

**COUNCIL OF THE DISTRICT OF COLUMBIA**  
**Office of the Budget Director**



**Jennifer Budoff**  
Budget Director

**Fiscal Year 2020 Budget Submission Attachment Instructions**

1. In **Attachment I**, list all contracts, agreements, and grants to be entered into in FY20 and any contracts, agreements, and grants (i.e. District as the Grantor) that began in a prior fiscal year that will continue into FY20.
  - a. **Worksheet 1 (CSG41)** must include all contract services budgeted under CSG 41- Contractual Services. If the total of this workbook does not match the total of your budget for CSG 41 in the FY20 Proposed Budget and Financial Plan, please explain any differences.
  - b. If the contract has multiple option years, indicate which option year corresponds to FY20.
  - c. **Worksheet 2 (CSG50)** must include all human care agreements, grants, or other vendor service agreements budgeted under CSG 50 – Subsidies and Transfers. If the total of the worksheet does not match the total of your budget for CSG 50 in the FY20 Proposed Budget and Financial Plan, please explain any differences.
  - d. If the service category includes multiple vendors, please indicate the name of each vendor. If the agreements have not yet been awarded, please include the number of vendors the agency expects to contract with.
  - e. If the agreement has multiple option years, indicate which option year corresponds to FY20.
  - f. **Worksheet 3 (all other CSGs)** must include all other contracts to be entered into in FY20 and any other contracts and agreements that began in a prior fiscal year and continue into FY20.
  - g. Each worksheet listed above must have a tab that includes an agency-wide roll up of the required data. You are welcome to provide data for each agency division on separate tabs, but you must provide a tab with agency-wide data.
  - h. Your submission must be in Excel and PDF.
  - i. Name your file under the following convention: “*Agency Code\_FY20\_Attachment I*” (e.g., AB0\_FY20\_Attachment I.xls)
  - j. You may add additional lines to the sheet, but please do not change any other formatting including fonts, font size, or formulas.

## FY 2020 Budget Submission Questions

2. In **Attachment II**, list all Intra-Districts (MOUs and MOAs) for your agency for FY20. The list must include the sending (i.e. Buyer) and receiving (i.e. Seller) agencies and the service to be provided with the funds.
  - a. In Section A, list all intra-districts (FTEs and dollars) you are receiving from other agencies.
  - b. In Section B, list all funds your agency is sending to other agencies. Also, please identify the program and activity in your agency budget that includes the intra-district funds.
  - c. If this attachment does not match the proposed FY20 Budget and Financial Plan for Intra-District transfers within your agency, please explain any differences.
  - d. Attachment II must have a tab that includes an agency-wide roll up of the required data. You are welcome to provide data for each agency division on separate tabs, but you must provide a tab with agency-wide data.
  - e. Your submission must be in Excel. Please also submit the worksheets in a PDF document.
  - f. Name your file under the following convention: “*Agency Code\_FY20\_Attachment II*” (e.g., AB0\_FY20\_Attachment II.xls)
3. Please submit a copy of your **FY18 Grants Lapse Report** submitted to the Office of Budget and Planning (OBP). Your submission must be in Excel and PDF.
4. Please submit an Excel version and PDF document of the agency’s **FY 2020 BFA position load** for **operating** and **capital** funds. The Council’s Budget Office will submit a request for a current **Schedule A (i.e. Position Funding Report) from Peoplesoft** at a later date.
  - a. Total FTEs must match the agency totals in the FY20 Proposed Budget and Financial Plan. If the total FTEs do not match the FY20 Proposed Budget and Financial Plan, please explain the discrepancy.
  - b. The BFA position load must include a tab that includes an agency-wide roll up of the required data. You are welcome to provide data for each agency division on separate tabs, but you must provide a tab with agency-wide data.
  - c. Name your file under the following convention: “*Agency Code\_FY20\_BFA Position Load*” (e.g., AB0\_FY20\_BFA Position Load.xls).
5. **Deadlines:** The table below lists the deadlines based on your agency’s scheduled budget oversight hearing date.
  - a) Please submit electronically via email to Averil Carraway ([acarraway@dccouncil.us](mailto:acarraway@dccouncil.us)) and Jason Kim ([jkim@dccouncil.us](mailto:jkim@dccouncil.us)).
  - b) Please include the Council Committee Director who has oversight of your agency (see the committee assignments spreadsheet for names and e-mail addresses).
  - c) Agencies with red colored **X** in the **FY20 District Agency List by Council Committees** spreadsheet do not require a submission for the common budget questions. Please contact us if you have any questions or doubts concerning your agency’s submission.

FY 2020 Budget Submission Questions

<b>Budget Oversight Hearing Dates</b>	<b>Submission Due Date</b>
March 25 - 29	3:00pm Thursday, March 21
April 1 - 5	3:00pm Thursday, March 28
April 8 - 12	3:00pm Thursday, April 4
April 22 - 26	3:00pm Wednesday, April 17