

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



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

February 24, 2025

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 18, 2025, letter in preparation for the Office of Budget and Planning's FY 2024 and FY 2025 Performance Oversight hearing scheduled for February 26, 2025.

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

Sincerely,

Eric M. Cannady  
Deputy Chief Financial Officer

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



**COUNCIL OF THE DISTRICT OF COLUMBIA**  
**1350 PENNSYLVANIA AVENUE, N.W.**  
**WASHINGTON, D.C. 20004**

**Phil Mendelson**  
Chairman

Office: (202) 724-8032  
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February 18, 2025

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 26, 2025 at 2:30pm. 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 24, 2025. 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 January 31, 2025.**

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. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.

**A2. See Attachment B for OBP's Schedule A as of January 31, 2025.**

3. Please list as of January 31 all employees detailed to or from OBP, 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. The following employee is currently detailed to OBP from another agency:**

Name	From	To	Reason	Detail Start	Detail End
Daniel Ahn	Department of Youth Rehabilitation Services	BSO/DIFS Project	To assist with the implementation of the new budget module	December 2, 2024	A projected return date has not yet been established.

The following employee is currently detailed to the BSO/DIFS Project from OBP:

Shevron Kellowan	OBP	BSO/DIFS Project	To assist with the implementation of the new budget module	January 12, 2025	A projected return date has not yet been established.
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4. (a) For fiscal year 2024, please list in descending order of pay 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 the table below:

OBP Employees with Salaries over \$125,000, FY 2024			
Name	Position	Salary	Overtime/Bonuses
Cannady, Eric M	Deputy CFO	233,908	N/A
Spaulding, James	Executive Budget Advisor (WAE)	218,543	N/A
Greenfield, Sherrie	Associate Deputy CFO	213,598	N/A
Fletcher, Janine	Agency Fiscal Officer (BSO/DIFS Project)	208,458	N/A
Thompson, Vernessa	Budget Director (Cluster) (BSO/DIFS Project)	208,458	N/A
Clark, David A	Director Capital Budgets/Capi (DIFS PROJECT)	208,458	N/A
Evans, Kenneth L	Director, Capital Budget/CIP	204,765	N/A
White, Stacy Ann K	Director, Operating Budget	199,269	N/A
Terry, Samuel B	Director, Financial Planning, Analysis, & Mgmt. Serv	188,278	N/A
Taneja, Seema	Budget Officer (BSO/DIFS Project)	180,663	N/A
Myers, Randall	Operating Budget Manager (BSO/DIFS Project)	171,461	N/A
Pryor, Charles Franklin	Operating Budget Manager	166,861	N/A
Smith, Duane Brian	Manager, Financial Planning, Analysis, & Mgmt. Serv	166,861	N/A
Miller, Kory A	Capital Budget/CIP Manager (TERM)	162,261	N/A
Agbebakun, Joshua F	Operating Budget Advisor	157,830	N/A
Osorio, Carlotta	Financial Systems Analyst III	157,830	N/A
Taing, Sue	Senior Financial Reporting & Systems Analyst	157,830	N/A
Powell, William	Operating Budget Advisor	157,830	N/A
Epps, Xavier N	Operating Budget Manager (TERM)	157,660	N/A
Mulaw, Seblewengel	Operating Budget Manager	157,660	N/A
Abdulle, Khadra	Financial Data Advisor	153,905	N/A
Kellowan, Shevron	Capital Budget Advisor	153,905	N/A
Pleasant, Ronald J	Senior Cost Analyst	153,905	N/A
Moore, Robin Fikes	Operating Budget Advisor	142,130	N/A
Nichols, Ortencia	Budget Reporting Advisor	142,130	N/A
Onifade, Oluwatosin B	Operating Budget Advisor	138,204	N/A
Cox, Lakeia Delores	Executive Assistant to the DCFO	133,559	N/A
Alford, Renee J	Executive Assistant	133,559	N/A
Hayward, Lee	Senior Operating Budget Analyst	133,559	N/A
Dada, Adewale	Senior Operating Budget Analyst	130,235	N/A
Tessema, Alex	Capital Budget Administration (BSO/DIFS Project)	126,912	N/A

- (b) For fiscal year 2025, please list in descending order of pay 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 the table below:

<b>OBP Employees with Salaries over \$125,000, FY 2025 to date</b>			
<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Overtime/Bonuses</b>
Cannady, Eric M	Deputy CFO	233,908	N/A
Spaulding, James	Executive Budget Advisor (WAE)	218,543	N/A
Greenfield, Sherrie	Associate Deputy CFO	213,598	N/A
Fletcher, Janine	Director, Budget System Operations (BSO) & Functional Project Manager (BSO/DIFS Project)	208,458	N/A
Thompson, Vernessa	Manager, Budget Policy (BSO/DIFS Project)	208,458	N/A
Clark, David A	Director Capital Budgets/CIP (DIFS PROJECT)	208,458	N/A
Evans, Kenneth L	Director, Capital Budget/CIP	204,765	N/A
White, Stacy Ann K	Director, Operating Budget	199,269	N/A
Terry, Samuel B	Director, Financial Analysis & Reporting	193,775	N/A
Taneja, Seema	Budget Officer (BSO/DIFS Project)	180,663	N/A
Myers, Randall	Manager, Operating Budget (BSO/DIFS Project)	176,063	N/A
Pryor, Charles Franklin	Manager, Operating Budget	166,861	N/A
Smith, Duane Brian	Manager, Financial Analysis & Reporting	166,861	N/A
Miller, Kory A	Manager, Capital Budget/CIP (TERM)	166,861	N/A
Kellowan, Shevron	Manager, Capital Budget (BSO/DIFS Project)	166,861	N/A
Epps, Xavier N	Manager, Operating Budget (TERM)	162,261	N/A
Mulaw, Seblewengel	Manager, Operating Budget	162,261	N/A
Agbebakun, Joshua F	Operating Budget Advisor	157,830	N/A
Osorio, Carlotta	Senior Financial Systems Analyst	157,830	N/A
Taing, Sue	Senior Financial Reporting and Analysis	157,830	N/A
Abdulle, Khadra	Financial Data Advisor	157,830	N/A
Shaw, Minchy	EPM Budget Advisor (BSO/DIFS Project)	157,830	N/A
Pleasant, Ronald J	Senior Cost Analyst	153,905	N/A
Moore, Robin Fikes	Budget Administration Analyst	146,055	N/A
Ahn, Daniel	EPM (Operating) Budget Advisor (BSO/DIFS Project)	143,857	N/A
Nichols, Ortencia	Budget Reporting Advisor	142,130	N/A
Onifade, Oluwatosin B	Operating Budget Advisor	138,204	N/A
Cox, Lakeia Delores	Executive Assistant to the DCFO	133,559	N/A
Alford, Renee J	Executive Assistant	133,559	N/A
Dada, Adewale	Senior Operating Budget Analyst	133,559	N/A
Ling, Rui	Financial Systems Analyst	133,559	N/A
Tow, Pearl	Senior Operating Budget Analyst	130,235	N/A
Leung-Ng, Tsz Ling Vivien	Senior Operating Budget Analyst	126,912	N/A
Tessema, Alex	Senior Capital Budget Analyst (BSO/DIFS Project)	126,912	N/A

5. Please list, in descending order, the top 15 overtime earners in OBP for fiscal year 2024. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

A5. See the table below:

<b>OBP's Overtime Pay - FY 2024</b>			
<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Overtime Pay</b>
Wong,Debbie	Budget Technician	\$ 63,603	\$ 703.31
Roberts,Marshall Tyron	Office Production Assistant	75,771	1220.35
Cradle,Jazmin	Budget Technician	70,595	76.36
Gray,Gabrielle M	Budget Technician	56,610	2422.25
Lucas,Markel T	Budget Technician	56,610	625.97
Williams,London B.	Budget Technician	60,106	3236.49
<b>Overtime for FY 2025 to date</b>			
None			

6. For fiscal years 2024 and 2025 (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 has received bonuses or special awards for this period.

7. For fiscal years 2024 and 2025 (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. *In past years OBP has failed to answer this question even though other agencies do answer it fully. If you are unwilling to name each employee, at least provide the list with employees identified by a number.*

A7. In FY 2024 and FY 2025 to date, there were no employees separated from OBP.

8. For fiscal years 2023, 2024, and 2025 (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 2024 and 2025 (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 2024 and 2025 (as of January 31), please list, in chronological order, all intra-District transfers to or from OBP. Give the date, amount, and reason for the transfer.

A10. All interagency transfers are handled by the OCFO.

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2024 and 2025 (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. There are no reprogrammings for FY 2025 to date.

See table below for FY 2024 to date.

Date (Month)	Amount	Rationale
October	\$470,000	The funds were reprogrammed from various AT0 program areas to correct budget shortfalls in personnel cost in a specific program. The total reprogramming request for agency AT0 was \$1,869,000. (Council #25-0160 Deemed Approved Date October 31, 2024)
July	(40,000)	The funds were reprogrammed from NPS budget in Financial Operations and Systems, Budget and Planning, Tax and Revenue (OTR), Information Technology and Treasury to PS budget in OTR. (Council #25-0132 Deemed approved on July 2, 2024)

12. Please list, in chronological order, every reprogramming within OBP during fiscal year 2025 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 2025 to date, and none are anticipated.

13. For fiscal years 2024 and 2025 (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 2024, and none are anticipated in FY 2025.

14. Please provide a table showing OBP's Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2023, 2024, and the first quarter of 2025. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2023 and 2024.

A14. Please see the chart below.

<b>OBP's Budget 2023, 2024 and 2025 to date</b>			
	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b> (As of Jan. 31, 2025)
Approved Budget	6,910,760	6,635,549	6,712,650
Revised Budget	6,929,717	7,065,549	6,712,650
Expenditures	6,894,957	7,029,564	2,310,110
Encumbrances	-	-	92,240
Intra-District Advances	-	-	-
Pre-Encumbrances	-	-	-
<b>Remaining Balance</b>	<b>34,760</b>	<b>35,985</b>	<b>4,310,300</b>

In FY 2023 and FY 2024, the 0.5% underspending resulted from the OCFO's spending freeze.

15. Please list all memoranda of understanding (MOU) either entered into by OBP or in effect during fiscal years 2024 and 2025 (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 the OCFO and specifically benefiting OBP to the Mayor as part of the budget process for fiscal years 2023, 2024, and 2025.

A16. Any budget enhancements for OBP are determined and submitted to the Mayor by the OCFO.

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:

<b>Project Name</b>	<b>Number</b>	<b>Total Budget Authority</b>	<b>Expenditures</b>	<b>Current Allotment Balance</b>	<b>Start Date</b>	<b>End Date</b>
District Integrated Financial System (DIFS)	100328 – IFSMPC	\$193.36M	\$144.05M	\$32.66M	FY 2019	FY 2026
Status: Although the DIFS project spans the entire OCFO, the Budget Module that is currently under development is directly controlled by OBP. The incorporation of budgeting in the EPM module is continuing, with system integration and end-to-end testing to begin in 2 <sup>nd</sup> Quarter. The project is on track to have full budget functionality operational by FY 2027 Budget Formulation beginning in 1 <sup>st</sup> Quarter FY 2026.						

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 2024 or 2025 (as of January 31).
- (b) Please list and describe any ongoing investigations, audits, or reports of OBP or any employee of OBP.

A19a and A19b. The Office of the DC Auditor is conducting a discretionary audit of the District's reserve funds from FY 2018 through FY 2023, namely the Contingency Cash Reserve Fund, Emergency Cash Reserve Fund, Fiscal Stabilization Reserve Account, and Cash Flow Reserve Account. Please note that this audit is directed at the OCFO.

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 2023, 2024, and 2025 (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 2024 and FY 2025 (as of January 31) and the resolution of each as of the date of your answer.

A21c. There have been no allegations in FY 2024 or FY 2025 to date in the Office of Budget and Planning.

22. In table format, please list the following for fiscal years 2024 and 2025 (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 2024	Amount Spent in FY 2025 (January 31)
Lakeia Cox	Executive Assistant	\$5,000.00	\$4,838.86	\$127.78

23. Please provide a list of all procurements for goods or services for use by OBP over \$25,000 for fiscal years 2024 and 2025 (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 2024 Procurement Over \$25,000			
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.
FY 2025 Procurement Over \$25,000 (as of January 31)			
Vendor/Contractor	Amount	Product/Service	Explanation
Balmar Inc. DBA HBP	\$92,240	Production/Printing and publication services	This contract is for design, printing and publication of the District's FY 2026 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 significantly more, resulting in a balanced overall usage.

(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 2024 and 2025 (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.

(c) What are OBP's actual and budgeted costs for cellular phone and mobile devices for FY 2023, 2024, and 2025.

A24(b and c). OBP currently has 47 employees. Each has been assigned a cell phone. All costs 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 vehicles? If so, for fiscal years 2024 and 2025 (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 2023, 2024, and 2025 (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 2024 and FY 2025 to date. Briefly describe each and the sanction, if any.

A26. There are no lawsuits against OBP.

27. D.C. Law requires the Mayor to pay certain settlements and judgments from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to OBP in FY 2023, 2024, and 2025 (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 2024 and 2025 (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
Kandice Smith Cost Analyst	Attend NASBO Analyst Professional Development Seminar Kansas City, Missouri, August 21-23, 2024	\$779.75
	<b>Total for FY 2024</b>	
OBP Employees Out-of-Town Travel – FY 2025 (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 FY 2024, OBP successfully launched the District Grants Application System (DGAS), which is a new online application to manage the transmission, workflow, and reporting of the District's grant budget authorization process. The benefits of the new DGAS system are:
- Improved transparency and a streamlined process for submitting and tracking agencies' grant budget establishment and modification requests.
- Enhanced access for OCFO agency staff to monitor and track the progress of budget authority requests at any stage of the approval workflow and to generate status reports.
- Real-time email notifications to the OCFO agency staff when OBP posts comments as the requests are being promoted through the stages of the workflow.
32. What efforts will OBP be making to increase transparency? Explain.
- A32. OBP will continue to strengthen financial management. A key achievement this year is the continued development of Standard Operating Procedures (SOPs), covering budget development, execution, monitoring, and reporting. These SOPs will streamline processes, enhance accuracy, and improve oversight, ensuring greater transparency, efficiency, and accountability.
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 operational challenges faced by OBP, but we are committed to working with the Mayor and the Council to understand and implement these funds effectively.
35. Did OBP receive any FOIA requests in fiscal year 2024? 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 2023, 2024, and 2025 (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 2023, 2024, or 2025 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 2023, 2024 and 2025 (as of January 31).

A36. CBE compliance is tracked by the OCFO.

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.

A37. We are approximately 8 months away from going live for the start of the FY 2027 budget formulation cycle. In April 2024, select agencies & OBP divisions will participate in an end-to-end test of the nine critical modules already built within the application. Five of those modules facilitate the generation of Operating Budget: MARC, Operating PS, Operating NPS, Revenue, and Table 5, with the remaining four being essential for Capital Budgeting.

The OBP team assigned to this project is fully dedicated to the successful, timely, and on budget implementation in the short-term. However, in the longer term, OBP will continue to leverage the Cloud platform the budget application is built on to explore additional enhancements to our budget formulation process.

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 2024 and 2025.

A38. Our top five priorities align 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.

39. Financial Review Process reports (FRPs) often do not include a gap closing plan, or a meaningfully robust one, for agency spending pressures. Why is this acceptable to OBP? What is OBP doing, or going to do, to ensure that agencies have useful, complete gap-closing plans?

A39. OBP continues to work to provide annual training to staff members responsible for developing FRP gap-closing plans, if applicable. During the second quarter of FY 2025, FRPs will include a checklist, in the FRP module, that requires an affirmative response that, if applicable, a gap-closing plan has been provided, or the system will not allow a submission. If OBP deems that the gap-closing plan is not acceptable, it will be returned to the agency by OBP to make our recommended changes.

40. Please explain what work OBP is doing to look at overall District government spending, with an eye toward improving efficiency or effectiveness and eliminating duplicative programs. OBP

A40. Every year OBP, works with the City Administrator's budget team to discuss overall District spending and potential ways to be more efficient. However, ultimately, the implementation of modifications to services and programs falls within the authorities and responsibilities of the District's policy makers.

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

Sincerely,

Phil Mendelson, Chairman

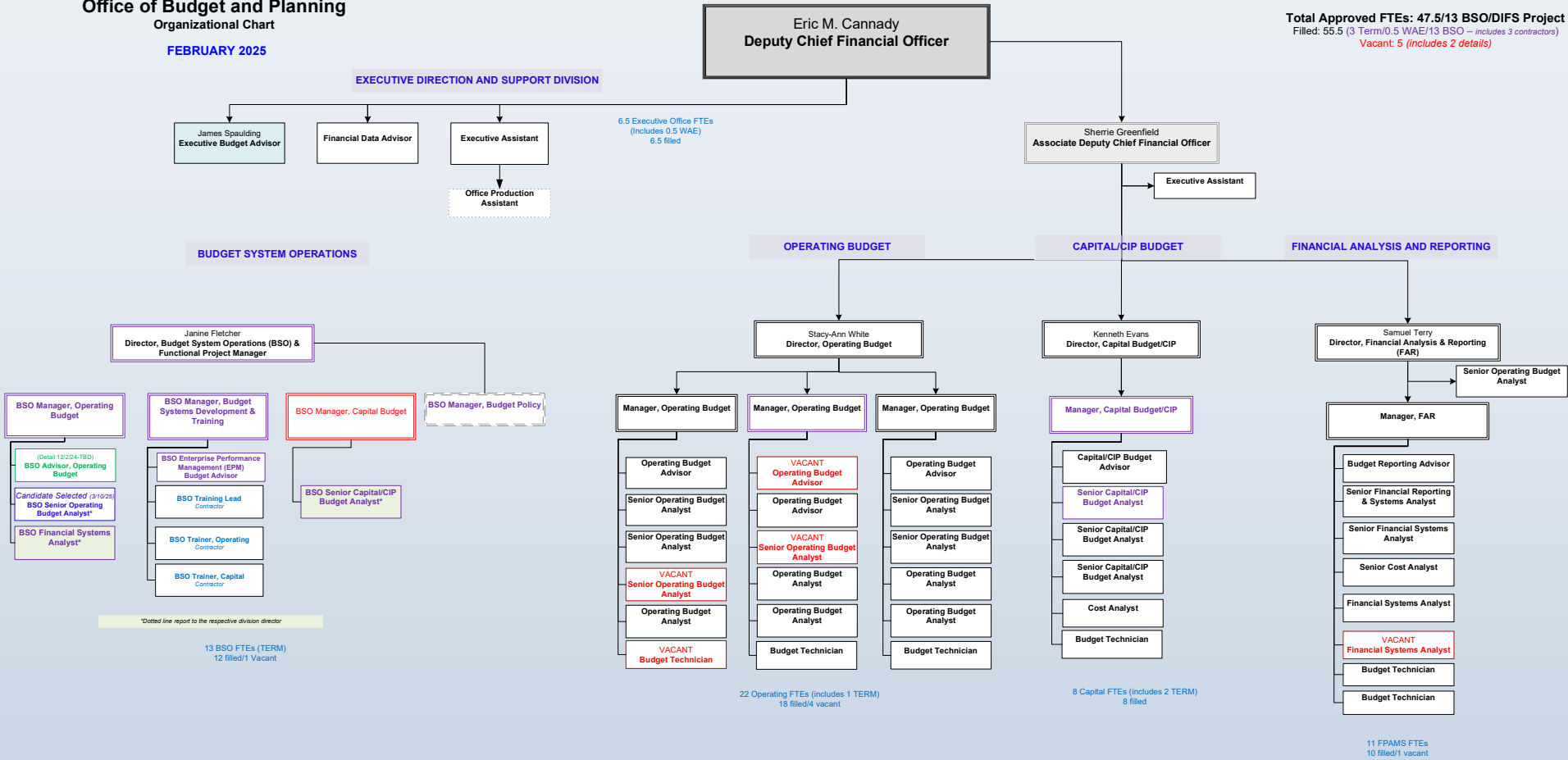
PM/ec

Office of Budget and Planning

Organizational Chart

FEBRUARY 2025

Total Approved FTEs: 47.5/13 BSO/DIFS Project  
Filled: 55.5 (3 Term/0.5 WAE/13 BSO – includes 3 contractors)  
Vacant: 5 (includes 2 details)



Key: FILLED TERM/INTERIM Candidate Selected VACANT DETAIL

## Office of Budget and Planning

	Title	Program	Cost Center	Vacant Status	Salary	Fringes @ 21.99%
<b>EXECUTIVE DIRECTION AND SUPPORT</b>						
1	Deputy Chief Financial Officer	100151	20002	F	233,908	51,460
2	Associate Deputy Chief Financial Officer	100151	20002	F	213,598	46,992
3	Financial Data Advisor	100151	20002	F	157,830	34,723
4	Executive Assistant to the DCFO	100151	20002	F	133,559	29,383
5	Executive Assistant	200032	20003	F	133,559	29,383
6	Office Production Assistant	100151	20002	F	77,699	17,094
<b>6</b>	<b>FTEs</b>					
<b>FINANCIAL ANALYSIS &amp; REPORTING</b>						
1	Director, Financial Analysis & Reporting	200029	20005	F	193,775	42,631
2	Manager, Financial Analysis & Reporting	200029	20005	F	166,861	36,709
3	Senior Financial Systems Analyst	200029	20005	F	157,830	34,723
4	Senior Financial Reporting and Systems Analyst	200029	20005	F	157,830	34,723
5	Senior Cost Analyst	200029	20005	F	153,905	33,859
6	Budget Reporting Advisor	200029	20005	F	142,130	31,269
7	Financial Systems Analyst	200029	20005	F	133,559	29,383
8	Senior Operating Budget Analyst	200029	20005	F	133,559	29,383
9	Financial Systems Analyst	200029	20005	V	103,650	22,803
10	Budget Technician	200032	20003	F	70,595	15,531
11	Budget Technician	200032	20003	F	58,358	12,839
<b>11</b>	<b>FTEs</b>					
<b>OPERATING BUDGET</b>						
1	Director, Operating Budget	200032	20003	F	199,269	43,839
2	Manager, Operating Budget	200032	20003	F	166,861	36,709
3	Manager, Operating Budget (TERM)	200032	20003	F	162,261	35,697
4	Manager, Operating Budget	200032	20003	F	162,261	35,697
5	Operating Budget Advisor	200032	20003	F	157,830	34,723
6	Operating Budget Advisor	200032	20003	F	146,055	32,132
7	Operating Budget Advisor	200032	20003	F	138,204	30,405
8	Operating Budget Advisor	200032	20003	V	122,503	26,951
9	Senior Operating Budget Analyst	200032	20003	F	130,235	28,652
10	Senior Operating Budget Analyst	200032	20003	F	126,912	27,921
11	Senior Operating Budget Analyst	200032	20003	F	120,266	26,459
12	Senior Operating Budget Analyst	200032	20003	F	116,943	25,727
13	Operating Budget Analyst	200032	20003	F	115,093	25,320
14	Operating Budget Analyst	200032	20003	F	115,093	25,320
15	Senior Operating Budget Analyst	200032	20003	V	103,650	22,803
16	Senior Operating Budget Analyst	200032	20003	V	103,650	22,803
17	Operating Budget Analyst	200032	20003	F	89,964	19,792
18	Operating Budget Analyst	200032	20003	F	71,916	15,822
19	Operating Budget Analyst	200032	20003	F	68,060	14,973
20	Budget Technician	200032	20003	F	61,855	13,608
21	Budget Technician	200032	20003	F	58,358	12,839
22	Budget Technician	200032	20003	V	54,861	12,069
<b>22</b>	<b>FTEs</b>					



CAPITAL BUDGET/CIP						
1	Director, Capital/CIP Budget	200030	20004	F	204,765	45,048
2	Manager, Capital/CIP Budget	200030	20004	F	166,861	36,709
3	Capital Budget Advisor <i>(Encumbant detailed to BSO/DIFS Project 1-12-25 - TBD)</i>	200030	20004	V	157,830	34,723
4	Senior Capital/CIP Budget Analyst (TERM)	200030	20004	F	120,266	26,459
5	Senior Capital/CIP Budget Analyst	200030	20004	F	116,943	25,727
6	Senior Capital/CIP Budget Analyst	200030	20004	F	110,297	24,265
7	Cost Analyst	200029	20005	F	93,742	20,623
8	Budget Technician	200032	20003	F	58,358	12,839
8	FTEs					
BUDGET SYSTEM OPERATIONS/DIFS (TERM)						
	Director, Budget System Operations (BSO) & Functional					
1	Project Manager	200002	20050	F	208,458	45,861
2	Manager, Budget Policy	200002	20050	F	208,458	45,861
3	Manager, Budget Systems Development & Training	200002	20050	F	180,663	39,746
4	Manager, Operating Budget	200002	20050	F	176,063	38,734
	Enterprise Performance Management (EPM) Budget					
5	Advisor	200002	20050	F	157,830	34,723
6	Manager, Capital Budget <i>(Encumbant detailed from OBP 1-12-25 - TBD)</i>	200002	20050	F	166,861	36,709
7	Advisor, Operating Budget <i>(Encumbant detailed from DYRS 12-2-24 - TBD)</i>	200002	20050	F	143,857	31,649
8	Financial Systems Analyst	200002	20050	F	112,302	24,706
9	Senior Capital Budget Analyst	200002	20050	F	110,297	24,265
10	Senior Operating Budget Analyst	200002	20050	F	103,650	22,803
10	FTEs					
WAE						
0.5	Executive Budget Advisor	100151	20002	F	218,543	
0.5	WAE					
47	APPROVED OBP FTEs					
10	APPROVED BSO/DIFS PROJECT FTEs					
0.5	WAE					
57.5	TOTAL FTEs					