

D.C. Board of Ethics and Government Accountability

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Table AG0-1

Description	FY 2016	FY 2017	FY 2018	FY 2019	% Change
	Actual	Actual	Approved	Proposed	from FY 2018
OPERATING BUDGET	\$1,788,807	\$2,165,817	\$2,328,719	\$2,450,358	5.2
FTEs	14.9	17.0	16.5	16.5	0.0

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 agencies compliance with the Freedom of Information Act; and
- Assisting government agencies in the implementation of open government policies and practices.

The agency's FY 2019 proposed budget is presented in the following tables:

FY 2019 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table AG0-2 contains the proposed FY 2019 budget by revenue type compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual data.

Table AG0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	% Change*	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	% Change
GENERAL FUND												
Local Funds	1,683	2,071	2,179	2,298	119	5.5	14.9	16.0	16.5	15.5	-1.0	-6.1
Special Purpose Revenue Funds	106	95	150	153	3	1.8	0.0	1.0	0.0	1.0	1.0	N/A
TOTAL FOR GENERAL FUND	1,789	2,166	2,329	2,450	122	5.2	14.9	17.0	16.5	16.5	0.0	0.0
GROSS FUNDS	1,789	2,166	2,329	2,450	122	5.2	14.9	17.0	16.5	16.5	0.0	0.0

*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 2019 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2019 Proposed Operating Budget, by Comptroller Source Group

Table AG0-3 contains the proposed FY 2019 budget at the Comptroller Source Group (object class) level compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual expenditures.

Table AG0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Percentage Change*
11 - Regular Pay - Continuing Full Time	1,207	1,372	1,517	1,699	183	12.0
12 - Regular Pay - Other	113	98	87	0	-87	-100.0
13 - Additional Gross Pay	2	18	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	265	294	323	352	29	9.0
15 - Overtime Pay	0	0	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	1,588	1,782	1,926	2,051	125	6.5
20 - Supplies and Materials	2	0	66	60	-6	-8.6
31 - Telephone, Telegraph, Telegram, Etc.	0	0	0	0	0	N/A
40 - Other Services and Charges	195	383	287	339	53	18.4
41 - Contractual Services - Other	0	0	50	0	-50	-100.0
70 - Equipment and Equipment Rental	3	0	0	0	0	N/A
SUBTOTAL NONPERSONAL SERVICES (NPS)	200	384	402	399	-3	-0.7
GROSS FUNDS	1,789	2,166	2,329	2,450	122	5.2

*Percent change is based on whole dollars.

FY 2019 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table AG0-4 contains the proposed FY 2019 budget by division/program and activity compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 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	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018
(1000) OFFICE OF OPEN GOVERNMENT										
(1100) Office of Open Government	438	438	553	465	-88	3.0	3.2	4.0	3.0	-1.0
SUBTOTAL (1000) OFFICE OF OPEN GOVERNMENT	438	438	553	465	-88	3.0	3.2	4.0	3.0	-1.0
(2000) BOARD OF ETHICS										
(2010) Board of Ethics	1,351	1,729	1,776	1,985	209	11.9	13.8	12.5	13.5	1.0
SUBTOTAL (2000) BOARD OF ETHICS	1,351	1,729	1,776	1,985	209	11.9	13.8	12.5	13.5	1.0
(9960) YR END CLOSE										
(9961) Yr End Close	0	-1	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (9960) YR END CLOSE	0	-1	0	0	0	0.0	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	1,789	2,166	2,329	2,450	122	14.9	17.0	16.5	16.5	0.0

(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 2019 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 on compliance with the Open Meeting Act; issues advice to District Government agencies on compliance with the Freedom of Information Act; conducts mandatory trainings for the Open Meetings Act and Freedom of Information Act; and 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; and 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 2019 proposed budget.

FY 2018 Approved Budget to FY 2019 Proposed Budget, by Revenue Type

Table AG0-5 itemizes the changes by revenue type between the FY 2018 approved budget and the FY 2019 proposed budget. For a more comprehensive explanation of changes, please see the FY 2019 Proposed Budget Changes section, which follows the table.

Table AG0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2018 Approved Budget and FTE		2,179	16.5
Removal of One-Time Costs	Board of Ethics	-50	0.0
LOCAL FUNDS: FY 2019 Recurring Budget		2,129	16.5
COLA: FY 2019 COLA Adjustment	Multiple Programs	56	0.0
Agency Request-Increase: To support nonpersonal service costs	Multiple Programs	141	0.0
Agency Request-Decrease: To align resources with operational spending goals	Multiple Programs	-46	0.0
Agency Request-Decrease: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-66	-1.0
LOCAL FUNDS: FY 2019 Mayor's Proposed Budget		2,214	15.5
Enhance: To align personal services and Fringe Benefits with projected costs	Board of Ethics	44	0.0
Enhance: To support operational requirements (one-time)	Board of Ethics	40	0.0
LOCAL FUNDS: FY 2019 District's Proposed Budget		2,298	15.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2018 Approved Budget and FTE		150	0.0
COLA: FY 2019 COLA Adjustment	Board of Ethics	3	0.0
Agency Request-Increase: To align personal services and Fringe Benefits with projected costs	Board of Ethics	88	1.0
Agency Request-Decrease: To align resources with operational spending goals		-88	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 Mayor's Proposed Budget		153	1.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 District's Proposed Budget		153	1.0
GROSS FOR AG0 - D.C. BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY		2,450	16.5

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

FY 2019 Proposed Budget Changes

The D.C. Board of Ethics and Government Accountability's (BEGA) proposed FY 2019 gross budget is \$2,450,358, which represents a 5.2 percent increase over its FY 2018 approved gross budget of \$2,328,719. The budget is comprised of \$2,297,706 in Local funds and \$152,652 in Special Purpose Revenue (SPR) funds.

Recurring Budget

The FY 2019 budget for BEGA includes a reduction of \$50,000 to account for the removal of one-time funding appropriated in FY 2018 for the agency's E-Filing system.

Mayor's Proposed Budget

Cost-of-Living Adjustment: BEGA's budget proposal includes cost-of-living adjustments (COLA) of \$55,799 in Local funds and \$2,652 in SPR funds.

Agency Request – Increase: BEGA's budget proposal for FY 2019 Local funds reflects an increase of \$141,033 in nonpersonal services across multiple programs to cover the procurement of office support and professional services.

In Special Purpose Revenue funds, the budget proposal includes an increase of \$88,394 and 1.0 Full-Time position that was shifted from the Local funds budget to support the agency's lobbying activities. This adjustment further allows BEGA to convert 1.5 FTEs from Temporary Full Time to Continuing Full Time positions.

Agency Request – Decrease: The proposed Local funds budget includes a reduction of \$45,657 within nonpersonal services to reflect a lower projection of spending for office supplies. Another net reduction of \$66,374, primarily in the Office of Open Government program, consists of an offsetting increase of \$25,655 for salary step increases and a reduction of \$92,029 and 1.0 FTE being shifted to the Special Purpose Revenue fund.

In Special Purpose Revenue funds, the budget proposal reflects a decrease of \$88,394 in nonpersonal services within the Board of Ethics program for Other Services and Charges. This decrease enables the agency to support an additional position within the personal services budget.

District's Proposed Budget

Enhance: The Local funds budget proposal for BEGA reflects an increase of \$44,186 to properly align personal services costs and includes a salary increase for two positions within the Board of Ethics program.

The Local funds budget proposal also includes a one-time funding increase of \$40,000 to procure adequate supplies and materials for operational needs within the Board of Ethics program.

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Agency Performance Plan*

D.C. Board of Ethics and Government Accountability (BEGA) has the following strategic objectives for FY 2019:

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. Respond to requests for informal ethics advice in a substantive and useful manner	Work with staff to ensure that ethics guidance is provided to government employees who seek ethics guidance.	Daily Service

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

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

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 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of advice queries received that were handled as informal rather than formal advice	No	Not Available	10%	97.8%	10%	10%
Percent of formal written Advisory Opinions appealed to the Ethics Board	No	Not Available	85%	0%	85%	85%
Percent of formal written Advisory Opinions issued within 30 days of receipt of complete information from requester	No	100%	85%	100%	85%	85%

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

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of enforcement actions that result in a sanction	No	Not Available	85%	100%	85%	85%
Percent of final Ethics Board Orders issued within 45 days of close of hearing record	No	100%	85%	100%	85%	85%
Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 120 days of initiation	No	83.3%	80%	84.1%	80%	80%

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

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of agency trainings held within 90 days of agency making the request	No	Not Available	90%	100%	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	80%	97.5%	80%	80%
Percent of off site agency training requests granted	No	Not Available	90%	100%	90%	90%

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 2015 Actual	FY 2016 Actual	FY 2017 Actual
Number of complaints received	No	Not Available	138	183
Number of formal investigations dismissed	No	Not Available	17	12
Number of formal investigations initiated on intake	No	Not Available	24	14
Number of formal investigations resolved after an evidentiary hearing	No	Not Available	0	1
Number of formal investigations resolved with a negotiated disposition	No	Not Available	1	3
Number of preliminary investigations converted to formal investigations	No	Not Available	3	1
Number of preliminary investigations dismissed	No	Not Available	34	24
Number of preliminary investigations opened based on information provided by means other than the hotline	No	Not Available	85	33
Number of preliminary investigations opened based on tips to the hotline	No	Not Available	2	0
Number of preliminary investigations resolved after an evidentiary hearing	No	Not Available	0	0
Number of preliminary investigations resolved with a negotiated disposition	No	Not Available	12	9

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

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Number of trainings conducted	No	Not Available	121	129

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

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Number of formal advisory opinions issued	No	Not Available	8	9

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

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Number of formal written advisory opinions issued on the agency’s own initiative	No	Not Available	2	2
Number of formal written advisory opinions issued pursuant to a request	No	Not Available	4	12
Number of requests for informal ethics advice	No	Not Available	690	700

Performance Plan Endnotes:

*For more information about the structure and components of FY 2019 draft performance plans, please see the FY 2019 Proposed Budget and Financial Plan, Volume 1, Appendix E.

**We’ve revisited a project to standardize District wide measures for the Objective “Create and maintain a highly efficient, transparent and responsive District government”. New measures will be tracked in FY 2018 and FY 2019 and published starting in the FY 2019 Performance Plan.

***Key Performance Indicators that are new may not have historical data and may only have FY 2019 targets.