

2018 President's Budgets  
Office of Budget and Program Analysis

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## 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, 2016, there were 47 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	2015 Actual		2016 Actual		2017 Estimate		2018 President's Budget	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
	Salaries and Expenses:							
Discretionary Appropriations..	\$9,392	41	\$9,392	43	\$9,374	49	\$9,093	47
Total Available.....	9,392	41	9,392	43	9,374	49	9,093	47
Lapsing Balances.....	-1,683	-	-1,475	-	-	-	-	-
Subtotal Obligations, OBPA....	7,709	41	7,917	43	9,374	49	9,093	47

Permanent Positions by Grade and Staff Year Summary

Item	2015 Actual		2016 Actual		2017 Estimate		2018 President's Budget	
	Wash. D.C.		Wash. D.C.		Wash. D.C.		Wash. D.C.	
	SES.....	5		5		5		5
GS-15.....	13		9		9		9	
GS-14.....	12		17		17		17	
GS-13.....	11		7		7		7	
GS-11.....	2		3		3		3	
GS-10.....	1		1		1		1	
GS-9.....	7		3		5		3	
GS-8.....	1		1		1		1	
GS-7.....	-		1		1		1	
Total Permanent Positions .....	52		47		49		47	
Unfilled, EOY.....	12		-		-		-	
Total, Perm. Full-Time Employment, EOY.....	40		47		49		47	
Staff Year Est.....	41		43		49		47	

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

Salaries and Expenses:

For necessary expenses of the Office of Budget and Program Analysis, [\$9,374,000] \$9,093,000.

Lead-Off Tabular Statement

(Dollars in thousands)

Budget Estimate, 2018.....	\$9,093,000
2017 Annualized Continuing Resolution .....	<u>9,374,000</u>
Change in Appropriation.....	<u><u>-281,000</u></u>

Summary of Increases and Decreases

(Dollars in thousands)

	2015 Actual	2016 Change	2017 Change	2018 Change	2018 President's Budget
Discretionary Appropriations:					
Office of Budget and Program Analysis .....	\$9,392	-	-\$18	-\$281	\$9,093

Project Statement

Adjusted Appropriations Detail and Staff Years (SYs)

(Dollars in thousands)

Program	2015 Actual		2016 Actual		2017 Estimate		Inc. or Dec.		2018 Presidents Budget	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Discretionary Appropriations:										
Office of Budget and										
Program Analysis.....	\$9,392	41	\$9,392	43	\$9,374	49	-\$281	-2	\$9,093	47
Total Appropriation.....	9,392	41	9,392	43	9,374	49	-281	-2	9,093	47
Lapsing Balances.....	-1,683	-	-1,475	-	-	-	-	-	-	-
Total Obligations.....	<u>7,709</u>	<u>41</u>	<u>7,917</u>	<u>43</u>	<u>9,374</u>	<u>49</u>	<u>-281</u>	<u>-2</u>	<u>9,093</u>	<u>47</u>

OFFICE OF BUDGET AND PROGRAM ANALYSIS

Project Statement

Obligations Detail and Staff Years (SYs)

(Dollars in thousands)

Program	<u>2015 Actual</u>		<u>2016 Actual</u>		<u>2017 Estimate</u>		<u>Inc. or Dec.</u>		<u>2018 President's Budget</u>		
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	
Discretionary Obligations:											
Office of Budget and											
Program Analysis.....	\$7,709	41	\$7,917	43	\$9,374	49	-\$281	(1)	-2	\$9,093	47
Total Obligations.....	7,709	41	7,917	43	9,374	49	-281		-2	9,093	47
Lapsing Balances.....	1,683	-	1,475	-	-	-	-		-	-	-
Total Available.....	9,392	41	9,392	43	9,374	49	-281		-2	9,093	47
Total Appropriation.....	9,392	41	9,392	43	9,374	49	-281		-2	9,093	47

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 \$281,000 for the Office of Budget and Program Analysis (\$9,374,000 and 49 staff years available in 2017).

The funding change is requested for the following item:

- (a) An increase of \$169,000 for pay costs (\$45,000 for annualization of the 2016 pay increase and \$124,000 for the 2017 pay increase).

The proposed funding level is needed to cover pay and benefit cost increases for existing staff. This will ensure adequate resources are available for the office to carry out its full range of responsibilities and support USDA program delivery.

- (b) A decrease of \$215,000 and 2 staff years will be absorbed through attrition.

OBPA will reduce staffing to support the lower funding request in the budget but the reduction will be achieved through attrition.

- (c) A decrease of \$235,000 from Non-Personnel costs.

By reducing the non-personnel costs, such as travel, training, and equipment.

OFFICE OF BUDGET AND PROGRAM ANALYSIS

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

State/Territory	2015 Actual		2016 Actual		2017 Estimate		2018 President's Budget	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
District of Columbia.....	\$7,709	41	\$7,917	43	\$9,374	49	\$9,093	47
Lapsing Balances.....	1,683	-	1,475	-	-	-	-	-
Total, Available.....	9,392	41	9,392	43	9,374	49	9,093	47

Classification by Objects

(Dollars in thousands)

	2015 Actual	2016 Actual	2017	2018
			Estimate	President's Budget
<b>Personnel Compensation:</b>				
Washington D.C.....	\$5,080	\$5,428	\$6,308	\$6,300
11 Total personnel compensation.....	5,080	5,428	6,308	6,300
12 Personnel benefits.....	1,506	1,673	1,923	1,887
Total, personnel comp. and benefits.....	6,586	7,101	8,231	8,187
<b>Other Objects:</b>				
21.0 Travel and transportation of persons.....	11	15	30	20
23.1 Rental payments to GSA.....	2	2	2	2
23.3 Communications, utilities, and misc. charges..	156	135	145	147
24.0 Printing and reproduction.....	91	88	93	65
25.2 Other services from non-Federal sources.....	291	359	359	315
25.3 Other purchases of goods and services from Federal sources.....	507	175	469	324
26.0 Supplies and materials.....	38	35	35	25
31.0 Equipment.....	27	7	10	8
Total, Other Objects.....	1,123	816	1,143	906
99.9 Total, new obligations.....	7,709	7,917	9,374	9,093
DHS Building Security Payments (included in 25.3)	-	\$22	\$22	\$23
<b>Position Data:</b>				
Average Salary (dollars), ES Position.....	\$171,801	\$173,519	\$175,254	\$175,420
Average Salary (dollars), GS Position.....	\$110,500	\$107,068	\$108,674	\$109,000
Average Grade, GS Position.....	13.7	13.6	13.7	13.7

OFFICE OF BUDGET AND PROGRAM ANALYSIS

Shared Funding Projects

(Dollars in thousands)

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>Working Capital Fund:</b>				
Administration:				
Beltsville Service Center.....	\$19	\$23	\$14	\$15
Mail and Reproduction Management.....	59	71	70	68
Subtotal.....	78	94	84	83
Communications:				
Creative Media & Broadcast Center.....	2	1	1	1
Finance and Management:				
NFC/USDA.....	13	13	11	11
Financial Systems.....	21	21	17	18
Subtotal.....	34	34	28	29
Information Technology:				
NITC/USDA.....	6	6	6	20
Client Technology Service.....	180	164	210	218
Telecommunications Services.....	16	16	11	12
Subtotal.....	202	186	227	250
Correspondence Management.....	79	45	27	27
Total, Working Capital Fund.....	395	360	367	390
<b>Department Shared Cost Programs:</b>				
1890's USDA Initiatives.....	1	2	2	1
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 & Access Management (HSPD-12).....	4	3	4	3
Medical Services.....	4	3	5	5
Personnel Security Branch.....	2	2	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.....	20	19	21	19
<b>E-Gov:</b>				
Enterprise Human Resources Integration.....	1	1	1	1
E-Rulemaking.....	1	2	4	5
E-Training.....	1	1	-	-
Integrated Acquisition Environment - Loans and Grants.....	1	1	-	-
Total, E-Gov.....	4	5	5	6
Agency Total.....	419	384	393	415

## 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 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, 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;

## OFFICE OF BUDGET AND PROGRAM ANALYSIS

- 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 2017 Budget Summary and coordinated the preparation of the 2015 Annual Report and 2017 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 2017. The 2017 Budget Summary, 2015 Annual Performance Report and 2017 Annual Performance Plan were released to the public on February 2, 2016, and are available at <http://www.obpa.usda.gov/budsum/fy17budsum.pdf> and <http://www.obpa.usda.gov/perfrpt/2015usdaperfrpt2017plan.pdf>. OBPA also managed the preparation of detailed budget justifications presented in the 2017 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 2016 on performance management.

Review of Regulatory Actions. During 2016, OBPA was actively involved in the review and clearance of 139 regulatory work plans. In addition, OBPA was actively involved in the review and clearance of 50 regulations, 1 significant guidance document, 198 Executive Order (EO) 12,866 review requests, and 34 notices. OBPA assisted the Department in meeting periodic OMB reporting requirements and implementation plan pursuant to EO 13563 on the retrospective review of existing regulations and EO 13610 on reducing paperwork and reporting burdens.

Review of Legislative Actions. During 2016, OBPA assisted in the preparation and review of 322 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 2016, OBPA was involved in the review, clearance, or preparation of 682 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: 26 Budget Data Requests and Data Calls; 263 Apportionments; 91 Non-Expenditure Transfers; 304 Advice of Allotments; and 18 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.

The Department will be revising the USDA Strategic Plan later in the spring and expects to release it with the FY 2019 President's Budget.

Key Performance Measures:

Percent of legislative reports are reviewed and cleared within established timeframes.							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Percent	80	80	80	80	80	80	80
Cost*	\$3,018	\$3,139	\$3,106	\$3,161	\$3,246	\$3,843	\$3,728

\*Amounts in thousands

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 2018 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.							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Percent	98	98	98	98	98	98	98
Cost*	\$4,342	\$4,516	\$4,469	\$4,548	\$4,671	\$5,531	\$5,365

\*Amounts in thousands

Selected Past Accomplishments Toward the Achievement of the Key Outcome:

- Completed 98 percent of regulatory reviews on time; and

Selected Accomplishments Expected at the 2018 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.