Form 2: Operating Budget Enhancement Requests
FY 2023 Agency Budget Submission

OFFICE OF THE CITY ADMINISTRATOR
Budget & Performance Management

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

SECTION I. OVERVIEW	*Required for ALL requests*

ENHANCEMENT TITLE*

DEL Data Modernization – Operations and Maintenance

ENHANCEMENT PRIORITY*

1 OUT OF **3**

AGENCY*
OSSE main

AGENCY CODE*
GD0

AGENCY POINT OF CONTACT*
Aida Fikre

POINT OF CONTACT EMAIL*
Aida.Fikre@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 <u>maintain</u> existing program/activity**

☐ **C. Operational improvement with strong business case**

For these request types, complete Sections I-III 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 <u>Local Funds</u> requested and indicate whether funds are one-time or recurring.

FY 2023 PERSONAL SERVICES (PS)	FY 2023 NON-PERSONAL SERVICES (NPS)	FY 2023 TOTAL REQUEST AMOUNT
$0	$354,648	$354,648

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

FUTURE COSTS*

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

TOTAL FY 2024	TOTAL FY 2025	TOTAL FY 2026
$354,648	$354,648	$354,648

ENHANCEMENT SUMMARY*
In 1-3 sentences, tell us what this enhancement is.

This enhancement is to support the operations and maintenance costs associated with hosting the Division of Early Learning's child care case management system with the vendor. The vendor shall manage operation of all cloud infrastructure components and services required by OSSE. The cost includes infrastructure in a main site, a disaster recovery site, operational support, security monitoring and operations and maintenance.

ENHANCEMENT IMPACT*
In 1-3 sentences, tell us what the expected positive impact is on District residents or government operations.

Funding the operations and maintenance related to the child care case management system will be secure and accessible for parents, child care providers and early learning staff. The implementation of the case management system will modernize and streamline operations and funding the operations and maintenance costs will ensure the system is operating at full capacity to serve residents.

Does this enhancement specifically seek to mitigate racial equity gaps in the District?*

☐ YES   ☒ NO

Regardless of yes/no, please complete Section III to share more information about this enhancement's impact on racial equity.

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
Operations and Maintenance	Hosting, security, operations and maintenance related to OSSE's child care case management system	0.0	$0	$354,648	**$354,648**
TOTAL		**0.0**	**$0**	**$354,648**	**$354,648**

SECTION II. RATIONALE   *Required for ALL requests*

Responses below may include discussion of racial equity issues addressed by this enhancement request. Use Section III to expand on these ideas and share more about the racial equity work that has informed this request.

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

OSSE's Division of Early Learning and CIO and currently implementing a new case management system that will update several outdated technology systems and streamline into one system that will support child care providers, parents, and staff. This funding will support the operations and maintenance costs associated with the new system and ensure it is accessible and secure at all times.

What are the reasons why this problem exists?*

OSSE currently uses several outdated forms of technology to manage child care providers, children and families and payments, including an access database that is used to process $8 million in child care subsidy payments monthly. This new system will ensure these payments can continue uninterrupted.

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

The enhancement will provide operations and maintenance support for the newly implemented system to ensure it will be accessible and secure.

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

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 <u>maintain</u> 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*

The District initially solicited the procurement of the new child care case management system to include development, but as with all new technology systems, the out years will require operations and maintenance costs once the system is

SECTION III. BUDGETING FOR RACIAL EQUITY   *Required for ALL requests*

deployed. OSSE carefully considered hosting costs through OCTO, but after thorough analysis OSSE's CIO concluded that hosting with the vendor would save the district money in the long run. OSSE is able to cover the operations and maintenance costs in FY22 with American Rescue Plan funds but will need an enhancement for FY23 and beyond.

How does this budget enhancement align with the goal of advancing racial equity in the District?*

This enhancement supports a new child care case management system that will assist in providing access to quality child care for the District's most vulnerable children.

**Please indicate the racial, ethnic, and/or economic inequities experienced by District residents
that could be addressed via specific portions of this enhancement request.***
Please cite the data or data source(s) that support this determination.

Residents who are eligible for subsidized child care will be able to access quality care for their children, thereby increasing workforce participation, especially for women. This enhancement will support the case management system to ensure that data is accurate and accessible for eligible families and district staff.

Did your agency conduct a racial equity impact assessment of this proposed enhancement?*   ☐ YES   ☒ NO
If yes, please describe below. If not, please explain why not.

Click or tap here to enter text.

Did your agency utilize race and ethnicity data to inform this enhancement request?*   ☐ YES   ☒ NO
If yes, please describe below. If not, please explain the origin of this enhancement.

Click or tap here to enter text.

**What additional disaggregated demographic data will your agency collect, track, design,
implement, and/or evaluate to assess equity impacts in the community moving forward
and inform future budget decisions?***

This case management system will allow the District to have demographic data on all families and children who are accessing the subsidized child care program.

Is this enhancement in direct response to community engagement or requests?*   ☐ YES   ☒ NO
If yes, please describe below. If not, please explain the origin of this enhancement.

This enhancement request arises from operational costs of the new child care case management system.

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

CONTINUE to Section IV for enhancement types **D or E**.

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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. <u>Provide links to cite your sources.</u>

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. 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 2020-FY 2022.

KEY PERFORMANCE INDICATOR (KPI)	WHICH DIRECTION IS DESIRED?	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 TARGET

SECTION V. PROJECT PLAN | *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.

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 2022	
JULY	
AUG	
SEPT	

FISCAL YEAR STARTS, FUNDS DISBURSED	
OCT 2022	
NOV	
DEC	
JAN 2023	
FEB	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUG	
SEPT	