

# Office of Campaign Finance FY2019

**Agency** Office of Campaign Finance

**Agency Code** CJO

**Fiscal Year** 2019

**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.

## 2019 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.

## 2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
<b>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)</b>					
Percent of informal hearings conducted and closed before the next filing deadline	Up is Better	100%	140.7%	100%	100%
Percent of Interpretative Opinions issued within thirty (30) days	Up is Better	100%	66.7%	100%	100%
Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request	Up is Better	100%	92.9%	100%	100%
<b>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)</b>					
Percent of new candidates and treasurers who receive mandatory training	Up is Better	100%	100%	100%	100%
<b>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 Measures)</b>					

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	Up is Better	100%	100%	100%	100%
Percent of periodic random audits conducted within sixty (60) days of initiation	Up is Better	93.8%	100%	100%	100%
Percent of Base Amount Payments distributed within five (5) business days of the certification of a candidate into the Fair Elections Program	Up is Better	Not Available	Not Available	Not Available	100%
Percent of candidates determined to meet requirements for certification by OCF within five (5) days of filing the affidavit declaring compliance with the Fair Elections Program.	Up is Better	Not Available	Not Available	Not Available	100%
<b>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)</b>					
Percent of financial reports filed electronically	Up is Better	100%	964%	100%	100%
<b>5 - Create and maintain a highly efficient, transparent and responsive District government. (1 Measure)</b>					
Percent of investigative matters closed within ninety (90) days of opening	Up is Better	0%	Waiting on Data	No applicable incidents	100%

## 2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
<b>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)</b>			
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
<b>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)</b>			
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

Operations Header	Operations Title	Operations Description	Type of Operations
<b>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)</b>			
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
<b>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)</b>			
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

## 2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
<b>1 - Enforcement Program (3 Measures)</b>			
Total number of informal hearings conducted	47	83	83
Total number of investigations completed within 90 days	Not Available	Data Forthcoming	No applicable incidents
Total number of Interpretative Opinions and Expedited Advice issued	19	12	8
<b>2 - Educational Outreach Services (1 Measure)</b>			
Total number of mandatory training conferences conducted	34	29	197
<b>3 - Audit Programs (2 Measures)</b>			
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	727	1092	818

Measure	FY 2016	FY 2017	FY 2018
Total number of periodic random and full field audits completed by the Audit Division	24	17	13
<b>4 - Public Information collection and dissemination online and onsite (2 Measures)</b>			
Total number of financial reports filed electronically	610	964	632
Total number of financial reports filed	610	966	508

## 2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
<b>Audit Programs (3 Strategic initiatives)</b>		
Desk Reviews and Audits of Financial Reports	The Office of Campaign Finance will review the financial reports of all registrants following each filing deadline for compliance with the reporting requirements: 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 (including the Political Action Committees and the Independent Expenditure Committees) following the January 31st and July 31st Filing Deadlines; and refer violations of the Campaign Finance Act to the General Counsel for enforcement. The desk review of financial reports and the conduct of random audits are ongoing audit activities..	09-30-2019
Full Field Audits	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 6, 2018 General Election by the Board of Elections. The conduct of the audit will require the selected reporting entity to submit all banking records and statements, invoices, loan documents, and receipts maintained in support of the financial 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 transactions.	09-30-2019
New Fair Elections Audit Program	The Office of Campaign Finance will develop an Audit Program unique to the requirements of D.C. Law 22-94, the "Fair Elections Amendment Act of 2018", effective May 5, 2018, to provide for the verification and full audit of the Financial Reports filed under the Fair Elections Program. The Fair Elections Act provides for the public funding of political campaigns in the District of Columbia. The Fair Elections Program is established in the Office of Campaign Finance.	01-31-2019
<b>Educational Outreach Services (2 Strategic initiatives)</b>		
Expansion of the Educational Program to introduce the Fair Elections Program	The Office of Campaign Finance will expand the OCF Educational Program to fully introduce the Fair Elections Program, established by D.C. Law 22-94, the "Fair Elections Amendment Act of 2018", effective May 5, 2018. D.C. Law 22-94 will provide for the public funding of campaign operations in the District of Columbia. The OCF will design online tutorials, brochures, and a campaign finance guide to provide clear guidance in plain language on the requirements and purpose of the new Law to the residents of the District of Columbia. The OCF will revise the Mandatory Training Program and the onsite Educational Seminars to create seminars specific to the reporting requirements, contribution limitations and prohibitions of the Fair Elections Act; and utilize the OCF Website and Social Media Platforms to disseminate continuous information on the new Program.	09-30-2019
Obtain Greater Disclosure and Compliance through	The Office of Campaign Finance will 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 to address their obligations and responsibilities under the Campaign Finance Act and how best to achieve compliance. The OCF will schedule and	09-30-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
the OCF Educational Program	conduct Educational Seminars onsite monthly commencing January 2019 for the continuing committees, the Constituent Service and Statehood Fund Programs, and for the public. The OCF will circulate surveys to the training participants during each onsite seminar to determine if the presentation achieved targeted satisfaction. The Agency will continue to partner with the Board of Elections through targeted educational and community events to promote a greater understanding of the Campaign Finance Laws.	
<b>Enforcement Program (2 Strategic initiatives)</b>		
Site Visits to Early Voting Centers and Election Precincts	The Office of the General Counsel will organize 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 Wards during the November 6, 2018 General Election. Members of the OCF Legal and Audit Staff will be dispatched to provide counsel and guidance where necessary concerning the application of the Campaign Finance Laws.	11-06-2018
Proposal of OCF Regulations, Forms, and Brochures	The Office of the General Counsel will promulgate Regulations and draft Forms, Brochures, a Campaign Finance Guide, and Filing and Training Calendars to fully implement the requirements of D.C. Law 22-94, the "Fair Elections Amendment Act of 2018, effective May 5, 2018. D.C. Law 22-94 establishes the Fair Elections Program in the Office of Campaign Finance, and the Agency is charged with the administration of the Program.	01-31-2018
<b>Public Information collection and dissemination online and onsite (2 Strategic initiatives)</b>		
Dissemination of Biennial Report	The Office of Campaign Finance will produce and disseminate in an electronic format on January 31, 2019, the 2019 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 (2) 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.	02-01-2019
Enhancement of the Electronic Filing System	During FY 2019, the Office of Campaign Finance will develop the OCF E-filing and Disclosure System to provide an application for the online submission of financial reports from candidates seeking certification in, and participating in the Fair Elections Program; and to create reports of data easy for the public to sort, search, and download from the OCF Database. The Office of Campaign Finance will also create a new link at the OCF Website dedicated solely to the Fair Elections Program from which information will be readily available. By virtue of D.C. Law 22-94, the "Fair Elections Amendment Act of 2018", effective May 5, 2018, public funding will be made available for campaign operations in the District of Columbia. The Fair Elections Program is established in the Office of Campaign Finance.	09-30-2019