

Office of Campaign Finance FY2017

Agency Office of Campaign Finance

Agency Code CJ0

Fiscal Year 2017

Mission The mission of the Office of Campaign Finance (OCF) is to regulate and provide public disclosure and transparency to protect and ensure public trust in the integrity of the election process and government service.

2017 Strategic Objectives

Objective Number	Strategic Objective
1	Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act.
2	Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act.
3	Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act.
4	Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website.
5	Create and maintain a highly efficient, transparent and responsive District government.**

2017 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Frequency of Reporting	Add Data Fields (if applicable)	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target
1 - Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (3 Measures)									
Percent of informal hearings conducted and closed before the next filing deadline.	<input type="checkbox"/>	Quarterly		100%	100%	100%	100%	100%	100%
Percent of Interpretative Opinions issued within thirty (30) days.	<input type="checkbox"/>	Quarterly		Not available	100%	100%	Not available	100%	100%
Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request.	<input type="checkbox"/>	Quarterly		Not available	100%	Not available	100%	100%	100%
2 - Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Measure)									
Total number of mandatory training conferences conducted.	<input checked="" type="checkbox"/>	Quarterly		Not available	50	Not available	12	New Measure	1
3 - Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (2 Measures)									
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline.	<input type="checkbox"/>	Quarterly		100%	100%	100%	100%	100%	100%
Percent of periodic random audits conducted within sixty (60) days of initiation.	<input type="checkbox"/>	Quarterly		100%	100%	100%	100%	93.8%	100%
4 - Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Measure)									
Total number of financial reports filed electronically.	<input type="checkbox"/>	Quarterly		638	638	638	147	610	246
5 - Create and maintain a highly efficient, transparent and responsive District government.** (10 Measures)									
Percent of investigative matters closed within ninety (90) days of opening	<input type="checkbox"/>	Quarterly		100%	100%	100%	Not available	0%	

Contracts/Procurement-Expendable Budget spent on Certified Business Enterprises	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement-Contracts lapsed into retroactive status	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Local funds unspent	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Federal Funds returned	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Customer Service-Meeting Service Level Agreements	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources-Vacancy Rate	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources-Employee District residency	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources-Employee Onboard Time	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management-Employee Performance Plan Completion	✓			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

2017 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (1 Activity)			
OFFICE OF THE GENERAL COUNSEL	Enforcement Program	The Office of the General Counsel provides legal advice and enforcement through the conduct of investigations and informal hearings, and the recommendation of decisions on charges of violations of the Campaign Finance Act; the issuance of interpretative opinions and expedited legal advice; the drafting of regulations and the review of OCF Forms for changes; the conduct of training seminars to promote voluntary compliance; and the coordination of site visits to the election precincts and early vote centers operated by the Board of Elections, and to campaign offices.	Daily Service
2 - Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Activity)			
TRAINING AND DEVELOPMENT	Educational Outreach Services	The OCF Educational Outreach Program assists with the coordination of the mandatory training conferences for new registrants, the onsite training seminars, the development of online brochures, interactive tutorials, and online tutorials, and the employee training program. The OCF Training Program also manages and utilizes the OCF Facebook Page as a training tool to disseminate information to the public. The Training Program distributes and evaluates surveys to training participants to assess the content and performance of the trainer.	Daily Service
3 - Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (1 Activity)			
REPORT ANALYSIS & AUDIT DIV.	Audit Programs	The Reports Analysis and Audit Division conducts audit analysis and reviews of all financial reports and statements received in the Agency; issues requests for additional information to filers where deficiencies are noted during the desk review process; conducts full field audits of the campaign operations of newly elected public officials, investigative audits of financial operations based on the receipt of complaints or based upon desk reviews; conducts periodic random audits of the reports filed by the constituent service programs, committees active during an election cycle, and continuing committees; and recommends the issuance of final audit reports based on the findings of full field and random periodic audits. Participates in site visits to election precincts, early voting centers, and to the offices of principal campaign committees,	Daily Service
4 - Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Activity)			

PUBLIC INFO. & RECORD MANAGEMENT	Public Information collection and dissemination online and onsite	The Public Information and Records Management Division publishes campaign finance data and information online at the OCF Website, and makes information available in the OCF Offices; compiles listings and reports of contribution and expenditure information published at the website and in the Biennial Report; manages the electronic filing and data entry of financial reports; oversees the registration of new candidates and committees, and coordinates the mandatory training of the new registrants; oversees the OCF e-mail subscription service; makes all public reports and statements available for the public within 48 hours of receipt; and conducts the Filer Pre-Notification and Failure to File Programs.	Daily Service
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2017 Workload Measures

Measure	New Measure/ Benchmark Year	Add Historical and Target Data (FY17)	Numerator Title	Units	Frequency of Reporting	FY 2014	FY 2015	FY 2016 Actual
1 - Enforcement Program (3 Measures)								
Total number of investigations completed within 90 days	✓		# of investigations initiated	# of investigations completed within 90 days	Quarterly	Not available	Not available	New Measure
Total number of informal hearings conducted	✓		# of referrals for initiation of the informal hearing process	# of actual hearings required	Quarterly	Not available	Not available	New Measure
Total number of Interpretative Opinions and Expedited Advice issued	✓		# of requests for Interpretative Opinions and Expedited Advice received	# of Opinions and Advice issued	Quarterly	Not available	Not available	New Measure
2 - Educational Outreach Services (1 Measure)								
Total number of mandatory training conferences conducted.	<input type="checkbox"/>		# of new candidates and committee treasurers registered with the Agency	# of actual mandatory conferences conducted	Quarterly	Not available	Not available	
3 - Audit Programs (2 Measures)								
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	✓		# of financial reports reviewed, evaluated, and analyzed for the reporting period	# of financial reports filed for the reporting period	Quarterly	Not available	Not available	New Measure
Total number of periodic random and full field audits completed by the Audit Division	✓		# of random periodic and full field audits completed by the Audit Division	Total number of random periodic and full field audits initiated by the Audit Division.	Quarterly	Not available	Not available	New Measure
4 - Public Information collection and dissemination online and onsite (2 Measures)								
Total number of financial reports filed electronically.	<input type="checkbox"/>		# of financial reports submitted online	# of actual financial reports submitted online	Quarterly	Not available	Not available	
Total number of financial reports filed	<input type="checkbox"/>		# of financial reports filed	# of actual financial reports submitted	Quarterly	Not available	Not available	

2017 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
OFFICE OF THE GENERAL COUNSEL (5 Strategic initiative-operation links)		
Site Visits to Early Voting Centers and Election Precincts	The Office of the General Counsel will organize the conduct of site visits to the Early Voting Centers and to at least ten (10) of the Election Precincts operated by the Board of Elections in each of the eight (8) Wards during the November 8, 2016 General Election, to observe campaign activity. The OCF staff will provide counsel where necessary concerning the application of the campaign finance laws.	11-30-2016
Creation of Expedited Advice Database	The Office of the General Counsel will create a database of advice issued concerning time-sensitive election related matters, numbered in chronological order and sorted by topic, for public search at the OCF Web Site. Because of time constraints, the requests for expedited advice are addressed within fifteen (15) days of receipt and are distinguished from requests for interpretative opinions. The creation of the database will provide an additional resource for the public relative to the application of the campaign finance laws, and a reference point for OCF to ensure the consistency of advice.	05-31-2017
Site Visits to Early Voting Centers and Election Precincts	The Office of the General Counsel will organize the conduct of site visits to the Early Voting Centers and to at least ten (10) of the Election Precincts operated by the Board of Elections in each of the eight (8) Wards during the 2018 Primary Election for local elective offices in the District of Columbia, to observe campaign activity. The OCF staff will provide counsel where necessary, concerning the application of the campaign finance laws.	09-30-2018

Listings of Complaints and Final Decisions by Topic	The Office of the General Counsel will research and determine the topic of each of the "Complaints and Final Decisions" listed at the Enforcement Link at the OCF Website to enable the revision of the Link to provide for a public search feature by topic.	05-31-2018
Review of OCF Regulations and Forms	The Office of the General Counsel will conduct a comprehensive review of the OCF Regulations, Forms, and Brochures, and where necessary, propose revisions consistent with the most recent amendments to the Campaign Finance Laws and changes in the operating procedures of the Agency.	09-30-2018
PUBLIC INFO. & RECORD MANAGEMENT (3 Strategic initiative-operation links)		
Dissemination of Biennial Report	The Office of Campaign Finance will produce and disseminate in an electronic format on January 31, 2017, the OCF Biennial Report of Contributions and Expenditures to the Mayor and the Council of the District of Columbia, and to the public. The report will describe the receipts and expenditures of candidates for elective office, with the exception of ANC candidates, for the prior two year period, in dollar amount and percentage terms, by donor categories and the size of the donation, and expenditure type. Graphs will be used to present the percentage terms. The receipts and expenditures of the political committees, political action committees, and independent expenditure committees will also be summarized.	02-28-2017
Evaluation of Online Survey	The Office of Campaign Finance will evaluate the results of the online survey employed during FY 2016 to evaluate the effectiveness of the OCF Web Site to deliver relevant information and services following the redesign and modernization of the Web Site and E-Filing System in FY 2015 to improve data access, system performance, and the navigation scheme. The OCF will consider and implement the recommendations, if any, of the Survey, where feasible.	09-30-2017
Community Outreach	The Office of Campaign Finance will establish a Community Outreach Program through which information on the Campaign Finance Laws and the responsibilities of the Office of Campaign Finance may be disseminated at events in the community. The Agency will coordinate with the Board of Elections to work with Civic Associations and the Office of the Advisory Neighborhood Commissions to identify events where the OCF may provide information to the public. In addition, the Office of Campaign Finance will reach out to the business community to provide training sessions on the reporting requirements of the "Business Contributor".	09-30-2018
REPORT ANALYSIS & AUDIT DIV. (3 Strategic initiative-operation links)		
Conduct Periodic Random Audits	During FY 2017, the Office of Campaign Finance will conduct periodic random audits of the activity reports of the Constituent Service and Statehood Fund Programs following the close of the October 1st and April 1st Filing Deadlines, and of the continuing committees following the January 31st and July 31st Filing Deadlines.	09-30-2017
Full Field Audit of Campaign Operations	The Office of Campaign Finance will select for full field audit the campaign operations of the principal campaign committees of candidates newly elected to Office following the certification of the results of the November 8, 2016 General Election by the Board of Elections. The conduct of an audit will require the reporting entity to submit all banking records and statements, invoices, loan documents, and receipts maintained in support of the transactions reported during the coverage period. This will allow the Audit Division to verify report entries against the supporting documentation and ensure the accuracy of the financial transactions.	09-30-2017
Desk Reviews and Audits of Financial Reports	During FY 18, the Office of Campaign Finance will conduct at least four (4) periodic random audits of the financial reports of the principal campaign committees of candidates active during the 2018 Election Cycle following the December 10th, March 10th, and the August 10th Filing Deadlines. At the close of each statutory filing deadline, the OCF will review the financial reports of candidates, political committees, political action committees, independent expenditure committees, and the Constituent Services and Statehood Fund Programs, for compliance with the reporting requirements; randomly audit the activity reports of the Constituent Service Programs and Statehood Fund Programs at the close of the October 1st and the April 1st Filing Deadlines; randomly audit the financial reports of the continuing committees at the close of the January 31st and the July 31st Filing Deadlines; and refer violations of the Campaign Finance Act to the General Counsel for enforcement.	09-30-2018
TRAINING AND DEVELOPMENT (4 Strategic initiative-operation links)		
Increase Educational Outreach to ANC Candidates	During the 2016 Election Cycle, the Office of Campaign Finance will increase its outreach services and activities at the OCF Website, Facebook Page, and Twitter Account, and through the issuance of reminder letters of the impending report date, and onsite training seminars, to focus on the reporting requirements of Advisory Neighborhood Commission Candidates, specifically the use of disclaimers on campaign literature, and the requirement to electronically file the Summary Financial Statement Form within sixty (60) days following the certification of the November 2016 General Election Results by the Board of Elections. This will increase the compliance rate of the candidates with the reporting requirements of the Campaign Finance Act.	03-31-2017
Mandatory and Continuing Educational Programs	During FY 2017, the OCF will continue to schedule and conduct Mandatory Training for each candidate for public office and the treasurer of each committee within fifteen (15) calendar days of their registration with the Agency. The Agency will conduct onsite monthly training sessions, commencing January 2017 for the public, continuing committees, and for the Constituent Service and Statehood Fund Programs. The OCF will circulate surveys at the end of each training session to the participants to evaluate if the presentation achieved targeted satisfaction, and make changes, where necessary.	09-30-2017
Mandatory and Continuing Educational Programs	During FY 18, the Office of Campaign Finance will continue to schedule and conduct Mandatory Training for each candidate for public office and the treasurer of each committee within fifteen (15) days of their registration with the Agency. The Agency will conduct bi-weekly onsite training sessions, commencing January 2018 for the public, continuing committees, and the Constituent Service and Statehood Fund Programs, as well as for the candidates and committees active during the 2018 Election Cycle. The Agency will also conduct Webinars monthly at the OCF Website on the reporting requirements of the Campaign Finance laws. The OCF will circulate surveys at the end of each training session to the participants to evaluate if the presentation achieved targeted satisfaction, and make changes, where necessary.	09-30-2018