

# Office of Campaign Finance FY2021

Agency Office of Campaign Finance

Agency Code CJO

Fiscal Year 2021

**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.

## 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	Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements
6	Create and maintain a highly efficient, transparent, and responsive District government.

## Key Performance Indicators

Measure	Directionality	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 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 Interpretative Opinions issued within thirty (30) days	Up is Better	100%	100%	100%	100%
Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request	Up is Better	100%	100%	100%	100%
Percent of informal hearings conducted and closed before the next filing deadline	Up is Better	100%	1225%	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. (2 Measures)</b>					
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	100%	100%	100%	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%	100%	100%	100%

Measure	Directionality	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Target
<b>5 - Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements (3 Measures)</b>					
Percent of Base Amount and Matching Payments authorized for disbursement within five (5) business days of the certification of a candidate into the Fair Elections Program	Up is Better	New in 2021	New in 2021	New in 2021	New in 2021
Percent of candidates determined to meet requirements for certification by OCF within ten (10) business days of filing the affidavit declaring compliance with the Fair Elections Program.	Up is Better	New in 2019	100%	100%	100%
Percent of matching payments directed for disbursement to participating candidates within five (5) business days after the receipt of financial reports	Up is Better	New in 2021	New in 2021	New in 2021	New in 2021
<b>6 - 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	No Applicable Incidents	100%	100%	100%

## 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
<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

Operations Header	Operations Title	Operations Description	Type of Operations
<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 online within 24 hours of receipt; and conducts the Filer Pre-Notification and Failure to File Programs.	Daily Service
<b>5 - Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements (1 Activity)</b>			
FAIR ELECTIONS DIVISION	Fair Elections Program	The Fair Elections Program Division provides public financing to candidates who elect to participate in the program; determines whether candidates qualify for certification and public funds based on the verification of threshold requirement; authorizes the distribution of base amount payments and matching payments; and conducts post-election audits of all campaign operations for compliance with the Fair Elections Amendment Act.	Daily Service

## Workload Measures

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
<b>1 - Enforcement Program (3 Measures)</b>			
Total number of informal hearings conducted	83	165	102
Total number of investigations completed within 90 days	No Applicable Incidents	3	5
Total number of Interpretative Opinions and Expedited Advice issued	8	1	20
<b>2 - Educational Outreach Services (1 Measure)</b>			
Total number of mandatory training conferences conducted	197	45	145
<b>3 - Audit Programs (2 Measures)</b>			
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	818	1274	767
Total number of periodic random and full field audits completed by the Audit Division	13	19	15
<b>4 - Public Information collection and dissemination online and onsite (2 Measures)</b>			
Total number of financial reports filed	508	1047	800
Total number of financial reports filed electronically	632	1015	800
<b>5 - Fair Elections Program (2 Measures)</b>			
Total number of candidates certified as participating candidates in the Fair Elections Program	New in 2020	New in 2020	36
Total number of pre-election and post election audits completed by the Fair Elections Division	New in 2020	New in 2020	0

## Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
<b>Educational Outreach Services (1 Strategic Initiative)</b>		
Candidate And Community Outreach	The Office Of Campaign Finance will develop formats for mandatory and public training conferences, informal hearings, and community outreach in virtual online environments to expand the audience of the agency, broaden the community outreach efforts of the agency, and to continue the business of the agency.	09-30-2021
<b>Enforcement Program (1 Strategic Initiative)</b>		
Promulgate new OCF regulations	The Office Of The General Counsel will promulgate new regulations, draft forms, and revise the OCF guide and training materials to fully implement the provisions of the Campaign Finance Reform Amendment Act of 2018, effective March 13, 2019, as amended, when applicable, which will prohibit the receipt and making of political contributions by business entities and their principals seeking or receiving contracts valued at \$250,000 or more from the District Government during certain timeframes.	09-30-2021
<b>Fair Elections Program (3 Strategic initiatives)</b>		
Publication of 2020 Special Election Report	The Office Of Campaign Finance will produce, publish at the OCF website, and submit to the Mayor and the D.C. Council during February 2021, the report due nine (9) months after the end of the June 16, 2020 special election cycle. The report will list the names of all candidates certified in the Fair Elections Program to participate in this election, and will describe for each candidate, the qualified small dollar contributions received, personal funds contributed, amount of remitted funds, expenditures made, and public fund payments authorized.	03-01-2021
Publication of 2020 General Election Report	The Office Of Campaign Finance will produce, publish at the OCF website, and submit to the Mayor and the Council during July 2021, the report due nine (9) months after the end of the November 3, 2020 general election cycle. The report will list the names of all candidates certified to participate in the Fair Elections Program during this election, and describe for each candidate, the qualified small dollar contributions received, personal funds contributed, amount of remitted funds, expenditures made, and public fund payments authorized.	08-01-2021
Fair Elections Program Audits	The Office Of Campaign Finance will conduct full field audits of the campaign operations of the principal campaign committees of all participating candidates certified in the Fair Elections Program following the certification of the November 3, 2020 general election results by the Board of Elections. The audits will require the submission of all financial documents maintained in support of the financial transactions reported during the entire coverage period of the campaign. This will allow the verification of the receipt, expenditure, and remission of public funds in accordance with the provisions of the fair elections act, through the substantiation of report entries against the supporting documentation, to ensure the accuracy of the transactions.	09-30-2021
<b>Public Information collection and dissemination online and onsite (1 Strategic Initiative)</b>		
Development Of E-Filing System	The Office Of Campaign Finance will develop the OCF E-Filing and Disclosure system to provide an application to fully implement the provisions of the Campaign Finance Reform Act of 2019, when applicable, which will require the agency to identify prohibited contributions through a cross reference of the lists of covered contractors and their principals made publicly available by District contracting authorities, of contracts above a certain amount, and to notify the contractors and prohibited recipients about potential violations.	09-30-2021