Form 2: Operating Budget Enhancement Requests

FY 2022 Agency Budget Submission

Complete a separate Form 2 for each enhancement request in your submission.

SECTION I. OVERVIEW

Required for ALL requests

ENHANCEMENT TITLE*

Vacancy Savings Reduction

ENHANCEMENT PRIORITY*

1 OUT OF **2**

AGENCY*

Special Education Transportation

AGENCY CODE*

GO0

AGENCY POINT OF CONTACT*

Kimberly L. Borges

POINT OF CONTACT EMAIL*

Kimberly.Borges@dc.gov

REQUEST TYPE*

Mark the one request type that best describes this enhancement. No type is preferred over any other, but the questions in Section II: Rationale differ by type.

- ☒ **A. Restore previous budget reduction/one-time funding**
- ☐ **B. Increased cost to maintain existing program/activity**
- ☐ **C. Operational improvement with strong business case**

*For these request types, complete **Sections I and II** only*

- ☐ **D. Expand high-performing existing program/activity**
- ☐ **E. Completely new program/activity with highly likely or proven positive outcomes for District residents**

*For these request types, complete **Sections I through V***

FUNDING REQUEST*

Enter amount of Local Funds requested and indicate whether funds are one-time or recurring.

FY 2022 PERSONAL SERVICES (PS)	FY 2022 NON-PERSONAL SERVICES (NPS)	**FY 2022 TOTAL REQUEST AMOUNT**
$5,056,341	0	$5,056,341

☐ **ONE-TIME** ☐ **PARTIALLY RECURRING** ☒ **RECURRING**

FUTURE COSTS*

If recurring, enter estimated costs over the life of the Financial Plan.

TOTAL FY 2023	**TOTAL FY 2024**	**TOTAL FY 2025**
$5,144,827	$5,234,861	$5,326,472

ENHANCEMENT SUMMARY*

In one sentence, tell us what this enhancement is.

OSSE Division of Special Education Transportation is requesting an enhancement to restore the FY22 budget submission reductions.

ENHANCEMENT IMPACT*

In one sentence, tell us what the expected positive impact is on District residents or government operations.

OSSE-DOT is requesting this enhancement to comply with the federal law (IDEA, Sec. 504, and FAPE) and prevent litigation for failure to comply. OSSE DOT is federally mandated to provide transportation services to eligible students with disabilities who are residents of the District of Columbia. Failure to restore the proposed reduction could result in the District's failure to meet the maintenance of effort provision required for the receipt and use of federal IDEA funding. To minimize the amount of the restoration, the positions could be restored

AGENCIES: Please use Form 2 to provide additional details about enhancement requests in your FY 2022 budget submission. This information is an important part of the decision-making process. Well thought-out and reasoned requests are much more likely to receive favorable consideration.

FY 2022 Enhancements

As always, we eagerly invite fresh, innovative, evidence-based ideas for improving the quality or efficiency of city services. This is especially true as we face unprecedented challenges resulting from the COVID-19 pandemic.

At the same time, we face significant resource constraints that will drastically limit our ability to fund new initiatives in the FY 2022 budget. Therefore, we are seeking your help in identifying thoughtful, viable cost-saving measures that will afford us the opportunity to continue improving the services we provide to our community.

Enhancement requests to expand existing programs or activities, or to start completely new programs or activities should include in Section III a budget reduction that offsets the amount of the request in whole or in significant part. Offsetting reductions should be in addition to reductions to meet the agency's MARC. Requests accompanied by viable cost-saving options are much more likely to receive favorable consideration.

REQUIRED SECTIONS

- **Sections I and II** are required for ALL requests.
- **Sections I-V** are required for Type D and Type E requests.

Please remember to submit the Form 2 Summary spreadsheet along with the separate Form 2s for each enhancement by your agency's submission deadline.

assuming an entry level salary for each vacancy and the difference can be used as savings for the District.

SECTION I. OVERVIEW (continued)

Required for ALL requests

SPENDING & STAFFING PLAN*

List below, or in an attached spreadsheet, what the requested funds would purchase (e.g., personnel, equipment, contracts). For each proposed FTE, list the grade and position type or title. ***Double-click the table to open the embedded Excel file.***

Item	Description	FTEs	PS	NPS	Total
48885	Bus Attendant	0.9	$52,374	$0	**$52,374**
48900	Motor Vehicle Operator	0.9	$61,066	$0	**$61,066**
48903	Bus Attendant	1.0	$49,657	$0	**$49,657**
48938	Bus Attendant	1.0	$52,374	$0	**$52,374**
48940	Bus Attendant	1.0	$52,374	$0	**$52,374**
48961	Bus Attendant	0.9	$52,374	$0	**$52,374**
49049	Bus Attendant	0.9	$49,657	$0	**$49,657**
49082	Bus Attendant	0.9	$49,657	$0	**$49,657**
49088	Motor Vehicle Operator	0.9	$61,066	$0	**$61,066**
49106	Bus Attendant	0.9	$49,657	$0	**$49,657**
49143	Bus Attendant	0.9	$49,657	$0	**$49,657**
49146	Bus Attendant	0.9	$49,657	$0	**$49,657**
49160	Motor Vehicle Operator	0.9	$61,066	$0	**$61,066**
49191	Motor Vehicle Operator	0.9	$61,066	$0	**$61,066**
49220	Motor Vehicle Operator	0.9	$63,783	$0	**$63,783**
49245	Motor Vehicle Operator	0.9	$61,066	$0	**$61,066**
49252	Community Relations Specialist	1.0	$99,421	$0	**$99,421**
49267	Payroll Tech	0.9	$65,570	$0	**$65,570**
49270	Motor Vehicle Operator	0.9	$63,783	$0	**$63,783**
49389	Motor Vehicle Operator	0.9	$63,783	$0	**$63,783**
49400	Bus Attendant	0.9	$49,657	$0	**$49,657**

SECTION II. RATIONALE

Required for ALL requests

What problem for the District are you aiming to address?*

OSSE-DOT is requesting this enhancement to comply with the federal law (IDEA, Sec. 504, and FAPE) and prevent litigation for failure to comply. OSSE DOT is federally mandated to provide transportation services to eligible students with disabilities who are residents of the District of Columbia. To end hiring of essential and administrative positions that support the work of the division in FY 2022 would make it impossible to deliver federally mandated transportation services which will violate federal law. It would also hinder the agency's ability to meet the maintenance of effort requirement for IDEA, jeopardizing the receipt of millions in grant funds.

It is important to note that the District of Columbia was a defendant in a 17-year consent decree from the failure to provide mandated transportation services for students (Petties v. District of Columbia) and is currently in litigation involving the IDEA Part C. Finally, it is important to note that OSSE recently convened a special education task force to address the performance shortfalls of students with disabilities enrolled in DCPS and public charter schools. This reduction would further contribute to the negative academic results by denying students access to their education.

What are the reasons why this problem exists?*

During the FY 2022 budget formulation process, OSSE DOT was provided a MARC of $6.7M less than required to meet mandated services. The OSSE DOT locally funded budget includes positions (PS) and fixed costs. In order to meet the required target, the division had to make reductions in personnel services in the amount of $5,056,341. A reduction will halt hiring and prevent the provision of federally mandated transportation services to students with disabilities.

How does this enhancement address this problem and its underlying causes?*

The approval of the requested enhancement will allow OSSE DOT, on behalf of the District of Columbia, to provide transportation services to the eligible students with disabilities in accordance with the federal law. The agency can continue to meet the maintenance of effort requirement to receive and use federal IDEA funding. Additionally, OSSE DOT will continue to meet required Key Performance Indicators and Workload Measures which include: Percent of drivers and attendants active and available for work daily, percent of students arriving at school on-time, compliance with employee credentials, percent of buses in service, student ride time compliance, complaints per 1000 student trips.

Will legislative support be required?* ☐ **YES** ☒ **NO**
If yes, please submit a proposed BSA subtitle using Attachment D.

FY 2022 POLICY PRIORITIES*

Use the appropriate dropdown menu below to select which one of your cluster's policy priorities for FY 2022 this enhancement would address and explain below how it would do so. If this enhancement addresses multiple priorities, or priorities in other clusters, select the main one and explain any others below. If this enhancement does not address any of your cluster's FY 2022 policy priorities, please explain any other District priorities it addresses.

PLANNING & ECONOMIC DEV.	Choose an item.
PUBLIC SAFETY & JUSTICE	Choose an item.
OPERATIONS & INFRASTRUCTURE	Choose an item.
HEALTH & HUMAN SERVICES	Choose an item.
EDUCATION	**Ready to Learn**
INTERNAL SERVICES	Choose an item.

How does this enhancement support the policy priority or priorities identified above?*

The mission of the Division of Student Transportation is to provide safe, reliable and efficient transportation services that positiviely support learning opportunities for eligible students from the District of Columbia. The provision of transportation to students with disabilities ensures their access to and from their required school programs in DC, Virginia and Maryland. The measures taken by the division to promote efficiencies in the time of transit, trained staff and the required accomodations (nursing, accessible vehicles, one-to-one aides, sign language interpreters) ensures students arrive on-time to school ready to learn. In response to COVID19 and in alignment with local and federal health guidance, the number of passengers on school buses has been significantly reduced (by ½ for a total not to exceed 6-7 passengers depending on the vehicle manufacturer) which may result in the need for additional (not less) staff as students return to in person learning. Students receiving transportation services (students with disabilities) has been identified by DCPS, public charter and non-public schools as a priority group for return to in-person learning. To ensure the division can meet the federal mandate, the requested enhancements/restoration of positions must be approved. In acknowledgment of the current fiscal state of the District, OSSE DOT would suggest restoring the positions at the minimum grade and step for each role which will result in savings to the District.

In FY20 in collaboration with the DME, OSSE conducted a review of the academic achievements and created a citywide agenda to accelerate the academic outcomes for students with disabilities. The review highlighted currently students with disabilities (1 in 5 of public school students) lag behind their peers in academic achievement. The current strategic plan specifically outlines supports needed through 2023 to meet this goal which does not assume any reduction in the level of services provided.

Finally, a reduction in the local funding for the Division of Student Transportation will negatively impact the maintenance of effort requirements for the IDEA grant potentially threatening the receipt and distribution of federal grant funds.

SECTION II. RATIONALE (continued)

Required for ALL requests

QUESTIONS SPECIFIC TO ENHANCEMENT TYPE*

Mark the appropriate enhancement type and use the space below the table to answer the questions for that enhancement type.

IF YOUR ENHANCEMENT TYPE IS…	THEN ANSWER THESE QUESTIONS…
☒ **A. Restore previous budget reduction/one-time funding**	Why is the restoration of this reduction critical for the District at this time? What negative impact will result if this reduction is not restored?
☐ **B. Increased cost to maintain existing program/activity**	Why are costs increasing to maintain existing levels of service? What are the main cost drivers and what options has the agency already implemented or considered implementing to lower these costs?
☐ **C. Operational improvement with a strong business case**	How will this enhancement help the District save money in this or future fiscal years? How much will it save?
☐ **D. Expand high-performing existing program/activity**	Why is this program or activity considered to be high performing? How do the outputs or outcomes compare to those of similar programs within or outside of District government?
☐ **E. Completely new program or initiative with highly likely or proven positive outcomes for District residents**	What will be the District's return on this investment, as measured by how many and/or which District residents are served, and/or relative social benefit?

Responses to Questions*

To restore the vacancies used to meet the MARC is $5,056,341. This enhancement will allow OSSE DOT to meet the federally mandated requirement of IDEA, Section 504 of the Rehabilitation Act and FAPE. The District of Columbia will benefit from this enhancement because it will drastically reduce the risk of litigation and continue to support the increase in student attendance and student performance. Failure to restore these vacancies will result in additional litigation costs and a reduction in federal grant funds.

STOP HERE for enhancement types **A, B, or C**.

CONTINUE to Section III for enhancements types **D or E**.

SECTION III. PROPOSED OFFSETTING BUDGET REDUCTION

Required for Type D and E requests

Due to resource constraints, requests to expand existing programs or activities or to start completely new programs or activities should include a budget reduction that offsets the amount of the request in whole or in significant part. Offsetting reductions should be in addition to reductions to meet the agency's MARC. Requests accompanied by viable cost-saving options are much more likely to receive favorable consideration.

ENHANCEMENT TITLE*
As it appears in Section I.

Click or tap here to enter text.

TOTAL FY 2022 REQUEST AMOUNT*
As it appears in Section I.

Click or tap here to enter text.

PROPOSED OFFSETTING REDUCTIONS*

List below, or in an attached spreadsheet, the proposed offsetting budget reductions. The reductions must be equal to or greater than the Total FY 2022 Request amount shown above.

Reduction	Description	Total amount reduced	PS amount reduced	NPS amount reduced	FTEs reduced
	TOTAL	**$0**	**$0**	**$0**	**0.0**

Explanation*

Please explain why the reduction(s) shown above is/are viable. What are the anticipated impacts and why are these impacts more palatable than impacts from other potential reductions?

Click or tap here to enter text.

SECTION IV. EVALUATION & PERFORMANCE

Required for Type D and E requests

Required for all enhancement requests to expand existing programs or activities or launch completely new programs or activities. Incomplete submissions will be returned.

What evidence supports the likelihood that this enhancement will achieve the desired outcome?*

Please describe outcomes from similar efforts that have been undertaken before in the District or in other cities. If possible, include formal evaluation studies and lessons learned from both successes and failures in any similar attempts. Provide links to cite your sources.

Click or tap here to enter text.

Is your enhancement identical to the model the evidence comes from?*

- ☐ **YES.** The enhancement is identical to the model the evidence comes from and the population served is similar. Indicate below how you will ensure your agency implements the model fully.
- ☐ **NO.** The enhancement differs from the model the evidence comes from, is just a part of that model, serves a different population, etc. Below, describe how it differs and why.

Click or tap here to enter text.

EVALUATING ENHANCEMENTS

As part of the budget formulation process, OBPM will categorize the research evidence you cite based on whether:

- the study design was rigorous, and the study was well implemented;
- the findings are positive and statistically significant; and
- the evidence is based on a model and population similar to the proposed enhancement.

THE LAB@DC TEAM IS HERE TO HELP!

Have questions about the evidence? Email thelab@dc.gov (and CC your budget analyst). The Lab can pre-review evidence, brainstorm future evaluation ideas, offer suggestions on where to look for evidence, and help you think through the evidence you've found.

If the enhancement is granted, is your agency willing to evaluate whether the enhancement achieves the desired outcome? This could involve piloting the enhancement with District residents or neighborhoods. (The Lab @ DC is able to provide guidance on how to do this.)*

☐ **YES** ☐ **NO**

List any agency key performance indicators (KPIs) impacted by this enhancement.*

List KPIs from most significant to least. If you are proposing a new KPI, write "NEW" in the columns for FY 2019-FY 2021.

KEY PERFORMANCE INDICATOR (KPI)	WHICH DIRECTION IS DESIRED?	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 TARGET

SECTION V. PROJECT PLAN

Required for Type D and Type E requests

Required for all enhancement requests to expand existing programs or activities or launch completely new programs or activities. Incomplete submissions will be returned.

Complete this draft project plan to show how the agency will deliver the intended results before the end of the fiscal year. This will also help OBPM determine when full funding will be required for implementation. Complete as best you can, knowing the plan might evolve.

PROJECT OWNER*

Who is the single person who will be most responsible for this initiative? If the project owner must be hired, specify who will own the project until that time.

NAME Click or tap here to enter text.
TITLE Click or tap here to enter text.
EMAIL Click or tap here to enter text.
PHONE Click or tap here to enter text.

BUSINESS PARTNER COORDINATION*

What other agencies or stakeholders would be critical to this project's success, and what communication have you had with them?

Click or tap here to enter text.

PROJECT TIMELINE*

Describe below anticipated implementation milestones by month to show how the agency will deliver the intended results.

PREPARATION FOR PROJECT LAUNCH (before start of fiscal year)	
JUNE 2021	
JULY	
AUG	
SEPT	
FISCAL YEAR STARTS, FUNDS DISBURSED	
OCT 2021	
NOV	
DEC	
JAN 2022	
FEB	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUG	
SEPT	