborah L	Community Planner	F	\$157,829	\$34,249	1	Neighborhood Planning
Delaney,Joyetta	Executive Assistant	F	\$101,134	\$21,946	1	Development Review
Dennee,Timothy J.	Historic Preservation Specialist	F	\$133,558	\$28,982	1	Historic Preservation
Dumas,Dawn Ebony	Community Planner	F	\$110,297	\$23,934	1	Neighborhood Planning
ElGawish,Heba	Community Planner	F	\$126,429	\$27,435	1	Citywide Planning
Giefer,Edward T	Assoc. Dir., Finance & Procurement	F	\$157,050	\$34,080	1	Office of the Director
Gould,Rishawna	Visual Information Specialist	F	\$123,589	\$26,819	1	Data Analysis & Visualization
Guerra,Nelly V	Chief of Staff	F	\$170,517	\$37,002	1	Office of the Director
Gunn,Zhetique	Urban Designer	F	\$103,651	\$22,492	1	Urban Design
Gyor,Stephen Michael	Lead Community Planner	F	\$142,129	\$30,842	1	Citywide Planning
Hand,Ryan	Assoc. Dir., Citywide Planning	F	\$149,000	\$32,333	1	Citywide Planning
Harris,Karen	Executive Assistant	F	\$101,134	\$21,946	1	Citywide Planning
Howe,Caroline L.	Food Policy Director	F	\$130,941	\$28,414	1	Office of the Director
Jesick,Matthew R	Development Review Specialist	F	\$138,204	\$29,990	1	Development Review
Jones,Todd Joseph	Historic Preservation Specialist	F	\$98,340	\$21,340	1	Historic Preservation
Jurkovic,Michael	Development Review Specialist	F	\$110,297	\$23,934	1	Development Review
Khan,Sakina H	Dep Dir, Citywide & Neighb. Planning	F	\$171,043	\$37,116	1	Citywide/Neighborhood Planning
Kirschenbaum,Jonathan W	Development Review Specialist	F	\$134,279	\$29,139	1	Development Review
Krefetz,Alex	Community Planner	F	\$110,297	\$23,934	1	Neighborhood Planning
Lambert,Rupert K	Historic Preservation Inspector	F	\$93,735	\$20,340	1	Historic Preservation
Lawson,Joel	Assoc. Dir, Development Review	F	\$150,713	\$32,705	1	Development Review
Lewis,Charles A	Historic Preservation Specialist	F	\$157,829	\$34,249	1	Historic Preservation
Lieb,David	Attorney Advisor	F	\$186,840	\$40,544	1	Office of the Director
Luthy,Edward W	Cartographer	F	\$120,266	\$26,098	1	Data Analysis & Visualization
Maher,Timothy D	Community Planner	F	\$120,266	\$26,098	1	Urban Design
Maloney,David J	State Historic Preservation Officer	F	\$149,755	\$32,497	1	Historic Preservation
Marcinkowski,Lauren	Public Affairs Specialist	F	\$110,967	\$24,080	1	Office of the Director
Meyer,James B	Historic Preservation Specialist	F	\$109,516	\$23,765	1	Historic Preservation
Myers,Crystal	Development Review Specialist	F	\$130,354	\$28,287	1	Development Review
Nguyen,Huong	Demographic Specialist	F	\$98,340	\$21,340	1	Data Analysis & Visualization
Ozberk,Erkin	Community Planner	F	\$130,354	\$28,287	1	Neighborhood Planning
Pate,John	Demographic Specialist	F	\$123,589	\$26,819	1	Data Analysis & Visualization
Pearson,Ordee	Operations Manager	F	\$142,000	\$30,814	1	Office of the Director
Peart,Kim	Lead Human Resources Specialist	F	\$131,138	\$28,457	1	Office of the Director
Phillips,Joy E	Assoc. Dir., Data Analysis & Visualization	F	\$150,031	\$32,557	1	Data Analysis & Visualization
Price,Imania G	Historian (Architectural)	F	\$95,546	\$20,733	1	Historic Preservation
Rodgers,Arthur H.	Community Planner	F	\$153,904	\$33,397	1	Citywide Planning
Schott,Megan	Community Planner	F	\$103,651	\$22,492	1	Citywide Planning
Schwartzman,Rebecca	Community Planner	F	\$98,340	\$21,340	1	Citywide Planning
Shaheen,Christopher M	Lead Community Planner (Public Space)	F	\$146,054	\$31,694	1	Urban Design
Steingasser,Jennifer L.	Dep Dir, Dev Rev., Preservation, & Design	F	\$173,090	\$37,561	1	Development Review/HP
Stephens,Ashley	Community Outreach Specialist	F	\$89,958	\$19,521	1	Neighborhood Planning
Thomas,Karen M	Development Review Specialist	F	\$157,829	\$34,249	1	Development Review
Todd,Lori	Resource Allocation Analyst	F	\$105,001	\$22,785	1	Office of the Director
Troccoli,Ruth	Archeologist	F	\$115,104	\$24,978	1	Historic Preservation
Trumbull,Samantha Claude	Policy Analyst	F	\$98,340	\$21,340	1	Office of the Director
Ubiera,Vincent E	Community Planner	F	\$95,546	\$20,733	1	Neighborhood Planning
Vitale,Elisa	Assoc. Director, Urban Design	F	\$149,042	\$32,342	1	Urban Design
Vuillemin,Mamiko	Policy Analyst	F	\$92,752	\$20,127	1	Office of the Director
Waardenburg,Dennis S	Cartographer	F	\$133,558	\$28,982	1	Data Analysis & Visualization
Williams,Anthony E	Historic Preservation Inspector	F	\$84,391	\$18,313	1	Historic Preservation
Williams,Jessica	Community Planner	F	\$101,134	\$21,946	1	Neighborhood Planning
Williams,Kimberly P	Architectural Historian	F	\$126,912	\$27,540	1	Historic Preservation
Williams-cherry,Toni V	Historic Preservation Compliance	F	\$130,235	\$28,261	1	Historic Preservation
Wilson,Valecia	Community Planner	F	\$116,943	\$25,377	1	Neighborhood Planning
	Cartographer	V	\$103,651	\$22,492	1	Data Analysis & Visualization
	Education Outreach Program Mgr	V	\$103,651	\$22,492	1	Historic Preservation
	Historian (Architectural)	V	\$89,958	\$19,521	1	Historic Preservation
	Staff Assistant	V	\$72,711	\$15,778	1	Historic Preservation
	Community Planner	V	\$103,651	\$22,492	1	Neighborhood Planning
	Attorney Advisor	V	\$91,650	\$19,888	1	Office of the Director
	Community Planner	V	\$103,651	\$22,492	1	Urban Design



Comp Source Group	FY 2022					Comments	FY 2023					Comments	FY 2024					Comments
	Original Budget	Revised Budget	Budget Variance	Expenditures			Original Budget	Revised Budget	Budget Variance	Expenditures			Original Budget	Revised Budget	Budget Variance	Expenditures		
0011 - REGULAR PAY - CONT FULL TIME	\$8,560,742	\$8,081,666	(\$479,076)	\$8,057,001		Budget variance includes reprogramming to support Mayor-approved bonuses for all OP employees / final leave payouts for OP employees who left agency / overtime / support of contracts and IT purchases	\$8,915,996	\$8,649,701	(\$266,295)	\$8,174,368		Budget variance includes -\$286,295 swept mid year / +\$20,000 to match budget to expenses at year-end	\$9,050,971	\$9,050,971	\$0	\$3,204,106		
0012 - REGULAR PAY - OTHER	\$238,705	\$178,308	(\$60,397)	\$177,793		Term FTEs	\$346,243	\$346,243	\$0	\$247,784		Term FTEs	\$100,630	\$100,630	\$0	\$44,400		Term FTE
0013 - ADDITIONAL GROSS PAY	\$0	\$362,626	\$362,626	\$363,833		Budget variance includes Mayor-approved bonuses / final leave payouts for OP employees who left agency	\$0	\$0	\$0	\$137,633		Final leave payouts for OP employees who left agency	\$0	\$0	\$0	\$8,875		Final leave payouts for OP employees who left agency
0014 - FRINGE BENEFITS - CURR PERSONNEL	\$1,907,016	\$1,709,016	(\$198,000)	\$1,691,094			\$2,006,045	\$1,946,680	(\$59,365)	\$1,792,530		Budget variance includes -\$63,705 swept mid year / +\$4,340 to match budget to expenses at year-end	\$1,949,767	\$1,949,767	\$0	\$661,007		
0015 - OVERTIME PAY	\$0	\$10,000	\$10,000	\$5,882		Overtime funds zeroed out in FY 2022 budget. Reprogrammed funds here to cover OT for FY 2022.	\$10,000	\$10,000	\$0	\$7,598			\$10,000	\$10,000	\$0	\$1,253		
PERSONNEL SERVICES Total	\$10,706,463	\$10,341,615	(\$364,848)	\$10,295,604			\$11,278,284	\$10,952,624	(\$325,660)	\$10,359,913			\$11,111,368	\$11,111,368	\$0	\$3,919,641		
0020 - SUPPLIES AND MATERIALS	\$31,850	\$31,850	\$0	\$31,850			\$31,850	\$31,850	\$0	\$31,914			\$31,850	\$31,850	\$0	\$5,573		
0031 - TELEPHONE, TELEGRAPH,	\$0	\$4,450	\$4,450	\$4,051			\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0		
0040 - OTHER SERVICES AND CHARGES	\$72,508	\$97,508	\$25,000	\$48,994			\$74,231	\$76,486	\$2,255	\$54,301			\$74,231	\$74,231	\$0	\$22,280		Covers office ops: travel, fleet, PCard, office machine/printer maint, parking for fleet, training/conference fees, express deliveries, membership dues, minor print jobs, business cards, meeting space rental, media subscriptions, interpretations, translations, imprest fund, etc.
0041 - CONTRACTUAL SERVICES - OTHER	\$3,042,823	\$1,273,035	(\$1,769,788)	\$1,078,587		Budget variance includes -\$375,000 ARPA March 2022 (-\$500,000 W3P duplicate and +\$125,000 SFP increase / +\$225,000 Local increase reprogramming May 2022 / -\$1,619,787 ARPA unspent-carried over year-end closeout.	\$3,284,430	\$3,368,420	\$83,990	\$2,887,140			\$1,359,430	\$1,359,430	\$0	\$1,981		



Comp Source Group	FY 2022				Comments	FY 2023				Comments	FY 2024				Comments
	Original Budget	Revised Budget	Budget Variance	Expenditures		Original Budget	Revised Budget	Budget Variance	Expenditures		Original Budget	Revised Budget	Budget Variance	Expenditures	
0050 - SUBSIDIES AND TRANSFERS	\$3,057,570	\$3,312,876	\$255,306	\$3,196,665	Budget variance includes +\$375,000 ARPA increase March 2022 / -\$119,694 ARPA unspent-carried over year-end closeout.	\$1,875,259	\$2,380,539	\$505,280	\$2,356,939	Budget variance reflects FY 2022 carryover from Targeted Area Homeowners Grant Program and an internal reprogramming to move ARPA funds to correct account	\$500,000	\$500,000	\$0	\$11,000	
0070 - EQUIPMENT & EQUIPMENT RENTAL	\$52,900	\$72,900	\$20,000	\$70,782	Budget variance is due to a reprogramming of funds to meet increased IT hardware and software needs	\$156,400	\$156,400	\$0	\$141,093	555280	\$150,400	\$150,400	\$0	\$10,837	
NON-PERSONNEL SERVICES Total	\$6,257,651	\$4,792,619	(\$1,465,032)	\$4,430,929		\$5,422,170	\$6,013,695	\$591,525	\$5,471,387		\$2,115,911	\$2,115,911	\$0	\$51,671	
LOCAL Fund Total	\$16,964,114	\$15,134,235	(\$1,829,879)	\$14,726,532		\$16,700,454	\$16,966,320	\$265,865	\$15,831,300		\$13,227,279	\$13,227,279	\$0	\$3,971,312	
0011 - REGULAR PAY - CONT FULL TIME	\$400,874	\$613,749	\$212,875	\$398,629	HP grant from National Park Service, supports 3.5 OP FTE.	\$404,933	\$415,151	\$10,218	\$415,573	HP grant from National Park Service, supports 3.5 OP FTE.	\$422,036	\$422,036	\$0	\$129,741	HP grant from National Park Service, supports 3.5 OP FTE.
0013 - ADDITIONAL GROSS PAY	\$0	\$7,957	\$7,957	\$13,865		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$77,820	
0014 - FRINGE BENEFITS - CURR	\$87,391	\$138,593	\$51,202	\$80,871		\$87,870	\$0	(\$87,870)	\$86,888		\$91,582	\$91,582	\$0	\$32,269	
PERSONNEL SERVICES Total	\$488,265	\$760,299	\$272,034	\$493,366		\$492,803	\$415,151	(\$77,652)	\$502,461		\$513,618	\$513,618	\$0	\$239,830	
0041 - CONTRACTUAL SERVICES - OTHER	\$57,735	\$221,581	\$163,846	\$136,468	Contracts and grants to support HP activities. Revised Budget includes carryover from FY 2021 for the multi-year grant.	\$42,197	\$160,625	\$118,429	\$72,395	Contracts and grants to support HP activities. Revised Budget includes carryover from FY 2022 for the multi-year grant.	\$86,382	\$277,437	\$191,055	\$10,673	Contracts and grants to support HP activities. Revised Budget includes carryover from FY 2023 for the multi-year grant.
NON-PERSONNEL SERVICES Total	\$57,735	\$221,581	\$163,846	\$136,468		\$42,197	\$160,625	\$118,429	\$72,395		\$86,382	\$277,437	\$191,055	\$10,673	
Federal Grant Funds Total	\$546,000	\$981,880	\$435,880	\$629,834		\$535,000	\$575,776	\$40,776	\$574,855		\$600,000	\$791,055	\$191,055	\$250,504	
0011 - REGULAR PAY - CONT FULL	\$0	\$18,598	\$18,598	\$18,598		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0014 - FRINGE BENEFITS - CURR	\$0	\$3,831	\$3,831	\$3,831		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$3,831	
PERSONNEL SERVICES Total	\$0	\$22,429	\$22,429	\$22,429	Urban Institute private grant for "Upward Mobility" project. Carried forward from FY 2021.	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0041 - CONTRACTUAL SERVICES - OTHER	\$10,000	\$30,260	\$20,260	\$20,260	Includes Marshall Heights Comm. Development Org. project (\$10,000) to support Penn. Ave. SE / spending Urban Institute grant to create "Upward Mobility" program	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0050 - SUBSIDIES AND TRANSFERS	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
NON-PERSONNEL SERVICES Total	\$10,000	\$30,260	\$20,260	\$20,260	Unspent \$10,000 is an unused placeholder.	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
Private Grant Funds Total	\$10,000	\$52,689	\$42,689	\$42,689		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
0040 - OTHER SERVICES AND CHARGES	\$15,000	\$11,390	(\$3,610)	\$11,390	Stipends for HPRB members.	\$15,000	\$7,210	(\$7,790)	\$7,210	Stipends for HPRB members.	\$0	\$15,000	\$15,000	\$11,390	Stipends for HPRB members.
0041 - CONTRACTUAL SERVICES - OTHER	\$85,000	\$21,015	(\$63,985)	\$21,015	Purchases to support HP with these o-type funds.	\$85,000	\$31,815	(\$53,185)	\$31,815	Purchases to support HP with these o-type funds.	\$50,000	\$35,000	(\$15,000)	\$21,015	Purchases to support HP with these o-type funds.
NON-PERSONNEL SERVICES Total	\$100,000	\$32,404	(\$67,596)	\$32,404		\$100,000	\$39,026	(\$60,974)	\$39,025		\$50,000	\$50,000	\$0	\$32,404	



Comp Source Group	FY 2022				Comments	FY 2023				Comments	FY 2024				Comments
	Original Budget	Revised Budget	Budget Variance	Expenditures		Original Budget	Revised Budget	Budget Variance	Expenditures		Original Budget	Revised Budget	Budget Variance	Expenditures	
Special Purpose Revenue Total	\$100,000	\$32,404	(\$135,191)	\$32,404		\$100,000	\$39,026	(\$60,974)	\$39,025		\$50,000	\$50,000	\$0	\$32,404	
0041 - CONTRACTUAL SERVICES -	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
NON-PERSONNEL SERVICES Total	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
Intra-District Transfer Total	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	
TOTAL OFFICE OF PLANNING	\$17,620,114	\$16,201,208	(\$1,418,906)	\$15,431,459		\$17,335,454	\$17,581,121	\$245,667	\$16,445,181		\$13,877,279	\$14,068,333	\$191,055	\$4,254,220	

Agency Name

DC Office of Planning

Annual Freedom of Information Act Report for Fiscal Year 2023
October 1, 2022 through September 30, 2023

FOIA Officer Reporting David Lieb

PROCESSING OF FOIA REQUESTS

- 1. Number of FOIA requests received during reporting period 54
2. Number of FOIA requests pending on October 1, 2022 2 (on hold)
3. Number of FOIA requests pending on September 30, 2023 9 (4 on hold)
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2023 124.33

DISPOSITION OF FOIA REQUESTS

- 5. Number of requests granted, in whole 12
6. Number of requests granted, in part, denied, in part 2
7. Number of requests denied, in whole 0
8. Number of requests withdrawn 0
9. Number of requests referred or forwarded to other public bodies 0
10. Other disposition 33

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

- 11. Exemption 1 - D.C. Official Code § 2-534(a)(1) 0
12. Exemption 2 - D.C. Official Code § 2-534(a)(2) 2
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
Subcategory (A) 0
Subcategory (B) 0
Subcategory (C) 0
Subcategory (D) 0
Subcategory (E) 0
Subcategory (F) 0
14. Exemption 4 - D.C. Official Code § 2-534(a)(4) 0
15. Exemption 5 - D.C. Official Code § 2-534(a)(5) 0

16. Exemption 6 - D.C. Official Code § 2-534(a)(6)	
Subcategory (A).....	0
Subcategory (B).....	0
17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....	0
18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....	0
19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....	0
20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....	0
21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....	0
22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....	0

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days.....	46
24. Number of FOIA requests processed between 16 and 25 days.....	1
25. Number of FOIA requests processed in 26 days or more.....	0
26. Median number of days to process FOIA Requests.....	3

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

27. Number of staff hours devoted to processing FOIA requests.....	71 hrs
28. Total dollar amount expended by public body for processing FOIA requests.....	\$3,650.05

FEES FOR PROCESSING FOIA REQUESTS

29. Total amount of fees collected by public body.....	\$0.00
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PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act	0
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QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”

OP adheres to the requirements of D.C. FOIA. Nearly all requests OP receives seek records we do not maintain. DOB, DOEE, DCOZ, or FEMS almost always likely hold the requested records. Although OP tells the requester which agency likely has responsive records, we do not specifically forward the request to that agency’s FOIA officer. Instead, per the Office of Open Government’s *Guidance for Correspondence with D.C. FOIA Requesters* (8/9/2022), we direct the requester to submit a request with the relevant agency. We had 2 requests on hold at the start of the FY. At the end of the FY, we had 4 requests on hold and 5 active requests pending. Those 5 active requests were closed out shortly after FY 2024 began. We now only have the 4 on-hold requests.

Office of Planning FY2024

Agency Office of Planning Agency Acronym OP Agency Code BDO Agency Glossary

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Edward Giefer; Vivian Guerra Agency Budget POCs Edward Giefer Fiscal Year 2024 Add FY24 Targets

2024 Objectives

Add Strategic Objective

Objective Number	Strategic Objective	# of Measures	# of Operations	Add Key Performance Indicator
1	Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life.	2	7	Add Key Performance Indicator
2	Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans.	5	6	Add Key Performance Indicator
3	Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics.	2	3	Add Key Performance Indicator
4	Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design.	8	9	Add Key Performance Indicator
5	Create and maintain a highly efficient, transparent, and responsive District government.	5	0	Add Key Performance Indicator
TOT		22	25	

2024 Key Performance Indicators

Measure	New Measure/Benchmark Year	Directionality	Frequency of Reporting	FY2019 Actual	FY 2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual Report	FY2022 Target	FY2022 Actual Report	FY 2023 Target	FY2023 Actual Report	FY 2024 Target
1 - Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life. (2 Measure records)													
Satisfaction rating given by the Director of the Capital Improvements Program re: the consistency and quality of OP's contribution	<input type="checkbox"/>	Up is Better	Quarterly	100%	90%	100%	90%	100%	90%	100%	90%	100%	90%
Percent of Geographic Information Systems (GIS) and State Data customers (internal and external) who receive requested maps and demographic data from OP staff	<input type="checkbox"/>	Up is Better	Quarterly	97.8%	92%	98.1%	92%	98.2%	92%	98.8%	92%	98.7%	92%
2 - Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans. (5 Measure records)													
Satisfaction rating given by head of Public Space Commission re: the consistency and quality of OP's contribution	<input type="checkbox"/>	Up is Better	Quarterly	100%	90%	100%	90%	100%	90%	100%	90%	100%	90%
Percent of stakeholder requests for planning assistance fulfilled	<input type="checkbox"/>	Up is Better	Quarterly	100%	80%	100%	80%	98.6%	80%	100%	90%	97.6%	90%
Percent of OP small area plans approved by the Council or other neighborhood plans supported by the relevant Advisory Neighborhood Commissions (ANCs)	<input type="checkbox"/>	Up is Better	Quarterly	Needs Update	92%	Not Available	92%	Not Available	92%	100%	92%	100%	92%
Percent of discretionary developments/projects initiated within neighborhood plan boundaries that are guided by OP's small area or neighborhood plans	<input type="checkbox"/>	Up is Better	Quarterly	100%	95%	100%	95%	100%	95%	100%	95%	100%	95%
Percentage of small area plans or other planning and design initiatives active or launched that include a clear racial equity component in their goals, process, objectives, and/or outcomes	<input type="checkbox"/>	Up is Better	Quarterly	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	86.7%	90%
3 - Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics. (2 Measure records)													
Percent of customers OP engages who rate their interaction with OP as satisfactory or higher	<input type="checkbox"/>	Up is Better	Quarterly	98.1%	75%	96.6%	75%	96.4%	75%	98.8%	85%	98.8%	90%
Percent of relevant ANCs and civic organizations that OP	<input type="checkbox"/>	Up is Better	Quarterly	100%	90%	Not Available	90%	100%	90%	100%	90%	100%	90%

Measure	New Measure/ Benchmark Year	Directionality	Frequency of Reporting	FY2019 Actual	FY 2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual Report	FY2022 Target	FY2022 Actual Report	FY 2023 Target	FY2023 Actual Report	FY 2024 Target
engages in small area or neighborhood planning activities													
4 - Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design. (8 Measure records)													
Percent of historic landmark designations without owner objection	<input type="checkbox"/>	Up is Better	Quarterly	77.8%	85%	100%	85%	100%	85%	100%	85%	100%	85%
Percent of Planning Unit Developments (PUDs) that exceed minimum requirements to further the Sustainable DC plan including the provision of green roofs or other features to help reduce storm water runoff, electric car charging stations or bike share facilities	<input type="checkbox"/>	Up is Better	Quarterly	66.7%	65%	100%	65%	100%	65%	100%	80%	100%	80%
Average number of cases reviewed per zoning review staff	<input type="checkbox"/>	Up is Better	Quarterly	45.7	35	56.6	35	30	35	46.5	35	50.3	35
Percent of DC government project reviews concluded with adverse effects resolved by consensus	<input type="checkbox"/>	Up is Better	Quarterly	99.3%	90%	99.8%	90%	99.8%	90%	98.6%	90%	99.2%	90%
Percent of Historic Preservation staff reports with recommendations that are accepted by the Historic Preservation Review Board Chair and the Mayor's Agent	<input type="checkbox"/>	Up is Better	Quarterly	100%	92%	93.6%	92%	93.1%	92%	96.2%	92%	92.9%	92%
Percentage of OP setdown, design review, and map amendment reports for the Zoning Commission that include a Comp Plan racial equity analysis.	<input type="checkbox"/>	Up is Better	Quarterly	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	96.5%	90%
Percent of historic property permit applications reviewed over the counter/signed and approved by OP staff	<input type="checkbox"/>	Up is Better	Quarterly	97.5%	90%	98.1%	90%	97.6%	90%	97.2%	90%	97.4%	90%
Percent of Development Review reports for boards and commissions that did not require a supplemental report	<input type="checkbox"/>	Down is Better	Quarterly	92.8%	92%	94.2%	92%	92.4%	92%	96.1%	92%	93.7%	92%
5 - Create and maintain a highly efficient, transparent, and responsive District government. (5 Measure records)													
Percent of new hires that are District residents	<input type="checkbox"/>	Neutral	Annually	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	80%	No Target Set
Percent of new hires that are District resident graduates	<input type="checkbox"/>	Neutral	Annually	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	12.5%	No Target Set
Percent of employees that are District residents	<input type="checkbox"/>	Neutral	Annually	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	61.6%	No Target Set
Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time.	<input type="checkbox"/>	Neutral	Annually	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	100%	No Target Set
Percent of agency staff who were employed as Management Supervisory Service (MSS) employees prior to 4/1 of the fiscal year that had completed an Advancing Racial Equity (AE204) training facilitated by ORE within the past two years.	<input type="checkbox"/>	Neutral	Annually	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	New in 2023	Not Available	No Target Set

2024 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	Add Workload Measure	Add Strategic Initiative
1 - Provide data and analysis to support sound and integrated policy decisions that strengthen the District's fiscal stability, sustainability, and quality of life. (7 Activity records)					

Operations Header	Operations Title	Operations Description	Type of Operations	Add Workload Measure	Add Strategic Initiative
Agencywide	Planning Pilots	Pilot planning tools to demonstrate the feasibility of new ideas or strategies in OP reports.	Daily Service	Add Workload Measure	Add Strategic Initiative
Agencywide	Policy and Regulation Support	Provide policy assistance and regulation support to the Mayor's Office and partner agencies in key sectors such as housing, transportation, economic development, and public space.	Daily Service	Add Workload Measure	Add Strategic Initiative
Agencywide	Citywide Planning	Create studies and provide programmatic support to District agencies for citywide issues such as affordable housing, arts and culture, urbanism, industrial lands, sustainability, health, and the creative economy.	Key Project	Add Workload Measure	Add Strategic Initiative
GIS & IT	Mapping Services	Provide mapping services to District agencies and the public.	Daily Service	Add Workload Measure	Add Strategic Initiative
STATE DATA CENTER	Demographic Services	Provide U.S. Census population and demographic data to District agencies and the public.	Daily Service	Add Workload Measure	Add Strategic Initiative
STATE DATA CENTER	Growth Forecasts	Provide District of Columbia Growth Forecasts on population, households, and employment.	Key Project	Add Workload Measure	Add Strategic Initiative
CITYWIDE PLANNING	Capital Planning	Provide long-range capital planning services for schools, parks, and other public facilities.	Key Project	Add Workload Measure	Add Strategic Initiative
2 - Catalyze improvements in the urban design, economic vitality, and livability of District neighborhoods by creating excellent, context-sensitive plans. (6 Activity records)					
Agencywide	Placemaking	Undertake placemaking projects to enliven and enrich properties, streets, neighborhoods, waterfronts, and the District.	Key Project	Add Workload Measure	Add Strategic Initiative
REVITALIZATION AND DESIGN	Revitalization And Design	Partner on planning and implementation efforts for Center City, coordinating with District and Federal Partners, businesses, and resident groups.	Key Project	Add Workload Measure	Add Strategic Initiative
CITYWIDE PLANNING	Comprehensive Plan	Monitor and update the city's Comprehensive Plan to establish land uses and other overarching policies that guide growth and development.	Daily Service	Add Workload Measure	Add Strategic Initiative
CITYWIDE PLANNING	Comp Plan Updates and Amendments	Produce a full update to the Comp Plan every 12 years and an amendment every four years.	Key Project	Add Workload Measure	Add Strategic Initiative
NEIGHBORHOOD PLANNING	Neighborhood Plans	Develop small area plans or other customized planning tools to address challenges and manage change at the neighborhood scale.	Daily Service	Add Workload Measure	Add Strategic Initiative
REVITALIZATION AND DESIGN	Design Support	Provide design services to OP divisions and District agencies and undertake analysis to provide design decision-making frameworks.	Daily Service	Add Workload Measure	Add Strategic Initiative
3 - Increase the transparency and predictability of the planning process to better engage stakeholders and to enrich the dialogue around key planning tools and topics. (3 Activity records)					
Agencywide	Education	Educate residents and other stakeholders regarding current planning policies and zoning regulations.	Daily Service	Add Workload Measure	Add Strategic Initiative
Agencywide	Best Practices	Develop and adopt new and effective methods to improve the quality of public participation and input.	Daily Service	Add Workload Measure	Add Strategic Initiative
Agencywide	Engagement	Conduct meaningful public engagement through active projects and ongoing community conversations in all eight wards.	Daily Service	Add Workload Measure	Add Strategic Initiative
4 - Enhance the District's built environment by promoting high quality development through clarified regulations, mandatory and discretionary zoning reviews, historic preservation review processes, and technical assistance in planning and design. (9 Activity records)					
DEVELOPMENT/ZONING REVIEW	Planned Unit Developments (PUDs)	Emphasize the provision of housing affordability, environmental sustainability, and design excellence for projects requesting additional density or development flexibility through the PUD process, while reviewing all proposed PUDs against the Comprehensive Plan, small area plans, and major policy initiatives.	Daily Service	Add Workload Measure	Add Strategic Initiative
HISTORIC PRESERVATION	HPRB Staff Reports	Produce a staff report on each case before the Historic Preservation Review Board.	Daily Service	Add Workload Measure	Add Strategic Initiative
HISTORIC PRESERVATION	Historic Homeowner Grants	Award targeted grants to help low and moderate-income homeowners with the cost of preserving their historic homes.	Daily Service	Add Workload Measure	Add Strategic Initiative
HISTORIC PRESERVATION	Historic Landmark Designations	Evaluate and recognize significant properties eligible for historic landmark designation.	Daily Service	Add Workload Measure	Add Strategic Initiative
DEVELOPMENT/ZONING REVIEW	Zoning Staff Reports	Produce a staff report on each case before the Zoning Commission and Board of Zoning Adjustment.	Daily Service	Add Workload Measure	Add Strategic Initiative
HISTORIC PRESERVATION	Historic Preservation Reviews	Review conceptual design and permit applications for work on historically designated properties, or properties in historic districts, as an over-the-counter service.	Daily Service	Add Workload Measure	Add Strategic Initiative
HISTORIC PRESERVATION	Government Project Reviews	Review conceptual design and permit applications for District and federal government undertakings for compatibility with historic work on historically designated or eligible properties, or properties in historic districts.	Daily Service	Add Workload Measure	Add Strategic Initiative
DEVELOPMENT/ZONING REVIEW	Zoning Regulations Update	Work with the Office of Zoning, Office of the Attorney General, and the Department of Buildings (DOB) to implement the new zoning regulations, and provide clarification through technical corrections and text amendments as necessary.	Key Project	Add Workload Measure	Add Strategic Initiative
HISTORIC PRESERVATION	Historic Preservation Planning	Produce and update short- and long-term, comprehensive historic preservation plans and studies, including the DC Historic Preservation Plan and Historic Preservation Element of the DC Comprehensive Plan, to guide efforts, preserve history and heritage, and establish goals.	Key Project	Add Workload Measure	Add Strategic Initiative

2024 Workload Measures

Measure	New Measure/ Benchmark Year	Frequency of Reporting	FY2021 Actual Report_PAR	FY2022 Actual Report	FY2023 Actual Report
1 - Citywide Planning (1 Measure)					
Number of District agencies that have used OP research and analysis products to support their work	<input type="checkbox"/>	Quarterly	141	63	53
1 - Demographic Services (1 Measure)					
Number of requests for Census or other demographics information	<input type="checkbox"/>	Quarterly	274	422	279

Measure	New Measure/ Benchmark Year	Frequency of Reporting	FY2021 Actual Report_PAR	FY2022 Actual Report	FY2023 Actual Report
1 - Mapping Services (1 Measure)					
Number of requests for mapping or geospatial services	<input type="checkbox"/>	Quarterly	292	619	192
1 - Policy and Regulation Support (1 Measure)					
Number of public space applications submitted to OP for review	<input type="checkbox"/>	Quarterly	2,279	1,690	1,910
2 - Neighborhood Plans (2 Measure records)					
Number of requests for planning assistance or information received from civic organizations or other stakeholders	<input type="checkbox"/>	Quarterly	826	478	3,697
Number of neighborhood plans or major projects completed	<input type="checkbox"/>	Quarterly	16	26	68
3 - Education (1 Measure)					
Number of stakeholder engagement activities conducted by OP for purposes of education, dialogue, and/or feedback	<input type="checkbox"/>	Quarterly	124	126	246
3 - Engagement (1 Measure)					
Number of stakeholder engagement activities conducted by ANCs or civic organizations that OP attends for the purposes of education, dialogue, and/or feedback	<input type="checkbox"/>	Quarterly	New in 2023	New in 2023	17
4 - Government Project Reviews (2 Measure records)					
Number of historic preservation cases regarding District and federal government undertakings filed for State Historic Preservation Office review	<input type="checkbox"/>	Quarterly	950	973	1,105
Number of archaeology cases regarding District and federal government undertakings filed for State Historic Preservation Office review	<input type="checkbox"/>	Quarterly	422	378	348
4 - Historic Homeowner Grants (1 Measure)					
Number of historic homeowner grants awarded	<input type="checkbox"/>	Quarterly	New in 2023	New in 2023	9
4 - Historic Landmark Designations (1 Measure)					
Number of cases filed for historic landmark designation	<input type="checkbox"/>	Quarterly	20	16	10
4 - Historic Preservation Reviews (1 Measure)					
Number of permit applications cleared by Historic Preservation Office staff	<input type="checkbox"/>	Quarterly	5,908	5,900	5,285
4 - HPRB Staff Reports (1 Measure)					
Number of historic preservation cases submitted for Historic Preservation Review Board or U.S. Commission of Fine Arts review	<input type="checkbox"/>	Quarterly	657	592	661
4 - Planned Unit Developments (PUDs) (1 Measure)					
Number of affordable housing units approved by the Zoning Commission through Planned Unit Developments	<input type="checkbox"/>	Quarterly	131	358	618
4 - Zoning Staff Reports (2 Measure records)					
Number of cases filed for Zoning Commission review to implement the Comp Plan or further the Mayor's housing goals	<input type="checkbox"/>	Quarterly	54	69	18
Number of Board of Zoning Appeals cases that were amended based on OP input, so that they were able to be approved.	<input type="checkbox"/>	Quarterly	New in 2023	New in 2023	38

2024 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Comprehensive Plan (1 Strategic Initiative)		
Comp Plan rewrite prep	By March 31, 2024, OP will submit a paper to the Council describing the proposed rewrite process and approach. OP will begin preparing for a Comprehensive Plan rewrite that will enable the District to clarify its long-term vision for advancing racial equity, increasing housing affordability, and addressing climate change.	03-31-2024
Design Support (1 Strategic Initiative)		
Central Columbia Heights and Mount Pleasant Street Public Life Study, Streetscape Design Guidelines, and Vendor Support Study	By September 30, 2024, OP will complete a series of studies in Columbia Heights and Mount Pleasant in Ward 1 to include a Public Life Study, Streetscape Design Guidelines, and Vendor Support Study. The Public Life Study and Design Guidelines will be a community-informed initiative to examine how to improve the pedestrian experience, public realm, and parks and green spaces. The Vendor Support Study will identify potential spaces for the storage and servicing of sidewalk vending carts and potential locations for siting public restroom facilities, to define recommendations for capital improvements to better accommodate vending activity and pedestrian access, and to ascertain potential locations for an indoor vending market. OP will coordinate with DDOT and DLCP on this initiative.	09-30-2024
Engagement (1 Strategic Initiative)		
Provide design services to commemorate important people and events	By September 30, 2024, OP will provide design services to District communities, Main Street Organizations, and/or individuals in support of commemorative works in Wards 4, 5, 7 and 8. OP's assistance will focus on commemorative works that recognize and honor notable Black Washingtonians, other leaders of color, and events important to BIPOC communities.	09-30-2024
Historic Preservation Planning (1 Strategic Initiative)		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Support DC underrepresented communities	By September 30, 2024, OP will complete research on the history and cultural heritage of Ward 5,7 and 8. OP's research will produce a collection of historic images, significant sites, and historical narratives for underrepresented communities.	09-30-2024
Policy and Regulation Support (1 Strategic Initiative)		
Support the production of affordable housing	By September 30, 2024, OP will complete research on regional migration patterns, identify areas where residents face an elevated risk of displacement, and assemble an updated inventory of dedicated affordable housing in the District.	09-30-2024
Zoning Regulations Update (1 Strategic Initiative)		
Promote racial equity in zoning and land use	By September 30, 2024, OP will work with the Office of Zoning to promote racial equity in zoning and land use decisions by creating a page on the OP website with relevant data, policy resources, the Zoning Commission Racial Equity Tool, and other information.	09-30-2024

2024 ARP Key Performance Indicators

Measure	New Measure/ Benchmark Year	Directionality	ARPA Expenditure Code	ARPA Initiative	ARPA Sub-Initiative	ARPA Project Name	FY2019	FY 2020 Target	FY2020	FY2021 Target	FY2021	FY2022 Target	FY2022	F 2 T
No Measure records found														

2024 ARP Workload Measures

Measure	ARPA Project Name	New Measure/ Benchmark Year	ARPA Expenditure Code	ARPA Initiative	ARPA Sub-Initiative	FY2021 Actual	FY2022 Actual	FY2023 Actual Report
No Measure records found								

Update Notes

Add Note

Section	Note for Publication	Publish in
No Note records found		

Administrative Information

Record ID# 1044

Performance Plan ID 1044

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