

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE SECRETARY**



Responses to FY 2021 – FY 2022 Budget Oversight Questions

Kimberly A. Bassett
Secretary of the District of Columbia

Submission to
Committee on Housing and Executive Administration
Council of the District of Columbia
The Honorable Anita Bonds, Chairperson

John A. Wilson Building
1350 Pennsylvania Avenue, NW
Washington, DC 20004

FY 2021 – FY 2022 BUDGET OVERSIGHT QUESTIONS

I. Standard Agency Budget Questions

1. Please provide the following budget information for the agency for FY21 and FY22. For FY21, please include the amount approved and expenditures to date.
 - a. At the agency level, please provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object;
 - b. At the division level, please provide the total operating budget and expenditures, including FTEs, program and activity costs, dedicated taxes/revenues, special purpose funds, grants, and MOUs attributed to the work and achievements of the agency sub-division. Also include any amount of funds generated by each sub-division;
 - c. At the program level, please provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object; and
 - d. At the activity level, please provide the information broken out by source of funds and by Comptroller Source Group.

Response:

| Apprt. Fund | Pgr | Program Title | Acvy | Activity Title | Comp Source Group | Comp Object | Sum of FY 2021 Approved Budget | Sum of FY 2021 Expenditures | Sum of FY 2022 Approved Budget | Sum of FY 2021 Apprv FTE | Sum of FY 2022 Apprv FTE | | | | |
|-------------|------|-------------------|------------------------|-----------------------------|-------------------|---------------------------|--------------------------------|-----------------------------|--------------------------------|--------------------------|--------------------------|------------|------------|------------|------|
| 0100 | 1000 | AGENCY MANAGEMENT | 1020 | CONTRACTING AND PROCUREMENT | 0040 | 0401 | \$0.00 | \$0.00 | | 0.00 | | | | | |
| | | | | | | 0408 | \$0.00 | \$0.00 | | 0.00 | | | | | |
| | | | | | | 0419 | \$0.00 | \$0.00 | | 0.00 | | | | | |
| | | | | | | 0425 | \$0.00 | \$0.00 | | 0.00 | | | | | |
| | | | | | 1030 | PROPERTY MANAGEMENT FLEET | 0040 | 0416 | \$0.00 | \$0.00 | | 0.00 | | | |
| | | | | | | | | 1070 | MANAGEMENT | 0040 | 0404 | \$7,500.00 | \$6,363.58 | \$7,500.00 | 0.00 |
| | | | | | 1080 | COMMUNICATION | 0011 | 0111 | \$193,949.00 | \$130,993.15 | \$207,369.44 | 2.00 | 2.00 | | |
| | | | | | | | | | 0013 | 0132 | \$0.00 | (\$40.00) | | 0.00 | |
| | | | | | | | | | | 0014 | 0141 | \$0.00 | \$75.83 | | 0.00 |
| | | | | | | | | | 0142 | | \$0.00 | \$4,342.54 | | 0.00 | |
| | | 0147 | \$37,626.11 | \$0.00 | | | | | \$43,056.16 | 0.00 | 0.00 | | | | |
| | | 0148 | \$0.00 | \$7,752.78 | | | | | | 0.00 | | | | | |
| | | 1090 | PERFORMANCE MANAGEMENT | 0011 | 0111 | \$473,969.08 | \$299,693.38 | \$476,807.42 | 4.00 | 4.00 | | | | | |
| | | | | | | 0013 | 0132 | \$0.00 | \$0.00 | | 0.00 | | | | |
| | | | | | | | 0134 | \$0.00 | \$0.00 | | 0.00 | | | | |
| | | | | | | 0014 | 0174 | \$0.00 | \$0.00 | | 0.00 | | | | |
| | | | | | | | 0141 | \$0.00 | \$172.59 | | 0.00 | | | | |
| | | | | | | 0142 | \$0.00 | \$28,771.43 | | 0.00 | | | | | |



| | | | | | | | | | | |
|---|---|-------------|--------------------------------------|-------------|---------------------|---------------------|---------------------|---------------------|-------------|-------------|
| | | | | 0147 | \$91,950.01 | \$0.00 | \$98,699.13 | 0.00 | 0.00 | |
| | | | | 0148 | \$0.00 | \$17,120.88 | | 0.00 | | |
| | | | | 0154 | \$0.00 | \$163.63 | | 0.00 | | |
| | | | | 0155 | \$0.00 | \$465.38 | | 0.00 | | |
| | | | | 0158 | \$0.00 | \$4,157.76 | | 0.00 | | |
| | | | | 0159 | \$0.00 | \$12,436.30 | | 0.00 | | |
| | | | | 0161 | \$0.00 | \$1,495.76 | | 0.00 | | |
| | | | 0020 | 0201 | \$19,000.00 | \$3,479.95 | \$20,498.00 | 0.00 | 0.00 | |
| | | | 0031 | 0308 | \$0.00 | \$0.00 | | 0.00 | | |
| | | | 0040 | 0401 | \$0.00 | \$0.00 | | 0.00 | | |
| | | | | 0402 | \$0.00 | \$0.00 | | 0.00 | | |
| | | | | 0410 | \$0.00 | \$3,584.26 | | 0.00 | | |
| | | | 0070 | 0702 | \$0.00 | \$0.00 | \$15,700.00 | 0.00 | 0.00 | |
| AGENCY MANAGEMENT | | | | | | | | | | |
| Total | | | | | | | | | | |
| | | | | | \$823,994.20 | \$530,042.58 | \$869,630.15 | 6.00 | 6.00 | |
| 1002 | INTERNATIONAL RELATIONS AND PROTOCOL | 1200 | INTERNATIONAL RELATIONS AND PROTOCOL | 0011 | 0111 | \$122,889.00 | \$79,000.46 | \$122,889.46 | 1.00 | 1.00 |
| | | | | 0014 | 0141 | \$0.00 | \$156.61 | | 0.00 | |
| | | | | | 0147 | \$23,840.47 | \$0.00 | \$25,438.12 | 0.00 | 0.00 |
| | | | | | 0148 | \$0.00 | \$4,637.02 | | 0.00 | |
| | | | | | 0154 | \$0.00 | \$34.93 | | 0.00 | |
| | | | | | 0155 | \$0.00 | \$96.00 | | 0.00 | |
| | | | | | 0158 | \$0.00 | \$1,084.46 | | 0.00 | |
| | | | | | 0159 | \$0.00 | \$3,950.09 | | 0.00 | |
| INTERNATIONAL RELATIONS AND PROTOCOL | | | | | | | | | | |
| Total | | | | | | | | | | |
| | | | | | | \$146,729.47 | \$88,959.57 | \$148,327.58 | 1.00 | 1.00 |
| 1003 | CEREMONIAL SERVICES | 1300 | CEREMONIAL SERVICES | 0011 | 0111 | \$110,445.11 | \$92,637.31 | \$178,661.26 | 1.00 | 2.00 |
| | | | | 0012 | 0123 | \$0.00 | \$0.00 | | 0.00 | |
| | | | | | 0125 | \$0.00 | \$4,186.72 | \$0.00 | 0.00 | 0.00 |
| | | | | | 0126 | \$63,676.72 | \$0.00 | \$0.00 | 1.00 | 0.00 |
| | | | | 0013 | 0134 | \$0.00 | \$23,574.52 | | 0.00 | |
| | | | | 0014 | 0141 | \$0.00 | \$21.45 | | 0.00 | |
| | | | | | 0142 | \$0.00 | \$7,616.63 | | 0.00 | |
| | | | | | 0147 | \$33,779.63 | \$0.00 | \$36,982.88 | 0.00 | 0.00 |
| | | | | | 0148 | \$0.00 | \$2,416.49 | | 0.00 | |
| | | | | | 0152 | \$0.00 | \$3,920.28 | | 0.00 | |
| | | | | | 0154 | \$0.00 | \$63.60 | | 0.00 | |
| | | | | | 0155 | \$0.00 | \$172.08 | | 0.00 | |
| | | | | | 0158 | \$0.00 | \$565.15 | | 0.00 | |
| | | | | | 0159 | \$0.00 | \$2,040.98 | | 0.00 | |
| | | | | | 0161 | \$0.00 | \$231.66 | | 0.00 | |
| CEREMONIAL SERVICES | | | | | | | | | | |
| Total | | | | | | | | | | |
| | | | | | | \$207,901.46 | \$137,446.87 | \$215,644.14 | 2.00 | 2.00 |
| 1004 | OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE | 1401 | D.C. REGISTER | 0011 | 0111 | \$119,274.61 | \$76,067.68 | \$120,257.00 | 1.00 | 1.00 |
| | | | | 0013 | 0132 | \$0.00 | \$0.00 | | 0.00 | |
| | | | | 0014 | 0141 | \$0.00 | \$43.68 | | 0.00 | |



| | | | | | | | | | | |
|--|-----------------------------|-------------|--------------------|---------------------|---------------------|---------------------|-------------|--------------|------|------|
| | | | 0142 | \$0.00 | \$4,828.17 | | 0.00 | | | |
| | | | 0147 | \$23,139.27 | \$0.00 | \$24,893.20 | 0.00 | 0.00 | | |
| | | | 0148 | \$0.00 | \$4,589.62 | | 0.00 | | | |
| | | | 0154 | \$0.00 | \$34.93 | | 0.00 | | | |
| | | | 0155 | \$0.00 | \$96.00 | | 0.00 | | | |
| | | | 0158 | \$0.00 | \$1,073.38 | | 0.00 | | | |
| | | | 0159 | \$0.00 | \$3,803.37 | | 0.00 | | | |
| | | | 0161 | \$0.00 | \$257.07 | | 0.00 | | | |
| | | 0040 | 0408 | \$0.00 | \$0.00 | | 0.00 | | | |
| 1402 | ADMINISTRATIVE ISSUANCES | 0011 | 0111 | \$405,325.00 | \$178,344.35 | \$344,328.91 | 3.00 | 3.00 | | |
| | | 0012 | 0123 | \$0.00 | \$0.00 | | 0.00 | | | |
| | | | 0125 | \$123,620.03 | \$78,952.49 | \$126,585.98 | 2.00 | 2.00 | | |
| | | | 0126 | \$0.00 | \$0.00 | | 0.00 | | | |
| | | 0013 | 0132 | \$0.00 | \$0.00 | | 0.00 | | | |
| | | | 0134 | \$0.00 | \$0.00 | | 0.00 | | | |
| | | 0014 | 0141 | \$0.00 | \$148.37 | | 0.00 | | | |
| | | | 0142 | \$0.00 | \$23,604.57 | | 0.00 | | | |
| | | | 0147 | \$107,621.88 | \$0.00 | \$97,479.38 | 0.00 | 0.00 | | |
| | | | 0148 | \$0.00 | \$15,401.85 | | 0.00 | | | |
| | | | 0154 | \$0.00 | \$171.04 | | 0.00 | | | |
| | | | 0155 | \$0.00 | \$462.39 | | 0.00 | | | |
| | | | 0158 | \$0.00 | \$3,614.24 | | 0.00 | | | |
| | | | 0159 | \$0.00 | \$11,951.26 | | 0.00 | | | |
| | | | 0161 | \$0.00 | \$524.54 | | 0.00 | | | |
| | | 0015 | 0133 | \$0.00 | \$122.11 | | 0.00 | | | |
| OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE | | | | | | | | | | |
| <i>Total</i> | | | | \$778,980.79 | \$404,091.11 | \$713,544.47 | 6.00 | 6.00 | | |
| 1006 | OFFICE OF PUBLIC RECORDS | 1600 | RECORDS MANAGEMENT | 0011 | 0111 | \$204,076.00 | \$70,368.76 | \$222,045.17 | 2.00 | 2.00 |
| | | | 0013 | 0134 | \$0.00 | \$14,366.80 | | 0.00 | | |
| | | | | 0174 | \$0.00 | \$12,584.06 | | 0.00 | | |
| | | | 0014 | 0141 | \$0.00 | \$42.00 | | 0.00 | | |
| | | | | 0142 | \$0.00 | \$611.61 | | 0.00 | | |
| | | | | 0147 | \$39,590.75 | \$0.00 | \$45,963.35 | 0.00 | 0.00 | |
| | | | | 0148 | \$0.00 | \$5,986.23 | | 0.00 | | |
| | | | | 0154 | \$0.00 | \$61.50 | | 0.00 | | |
| | | | | 0155 | \$0.00 | \$154.04 | | 0.00 | | |
| | | | | 0158 | \$0.00 | \$1,400.00 | | 0.00 | | |
| | | | | 0159 | \$0.00 | \$3,518.46 | | 0.00 | | |
| | | | | 0161 | \$0.00 | \$18.12 | | 0.00 | | |
| | | 0040 | 0410 | \$0.00 | \$0.00 | | 0.00 | | | |
| | | | 0411 | \$0.00 | \$0.00 | | 0.00 | | | |
| | | 0041 | 0409 | \$388,687.10 | \$209,531.53 | \$15,000.00 | 0.00 | 0.00 | | |
| 1601 | ARCHIVAL ADMINISTRATION | 0011 | 0111 | \$318,318.45 | \$161,556.34 | \$335,226.58 | 4.00 | 4.00 | | |
| | | 0013 | 0134 | \$0.00 | \$0.00 | | 0.00 | | | |
| | | 0014 | 0141 | \$0.00 | \$93.78 | | 0.00 | | | |
| | | | 0142 | \$0.00 | \$23,265.28 | | 0.00 | | | |
| | | | 0147 | \$61,753.78 | \$0.00 | \$69,391.90 | 0.00 | 0.00 | | |



| | | | | | | | | | | | |
|-------------|-------------|--|---------------------------------------|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------|--------------|
| | | | | 0148 | \$0.00 | \$9,464.61 | | 0.00 | | | |
| | | | | 0154 | \$0.00 | \$128.70 | | 0.00 | | | |
| | | | | 0155 | \$0.00 | \$525.79 | | 0.00 | | | |
| | | | | 0158 | \$0.00 | \$2,213.51 | | 0.00 | | | |
| | | | | 0159 | \$0.00 | \$8,077.77 | | 0.00 | | | |
| | | | | 0161 | \$0.00 | \$1,030.77 | | 0.00 | | | |
| | | | 0031 | 0308 | \$0.00 | \$0.00 | | 0.00 | | | |
| | | | 0041 | 0409 | \$536,024.00 | \$483,835.33 | \$600,258.74 | 0.00 | 0.00 | | |
| | | | OFFICE OF PUBLIC RECORDS | | | | | | | | |
| | | | Total | | | | | | | | |
| | | | | | \$1,548,450.08 | \$1,008,834.99 | \$1,287,885.74 | 6.00 | 6.00 | | |
| 1007 | | | EXECUTIVE MGMT. | DC DEMOCRACY INITIATIVES | 0050 | 0506 | \$200,000.00 | \$185,000.00 | \$200,000.00 | 0.00 | 0.00 |
| | | | EXECUTIVE MGMT. | | | | | | | | |
| | | | Total | | | | | | | | |
| | | | | | | | \$200,000.00 | \$185,000.00 | \$200,000.00 | 0.00 | 0.00 |
| 9980 | | | PAYROLL DEFAULT PROGRAM | (blank) | 0014 | 0142 | \$0.00 | \$0.00 | | 0.00 | |
| | | | | | | 0148 | \$0.00 | \$0.00 | | 0.00 | |
| | | | | | | 0154 | \$0.00 | \$0.00 | | 0.00 | |
| | | | | | | 0155 | \$0.00 | \$0.00 | | 0.00 | |
| | | | | | | 0158 | \$0.00 | \$0.00 | | 0.00 | |
| | | | | | | 0159 | \$0.00 | \$0.00 | | 0.00 | |
| | | | PAYROLL DEFAULT PROGRAM | | | | | | | | |
| | | | Total | | | | | | | | |
| | | | | | | | \$0.00 | \$0.00 | | 0.00 | |
| 0100 | | | Total | | | | | | | | |
| | | | | | | | \$3,706,056.00 | \$2,354,375.12 | \$3,435,032.08 | 21.00 | 21.00 |
| 0600 | 1000 | | AGENCY MANAGEMENT | CONTRACTING AND PROCUREMENT PROPERTY MANAGEMENT PERFORMANCE MANAGEMENT | 0040 | 0425 | \$10,000.00 | \$50.00 | \$10,000.00 | 0.00 | 0.00 |
| | | | | | 0040 | 0416 | \$5,000.00 | \$0.00 | \$354.58 | 0.00 | 0.00 |
| | | | | | 0040 | 0405 | \$0.00 | \$0.00 | | 0.00 | |
| | | | | | 0041 | 0409 | \$65,000.00 | \$0.00 | \$0.00 | 0.00 | 0.00 |
| | | | | | 0070 | 0702 | \$15,720.00 | \$10,463.76 | \$0.00 | 0.00 | 0.00 |
| | | | AGENCY MANAGEMENT | | | | | | | | |
| | | | Total | | | | | | | | |
| | | | | | | | \$95,720.00 | \$10,513.76 | \$10,354.58 | 0.00 | 0.00 |
| 1005 | | | NOTARY COMMISSION AND AUTHENTICATIONS | NOTARY AUTHENTICATIONS | 0011 | 0111 | \$496,652.90 | \$323,513.30 | \$514,524.24 | 6.00 | 6.00 |
| | | | | | 0012 | 0123 | \$0.00 | \$0.00 | | 0.00 | |
| | | | | | | 0125 | \$0.00 | \$0.00 | | 0.00 | |
| | | | | | 0013 | 0132 | \$0.00 | (\$159.99) | | 0.00 | |
| | | | | | 0014 | 0141 | \$0.00 | \$235.64 | | 0.00 | |
| | | | | | | 0142 | \$0.00 | \$45,666.17 | | 0.00 | |
| | | | | | | 0147 | \$96,350.67 | \$0.00 | \$106,506.53 | 0.00 | 0.00 |
| | | | | | | 0148 | \$0.00 | \$14,991.24 | | 0.00 | |
| | | | | | | 0152 | \$0.00 | \$4,579.05 | | 0.00 | |
| | | | | | | 0154 | \$0.00 | \$240.64 | | 0.00 | |
| | | | | | | 0155 | \$0.00 | \$899.22 | | 0.00 | |
| | | | | | | 0158 | \$0.00 | \$4,376.90 | | 0.00 | |
| | | | | | | 0159 | \$0.00 | \$12,904.93 | | 0.00 | |
| | | | | | | 0161 | \$0.00 | \$2,021.59 | | 0.00 | |
| | | | | | 0041 | 0409 | \$55,000.00 | \$32,911.23 | \$0.00 | 0.00 | 0.00 |



| | | | | | | | | | |
|--|---------------------------------|-------------|---------------------------|-------------|-----------------------|-----------------------|-----------------------|--------------|--------------|
| NOTARY COMMISSION AND AUTHENTICATIONS | | | | | | | | | |
| Total | | | | | \$648,003.57 | \$442,179.92 | \$621,030.77 | 6.00 | 6.00 |
| 1006 | OFFICE OF PUBLIC RECORDS | 1600 | RECORDS MANAGEMENT | 0040 | 0411 | \$15,000.00 | \$0.00 | \$0.00 | 0.00 |
| | | | | 0041 | 0409 | \$341,276.43 | \$125,673.67 | \$468,614.65 | 0.00 |
| OFFICE OF PUBLIC RECORDS | | | | | | | | | |
| Total | | | | | \$356,276.43 | \$125,673.67 | \$468,614.65 | 0.00 | 0.00 |
| 0600 Total | | | | | \$1,100,000.00 | \$578,367.35 | \$1,100,000.00 | 6.00 | 6.00 |
| Grand Total | | | | | \$4,806,056.00 | \$2,932,742.47 | \$4,535,032.08 | 27.00 | 27.00 |

2. Please provide a detailed cross-walk between the agency FY21 budget and the agency FY22 budget. The cross-walk should clearly identify how budget levels have changed for each agency function.

Response:

| Program | Program Code | FY 2021 Approved | FY 2022 Request | Change from FY 2021 |
|--|---------------------|-------------------------|------------------------|----------------------------|
| AGENCY MANAGEMENT | 1000 | | | |
| CONTRACTING AND PROCUREMENT | 1020 | 10 | 10 | 0 |
| PROPERTY MANAGEMENT | 1030 | 5 | - | -5 |
| FLEET MANAGEMENT | 1070 | 8 | 8 | 0 |
| COMMUNICATION | 1080 | 232 | 250 | 19 |
| PERFORMANCE MANAGEMENT | 1090 | 666 | 612 | -54 |
| Subtotal: AGENCY MANAGEMENT | | 920 | 880 | -40 |
| INTERNATIONAL RELATIONS AND PROTOCOL | | | | |
| INTERNATIONAL RELATIONS AND PROTOCOL | 1200 | 147 | 148 | 2 |
| Subtotal: INTERNATIONAL RELATIONS AND PROTOCOL | | 147 | 148 | 2 |
| CEREMONIAL SERVICES | | | | |
| CEREMONIAL SERVICES | 1003 | 208 | 216 | 2 |
| Subtotal: CEREMONIAL SERVICES | | 208 | 216 | 8 |
| OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE | 1004 | | | |
| D.C. REGISTER | 1401 | 142 | 145 | 3 |
| ADMINISTRATIVE ISSUANCES | 1402 | 637 | 568 | -68 |
| Subtotal: OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE | | 779 | 714 | -65 |
| NOTARY COMMISSION AND AUTHENTICATIONS | | | | |
| NOTARY AUTHENTICATIONS | 1005 | 648 | 621 | -27 |
| Subtotal: NOTARY COMMISSION AND AUTHENTICATIONS | | 648 | 621 | -27 |
| OFFICE OF PUBLIC RECORDS | 1006 | | | |
| RECORDS MANAGEMENT | 1600 | 989 | 752 | -237 |
| ARCHIVAL ADMINISTRATION | 1601 | 916 | 1,005 | 89 |
| Subtotal: OFFICE OF PUBLIC RECORDS | | 1,905 | 1,757 | -148 |
| EXECUTIVE MGMT. | | | | |
| DC DEMOCRACY INITIATIVES | 1007 | 200 | 200 | 0 |



| | | | |
|---------------------------------------|--------------|--------------|-------------|
| Subtotal: EXECUTIVE MGMT. | 200 | 200 | 0 |
| Total: Office of the Secretary | 4,806 | 4,535 | -271 |

3. Please list all Memoranda of Understanding (MOU) the agency has either entered into or is planning to enter into, during FY21 and FY22. Please include the name of the contracting agency, the amount of the MOU, what programs or services the MOU will support, and whether the funds for FY20 MOUs have been transmitted.

Response:

FY 2021

| Buyer Agency | Seller Agency | Service | Program | Activity | Amount |
|---------------------|----------------------|---|----------------|--|---------------|
| BA0 | AT0 | Facilitate credit and debit card transaction processing for revenue collections | 1000 | Performance Management | \$8,310.43 |
| BA0 | TO0 | DCRegs Maintenance Support | 1004 | Office of Documents and Admin. Issuances | \$14,646.00 |
| BA0 | JR0 | Sign Language Interpretation Services | 1004 | Office of Notary Commissions and Authentications | \$472.00 |

4. For each program within the agency, please provide the following:
- An explanation of FTE increases, decreases, or vacancies contained within the proposed FY21 budget;
 - Copies of any workforce planning strategies that address critical vacancies within the agency;
 - A list of any projected surpluses or deficits for FY21.

Response:

- There are no changes in FTEs within the proposed FY21 budget. OS is in the process of filling the vacancies.
 - Not Applicable
 - OS doesn't anticipate any deficits for FY21.
5. Please provide any increases or cuts the agency is making to community outreach and communication functions and any changes to agency personnel that are responsible for these activities.

Response:

Not Applicable



6. Please provide a list of all dedicated taxes and special purpose funds maintained by, used by, or available for use by the agency for which funds are anticipated for FY21 and FY22. For each fund, please list the following:
- The revenue source name and code;
 - The source of funding;
 - Statutory reference creating the fund;
 - A description of the program that generates the funds (including how the fee is set and who pays);
 - The amount of funds generated (please list FY20, FY21 projected, and FY22 projected);
 - Expenditures of funds, including the purpose of each expenditure (please list FY20, FY21 projected, and FY22 proposed); and
 - Current balance and expected planned balance at end of FY21.

Response:

| Agency Fund | Description | DC Code/ Other Authorization | How is Amount Collected Determined | Type of Revenue Transaction | Who Makes Payment | Revenue in FY20 | Exp. FY20 | Revenue in FY21, to date | Exp. FY21, to date | Fund Balance |
|-------------|---|--|--------------------------------------|-----------------------------|-------------------|-----------------|-----------|--------------------------|--------------------|--------------|
| 600 | Notary Commission and Authentications provides commissions for all notaries public in the District of Columbia and authenticates documents. | Sale of Gov't Publications Amendment Act of 1990 | Predetermined amount by the DC code. | Fee | Citizens | \$719,430 | \$719,430 | \$568,506 | \$610,623.27 | -\$22,109.26 |

7. Please provide a list of all contracts to be entered into for FY21 and FY22, including any multiyear contracts that will continue in FY21. Please include:
- The vendor;
 - A detailed description of the services to be provided;
 - Contract amount;
 - Contract period;
 - Funding source;
 - Whether or not the contract was or will be competitively bid; and
 - If not competitively bid, please provide the determination and findings for that contract.

Response:



FY21

| Type | Vendor | Description |
|----------------|---|--|
| Purchase Order | Digi Doc, Inc. DBA Document Managers | <ul style="list-style-type: none"> • Purpose: Provide operational support and maintenance for the Electronic System Notary Application Portal. • Total amount: \$40,596.23 • Special Purpose Revenue funds • Sole Source (Initial procurement was competitively bid) • Period of service: through September 30, 2021 |
| Purchase Order | Digi Doc, Inc. DBA Document Managers | <ul style="list-style-type: none"> • Purpose: Modification to Contract CW51975 - Document Retention Schedules for independent agencies • Total amount: \$367,020 • Local funds • Sole Source (Initial procurement was competitively bid) • Period of service: through September 30, 2021 |
| MOU | National Archives and Records Administration (NARA) | <ul style="list-style-type: none"> • Purpose: Records storage and management • Total amount: depends upon the usage, the agency is billed monthly. • Local and Special Purpose Revenue funds • Sole Source (Agreement between the District and Federal) • Period of service: October 1, 2020 through September 30, 2021 |

8. Please list all program enhancements, technical adjustments, and reductions within the proposed FY22 agency budget, broken out by program. For each change in the program please:
- Indicate if it is a new initiative, an expansion or reduction of existing services, or a restoration of prior services; and
 - Provide a description and rationale for each program enhancement, adjustment, or reduction, along with associated dollar amounts and FTEs.

Response:

Enhancement, technical adjustments, and reductions within the proposed FY22 budget:

| Amount | Type | Purpose | Note |
|-----------|-------------|------------------------------|---|
| \$250,000 | Enhancement | National Archives and Record | Existing contract, the cost increases due to NARA new fee schedules introduced in FY21. |



| | | | |
|-----------|-------------|--------------------------------|--|
| | | Administration (NARA) contract | |
| \$15,000 | Enhancement | DCRegs Maintenance with OCTO | Maintenace agreement to new DCRegs web based on FileNet Architecture launched in October 2017. |
| \$367,020 | Reduction | Records Retention Schedule | One-time funding to support the records retention schedule costs for independent agencies in FY21. |
| \$169,004 | Reduction | Archives project | To replace an offsetting reduction of recurring funds for Archives project. The agency will reevaluate this project in FY23. |

9. Please list all reductions from FY21 spending levels within the proposed FY22 agency budget, broken out by program. For each reduction, please provide a description and rationale along with the associated dollar amounts and FTEs.

Response:

| <i>Program</i> | <i>FY21 Approved Budget</i> | <i>FY22 Proposed Budget</i> | <i>Reduction Amount</i> | <i>FY21 FTE</i> | <i>FY22 FTE</i> | <i>Description</i> |
|---|-----------------------------|-----------------------------|-------------------------|-----------------|-----------------|---|
| 1000 - Agency Management | \$919,714.20 | \$879,985.00 | \$39,729.20 | 6 | 6 | To offset the cost adjustment in nonpersonal costs for the Office of Public Records |
| 1004 - Office of Documents and Administrative Issuances | \$778,981.00 | \$713,544.00 | \$65,437.00 | 6 | 6 | Correction to FY21 budget chapter, which an extra FTE was accidentally added to Program Code 1402 (Administrative Issuances). |
| 1005 - Notary Commission and Authentications | \$648,003.57 | \$621,030.77 | \$26,972.80 | 6 | 6 | To offset projected adjustments in personal services costs. |
| 1006 - Office of Public Records | \$1,904,727.00 | \$1,756,500.00 | \$148,227.00 | 6 | 6 | Elimination of one-time funding to support the records retention schedule costs for independent agencies in FY21. |

10. Please provide a list of all facilities maintained by the agency, including square footage, facility name, location, description, leased/owned designation, ward, lease number, rent, and other fixed costs that are included in the cost of rent (utilities, security,



telecommunications, janitorial services, etc.). Please provide a narrative description of any proposed facility changes for FY22.

Response:

Not Applicable

11. Please provide the agency's proposed capital budget authority and spending plan for FY22. Please:

- a. Distinguish between any new funds requested for FY22 and any previously allocated funds.
- b. Provide a description of all planned capital projects for FY22 and include the amount of capital funds available for each project, a status report on each project, and planned remaining spending on the project. If capital funds have been reduced for a given project, please state the effect of the reduction.

Response:

There is no change in the proposed capital budget authority for FY22.

12. Please provide a complete accounting of all federal funds and all grants, government or private, included in the FY21 and FY22 budgets. Has the agency received any indication that federal funding may decrease in the coming fiscal year?

Response:

Not Applicable

13. What are the agency's performance measures for FY22?

- a. How were these measures developed?
- b. Which FY22 budget changes occurred in response to performance targets and FY21 performance measurements?

Response:

OS FY22 Key Performance Indicators

| Measure | FY20 Actual | FY21 Target | FY22 Target |
|---|-------------|-------------|-------------|
| Number of notary application processed (excludes government employees) | 1401 | 1700 | 1700 |
| Number of documents authenticated | 40,000 | 45,000 | 45,000 |
| Number of customer served | No data | 30,000 | 25,000 |
| Percent of ambassador welcome letters sent within three months of start of new term | 78.4% | 100% | 100% |
| Number of archival finding aids available online | No data | 15 | 10 |
| Percent of records requests fulfilled within five business days | No data | 60% | 50% |



| | | | |
|--|---------|-----|-----|
| Percent of agencies with a retention schedule updated or reviewed within the fiscal year | 6.3% | 40% | 30% |
| Percent of agencies in regular communication with OPR, where “regular communication” is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court or Federal Records Center, and email or phone communication with OPR staff members | No data | 75% | 60% |

OS FY22 Workload Measures

| Measure | FY20 Actual |
|---|-------------|
| Number of ceremonial documents prepared | 568 |
| Percent of National Day letters written versus number of National Days | 70.5% |
| Number of transfers (“SF-135s”) made by District agencies to the Federal Records Center | 43 |
| Number of records requests received | 1,098 |
| Volume of records accessioned to the DC Archives | 25.3 |
| Number of on-site researchers served | No data |
| Number of publications added to the Library of Government Information | 20 |
| Number of rulemakings processed | 393 |
| Number of administrative issuances processed | 149 |

- a. OS develops these performance measures based on the functions in each office.
- b. Not Applicable

14. Please describe any other programmatic expansions, mayoral initiatives, or anticipated reductions for FY22. Please provide a detailed description, including FY22 spending plans, the target population to be served, and the name and title of the agency employee responsible for implementing the initiative.

Response:

Not Applicable

15. Will the proposed FY22 budget allow the agency to meet all statutory mandates? If not, please explain in detail and include all factors in the current economic that are presenting challenges.

Response:

The FY22 proposed budget will allow OS to meet all statutory mandates.



II. Specific Agency Budget Questions

16. What is the status of vacancies under OS?

Response:

OS currently has four vacancies and we are in the process of filling these positions.

17. Please provide details on whether OS will receive any part of the American Rescue Plan, and if so, how much and for use in what areas? Please also include all specific requirements set forth by the U.S. Treasury Department, if any.

Response:

Not Applicable

18. During this year's Performance Oversight Hearing, witnesses shared their experiences with the DC Archives' lack of staffing. What is the status of staffing at the Archives?

Response:

OS has two vacancies in the Office of Public Records and we are in the process of filling these positions.

19. How many total positions are needed at the DC Archives to fully staff the office and fill requests?

Response:

The positions in the Office of Public Records are structured for the functions and services the Office offers. When OPR moves to the new location, the staffing will be addressed to fulfill the needs and services that the Office will offer in the new location. OS foresees an expansion of services in the new location.

20. Please provide status of the new Archives capital project. Please include details of the original \$70.9M initially allocated for the new construction at UDC's Building 41 for the new Archives facility.

Response:

Building 41 at UDC Van Ness Campus has been identified for the new Archives facility. The project to build a stand-alone, purpose-built, new Archives facility is estimated at \$73 million. There is no proposed change in the capital budget for FY22.

21. Please detail the current budget for DC Statehood initiatives.



Response:

Pursuant to Section 1022 of DC Act 19-93, the “Office of the Secretary Limited Grant-Making Authority Emergency Act of 2011,” the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights, and/or Statehood. For FY21 and FY22, OS has been authorized to issue competitive grants to promote voting rights and statehood for Washington, DC for the total amount of \$200,000.

The Office of the Secretary issued a Request for Applications (RFA) from nonprofit and community-based organizations for the grant program to promote DC self-determination and Statehood. The grant is awarded on a competitive basis. For FY21, the RFA was issued on December 4, 2020 and closed on January 4, 2021.

The awardees of FY21 DC Democracy Grant:

- DC Vote \$100,000
- DC History Center \$30,000
- League of Women Voters Education Fund \$35,000
- Students for DC Statehood \$15,000
- Anacostia Coordinating Council \$10,000
- Stand Up! For Democracy in DC Coalition \$10,000

22. Please discuss OS’ current efforts to increase the number of notaries in underserved areas, as described in OS’ FY20 Strategic Initiative.

Response:

ONCA worked with other District agencies and their stakeholders, such as the Mayor’s Office of Veterans’ Affairs, the Department of Small and Local Business Development, and the Department of Employment Services to further this opportunity. ONCA is targeting small businesses that are open on weekends and evenings and encourage them to have notary onsite as a way to increase their revenues. Notaries may charge \$5 per notarial act. Wards 7 and 8 in particular do not have many notaries, but there are pockets throughout the District that can benefit from additional notarial services. However, due to a lack of resources, we stopped this effort and we will reevaluate this initiative in the future.

23. Does OS have a dedicated budget for outreach? If so, please provide details.

Response:

Not Applicable

24. The current pandemic has also highlighted racial inequity between communities. What can OS do to facilitate a more equitable District?



Response:

- Statehood Grant - addresses voting rights and DC Statehood as a civil rights issue in the District of Columbia.
- Emancipation Day Commission
- MLK Commission
- Preserve DC history through the Office of Public Records and Archives

