

D.C. Board of Ethics and Government Accountability

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Table AG0-1

Description	FY 2016	FY 2017	FY 2018	% Change
	Actual	Approved	Proposed	from FY 2017
OPERATING BUDGET	\$1,788,807	\$2,059,619	\$2,328,719	13.1
FTEs	14.9	15.0	16.5	10.0

The Board of Ethics and Government Accountability (BEGA) is responsible for overseeing the Office of Government Ethics and the Office of Open Government. The Office of Government Ethics administers and enforces the District of Columbia Code of Conduct. The Office of Open Government enforces government-wide compliance with the D.C. Freedom of Information Act and the Open Meetings Act.

Summary of Services

Specifically, BEGA is responsible for:

- Investigating alleged violations of the Code of Conduct, holding adversarial hearings and, where appropriate, levying sanctions;
- Issuing Advisory Opinions, providing “safe-harbor” for good-faith reliance on these opinions;
- Issuing Advisory Opinions on its own initiative;
- Conducting mandatory ethics training for District government employees;
- Updating and maintaining the District Ethics Manual;
- Receiving and reviewing public financial disclosure statements from public officials and certification statements from Advisory Neighborhood Commissioners;
- Overseeing compliance of certain government employees who must file confidential financial disclosure statements with their agency heads;
- Receiving and auditing lobbyist registration forms and lobbyist activity reports;
- Issuing binding opinions on compliance with the Open Meetings Act;
- Monitoring and providing advice on District agency compliance with the Freedom of Information Act; and
- Assisting government agencies in the implementation of open government policies and practices.

The agency's FY 2018 proposed budget is presented in the following tables:

FY 2018 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AG0-2 contains the proposed FY 2018 budget by revenue type compared to the FY 2017 approved budget. It also provides FY 2016 actual data.

Table AG0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change
GENERAL FUND										
LOCAL FUNDS	1,683	1,910	2,179	269	14.1	14.9	15.0	16.5	1.5	10.0
SPECIAL PURPOSE										
REVENUE FUNDS	106	150	150	0	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	1,789	2,060	2,329	269	13.1	14.9	15.0	16.5	1.5	10.0
GROSS FUNDS	1,789	2,060	2,329	269	13.1	14.9	15.0	16.5	1.5	10.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2018 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2018 Proposed Operating Budget, by Comptroller Source Group

Table AG0-3 contains the proposed FY 2018 budget at the Comptroller Source Group (object class) level compared to the FY 2017 approved budget. It also provides FY 2015 and FY 2016 actual expenditures.

Table AG0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2015	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	1,077	1,207	1,232	1,517	285	23.1
12 - REGULAR PAY - OTHER	26	113	169	87	-82	-48.4
13 - ADDITIONAL GROSS PAY	2	2	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	205	265	294	323	28	9.6
15 - OVERTIME PAY	0	0	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	1,310	1,588	1,695	1,926	232	13.7
20 - SUPPLIES AND MATERIALS	8	2	3	66	63	2,370.9
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	1	0	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	129	195	362	287	-75	-20.8
41 - CONTRACTUAL SERVICES - OTHER	0	0	0	50	50	N/A
70 - EQUIPMENT AND EQUIPMENT RENTAL	8	3	0	0	0	N/A
SUBTOTAL NONPERSONAL SERVICES (NPS)	146	200	365	402	38	10.3
GROSS FUNDS	1,455	1,789	2,060	2,329	269	13.1

*Percent change is based on whole dollars.

FY 2018 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AG0-4 contains the proposed FY 2018 budget by division/program and activity compared to the FY 2017 approved budget. It also provides FY 2016 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table AG0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017
(1000) OFFICE OF OPEN GOVERNMENT								
(1100) OFFICE OF OPEN GOVERNMENT	438	420	553	132	3.0	3.0	4.0	1.0
SUBTOTAL (1000) OFFICE OF OPEN GOVERNMENT	438	420	553	132	3.0	3.0	4.0	1.0
(2000) BOARD OF ETHICS								
(2010) BOARD OF ETHICS	1,351	1,639	1,776	137	11.9	12.0	12.5	0.5
SUBTOTAL (2000) BOARD OF ETHICS	1,351	1,639	1,776	137	11.9	12.0	12.5	0.5
TOTAL PROPOSED OPERATING BUDGET	1,789	2,060	2,329	269	14.9	15.0	16.5	1.5

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2018 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The District of Columbia Board of Ethics and Government Accountability operates through the following 2 programs:

Office of Open Government– Receives and resolves all Open Meetings Act complaints against public bodies; oversees compliance of public bodies and enforces all requirements of the Open Meetings Act; issues advice to public bodies and on compliance with the Open Meeting Act; issues advice to District Government agencies on compliance with the Freedom of Information Act; conducts mandatory Open Meetings Act trainings and Freedom of Information Act trainings; provides policy recommendations to government on transparency best practices.

Board of Ethics – receives, investigates assesses, and adjudicates violations of the Code of Conduct, provides mandatory ethics training; issues rules and regulations governing the ethical conduct of employees and public officials; provides ethics guidance and safe harbor advice to government employees; provides for anonymous and confidential receipt of information related to violations of the Code of Conduct or other information with regard to its administration or enforcement; oversees all Lobbyist registration and activity in the District; oversees and enforces all Financial Disclosure Statement filing by District public officials and government employees.

Program Structure Change

The District of Columbia Board of Ethics and Government Accountability has no program structure changes in the FY 2018 proposed budget.

FY 2017 Approved Budget to FY 2018 Proposed Budget, by Revenue Type

Table AG0-5 itemizes the changes by revenue type between the FY 2017 approved budget and the FY 2018 proposed budget. For a more comprehensive explanation of changes, please see the FY 2018 Proposed Budget Changes section, which follows the table.

Table AG0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2017 Approved Budget and FTE		1,910	15.0
Other CSFL Adjustments	Multiple Programs	3	0.0
LOCAL FUNDS: FY 2018 Current Services Funding Level (CSFL) Budget		1,912	15.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	109	0.0
Increase: To align resources with operational spending goals	Multiple Programs	5	0.0
Decrease: To offset projected adjustments in personal services costs	Multiple Programs	-114	0.0
LOCAL FUNDS: FY 2018 Agency Budget Submission		1,912	15.0
Enhance: To support operational requirements	Multiple Programs	33	0.0
LOCAL FUNDS: FY 2018 Mayor's Proposed Budget		1,945	15.0
Enhance: To support additional FTEs	Multiple Programs	126	1.5
Enhance: To align resources with operational spending goals	Office of Open Government	58	0.0
Enhance: To support E-filing system upgrades required to implement the Financial Disclosure Amendment Act of 2016 (one-time)	Board of Ethics	50	0.0
LOCAL FUNDS: FY 2018 District's Proposed Budget		2,179	16.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2017 Approved Budget and FTE		150	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2018 Agency Budget Submission		150	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2018 Mayor's Proposed Budget		150	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2018 District's Proposed Budget		150	0.0
GROSS FOR AG0 - D.C. BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY		2,329	16.5

(Change is calculated by whole numbers and numbers may not add up due to rounding)

FY 2018 Proposed Budget Changes

The D.C. Board of Ethics and Government Accountability's (BEGA) proposed FY 2018 gross budget is \$2,328,719, which represents a 13.1 percent increase over its FY 2017 approved gross budget of \$2,059,619. The budget is comprised of \$2,178,719 in Local funds and \$150,000 in Special Purpose Revenue funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2017 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2018 CSFL adjustments to the FY 2017 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

BEGA's FY 2018 CSFL budget is \$1,912,202, which represents a \$2,583, or less than 1.0 percent, increase over the FY 2017 approved Local funds budget of \$1,909,619.

CSFL Assumptions

The FY 2018 CSFL calculated for BEGA includes adjustment entries that are not described in detail on table 5. These adjustments include a decrease of \$2,647 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, and an increase of \$5,304 in nonpersonal services based on the Consumer Price Index factor of 2.5 percent.

Additionally, a decrease of \$73 for Fixed Costs Inflation Factor accounts for adjustments to fleet services estimates.

Agency Budget Submission

Increase: BEGA proposes to increase its Local funds personal services budget by \$108,656, which consists of \$98,763 for projected salary steps and \$9,893 for Fringe Benefits. This increase enables the agency to properly align the personal services budget to include converting 2.0 Full-Time Equivalents from Temporary Full-Time to Continuing Full-Time positions. The budget in Local funds also includes an increase of \$5,000 to procure additional supplies for operational needs within the Board of Ethics program.

Decrease: The proposed Local funds budget reflects a decrease of \$113,656, which is primarily the result of lower professional services fees. This adjustment offsets projected personal services cost increases.

Mayor's Proposed Budget

Enhance: The D.C. Board of Ethics and Government Accountability's budget proposal reflects an increase of \$33,000 to support the agency's operational requirements.

District's Proposed Budget

Enhance: The Local funds budget proposal reflects an increase of \$125,517 and 1.5 FTEs. This increase enables the agency to hire a full-time Administrative Assistant to support the E-filing system and a part-time Administrative Assistant for the implementation of the Council's Financial Disclosure Amendment Act of 2016. Other adjustments in Local funds include increases of \$58,000 in the Office of the Open Government program to procure additional office supplies and materials necessary for operational requirements, and \$50,000 in one-time funding to the Board of Ethics program for upgrades to the E-filing system.

Agency Performance Plan*

D.C. Board of Ethics and Government Accountability (BEGA) has the following strategic objectives for FY 2018:

Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

Objectives

1. Issue Ethics advice in an expeditious and consistent fashion.
2. Conduct timely and appropriate investigations and enforcement actions.
3. Conduct mandatory training on the Code of Conduct and produce ethics training materials.
4. Create and maintain a highly efficient, transparent and responsive District government.**

ACTIVITIES

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the budget line items. This is further divided into “daily services” (ex. sanitation disposal), and long-term “key projects” that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that have more of their budget come from capital funding will have several key projects.

1. Issue Ethics advice in an expeditious and consistent fashion. (1 Activity)

Activity Title	Activity Description	Type of Activity
Render Timely Advice	Work with staff to ensure that ethics guidance is provided to government employees who seek ethics guidance in a substantive and useful manner.	Daily Service

2. Conduct timely and appropriate investigations and enforcement actions. (1 Activity)

Activity Title	Activity Description	Type of Activity
Support Ongoing Investigations	Monitor and support ongoing investigations to ensure timely completion. Track progress throughout the year and work with staff to ensure movement.	Daily Service

3. Conduct mandatory training on the Code of Conduct and produce ethics training materials. (1 Activity)

Activity Title	Activity Description	Type of Activity
Training Sessions	Increase number of trainings available to District government employees. Allocate staff time to ensure availability when requests are made from client agencies.	Daily Service

4. Create and maintain a highly efficient, transparent and responsive District government.** (1 Activity)

Activity Title	Activity Description	Type of Activity
Response to Inquiries	Ensure that every request for advice or information is acknowledged within 24 hours of	Daily Service

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4. Create and maintain a highly efficient, transparent and responsive District government.
(1 Activity)**

Activity Title	Activity Description	Type of Activity
	receipt. Work with staff to ensure that either a substantive response is provided or, where that is not possible, an acknowledgment that the request is under review.	

KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome-oriented and should be used to answer the question, “What does the agency need to measure to determine success?”

1. Issue Ethics advice in an expeditious and consistent fashion. (3 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of advice queries received that were handled as informal rather than formal advice	No	Not Available	Not Available	Not Available	10%	10%
Percent of formal written Advisory Opinions appealed to the Ethics Board	No	100%	Not Available	85%	85%	85%
Percent of formal written Advisory Opinions issued within 30 days of receipt of complete information from requester	No	Not Available	100%	Not Available	85%	85%

2. Conduct timely and appropriate investigations and enforcement actions. (3 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of enforcement actions that result in a sanction	No	Not Available	Not Available	Not Available	85%	85%
Percent of final Ethics Board Orders issued within 45 days of close of hearing record	No	Not Available	100%	Not Available	85%	85%
Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 120 days of initiation	No	Not Available	83.3%	Not Available	80%	80%

3. Conduct mandatory training on the Code of Conduct and produce ethics training materials. (3 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of agency trainings held within 90 days of agency making the request	No	Not Available	Not Available	Not Available	90%	90%
Percent of evaluations completed by attendees with an overall positive rating of “3” or higher on the BEGA training evaluation form	No	Not Available	Not Available	Not Available	80%	80%

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**3. Conduct mandatory training on the Code of Conduct and produce ethics training materials.
(3 Measures)**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of off site agency training requests granted	No	Not Available	Not Available	Not Available	90%	90%

4. Create and maintain a highly efficient, transparent and responsive District government.
(9 Measures)**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Budget- Federal funds returned	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Local funds unspent	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement- Contracts lapsed into retroactive status	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement- Expendable Budget spent on Certified Business Enterprises	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Customer Service- Meeting Service Level Agreements	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee District residency	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee Onboard Time	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Vacancy Rate	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management- Employee Performance Plan Completion	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

WORKLOAD MEASURES

Workload Measures, also called inputs or outputs, quantify an activity, effort or process that is necessary to make progress towards the Strategic Objectives. They help answer the question; “How much are we doing?”

1. Monitor and support ongoing investigations to ensure timely completion.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of complaints received	No	Not Available	Not Available	138
Number of formal investigations dismissed	No	Not Available	Not Available	17
Number of formal investigations initiated on intake	No	Not Available	Not Available	24
Number of formal investigations resolved after an evidentiary hearing	No	Not Available	Not Available	0
Number of formal investigations resolved with a negotiated disposition	No	Not Available	Not Available	1
Number of preliminary investigations converted to formal investigations	No	Not Available	Not Available	3
Number of preliminary investigations dismissed	No	Not Available	Not Available	34

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1. Monitor and support ongoing investigations to ensure timely completion.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of preliminary investigations opened based on information provided by means other than the hotline	No	Not Available	Not Available	85
Number of preliminary investigations opened based on tips to the hotline	No	Not Available	Not Available	2
Number of preliminary investigations resolved after an evidentiary hearing	No	Not Available	Not Available	0
Number of preliminary investigations resolved with a negotiated disposition	No	Not Available	Not Available	12

2. Increase Training Sessions. Increase number of trainings available to District government employees.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of trainings conducted	No	Not Available	Not Available	121

3. Ensure that every request for advice or information is acknowledged within 24 hours of receipt.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of formal advisory opinions issued	No	Not Available	Not Available	8

4. Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner.

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of formal written advisory opinions issued on the agency's own initiative	No	Not Available	Not Available	2
Number of formal written advisory opinions issued pursuant to a request	No	Not Available	Not Available	4
Number of requests for informal ethics advice	No	Not Available	Not Available	690

Performance Plan Endnotes

*For more information about the new structure and components of FY 2018 draft performance plans, please see the FY 2018 Proposed Budget and Financial Plan, Volume 1, Appendix E.

**"Create and maintain a highly efficient, transparent and responsive District government" is a new Strategic Objective this year required for all agencies.

***Key Performance Indicators that are new may not have historical data and may only have FY 2018 targets.