

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.

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.

2019 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
The Office of Campaign Finance produced and disseminated the OCF 2019 Biennial Report of Contributions and Expenditures for the period from January 2017 through December 2018 to the Mayor and the Council of the District of Columbia, and to the public at the OCF Web Site.	The production of the Biennial Report furthers the responsibility of the Agency to ensure the disclosure and transparency of the financial transactions reported by candidates and committees in their Reports of Receipts and Expenditures filed with the Office of Campaign Finance.	The Report provides the public with a summary of the receipts and expenditures of candidates for elective office, with the exception of ANC candidates, and the various committees registered with the Agency, 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 Office of Campaign Finance completed and launched the Fair Elections Program E-Filing System for public use on July 26, 2019. The System enables the electronic submission of financial reports by FEP candidates and the real time imaging of the reports for public view. All FEP participants successfully filed their financial reports on July 31, 2019, the first filing deadline for the Program.	The completion of the development of the FEP E-Filing System aids the Agency in its ongoing efforts to fully implement the provisions of the "Fair Elections Amendment Act of 2018", and satisfies the requirement to provide for the online submission of financial reports under the Fair Elections Program.	The FEP Electronic Filing System completion was a major milestone in the implementation of the Fair Elections Program. The System allows candidates in the Fair Elections Program to submit their financial reports online and upload required contributor documentation, and provides real time imaging of the reports for public view by District residents.
To inform a wider audience about the new Fair Elections Public Financing Program, the Office of Campaign Finance partnered with the Office of Advisory Neighborhood Commissions to request the inclusion of OCF on the public meeting agendas of the 40 ANCs, which consist of the 296 Single Member Districts, located in Wards 1 through 8, to introduce the Fair Elections Program to the community. From April 2019 to September 2019, the OCF appeared at 19 ANC meetings.	The ANC Educational Outreach Initiative enabled the Agency to expand its reach and inform a wider audience about this major change in the Campaign Finance Laws which will provide for the public funding of campaign operations in the District of Columbia.	The Office of Campaign Finance successfully presented the highlights of the new Fair Elections Public Financing Program at the public meetings of the Advisory Neighborhood Commissions to District residents throughout the District of Columbia over a six (6) month period during the 2019 Calendar Year immediately preceding Calendar Year 2020 during which the June 2020 Primary Election for local Offices will be held.

2019 Key Performance Indicators

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	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)											

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual	KPI Status	Explanation
Percent of periodic random audits conducted within sixty (60) days of initiation	Quarterly	100%	100%	100%	100%	100%	100%	100%	100%	Met	
Percent of Base Amount Payments distributed within five (5) business days of the certification of a candidate into the Fair Elections Program	Annually	New in 2019	New in 2019	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
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.	Annually	New in 2019	New in 2019	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	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	964%	100%	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	Quarterly	Waiting on Data	No Applicable Incidents	100%	100%	100%	No applicable incidents	100%	100%	Met	

2019 Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
1 - Enforcement Program (3 Measures)							
Total number of informal hearings conducted	83	83	38	55	49	23	165
Total number of investigations completed within 90 days	Waiting on Data	No Applicable Incidents	1	1	No applicable incidents	1	3
Total number of Interpretative Opinions and Expedited Advice issued	12	8	No applicable incidents	No applicable incidents	No applicable incidents	1	1
2 - Educational Outreach Services (1 Measure)							
Total number of mandatory training conferences conducted	29	197	4	2	13	26	45
3 - Audit Programs (2 Measures)							

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Actual
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	1092	818	383	624	97	170	1274
Total number of periodic random and full field audits completed by the Audit Division	17	13	4	3	8	4	19
4 - Public Information collection and dissemination online and onsite (2 Measures)							
Total number of financial reports filed electronically	964	632	317	493	66	139	1015
Total number of financial reports filed	966	508	317	524	66	140	1047

2019 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

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Audit Programs (3 Strategic initiatives)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
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..	Complete	During FY 19, the Office of Campaign Finance issued fifteen (15) Periodic Audit Reports of candidates active in the 2018 Election Cycle, Political Action Committees, and the Constituent Services Programs. The Audit Branch conducted 1274 Desk Reviews of financial reports; issued 290 Requests for Additional Information; received 265 Responses and Amended Reports, with five (5) responses due in FY20; referred thirty (30) matters to the General Counsel; and recommended 53 Committees for Termination upon the approval of their Final Accounts.	
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.	Complete	The Office of Campaign Finance selected the campaign operations of four (4) newly elected Members of the State Board of Education for full field audit following the certification of the November 6, 2018 General Election Results by the Board of Elections. The audits were conducted of the entire operations of each committee from its organization to the request for termination. The Agency verified the reported financial transactions against the banking records and statements, invoices, loan documents, and receipts maintained by the Committees during the financial operations of the campaigns. The full field audits resulted in the issuance of two (2) Compliance Reports, and the continuing review of two (2) of the committees. The Agency also conducted full field audits of an Inaugural Committee organized following the 2018 General Election, which resulted in a Compliance Report; and the Principal Campaign Committee of a candidate active in the 2018 Election Cycle, which resulted in the issuance of a Non-Compliance Report.	
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.	Complete	The Office of Campaign Finance developed an Audit Program unique to the requirements of the Fair Elections Program, which provides for the verification, desk review, and full audit of the financial reports filed under the Program. The Fair Elections Division has verified and desk reviewed 12 financial reports filed by candidates registered in the FEP, commencing with the first reporting deadline for the Program, July 31, 2019.	
Educational Outreach Services (2 Strategic initiatives)				
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.	Complete	The Office of Campaign Finance partnered with the Office of the Advisory Neighborhood Commissions (ANC) to request the inclusion of OCF at ANC meetings to introduce the new Fair Elections Program. From April 2019 to September 2019, the OCF appeared at 19 ANC meetings in communities throughout the District. The Agency also participated in nine (9) Community Outreach Events and or Projects with the Board of Elections, and two (2) other community events to present information on the Fair Elections Program. The Agency also fully utilized its Social Media Platforms to provide notice of its upcoming training sessions and community appearances; and created Public Service Announcements and Bulletins for broadcast on WTOP Radio and DC Cable.	

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Obtain Greater Disclosure and Compliance through the OCF Educational Program	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 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.	Complete	During FY 19, the Office of Campaign Finance achieved a 99% compliance rate with the mandate for new candidates and the treasurer of each newly formed committee and Constituent Services Program to attend training on their responsibilities and duties under the Campaign Finance Laws. Each of the 45 new candidates and treasurers who registered during FY 19 attended the training and swore or affirmed to follow the Campaign Finance Laws. Held 51 onsite training seminars and mandatory training conferences, and attended seven (7) community events with the Board of Elections.	
Enforcement Program (2 Strategic initiatives)				
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.	Complete	Site visits were conducted by the Office of Campaign Finance on November 2, 2018 at 12 of the 14 Early Voting Centers designated in Wards 1 - 8, and during the November 6, 2018 General Election in 98 of the 143 Precincts operated by the Board of Elections. Campaign signs displayed the proper disclaimers and were appropriately placed outside the election marker boundaries; and electioneering activity was conducted within the appropriate boundaries. The OCF did not receive any complaints or observe any infractions that may have compromised the integrity of the election process.	
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.	Complete	The Office of Campaign Finance submitted three Notices of Proposed Rulemaking which were adopted as Final by the Board of Elections and published in the D.C. Register on October 11, 2019 (Vol 66/42), July 12, 2019 (Vol 66/28), and May 31, 2019 (Vol 66/22), to fully implement the provisions of the "Fair Elections Amendment Act of 2018", as amended. The Office of the General Counsel also assisted with the development of three (3) Brochures and two (2) online power points for the Fair Elections Program, and with the drafting of Registration and Financial Forms for the Program; and the revision of the Campaign Finance Guide and the Mandatory Training Programs to fully incorporate the requirements of the Fair Elections Program.	
Public Information collection and dissemination online and onsite (2 Strategic initiatives)				
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.	Complete	On January 31, 2019, the Office of Campaign Finance issued the 2019 Biennial Report of Contributions and Expenditures to the Mayor, the Council, and the public at the OCF Web Site. The Report summarizes the receipts and expenditures of candidates for public office (except ANC candidates) and committees reported for the period from January 2017 through December 2018.	

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
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.	Complete	The Office of Campaign Finance completed and launched the Fair Elections Program E-Filing System for public use on July 26, 2019. The System enables the electronic submission of financial reports by FEP candidates and the real time imaging of the reports for public view. All FEP participants successfully filed their financial reports and supporting documentation online at the OCF Web Site on July 31, 2019, the first filing deadline for the Program. The administrative modules of the FEP E-Filing System assisted the OCF with the verification of the financial reports. During FY 19, the OCF certified five (5) candidates in to the FEP Program, and directed the disbursement of Base Amount and Matching Payments in the total sum of \$368,615.10.	