

2020 USDA EXPLANATORY NOTES – OFFICE OF BUDGET AND PROGRAM ANALYSIS

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AGENCY-WIDE

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, 2018, 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.

AVAILABLE FUNDS AND STAFF YEARS

Table OBPA-1. Available Funds and Staff Years (thousands of dollars, staff years (SY))

Item	2017 Actual	SY	2018 Actual	SY	2019 Estimate	SY	2020 Budget	SY
Salaries and Expenses:								
Discretionary Appropriations	\$9,525	48	\$9,525	45	\$9,525	45	\$8,199	44
Transfers Out to WCF.....	-475	-	-	-	-	-	-	-
Total Available.....	9,050	48	9,525	45	9,525	45	8,199	44
Lapsing Balances.....	-472	-	-458	-	-	-	-	-
Total, OBPA	8,578	48	9,067	45	9,525	45	8,199	44

PERMANENT POSITIONS BY GRADE AND STAFF YEARS

Table OBPA-2. Permanent Positions by Grade and Staff Years

Item	2017 Actual Wash. DC	2018 Actual Wash. DC	2019 Estimate Wash. DC	2020 Budget Wash. DC
SES	5	4	5	5
GS-15.....	9	9	9	9
GS-14.....	18	18	18	17
GS-13.....	4	4	5	5
GS-12.....	2	5	4	4
GS-11.....	5	2	2	2
GS-10.....	1	1	1	1
GS-9.....	1	1	1	1
GS-8.....	1	1	-	-
GS-7.....	1	1	-	-
Total Permanent.....	47	47	45	44
Unfilled, EOY.....	4	4	-	-
Total Perm. FT EOY.....	43	43	45	44
Staff Year Est.....	48	45	45	44

SHARED FUNDING PROJECTS*Table OBPA-3. Shared Funding Projects (dollars in thousands)*

Item	2017 Actual	2018 Actual	2019 Estimate	2020 Budget
Working Capital Fund:				
Administration:				
Mail and Reproduction Services.....	\$70	\$63	\$68	\$61
HR Enterprise System Management.....	-	1	1	1
Material Management Service Center.....	14	14	12	14
Subtotal.....	84	78	81	76
Communications:				
Creative Media & Broadcast Center.....	2	1	1	5
Finance and Management:				
Financial Shared Service.....	17	52	18	18
National Finance Center.....	11	14	13	14
Subtotal.....	28	66	31	32
Information Technology:				
Client Experience Center.....	211	192	272	276
Digital Infrastructure Service Center.....	6	18	30	30
Enterprise Network Services.....	11	13	34	35
Subtotal.....	228	223	336	341
Correspondence Management.....	27	25	2	2
Total, Working Capital Fund.....	369	393	451	456
Department-Wide Shared Cost Programs:				
1890's USDA Initiatives.....	2	-	-	-
Agency Partnership Outreach.....	-	4	4	4
Classified National Security Information.....	1	-	-	-
Continuity of Operations Planning.....	1	-	-	-
Emergency Operations Center.....	1	-	-	-
Hispanic-Serving Institutions National Program.....	1	-	-	-
Human Resources Transformation.....	1	1	-	-
Identity and Access Management.....	3	-	-	-
Medical Services.....	4	3	3	3
Office of Customer Experience.....	-	1	1	2
Personnel and Document Security.....	-	1	1	1
Personnel Security Branch.....	1	-	-	-
Security Detail.....	2	2	2	2
Security Operations.....	-	5	5	5
TARGET Center.....	1	1	1	1
USDA Enterprise Data Analytics Services.....	-	-	-	2
Virtual University.....	1	-	-	-
Total, Department-Wide Reimbursable Programs.....	19	18	17	20
E-Gov:				
Enterprise Human Resources Integration.....	1	1	1	1
E-Rulemaking.....	4	5	4	-
Total, E-Gov.....	5	6	5	1
Agency Total.....	393	417	473	477

ACCOUNT 1: SALARIES AND EXPENSES

LEAD-OFF TABULAR STATEMENT

Table OBPA-4. Lead-Off Tabular Statement

Item	Amount
2019 Annualized Continuing Resolution	\$9,525,000
Change in Appropriation	-1,326,000
Budget Estimate, 2020	<u>8,199,000</u>

APPROPRIATIONS LANGUAGE

The appropriations language follows (new language underscored; deleted matter enclosed in brackets):

Office of Budget and Program Analysis

For necessary expenses of the Office of Budget and Program Analysis, \$8,199,000.

PROJECT STATEMENT

Table OBPA-5. Project Statement (thousands of dollars, staff years (SY))

Item	2017 Actual	SY	2018 Actual	SY	2019 Estimate	SY	Inc. or Dec.	Chg Key	SY	2020 Budget	SY
Discretionary Appropriations:											
Office of Budget and Program Analysis...	\$9,525	48	\$9,525	45	\$9,525	45	-\$1,326	(1)	-1	\$8,199	44
Transfers Out to WCF.....	-475	-	-	-	-	-	-	-	-	-	-
Total Available.....	9,050	48	9,525	45	9,525	45	-\$1,326	-	-1	8,199	44
Lapsing Balances.....	-472	-	-458	-	-	-	-	-	-	-	-
Total Obligations.....	<u>8,578</u>	<u>48</u>	<u>9,067</u>	<u>45</u>	<u>9,525</u>	<u>45</u>	<u>-1,326</u>	<u>-1</u>	<u>-1</u>	<u>8,199</u>	<u>44</u>

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.

1) A decrease of \$1,326,000 and 1 staff year (\$9,525,000 and 45 staff years available in 2019).

The funding change is requested for the following items:

a. A decrease of \$165,000 and 1 staff year 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 on board employees.

b. A decrease of \$1,161,000 from non-personnel costs.

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

GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND STAFF YEARS

Table OBPA-6. Geographic Breakdown of Obligations and Staff Years (thousands of dollars, staff years (SY))

State/Territory/Country	2017		2018		2019		2020	
	Actual	SY	Actual	SY	Estimate	SY	Budget	SY
District of Columbia.....	\$8,578	48	\$9,067	45	\$9,525	45	\$8,199	44
Lapsing Balances	472	-	458	-	-	-	-	-
Total, Available.....	9,050	48	9,525	45	9,525	45	8,199	44

CLASSIFICATION BY OBJECTS

Table OBPA-7. Classification by Objects (thousands of dollars)

Item No.	Item	2017 Actual	2018 Actual	2019 Estimate	2020 Budget
	Personnel Compensation:				
	Washington D.C.....	\$6,015	\$5,841	\$5,894	\$5,756
11	Total personnel compensation	6,015	5,841	5,894	5,756
12	Personal benefits	1,796	1,875	1,784	1,792
13.0	Benefits for former personnel	10	3	5	5
	Total, personnel comp. and benefits	7,821	7,719	7,683	7,553
	Other Objects:				
21.0	Travel and transportation of persons.....	4	9	12	10
22.0	Transportation of things	-	1	1	1
23.1	Rental payments to GSA.....	2	2	2	2
23.3	Communications, utilities, and misc. charges	197	128	200	125
24.0	Printing and reproduction	79	85	100	60
25.2	Other services from non-Federal sources.....	309	613	857	150
25.3	Other goods and services from Federal sources.....	125	208	500	128
26.0	Supplies and materials	31	79	100	100
31.0	Equipment.....	10	223	70	70
	Total, Other Objects.....	757	1,348	1,842	646
99.9	Total, new obligations.....	8,578	9,067	9,525	8,199
	DHS Building Security Payments (included in 25.3).....	\$24	\$24	\$28	\$28
	Position Data:				
	Average Salary (dollars), ES Position.....	\$175,254	\$178,584	\$181,977	\$185,435
	Average Salary (dollars), GS Position	\$110,595	\$112,696	\$114,837	\$117,019
	Average Grade, GS Position	13.6	13.6	13.7	13.8

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 responses 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;
- 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 2019 Budget Summary and coordinated the preparation of the 2017 Annual Report and 2019 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 2019. The 2019 Budget Summary, 2017 Annual Performance Report and 2019 Annual Performance Plan were released to the public on February 12, 2018 and are available at <https://www.obpa.usda.gov/budsum/fy19budsum.pdf> and <https://www.obpa.usda.gov/perfrpt/2019perfplan2017rpt.pdf>. OBPA also managed the preparation of detailed budget justifications presented in the 2019 Explanatory Notes, which are also available to the public through the USDA website.

In 2018, OBPA developed and put into production a database solution for the USDA Program Geographic Breakdown (PGB), one of the largest annual data collection exhibits produced by OBPA. The new PGB database allows users to input data directly into the database via a web browser or client application. Analyses and clearances of the PGB data will be completed online eliminating the need for agency submissions and approvals to be submitted to OBPA via emails resulting in a more efficient work flow process.

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 (i.e., the Deputy Secretary) on organizational performance management, including Government Performance and Results Act (GPRA) and 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 2018 on performance management. In May 2018, OBPA finalized and published the USDA FY 2018- FY 2022 Strategic Plan. Finally, OBPA reestablished the Quarterly Strategic Review (QSR) process with the Deputy Secretary's office as required by the GPRA Modernization Act.

In FY 2018, OBPA worked with the Deputy Secretary's office to re-establish the QSR process. OBPA prepared templates and meeting agendas and worked with the performance community to develop the appropriate materials. The mission area undersecretaries, other relevant leadership, and OBPA held meetings each quarter with the Deputy Secretary to discuss agency performance and related matters.

Review of Regulatory Actions. During 2018, OBPA was actively involved in the review and clearance of 82 regulatory work plans. In addition, OBPA was actively involved in the review and clearance of 181 regulations (includes Executive Order (EO) 12,866 and exempt rules), 141 EO 12,866 interagency review requests from OMB, and 438 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 2018, OBPA assisted in the preparation and review of 264 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 2018, OBPA was involved in the review, clearance, or preparation of over 900 budget execution and related documents. These documents were reviewed for accuracy and consistency with the budgetary objectives of the Administration and statutory authorities. The documents reviewed consisted of: 34 Budget Data Requests and Data Calls; 289 Apportionments; 205 Non-Expenditure Transfers; 381 Advice of Allotments; 4 Treasury Appropriation Fund Symbol Requests and 44 Warrant requests.