

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
SALARIES AND EXPENSES, HOUSING AND URBAN DEVELOPMENT
BUDGET ACTIVITY 12: FIELD POLICY AND MANAGEMENT

SCOPE OF ACTIVITY

The Field Policy and Management (FPM) activity provides management oversight to Regional and Field Office Directors, communicates Secretarial priorities and policies to the field, ensures the effective pursuit of Secretarial Initiatives and special projects, and other management and administrative functions.

The attached charts display detailed staffing and workload estimates based on the Resource Estimation and Allocation Process (REAP) baseline data.

WORKLOAD

The Assistant Deputy Secretary for Field Policy and Management manages the operations of FPM to advance the strategic goals of the Department. Through the Regional and Field Office Directors, the Assistant Deputy Secretary establishes management priorities for front office field operations and coordinates Secretarial initiatives to ensure effective use of resources for maximum positive impact. In addition, the Office is tasked with developing mechanisms which: ensure that critical field program delivery issues are addressed; assess program impacts and customer service at the local level; and provide operational feedback designed to constructively influence program design and Departmental policy making.

Fiscal year 2003 represents the first full year of operation following the field realignment which was completed mid-year in fiscal year 2002. The Assistant Deputy Secretary for Field Policy and Management has direct supervision of the Regional Directors who, in turn, have direct supervision over the field offices. This change has greatly improved oversight of the field and simplified budget and administrative functions of the office.

The Regional Directors and Field Office Directors are the "operational managers" in each of the field offices. Regional and Field Office Directors ensure that limited staff and other resources are used to maximum effect to accomplish Departmental priorities and that the component parts of each field office effectively function as a common enterprise in achieving Departmental goals, both to serve our customers well and use resources efficiently.

Salaries and Expenses, Housing and Urban Development
 Budget Activity 12: Field Policy and Management

TRAVEL

The table below identifies travel requirements unique to this activity.

	ACTUAL 2003	ENACTED 2004	ESTIMATE 2005	INCREASE + DECREASE - 2005 vs 2004
	(Dollars in Thousands)			
Travel (HQ)	\$502	\$570	\$570	...
Travel (Field)	466	597	604	+7
Total.....	968	1,167	1,174	+7

The implementation of the Department's six strategic goals through Management Plans will require the Regional and Field Office Directors to travel to various locations to meet with the Department's customers, governmental entities, and civic organizations to advance activities and initiatives associated with the mission of the Department. A modest increase from the fiscal year 2004 level is being proposed for fiscal year 2005. A very small change is proposed for fiscal year 2005 from fiscal year 2004. As field management staff have adjusted to their new positions and established a level of confidence with the Regional Directors, field travel has increased somewhat and will continue to do so. The office is providing substantial support through travel funding to such major undertakings such as Faith and Community Based initiatives and the Interagency Council for the Homeless. Travel is the most significant aspect of the field management function.

CONTRACTS

	ACTUAL 2003	ENACTED 2004	ESTIMATE 2005	INCREASE + DECREASE - 2005 vs 2004
	(Dollars in Thousands)			
General Support	\$1
Total.....	1

The Assistant Deputy Secretary for Field Policy and Management has direct responsibility for the Dispute Management process for the immediate office as well as the field. This includes EEO complaints, grievances and alternative dispute resolution, as appropriate. Formal hearings and depositions require verbatim transcripts of the sessions. These are provided by formal court reporting companies with whom the Department must contract. In like matters, it is necessary to obtain copies of the transcripts. From time-to-time during the year the office also must contract for such services as meeting room space and supporting equipment such as audio/visual. Meetings are held on a recurring basis with senior field management staff. Funds also must support small contracts for such things as plaques and other award/recognition items that are presented to field staff for extraordinary service for special accomplishments and occasions.

Salaries and Expenses, Housing and Urban Development
 Budget Activity 12: Field Policy and Management

FIELD POLICY AND MANAGEMENT
Personal Services
Summary of Change
(Dollars in Thousands)

<u>Personal Services</u>	<u>FTE</u>	<u>S&E Cost</u>
2003 Actual.....	513	\$48,593
2004 Appropriation/Request.....	530	51,947
<u>Changes Due To</u>		
2005 January Pay Raise.....	0	584
2004 January Pay Raise.....	0	532
Staffing increase/decrease.....	0	0
Other benefit changes.....	0	1,282
2005 Request.....	530	54,345

Salaries and Expenses, Housing and Urban Development
 Budget Activity 12: Field Policy and Management

FIELD POLICY AND MANAGEMENT
Summary of Requirements by Grade
Salaries and Expenses
(Dollars in Thousands)

	2003 Actual	2004 Appropriation/ Request	2005 Request	Increase/ Decrease
<u>Grade:</u>				
Executive Level IV				0
ES-6	0	0	0	0
ES-5	0	0	0	0
ES-4	0	1	1	0
ES-3	2	3	5	2
ES-2	4	5	5	0
ES-1	6	4	2	-2
GS-15	142	147	147	0
GS-14	79	81	81	0
GS-13	79	80	80	0
GS-12	33	33	36	3
GS-11	8	8	11	3
GS-10	1	1	1	0
GS-9	44	44	38	-6
GS-8	6	6	6	0
GS-7	61	61	61	0
GS-6	7	8	8	0
GS-5	21	21	21	0
GS-4	26	27	27	0
GS-3	1	0	0	0
GS-2	0	0	0	0
GS-1	0	0	0	0
Total Positions	520	530	530	0
Average ES Salary	\$120,167	\$122,485	\$124,177	\$1,692
Average GS Salary	\$56,529	\$58,847	\$59,729	\$882
Average GS Grade	11.6	11.6	11.6	0

Salaries and Expenses, Housing and Urban Development
 Budget Activity 12: Field Policy and Management

FIELD POLICY AND MANAGEMENT
Summary of Requirements by Object Class
Salaries and Expenses
(Dollars in Thousands)

<u>Object Class</u>	<u>2003 Actual</u>	<u>2004 Appropriation/Request</u>	<u>2005 Request</u>	<u>Increase/Decrease</u>
Personal Services.....	\$48,593	\$51,947	\$54,345	+\$2,398
Travel and Transportation of Persons.....	968	1,167	1,174	+7
Transportation of Things.....	0	0	0	0
Rent, Communication & Utilities.....	0	0	0	0
Printing and Reproduction.....	0	2	2	0
Other Services.....	1	0	0	0
Supplies and Materials.....	3	5	5	0
Furniture & Equipment.....	0	0	0	0
Insurance Claims & Indemnities.....	0	0	0	0
Total Obligations.....	49,565	53,121	55,526	+2,405

Detail of Field Policy and Mangement Staff Requirements

	FTE			Increase + Decrease - 2005 vs 2004
	Actual 2003	Estimate 2004	Estimate 2005	
Headquarters.....	22.0	24.0	24.0	0.0
Field	<u>491.0</u>	<u>506.0</u>	<u>506.0</u>	<u>0.0</u>
Total	513.0	530.0	530.0	0.0

Summary of Field Policy and Mangement Staff Requirements

	Actual 2003	Estimate 2004	Estimate 2005	Increase + Decrease - 2005 vs 2004
<u>Headquarters Employment</u>				
Headquarters Offices	<u>22.0</u>	<u>24.0</u>	<u>24.0</u>	<u>0.0</u>
Subtotal	22.0	24.0	24.0	0.0
<u>Field Employment</u>				
Field Offices - Management	<u>491.0</u>	<u>506.0</u>	<u>506.0</u>	<u>0.0</u>
Subtotal	491.0	506.0	506.0	0.0
Total FPM	513.0	530.0	530.0	0.0

Detail of Field Policy and Mangement Staff Requirements

Workload Guideline	Workload Indicator	----- Fiscal Year 2003 -----			----- Fiscal Year 2004 -----			----- Fiscal Year 2005 -----				
		Projected Accomplish- ment	Projected Unit Cost (Hrs)	FTE	Underfunded Workload/ Allocation	Projected Accomplish- ment	Projected Unit Cost (Hrs)	FTE	Underfunded Workload/ Allocation	Projected Accomplish- ment	Projected Unit Cost (Hrs)	FTE
Headquarters												
Headquarters Offices												
Perform FPM Management/Operations	NA	15.4		14.3		14.3
Perform Administrative Support to FPM/Field Offices	Number of Staff Supported	640	11.60	3.6		531	14.50	3.7		531	14.50	3.7
Provide Support and Guidance to Headquarters/Field	Number of Field Offices Supported	80	77.00	<u>3.0</u>		80	157.00	<u>6.0</u>		80	157.00	<u>6.0</u>
Subtotal				22.0				24.0				24.0
Field Employment												
Field Offices												
Perform Program Management/Operations	NA	181.2		181.2		181.2
Perform Administrative/Planning and Support/Special Initiatives	NA	240.6		300.0		300.0
Perform Public Relations/Web Master Duties	NA	<u>69.2</u>		<u>24.8</u>		<u>24.8</u>
Subtotal				491.0				506.0				506.0
Total FPM				513.0				530.0				530.0