



**OFFICE OF CAMPAIGN FINANCE
FY 2024 PERFORMANCE PLAN**

DECEMBER 1, 2023

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1 OFFICE OF CAMPAIGN FINANCE

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.

Services: The Office of Campaign Finance processes and facilitates the public disclosure of financial reports, which are required by law to be filed with the OCF. OCF also performs desk reviews and develops statistical reports and summaries of the financial reports; encourages voluntary compliance by providing information and guidance on the application of the District of Columbia Campaign Finance Act of 2011 (the Act), as amended, through educational seminars, interpretative opinions, and the OCF Web Site; and enforces the Act through the conduct of audits, investigations, and the informal hearing process.

2 2024 OBJECTIVES

Strategic Objective

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.

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.

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.

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.

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

Create and maintain a highly efficient, transparent, and responsive District government.

3 2024 OPERATIONS

Operation Title	Operation Description	Type of Operation
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.		
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
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.		
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
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.		

(continued)

Operation Title	Operation Description	Type of Operation
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

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.

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
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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

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
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4 2024 STRATEGIC INITIATIVES

Title	Description	Proposed Completion Date
Legislative Proposals	The Office of the General Counsel will develop legislative recommendations for the amendment of the Fair Elections Act, where appropriate, based upon the experience of the Agency following the administration of the Fair Elections Program through the 2020 and 2022 Election Cycles.	9/30/2024
Online Tutorials	The Office of Campaign Finance will develop an online Training Tutorial for both the Traditional Campaign Finance Program and the Fair Elections Program to assist members of the Public with understanding the new "Covered Contractor" Provisions of the Campaign Finance Act which will prohibit the making and acceptance of contributions by the principals of covered contractors of contracts with the District Government above a certain amount.	9/30/2024
Biennial Report	The Office of Campaign Finance will produce and disseminate on December 31, 2023, the OCF Biennial Report of Contributions and Expenditures in an electronic format. The Report will describe the receipts and expenditures of candidates for elective office in the Traditional Campaign Finance Program, 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. The Report will also summarize the receipts and expenditures of independent expenditure committees.	1/5/2024
2024 Debates	The Office of Campaign Finance will organize, publicize, and conduct Debates in any city-wide contests scheduled for election in the June 4, 2024, Primary Election, and the November 5, 2024, General Election where the elections involve more than one (1) participating candidate in the Fair Elections Program, or any candidate who has qualified for ballot access in the Traditional Campaign Finance Program, and has consented to participate in a debate. The Debates will provide voters with the opportunity to hear directly from the candidates on issues that are important to District Residents.	9/30/2024
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 the Election Precincts operated by the Board of Elections in each of the eight (8) Wards during the June 2024 Primary Election to provide guidance where necessary concerning the application of the Campaign Finance Laws.	6/30/2024

Reorganization of Audit
Division

The Office of Campaign Finance will develop a plan for the reorganization of the Reports Analysis and Audit Division, the Traditional Campaign Finance Audit Program, with the Fair Elections Program Division, to establish the Audit Programs of the Agency into one cohesive body responsible for the entire audit operations of the Agency, including the desk review and verification of financial reports, and the conduct of random periodic, investigative, and post-election full field audits.

9/30/2024

5 2024 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

Key Performance Indicators

Measure	Directionality	FY 2021	FY 2022	FY 2023	FY 2024 Target
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.					
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 Interpretative Opinions issued within thirty (30) days	Up is Better	100%	No Applicable Incidents	100%	100%
Percent of informal hearings conducted and closed before the next filing deadline	Up is Better	100%	100%	100%	100%
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.					
Percent of new candidates and treasurers who receive mandatory training	Up is Better	100%	100%	100%	100%
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.					
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%
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.					
Percent of financial reports filed electronically	Up is Better	100%	100%	100%	100%
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					
Percent of matching payments directed for disbursement to participating candidates within five (5) business days after the receipt of financial reports	Up is Better	100%	100%	100%	100%
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	100%	100%	100%	100%

Key Performance Indicators (continued)

Measure	Directionality	FY 2021	FY 2022	FY 2023	FY 2024 Target
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	100%	100%	100%	100%
Create and maintain a highly efficient, transparent, and responsive District government.					
Percent of investigative matters closed within ninety (90) days of opening	Up is Better	100%	No Applicable Incidents	100%	100%

Workload Measures

Measure	FY 2021	FY 2022	FY 2023
Enforcement Program			
Total number of informal hearings conducted	197	110	126
Total number of investigations completed within 90 days	1	No Applicable Incidents	4
Total number of Interpretative Opinions and Expedited Advice issued	35	33	16
Educational Outreach Services			
Total number of mandatory training conferences conducted	36	158	23
Audit Programs			
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	878	584	930
Total number of periodic random and full field audits completed by the Audit Division	18	17	11
Public Information collection and dissemination online and onsite			
Total number of financial reports filed	1,012	739	952
Total number of financial reports filed electronically	1,012	739	945
Fair Elections Program			
Total number of candidates certified as participating candidates in the Fair Elections Program	5	38	40
Total number of pre-election and post election audits completed by the Fair Elections Division	12	7	27