

Office of Campaign Finance FY2018

FY2018 Performance Accountability Report

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives, and key performance indicators (KPIs).

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.

Summary of 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.

FY18 Top Accomplishments

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
Enhanced the OCF E-Filing and Disclosure System to incorporate recommendations received from the public during the FY17 Online Survey to assess the effectiveness of the System to deliver information and services. The upgrades include data download changes to create separate fields for name, address, city, state, and zipcode; a new user e-filing feedback form; and the redesign of the Form 16 Loan and Debt Modules to be more user friendly.	The enhancements to the OCF E-Filing and Disclosure System will improve the public's access to data by increasing the fields for the search feature and the sort of data for download; simplify the reporting of debt and loan information on financial reports; and provide a vehicle for user feedback prior to the close of each e-filing session.	The enhancement of the OCF E-Filing and Disclosure System aids the Agency in its ongoing efforts to ensure the disclosure of accurate and complete data, the increased transparency of financial reporting, and easy access by the public to the financial information received by the Agency.
During FY18, the Agency invited both representatives of member organizations of the D.C. Fair Elections Commission and District residents who were strong advocates of D.C. Law 22-94, the "Fair Elections Amendment Act of 2018", effective May 5, 2018, to participate in a Planning Committee organized by the OCF to develop policy recommendations in certain areas to assist with the implementation of the Fair Elections Program. The first meeting was held on July 26, 2018.	The Planning Committee offers the opportunity for private citizens and community organizations to collaborate with the Office of Campaign Finance to plan a strong foundation for the Fair Elections Program in the areas of engagement of voters through community outreach, the use of technology to provide greater transparency and disclosure of campaign operations; the administration of the debate requirement; and creating candidate services to aid with compliance.	The organization of the Planning Committee has established a critical link with the community which will assist the Office of Campaign Finance in determining how best to educate the public concerning the introduction of the public financing of campaign operations in the District of Columbia.
Achieved 100% compliance with the legislative mandate to file all financial reports online at the OCF Web Site, and 93% compliance with the mandate for all newly registered candidates and treasurers to attend training on their responsibilities under the Campaign Finance Act.	Achieving the 93% compliance rate in the Mandatory Training Program assured District residents that the filing community participated in training which focused on their reporting requirements under the Campaign Finance Laws, and committed to comply with the Laws. The submission of financial reports online provides the public with real time access to the financial transactions reported by candidates and committees.	Achieving the 93% compliance rate with the training mandate promotes voluntary compliance with the Campaign Finance Laws as demonstrated through the 100% compliance rate achieved with the electronic filing program, and the overall 96% compliance rate achieved for the filing of financial reports by all registrants under the Campaign Finance Act.

2018 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.**

2018 Key Performance Indicators

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
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	Quarterly	100%	100%	100%	100%	100%	100%	Met	
Percent of Interpretative Opinions issued within thirty (30) days	Quarterly	100%	No applicable incidents	100%	100%	100%	100%	Met	
Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request	Quarterly	100%	100%	No applicable incidents	No applicable incidents	100%	100%	Met	
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)									
Percent of new candidates and treasurers who receive mandatory training	Quarterly	100%	100%	100%	100%	100%	100%	Met	
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)									

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY2018	KPI Status	Explanation
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	Quarterly	100%	100%	100%	100%	100%	100%	Met	
Percent of periodic random audits conducted within sixty (60) days of initiation	Quarterly	100%	100%	100%	100%	100%	100%	Met	
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)									
Percent of financial reports filed electronically	Quarterly	100%	100%	100%	100%	100%	100%	Met	
5 - Create and maintain a highly efficient, transparent and responsive District government.** (1 Measure)									
Percent of investigative matters closed within ninety (90) days of opening	Annually	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	No applicable incidents		

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
1 - Enforcement Program (3 Measures)						
Total number of informal hearings conducted	Quarterly	16	7	39	21	83
Total number of investigations completed within 90 days	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	No applicable incidents
Total number of Interpretative Opinions and Expedited Advice issued	Quarterly	4	1	2	1	8
2 - Educational Outreach Services (1 Measure)						
Total number of mandatory training conferences conducted.	Quarterly	23	32	102	40	197
3 - Audit Programs (2 Measures)						
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	Quarterly	220	209	183	206	818
	Quarterly	2	2	5	4	13

Measure	Freq	Q1	Q2	Q3	Q4	FY 2018
Total number of periodic random and full field audits completed by the Audit Division						
4 - Public Information collection and dissemination online and onsite (2 Measures)						
Total number of financial reports filed electronically.	Quarterly	135	209	124	164	632
Total number of financial reports filed	Quarterly	135	209	124	164	632

2018 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
OFFICE OF THE GENERAL COUNSEL (3 Strategic initiatives)				
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.	Complete	Site visits were organized to the nine (9) Early Voting Centers on June 13, 2018 and to 87 of the Election Precincts during the June 19, 2018 Primary Election. 10 or more Precincts were inspected within each Ward. Staff provided counsel where necessary, and found that campaign signs displayed the proper identification disclaimer, and that most electioneering markers were properly placed at the appropriate distance from the Precinct entrance.	
Listing 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.	Complete	The Office of the General Counsel identified the subject matter of each of the "Complaints and Final Decisions" listed at the Enforcement Link at the OCF Website from Calendar Years 2000 through 2018 to enable the revision of the Link to provide for a public search feature by topic.	
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.	Complete	During FY18, the Office of the General Counsel commenced the comprehensive review of the OCF Regulations, Forms, and Brochures to include the provisions and reflect the changes arising from the Fair Elections Amendment Act of 2018, effective May 5, 2018, and applicable November 7, 2018. The Agency proposed the Notice of Emergency and Proposed Rulemaking to the Board of Elections for adoption on September 5, 2018 to increase the expenditure limits for the Constituent Service Programs (65 DCR 37; September 14, 2018); and proposed several revisions to conform with other recent Campaign Finance Reform legislation which established contribution limits and increased reporting for political action committees (64 DCR 10306; October 13, 2017).	
PUBLIC INFO. & RECORD MANAGEMENT (1 Strategic Initiative)				

Title	Description	Complete to Date	Status Update	Explanation
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".	Complete	The Agency established a Community Outreach Program and partnered with the Board of Elections in its 2018 Voter Registration and Education Community Outreach Campaign. The goal of the Community Outreach Program is to participate in community events to expand the audience through which information may be disseminated on the Campaign Finance Laws and the Agency's role to administer the laws. To assist in these efforts, the Agency designed a Brochure to outline the Agency's mission, scope of services, regulations, and enforcement duties. The Agency participated in five (5) events throughout the City. The Agency scheduled onsite training sessions to focus on the "Business Contributor" reporting requirements, and designed a Business Contributor Training Tutorial for view at the OCF Website.	
REPORT ANALYSIS & AUDIT DIV. (1 Strategic Initiative)				
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.	Complete	During FY18, the Agency completed twenty-one (21) Periodic Audit Reports of candidates active in the 2018 Election Cycle, Political Action Committees, and the Constituent Services Program. The Audit Branch conducted 844 Desk Reviews of the Financial Reports filed with the Agency; issued 238 Requests for Additional Information and resolved 206 of these matters, with 20 responses due in FY19; recommended 19 Committees for termination upon the approval of their Final Accounts; and referred 20 matters to the Office of the General Counsel for enforcement.	
TRAINING AND DEVELOPMENT (2 Strategic initiatives)				
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	Complete	During FY18, the OCF achieved a 93% compliance rate with the mandate for new candidates and treasurers to attend training on their responsibilities and duties under the Campaign Finance Laws. Each of the 197 candidates and treasurers who registered during FY18 attended the training and swore or affirmed to follow the Campaign Finance Laws. The Agency also developed a Power Point	

Title	Description	Complete to Date	Status Update	Explanation
	<p>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.</p>		<p>Presentation for use in the Mandatory Entrance Conferences.</p>	