

2019 President's Budget
Office of Budget and Program Analysis

Contents

Purpose Statement	8-1
Statement of Available Funds and Staff Years	8-2
Permanent Positions by Grade and Staff Year Summary	8-2
Shared Funding Projects	8-3
Salaries and Expenses	
Appropriations Language and Explanation of Changes	8-4
Lead-off Tabular Statement	8-4
Project Statements	8-4
Justifications	8-5
Geographic Breakdown of Obligations and Staff Years	8-5
Classification by Objects	8-6
Status of Programs	8-7
Summary of Budget and Performance	8-9

OFFICE OF BUDGET AND PROGRAM ANALYSIS

Purpose Statement

The Office of Budget and Program Analysis (OBPA) was established in June 1981. Its predecessor organization was established on July 8, 1922 (Secretary's Memorandum No. 389), under the provisions of the Budget and Accounting Act of 1921, which designated that a Budget Officer was to have charge of the preparation of estimates and other appropriations for the Department.

The mission of OBPA is to provide analyses and information to the Office of the Secretary and other policy officials to support informed decision-making regarding the Department's programs and policies, budget, legislative, and regulatory actions.

The Office of Budget and Program Analysis is located in Washington, D.C. As of September 30, 2017, there were 43 permanent full-time employees.

OBPA did not have any Office of Inspector General or Government Accountability Office evaluation reports during the past year.

OFFICE OF BUDGET AND PROGRAM ANALYSIS

Available Funds and Staff Years (SYs)
(Dollars in thousands)

Item	<u>2016 Actual</u>		<u>2017 Actual</u>		<u>2018 Estimate</u>		<u>2019 President's Budget</u>	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
	Salaries and Expenses:							
Discretionary Appropriations.....	\$9,392	43	\$9,525	48	\$9,460	47	\$8,631	45
Transfers Out to WCF.....	-	-	-475	-	-	-	-	-
Total Available.....	9,392	43	9,050	48	9,460	47	8,631	45
Lapsing Balances.....	-1,475	-	-472	-	-	-	-	-
Total Obligations, OBPA.....	7,917	43	8,578	48	9,460	47	8,631	45

Permanent Positions by Grade and Staff Year Summary

Item	<u>2016 Actual</u>		<u>2017 Actual</u>		<u>2018 Estimate</u>		<u>2019 President's Budget</u>	
	Wash.	D.C.	Wash.	D.C.	Wash.	D.C.	Wash.	D.C.
	SES.....		5		5		4	
GS-15.....		9		9		9		9
GS-14.....		17		18		17		17
GS-13.....		7		4		4		4
GS-12.....		0		2		4		3
GS-11.....		3		5		5		4
GS-10.....		1		1		1		1
GS-9.....		3		1		1		1
GS-8.....		1		1		1		1
GS-7.....		1		1		1		1
Total Permanent Positions.....		47		47		47		45
Unfilled, EOY.....		3		4		-		-
Total, Perm. Full-Time								
Employment, EOY.....		44		43		47		45
Staff Year Est.....		43		48		47		45

OFFICE OF BUDGET AND PROGRAM ANALYSIS

Shared Funding Projects
(Dollars in thousands)

	2016	2017	2018	2019
	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>President's Budget</u>
Working Capital Fund:				
Administration:				
Beltsville Service Center.....	\$23	\$14	\$15	\$15
Mail and Reproduction Management.....	71	71	63	64
Subtotal.....	94	85	78	79
Communications:				
Creative Media & Broadcast Center.....	1	1	1	1
Finance and Management:				
NFC/USDA.....	13	11	13	13
Financial Systems.....	21	17	52	53
Subtotal.....	34	28	65	66
Information Technology:				
NITC/USDA.....	6	6	19	19
Client Technology Service.....	164	211	192	195
Telecommunications Services.....	16	11	13	16
Subtotal.....	186	228	224	230
Correspondence Management.....	45	27	25	27
Total, Working Capital Fund.....	360	369	393	403
Department Shared Cost Programs:				
1890's USDA Initiatives.....	2	2	2	2
Classified National Security Information.....	1	1	1	1
Continuity of Operations Planning.....	1	1	1	1
Emergency Operations Center.....	1	1	1	1
Hispanic-Serving Institutions National Program.....	1	1	1	1
Human Resources Transformation (inc. Diversity Council)..	1	1	1	1
Identity and Access Management (HSPD-12).....	3	3	3	3
Medical Services.....	3	4	3	3
Personnel Security Branch.....	2	1	1	1
Pre-authorizing Funding.....	2	2	2	2
TARGET Center.....	1	1	1	1
Virtual University.....	1	1	1	1
Total, Department Shared Cost Programs.....	19	19	18	18
E-Gov:				
Enterprise Human Resources Integration.....	1	1	1	1
E-Rulemaking.....	2	4	5	4
E-Training.....	1	-	-	-
FOIA.....	-	-	-	2
Integrated Acquisition Environment - Loans and Grants.....	1	-	-	-
Total, E-Gov.....	5	5	6	7
Agency Total.....	384	393	417	428

OFFICE OF BUDGET AND PROGRAM ANALYSIS

The estimates include appropriation language for this item as follows (new language underscored; deleted matter enclosed in brackets):

Salaries and Expenses:

For expenses necessary for the Office of Budget and Program Analysis, [\$9,460,000] \$8,631,000.

Lead-Off Tabular Statement

Budget Estimate, 2019.....	\$8,631,000
2018 Annualized Continuing Resolution.....	<u>9,460,000</u>
Change in Appropriation.....	<u><u>-829,000</u></u>

Project Statement

Adjusted Appropriations Detail and Staff Years (SYs)
(Dollars in thousands)

Program	2016 Actual		2017 Actual		2018 Estimate		Inc. or Dec.		2019 President's Budget		
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	
Discretionary Appropriations:											
Office of Budget and											
Program Analysis.....	\$9,392	43	\$9,525	48	\$9,460	47	-\$829	(1)	-2	\$8,631	45
Transfers Out to WCF.....	-	-	-475	-	-	-	-	-	-	-	-
Total Available.....	9,392	43	9,050	48	9,460	47	-829	-2	8,631	45	
Lapsing Balances.....	-1,475	-	-472	-	-	-	-	-	-	-	
Total Obligations.....	<u>7,917</u>	<u>43</u>	<u>8,578</u>	<u>48</u>	<u>9,460</u>	<u>47</u>	<u>-829</u>	<u>-2</u>	<u>8,631</u>	<u>45</u>	

Project Statement

Obligations Detail and Staff Years (SYs)
(Dollars in thousands)

Program	2016 Actual		2017 Actual		2018 Estimate		Inc. or Dec.		2019 President's Budget		
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	
Discretionary Obligations:											
Office of Budget and											
Program Analysis.....	\$7,917	43	\$8,578	48	\$9,460	47	-\$829	(1)	-2	\$8,631	45
Lapsing Balances.....	1,475	-	472	-	-	-	-	-	-	-	
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Transfers Out to WCF.....	-	-	475	-	-	-	-	-	-	-	
Total Appropriation.....	<u>9,392</u>	<u>43</u>	<u>9,525</u>	<u>48</u>	<u>9,460</u>	<u>47</u>	<u>-829</u>	<u>-2</u>	<u>8,631</u>	<u>45</u>	

OFFICE OF BUDGET AND PROGRAM ANALYSIS

Justification of Increases and Decreases

Base funds will allow the Office of Budget and Program Analysis (OBPA) to continue to provide analyses and information to the Secretary and other senior policy officials to support informed decision-making regarding the Department's programs and policies, and budget, legislative, and regulatory actions. Additionally, it will allow OBPA to serve the key function of providing information to the Office of Management and Budget and the Appropriations Committees related to the USDA budget and providing relevant information to the Authorizing Committees.

In addition to Departmental Administration funding used for human resources operational services, current year and budget year base funds may also be used to support expedited and enhanced classification, staffing and processing efforts.

- (1) A net decrease of \$829,000 and 2 staff years for the Office of Budget and Program Analysis (\$9,460,000 and 47 staff years available in 2018).

The funding change is requested for the following items:

- a. A decrease of \$367,000 and 2 staff years will be absorbed through attrition.

OBPA will reduce staffing to support the lower funding request in the budget through attrition. Work will be performed by onboard employees.

- b. A decrease of \$462,000 from non-personnel costs.

The reduction will be achieved by lowering spending from non-personnel costs such as travel, training, equipment, contractual services, and other fee-for-service activities.

Geographic Breakdown of Obligations and Staff Years
(Dollars in thousands and Staff Years (SYs))

State/Territory	<u>2016 Actual</u>		<u>2017 Actual</u>		<u>2018 Estimate</u>		<u>2019 President's Budget</u>	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
District of Columbia.....	\$7,917	43	\$8,578	48	\$9,460	47	\$8,631	45
Lapsing Balances.....	1,475	-	472	-	-	-	-	-
Total, Available.....	9,392	43	9,050	48	9,460	47	8,631	45

OFFICE OF BUDGET AND PROGRAM ANALYSIS

OFFICE OF BUDGET AND PROGRAM ANALYSIS

Classification by Objects

(Dollars in thousands)

	<u>2016 Actual</u>	<u>2017 Actual</u>	2018 <u>Estimate</u>	2019 <u>President's Budget</u>
Personnel Compensation:				
Washington D.C.....	\$5,428	\$6,015	\$6,077	\$5,917
11 Total personnel compensation.....	5,428	6,015	6,077	5,917
11 Personnel benefits.....	1,673	1,796	1,820	1,779
12 Benefits for former personnel.....	-	10	-	-
Total, personnel comp. and benefits.....	7,101	7,821	7,897	7,696
Other Objects:				
21.0 Travel and transportation of persons.....	15	4	20	15
23.1 Rental payments to GSA.....	2	2	2	2
23.3 Communications, utilities, and misc. charges...	135	197	200	201
24.0 Printing and reproduction.....	88	79	82	85
25.2 Other services from non-Federal sources.....	359	309	375	374
25.3 Other purchases of goods and services from Federal sources.....	175	125	829	223
26.0 Supplies and materials.....	35	31	40	30
31.0 Equipment.....	7	10	15	5
Total, Other Objects.....	816	757	1,563	935
99.9 Total, new obligations.....	7,917	8,578	9,460	8,631
DHS Building Security Payments (included in 25.3).....	\$22	\$24	\$24	\$24
Position Data:				
Average Salary (dollars), ES Position.....	\$173,519	\$175,254	\$175,420	\$175,595
Average Salary (dollars), GS Position.....	\$107,068	\$110,595	\$113,755	\$116,914
Average Grade, GS Position.....	13.6	13.6	13.7	13.8

OFFICE OF BUDGET AND PROGRAM ANALYSIS

Status of Programs

The Office of Budget and Program Analysis (OBPA) coordinates the preparation of Departmental budget estimates, strategic planning, regulations, and legislative reports; administers systems for the allotment and apportionment of funds; provides analysis of U.S. Department of Agriculture (USDA) program issues, draft regulations, and budget proposals; and provides assistance to USDA policy makers in the development and execution of desired policies and programs. The Director serves as the Department's Budget Officer.

OBPA supports the USDA mission by contributing guidance, sound analysis, and objective information regarding the Department's budget, programs, and legislative and regulatory actions.

Current Activities:

- Develop and maintain instructions and guidance for budget formulation, presentation and execution;
- Improve program delivery and effectiveness, by assisting the Secretary in ensuring agencies continually improve performance; implement program improvement plans; regularly assess progress; and are held accountable for results;
- Prepare materials, including the USDA Budget Summary, Annual Performance Plan and Report, and Explanatory Notes, for presentation and justification of the budget to the Congress, news media, interest groups, and the public;
- Coordinate Departmental response to Congressional questions for the record regarding Secretarial and agency Appropriations hearings;
- Develop alternatives and supporting data for use by policy officials in making budget decisions, including reprogramming, supplemental funding requests, and reallocation of funding;
- Serve as liaison with the Office of Management and Budget (OMB) and Appropriations Committees of the Congress to explain, justify and defend USDA's budget request;
- Maintain close working relationships with the Congressional Budget Office and Congressional Authorizing Committees related to funding of mandatory programs;
- Conduct reviews of current programs, proposed programs, agency shutdown contingency plans, organizational plans, and reorganization proposals, including reviews of problem areas perceived to affect management efficiency, program outcomes, and implementation of statutory requirements and Administration policy;
- Ensure agency-developed material requiring action by the Office of the Secretary is analytically- sound, consistent with Administration policy, program, and budget requirements, and consistent with statutory authorities;
- Maintain the Departmental Manual (DM 1260-1) governing the preparation, review, and clearance of legislative reports and the annual legislative program and ensure consistency in agency development of legislative information;
- Provide comprehensive analyses of the potential costs, benefits, and programmatic implications of proposed legislation to assist in the formulation of the Department's views;

OFFICE OF BUDGET AND PROGRAM ANALYSIS

- Coordinate the clearance of legislative proposals and reports, and regulations through USDA policy officials and OMB, including responding to inquiries, providing documentation to OMB to support proposals, maintaining transmittal and clearance records, and notifying agencies of policy decisions and OMB action;
- Develop and maintain Departmental Regulation (DR 1512-1) governing the preparation, review and clearance of regulatory actions and ensure consistency with Departmental standards, as well as Congressional and Administration requirements, in agency regulatory development;
- Review regulatory actions for consistency with regulatory requirements, Executive Orders, and authorizing statutes and prepare analytical and explanatory information for policy officials to facilitate clearance of documents; and
- Coordinate and provide appropriate assistance in the preparation of the USDA portion of the Administration's Regulatory Plan and the Semi-Annual Regulatory Agenda.

Selected Examples of Recent Progress:

Budget Summary and Related Information. OBPA prepared the 2018 Budget Summary and coordinated the preparation of the 2016 Annual Report and 2018 Annual Performance Plan which provides an overview of the Department's programs and budgets, and provides funding highlights. In addition, the document provides targets for key performance measures that support the Department's strategic objectives for 2018. The 2018 Budget Summary, 2016 Annual Performance Report and 2018 Annual Performance Plan were released to the public on May 23, 2017, and are available at <http://www.obpa.usda.gov/budsum/fy18budsum.pdf> and <http://www.obpa.usda.gov/perfrpt/2016usdapfrpt2018plan.pdf>. OBPA also managed the preparation of detailed budget justifications presented in the 2018 Explanatory Notes, which are also available to the public through the USDA website.

Performance Management. The Associate Director is the Department's Performance Improvement Officer (PIO). The PIO is charged with coordinating the performance management activities of the Department and developing a performance based budget. OBPA works closely with USDA's Chief Operating Officer on organizational performance management, including Government Performance and Results Act (GPRA) Modernization Act requirements. OBPA participates in the Government-wide Performance Improvement Council to ensure the guidance and tools developed by the council are utilized as appropriate by USDA. OBPA continued to work with agencies, senior staff and OMB in 2017 on performance management.

Review of Regulatory Actions. During 2017, OBPA was actively involved in the review and clearance of 100 regulatory work plans. In addition, OBPA was actively involved in the review and clearance of 40 regulations, 108 Executive Order (EO) 12,866 review requests, and 407 notices. OBPA assisted the Department in implementing EO 13771 on reducing regulation and controlling regulatory costs and EO 13777 on enforcing the regulatory reform agenda. .

Review of Legislative Actions. During 2017, OBPA assisted in the preparation and review of 265 legislative reports. These reports were reviewed to ensure consistency with the program, policy and budgetary objectives of the Administration; based on adequate analysis, and programmatic soundness.

Review of Budget Execution Actions. During 2017, OBPA was involved in the review, clearance, or preparation of 746 budget execution and related documents. These documents were reviewed for accuracy and consistency with the budgetary objectives of the Administration. The documents reviewed consisted of: 34 Budget Data Requests and Data Calls; 252 Apportionments; 115 Non-Expenditure Transfers; 330 Advice of Allotments; and 47 Warrant Requests.

OFFICE OF BUDGET AND PROGRAM ANALYSIS

Summary of Budget and Performance

The Office of Budget and Program Analysis (OBPA) was established in June 1981. The mission of OBPA is to provide analysis and information to the Office of the Secretary and other policy officials to support informed decision-making regarding the Department’s Programs and policy, legislative, and regulatory actions.

USDA Strategic Goal 1: Ensure USDA Programs are Delivered Efficiently, Effectively, and with Integrity

Performance Measures:

Percent of legislative reports are reviewed and cleared within established timeframes.							
	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Target	2019 Target
Percent	80	80	80	80	80	80	80

Selected Past Accomplishments Toward the Achievement of the Key Outcome:

- Reviewed and cleared 80 percent of legislative reports on time.

Selected Accomplishments Expected at the 2019 Proposed Resource Level:

- Assist policy makers in decision-making and policy implementation;
- Continue to review and clear 80 percent of legislative reports on time; and
- Manage Department’s performance process.

Percent of regulatory reviews are completed within established timeframes.							
	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Target	2019 Target
Percent	98	98	98	98	98	98	98

Selected Past Accomplishments Toward the Achievement of the Key Outcome:

- Completed 98 percent of regulatory reviews on time.

Selected Accomplishments Expected at the 2019 Proposed Resource Level:

- Make significant contributions to the relevance and accuracy of controlled correspondence;
- Meet Circular A-11 requirements and submit budget materials to OMB and Congress on time; and
- Continue to complete 98 percent of regulatory reviews on time.