

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

(Dollars in Thousands)

	FY 2018 Actuals	FY 2019 Annualized CR	FY 2020 President's Budget
Personnel Services	\$11,165	\$12,396	\$13,999
Non-Personnel Services			
Travel	270	501	529
Rent and Utilities	7	15	15
Printing	4	15	15
Other services/Contracts	665	844	879
Training	12	70	70
Supplies	29	69	69
Non-Personnel Services Subtotal	\$987	\$1,514	\$1,577
Working Capital Fund	\$782	\$798	\$424
Grand Total	\$12,934	\$14,708	\$16,000
Associated FTEs	69	79	88

1. Program Purpose and Budget 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;

Executive Offices

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.

The 2020 President's Budget of \$16 million is \$1.3 million more than the 2019 Annualized Continuing Resolution (CR) level. The Executive Offices (EO) goals are to promote decent, safe, and affordable housing for Americans and provide access to homeownership opportunities. This budget reflects the President's commitment to fiscal responsibility while supporting critical functions that provide rental assistance to low-income and vulnerable households and help work-eligible families achieve self-sufficiency. The budget also recognizes a greater role for state and local governments and the private sector to address community and economic development needs.

Personnel Services: EO requests \$14 million, which is an increase of \$1.3 million and 9 full-time equivalents (FTEs) from the 2019 Annualized CR level. The additional FTEs includes 3 FTEs from the Appropriations Liaison Division (ALD), in OCFO-Budget, that the Department intends to realign into the Office of Congressional and Intergovernmental Relations (CIR).

Non-Personnel Services: EO requests \$1.6 million to primarily support contracts and travel; a slight increase of \$63 thousand above the 2019 Annualized CR level.

Working Capital Fund (WCF): EO requests \$424 thousand to support EO's use of Shared Services and other investments as determined by the Secretary via the WCF.

2. Key Operational Initiatives

- Provide program and policy guidance and operations management and oversight in administering all programs, functions and authorities of the Department;
- Educate and enforce federal Fair Housing law and advises the President concerning housing, community development, and equal housing opportunity;
- Develop recommendations for policy in the areas of housing and community development and homelessness;
- Serve 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;
- Provides program and policy guidance, and operations management and oversight;

Executive Offices

- Help the Department achieve its strategic goals by providing management and support to program offices working with human capital, financial management, procurement, and information technology;
- Coordinate Congressional and intergovernmental relations activities involving program offices to ensure the effective and accurate presentation of the Department's views;
- Coordinate the presentation of the Department's legislative matters to Congress, also responsible for ensuring that all testimony and responses to Congressional inquiries are consistent with the Secretary's and the Administration's views;
- Educate and keep the American people informed about the Department's mission to create strong, sustainable, inclusive communities and quality affordable homes for all;
- Pursue media outreach to ensure homeowners, renters, and those living in subsidized housing hear directly from key officials about the Department's latest initiatives and goals;
- Conduct hearings and make determinations regarding formal complaints or adverse actions initiated by HUD, based upon alleged violations of federal statutes and implementing regulations;
- 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;
- Building partnerships with faith-based and secular nonprofit organizations through grant writing training, sustained outreach, convening events, information exchange and capacity building programs.

Executive Offices

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

(Dollars in Thousands)

Office of the Secretary	FY 2018 Actuals	FY 2019 Annualized CR	FY 2020 President's Budget
Personnel Services	\$2,790	\$3,054	\$3,381
Non-Personnel Services			
Travel	65	168	170
Rent and Utilities	-	-	-
Printing	1	2	2
Other services/Contracts	342	525	540
Training	3	20	20
Supplies	17	20	20
Furniture	1	-	-
Non-Personnel Services Subtotal	\$429	\$735	\$752
Working Capital Fund (WCF)	\$782	\$798	\$424
Grand Total	\$4,001	\$4,587	\$4,557
Associated FTEs	16	19	21

Executive Offices

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.

The 2020 President's Budget of \$4.6 million is \$30 thousand less than the 2019 Annualized CR level.

Personnel Services (PS): OSEC requests \$3.4 million for personnel services to support 21 FTEs. This reflects an increase of 2 FTEs over 2019. The additional FTEs will assist in providing leadership and direction in the construction and implementation of strategic policies, programs and systems to promote efficient and effective management, allowing the advancement of Secretarial priorities for the Department of Housing and Urban Development.

Non-Personnel Services (NPS): OSEC requests \$752 thousand for non-personnel services to primarily support contracts and travel.

Working Capital Fund (WCF): OSEC requests \$424 thousand to support the Executive Offices use of shared services and other investments as determined by the Secretary via the WCF.

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

(Dollars in Thousands)

Office of the Deputy Secretary	FY 2018 Actuals	FY 2019 Annualized CR	FY 2020 President's Budget
Personnel Services	\$1,277	\$1,056	\$1,183
Non-Personnel Services			
Travel	87	125	130
Printing	2	-	-
Training	1	10	10
Supplies	2	10	10
Non-Personnel Services Subtotal	\$92	\$145	\$150
Grand Total	\$1,369	\$1,201	\$1,333
Associated FTEs	9	8	9

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.

The 2020 President’s Budget of \$1.3 million is \$132 thousand more than the 2019 Annualized CR level.

Personnel Services (PS): DEPSEC requests \$1.2 million for personnel services to support 9 FTEs. This reflects an increase of 1 FTE over 2019. The additional FTE will be used to perform Departmental liaison activities. Additional staff will help ensure the office is

Executive Offices

able to fulfill two key functions encompassing disaster related issues and outreach to non-federal elected officials. The office of the Deputy Secretary strives to ensure that key HUD programs and administrative initiatives are effectively presented in order to ensure a smooth implementation of HUD policies or assist with determining funding recipients. The additional staff will also play an important role in necessary collaboration with our administration partner agencies.

Non-Personnel Services (NPS): DEPSEC requests \$150 thousand for non-personnel services to support contracts and travel. The funding will primarily support travel to disaster sites, along with increased regional and field visits by HUD leadership.

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

(Dollars in Thousands)

Office of Congressional and Intergovernmental Relations	FY 2018 Actuals	FY 2019 Annualized CR	FY 2020 President's Budget
Personnel Services	\$1,765	\$2,092	\$2,686
Non-Personnel Services			
Travel	10	55	65
Printing	1	1	1
Other services/Contracts	-	35	55
Training	-	5	5
Supplies	-	4	4
Non-Personnel Services Subtotal	\$11	\$100	\$130
Grand Total	\$1,776	\$2,192	\$2,816
Associated FTEs	12	15	19

Program Area Overview:

The Office of 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.

Executive Offices

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 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.

The Legislative Support function includes but is not limited to the following activities: explaining and supporting Departmental positions in connection with pending or future legislative initiatives or regulatory policies; meeting with Senators and Representatives and their staffs who serve on committees dealing with high priority HUD issues; advising the Department's key officials of the concerns of Members of Congress and recommending how these concerns can be met; and monitoring all Congressional initiatives and developments and advising the Department on the most appropriate response.

The Assistant Secretary also helps resolve differences with the Office of Management and Budget during the development of the Department's proposed budget and legislative proposals.

The Office is also responsible for maintaining liaison with State and Local government officials, focusing on Governors and Mayors and other public interest groups.

The Assistant Secretary for Congressional and Intergovernmental Relations 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 2020 President's Budget of \$2.8 million is \$624 thousand more than the 2019 Annualized CR level.

Personnel Services (PS): CIR requests \$2.7 million for personnel services to support 19 FTEs. This reflects an increase of 4 FTEs over 2019 which includes the realignment of 3 FTEs from the Appropriations Liaison Division (ALD) from OCFO-Budget.

Non-Personnel Services (NPS): CIR requests \$130 thousand for non-personnel services to primarily support contracts and travel.

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

(Dollars in Thousands)

Office of Public Affairs	FY 2018 Actuals	FY 2019 Annualized CR	FY 2020 President's Budget
Personnel Services	\$2,681	\$3,483	\$4,065
Non-Personnel Services			
Travel	54	59	64
Printing	-	1	1
Other services/Contracts	178	180	185
Training	-	10	10
Supplies	5	10	10
Non-Personnel Services Subtotal	\$237	\$260	\$270
Grand Total	\$2,918	\$3,743	\$4,335
Associated FTEs	16	21	23

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.

Executive Offices

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.

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.

Technological advancements are reshaping almost every aspect of communications and interaction. That includes the composition and skill sets of the staff members employed by the Office of Public Affairs. Nearly every Public Affairs Office today has a team that continually monitors and responds to social media. PA offices also include data analytics experts who can immediately ascertain what messaging is working and what's not working and why. Today, people spend more time browsing online than reading, and when they do read online, only 28 percent of the words are likely to be read. To optimize attention, the more condensed, concise the content, the better. For public affairs, the direction is now pointing towards visual content -- infographics, GIF content and short, shareable videos. In today's environment, public affairs efforts are approached with an emphasis on the programs helping to meet key objectives, whether it's driving website traffic or increasing engagement with targeted audience segments.

The 2020 President's Budget of \$4.3 million is \$592 thousand more than the 2019 Annualized CR level.

Executive Offices

Personnel Services (PS): OPA requests \$4.1 million for personnel services to support 23 FTEs. This reflects an increase of 2 FTEs over 2019. The additional FTEs will support community outreach via social media and provide data analytics support on HUD messaging effectiveness.

Non-Personnel Services (NPS): OPA requests \$270 thousand for non-personnel services to support contracts and travel which is a slight increase over 2019 Annualized CR levels.

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
EXECUTIVES OFFICES
OFFICE OF ADJUDICATORY SERVICES**

(Dollars in Thousands)

Office of Adjudicatory Services	FY 2018 Actuals	FY 2019 Annualized CR	FY 2020 President's Budget
Personnel Services	\$1,343	\$1,282	\$1,295
Non-Personnel Services			
Travel	16	30	35
Printing	-	-	-
Other services/Contracts	77	65	60
Training	3	5	5
Supplies	2	10	10
Non-Personnel Services Subtotal	\$98	\$110	\$110
Grand Total	\$1,441	\$1,392	\$1,405
Associated FTEs	8	7	7

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.

The 2020 President’s Budget of \$1.4 million is \$13 thousand more than the 2019 Annualized CR level.

Executive Offices

Personnel Services (PS): OAS requests \$1.3 million for personnel services to support 7 FTEs. This reflects no increase over 2019.

Non-Personnel Services (NPS): OAS requests \$110 thousand to support non-personnel services.

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

(Dollars in Thousands)

Office of Small and Disadvantaged Business Utilization	FY 2018 Actuals	FY 2019 Annualized CR	FY 2020 President's Budget
Personnel Services	\$555	\$551	\$556
Non-Personnel Services			
Travel	15	35	35
Rent and Utilities	5	5	5
Printing	-	1	1
Other services/Contracts	66	39	39
Training	5	15	15
Supplies	3	10	10
Non-Personnel Services Subtotal	\$94	\$105	\$105
Grand Total	\$649	\$656	\$661
Associated FTEs	3	3	3

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.

Executive Offices

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

The 2020 President's Budget of \$661 thousand is \$5 thousand more than the 2019 Annualized CR level.

Personnel Services (PS): OSDBU requests \$556 thousand for personnel services to support 3 FTEs. This reflects no increase over 2019.

Non-Personnel Services (NPS): OSDBU requests \$105 thousand to support non-personnel services.

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

(Dollars in Thousands)

Center for Faith-Based and Neighborhood Partnerships	FY 2018 Actuals	FY 2019 Annualized CR	FY 2020 President's Budget
Personnel Services	\$754	\$878	\$833
Non-Personnel Services			
Travel	24	29	30
Rent and Utilities	2	10	10
Printing		10	10
Other services/Contracts	-	-	-
Training	-	5	5
Supplies	-	5	5
Non-Personnel Services Subtotal	\$26	\$59	\$60
Grand Total	\$780	\$937	\$893
Associated FTEs	5	6	6

Program Area Overview:

With Executive Order 13498, the Office of Faith-Based and Neighborhood Partnerships was established to address 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 Community Initiatives (CFBI) at HUD, are tasked with building partnerships between faith-based and neighborhood organizations and the government to help meet these needs. HUD’s CFBI 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 Executive Offices 36-13 communities. It does so by building partnerships with faith-based

Executive Offices

and secular nonprofit organizations through grant writing training, sustained outreach, convening events, information exchange and capacity building programs. Further, the CFBI has gained a national reputation for grant writing training and capacity building expertise. CFBI facilitates intra-departmental and inter-agency cooperation to reach nonprofits with two-way information sharing, technical assistance, and training opportunities; it encourages new partnerships to more effectively reach communities where HUD and the White House office of Faith-Based and Neighborhood Partnerships seek an impact.

The 2020 President's Budget of \$893 thousand is \$44 thousand less than the 2019 Annualized CR level.

Personnel Services (PS): CFBI requests \$833 thousand for personnel services to support 6 FTEs. This reflects no increase from 2019.

Non-Personnel Services (NPS): CFBI requests \$60 thousand to support non-personnel services.