

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
EXECUTIVE OFFICES**

(\$ in Thousands)

	FY 2015 Actual	FY 2016 Enacted	FY 2017 Request
Personnel Services	\$12,917	\$12,595	\$13,263
Non-Personnel Services			
Travel	290	291	253
Transportation of Things	15	-	-
Rent, Comm. & Utilities	25	25	25
Printing	37	28	24
Other services/Contracts	697	736	561
Training	34	64	25
Supplies	66	61	49
Furniture	10	-	-
Working Capital Fund	-	-	279
Non-Personnel Services Subtotal	\$1,174	\$1,205	\$1,216
Grand Total	\$14,091	\$13,800	\$14,479
Associated FTE	80.7	82.2	84.7

Program Area Overview:

The Executive Offices (EO) implement laws and policies and provide the overall direction and leadership for the Department. These offices are responsible for the overall development, implementation and management of the Department's programs. More specifically, they ensure the accomplishment of the Department's mission and strategic goals; address congressional relations activities; provide guidance and education on housing, community development and equal housing opportunity policies to the public and private interest groups; utilize media outreach to make sure the public is regularly informed about the Department's latest activities; conduct hearings to make determinations concerning formal complaints or opposing actions initiated by the Department;

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ensure the Department's compliance with small business contracting regulations; and carry out White House directives by providing outreach, convening events, and information exchange with communities.

Executive Offices include:

- Office of the Secretary
- Office of the Deputy Secretary
- Office of the Congressional and Intergovernmental Relations
- Office of Public Affairs
- Office of Adjudicatory Services
- Office of Small and Disadvantaged Business Utilization
- Center for Faith-Based and Neighborhood Partnerships

Requested Level and Justification

EO requests \$14,479K and 84.7 FTE in fiscal year 2017, an overall increase of \$679K to include \$279K in mandatory funding for the newly established Working Capital Fund (WCF) and 2.2 FTE compared to fiscal year 2016:

- An increase of 2.2 FTE and \$668K in Personnel Services is the result of FTE increases due to the change in administration, efficiencies in technology and nominal increase to fund the pay raise, promotions and within grade increases.
- Request also include \$279K to pay working capital fund fees for shared services, and other investments determined by the Secretary.
- An overall decrease of \$268K in Non-personnel Services, including a decrease of \$38K in Travel and a decrease of \$176K in Other Services due to the reduction in personnel required providing temporary staffing support to the Executive Offices.

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Full-time Equivalents

Staffing	FY 2015 FTE	FY 2016 FTE (Est)	FY 2017 FTE (Est)
Office of the Secretary	18.4	18.6	18.7
Office of the Deputy Secretary	4.8	5.7	5.7
Office of the Congressional and Intergovernmental Relations	17.1	14.7	16.2
Office of Public Affairs	20.7	22.6	22.4
Office of Adjudicatory Services	8.1	8.8	9.6
Office of Small and Disadvantaged Business Utilization	3.3	4.7	4.9
Center for Faith-Based and Neighborhood Partnerships	8.3	7.1	7.2
Total	80.7	82.2	84.7

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
EXECUTIVE OFFICES
THE IMMEDIATE OFFICE OF THE SECRETARY**

(\$ in Thousands)

Account Name	FY 2015 Actual	FY 2016 Enacted	FY 2017 Request
Personnel Services	\$3,249	\$3,172	\$3,272
Non-Personnel Services			
Travel	110	94	80
Transportation of Things	15	0	0
Printing	8	1	2
Other services/Contracts	440	445	335
Training	4	15	5
Supplies	35	30	28
Working Capital Fund	-	-	279
Non-Personnel Services Subtotal	\$612	\$585	\$729
Grand Total	\$3,861	\$3,757	\$4,001
Associated FTE	18.4	18.6	18.7

Program Area Overview:

The Immediate Office of the Secretary (OSEC) provides program and policy guidance and operations management and oversight in administering all programs, functions and authorities of the Department. OSEC educates and enforces federal Fair Housing law and advises the President concerning housing, community development, and equal housing opportunity. OSEC also develops recommendations for policy in the areas of housing and community development and homelessness. OSEC serves as the nerve center for all HUD activities and steers the Department’s mission to create strong, sustainable, and inclusive communities and quality affordable homes for all.

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
EXECUTIVE OFFICES
OFFICE OF THE DEPUTY SECRETARY**

(\$ in Thousands)

Account Name	FY 2015 Actual	FY 2016 Enacted	FY 2017 Request
Personnel Services	\$1,135	\$953	\$1,037
Non-Personnel Services			
Travel	26	27	27
Printing	1	1	-
Other services/Contracts	-	2	3
Training	-	12	2
Supplies	3	6	4
Non-Personnel Services Subtotal	\$30	\$48	\$36
Grand Total	\$1,165	\$1,001	\$1,073
Associated FTE	4.8	5.7	5.7

Program Area Overview:

The Office of the Deputy Secretary (DEPSEC) provides program and policy guidance, and operations management and oversight under the direction of the Office of the Secretary. The DEPSEC helps the Department achieve its strategic goals by providing management and support to program offices working with human capital, financial management, procurement, and information technology.

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
EXECUTIVE OFFICES
OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL RELATIONS**

(\$ in Thousands)

Account Name	FY 2015 Actual	FY 2016 Enacted	FY 2017 Request
Personnel Services	\$2,513	\$2,145	\$2,420
Non-Personnel Services			
Travel	17	27	22
Printing	-	1	1
Other services/Contracts	23	24	23
Training	22	3	3
Supplies	6	6	2
Furniture	10	-	-
Non-Personnel Services Subtotal	\$78	\$61	\$51
Grand Total	\$2,591	\$2,206	\$2,471
Associated FTE	17.1	14.8	16.2

Program Area Overview:

The Office of the Assistant Secretary for Congressional and Intergovernmental Relations (CIR) is responsible for coordinating Congressional and intergovernmental relations activities involving program offices to ensure the effective and accurate presentation of the Department's views. The Office collaborates with the Office of General Counsel and program offices in developing the Department's position on relevant legislative matters. The Assistant Secretary for CIR is the principal advisor to the Secretary, Deputy Secretary and senior staff with respect to legislative affairs, Congressional relations, and policy matters affecting federal, state and local governments and public and private interest groups.

The Office is responsible for coordinating the presentation of the Department's legislative matters to Congress. It monitors and responds to the HUD-related activities of the Department's Congressional oversight and authorizing committees. It is also the

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principal Departmental advocate before Congress regarding HUD's legislative initiatives and other legislative matters. In this regard, the Office is responsible for ensuring that all testimony and responses to Congressional inquiries are consistent with the Secretary's and the Administration's views.

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
EXECUTIVE OFFICES
OFFICE OF PUBLIC AFFAIRS**

(\$ in Thousands)

Account Name	FY 2015 Actual	FY 2016 Enacted	FY 2017 Request
Personnel Services	\$3,187	\$3,518	\$3,561
Non-Personnel Services			
Travel	60	60	54
Printing	-	1	1
Other services/Contracts	158	145	76
Training	2	23	5
Supplies	9	6	4
Non-Personnel Services Subtotal	\$229	\$235	\$140
Grand Total	\$3,416	\$3,753	\$3,701
Associated FTE	20.7	22.6	22.4

Program Area Overview:

The Office of Public Affairs (OPA) strives to educate and keep the American people informed about the Department's mission to create strong, sustainable, inclusive communities and quality affordable homes for all. By pursuing media outreach, OPA works to ensure homeowners, renters, and those living in subsidized housing hear directly from key officials about the Department's latest initiatives and goals. Using communication tools such as press releases, press conferences, the Internet, media interviews, new media and community outreach, OPA provides Americans with information about housing policies and programs that are important to them.

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OPA is responsible for managing the Department's web products and provides direction, policies, and guidance for all web products within the Department. OPA strives to educate and keep the American people informed about the Department's mission to create strong, sustainable, inclusive communities and quality affordable homes for all. By pursuing media outreach, OPA works to ensure homeowners, renters, and those living in subsidized housing hear directly from key officials about the Department's latest initiatives and goals. Using communications tools such as press releases, press conferences, the Internet, media interviews, New Media and community outreach, OPA provides Americans with information about housing policies and programs that are important to them.

One of the ways the Department accomplishes its goals is to provide information regarding HUD's policies, procedures, grants, programs, and new initiatives via its primary internet web site, HUD.gov. HUD.gov acts as a clearinghouse of information and services for citizens, and serves as HUD's major communication tool for industry and business partners. It is the Department's official public-facing website and the primary vehicle for communicating HUD's mission to the public. On average, HUD.gov receives 3.5 million visitors per month. HUD.gov also serves as the launching platform to many of the Department's critical systems.

HUD@work impacts the entire Department, as program offices use HUD@work on a daily basis to either retrieve information or disseminate it, and it is the Department's primary vehicle for communicating with employees. It not only serves as a communication tool, but also as a launching source to HUD's internal systems, HUD@work reduces business risks to the Department. HUD@work is also the #1 way that Secretarial initiatives are communicated to HUD employees.

HUDClips is an online resource for forms, handbooks, policies, and other related information. GovDelivery, through the Office of Public Affairs, is the primary way by which the Department's electronic weekly newsletter, the Secretary's and Deputy Secretary's email messages are distributed to HUD employees.

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
EXECUTIVES OFFICES
OFFICE OF ADJUDICATORY SERVICES**
(\$ in Thousands)

Account Name	FY 2015 Actual	FY 2016 Enacted	FY 2017 Request
Personnel Services	1,254	1,338	1,407
Non-Personnel Services			
Travel	11	20	17
Other services/Contracts	76	60	61
Training	5	2	2
Supplies	6	4	3
Non-Personnel Services Subtotal	\$98	\$86	\$83
Grand Total	\$1,352	\$1,424	\$1,490
Associated FTE	8.1	8.8	9.6

Program Area Overview:

The Office of Adjudicatory Services (OAS) is an independent judicial office within the Office of the Secretary. The Office is headed by a Chief Administrative Law Judge, appointed by the Secretary, who supervises judges and administrative support staff. The OAS Administrative Judges (AJ) and Administrative Law Judges (ALJ) conduct hearings and make determinations regarding formal complaints or adverse actions initiated by HUD, based upon alleged violations of federal statutes and implementing regulations. OAS hearing procedures are governed by HUD regulations and are guided by the rules applicable to trials in federal court. In each case, the judge seeks to make a fair and impartial decision based upon the law and the facts established by the evidence.

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
EXECUTIVE OFFICES
OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION**

(\$ in Thousands)

Account Name	FY 2015 Actual	FY 2016 Enacted	FY 2017 Request
Personnel Services	\$533	\$571	\$615
Non-Personnel Services			
Travel	10	13	13
Rent, Comm. & Utilities	-	10	10
Printing	11	-	-
Other services/Contracts	-	60	60
Training	-	5	5
Supplies	4	4	4
Non-Personnel Services Subtotal	\$25	\$92	\$92
Grand Total	\$558	\$663	\$707
Associated FTE	3.3	4.6	4.9

Program Area Overview:

The Office of Small and Disadvantaged Business Utilization (OSDBU) provides small business program design and outreach to the business community in its efforts to assist small and disadvantaged business in providing services to the federal government and the American people. The OSDBU is responsible for ensuring that small businesses are treated fairly and that they have an opportunity to compete and be selected for a fair amount of the Agency's prime and sub-contracting opportunities. The OSDBU also serves as the Department's central referral point for small business regulatory compliance information as required by the Small Business Regulatory Enforcement Fairness Act of 1996.

The Secretary of Housing and Urban Development is committed to providing universal access to both small and large businesses. The Department recognizes that small businesses are of vital importance to job growth and the economic strength of the country. A

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successful and strong business community is an integral component of the Department's overall mission of job creation, community empowerment and economic revitalization.

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
EXECUTIVE OFFICES
CENTER FOR FAITH-BASED AND NEIGHBORHOOD PARTNERSHIPS**

(\$ in Thousands)

Account Name	FY 2015 Actual	FY 2016 Enacted	FY 2017 Request
Personnel Services	\$1,046	\$898	\$951
Non-Personnel Services			
Travel	55	50	40
Rent, Comm. & Utilities	25	15	15
Printing	17	24	20
Other services/Contracts	-	-	3
Training	1	4	3
Supplies	3	5	4
Non-Personnel Services Subtotal	\$101	\$98	\$85
Grand Total	\$1,147	\$996	\$1,036
Associated FTE	8.3	7.1	7.2

Program Area Overview:

With Executive Order 13498, President Obama established the White House Office of Faith-Based and Neighborhood Partnerships and called for an "all hands on deck" approach to addressing the needs of communities hardest hit by the economic and housing crisis. The faith-based "centers" at 13 federal agencies including the Center for Faith-Based and Neighborhood Partnerships (CFBNP) at HUD, are tasked with building partnerships between faith-based and neighborhood organizations and the government to help meet these needs. HUD's CFBNP plays a vital role in actively supporting both the White House faith-based office and HUD's overall mission and strategic objectives as it relates to providing discrimination-free affordable housing and building sustainable, inclusive

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communities. It does so by building partnerships with faith-based and secular nonprofit organizations through grant writing training, sustained outreach, convening events, information exchange and capacity building programs.

Further, the CFBNP has gained a national reputation for grant writing training and capacity building expertise. CFBNP facilitates intra-departmental and inter-agency cooperation to reach nonprofits with two-way information sharing, technical assistance, and training opportunities. It encourages new partnerships in order to more effectively reach communities where HUD and the White House office of Faith-Based and Neighborhood Partnerships seek to have an impact.