

Office of Campaign Finance FY2018

Agency Office of Campaign Finance

Agency Code CJ0

Fiscal Year 2018

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.

2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# 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.	3	1
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	1
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	1
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	1
5	Create and maintain a highly efficient, transparent and responsive District government.**	10	0
TOT		17	4

2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
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	<input type="checkbox"/>	100%	100%	100%	100%	100%	100%	140.7%	100%
Percent of Interpretative Opinions issued within thirty (30) days	<input type="checkbox"/>	Not available	100%	100%	Not Available	100%	100%	100%	100%
Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request	<input type="checkbox"/>	Not available	100%	Not Available	100%	100%	100%	100%	100%

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	<input type="checkbox"/>	Not available	100%	Not Available	100%	100%	Not Available	100%	100%
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)									
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	<input type="checkbox"/>	100%	100%	100%	100%	100%	100%	100%	100%
Percent of periodic random audits conducted within sixty (60) days of initiation	<input type="checkbox"/>	100%	100%	100%	100%	93.8%	100%	100%	100%
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	<input type="checkbox"/>	100%	100%	100%	100%	100%	100%	964%	100%
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	<input type="checkbox"/>	100%	100%	100%	Not Available	0%	100%	Data Forthcoming	100%

**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 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
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	3	3
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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	1	2
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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	2	1
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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	2	1
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Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
1 - Enforcement Program (3 Measures)					
Total number of informal hearings conducted	<input type="checkbox"/>	Not available	Not Available	47	83
Total number of investigations completed within 90 days	<input type="checkbox"/>	Not available	Not Available	Not Available	Data Forthcoming
Total number of Interpretative Opinions and Expedited Advice issued	<input type="checkbox"/>	Not available	Not Available	19	12
2 - Educational Outreach Services (1 Measure)					
Total number of mandatory training conferences conducted.	<input type="checkbox"/>	Not available	Not Available	34	29
3 - Audit Programs (2 Measures)					
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	<input type="checkbox"/>	Not available	Not Available	727	1092
Total number of periodic random and full field audits completed by the Audit Division	<input type="checkbox"/>	Not available	Not Available	24	17
4 - Public Information collection and dissemination online and onsite (2 Measures)					
Total number of financial reports filed electronically.	<input type="checkbox"/>	Not available	Not Available	610	964
Total number of financial reports filed	<input type="checkbox"/>	Not available	Not Available	610	966

Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
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.	09-30-2018
Listing of Complaints	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.	05-31-2018

and Final Decisions 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.	09-30-2018
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 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.	09-30-2018
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.	09-30-2018
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".	09-30-2018