

Office of Campaign Finance FY2022

Agency Office of Campaign Finance

Agency Code CJO

Fiscal Year 2022

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 (KPIs)

Measure	Directionality	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 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 expedited advice for time-sensitive election related matters issued within fifteen (15) days of request	Up is Better	100%	100%	Waiting on Data	100%
Percent of Interpretative Opinions issued within thirty (30) days	Up is Better	100%	100%	Waiting on Data	100%
Percent of informal hearings conducted and closed before the next filing deadline	Up is Better	1225%	100%	Waiting on Data	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	Up is Better	100%	100%	Waiting on Data	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	Up is Better	100%	100%	Waiting on Data	100%
Percent of periodic random audits conducted within sixty (60) days of initiation	Up is Better	100%	100%	Waiting on Data	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	Up is Better	100%	100%	Waiting on Data	100%

Measure	Directionality	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
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)					
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	Waiting on Data	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%	Waiting on Data	100%
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	Waiting on Data	100%
6 - Create and maintain a highly efficient, transparent, and responsive District government. (1 Measure)					
Percent of investigative matters closed within ninety (90) days of opening	Up is Better	100%	100%	Waiting on Data	100%

Operations

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)		
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)		
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)		
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)		

Operations Title	Operations Description	Type of Operations
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
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)		
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 (WMs)

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
1 - Enforcement Program (3 Measures)			
Total number of informal hearings conducted	165	102	Waiting on Data
Total number of investigations completed within 90 days	3	5	Waiting on Data
Total number of Interpretative Opinions and Expedited Advice issued	1	20	Waiting on Data
2 - Educational Outreach Services (1 Measure)			
Total number of mandatory training conferences conducted	45	145	Waiting on Data
3 - Audit Programs (2 Measures)			
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	1274	767	Waiting on Data
Total number of periodic random and full field audits completed by the Audit Division	19	15	Waiting on Data
4 - Public Information collection and dissemination online and onsite (2 Measures)			
Total number of financial reports filed	1047	800	Waiting on Data
Total number of financial reports filed electronically	1015	800	Waiting on Data
5 - Fair Elections Program (2 Measures)			
Total number of candidates certified as participating candidates in the Fair Elections Program	New in 2020	36	Waiting on Data
Total number of pre-election and post election audits completed by the Fair Elections Division	New in 2020	0	Waiting on Data

Strategic Initiatives

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Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Audit Programs (1 Strategic Initiative)		
Traditional Campaign Finance Audit Programs	The Office of Campaign Finance will review the financial reports of all registrants in the Traditional Campaign Finance Program following each filing deadline for compliance with the reporting requirements; conduct periodic random audits of the activity reports of the Constituent Services and Statehood Fund Programs following the close of the October 1st and April 1st Filing deadlines, and the continuing 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.	09-30-2022
Educational Outreach Services (3 Strategic initiatives)		
Educational Outreach Services	The Office of Campaign Finance will expand the outreach of the OCF Educational Program to reserve the Community Meeting Rooms of the various Branches of the DC Public Library located within each of the Eight (8) Wards of the District of Columbia to offer monthly Seminars for the public, including potential local candidates for office, treasurers, and campaign staff and volunteers. The Seminars will focus on the dissemination of information throughout the District designed to fully introduce the residents in each Ward to the Fair Elections and the Traditional Campaign Finance Programs, and how campaigns are funded, and to the role of the Agency to administer the Campaign Finance Laws.	09-30-2022
Educational Outreach Services	The Office of Campaign Finance will establish a Candidate/Treasurer Consultation Program to offer one on one formal consultations to candidates and treasurers with the OCF Auditors in both the Fair Elections and the Traditional Campaign Finance Programs following the completion of the Mandatory Entrance Conference and the submission of the first Receipts and Expenditures Report, to discuss the reporting requirements and any compliance issues specific to the campaign.	09-30-2022
Educational Outreach Services	The Office of Campaign Finance will develop an Audit Training Program for the candidates and treasurers registered in the OCF Fair Elections, Traditional Campaign Finance, and the Constituent Services Programs, to introduce the full range of the Audit Process, including the conduct of Desk Reviews, Full Field and Random periodic Audits, and Post-Election Audits. The Training will focus on how to respond to Requests for Additional Information, the Initial Request for Audit Documentation, Preliminary Audit Reports, and the common types of Audit Findings.	09-30-2022
Enforcement Program (1 Strategic Initiative)		
Enforcement Program	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 2022 Primary Election to provide guidance where necessary concerning the application of the Campaign Finance Laws.	07-31-2022
Fair Elections Program (1 Strategic Initiative)		
Fair Elections Program	The Office of Campaign Finance will organize, publicize, and conduct Debates in any city-wide contests scheduled for election in the June 21, 2022 Primary Election and the November 8, 2022 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.	09-30-2022
Public Information collection and dissemination online and onsite (1 Strategic Initiative)		
Public Information Dissemination Online and Onsite	The Office of Campaign Finance will produce and disseminate on December 31, 2021, 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 political action committees and independent expenditure committees.	01-31-2022