GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Office of Government Ethics

February 5, 2018

Honorable Charles Allen
Committee on the Judiciary and Public Safety
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W., Suite 406
Washington, D.C. 20004

RE: Board of Ethics and Government Accountability's
<u>2018 Responses to the Performance Oversight Questions</u>

Dear Councilmember Allen:

Thank you for this opportunity to provide responses to the Performance Oversight Questions contained in the Committee on the Judiciary's correspondence dated January 10, 2018. The members of the Board and I look forward to providing testimony and answering these and any other questions you might have at the Hearing scheduled on February 8, 2018. The questions and answers are set forth below:

General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel, and note the date that the information was collected on the chart.

   See EXHIBIT 1 - BEGA Organizational Chart.

   a. Please provide an explanation of the roles and responsibilities of each division and subdivision.

      The Board of Ethics and Government Accountability (BEGA) is responsible for overseeing the Office of Government Ethics (OGE) and the Office of Open Government (OOG).

      The Office of Government Ethics administers and enforces the District of Columbia Code of Conduct. More specifically, OGE investigates alleged violations of the Code of Conduct; adjudicates violations of the Code of Conduct; provides mandatory ethics training; issues rules and

regulations governing the ethical conduct of employees and public officials; oversees lobbyist registration and activity reporting; manages and oversees the financial disclosure filing requirements for District employees and officials; drafts an annual ethics Best Practices Report and an Ethics Manual; and provides for the anonymous and confidential receipt of information related to violations of the Code of Conduct or other information with regard to the administration or enforcement of the Code.

There are no subdivisions under OGE. However, our new OGE Director, Brentton Wolfingbarger, plans to restructure the office's staffing pattern and create three distinct investigative teams, each consisting of one attorney and one investigator or investigative auditor, who will work with one another exclusively on their assigned cases.

The Office of Open Government (OOG) is a separate office under the Board of Ethics and Government Accountability. It is the role of the OOG to ensure compliance of all District Government agencies with the requirements of the Freedom of Information Act (FOIA), and compliance of all public bodies with the Open Meetings Act (OMA). Specifically, the OOG provides boards and commissions with formal and informal advice on compliance with the OMA. It investigates OMA complaints, and when necessary, issued to public bodies binding opinions on compliance. Additionally, the director of the OOG, serves as the Chief FOIA Officer for the District. The OOG issues formal and informal advice to agencies on compliance with FOIA.

There are no subdivisions under OGE.

b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

OGE: Changes made to the organizational chart during the previous year are as follows: Board Chairperson Robert Spagnoletti resigned from his position and was replaced by Chairperson Tameka Collier; Board member Carol Schwartz resigned from her position; Darrin Sobin resigned from his position as Director of Government Ethics, and serves now as a Board member; Brentton Wolfingbarger serves as the new Director of Government Ethics; and two FTEs (administrative positions) were added to the FY18 budget. However, Director Wolfingbarger's restructuring plan substitutes a newly created investigative auditor position for those two administrative FTE positions which are currently vacant.

OOG: There are no organizational changes.

2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected.

The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

See EXHIBIT 2 - BEGA Schedule A.

3. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

   There have been no details.

4. Please provide the Committee with:

   a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY17 and FY18, to date;

      2017: Darrin Sobin, Traci Hughes, Brian Flowers, Ronald Cook, Ileana Corrales, Sandra Peterson, and Jessica Dillion had cellphones. Also, Darrin Sobin and Johnnie Barton had iPads, as did all Board members.

      2018: Brent Wolfingbarger, Traci Hughes, Brian Flowers, Ronald Cook, Ileana Corrales, and Sandra Peterson, have cellphones. Jessica Dillion had a cellphone until her separation from employment on January 8, 2018. Also, Brent Wolfingbarger and Johnnie Barton have iPads, as do all Board members.

   b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY17 and FY18, to date;

      The Agency has no leased or owned vehicles. The Agency participates in the Fleet Share program under the Department of Public Works. Since FY17 to-date, Ronald Cook, Sr., Ileana Corrales, Ashley Cooks, and Asia Stewart-Mitchell are authorized drivers. There have been no vehicular accidents involving BEGA's use of government vehicles.

   c. A list of travel expenses, arranged by employee for FY17 and FY18, to date, including the justification for travel; and

FY17 Travel Expenses

Council on Governmental Ethics Laws (COGEL)

Employee	Travel Expenses	Justification for Travel
Darrin Sobin	$914.92	Sessions on ethics, lobbyists, and Hatch Act
John Grimaldi	$914.92	Sessions on ethics, lobbyists, and Hatch Act
Brian Flowers	$914.92	Sessions on ethics, lobbyists, and Hatch Act

Total: $2,744.76

FY18 Travel Expenses

Employee	Travel Expenses	Justification for Travel
Brian Flowers	$1,616.50	Sessions on ethics and lobbyists
Janet Foster	$1,616.50	Sessions on ethics and lobbyists
Traci Hughes	$2,383.00	Sessions on government transparency, open government and FOIA
Johnnie Barton	$2,383.00	Sessions on government transparency, open government and FOIA

Total: $7,999.00

d. A list of the total workers' compensation payments paid in FY17 and FY18, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

There have been no workers' compensation payments.

5. For FY17 and FY18, to date, what was the total cost for mobile communications and devices, including equipment and service plans?

In FY 2017 $4,348.46 was spent for equipment and service plans for mobile communications and devices.

In FY 2018 $1,137.87 has been spent for equipment and service plans for mobile communications and devices.

6. For FY17 and FY18, to date, please list all intra-District transfers to or from the agency.

<u>See EXHIBIT 3</u> – BEGA FY17 intra-District Transfers.

7. For FY17 and FY18, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:

a. The revenue source name and code;
    - **Fine Fees: Fund 0601, D.C. Official Code § 1-1162.21**
    - **Lobbyist Registration Fees: Fund 0602 D.C. Official Code § 1-1162.27**
b. The source of funding;
    - **Fine Fees: Agency Fund, 0600**
    - **Lobbyist Registration Fees: Agency Fund, 0600**
c. A description of the program that generates the funds;
    - **Fine Fees: This program manages and oversees the financial disclosure filing requirements for District employees and officials. Revenue from this fund comes from fines imposed by the Board, see D.C. Official Code sec. 1-1162.10. Those funds in turn are spent on office operations including training and personnel services.**
    - **Lobbyist Registration Fees: This program oversees lobbyist registration and activity reporting. Revenue from this fund comes from lobbyist registration fees, see D.C. Official Code 1-1162.27. By statute, these funds in turn are spent on lobbyist oversight and enforcement.**
d. The amount of funds generated by each source or program;
    - **Fine Fees: FY17 = $16,540.00; FY18 = $4,500.00**
    - **Lobbyist Registration Fees: FY17 = $100,175.90; FY18 = $19,304.37**
e. Expenditures of funds, including the purpose of each expenditure; and
    - **Fine Fees: FY17 = $27; FY18 = $0**
    - **Lobbyist Registration Fees: FY17 = $95,068.73; FY18 = $14,416.10**
f. The current fund balance.
    - **Fine Fees: $89,400.33**
    - **Lobbyist Registration Fees: $161,771.92**

8. For FY17 and FY18, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

See EXHIBIT 4 - BEGA FY17 Purchase Card Expenditure Report.

See EXHIBIT 5 - BEGA FY18 Purchase Card Expenditure Report.

9. Please list all memoranda of understanding ("MOU") entered into by your agency during FY17 and FY18, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

See EXHIBIT 6 - BEGA FY17 and FY18 Memoranda of Understandings.

10. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY17 and FY18, to date.

OGE frequently collaborates with the U.S. Office of Government Ethics for ethics matters, the U.S. Office of Special Counsel for Hatch Act related matters, the National Association of Attorneys General, the Center for the Advancement of

Public Integrity ("CAPI" at the Columbia Law School) and the Council on Government Ethics Laws (COGEL) which is a private organization the membership of which is comprised of government employees from all 50 States and the District of Columbia. OGE also collaborates with the Office of the Inspector General regarding its investigations that are related to ongoing OIG investigations.

11. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY17 and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:

    a. An update on all capital projects begun, in progress, or concluded in FY16, FY17, and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances.

    There are no capital projects in the financial plan.

    b. An update on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23.

    Not applicable.

    c. A description of whether the capital projects begun, in progress, or concluded in FY16, FY17, or FY18, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

    Not applicable.

12. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY17 and FY18, to date. For each, include a description of the need and the amount of funding requested.

    OGE: A FY 2018 Capital Budget Request was submitted to the Office of Budget and Finance (OBF) for the development of a new e-Filing system for Lobbyist and Financial Disclosure Statement functions. The funds needed for the new System were provided by OBF.

    OOG received an enhancement of $43,000 for Non-Personnel Services expenditures for FY18. OOG did not submit an enhancement request for the allotment for FY 2019, as the Board of Ethics and Government Accountability will consider the respective requests of the OOG and the OGE. The OOG is expected to seek the $43,000 allotment from the approved FY19 budget.

    OGE is submitting an FY19 budget enhancement request in the amount of $53,000.00, to cover the costs associated with restructuring its operations and implementing a new staffing pattern (est. $33,000.00), as well as purchasing seven new computers to replace outdated ones that are believed to have been in service since 2012 (est. $20,000.00).

13. Please list, in chronological order, each reprogramming in FY17 and FY18, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY17 and FY18, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.

    See EXHIBIT 7 – BEGA FY17 Reprogramming.

    There has been no reprogramming in FY18.

14. Please list each grant or sub-grant received by your agency in FY17 and FY18, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

    a. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

    There has been no grant or sub-grant.

15. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY17 and FY18, to date. For each contract, please provide the following information, where applicable:

    a. The name of the contracting party;
    b. The nature of the contract, including the end product or service;
    c. The dollar amount of the contract, including amount budgeted and amount actually spent;
    d. The term of the contract;
    e. Whether the contract was competitively bid;
    f. The name of the agency's contract monitor and the results of any monitoring activity; and
    g. The funding source.

    See EXHIBIT 8 - BEGA FY17 and FY18 Procurements (Purchase Orders).

16. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

    OGE was involved in five lawsuits during FY17 and FY18. None of the lawsuits expose the District to significant financial liability or would result in a change in agency practices.

    The pending and lawsuits are:

1. **Gerren Price v. D.C. BEGA, CA No. 16-AA-1230 (Sup. Ct. No. 1426-001. This case involves an appeal from a BEGA finding that Mr. Price had violated the Nepotism provisions of the DPM and CMPA. The case is currently being briefed in the Court of Appeals.**

2. **Wallace Mitchell vs. D.C., et al., 2017 CA 003239. Mr. Wallace appealed BEGA's dismissal of ethics complaints he had filed against District public officials. On October 31, 2017, DC Superior Court Judge Neal Kravitz granted the District's motion to dismiss this lawsuit. The case was dismissed with prejudice for failure to state a claim upon which relief could be granted. The court also noted that Mr. Mitchell has been barred from filing new cases without leave of court for "repeatedly filing duplicative and frivolous civil actions in this court."**

3. **Charlene Dickens vs DC BEGA, 17 CV 1027. Ms. Dickens is one of 2 DDOT employees who appealed their designations as employees who are required to file a public financial disclosure statement. On August 16, 2017, Judge Jennifer Di Toro issued an Order in which she affirmed BEGA's decision upholding the designation. Ms. Dickens appealed this decision to the Court of Appeals on September 15, 2017. On December 4, 2017, the Court of Appeals reinstated Ms. Dickens appeal following its sua sponte dismissal in November for failure to perfect the appeal by filing an amended notice. Briefs have been filed. The latest docket entry was an Order directing Ms. Dickens to file an appendix.**

4. **Edwin Edokwe vs. DC BEGA, 2016 CA 007889 P (MPA). Mr. Edokwe, the second of the DDOT employees, appealed the Board's decision denying his appeal of his 2016 FDS designation as a public filer. All briefs have been filed in that matter and a court hearing has been set for February 9, 2018.**

5. **DC vs. Larry Hicks, 2017 CA 008091 2. This is an enforcement (collection) action filed to reduce the Board's $20,000 fine imposed on Mr. Hicks to judgment. The Board imposed the fine in February of 2014, and Mr. Hicks appealed that finding to the Superior Court and Court of Appeals. With his judicial remedies exhausted, OAG is representing BEGA in this matter and is attempting to serve Mr. Hicks.**

The OOG filed an enforcement action in October 2016 against Michael Yates in his capacity as chairman of the Mayor's Advisory Commission on Caribbean Community Affairs for failure to comply with the Open Meetings Act, case number 2016 CA 007337. There was no financial liability to BEGA/OOG as the matter was handled pro bono by counsel with Levine Sullivan Koch & Schultz, LLP. As of the date of this submission, the parties are awaiting the final order of the Court. A hearing is scheduled for March 2, 2018.

17. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY17 or FY18, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If

unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Besides the Negotiated Dispositions published on our website resulting from OGE investigations, the agency did not enter into any settlements in FY17 or FY18.

18. Please list the administrative complaints or grievances that the agency received in FY17 and FY18, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution.

    There was one grievance filed in FY18, alleging harassment involving time and leave matters. The grievance was denied. The process used to respond to personnel complaints and grievances is found in Chapter 16 of the District Personnel Manual.

19. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY17 and FY18, to date, whether or not those allegations were resolved.

    The procedures used are those adopted by the Office of Human Rights in Title 4 of the District of Columbia Municipal Regulations. The Agency has had no complaints or allegations surrounding sexual harassment or misconduct in FY17 and FY18. BEGA staff is in compliance with the District's Sexual Harassment Prevention Training and Acknowledgment.

20. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY17 and FY18, to date.

    <u>OGE</u>:

    a.) A cybersecurity study was conducted on the agency's e-filing system for Lobbyists and Financial Disclosure Statement filers between November 2016 and January 2017 by the Office of the Chief Financial Officer (this was a government-wide review). Numerous cybersecurity vulnerabilities were detected. The cause of the vulnerabilities was deemed to be outdated coding. Working with the Office of the Chief Technology Officer and an outside vendor, the vulnerabilities were rectified for the short term and the system remains operational. Because of these issues and other recurring IT problems, OCTO performed a study to determine agency IT needs. The results of this study, as well as a cost estimate, were included in a Capital Budget Request for FY 18'.

    b) In FY17, it is believed the Mayor's Office conducted a government-wide fee study to determine whether agency fees charged to the public were appropriate. This included an analysis of whether the Lobbyist registration fees charged by

BEGA are adequate and consistent with those of other jurisdictions. We understand that the results of the study have not yet been finalized.

OOG:

c) The Agency completed a Purchase-Card audit conducted by Office of Procurement Integrity & Compliance (OPIC) on January 19, 2018. OPIC found that within the audit period, one transaction did not include a receipt, and one transaction was not reviewed and approved timely. To ensure that all transactions are timely reviewed, the Director of the Office of Open Government, Traci Hughes, will set electronic alerts on the Outlook calendar as a reminder to review all transactions by the 15th of each month. All P-Card purchases will be added as a weekly staff agenda item so that any purchases for the previous week and any necessary documentation are reviewed and uploaded in the PaymentNet system.

21. Please describe any spending pressures the agency experienced in FY17 and any anticipated spending pressures for the remainder of FY18. Include a description of the pressure and the estimated amount. If the spending pressure was in FY17, describe how it was resolved, and if the spending pressure is in FY18, describe any proposed solutions.

OGE: Almost all of the computers that OGE staff members use to perform their duties are outdated and need to be replaced, as they appear to have been originally purchased in 2012. The total cost to replace those computers and related hardware (e.g. printers, scanners, monitors) will be approximately $40,000.00. OGE plans to spread those costs across two fiscal years, replacing seven computers during FY18, and delaying replacement of the other seven computers until FY19.

OGE is using the same outdated case management system (ProLaw) it has used since 2012. The Office of the Attorney General recently decided to replace its ProLaw system with a new system called Abacus. OGE is currently studying several case management options to identify the most cost effective solution that will satisfy its operational needs, including Abacus, eProsecutor, iSight, and Case Closed, among others. However, the initial estimate we received to implement the eProsecutor system – including data migration services from our legacy system into eProsecutor – was $200,000.00, plus an additional $50,000 per year thereafter in licensing fees.

Lastly, as described in its response to Question 26 below, BEGA recently enlisted the assistance of the Department of General Services (DGS) to assess the current office space needs for both OGE and OOG. Per DGS records, BEGA's two offices currently occupy a total of approximately 3,100 square feet. However, per the initial study completed for DGS by Savills Studley on February 1, 2018, BEGA actually needs between 7,000 square feet and 8,000 square feet. Because DGS has informed us that One Judiciary Square lacks excess space to accommodate BEGA's needs, it appears the agency may need to relocate to leased property elsewhere, at an estimated cost between $336,000.00 to $400,000.00 per year.

<u>OOG</u>: None.

22. Please provide a copy of the agency's FY17 performance plan. Please explain which performance plan objectives were completed in FY17 and whether they were completed on time and within budget. If they were not, please provide an explanation.

<u>See EXHIBIT 9</u> - OGE FY17 Performance Plan.

<u>OGE</u>: We met or exceeded all of our performance plan objectives in FY17, including resolving more than 80% of our investigations by dismissal, negotiated disposition or issuance of a Notice of Violation within 120 days of initiation. The report also reflects that we responded to 700 requests for informal ethics advice, received 183 complaints, and conducted 129 trainings last fiscal year. These statistics demonstrate that we conducted timely and appropriate investigations and enforcement actions, issued ethics advice in an expeditious and consistent fashion, and continued to conduct mandatory training on the Code of Conduct.

<u>OOG</u>: Pursuant to the authority set forth in § 503(a)(4) of the Open Government Act, effective March 31, 2011 (D.C. Law 18-350; D.C. Official Code § 2-593(a)(4)), as an independent agency under BEGA, the director of the Office of Open Government notified the City Administrator on 4/9/15 of the decision to opt out of the Executive's Performance Management Program (PMP). Upon careful review, Director Hughes determined that the Office of Open Government's voluntary participation in the PMP is not an effective measurement of agency performance. This is because Office of Open Government's statutory mandate to ensure compliance with the Open Meetings Act and the Freedom of Information Act comes in the form of agency trainings. Although public body member Open Meetings Act training is mandatory under D.C. Official Code § 2-593(a)(3), 3 DCMR § 10409.1, the Office of Open Government must rely on the cooperation of the Mayor's Office of Talent and Appointments (MOTA) to identify and schedule trainings of members. MOTA is the only agency which manages public bodies and coordinates member appointments.

As such, the Office of Open Government conducts independent public body trainings, and combined Open Meetings Act and ethics trainings facilitated by MOTA. During Fiscal Year 2017 to date, the OOG has conducted 26 OMA trainings.

Although yearly FOIA training by the Office of Open Government is mandatory for all government agencies, the office does not have the authority to compel attendance. Accordingly, the Mayor's Office of Legal Counsel works with the Office of Open Government to conduct yearly FOIA trainings. Last year, the OOG conducted one training facilitated by the MOLC, and 20 separate FOIA trainings of agencies. Those trainings are typically conducted upon request when agencies request a refresher session and when new FOIA Officers are assigned to agencies.

23. Please provide a copy of your agency's FY18 performance plan as submitted to the Office of the City Administrator.

See EXHIBIT 10 - OGE FY18 Performance Plan.

OOG: Please see response to question #22.

24. Please describe any regulations promulgated by the agency in FY17 or FY18, to date, and the status of each.

    OGE: 10-20-17: Notice of Proposed Rulemaking - Amend Chapter 57 requires the Chairman and each member of the Council to file a public financial disclosure statement semiannually (May 15 and November 15). These rules have been finalized and will be published within the next 2 weeks.

    6-23-17: Final Rulemaking - To add Subsection 5704.5, which clarifies the fine for failure of a confidential filer to timely file a true, accurate and fully completed FDS.

    3-10-17: Notice of Proposed Rulemaking - Amendment to financial disclosure rules to clarify that late fees may be imposed on a confidential filer who fails to timely file a true, accurate and fully completed financial disclosure statement.

    OOG: The OOG did not promulgate any new regulations for FY17 and FY18.

25. Please provide the number of FOIA requests for FY17 and FY18, to date, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

    See EXHIBIT 11 - BEGA FY17 FOIA Report.

    For FY18 (as of 1/24/18), please see Exhibit 11. BEGA has processed nine (9) FOIA requests. The average response time for FY18 is ten days, with an estimated number of two FTEs required to process; averaging four hours to process; estimated cost of compliance $350.00.

26. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY17 and FY18, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

    OGE enlisted the assistance of the Office of the Chief Technology Officer to assess our current Financial Disclosure and Lobbyist e-Filing systems in FY17. This effort focused on the review, analysis, and documentation of both systems, to include documenting any required enhancements to the applications. These applications support a core function of the Agency's mission critical operations. OCTO has been working on the e-Filing system and plans to launch the Financial Disclosure Statement module on February 21, 2018. The estimated launch date for the Lobbyist module is March 21, 2018.

In December 2017, BEGA enlisted the assistance of the Department of General Services (DGS) to assess the current office space needs for both OGE and OOG. Per DGS records, both offices combined currently occupy approximately 3,100 square feet. However, per the initial study completed for DGS by Savills Studley on February 1, 2018, BEGA actually needs between 7,000 square feet and 8,000 square feet. Because DGS has informed us that One Judiciary Square lacks excess space to accommodate BEGA's needs, it appears the agency may need to relocate to leased property elsewhere, at an estimated cost between $336,000.00 to $400,000.00 per year.

See EXHIBIT 12 - OGE FY17 Study of e-Filing System and Savills Studley office space study as Exhibit 12 A

There have been no other FY18 studies, research papers, reports, or analyses prepared or contracted.

27. Please separately list each employee whose salary was $100,000 or more in FY17 and FY18, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Employee	Position Number	Position Title	Program	Activity	Salary	Fringe
FY17						
Darrin Sobin	77471	Director, OGE	2010	2010	173,891.00	36,517.11
John Grimaldi	78130	Senior Attorney Advisor	2010	2010	170,705.81	35,848.22
Brian Flowers	77482	General Counsel	2010	2010	155,952.30	32,749.98
Janet Foster	77645	Attorney Advisor	2010	2010	103,728.00	21,782.88
Traci Hughes	77797	Director, OOG	1100	1100	163,086.21	34,248.10
FY18						
Brent Wolfingbarger	77471	Director, OGE	2010	2010	173,891.00	34,952.09
John Grimaldi	78130	Senior Attorney Advisor	2010	2010	170,705.81	34,311.87
Brian Flowers	77482	General Counsel	2010	2010	155,952.30	31,346.41
Janet Foster	77645	Attorney Advisor	2010	2010	103,728.00	20,849.33
Traci Hughes	77797	Director, OOG	1100	1100	163,086.21	32,780.33

There has been no overtime or bonus pay.

28. Please list in descending order the top 25 overtime earners in your agency in FY17 and FY18, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

There has been no overtime pay.

29. For FY17 and FY18, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

There have been no bonuses or special award pay.

30. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

There has been no collective bargaining agreement.

31. If there are any boards, commissions, or similar entities associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each meeting in FY17 or FY18, to date, if minutes were prepared. Please inform the Committee if the entity did not convene during any month.

Board Member	***Confirmation Date***	***Term***	***Ward***	***Member Attendance***
Tameka M. Collier, Chair	1-Nov-16	Ends 1-Jul-18	2	Attended all meetings
Shomari Wade, Member	28-Jun-16	6 Years	1	Attended all meetings
Norma Hutcheson, Member	28-Jun-16	6 Years	4	Attended all meetings
Darrin P. Sobin, Member	9-Jan-18	Ends 1-Jul-18	2	
One vacancy				
Carol Schwartz, Former Member	16-Dec-15	6 Years	1	Attended all meetings Resigned effective 6-Nov-17
Robert Spagnoletti, Former Chair	10-Jul-12	6 Years	4	Attended all meetings Resigned effective 30-Apr-17

See EXHIBIT 13 – BEGA FY17 and FY18 Agendas.

BEGA maintains its monthly meeting agendas and audio files of the meetings on its Website. No minutes were prepared. The Board convened every month in FY17 and FY18.

32. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

<u>OGE</u>:

- D.C. Official Code § 1-1162.19 – Advisory Opinions
- D.C. Official Code § 1-1162.20 – Quarterly Complaint Report
- D.C. Official Code § 1-1162.02(b) – Best Practices Report
- D.C. Official Code § 2-576 (3) – Notice of meetings, including agenda
- D.C. Official Code § 2-578(b)(1) – Copies of minutes
- D.C. Official Code § 1-1162.24 (c) – List of public officials who have filed a public financial disclosure statement, received an extension of the deadline for filing, or not filed
- D.C. Official Code § 1-1162.29(b)(2) – summary of registered lobbyist information by August 15th or within 10 days after registering

<u>OOG</u>: The OOG is required, pursuant to D.C. Official Code § 2-593, to submit by February 1st of each year its activities and recommendations for changes in the law. This requirement is moot, as the OOG reports monthly to the Board of Ethics and Government Accountability on the previous month's activities, and notifies the Board of all needed changes in legislation and regulations.

33. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

<u>See EXHIBIT 14</u> - OGE FY17 and FY18 Staff Additional Training/Education Opportunities.

OGE: Director Hughes and Attorney Advisor Johnnie Barton were attendees of the 39th annual Conference on Government Ethic Laws (COGEL), which includes seminars and trainings conducted by experts on FOIA and open meetings law. Application Engineer Waddah Kittab attended Microsoft Tech Summit on March 6-7, 2017; OCTO Business Intelligence training on July 15-16, 2017; and OCTO Tableau training on October 26-27, 2017.

34. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

<u>OGE</u>: All agency employees except for the Director receive an annual performance evaluation. The evaluations are conducted by the General Counsel, for staff under his direct supervision, by the Director for staff under his direct supervision, and the evaluation for the Senior Attorney Advisor who reports directly to the Board is conducted by the Board Chairperson. Each employee is given annual performance goals and achievement, or non-achievement of those goals, is reflected in the annual evaluation. Weekly staff meetings and a semi-annual one on one meeting with each employee, help to ensure that goals are being met.

OOG: The Office of Open Government requires OOG staff to set performance goals. The director meets with staff quarterly to review those goals and assess completion. Projects are added to those goals throughout the year, and performance goals are adjusted accordingly.

Agency Operations

35. Please describe any initiatives that the agency implemented in FY17 or FY18, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

OGE:

See BEGA FY17 and FY18 Performance Plans (Exhibits 9 and 10).

OOG:

To improve the OOG's interactions with the public and District government entities, the OOG is in the process of publishing copies of all advisory opinions it has issued to date in the D.C. Register. Once complete the OOG expectations are that the published opinions will: (1) inform more of the general public of the office's existence, resources and functions; (2) increase understanding of the OMA and FOIA; and (3) increase compliance with the OMA and FOIA by public bodies and agencies.

To improve internal operations, the OOG has built and implemented its own cloud-based advice log to track all formal and informal advice the office gives pursuant to requests District government agencies and the public on the requirements of the OMA and FOIA. The advice log also tracks all correspondence related to OMA complaints and opinion requests.

36. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY18. How did the agency address its top priorities listed for this question last year?

1. **OGE:**

    a) **Overhaul of the Lobbyist Registration and Financial Disclosure Statement E-Filing system. It is difficult to overstate the need to replace the current e-filing system with a new version with updated coding and greater cybersecurity protections. The current system was inherited from the Office of Campaign Finance in 2012 when BEGA was created and, we are advised, was 12 years old at that time and at the end of its usefulness. BEGA executed an MOU in July 2017 agreeing to pay OCTO $184,326.00 to develop a new system and to migrate data from the existing system to the new one, but that software development project has not been completed to date.**

b) **<u>Implementation of the Comprehensive Code of Conduct (CCC) legislation</u>. This remains the agency's top legislative priority yet again this year. Once the CCC is passed by the Council and signed into law by the Mayor, BEGA will immediately begin implementation. The implementation plan will include training all ethics counselors of the government on the revisions to the ethics code, revising and republishing the Ethics Manual, and modifying the BEGA database of Formal Advice Opinions to ensure consistency with the new code.**

c) **<u>Acquisition of a new case management system to replace its antiquated Prolaw system.</u> OGE is currently studying several case management options to identify the most cost effective solution that will satisfy its operational needs, including Abacus, eProsecutor, iSight, and Case Closed, among others. However, the initial estimate we received to implement the eProsecutor system – including data migration services from our legacy system into eProsecutor – was $200,000.00, plus an additional $50,000 per year thereafter in licensing fees.**

d) **<u>Increasing training capacity.</u> There are two mandatory ethics training requirements with respect to District government employees: 1) All District government employees must receive ethics training upon hire, which currently is accomplished during the New Employee Orientations; and 2) Financial Disclosure Statement Filers must receive annual ethics training, the compliance rate of which is not currently known. In addition to enforcement of this recurring training requirement, the agency will put special emphasis on increasing its training capacity, especially with the expected implementation of the CCC. This will include developing remote access training modules, conducting training programs via live webinars, further increasing the library of ethics presentations to include specialty topics such as post-employment and outside activities, and focusing on train-the-trainer efforts intended to allow ethics counselors to provide ethics training directly to agency personnel. The agency will also continue to publish its monthly newsletter -- "Ethically Speaking" -- which provides updates on ethics law, enforcement actions and advisory opinions. It is distributed to agency ethics counselors who are encouraged to redistribute to all agency employees.**

e) **<u>Increasing Financial Disclosure Statement Compliance</u>. Since the passage of the Ethics Act that created BEGA, and BEGA's assumption of employee Financial Disclosure Statement filing responsibility from the Office of Campaign Finance, agency personnel have often expressed confusion regarding who must be designated as a filer. BEGA has made significant progress in helping agencies correctly identify and designate required filers. However, the Confidential Filer compliance primarily overseen by agencies is still lacking. BEGA will aggressively enlist the assistance of agency officials to further increase compliance following its publication last year of an amended rule allowing BEGA to impose late**

fees on delinquent confidential filers, when previously only public filers were subject to such late fees. BEGA will award certificates of excellence to agencies whose employees comply with all reporting obligations.

<u>OOG:</u>

(1) Continued public outreach – the OOG has worked consistently over its near five-year history to inform agencies of its trainings and resources. Now that there is a general agency awareness of the OOG and its role, the OOG is shifting its focus to conduct more community-based trainings. The OOG intends to establish firmer connections with Advisory Neighborhood Commissioners (ANCs) by attending meetings to generally inform the public about OOG, and to conduct trainings of ANCs on the requirements of FOIA;

(2) Develop and launch online training offerings for FOIA and the OMA – the OOG is fortunate to have in-house expertise that can build the online platforms for the OOG to conduct and offer the trainings to agencies and public bodies. This will be a key resource as it will make attendance by agencies and public body members easier;

(3) Work with agencies to post information about the OOG on their open government tabs – all subordinate District government agencies have "Open Government" tabs on their websites. OOG will provide a brief, general write up about the OOG and is role under the OMA and FOA, and ask that agencies include the information under the tab. This will improve the public's access to government records and meetings;

(4) Create marketing materials – the OOG will create brochures, geared toward the public, to inform residents about the OOG and the areas of law under its purview;

(5) Strengthening Access to Government Transparency legislation – the OOG will continue to work with the Committee to advance the bill to a hearing. The measure will update FOIA, codify the District Open Data policy, and make necessary changes to the OMA and the OOG to bring about greater compliance and efficiencies.

37. Please list each new program implemented by the agency during FY17 and FY18, to date. For each initiative, please provide:

    a. A description of the initiative;
    b. The funding required to implement the initiative; and
    c. Any documented results of the initiative.

<u>OGE</u>: See BEGA FY17 and FY18 Performance Plans (Exhibits 9 and 10).

38. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY17 and FY18, to date.

OGE: See BEGA FY17 and FY18 Performance Plans (Exhibits 9 and 10).

OOG: The OOG measures compliance by conducting audits of public body use of the Central Meeting Calendar; compliance with OMA and FOIA Opinions; and general feedback from the public. The OOG does not tie outcome measurements to programs, as the OOG is still unable to track with numerical certainty which public bodies member have undergone year training as part of compliance requirements.

39. What are the top metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

OGE: We measure the number of complaints we receive; the number of investigations we initiate; the length of time it takes to resolve our investigations after initiation, the number of trainings we conduct; the number of both formal and informal requests for ethics advice we receive; and the number of required Financial Disclosure Statement filers – both Public and Confidential – who submit their FDS statements before the established deadlines of May 15 and June 1, respectively.

OOG: The number of advice requests; opinions issued; trainings conducted.

40. Please list the task forces and organizations of which the agency is a member.

OGE: BEGA is a member of the Council on Government Ethics Laws (COGEL), which is a private organization the membership of which is comprised of government entities similar to BEGA from all 50 States and the District of Columbia.

OOG Director Hughes is a member of the Mayor's Open Government Advisory Group.

41. Please explain the impact on your agency of any legislation passed at the federal level during FY17 and FY18, to date, which significantly affected agency operations.

OGE: Not applicable.

42. Please describe any steps the agency took in FY17 and FY18, to date, to improve the transparency of agency operations.

OGE: We have been working with OCTO to redesign the BEGA website and improve its searchability for Ethics decisions, opinions and rules. OCTO is also upgrading the BEGA lobbyist e-filing system by creating a new e-filing platform for filers and a new searchable database for the public. The new database will provide greater transparency by enabling the public to search for more specific information, such as: public officials lobbied; lobbying matters; and lobbyist expenditures and contributions. These upgrades will also automate many of OGE's internal process, such as the sending out of reminder and fine letters and assessing fines for late-filed

lobbying registrations. In addition, the upgrades will enable filers to file monthly activity reports, if legislation is passed to that effect.

OOG:

The OOG has drafted for Council consideration the following legislative measures:

> **(a) The Office of Open Government Establishment Amendment Act of 2017, which *inter alia*, establishes the OOG as an independent office with its own Board; the Board members must have a demonstrated knowledge, experience or training in both FOIA and open records law; and requires public bodies to publish on the central meeting calendar; and**
>
> **(b) Proposed clarifying and technical amendments to the District's FOIA and the OMA for the Committee to consider including in the FY18 BSA, which include clarifying that the OOG may resolve complaints through conciliation.**
>
> **(c) Continued publication of the OOG's online newsletter *The Open Govist* as a means to provide advice, tips and updates on FOIA and the OMA.**

43. Please identify all electronic databases maintained by your agency, including the following:

    a. A detailed description of the information tracked within each system;
    b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
    c. Whether the public can be granted access to all or part of each system.

    OGE: **OGE oversees four electronic databases – the BEGA website, the Lobbyist Registration and Activity Report filing system, the Public Official Financial Disclosure Statement filing system, and the Prolaw case management system.**

    The BEGA website is the central location for public information concerning BEGA/OGE. It contains all Formal Advisory Opinions issued by the Office of Government Ethics, Board decisions with respect to enforcement actions, the quarterly complaint report and announcements such as news, trainings and other events. The BEGA website also provides instructions and forms for filing ethics complaints, and, importantly, links to the Lobbyist and FDS databases. The website is also where the Ethics Manual, the Code of Conduct and the several Best Practices Reports reside.

    OGE manages the Lobbyist Registration and Activity Report Filing system, which allows Lobbyists to electronically register, pay their fees, and file their activity reports twice annually as required. The activity reports contain information concerning all contacts lobbyists have had with government officials and the nature of those communications. The activity report also contains information concerning funds expended for lobbying activities and client information. As mentioned above, continuing upgrades have been necessary to keep the system functional given its age. A comprehensive upgrade is planned

for FY 2017 and 18' with the goal of replacing the current system with one that will better serve both Lobbyists and members of the general public who frequently seek information concerning lobbyist activities.

The Financial Disclosure Filing system is the repository for all Public Financial Disclosure filings by public officials (certain high level employees as well as elected officials). It was recently upgraded to allow filers to more easily comply with financial disclosure filing requirements. This included additional simplification of the questions contained on the Financial Disclosure standard form. Questions were rephrased and simplified, and excess verbiage deleted, without losing required information. Initial testing has been very positive. Importantly, this short term fix does not obviate the need for the aforementioned replacement of the entire e-filing system insofar as it is the same obsolete computer code.

Finally, BEGA also uses ProLaw, an electronic database system, to manage and track all incoming cases. The system provides online document storage and sharing, court docketing, email, legal calendaring, document assembly and contacts. It is a law office style docketing system also utilized by the Office of the Attorney General. It is not accessible to the public nor are there plans to make it so.

OOG:

(1) The OOG maintains a central meeting calendar for all District government boards and commissions on the OOG website at www.open-dc.gov. The calendar may be utilized by public body points of contact with administrative rights to upload meeting-related information and records, such as meeting dates, agendas, audio recordings, video links, slide decks, meeting minutes, etc. The systems has been maintained internally by the OOG for four years, and all administrative profiles are managed by the OOG. The content of the calendar is accessible by any member of the public with internet access.

(2) The OOG maintains an advice management database which contains FOIA, OMA and all technical advice (pertaining to access to the central calendar and assistance with tracking requests through FOIAXpress) provided to agencies and the public. OOG has maintained the database for one year, and continues to modify and redesign the dashboard to reflect agency metrics to be accessible by the public.

(3) The OOG maintains a case management system to track all OMA complaints and OMA complaint transactions. The database, for internal access only, is designed to manage all cases processed by OOG as part of a comprehensive management system. This case management system was launched on January 1, 2018.

44. Please provide a detailed description of any new technology acquired in FY17 and FY18, to date, including the cost, where it is used, and what it does. Please explain if there have there been any issues with implementation.

OGE: BEGA executed an MOU in July 2017 agreeing to pay OCTO $184,326.00 to develop a new Lobbyist Registration and Financial Disclosure Statement E-Filing system to replace its existing e-filing system and to migrate data from the existing system to the new one. However, that software development project has not been completed to date.

OOG: The OOG utilizes Microsoft Azure cloud computing to host and manage the advice and case management applications described in OOG's response to Question #43. Azure, obtained through a yearly MOU with OCTO, is a cloud computing service used for building, testing, deploying and managing applications. The yearly cost is $2,500.00, but will increase when data loads increase. There have been no issues with implementation.

45. How many in-person training programs for agency employees took place in FY17 and FY18, to date?

OGE: Ashley Cooks and Janet Foster attended a four-day intensive trial skills program, including a mock trial, facilitated by the National Institute of Trial Advocacy (NITA) in October 2016. Darrin Sobin, Brian Flowers and Jack Grimaldi attended the annual Conference on Government Ethic Laws (COGEL) in December 2016. In January 2017, Clara Olawunmi attended a class on Audit Evidence and Documentation conducted by the Graduate School USA, and two writing classes offered by the Council of Inspectors General on Integrity and Efficiency (CIGIE) in December 2016. Clara Olawunmi attended a three-day class on Critical Thinking Skills conducted by CIGIE in January 2017. Sandra Peterson attended a Performance Management Symposium in June 2017. Brian Flowers and Janet Foster attended the annual Conference on Government Ethic Laws (COGEL) in December 2017.

OOG:
Director Hughes and Attorney Advisor Johnnie Barton were attendees of the 39th annual Conference on Government Ethic Laws (COGEL), which includes seminars and trainings conducted by experts on FOIA and open meetings law. Application Engineer Waddah Kittab attended Microsoft Tech Summit on March 6-7, 2017; OCTO Business Intelligence training on July 15-16, 2017; and OCTO Tableau training on October 26-27, 2017.

46. What training deficiencies, if any, did the agency identify for its employees during FY17 and FY18, to date?

OGE: None in FY17, and none to date in FY18.

OOG: N/A

47. Please provide the Committee with a brief summary of advisory opinions issued during FY17 and FY18, to date, along with a notation as to whether the opinion was requested or issued *sua sponte*.

See EXHIBIT 15 - OGE FY17 and FY18 Advisory Opinions

See EXHIBIT 16 - OOG FY17 and FY18 Advisory Opinions

48. How many ethics complaints did the agency receive in FY17 and FY18, to date? Please break down the complaints by subject matter, if possible, as well as by length to reach and outcome of any resolution.

OGE: Seven hundred (700) complaints were received in FY17, including undocketed complaints. In FY18, 136 complaints have been received to date, including undocketed complaints.

See EXHIBIT 16 A - OGE FY17 and FY18 Investigations

49. Please inform the Committee whether BEGA received any complaints from the public alleging Open Meetings Act ("OMA") violations.

OOG:

The OOG received nine (9) complaints from the public alleging violations of the OMA from FY 2017 to present.

   a. Has your agency initiated any suits in Superior Court regarding the Open Meetings Act?

   On October 5, 2016, the OOG filed suit against Michael Yates, in his official capacity as Chairman of the Mayor's Advisory Commission on Caribbean Community Affairs. The matter is Civil Action No. 16-0007337.

   b. Has your agency provided any advisory opinions on the Open Meetings Act?

   The OOG has issued 10 binding OMA advisory opinions.

50. How many requests for formal and informal advice regarding compliance with the OMA has BEGA received in FY17 and FY18, to date?

OOG: **Through January 17, 2018, the OOG has provided responses to 165 formal and informal requests for advice for compliance with the OMA. Furthermore, OOG responded to 139 technical requests for public body access to the Central Meetings Calendar.**

51. How many requests for formal and informal advice regarding compliance with FOIA has BEGA received in FY17 and FY18, to date?

<u>OOG</u>: Through January 17, 2018, the OOG has provided responds to 320 formal and informal requests for advice for compliance with the FOIA.

52. How many requests for formal and informal advice regarding compliance with the Local Hatch Act has BEGA received in FY17 and FY18, to date?

<u>OGE</u>:

Formal advice on the Local Hatch Act during FY17: 2
Formal advice on the Local Hatch Act during FY18: 1 to date

Informal advice on the Local Hatch Act during FY18: 19
Informal advice on the Local Hatch Act during FY17: 7 to date

53. How does BEGA increase training for the Local Hatch Act for District government employees in election season?

<u>OGE</u>:

Virtually all of the 150 plus trainings conducted during FY17 and FY18 included the local Hatch Act as a component. That said, in FY17, we conducted 5 stand-alone Hatch Act trainings, and in FY18 to date, we have conducted 12 sessions that focused solely on the local Hatch Act.

54. How many ethics trainings did BEGA conduct in FY17 and FY18, to date? How many FOIA and OMA trainings?

<u>OGE:</u> OGE conducted 129 ethics trainings in FY17, and has conducted 59 ethics trainings to date in FY18.

<u>OOG</u>:

Through FY17 to date, the OOG has conducted 19 FOIA trainings and 26 OMA trainings.

55. How many lobbyists are currently registered with BEGA?

<u>OGE</u>:

a. Out of the total number of registered lobbyists, how many filed their bi-annual activity reports in January 2017, July 2017, and January 2018?

	January 2017	July 2017	January 2018
Total Number of Registrants	426	391	432
Total Number of Filers	410*	390*	424*
Total Number of non-filers	2 (the remaining non-filers were found to have had duplicate registrations with the required report filed)	0 (the remaining non-filer had a duplicate registration with the required report filed)	3 (the remaining non-filers had a duplicate registration with the required report filed)

(*includes termination report filings*)

a. Out of those who did not file, what penalties did BEGA assess?

1. January 2017 – BEGA has sent inquiry letters to the non-filers.
- **Assessed: $1,600 in late-filing fines**

2. July 2017 – N/A
- **Assessed: $1,210 in late-filing fines**

3. January 2018 – fines are still accumulating for the late-filers

b. Of the total amount of penalties assessed, how much has been recovered?

Late-filing penalties collected
1. January 2017 - $1,300
2. July 2017 - $1,210
3. January 2018 - $110

c. How much did BEGA receive in lobbyist registration fees in FY17 and FY18, to date?

Lobbyist Registration Fees: FY17 = $100,175.90; FY18 = $19,304.37

56. Please describe any planned upgrades to the lobbyist filing system, as discussed at the public hearing held on November 2, 2017, regarding proposed lobbyist-related legislation.

OGE: OCTO is upgrading the BEGA lobbyist e-filing system by creating a new e-filing platform for filers and a new searchable database for the public. The new database will provide greater transparency by enabling the public to search for

more specific information, such as: public officials lobbied; lobbying matters; and lobbyist expenditures and contributions. These upgrades will also automate many of OGE's internal process, such as the sending out of reminder and fine letters and assessing fines for late-filed lobbying registrations. These upgrades should eliminate much of the work that was previously envisioned to be performed by the two newly funded administrative positions that are currently vacant. In addition, the upgrades will enable filers to file monthly activity reports, if legislation is passed to that effect.

57. In the FY18 budget, the Committee allocated $50,000 in one-time local funds for upgrades to the e-filing system to fund the Council Financial Disclosure Amendment Act of 2016 (D.C. Law 21-240). How were those funds utilized?

    OGE: Those funds have not been utilized yet. It is also important to note that the Capital Budget request BEGA submitted last Spring to replace the BEGA e-filing system was approved, and should be sufficient to cover the fiscal impact of that legislation insofar as OCTO's fiscal analysis of the legislation was driven by fixes to the existing outdated e-filing system.

58. Please describe any symposia held by the agency in FY17 and FY18, to date. What symposia, if any, does the agency plan to hold in the remainder of FY18 and in FY19?

    OGE: See EXHIBIT 17 – Agendas for FY16 and FY17 Ethics Day Symposia

    OOG: As part of the BEGA Ethics Day, held on 10/19/17, OOG Director Hughes facilitated a panel entitled "#DCGOV Best Practices on the Release and Retention of Government Records Created on Social Media Platforms. Participants were Barney Krucoff, Interim CIO; Rebecca Katz, Public Records Administrator for DC Government; and Kristen Albrittain, Archives Specialist, Social Media, National Archives and Records Administration. The panel discussed the challenges governments face in making social media posts and documents exchanged on document sharing platforms are properly categorized and preserved as government records.

59. In the FY18 budget, the Council funded two additional FTEs. Have these positions been filled? If not, what is the status of the hiring process?

    OGE: Those positions have not been filled. The Paralegal Specialist position was posted and applicants were interviewed, but a decision was made not to extend an offer of employment to any of the applicants.

    Our new OGE Director, Brentton Wolfingbarger, plans to restructure the office's staffing pattern and create three distinct investigative teams, each consisting of one attorney and one investigator or investigative auditor, who will work with one another exclusively on their assigned cases. This will require the creation of a new

Investigative Auditor position. In essence, this restructuring plan would substitute a newly created investigative auditor position for those two administrative FTE positions which are currently vacant.

Director Wolfingbarger also plans to eliminate the Program Analyst position that is currently vacant, and to create a new Program Specialist position that will exercise primary responsibility for administering all aspects of the Financial Disclosure and Lobbyist filing programs.

The estimated cost to implement this restructuring plan is approximately $33,000 per year, reflecting the salary differential between the administrative positions originally envisioned and funded in the FY18 budget and the anticipated salaries for the new positions. As indicated in our response to Question 56 above, these upcoming upgrades to BEGA's lobbyist and FDS e-filing system should automate many processes that were previously envisioned to be handled by the two newly funded administrative positions that are currently vacant.

Thank you, and please let us know if you have any questions or require any additional information.

Sincerely,

Brent Wolfingbarger
Director, Office of Government Ethics
Board of Ethics and Government Accountability

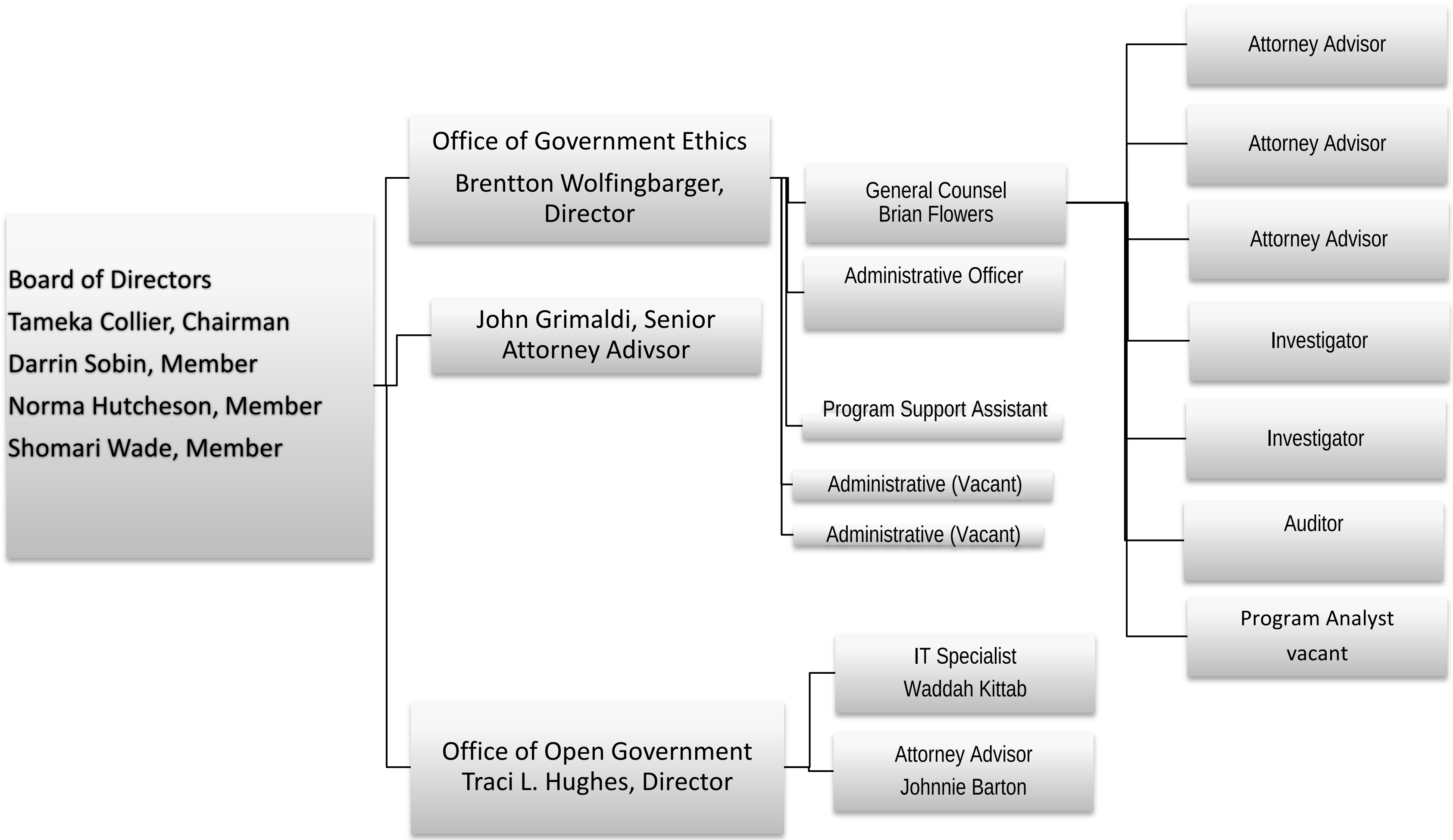
Traci L. Hughes

Traci Hughes
Director, Office of Open Government
Board of Ethics and Government Accountability

Enclosures

EXHIBIT 1

Committee on the Judiciary
BEGA Oversight Hearing/February 8, 2018



Board of Ethics and Government Accountability (BEGA)
Organization Chart – As of 2/5/18

District of Columbia Board of Ethics and Government Accountability (AG0)

As of 2/5/18 **Exhibit 2**

Prgm Code	Activity	Title	Name	Hire Date	Reg/Temp/ Term	Vac Stat	Salary	Fringe Benefit	Total
1100	1100	Director of Open Government	Hughes,Traci L	4/22/2013	Reg	F	163,086.21	32,780.33	195,866.54
1100	1100	IT Specialist (Data Mgmt)	Kittab,Waddah	6/15/2015	Reg	F	81,260.00	16,333.26	97,593.26
1100	1100	Attorney Advisor	Barton,Johnnie	2/8/2016	Reg	F	85,134.00	17,111.93	102,245.93
2010	2010	Director of Government Ethics	Wolfingbarger,Brent	12/11/2017	Reg	F	173,891.00	34,952.09	208,843.09
2010	2010	General Counsel	Flowers,Brian K	3/9/2015	Reg	F	155,952.30	31,346.41	187,298.71
2010	2010	Attorney Advisor	Foster,Janet	9/6/2016	Reg	F	103,728.00	20,849.33	124,577.33
2010	2010	Program Support Assistant	Dow,Tyrell H	10/20/2015	Reg	F	48,562.00	9,760.96	58,322.96
2010	2010	Senior Attorney Advisor	Grimaldi,John J	3/1/1999	Reg	F	170,705.81	34,311.87	205,017.68
2010	2010	Program Analyst			Reg	V	56,852.00	11,427.25	68,279.25
2010	2010	INVESTIGATOR	Corrales,Ileana C.	2/4/2008	Reg	F	91,438.00	18,379.04	109,817.04
2010	2010	Attorney Advisor	Cooks,Ashley	10/5/2015	Reg	F	85,134.00	17,111.93	102,245.93
2010	2010	Administrative Officer	Peterson,Sandra D.	11/26/2007	Reg	F	88,841.00	17,857.04	106,698.04
2010	2010	Attorney Advisor	Stewart-Mitchell,Asia	12/27/2016	Reg	F	79,810.00	16,041.81	95,851.81
2010	2010	Investigator	Cook Sr.,Ronald J	2/11/2013	Reg	F	64,160.00	12,896.16	77,056.16
2010	2010	Paralegal Specialist			Reg	V	56,852.00	11,427.25	68,279.25
2010	2010	Auditor	Okai,Ishmael	6/12/2017	Reg	F	73,295.00	14,732.30	88,027.30
2010	2010	Staff Assistant				V	11,947.50	2,401.45	14,348.95

Exhibit 3

District of Columbia Board of Ethics and Government Accountability (AG0)

Intra-District Transfers - FY 2017

A

	Amount	FTEs	Sending Agency	Service
Total	**$0**			

B

	Amount	Receiving Agency	Service
	$1,987	DPW	Fleet Services
	$2,500	TO0	Azure Cloud Facilities
	$184,326	TO0	BEGA E-Filing
	$3,072	TO0	IT Assessment -DC Network
	$18,757	TO0	IT Assessments -Govt Cloud SYS
	$10,602	TO0	IT Assessment Collection
Total	**$221,244**		

District of Columbia Board of Ethics and Government Accountability (AG0)

Intra-District Transfers - FY 2018

A

	Amount	FTEs	Sending Agency	Service
Total	**$0**			

B

	Amount	Receiving Agency	Service
	$1,448	DPW	Fleet Services
	$49	TO0	PASS ITA SWEEP
	$1,461	TO0	BUS Intel ITA Sweep
	$711	TO0	IT Assessment -DC Network
	$14,421	TO0	DC Network OPS IT Assess
	$1,042	TO0	IT Assessments -Govt Cloud SYS
Total	**$19,131**		

EXHIBIT
4

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 01/26/2018 10:26:20 AM

Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
176899687	DOW, TYRELL	************6702	10/13/2016	10/14/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$1,164.80	Purchase

NOTES		Purchase of toner for the printer.		
CHART OF ACCOUNT		DC Gov	**CUSTOM FIELD**	**VALUE**
Comptroller Source	0020	SUPPLIES AND MATERIALS	PCA Code	
Object Code	0201	OFFICE SUPPLIES	Index Code	
			SBE	

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
177005005	DOW, TYRELL	************6702	10/14/2016	10/17/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$131.58	Purchase

NOTES		Purchase of printing paper and legal pads.		
CHART OF ACCOUNT		DC Gov	**CUSTOM FIELD**	**VALUE**
Comptroller Source	0020	SUPPLIES AND MATERIALS	PCA Code	
Object Code	0201	OFFICE SUPPLIES	Index Code	
			SBE	

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
177005006	DOW, TYRELL	************6702	10/14/2016	10/17/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$145.79	Purchase

NOTES		Purchase of scanner for new Attorney.		
CHART OF ACCOUNT		DC Gov	**CUSTOM FIELD**	**VALUE**
Comptroller Source	0020	SUPPLIES AND MATERIALS	PCA Code	
Object Code	0201	OFFICE SUPPLIES	Index Code	
			SBE	

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
177094026	DOW, TYRELL	************6702	10/17/2016	10/18/2016	Unknown	VSN*DOTGOVREGI STRATION	877-734-4688, VA	4816	$0.00	$125.00	Purchase

NOTES		Registration of domain name. bega-dc.gov		
CHART OF ACCOUNT		DC Gov	**CUSTOM FIELD**	**VALUE**
Comptroller Source	0040	OTHER SERVICES AND CHARGES	PCA Code	
			Index Code	
Object Code	0410	OFFICE SUPPORT	SBE	

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
177094027	DOW, TYRELL	************6702	10/17/2016	10/18/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$33.63	Purchase

Transaction Detail with Accounting Codes and Notes

DCPCARD

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		NOTES		Purchase of legal pads.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
177315802	DOW, TYRELL	************6702	10/20/2016	10/21/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$265.64	Purchase
		NOTES		Purchase of black toner for printer.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
177595527	DOW, TYRELL	************6702	10/25/2016	10/26/2016	Unknown	IN *ARMSTRONG CUSTOM S	202-5635087, DC	7333	$0.00	$455.00	Purchase
		NOTES		Purchase of an official Board of Ethics banner presentation.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
177890553	DOW, TYRELL	************6702	10/26/2016	10/31/2016	Unknown	COUNCIL ON GOV00 OF 00	7065487758, GA	8699	$0.00	$1,740.00	Purchase
		NOTES		Registration for Darrin Sobin, Brian Flowers, and John Grimaldi to attend Council on Government Ethics Laws conference.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0424		CONFERENCE FEES		SBE				
178416351	DOW, TYRELL	************6702	11/07/2016	11/08/2016	Unknown	GRADUATE SCHOOL REG	08887444723, DC	8299	$0.00	$699.00	Purchase
		NOTES		Registration for Clara Olawunmi to attend Audit Evidence training.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		SBE				
178629342	DOW, TYRELL	************6702	11/10/2016	11/11/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$693.82	Purchase
		NOTES		Purchase of a specialized chair to accommodate an employee with special needs.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
178928904	DOW, TYRELL	************6702	11/16/2016	11/17/2016	Unknown	ONE SOURCE PROCESS INC	02024594760, DC	8111	$0.00	$130.00	Purchase
		NOTES		Payment for two subpoenas served.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0408		PROF SERVICE FEES		SBE				
179004903	DOW, TYRELL	************6702	11/16/2016	11/18/2016	Unknown	AMERICAN 00179243385882	BELLEVUE, WA	3001	$0.00	$280.20	Purchase
		NOTES		Flight reservations for Darrin Sobin to attend COGEL Conference.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0402		TRAVEL - OUT OF CITY		SBE				
179004904	DOW, TYRELL	************6702	11/16/2016	11/18/2016	Unknown	AMERICAN 00179243385893	BELLEVUE, WA	3001	$0.00	$280.20	Purchase
		NOTES		Flight reservations for Brian Flowers to attend COGEL conference.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0402		TRAVEL - OUT OF CITY		SBE				
179004905	DOW, TYRELL	************6702	11/16/2016	11/18/2016	Unknown	AMERICAN 00179243385904	BELLEVUE, WA	3001	$0.00	$280.20	Purchase
		NOTES		Travel Reservations for John Grimaldi to attend COGEL conference.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0402		TRAVEL - OUT OF CITY		SBE				
179120649	DOW, TYRELL	************6702	11/18/2016	11/21/2016	Unknown	VSN*DOTGOVREGI STRATION	877-734-4688, VA	4816	$0.00	$125.00	Purchase
		NOTES		Purchase of domain name.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
179120650	DOW, TYRELL	************6702	11/18/2016	11/21/2016	Unknown	ONE SOURCE PROCESS INC	02024594760, DC	8111	$0.00	$130.00	Purchase
		NOTES		Payment to serve subpoena's on behalf of BEGA.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
179337170	DOW, TYRELL	************6702	11/24/2016	11/25/2016	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$65.31	Purchase
		NOTES		Provides cable television services. (Oct invoice)							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
179337171	DOW, TYRELL	************6702	11/24/2016	11/25/2016	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$65.31	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
179524096	DOW, TYRELL	************6702	11/28/2016	11/30/2016	Unknown	LEXISNEXIS RISK DAT	08883328244, FL	5968	$0.00	$340.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
179803052	DOW, TYRELL	************6702	12/02/2016	12/05/2016	Unknown	LEX*LEXIS NEXIS	800-897-3183, OH	7399	$0.00	$416.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
179960010	DOW, TYRELL	************6702	12/06/2016	12/07/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$1,399.14	Purchase
		NOTES		Purchase of Board Room chairs for Board Members.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0070		EQUIPMENT & EQUIPMENT RENTAL		PCA Code				
							Index Code				
		Object Code	0701		PURCHASE - FURN AND FIXTURES		SBE				
180316107	DOW, TYRELL	************6702	12/12/2016	12/13/2016	Unknown	THOMSON WEST*TCD	800-328-4880, MN	8999	$0.00	$459.00	Purchase
		NOTES		Provides DC Code.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
180437148	DOW, TYRELL	************6702	12/15/2016	12/15/2016	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$65.31	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
180437149	DOW, TYRELL	************6702	12/15/2016	12/15/2016	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$65.31	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
180437150	DOW, TYRELL	************6702	12/14/2016	12/15/2016	Unknown	LEX*LEXIS NEXIS	800-897-3183, OH	7399	$0.00	$416.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
180504874	DOW, TYRELL	************6702	12/15/2016	12/16/2016	Unknown	MARRIOTT NEW ORLEANS	866-435-7627, LA	3509	$0.00	$634.72	Purchase
		NOTES									
		CHART OF ACCOUNT					**CUSTOM FIELD**	**VALUE**			
							PCA Code				
							Index Code				
							SBE				
180504875	DOW, TYRELL	************6702	12/15/2016	12/16/2016	Unknown	MARRIOTT NEW ORLEANS	866-435-7627, LA	3509	$0.00	$634.72	Purchase
		NOTES									
		CHART OF ACCOUNT					**CUSTOM FIELD**	**VALUE**			
							PCA Code				
							Index Code				
							SBE				
180504876	DOW, TYRELL	************6702	12/15/2016	12/16/2016	Unknown	MARRIOTT NEW ORLEANS	866-435-7627, LA	3509	$0.00	$680.90	Purchase
		NOTES									
		CHART OF ACCOUNT					**CUSTOM FIELD**	**VALUE**			
							PCA Code				
							Index Code				
							SBE				
180766786	DOW, TYRELL	************6702	12/21/2016	12/22/2016	Unknown	MARRIOTT NEW ORLEANS	866-435-7627, LA	3509	$0.00	($680.90)	Purchase
		NOTES		Refund for incorrect charges at Marriott for Director Sobin.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0000		FRAUD/INCORRECT CHARGE		PCA Code				
		Object Code	0001		FRAUD/INCORRECT CHARGE		Index Code				
							SBE				
180766787	DOW, TYRELL	************6702	12/21/2016	12/22/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$171.36	Purchase
		NOTES		Purchase of 2017 calendars.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
181009367	DOW, TYRELL	************6702	12/29/2016	12/30/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$25.43	Purchase
		NOTES		Purchase of batteries for out wireless computer products.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
181179802	KITTAB, WADDAH	************3704	01/04/2017	01/05/2017	Unknown	BEST BUY 00002691	SPRINGFIELD, VA	5732	$0.00	$2,639.97	Purchase
		NOTES		The purchase of the computer and iPad from Best Buy was an urgent necessity to streamline our office work for the director and attorney advisor. The desktop PC for the OOG director was slow and is outdated comparing to the magnitude of the work she does such as image processing and web development. For that reason we bought her new Apple computer. The office utiltizes programs not accessible on a PC.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0070		EQUIPMENT & EQUIPMENT RENTAL		PCA Code				
							Index Code				
		Object Code	0710		IT HARDWARE ACQUISITIONS		SBE	No-Explain in Notes			
181240707	KITTAB, WADDAH	************3704	01/05/2017	01/06/2017	Unknown	BEST BUY 00002691	SPRINGFIELD, VA	5732	$0.00	$329.97	Purchase
		NOTES		I had to buy these items from Best Buy because it is urgent necessity to streamline our office work for the director and attorney advisor.							

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0070		EQUIPMENT & EQUIPMENT RENTAL		PCA Code				
							Index Code				
		Object Code	0711		IT SOFTWARE ACQUISITIONS		SBE	No-Explain in Notes			
181474084	DOW, TYRELL	************6702	01/10/2017	01/12/2017	Unknown	LEXISNEXIS RISK DAT	08883328244, FL	5968	$0.00	$680.00	Purchase
		NOTES		Provides legal search services. (Dec & Jan)							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
181541581	DOW, TYRELL	************6702	01/11/2017	01/13/2017	Unknown	COUNCIL ON GOV00 OF 00	706-5487758, GA	8699	$0.00	$445.00	Purchase
		NOTES		Membership renewal for Council on Government Ethics Laws.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0425		MEMBERSHIP DUES		SBE				
181634632	DOW, TYRELL	************6702	01/14/2017	01/16/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$67.07	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
181634633	DOW, TYRELL	************6702	01/14/2017	01/16/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$67.07	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
181737671	DOW, TYRELL	************6702	01/17/2017	01/18/2017	Unknown	LEX*LEXIS NEXIS	800-897-3183, OH	7399	$0.00	$416.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
181737672	DOW, TYRELL	************6702	01/17/2017	01/18/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$24.60	Purchase
		NOTES		Purchase of Board member nameplate.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
181861101	DOW, TYRELL	************6702	01/18/2017	01/20/2017	Unknown	MARRIOTT NEW ORLEANS	866-435-7627, LA	3509	$0.00	$634.72	Purchase
		NOTES		Hotel reservations for Darrin Sobin to attend COGEL Conference. Marriott charged the wrong amount and this is the adjustment to the right amount.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0402		TRAVEL - OUT OF CITY		SBE				
182169569	DOW, TYRELL	************6702	01/25/2017	01/26/2017	Unknown	SQ *SQ *A DIGITAL SOLU	GOSQ.COM, DC	7299	$0.00	$250.00	Purchase
		NOTES		Purchase of Ethics Rules postcards.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
182588393	DOW, TYRELL	************6702	02/01/2017	02/02/2017	Unknown	SQ *SQ *A DIGITAL SOLU	GOSQ.COM, DC	7299	$0.00	$1,050.00	Purchase
		NOTES		Purchase of microphones for BEGA Boardroom.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0219		IT SUPPLIES		Index Code				
							SBE				
183264352	DOW, TYRELL	************6702	02/14/2017	02/14/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$67.07	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
183264353	DOW, TYRELL	************6702	02/14/2017	02/14/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$67.07	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
183318657	DOW, TYRELL	************6702	02/14/2017	02/15/2017	Unknown	SQ *SQ *A DIGITAL SOLU	GOSQ.COM, DC	7299	$0.00	$225.00	Purchase
		NOTES		Purchase of paper for the printers.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
183318658	DOW, TYRELL	************6702	02/14/2017	02/15/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$129.64	Purchase
		NOTES		Purchase of supplies to prepare for hearing.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
183382199	DOW, TYRELL	************6702	02/15/2017	02/16/2017	Unknown	STAPLES 00102186	WASHINGTON, DC	5943	$2.73	$50.18	Purchase
		NOTES		Purchase of dividers to prepare for hearing. (All items purchased will be returned for full refund.)							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
183904245	DOW, TYRELL	************6702	02/23/2017	02/27/2017	Unknown	METRO 023-JUDICIARY SQ	WASHINGTON, DC	4111	$0.00	$27.00	Purchase
		NOTES		Purchase of an additional smartrip for Bega employees.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0401		TRAVEL - LOCAL		SBE				
184006682	DOW, TYRELL	************6702	02/27/2017	02/28/2017	Unknown	STAPLES 00102186	WASHINGTON, DC	5943	($2.73)	($50.18)	Purchase
		NOTES		Refund for returned binder dividers.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
184066842	DOW, TYRELL	************6702	02/28/2017	03/01/2017	Unknown	SQ *SQ *A DIGITAL SOLU	GOSQ.COM, DC	7299	$0.00	$400.00	Purchase
		NOTES		Purchase of BEGA Ethics cards.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
184066843	DOW, TYRELL	************6702	02/28/2017	03/01/2017	Unknown	LEX*LEXIS NEXIS	800-897-3183, OH	7399	$0.00	$416.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
184140088	DOW, TYRELL	************6702	02/28/2017	03/02/2017	Unknown	LEXISNEXIS RISK DAT	08883328244, FL	5968	$0.00	$340.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
184222022	DOW, TYRELL	************6702	03/02/2017	03/03/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$24.99	Purchase
		NOTES		Purchase of computer mouse for Director Sobin.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
184754784	DOW, TYRELL	************6702	03/10/2017	03/13/2017	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	$0.00	$80.00	Purchase
		NOTES		Provides transportation services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0401			TRAVEL - LOCAL	SBE				
184754785	DOW, TYRELL	************6702	03/10/2017	03/13/2017	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	$0.00	$80.00	Purchase
		NOTES		Provides transportation services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0401			TRAVEL - LOCAL	SBE				
185067341	KITTAB, WADDAH	************3704	03/16/2017	03/17/2017	Unknown	PAYPAL *NFOIC	4029357733, CA	8398	$0.00	$250.00	Purchase
		NOTES		Required by OOG director for enhancing operations							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0425			MEMBERSHIP DUES	SBE				
185067342	KITTAB, WADDAH	************3704	03/17/2017	03/17/2017	Unknown	DC BAR	02027374700, DC	8699	$0.00	$180.00	Purchase
		NOTES		Enhance OOG Operations							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0424		CONFERENCE FEES		SBE				
185136011	DOW, TYRELL	************6702	03/18/2017	03/20/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$67.07	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
185136012	DOW, TYRELL	************6702	03/18/2017	03/20/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$67.07	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
185136013	DOW, TYRELL	************6702	03/18/2017	03/20/2017	Unknown	DC BAR	02027374700, DC	8699	$0.00	$138.00	Purchase
		NOTES		Payment for Janet Foster to attend training at D.C. Bar.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		SBE				
185353917	DOW, TYRELL	************6702	03/22/2017	03/23/2017	Unknown	MEMORABLEGIFTS	8009984830, CA	5947	$0.00	$111.90	Purchase
		NOTES		Purchased gift with wrong card. Purchase was fully refunded back to card.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0210		GENERAL		Index Code				
							SBE				
185432134	DOW, TYRELL	************6702	03/23/2017	03/24/2017	Unknown	YOURMEMBER-CAREERS	7274976573, CT	7361	$0.00	$375.00	Purchase
		NOTES		Purchase to advertise the Auditor positon.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0414		ADVERTISING		Index Code				
							SBE				
185791983	DOW, TYRELL	************6702	03/30/2017	03/30/2017	Unknown	DC BAR	02027374700, DC	8699	$0.00	($89.00)	Purchase
		NOTES		Refund for a cancelled class for Janet Foster.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code				
							SBE				
186080305	DOW, TYRELL	************6702	04/03/2017	04/04/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$1,164.80	Purchase
		NOTES		Purchase of toner for printer.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
186102820	KITTAB, WADDAH	************3704	04/03/2017	04/04/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$185.49	Purchase
		NOTES		General Office Supplies							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
186141948	DOW, TYRELL	************6702	04/04/2017	04/05/2017	Unknown	MEMORABLEGIFTS	4029357733, CA	5969	$0.00	($111.90)	Purchase
		NOTES		Full Refund for incorrect purchase.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
186403298	DOW, TYRELL	************6702	04/07/2017	04/10/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$65.26	Purchase
		NOTES		Purchase of mailing labels for FDS project.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
186549950	DOW, TYRELL	************6702	04/11/2017	04/12/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$39.26	Purchase
		NOTES		Purchase of office supplies.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
186689661	DOW, TYRELL	************6702	04/14/2017	04/14/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$67.07	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
186689662	DOW, TYRELL	************6702	04/14/2017	04/14/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$67.07	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
186689663	DOW, TYRELL	************6702	04/13/2017	04/14/2017	Unknown	LEX*LEXIS NEXIS	800-897-3183, OH	7399	$0.00	$416.00	Purchase
		NOTES		Provides legal search services. (March Invoice)							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0408		PROF SERVICE FEES		Index Code				
							SBE				
186689664	DOW, TYRELL	************6702	04/13/2017	04/14/2017	Unknown	LEX*LEXIS NEXIS	800-897-3183, OH	7399	$0.00	$416.00	Purchase
		NOTES		Provides legal search services. (Feb Invoice)							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0408		PROF SERVICE FEES		Index Code				
							SBE				
186689665	DOW, TYRELL	************6702	04/13/2017	04/14/2017	Unknown	ESCAPETHEROOMNYC.COM	3479549160, NY	7922	$0.00	$495.00	Purchase
		NOTES		Provides team building exercise for the agency.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
186786389	DOW, TYRELL	************6702	04/13/2017	04/17/2017	Unknown	TRICOM INC OF MILWAUKE	262-5096214, WI	8999	$0.00	$167.76	Purchase
		NOTES		Provided temporary staffer.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
186786390	DOW, TYRELL	************6702	04/14/2017	04/17/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$163.74	Purchase
		NOTES		Purchase of general office supplies.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
187166942	DOW, TYRELL	************6702	04/20/2017	04/24/2017	Unknown	LEXISNEXIS RISK DAT	08883328244, FL	5968	$0.00	$680.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
187166943	DOW, TYRELL	************6702	04/21/2017	04/24/2017	Unknown	SENODA INC	202-2933035, DC	2741	$0.00	$330.00	Purchase
		NOTES		Purchase envelopes with BEGA stamp.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
187263269	DOW, TYRELL	************6702	04/24/2017	04/25/2017	Unknown	MARKERTEK VIDE00 OF 00	845-2463036, NY	5964	$0.00	$221.29	Purchase
		NOTES		Purchase multiple mic box for board room to add additional mics.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
187326930	DOW, TYRELL	************6702	04/25/2017	04/26/2017	Unknown	ALPHAGRAPHICS	301-523-3634, DC	7392	$0.00	$1,941.31	Purchase
		NOTES		Purchase of Ethics Manual.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0408		PROF SERVICE FEES		Index Code				
							SBE				
187843709	DOW, TYRELL	************6702	05/02/2017	05/04/2017	Unknown	MB STAFFING SE00 OF 00	2028420181, DC	7361	$0.00	$1,066.80	Purchase
		NOTES		Provides temp staffer to assist on project.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
187873923	KITTAB, WADDAH	************3704	05/03/2017	05/04/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$161.99	Purchase
		NOTES		Keyboard for IPad used by our attorney advisor which is critical for his daily activities							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0219		IT SUPPLIES		Index Code				
							SBE				
187922222	DOW, TYRELL	************6702	05/03/2017	05/05/2017	Unknown	SYMBOL ARTS WEB	OGDEN, UT	5099	$0.00	$385.00	Purchase
		NOTES		Purchase of badges for Attorneys.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
187922223	DOW, TYRELL	************6702	05/05/2017	05/05/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BIL L, WA	5942	$0.00	$700.02	Purchase
		NOTES		Purchase of a special chair for employee with spinal disability.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0210		GENERAL		Index Code				
							SBE				
188451739	DOW, TYRELL	************6702	05/12/2017	05/15/2017	Unknown	SQU*SQ *NORTH CAPITOL	WASHINGTON, DC	1520	$0.00	$923.25	Purchase
		NOTES		To transport old furniture to surplus.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0408		PROF SERVICE FEES		SBE				
188562909	KITTAB, WADDAH	************3704	05/15/2017	05/16/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BIL L, WA	5942	$0.00	$495.00	Purchase
		NOTES		Extended desk for OOG Director to perform her daily job							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
188601078	DOW, TYRELL	************6702	05/16/2017	05/17/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$11.32	Purchase
		NOTES		Purchased speakers for Ethics Trainings.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
188671697	DOW, TYRELL	************6702	05/18/2017	05/18/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$67.07	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0410			OFFICE SUPPORT	Index Code				
							SBE				
188671698	DOW, TYRELL	************6702	05/18/2017	05/18/2017	Unknown	COMCAST OF WASHINGTON	800-COMCAST, DC	4899	$0.00	$67.07	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0410			OFFICE SUPPORT	Index Code				
							SBE				
188750149	DOW, TYRELL	************6702	05/17/2017	05/19/2017	Unknown	SENODA INC	202-2933035, DC	2741	$0.00	$420.00	Purchase
		NOTES		Purchase of BEGA envelopes.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
188750150	DOW, TYRELL	************6702	05/17/2017	05/19/2017	Unknown	MB STAFFING SE00 OF 00	2028420181, DC	7361	$0.00	$853.44	Purchase
		NOTES		Provides temp staffer.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
188750151	DOW, TYRELL	************6702	05/17/2017	05/19/2017	Unknown	MB STAFFING SE00 OF 00	2028420181, DC	7361	$0.00	$1,066.80	Purchase
		NOTES		Provides temp staffer to assist with projects.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
188750152	DOW, TYRELL	************6702	05/17/2017	05/19/2017	Unknown	MB STAFFING SE00 OF 00	2028420181, DC	7361	$0.00	$1,066.80	Purchase
		NOTES		Provides temp staffer for projects.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
189013772	DOW, TYRELL	************6702	05/23/2017	05/24/2017	Unknown	BACKPAINHELP.CO M	8552225005, IL	5399	$0.00	$209.99	Purchase
		NOTES		Purchase of a standing desk.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
189162712	DOW, TYRELL	************6702	05/26/2017	05/26/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BIL L, WA	5942	$0.00	$10.99	Purchase
		NOTES		Purchase of microphone split cord for boardroom							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
189437298	DOW, TYRELL	************6702	05/31/2017	06/01/2017	Unknown	WETRANSFER	AMSTERDAM, NLD	8999	$0.00	$120.00	Purchase
		NOTES		Provides services to transfer big storage documents.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0410			OFFICE SUPPORT	Index Code				
							SBE				
189466380	KITTAB, WADDAH	************3704	05/31/2017	06/01/2017	Unknown	BEST BUY 00002691	SPRINGFIELD, VA	5732	$0.00	$334.98	Purchase
		NOTES		Computer requires new keyboard and mouse as well as office suite software.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0219			IT SUPPLIES	Index Code				
							SBE				
189672560	KITTAB, WADDAH	************3704	06/05/2017	06/05/2017	Unknown	AMAZON.COM	AMZN.COM/BIL L, WA	5942	$0.00	$72.99	Purchase
		NOTES		Pressure mat for OOG Director according to doctor instruction.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
189779717	DOW, TYRELL	************6702	06/06/2017	06/07/2017	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	$0.00	$50.00	Purchase
		NOTES		Loaded money to smartrip cards for travel.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0401			TRAVEL - LOCAL	SBE				
189779718	DOW, TYRELL	************6702	06/06/2017	06/07/2017	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	$0.00	$50.00	Purchase
		NOTES		Loaded money to smartrip card.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0401			TRAVEL - LOCAL	SBE				
190207985	DOW, TYRELL	************6702	06/13/2017	06/14/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	$0.00	$11.83	Purchase
		NOTES		Purchase of general office supplies.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
190477592	DOW, TYRELL	************6702	06/16/2017	06/19/2017	Unknown	REI*PAYMENT CENTER	800-227-9597, OH	7399	$0.00	$550.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
190477593	DOW, TYRELL	************6702	06/16/2017	06/19/2017	Unknown	MB STAFFING SE00 OF 00	2028420181, DC	7361	$0.00	$853.44	Purchase
		NOTES		Provided temp staffer for projects.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
190477596	DOW, TYRELL	************6702	06/17/2017	06/19/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$67.64	Purchase
		NOTES		Provides cable television.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
190477597	DOW, TYRELL	************6702	06/17/2017	06/19/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$67.64	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
190477598	DOW, TYRELL	************6702	06/16/2017	06/19/2017	Unknown	REI*PAYMENT CENTER	800-227-9597, OH	7399	$0.00	$490.51	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
192177767	DOW, TYRELL	************6702	07/18/2017	07/18/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$67.64	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
192177768	DOW, TYRELL	************6702	07/18/2017	07/18/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$67.64	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
192177769	DOW, TYRELL	************6702	07/17/2017	07/18/2017	Unknown	LEX*LEXIS NEXIS	800-897-3183, OH	7399	$0.00	$550.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
192177770	DOW, TYRELL	************6702	07/17/2017	07/18/2017	Unknown	TCD*THOMSON ELITE	800-328-4880, MN	7399	$0.00	$2,403.23	Purchase
		NOTES		ProLaw - provides maintenance support							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
192177771	DOW, TYRELL	************6702	07/17/2017	07/18/2017	Unknown	SP * HON ACCESSORIES	6168477992, MI	5712	$0.00	$35.61	Purchase
		NOTES		Purchase of replacement keys for two file cabinets.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
192616016	DOW, TYRELL	************6702	07/24/2017	07/25/2017	Unknown	ONE SOURCE PROCESS	2024594760, DC	8111	$0.00	$150.00	Purchase
		NOTES		Provides subpoena services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
193322446	DOW, TYRELL	************6702	08/03/2017	08/04/2017	Unknown	OLENDER REPORTING INC	02028981108, DC	7339	$0.00	$2,124.00	Purchase
		NOTES		Provides reporting and transcript services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
193440765	DOW, TYRELL	************6702	08/05/2017	08/07/2017	Unknown	DMI* DELL HLTHCR/REL	800-274-1550, TX	5045	$0.00	$321.98	Purchase
		NOTES		Purchase of two computer monitors.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0219			IT SUPPLIES	Index Code				
							SBE				
193440766	DOW, TYRELL	************6702	08/06/2017	08/07/2017	Unknown	DMI* DELL HLTHCR/REL	800-274-1550, TX	5045	$0.00	$1,778.00	Purchase
		NOTES		Purchase of two new computers.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0219			IT SUPPLIES	Index Code				
							SBE				
194032302	DOW, TYRELL	************6702	08/16/2017	08/16/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$67.64	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
194032303	DOW, TYRELL	************6702	08/16/2017	08/16/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$67.64	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
194032304	DOW, TYRELL	************6702	08/15/2017	08/16/2017	Unknown	REI*PAYMENT CENTER	800-227-9597, OH	7399	$0.00	$550.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
194227823	DOW, TYRELL	************6702	08/18/2017	08/18/2017	Unknown	DC BAR	02027374700, DC	8699	$0.00	$299.00	Purchase
		NOTES		More Effective Writing Training for Asia Stewart-Mitchell.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		SBE				
194350982	DOW, TYRELL	************6702	08/18/2017	08/21/2017	Unknown	VARIDESK	08002072587, TX	5399	$0.00	$4,345.00	Purchase
		NOTES		Purchase of stand up desks for employees.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0210		GENERAL		Index Code				
							SBE				
194592034	DOW, TYRELL	************6702	08/21/2017	08/24/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMS TAN, DC	5046	$0.00	$276.63	Purchase
		NOTES		Purchase of office supplies and printing paper.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
195237900	KITTAB, WADDAH	************3704	08/29/2017	09/01/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMS TAN, DC	5046	$0.00	$3,025.33	Purchase
		NOTES		Office supplies like paper, pens, notepads, sticky notes, etc....							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
195898536	DOW, TYRELL	************6702	09/12/2017	09/12/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$135.28	Purchase
		NOTES		Provides cable television services. August and September for year end close out.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
195898537	DOW, TYRELL	************6702	09/12/2017	09/12/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$135.28	Purchase
		NOTES		Provides cable television services. August and september for year end close out.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
196163364	DOW, TYRELL	************6702	09/14/2017	09/15/2017	Unknown	LEX*LEXIS NEXIS	800-897-3183, OH	7399	$0.00	$550.00	Purchase
		NOTES		Provides legal search services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				
196163368	DOW, TYRELL	************6702	09/14/2017	09/15/2017	Unknown	THOMSON WEST*TCD	800-328-4880, MN	8999	$0.00	$1,712.00	Purchase
		NOTES		Past due invoices from Clear.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
196163369	DOW, TYRELL	************6702	09/14/2017	09/15/2017	Unknown	LEX*LEXIS NEXIS	800-897-3183, OH	7399	$0.00	$550.00	Purchase
		NOTES		Provides leagal search services. September invoice for year end close out.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
196435627	DOW, TYRELL	************6702	09/18/2017	09/19/2017	Unknown	INT*IN *PENDRAGWN PROD	202-5460065, DC	7829	$0.00	$1,980.00	Purchase
		NOTES		Provides commercial Ethics videos.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
196596273	DOW, TYRELL	************6702	09/20/2017	09/21/2017	Unknown	THOMSON WEST*TCD	800-328-4880, MN	8999	$0.00	$342.40	Purchase
		NOTES		Payment of September invoice for year end close out.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
196691594	DOW, TYRELL	************6702	09/21/2017	09/22/2017	Unknown	TCD*THOMSON ELITE	800-328-4880, MN	7399	$0.00	$2,668.48	Purchase
		NOTES		Provides legal services. Invoice is being revised to exclude sales tax.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Selection Criteria: Post Date Is Between '10/1/2016' AND '9/30/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
196833908	DOW, TYRELL	************6702	09/23/2017	09/25/2017	Unknown	NATIONAL PEN CO LLC	08586753000, CA	5969	$0.00	$119.00	Purchase
		NOTES		Purchase of supplies for Ethics Day. Order was cancelled and returned for fiscal year end compliance.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
Grand Totals						**Total Transactions**	**130**		**$0.00**	**$61,803.18**	

Transaction Detail with Accounting Codes and Notes

DCPCARD

BEGA

EXHIBIT 5

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Selection Criteria: Post Date Is Between '10/1/2017' AND '1/26/2018'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
197312358	DOW, TYRELL	************6702	09/30/2017	10/02/2017	Unknown	NATIONAL PEN CO LLC	08586753000, CA	5969	$0.00	($119.00)	Purchase

NOTES: Order Cancelled for fiscal year end compliance. Order of supplies for Ethics Day.

CHART OF ACCOUNT		DC Gov	CUSTOM FIELD	VALUE
Comptroller Source	0020	SUPPLIES AND MATERIALS	PCA Code	
Object Code	0201	OFFICE SUPPLIES	Index Code	
			SBE	

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
197473908	DOW, TYRELL	************6702	10/03/2017	10/04/2017	Unknown	VARIDESK	08002072587, TX	5399	$0.00	($790.00)	Purchase

NOTES: Return of two varidesk's.

CHART OF ACCOUNT		DC Gov	CUSTOM FIELD	VALUE
Comptroller Source	0020	SUPPLIES AND MATERIALS	PCA Code	
Object Code	0201	OFFICE SUPPLIES	Index Code	
			SBE	

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
197501918	KITTAB, WADDAH	************3704	10/03/2017	10/04/2017	Unknown	AVNGATE*CREATIVE-TIM.C	8882471614, CA	5734	$0.00	$86.50	Purchase

NOTES: This is the license for part of OOG web application development (advice database).

CHART OF ACCOUNT		DC Gov	CUSTOM FIELD	VALUE
Comptroller Source	0040	OTHER SERVICES AND CHARGES	PCA Code	
Object Code	0442	OTHER SERVICE CHARGES-SOFTWARE MAINT.IT	Index Code	
			SBE	

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
197966192	DOW, TYRELL	************6702	10/10/2017	10/13/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	$0.00	$54.55	Purchase

NOTES: Purchase of office supplies.

CHART OF ACCOUNT		DC Gov	CUSTOM FIELD	VALUE
Comptroller Source	0020	SUPPLIES AND MATERIALS	PCA Code	
Object Code	0201	OFFICE SUPPLIES	Index Code	
			SBE	

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
198338716	KITTAB, WADDAH	************3704	10/18/2017	10/19/2017	Unknown	BEST BUY 00002691	SPRINGFIELD, VA	5732	$0.00	$2,019.94	Purchase

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		NOTES		These Charges for buying iPads for the OOG office that will be used for training. However, the equipment was returned to the merchant, and the refund was applied to the card. The attached receipt is for the full purchase. The return receipts are attached on separate transactions: 199005523. $1,029.97 and 198565632 $989.97							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0070		EQUIPMENT & EQUIPMENT RENTAL		PCA Code				
							Index Code				
		Object Code	0710		IT HARDWARE ACQUISITIONS		SBE				
198565632	KITTAB, WADDAH	************3704	10/22/2017	10/23/2017	Unknown	BEST BUY 00002691	SPRINGFIELD, VA	5732	($38.08)	($989.97)	Purchase
		NOTES		We expect full refund for the amount because we returned the equipment's							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0219		IT SUPPLIES		Index Code				
							SBE				
199005522	KITTAB, WADDAH	************3704	10/27/2017	10/30/2017	Unknown	COUNCIL ON GOVERNMENTA	ATHENS, GA	8699	$0.00	$1,050.00	Purchase
		NOTES		Cogel Conference Registration Fees							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0424		CONFERENCE FEES		SBE				
199005523	KITTAB, WADDAH	************3704	10/28/2017	10/30/2017	Unknown	BEST BUY 00002691	SPRINGFIELD, VA	5732	($39.62)	($1,029.97)	Purchase
		NOTES		We expect full refund for the amount because we has returned the equipment							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0219		IT SUPPLIES		Index Code				
							SBE				
199070005	KITTAB, WADDAH	************3704	10/30/2017	10/31/2017	Unknown	COUNCIL ON GOVERNMENTA	ATHENS, GA	8699	$0.00	$1,050.00	Purchase

Transaction Detail with Accounting Codes and Notes

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		NOTES		Cogel Conference Registration Fees							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0424			CONFERENCE FEES	SBE				
199136411	KITTAB, WADDAH	************3704	10/31/2017	11/01/2017	Unknown	VSN*DOTGOVREGI STRATION	877-734-4688, VA	4816	$0.00	$400.00	Purchase
		NOTES		Renew OOG Website Domain Registration							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0425			MEMBERSHIP DUES	SBE				
199421675	KITTAB, WADDAH	************3704	11/03/2017	11/06/2017	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	$0.00	$6.57	Fees
		NOTES		International Transaction fees							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0402			TRAVEL - OUT OF CITY	SBE				
199421676	KITTAB, WADDAH	************3704	11/03/2017	11/06/2017	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	$0.00	$2.20	Fees
		NOTES		International Transaction fees							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0402			TRAVEL - OUT OF CITY	SBE				
199421677	KITTAB, WADDAH	************3704	11/02/2017	11/06/2017	Unknown	AIR CAN 01470208111492	BELLEVUE, WA	3009	$0.00	$227.82	Purchase
		NOTES		This receipt has flight booking for 2 passenger that concerns this and the next transaction							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0402			TRAVEL - OUT OF CITY	Index Code				
							SBE				
199421678	KITTAB, WADDAH	************3704	11/02/2017	11/06/2017	Unknown	AIR CAN 01470208111503	BELLEVUE, WA	3009	$0.00	$227.82	Purchase
		NOTES		The receipt for this flight booking is exist with previous transaction transaction							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0402			TRAVEL - OUT OF CITY	Index Code				
							SBE				
199421679	KITTAB, WADDAH	************3704	11/03/2017	11/06/2017	Unknown	SHERATON	416-9474809, ON	3503	$0.00	$656.81	Purchase
		NOTES		This receipt has cancelation of charges for both hotel rooms							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0402			TRAVEL - OUT OF CITY	Index Code				
							SBE				
199421680	KITTAB, WADDAH	************3704	11/03/2017	11/06/2017	Unknown	SHERATON	416-9474809, ON	3503	$0.00	$220.39	Purchase
		NOTES		This receipt for this transaction is included with the previous transaction for the hotel rooms							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0402			TRAVEL - OUT OF CITY	Index Code				
							SBE				
199536497	DOW, TYRELL	************6702	11/07/2017	11/08/2017	Unknown	INT*IN *ARMSTRONG CUST	202-5635087, DC	7333	$0.00	$330.00	Purchase
		NOTES		Purchase of top 10 ethics rules banner							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
199706194	DOW, TYRELL	************6702	11/09/2017	11/10/2017	Unknown	NATIONAL PEN CO LLC	08586753000, CA	5969	$0.00	$32.25	Purchase
		NOTES		Purchase of supplies for Ethics Day.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
199706195	DOW, TYRELL	************6702	11/09/2017	11/10/2017	Unknown	NATIONAL PEN CO LLC	08586753000, CA	5969	$0.00	$11.70	Purchase
		NOTES		Purchase of supplies for Ethics Day,							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
199706196	DOW, TYRELL	************6702	11/09/2017	11/10/2017	Unknown	NATIONAL PEN CO LLC	08586753000, CA	5969	$0.00	$178.05	Purchase
		NOTES		Purchase of supplies for Ethics Day.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
199800197	DOW, TYRELL	************6702	11/10/2017	11/13/2017	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	$0.00	$1.82	Fees
		NOTES		Flight reservations for Janet Foster to attend COGEL Conference in Toronto, Canada.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0402			TRAVEL - OUT OF CITY	SBE				
199800198	DOW, TYRELL	************6702	11/10/2017	11/13/2017	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	$0.00	$1.82	Fees
		NOTES		International Transaction fee charged for Hotel reservation in Toronto, Canada.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0402			TRAVEL - OUT OF CITY	SBE				
199800199	DOW, TYRELL	************6702	11/10/2017	11/13/2017	Unknown	SHERATON	416-3611000, ON	3503	$0.00	$182.06	Purchase
		NOTES		Reservation deposit for Janet Foster attend 2017 COGEL Conference.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0402			TRAVEL - OUT OF CITY	SBE				
199800200	DOW, TYRELL	************6702	11/10/2017	11/13/2017	Unknown	SHERATON	416-3611000, ON	3503	$0.00	$182.06	Purchase
		NOTES		Reservation deposit for Brian Flowers to attend 2017 COGEL Conference.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0402			TRAVEL - OUT OF CITY	SBE				
200087925	DOW, TYRELL	************6702	11/17/2017	11/17/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$76.68	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
							Index Code				
		Object Code	0410			OFFICE SUPPORT	SBE				

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
200087926	DOW, TYRELL	************6702	11/17/2017	11/17/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$76.68	Purchase
		NOTES		Provides cable television.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
200087927	DOW, TYRELL	************6702	11/16/2017	11/17/2017	Unknown	AIR CAN 0142185933230	AIRCANADA.COM, DC	3009	$0.00	$342.12	Purchase
		NOTES		Flight reservations for Janet Foster to attend COGEL Conference in Toronto, Canada.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0402		TRAVEL - OUT OF CITY		SBE				
200087928	DOW, TYRELL	************6702	11/16/2017	11/17/2017	Unknown	AIR CAN 0142185952837	AIRCANADA.COM, NY	3009	$0.00	$232.73	Purchase
		NOTES		Flight reservations for Brian Flowers to attend COGEL Conference in Toronto, Canada.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0402		TRAVEL - OUT OF CITY		SBE				
200200900	DOW, TYRELL	************6702	11/17/2017	11/20/2017	Unknown	COUNCIL ON GOVERNMENTA	ATHENS, GA	8699	$0.00	$1,125.00	Purchase
		NOTES		Registration for Brian Flowers to attend COGEL Conference 2017.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0424		CONFERENCE FEES		SBE				
200200901	DOW, TYRELL	************6702	11/17/2017	11/20/2017	Unknown	COUNCIL ON GOVERNMENTA	ATHENS, GA	8699	$0.00	$1,125.00	Purchase

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		NOTES		Registration fee for Brian Flowers to atten 2017 COGEL Conference.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0424		CONFERENCE FEES		Index Code				
							SBE				
200253225	KITTAB, WADDAH	************3704	11/17/2017	11/20/2017	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	$0.00	$2.72	Fees
		NOTES		International Transaction fees							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code				
							SBE				
200253226	KITTAB, WADDAH	************3704	11/17/2017	11/20/2017	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	$0.00	$2.72	Fees
		NOTES		International Transaction fees							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code				
							SBE				
200253227	KITTAB, WADDAH	************3704	11/17/2017	11/20/2017	Unknown	SHERATON	416-3611000, ON	3503	$0.00	$271.76	Purchase
		NOTES		Hotel Room							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code				
							SBE				
200253228	KITTAB, WADDAH	************3704	11/17/2017	11/20/2017	Unknown	SHERATON	416-3611000, ON	3503	$0.00	$271.76	Purchase
		NOTES		Hotel Room							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0402		TRAVEL - OUT OF CITY		SBE				
200310916	KITTAB, WADDAH	************3704	11/20/2017	11/21/2017	Unknown	DNH*MEDIA TEMPLE INC	877-5784000, CA	5968	$0.00	$600.00	Purchase
		NOTES		Renew Website service for OOG							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0425		MEMBERSHIP DUES		SBE				
200417271	DOW, TYRELL	************6702	11/22/2017	11/24/2017	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	$0.00	$50.00	Purchase
		NOTES		Smartrip loaded with funds for transportation.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0401		TRAVEL - LOCAL		SBE				
200417272	DOW, TYRELL	************6702	11/22/2017	11/24/2017	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	$0.00	$50.00	Purchase
		NOTES		Smartrip loaded with funds for transportation.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0401		TRAVEL - LOCAL		SBE				
200417273	DOW, TYRELL	************6702	11/22/2017	11/24/2017	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	$0.00	$50.00	Purchase
		NOTES		Smartrip loaded with funds for transportation.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0401		TRAVEL - LOCAL		Index Code				
							SBE				
200417274	DOW, TYRELL	************6702	11/22/2017	11/24/2017	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	$0.00	$50.00	Purchase
		NOTES		Smartrip loaded with funds for transportation.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0401		TRAVEL - LOCAL		Index Code				
							SBE				
200517077	KITTAB, WADDAH	************3704	11/24/2017	11/27/2017	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	$0.00	$8.18	Fees
		NOTES		Hotel charge attendance at the COGEL conference.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code				
							SBE				
200517078	KITTAB, WADDAH	************3704	11/24/2017	11/27/2017	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	$0.00	$8.18	Fees
		NOTES		International transaction fee for hotel booking							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code				
							SBE				
200517079	KITTAB, WADDAH	************3704	11/24/2017	11/27/2017	Unknown	SHERATON	416-3611000, ON	3503	$0.00	$818.14	Purchase
		NOTES		Hotel charge attendance at the COGEL conference for Attorney Advisory Johnnie Barton.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0402		TRAVEL - OUT OF CITY		SBE				
200517080	KITTAB, WADDAH	************3704	11/24/2017	11/27/2017	Unknown	SHERATON	416-3611000, ON	3503	$0.00	$818.14	Purchase
		NOTES		Hotel charge attendance at the COGEL conference for Director Traci Hughes.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0402		TRAVEL - OUT OF CITY		SBE				
200995403	DOW, TYRELL	************6702	12/05/2017	12/06/2017	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	$0.00	$5.47	Fees
		NOTES		Tax charged for international transactions.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0408		PROF SERVICE FEES		SBE				
200995404	DOW, TYRELL	************6702	12/05/2017	12/06/2017	Unknown	SHERATON	416-3611000, ON	3503	$0.00	$547.10	Purchase
		NOTES		Hotel reservations for Brian Flowers to attend COGEL Conference in Toronto, Canada. The charge reflected on the invoice is Canadian currency and exchange rate is from Mastercard.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0402		TRAVEL - OUT OF CITY		SBE				
201530179	DOW, TYRELL	************6702	12/13/2017	12/14/2017	Unknown	INTERNATIONAL TRANSACTION	FEE, N/A	0000	$0.00	$5.39	Fees
		NOTES		Tax charged for international purchases.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 01/26/2018 10:30:13 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2017' AND '1/26/2018'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0408		PROF SERVICE FEES		Index Code				
							SBE				
201530180	DOW, TYRELL	************6702	12/11/2017	12/14/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	$0.00	$6.16	Purchase
		NOTES		Purchase of 2018 calendars for staff.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
201530181	DOW, TYRELL	************6702	12/11/2017	12/14/2017	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	$0.00	$29.99	Purchase
		NOTES		Purchase of mouse for new Director.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
201530182	DOW, TYRELL	************6702	12/13/2017	12/14/2017	Unknown	SHERATON	416-3611000, ON	3503	$0.00	$539.08	Purchase
		NOTES		Hotel reservations for Janet Foster to attend COGEL Conference in Toronto, Canada. The charge reflected on the invoice is in Canadian currency ($692.52) and the exchange rate is $539.08, which is reflected on MasterCard charge.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code				
							SBE				
201599926	DOW, TYRELL	************6702	12/15/2017	12/15/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$76.70	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 01/26/2018 10:30:13 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2017' AND '1/26/2018'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
201599927	DOW, TYRELL	************6702	12/15/2017	12/15/2017	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$76.70	Purchase
		NOTES		Provides cable television services.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
201776437	DOW, TYRELL	************6702	12/18/2017	12/19/2017	Unknown	ONE SOURCE PROCESS	2024594760, DC	8111	$0.00	$75.00	Purchase
		NOTES		Issues subpoena on behalf of BEGA.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
201776438	DOW, TYRELL	************6702	12/18/2017	12/19/2017	Unknown	ONE SOURCE PROCESS	2024594760, DC	8111	$0.00	$65.00	Purchase
		NOTES		Serves subpoenas on behalf of BEGA.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
201776439	DOW, TYRELL	************6702	12/18/2017	12/19/2017	Unknown	ONE SOURCE PROCESS	2024594760, DC	8111	$0.00	$65.00	Purchase
		NOTES		Issues subpoena on behalf of BEGA.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 01/26/2018 10:30:13 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2017' AND '1/26/2018'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
202178219	DOW, TYRELL	************6702	12/30/2017	01/02/2018	Unknown	VSN*DOTGOVREGISTRATION	877-734-4688, VA	4816	$0.00	$400.00	Purchase
		NOTES		Provides BEGA with domain name bega.dc.gov							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
202346098	DOW, TYRELL	************6702	12/29/2017	01/05/2018	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN, DC	5046	$0.00	$59.55	Purchase
		NOTES		Purchase of 3 door name plates for employees and one name plate for Board Room.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
202485286	DOW, TYRELL	************6702	01/08/2018	01/09/2018	Unknown	THOMSON WEST*TCD	800-328-4880, MN	8999	$0.00	$528.00	Purchase
		NOTES		Provides BEGA with updates to D.C. Code.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
							Index Code				
		Object Code	0410		OFFICE SUPPORT		SBE				
202485287	DOW, TYRELL	************6702	01/09/2018	01/09/2018	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$78.07	Purchase
		NOTES		Comcast provides cable television services to the Board of Ethics.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 01/26/2018 10:30:13 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2017' AND '1/26/2018'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
202485288	DOW, TYRELL	************6702	01/09/2018	01/09/2018	Unknown	COMCAST	800-COMCAST, MD	4899	$0.00	$78.07	Purchase
		NOTES		Comcast provides cable television services to the Office of Open Government.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							SBE				
202595890	DOW, TYRELL	************6702	01/10/2018	01/11/2018	Unknown	UPS*294034NDGNA	800-811-1648, GA	4214	$0.00	$6.90	Purchase
		NOTES		Purchase to send back two computers to Dell via UPS.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0201		OFFICE SUPPLIES		Index Code				
							SBE				
202595891	DOW, TYRELL	************6702	01/11/2018	01/11/2018	Unknown	DMI* DELL HLTHCR/REL	800-274-1550, TX	5045	$0.00	($1,778.00)	Purchase
		NOTES		Return of two Dell computers for a complete refund.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020		SUPPLIES AND MATERIALS		PCA Code				
		Object Code	0219		IT SUPPLIES		Index Code				
							SBE				
202822981	KITTAB, WADDAH	************3704	11/03/2017	01/16/2018	Unknown	TEMPORARY DISPUTE CREDIT	416-9474809, ON	3503	$0.00	($656.81)	Purchase
		NOTES		This is refund for canceled hotel booking for Traci Hughes							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 01/26/2018 10:30:13 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2017' AND '1/26/2018'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0010			FRAUD/INCORRECT CHARGE CREDIT	PCA Code				
							Index Code				
		Object Code	0101			FRAUD/INCORRECT CHARGE CREDIT	SBE				
202822982	KITTAB, WADDAH	************3704	11/03/2017	01/16/2018	Unknown	TEMPORARY DISPUTE CREDIT	416-9474809, ON	3503	$0.00	($220.39)	Purchase
		NOTES		This is refund for canceled hotel booking for Johnnie Barton							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0010			FRAUD/INCORRECT CHARGE CREDIT	PCA Code				
							Index Code				
		Object Code	0101			FRAUD/INCORRECT CHARGE CREDIT	SBE				
202906434	DOW, TYRELL	************6702	01/18/2018	01/18/2018	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BIL L, WA	5942	$0.00	$22.99	Purchase
		NOTES		Purchase of USB Headset for Director Wolfingbarger. Purchase was 50% cheaper on Amazon than a CBE vendor.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
203065436	DOW, TYRELL	************6702	01/17/2018	01/22/2018	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMS TAN, DC	5046	$0.00	$249.51	Purchase
		NOTES		Purchase of 2018 calendars, paper for printer, and paper towels.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
203065437	DOW, TYRELL	************6702	01/17/2018	01/22/2018	Unknown	STANDARD OFFICE SUPPLY	DROSE@MDMS TAN, DC	5046	$0.00	$29.86	Purchase
		NOTES		Purchase of manila folders for the Director.							
		CHART OF ACCOUNT		DC Gov			**CUSTOM FIELD**	**VALUE**			

Transaction Detail with Accounting Codes and Notes

DCPCARD

Date/Time Printed: 01/26/2018 10:30:13 AM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2017' AND '1/26/2018'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		Comptroller Source	0020			SUPPLIES AND MATERIALS	PCA Code				
		Object Code	0201			OFFICE SUPPLIES	Index Code				
							SBE				
Grand Totals						**Total Transactions**	**66**	**Mixed Currency**		**$10,262.57**	

EXHIBIT
tabbies
6

District of Columbia Board of Ethics and Government Accountability (AG0)

MOU FY 2017 Transferred From Board of Ethics and Government Accountability (AG0)

Amount	From	To	Description	Date
$1,987	AG0	DPW	Fleet Services	Nov 1,2016
$2,500	AG0	TO0	Azure Cloud Facilities	26-Jun-16
$180,487	AG0	TO0	Bega -E-Filing	19-Jul-17
$3,072	AG0	TO0	IT Assessement _DC Network	17-Oct-16
$18,757	AG0	TO0	IT Assessments -Govt Cloud SVC	3-Oct-16
$10,602	AG0	TO0	IT Assessment Collection	5-Oct-16

MOU FY 2018 Transferred From Board of Ethics and Government Accountability (AG0)

Amount	From	To	Description	Date
$ 1,447.50	AG0	KT0	Fleet Services	Dec 1,2017
$ 48.64	AG0	TO0	Pass ITA Sweep	5-Oct-17
$ 1,460.71	AG0	TO0	Business Intel ITA Sweep	5-Oct-17
$ 711.11	AG0	TO0	IT Assessment	4-Oct-17
$ 14,421.03	AG0	TO0	IT Assessments-GSC	4-Oct-17
$ 1,041.78	AG0	TO0	Network OPS IT Assessment	4-Oct-17

District of Columbia Board of Ethics and Government Accountability (AG0)

EXHIBIT 7

FY 2017 Reprogramming Local

Date	From	Amount	TO	Amount	DESCRIPITION
Aug 15, 17	0410	22,116.00	0011	17,825.00	Support Salary and Step Increase
			0014	4,290.50	
July 31, 17	Budget	-	0408	250,000.00	Support E-Filing
	Office				
Total		22,116.00		272,115.50	

FY 2017 Reprogramming O-Type

Date	From	Amount	TO	Amount	DESCRIPITION
7-April-17	0408	55,000.00	0012	45,000.00	PS salaries
			0014	10,000.00	PS salaries
		85,000.00	0012	67,150.00	PS salaries
			0014	17,850.00	PS salaries
Total		140,000.00		140,000.00	

FY 2018 NO Reprogramming

D.C. Board of Ethics and Government Accountability (AGO)

Purchase Order FY 2017

EXHIBIT 8

Agy Fund	P.O. number	Vendor Name	PO Amount	Expenditure	PO BAL	Final Action
0100	PO551939	DATA NET SYSTEMS CORP	22,239	4,860.25	17,378.75	Balance deobligated
0100	PO555979	DATA NET SYSTEMS CORP	22,239	5,359.	16,880.00	Balance deobligated
0100	PO551834	METROPOLITAN OFFICE PRODUCTS	3,000	3,000	0	0
1734	PO566091	PENDRAGWN PRODUCTIONS LLC	19,875.00	19,875.00	0	0

Purchase Order FY 2018

Agy Fund	P.O. number	Vendor Name	PO Amount	Expenditure	PO BAL	Final Action
0100	PO570959	METROPOLITAN OFFICE PRODUCTS	3000	750	2250	
0100	PO570961	LEXISNEXIS RISK SOLUTIONS FL	3300	1650	1650	
0100	PO577357	DELL MARKETING L.P.	412.83	0	412.83	

Purchase Order Monitors: Sandra Peterson and Tyrell Dow

EXHIBIT

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District of Columbia Planning Documents

My Apps | FY17 DSLBD ... | *NEW* DSL... | FY18: EOM ... | Capital Bud... | OCA: District P... | DSLBD Agen...

Home | Agencies | Performance Plans | Objectives | Operations List | Operations-Strategic ... | STRATEGIC INITIATIVES | Initiatives

Performance ... **D....**

Reports & Charts

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Agency D.C. Board of Ethics and Government Accountability **Agency Acronym** BEGA **Agency Code** AG0

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Brian (EOM) Flowers Darrin (OAG) Sobin Sandra Peterson **Agency Budget POCs** Mohammad Awan Sandra Peterson **Fiscal Year** 2017

When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.

2017 Strategic Objectives

FY17 Objectives

Full Report | **Grid Edit** | **Email** | **More** **4 Objectives**

	Objective Number	Strategic Objective
	1	Issue Ethics advice in an expeditious and consistent fashion.
	2	Conduct timely and appropriate investigations and enforcement actions.
	3	Conduct mandatory training on the Code of Conduct and produce ethics training materials.
	4	Create and maintain a highly efficient, transparent and responsive District government.**

Add Strategic Objective

2017 Key Performance Indicators

Full Report | **Grid Edit** | **Email** | **More** **9 Measures**

	Measure	New Measure/ Benchmark Year	Frequency of Reporting	Add Data Fields (if applicable)	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Quarter 1	FY 2017 Quarter 2	FY 2017 Quarter 3	FY 2017 Quarter 4	
1 - Issue Ethics advice in an expeditious and consistent fashion. (3 Measures)															
	Percent of advice queries received that were handled as informal rather than formal advice.	✔	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%	95%	98%	99%	99%	9
	Percent of formal written Advisory Opinions appealed to the Ethics Board.	✔	Quarterly		Not available	Not available	Not available	Not available	New Measure	10%	0%	0%	0%	0%	0
	Percent of formal written Advisory Opinions issued within 30 days of receipt of complete information from requester.	✔	Quarterly		100%	75%	100%	80%	100%	85%	100%	100%	100%	100%	1(
2 - Conduct timely and appropriate investigations and enforcement actions. (3 Measures)															
	Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 120	✔	Quarterly		Not available	Not available	Not available	65%	83.3%	80%	68.8%	100%	90.9%	90%	8

Powered by

Percent of enforcement actions that result in a sanction.	✔	Quarterly	Not available	Not available	Not available	Not available	New Measure	85%	100%	100%	100%	100%	1
Percent of final Ethics Board Orders issued within 45 days of close of hearing record.	✔	Quarterly	Not available	Not available	Not available	80%	100%	85%	100%	100%	100%	100%	1
3 - Conduct mandatory training on the Code of Conduct and produce ethics training materials. (3 Measures)													
Percent of evaluations completed by attendees with an overall positive rating of "3" or higher on the BEGA training evaluation form.	✔	Quarterly	Not available	Not available	Not available	Not available	New Measure	80%	100%	94%	100%	94.8%	9
Percent of off site agency training requests granted	✔	Quarterly	Not available	Not available	Not available	Not available	New Measure	90%	100%	100%	100%	100%	1
Percent of agency trainings held within 90 days of agency making the request.	✔	Quarterly	Not available	Not available	Not available	Not available	New Measure	90%	100%	100%	100%	100%	1

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 in the FY19 Performance Plan.

2017 Operations

Full Report | Grid Edit | Email | More   4 Activities

Operations Header	Operations Title	Operations Description	Type c Opera
1 - Issue Ethics advice in an expeditious and consistent fashion. (1 Activity)			
BOARD OF ETHICS	Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner.	Work with staff to ensure that ethics guidance is provided to government employees who seek ethics guidance.	Daily Se
TOT			
2 - Conduct timely and appropriate investigations and enforcement actions. (1 Activity)			
BOARD OF ETHICS	Monitor and support ongoing investigations to ensure timely completion.	Track progress throughout the year and work with staff to ensure movement.	Daily Se
TOT			
3 - Conduct mandatory training on the Code of Conduct and produce ethics training materials. (1 Activity)			
BOARD OF ETHICS	Increase Training Sessions. Increase number of trainings available to District government employees.	Allocate staff time to ensure availability when requests are made from client agencies.	Daily Se
TOT			
4 - Create and maintain a highly efficient, transparent and responsive District government. (1 Activity)**			
BOARD OF ETHICS	Ensure that every request for advice or information is acknowledged within 24 hours of receipt.	Work with staff to ensure that either a substantive response is provided or, where that is not possible, an acknowledgment that the request is under review.	Daily Se
TOT			
TOT			

2017 Workload Measures

All Workload Measures must be linked to a specific Operation. If Workload Measures are already in the system but not yet linked, email the Office of Performance Management with a spreadshe each Workload Measure belongs.

Workload Measures - Operations   **Full Report | Grid Edit | Email | More   16 Measures**

Measure	New Measure/ Benchmark Year	Add Historical and Target Data (FY17)	Numerator Title	Units	Frequency of Reporting	FY 2014	FY 2015	FY 2016 Actual	FY 2017 Quarter 1	FY 2017 Quarter 2
1 - Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner. (3 Measures)										

Requests for informal ethics advice	Requests for informal ethics advice	Number of requests for informal ethics advice	Quarterly	511	681	690	132	173
Number of formal written advisory opinions issued pursuant to a request	Number of formal written advisory opinions issued pursuant to a request	advisory opinions	Quarterly	13	5	4	6	2
Number of formal written advisory opinions issued on the agency's own initiative	Number of formal written advisory opinions issued on the agency's own initiative	advisory opinions	Quarterly	5	1	2	1	1

2 - Monitor and support ongoing investigations to ensure timely completion. (11 Measures)

Complaints received	Complaints answered	Number of complaints received	Quarterly	150	137	138	14	22
Number of preliminary investigations opened based on tips to the hotline	Number of preliminary investigations opened based on tips to hotline	investigations	Quarterly	1	1	2	0	0
Number of preliminary investigations dismissed	Number of preliminary investigations dismissed	investigations	Quarterly	19	12	34	4	2
Number of preliminary investigations opened based on information provided by means other than the hotline	Number of preliminary investigations opened based on information provided by means other than the hotline	investigations	Quarterly	32	46	85	4	3
Number of preliminary investigations converted to formal investigations	Number of preliminary investigations converted to formal investigations	investigations	Quarterly	2	1	3	0	0
Number of preliminary investigations resolved with a negotiated disposition	Number of preliminary investigations resolved with a negotiated disposition	investigations	Quarterly	6	13	12	6	0
Number of preliminary investigations resolved after an evidentiary hearing	Number of preliminary investigations resolved after an evidentiary hearing	investigations	Quarterly	1	0	0	0	0
Number of formal investigations initiated on intake	Number of formal investigations initiated on intake	investigations	Quarterly	8	12	24	2	4
Number of formal investigations dismissed	Number of formal investigations dismissed	investigations	Quarterly	10	7	17	2	4
Number of formal investigations resolved with a negotiated disposition	Number of formal investigations resolved with a negotiated disposition	investigations	Quarterly	5	2	1	3	0
Number of formal investigations resolved after an evidentiary hearing	Number of formal investigations resolved after an evidentiary hearing	investigations	Quarterly	2	0	0	1	0

3 - Increase Training Sessions. Increase number of trainings available to District government employees. (1 Measure)

Number of trainings conducted	Number of trainings conducted	trainings	Quarterly	Not available	Not available	121	28	32

4 - Ensure that every request for advice or information is acknowledged within 24 hours of receipt. (1 Measure)

Formal advisory opinions issued	Formal advisory opinions issued	Number of formal advisory opinions issued	Quarterly	13	5	8	2	3

2017 Strategic Initiatives

Full Report | **Grid Edit** | **Email** | **More** **4 Strategic initiatives**

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initia Upd
BOARD OF ETHICS (4 Strategic Initiatives)			
Investigations Spreadsheet	The spreadsheet will be used to track and measure progress on each investigation. It will serve to help complete investigations within the 120 day KPI for conclusion of investigations.	09-30-2017	
Meet with investigators	The meetings will be an opportunity for the investigative staff to seek guidance from senior management on case progression and for senior management to obtain information concerning obstacles to timely resolution of investigations. It will serve to help complete investigations within the 120 day KPI for conclusion of investigations.	09-30-2017	
Conduct Two Hour Ethics Training Every Month	This will increase the number of ethics trainings available to employees whether or not a client agency makes a formal request. It will help achieve the KPI for increasing training opportunities by 10%.	09-30-2017	
Meet with attorneys about advice requests	This will increase the quality and consistency of the ethics guidance provided to client agencies/employees.	09-30-2017	

TOT

2017 Initiative Updates

Initiative Updates Full Report | Grid Edit | Email | More **4 Initiative Updates**

Strategic Initiative-Operation Link - Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact
Conduct Two Hour Ethics Training Every Month (1 Initiative Update)					
Conduct Two Hour Ethics Training Every Month	We conduct multiple 2-hour ethics trainings every month, and employees can enroll in the program through PeopleSoft.	Complete	High	Incremental	We would like to improve attendance at the session that is at BEGA's office each month, but nonetheless we are able conduct training as necessary.
Investigations Spreadsheet (1 Initiative Update)					
Investigations Spreadsheet	We use the spreadsheet at our weekly staff meetings to ensure that we are on target to meet the 120 day completion date.	Complete	High	Incremental	The document provides a common point of reference for a investigators and attorneys.
Meet with attorneys about advice requests (1 Initiative Update)					
Meet with attorneys about advice requests	We meet with the attorneys to discuss advice requests at our weekly staff meetings and as necessary.	Complete	High	Incremental	Rendering ethics advice is at times a collaborative process all attorneys on the staff participate.
Meet with investigators (1 Initiative Update)					
Meet with investigators	We meet with investigators weekly and otherwise as needed.	Complete	High	Incremental	Meetings with investigators also occur after each witness interview.

Agency Accomplishment

Add Accomplishment Add Accomplishment

Accomplishments Full Report | Grid Edit | Email | More **1 Accomplishment**

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?
We hosted the first Annual Ethics Day program in the District government – a full day of ethics training programs.	This helped to ensure that District employees received training required under the Ethics Act.	We were able to receive prompt feedback on our trainin programs, and to tailor the programs to our desired aud

2017 Special Mayoral Plans

Strategic Initiative Header	Strategic Initiative Title	Special Mayoral Plan	Mayoral Plan Domain	Mayoral Plan Goal	Mayoral Plan Action

No links to special mayoral plans found

Administrative Information

FY Performance Plan D.C. Board of Ethics and Government Accountability FY2017 **Record ID#** 323

Performance Plan ID 197

Created on Dec. 15, 2015 at 4:14 PM (EST). Last updated by Fowler-Finn, MeghanMarie (OSSE) on Dec. 18, 2015 2:29 PM at 2:29 PM (EST). Owned by Fowler-Finn, MeghanMarie (

EXHIBIT
tabbles
10

My Apps | FY17 DSL... | *NEW* D... | FY18: EO... | Capital B... | OCA: Distri... | DSLBD A...

Home | Agencies | Performance Plans | Objectives | Operations List | Operations-Strategic ... | STRATEGIC INITIATIVES | Initiatives

Prev | Return | Next

Agency D.C. Board of Ethics and Government Accountability **Agency Acronym** BEGA **Agency Code** AG0

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Brian (EOM) Flowers Darrin (OAG) Sobin Sandra Peterson **Agency Budget POCs** Mohammad Awan Sandra Peterson **Fiscal Year** 2018

When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.

2018 Objectives

Strategic Objectives

Full Report | **Grid Edit** | **Email** | **More** **4 Objectives**

	Objective Number	Strategic Objective	# of Measures	# of Operations
	1	Issue Ethics advice in an expeditious and consistent fashion.	3	1
	2	Conduct timely and appropriate investigations and enforcement actions.	3	1
	3	Conduct mandatory training on the Code of Conduct and produce ethics training materials.	3	1
	4	Create and maintain a highly efficient, transparent and responsive District government.**	9	1
TOT			18	4

Add Strategic Objective

2018 Key Performance Indicators

Key Performance Indicators

Full Report | **Grid Edit** | **Email** | **More** **9 Measures**

	Measure	New Measure/ Benchmark Year	Directionality	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2018 Quarter 1
1 - Issue Ethics advice in an expeditious and consistent fashion. (3 Measures)												
	Percent of formal written Advisory Opinions issued within 30 days of receipt of complete information from requester.		Up is Better	Not available	Not available	Not available	Not available	100%	85%	100%	85%	No applicable incidents
	Percent of advice queries received that were handled as informal rather than formal advice.		Up is Better	Not available	Not available	Not available	Not available	Not Available	10%	97.8%	10%	100%

Percent of formal written Advisory Opinions appealed to the Ethics Board.	Up is Better	Not available	Not available	100%	85%	Not Available	85%	0%	85%	No applicable incidents
2 - Conduct timely and appropriate investigations and enforcement actions. (3 Measures)										
Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 120 days of initiation.	Up is Better	Not available	Not available	Not available	Not available	83.3%	80%	84.1%	80%	77.8%
Percent of enforcement actions that result in a sanction.	Up is Better	Not available	Not available	Not available	Not available	Not Available	85%	100%	85%	100%
Percent of final Ethics Board Orders issued within 45 days of close of hearing record.	Up is Better	Not available	Not available	Not available	Not available	100%	85%	100%	85%	100%
3 - Conduct mandatory training on the Code of Conduct and produce ethics training materials. (3 Measures)										
Percent of evaluations completed by attendees with an overall positive rating of "3" or higher on the BEGA training evaluation form.	Up is Better	Not available	Not available	Not available	Not available	Not Available	80%	97.5%	80%	99%
Percent of agency trainings held within 90 days of agency making the request.	Up is Better	Not available	Not available	Not available	Not available	Not Available	90%	100%	90%	100%
Percent of off site agency training requests granted.	Up is Better	Not available	Not available	Not available	Not available	Not Available	90%	100%	90%	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 **Full Report** | **Grid Edit** | **Email** | **More** **4 Activities**

Performance ... D.... Reports & Charts More

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Issue Ethics advice in an expeditious and consistent fashion. (1 Activity)					
BOARD OF ETHICS	Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner.	Work with staff to ensure that ethics guidance is provided to government employees who seek ethics guidance.	Daily Service	3	0
TOT				**3**	**0**
2 - Conduct timely and appropriate investigations and enforcement actions. (1 Activity)					

	BOARD OF ETHICS	Monitor and support ongoing investigations to ensure timely completion.	Track progress throughout the year and work with staff to ensure movement.	Daily Service	11	0
TOT					**11**	**0**
3 - Conduct mandatory training on the Code of Conduct and produce ethics training materials. (1 Activity)						
	BOARD OF ETHICS	Increase Training Sessions. Increase number of trainings available to District government employees.	Allocate staff time to ensure availability when requests are made from client agencies.	Daily Service	1	0
TOT					**1**	**0**
4 - Create and maintain a highly efficient, transparent and responsive District government. (1 Activity)**						
	BOARD OF ETHICS	Ensure that every request for advice or information is acknowledged within 24 hours of receipt.	Work with staff to ensure that either a substantive response is provided or, where that is not possible, an acknowledgment that the request is under review.	Daily Service	1	0
TOT					**1**	**0**
TOT					**16**	**0**

2018 Workload Measures

Workload Measures - Operations

Full Report | **Grid Edit** | **Email** | **More** **16 Measures**

	Measure	New Measure/ Benchmark Year	Numerator Title	Units	FY 2014	FY 2015	FY 2016	FY 2017 Actual	FY 2018 Quarter 1
1 - Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner. (3 Measures)									
	Number of requests for informal ethics advice		Requests for informal ethics advice	Number of requests for informal ethics advice			690	700	136
	Number of formal written advisory opinions issued pursuant to a request		Number of formal written advisory opinions issued pursuant to a request	advisory opinions			4	12	0
	Number of formal written advisory opinions issued on the agency's own initiative		Number of formal written advisory opinions issued on the agency's own initiative	advisory opinions			2	2	0
2 - Monitor and support ongoing investigations to ensure timely completion. (11 Measures)									
	Number of complaints received		Complaints answered	Number of complaints received			138	183	31
	Number of preliminary investigations opened based on tips to the hotline		Number of preliminary investigations opened based on tips to hotline	investigations			2	0	0
	Number of preliminary investigations dismissed		Number of preliminary investigations dismissed	investigations			34	24	8
	Number of preliminary investigations opened based on information provided by means other than the hotline		Number of preliminary investigations opened based on information provided by means other than the hotline	investigations			85	33	3
	Number of preliminary investigations converted to formal investigations		Number of preliminary investigations converted to formal investigations	investigations			3	1	1
	Number of preliminary investigations resolved with a negotiated disposition		Number of preliminary investigations resolved with a negotiated disposition	investigations			12	9	3
	Number of preliminary investigations resolved after an evidentiary hearing		Number of preliminary investigations resolved after an evidentiary hearing	investigations			0	0	0
	Number of formal investigations initiated on intake		Number of formal investigations initiated on intake	investigations			24	14	0
	Number of formal investigations dismissed		Number of formal investigations dismissed	investigations			17	12	2

Number of formal investigations resolved with a negotiated disposition	Number of formal investigations resolved with a negotiated disposition	investigations	1	3	1
Number of formal investigations resolved after an evidentiary hearing	Number of formal investigations resolved after an evidentiary hearing	investigations	0	1	0

3 - Increase Training Sessions. Increase number of trainings available to District government employees. (1 Measure)

Number of trainings conducted	Number of trainings conducted	trainings	121	129	23

4 - Ensure that every request for advice or information is acknowledged within 24 hours of receipt. (1 Measure)

Number of formal advisory opinions issued	Formal advisory opinions issued	Number of formal advisory opinions issued	8	9	0

2018 Initiatives

Strategic Initiatives	Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update	Needs Initiative Update Notification

No strategic initiatives found

2018 Initiative Updates

Initiative Updates	Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	Quarters

No initiative updates found

Administrative Information

FY Performance Plan D.C. Board of Ethics and Government Accountability FY2018 **Record ID#** 430

Performance Plan ID 304

Created on Dec. 15, 2016 at 3:17 PM (EST). Last updated by Katz, Lia (EOM) on June 6, 2017 5:49 PM at 5:49 PM (EDT). Owned by Katz, Lia (EOM).

EXHIBIT

11

Agency Name

Board of Ethics and Government Accou

Annual Freedom of Information Act Report for Fiscal Year 2017
October 1, 2016 through September 30, 2017

FOIA Officer Reporting Traci L. Hughes

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period 16
2. Number of FOIA requests pending on October 1, 2016.. 1
3. Number of FOIA requests pending on September 30, 2017.................................. 1
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2017 7

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.. 2
6. Number of requests granted, in part, denied, in part... 2
7. Number of requests denied, in whole.. 0
8. Number of requests withdrawn.. 2
9. Number of requests referred or forwarded to other public bodies........................... 0
10. Other disposition 7

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

11. Exemption 1 - D.C. Official Code § 2-534(a)(1).. 0
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).. 2
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
    - Subcategory (A)... 1
    - Subcategory (B)... 0
    - Subcategory (C) 0
    - Subcategory (D) 0
    - Subcategory (E) 0
    - Subcategory (F) 0
14. Exemption 4 - D.C. Official Code § 2-534(a)(4) 2
15. Exemption 5 - D.C. Official Code § 2-534(a)(5).. 0

16. Exemption 6 - D.C. Official Code § 2-534(a)(6)

Subcategory (A).. 2

Subcategory (B).. 0

17. Exemption 7 - D.C. Official Code § 2-534(a)(7).. 0

18. Exemption 8 - D.C. Official Code § 2-534(a)(8).. 0

19. Exemption 9 - D.C. Official Code § 2-534(a)(9).. 0

20. Exemption 10 - D.C. Official Code § 2-534(a)(10)...................................... 0

21. Exemption 11 - D.C. Official Code § 2-534(a)(11)...................................... 0

22. Exemption 12 - D.C. Official Code § 2-534(a)(12)...................................... 0

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days....................................... 11

24. Number of FOIA requests processed between 16 and 25 days............................. 1

25. Number of FOIA requests processed in 26 days or more.................................. 0

26. Median number of days to process FOIA Requests.. 5

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

27. Number of staff hours devoted to processing FOIA requests............................ 28

28. Total dollar amount expended by public body for processing FOIA requests........ 2,246

FEES FOR PROCESSING FOIA REQUESTS

29. Total amount of fees collected by public body... 0

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act 0

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, "[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act]."

BEGA has successfully complied with the requirements of the Freedom of Information Act. There was only one pending request overlapping FY 17 and FY 18 because the request was received on September 5, 2017, and the agency had to seek an extension to review a voluminous amount of records pursuant to D.C. Official Code Sec. 2-532(d).

EXHIBIT 12

Government of the District of Columbia
Office of the Chief Technology Officer
Applications Services Division
200 I Street SE
Washington, DC 20003

Board of Ethics and Government Accountability (BEGA)

Business Requirements Document (BRD)

For BEGA's E-filing System

For

Lobbyist Reporting
And
Financial Disclosure Statement Filing

Document Version: version 001

September 27, 2016

octo

Revision History

Date	Version	Description	Author
09/27/2016	001	Final Document	Christopher Marshall

Signatures

Date	Printed Name/Title	Signature
9/28/16	Darrin Sobin, Director	
9/28/16	Jessica Dillion, Project Lead	
9/28/16	Christopher Marshall, IT Project Manager	

TABLE OF CONTENTS

1. INTRODUCTION

1.1 Overview

The mission of the Board of Ethics and Government Accountability (BEGA) is to investigate alleged ethics laws violations by District government employees and public officials, provides binding ethics advice and conducts mandatory training on the DC Government's Code of Conduct. The Office of Open Government is an independent office within the BEGA, and enforces the Open Meetings Act, monitors the District's Freedom of Information compliance, and aids agencies with implementing open government practices.

BEGA is responsible for receiving certain filings from Lobbyists and government employees. Lobbyists must register with BEGA once per year and pay a registration fee. Lobbyists must also file twice annually a report of lobbying activities for the preceding 6 months. There are approximately 300 lobbyists registered with BEGA.

In addition, certain high level government employees and elected officials (approximately 2500 people total) must file annually a statement of financial interests, also known as a Public Financial Disclosure Statement. This statement lists the financial interests of these employees including property ownership, asset ownership and outside employment of self and spouse.

Members of the public and the media frequently search these databases and the information therein must be easily accessible. BEGA is required to register filers and input registrant information in both filing systems, which involves a great deal of data entry. BEGA currently has existing and separate e-filing systems for Lobbyists and Financial Statement filers. These systems require enhancements, or perhaps after performed analysis, complete redesign and development in order to meet the needs of BEGA.

1.2 Project Business Objective

The objective of this effort is for a Business Analyst to gather and document detailed business/systems requirements for the BEGA E-Filing systems for Lobbyist Reporting and Financial Disclosure Statement Filings. This analysis and documentation will provide a key part of BEGA's decision to either salvage their existing systems with the addition of enhancements to the applications, or begin the process to completely redesign and develop new systems. The scope of services related to this effort entails:

- Review of BEGA's current applications.
- Conduct interviews with BEGA agency staff to gather and document existing system requirements, as well as, gather and document requirements for an enhanced or possibly new system.
- Document requirements for current system functionality.
- Document requirements for system enhancements, or complete redesign.
- Produce and deliver a Business/System Requirements Document.

1.3 Points of Contact

Agency	Name/Title	Email
OCTO	Christopher Marshall, IT Project Manager	christopher.marshall@dc.gov
BEGA	Darrin Sobin, Director	darrin.sobin@dc.gov
BEGA	Jessica Dillion, Project Lead	jessica.dillion@dc.gov

2. Project Description

2.1 Assumptions and Dependencies

BEGA subject matter experts will be available to OCTO personnel in the forms of interviews and other modes of communication for the purpose of gathering business systems requirements.

2.2 Constraints

As these are production systems and test environments are not available, some functionality may not be fully reviewed as a risk would be posed in as far as some system users might be affected.

3. User Profiles

Profile Name	Profile Type	Functions
Admin User	Internal	Is able to view and modify reports; modify email subject and body texts for specific user notifications; and create user IDs and generate user PINs.
Filer User	Internal	Will access the system via username/password/PIN to provide filing information, submit supporting documentation, and review submitted information.
Lobbyist User	Internal	Will access the system via username/password/PIN to provide filing information, submit supporting documentation, review submitted information, and make filing payments.
Public User	External	Will access the system via basic internet connection to view all Employee and Lobbyist financial disclosure filings.

4. Functional Requirements – BEGA e-Filing System (Public Facing) – Current

4.1 Financial Reports Image Search Requirements

Req ID	Requirements	Change Required? (Y/N)
4.1.1	Narrative text should provide the following information: *Images of Financial Reports submitted, beginning 2005, by Lobbyists and FDS are available below for public inspection.* *Financial reports submitted before 2005 are available for public inspection at:* *Office of Campaign Finance* *2000 14th Street, NW, Suite 433,* *Washington, DC 20009* *Call (202) 671-0547 for more information.*	**N**

<table>
<tr><td>4.1.2</td><td>A Filter Type Details section will be displayed with two dropdowns used for selection criteria as follows:
Filing Year (2005 – Present)
Filer Type
- Lobbyist
- Conflict of Interest (FDS)</td><td>N</td></tr>
<tr><td>4.1.3</td><td>A Report/Registrant Details section will be displayed. Three fields will be part of this section:
Report Type
Registrant Name
Compensating Registrant (pre-populated when “Lobbyist” is selected for the Filer Type).</td><td>N</td></tr>
<tr><td>4.1.4</td><td>The Report Type field will be a dropdown field. Filter criteria will be pre-populated upon selection of “Filing Year” and “Filer Type” in the Filer Type* Detail section.

*When “Lobbyist” is selected, the “Compensating Registrant” pre-populated text field is displayed.

Filter Selection – Lobbyist
July 10th Report
January 10th Report
Termination Report
Lobbyist Registration (form 25)
Filter Selection – Conflict of Interest (FDS)
May 15th Report (pre-populated – only selection)</td><td>N</td></tr>
<tr><td>4.1.5</td><td>A hyperlink with the text, Click to find Filer Name, will be positioned to the right of the Registrant Name field. When clicked, a pop up window will be displayed. The pop up window will display different information based on the selection of either “Lobbyist” or “Conflict of Interest (FDS). Each pop up window will be titled, “Active Filers List”.</td><td>Y</td></tr>
<tr><td>4.1.5.1</td><td><u>Active Filers List – Lobbyist</u>
A search feature will be provided, which presents two text fields: “Committee Name” and “And/Or Comp Registrant”.
Records will be displayed on the page below the search boxes. All records presented will be in tabular format with the following fields:
No.
Registrant Name
Comp Registrant
Reg. Year
Paging functionality will allow for a better experience by not displaying all records on a single page.</td><td>Y</td></tr>
</table>

4.1.5.2	<u>**Active Filers List – Conflict of Interest (FDS)**</u> ▪ A search feature will be provided, which presents two text fields: ***"Filer Name (Last Name)"*** and ***"And/Or Agency Name"***. ▪ Records will be displayed on the page below the search boxes. All records presented will be in tabular format with the following fields: o No. o Filer Name o Agency ▪ Paging functionality will allow for a better experience by not displaying all records on a single page.	**Y**

4.2 Online Training Requirements

Req ID	Requirements	Change Required? (Y/N)
4.2.1	Narrative text should provide the following information: *Welcome to the Board of Ethics and Government Accountability Online Training module. BEGA conducts periodic training sessions for users who file financial disclosure information with the agency. The online training section of this website will enable users to preview the Online Filing System over the Internet, thereby enabling them to better understand the system processes, and the steps to be taken in order to complete a successful online submission.* *Please select from the forms below to begin:*	**N**
4.2.2	Two training materials will be made available as noted below: 1. BEGA Lobbyist Filing & Reporting Training (PowerPoint slideshow) 2. PowerPoint presentation available for download. BEGA_Lobbyist_Filing _&_Reporting_Trainir	**N**
4.2.3	A section will be provided for customer feedback regarding the training as noted above. This will be in the form of a text field, which the user may use to provide their comments. After completion, a "Submit" button will allow the user to send their feedback to BEGA.	**N**

4.3 Download Data

Req ID	Requirements	Change Required? (Y/N)
4.3.1	A Data Download section will be made available, which allows the user to download data pertaining to two Filer types – **Lobbyist** and **Conflict of Interest (FDS)**. Different filter criteria will be used for each as noted below.	**N**

<table>
<tr>
<td>4.3.1.1</td>
<td><u>Data Download – Lobbyist</u>
The following filters and associated selections are provided:

Filter Type (Lobbyist or Conflict of Interest (FDS))
From Date (Allows date parameters)
Payment Type (Contributions / Expenditures)
Sort by (There are two parameters set for this filter as noted below)

<table>
<tr><th>First Selection</th><th>Second Selection</th></tr>
<tr><td>Recipient</td><td>Skip Sort Order</td></tr>
<tr><td>Amount</td><td>Recipient</td></tr>
<tr><td>Date</td><td>Amount</td></tr>
<tr><td>City</td><td>Date</td></tr>
<tr><td>State</td><td>City</td></tr>
<tr><td>Zip Code</td><td>State</td></tr>
<tr><td>Contributor</td><td>Zip Code</td></tr>
<tr><td></td><td>Contributor</td></tr>
</table>

File Format (CSV / XML)

“Submit” and “Cancel” buttons are available to either submit or cancel the request.</td>
<td>Y</td>
</tr>
<tr>
<td>4.3.1.2</td>
<td><u>Data Download – Conflict of Interest (FDS)</u>
The following filters and associated selections are provided:

Filter Type (Lobbyist or Conflict of Interest (FDS))
Filing Year (Provides years from 2003 - Present)
File Format (CSV / XML)

“Submit” and “Cancel” buttons are available to either submit or cancel the request.</td>
<td>N</td>
</tr>
</table>

4.4 Registration Disclosure Search

Req ID	Requirements	Change Required? (Y/N)
4.4.1	A page entitled **Electronic Disclosure of Registration Statements** is shown.	**Y**
4.4.2	A hyperlink titled **Lobbyists** is positioned below the page title. When the link is clicked, the user is taken to the **Lobbyist Search** page.	
4.4.3	The Lobbyist Search page has three (3) text entry fields separated by two (2) sections as follows: **Registrant** Registrant Name (text field) Year of Registration (text field) **Compensating Registrant** Compensating Registrant Name (text field)	**Y**
4.4.4	“Submit” and “Cancel” buttons will allow the user to either submit or cancel a Lobbyist Search request.	**N**

4.5 FDS Registrant Activity Search

Req ID	Requirements	Change Required? (Y/N)

4.5.1	A page entitled **FDS Registrant Activity Search** is shown.	**N**
4.5.2	The following four (4) text entry fields are shown to the user: ▪ First Name ▪ Last Name* ▪ Reporting Year ▪ Position *The Last Name field will be a required field.	**Y**
4.5.3	"Submit" and "Cancel" buttons will allow the user to either submit or cancel a Lobbyist Search request.	**N**
4.5.4	Submitting a search will return all records within the parameters set. Records will be displayed in tabular format with the following fields: ▪ Last Name, First Name ▪ Reporting Year ▪ Position ▪ Agency Name	**N**
4.5.5	Records will be sorted by: ▪ First Name ▪ Last Name ▪ Position	**Y**
4.5.6	Records may be sorted in Ascending or Descending order.	**N**
4.5.7	Paging functionality will allow for a better experience by not displaying all records on a single page.	**N**
4.5.8	All Registrant names will be hyperlinked to their individual Financial Disclosure form.	**N**
4.5.9	A "Previous" button will provide the user with functionality to return to their search results.	**N**
4.5.10	A "Back to Search Menu" link will allow the user to return to the FDS Registrant Activity page.	**N**

4.6 Lobbyist Activity Search

Req ID	Requirements	Change Required? (Y/N)
4.6.1	A page entitled **Lobbyist Activity Search** is shown.	**Y**
4.6.2	A hyperlink titled **Lobbying Information** is positioned below the page title. When the link is clicked, the user is taken to the **Lobbying Information Search** page.	**Y**
4.6.3	Two (2) expandable sections are provided: "Lobbyist Communication" and "Lobbyist Activity".	**Y**

4.6.4	When the **Lobbyist Communication** section is expanded, the following fields are displayed: ▪ Registration Year* ▪ Official Name ▪ Title ▪ Date (provides date range parameters – From/Through) *The Registration Year field will be a required field.	**Y**
4.6.4.1	Two (2) buttons will be positioned below the text entry fields: ▪ **Previous** (initiates command to take user back to previous page). ▪ **Submit Search** (initiates command to submit the search based on the completed fields).	**Y**
4.6.4.2	When the "Submit Search" command is executed, the user is taken to the **Lobbyist Communication Search Results** page. The results are displayed in tabular format with the following column headings: ▪ Lobbyist Name ▪ Compensating Registrant Name ▪ Official Name ▪ Date	**Y**
4.6.4.3	Two (2) buttons will be positioned below the search results: ▪ **Previous** (initiates command to take user back to previous page). ▪ **Lobbying Information Search** (initiates command to return the user to the Lobbying Information Search page to initiate a new search for Lobbyist Communication or Lobbyist Activity).	**Y**
4.6.4.4	Paging functionality will allow for a better experience by not displaying all records on a single page.	**Y**
4.6.5	When the **Lobbyist Activity** section is expanded, the following fields are displayed: ▪ Registration Year* ▪ Subject Name ▪ Description *The Registration Year field will be a required field.	**Y**
4.6.5.1	Two (2) buttons will be positioned below the text entry fields: ▪ **Previous** (initiates command to take user back to previous page). ▪ **Submit Search** (initiates command to submit the search based on the completed fields).	**Y**

4.6.5.2	When the "Submit Search" command is executed, the user is taken to the **Lobbyist Activity Search Results** page. The results are displayed in tabular format with the following column headings: ▪ Lobbyist Name ▪ Compensating Registrant Name ▪ Subject ▪ Description	**Y**
4.6.5.3	Two (2) buttons will be positioned below the search results: ▪ **Previous** (initiates command to take user back to previous page). ▪ **Lobbying Information Search** (initiates command to return the user to the Lobbying Information Search page to initiate a new search for Lobbyist Communication or Lobbyist Activity).	**Y**
4.6.5.4	Paging functionality will allow for a better experience by not displaying all records on a single page.	**Y**

4.7 Reports and Summaries

Req ID	Requirements	Change Required ? (Y/N)
4.7.1	Narrative text should provide the following information: ***BEGA Reports & Summaries*** *The Board of Ethics and Government Accountability provides statistical reports and summary information of Contribution and Expenditure activity based upon the financial records of candidates and political committees who are registered with the office. The summary reports depict contributions received by contributor type and amount, and expenditures made by transaction type. The statistical reports illustrate the percentages of contributions received by contributor type and amount, and the expenditures by transaction type. You may also view summary information concerning the financial disclosures of public officials and lobbyists.*	**Y**
4.7.2	Two hyperlinks are presented to the user beneath the narrative text: ▪ DC Register Publication of Financial Disclosure Statement Filers ▪ Lobbyist Reports	**Y**

4.7.3	**DC Register Publication of Financial Disclosure Statement Filers** The user is presented with the following link at the top of the page: Introduction to FDS Upon clicking the link, the user is taken to a page titled: ***DC Register of Financial Disclosure Statement Filers***. The following narrative text is displayed immediately under the title: *List of persons who have filed or requested an extension to file Financial Disclosure Statements and persons who have failed to file Financial Disclosure Statements. The Director of Campaign Finance herewith publishes a list of the names of candidates, officers, and employees who have filed Financial Disclosure Statements, or requested an extension to file such statements with the District of Columbia Office of Campaign Finance, pursuant to the District of Columbia Campaign Finance Reform and Conflict of Interest Act of 1974, as amended, DC Official Code § 1-1106.02(d)(1) (2001 Edition). DC Official Code § 1-1106.02(d)(1) provides that the Director of Campaign Finance (Board of Elections and Ethics) shall publish, in the DC Register, each year, the name of each candidate, officer, and employee who has filed a Financial Disclosure Statement pursuant to DC Official Code § 1-1106.02; the name of each candidate, officer, and employee who has sought and received an extension for the filing deadline requirement and the reason therefore; and the name of each candidate, officer, and employee who has not filed a Financial Disclosure Statement and the reason for not filing, if known. This listing complies with DC Official Code § 1-1106.02(d)(1).* The following five (5) hyperlinks are presented to the user immediately following the narrative text: 1. Filing Requirements 2. Non-Filers 3. Where to File 4. Corrections 5. Penalties for Violation of Financial Disclosure Filing Requirements	**Y**
4.7.3.1	Each link takes the user to different sections within the same hyperlinked page. Each link takes the user to the specific titled area within that page. The following information is displayed to the user: ***Filing Requirements*** *On or before May 15 of every year, each person listed was required to file a Financial Disclosure Statement with the Director of Board of Ethics and Government Accountability. In addition, each person listed is required to submit a Financial Disclosure Statement amendment to the Director of Board of Ethics and Government Accountability within thirty (30) days of any change in information in a previously filed statement, and to file such statement with the Director of Board of Ethics and Government Accountability within ninety (90) days of vacating a position, if the filer ceases to serve prior to May 15th of any year, or on their last day of office. The name of each candidate, officer, and employee required to file Financial Disclosure Statements was published in the April 26, 2002 DC Register [see Vol.49, No. 17].* *Please be advised that each candidate, officer, and employee, who has filed a Financial Disclosure Statement with the Director of Board of Ethics and Government Accountability since January 1, 2002, is not required to file another statement pursuant to this Notice, unless there is any change in the information supplied in the previously filed statement.* ***Non-Filers***	**N**

	Each candidate, officer, and employee whose name appeared in the lists published in the DC Register on April 26, 2003, and who has failed to file the statutory Financial Disclosure Statement with the Director of Board of Ethics and Government Accountability, may be in violation of DC Official Code § 1-1106.02. *Please contact the Office of Board of Ethics and Government Accountability to obtain a Financial Disclosure Statement or additional information regarding the filing of the Statement on (202) 671-0547, or visit the Office at 2000 14th Street, NW, Suite 433, Washington, DC 20009. Our business hours are 9:00 am until 4:30 pm. Copies of the District of Columbia Board of Ethics and Government Accountability Reform and Conflict of Interest Act of 1974, as amended, at DC Official Code § 1-1106.02, may be obtained at the Board of Ethics and Government Accountability.* ***Where to File*** *Financial Disclosure Statements and documents must be mailed or delivered to:* *Cliff Tatum* *Director* *Board of Ethics and Government Accountability* *441 4th Street NW, 830 South* *Washington, DC 20001* ***Corrections*** *Any corrections to the information published herein, should be directed to the Board of Ethics and Government Accountability. Further, any candidate, officer, or employee who has filed the Financial Disclosure Statement under DC Official Code § 1-1106.02(a) or (b), but is not listed as having filed, should contact the Director of Board of Ethics and Government Accountability.* ***Penalties for Violation of Financial Disclosure Filing Requirements*** *A civil penalty under DC Official Code § 1-1103.05(b) may be imposed ministerially by the Director of Board of Ethics and Government Accountability, upon any person required to file a Financial Disclosure Statement who commits any of the following violations:* *a. Failure to file a Financial Disclosure Statement;* *b. Failure to timely file a Financial Disclosure Statement;* *c. Failure to file a complete Financial Disclosure Statement; and* *d. Failure to file additional information, pertaining to the Financial Disclosure Statement, as requested by the Director.* *A person who knowingly files a false or misleading Financial Disclosure Statement is subject to the penalties under DC Official Code § 1-1107.01(b).*	
4.7.3.2	After each section a back button will be displayed, which sends the user back to the previous page. 	**N**

4.7.4	**Lobbyist Reports** The user is presented with a series of PDF files, which present Lobbyist Reports by year and for the months of January and July. The reports are under the purview of the DC Office of Campaign Finance. The following provides a link to the July 2012 report, as well as, a sample record: July 2012 **DC OFFICE OF CAMPAIGN FINANCE** Summary of Registered Lobbyists: July, 2012 *Lobbyist ID* / *Registrant Name* / *Permanent Address* / *City, State and Zip* — *Lobbyist Name* — *Compensating Registrant* / *Address* / *City, State and Zip* / *Nature of Lobbying* — *Registrant Date* / *July Date* LOB000122447 / 7-Eleven / One Arts Plaza 1722 Routh Street / Dallas, TX 75202 — Ellen Valentino-Benitez — 7-Eleven / One Arts Plaza 1722 Routh Street / Dallas, TX 75202 / Retail products — 1/10/2012 / 7/10/2012	**N**

5. Functional Requirements – Internal Systems – Financial Disclosure Filing System – Current

5.1 Users, Authentication, and Permissions

Req ID	Requirements	Change Required? (Y/N)
5.1.1	The FDS Filer User will log in to the system using their BEGA issued user ID and password.	**Y**

5.2 FDS e-Filing – User Role

Req ID	Requirements	Change Required? (Y/N)
5.2.1	Once the user logs in, they are taken to the Financial Disclosure Filing System main screen. The sections of the main screen will be under the heading, “Preliminary Selection”. Two (2) sections are provided to the user:	**N**

<table>
<tr><td></td><td>

- Public Financial Disclosure Statement (link to the filing)
- User Preferences

</td><td></td></tr>
<tr><td>5.2.2</td><td>

Public Financial Disclosure Statement

The user is presented with the following narrative text:

Each public official subject to section 224(a) of the District of Columbia Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Act of 2011 (D.C. Official Code § 1-1162.24 (2015 Supp.)), is required to complete and submit this Public Financial Disclosure Statement to the Board of Ethics and Government Accountability (BEGA) annually, not later than May 15th of each year for the prior calendar year. A public official must also complete and submit a Public Financial Disclosure Statement within 90 days after the end of their appointment to office, if the filer ceases to serve prior to May 15th of any year.

All questions on this form should be answered for the prior calendar year. If the form is submitted as an Amendment, answer only the question to which there is a change in information.

When the user clicks the Public Financial Disclosure link, they are taken to the next screen, which has a reporting year field. This field will be a dropdown pre-populated with the most recent reporting year required.

After the user selects the reporting year and presses continue, they are taken to the **Filer Menu – FDS Form**. Three (3) sections are provided on this screen:

- File A New Report (the functionality provided will allow the user to start/continue their FDS Report for the selected reporting year).
- File an Amendment (the functionality provided will allow the user to start/continue their Amendment for the selected reporting year).
- View Filer Profile (the functionality provided will allow the user to view their registration details).

File a New Report

When the user clicks on the File a New Report link, they are taken to Step 1 of report form (See Appendix E).

When Step 1 of the form is completed, the user is taken to Step 2 of the form (See Appendix E) where all of their financial disclosure information is entered. The following help text is provided”

Instructions

- *There are twelve (12) Yes or no questions. You must answer each question.*
- *To enter a response to a question click on the link that says “click to provide this information” under each question. It will prompt you to answer **"YES"** or **"NO"**.*
- *The form is complete when there is a **"YES"** or **"NO"** answer under the **“Question Answered”** box for each question.*
- *If you need to attach supplemental documents you can do so at the bottom of*

</td><td>Y</td></tr>
</table>

	the form. • *If you cannot agree to all of the statements in the Certification, please explain why in the text box titled **"Additional Information"**.* • *After carefully reading the Certification and entering your name and PIN number, click **"Certify and Submit"** to SUBMIT the form* o *Submission of this report means you have completed the report and that the report is ready for filing with BEGA.* o *Once a report is submitted, it can only be changed by filing an amendment.* Twelve (12) questions will be provided to the user as part of their financial disclosure. Each question will have an accompanying link to a web form, which will allow the user to provide the requested information (See Appendix E). Each form will also allow the user to add another entry as indicated in Appendix E. Following all questions, there will also be a section where the user may attach any supplemental documentation. After answering all questions, the user will be able to continue to the certification screen. The Certification Screen (Appendix E) will allow the user to submit the filing. **View Filer Profile** All filer registration details will be displayed (See Appendix E).	
5.2.3	**User Preferences** The user will be provided with a link to view or modify their login information. Two (2) options will be provided: • Option One: User ID Modification (will provide the user with the means to change their User ID). • Option Two: Password Modification (will provide the user with the means to change their password).	**Y**

5.3 FDS e-Filing – Administrator Role

Req ID	Requirements	Change Required? (Y/N)
5.3.1	The administrator (admin) page may be accessed here: https://efiling.bega-dc.gov/admin/login.asp	**N**
5.3.2	Two (2) text entry fields for **User ID** and **Password** are provided.	**Y**
5.3.4	The logged in user is displayed.	**N**

5.3.5	Three sections with hyperlinks are displayed as noted below: **Type of Filers** Lobbyists Financial Disclosure Statement (FDS) **Admin Tasks** Manage User Profile Manage Election Dates **Imaging System** Scan Filed Reports Financial Reports Images Search	**Y**
Req ID	**Requirements**	**Change Required? (Y/N)**
5.3.5.1	Type of Filers - Lobbyists When the Lobbyist link is selected the user is taken to the Lobbyist Menu. The Lobbyist menu provides the user with three (3) sections with hyperlinks under each as shown below: **Registration** Lobbyist Registration Lobbyist Re Registration Lobbyist Search **Reports** Internal System Reports Publish Website Reports **Letters and Mailing Labels** Lobbyist Letters Lobbyist Non Compliance Letters Lobbyist Registration Fee Non Compliance Letters Mailing Labels Mailing Labels (Non-Compliance) Registration Fee Mailing Labels (Non-Compliance)	**N**

5.3.5.1.2	**Registration**
	Lobbyist Registration
	
	When Lobbyist Registration is clicked, the user is taken to the Lobbyist Registration Form. The first screen represents the first step of a four step registration process. The following form fields are displayed:
	
	Step 1
	
	▪ Filing Fee Enclosed (Title text field)
	    - Profit / $250.00 (Checkbox field)
	    - Non-Profit / $50.00 (Checkbox field)
	▪ Registration Year (Text field) Required
	▪ Name of Registrant (Section text field)
	    - Full Name (Text field) Required
	    - Date of Registration (Date Field) Required
	▪ Permanent Address (Section Text Field)
	    - Number and Street (Text Field) Required
	    - City (Text Field), State (Dropdown pre-populated with all states) and Zip Code (Text Field) Required
	▪ Temporary Address (while lobbying) (Section text field)
	    - Number and Street (Text Field)
	    City (Text Field), State (Dropdown pre-populated with all states) and Zip Code (Text Field)
	▪ Daytime Phone# (Three (3) number text fields) Required
	▪ Home Phone# (Three (3) number text fields)
	▪ Email Address (Text field)
	
	"Continue" and "Reset' buttons are at the bottom of the form. "Continue" will execute a command to proceed to the next screen. "Reset" will execute a command to clear all fields on the form.
	
	The following narrative text will be displayed at the bottom of the form and highlighted in red.
	
	Note: OCF Identification Number in the Paper form will be generated by the System in the end of the Registration Process.
	Amendment in the Paper form is automatically determined by the System.
	
	*Fields marked with * are required.*
	
	Step 2 of 4: Lobbyists Working for Registrant
	
	After clicking the "Continue" button, the user is taken to the second screen where the following narrative text is displayed:
	
	List the full name of each in-house person employed and each individual retained by you to lobby on your behalf. If you do not employ an in-house person or retain an individual to lobby, state non-applicable.
	
	The following form fields will be displayed:
	
	▪ Full Name (Text Field) Required
	▪ Mailing Address (Section Text Field)
	▪ Address (Text Field) Required
	▪ City (Text Field), State (Dropdown pre-populated with all states) and
		N

Zip Code (Text Field) Required
- Daytime Phone# (Three (3) number text fields)

"Add New Entry", "Continue", and "Reset" buttons are at the bottom of the form. "Add New Entry" will execute a command to add additional information. "Continue" will execute a command to proceed to the next screen. "Reset" will execute a command to clear all fields on the form.

The following narrative text will be displayed at the bottom of the form and highlighted in red.

Note: For more than one entries Click "Add New Entry"
*Fields marked with * are required.*

*Fields marked with ** are Non-Editable/Pre-Populated*

Step 3 of 4: Person Compensating Registrant

After clicking the "Continue" button, the user is taken to the third screen where the following narrative text is displayed:

List the full name of each client with whom you have a contract to provide lobbying services.

The following form fields will be displayed:

- Full Name (Text Field) Required
- Mailing Address (Section Text field)
- Address (Text Field) Required

- City (Text Field), State (Dropdown pre-populated with all states) and Zip Code (Text Field) Required
- Daytime Phone# (Three (3) number text fields) Required
- Nature of Business (Text Field)
- Terms of Compensation (Section Text Field)
- Salary (Text Field)
- Duration of Employment (Text Field)

"Continue" and "Reset' buttons are at the bottom of the form. "Continue" will execute a command to proceed to the next screen. "Reset" will execute a command to clear all fields on the form.

The following narrative text will be displayed at the bottom of the form and highlighted in red.

*Note: Fields marked with * are required.*

Step 4 of 4: Lobbyist Activity Matters

After clicking the "Continue" button, the user is taken to the fourth screen where the following narrative text is displayed:

Identify matters(s) by subject and formal designation on which the lobbyist/registrant expects to lobby

The following form fields will be displayed:

- Subject Name (Text Field) Required
- Description (Multi-line Text Field)

"Add New Entry", "Continue", and "Reset" buttons are at the bottom of the form. "Add New Entry" will execute a command to add additional information. "Continue" will execute a command to proceed to the next screen. "Reset" will execute a command to clear all fields on the form.

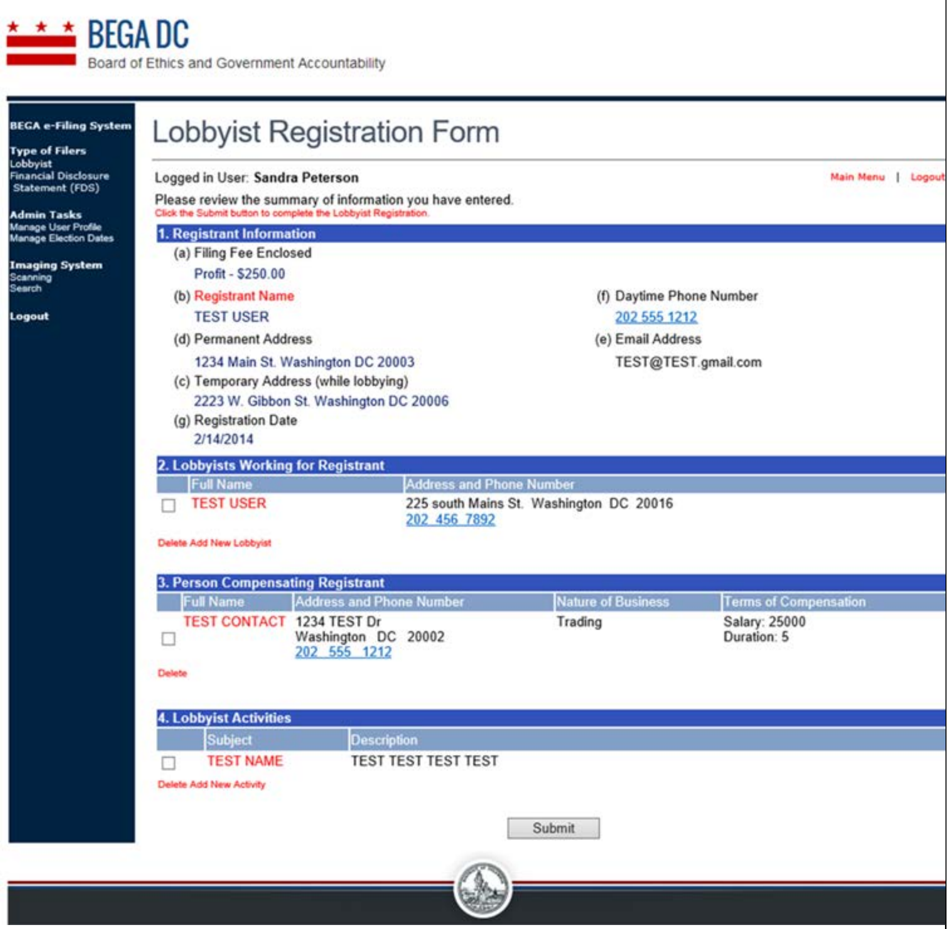
The following narrative text will be displayed at the bottom of the form and highlighted in red.

Note: For more than one entries Click "Add New Entry"
*Fields marked with * are required.*

After clicking the "Continue" button, the user is taken to the final screen where the following narrative text is displayed:

Please review the summary of information you have entered.
Click the Submit button to complete the Lobbyist Registration.

The completed form is then displayed to the user as seen below in the following screen capture:


BEGA DC
Board of Ethics and Government Accountability

BEGA e-Filing System
Type of Filers
Lobbyist
Financial Disclosure Statement (FDS)
Admin Tasks
Manage User Profile
Manage Election Dates
Imaging System
Scanning
Search
Logout

Lobbyist Registration Form

Logged in User: **Sandra Peterson** Main Menu | Logout

Please review the summary of information you have entered.
Click the Submit button to complete the Lobbyist Registration.

1. Registrant Information

(a) Filing Fee Enclosed
Profit - $250.00
(b) Registrant Name
TEST USER
(f) Daytime Phone Number
202 555 1212
(d) Permanent Address
1234 Main St. Washington DC 20003
(e) Email Address
TEST@TEST.gmail.com
(c) Temporary Address (while lobbying)
2223 W. Gibbon St. Washington DC 20006
(g) Registration Date
2/14/2014

2. Lobbyists Working for Registrant

Full Name	Address and Phone Number
TEST USER	225 south Mains St. Washington DC 20016 202 456 7892

Delete Add New Lobbyist

3. Person Compensating Registrant

Full Name	Address and Phone Number	Nature of Business	Terms of Compensation
TEST CONTACT	1234 TEST Dr Washington DC 20002 202 555 1212	Trading	Salary: 25000 Duration: 5

Delete

4. Lobbyist Activities

Subject	Description
TEST NAME	TEST TEST TEST TEST

Delete Add New Activity

Submit

- Each section on the form will allow the user to link back to their registrant information to make any necessary edits.

- **Section 2: Lobbyists Working for Registrant** will allow the user to "Delete" or "Add New Lobbyist" to the section.
- **Section 3: Person Compensating Registrant** will allow the user to "Delete" the person compensating the registrant.
- **Section 4: Lobbyist Activities** will allow the user to "Delete" or "Add New Activity" to the section.
- A "Submit" button will be displayed at the bottom of the form. Clicking the "Submit" button will execute the command to submit the form.

After clicking "Submit" the user is advised that the form has been submitted successfully. The following narrative text is displayed:

Statement of Information for Lobbyist has been completed successfully.
Click the CONTINUE button to access Form 26 or the NEW ENTRY button to commence a new Statement of Information.

The following fields are displayed beneath the text:

- Lobbyist Identification Details (Section Title)
- BEGA/OCF Identification Number
- Amendment

- Name
- Compensating Registrant Name
- Entry Date
- Entered By
- Login Details (Section Title)
- Login ID
- Password
- PIN

The previous fields are followed by five (5) buttons which execute the following commands:

- **Continue Filing** (The user will be taken to the page, "Filer Menu – Form 26). The following links and accompanying text are displayed:

    - **File a New Report**
      This selection will display a new report, not previously submitted reports or the reports that you have begun filing but have not submitted.

      Upon clicking the link, the user is taken the next page and provided with the following informational text:

      Information Necessary to File a New Report

      The lobbyist needs to provide the full name and address of the reporting lobbyist, lobbyists working for registrant, the report type, the employers name and address, amount of each contribution received as compensation, gifts and honoraria, and the full name and mailing address (if any) of each entity to whom expenditures were made including the amount and purpose of the expenditure.

Before commencing the filing procedure, you are advised to obtain, from the date of registration, detailed records of all contributions and expenditures disclosed in reports and statements filed with the Director, including check stubs, bank statements, canceled checks, contributor cards, deposit slips, invoices, receipts, contracts, payroll records, all tax records, lease agreements, journals, ledgers, and vouchers.

This option will only allow the filer to file a completely new report. To resume filing of a report that is current, or for which the filing process has begun, please select the Resume Current Reports option. To amend an already submitted report, please select the Amendment option.

Step Overview:

1.Select Filing Year
2.Select Reporting Period
3.Verify Filing Period
4.Enter Schedule Data
5.View Summary Page
6.Submit Completed Report

After final submission of the form, you can print out reports generated by the system for paper-based submission to the BEGA.

Two buttons are provided, “Previous” and “Continue”. The “Previous” button takes the user to the previous page. The “Continue” button takes the user to the incorrect login page.

- **File an Amendment**
  This selection will display current reports that have been submitted.

  Upon clicking the link, the user is taken the next page and provided with the following informational text:

  Information Necessary to File an Amendment

  To file an amendment, the lobbyist should know the report type that should be amended and the information that is to be added or deleted. (full name and address of the reporting lobbyist, lobbyists working for registrant, the report type, the employers name and address, amount of each contribution received as compensation, gifts and honoraria, and the full name and mailing address (if any) of each entity to whom expenditures were made including the amount and purpose of the expenditure).

  Before commencing the filing procedure, you are advised to obtain, from the date of registration, detailed records of all contributions and expenditures disclosed in reports and statements filed with the Director, including check stubs, bank statements, canceled checks, contributor cards, deposit slips, invoices, receipts, contracts, payroll records, all tax records, lease agreements, petty cash journals, ledgers, and vouchers.

  This option will only allow you to amend a submitted report. To edit a report that is current, or which has not been submitted, please select the Resume Current Reports option. Please note only reports that have been filed online can be amended online. Please contact the

		BEGA for paper-based forms to amend a report that was filed using a paper form. **Step Overview:** 1.Select Filing Year 2.Select Reporting Period 3.Verify Filing Period 4.Enter Schedule Data 5.View Summary Page 6.Submit Completed Report After final submission of the form, you can print out reports generated by the system for paper-based submission to the BEGA. Two buttons are provided, "Previous" and "Continue" ("Continue" button appears to not be working), to take the user back to the previous page or to continue to the next page. o **Resume Current Reports** This selection will display reports that you have begun filing, but have not submitted. This selection will re-insert you back to the page from where you last exited. Upon clicking the link, the user is taken the next page and provided with the following informational text: **Information Necessary to File a Current Report** To resume a current report (recent filing), the filer should know the report which he/she is continuing to file and the information that is to be added or deleted. (the full name and address of the reporting lobbyist, lobbyists working for registrant, the report type, the employers name and address, amount of each contribution received as compensation, gifts and honoraria, and the full name and mailing address (if any) of each entity to whom expenditures were made including the amount and purpose of the expenditure). Before commencing the filing procedure, you are advised to obtain, from the date of registration, detailed records of all contributions and expenditures disclosed in reports and statements filed with the Director, including check stubs, bank statements, canceled checks, contributor cards, deposit slips, invoices, receipts, contracts, payroll records, all tax records, lease agreements, petty cash journals, ledgers, and vouchers. You can only resume filing of a report that is current, or for which the filing process has begun. To file a new report, please select the File New Report option. **Step Overview:** 1.Select Report 2.Verify Filing Period 3.Enter Schedule Data 4.View Summary Page 5.Submit Completed Report	

	After final submission of the form, you can print out reports generated by the system for paper-based submission to the BEGA. Two buttons are provided, "Previous" and "Continue" ("Continue" button appears to not be working), to take the user back to the previous page or to continue to the next page. o **View Previously Filed Reports** Please note that this selection will display current reports that have been submitted. If no reports have been submitted, the user receives a message stating: "No Previously Filed Reports Found". o **View or Modify Filer Profile** The information includes Registrant, Compensation Registrant details. (Information is currently not being displayed. The command times out). ▪ **New Registration** Allows the user to submit a new registration. **(See Req ID 5.3.5.2)** ▪ **Re Registration** The following fields are displayed: o Filer Type Details (Text field header) Required Field o Registration Year (Dropdown field with ability to select year) Required Field o Lobbyist Name (Text Field) Required Field o **Click to find Lobbyist Name – This link must be clicked to display Lobbyist Names which appear via a pop up box. However, this function is currently not operating properly, so the user cannot advance to the next screen.** o Compensating Lobbyist Name (Text Field) Required Field o Date of Registration (Date Field) Two buttons will be displayed below the form fields – "Save" and "Cancel" ▪ **Edit Details** Allows the user to return to the Lobbyist Registration Form and make any necessary changes. ▪ **Generate PIN** (User will be advised that a PIN already exists. A "Regenerate" button executes a command to generate a new PIN in the event that the user has lost the original PIN).	
5.3.5.1.3	**Registration** Lobbyist Re Registration **(Refer to Req ID 5.3.5.2)**; specifically, the following as this requirement is	**N**

	exactly the same, and with the same issues. The following fields are displayed: o Filer Type Details (Text field header) Required Field o Registration Year (Dropdown field with ability to select year) Required Field o Lobbyist Name (Text Field) Required Field o **Click to find Lobbyist Name – This link must be clicked to display Lobbyist Names which appear via a pop up box. However, this function is currently not operating properly, so the user cannot advance to the next screen.** o Compensating Lobbyist Name (Text Field) Required Field o Date of Registration (Date Field) Two buttons will be displayed below the form fields – "Save" and "Cancel"	
5.3.5.1.4	**Registration** Lobbyist Search After clicking on this link, the user is taken the next screen where the following form fields are displayed: o Logged in User: Displays logged in user. o Year of Registration: Text field to input registration year. o Registrant Name: Text field for registrant name. o Lobbyist ID: Last 4 digits of OCF ID in part or full). Two buttons will be provided: "Submit" and "Previous". o When the user clicks the "Submit" button, the search command using the provided information is executed. o When the user clicks the "Previous" button the function which takes the user to the Lobbyist Menu. Two hyperlinks are provided: "Main Menu" and "Logout" o When the user clicks the "Main Menu" link they are taken back to the BEAGA Main Menu page. o When the user clicks the "Logout" link, they are logged out of the system.	**N**

5.3.5.1.5	**Reports** Internal System Reports When the user clicks on “Internal Systems Reports” they are taken to the following page: **BEGA Lobbyist Internal Reports**. The user is presented with the following: o Logged in User (Displays logged in user) o Report Selection – Lobbyist (Title Header) o Lobbyist Reports – (Title) The following reports are listed under Lobbyist Reports.	**N**

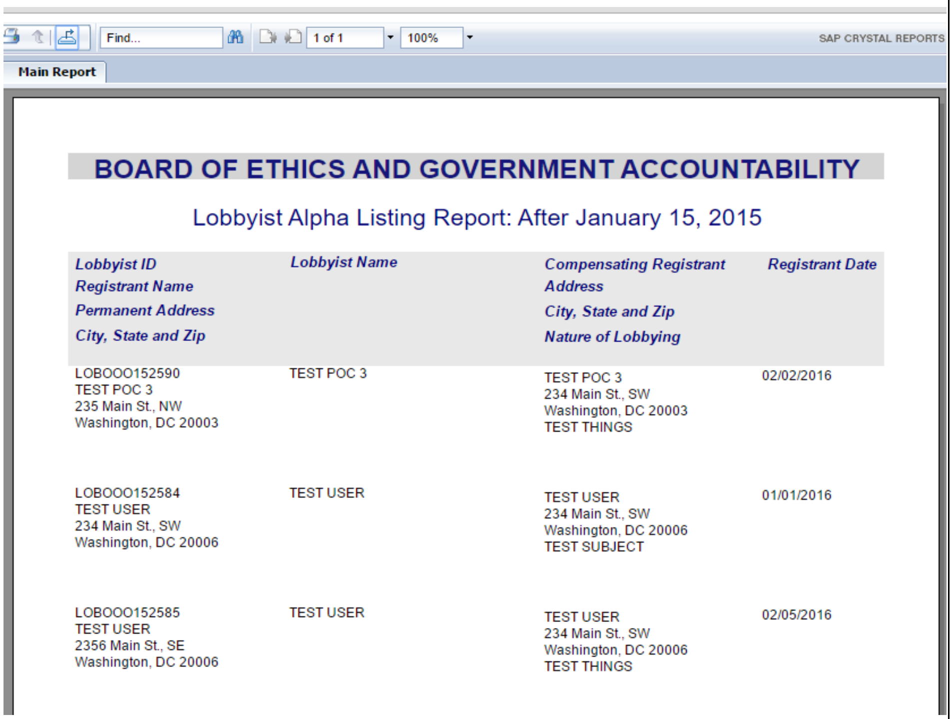
5.3.5.1.6

- **Lobbyist Alpha Listing (Lobbyist Registration Report)**

The following fields are displayed when the Lobbyist Alpha Listing (Lobbyist Registration Report) is selected:

- Registration Year (Dropdown field where user may select year). Required Field
- Registration Type (Dropdown field with the following selections: “On or before January 15th”, “After January 15th”, “All Registrations”. Required Field
- Sort by (Dropdown field with the following selections; “Registrant Name”, Registration Date”.

Two buttons are displayed: “View Reports” and “Cancel”.
The “View Reports” button, when clicked, will execute a command function to view reports based on the selected criteria. An example is shown below:



BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Lobbyist Alpha Listing Report: After January 15, 2015

Lobbyist ID Registrant Name Permanent Address City, State and Zip	Lobbyist Name	Compensating Registrant Address City, State and Zip Nature of Lobbying	Registrant Date
LOBOO0152590 TEST POC 3 235 Main St., NW Washington, DC 20003	TEST POC 3	TEST POC 3 234 Main St., SW Washington, DC 20003 TEST THINGS	02/02/2016
LOBOO0152584 TEST USER 234 Main St., SW Washington, DC 20006	TEST USER	TEST USER 234 Main St., SW Washington, DC 20006 TEST SUBJECT	01/01/2016
LOBOO0152585 TEST USER 2356 Main St., SE Washington, DC 20006	TEST USER	TEST USER 234 Main St., SW Washington, DC 20006 TEST THINGS	02/05/2016

The “Cancel” button, when clicked, will execute a command function to take the user back to the BEGA Lobbyist Internal Reports Selection Menu.

Two hyperlinks are provided: “Main Menu” and “Logout”

- When the user clicks the “Main Menu” link they are taken back to the BEAGA Main Menu page.
- When the user clicks the “Logout” link, they are logged out of the system.

N

5.3.5.1.7

- **Filers Report**

The following fields are displayed when the Filers Report is selected:

- Filing Year (Dropdown field where user may select year). Required Field
- Reporting Period (Dropdown field with the following selections: "July 10th Report", "January 10th Report)". Required Field
- Sort by (Dropdown field with the following selections; "Registrant Name", Registration Date".

Two buttons are displayed: "View Reports" and "Cancel". The "View Reports" button, when clicked, will execute a command function to view reports based on the selected criteria. An example is shown below:

The "Cancel" button, when clicked, will execute a command function to take the user back to the BEGA Lobbyist Internal Reports Selection Menu.

Two hyperlinks are provided: "Main Menu" and "Logout"

- When the user clicks the "Main Menu" link they are taken back to the BEAGA Main Menu page.
- When the user clicks the "Logout" link, they are logged out of the system.

N

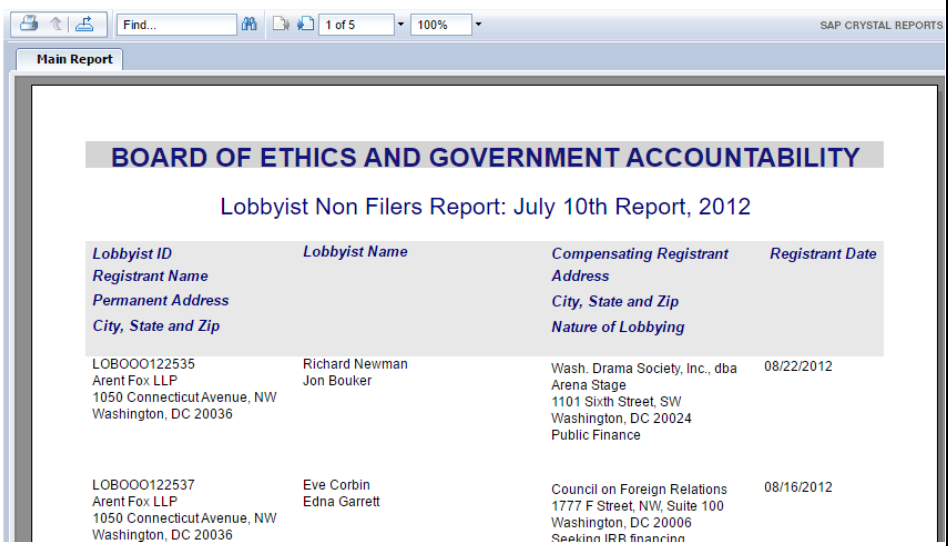
<table>
<tr>
<td>5.3.5.1.8</td>
<td>

- **Non-Filers Report**

The following fields are displayed when the Non-Filers Report is selected:

- Filing Year (Dropdown field where user may select year). Required Field
- Reporting Period (Dropdown field with the following selections: “July 10th Report”, “January 10th Report)”. Required Field
- Sort by (Dropdown field with the following selections; “Registrant Name”, Registration Date”.

Two buttons are displayed: “View Reports” and “Cancel”. The “View Reports” button, when clicked, will execute a command function to view reports based on the selected criteria. An example is shown below:



BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Lobbyist Non Filers Report: July 10th Report, 2012

Lobbyist ID Registrant Name Permanent Address City, State and Zip	Lobbyist Name	Compensating Registrant Address City, State and Zip Nature of Lobbying	Registrant Date
LOBOOO122535 Arent Fox LLP 1050 Connecticut Avenue, NW Washington, DC 20036	Richard Newman Jon Bouker	Wash. Drama Society, Inc., dba Arena Stage 1101 Sixth Street, SW Washington, DC 20024 Public Finance	08/22/2012
LOBOOO122537 Arent Fox LLP 1050 Connecticut Avenue, NW Washington, DC 20036	Eve Corbin Edna Garrett	Council on Foreign Relations 1777 F Street, NW, Suite 100 Washington, DC 20006 Seeking IRB financing	08/16/2012

The “Cancel” button, when clicked, will execute a command function to take the user back to the BEGA Lobbyist Internal Reports Selection Menu.

Two hyperlinks are provided: “Main Menu” and “Logout”

- When the user clicks the “Main Menu” link they are taken back to the BEGA Main Menu page.
- When the user clicks the “Logout” link, they are logged out of the system.

</td>
<td>N</td>
</tr>
</table>

5.3.5.1.9

- **Termination Report**

  The following fields are displayed when the Termination Report is selected:

  - Filing Year (Dropdown field where user may select year). Required Field
  - Sort by (Dropdown field with the following selections; “Registrant Name”, Registration Date”.

  Two buttons are displayed: “View Reports” and “Cancel”. The “View Reports” button, when clicked, will execute a command function to view reports based on the selected criteria. An example is shown below:

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Lobbyist Termination Report

Lobbyist ID *Registrant Name* *Permanent Address* *City, State and Zip*	*Lobbyist Name*	*Compensating Registrant* *Address* *City, State and Zip* *Nature of Lobbying*	*Registrant Date* *Term Date*
LOBOOO122452 KPMG LLP 1801 K Street, NW Washington, DC 20006	Cathy Landau-Painter	KPMG LLP 1801 K Street, NW Washington, DC 20006 Accountancy Legislation	01/04/2012 03/28/2012
LOBOOO120059 Childrens National Medical Center 111 Michigan Avenue, NW, 5th Fl West Wing Washington, DC 20010	Jacqueline Bowens Tim Jones Clare Kelly Sarah Guerrieri	Childrens National Medical Center 111 Michigan Avenue, NW Washington, DC 20010 Health Care Issues	01/10/2012 01/09/2013

The “Cancel” button, when clicked, will execute a command function to take the user back to the BEGA Lobbyist Internal Reports Selection Menu.

Two hyperlinks are provided: “Main Menu” and “Logout”

- When the user clicks the “Main Menu” link they are taken back to the BEAGA Main Menu page.
- When the user clicks the “Logout” link, they are logged out of the system.

N

5.3.5.1.10

Reports
Publish Website Reports

When the user clicks on “Publish Website Reports” they are taken to the following page: **BEGA Website Reports**. The user is presented with the following:

- Logged in User (Displays logged in user)
- Lobbyist Website Report (Title Header)
- Selection Criteria (Title Header)
- Filing Year (Dropdown field where user may select year).
- Reporting Period (Dropdown field with the following selections: “July 10th Report”, “January 10th Report”, Registration Report”).

Two buttons are displayed: “Generate Reports” and “Delete Reports” *. The “Generate Reports” button, when clicked, will execute a command function to view reports based on the selected criteria. The user is first taken to a page titled, **BEGA Web Reports**.

The page displays the following:

- Logged in User (Displays logged in user)
- The following text: “Registration Report is Generated Successfully”
  - The text, “Registration Report” is a hyperlink to the generated report.
- The following text: Please review the report before publishing:
- Reviewed** (Checkbox field)
- Two buttons will be displayed – “Publish Reports” * and “Previous”.

**The “Reviewed” checkbox and “Publish Reports” buttons are grayed out and non-functioning until after the report has been viewed.

When the user clicks the “Registration Report” link, a report is generated in PDF format and displayed to user as seen in the figure below:

DC OFFICE OF CAMPAIGN FINANCE

Registration Report for the Year 2012

Lobbyist ID *Registrant Name* *Permanent Address* *City, State and Zip*	*Lobbyist Name*	*Compensating Registrant* *Address* *City, State and Zip* *Nature of Lobbying*	*Registrant Date*
LOBOOO121428 SEIU Local 32BJ attn. Leslie Jack 25 West 18th Street, 5th Floor New York, NY 10011	Martin Thomas Kevin Hils	SEIU Local 32BJ 101 Ave of the Americans New York, NY 10013 Leg. concerning building service workers & security officers	12/19/2011
LOBOOO121989 Roy L. Kaufmann 1120 20th Street, NW, S-300 Washington, DC 20036	Roy L. Kaufmann	D.C. Land Title Association 1120 20th St., NW. #300 Washington, DC 20036 Taxes on Real Estate	12/21/2011

N

	o After the report is viewed, the "Reviewed" checkbox is now available to the user if they choose to click. o After the report is viewed, the "Publish Reports" button is now available to the user. o When the "Publish Reports" button is clicked, a command is executed, which publishes the report. o When the user clicks the "Previous" button, they are taken back to the previous page. *If the "Delete Reports" button is clicked it will delete the report that is generated using the user selected criteria.	
5.3.5.1.11	**Letters and Mailing Labels** Lobbyist Letters When the user clicks on "Lobbyist Letters" they are taken to the following page: **BEGA Lobbyist Internal Reports**. The user is presented with the following: o Logged in User (Displays logged in user) o Lobbyist Letter (title header) o Filing Year (Dropdown field where user may select year). **Required field** o Reporting Period (Dropdown field where the user may select the following reports: "July 10th Report", January 10th Report). **Required field** o Sort by (dropdown field where the user may select "Registrant Name" or Registration Date"). o Date (mm/dd/yyyy) (Date entry field) o "View Reports" button o When the user clicks the button a command is executed, which displays the Lobbyist Letter **(see Appendix B, Fig. 1)** based on the user selected criteria. o "Cancel" button o When the user clicks the button a command is executed, which clears the user selections. Two hyperlinks are provided: "Main Menu" and "Logout" o When the user clicks the "Main Menu" link they are taken back to the BEGA Main Menu page. o When the user clicks the "Logout" link, they are logged out of the system.	**N**
5.3.5.1.12	**Letters and Mailing Labels** Lobbyist Non Compliance Letters When the user clicks on "Lobbyist Non Compliance Letters" they are taken to the following page: **BEGA Lobbyist Internal Reports**. The user is presented with the following:	**N**

	o Logged in User (Displays logged in user)
	
	o Lobbyist Non-Compliance Letter (title header)
	o Filing Year (Dropdown field where user may select year). **Required field**
	o Reporting Period (Dropdown field where the user may select the following reports: "July 10th Report", January 10th Report). **Required field**
	o Sort by (dropdown field where the user may select "Registrant Name" or Registration Date").
	o Date (mm/dd/yyyy) (Date entry field)
	o "View Reports" button
	
	    o When the user clicks the button a command is executed, which displays the Lobbyist Letter **(see Appendix B, Fig. 2)** based on the user selected criteria.
	
	o "Cancel" button
	
	    o When the user clicks the button a command is executed, which clears the user selections.
	
	Two hyperlinks are provided: "Main Menu" and "Logout"
	
	o When the user clicks the "Main Menu" link they are taken back to the BEGA Main Menu page.
	o When the user clicks the "Logout" link, they are logged out of the system.	

5.3.5.1.13	**Letters and Mailing Labels**
	Lobbyist Registration Fee Non Compliance Letters
	
	When the user clicks on "Lobbyist Registration Fee Non Compliance Letters" they are taken to the following page: **BEGA Lobbyist Internal Reports**. The user is presented with the following:
	
	o Logged in User (Displays logged in user)
	o Registration Year (Dropdown field where user may select year). **Required field**
	o Sort by (dropdown field where the user may select "Registrant Name" or Registration Date").
	o "View Reports" button
	
	    o When the user clicks the button a command is executed, which displays the Lobbyist Letter **(see Appendix B, Fig. 3)** based on the user selected criteria.
	
	o "Cancel" button
	
	    o When the user clicks the button a command is executed, which clears the user selections.
	
	Two hyperlinks are provided: "Main Menu" and "Logout"
	
	o When the user clicks the "Main Menu" link they are taken back to the BEGA Main Menu page.
		N

	o When the user clicks the "Logout" link, they are logged out of the system.	

5.3.5.1.14	**Letters and Mailing Labels**
	Mailing Labels
	
	When the user clicks on "Mailing Labels" they are taken to the following page: **BEGA Lobbyist Internal Reports**. The user is presented with the following:
	
	o Logged in User (Displays logged in user)
	o Lobbyist Labels (title header)
	o Filing Year (Dropdown field where user may select year). **Required field**
	o Reporting Period (Dropdown field where the user may select the following reports: "July 10th Report", January 10th Report). **Required field**
	o Sort by (dropdown field where the user may select "Registrant Name" or Registration Date").
	o "View Reports" button
	    o When the user clicks the button a command is executed, which displays the Lobbyist Letter **(see Appendix B, Fig. 4)** based on the user selected criteria.
	o "Cancel" button
	    o When the user clicks the button a command is executed, which clears the user selections.
	
	Two hyperlinks are provided: "Main Menu" and "Logout"
	
	o When the user clicks the "Main Menu" link they are taken back to the BEGA Main Menu page.
	o When the user clicks the "Logout" link, they are logged out of the system.
		N

5.3.5.1.15	**Letters and Mailing Labels** Mailing Labels (Non-Compliance) When the user clicks on "Mailing Labels (Non-Compliance)" they are taken to the following page: **BEGA Lobbyist Internal Reports**. The user is presented with the following: o Logged in User (Displays logged in user) o Lobbyist Non-Compliance Labels (title header) o Filing Year (Dropdown field where user may select year). **Required field** o Reporting Period (Dropdown field where the user may select the following reports: "July 10th Report", January 10th Report). **Required field** o Sort by (dropdown field where the user may select "Registrant Name" or Registration Date"). o "View Reports" button	**N**

	o When the user clicks the button a command is executed, which displays the Lobbyist Letter **(see Appendix B, Fig. 5)** based on the user selected criteria. o "Cancel" button o When the user clicks the button a command is executed, which clears the user selections. Two hyperlinks are provided: "Main Menu" and "Logout" o When the user clicks the "Main Menu" link they are taken back to the BEGA Main Menu page. o When the user clicks the "Logout" link, they are logged out of the system.	
5.3.5.1.16	**Letters and Mailing Labels** Registration Fee Mailing Labels (Non-Compliance) When the user clicks on "Registration Fee Mailing Labels (Non-Compliance)" they are taken to the following page: **BEGA Lobbyist Internal Reports**. The user is presented with the following: o Logged in User (Displays logged in user) o Lobbyist Labels (title header) o Registration Year (Dropdown field where user may select year). **Required field** o Sort by (dropdown field where the user may select "Registrant Name" or Registration Date"). o "View Reports" button o When the user clicks the button a command is executed, which displays the Lobbyist Letter **(see Appendix B, Fig. 6)** based on the user selected criteria. o "Cancel" button o When the user clicks the button a command is executed, which clears the user selections. Two hyperlinks are provided: "Main Menu" and "Logout" o When the user clicks the "Main Menu" link they are taken back to the BEGA Main Menu page. o When the user clicks the "Logout" link, they are logged out of the system.	**N**
5.3.5.2	Type of Filers – Financial Disclosure Statement (FDS) When the Financial Disclosure Statement (FDS) link is selected the user is taken to the Financial Disclosure Statement Menu. The FDS menu provides the user with four (4) sections with hyperlinks under each as shown below:	**Y**

	Registration FDS Registration FDS Re-Registration for Non-Terminated Filers FDS Registrant Search FDS Non-Filers/Late-Filers Fine Payments **Reports** Internal System Reports Publish Website Reports **Letters and Mailing Labels** FDS Letters FDS ANC Letters FDS Candidate Letters FDS Honorary Letters FDS Non Compliance Letters FDS ANC Non Compliance Letters FDS Candidate Non Compliance Letters Mailing Labels Mailing Labels (Non-Compliance) Mailing Labels (ANC Non-Compliance) Mailing Labels (Candidate Non-Compliance) **Admin Tasks** Agency Details Modify FDS Letters Modify FDS ANC Letters Modify FDS Candidate Letters Modify FDS Honorary Letters Modify FDS Non Compliance Letters Modify FDS ANC Non Compliance Letters Modify FDS Candidate Non Compliance Letters Manage FDS Email Notifications	
5.3.5.2.1	**Registration** FDS Registration When the user clicks “FDS Registration” they are taken to the FDS Registration page and presented with the following fields: o ANC – This will be a checkbox o Registration Year (yyyy) – This will be a date field where the year is entered. **Required Field** o Reporting Year (yyyy) – This will be a date field where the year is entered. **Required Field** o Name of Registrant – This will be a bolded title header. o Prefix – This will be a dropdown field with the following selections: “Mr., Ms., Dr.” o First Name – This will be a text field. **Required Field** o MI – This will be a text field. o Last Name – This will be a text field. **Required Field**	**N**

- **Suffix** – This will be a text field.
- **BEGA Registration Date** – This will be a date field. **Required Field**
- **Position for which filing** – this will be a text field.
- **Home Address** – This will be a bolded title header.
- **Number and Street** – this will be a text field. **Required Field**
- **City, State and Zip** **Required Fields**
  - **City** – This will be a text field with default text, "Washington".
  - **State** – This will be a dropdown field with all 50 states, The District of Columbia, The U.S. Virgin Islands, and Puerto Rico provided as selections. "DC (Dist. Of Columbia) will field's default value.
  - **Zip** – This will be a text field.
- **Business Address** – This will be a bolded title header.
- **Number and Street** – This will be a text field.
- **City, State and Zip**
  - **City** – This will be a text field with default text, "Washington".
  - **State** – This will be a dropdown field with all 50 states, The District of Columbia, The U.S. Virgin Islands, and Puerto Rico provided as selections. "DC (Dist. Of Columbia) will field's default value.
  - **Zip** – This will be a text field.
- **Business Phone#** - This will be a three (3) part text field with each part used for three (3) digits of a nine (9) digit telephone number.
- **Home Phone#** - This will be a three (3) part text field with each part used for three (3) digits of a nine (9) digit telephone number.
- **Email Address** - This will be a text field.
- **Grade** – This will be a text field. The user will enter their designated salary grade if applicable.
- **Main Agency** – This will be a dropdown field populated with every District agency along with its associated budget code. **Required Field**
- **Sub Agency 1** - This will be a dropdown field populated with every District agency along with its associated budget code.
- **Sub Agency 2** - This will be a dropdown field populated with every District agency along with its associated budget code.
- **Sub Agency 3** - This will be a dropdown field populated with every District agency along with its associated budget code.
- **District Email Address** – This will be a text field.
- **Agency Head** – this will be a checkbox.

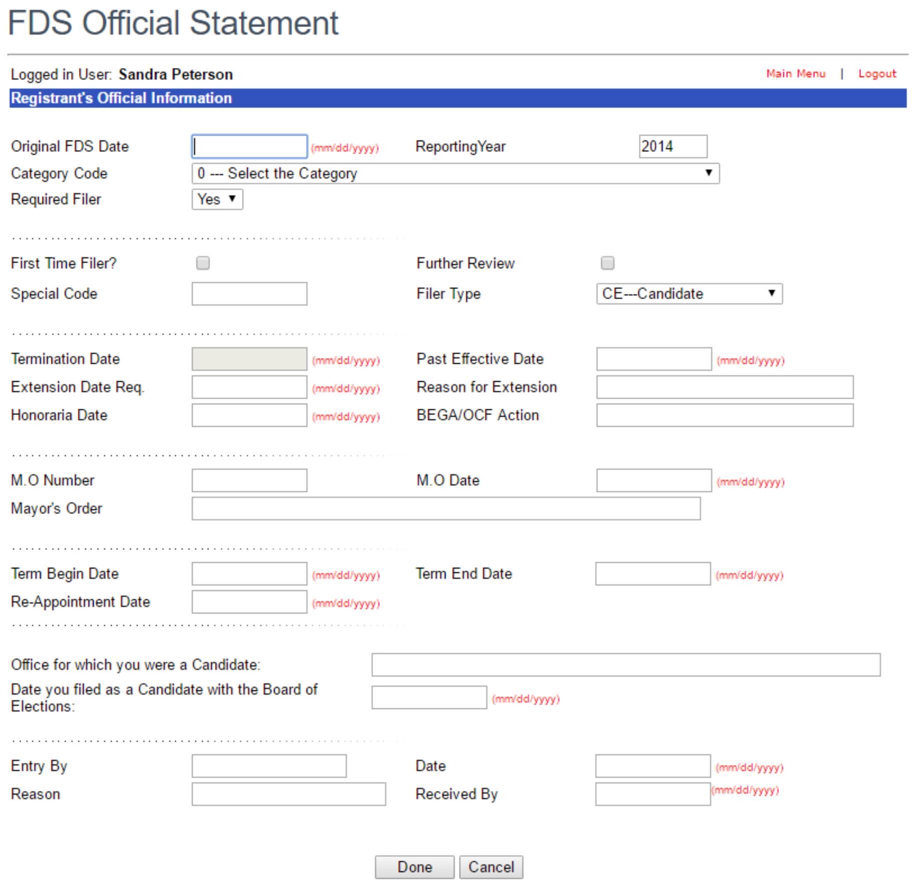
When the ANC checkbox field is checked, the following commands are executed:

- **The following fields are removed:**
  - Grade
  - Main Agency
  - Sub Agency 1
  - Sub Agency 2
  - Sub Agency 3
  - District Email Address
  - Agency Head

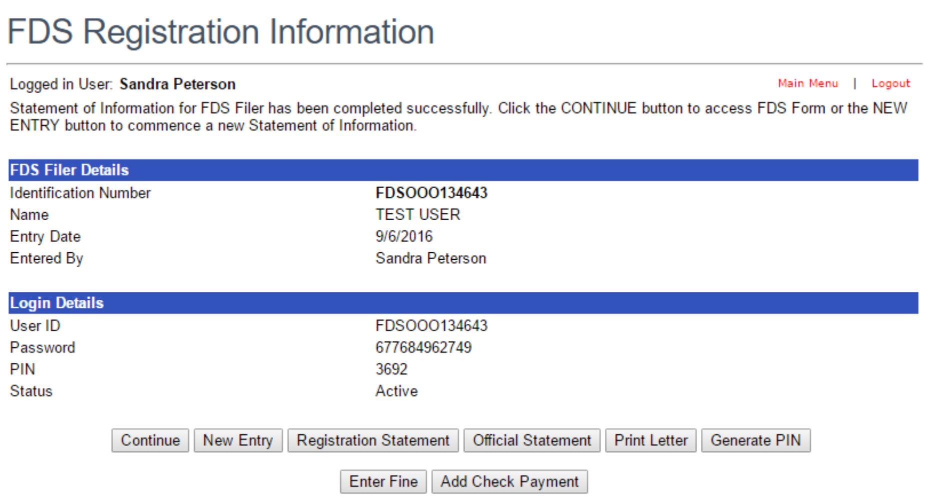
- **The removed fields are replaced by the following fields:**
  - ANC/SMD – This will be a bolded title header.
  - ANC – This will be a dropdown listing all ANCs. **Required Field**
  - Single Member District (SMD) – This will be a text field.
  - Three (3) buttons will be positioned below the form:

- o “Continue”
- o “Done”
- o “Cancel”

When the user chooses “Continue” they are presented with the following screen:



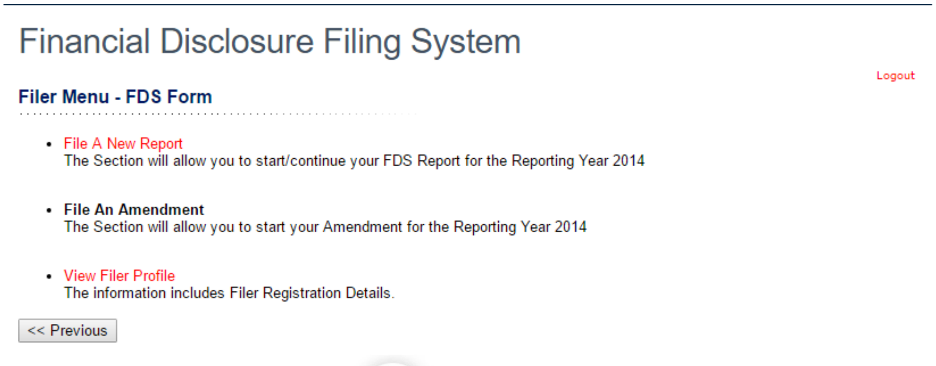
When the user selects “Done” they are presented with the following screen:



They user is presented with the following buttons:

- o Continue
- o New Entry
- o Registration Statement
- o Official Statement
- o Print Letter
- o Generate PIN
- o Enter Fine
- o Add Check payment

When the user chooses “Continue” they are presented with the following screen:

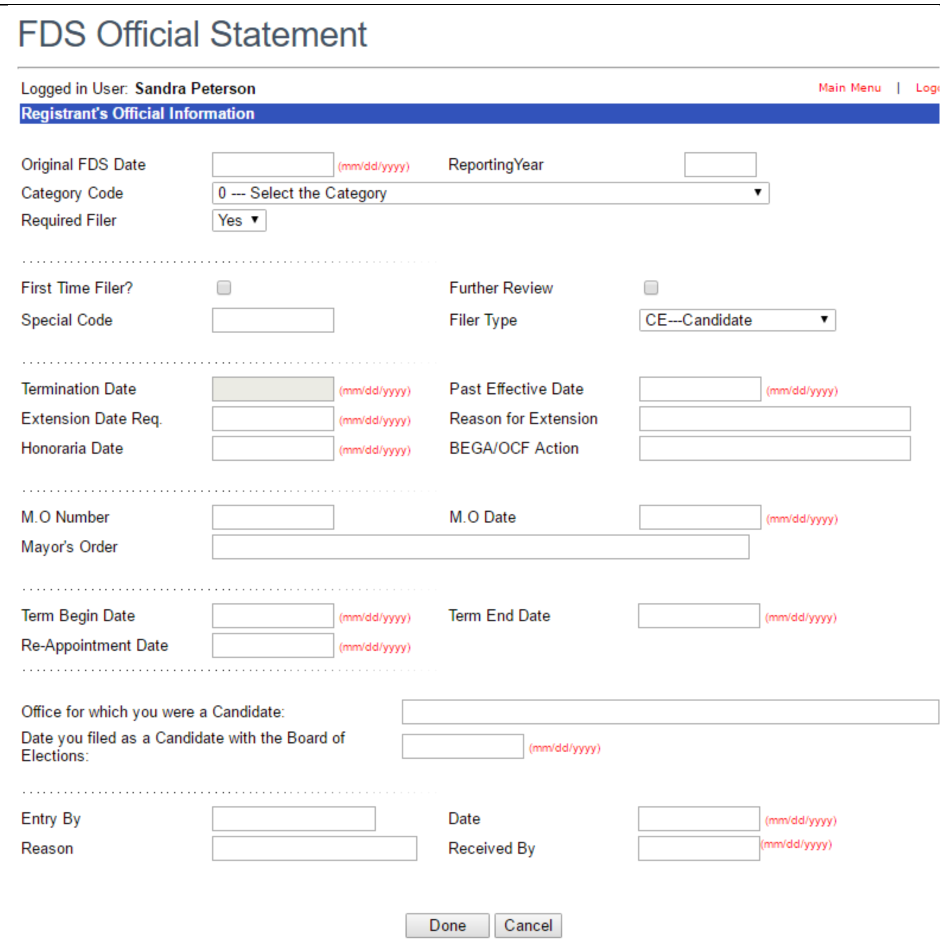


When the user chooses “New Entry” they are returned to FDS Registration screen.

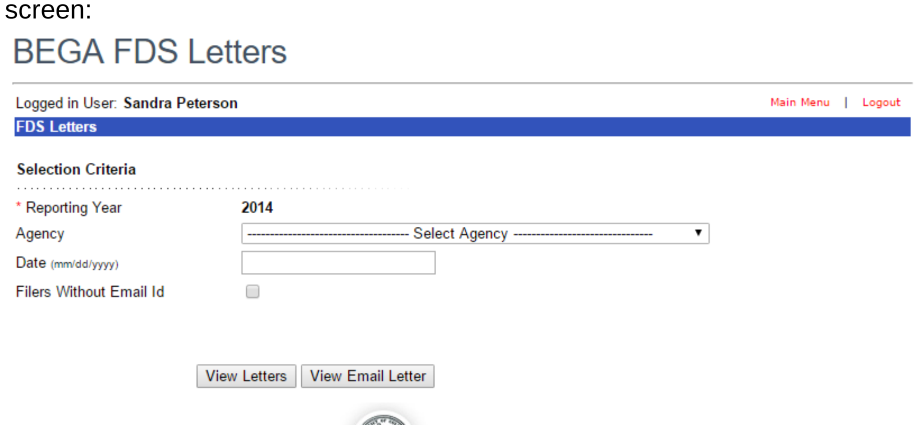
When the user chooses “Registration Statement” they are returned to FDS Registration screen.

When the user chooses “Official Statement” they are presented with the following screen:

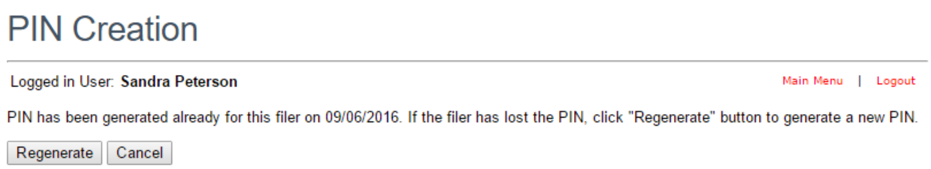
N



When the user chooses "Print Letter" they are presented with the following screen:

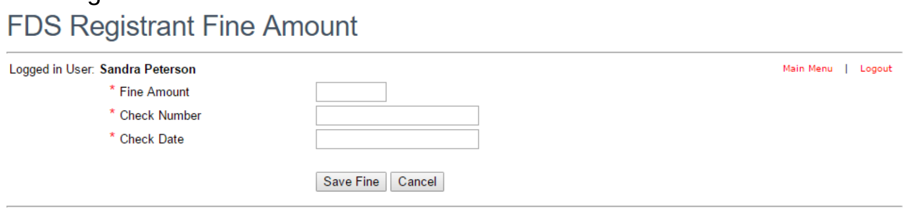


When the user chooses "Generate PIN" they are presented with the following screen:



When the user chooses “Enter Fine” they are presented with the following screen: **This command is generating a technical error.**

When the user chooses “Add Check Payment” they are presented with the following screen:



When the user chooses “Cancel” they are returned to the Financial Disclosure Statement Menu.

Two hyperlinks are provided: “Main Menu” and “Logout”

- o When the user clicks the “Main Menu” link they are taken back to the BEGA Main Menu page.
- o When the user clicks the “Logout” link, they are logged out of the system.

The following text will be displayed at the bottom of the FDS Registration page:

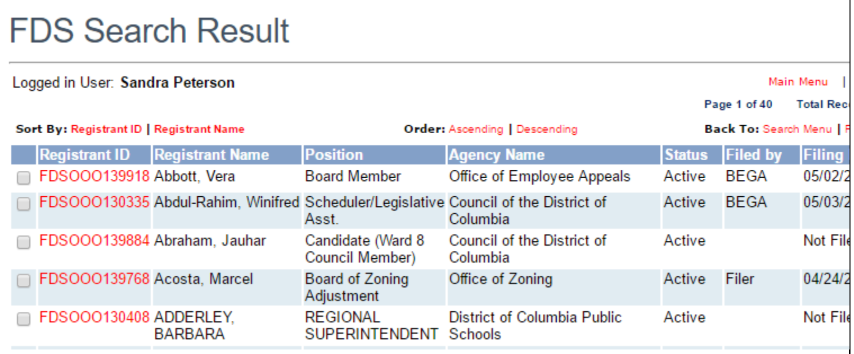
Note: BEGA Identification Number in the Paper form will be generated by the System in the end of the Registration Process.

Amendment in the Paper form is automatically determined by the System.

Fields marked with * are required.

5.3.5.2.2	**Registration** FDS Re-Registration for Non-Terminated Filers When the user clicks “FDS Re-Registration for Non-Terminated Filers” they are taken to the FDS Re-Registration for Non-Terminated Filers page and presented with the following fields: o Logged in User: (This will be the user currently logged in).	**N**

	o Please Click the "FDS Renewal" button to renew the ids of all non-terminated FDS Filer to current year. (This will be a narrative text field). o Agency/ANC (This will be a dropdown list comprised of ANCs, Boards, District Agencies, and Private entities). Two buttons will be displayed at the bottom of the fields: o 'List FDS Filers" (when pressed, this button will execute a command to list all FDS filers based on the selected Agency/ANC). o After this command is executed, two (2) checkbox fields and two (2) buttons will be displayed: • Select All (checkbox that will ensure that all available resultant names are selected). • Checkbox (checkbox that will select individual resultant names). • Renew (button, which when pressed will execute a command to renew the selected resultant names). • Cancel (button, which when pressed will execute a command to clear the current results). o "Previous" (when pressed, this button will execute a command to return the user to the Financial Disclosure Statement Menu). Two hyperlinks are provided: "Main Menu" and "Logout" o When the user clicks the "Main Menu" link they are taken back to the BEGA Main Menu page. o When the user clicks the "Logout" link, they are logged out of the system.	
5.3.5.2.3	**Registration** FDS Registrant Search When the user clicks, "FDS Registrant Search, they are taken to the FDS Registrant Search page and presented with the following fields: o Logged in User: (This will be the user currently logged in). o Year of Registration (text field for registration year) o Registrant First Name (text field for first name of registrant) o Registrant Last Name (text field for last name of registrant) o Position for which filing (text field for searched for position) o Agency/ANC (This will be a dropdown list comprised of ANCs, Boards, District Agencies, and Private entities). o BEGA ID (text field of BEGA issued ID) Two buttons will be displayed at the bottom of the fields: o Submit (when pressed this will execute a command showing the registrant(s) based on the selected criteria. The following screen is shown;	**N**



FDS Search Result

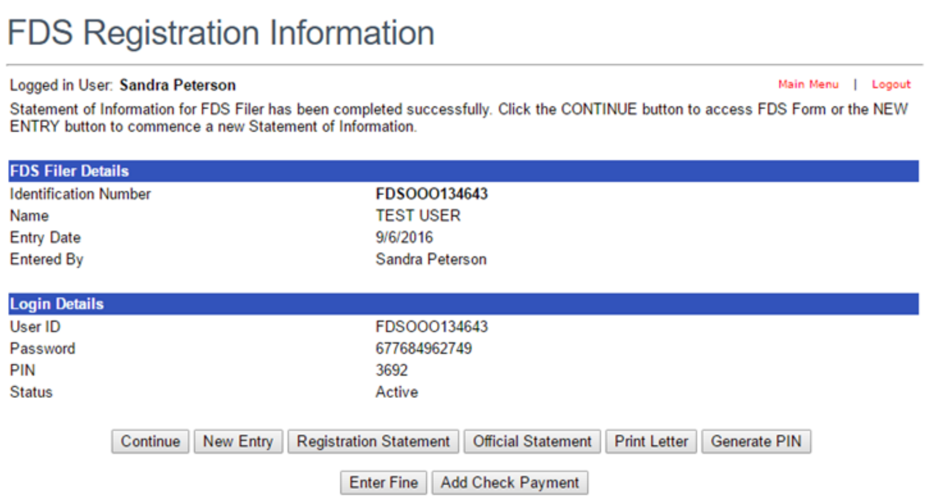
Logged in User: **Sandra Peterson** Main Menu |

Page 1 of 40 Total Rec

Sort By: Registrant ID | Registrant Name **Order:** Ascending | Descending **Back To:** Search Menu | F

	Registrant ID	Registrant Name	Position	Agency Name	Status	Filed by	Filing
	FDSOOO139918	Abbott, Vera	Board Member	Office of Employee Appeals	Active	BEGA	05/02/2
	FDSOOO130335	Abdul-Rahim, Winifred	Scheduler/Legislative Asst.	Council of the District of Columbia	Active	BEGA	05/03/2
	FDSOOO139884	Abraham, Jauhar	Candidate (Ward 8 Council Member)	Council of the District of Columbia	Active		Not Fil
	FDSOOO139768	Acosta, Marcel	Board of Zoning Adjustment	Office of Zoning	Active	Filer	04/24/2
	FDSOOO130408	ADDERLEY, BARBARA	REGIONAL SUPERINTENDENT	District of Columbia Public Schools	Active		Not Fil

As noted in the above graphic, the Registrant ID will be presented as a hyperlink. When the user clicks the link they are taken to the following screen:



FDS Registration Information

Logged in User: **Sandra Peterson** Main Menu | Logout

Statement of Information for FDS Filer has been completed successfully. Click the CONTINUE button to access FDS Form or the NEW ENTRY button to commence a new Statement of Information.

FDS Filer Details	
Identification Number	**FDSOOO134643**
Name	TEST USER
Entry Date	9/6/2016
Entered By	Sandra Peterson

Login Details	
User ID	FDSOOO134643
Password	677684962749
PIN	3692
Status	Active

Continue | New Entry | Registration Statement | Official Statement | Print Letter | Generate PIN

Enter Fine | Add Check Payment

They user is presented with the following buttons:

- Continue
- New Entry
- Registration Statement
- Official Statement
- Print Letter
- Generate PIN
- Enter Fine
- Add Check payment

When the user chooses “Continue” they are presented with the following screen:

Clicking on the above links will allow the user to submit and/or retrieve FDS filings. Please refer to **Appendix C** for screenshots related to this functionality:

- Cancel (when pressed this will execute a command returning the user to the Financial Disclosure Statement Menu)

When the user clicks on “New Entry” they are taken to the FDS Registration page. (**Please refer to Req. 5.3.5.2.1**)

When the user clicks on “Registration Statement” they are taken to the FDS Registration page. (**Please refer to Req. 5.3.5.2.1**)

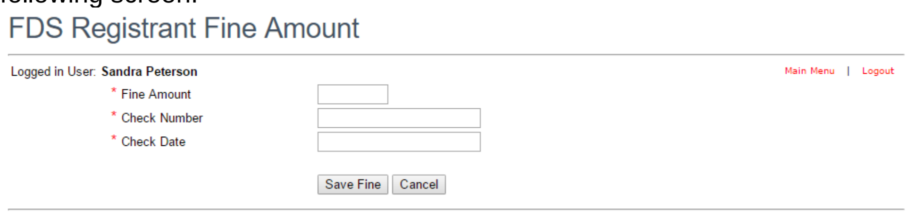
When the user clicks on “Official Statement” they are FDS Official Statement page. (**Please refer to Req. 5.3.5.2.1**)

When the user clicks on “Print Letter” they are taken to the BEGA FDS Letters screen. (**Please refer to Req. 5.3.5.2.1**)

When the user clicks on “Generate PIN” they are taken to the PIN Creation screen. (**Please refer to Req. 5.3.5.2.1**)

When the user chooses “Enter Fine” they are presented with the following screen: **This command is generating a technical error.**

When the user chooses “Add Check Payment” they are presented with the following screen:



Two hyperlinks are provided: “Main Menu” and “Logout”

- When the user clicks the “Main Menu” link they are taken back to the BEGA Main Menu page.

	o When the user clicks the "Logout" link, they are logged out of the system.	
5.3.5.2.4	**Registration** FDS Non-Filers/Late-Filers Fine Payments When the user clicks "FDS Non-Filers/Late-Filers Fine Payments" they are taken to the FDS Non-Filers/Late-Filers Fine Payments page and presented with the following fields: o Logged in User: (This will be the user currently logged in). o Year of Registration (text field for registration year) o Registrant First Name (text field for first name of registrant) o Registrant Last Name (text field for last name of registrant) o Position for which filing (text field for searched for position) o Agency/ANC (This will be a dropdown list comprised of ANCs, Boards, District Agencies, and Private entities). o BEGA ID (text field of BEGA issued ID) o Filer Type (This will be a dropdown list with the following selections: "Non-Filers", "Late-Filers", Non-Filers & Late-Filers") o Show Pending Payments Only (This will be a checkbox) Two buttons will be displayed at the bottom of the fields: o Submit (When pressed, this will execute the command to submit the selected search criteria). o Cancel (When pressed, this will execute the command that returns the user to the Financial Disclosure Statement Menu)	**N**
5.3.5.2.5	**Reports** Internal System Reports When the user clicks the Internal Systems Reports link, they are taken to the BEGA Internal Reports Selection menu page where the following report links are available: o **FDS Alpha Listing** o **Filers Report** o **Non Filers Report** o **Non Filers Report by Agency** o **Further Review Required Report** o **Required Filer Report** o **Extension Requested Filer Report** When the **FDS Alpha Listing** link is clicked the user is taken to the BEGA Internal Reports page where the following fields are displayed: o Logged in User (this will display the logged in user) o Internal Reports (this will be a title field) o Selection Criteria (this will be a title field) o Reporting year (this will be a dropdown field where a given year may be selected). o Agency (this will be a dropdown list of ANCs and agencies).	**N**

There will be a "View Reports" button displayed at the bottom of the fields. (When the user presses this button it executes a command for the report to be displayed) **(See Appendix C)**

When the user clicks the **Filers Report** link they are taken to the BEGA Internal Reports page where the following fields are displayed:

- Logged in User (this will display the logged in user).
- Filers Report (this will be a title field).
- Selection Criteria (this will be a title field).
- Reporting Year (this will be a dropdown field where a given year may be selected). **Required Field**

There will be a "View Reports" button displayed at the bottom of the fields. (When the user presses this button it executes a command for the report to be displayed) **(See Appendix C)**

When the user clicks the **Non-Filers Report** link they are taken to the BEGA Internal Reports page where the following fields are displayed:

- Logged in User (this will display the logged in user).
- Non-Filers Report (this will be a title field).
- Selection Criteria (this will be a title field).
- Reporting Year (this will be a dropdown field where a given year may be selected). **Required Field**

There will be a "View Reports" button displayed at the bottom of the fields. (When the user presses this button it executes a command for the report to be displayed) **(See Appendix C)**

When the user clicks the **Non-Filers Report by Agency** link they are taken to the BEGA Internal Reports page where the following fields are displayed:

- Logged in User (this will display the logged in user).
- Internal Reports (this will be a title field).
- Selection Criteria (this will be a title field).
- Reporting Year (this will be a dropdown field where a given year may be selected). **Required Field**
- Agency (this will be a dropdown field of agencies, ANCs, and boards).

There will be a "View Reports" button displayed at the bottom of the fields. (When the user presses this button it executes a command for the report to be displayed) **(See Appendix C)**

When the user clicks the **Further Review Required Report** link they are taken to the BEGA Internal Reports page where the following fields are displayed:

- Logged in User (this will display the logged in user).
- Internal Reports (this will be a title field).
- Selection Criteria (this will be a title field).
- Reporting Year (this will be a dropdown field where a given year may be selected). **Required Field**

There will be a "View Reports" button displayed at the bottom of the fields. (When the user presses this button it executes a command for the report to be displayed) **(See Appendix C)**

	When the user clicks **Required Filer Report** link they are taken to the BEGA Internal Reports page where the following fields are displayed: o Logged in User (this will display the logged in user). o Internal Reports (this will be a title field). o Selection Criteria (this will be a title field). o Reporting Year (this will be a dropdown field where a given year may be selected). **Required Field** There will be a "View Reports" button displayed at the bottom of the fields. (When the user presses this button it executes a command for the report to be displayed) **(See Appendix C)** When the user clicks the **Extension Requested Filer Report** link they are taken to the BEGA Internal Reports page where the following fields are displayed: o Logged in User (this will display the logged in user). o Internal Reports (this will be a title field). o Selection Criteria (this will be a title field). o Reporting Year (this will be a dropdown field where a given year may be selected). **Required Field** There will be a "View Reports" button displayed at the bottom of the fields. (When the user presses this button it executes a command for the report to be displayed) **(See Appendix C)**	
5.3.5.2.6	**Reports** Publish Website Reports When the user clicks the **Required Filers Report** link they are taken to the BEGA Website Reports Publishing page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS Required Filers Report (this will be a title field). o Selection Criteria (this will be a title field). o Reporting Year (this will be a dropdown field where a given year may be selected). **Required Field** There will be a "Generate Reports" button displayed at the bottom of the fields, as well as, a "Delete Reports" button. (When the user presses the "Generate Reports" button it executes a command for the report to be displayed. A PDF link is then made available to the user to view the report). **(See Appendix C)** When the user clicks the **Filers Report** link they are taken to the BEGA Website Reports Publishing page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS Filers Report (this will be a title field). o Selection Criteria (this will be a title field). o Reporting Year (this will be a dropdown field where a given year may be selected). **Required Field**	**N**

<table>
<tr><td></td><td>There will be a “Generate Reports” button displayed at the bottom of the fields, as well as, a “Delete Reports” button. (When the user presses the “Generate Reports” button it executes a command for the report to be displayed. A PDF link is then made available to the user to view the report). (See Appendix C)

When the user clicks the Who Failed to File Report link they are taken to the BEGA Website Reports Publishing page where the following fields are displayed:

o Logged in User (this will display the logged in user).
o FDS Who Failed to File Report (this will be a title field).
o Selection Criteria (this will be a title field).
o Reporting Year (this will be a dropdown field where a given year may be selected). Required Field

There will be a “Generate Reports” button displayed at the bottom of the fields, as well as, a “Delete Reports” button. (When the user presses the “Generate Reports” button it executes a command for the report to be displayed. A PDF link is then made available to the user to view the report). (See Appendix C)

When the user clicks the Who Filed Extension Report link they are taken to the BEGA Website Reports Publishing page where the following fields are displayed:

o Logged in User (this will display the logged in user).
o FDS Who Filed Extension Report (this will be a title field).
o Selection Criteria (this will be a title field).
o Reporting Year (this will be a dropdown field where a given year may be selected). Required Field

There will be a “Generate Reports” button displayed at the bottom of the fields, as well as, a “Delete Reports” button. (When the user presses the “Generate Reports” button it executes a command for the report to be displayed. A PDF link is then made available to the user to view the report). (See Appendix C)</td><td></td></tr>
<tr><td></td><td></td><td>Y</td></tr>
<tr><td>5.3.5.2.7</td><td>Letters and Mailing Labels
FDS Letters

When the user clicks the FDS Letters link they are taken to the BEGA FDS Letters page where the following fields are displayed:

o Logged in User (this will display the logged in user).
o FDS Letters (this will be a title field).
o Selection Criteria (this will be a title field).
o Reporting year (this will be a dropdown field where a given year may be selected). Required Field
o Agency (this will be a dropdown field of agencies, ANCs, and boards)
o Date
o Filers Without Email ID

There will be a “View Letters” button and a “View Email Letter” button below the aforementioned fields. The “View Letters” button when pressed by the user will execute a command that shows all letters to users based upon the selected criteria. (See Appendix B)

The “View Email Letter” when pressed will show the user the actual subject and body of the email without letter format to the user. (See Appendix B)</td><td>N</td></tr>
</table>

	A "View FDS Email Recipients List" button will appear at the bottom of the displayed email subject and body. When pressed, all recipients for that email will be displayed. **(See Appendix B)** A "Send FDS Letter Email to Recipients" button will be displayed below the email recipients list, which will send the email when pressed by the user.	
5.3.5.2.8	**Letters and Mailing Labels** FDS ANC Letters When the user clicks the FDS ANC Letters link they are taken to the BEGA FDS ANC Letters page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS ANC Letters (this will be a title field). o Selection Criteria (this will be a title field). o Reporting year (this will be a dropdown field where a given year may be selected). **Required Field** o Agency (this will be a dropdown field of agencies, ANCs, and boards) o Date o Filers Without Email ID There will be a "View Letters" button and a "View Email Letter" button below the aforementioned fields. The "View Letters" button when pressed by the user will execute a command that shows all letters to users based upon the selected criteria. **(See Appendix B)** The "View Email Letter" when pressed will show the user the actual subject and body of the email without letter format to the user. **(See Appendix B)** A "View FDS Email Recipients List" button will appear at the bottom of the displayed email subject and body. When pressed, all recipients for that email will be displayed. **(See Appendix B)** A "Send FDS Letter Email to Recipients" button will be displayed below the email recipients list, which will send the email when pressed by the user.	**N**
5.3.5.2.9	**Letters and Mailing Labels** FDS Candidate Letters When the user clicks the FDS Candidate Letters link they are taken to the BEGA FDS Candidate Letters page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS Candidate Letters (this will be a title field). o Selection Criteria (this will be a title field). o Reporting year (this will be a dropdown field where a given year may be selected). **Required Field** o Agency (this will be a dropdown field of agencies, ANCs, and boards) o Date o Filers Without Email ID There will be a "View Letters" button and a "View Email Letter" button below the aforementioned fields. The "View Letters" button when pressed by the user will execute a command that shows all letters to users based upon the selected criteria. **(See Appendix B)** The "View Email Letter" when pressed will show the user the actual subject	**N**

	and body of the email without letter format to the user. **(See Appendix B)** A "View FDS Email Recipients List" button will appear at the bottom of the displayed email subject and body. When pressed, all recipients for that email will be displayed. **(See Appendix B)** A "Send FDS Letter Email to Recipients" button will be displayed below the email recipients list, which will send the email when pressed by the user.	
5.3.5.2.10	**Letters and Mailing Labels** FDS Honorary Letters When the user clicks the FDS Honorary Letters link they are taken to the BEGA FDS Honorary Letters page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS Honorary Letters (this will be a title field). o Selection Criteria (this will be a title field). o Reporting year (this will be a dropdown field where a given year may be selected). **Required Field** o Agency (this will be a dropdown field of agencies, ANCs, and boards) o Date o Filers Without Email ID There will be a "View Letters" button and a "View Email Letter" button below the aforementioned fields. The "View Letters" button when pressed by the user will execute a command that shows all letters to users based upon the selected criteria. **(See Appendix B)** The "View Email Letter" when pressed will show the user the actual subject and body of the email without letter format to the user. **(See Appendix B)** A "View FDS Email Recipients List" button will appear at the bottom of the displayed email subject and body. When pressed, all recipients for that email will be displayed. **(See Appendix B)** A "Send FDS Letter Email to Recipients" button will be displayed below the email recipients list, which will send the email when pressed by the user.	**N**
5.3.5.2.11	**Letters and Mailing Labels** FDS Non Compliance Letters When the user clicks the FDS Non Compliance Letters link they are taken to the BEGA FDS Non-Compliance Letters page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS Non-Compliance Letters (this will be a title field). o Selection Criteria (this will be a title field). o Reporting year (this will be a dropdown field where a given year may be selected). **Required Field** o Agency (this will be a dropdown field of agencies, ANCs, and boards) o Date o Filers Without Email ID There will be a "View Letters" button and a "View Email Letter" button below the aforementioned fields. The "View Letters" button when pressed by the user will execute a command that shows all letters to users based upon the selected criteria. **(See Appendix B)**	**N**

	The "View Email Letter" when pressed will show the user the actual subject and body of the email without letter format to the user. **(See Appendix B)** A "View FDS Email Recipients List" button will appear at the bottom of the displayed email subject and body. When pressed, all recipients for that email will be displayed. **(See Appendix B)** A "Send FDS Letter Email to Recipients" button will be displayed below the email recipients list, which will send the email when pressed by the user.	
5.3.5.2.12	**Letters and Mailing Labels** FDS ANC Non Compliance Letters When the user clicks the FDS ANC Non Compliance Letters link they are taken to the BEGA FDS ANC Non-Compliance Letters page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS ANC Non-Compliance Letters (this will be a title field). o Selection Criteria (this will be a title field). o Reporting year (this will be a dropdown field where a given year may be selected). **Required Field** o Agency (this will be a dropdown field of agencies, ANCs, and boards) o Date o Filers Without Email ID There will be a "View Letters" button and a "View Email Letter" button below the aforementioned fields. The "View Letters" button when pressed by the user will execute a command that shows all letters to users based upon the selected criteria. **(See Appendix B)** The "View Email Letter" when pressed will show the user the actual subject and body of the email without letter format to the user. **(See Appendix B)** A "View FDS Email Recipients List" button will appear at the bottom of the displayed email subject and body. When pressed, all recipients for that email will be displayed. **(See Appendix B)** A "Send FDS Letter Email to Recipients" button will be displayed below the email recipients list, which will send the email when pressed by the user.	**N**
5.3.5.2.13	**Letters and Mailing Labels** FDS Candidate Non Compliance Letters When the user clicks the FDS Candidate Non Compliance Letters link they are taken to the BEGA FDS Candidate Non-Compliance Letters page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS Candidate Non-Compliance Letters (this will be a title field). o Selection Criteria (this will be a title field). o Reporting year (this will be a dropdown field where a given year may be selected). **Required Field** o Agency (this will be a dropdown field of agencies, ANCs, and boards) o Date o Filers Without Email ID There will be a "View Letters" button and a "View Email Letter" button below	**N**

	the aforementioned fields. The "View Letters" button when pressed by the user will execute a command that shows all letters to users based upon the selected criteria. **(See Appendix B)** The "View Email Letter" when pressed will show the user the actual subject and body of the email without letter format to the user. **(See Appendix B)** A "View FDS Email Recipients List" button will appear at the bottom of the displayed email subject and body. When pressed, all recipients for that email will be displayed. **(See Appendix B)** A "Send FDS Letter Email to Recipients" button will be displayed below the email recipients list, which will send the email when pressed by the user.	
5.3.5.2.14	**Letters and Mailing Labels** Mailing Labels When the user clicks the Mailing Labels link they are taken to the BEGA FDS Mailing Labels page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS Mailing Labels (this will be a title field). o Selection Criteria (this will be a title field). o Reporting year (this will be a dropdown field where a given year may be selected). **Required Field** There will be a "View Labels" button below the aforementioned fields. When pressed by the user, a command will be executed which shows mailing labels based on the selected year. **(See Appendix B)**	**N**
5.3.5.2.15	**Letters and Mailing Labels** Mailing Labels (Non-Compliance) When the user clicks the Mailing Labels (Non-Compliance) link they are taken to the BEGA FDS Non-Compliance Mailing Labels page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS Non-Compliance Mailing Labels (this will be a title field). o Selection Criteria (this will be a title field). o Reporting year (this will be a dropdown field where a given year may be selected). **Required Field** There will be a "View Labels" button below the aforementioned fields. When pressed by the user, a command will be executed which shows mailing labels based on the selected year. **(See Appendix B)**	**N**
5.3.5.2.16	**Letters and Mailing Labels** Mailing Labels (ANC Non-Compliance) When the user clicks the Mailing Labels (ANC Non-Compliance) link they are taken to the BEGA FDS ANC Non-Compliance Mailing Labels page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS ANC Non-Compliance Mailing Labels (this will be a title field). o Selection Criteria (this will be a title field). o Reporting year (this will be a dropdown field where a given year may be selected). **Required Field**	**N**

	There will be a “View Labels” button below the aforementioned fields. When pressed by the user, a command will be executed which shows mailing labels based on the selected year. **(See Appendix B)**	
5.3.5.2.17	**Letters and Mailing Labels** Mailing Labels (Candidate Non-Compliance) When the user clicks the Mailing Labels (Candidate Non-Compliance) link they are taken to the BEGA FDS Candidate Non-Compliance Mailing Labels page where the following fields are displayed: o Logged in User (this will display the logged in user). o FDS Candidate Non-Compliance Mailing Labels (this will be a title field). o Selection Criteria (this will be a title field). o Reporting year (this will be a dropdown field where a given year may be selected). **Required Field** There will be a “View Labels” button below the aforementioned fields. When pressed by the user, a command will be executed which shows mailing labels based on the selected year. **(See Appendix B)**	**N**
5.3.5.2.18	**Admin Tasks** Agency Details When the user clicks on the Agency Details link they are taken to the FDS Agency List page. All agencies, ANCs, Boards, and Commissions will be displayed along with their associated address. Each entity will be presented as a hyperlink. Clicking on the hyperlink will provide contact information for the entity and will allow the user to modify this information.	**N**
5.3.5.2.19	**Admin Tasks** Modify FDS Letters When the user clicks on the Modify FDS Letters link, they are taken to the BEGA Letter Maintenance page. The user will be able to modify the letter subject and the letter body.	**N**
5.3.5.2.20	**Admin Tasks** Modify FDS ANC Letters When the user clicks on the Modify FDS ANC Letters link, they are taken to the BEGA Letter Maintenance page. The user will be able to modify the letter subject and the letter body.	**N**
5.3.5.2.21	**Admin Tasks** Modify FDS Candidate Letters When the user clicks on the Modify FDS Candidate Letters link, they are taken to the BEGA Letter Maintenance page. The user will be able to modify the letter subject and the letter body.	**N**
5.3.5.2.22	**Admin Tasks**	**N**

	Modify FDS Honorary Letters When the user clicks on the Modify FDS Honorary Letters link, they are taken to the BEGA Letter Maintenance page. The user will be able to modify the letter subject and the letter body.	
5.3.5.2.23	**Admin Tasks** Modify FDS Non Compliance Letters When the user clicks on the Modify FDS Non Compliance Letters link, they are taken to the BEGA Letter Maintenance page. The user will be able to modify the letter subject and the letter body.	**N**
5.3.5.2.24	**Admin Tasks** Modify FDS ANC Non Compliance Letters When the user clicks on the Modify FDS ANC Non Compliance Letters link, they are taken to the BEGA Letter Maintenance page. The user will be able to modify the letter subject and the letter body.	**N**
5.3.5.2.25	**Admin Tasks** Modify FDS Candidate Non Compliance Letters When the user clicks on the Modify FDS Candidate Non Compliance Letters link, they are taken to the BEGA Letter Maintenance page. The user will be able to modify the letter subject and the letter body.	**N**
5.3.5.2.26	**Admin Tasks** Modify FDS Email Notifications When the user clicks on the Modify FDS Email Notifications link, they are taken to the FDS Email Notifications page. The user will be able to modify any Email ID, as well as, enable or disable any email notifications.	

6. Functional Requirements – Internal Systems – Lobbyist Filing System – Current

6.1 Lobbyist e-Filing – External User Role

Req ID	Requirements	Change Required? (Y/N)
6.2.1	After logging in the user is taken to the Main menu page where the following six (6) hyperlinks to provided functionality are present: • New Registration • Re-Registration • Campaign Contributions • Fine payments • Change Password • View/Edit Contact Information The user is also presented with a “My Registrations” section, which displays any of their registrations in tabular format. The table will provide the following fields: • Registrant Name • Client Name • Reporting Year • E-Filing • Status • Edit Registration (if applicable).	**N**

6.2.2	**New Registration**
	
	After clicking the “New Registration” link, the user is taken to the Lobbyist Registration screen to begin the registration process. The user is presented with the following fields:
	
	• Reporting Year
	• Lobbyist Category
	  • For-Profit ($250) – Button selector for Lobbyist Category
	
	  • Non-Profit ($50) – Button selector for Lobbyist Category
	• Name of Registrant
	• Registrant Type
	  • Lobbyist – Button selector for Registrant Type
	  • Lobbying Entity – Button selector for Registrant Type
	  • Client – Button selector for Registrant Type
	• Email
	• Daytime Telephone Number
	• Cellular Telephone Number
	• Street Address (Permanent Address field)
	• City (Permanent Address field)
	• State (Permanent Address field)
	• Zip Code (Permanent Address field)
	• Street Address (Temporary Address field)
	• City (Temporary Address field)
	• State (Temporary Address field)
		Y

	• Zip Code (Temporary Address field) After completion of the fields, the user clicks the "Save and Continue to next Step" button. The user is taken to **Screen 2 - Lobbyist Working for Registrant** (See Appendix D). Screen 2 will allow the user to add a new Lobbyist working for the Registrant. After the user moves from Screen 2 they are taken to **Screen 3- Client of Registrant** (See Appendix D). On this screen, the following is noted: *(when Registrant is a Lobbyist and/or Lobbying Entity)* ***Note:*** *Registrants must file a separate Lobbyist Registration Form and Lobbyist Activity Report for each client.* Completion of Screen 3, takes the user to **Screen 4 – Terms of Compensation** (See Appendix D). The user will be able to add their "Hourly", 'Annual Fee", and "Salary" information. The user will also be able to add their Duration of Engagement. Completion of Screen 4, takes the user to **Screen 5 – Lobbyist Matters(s)** (See Appendix D). The user will be able to add all matters on which they expect to lobby on behalf of their identified client as part of this registration. Submission of the information on Screen 5 takes the user to the **Review Registration** screen (See Appendix D), which allows them to view all input information. After the user reviews their registration, they are prompted to proceed to the Payment Screen to complete the registration. The **Payment Screen** (See Appendix D) is then made available to the user so that payment may be submitted and registration completed. Any required payment fields not completed will be flagged requiring the user to complete.	
6.2.3	**Re-Registration** The Re-registration screen will allow the user to re-register given they have any active registrations.	**N**
6.2.4	**Campaign Contributions** The Campaign Contributions screen will present the user with the following sections: • File a New Report • Resume Filing • File an Amendment • View Previously Filed Reports The **File a New Report** section allows the user to view a new report; a not	**N**

	previously submitted a report(s); or reports that the user has begun filing, but has not submitted.	

6.2 Lobbyist e-Filing – Administrator Role

Req ID	Requirements	Change Required? (Y/N)
6.3.1	**User Registrations** User registration functionality will be made available via the Admin Menu where the user may create new users or search for registered users (See Appendix E). Clicking the **User Registration Link**, the user is taken to the Lobbyist User Registration screen (See Appendix E). The following fields are made available: o Name of Registrant (Text field for name of registrant) o E-mail (Text Field for email address) o Street Address (Text field for street address) o City (Text field for city name) o State (Dropdown list populated with states) o Zip Code (Text field for zip code) o Cellular Telephone Number (Text field for cellular number) Two (2) buttons, “Register” and “Cancel” o Pressing the “Register” button registers the registrant user. o Pressing the “Cancel: button returns the user to the previous screen. Clicking the **Search Registered Users Link** sends the user to the Search Registered Users screen (See Appendix E). o Registered users will be displayed in table format with the following fields: “Registrant Name”, “Username”, “Password”, “PIN Number”. o Registrant Names will be provided as links to a form with all registrant contact information. o A search field will be made available at the top of the page. Typing in and entering a name will retrieve Registrant information if applicable. o “Search” and “Cancel” buttons will be provided. • When the user presses the “Search” button a command is executed which searched for whichever user that has been placed in the search box. • When the user presses the “Cancel” button, they are returned to the previous screen.	**Y**
6.3.2	**Registrations / Filings** Clicking the Registrations / Filings link, the user is taken to the “Search Lobbyist” screen (See Appendix E).	**Y**

	The following search fields will be provided: • Filing Year – (text Field) • Registered User – (text Field) • Name of Registrant (Lobbyist/Lobbying Entity/Client) – (Text field) Two (2) buttons are provided below the search fields to execute the search: • Search (will execute the search command when pressed) • Cancel (will return the user to the previous screen) Search results will be provided in table format (See Appendix E) with the following fields: • Registered User • Registrant Name (Hyperlink to provide registrant/client contact information). • Permanent Address • Payment Received • File (hyperlink to file an Activity Report)	
6.3.3	**Manage Letters** The Manage Letters screen will provide the user with three (3) options for: • Managing Letter Text • Generate Reminder Letters, Mailing Labels and Email • Generate Non-Compliance Reminder letters, Mailing Labels and Email Each option will provide a hyperlink to the respective screen used to execute that specific functionality. • The Manage Letter Text screen (See Appendix E) allows the user to update form letters, which are sent to registrants. • The Generate Reminder Letters, Mailing Labels and Email screen (See Appendix E) allows the user, based on the criteria of selected reports and associated letters to Generate Reminder Letters, Generate Mailing Labels for associated registrants, and Generate Emails for delivery to associated registrants. • The Generate Non-Compliance Reminder letters, Mailing Labels and Email screen (See Appendix E) Generate Non-Compliance Letters, Generate Mailing Labels for associated registrants, and Generate Emails for delivery to associated registrants.	**Y**
6.3.4	**Reports** The Manage Reports screen will provide the user with three (3) options for: • Registration Report	**N**

	• Filers Report
	• Non-Filers Report
	
	Each option will provide a hyperlink to the respective screen used to execute that specific functionality.
	
	• The Registration Report (See Appendix E) will be used to view the Registration Report. The following fields will be available in the report:
	  ◦ Registered Users
	  ◦ Registrant Name
	  ◦ Client Name
	  ◦ Address
	  ◦ Email
	
	• The Filers Report (See Appendix E) will be used to view the Filers Report. The following fields will be available in the report:
	  ◦ Registered User
	  ◦ Registrant Name
	  ◦ Client Name
	  ◦ Email
	
	• The Non-Filers Report (See Appendix E) will be used to view the Non-Filers Report. The following fields will be available in the report:
	  ◦ Registered User
	  ◦ Registrant Name
	  ◦ Client Name
	  ◦ Email	

6.3.5	**Payments**
	
	The Manage Payments screen will provide the user with four (4) options for:
	
	• Make a Payment
	• View Payments
	• Lobbyist Registration Fees
	• Lobbyist Late Fines
	
	Each option will provide a hyperlink to the respective screen used to execute that specific functionality.
	
	• The Make a Payment screen (See Appendix E) will allow the user to make a payment. The following fields will be available:
	  ◦ Payment Description
	  ◦ Amount to Charge
	  ◦ Card Type
	  ◦ Card Number
	  ◦ Name on Card
	  ◦ Expiration (Month/Year)
		Y

<table>
<tr><td></td><td>
Card Security Code
The View Payments screen (See Appendix E) will allow the user to view payments, which have been made. The following fields will be available:
Description
Description (in results table).
Amount (in results table).
Date Submitted (in results table).
Status (in results table).
Payment Method (in results table).
The Lobbyist Registration Fees screen (See Appendix E) will allow the user to view Lobbyist Registration Fees. The following fields will be available:
From Date
To Date
Registrant Name (in results table).
Client Name (in results table).
Reporting year (in results table).
Amount (in results table).
Receipt Date (in results table).
The Lobbyist Late Fines screen (See Appendix E) will allow the user to view Lobbyist Late Fines. The following fields will be available:
Select a Report (dropdown reports list).
Registrant Name (in results table).
Client Name (in results table).
Amount (in results table).
Receipt Date (in results table).
</td><td></td></tr>
<tr><td>6.3.6</td><td>
Fine Payments

The Fine Payments screen will provide a link to Non-Filers Fine payments. This provides the user with functionality to view/override Non-Filers’ fine amounts.
The Non-Filers Payment Screen (See Appendix E) will provide the following fields:
Reporting Period (dropdown list of Reporting Periods).
Registrant Name (in results table).
Submit Date (in results table).
Late By (days) – (in results table).
Fine Amount (in results table).
Overrided Amount (in results table).
Fine Paid (in results table).
Override (link to Override function).
Pay Now (link to Payment function).
</td><td>Y</td></tr>
</table>

6.3.7	**Help Contents** The Help Contents screen will provide the user with two (2) options for: • Manage Help Contents – LOB • Manage Help Contents – FDS The Manage Help Contents – LOB screen (See Appendix E) will present all Help text subject areas made available to Lobbyist users and allow that text to be modified. The Manage Help Contents – FDS screen (See Appendix E) will present all Help text subject areas made available to FDS users and allow that text to be modified.	**N**
6.3.8	**Training Videos** The Manage Training Videos & PowerPoint screen (See Appendix E) will provide the following fields and information: • Public Display Name (name that will be displayed to the Public). • Upload PowerPoint (allows user to upload PowerPoint file). • Upload Video Zip file (allows user to upload a compressed video file). • BEGA Lobbyist Filing & Reporting Training (link to uploaded training video(s)). • Video Zip File Creation Instructions (provides the user with step-by-step instructions necessary to create the compressed file).	**N**
6.3.9	**Manage Holidays** The Manage Holidays screen (See Appendix E) allows the user to input DC Government holidays. The following fields are presented to the user: • Holiday Date • Holiday Title • Search by Year • Holiday Date (in results table…provides link to submitted holiday for user modification to the record). • Holiday Title (in results table).	**N**
6.3.10	**Email Logs** The Email Logs Screen (See Appendix E) will provide the user with hyperlinks to a list of all email subjects, which have been sent to external users. Email Log Details will provide the following: • Email Subject • Email Body • Recipient Information: • Registered User (in table results). • Registrant Name (in table results).	**Y**

	• Client Name/FDS ID (in table results). • Email ID (in table results). • Mail Sent Date & Time (in table results). • Status (in table results).	

7. Functional Requirements – BEGA e-Filing System (Public Facing) – Enhancements & New

Req ID	Requirements	New Req.? (Y/N)	Referenced Req.
7.1	All Services should be removed from the navigation pane when redundant on the page.	Y	General
7.2	Lobbyist year search criteria should end at 2012.	Y	4.1.2
7.3	Committee Name should be changed to lobbyist…Searchable field by letter is needed. Download data (data dump csv/excel required)	Y	4.1.5
7.4	Change Committee name to Lobbyist Name…Change Comp Registrant to Comp Registrant/Client	Y	4.1.5.1
7.5	Searchable field for filer name needed similar to lobbyist as stated in Req. 7.3.	Y	4.1.5.2
7.6	Change date fields to dropdown calendar.	Y	4.3.1.1
7.7	Change Filer Types to ANC, Candidate, Public Official	Y	4.3.1.1
7.8	Change title heading to 'Lobbyist Registration & Activity Reports"	Y	4.4.1
7.9	REMOVE ALL LOBBYIST INFORMATION FROM PUBLIC-FACING FDS SYSTEM.	Y	General
7.10	All Lobbyist data prior to 2012 will be archived.	Y	General
7.11	A download link to download Lobbyist data prior to 2012 will be placed on any newly developed Lobbyist application.	Y	General
7.12	Search results should also return any associated e-filed documents when a search for Registration Statements or Activity Reports is performed.	Y	4.4.3
7.13	Add "Agency" field.	Y	4.5.2
7.14	Add searchable field where results are identified as each letter is typed.	Y	4.5.2
7.15	Allow sort by Agency.	Y	4.5.5
7.16	Combine Lobbyist Activity and Communication results,	N	4.6.4
7.17	Combine Lobbyist Activity and Communication results,	N	4.6.4.2
7.18	Remove all Lobbyist reports from the FDS system.	Y	4.7.1
7.19	Change "BEGA" to "FDS Reports and Summaries".	N	4.7.1
7.20	Remove all narrative text on page.	Y	4.7.1
7.21	Remove Lobbyist reports.	Y	4.7.2
7.22	All narrative text must be revised.	N	4.7.3

8. Functional Requirements – Internal Systems – Financial Disclosure Filing System – Enhancements & New

Req ID	Requirements	New Req.?	Referenced

		(Y/N)	Req.
8.1	User should log in user their Employee ID and LDAP password.	Y	5.1.1
8.2	User should be able to modify own information(position) instead of contacting BEGA.	Y	5.2.2
8.3	Agency field will be a populated dropdown list.	Y	5.2.2
8.4	“Former Agency Name” will be an agency dropdown list.	Y	5.2.2
8.5	‘Yes/No” should be on question page.	Y	5.2.2
8.6	A selection of “Yes” takes user to next screen to add information.	Y	5.2.2
8.7	REMOVE option to View/Modify employee information.	Y	5.2.3
8.8	Role based access required.	Y	5.3.1
8.9	Super Administrator role needed to add new letters to the system.	Y	5.3.1
8.10	Administrator should have document upload capability.	Y	5.3.1
8.11	Remove all Lobbyist Information.	Y	5.3.5
8.12	Remove links on navigation bar.	Y	5.3.5
8.13	Remove Imaging System links and functionality.	Y	5.3.5
8.14	Dropdown list required for all Registration, Reports, Letters and Mailing Labels, and Admin Tasks.	Y	5.3.5.2
8.15	Allow user to filter labels by agency.	Y	5.3.5.2.14

9. Functional Requirements – Internal Systems – Lobbyist Filing System – Enhancements & New

Req ID	Requirements	New Req.? (Y/N)	Referenced Req.
9.1	A dropdown list should be provided for Reporting Year, Lobbyist Category, and Registrant Type.	Y	6.2.2
9.2	New Registrants should be able to access registrant name information from the BEGA home page.	Y	6.3.1
9.3	Registration year should be provided as a dropdown.	Y	6.3.1
9.4	Registration year should not exceed the current registration year.	Y	6.3.1
9.5	Client field should associate the registrant with the client.	Y	6.3.1
9.6	“Add New” functionality required as part of dropdown listing all previously registered clients.	Y	6.3.1
9.7	Only one registrant detail should be retrieved when selected.	Y	6.3.2
9.8	Add “Registrant Name” and “Client”. REMOVE “Registered User”.	Y	6.3.2
9.9	User will be able to upload documents.	Y	6.3.3
9.10	Checking account information is required.	Y	6.3.5
9.11	Total Amount should also show total amount by reporting year.	Y	6.3.5
9.12	Add note column to report.	Y	6.3.6
9.13	Search by user functionality should be required.	Y	6.3.6
9.14	Search by user functionality should be required.	Y	6.3.10
9.15	FDS and Lobbyist logs must be separated.	Y	6.3.10

10. Appendix B: FDS – Images of Letters and Mailing Labels

The following images are of letters and mailing labels currently generated by system administrators for both Lobbyist and Financial Disclosure Statement (FDS) Filers.

LOBBYIST LETTERS AND MAILING LABELS

GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Office of Government Ethics

August 02, 2016

AARP
AARP
601 E St., NW, Suite A1-200
Washington, DC 20049

RE: Transfer of Lobbyist Reporting Program

This letter is to inform you that you are no longer required to file your lobbyist registration and activity reports (OCF Forms 25 &26) with the Office of Campaign Finance.

Pursuant to the "Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Amendment Act of 2011" (the Ethics Act of 2011" or the Act"), the Office of Campaign Finance is no longer responsible for the enforcement of the lobbyist reporting program which was formerly administered in accordance of D.C. Official Code Sections 1-1105.04 & 1-1105.05.

The Ethics Act of 2011 prescribes that the authority of the OCF to require the filing of the lobbyist registration and activity reports has been repealed. The Act establishes the District of Columbia Board of Ethics and Government Accountablity (BEGA), effective October 1, 2012, as the repository for the filing of the lobbyist reports. The Act requires that the registration report continue to be filed on January 15th and the activity reports be filed on January 10th & July 10th commencing in 2013. The Board of Ethics (www.bega.dc.gov) is located at 441 4th Street, NW, Washington, D.C., Suite 830 South and can be reached by telephone at (202) 481-3411 or email, bega@dc.gov. BEGA has informed us that new registration forms and activity report forms will be posted on their website, or may be picked up at their offices. Electronic filing will not be immediately available, so all forms must be manually completed and submitted for processing by BEGA. In no way does the change to the law relieve lobbyists from filing their registration forms and activity reports. Only the receiving entity has changed.

Thank you for your cooperation and due diligence in filing your lobbyist reports in previous years. If you have any questions, please contact Wesley Williams, Public Affairs Manager at (202) 671-0551 or wesleyw.williams@dc.gov.

Sincerely,

DARRIN P. SOBIN
Director of Government Ethics
Board of Ethics and Government Accountability

441 4th Street, N.W., Suite 830 South, Washington, D.C. 20001, Tel. (202) 481-3411

Lobbyist Letters (Fig. 1)

Lobbyist Non Compliance Letters (Fig. 2)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Office of Government Ethics

August 02, 2016

American Management Corporation
Enhanced Capital Partners, Inc.
1455 Pennsylvania Avenue NW
Washington, DC 20004

RE: Transfer of Lobbyist Reporting Program

A review of our records reflect that you may have failed to file the January 10th, 2012 Lobbyist Activity Report (covering the period of July 2011 through December 2011), as required by the District of Columbia Campaign Finance Reform and Conflict of Interest Act of 1974, as amended (the Act), D.C. Official Code §1-1101.01 et seq. (2001 Edition).

D.C. Official Code §1-1105.05(a) requires each registrant to file bi-annually, within the first 10 days of January and July, a sworn report concerning his or her lobbying activities during the previous six month period. If the registrant is not an individual, an authorized officer or agent must sign the form. In addition, a separate activity report must be filed for each person from whom a registrant receives compensation. Finally, when a registrant ceases lobbying activities, the Office of Campaign Finance must be notified within fifteen (15) days of discontinuance of those activities.

Your apparent failure to file this report may result in the referral of this matter for an informal hearing, and the imposition of civil penalties. Therefore, please file the January 10th, 2012 Lobbyist Activity Report on or before Tuesday, February 14, 2012.

The Electronic Filing and Reporting System (EFRS) is currently available via our website (www.ocf.dc.gov) for the electronic submission of OCF Form 26, the "Lobbyist Activity Reporting Form" (Activity Report). An electronic submission of the Activity Report is considered timely filed if submitted by midnight of the prescribed filing date. Further you may now file electronically without the obligation of providing a signed copy of the report by certifying it with a PIN number. Below you will find the necessary information to file on line at our website. Please use the login ID and password to enter the electronic filing system. The PIN number will be used once you have completed your report and are ready to certify the final submission.

Be advised that utiling the EFRS for the January 10th Report is optional at this time. If you wish to file on paper, you may download OCF Form 26 from our website under "Downloadable Forms".

If you have any questions regarding this matter, please contact Sonya Lake, Public Affairs Specialist, at (202) 671-0555 or sonya.lake@dc.gov.

Sincerely,

DARRIN P. SOBIN
Director of Government Ethics
Board of Ethics and Government Accountability

441 4th Street, N.W., Suite 830 South, Washington, D.C. 20001, Tel. (202) 481-3411

Lobbyist Registration Fee Non Compliance Letters (Fig.3)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Office of Government Ethics

August 02, 2016

Pepco Energy Services
Pepco Energy Services
1300 North 17th Street, Suite 1600,
Arlington, VA 22209

NOTICE OF NON-COMPLIANCE, FAILURE TO PAY THE REGISTRATION FEES FOR 2012

Dear Registrant:
This is to indicate that you have not paid the Registration fee. Pls pay the fees.

Login Details

Login ID	:	**PESEnergyServic**
Password	:	**1600N17th**
PIN	:	**9196**

441 4th Street, N.W., Suite 830 South, Washington, D.C. 20001, Tel. (202) 481-3411

Mailing Labels (Fig. 4)

AARP
AARP
601 E St. NW Suite A1-200
Washington, DC 20049

Albers & Company
Kool Smiles
1655 North Fort Myer Drive - Suite 700
Arlington, VA 22209

ABC of Metro Washington
ABC of Metro Washington
4061 Powder Mill Road #120
Calverton, MD 20705

Albers & Company
Lilly USA, LLC
1655 North Fort Myer Drive - Suite 700
Arlington, VA 22209

ACS State & Local Solutions
ACS State & Local Solutions
1800 M St NW Suite 700
Washington, DC 20036

Altria Client Services, Inc. and its Affliates
Altria Client Services, Inc. and its Affiliates
101 Constitution Avenue NW Suite 400-W
Washington, DC 20001

Aetna Insurance Company
Aetna Insurance Company
Mail Stop U13N 980 Jolly Rd.
Blue Bell, PA 19422

American Beverage Association
American Beverage Association
1101 16th Street NW
Washington, DC 20036

AFLAC
AFLAC
1932 Wynnton Rd.
Columbus, GA 31999

American Civil Liberties Union of the National Capital Area
American Civil Liberties Union of the National Capital Area
4301 Connecticut Ave. #434
Washington, DC 20008

Albers & Comapny
Fresenius Medical Care
1655 North Fort Myer Drive Suite 700
Arlington, VA 22209

American Coatings Association
American Coatings Association
1500 Rhode Island Ave. NW.
Washington, DC 20005

Mailing Labels (Non-Compliance) (Fig. 5)

Arent Fox LLP
Wash. Drama Society, Inc., dba Arena Stage
1050 Connecticut Avenue NW
Washington, DC 20036

Arent Fox LLP
Council on Foreign Relations
1050 Connecticut Avenue NW
Washington, DC 20036

Arent Fox LLP
Shakespeare Theatre
1050 Connecticut Avenue NW
Washington, DC 20006

Blues Alley Jazz, LLC
Blues Alley Jazz, LLC
1073 Wisconsin Avenue NW
Washington, DC 20007

Capitol Outdoor, Inc.
Capitol Outdoor, Inc./ John Polis
3286 M Street NW
Washington, DC 20007

Carmen Group Incorporated
Citelum DC LLC
1899 Pennsylvania Avenue NW 4th Floor
Washington, DC 20006

Carmen Group Incorporated
United Negro College Fund
1899 Pennsylvania Avenue NW 4th Floor
Washington, DC 20006

Carmen Group Incorporated
Monumental Sports & Entertainment
1899 Pennsylvania Avenue NW 4th Floor
Washington, DC 20006

Claude E. Bailey, Esq.
Uber Technologies, Inc.
575 7th St. NW
Washington, DC 20004

Close Up Foundation
Close Up Foundation
1330 Braddock Place Suite 400
Alexandria, VA 22314

Consumer Data Industry Association
Consumer Data Industry Association
1090 Vermont Avenue NW Ste 200
Washington, DC 20005

Council on Foreign Relations
Council on Foreign Relations
1777 F Street NW Suite 100
Washington, DC 20006

Registration Fee Mailing Labels (Non Compliance) (Fig.6)

Pepco Energy Services Pepco Energy Services 1300 North 17th Street Suite 1600 Arlington, VA 22209	Group 360, LLC ESA 718 7th St. NW. Ste.310 Washington, DC 20001
Potomac Electric Power Company Potomac Electric Power Company 701 Ninth St. NW. Washington, DC 20068	Group 360, LLC Medstar Health 718 7th St. NW. Ste.310 Washington, DC 20001
PEPCO Holdings, Inc. PEPCO Holdings, Inc. 701 Ninth Street NW Washington, DC 20068	Group 360, LLC PCG 718 7th St. NW. Ste.310 Washington, DC 20001
Mary Eva Candon Altria Client Services, Inc. 2122 California Street NW #562 Washington, DC 20008	Group 360, LLC ZipCar 718 7th Street NW Washington, DC 20001
The George Washington University The George Washington University 2121 Eye St. NW Washington, DC 20052	Group 360, LLC Corrections Corp. of America 718 7th St. NW. Ste.310 Washington, DC 20001
Group 360, LLC Xerox Business Services, LLC and I&S Affilates (formerly ACS) 718 7th Street NW #310 Washington, DC 20001	Group 360, LLC MTM Inc. 718 7th St. NW. Ste.310 Washington, DC 20001

FINANCIAL DISCLOSURE STATEMENT LETTERS AND MAILING LABELS

FDS Letters (Fig. 7)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Office of Government Ethics

August 02, 2016

Ralph Burns
Commissioners
DC Taxicab Commission
51 Q Street, NE
Washington, DC 20002

2016 Financial Disclosure Instructions and Login Information for Employees

Dear Mr. Burns:

FILING REMINDER

Welcome to the 2016 Filing Season!

You are receiving this letter because you have been identified by your agency, board or commission, as a "Public Official." This means that for thirty (30) days or more in the calendar year 2015 you were one of the following:

a. A subordinate agency head in a position designated as within the Executive Service;
b. A statutory office holder, such as the Mayor, Chairman, Councilmember or the Attorney General;
c. A members of a specific Board and Commission, pursuant to D.C. Official Code, Section 1-523.01(e) (Please see the full list of these Boards and Commissions on BEGA's website if you have questions); or
d. A District of Columbia employee who has a salary of $101,296 or more AND who makes decisions or participates substantially in areas of contracting, procurement, administration of grants or subsidies, developing policies, land use planning, inspecting, licensing, regulating, or auditing, or acts in areas of responsibility that may produce a conflict of interest or appearance of a conflict of interest.

You are required to file a Public Financial Disclosure Statement for the previous calendar year with our office, the Board of Ethics and Government Accountability ("BEGA"), by Monday, May 16, 2016.

How to File
You must electronically file your Public Financial Disclosure Statement using the newly simplified, user-friendly, BEGA Electronic Filing and Reporting System at: https://efiling.bega-dc.gov/efs_forms/login.asp. The electronic filing system is also accessible through our website (www.bega-dc.gov). Your login information for the electronic filing system is below. If you misplace your PIN number, please contact this Office to obtain a new PIN so that you may properly certify your electronic submission.

It is important to remember that this filing requirement is mandatory and that BEGA will take enforcement action against all those who do not comply.

Questions
Filing instructions, including applicable definitions, can be found on page one of the electronic form, and a full training on Financial Disclosure filing, as well as answers to Frequently Asked Questions (FAQs) are available on the BEGA website at: http://www.bega-dc.gov/financial-disclosure-forms. Should you have any questions concerning electronic filing or your reporting obligations, please contact: Jessica Dillion at (202) 481-3447, or jessica.dillion@dc.gov or email the BEGA Financial Disclosure mailbox at bega-fds@dc.gov.

441 4th Street, N.W., Suite 830 South, Washington, D.C. 20001, Tel. (202) 481-3411

FDS Letter – Email/Subject Body (Fig. 8)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Ethics and Government Accountability

Subject: 2016 Financial Disclosure Instructions and Login Information for Employees

FILING REMINDER

Welcome to the 2016 Filing Season!

You are receiving this letter because you have been identified by your agency, board or commission, as a "Public Official." This means that for thirty (30) days or more in the calendar year 2015 you were one of the following:

a. A subordinate agency head in a position designated as within the Executive Service; b. A statutory office holder, such as the Mayor, Chairman, Councilmember or the Attorney General; c. A member of a specific Board and Commission, pursuant to D.C. Official Code, Section 1-523.01(e) (Please see the full list of these Boards and Commissions on BEGA's website if you have questions); or d. A District of Columbia employee who has a salary of $101,296 or more AND who makes decisions or participates substantially in areas of contracting, procurement, administration of grants or subsidies, developing policies, land use planning, inspecting, licensing, regulating, or auditing, or acts in areas of responsibility that may produce a conflict of interest or appearance of a conflict of interest.

You are required to file a Public Financial Disclosure Statement for the previous calendar year with our office, the Board of Ethics and Government Accountability ("BEGA"), by Monday, May 16, 2016.

How to File You must electronically file your Public Financial Disclosure Statement using the newly simplified, user-friendly, BEGA Electronic Filing and Reporting System at: https://efiling.bega-dc.gov/efs_forms/login.asp. The electronic filing system is also accessible through our website (www.bega-dc.gov). Your login information for the electronic filing system is below. If you misplace your PIN number, please contact this Office to obtain a new PIN so that you may properly certify your electronic submission.

It is important to remember that this filing requirement is mandatory and that BEGA will take enforcement action against all those who do not comply.

Questions Filing instructions, including applicable definitions, can be found on page one of the electronic form, and a full training on Financial Disclosure filing, as well as answers to Frequently Asked Questions (FAQs) are available on the BEGA website at: http://www.bega-dc.gov/financial-disclosure-forms. Should you have any questions concerning electronic filing or your reporting obligations, please contact: Jessica Dillion at (202) 481-3447, or jessica.dillion@dc.gov or email the BEGA Financial Disclosure mailbox at bega-fds@dc.gov.

Auto Mailer,
Board of Ethics and Government Accountability

FDS Letter-Email Recipients (Fig. 9)

BEGA FDS Letter to Email Recepients

Logged in User: **Sandra Peterson** Main Menu | Logout

Step 2: View Email Recipients

Sort By: Registrant ID | Registrant Name **Order:** Ascending | Descending

Registrant ID	Registrant Name	Agency Name	Email Id
FDSOOO159751	Burns, Ralph	DC Taxicab Commission	ralph.burns@dc.gov
FDSOOO159752	Cohn, Paul	DC Taxicab Commission	pcohn@capitalrestaurants.com
FDSOOO159753	Crocker, Cyril	DC Taxicab Commission	crocker.cyril@gmail.com
FDSOOO159754	Ferguson, Elliott	DC Taxicab Commission	elliott.ferguson@destinationdc.com
FDS000151284	McInnis, Sharon	DC Taxicab Commission	sharon.mcinnis@dc.gov
FDSOOO159755	Muhammad, Anthony	DC Taxicab Commission	adcmuhammad@hotmail.com
FDS000151282	Rogers, Eric	DC Taxicab Commission	eric.rogers@dc.gov
FDSOOO151286	Scott, John	DC Taxicab Commission	john.scott4@dc.gov
FDS000151287	Starks, Dennis	DC Taxicab Commission	dennis.starks2@dc.gov
FDSOOO159756	Tapscott, Stanley	DC Taxicab Commission	tap2762@msn.com

Page 1 of 1 **Total Records : 10**

Send FDS Letter Email to Recepients >>

FDS ANC Letters (Fig.10)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Office of Government Ethics

August 02, 2016

Kathleen Crowley
Advisory Neighborhood Commissioner
ANC 4C
445 Quincy Street NW
Washington, DC 20011

2016 Financial Disclosure Instructions and Login Information for Candidates and Advisory Neighborhood Commissioners

Dear Crowley:

FILING REMINDER

Welcome to the 2016 Filing Season!

You are receiving this letter because you were an Advisory Neighborhood Commissioner or a Candidate for election in the District of Columbia for thirty (30) days or more in the calendar year 2015. Pursuant to D.C. Official Code Section 1-1162.24(a)(3)(A), effective February 26, 2015, all District of Columbia Advisory Neighborhood Commissioners and candidates are only required to file a short Financial Disclosure Certification form with the Board of Ethics and Government Accountability ("BEGA"). This letter is intended to assist you in fulfilling your filing requirements.

A Public Financial Disclosure Certification simply certifies that you are in compliance with your legal obligations as a government official (i.e., have not accepted money from prohibited sources, have not been offered bribes, etc.). This Certification will be filed publicly with BEGA, and must be filed by Friday May 27th , 2016.

How to File
You must electronically file your Certification form using the newly updated, user-friendly, BEGA Electronic Filing and Reporting System at: https://efiling.bega-dc.gov/efs_forms/login.asp. The electronic filing system is also accessible through our website (www.bega-dc.gov). Your login information for the electronic filing system is below. If you misplace your PIN number, please contact this Office to obtain a new PIN so that you may properly certify your electronic submission.

It is important to remember that this filing requirement is mandatory and that BEGA must take enforcement action against all those who do not comply.

Questions
Filing instructions, including applicable definitions, can be found on page one of the electronic form, and a full training on Financial Disclosure filing, as well as answers to Frequently Asked Questions (FAQs) are available on the BEGA website at: http://www.bega-dc.gov/financial-disclosure-forms. Should you have any questions concerning electronic filing or your reporting obligations, please contact: Jessica Dillion at (202) 481-3447, or email the BEGA Financial Disclosure mailbox at bega-fds@dc.gov.

441 4th Street, N.W., Suite 830 South, Washington, D.C. 20001, Tel. (202) 481-3411

FDS ANC Letter – Email/Subject Body (Fig. 11)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Ethics and Government Accountability

Subject: 2016 Financial Disclosure Instructions and Login Information for Candidates and Advisory Neighborhood Commissioners

FILING REMINDER

Welcome to the 2016 Filing Season!

You are receiving this letter because you were an Advisory Neighborhood Commissioner or a Candidate for election in the District of Columbia for thirty (30) days or more in the calendar year 2015. Pursuant to D.C. Official Code Section 1-1162.24(a)(3)(A), effective February 26, 2015, all District of Columbia Advisory Neighborhood Commissioners and candidates are only required to file a short Financial Disclosure Certification form with the Board of Ethics and Government Accountability ("BEGA"). This letter is intended to assist you in fulfilling your filing requirements.

A Public Financial Disclosure Certification simply certifies that you are in compliance with your legal obligations as a government official (i.e., have not accepted money from prohibited sources, have not been offered bribes, etc.). This Certification will be filed publicly with BEGA, and must be filed by Friday May 27th, 2016.

How to File You must electronically file your Certification form using the newly updated, user-friendly, BEGA Electronic Filing and Reporting System at: https://efiling.bega-dc.gov/efs_forms/login.asp. The electronic filing system is also accessible through our website (www.bega-dc.gov). Your login information for the electronic filing system is below. If you misplace your PIN number, please contact this Office to obtain a new PIN so that you may properly certify your electronic submission.

It is important to remember that this filing requirement is mandatory and that BEGA must take enforcement action against all those who do not comply.

Questions Filing instructions, including applicable definitions, can be found on page one of the electronic form, and a full training on Financial Disclosure filing, as well as answers to Frequently Asked Questions (FAQs) are available on the BEGA website at: http://www.bega-dc.gov/financial-disclosure-forms. Should you have any questions concerning electronic filing or your reporting obligations, please contact: Jessica Dillion at (202) 481-3447, or email the BEGA Financial Disclosure mailbox at bega-fds@dc.gov.

Auto Mailer,
Board of Ethics and Government Accountability

FDS ANC Letter-Email Recipients (Fig. 12)

BEGA FDS Letter to Email Recepients

Logged in User: **Sandra Peterson** Main Menu | Logout

Step 2: View Email Recepients

Sort By: Registrant ID | Registrant Name **Order:** Ascending | Descending

Registrant ID	Registrant Name	Agency Name	Email Id
FDSOOO164388	Irwin, Elisa	ANC 4C	4C03@anc.dc.gov
FDSOOO162749	Jones, Timothy A.	ANC 4C	4C08@anc.dc.gov
FDSOOO162752	Martin, Joseph	ANC 4C	4C09@anc.dc.gov
FDS000164438	Uqdah, Taalib-Din	ANC 4C	4C01@anc.dc.gov

Page 1 of 1 Total Records : 4

Send FDS Letter Email to Recepients >>

FDS Candidate Letters (Fig. 13)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Office of Government Ethics

August 02, 2016

G. Lee Aikin
Candidate
Candidate
1754 Swann Street, NW
Washington, DC 20009

2016 Financial Disclosure Instructions and Login Information for CANDIDATES

Dear Mr. Aikin:

FILING REMINDER

Welcome to the 2016 Filing Season!

You are receiving this letter because you were an Advisory Neighborhood Commissioner or a Candidate for election in the District of Columbia for thirty (30) days or more in the calendar year 2015. Pursuant to D.C. Official Code Section 1-1162.24(a)(3)(A), effective February 26, 2015, all District of Columbia Advisory Neighborhood Commissioners and Candidates are only required to file a short Financial Disclosure Certification form with the Board of Ethics and Government Accountability ("BEGA"). This letter is intended to assist you in fulfilling your filing requirements.

A Public Financial Disclosure Certification simply certifies that you are in compliance with your legal obligations as a government official (i.e., have not accepted money from prohibited sources, have not been offered bribes, etc.). This Certification will be filed publicly with BEGA, and must be filed by Friday May 27th , 2016.

How to File
You must electronically file your Certification form using the newly updated, user-friendly, BEGA Electronic Filing and Reporting System at: https://efiling.bega-dc.gov/efs_forms/login.asp. The electronic filing system is also accessible through our website (www.bega-dc.gov). Your login information for the electronic filing system is below. If you misplace your PIN number, please contact this Office to obtain a new PIN so that you may properly certify your electronic submission.

It is important to remember that this filing requirement is mandatory and that BEGA must take enforcement action against all those who do not comply.

Questions
Filing instructions, including applicable definitions, can be found on page one of the electronic form, and a full training on Financial Disclosure filing, as well as answers to Frequently Asked Questions (FAQs) are available on the BEGA website at: http://www.bega-dc.gov/financial-disclosure-forms. Should you have any questions concerning electronic filing or your reporting obligations, please contact: Jessica Dillion at (202) 481-3447, or email the BEGA Financial Disclosure mailbox at bega-fds@dc.gov.

441 4th Street, N.W., Suite 830 South, Washington, D.C. 20001, Tel. (202) 481-3411

FDS Candidate Letter – Email/Subject Body (Fig. 14)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Ethics and Government Accountability

Subject: 2016 Financial Disclosure Instructions and Login Information for Employees

FILING REMINDER

Welcome to the 2016 Filing Season!

You are receiving this letter because you have been identified by your agency, board or commission, as a "Public Official." This means that for thirty (30) days or more in the calendar year 2015 you were one of the following:

a. A subordinate agency head in a position designated as within the Executive Service; b. A statutory office holder, such as the Mayor, Chairman, Councilmember or the Attorney General; c. A member of a specific Board and Commission, pursuant to D.C. Official Code, Section 1-523.01(e) (Please see the full list of these Boards and Commissions on BEGA's website if you have questions); or d. A District of Columbia employee who has a salary of $101,296 or more AND who makes decisions or participates substantially in areas of contracting, procurement, administration of grants or subsidies, developing policies, land use planning, inspecting, licensing, regulating, or auditing, or acts in areas of responsibility that may produce a conflict of interest or appearance of a conflict of interest.

You are required to file a Public Financial Disclosure Statement for the previous calendar year with our office, the Board of Ethics and Government Accountability ("BEGA"), by Monday, May 16, 2016.

How to File You must electronically file your Public Financial Disclosure Statement using the newly simplified, user-friendly, BEGA Electronic Filing and Reporting System at: https://efiling.bega-dc.gov/efs_forms/login.asp. The electronic filing system is also accessible through our website (www.bega-dc.gov). Your login information for the electronic filing system is below. If you misplace your PIN number, please contact this Office to obtain a new PIN so that you may properly certify your electronic submission.

It is important to remember that this filing requirement is mandatory and that BEGA will take enforcement action against all those who do not comply.

Questions Filing instructions, including applicable definitions, can be found on page one of the electronic form, and a full training on Financial Disclosure filing, as well as answers to Frequently Asked Questions (FAQs) are available on the BEGA website at: http://www.bega-dc.gov/financial-disclosure-forms. Should you have any questions concerning electronic filing or your reporting obligations, please contact: Jessica Dillion at (202) 481-3447, or jessica.dillion@dc.gov or email the BEGA Financial Disclosure mailbox at bega-fds@dc.gov.

Auto Mailer,
Board of Ethics and Government Accountability

FDS Candidate Letter- Email Recipients (Fig. 15)

BEGA FDS Letter to Email Recepients

Logged in User: **Sandra Peterson**

Main Menu | Logout

Step 2: View Email Recepients

Sort By: Registrant ID | Registrant Name **Order:** Ascending | Descending

Registrant ID	Registrant Name	Agency Name	Email Id
FDS000152395	Aikin, G. Lee	Candidate	gleeaikin@yahoo.com
FDS000152420	Allen, Charles	Candidate	lauramarks@gmail.com
FDS000152421	Badhwar, Pranav	Candidate	pranavforward6@gmail.com
FDS000152453	Bennett-Fleming, Nate	Candidate	benflem@yahoo.com
FDS000152446	Blessey Lilley, Stephanie	Candidate	stephanielilley@me.com
FDS000152447	Braun, Tricia	Candidate	triciabraundc@gmail.com
FDS000152398	Brown, Michael	Candidate	r.barnard22@gmail.com
FDS000152396	Cheeks, John	Candidate	dcnewleadership@yahoo.com
FDS000152418	Cornish, Preston	Candidate	prestoncornish@gmail.com
FDSOOO152429	Daniel, John	Candidate	johndaniel@haload.com
FDS000152387	Djonkam, Nestor	Candidate	miaffeu@yahoo.com
FDS000152390	Faith, Faith	Candidate	jcrannitch@vsadc.org
FDS000152435	Garcia, Franklin	Candidate	fgarcia@maestropc.com
FDS000152454	Gaston, Darrell Danny	Candidate	teamgaston2014@gmail.com
FDSOOO152408	Gurley, Calvin	Candidate	chgurley@verizon.net
FDS000152411	Hagler, Graylan	Candidate	dany@haglerfordc.com
FDS000152393	Hammond, Kris	Candidate	kris1787@gmail.com
FDS000152455	Humphries, Nydria Brenda	Candidate	airdyn@gmail.com
FDS000152415	Johnson, Ernest	Candidate	ward1nov2014@aol.com
FDS000152456	Joly, Tierra	Candidate	tierra.joly@gmail.com

1 2 3 ▸▸ Page 1 of 3 Total Records : 51

Send FDS Letter Email to Recepients >>

FDS Honorary Letters

FDS Non Compliance Letters (Fig. 16)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Office of Government Ethics

August 04, 2016

Michael Brown
Training Adminstrator
Department of Corrections
15607 Everglade Ln #301
Bowie, MD 20716

NOTICE OF NON-COMPLIANCE WITH FINANCIAL DISCLOSURE FILING REQUIREMENTS

Dear Mr. Brown:

If you are receiving this email, then you have been red flagged by the BEGA e-filing system as someone who has failed to file their Public Financial Disclosure Statement (FDS). That statement was due on Monday May 16, 2016. Due to this failure to file, your name was included on a list of Non-Filers published on June 10, 2016, online in the D.C. Register.

A continued failure to file your Public Financial Disclosure Statement could result in the imposition of a $300 ministerial fine by the Director of Government Ethics pursuant to D.C. Official Code Section 1-1162.21(a)(3). To avoid a fine, you must immediately file your Public Financial Disclosure Statement.

Please note that even if you are a former District employee, if you served the District for more than 30 days in 2015 (and your former agency determined that you met the criteria for a public filer), you are required to file a Public Financial Disclosure Statement.

The form can be easily filed through our electronic filing system here:
https://efiling.bega-dc.gov/efs_forms/login.asp. Your login information for the e-filing system is below.

If you already have filed your Public Financial Disclosure Statement, please contact us to verify your submission date.

If you need assistance filing or believe that you have received this letter in error, please contact Cristina Patzelt or Jessica Dillion immediately at (202) 481-3411 or by email at bega-fds@dc.gov.

Sincerely,

DARRIN P. SOBIN
Director of Government Ethics
Board of Ethics and Government Accountability

Login Details

Login ID	:	**FDSOOO140983**
Password	:	**373531520367**
PIN	:	**7983**

441 4th Street, N.W., Suite 830 South, Washington, D.C. 20001, Tel. (202) 481-3411

FDS Non Compliance Letter – Email/Subject Body (Fig. 17)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Ethics and Government Accountability

Subject: NOTICE OF NON-COMPLIANCE WITH FINANCIAL DISCLOSURE FILING REQUIREMENTS

If you are receiving this email, then you have been red flagged by the BEGA e-filing system as someone who has failed to file their Public Financial Disclosure Statement (FDS). That statement was due on Monday May 16, 2016. Due to this failure to file, your name was included on a list of Non-Filers published on June 10, 2016, online in the D.C. Register.

A continued failure to file your Public Financial Disclosure Statement could result in the imposition of a $300 ministerial fine by the Director of Government Ethics pursuant to D.C. Official Code Section 1-1162.21(a)(3). To avoid a fine, you must immediately file your Public Financial Disclosure Statement.

Please note that even if you are a former District employee, if you served the District for more than 30 days in 2015 (and your former agency determined that you met the criteria for a public filer), you are required to file a Public Financial Disclosure Statement.

The form can be easily filed through our electronic filing system here: https://efiling.bega-dc.gov/efs_forms/login.asp. Your login information for the e-filing system is below.

If you already have filed your Public Financial Disclosure Statement, please contact us to verify your submission date.

If you need assistance filing or believe that you have received this letter in error, please contact Cristina Patzelt or Jessica Dillion immediately at (202) 481-3411 or by email at bega-fds@dc.gov.

Auto Mailer,
Board of Ethics and Government Accountability

FDS Non Compliance Letter – Email Recipients (Fig. 18)

BEGA FDS Letter to Email Recepients

Logged in User: **Sandra Peterson** Main Menu | Logout

Step 2: View Email Recepients

Sort By: Registrant ID | Registrant Name **Order:** Ascending | Descending

Registrant ID	Registrant Name	Agency Name	Email Id
FDSOOO150983	Brown, Michael	Department of Corrections	michaelm.brown@dc.gov

Page 1 of 1 **Total Records : 1**

Send FDS Letter Email to Recepients >>

FDS ANC Non Compliance Letters (Fig. 19)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Office of Government Ethics

August 05, 2016

Jeffrey Kaliel
Commissioner
ANC 3C
2813 27th Street NW
Washington, DC 20008

NOTICE OF NON-COMPLIANCE WITH FINANCIAL DISCLOSURE FILING REQUIREMENTS

Dear Kaliel:

If you are receiving this email, then you have been red flagged by the BEGA e-
filing system as someone who has
failed to file their Public Financial Disclosure Certification. The Certification was due on Friday May 27, 2016.
Due to this failure to file, your name will be included on a list of Non-
Filers published on shortly online in the D.C.
Register.

A continued failure to file your Public Financial Disclosure Certification could result in the imposition of a $300 ministerial fine by the Director of Government Ethics pursuant to D.C. Official Code Section 1-1162.21(a)(3). To avoid a fine, you must immediately file your Public Financial Disclosure Certification.

Please note that even if you are a former ANC, if you served the District for more than 30 days in 2015, you are required to file a Public Financial Disclosure Certification.

The form can be easily filed through our electronic filing system here:
https://efiling.bega-dc.gov/efs_forms/login.asp. Your login information for the e-filing system is below.

If you already have filed your Public Financial Disclosure Certification, please contact us to verify your submission date.

If you need assistance filing or believe that you have received this letter in error, please contact Cristina Patzelt or Jessica Dillion immediately at (202) 481-3411 or by email at bega-fds@dc.gov.
Sincerely,

DARRIN P. SOBIN
Director of Government Ethics
Board of Ethics and Government Accountability

Login Details

Login ID	:	**FDS000152109**
Password	:	**719526350498**
PIN	:	**9409**

FDS ANC Non Compliance Letters – Email/Subject Body (Fig. 20)

BEGA FDS Letter to Email Recepients

Logged in User: **Sandra Peterson** Main Menu | Logout

Step 1: View Email Subject / Body

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Ethics and Government Accountability

Subject: NOTICE OF NON-COMPLIANCE WITH FINANCIAL DISCLOSURE FILING REQUIREMENTS

If you are receiving this email, then you have been red flagged by the BEGA e-filing system as someone who has failed to file their Public Financial Disclosure Certification. The Certification was due on Friday May 27, 2016. Due to this failure to file, your name will be included on a list of Non-Filers published on shortly online in the D.C. Register.

A continued failure to file your Public Financial Disclosure Certification could result in the imposition of a $300 ministerial fine by the Director of Government Ethics pursuant to D.C. Official Code Section 1-1162.21(a)(3). To avoid a fine, you must immediately file your Public Financial Disclosure Certification.

Please note that even if you are a former ANC, if you served the District for more than 30 days in 2015, you are required to file a Public Financial Disclosure Certification.

The form can be easily filed through our electronic filing system here: https://efiling.bega-dc.gov/efs_forms/login.asp. Your login information for the e-filing system is below. If you already have filed your Public Financial Disclosure Certification, please contact us to verify your submission date.

If you need assistance filing or believe that you have received this letter in error, please contact Cristina Patzelt or Jessica Dillion immediately at (202) 481-3411 or by email at bega-fds@dc.gov.

Auto Mailer,
Board of Ethics and Government Accountability

[View FDS Email Recepients List >>]

FDS ANC Non Compliance Letters – Email Recipients (Fig. 21)

BEGA FDS Letter to Email Recepients

Logged in User: **Sandra Peterson** Main Menu | Logout

Step 2: View Email Recepients

Sort By: Registrant ID | Registrant Name **Order:** Ascending | Descending

Registrant ID	Registrant Name	Agency Name	Email Id
FDSOOO164388	Irwin, Elisa	ANC 4C	4C03@anc.dc.gov
FDSOOO162749	Jones, Timothy A.	ANC 4C	4C08@anc.dc.gov
FDSOOO162752	Martin, Joseph	ANC 4C	4C09@anc.dc.gov
FDS000164438	Uqdah, Taalib-Din	ANC 4C	4C01@anc.dc.gov

Page 1 of 1 **Total Records : 4**

[Send FDS Letter Email to Recepients >>]

FDS Candidate Non Compliance Letters (Fig. 22)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Office of Government Ethics

August 05, 2016

Jauhar Abraham
Candidate
Candidate
227 Mississippi Avenue
Washington, DC 20032

NOTICE OF NON-COMPLIANCE WITH FINANCIAL DISCLOSURE FILING REQUIREMENTS

Dear Abraham:

If you are receiving this email, then you have been red flagged by the BEGA e-
filing system as someone who has
failed to file their Public Financial Disclosure Certification. The Certification was due on Friday May 27, 2016.
Due to this failure to file, your name was included on a list of Non-
Filers published on June 10, 2016, online in the
D.C. Register.

A continued failure to file your Public Financial Disclosure Certification could result in the imposition of a $300 ministerial fine by the Director of Government Ethics pursuant to D.C. Official Code Section 1-1162.21(a)(3). To avoid a fine, you must immediately file your Public Financial Disclosure Certification.

Please note that even if your candidacy was unsuccessful, if you were a candidate for a District regulated position for more than 30 days in 2015, you are required to file a Public Financial Disclosure Certification.

The form can be easily filed through our electronic filing system here:
https://efiling.bega-dc.gov/efs_forms/login.asp. Your login information for the e-filing system is below.

If you already have filed your Public Financial Disclosure Certification, please contact us to verify your submission date.

If you need assistance filing or believe that you have received this letter in error, please contact Cristina Patzelt or Jessica Dillion immediately at (202) 481-3411 or by email at bega-fds@dc.gov.
Sincerely,

DARRIN P. SOBIN
Director of Government Ethics
Board of Ethics and Government Accountability

Login Details

Login ID	:	**FDS000164371**
Password	:	**935268580913**
PIN	:	**9410**

FDS Candidate Non Compliance Letters – Email/Subject Body (Fig. 23)

BEGA FDS Letter to Email Recepients

Logged in User: **Sandra Peterson**

Main Menu | Logout

Step 1: View Email Subject / Body

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Ethics and Government Accountability

Subject: NOTICE OF NON-COMPLIANCE WITH FINANCIAL DISCLOSURE FILING REQUIREMENTS

If you are receiving this email, then you have been red flagged by the BEGA e-filing system as someone who has failed to file their Public Financial Disclosure Certification. The Certification was due on Friday May 27, 2016. Due to this failure to file, your name was included on a list of Non-Filers published on June 10, 2016, online in the D.C. Register.

A continued failure to file your Public Financial Disclosure Certification could result in the imposition of a $300 ministerial fine by the Director of Government Ethics pursuant to D.C. Official Code Section 1-1162.21(a)(3). To avoid a fine, you must immediately file your Public Financial Disclosure Certification.

Please note that even if your candidacy was unsuccessful, if you were a candidate for a District regulated position for more than 30 days in 2015, you are required to file a Public Financial Disclosure Certification.

The form can be easily filed through our electronic filing system here: https://efiling.bega-dc.gov/efs_forms/login.asp. Your login information for the e-filing system is below. If you already have filed your Public Financial Disclosure Certification, please contact us to verify your submission date.

If you need assistance filing or believe that you have received this letter in error, please contact Cristina Patzelt or Jessica Dillion immediately at (202) 481-3411 or by email at bega-fds@dc.gov.

Auto Mailer,
Board of Ethics and Government Accountability

View FDS Email Recepients List >>

FDS Candidate Non Compliance Letters – Email Recipients (Fig. 24)

BEGA FDS Letter to Email Recepients

Logged in User: **Sandra Peterson**

Main Menu | Logout

Step 2: View Email Recepients

Sort By: Registrant ID | Registrant Name **Order:** Ascending | Descending

Registrant ID	Registrant Name	Agency Name	Email Id
FDS000164371	Abraham, Jauhar	Candidate	jauharabraham@gmail.com
FDSOOO164362	Andrews, Leon	Candidate	mherndon5@verizon.net
FDS000164369	Barry, Marion	Candidate	marionchristopherbarry@gmail.com

Page 1 of 1 **Total Records : 3**

Send FDS Letter Email to Recepients >>

Mailing Labels (Fig. 25)

Donovan Anderson
Advisory Neighborhood Commissioner
2516 34th Street, SE
Washington, DC 20020

Kevin Chapple
Advisory Neighborhood Commissioner
438 S Street, NW
Washington, DC 20001

Linda S. Green
Advisory Neighborhood Commissioner
4239 Massachusetts Ave., SE
Washington, DC 20019

Markus Batchelor
Advisory Neighborhood Commissioner
3309 4th Street, SE #C
Washington, DC 20032

Rebecca Coder
Advisory Neighborhood Commissioner
2501 M Street, NW #721
Washington, DC 20037

John C. Green
Advisory Neighborhood Commissioner
1927 13th Street, NW
Washington, DC 20009

Rochelle AC Bent
Advisory Neighborhood Commissioner
4940 A Street, SE
Washington, DC 20019

Monique T. Diop
Advisory Neighborhood Commissioner
4660 M.L. King Ave., SW #C815
Washington, DC 20032

Sally W. Gresham
Advisory Neighborhood Commissioner
3222 Davenport Street, NW
Washington, DC 20008

Mailing Labels (Non-Compliance) (Fig. 26)

Mr. Joseph Askew, Jr.
Board Member
760A Princeton Place NW
Washington, DC 20010

Stephan Byam
Banner Functional Specialist
3718 Hansberry Court NE
Washington, DC 20018

Ms. Cynthia R Davis
Human Resources Manager
13 Wendover Ct
Stafford, VA 22554

Mr. Christopher Bell
Board Member
3102 Hawthorne Street, NW
Washington, DC 20008

Maria Byrd
Project Management Officer/ Executive
406 Lanark Way
Silver Spring, MD 20901

Mr. Alpha Diallo
Public Health Laboratory Director
Sweet Clover Drive
Silver Spring, MD 20904

Elena Bell
Principal
225 I Street NE Unit 803
Washington, DC 20002

Ms. Alejandra Castillo
Board Member
1940 Biltmore Street NW, Apt. 21
Washington, DC 20009

Charlene Dickens
Transportation Engineer
718 Taylor Street NW
Washington, DC 20011

Mailing Labels (ANC Non-Compliance) (Fig. 27)

E. Gail Anderson-Holness
Commissioner
920 Euclid Street NW
Washington, DC 20001

Craig Cassey
Commissioner
Village C West 545 GU
Washington, DC 20057

Matthew Frumin
Commissioner
4709 Albemarle Street NW
Washington, DC 20016

Shanel O. Anthony
Commissioner
4409 Kansas Avenue NW
Washington, DC 20011

Anthony Cimino
Commissioner
425 Irving Street NW
Washington, DC 20010

Rosalind M. Gilliam
Commissioner
2802 14th Street NW
Washington, DC 20009

Ericka S. Black
Commissioner
4231 Eads Street NE
Washington, DC 20019

Brian A. Cohen
Commissioner
3908 Benton Street NW
Washington, DC 20007

Sara Green
Commissioner
7106 Piney Branch Road NW
Washington, DC 20012

Mailing Labels (Candidate Non-Compliance) (Fig. 28)

Lakew Alemu
Candidate
3406 13th Street, NW #3
Washington, DC 20010

Angel Sherri Alston
Candidate
4720 7th Street, NE
Washington, DC 20017

Antonio D. Barnes
Candidate
54 M Street, NW
Washington, DC 20001

Krystal Branton
Candidate
250 Farragut Street, NW #106
Washington, DC 20011

Donna Brockington
Candidate
912 Gallatin Street, NW #101
Washington, DC 20011

Rashida Brown
Candidate
430 Irving Street, NW #106
Washington, DC 20010

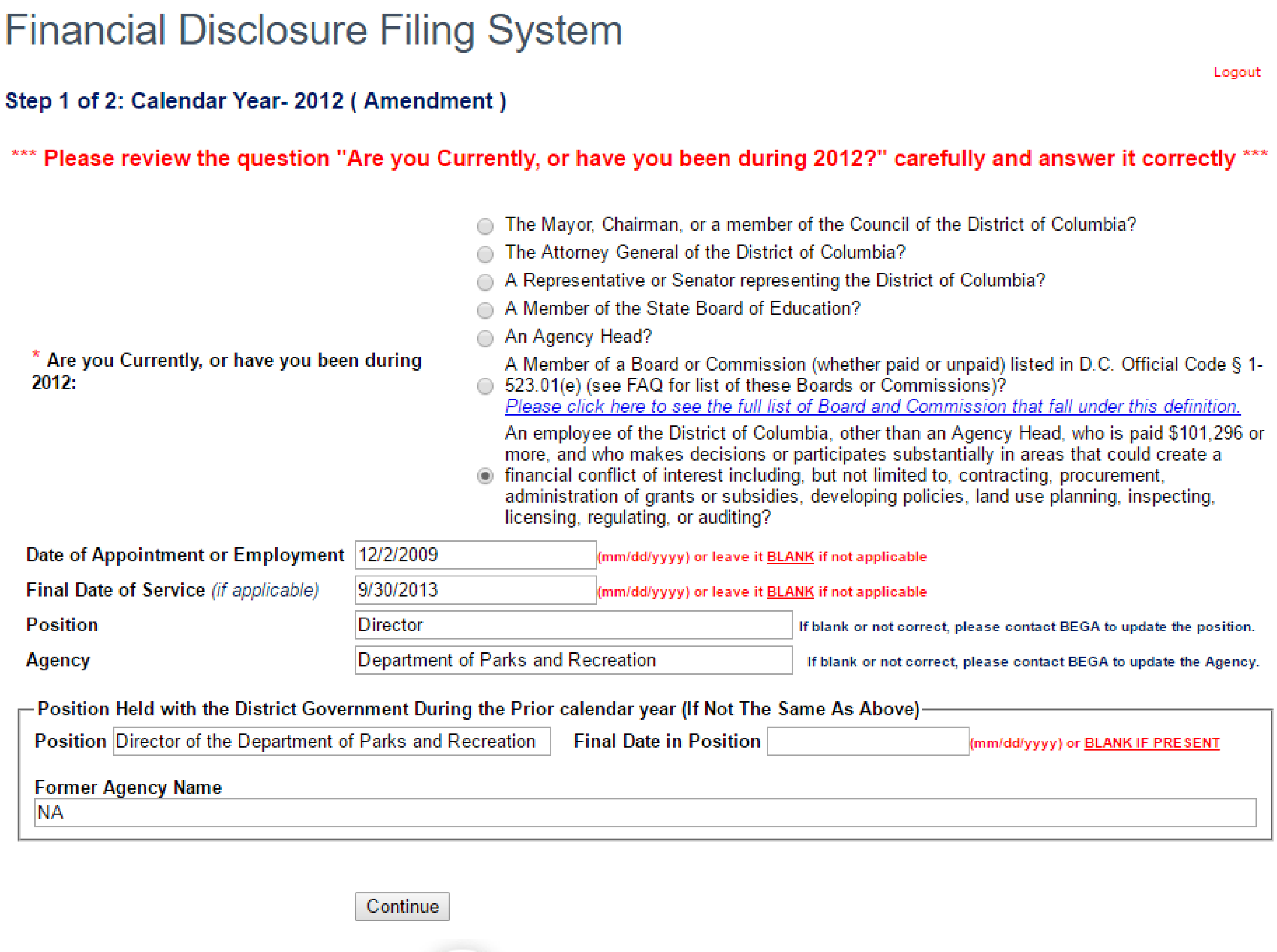
Tischa Cockrell
Candidate
5521 Chillum Place, NE
Washington, DC 20011

Jennifer K. Cosby
Candidate
5827 Field Place, NE
Washington, DC 20019

Lester Cuffie
Candidate
1445 Ogden Street, NW #427
Washington, DC 20010

11. Appendix C: Screenshots Generated from FDS Filing and Retrieval of Previously Submitted Reports

11.1 Amendment Filing



Financial Disclosure Filing System

Logout

Step 1 of 2: Calendar Year- 2012 (Amendment)

***** Please review the question "Are you Currently, or have you been during 2012?" carefully and answer it correctly *****

*** Are you Currently, or have you been during 2012:**

- The Mayor, Chairman, or a member of the Council of the District of Columbia?
- The Attorney General of the District of Columbia?
- A Representative or Senator representing the District of Columbia?
- A Member of the State Board of Education?
- An Agency Head?
- A Member of a Board or Commission (whether paid or unpaid) listed in D.C. Official Code § 1-523.01(e) (see FAQ for list of these Boards or Commissions)? *Please click here to see the full list of Board and Commission that fall under this definition.*
- An employee of the District of Columbia, other than an Agency Head, who is paid $101,296 or more, and who makes decisions or participates substantially in areas that could create a financial conflict of interest including, but not limited to, contracting, procurement, administration of grants or subsidies, developing policies, land use planning, inspecting, licensing, regulating, or auditing?

Date of Appointment or Employment	12/2/2009	(mm/dd/yyyy) or leave it BLANK if not applicable
Final Date of Service *(if applicable)*	9/30/2013	(mm/dd/yyyy) or leave it BLANK if not applicable
Position	Director	If blank or not correct, please contact BEGA to update the position.
Agency	Department of Parks and Recreation	If blank or not correct, please contact BEGA to update the Agency.

Position Held with the District Government During the Prior calendar year (If Not The Same As Above)

Position Director of the Department of Parks and Recreation **Final Date in Position** (mm/dd/yyyy) or BLANK IF PRESENT

Former Agency Name

NA

Continue

Financial Disclosure Filing System

Logout

Step 2 of 2: Calendar Year- 2012 (Amendment)

Instructions

- There are twelve (12) Yes or no questions. You must answer each question.
- To enter a response to a question click on the link that says "click to provide this information" under each question. It will prompt you to answer "***YES***" or "***NO***".
- The form is complete when there is a "***YES***" or "***NO***" answer under the ***"Question Answered"*** box for each question.
- If you need to attach supplemental documents you can do so at the bottom of the form.
- If you cannot agree to all of the statements in the Certification, please explain why in the text box titled ***"Additional Information"***.
- After carefully reading the Certification and entering your name and PIN number, click ***"Certify and Submit"*** to SUBMIT the form
  - Submission of this report means you have completed the report and that the report is ready for filing with BEGA.
  - Once a report is submitted, it can only be changed by filing an amendment.

Non District Government Employment/Business

Question 1

Did you have any outside employment or engage in any outside business during 2012 for which you received income of $200 or more?

Select	Question Answered	Position / Title	Employer / Client Name	Income Received	Description of Work
☐		NONE			

Delete | Add New Entry

Question 2

Was your spouse, registered domestic partner, or dependent child(ren) employed by a private entity or did they engage in any business endeavors during 2012 for which they received income of $200 or more?

Select	Question Answered	Position / Title	Employer / Client Name	Income Received	Description of Work
☐		NONE			

Delete | Add New Entry

Question 3

Did you serve in any unpaid position (without compensation) as an officer, director, partner, consultant, contractor, volunteer, member of a non-government board, or in any other formal capacity during 2012?

Select	Question Answered	Position / Title	Name of Employer	Start Date	End Date
☐		NONE	NONE		

Delete |Add New Entry

Question 4

Did your spouse, registered domestic partner, or dependent children serve in any unpaid position (without compensation) as an officer, director, partner, consultant, contractor, volunteer, member of a non-government board, or in any other formal capacity during 2012?

Select	Question Answered	Position / Title	Name of Employer	Start Date	End Date
☐		NONE			

Delete |Add New Entry

Question 5

During 2012, did you have any agreements with a former or current employer, other than with the District of Columbia, for future payments or benefits (such as separation pay, partnership buyouts, or pension or retirement pay) or for future employment or for a leave of absence?

Select	Question Answered	Former/Current Employer	Type of Agreement or Benefit
☐			

Delete |Add New Entry

Question 6

During 2012, did your spouse, registered domestic partner, or dependent children have any agreements with a former or current employer, other than with the District of Columbia, for future payments or benefits (such as separation pay, partnership buyouts, or pension or retirement pay) or for future employment or for a leave of absence?

Select	Question Answered	Former/Current Employer	Type of Agreement or Benefit
☐			

Delete |Add New Entry

Securities, Holdings and Investments

Question 7

Did you have a beneficial interest in or hold any ***security*** *(Securities means stocks (any class), bonds (including savings bonds and tax exempt bonds), , stock options, warrants, debentures, obligations, notes (not mortgage notes), mortgages (not on one's home), investment interests in limited partnerships, REITs, and such other evidences of indebtedness and certificates of interest or participation in any profit-sharing agreement as are usually referred to as securities)* **at the close of 2012 that exceeded in the aggregate $1,000 or that produced income of $200 or more? (You need not disclose mutual funds or other similar investment vehicles that own multiple securities and are managed by someone other than yourself.)**

Select	Question Answered	List of the Securities You Held	Value of Beneficial Interests or Securities
☐			

Delete | Add New Entry

Question 8

Did your spouse, registered domestic partner, or dependent child(ren) have a beneficial interest in a business or hold any ***security*** *(Securities means stocks (any class), bonds (including savings bonds and tax exempt bonds), , stock options, warrants, debentures, obligations, notes (not mortgage notes), mortgages (not on one's home), investment interests in limited partnerships, REITs, and such other evidences of indebtedness and certificates of interest or participation in any profit-sharing agreement as are usually referred to as securities)* **at the close of 2012 that exceeded in the aggregate $1,000 or that produced income of $200 or more? (You need not disclose mutual funds or other similar investment vehicles that own multiple securities and are managed by someone other than yourself.)**

Select	Question Answered	List of Securities Held	Value of Beneficial Interests or Securities
☐			

Delete | Add New Entry

Question 9

Did you owe any entity or person *(other than a member of your immediate family)* **$1,000 or more,** *(excluding: mortgages on your personal residence, student loans, automobile loans, credit card accounts or other revolving credit, and other loans from a federal or state insured or regulated financial institution)*, **during 2012?**

Click to provide this information

Question 10

Did you have an interest in any real property located in the District during 2012 aside from your primary personal residence, in which your interest had a fair market value of more than $1,000, or where the property produced income of $200 or more?

Click to provide this information

Regulated Professions

Question 11

11. In 2012, did you practice law or were you a licensed real estate broker or agent or did you practice a profession licensed by the District *(i.e., licensed by the District's Department of Health, the District's Department of Consumer and Regulatory Affairs, the District's Department of Mental Health, the District's Department of Insurance Securities and Banking, the Metropolitan Police Department, or the District's Occupational and Professional Licensing Administration)***?**

Click to provide this information

Gifts

Question 12

12. Did you receive any gift(s) *("Gift is defined as a payment, subscription, advance, forbearance, rendering, or deposit of money, services, or anything of value, unless consideration of equal or greater value is received")* **from any person that has or is seeking to do business with the District, conducts operations or activities that are regulated by the District, or has an interest that may be favorably affected by the performance or nonperformance of your duties in the total amount or with a total value of $100 or more during 2012?**

Click to provide this information

Attach Supplemental Documents

Click here to add supplemental documents. (Any information uploaded will be made public.)

This Form is Entered by BEGA Staff.

Please Enter the Date of Submission 11/13/2013

Submit Report

11.2 View Previously Filed Reports

Financial Disclosure Filing System

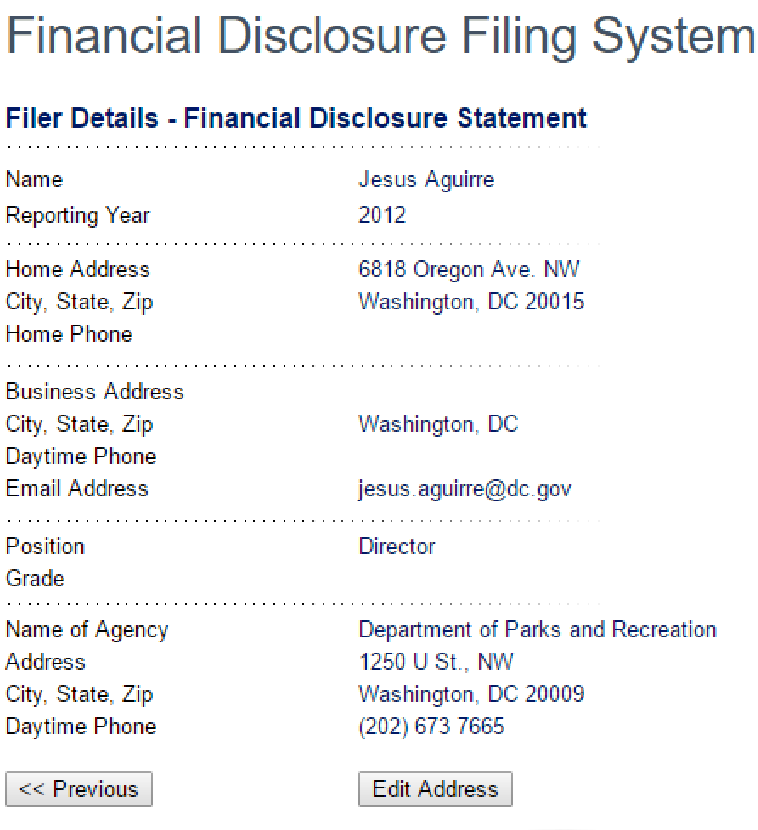
Logout

No.	Reporting Year	Edit	Status	Submitted On	Submitted By
1	2012	Original	[View Filing]	11/12/2013	Filer
2	2012	Amendment 1	[View Filing]	11/13/2013	Filer
3	2012	Amendment 2	[View Filing]	11/13/2013	BEGA

Sample FDS

FDS Statement_report.pc

11.3 View Filer Profile


Financial Disclosure Filing System

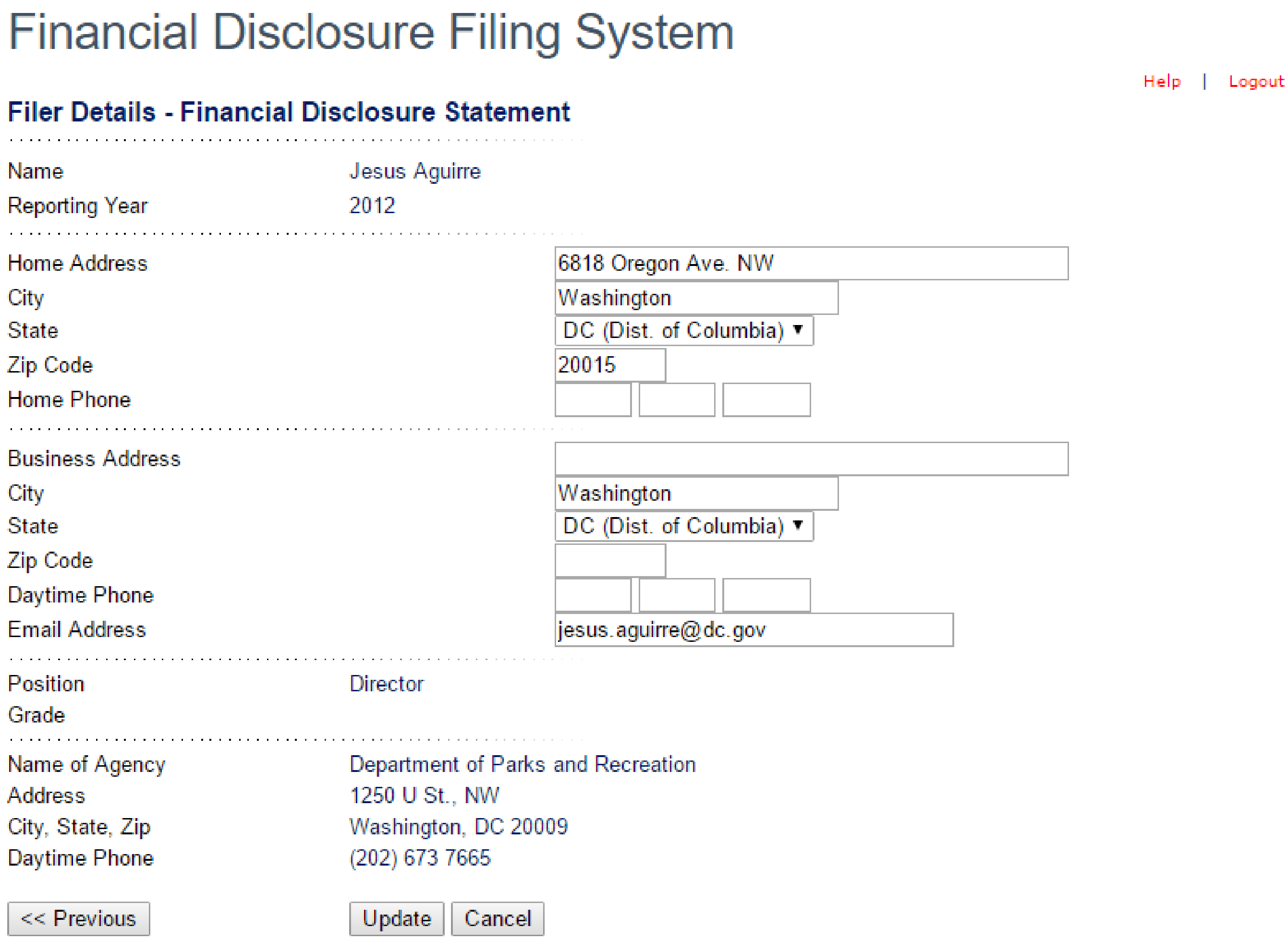
Help | Logout

Filer Details - Financial Disclosure Statement

Name	Jesus Aguirre
Reporting Year	2012
Home Address	6818 Oregon Ave. NW
City, State, Zip	Washington, DC 20015
Home Phone	
Business Address	
City, State, Zip	Washington, DC
Daytime Phone	
Email Address	jesus.aguirre@dc.gov
Position	Director
Grade	
Name of Agency	Department of Parks and Recreation
Address	1250 U St., NW
City, State, Zip	Washington, DC 20009
Daytime Phone	(202) 673 7665

<< Previous   Edit Address

11.3.1 Edit Address of Filer Profile



The user will be able to update the Filer profile form this screen.

12. Appendix C: FDS Reports

12.1 FDS Alpha Listing

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

FDS Alpha Listing/Filing Year 2016 for Reporting Year 2015:

FDS ID Incumbent Address City, State and Zip	Title, Grade Agency Name Address City, State and Zip	FDS Reg. Date Extension Date Filing Date
FDSOOO160329 Alberti, Nick 1330 N. Carolina Avenue, NE Washington, DC 20002	Board Member, Alcoholic Beverage Control Board 2000 14th Street, NW; Suite 400S Washington, DC 20009	04/30/2013 05/11/2016
FDS000164360 Anderson, Donovan 2516 34th Street, SE Washington, DC 20020	Chair, ABC Board, BD Alcoholic Beverage Control Board 2000 14th Street, NW; Suite 400S Washington, DC 20009	04/12/2016 04/28/2016

12.2 Filers Report

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

FDS Filers Listing/Filing Year 2016 for Reporting Year 2015:

FDS ID Incumbent Address City, State and Zip	Title, Grade Agency Name Address City, State and Zip	FDS Reg. Date Extension Date Filing Date
FDS000162885 Anderson, Donovan 2516 34th Street, SE Washington, DC 20020	Advisory Neighborhood Commissioner, Advisory Neighborhood Commissioners 1350 Pennsylvania Avenue, NW, Suite 8 Washington, DC 20004	05/08/2015 05/27/2016 05/08/2016
FDS000162946 Batchelor, Markus 3309 4th Street, SE #C Washington, DC 20032	Advisory Neighborhood Commissioner, Advisory Neighborhood Commissioners 1350 Pennsylvania Avenue, NW, Suite 8 Washington, DC 20004	05/08/2015 05/27/2016 06/06/2016

12.3 Non Filers Report

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

FDS Non Filers Listing/Filing Year 2016 for Reporting Year 2015:

FDS ID *Incumbent* *Address* *City, State and Zip*	*Title, Grade* *Agency Name* *Address* *City, State and Zip*	*FDS Reg. Date* *Extension Date* *Filing Date*
FDS000162919 Rhodes, Edward 3909 Blaine Street, NE Washington, DC 20019	Advisory Neighborhood Commissioner, Advisory Neighborhood Commissioners 1350 Pennsylvania Avenue, NW, Suite 8 Washington, DC 20004	05/08/2015 05/27/2016
FDS000164371 Abraham, Jauhar 227 Mississippi Avenue Washington, DC 20032	Candidate, Candidate na Washington, DC	04/28/2016

12.4 Non Filers Report by Agency

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

FDS Non Filers by Agency: Filing Year 2015 for Reporting Year 2014

FDS ID *Incumbent* *Address* *City, State and Zip*	*Title, Grade*	*FDS Reg. Date* *Extension Date* *Filing Date*
Agency Name & Address	ANC 3D, P.O. Box 40846 Palisades Station, Washington, DC 20016	
FDS000152113 Slatko, Rory 4400 Mass. Ave Cassell Hall Washington, DC 20016	Commissioner	04/27/2015
FDS000152111 Thomas, W. 2830 University Terrace NW Washington, DC 20016	Commissioner	04/27/2015

12.5 Further Review Required Report

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

FDS Further Review Required Report Filing Year 2016 for Reporting Year 2015:

FDS ID *Incumbent* *Address* *City, State and Zip*	*Title, Grade* *Agency Name* *Address* *City, State and Zip*	*FDS Reg. Date* *Extension Date* *Filing Date*
FDSOOO163274 Jackson, Bev-Freda 4201 Massachusetts Ave, NW Apt A360W Washington, DC 20016	Policy and Program Analysis, 14 Child and Family Services Agency 200 I Street, SE Washington, DC 20003	03/17/2016

12.6 Required Filer Report

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

FDS Required Filer Report Filing Year 2015 for Reporting Year 2014:

FDS ID *Incumbent* *Address* *City, State and Zip*	*Title, Grade* *Agency Name* *Address* *City, State and Zip*	*FDS Reg. Date* *Extension Date* *Filing Date*
FDS000152908 Green, Linda S. 4239 Massachusetts Ave., SE Washington, DC 20019	Candidate, ANC Candidates na Washington, DC 20001	05/08/2015 05/29/2015
FDSOOO159918 Abbott, Vera 102 Brandywine Place, S.W. Washington, DC 20032	Board Member, Office of Employee Appeals 717 14th Street, NW, 3rd Flr. Washington, DC 20004	04/24/2013

12.7 Extension Requested Filer Report

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

FDS Required Filer Report Filing Year 2016 for Reporting Year 2015:

FDS ID Incumbent Address City, State and Zip	Title, Grade Agency Name Address City, State and Zip	FDS Reg. Date Extension Date Filing Date
FDS000162885 Anderson, Donovan 2516 34th Street, SE Washington, DC 20020	Advisory Neighborhood Commissioner, Advisory Neighborhood Commissioners 1350 Pennsylvania Avenue, NW, Suite 8 Washington, DC 20004	05/08/2015 05/27/2016
FDS000162946 Batchelor, Markus 3309 4th Street, SE #C Washington, DC 20032	Advisory Neighborhood Commissioner, Advisory Neighborhood Commissioners 1350 Pennsylvania Avenue, NW, Suite 8 Washington, DC 20004	05/08/2015 05/27/2016

12.8 Required Filers Report

DC OFFICE OF CAMPAIGN FINANCE

Financial Disclosure Statement Required Filers (2010)

FDS ID	Incumbent	Title	Agency Name
FDSOOO112113	Abdi, Jama	Chief Street Lightning Branch	District Department of Transportation
FDSOOO115917	Abdirahman, Abukar	Budget Officer	Office of the Chief Financial Officer
FDSOOO113545	Abdul-Rahim, Winifred	Legislative Asst.	Council of the District of Columbia
FDSOOO118631	Acosta, Marcel	Member	Board of Zoning Adjustment
FDSOOO118824	Adams, Alfred	Util Syst Repair. Oper Supvy	Department of Real Estate Services
FDSOOO116689	Adams, Corliss	Trial Attorney	Office of the Attorney General

12.9 Filers Report

DC OFFICE OF CAMPAIGN FINANCE

Financial Disclosure Statement Filers (2011)

FDS ID	Filing Date	Incumbent	Title	Agency Name
FDSOOO122725		Glymph, Adrienne	Supervisory Epidemiologist	Department of Health
FDSOOO128927		Jalloh, Ahmadu	Supervisory Social Worker	Child and Family Services Agency
FDSOOO128817		James, Dawanna	Public Health Nutritionist	Office of State Superintendent of Education
FDSOOO128324		Johnson, Robert	Supervisory Psychiatric Nurse	Department of Mental Health
FDSOOO128573		Kamdar, Shivani	Member	Board of Medicine
FDSOOO128445		Kaplan Rubin, Dana	Trial Attorney	Office of the Attorney General
FDSOOO126039		Kelly, Alice	Supv. Program Analysis	District Department of Transportation
FDSOOO120903		SanFord, William	General Counsel	Office of Campaign Finance
FDSOOO129276		Ward, Sheila	Candidate	Republican Presidential Delegate

12.10 Who Failed to File Report

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Required FDS (2012) Filers Who Failed To File

FDS ID	Incumbent	Title	Agency Name
FDSOOO139884	Abraham, Jauhar	Candidate (Ward 8 Council Member)	Council of the District of Columbia
FDSOOO130408	ADDERLEY, BARBARA	REGIONAL SUPERINTENDENT	District of Columbia Public Schools
FDSOOO130423	Alexander, Amanda	Instruct.Supt., Elementary	District of Columbia Public Schools
FDSOOO130465	Alexander, Renard	Director, Facil. and Modern.	District of Columbia Public Schools
FDSOOO130442	Anderson, Thomas	Instruc. Supt., High School	District of Columbia Public Schools

12.11 Who Filed Extension Report

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Required Financial Disclosure Statement Filers Who Requested Extension (2014)

FDS ID	*Extension Date*	*Incumbent*	*Title*	*Agency Name* / *Reason for Extension*
FDSOOO153182	6/20/2016	Lane, Sylvia Adele	Supervisory Public Affairs Spc	Department of Corrections *Granted by Director of OGE due to lack of notice to employee*

13. Appendix D: Current Lobbyist External Application Screenshots

13.1 Lobbyist New Registration (Screen 2)

BEGA TEST | Main Menu | Filer Menu | Logout

2. Lobbyist(s) working for Registrant

Add New

Name: Name

Daytime Telephone Number: Daytime Telephone Number

Cellular Telephone Number: Cellular Telephone Number

Street Address: Street Address

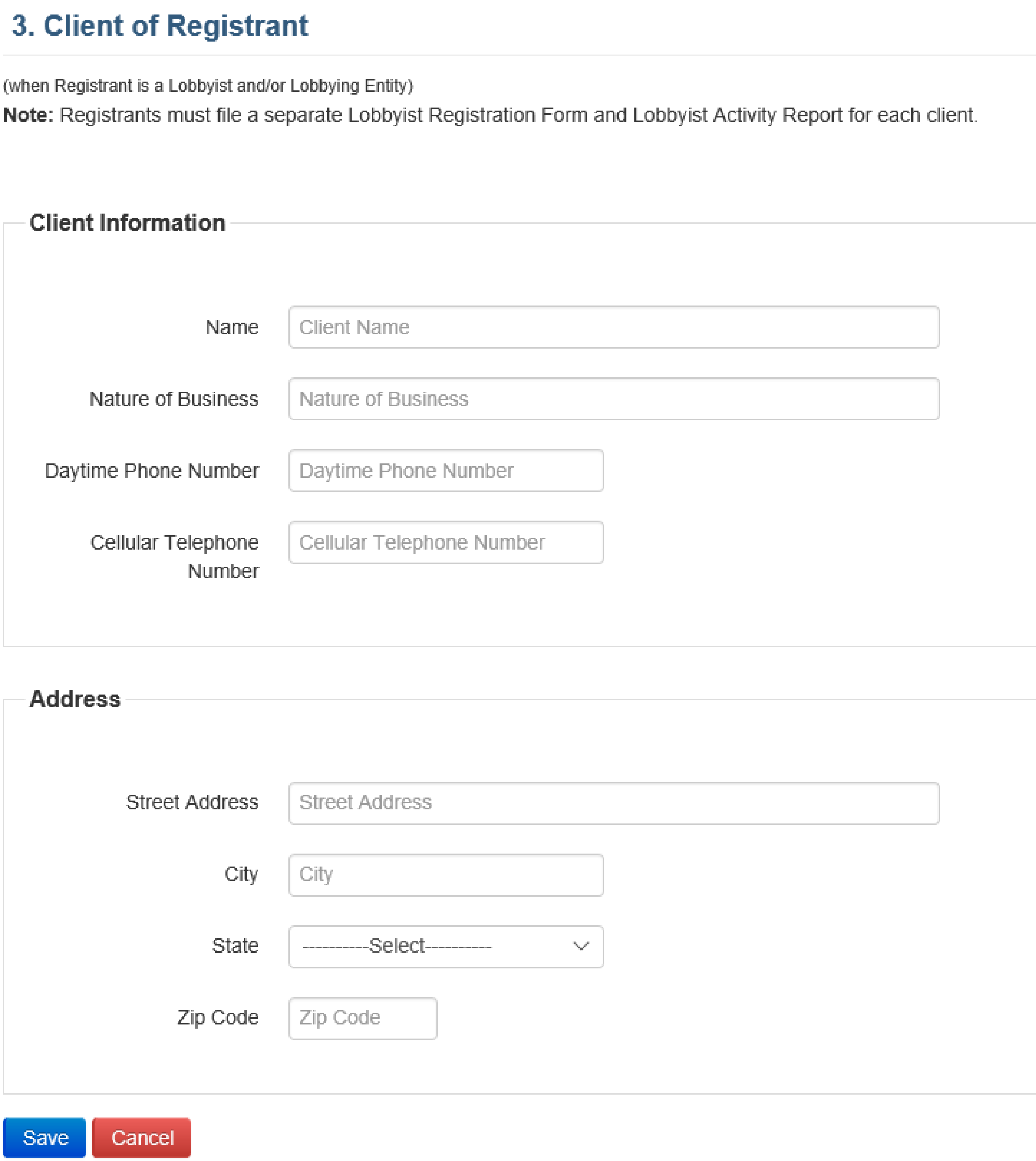
City: City

State: ----------Select----------

Zip Code: Zip Code

Save | Cancel

13.2 Client of Registrant (Screen 3)



3. Client of Registrant

(when Registrant is a Lobbyist and/or Lobbying Entity)

Note: Registrants must file a separate Lobbyist Registration Form and Lobbyist Activity Report for each client.

Client Information

Name: Client Name

Nature of Business: Nature of Business

Daytime Phone Number: Daytime Phone Number

Cellular Telephone Number: Cellular Telephone Number

Address

Street Address: Street Address

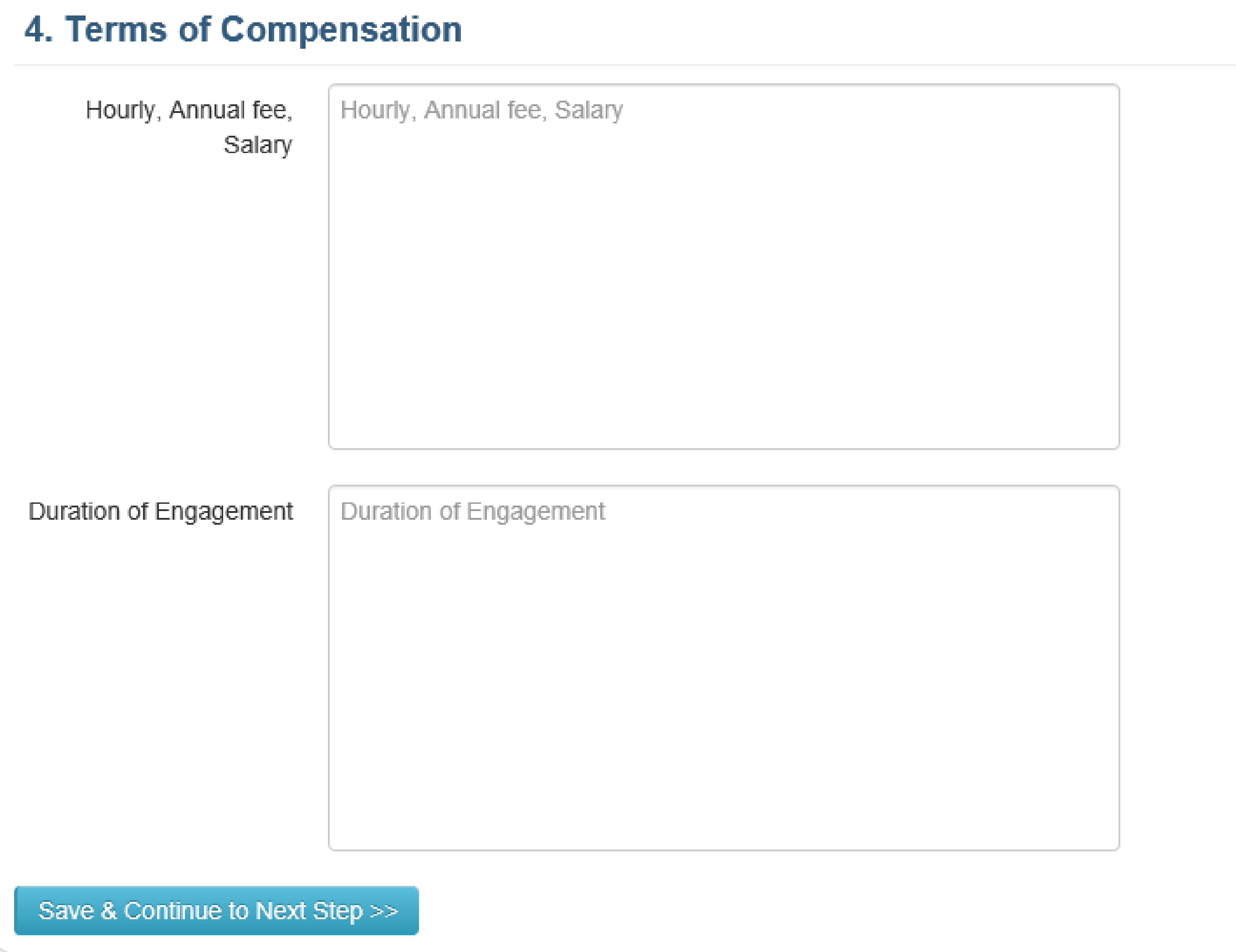
City: City

State: ----------Select----------

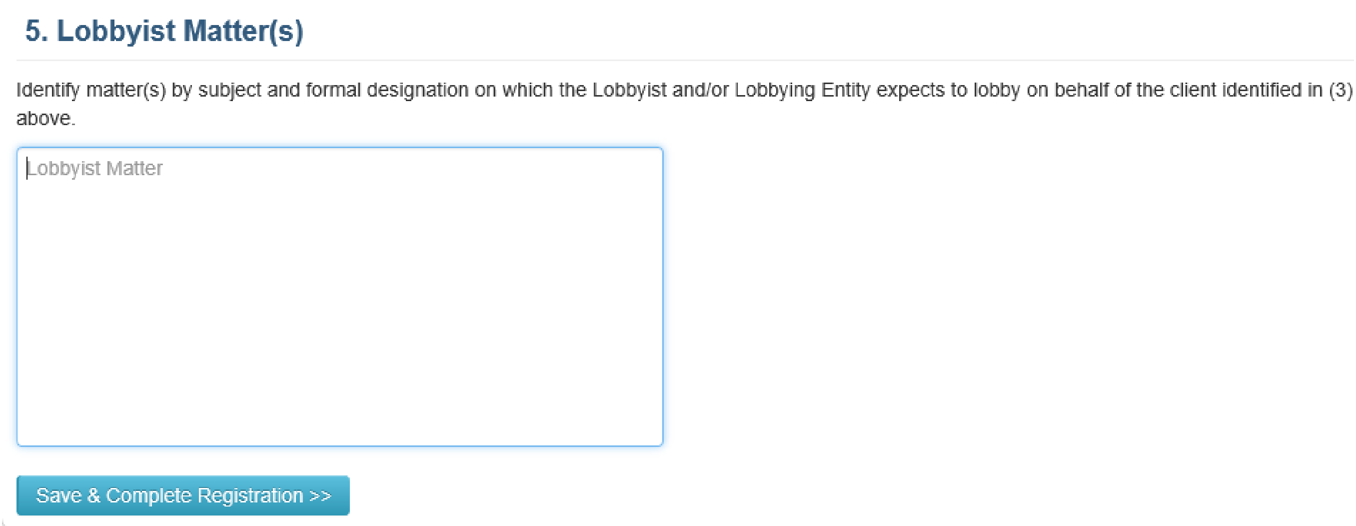
Zip Code: Zip Code

Save Cancel

13.3 Terms of Compensation (Screen 4)



13.4 Lobbyist Matter(s) (Screen 5)



13.5 Review Registration Screen

Review Registration

Continue to Payment Screen to Complete the Registration >>

Registrant Information [Edit]

Reporting Year	2014
Registrant Name	JOe TEST
Registrant Type	Lobbyist
Lobbyist Category	For Profit
Email Address	testPOC@123.com
Permanent Address	212 Main St, SE Washington District of Columbia 20006
Daytime Phone Number	2025551212
Cellular Phone Number	2025551512
Temporary Address (while lobbying)	

Lobbyist(s) working for Registrant [Edit]

Client of Registrant [Edit]

Terms of Compensation [Edit]

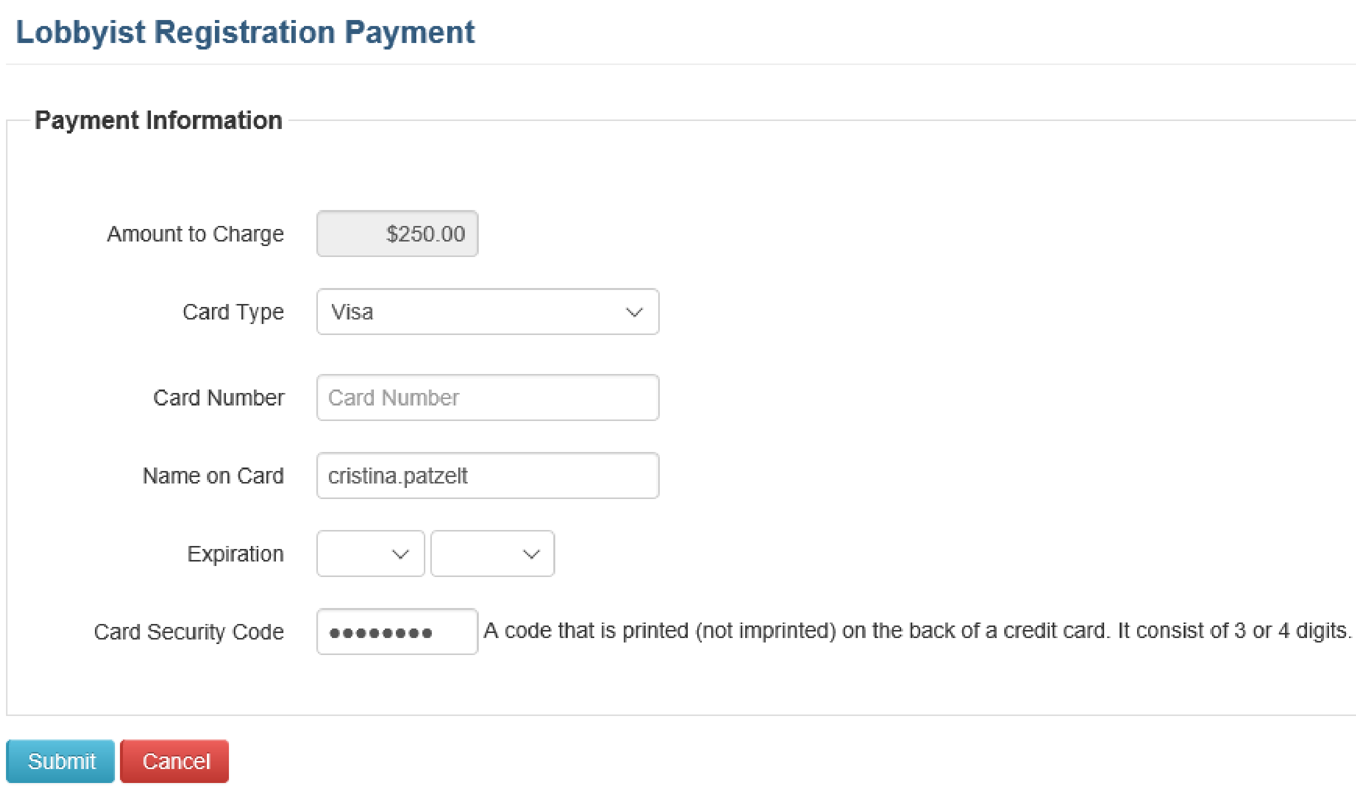
Compensation Type	$65 per hour
Duration of Engagement	8 months

Lobbyist Matter(s) [Edit]

TEST MATTERS

Continue to Payment Screen to Complete the Registration >>

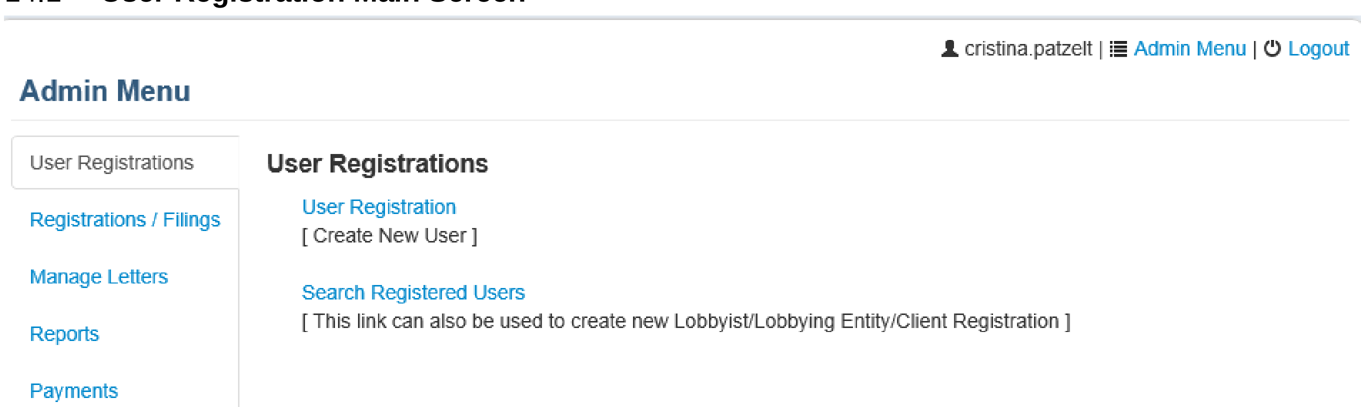
13.6 Payment Screen



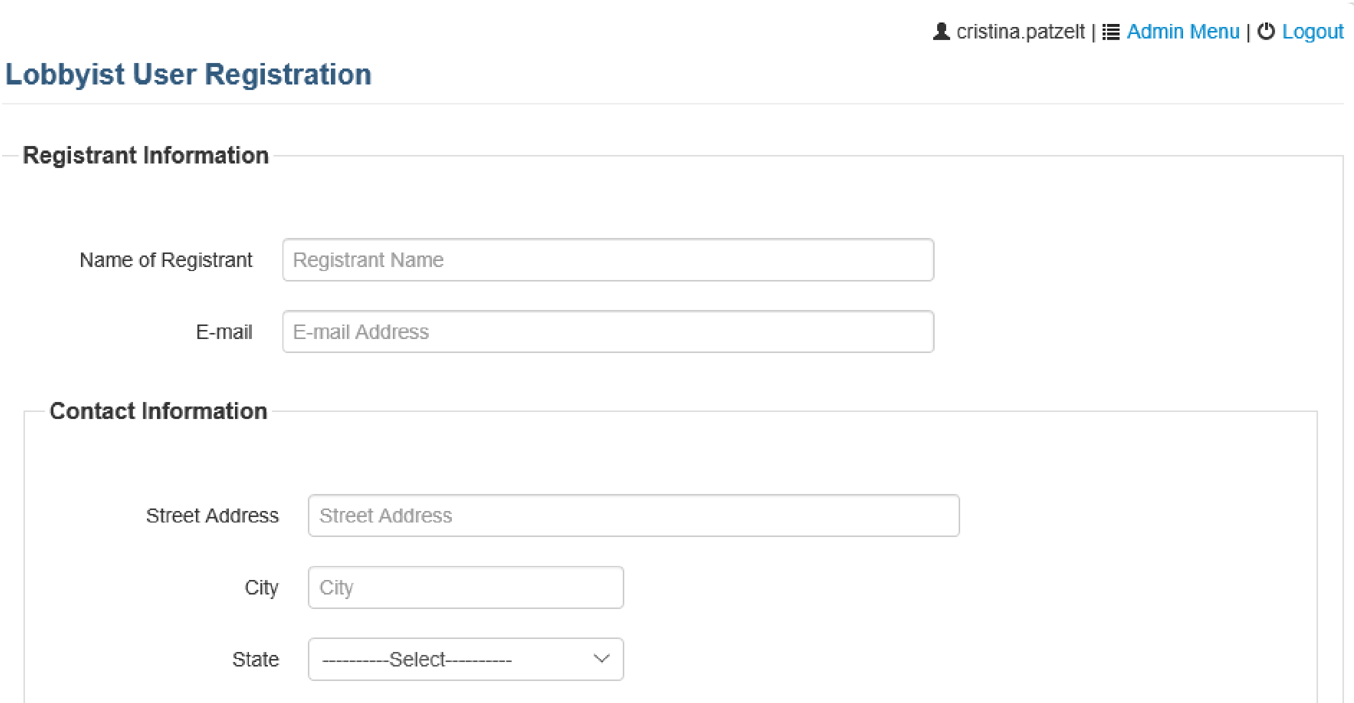
13.7

14. Appendix E: Current Lobbyist Internal Application Screenshots

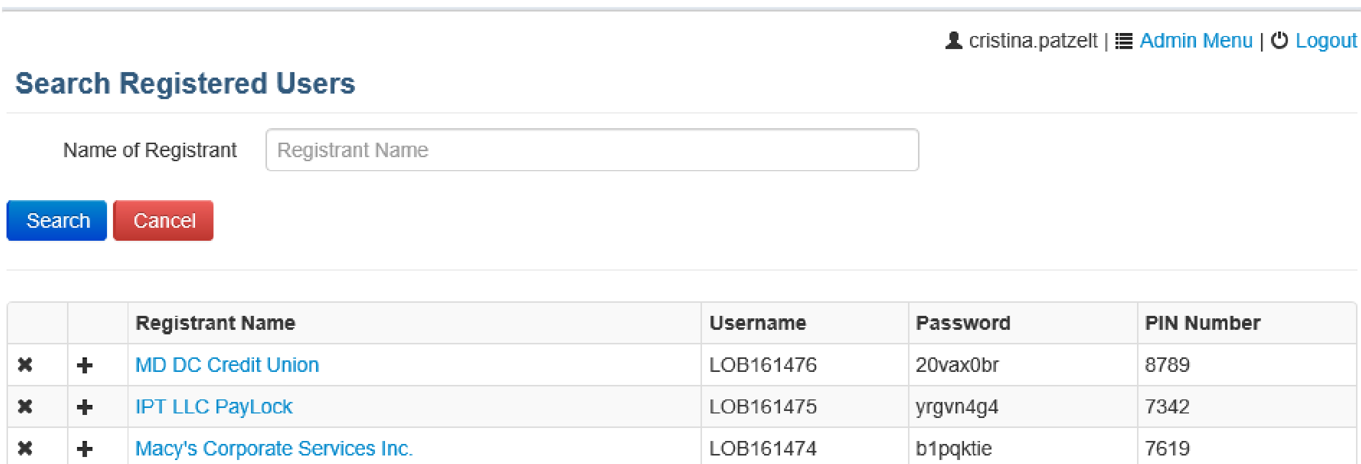
14.1 User Registration Main Screen



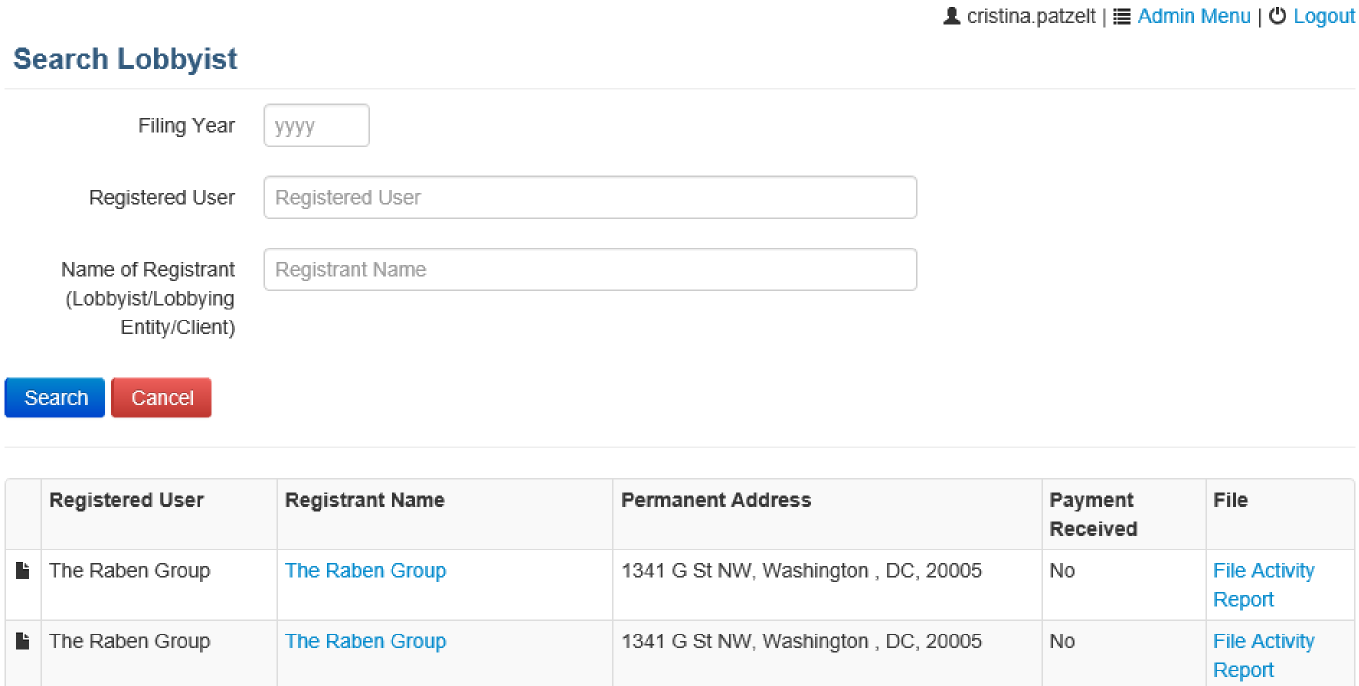
14.2 Lobbyist User Registration Screen



14.3 Search Registered Users Screen



14.4 Search Lobbyist Screen



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Search Lobbyist

Filing Year: yyyy

Registered User: Registered User

Name of Registrant (Lobbyist/Lobbying Entity/Client): Registrant Name

Search Cancel

	Registered User	Registrant Name	Permanent Address	Payment Received	File
	The Raben Group	The Raben Group	1341 G St NW, Washington , DC, 20005	No	File Activity Report
	The Raben Group	The Raben Group	1341 G St NW, Washington , DC, 20005	No	File Activity Report

14.5 Manage Letter Text Screen

Manage Letter Text

Update

Title: Reminder Letter

Subject: Lobbyist Activity Report for the January 1 through June 30, 2013 Reporting Period

Body of the Letter:

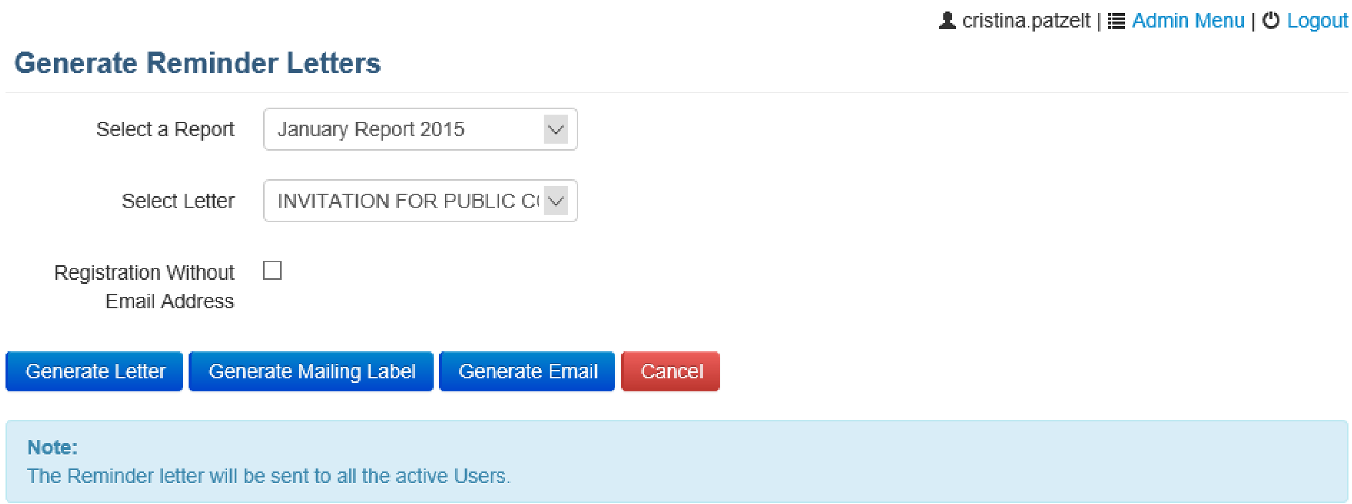
Source | Styles | Format | ?

This letter is intended to remind you of your upcoming reporting obligations if you conduct lobbying activities before the District Government. The Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Amendment Act of 2011 ("Ethics Act"), effective April 27, 2012 (D.C. Law 19-124; D.C. Official Code Section 1-1161.01 (2012 Supp.)) requires all persons and entities that engage in lobbying, or compensate others to engage in lobbying on their behalf in the District of Columbia, to file with the Board of Ethics and Government Accountability (BEGA) an annual Lobbyist Registration form as well as a Lobbyist Activity Report twice a year. The next Lobbyist Activity Report, for the period January 1, 2013, through June 30, 2013, must be filed by Wednesday, July 10, 2013. The Electronic Filing and Reporting System (EFRS) will be available via our website (www.bega.dc.gov) after June 30, 2013, if you wish to electronically submit the Lobbyist Activity Report. Below you

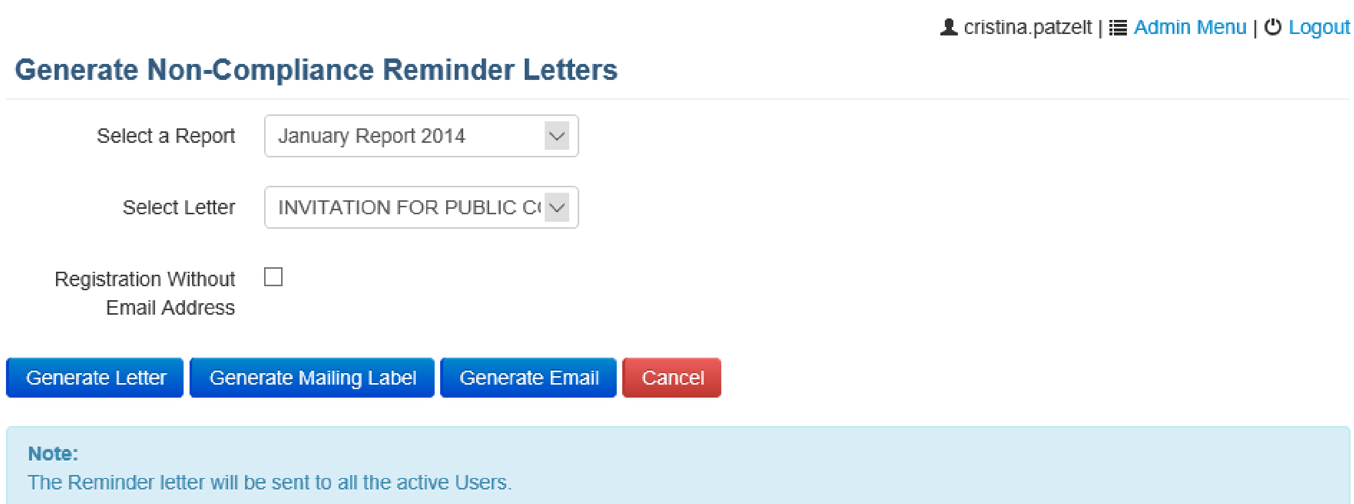
Update | Cancel

	Title	Subject
✖	Reminder Letter	Lobbyist Activity Report for the January 1 through June 30, 2013 Reporting Period
✖	INVITATION FOR PUBLIC COMMENT	INVITATION FOR PUBLIC COMMENT
✖	LRF and LAR Reminder	Filing Reminder
✖	January 2015 Reminder Letter	January 2015 Filing Reminder

14.6 Generate Reminder Letters Screen



14.7 Generate Non-Compliance Letters Screen



14.8 Registration Report Screen

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

Lobbyist Registration for Filing Year 2014

Registered Users	Registrant Name	Client Name	Address	Email
AARP	AARP	AARP	601 E Street NW Washington District of Columbia 20049	aarpdc@aarp.org
ABC of Metro Washington	ABC of Metro Washington		6901 Muirkirk Meadows Drive, Suite F Beltsville Maryland 20705	ejones@abcmetrowashington.org
Active Policy Solutions	Active Policy Solutions	DC Children and Youth Investment Trust Coroporation	9909 Inglemere Drive Bethesda Maryland 20817	info@activepolicysolutions.com
Active Policy Solutions	Active Policy Solutions LLC	District of Columbia Athletic Trainers Association	9909 Inglemere Dr Bethesda Maryland 20817	info@activepolicysolutions.com

14.9 Filers Report Screen

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

July Report 2015 - Filers Report

Registered User	Registrant Name	Client Name	Email
1100 15th Street LLC.	1100 15th Street LLC		jbockenek@carrprop.com
1255 22nd Street Limited Partnership	1255 22nd Street Limited Partnership		Rroddik@cs.com
AARP	AARP	AARP	aarpdc@aarp.org

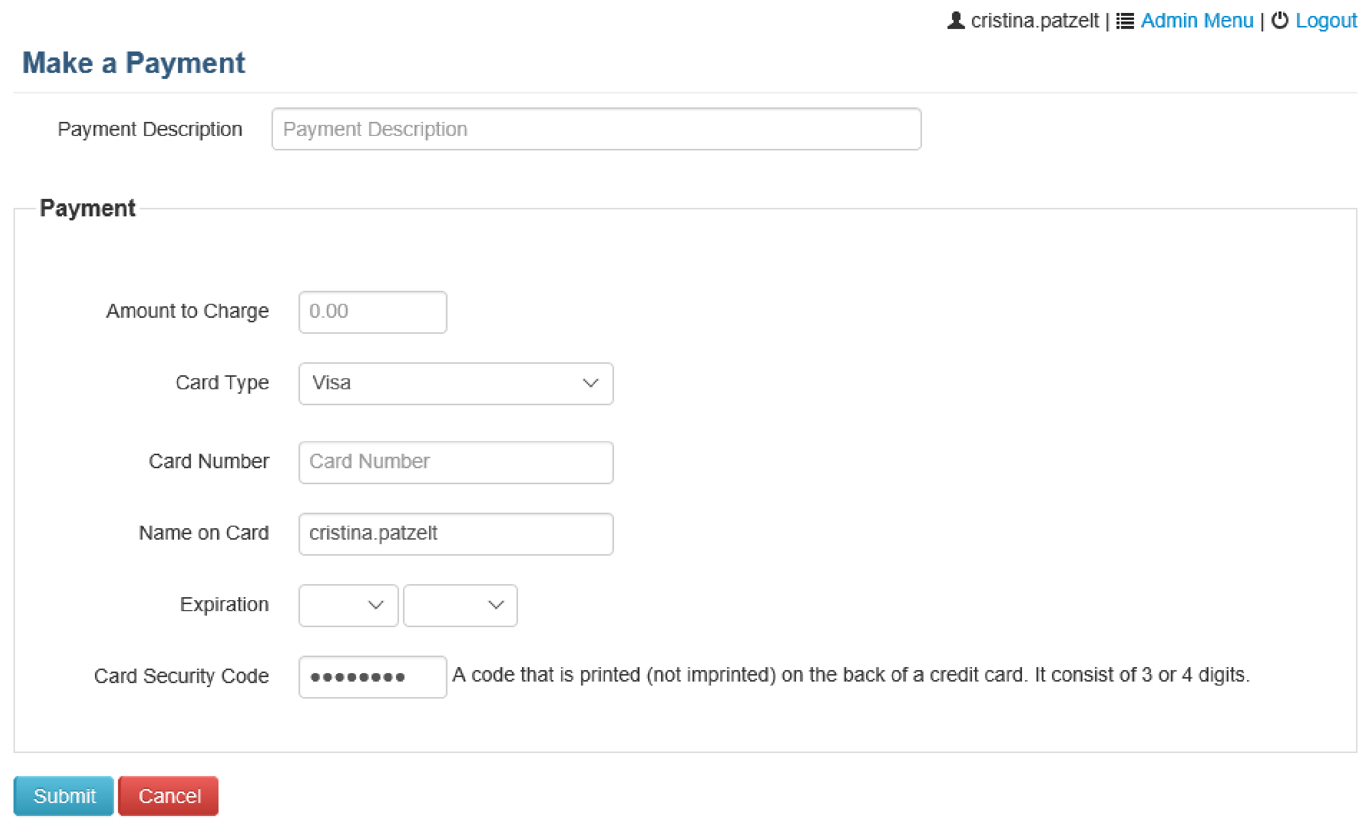
14.10 Non-Filers Report Screen

BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

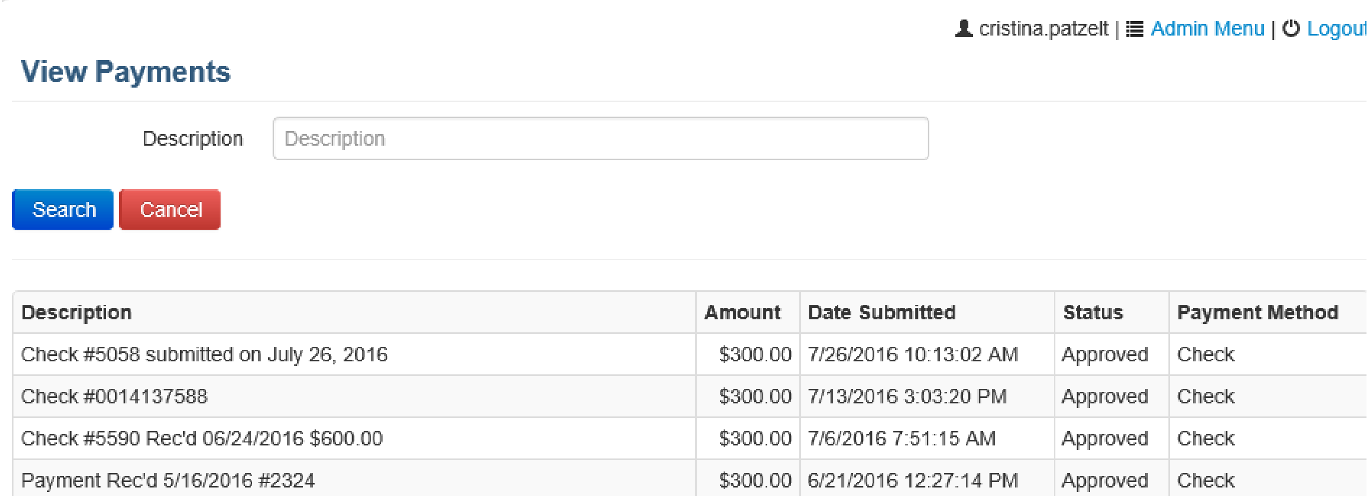
Termination Report 2016 - Non-Filers Report

Registered User	Registrant Name	Client Name	Email
AARP	AARP		aarpdc@aarp.org
ABC of Metro Washington	ABC of Metro Washington		ejones@abcmetrowashington.org
Accenture LLP	Accenture LLP		eric.sildon@stateandfed.com

14.11 Make a Payment Screen

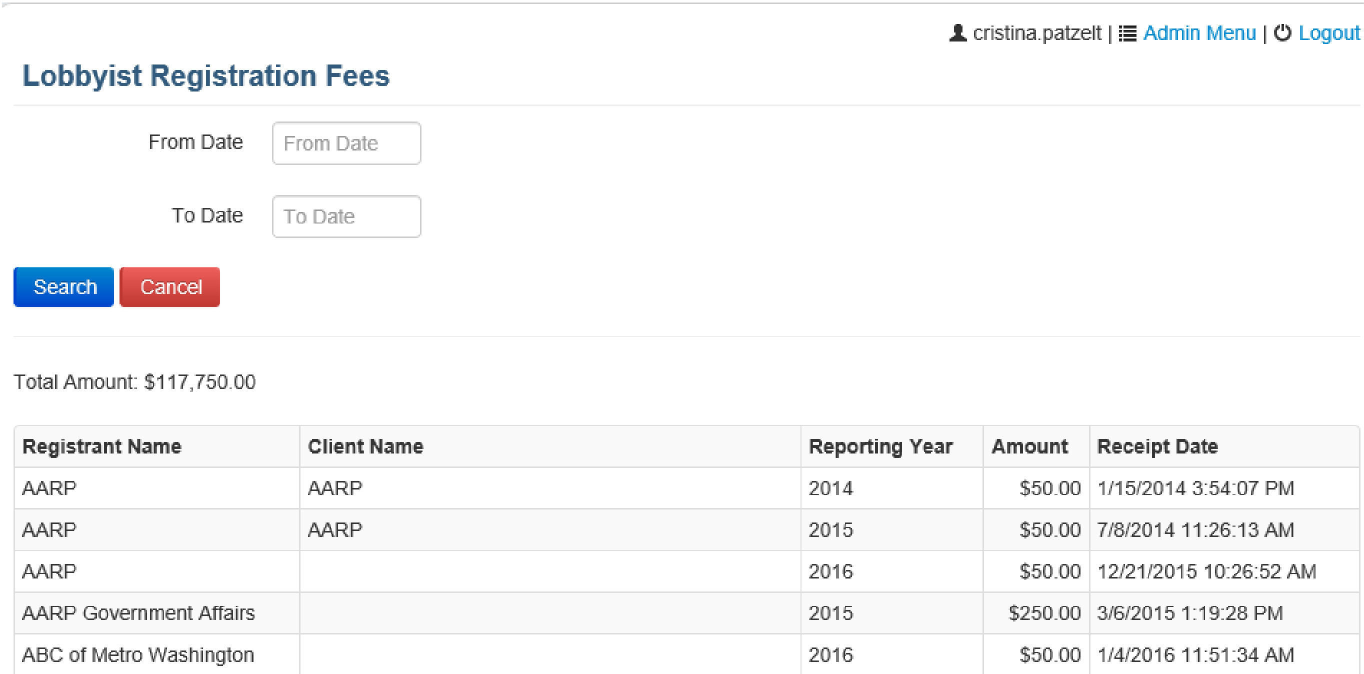


14.12 View Payments Screen



Description	Amount	Date Submitted	Status	Payment Method
Check #5058 submitted on July 26, 2016	$300.00	7/26/2016 10:13:02 AM	Approved	Check
Check #0014137588	$300.00	7/13/2016 3:03:20 PM	Approved	Check
Check #5590 Rec'd 06/24/2016 $600.00	$300.00	7/6/2016 7:51:15 AM	Approved	Check
Payment Rec'd 5/16/2016 #2324	$300.00	6/21/2016 12:27:14 PM	Approved	Check

14.13 Lobbyist Registration Fees Screen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Lobbyist Registration Fees

From Date: From Date

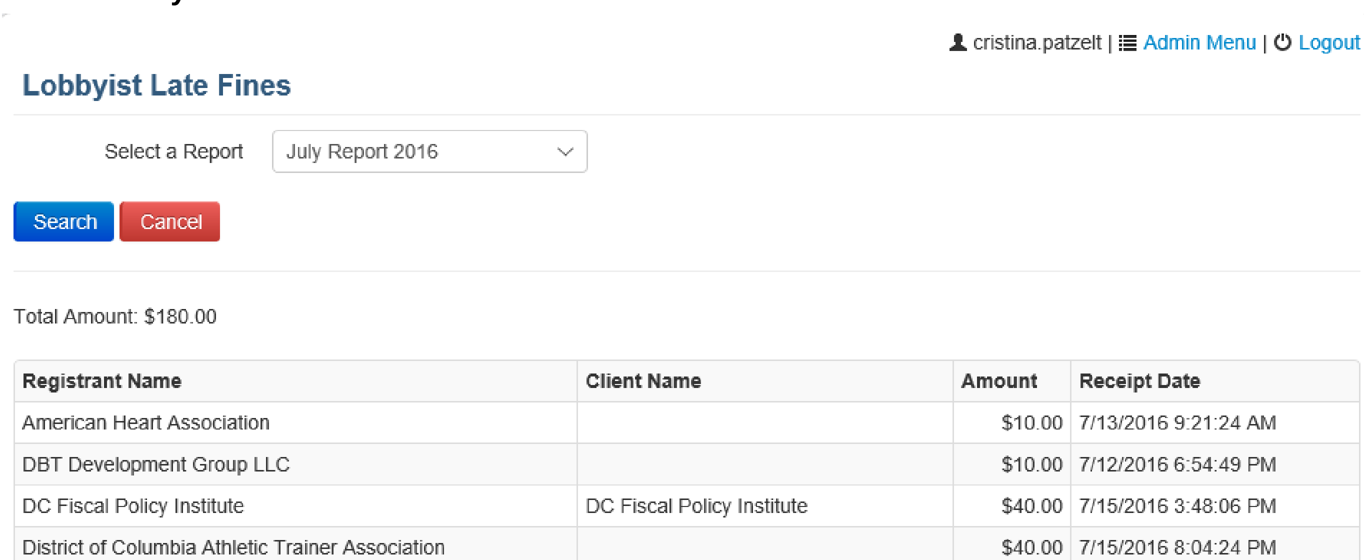
To Date: To Date

Search Cancel

Total Amount: $117,750.00

Registrant Name	Client Name	Reporting Year	Amount	Receipt Date
AARP	AARP	2014	$50.00	1/15/2014 3:54:07 PM
AARP	AARP	2015	$50.00	7/8/2014 11:26:13 AM
AARP		2016	$50.00	12/21/2015 10:26:52 AM
AARP Government Affairs		2015	$250.00	3/6/2015 1:19:28 PM
ABC of Metro Washington		2016	$50.00	1/4/2016 11:51:34 AM

14.14 Lobbyist Late Fines Screen


cristina.patzelt | Admin Menu | Logout

Lobbyist Late Fines

Select a Report: July Report 2016

Search Cancel

Total Amount: $180.00

Registrant Name	Client Name	Amount	Receipt Date
American Heart Association		$10.00	7/13/2016 9:21:24 AM
DBT Development Group LLC		$10.00	7/12/2016 6:54:49 PM
DC Fiscal Policy Institute	DC Fiscal Policy Institute	$40.00	7/15/2016 3:48:06 PM
District of Columbia Athletic Trainer Association		$40.00	7/15/2016 8:04:24 PM

14.15 Non-Filers Fine Payments Screen

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Non-Filers Fine Payment

Reporting Period: July Report 2016

Registrant Name	Submit Date	Late By (days)	Fine Amount	Overrided Amount	Fine Paid		
Alliance for Construction Excellence	07/13/2016	2 days	$20.00	_	$0.00	Override	Pay Now
American Civil Liberties Union of the Nation's Capital - American Civil Liberties Union of the Nation's Capital (self)	Not Filed	49 days	$300.00	_	$0.00	Override	Pay Now
American Heart Association	07/12/2016	1 days	$10.00	_	$10.00	Override	Pay Now
Apartment & Office Building Association of Metropolitan Washington	07/28/2016	13 days	$130.00	_	$0.00	Override	Pay Now

14.16 Manage Help Contents – LOB Screen

cristina.patzelt | Admin Menu | Logout

Manage Help Contents

Page	Active
Campaign Contributions	Yes
Campaign Contributions Filing	Yes
Change Password	No
Client of Registrant	Yes
Edit/Review Registration	Yes
Filer Menu	Yes
Fine Payments	Yes
Lobbyist Business Relationship(s)	Yes
Lobbyist Communication(s)	Yes
Lobbyist Matter(s)	Yes
Lobbyist Registration	Yes
Lobbyist(s) working for Registrant	Yes
Re-Registration	Yes
Registrant Information	Yes
Review Report	Yes
Schedule A - Compensation paid by Registrant	Yes
Schedule A-1 - Lobbyist Expenditures	Yes
Schedule A-2 - Other Expenditures	Yes
Schedule B - Certification	Yes
Termination	Yes
Terms of Compensation	Yes
User Dashboard	Yes
View/Edit Contact Information	Yes

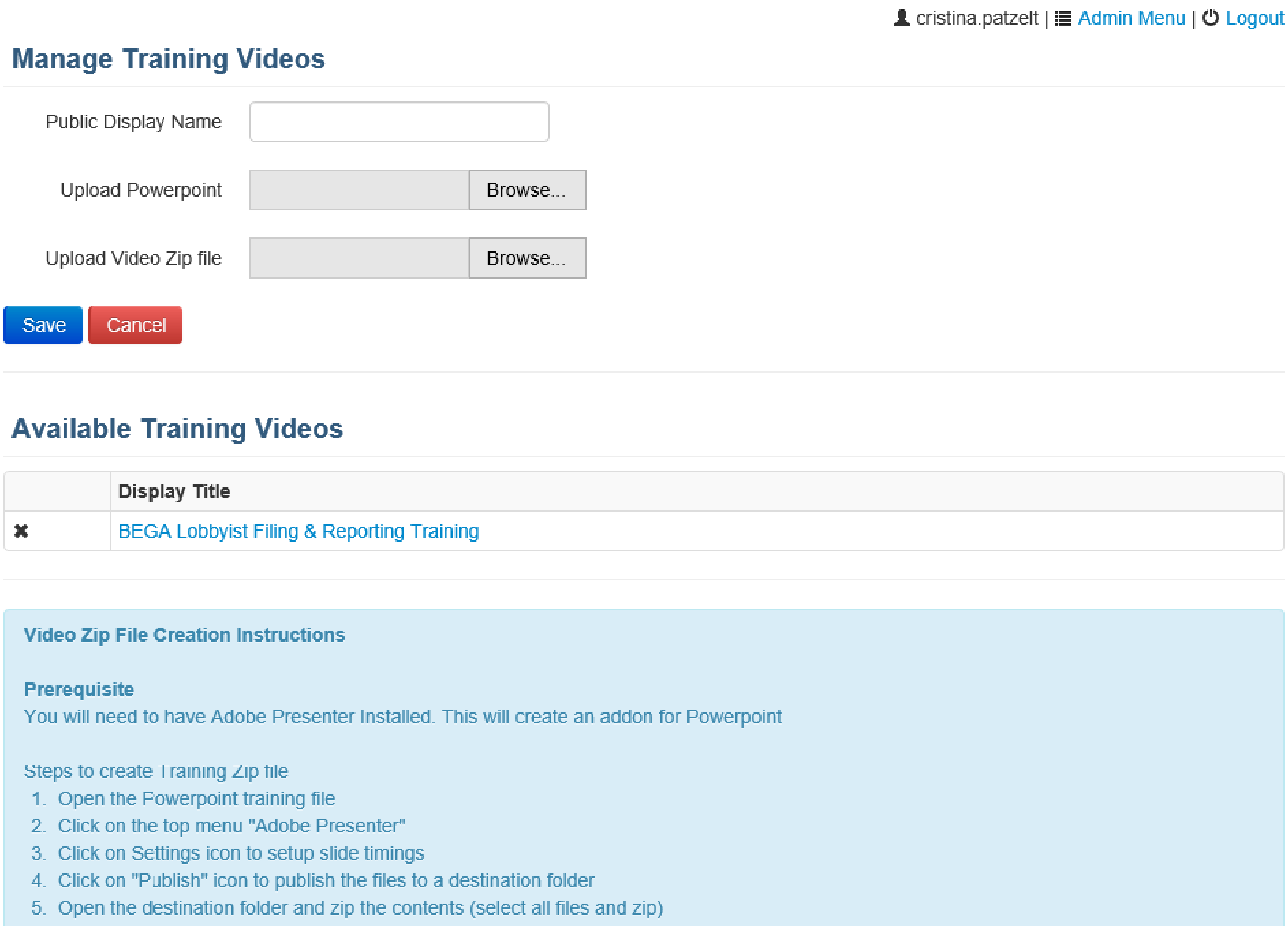
14.17 Manage Help Contents – FDS Screen

cristina.patzelt | Admin Menu | Logout

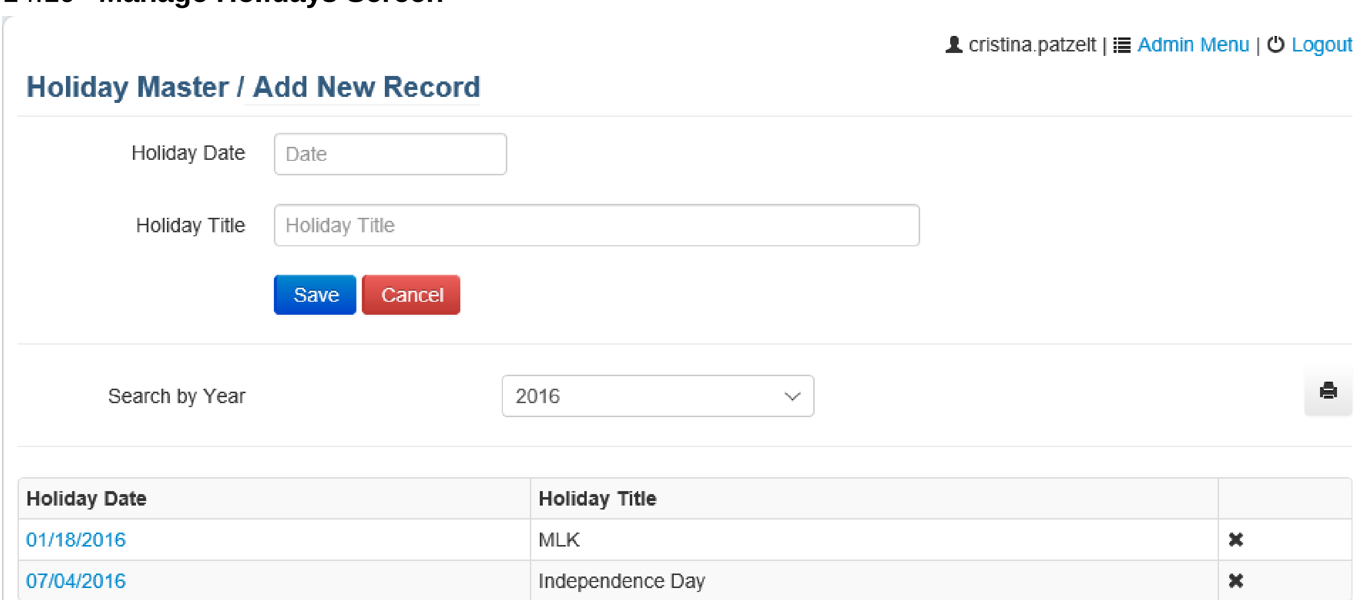
Manage Help Contents (FDS)

Page	Active
Filer Menu - FDS Form	No
Information 1	No
Information 2	No
Information 3	No
Information 4	No
Information 5	No
Information 6	No
Information 7	No
Information 8	No
Information 9	No
Step 1 of 2: Calendar Year	No
Step 2 of 2: Calendar Year	No

14.18 Manage Training Videos & PowerPoints Screen



14.19 Manage Holidays Screen



14.20 Email Logs Screen

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Email Log

Mail Subject	Mail Sent Date	Recipient Count
2016 Financial Disclosure Instructions and Login Information for Employees	8/30/2016 1:48:35 PM	1
2016 Financial Disclosure Instructions and Login Information for Employees	8/10/2016 12:28:57 PM	1
2016 Financial Disclosure Instructions and Login Information for Employees	8/10/2016 10:44:03 AM	1
2016 Financial Disclosure Instructions and Login Information for Employees	8/10/2016 10:40:17 AM	1
2016 Financial Disclosure Instructions and Login Information for Employees	8/10/2016 7:05:22 AM	1
2016 Financial Disclosure Instructions and Login Information for Employees	7/22/2016 4:22:07 PM	1
2016 Financial Disclosure Instructions and Login Information for Candidates and Advisory Neighborhood Commissioners	7/22/2016 11:14:07 AM	1
2016 Financial Disclosure Instructions and Login Information for Employees	7/20/2016 2:36:21 PM	1
2016 Financial Disclosure Instructions and Login Information for Employees	7/20/2016 12:16:54 PM	1
Late Penalty Notice	7/12/2016 4:15:15 PM	22

1 2 3 4 5 6 7 8 9 10 ...

15. Appendix E: FDS Filers – eFiling Screenshots

15.1 New Financial Disclosure Report Form – Step 1

Financial Disclosure Filing System

Logout

Step 1 of 2: Calendar Year- 2015 (Original)

***** Please review the question "Are you Currently, or have you been during 2015?" carefully and answer it correctly *****

*** Are you Currently, or have you been during 2015:**

- ○ The Mayor, Chairman, or a member of the Council of the District of Columbia?
- ○ The Attorney General of the District of Columbia?
- ○ A Representative or Senator representing the District of Columbia?
- ◉ A Member of the State Board of Education?
- ○ An Agency Head?
- ○ A Member of a Board or Commission (whether paid or unpaid) listed in D.C. Official Code § 1-523.01(e) (see FAQ for list of these Boards or Commissions)? *Please click here to see the full list of Board and Commission that fall under this definition.*
- ○ An employee of the District of Columbia, other than an Agency Head, who is paid $101,296 or more, and who makes decisions or participates substantially in areas that could create a financial conflict of interest including, but not limited to, contracting, procurement, administration of grants or subsidies, developing policies, land use planning, inspecting, licensing, regulating, or auditing?

Date of Appointment or Employment	02/10/2016	(mm/dd/yyyy) or leave it BLANK if not applicable
Final Date of Service *(if applicable)*	01/01/2016	(mm/dd/yyyy) or leave it BLANK if not applicable
Position	Analyst	If blank or not correct, please contact BEGA to update the position.
Agency	Board of Ethics & Government Accountabili	If blank or not correct, please contact BEGA to update the Agency.

Position Held with the District Government During the Prior calendar year (If Not The Same As Above)

Position [ ] **Final Date in Position** [ ] (mm/dd/yyyy) or BLANK IF PRESENT

Former Agency Name

[ ]

Continue

15.2 New Financial Disclosure Report Form – Step 2 – Question 1


Question 1

1. Did you have any outside employment or engage in any outside business during 2015 for which you received income of $200 or more?

Note: Answer "yes" if you engaged in any occupation, trade, business, profession, or employment during the reporting year in which you were paid $200 or more. Do not include your District employment.

○ Yes ○ No

If you answered "Yes", please fill all mandatory fields marked with * :

Add Another Entry | Cancel | Next

15.3 New Financial Disclosure Report Form – Step 2 – Question 2


Question 2

2. Was your spouse, registered domestic partner, or dependent child(ren) employed by a private entity or did they engage in any business endeavors during 2015 for which they received income of $200 or more?

Note: Answer "yes" if your spouse, domestic partner, or dependent child(ren) engaged in any non-government occupation, trade, business, profession, or employment during the reporting year and received income of $200 or more for doing so.

○ Yes ○ No

If you answered "Yes", please fill all mandatory fields marked with * :

Add Another Entry | Cancel | Next

15.4 New Financial Disclosure Report Form – Step 2 – Question 3


Question 3

3. Did you serve in any unpaid position as an officer, director, partner, consultant, contractor, volunteer, member of a non-government board, or in any other formal capacity during 2015?

○ Yes ○ No

If you answered "Yes", please fill all mandatory fields marked with * :

Add Another Entry | Cancel | Next

15.5 New Financial Disclosure Report Form – Step 2 – Question 4

Question 4

4. Did your spouse, registered domestic partner, or dependent child(ren) serve in any unpaid position as an officer, director, partner, consultant, contractor, volunteer, member of a non-government board, or in any other formal capacity during 2015?

○ Yes ○ No

If you answered "Yes", please fill all mandatory fields marked with * :

Add Another Entry | Cancel | Next

15.6 New Financial Disclosure Report Form – Step 2 – Question 5

Question 5

5. During 2015, did you have any agreements with a former or current employer, other than with the District of Columbia, for future payments or benefits (such as separation pay, partnership buyouts, or pension or retirement pay) or for future employment or for a leave of absence?

○ Yes ○ No

If you answered "Yes", please fill all mandatory fields marked with * :

Add Another Entry | Cancel | Next

15.7 New Financial Disclosure Report Form – Step 2 – Question 6

Question 6

6. During 2015, did your spouse, registered domestic partner, or dependent child(ren) have any agreements with a former or current employer, other than with the District of Columbia, for future payments or benefits (such as separation pay, partnership buyouts, or pension or retirement pay) or for future employment or for a leave of absence?

○ Yes ○ No

If you answered "Yes", please fill all mandatory fields marked with * :

Add Another Entry | Cancel | Next

15.8 New Financial Disclosure Report Form – Step 2 – Question 7

Question 7

7. Did you have a beneficial interest in or hold any security *(Securities means stocks (any class), bonds (including savings bonds and tax exempt bonds), , stock options, warrants, debentures, obligations, notes (not mortgage notes), mortgages (not on one's home), investment interests in limited partnerships, REITs, and such other evidences of indebtedness and certificates of interest or participation in any profit-sharing agreement as are usually referred to as securities)* **at the close of 2015 that exceeded in the aggregate $1,000 or that produced income of $200 or more?** *(You need not disclose mutual funds or other similar investment vehicles that own multiple securities and are managed by someone other than yourself.)*

○ Yes ○ No

If you answered "Yes", please list each individual security you held (Use the Add Another Entry button at the bottom of this page to list each security separately):

[Add Another Entry] [Cancel] [Next]

15.9 New Financial Disclosure Report Form – Step 2 – Question 8

Question 8

8. Did your spouse, registered domestic partner, or dependent child(ren) have a beneficial interest in a business or hold any security *(Securities means stocks (any class), bonds (including savings bonds and tax exempt bonds), , stock options, warrants, debentures, obligations, notes (not mortgage notes), mortgages (not on one's home), investment interests in limited partnerships, REITs, and such other evidences of indebtedness and certificates of interest or participation in any profit-sharing agreement as are usually referred to as securities)* **at the close of 2015 that exceeded in the aggregate $1,000 or that produced income of $200 or more? (You need not disclose mutual funds or other similar investment vehicles that own multiple securities and are managed by someone other than yourself.)**

○ Yes ○ No

If you answered "Yes", please list each individual security you held (Use the Add Another Entry button at the bottom of this page to list each security separately):

[Add Another Entry] [Cancel] [Next]

15.10 New Financial Disclosure Report Form – Step 2 – Question 9

Question 9

9. Did you owe any entity or person *(other than a member of your immediate family)* **$1,000 or more,** *(excluding: mortgages on your personal residence, student loans, automobile loans, credit card accounts or other revolving credit, and other loans from a federal or state insured or regulated financial institution)***, during 2015?**

○ Yes ○ No

If you answered "Yes", please fill all mandatory fields marked with * :

Add Another Entry | Cancel | Next

15.11 New Financial Disclosure Report Form – Step 2 – Question 10

Question 10

10. Did you have an interest in any real property located in the District during 2015, aside from your primary personal residence, in which your interest had a fair market value of more than $1,000, or where the property produced income of $200 or more?

○ Yes ○ No

If you answered "Yes", please fill all mandatory fields marked with * :

Add Another Entry | Cancel | Next

15.12 New Financial Disclosure Report Form – Step 2 – Question 11

Question 11

11. In 2015, did you practice law or were you a licensed real estate broker or agent or did you practice a profession licensed by the District *(i.e., licensed by the District's Department of Health, the District's Department of Consumer and Regulatory Affairs, the District's Department of Mental Health, the District's Department of Insurance Securities and Banking, the Metropolitan Police Department, or the District's Occupational and Professional Licensing Administration)***?**

Note: Only answer "Yes" if you, your spouse, domestic partner, or dependent child(ren) were licensed and the license, whether it is to practice law, be a real estate broker, or another professional or occupational license, was issued by the District of Columbia Government.

○ Yes ○ No

If you answered "Yes", please fill all mandatory fields marked with * :

Add Another Entry | Cancel | Next

15.13 New Financial Disclosure Report Form – Step 2 – Question 12

Question 12

12. Did you receive any gift(s) *("Gift is defined as a payment, subscription, advance, forbearance, rendering, or deposit of money, services, or anything of value, unless consideration of equal or greater value is received")* **from any person that has or is seeking to do business with the District, conducts operations or activities that are regulated by the District, or has an interest that may be favorably affected by the performance or nonperformance of your duties in the total amount or with a total value of $100 or more during 2015?**

○ Yes ○ No

If you answered "Yes", please fill all mandatory fields marked with * :

Add Another Entry | Cancel | Done

15.14 **Filing Certification Screen**

Help | Logout

Certify Filing

CERTIFICATION

I hereby swear (or affirm) that to the best of my knowledge and belief I have:

- Not caused title to property to be placed in another person or entity for the purpose of avoiding the disclosure requirements on the preceding form;
- Filed and paid my income and property taxes;
- Diligently safeguarded the assets of the taxpayers and the District;
- Reported known illegal activity, including attempted bribes, to the appropriate authorities;
- Not been offered or accepted any bribes;
- Not directly or indirectly received government funds through illegal or improper means;
- Not raised or received funds in violation of federal or District law; and
- Not received or been given anything of value, including a gift, favor, service, loan gratuity, discount, hospitality, political contribution, or promise of future employment, based on any understanding that my official actions or judgment or vote would be influenced.

Additional Information

Please use the box below if you need to include any additional information.

YOU MUST SIGN THIS FORM. Read the following carefully before you sign. I understand that the making of a false statement on this form or materials submitted with this form is punishable by criminal penalties pursuant to D.C. Official Code 22-2405 et seq. (2001). I understand that any information I give may be investigated as allowed by law or Mayoral order. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, and complete.

Filer Name	cristina.patzelt
PIN	
Verify PIN	••••••••

Please Note:

- Submission of this report means you have completed the report (with all applicable schedules), and that the report is ready for filing with the BEGA.
- Once a report is submitted, it cannot be edited. All modifications thereafter can only be done by filing an amendment.

<< Previous | Certify & Submit

15.15 **Filer Details Screen**

EXHIBIT 12

Peterson, Sandra (BEGA)

From:	Foley, Timothy <TFoley@savills-studley.com>
Sent:	Thursday, February 01, 2018 11:17 AM
To:	Hughes, Traci (BEGA); Peterson, Sandra (BEGA); Greene, Reginald (DGS); Grimaldi, John J. (BEGA); Wolfingbarger, Brentton (BEGA)
Cc:	Fuller, Yohance (DGS); Imo, Ikeogu (DGS); Rogers, Mattie (DGS); Quinby, Bill
Subject:	Board of Ethics and Government Accountability
Attachments:	Visioning Session Notes for Board of Ethics and Gov Acct 2-1-2018.docx; Program.xlsx

All,

It was nice meeting with you yesterday morning. Please find attached our notes from our conversation as well as a high level program based on your input.

Your program as we understand it will require **7,000 to 8,000 SF**, which will require am annual budget of **$336,000 to $400,000** for total annual rent escalating at 2.0 to 3.0% per year.

I am providing this information to you directly for expediency's sake, please be in touch with Mattie directly with your comments regarding the note, program or budget.

Best regards,

Tim

Timothy Foley
Senior Managing Director
savills Studley
Savills Studley
1201 F Street, NW
Suite 500
Washington, DC 20004
t (202) 624-8543
c (202) 320-8885
Linked in Profile
@SavillsStudley

Visioning Session Minutes
Board of Ethics and Government Accountability

DGS THE DEPARTMENT OF GENERAL SERVICES

savills Studley

Location Criteria / Objectives (required/desired/constraints)

- Near metro (Red, Orange and Blue are most common) – prefer to be within walking distance
- Close to OIG, but not necessary (700 block of 14th Street NW)
- Amenities are a plus

Employee, Workspace/Layout of Space Objectives

- Currently have 16 FTEs across the two agencies
- 11 offices
    - Ethics needs 8 offices including one for a director
    - Accountability needs 2 offices including one for a director
    - 1 office for growth
- 12 workstations
    - Ethics needs 6 workstation (6' x 8')
    - Ethics needs 4 work stations for growth (6' X 8')
    - Accountability needs 1 workstation (6' x 8')
- A single reception with waiting area
- 35 person board room with dais that seats 6 (flexible furniture wired for audio visual) – current board room is 725 SF
- 12 person conference room (flexible furniture wired for audio visual)
- 4 person interview room
- Secure evidence storage, locked - ~150 SF
- File room
- Work room / copy room
- Supply closet
- Kitchenette (refrigerator, sink, dishwasher, cabinets, microwave)
- LAN closet

Building Criteria / Objectives (required/desired)

- Security – magnetometer is preferred, minimum requirement is a guard with 100% ID check
- 10 visitors from the public per week
- Gym is definite plus

Operational Criteria / Objectives

- Hours should be 8:00am to 6:00pm Monday through Friday – earlier if possible
- As many spots allowed by the building ratio

Financial Criteria / Objectives

- Total square footage required 7,000 SF to 8,000 SF
- Annual Cost - $336,000 to $400,000 in Total Annual Rent plus annual escalations

Board of Ethics and Government Accountability

Space Requirements

WORKSPACES	MOVE-IN REQUIREMENTS Code	Sq. Ft.	Qty	Ttl. Sq. Ft.	REMARKS
Executive Director Suite (Office C)	OE	250	2	500	
Deputy Director/Department Head (Office D)	OD	150			
Assistant to Director	WS	48	12	576	
Supervisor Requiring an Office	DC	120	9	1,080	
Staff					
Staff (100% in Office or Function Requires)	WS	64			
Staff (Field/Office)	WS	48			
Hoteling Stations	HS	20			
Remote Workers	RW				
Contractors	CO				
Interns	IN				
Personnel Subtotal			23		
Personnel Area (SF)				2,156	

SUPPORT & SHARED SPACES	Code	Sq. Ft.	Qty	Ttl. Sq. Ft.	
Conference A (2-4 seats)	C-A	150	1	150	
Conference B (6-8 seats)	C-B	180			
Conference Room C (10-12 Seats)	C-C	240	1	240	
Board Room (35 seats)	MP	725	1	725	
Conference Center (200 seats only)	CC#1	1,400			
Conference Center (200 seats/tables)	CC#2	3,000			
Assembly Area for 200	AA	1,000			
Reception	RE	400	1	400	
Copy / Work Room	FCW	400	1	400	
Kitchenette	CA	500	1	500	
Secured Storage		150	1	150	
File Room		250	1	250	
Supply Closet		80	1	80	
Informal Space	IS	150			
Focus Room / Telephone Room	FR	48			
IT / Server Room	IT	250	1	250	
Wellness / Quiet Room	W	120	1	120	
Support Area (SF)				3,265	

Area Subtotal (USF)				5,421	
Circulation Factor			40.0%	2,168	
Area Total (USF)				**7,589**	

EXHIBIT

13

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, October 6, 2016, at 11:00 a.m. at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government
   a. OMA Compliance Requests
   b. Advice
   c. Trainings

V. Report by the Director of Government Ethics
   a. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
   b. Publication and Reporting Obligations
   c. Trainings
   d. Advisory Opinions
   e. Ethics Legislation/Comprehensive Code of Conduct
   f. Rulemaking
   g. Budget
   h. Staffing and Hiring
   i. Lobbyist/Financial Disclosure Matters
      i. # 1554-001-- *In re: Edwin Edokwe* (Waiver request)
      ii. # 1552-001 *In re: Charlene Dickens* (Waiver request)

   j. Conflict of Interest Waivers

k. Non-Confidential Investigations
   i. #1426-001 *In re: Gerren Price*
   ii. #1311-002 *In re: Yvette Alexander*
   iii. #1019-011 *In re: Adrian Williams*

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting
   a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, November 3, 2016, at 11:00 a.m. at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

V. Report by the Director of Government Ethics
   a. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
   b. Publication and Reporting Obligations
   c. Trainings
   d. Advisory Opinions
   e. Ethics Legislation/Comprehensive Code of Conduct
   f. Rulemaking
   g. Budget
   h. Staffing and Hiring
   i. Lobbyist/Financial Disclosure Matters
      i. # 1150-003 *In re: Cynthia Davis* (PFDS non-filer)
      ii. # 1556-001 *In re: Clarence Humes* (PFDS non-filer)
      iii. # 1557-001 *In re: Sundai Riggins* (PFDS non-filer)
      iv. #1552-001 *In re: Charlene Dickens* (PFDS appeal)
      v. #1554-001 *In re Edwin Edokwe* (PFDS appeal)
      vi. #1560-001 *In re Ann Jelani* (PFDS waiver request)
   j. Conflict of Interest Waivers

k. Non-Confidential Investigations
    i. #1426-001 *In re: Gerren Price*
    ii. #1311-002 *In re: Yvette Alexander*

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting
    a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, December 8, 2016, at 11:00 a.m. at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government
   a. Fiscal Year 2018 Budget
   b. OMA Enforcement Action -- Mayor's Advisory Commission on Caribbean Community Affairs (2016 CA 0007337 B)
   c. OMA/FOIA Advice
   d. Trainings

V. Report by the Director of Government Ethics
   a. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
   b. Publication and Reporting Obligations
   c. Trainings
   d. Advisory Opinions
   e. Ethics Legislation/Comprehensive Code of Conduct
   f. Rulemaking
   g. Budget
   h. Staffing and Hiring
   i. Lobbyist/Financial Disclosure Matters
   j. Conflict of Interest Waivers

i. #1501-002, Request for an Advisory Opinion Regarding Potential Conflict of Interest and Request for a Waiver (FEMS)
ii. #1585-002, Request for an Advisory Opinion Regarding Potential Conflict of Interest and Request for a Waiver (Events DC)

k. Non-Confidential Investigations
   i. #1019-011 *In re: Adrian Williams*

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting
   a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, January 5, at 11:00 a.m. at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government
- A. OMA Complaints
- B. FOIA/OMA Advice
- C. OMA Enforcement Action – Mayor's Advisory Commission on Caribbean Community Affairs (2016 CA 0007337 B)
- D. Trainings

V. Report by the Director of Government Ethics
- A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
- B. Publication and Reporting Obligations
    - 1. Update on Best Practices Report
- C. Trainings/Outreach
- D. Advisory Opinions/Advice
- E. Ethics Legislation/Comprehensive Code of Conduct
- F. Rulemaking
- G. Budget
- H. Staffing
- I. Lobbyist/Financial Disclosure Matters
- J. Non-Confidential Investigations

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, February 9, at 11:00 a.m. at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

DRAFT AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government
- A. Performance Hearing/Budget
- B. OMA Enforcement Action – MACCCA (2016 2016 CA 0007337 B)
- C. OMA and FOIA Advice
- D. Trainings
- E. Development/Tracking tools
- F. Legislation

V. Report by the Director of Government Ethics
- A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
- B. Publication and Reporting Obligations
- C. Trainings/Outreach
- D. Advisory Opinions/Advice
- E. Ethics Legislation/Comprehensive Code of Conduct
- F. Rulemaking
- G. Budget
- H. Staffing
- I. Lobbyist/Financial Disclosure Matters
- J. Non-Confidential Investigations

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, March 9, at 11:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

DRAFT AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

- A. Performance Hearing/Budget
- B. OMA Enforcement Action – MACCCA (2016 2016 CA 0007337 B)
- C. OMA and FOIA Advice
- D. Trainings
- E. Development/Tracking tools
- F. Legislation

V. Report by the Director of Government Ethics

- A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
- B. Publication and Reporting Obligations
- C. Trainings/Outreach
- D. Advisory Opinions/Advice
- E. Ethics Legislation/Comprehensive Code of Conduct
- F. Rulemaking
- G. Budget
- H. Staffing
- I. Lobbyist/Financial Disclosure Matters
- J. Non-Confidential Investigations

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, April 6, at 11:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

DRAFT AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

A. Legislation
B. Budget
C. OMA and FOIA Advice/Advisory Opinions
D. Trainings

V. Report by the Director of Government Ethics

A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
B. Publication and Reporting Obligations
C. Trainings/Outreach
D. Advisory Opinions/Advice
E. Ethics Legislation/Comprehensive Code of Conduct
F. Rulemaking
G. Budget
H. Staffing
I. Lobbyist/Financial Disclosure Matters
J. Non-Confidential Investigations

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting
    a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, May 4, 2017 at 11:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

DRAFT AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

A. Update in OOG v. Yates litigation
B. OMA and FOIA Advice/Advisory Opinions
C. Trainings
D. Budget

V. Report by the Director of Government Ethics

A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
B. Publication and Reporting Obligations
C. Trainings/Outreach
D. Advisory Opinions/Advice
E. Ethics Legislation/Comprehensive Code of Conduct
F. Rulemaking
G. Budget
H. Staffing
I. Lobbyist/Financial Disclosure Matters
J. Non-Confidential Investigations

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, June 1, 2017 at 10:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

DRAFT AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

A. Update in OOG v. Yates litigation
B. Budget
C. OMA and FOIA Advice/Advisory Opinions
D. Trainings

V. Report by the Director of Government Ethics

A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
B. Publication and Reporting Obligations
C. Trainings/Outreach
D. Advisory Opinions/Advice
E. Ethics Legislation/Comprehensive Code of Conduct
F. Rulemaking
G. Budget
H. Staffing
I. Lobbyist/Financial Disclosure Matters

J. Non-Confidential Investigations

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, July 6, 2017 at 11:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

DRAFT AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

A. Update in OOG v. Yates litigation
B. Budget
C. OMA and FOIA Advice/Advisory Opinions
D. Trainings

V. Report by the Director of Government Ethics

A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
B. Publication and Reporting Obligations
C. Trainings/Outreach
D. Advisory Opinions/Advice
E. Ethics Legislation/Comprehensive Code of Conduct
F. Rulemaking
G. Budget
H. Staffing
I. Lobbyist/Financial Disclosure Matters

J. Non-Confidential Investigations

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, August 5, 2017 at 11:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

FINAL AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

A. OMA Trainings
B. OOG v. Yates, No. 2016 CA 007337 B
C. OMA and FOIA Advice/Advisory Opinions
D. OMA Complaints
E. OOG Outreach

V. Report by the Director of Government Ethics

A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
B. Publication and Reporting Obligations
C. Trainings/Outreach
D. Advisory Opinions/Advice
E. Ethics Legislation/Comprehensive Code of Conduct
F. Rulemaking
G. Budget
H. Staffing

I. Lobbyist/Financial Disclosure Matters

J. Non-Confidential Investigations

1. # 1344-002, *In re*: J. Bazemore
2. # 1426-001, *In re*: G. Price

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13) and (14), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, September 7, 2017 at 11:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

FINAL AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

A. OMA Trainings
B. OOG v. Yates, No. 2016 CA 007337 B
C. OMA and FOIA Advice/Advisory Opinions

V. Report by the Director of Government Ethics

A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
B. Publication and Reporting Obligations
C. Trainings/Outreach
D. Advisory Opinions/Advice
E. Ethics Legislation/Comprehensive Code of Conduct
F. Rulemaking –
G. Budget
H. Staffing
I. Lobbyist/Financial Disclosure Matters
J. Non-Confidential Investigations

1. # 1426-001, *In re*: G. Price
2. # 1031-007, *In re:* K. Henderson

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13) and (14), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, October 19, 2017 at 11:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

A. OOG Outreach/Visiting Delegation – China, Anhui Province
B. Budget
C. OOG v. Yates, No. 2016 CA 007337 B
D. OMA and FOIA Advice/Advisory Opinions
E. Trainings

V. Report by the Director of Government Ethics

A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
B. Publication and Reporting Obligations
C. Trainings/Outreach
D. Advisory Opinions/Advice
E. Ethics Legislation/Comprehensive Code of Conduct
F. Rulemaking
G. Budget
H. Staffing
I. Lobbyist/Financial Disclosure Matters

1. #1641-001, *In re:* R. French
2. #XXXX-001, *In re:* A. Moon

J. Non-Confidential Investigations

1. # 1031-007, *In re:* K. Henderson

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13) and (14), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, November 9, 2017 at 11:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

A. OOG Outreach/Visiting Delegation – China, Anhui Province
B. Budget
C. OOG v. Yates, No. 2016 CA 007337 B
D. OMA and FOIA Advice/Advisory Opinions
E. Trainings

V. Report by the Director of Government Ethics

A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
B. Publication and Reporting Obligations
--2018 Schedule of Ethics Board Meetings
C. Trainings/Outreach
D. Advisory Opinions/Advice
E. Ethics Legislation/Comprehensive Code of Conduct
F. Rulemaking
G. Budget
H. Staffing

I. Lobbyist/Financial Disclosure Matters
    1. #1641-001, *In re:* R. French
    2. #XXXX-001, *In re:* A. Moon

J. Non-Confidential Investigations

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13) and (14), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting
    a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, December 21, 2017 at 10:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government

A. OOG v. Yates
B. OMA complaints
C. OMA/FOIA opinions and advice
D. Trainings
E. Technical Amendments to the OOG Regulations and OOG Establishment Act

V. Report by the Director of Government Ethics

A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
B. Publication and Reporting Obligations
C. Trainings/Outreach
D. Advisory Opinions/Advice
E. Ethics Legislation/Comprehensive Code of Conduct
F. Rulemaking
G. Budget
H. Staffing
I. Lobbyist/Financial Disclosure Matters

1. #1677-001, National Capitol Strategy Group Late Fee Waiver Request

J. Non-Confidential Investigations

1. #1630-001, *In re:* A. Moon
2. #1641-001, *In re:* R. French

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13) and (14), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY

NOTICE OF PUBLIC MEETING

The District of Columbia Board of Ethics and Government Accountability will hold a public meeting on Thursday, January 4, 2018 at 10:00 a.m., at One Judiciary Square, 441 Fourth Street, N.W., Room 540 South, Washington, D.C. 20001. Below is a draft agenda for the meeting. A final meeting agenda will be posted on the Board's website at www.bega.dc.gov on the day of the meeting.

Members of the public are welcome to attend. Questions about the meeting may be directed to bega@dc.gov.

AGENDA

I. Call to Order

II. Ascertainment of Quorum

III. Adoption of the Agenda

IV. Report by the Director of Open Government
- A. Trainings
- B. Advice/Advisory Opinions
- C. Public outreach

V. Report by the Director of Government Ethics

- A. Update on Status of Office of Government Ethics (OGE) Operations – Recap of previous month's activities (statistics)
- B. Publication and Reporting Obligations
- C. Trainings/Outreach
- D. Advisory Opinions/Advice
- E. Ethics Legislation/Comprehensive Code of Conduct
- F. Rulemaking
- G. Budget
- H. Staffing
- I. Lobbyist/Financial Disclosure Matters
- J. Non-Confidential Investigations
  1. #1641-001, *In re:* R. French
  2. #1634-001, *In re:* R. Wilson

3. #1395-001, *In re:* C. Snowden

VI. Opportunity for Public Comment

VII. Executive Session (non-public) to Discuss Ongoing, Confidential Investigations pursuant to D.C. Official Code § 2-575(b), to deliberate on a decision in which the Ethics Board will exercise quasi-judicial functions pursuant to D.C. Official Code § 2-575(b)(13) and (14), and Personnel matters pursuant to D.C. Official Code § 2-575(b)(10).

VIII. Resumption of Public Meeting

a. Discussion of any remaining public items

IX. Adjournment

BEGA FY17 and FY18 Staff Additional Training/Education Opportunities

EXHIBIT 14

Employee Trained	Subject of Training	Date
Darrin Sobin, OGE Director	Council on Government Ethics Laws (COGEL)	Dec. 2016
Darrin Sobin, OGE Director	Active Shooter and CPR training from HSEMA	Jul-17
Clara Olawunmi, Investigator/Auditor	Three-day Critical Thinking Skills class offered by the Council of Inspectors General on Integrity and Efficiency (CIGIE)	Jan. 2017
Clara Olawunmi, Investigator/Auditor	Audit Evidence and Documentation offered by the Graduate School USA and two writing classes tailored for government auditors offered by the Council of the Inspectors General on Integrity and Efficiency ("CIGIE") - Audit, Inspection, and Evaluation Academy	Dec. 2016
Clara Olawunmi, Investigator/Auditor	Effective Presentation Skills	Apr-17
Asia Stewart-Mitchell, Attorney Advisor	OCTO Website Development Training	Feb. 2017
Asia Stewart-Mitchell, Attorney Advisor	Sexual Harassment Prevention for Employees (Mayor's Order 2017-313)	Jan. 2018
Asia Stewart-Mitchell, Attorney Advisor	Active Shooter and CPR training from HSEMA	Jul-17
Asia Stewart-Mitchell, Attorney Advisor	Thomson Reuters' CLEAR Investigation Software for Law Enforcement ("aggregates public records pulled from trusted, current sources")	Nov. 2017
Asia Stewart-Mitchell, Attorney Advisor	DC Bar course entitled "More Effective Writing Makes More Effective Lawyers." The class explored the fundamentals (and the critical details) of creating clear, well-organized, persuasive legal documents	Sept. 2017
Brian K. Flowers, General Counsel	Council on Government Ethics Laws (COGEL)	Dec. 2016
Brian K. Flowers, General Counsel	EEO Counselor/Officers Certification Program	Jan. 2017
Brian K. Flowers, General Counsel	EEO Counselor/Officers Certification Program	Nov. 2016
Brian K. Flowers, General Counsel	Essential Supervisory Skills seminar offered by OAG	Jun-17
Brian K. Flowers, General Counsel	Sexual Harassment Prevention for Employees (Mayor's Order 2017-313)	Jan. 2018

Brian K. Flowers, General Counsel	Active Shooter and CPR training from HSEMA	Jul-17
Brian K. Flowers, General Counsel	Thomson Reuters' CLEAR Investigation Software for Law Enforcement ("aggregates public records pulled from trusted, current sources")	Nov. 2017
Tyrell Dow, Program Support Assistant	OCTO Website Development Training	Feb. 2017
Tyrell Dow, Program Support Assistant	OCTO - OGE's Website Migration back to the District's servers training	Mar. 2017
Tyrell Dow, Program Support Assistant	Sexual Harassment Prevention for Employees (Mayor's Order 2017-313)	Jan. 2018
Tyrell Dow, Program Support Assistant	Active Shooter and CPR training from HSEMA	Jul-17
Jessica Dillion, Program Analyst	OCTO - OGE's Website Migration back to the District's servers training	Mar. 2017
Jessica Dillion, Program Analyst	OCTO Website Development Training (OGE's website migration)	Feb. 2017
Jessica Dillion, Program Analyst	Active Shooter and CPR training from HSEMA	Jul-17
Janet Foster, Attorney Advisor	Legal ethics training seminar entitled The Legal Technology Jungle: Surviving the Law's Greatest Ethical Challenges sponsored by OAG covered the ethical challenges of practicing law with and around technology	May-17
Janet Foster, Attorney Advisor	OCTO Website Development Training	Feb. 2017
Janet Foster, Attorney Advisor	4-day intense trial skills program, including a mock trial, facilitated by National Institute of Trial Advocacy (NITA)	Oct. 2016
Janet Foster, Attorney Advisor	Sexual Harassment Prevention for Employees" (Mayor's Order 2017-313)	Jan. 2018
Janet Foster, Attorney Advisor	Active Shooter and CPR training from HSEMA	Jul-17
Janet Foster, Attorney Advisor	Thomson Reuters' CLEAR Investigation Software for Law Enforcement ("aggregates public records pulled from trusted, current sources")	Nov. 2017
Jack Grimaldi, Senior Attorney Advisor	Council on Government Ethics Laws (COGEL)	Dec. 2016
Jack Grimaldi, Senior Attorney Advisor	ADA Training Course	Oct. 2016
Jack Grimaldi, Senior Attorney Advisor	ADA Self-assessment Training presented by ODR	Mar. 2017
Jack Grimaldi, Senior Attorney Advisor	Sexual Harassment Prevention for Employees (Mayor's Order 2017-313)	Jan. 2018
Jack Grimaldi, Senior Attorney Advisor	Active Shooter and CPR training from HSEMA	Jul-17

Ashley Cooks, Attorney Advisor	4-day intense trial skills program, including a mock trial, facilitated by National Institute of Trial Advocacy (NITA)	Oct. 2016
Ashley Cooks, Attorney Advisor	Sexual Harassment Prevention for Employees (Mayor's Order 2017-313)	Jan. 2018
Ashley Cooks, Attorney Advisor	Active Shooter and CPR training from HSEMA	Jul-17
Ashley Cooks, Attorney Advisor	Thomson Reuters' CLEAR Investigation Software for Law Enforcement ("aggregates public records pulled from trusted, current sources")	Nov. 2017
Sandra Peterson, Admin. Officer	Performance Management Symposium	Jun-17
Sandra Peterson, Admin. Officer	Interagency Data Team Training	Aug. 2017
Sandra Peterson, Admin. Officer	Designated Employer Training and Reasonable Suspicion Training	Feb. 2017
Sandra Peterson, Admin. Officer	Sexual Harassment Prevention for Employees (Mayor's Order 2017-313)	Jan. 2018
Sandra Peterson, Admin. Officer	Active Shooter and CPR training from HSEMA	Jul-17
Ronal Cook, Investigator	Thomson Reuters' CLEAR Investigation Software for Law Enforcement ("aggregates public records pulled from trusted, current sources")	Nov. 2017
Ronal Cook, Investigator	Sexual Harassment Prevention for Employees (Mayor's Order 2017-313)	Jan. 2018
Ronal Cook, Investigator	Active Shooter and CPR training from HSEMA	Jul-17
Ileana Corrales, Investigator	Thomson Reuters' CLEAR Investigation Software for Law Enforcement ("aggregates public records pulled from trusted, current sources")	Nov. 2017
Ileana Corrales, Investigator	Sexual Harassment Prevention for Employees (Mayor's Order 2017-313)	Jan. 2018
Ileana Corrales, Investigator	Active Shooter and CPR training from HSEMA	Jul-17
Ishmael Okai, Auditor	Thomson Reuters' CLEAR Investigation Software for Law Enforcement ("aggregates public records pulled from trusted, current sources")	Nov. 2017
Ishmael Okai, Auditor	Sexual Harassment Prevention for Employees (Mayor's Order 2017-313)	Jan. 2018
Ishmael Okai, Auditor	Active Shooter and CPR training from HSEMA	Jul-17

Board of Ethics and Government Accountability

FY17 and FY18 Advisory Opinions

1249-002 Outside Activity - Patronizing Colleagues with Outside Business

- **Issued Date**: October 18, 2017
- **Tags**: Outside Employment

Summary: District government employees must abide by certain outside employment rules when engaging in outside employment. Specifically, a District employee may not let the operation of an outside company interfere with his or her ability to perform his or her District government job or impair the efficient operation of District government. In addition, District employees may not use government property for other than authorized purposes and may not solicit business, sell products, or perform any operation related to their outside company on District government property or during their tour of duty.

1009-013 Letter - Vincent Orange

- **Issued Date**: September 7, 2017
- **Issued to:** Vincent Orange (former Councilmember)
- **Tags**: Council, Conflict of Interest

Summary: Mr. Orange was advised that he would not violate the Ethics Act's conflict of interest provisions simply by serving on the D.C. Chamber of Commerce and running for a seat in either primary or general election. Any conflicts of interests, or appearances thereof, would only result from circumstances arising out of his taking office. If he held office while continuing to serve on the Chamber, there would be a real chance for ethical questions to arise, specifically related to perceived conflicts of interests.

1009-014 Advisory Opinion - OCTO Statehood Portal

- **Issued Date**: August 17, 2017
- **Issued to**: Beverly Perry (Sr. Advisor to the Mayor)
- **Tags**: Statehood, Misuse of Government Property, Local Hatch Act

Summary: The proposal for the Executive Office of the Mayor and the Statehood Commission to have the Office of the Chief Technology Officer create a portal to facilitate District resident's ability to communicate with Congress regarding statehood is permissible under the Code of Conduct. The proposed activities and would not amount to misuse of government property or constitute a violation of the Local Hatch Act.

1009-013 Advisory Opinion - Clarification to Vincent Orange

- **Issued Date**: August 3, 2017

- **Issued to:** Vincent Orange (former Councilmember)
- **Tags**: Council, Post-Employment, Conflict of Interest

Summary: Provided clarification as to the post-employment rules that apply to former Councilmember Orange. Specifically, Mr. Orange is permanently prohibited from making any communication or appearance before the District government on behalf of any person, for the life of any particular matters involving specific parties in which the District is a part of has a direct and substantial interest, if he participated personally and substantially in such matters while on the Council.

1009-015 Draft Advisory Opinion - Ethics Applicability to ANC Commissioners

- **Issued Date**: April 10, 2017
- **Tags**: ANCs

Summary: Draft advisory opinion provides that Advisory Neighborhood Commissioners are subject to the Code of Conduct. As such, ANCs are subject to the Conflict of Interest and Financial Certification rules in the Ethics Act, the ethics provisions in Chapter 18 of Title 6B of the District of Columbia Municipal Regulations (District Personnel Manual), and the Correspondence Act. ANCs who do not otherwise hold an office in District government are not subject to the Council Code of Official Conduct, Section 416 of the Procurement Practices Reform Act, The Local Hatch Act, and the Donations Act.

1602-001 - Advisory Opinion - Post-Employment: Determination of former agency for purposes of DPM §§1811.10 and 1811.12

- **Issued Date**: March 9, 2017
- **Issued to**: Rob Hawkins (former Deputy General Counsel and Special Counsel in the EOM)
- **Tags**: Post-Employment

Summary: Advised former EOM employee, who served as Deputy General Counsel and Special Counsel in the Executive Office of the Mayor and later Communications Director and Deputy Chief of Staff, that, for the purposes of the one-year post-employment cooling off period, his former agency is Office of the Mayor and the agencies and office designated by the Mayor, including the Office of the Chief of Staff and the Office of Communications. Subordinate District agencies, the offices of the various Deputy Mayors, and the Office of the City Administrator would not be considered his former agency.

1559-001 Social Media and the Code of Conduct

- **Issued Date:** January 27, 2017
- **Tags:** Misuse of Government Property, Outside Employment, Use of Title or Position

Summary: Provides interpretive guidance to District employees regarding the application of the Code of Conduct to social media. District employment information may be included in the biographical section of an employee's personal social media account, discourages using government time and resources to use personal social media, and clarifies that provisions of the Code of Conduct prohibiting use of public office for private gain and use of a government title and position apply to social media conduct.

1566-001 Response to Request for Advisory Opinion Regarding Statehood Activities by OCTFME Employees

- **Issued Date:** October 31, 2016
- **Issued to:** Angie M. Gates (Director of Office of Cable, Television, Film, Music, and Entertainment)
- **Tags:** Statehood, Misuse of Government Property, Local Hatch Act

Summary: Employees of the Office of Cable Television, Film, Music and Entertainment may create, produce and broadcast media aimed at educating District residents on statehood on behalf of the D.C. Statehood Commission, Executive Office of the Mayor, Council of the District of Columbia, or the District's Delegate to Congress without violating the District Personnel Manual or Local Hatch Act, to the extent the activities, if undertaken by those offices, would not violate those authorities.

The following are all OOG opinions. The full text of the opinions may be found on the Office of Open Government website at www.open-dc.gov

a. Issued *sua sponte* on 11-1-17. Zoning Commission opinion letter wherein the OOG opines that the OMA does not authorize a public body to meet in a stand-alone closed/executive session.

b. (#OOG-0006_8.28.17_FOIA AO, was issued by request on 12-15-17).Whether the Office of Tenant Advocate (OTA) may require that a requester: (1) pay fees associated with a FOIA request where the OTA acknowledged but failed to honor your request to provide the requester with an advance estimate of search fees, review fees, and duplication fees in excess of $25; (2) pay the cost to obtain records where the cost exceeds the amount the requester told OTA they are willing to pay; and (3) pay in advance for future FOIA requests pursuant to D.C. Official Code Official Code § 2-532(b-3).

c. (#OOG-0006_ 10.01.17_MOVA_AO, was issued *sua sponte* after an OOG compliance) audit. Whether the Mayor's Advisory Board on Veterans Affairs: failure to cancel meetings; failure to record meeting minutes; and conduct of a meeting by electronic meetings comport with the requirements of the OMA.

d. #OOG--00011_10.31.17_AO, was issued by request on 11-2-17. Whether the OMA authorizes the SEUAB to meet in closed/executive session to draft and edit a contract performance report.

e. #OOG-0012_10.13.17 _AO, was issued by request on December 14, 2017. Whether a subcommittee is subject to the OMA.

f. #OOG-0003_7.03.17 Complaint_COST_AO, was issued by request on 10- 30-17. Complaint Resolving Whether the Commission on the Selection and Tenure of Administrative Law Judges (COST) Violated the Open Meetings Act.

g. #OOG-007_10.25.17_AO, was issued *sua sponte* on 10-25-17. Whether the OMA authorizes a public body to meet in a stand-alone closed/executive session distinct from, and unrelated to, an open meeting; and whether a public body must first adjourn an opening meeting to meet in a closed/executive session that is part of a single meeting.

h. #OOG_008_9.23.17 AO OMA was issued by request on 10-3-17. Complaint resolving whether the OOG has the authority to require OTR to provide an income tax refund check and the results of its investigation concerning the refund.

i. #OOG_0002_6.28.17 AO OMA, was issued on by request on 8-10-17. Whether the New Communities Initiative (NCI) is a public body subject to the requirements of the OMA.

j. #OOG-0004_7.03.17_AO OMA, was issued by request on 8-9-17. Complaint resolving Whether the DCPCSB may rely on Robert's Rule of Order to revise at its meeting a final agenda to consider items which require public notice, public presence and a period of public comment.

k. #OOG-0001_3.20.17)_OMA AO (Makenta), was issued by request on 6-7-17. Complaint Resolving Whether the BZA Failed to Properly Notice a Public Hearing and

Meet in an Improper Closed Session during its December 14, 2016 Hearing Regarding Case No. 19387.

l. #OOG-0005_6.12.17_FOIA AO, was issued by request on 8-21-2017. Whether the OIG may rely on FOIA's statutory exemptions to withhold content from a Report of Investigation (ROI) when a permanent copy of the ROI has been released into the public domain.

m. #OOG-0003_6.21.17_AO Major Crash Task Force OMA, was issued by request 6-21-17.

n. #OOG-0004_4.13.17_AO, was issued by request on 5-13-17. Whether a FOIA request that names a sender of email and the D.C. government agency of the recipients constitutes a reasonable description of public records sought under FOIA.

o. #OOG OOG-0002_ 11.23.16_AO, was issued by request on 4-3-17. Advisory Opinion regarding whether the Victim Assistance Network and Reentry Action Network; the Sexual Assault Response Team (SART); the High Risk Domestic Violence Team; and the Domestic Violence Fatality Review Board are public bodies.

p. #OOG-001_2.1.17_AO, was issued by request on February 8, 2017. Advisory Opinion regarding whether the DBH Ombudsman Advisory Council is subject to the Open Meetings Act.

r. #OOG-0001_4.12.17_FOIA AO, was issued by request on April 21, 2017. Whether: (1) an agency may require that the public submit a FOIA request through District's FOIA Portal; and (2) FOIA requires a public body to provide responsive records to the requester using an encrypted email.

s. #OOG-0013_11.14.17 Complaint_CO_AO, was issued by request on April 21, 2017. Complaint Resolving Whether the Commission on the Selection and Tenure of Administrative Law Judges (COST) Violated the Open Meetings Act

t. #OOG-006 _12.12.16, was issued *sua sponte* on 12/12/16. Whether the Commission on African Affairs: failure to record meetings by electronic means and to notice the public of meetings violates the OMA.

u. #OOG-0010__10.3.17 Resolution of Complaint, issued by request on 10/3/17. Whether the OMA mandates how the Council receives testimony.

v. #OOG-0009__9.30.17 Resolution of Complaint, issued by request on 9/30/17. Whether the OOG has jurisdiction allegations of conspiracy and collusion by government employees.

w. #OOG-0014_12.14.17 Resolution of Complaint, issued by request on 12.14.27. Whether the United Medical Center Board of Directors acted properly by deliberating upon, and taking formal action to close the Obstetrics Unit in closed/executive session during their December 13, 2017 meeting.

x. #OOG-0015_12.14.17 Resolution of Complaint, issued by request on 12.14.27. Whether the United Medical Center Board of Directors acted properly by deliberating upon, and taking formal action to close the Obstetrics Unit in closed/executive session during their December 13, 2017 meeting.

EXIBIT 16 A

FY 2017 Investigations by Subject Matter	
Matter Type	**Number of Investigations**
Conflict of Interest	9
Misuse of Title or Position	4
Misuse of Government Property	2
Gift	2
Post-Employment	5
Financial Disclosure	3
Political Activity	2
Violation of Other Law (Formal investigations)	9
Nepotism	5
Financial Interests	0
Failure to Report/Reporting (Lobbyists)	14
Misuse of Confidential Information	0
Donations	3
Total	58

BEGA FY 2018 Investigations by Subject Matter	
Matter Type	**Number of Investigations**
Conflict of Interest	1
Misuse of Title or Position	0
Misuse of Government Property	1
Gift	0
Post-Employment	0
Financial Disclosure	16
Political Activity	0
Violation of Other Law (Formal investigations)	4
Nepotism	0
Financial Interests	0
Failure to Report/Reporting (Lobbyists)	8
Misuse of Confidential Information	0
Donations	1
Total	31

2017 BEGA ETHICS DAY
"Ethical Transparency and Accountability"
Course Offerings
October 19, 2017

BEGA Monthly Board Meeting, 11:00 a.m. - 12:00 p.m.

Lunch Break – Refreshments, 12:00 p.m. – 1:00 p.m.

Ethics Overview 1:00 p.m. – 1:30 p.m.
An overview of the Ethics course traditionally provided to government employees by BEGA each month. The session attempts to briefly cover a broad range of Ethics topics including gifts, outside activities, conflicts of interests, nepotism, political activity and misuse of title/position. BEGA will reveal six short ethics videos – Ask Ms. Ethics! **Brian K. Flowers, Interim Director/General Counsel - BEGA Hearing Room, Suite 540 South 1hr Credit.**

Political Activity Training featuring BEGA and the Office of Campaign Finance – "Government Employee or Politician, Choose" 1:30 p.m. - 2:30 p.m.- The session will provide a detailed review of the rules for permissible political activity by government employees, including the local Hatch Act, and campaign related activity during government time and using government resources. **Ashley Cooks, BEGA Attorney, and OCF – Room 1117, 1hr Credit.**

Financial Disclosure Statement Training – "Wait, I'm a Filer?", 2:30 p.m. - 3:30 p.m.
The session will inform employees of the rules surrounding filing a financial disclosure statement. It will also provide information to ethics counselors and employees who file financial disclosure documents. **Asia Stewart-Mitchell, BEGA Attorney and Jessica Dillion, Program Assistant - Room 1117, 1hr Credit.**

#DCGOV - Best Practices on the Release/Retention of Government Records on Social Media 3:00 p.m. – 4:00 p.m.- The Office of Open Government, is conducting a panel discussion entitled, #DCGOV, Best Practices on The Release and Retention of Government Records Created on Social Media and Other Technology-Driven Platforms. **Traci Hughes, Director, Office of Open Government - BEGA Hearing Room, Suite 540 South, 1hr Credit.**

D.C. Council's Code of Conduct - "I work for the Council, What Rules Apply?", 3:00 p.m.- 4:00 p.m.
The session will include training regarding the Ethics Act and the Council's Code of Conduct. Similar to the Ethics overview for Executive branch officials and employees, this session will focus on the standards as they apply to Council members and staff. This course is highly recommended for all of those who work in the legislative branch of the District Government. **Zach Walters, Associate General Counsel, D.C. Council - Room 1114, 1hr Credit.**

Gifts Training featuring BEGA and the Office of Partnerships and Grants– "It's not a Bribe, It's a Gift, or is it?", 4:00 p.m. – 5:00 p.m. The session will offer a more in-depth review of the gift rules including prohibitions on receiving gifts from outside entities and prohibited sources, gifts given and received among government employees, and the prohibition on salary supplementation. OPGS will present information on the process for donating gifts to the District. **Janet Foster, BEGA Attorney and Marcel Guy, OPGS - Room 1117, 1hr Credit.**

The Office of the Inspector General, 4:00 p.m. - 4:30 p.m.
OIG will present information regarding its procedures and functions; how to prevent waste, fraud, and abuse; and other relevant information. **Daniel Lucas, D.C. Inspector General - Room 1114, 30 Min.Credit.**

Legal Ethics for Government Attorneys, co-sponsored by the D.C. Bar (Fully Accredited Course), 5:00 p.m. – 6:00 p.m.
The session is a fully accredited course that will provide training for government attorneys on the legal ethics rules provided in the D.C. Rules of Professional Conduct. **Erika Stillabower, Senior Legal Ethics Counsel, D.C. Bar - Room 1117, 1hr Credit.**

Updates in the World of Ethics, 5:00 p.m. – 6:00 p.m.
This session will include national trends in government ethics, recent advisory opinions (both BEGA and Federal OGE), notable ethics cases, and pending legislation. **1hr Credit, Room 1114**

EXHIBIT
17

EXHIBIT 17

BEGA D.C. Ethics Day Course Offerings

The Sampler - All you ever wanted to know about Ethics, 9:30 a.m. - 11:30 a.m.
The Sampler is the full 2-hour Ethics course traditionally provided to government employees by BEGA each month. It is referred to as the Sampler because the session attempts to cover a broad range of Ethics topics including gifts, outside activities, conflicts of interests, nepotism, post-employment, political activity and post-employment restrictions. 2hrs Credit; Director Darrin Sobin and Ashley Cooks, BEGA Attorney Advisor

Hatch Act Training – Government Employee or Politician, Choose, 11:30 a.m. - 12:30 p.m.
The session will be a more detailed review of the rules for permissible political activity by government employees, including fundraising prohibitions, candidacy restrictions and campaign related activity during government time or using government resources. 1hr Credit, Rudy Chounoune, BEGA Attorney Advisor

The ABC's of FOIA (offered by the Office of Open Government), 1 p.m. - 2 p.m.
The public's right to know is more than a suggestion for government agencies to follow, it's the law. Learn the basics about the District's Freedom of Information Act. 1hr Credit, Traci Hughes, Director, Office of Open Government

D.C. Council's Code of Conduct - "I work for the Council, What Rules Apply?", 2 p.m.- 3 p.m.
The session will include training regarding the Ethics Act and the Council's Code of Conduct. Similar to the Sampler for Executive branch officials and employees, this session will focus on the standards as they apply to Council members and staff. This course is highly recommended for all of those who work in the legislative branch of the District Government. 1hr Credit, Zachary Walter, Associate General Counsel to the Council

Gifts Training – "It's not a Bribe, It's a Gift, or is it?", 2 p.m. – 3 p.m.
The session will offer a more in-depth review of the gift rules including prohibitions on receiving gifts from outside entities and prohibited sources, gift giving and receiving among government employees, and the prohibition on salary supplementation. 1hr. Credit, Janet Foster, BEGA Attorney Advisor

DC One Fund Training – "Wait, I thought I couldn't fundraise in the Office?", 3 p.m. - 3:30 p.m.
The session will inform employees of the rules concerning fundraising and the DC One Fund. 30 Min. Credit, Brian K. Flowers, BEGA General Counsel

The Office of the Inspector General, 3:30 – 4 p.m.
The OIG will present information regarding its procedures and functions; how to prevent waste, fraud, and abuse; and other relevant information.
30 Min. Credit, Daniel Lucas, D.C. Inspector General

Updates in the World of Ethics, 4 p.m. – 5 p.m.
This session will include national trends in government ethics, recent advisory opinions (both BEGA and Federal OGE), notable ethics cases, and pending legislation. All Agency Ethics Counselors should plan to attend this important update. This is a train-the-trainer presentation designed so that Ethics Counselors can convey important ethics developments to agency personnel.
1hr Credit, Darrin P. Sobin, BEGA Director of Government Ethics, Brian K. Flowers, BEGA General Counsel, John Grimaldi, Senior BEGA Attorney

BEGA 2016 Best Practices Symposium, "Ethics: Victim of an Outsourced Government?" 6 p.m – 8 p.m.
The panel discussion will focus on procurement best practices within the government. The panel will include: Terrence M. O'Connor, Berenzwei Leonard LLP; Betsy Cavendish, Mayor's General Counsel; Karl Racine, Attorney General; and Phil Mendelson, Council Chairman. 2 hrs. Credit