
Board of Ethics and Government Accountability

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Table AG0-1

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Approved	FY 2020 Approved	% Change from FY 2019
OPERATING BUDGET	\$2,165,817	\$2,111,717	\$2,450,358	\$2,778,108	13.4
FTEs	17.0	13.0	16.5	17.5	6.1

The District of Columbia's 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 2020 approved budget is presented in the following tables:

FY 2020 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table AG0-2 contains the approved FY 2020 budget by revenue type compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 actual data.

Table AG0-2

(dollars in thousands)

	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	% Change*	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	% Change
Appropriated Fund												
GENERAL FUND												
Local Funds	2,071	2,099	2,298	2,625	327	14.2	16.0	13.0	15.5	16.5	1.0	6.5
Special Purpose												
Revenue Funds	95	13	153	153	1	0.5	1.0	0.0	1.0	1.0	0.0	0.0
TOTAL FOR GENERAL FUND	2,166	2,112	2,450	2,778	328	13.4	17.0	13.0	16.5	17.5	1.0	6.1
GROSS FUNDS	2,166	2,112	2,450	2,778	328	13.4	17.0	13.0	16.5	17.5	1.0	6.1

*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 2020 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2020 Approved Operating Budget, by Comptroller Source Group

Table AG0-3 contains the approved FY 2020 budget at the Comptroller Source Group (object class) level compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 actual expenditures.

Table AG0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	Percentage Change*
11 - Regular Pay - Continuing Full Time	1,372	1,350	1,699	1,676	-24	-1.4
12 - Regular Pay - Other	98	65	0	171	171	N/A
13 - Additional Gross Pay	18	26	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	294	312	352	400	48	13.7
15 - Overtime Pay	0	1	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	1,782	1,754	2,051	2,247	196	9.6
20 - Supplies and Materials	0	18	60	60	0	0.0
31 - Telecommunications	0	8	0	0	0	N/A
40 - Other Services and Charges	383	262	339	421	82	24.1
41 - Contractual Services - Other	0	50	0	0	0	N/A
70 - Equipment and Equipment Rental	0	20	0	50	50	N/A
SUBTOTAL NONPERSONAL SERVICES (NPS)	384	358	399	531	132	33.0
GROSS FUNDS	2,166	2,112	2,450	2,778	328	13.4

*Percent change is based on whole dollars.

FY 2020 Approved Operating Budget and FTEs, by Division/Program and Activity

Table AG0-4 contains the approved FY 2020 budget by division/program and activity compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 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 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019
(1000) OFFICE OF OPEN GOVERNMENT										
(1100) Office of Open Government	438	478	465	603	138	3.2	3.2	3.0	4.0	1.0
SUBTOTAL (1000) OFFICE OF OPEN GOVERNMENT	438	478	465	603	138	3.2	3.2	3.0	4.0	1.0
(2000) BOARD OF ETHICS										
(2010) Board of Ethics	1,729	1,634	1,985	2,175	190	13.8	9.8	13.5	13.5	0.0
SUBTOTAL (2000) BOARD OF ETHICS	1,729	1,634	1,985	2,175	190	13.8	9.8	13.5	13.5	0.0
(9960) YR END CLOSE										
(9961) Yr End Close	-1	0	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (9960) YR END CLOSE	-1	0	0	0	0	0.0	0.0	0.0	0.0	0.0
TOTAL APPROVED OPERATING BUDGET	2,166	2,112	2,450	2,778	328	17.0	13.0	16.5	17.5	1.0

(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 2020 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 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 Meetings 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 agencies 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 Board of Ethics and Government Accountability has no program structure changes in the FY 2020 approved budget.

FY 2019 Approved Budget to FY 2020 Approved Budget, by Revenue Type

Table AG0-5 itemizes the changes by revenue type between the FY 2019 approved budget and the FY 2020 approved budget. For a more comprehensive explanation of changes, please see the FY 2020 Approved Budget Changes section, which follows the table.

Table AG0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2019 Approved Budget and FTE		2,298	15.5
Removal of One-Time Costs	Board of Ethics	-40	0.0
LOCAL FUNDS: FY 2020 Recurring Budget		2,258	15.5
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	95	0.0
Increase: To align resources with operational spending goals	Multiple Programs	31	0.0
Enhance: To support the replacement of audio / video equipment (one-time)	Board of Ethics	50	0.0
Enhance: To produce an online training course (one-time)	Office of Open Government	30	0.0
LOCAL FUNDS: FY 2020 Mayor's Proposed Budget		2,464	15.5
Enhance: To support additional FTE(s)	Office of Open Government	98	1.0
Enhance: To purchase software license (one-time)	Board of Ethics	33	0.0
Enhance: To purchase an additional annual software license	Board of Ethics	29	0.0
LOCAL FUNDS: FY 2020 District's Approved Budget		2,625	16.5
SPECIAL PURPOSE REVENUE FUNDS: FY 2019 Approved Budget and FTE		153	1.0
Increase: To align personal services and Fringe Benefits with projected costs	Board of Ethics	2	0.0
Decrease: To align resources with operational spending goals	Board of Ethics	-2	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2020 Mayor's Proposed Budget		153	1.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2020 District's Approved Budget		153	1.0
GROSS FOR AG0 - BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY		2,778	17.5

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

FY 2020 Approved Budget Changes

The Board of Ethics and Government Accountability's (BEGA) approved FY 2020 gross budget is \$2,778,108, which represents a 13.4 percent increase over its FY 2019 approved gross budget of \$2,450,358. The budget is comprised of \$2,624,621 in Local funds and \$153,487 in Special Purpose Revenue funds.

Recurring Budget

The FY 2020 budget for BEGA includes a reduction of \$40,000 to account for the removal of one-time funding appropriated in FY 2019 to procure adequate supplies and materials for operational needs within the Board of Ethics program.

Mayor's Proposed Budget

Increase: BEGA's FY 2020 budget proposal for Local funds reflects an increase of \$95,431 in personal services to support salary step and Fringe Benefits costs and other position-related adjustments across its programs. The budget also supports an increase of \$31,284 to cover agency-wide operational needs.

In Special Purpose Revenue funds, the budget proposal includes an increase of \$2,441 to support salary step and Fringe benefits increases, as well as other personal services adjustments within the Board of Ethics program.

Decrease: In Special Purpose Revenue funds, the budget proposal reflects a decrease of \$1,606 in nonpersonal services within the Board of Ethics program for Other Services and Charges.

Enhance: The FY 2020 proposed Local funds budget for BEGA includes a one-time increase of \$50,000 in the Board of Ethics program to support the replacement of audio and video equipment in the agency's board room, which has reached the end of its useful life. Additionally, a one-time increase of \$30,000 in the Office of Open Government supports costs related to the production of an online training course. The course will allow the agency to meet its statutory mandate to provide training on the Open Meetings Act and the Freedom of Information Act.

District's Approved Budget

Enhance: The approved Local funds budget for the Board of Ethics and Government Accountability contains an increase of \$98,000 and 1.0 FTE to support an Attorney Advisor's position within the Open Government program. Other adjustments to the Board of Ethics program include a one-time increase of \$33,000 to purchase software license and \$29,200 to purchase an additional software license for its operations.

Agency Performance Plan*

The Board of Ethics and Government Accountability (BEGA) has the following strategic objectives for FY 2020:

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 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of advice queries received that were handled as informal rather than formal advice	No	97.8%	10%	99.9%	10%	10%
Percent of formal written Advisory Opinions appealed to the Ethics Board	No	0%	85%	No Applicable Incidents	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 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of enforcement actions that result in a sanction	No	100%	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	84.1%	80%	80.8%	80%	80%

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

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of agency trainings held within 90 days of agency making the request	No	100%	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	97.5%	80%	97.6%	80%	80%
Percent of off site agency training requests granted	No	100%	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. Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner.

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of formal written advisory opinions issued on the agency’s own initiative	No	2	2	0
Number of formal written advisory opinions issued pursuant to a request	No	4	12	1
Number of requests for informal ethics advice	No	690	700	805

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

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of complaints received	No	138	183	123
Number of formal investigations dismissed	No	17	12	11
Number of formal investigations initiated on intake	No	24	14	9
Number of formal investigations resolved after an evidentiary hearing	No	0	1	0
Number of formal investigations resolved with a negotiated disposition	No	1	3	1
Number of preliminary investigations converted to formal investigations	No	3	1	5
Number of preliminary investigations dismissed	No	34	24	12
Number of preliminary investigations opened based on information provided by means other than the hotline	No	85	33	37
Number of preliminary investigations opened based on tips to the hotline	No	2	0	0
Number of preliminary investigations resolved after an evidentiary hearing	No	0	0	1
Number of preliminary investigations resolved with a negotiated disposition	No	12	9	4

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

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of trainings conducted	No	121	129	101

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

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Number of formal advisory opinions issued	No	8	9	1

Performance Plan End Notes:

*For more information about the structure and components of FY 2020 draft performance plans, please see the FY 2020 Proposed Budget and Financial Plan, Volume 1, Appendix E.

**Key Performance Indicators that are new may not have historical data and may only have FY 2020 targets.

*** District wide measures for the objective “Create and maintain a highly efficient, transparent and responsive District government” have been introduced as part of FY 2019 and FY 2020 Performance Plans and will be reported by the Office of the City Administrator (OCA). FY 2019 and FY 2020 are pilot years for this initiative, therefore not all data are available.