

# DISTRICT OF COLUMBIA

## OFFICE OF CAMPAIGN FINANCE



AGENCY RESPONSES TO QUESTIONS OF THE

Committee on the Judiciary and Public Safety Council

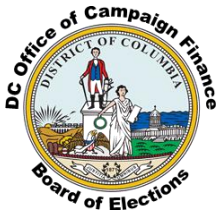
of the District of Columbia

On the

**FY21 Performance of the Office of Campaign Finance**

Submitted

February 25, 2022



**OFFICE OF CAMPAIGN FINANCE**  
**DISTRICT OF COLUMBIA BOARD OF ELECTIONS**  
1015 HALF STREET, SE, SUITE 775 | WASHINGTON, D.C. 20003 | (202) 671-0547

February 25, 2022

The Honorable Charles Allen  
Member of the Council of the District of Columbia from Ward 6  
Chairperson, Committee on the Judiciary & Public Safety  
The John A. Wilson Building  
1350 Pennsylvania Avenue, NW, Suite 110  
Washington, D.C. 20004

Dear Chairperson Allen:

This is to submit on behalf of the Office of Campaign Finance (OCF), the enclosed Responses to your Questions regarding the performance of the Agency during Fiscal Year 2021.

If you require additional information, please let me know.

Respectfully,

*Cecily E. Collier-Montgomery*

**Cecily E. Collier-Montgomery**  
Director

Enclosure

# **Responses to Performance Oversight Pre-Hearing Questions: Office of Campaign Finance**

**February 25, 2022**

## **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 on the chart the date the information was collected.**

### **RESPONSE:**

The Office of Campaign Finance (OCF) is organized into four major divisions which operate under the direction of the Office of the Director: the Office of the General Counsel (OGC); the Reports Analysis and Audit Division (RAAD); the Public Information and Records Management Division (PIRM); and the Fair Elections Program Division (FEP). The current Organizational Structure and Staffing Chart (February 2022), and Organizational Charts for each OCF Division (February 2022) are attached. **See Attachment A.** The Office of Campaign Finance Functional Organizational Chart (February 2022) is attached and provides a breakdown of the responsibilities of each OCF Division. **See Attachment B.** The OCF currently has thirty-eight (38) continuing full time positions. The Fiscal Year 2021 Approved Budget for the Office of Campaign Finance included increases in the Oversight Support Services Program of \$292,535.00 and 3.0 FTE's (Attorney-Advisor, LS-12 – 86,366.00; Auditor, CS-12 – \$76,126.00; and Information Technology Specialist, CS-11 - \$61,521.00) to support the Agency's staffing needs to meet the added responsibilities established under the Covered Contractor Provisions of D.C. Law 22-250, the "Campaign Finance Reform Amendment Act of 2018," effective March 13, 2019, as amended.

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

The Office of the Director is responsible for planning, directing, and coordinating the administrative operations of the District of Columbia Board of Elections (the “Board”) pertaining to the Campaign Finance Act of 2011, as amended, and for the administration of the Fair Elections Amendment Act of 2018, D.C. Law 22-94, effective May 5, 2018, and applicable November 7, 2018, as amended. The Director establishes policy and institutes clear directives to ensure the reasonable enforcement and administration of the Campaign Finance Laws.

The Office of the Director issues interpretative opinions; initiates investigations and informal hearings on violations of the Campaign Finance Act, as amended, and issues final decisions and imposes fines, where appropriate; and plans, directs, and coordinates the overall programs, as well as the administrative and legal functions of the Agency, and the educational outreach services. The administrative function of the Office of the Director includes budgeting, managing the Fair Elections Fund, procurement, personnel, and overseeing the administration of the OCF Web Site and Social Media Accounts, the Electronic Filing and Disclosure System, and the preparation of post-election reports, including the Biennial Report and the overview of the Fair Elections Program.

By way of background, the “Fair Elections Amendment Act of 2018” (the “Fair Elections Act”) dramatically changed the mode of financing campaign operations in the District of Columbia by offering candidates for elective office, except for candidates for the Office of Member of an Advisory Neighborhood Commission, the opportunity to qualify for the public funding of their political campaigns. The Fair Elections Act establishes the Fair Elections Program (the “Program”) within the Office of Campaign Finance and charges the Agency with the responsibility to administer the laws and regulations governing the Program; to promulgate procedures to govern the audit and verification of qualified small dollar contributions for compliance with the requirements of the Program; to authorize the payment of base amount and matching payments from the Fair Elections Fund, and to oversee the remission of funds; and to review and evaluate the Program following each election cycle, and submit reports to the Mayor, the Council, and to the public concerning the status of the Program and its effect on campaigns. The Fair Elections Fund is a special non-lapsing fund created solely for the distribution of payments to candidates who qualify to participate in the Program, and for the costs of administering the Fair Elections Program.

The Fair Elections Program is voluntary, and prescribes distinct contribution limits, expenditure prohibitions, and reporting requirements. The regulation of the financial operations of those candidates, who do not elect to participate in the Program, remains subject to the existing reporting requirements of the Campaign Finance Act.

The Office of the General Counsel (OGC) is responsible for enforcement through directing investigations, conducting hearings, and rendering recommendations for decisions on charges of violations of the Campaign Finance Act, as amended. The Office of the General Counsel prepares draft regulations, recommends legislative changes, reviews OCF Forms for changes, administers the Freedom of Information Act (FOIA), and interprets the Campaign Finance Act for appropriate application. This Office is also responsible for promoting through educational outreach (training seminars and mandatory entrance conferences) voluntary compliance for all filings, registrations, and activity requirements mandated by the Act.

The Reports Analysis and Audit Division (RAAD) is responsible for performing the audit analysis and review of all financial reports and other documents filed with the Agency in the Traditional Campaign Finance Program. The Division conducts field audits and investigations based upon deficiencies and conditions noted during the Desk Reviews of the Reports of Receipts and Expenditures filed with the Agency. The Division conducts periodic field audits and compiles statistical reports and summaries for all Reports of Receipts and Expenditures submitted by candidates, committees, and the Constituent Service and Statehood Fund Programs. This program area is the primary generator of compliance actions through audits and the monitoring of the financial disclosure of the financial operations of the Constituent Service and Statehood Fund Programs; candidates, principal campaign committees, and political committees in the Traditional Campaign Finance Program; political action committees; and independent expenditure committees.

The Public Information and Records Management Division (PIRM) is responsible for providing public information online at the OCF Website and onsite in the OCF Offices; managing the registration of candidates and committees in the Traditional Campaign Finance Program and in the Fair Elections Program, and of the Constituent Service and Statehood Fund Programs;

managing the electronic online filing of financial reports, the data entry of paper submissions, and the online disclosure of information submitted by filers pursuant to the Campaign Finance Act within 24 hours of filing in a sortable and searchable format at the OCF Website; making all reports and statements available for public inspection within forty-eight hours of receipt as statutorily mandated; administering the records management and retention programs; and compiling information for listings and reports published in the Biennial Report. The Division conducts the Filer Pre-Notification and Failure to File Programs.

The Fair Elections Program Division is responsible for the verification of the contribution reports and other documents received in the Office from candidates participating in the Fair Elections Program or seeking certification in the Program. The Division makes recommendations for the certification of candidates into the Fair Elections Program and the disbursement of Base Amount and Matching Payments; initiates referrals to the OGC for non-compliance actions and responds to appeals from Agency actions before the Board of Elections; conducts post-election full field audits of the campaign operations of participating candidates at the submission of their final financial reports; coordinates educational outreach for participating candidates and candidates seeking certification, and the public; coordinates the Debate Program; collects data from financial reports for post-election reports; and manages the remission of funds.

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

**RESPONSE:**

There were no changes made to the Organizational Chart of the Office of Campaign Finance during Fiscal Year 2021.

- 2. Please provide a current Schedule A for the agency in Excel format which identifies each filled, vacant, unfunded, and funded position by program and activity code, with the employee's name (if filled) title/position, salary, fringe benefits, and length of time with the agency (if filled). Please note the date 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 into separate**

**columns and indicate whether the position must be filled to comply with federal or local law.**

**RESPONSE:**

The complete and current Schedule A, as of February 2022, for the Office of Campaign Finance is attached. The Schedule A identifies each filled, vacant, unfunded, and funded position by program and activity, with the employee's name (if filled), title/position, salary, fringe benefits, including the specific grade, series, and step of position, and length of time with the Agency (if filled); whether the position held is continuing/term/temporary/contract, or vacant and/or frozen; and whether the position must be filled to comply with federal or local law. **See Attachment C.**

- 3. Please list all employees detailed to or from your agency during FY21 and FY22, to date. 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.**

**RESPONSE:**

During FY 21, and FY 22, to date, the Office of Campaign Finance has not detailed any employees from the Agency, nor were employees detailed to the Agency.

- 4. Please provide the Committee with:**
  - a. 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 collisions involving the agency's vehicles in FY21 and FY22, to date; and**

**RESPONSE:**

The Agency has one (1) Vehicle, a 2018 Toyota Corolla Sedan. The Vehicle is assigned to Nadine Journiette, the Administrative Officer, and to April Williams, the Administrative Assistant. The Vehicle is used exclusively for government business. The Vehicle was not involved in any collisions in FY21, or FY 22 to date. During FY21, and FY22, to date, the Office of Campaign Finance renewed the lease agreement for the vehicle (Toyota Corolla Sedan) with the Department of Public Works at an annual cost of \$4,099.99.

- b. A list of travel expenses, arranged by employee for FY21 and FY22, to date, including the justification for travel.**

**RESPONSE:**

The Office of Campaign Finance did not incur travel expenses for any Employees in Fiscal Year 2021, and as of this date, in Fiscal Year 2022.

- 5. Please list all memoranda of understanding (“MOU”) entered into by the Agency in FY21 and FY22, 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.**

**RESPONSE:**

The list of all MOUs/Intra-District Transfers in place during FY21 and FY22, to date, is attached with the requested information. **See Attachment D.**

- 6. 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 FY21 and FY22, to date.**

**RESPONSE:**

The Agency has continued to forge working relations with local and state Campaign Finance agencies across the country, including with campaign finance agencies located in Annapolis, Maryland, New York, New York, and Hartford, Connecticut. As the Committee was previously informed, the OCF met with Campaign Finance Officials in New York City, New York, and Annapolis Maryland, during the latter part of Fiscal Year 2018, to discuss the respective public financing programs of both jurisdictions. The visit provided the Office of Campaign Finance with the opportunity to observe firsthand the administration/management of public financing programs. The Office of Campaign Finance communicated in FY20 and FY21 with the various jurisdictions concerning specific aspects of the administration of their public financing programs, including the verification and processing of contributions by credit cards, the minimum contribution amount for match, contributions by family members, the debate process, and post-election audits. In addition, the Agency routinely reviews the statutes, regulations, forms, brochures, guides, training materials, and post-election reports of our peers for a comparison of our processes.

Further, members of the Office of Campaign Finance Staff participated in the 2020 and 2021 Council on Government Ethics Laws (COGEL) Virtual Conferences in December 2020 and December 2021. Attendance at the COGEL Conference, notwithstanding the format, presents the

OCF staff members with the opportunity to attend seminars critical to the successful administration of the Campaign Finance Laws. The attendees are exposed to the emerging trends in Campaign Finance Laws and Operations and provided the occasion for the exchanges of ideas and the establishment of contacts with colleagues in state and federal jurisdictions in the United States and in Canada.

Last, the Office of Campaign Finance produced the March 2021 FEP Post-Election Report for the 2020 Election Cycle, which included a comprehensive review of the Public Financing Programs in various States and Municipalities, and a comparative analysis of the District of Columbia's Fair Elections Program. The extensive research revealed that although the District's Program was recently implemented, the FEP is by far one of the Nation's most progressive and effective public financing programs. This endeavor required the examination of the pertinent jurisdictional websites, statutes, regulations, and election results, as well as, in many instances, direct communication with Elections and Campaign Finance Officials to verify their procedures.

The Office of Campaign Finance continues to maintain a relationship with the D.C. Chamber of Commerce through the Chamber's Public Policy and Programs Division, and with the District's Citizens Federation. The dialogue with the Chamber provides the Business Community with information concerning the dates and location of the OCF's Business Contributors and Campaign Finance Laws training sessions, and the availability of virtual training. During FY 2021, PowerPoint presentations on the Campaign Finance Laws were made available at the OCF Website due to the intervening COVID 19 Pandemic, which required the Agency to operate remotely under a modified status. On February 11, 2021, the Agency emailed the virtual training link for Business Contributors to Erika Wadlington, the Chamber's then Director of Government Affairs & External Relations, to be shared and accessed by the Chamber's membership; and on January 21, 2022, the Agency emailed to the Chamber, the OCF 2022 Schedule of Virtual Training Seminars, and the link to the PowerPoint Presentation for Business Contributors available at the OCF Website, for distribution to its membership.

The Office of Campaign Finance on August 31, 2021, emailed correspondence to the 25 member associations of the Federation of Citizens Associations of the District of Columbia (the

Federation) to advise of the availability of the Agency to appear at Association meetings during Fiscal Year 2022 and provide information about the new Fair Elections Program and the Traditional Campaign Finance Program. In response, the President of the Federation, Phil Thomas, notified the OCF that the Federation was currently on summer recess and promised to reach out once meetings were resumed in September. Below is a list of the twenty-five (25) member associations contacted:

List of Member Associations contacted on August 31, 2021

1. Brookland Neighborhood Civic Association
2. Bellevue Neighborhood Civic Association
3. Cleveland Park Citizens Association
4. Concerned Neighbors Inc.
5. Congress Heights Community Association
6. Deanwood Civic Association
7. Dupont Circle Citizens Association
8. Empower DC
9. Forest Hills Citizens Association
10. Fort Gaines Civic Association
11. Fort Stanton Civic Association
12. Glover Park Citizens Association
13. Hillcrest Community Civic Association
14. Historic Anacostia Block Association
15. Kalorama Citizens Association
16. Marshall Heights Civic Association
17. Marshall Heights Community Development Organization
18. Michigan Park Citizens Association
19. Palisades Citizens Association
20. Penn Branch Citizens/Civic Association
21. River Terrace Community Organization
22. Shepherd Park Citizens Association
23. Spring Valley Civic Association
24. Tenleytown Neighbors Association
25. West End Citizens Association

As of January 13, 2022, OCF is in contact with Naima Jefferson of the Shephard Park Citizens Association to present at the association's upcoming virtual meeting in March 2022.

- 7. For FY21 and FY22, to date, please list all intra-District transfers to or from the agency and include a narrative description of the purpose of each transfer.**

**RESPONSE:**

The intra-District transfers received by or transferred from the Agency during FY21 and FY22, to date, are reported in the attached Chart of Intra-District and MOU Transfers. (Include purpose) **See Attachment E.**

- 8. For FY21 and FY22, 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.**
  - b. The source of funding;**
  - c. A description of the program that generates the funds;**
  - d. The amount of funds generated by each source or program;**
  - e. Expenditures of funds, including the purpose of each expenditure;**
  - f. Whether expenditures from the fund are regulated by statute or policy, and if so, how; and**
  - g. The current fund balance.**

**RESPONSE:**

The Office of Campaign Finance did not maintain, use, or have available for use, any special purpose revenue funds during FY21, and FY22, to date.

- 9. For FY21 and FY22, to date, please list all purchase card spending by the agency, the employee making each expenditure, and the general purpose of each expenditure.**

**RESPONSE:**

The list of the purchase card spending by the Agency is attached with the name of the employee making each expenditure, and the general purpose of each expenditure for FY21 and FY22, to date. **See Attachment F.**

- 10. Please list all capital projects in the financial plan for the agency or under the agency's purview in FY21 and FY22 to date, and provide a narrative update on each project, including the amount budgeted, actual dollars spent, and any remaining balances. Please also include projects for the benefit of the agency that are in the budget of the Department of General Services or another agency. In addition, please provide:**

- a. A narrative description of all capital projects begun, in progress, or concluded in FY20, FY21, and FY22, to date, including the amount budgeted, actual dollars spent, any remaining balances, and the work undertaken;
- b. An update on all capital projects planned for the four-year financial plan;
- c. A description of whether the capital projects begun, in progress, or concluded in FY20, FY21, and FY22, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact; and
- d. A description and the fund balance for each existing allotments.

**RESPONSE:**

The Office of Campaign Finance did not have any projects for which capital funds were available to the Agency, in FY20, FY21, and FY22, to date.

- 11. Please provide a list of all budget enhancement requests (including capital improvement needs), for FY21 and FY22, to date. For each, include a description of the need, the amount of funding requested, and whether the enhancement was approved.**

**RESPONSE:**

The Office of Campaign Finance requested the following three Enhancements in its Fiscal Year 2021 Proposed Budget Submission, which were approved:

1	The Fair Elections Fund for the 2022 Election Cycle: For Fiscal Year 2021, 17% of the Total Projected Costs requested - \$3,666,428.32	\$21,496,790.80, Total Projected Costs* Total Amount requested was subsequently revised. See Below.	Base amount and matching payments required under the Fair Elections Act for the 2022 Election Cycle, split across Fiscal Years <b>2021(17% - \$3,666,428.32)</b> , 2022 (73% - \$15,744,074.54), and 2023 (10% - \$2,156,722.54) by percentage based on projected activity
2	OCF E-Filing and Disclosure System Upgrades required by D.C. Law 22-250, the “Campaign Finance Reform Amendment Act of 2018” (effective March 13, 2019), as amended.	\$100,000.00	To upgrade the OCF E-filing and Disclosure System to fully implement the new Covered Contractor Provisions of D.C. Law 22-250, the “Campaign Finance Reform Amendment Act of 2018”, as amended.

3	New FTEs (one (1) Auditor, CS-11, Step 1, \$61,518.81; one (1) Attorney, LS-12, Step 1, \$86,520.00; and one (1) Information Technology Specialist, CS-11, Step 1, \$61,518.81 (Fiscal Year 2021))	\$258,384.55	The new positions were requested to assist OCF with the additional responsibilities imposed under the Covered Contractor Provisions of D.C. Law 22-250, the “Campaign Finance Reform Amendment Act of 2018”, effective March 13, 2019, as amended.
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More specifically, as you know, the Fair Elections Fund is established for the purpose of receiving revenue from certain designated sources, including annual appropriations, to provide public financing for the political campaigns of participating candidates in the Fair Elections Program (FEP), and for the administration of the Program. The Fair Elections Program is a voluntary Program established within the Office of Campaign Finance and is available to candidates who agree to lower contribution limits, restrictions on the sources of contributions, and a debate requirement in contested city-wide races. Each year, the Office of Campaign Finance must submit in time for inclusion in the Mayor’s budget and financial plan, an estimate of the amount of public funds that will be necessary to provide for the administration of the Program and for the elections in the next year in which elections are scheduled. *See D.C. Official Code § 1-1163.32i*. The 2020 Election Cycle was the first election cycle during which public funds were made available to local campaigns.

The Fair Elections Act provides for the public financing of campaigns through the distribution of a combination of lump sum Base Amount and Matching Payments to candidates who are certified by the Agency to participate in the Program. *See D.C. Official Code §§ 1-1163.32d and 1-1163.32e*. The Base Amount payments are prescribed by the Act dependent upon the covered office sought, as follows:

- (1) \$160,000 for the Office of Mayor.
- (2) \$40,000 for the Office of Attorney General.
- (3) \$40,000 for the Office of Chairman of the Council.
- (4) \$40,000 for the Office of Councilmember elected at-large and from a ward; and
- (5) \$10,000 for the Office of State Board of Education elected at-large and from a ward.

The payment of Matching Funds is based on the number of Qualified Small Dollar Contributions (QSDCs) received by a participating candidate from individual residents of the District of Columbia in an amount equal to 500% of the amount of the QSDCs, subject to the maximum cap. Once certified, a participating candidate may continue to collect QSDCs and submit the documentation necessary to qualify for subsequent matching payments on the filing deadlines prescribed by the Act and Board Regulations for the Fair Elections Program.

The Fair Elections Act places a cap on the maximum amount of matching payments a participating candidate may receive based on 110% of the average expenditures of winning candidates for that covered office in a set number of prior election cycles and authorizes base amount payments only in contested elections. By virtue of Title I, Subtitle C, “The Fair Elections Clarification Emergency Amendment Act of 2021”, of D.C. Act 24-0159, the “Fiscal Year 2022 Budget Support Emergency Act of 2021”, expires November 21, 2021 (extended to March 13, 2022 by D.C. Act 24-0235, the “Fiscal Year 2022 Budget Support Congressional Review Emergency Act of 2021”), the provisions of the Fair Elections Act pertaining to the calculation of the cap for the matching fund payments were amended to further clarify the process.

Specifically, D.C. Official Code § 1-1163.32e (d), as amended, now requires for the covered office of Mayor, to reflect on and calculate 110% of the average expenditures per election cycle of all candidates who were elected Mayor in the prior 4 general elections for Mayor; for the covered office of Chairman of the Council, to reflect on and calculate 110% of the average expenditures per election cycle of all candidates who were elected Chairman of the Council in the prior 4 general elections for Chairman of the Council; for the covered office of Attorney General, to reflect on and calculate 110% of the average expenditures per election cycle of all candidates who were elected Attorney General in all prior general elections for Attorney General until such time as four general elections for Attorney General have been held; for the covered office of Member of the Council elected at-large, to reflect on and calculate 110% of the average expenditures per election cycle of all candidates who were elected Member of the Council at-large in the prior 2 general elections for Member of the Council elected at-large; for the covered office of Member of the Council elected by ward, to reflect on and calculate 110% of the average expenditures per election cycle of all candidates who were elected Member of the Council by

ward in the prior 2 general elections for Member of the Council elected by ward; for the covered office of Member of the State Board of Education elected at-large, to reflect on and calculate 110% of the average expenditures per election cycle of all candidates who were elected Member of the State Board of Education at large in the prior 2 general election cycles for member of the State Board of Education elected at large; and for the covered office of Member of the State Board of Education elected by ward, to reflect on and calculate 110% of the average expenditures per election cycle of all candidates who were elected Member of the State Board of Education by ward in the prior 2 general election cycles for Member of the State Board of Education elected by ward.

As stated previously, however, a candidate seeking certification as a participating candidate in the Fair Elections Program must comply with the contribution limits set by D.C. Official Code § 1-1163.32b (a), and meet the threshold requirements established by D.C. Official Code § 1-1163.32 (a), during the qualifying period, as follows:

(1) Obtain the following:

- a. If a candidate for Mayor, qualified small dollar contributions of \$200 or less from at least 1,000 small dollar contributors who are District resident individuals, which in the aggregate total \$40,000 or more.
- b. If a candidate for Attorney General, qualified small dollar contributions of \$200 or less from at least 500 small dollar contributors who are District resident individuals, which in the aggregate total \$20,000 or more.
- c. If a candidate for Chairman of the Council, qualified small dollar contributions of \$200 or less from at least 300 small dollar contributors who are District resident individuals, which in the aggregate total \$15,000 or more.
- d. If a candidate for Member of the Council elected at-large, qualified small dollar contributions of \$100 or less from at least 250 small dollar contributors who are District resident individuals, which in the aggregate total \$12,000 or more.
- e. If a candidate for Member of the Council elected from a ward, or Member of the State Board of Education elected at-large, qualified small dollar contributions of \$50 or less from at least 150 small dollar contributors who are District resident individuals,

which in the aggregate total \$5,000 or more; and

- f. If a candidate for Member of the State Board of Education elected from a ward, qualified small dollar contributions of \$20 or less from at least 50 small dollar contributors who are District resident individuals, which in the aggregate total \$1,000 or more.

- (2) File the requisite affidavit signed by both the candidate and the treasurer of the candidate's principal campaign committee.

Therefore, certification in the Program is dependent upon compliance with the foregoing requirements on or before the expiration of the qualifying period for the election the candidate is seeking to participate in.

The covered offices scheduled for election during the 2022 Election Cycle are the Offices of the Mayor, the Attorney General, the Chairman of the Council, At-Large (2 Seats) and Ward Members of the Council (Wards 1, 3, 5, and 6), and Ward Members of the State Board of Education (Wards 1, 3, 5, and 6). Based on the above referenced recent amendments of the Fair Elections Act, the Agency revisited the prior calculations which projected that at a minimum the total sum of \$21,567,225.40 would be required to support the Elections Fund for the 2022 Election Cycle (including \$20,157,225.40 for matching payments, and \$1,410,000.00 for base amount payments). The former projections for the matching fund caps for the At-Large and Ward Members of the Council (1, 3, 5, and 6), and the Ward Members of the State Board of Education (1, 3, 5, and 6) were based on Election Cycles 2014 and 2018, the most recent completed cycles during which these specific offices were elected, and the number of candidates who achieved ballot access in the 2018 Election Cycle. The projections were included in the Office of Campaign Finance (CJO) Fiscal Year 2021 Budget Submission on October 25, 2019, which requested the sum of \$3,666,428.32 (17%) for anticipated activity during Fiscal Year 2021 (approved in the OCF FY 21 Budget); and in the Fiscal Year 2022 Budget Submission on November 5, 2020, which requested the sum of \$15,744,074.52 (73%) for activity anticipated in Fiscal Year 2022.

Consistent with the clarification of D.C. Official Code § 1-1163.32e, “Matching payments for qualified small dollar contributions”, by the recent Acts of the Council, the cost projections for the 2022 Election Cycle were revised based on 110% of the average expenditures per election cycle of all winning candidates who were elected to the Offices of Member of the Council and Member of the State Board of Education, in the prior two (2) general elections for the respective covered offices, irrespective of the Ward designation, specifically the 2018 and the 2020 Election Cycles, and on the number of candidates in the 2020 Election Cycle who achieved Ballot Access.

First, the expenditures for the Winning Candidates from the 2018 and 2020 Election Cycles for the Covered Offices of At-Large and Ward Members of the Council and Ward Members of the State Board of Education and the projected costs of matching and base amount payments for the 2022 Election Cycle based on 50% of the number of participants for these offices during the 2020 Election Cycle are as follows:

- (1) The expenditures for the Winning Candidates for the Office of At-Large Member of the Council for the 2018 and 2020 Election Cycles totaled \$1,212,341.00; the average of the expenditures totaled \$303,085.00; and 110 % of the average expenditures is \$333,394.00. The total amount of funds required based on 50% (12) of the number of participants who qualified for ballot access for this office (24) during the 2020 Election Cycle is \$4,000,728.00 for matching payments and \$480,000.00 for base amount payments.
- (2) The expenditures for the Winning Candidates for the Office of Ward Member of the Council for the 2018 and 2020 Election Cycles totaled \$1,697,333.00; the average of the expenditures totaled \$212,167.00; and 110 % of the average expenditures is \$233,384.00. The total amount of funds required based on 50% (14) of the number of participants who qualified for ballot access for this office (28) during the 2020 Election Cycle is \$3,267,376.00 for matching payments and \$560,000.00 for base amount payments.
- (3) The expenditures for the Winning Candidates for the Office of Ward Member of the State Board of Education for the 2018 and 2020 Election Cycles totaled \$242,135.00; the average of the expenditures totaled \$30,267.00; and 110 % of the average expenditures is \$33,294.00. The total amount of funds required based on 50% (6) of the number of

participants who qualified for ballot access for this office (12) during the 2020 Election Cycle is \$199,764.00 for matching payments and \$60,000.00 for base amount payments.

Second, the cost projections for the Covered Offices for the Offices of the Mayor, the Attorney General, and the Chairman of the Council for the 2022 Election Cycle remain unchanged because these Offices were not on the ballot during the 2020 Election Cycle.

In sum, there is an increase of approximately \$4,862,253.00 in the overall funding required using the 2018 and 2020 Election Cycles for the cost projections. The Fiscal Year 2022 Approved Budget for the Office of Campaign Finance includes an increase of \$3,549,444.00 to support the costs associated with the Fair Elections Clarification Amendment Act of 2021. The total funds required for the Elections Fund to fully support Election Cycle 2022 is \$26,429,478.00, which includes \$1,900,000.00 for Base Amount Payments, and \$24,529,478.00 for Matching Payments.

The projections for the necessary levels of matching fund payments required for the 2022 Election Cycle were derived by multiplying 50% of the number of candidates who qualified for ballot access in the 2018 and 2020 Election Cycles, the most recent prior two (2) election cycles for these offices, times the matching fund cap for the respective covered offices. For the projected base amount payments required for the 2022 Election Cycle, the Agency multiplied the statutory amounts for the respective covered offices also by 50% of the number of candidates who participated in the 2018 and 2020 Election Cycles and qualified for ballot access. More specifically, it is anticipated that at a minimum, at least 50% (40) of the number of candidates who participated in the 2018 and 2020 Election Cycles and qualified for ballot access, will qualify for certification in the Fair Elections Program.

The projections assume all 40 candidates anticipated to seek certification in the Program will meet the maximum caps calculated for the matching payments allowed for the respective covered offices, and that all 40 candidates will be entitled to the payment of the Base Amount specified for the respective covered offices.

The 2022 Election Cycle will cross Fiscal Years 2021, 2022, and 2023, and to ensure the availability of public funds during this timeframe, the allocation of the sum of \$26,429,478.00 is recommended during these Fiscal Years based on the activity anticipated in each year, as follows: the sum of \$4,493,011.00 (17%) in Fiscal Year 2021; the sum of \$19,293,519.00 (73%) in Fiscal Year 2022; and the sum of \$2,642,948.00 (10%) in Fiscal Year 2023. The sum of \$3,666,428.32, based on the first cost projections for the 2022 Election Cycle, was included in the OCF Approved Fiscal Year 2021 Budget; and the sum of \$19,218, 519.11 has been approved for the Elections Fund in the Fiscal Year 2022 OCF Budget.

At the close of FY21, \$3,928,002.60 remained in the Elections Fund to be carried forward to Fiscal Year 2022. The transfer of the FY 2021 carryover of \$3,928,002.60 to FY 2022 for the Fair Elections Fund was effective November 30, 2021. As of this date in Fiscal Year 2022, a total of thirty-one (31) candidates are registered in the Program to participate in the June 21, 2022, Primary Election, and the Agency has certified fourteen (14) of the registered candidates as “Participating Candidates” in the Program and authorized the total sum of \$4,283,953.60 for disbursement in Base Amount (\$340,000.00) and Matching Payments (\$3,943,953.60).

The 2022 Election Cycle began on November 7, 2018, the day after the November 6, 2018, General Election, which was the most recent General Election for the covered offices in the 2022 Election Cycle. The 2022 Election Cycle will end on the date of the November 2022 General Election, the last date also for the qualification of small dollar contributions for match. The “Qualifying Periods” during which candidates in both the Primary and General Elections must meet the FEP threshold requirements in order to be certified as “participating candidates” also began on November 7, 2018, the day after the most recent General Election for the covered offices to be elected during the 2022 Election Cycle, and will both end in Fiscal Year 2022, on the last day to file nominating petitions for the respective seats in the applicable election. More specifically, the Primary Election will be held on June 21, 2022, during Fiscal Year 2022; and the General Election will be held on November 8, 2022, during Fiscal Year 2023. The Qualifying Period for candidates running in the Primary Election will end on March 23, 2022, the last day to file nominating petitions to qualify for ballot access in the Primary Election; and for candidates running in the General Election, the Qualifying Period will end on August 10, 2022, the last day to file nominating petitions and qualify for ballot access in the General Election. Following the

expiration of the qualifying periods, candidates will no longer be able to qualify for certification to participate in the Fair Elections Program during the 2022 Election Cycle.

There are twenty-three (23) filing deadlines during Election Cycle 2022 for the submission of financial reports in the Fair Elections Program which may require the disbursement of base amount and matching payments, as follows: in Fiscal Year 2021, four (4) filing deadlines on (mandatory) January 31<sup>st</sup> and July 31<sup>st</sup>, and on (optional) August 31<sup>st</sup> and September 31<sup>st</sup>; in Fiscal Year 2022, 17 filing deadlines on (mandatory) October 10<sup>th</sup>, December 10<sup>th</sup>, January 31<sup>st</sup>, March 10<sup>th</sup>, April 10<sup>th</sup>, May 10<sup>th</sup>, June 10<sup>th</sup>, and August 10<sup>th</sup>, and on (optional) October 31<sup>st</sup>, January 10<sup>th</sup>, February 10<sup>th</sup>, March 30<sup>th</sup>, April 30<sup>th</sup>, June 30<sup>th</sup>, July 10<sup>th</sup>, August 31<sup>st</sup>, and September 30<sup>th</sup>; and in Fiscal Year 2023, two (2) filing deadlines on (mandatory) October 10<sup>th</sup> and 8 Day Pre-General Election Report.

Last, certain provisions of D.C. Law 22-250, the “Campaign Finance Reform Amendment Act of 2018,” effective March 13, 2019, as amended by D.C. Law 23-16, the “Fiscal Year 2020 Budget Support Act of 2019,” effective September 11, 2019, and the “Fiscal Year 2022 Budget Support Act of 2021”, effective October 1, 2021, will govern the political contributions of covered contractors. To fully implement the provisions, the Office of Campaign Finance requested the following enhancements in the Fiscal Year 2021 Budget for the Agency, which were approved: the upgrade of the OCF E-Filing and Disclosure System to fully implement the amendments to the Campaign Finance Act at an approximate cost of \$100,000.00; and three (3) additional Full Time Continuing Positions to meet the added responsibilities imposed by this legislation: one (1) Auditor Position, CS-12, Step 1 (\$76,126.00); one (1) Attorney Position, LS-12, Step 1 (\$86,366.00); and one (1) Information Technology Specialist, CS-11, Step 1 (\$61,521.00). The Auditor and Attorney Positions were filled during Fiscal Year 2021; however, the Information Technology Specialist Position, CS-11, was reclassified as a CS-12, due to the difficulty in recruiting the Position at the lower level and is currently in active recruitment.

The Fiscal Year 2022 Budget Support Act of 2021 funded, and amended at Section 7183, Section 10 (a) of the Campaign Finance Reform Amendment Act of 2018, in pertinent part, to delay the applicability of Sections 6(b)(4), (8), and (22), and (pp) (new Section 334a, the

“Covered Contractor Contributions”), and (9) to any contracts “entered into, or executed before November 9, 2022”, to allow the Office of Campaign Finance and the Office of Contracting and Procurement to operationalize the provisions before applicable. Briefly, the Covered Contractor provisions will prohibit government contracting authorities from entering or approving contracts with an estimated value of \$250,000.00 or more with covered contractors who have made contributions to prohibited recipients as defined by the Act within prescribed timeframes; and will prohibit the covered contractor from making the contributions during the prohibited period.

The Act, in the first instance, mandates each contracting authority to require covered contractors to report their principals to the contracting authority; to maintain a publicly available list on its website of all covered contractors, including their principals, for the contracts of that contracting authority; and to notify covered contractors in the solicitation process of the prohibited recipients. The Covered Contractor provisions will require the Office of Campaign Finance to work with the District Contracting Authorities to ensure compliance with the Covered Contractor provisions, through the cross reference of the lists of covered contractors maintained by the contracting authorities against the financial reports of receipts and expenditures submitted on each filing deadline to identify any unlawful contributions and notify the covered contractor, the prohibited recipient, and the affected contracting authority of the potential infractions.

The identification of unlawful contributions by the OCF, however, is dependent upon the enhancement of the doing business database (D.C. Official Code § 2-361.04) regarding district procurement to capture the data listing the covered contractors and their principals, the prohibited recipients for contracts based on the estimated value, and the respective prohibited periods as defined by D.C. Official Code §1-1161.01 (45c). When the procurement database is updated, the OCF will proceed to procure the services necessary to upgrade its system to enable the import of data from the doing business database into the OCF database to facilitate the matching process and identify the prohibited contributions.

In sum, although the approved OCF FY 21 Budget included \$100,000.00 in non-personal services local funds for the upgrade of the OCF E-Filing and Disclosure System to implement the Covered Contractor Contribution provisions, the contracting authorities purportedly did not

have the resources during Fiscal Year 2021 to implement the responsibilities imposed by the provisions.

Therefore, since the resources are allocated during Fiscal Year 2022 to the contracting authorities, the OCF expects the OCF Approved Fiscal Year 2022 Budget will sufficiently support the funding of the necessary upgrades to the E-Fling and Disclosure Applications to implement the Covered Contractor Contribution provisions once the doing business database is enhanced.

- 12. Please list, in chronological order, each reprogramming in FY21 and FY22, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, or within the agency. Include known, anticipated reprogrammings, as well as the revised, final budget for your agency after the reprogrammings. For each reprogramming, list the date, amount, rationale, and reprogramming number.**

**RESPONSE:**

The Office of Campaign Finance did not request the reprogramming of funds in FY21, and to date, has requested none in Fiscal Year 2022.

- 13. Please list each grant or sub-grant received by your agency in FY21 and FY22, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.**

The Office of Campaign Finance did not receive any grant or sub-grant in FY21 and FY22 to date.

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

**RESPONSE:**

The FTEs of the Office of Campaign Finance are not dependent on grant funding and are funded solely through local funds.

- 14. Please list each grant or sub-grant granted by your agency in FY21 and FY22, to date. List the date, amount, source, and purpose of the grant or sub-grant granted.**

**RESPONSE:**

The Office of Campaign Finance did not grant any grants or sub-grants in FY21 and FY22, to date.

**15. Please list each contract, procurement, and lease, entered into or extended and option years exercised, by your agency during FY21 and FY22, to date. For each contract, procurement, or lease, please provide the following information, where applicable:**

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

**RESPONSE:**

The list of each contract, procurement, and lease entered, extended, and option years exercised, by the Office of Campaign Finance during FY21 and FY22, to date, is attached, with the requested information provided for each. **See Attachment G.**

**16. Please list and describe all pending and closed lawsuits that name or named agency or agency leadership as parties in FY21 and FY22, to date (include the parties' names, docket number, and date the case was filed and/or closed), include a narrative explanation about the specific issues involved in each case, and describe the current status of the litigation. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or could result in a change to agency practices.**

**RESPONSE:**

The Office of Campaign Finance, to date, was named as a party in the following pending lawsuit: **Payam Zeraat v. District of Columbia et al (1:18-cv-02866) and (1:19-cv 01799).**

On December 6, 2018- the former employee of the Office of Campaign Finance filed a civil complaint 18-cv-0286 6-TJK against the District of Columbia Government and the Director, General Counsel and Audit Manager alleging that his termination for misconduct was wrongful

and represented discrimination based upon a disability. The employee was terminated for illegally transporting a four (4) year old child in a District Government vehicle without a child safety seat in violation of agency and District of Columbia Regulations prohibiting the transport of non-government employees, and District of Columbia Municipal Regulations requiring that all children under the age of eight (8) years old riding in motor vehicles in the District be secured in a child safety or booster seat. On June 20, 2019, the former employee filed a second lawsuit arising from the same facts 19-cv-01799 in which he included the Board of Elections Chairperson, Michael Bennett as a defendant. The Office of the Attorney General (OAG) represented the District Government and the individual defendants in these matters. During discussions with the OAG attorneys assigned to the cases in September 2019, OCF was advised that the OAG was in the process of arranging for Binding Arbitration with a federal judge. On July 10, 2020, the Court dismissed the Plaintiff's First Amendment claim leaving him with the Whistleblower Protection Act and the Human Rights Act claims. The Court referred the matter to the Circuit Executive Mediation Program on November 23, 2020. The mediation was adjourned by the Circuit Mediation for Federal Courts of the D.C. Circuit and reconvened on December 5, 2020. Although the Mediation was unsuccessful, the case was settled out of Court on June 2, 2021.

**17. Please list all judgments against and settlements executed by the agency or by the District on behalf of the agency, in any amount, in FY21 or FY22, to date, and provide the parties' names, the date on which the judgment was issued or settlement was executed, the amount of the judgment or settlement, and if related to litigation, the case name, docket number, and a brief description of the case. Include non-monetary costs such as backpay and leave restoration. If unrelated to litigation, please describe the underlying issue or reason for the judgment or settlement (e.g. excessive use of force, wrongful termination, sexual harassment). Please also describe any matters which are currently in settlement negotiations or for which a judgment is imminent.**

**RESPONSE:**

As noted in the Response to Question #16, the Office of Campaign Finance, was named as a party in the following pending lawsuit: Payam Zeraat v. District of Columbia et al (1:18-cv-02866) and (1:19-cv 01799).

On December 6, 2018, the former employee of the Office of Campaign Finance filed a civil complaint 18-cv 0286 6-TJK against the District of Columbia Government and the Director, General Counsel and Audit Manager alleging that his termination for misconduct was wrongful and represented discrimination based upon a disability. The employee was terminated for illegally transporting a four (4) year old child in a District Government vehicle without a child safety seat in violation of agency and District of Columbia Regulations prohibiting the transport of non-government employees, and District of Columbia Municipal Regulations requiring that all children under the age of eight (8) years old riding in motor vehicles in the District be secured in a child safety or booster seat. On June 20, 2019, the former employee filed a second lawsuit arising from the same facts 19- cv-01799 in which he included the Board of Elections Chairperson, Michael Bennett as a defendant. The Office of the Attorney General (OAG) represented the District Government and the individual defendants in these matters. During discussions with the OAG attorneys assigned to the cases in September 2019, OCF was advised that the OAG was in the process of arranging for Binding Arbitration with a federal judge. On July 10, 2020, the Court dismissed the Plaintiff's First Amendment claim leaving him with the Whistleblower Protection Act and the Human Rights Act claims. The Court referred the matter to the Circuit Executive Mediation Program on November 23, 2020. The mediation was adjourned by the Circuit Mediation for Federal Courts of the D.C. Circuit and reconvened on December 5, 2020.

Although the Mediation was unsuccessful, the matter was settled on June 2, 2021, for \$300,000.00, inclusive of fees and costs, and pursuant to the settlement, the Office of the Attorney General filed a stipulation of dismissal with prejudice on the docket.

No additional matters were settled, and no judgments were entered against the agency.

**18. Did the agency use outside counsel in FY21 or FY22, to date? If so, for what matter(s) and in what amounts?**

**RESPONSE:**

The Agency did not use outside counsel in FY21 or FY22, to date, other than the assistance received from the Office of the Attorney General regarding the matter cited in the OCF Response to Question 16. To date the OAG has not charged the agency.

**19. Please list the complaints, grievances, or similar charges – whether informal or formal and whether handled internally or externally - that the agency received or otherwise responded to in FY21 and FY22, to date, broken down by source. Please describe the process utilized to respond to any complaints, grievances, or similar charges and any changes to agency policies or procedures that may have resulted. For any complaints, grievances, or similar charges that were resolved in FY21 and FY22, to date describe the resolution. Specifically, note any matters that implicated agency senior staff or leadership.**

**RESPONSE:**

The Office of Campaign Finance did not receive any administrative complaints or grievances in FY21 and FY22, to date.

**20. Please describe the agency's procedures for investigating allegations of sexual harassment, sexual misconduct, or discrimination committed by or against agency employees. List and describe any allegations relating to the agency or its employees in FY21 and FY22, to date, and whether and how those allegations were resolved (e.g. a specific disciplinary action, such as re-training, employee transfer, suspension, or termination, or an investigation).**

**RESPONSE:**

The Office of Campaign Finance did not receive any administrative complaints alleging discrimination in FY21 and in FY22, to date.

Generally, the procedures involved for investigating allegations of sexual harassment, sexual misconduct, or discrimination committed by or against agency employees commence with the referral of the allegations to the Equal Employment Officer (EEO) for the Agency. The EEO Officer is responsible for ensuring that the Agency adheres to the mandates of the various laws enacted to make certain that a fair and non-discriminatory workplace is provided to all OCF employees. More importantly, the EEO Officer is available to address any EEO concerns the employees of the Agency may have. Consistent with the procedures of the Department of Human

Resources, any investigation undertaken would include advising the parties of their right to representation, examining the relevant evidence, conducting interviews, and reviewing the applicable laws and regulations. Following the conclusion of the investigation, the EEO Officer issues a report in which recommendations are made to the Director. After the review of the recommendations, the Director issues a final agency decision which may be appealed to the Office of Employee Appeals.

- a. Please also identify whether the agency became aware of any similar matters in FY21 or FY22, to date, through means other than an allegation, and if so, how the matter was resolved (e.g. sexual harassment was reported to the agency, but not by the alleged victim).**

**RESPONSE:**

The Agency did not become aware of any similar matters in FY21 or FY22, to date, through means other than an allegation.

- 21. Please provide a list of the total workers' compensation payments paid by the agency or on the agency's behalf in FY21 and FY22, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

**RESPONSE:**

The Agency did not in FY21 and FY22, to date, pay workers' compensation payments.

- 22. Please list and describe any ongoing internal or external 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 FY21 and FY22, to date.**

**RESPONSE:**

By correspondence dated November 13, 2020, the Office of the District of Columbia Auditor notified the Office of Campaign Finance of its initiation of the audit of the Fair Elections Program as required by D.C. Official Code § 1-1163.32j (b). The Audit covered the period November 7, 2018, through January 4, 2021. The preliminary objectives of the Audit were to determine whether: (1) The OCF properly administered the FEP by distributing public monies to candidates who met statutory and regulatory requirements for participating in the FEP regarding

receipt of contributions, campaign expenditures, and return of unspent funds; and (2) To determine if OCF monitored participating candidates to ensure that they met regulatory requirements for the FEP regarding training, debates, qualification for ballot access, and running for the same seat in both the primary and general election, as applicable. The Audit Report, AU 24-0017, the “Fair Elections Program Amplifies “Voices of Everyday Voters’,” was issued by the D.C. Auditor on August 2, 2021. The Report found that the Fair Elections Program, even during the Pandemic, met its goals which included increasing candidate participation, reducing corporate contributions, creating greater access to funding, and amplifying the voices of everyday voters. The Report was the first of three reports by the ODCA which also will study the overall administration of elections, and the use of funds in the Fair Elections Program. The Office of the D.C. Auditor issued a Draft Report on December 17, 2021, to which the OCF submitted responses on January 24, 2022. The Final Audit Report was issued by the D.C. Auditor on January 31, 2022, titled the “Fair Elections Program Was Well-Run but Program Controls Can Be Improved”. The D. C. Auditor stated that the Agency was to be congratulated on implementing the Fair Elections Act and found that the Program was essentially well managed. The D.C. Auditor noted that although the OCF had created processes that addressed many of the risks the Program faces and put personnel in place who have the skills needed to execute many aspects of the Program, there were areas that require additional attention. In this regard, the D.C. Auditor made several recommendations, which the OCF agrees with, and has committed to implement to improve the administration of the Program.

**23. Please describe any spending pressures the agency experienced in FY21 and any anticipated spending pressures for the remainder of FY22. Include a description of the pressure and the estimated amount. If the spending pressure was in FY21, describe how it was resolved, and if the spending pressure is in FY22, describe any proposed solutions.**

**RESPONSE:**

The Office of Campaign Finance did not experience spending pressures for FY 21 and does not anticipate spending pressures for the remainder of FY 22.

**24. Please provide a copy of the agency’s FY21 performance plan. Please explain which performance plan objectives were completed in FY21 and whether they were completed on time and within budget. If they were not, please explain.**

**RESPONSE:**

The copy of the Fiscal Year 2021 Performance Plan and Report for the Office of Campaign Finance is attached. **See Attachment H.** The Office of Campaign Finance fully achieved all Agency Initiatives on time and within budget as detailed in the Report

**25. Please provide a copy of your agency’s FY22 performance plan as submitted to the Office of the City Administrator.**

**RESPONSE:**

The Fiscal Year 2022 Performance Plan for the Office of Campaign Finance is attached as submitted to the Office of the City Administrator. **See Attachment I.**

**26. Please describe any regulations promulgated by the agency in FY21 or FY22, to date, and the status of each.**

**RESPONSE:**

During Fiscal Year 2021, and Fiscal Year 2022, to date, the Office of Campaign Finance submitted one (1) Notice of Final Rulemaking to the Board of Elections for adoption. On May 15, 2020, the Agency proposed the Notice of Emergency and Proposed Rulemaking to the Board of Elections for adoption on May 6, 2020, to authorize online mandatory training for new candidates and treasurers, and the increase of the time frames for the verification of contributions and the authorization for the disbursement of public funds from five (5) calendar days to five (5) business days (67 DCR 5161; May 15, 2020). The revised Regulations place the Board’s Regulations into conformity with the Campaign Finance Reform and Conflict of Interest Public Disclosure Amendment Act of 2011, effective April 27, 2012 (D.C. Law 19-124, 59 DCR 1862 (March 9, 2012)); as amended by the COVID-19 Response Supplemental Emergency Amendment Act of 2020, effective April 10, 2020 (D.C. Act 23-286; 67 DCR 4178 (April 17,

2020)). The Notice of Final Rulemaking was adopted by the Board of Elections on February 3, 2021, and published in the D.C. Register on February 12, 2021 (Volume 68/7).

The specific amendments are as follows:

**(1) Chapter 30, CAMPAIGN FINANCE OPERATIONS: COMMITTEES,  
CANDIDATES, CONSTITUENT SERVICE PROGRAMS, STATEHOOD FUNDS**

**Section 3001, MANDATORY TRAINING**

§ 3001.1, revised to authorize online training for new candidates and treasurers.

§ 3001.3, revised to require participation in the training within 15 days of registration, or as otherwise scheduled by the OCF.

§ 3001.4, revised to authorize online training for new candidates and treasurers in the Fair Elections Program.

§ 3001.5, revised to authorize online training for the new treasurers of a political committee, political action committee, or an independent expenditure committee.

**(2) Chapter 38, LEGAL DEFENSE COMMITTEES**

**§ 3801 ORGANIZATION OF LEGAL DEFENSE COMMITTEES**

§3801.10, revised to authorize the new treasurer of a Legal Defense Committee to participate in the Office of Campaign Finance training program online

**(3) Chapter 39, CAMPAIGN FINANCE OPERATIONS: INAUGURAL  
COMMITTEES**

**3901 ORGANIZATION OF INAUGURAL COMMITTEES**

§3901.10, revised to authorize the new treasurer of an Inaugural Committee to participate in the Office of Campaign Finance training program online.

**(4) Chapter 40, CAMPAIGN FINANCE OPERATIONS: TRANSITION  
COMMITTEES**

**4001 ORGANIZATION OF TRANSITION COMMITTEES**

§ 4001.11, revised to authorize the new treasurer of a Transition Committee to participate in the Office of Campaign Finance training program online.

**(5) Chapter 41, CAMPAIGN FINANCE OPERATIONS: EXPLORATORY COMMITTEES**

**4102 ORGANIZATION OF EXPLORATORY COMMITTEES**

§ 4102.10, revised to authorize the new treasurer of an Exploratory Committee to participate in the Office of Campaign Finance training program online.

**(6) Chapter 42, FAIR ELECTIONS PROGRAM**

**4202, MANDATORY TRAINING**

§4202.1, revised to authorize the new candidate and treasurer registered in the Fair Elections Program to participate in the Office of Campaign Finance training program online.

§4202.3, revised to require the candidate to participate in the OCF training program within fifteen (15) calendar days of submitting the Statement of Candidacy form in accordance with §4201, or as otherwise scheduled by the Agency.

§4202.4, revised to require the treasurer to participate in the OCF training program within fifteen (15) calendar days of submitting the Statement of Acceptance of Treasurer form in accordance with § 4203.9, or as otherwise scheduled by the Agency.

**4203 PRINCIPAL CAMPAIGN COMMITTEE**

§4203.13, is revised to require the treasurer to participate in the Office of Campaign Finance training program pursuant to § 4202 of this chapter within fifteen (15) calendar days of submitting the Statement of Acceptance of Treasurer form in accordance with § 4203.12, or as otherwise scheduled by OCF.

**4207 BASE AMOUNT PAYMENTS**

§4207.1, revised to require the Director to direct, within five (5) business days after certification of a participating candidate into the FEP, the Office of the Chief Financial Officer to disburse to the candidate half of the base amount described in § 4207.3, within five (5) business days of receiving notice from the OCF.

§4207.2, revised to require the Director to direct, within five (5) business days after the participating candidate qualifies for the ballot, the Office of the Chief Financial Officer to disburse to the candidate the other half of the base amount described in § 4207.3, within five (5) business days of receiving notice from the OCF.

§4207.6, revised to require the Director where an uncontested election becomes a contested election after a participating candidate is certified, to direct, no later than five (5) business days after the uncontested election becomes a contested election the Office of the Chief Financial Officer to disburse funds to the candidate, within five (5) business days of receiving notice from

the OCF as follows:

- (a) The first half of the base amount, if the participating candidate has not qualified for the ballot; or
- (b) Both halves of the base amount if the participating candidate has qualified for the ballot.

#### **4208 MATCHING PAYMENTS FOR QUALIFIED SMALL-DOLLAR CONTRIBUTIONS**

§4208.7, revised to require the Director, within five (5) business days after receipt of the participating candidate's R&E Report filed with the OCF in accordance with §§ 4212 and 4213, to direct the Office of the Chief Financial Officer to disburse payments to the participating candidate through the use of an electronic funds transfer or debit card within five (5) business days of receiving notice from the OCF.

Last, the Office of the General Counsel drafted a Notice of Proposed Rulemaking during Fiscal Year 2021 to fully implement the new Covered Contractor provisions of the Campaign Finance Act, as amended, and to amend other Sections of Title 3, "Elections and Ethics", of the District Municipal Regulations; and in Fiscal year 2022, to date, has drafted a Notice of Emergency and Proposed Rulemaking to fully implement the recent amendment of the Campaign Finance Act and the Fair Elections Act to authorize the expenditure of campaign funds to reimburse the candidate for childcare expenses incurred for campaign purposes. The draft regulations will be submitted to the General Counsel of the Board of Elections during March 2022 for review.

- 27. Please provide the number of FOIA requests for FY21 and FY22, 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.**

#### **RESPONSE:**

During FY21, and FY22, to date, the Office of Campaign Finance has received (0) FOIA requests. The General Counsel is the designated FOIA Officer for the Agency.

- 28. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or for which it contracted during FY21 and FY22, 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.**

**RESPONSE:**

First, following the filing deadline of each Report of Receipts and Expenditures, the Office of Campaign Finance produces Summary Reports of Contribution Information by Denomination and Donor Type and Expenditure Information by Type, with visuals (pie charts) to denote percentages, generated by the OCF Database when financial reports are submitted, and made available for public review and search at the OCF Website. The Reports and Summaries may be searched by Filer Type, Filing Year, and Report Name. The Summary Reports provide the foundation for the Biennial Report of Contributions and Expenditures which the Office of Campaign Finance must publish in an electronic format by December 31<sup>st</sup> of each odd numbered year, pursuant to the provisions of D.C. Official Code § 1-1163.04 (7)(B), as recently amended. The Biennial Report describes the receipts and expenditures of candidates for elective office, except for ANC candidates, and principal campaign committees in the Traditional Campaign Finance Program for the prior two-year period, in dollar amount and percentage terms, by donor categories and size of the donation, and expenditure type. Graphs are used to present the percentage terms. The receipts and expenditures of the political action committees, independent expenditures, and the exploratory, inaugural, transition, and legal defense committees must also be summarized. The December 31, 2021, Biennial Report of the Office of Campaign Finance was published at the OCF Website on January 4, 2022.

Second, the Agency published the first OCF FEP Post-Election Report for the 2020 Election Cycle and the 2020 Special Election Cycle, City Council, Ward 2, on March 17, 2021, at the OCF Website, pursuant to the provisions of D.C. Official Code § 1-1163.32j (a). The Report presents data based on the financial transactions reported in the Receipt and Expenditure Reports filed with the OCF covering the start of the campaign of the candidates who registered and participated in the Fair Elections Program through December 10, 2021. The Report is presented in four parts: the Overview of the 2020 Election Cycle and the 2020 Special Election; the OCF Review of the National Trends in Public Financing Programs: Statistical Data of the 2020 Election Cycle; and Significant Data pertaining to both Election Cycles, and the Lists of Qualified Small Dollar Contributions and Expenditures for all FEP Candidates.

Third, the Office of Campaign Finance presents Monthly Production Reports of the Agency at the open meetings of the Board of Elections and publishes the Reports at the OCF Website. The Reports state the activity of the Agency for the period covered, including financial reports received in both the Fair Elections Program and the Traditional Campaign Finance Program, the disbursements authorized from the Elections Fund, the names of candidates certified into the Fair Elections Program, the names of committees who failed to file, new candidate and committee registrations, mandatory training conferences conducted, desk reviews conducted, audit reports, interpretative opinions, and informal hearing orders issued, the list of ongoing audits and investigations, fines issued, and petitions for enforcement filed before the Board of Elections.

Last, the Agency has continued in FY21 and FY22, to date, to research how various jurisdictions administer their public financing programs through the examination of their statutes, regulations, forms, brochures, guides, training materials, and post-election reports. Members of the Office of Campaign Finance Staff participated in the virtual December 2020 and December 2021 Council on Government Ethics Laws (COGEL) Conferences. Attendance at the COGEL Conference presents the OCF staff members with the opportunity to attend seminars critical to the successful administration of the Campaign Finance Laws, and to converse directly with our Campaign Finance counterparts from other jurisdictions to exchange information and compare our operations.

**29. Please list in descending order the top 25 overtime earners in your agency in FY21 and FY22, 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. Please describe the process the agency uses to determine which employees are granted overtime.**

**RESPONSE:**

There were no overtime earners in the Agency during FY21, and none to date, in FY22. In general, the Agency has restricted the grant of overtime pay to those employees at the CS- 09 Level and below, to conserve the Agency resources, and granted Compensatory Time to employees who perform duties beyond their Tour of Duty in the OCF Community Outreach Program.

**30. For FY21 and FY22, 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.**

**RESPONSE:**

The Office of Campaign Finance did not grant employee bonuses or special award pay during FY21 and FY22, to date.

- 31. For FY21 and FY22, to date, please list each employee separated from the agency with separation pay. State the amount, number of weeks of pay, and reason for the separation.**

**RESPONSE:**

The Office of Campaign Finance did not separate employees in FY21 and FY22, to date, from the Agency with separation pay.

- 32. Please provide the name of each employee who was or is on administrative leave in FY21 and FY22, to date. In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status.**

**RESPONSE:**

The Office of Campaign Finance did not place OCF Employees on administrative leave in FY21 and FY22, to date.

- 33. Please provide each collective bargaining agreement that is currently in effect for agency employees. Include the bargaining unit and the duration of each agreement. Note if the agency is currently in bargaining, and if so, its anticipated completion.**

**RESPONSE:**

There are no collective bargaining agreements in effect for the employees of the Office of Campaign Finance.

- 34. If there are any boards, commissions, or task forces associated with your agency, please provide a chart listing the names, number of years served, agency affiliation, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board, commission, or task force meeting in FY21 or FY22, to date, if minutes were prepared. Please inform the Committee if the board, commission, or task force did not convene during any month.**

**RESPONSE:**

The Office of Campaign Finance is established within the Board of Elections (the Board), an independent Agency of the District Government. The Board is comprised of three (3) members. The Office of Campaign Finance is responsible for the administrative operations of the Board under the Campaign Finance Act of 2011, as amended. See D.C. Official Code § 1-1163.02. The Board is created under D.C. Official Code §1-1101.02. The Executive Director of the Board is responsible for managing the daily operations of the Board, which includes the scheduling of the monthly public meetings of the Board, the preparation of the meeting agenda, and maintaining the minutes of the meeting, as well as the records relative to the service of the Board Members.

**35. 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.).**

**RESPONSE:**

D.C. Official Code, § 1-1163.04 (7) (2001 Edition, as amended), requires the Director of the Office of Campaign Finance to publish on December 31<sup>st</sup>, and every other odd numbered year, a biennial report, summarizing, for the prior two year period, the receipts and expenditures of candidates for public office (except candidates for Advisory Neighborhood Commission Member), and of political committees, including principal campaign, exploratory, inaugural, transition, and legal defense committees; political action committees; and independent expenditure committees. The Agency is in compliance with this requirement. The OCF Biennial Reports for Calendar Years 2011, 2013, 2015, 2017, 2019, and 2021 may be viewed at the OCF Website, [www.ocf.dc.gov](http://www.ocf.dc.gov).

On January 4, 2022, the Agency presented the most recent Biennial Report, the OCF December 31, 2021, Biennial Report of Contributions and Expenditures, to the Mayor and the Council of the District of Columbia, and to the public. The Biennial Report covers the contributions and expenditures of candidates and political committees in the Traditional Campaign Finance Program for the prior two (2) year period from January 2019 through December 2021. By virtue of D.C. Law 22-250, the “Campaign Finance Reform Amendment Act of 2019”, effective March 13, 2019, as amended, and made applicable in part, on September 11, 2019, the date for the

publication of the Biennial Report by the Office of Campaign Finance, as required by D.C. Official Code Section 1-1163.04, was changed from January 31<sup>st</sup> to December 31<sup>st</sup> of each odd numbered year.

In addition, D.C. Official Code Sections 1-1163.04(1B) (A) and (3) require the Director of the Office of Campaign Finance to publish all information online in a searchable and sortable format, within 24 hours of filing, and to make the reports and statements filed with him or her available for public inspection and copying, commencing within 48 hours of receipt. Under the electronic filing system, financial reports are available real time upon submission at the OCF Website for inspection and for immediate download. The Office of Campaign Finance is currently in compliance with this statutory provision

D.C. Law 22-94, the “Fair Elections Amendment Act of 2018, effective May 5, 2018, and applicable November 7, 2018, established the Fair Elections Program in the Office of Campaign Finance. As codified in D.C. Official Code § 1-1163.32j, the Director of Campaign Finance is required to submit a report to the Mayor and the Council no later than 9 months after the end of each election cycle concerning the administration of the Program, including the names of the participating and non-participating candidates, the payments made from the fund, the listing of qualified small dollar contributions by participating and non-participating candidate, a listing of expenditures by participating candidate, remitted funds, personal funds, and a review and evaluation of the Program on District elections and campaigns, and of national best practices relating to public financing programs, with recommendations for changes. The Agency published the first OCF FEP Post-Election Report for the 2020 Election Cycle and the 2020 Special Election Cycle, City Council, Ward 2, on March 17, 2021, at the OCF Website, pursuant to the provisions of D.C. Official Code § 1-1163.32j (a). The Report presents data based on the financial transactions reported in the Receipt and Expenditure Reports filed with the OCF covering the start of the campaign of the candidates who registered and participated in the Fair Elections Program through December 10, 2021. The Report is presented in four parts: the Overview of the 2020 Election Cycle and the 2020 Special Election; the OCF Review of the National Trends in Public Financing Programs: Statistical Data of the 2020 Election Cycle; and Significant Data pertaining to both Election Cycles, and the Lists of Qualified Small Dollar Contributions and Expenditures for all FEP Candidates.

Last, during FY21, the members of the staff of the Office of the General Counsel who are employed as part of the Legal Services Program were required to demonstrate through a verification process conducted by the Department of Human Resources that they have maintained a Good Standing Status with the District of Columbia Bar. This is an annual mandatory reporting requirement for continued employment which cannot be waived. Following the verification process in FY 21, all members of the Office of the General Counsel staff who are employed through the Legal Services Program were determined to be in compliance with the Good Standing requirement. The verification process will be repeated during FY22 and all subsequent years in accordance with the Legal Services Act.

- 36. Please provide a list of any additional training or continuing education opportunities made available to agency employees in FY21 and FY22, to date. 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 trained.**

**RESPONSE:**

The Office of Campaign Finance's Professional Development Program was able to provide employees with additional training opportunities during FY 2021. As OCF transitioned into a Teleworking Status in March 2020 due to the COVID-19 pandemic, employees who had previously attended DCHR courses onsite adapted quickly to virtual learning. Managers and staff took advantage of the wide range of general, and duty specific courses provided by DCHR's Center for Learning and Development (CLD). The CLD also made available learning opportunities provided by their partners to agency employees. Workers utilized the District's Skills Port E-Learning Management System, to participate in more than 43 online courses. More than 5,000 online courses covering a wide range of categories are offered in the program. Employees were able to expand their learning capacity and career advancement. The Professional Development Program enables employees to better handle their job responsibilities. In doing so, workers are better able to carry out the OCF's and the District's mission and goals.

In addition, the OCF Supervisory Training Officer and the DCHR's Center for Learning and Development worked collaboratively to offer the following Courses specifically to the OCF Team in a virtual Instructor led online format:

Sept. 7, 2021	Prioritizing: Doing the Work That Matters (CLRG)	15
Sept. 9, 2021	Adapting to Change for the Hybrid Workplace (CLRG)	4
Sept. 13-14, 2021	Advanced Writing Skills Workshop (CLRG)	16
Sept. 21-24, 2021	Public Speaking: Presentation Survival School (CLRG)	7
Sept. 28-29, 2021	Developing a Lunch & Learn Program (CLRG)	10
Sept. 30, 2021	Successfully Managing Unplanned Changes (CLRG)	10

Below is the list of instructors for each workshop:

1. **Prioritizing | Doing the Work That Matters** - September 7, 2021, Instructor: Natia Upton
2. **Adapting to Change for the Hybrid Workplace (for Managers)** - September 9, 2021, Instructor: Connie Russell
3. **Advanced Writing Skills Workshop** - September 13- 14, 2021, Instructor: Michele Proctor
4. **Public Speaking: Presentation Survival School** - September 21 - 24, 2021 (4 sessions) Instructor: Natia Upton
5. **Developing a Lunch & Learn Program** - September 28 - 29, 2021, Instructor: Meghan Enriquez
6. **Successfully Managing Unplanned Changes** - September 30, 2021, Instructor: Kellyann Few

The OCF Information Technology Specialist completed online courses provided by the District's Office of the Chief Technology Officer, and the Members of the Office of the General Counsel participated in Continuing Education Courses offered by the D.C. Bar during Fiscal Year 2021, and Fiscal Year 2022, to date. The Course information is listed below:

<b>Information Technology IT Personnel (Virtual Courses)</b>		
<b>Date</b>	<b>Name of Course/Seminar</b>	<b>No. of Participants</b>
Sept. 14, 2021	Designing & Building a Basic Website	1
Sept. 20, 2021	WordPress Installation & Configuration	1
Sept. 21 2021	Working with Content	1
Sept. 22, 2021	Themes & Plugins	1
Oct. 5, 2021	Introduction to HTML	1
Aug. 16, 2021	Moving to the Cloud	1
Aug. 2021	Splunk Certified Power User	1
Aug. 2021	Splunk Certified User	1
Jan. 2021	CompTIA Security+ ce Certification	1

## DC Bar Courses

<b>Legal Courses (Virtual Courses)</b>		
<b>Date</b>	<b>Name of Course/Seminar</b>	<b>No. of Participants</b>
July 28, 2021	Negotiating and Drafting LLC Agreements in the District of Columbia	1
Aug. 3, 2021	Ethics for lateral Hires	1
Sept. 22 2021	Supreme Court Review and Preview 2021	1
Oct. 26, 2021	A Lawyer's ethical Duties to understand Metadata, Digital Evidence in the Cloud, Secure Client Data and More 2021	1

**37. Please describe any initiatives that the Agency implemented in FY21 or FY22, 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.**

**RESPONSE:**

During Fiscal Year 2021, and in Fiscal Year 2022, to date, the Office of Campaign Finance has implemented/or will implement several initiatives to improve the internal operations of the Agency, and its interaction with outside parties, including the candidates and committees which register with the Agency, and the members of the public who expect to be kept abreast of campaign related data and information.

First, the Agency revised the public and mandatory training and the hearing formats for presentation in a virtual environment, and published notice of the 2021 Calendar Year Training Schedule at the OCF Website on March 1, 2021. Further, the Office of Campaign Finance revised the FEP Process for Participants Brochure, developed the 2022 FEP and the Traditional Program Fact Sheet brochures for the 2022 Election Cycle, and published all Brochures at the OCF Website on March 26, 2021.

Second, the Fair Elections Division, as the result of the onset of the COVID-19 pandemic in March 2020, continued to offer one on one virtual training and technical assistance through meetings conducted with candidates on the effective use of the FEP E-Filing System to submit financial reports online and upload contributor receipts and affirmations and committee financial documents. On each deadline for the filing of financial reports, the FEP Division offered

technical assistance to users on the use of the FEP E-Filing System to report campaign activity. The FEP Program received, and desk reviewed approximately 179 financial reports online. Each contribution reported was verified for compliance with the reporting requirements.

Third, the Agency, during Fiscal Year 2021, through rulemaking, mandatory and public training, Notices at the OCF Web Site, and the revision of OCF Forms, Brochures, and Training Materials, continued to keep the public informed of the amendments to the Campaign Finance Laws, applicable September 11, 2019, by virtue of D.C. Law 22-250, the “Campaign Finance Reform Amendment Act of 2018, effective March 13, 2018, as amended, by D.C. Law 23-0016, the “Fiscal Year 2020 Budget Support Act of 2019,” effective September 11, 2019.

On May 15, 2020, the Agency proposed the Notice of Emergency and Proposed Rulemaking to the Board of Elections for adoption on May 6, 2020, to authorize online mandatory training for new candidates and treasurers, and the increase of the time frames for the verification of contributions and the authorization for the disbursement of public funds from five (5) calendar days to five (5) business days (67 DCR 5161; May 15, 2020). The revised Regulations place the Board’s Regulations into conformity with the Campaign Finance Reform and Conflict of Interest Public Disclosure Amendment Act of 2011, effective April 27, 2012 (D.C. Law 19-124, 59 DCR 1862 (March 9, 2012); as amended by the COVID-19 Response Supplemental Emergency Amendment Act of 2020, effective April 10, 2020 (D.C. Act 23-286; 67 DCR 4178 (April 17, 2020))). The Notice of Final Rulemaking was adopted by the Board of Elections on February 3, 2021 and published in the D.C. Register on February 12, 2021 (Volume 68/7).

The Agency continued to incorporate virtual Mandatory Training Conferences for new registrants (candidates and treasurers). Twenty-five (25) new Treasurers and thirteen (13) new Candidates completed the Mandatory Entrance Conference online and received instruction on their duties and responsibilities under the Campaign Finance Act. To date in Fiscal Year 2022, the Agency has conducted Mandatory Training Conferences for twenty-eight (28) Candidates and twenty-three (23) Treasurers. The online training is available on the committee’s page. The candidate/treasurer must sign into the e-filing system to complete the training. The training must be viewed in its entirety (the system will not allow the viewer to fast forward or to stop and return to the training), and once completed, the OCF receives an auto generated email notifying

the OCF that a specific named person has completed the training. The email is used as verification of the compliance of the candidate/treasurer with the mandatory training requirement. During Fiscal Year 2020, the Agency revised the ANC Training Guide at the OCF Website and directed a link to the Tutorial by email (the Summer of 2020) to approximately 400 of the 423 candidates for the Office of Advisory Neighborhood Commission Member who registered with the Board of Elections and provided an email address. Because of this effort, 381 of the required 424 ANC Candidates filed the ANC Summary Financial Statement due February 2, 2021, during Fiscal Year 2021.

As the Committee was previously advised, the Office of Campaign Finance established the Advisory Neighborhood Commission (ANC) Educational Outreach Initiative to reach a wider audience for the dissemination of information about the new Fair Elections Program. During Fiscal Year 2019, the Office of Campaign Finance partnered with the Office of Advisory Neighborhood Commissions to request the inclusion of the OCF on the public meeting agendas of the 40 ANCs, which consist of the 296 Single Member Districts, located in Wards 1 through 8, to introduce the Fair Elections Program to the community. The Agency requested by email directed to the ANC Chairpersons to be placed on the respective ANC meeting agendas to inform their constituents about the Public Financing Program. Commencing March 2021, the Agency once again notified the ANCs of the availability of the Agency to present information on the OCF at community ANC Meetings presented in a virtual format. The Office of Campaign Finance successfully presented the highlights of the new Fair Elections Program and the Traditional Campaign Finance Program during the Month of May 2021, in the following ANC virtual meetings:

- Tuesday, May 4 – ANC 4A
- Wednesday, May 12 – ANC 1C
- Wednesday, May 12 – ANC 6C
- Wednesday, May 19 – ANC 5A

During the months of July and August 2021, the OCF accompanied the Board of Elections (BOE) to the following Metropolitan Police Department (MPD) Beat the Streets Community Outreach events, and in November and December 2021 to the following Voter Registration events:

- Tuesday, July 20, 2021 – 2300 Aigner Place, S E. (Woodland Community)
- Wednesday, July 21, 2021 – 3500 14<sup>th</sup> Street, N.W. (Mt. Pleasant/Columbia Heights Community)
- Thursday, July 29, 2021 – 62<sup>nd</sup> & Dix Streets, N.E.
- Wednesday, August 18, 2021 – 115 Atlantic St., S.W. (Lockridge/Bellevue Library)
- Wednesday, November 10, 2021 – 65 Massachusetts Avenue, N.W. (Central Union Mission)
- Wednesday, December 15, 2021 – 801 Mt. Vernon Place, N.W. ( ) the 23<sup>rd</sup> Annual Senior Holiday Celebration in the Walter E. Washington convention Center).

On August 31, 2021, correspondence was sent out to member associations of the Federation of Citizens Associations of the District of Columbia (the Federation) requesting to speak briefly at one of their upcoming meetings about the Agency’s Traditional and Fair Elections Program. In response, the President of the Federation, Phil Thomas, notified the OCF that the Federation was currently on summer recess and promised to reach out once meetings were resumed in September. Below is a list of the twenty-five (25) member associations contacted:

List of Member Associations contacted on August 31, 2021

1. Brookland Neighborhood Civic Association
2. Bellevue Neighborhood Civic Association
3. Cleveland Park Citizens Association
4. Concerned Neighbors Inc.
5. Congress Heights Community Association
6. Deanwood Civic Association
7. Dupont Circle Citizens Association
8. Empower DC
9. Forest Hills Citizens Association
10. Fort Gaines Civic Association
11. Fort Stanton Civic Association
12. Glover Park Citizens Association
13. Hillcrest Community Civic Association
14. Historic Anacostia Block Association
15. Kalorama Citizens Association
16. Marshall Heights Civic Association
17. Marshall Heights Community Development Organization
18. Michigan Park Citizens Association
19. Palisades Citizens Association
20. Penn Branch Citizens/Civic Association
21. River Terrace Community Organization
22. Shepherd Park Citizens Association
23. Spring Valley Civic Association

24. Tenleytown Neighbors Association
25. West End Citizens Association

As of January 13, 2022, the OCF is in contact with Naima Jefferson of the Shephard Park Citizens Association to present at the association's upcoming virtual meeting on Tuesday, February 8, 2022, at 7 p.m.

On February 11, 2021, the Agency emailed the virtual training link for Business Contributors to Erika Wadlington, the Chamber's then Director of Government Affairs & External Relations, to be shared and accessed by the Chamber's membership; and on January 21, 2022, the Agency emailed to the Chamber, the OCF 2022 Schedule of Virtual Training Seminars, and the link to the Power Point Presentation for Business Contributors available at the OCF Website, for distribution to its membership.

On February 2, 2022, the Agency began to direct emails to the forty (40) Advisory Neighborhood Commissions (the ANCs) to once again notify the ANCs of the availability of the Agency to present information on the OCF at community ANC Meetings presented in a virtual format commencing March 7, 2022.

The goal of the OCF Community Outreach Program is to participate in community events to expand the audience through which information may be disseminated on the Campaign Finance Laws and the role of the Agency to administer the laws. The increased efforts of the Agency to inform and educate the public about the Campaign Finance Laws and the new Fair Elections Program through community outreach, strengthens the public's knowledge and confidence in the integrity of the election process, public office, and the ability of this Agency to enforce the Laws where violated.

The Agency also proceeded to improve the transparency of the operations of the Agency through the enhancement of the E-Filing and Disclosure System through the following tasks to offer:

1. An Administrative Option to view Email notification log. After sending the reminder/noncompliance email notification, the Administrator can now view the count and a list of recipients.

2. An Option for the PCC Filer to enter a reason when filing amendments to any previously submitted reports
3. An Administrative Option for the Administrator to delete any ANC
4. A Filter for the purpose of an expenditure in the contributions/expenditures search CSV, data grid and pdf report
5. Transaction columns for the ANC Summary Financial Statement template for the ease of the ANC Candidate filer in the completion of the ANC report for Electronic Filing
6. The Excel Import of Contributions/Expenditures redesign and support for new filer types: PAC, Initiative, Referendum, Recall, CSP – (In Development)
7. A new Administrative Module to track PIRM, RAAD, and FEP Referrals of Delinquent Matters to the Office of the General Counsel for Enforcement - (In Development)

The Office of the General Counsel continued to identify the subject matter of each of the “Complaints and Final Decisions” as listed at the Enforcement Link at the OCF Website which enables the public to search the cases by topic. The revision of the “Complaints and Final Decisions” Link at the OCF Website during FY 18 to include a search feature by topic provides a more user-friendly resource for the public relative to the location and application of the Campaign Finance Laws by the Agency in specific types of investigative matters.

Last, the Fair Elections Division initiated the Post-Election Audit Program for the campaign operations of the twenty (20) candidates who were certified and participated in the November 3, 2020, General Election. The Audits were initiated by correspondence dated March 30, 2021, which required the Candidates to submit all their financial records to the Office of Campaign Finance from the date of the respective registration of the principal campaign committee to the date of the Election. The audits are ongoing. The audits will ensure the proper use of public funds received by candidates certified to participate in the Fair Elections Program during the 2020 Election Cycle.

During Fiscal Year 2022, the Agency will implement the following new Initiatives to improve the internal operations of the Agency, and its interaction with outside parties:

- The Office of Campaign Finance will expand the outreach of the OCF Educational Program to reserve the Community Meeting Rooms of the D.C. Public Library located within each of the Eight (8) Wards to offer monthly seminars, commencing March 2022, for the public, including potential candidates for office, treasurers and campaign staff and volunteers. The Seminars will focus on the dissemination of information throughout the District designed to fully introduce the residents in each ward to the Fair Elections and Traditional Campaign Finance Programs, and how campaigns are funded, and to the role of the Agency to administer the Campaign Finance Laws.
- The Office of Campaign Finance will establish a Candidate/Treasurer Consultation Program to offer one on one consultations, commencing February 1, 2022, to newly registered candidates and treasurers with the OCF Auditors in both the Fair Elections and the Traditional Campaign Finance Programs following the completion of the Mandatory Entrance Conference and the submission of the first Receipts and Expenditures Report, to discuss the reporting requirements and any compliance issues specific to the campaign.
- The Office of Campaign Finance will develop and offer a virtual Audit Training Program for the candidates and treasurers registered in the Fair Elections Program, the Traditional Campaign Finance Program, and the Constituent Services Program to introduce the full range of the Audit Process, including the conduct of Desk Reviews, Full Field and Random Periodic Audits, and Post-Election Audits. The Training will commence February 2022 and focus on how to respond to Requests for Additional Information, the Initial Request for Audit Documentation, Preliminary Audit Reports, and the common types of Audit Findings.

**38. What are the agency’s top five priorities? Please explain how the agency expects to address these priorities in the remainder of FY22. How did the agency address its top priorities listed for this question last year?**

## **RESPONSE:**

### **I. FY22 PRIORITIESS**

The top priorities for the Agency in Fiscal Year 2022, and how the Agency expects to address those priorities, in no particular order, follows.

- The Office of Campaign Finance will expand the outreach of the OCF Educational Program to reserve the Community Meeting Rooms of the D.C. Public Library located within each of the Eight (8) Wards to offer monthly seminars for the public, including potential candidates for office, treasurers and campaign staff and volunteers. The Seminars will focus on the dissemination of information throughout the District designed to fully introduce the residents in each ward to the Fair Elections and Traditional Campaign Finance Programs, and how campaigns are funded, and to the role of the Agency to administer the Campaign Finance Laws.
- The Office of Campaign Finance will establish a Candidate/Treasurer Consultation Program to offer one on one consultations to candidates and treasurers with the OCF Auditors in both the Fair Elections and the Traditional Campaign Finance Programs following the completion of the Mandatory Entrance Conference and the submission of the first Receipts and Expenditures Report, to discuss the reporting requirements and any compliance issues specific to the campaign.
- The Office of Campaign Finance will develop an Audit Training Program for the candidates and treasurers registered in the Fair Elections Program, the Traditional Campaign Finance Program, and the Constituent Services Program to introduce the full range of the Audit Process, including the conduct of Desk Reviews, Full Field and Random Periodic Audits, and Post-Election Audits. The Training will focus on how to respond to Audit Requests for Additional Information, the Initial Request for Audit Documentation, Preliminary Audit Reports, and the common types of Audit Findings.
- The Office of Campaign Finance will organize, publicize, and conduct Debates in any city-wide contests scheduled for election in the June 21, 2022, Primary Election and the

November 8, 2022, General Election where the Elections involve more than one (1) participating candidate in the Fair Elections Program, or any candidate who has qualified for ballot access in the Traditional Campaign Finance Program, and consents to participate in a debate. The Debates will provide voters with the opportunity to hear directly from candidates on the issues that are important to District Residents. The Office of Campaign Finance will develop and employ Public Service Announcements, Radio, Bus, and Digital Ads, and Videos to increase the scope of its outreach to the public, and to educate the residents of the District of Columbia about the Fair Elections Program more effectively, and as previously discussed, any scheduled candidate debates.

- The Agency will initiate Post-Election Audits of the campaign operations of all candidates certified to participate in the June 21, 2022, Primary Election who do not proceed to the November 8, 2022, General Election.
- D.C. Official Code, § 1-1163.04 (7) (2001 Edition, as amended), requires the Director of the Office of Campaign Finance to publish on December 31<sup>st</sup>, and every other odd numbered year, a biennial report, summarizing, for the prior two year period, the receipts and expenditures of candidates for public office (except candidates for Advisory Neighborhood Commission Member), and of political committees, including principal campaign, exploratory, inaugural, transition, and legal defense committees; political action committees; and independent expenditure committees. On January 4, 2022, the Agency presented the most recent Biennial Report, the OCF December 31, 2021, Biennial Report of Contributions and Expenditures, to the Mayor and the Council of the District of Columbia, and to the public. The Biennial Report covers the contributions and expenditures of candidates and political committees in the Traditional Campaign Finance Program for the prior two (2) year period from January 2019 through December 2021.

## **II. FISCAL YEAR 2021 PRIORITIES**

The top priorities for the Agency in Fiscal Year 2021, in no particular order, and how the Agency addressed those priorities, were as follows:

- The Office of Campaign Finance developed formats for mandatory and public training conferences, informal hearings, and community outreach in virtual environments to expand the audience of the agency, broaden the community outreach efforts of the Agency, and to continue the business of the Agency.

The OCF Office of the General Counsel will promulgate new regulations, draft forms, and revise the OCF Guide and Training Materials to fully implement the provisions of the Campaign Finance Reform Amendment Act of 2018, effective March 13, 2019, as amended, when applicable, which will prohibit the receipt of and making of political contributions by business entities and their principals seeking or receiving contracts valued at \$250,000 or more. The General Counsel drafted regulations to fully implement the “Covered Contractor” Provisions and will submit the Notice of Proposed Rulemaking to the Office of the General Counsel for the Board of Elections during March 2022; and is in the process of finalizing revisions to the OCF Campaign Finance Guide and Training Materials to incorporate, the Covered Contractor Provisions, effective November 2022. The Agency was unable to seek the upgrade of the OCF E-Filing and Disclosure System to provide an application to fully implement the covered contractor prohibitions because the databases of the District contracting authorities, were not enhanced to list the principals of covered contractors and other necessary data.

- The Office of Campaign Finance will produce, publish at the OCF Website, and submit to the Mayor and the DC Council, the post-election cycle reports due nine (9) months after the June 16, 2020, Special Election, and the November 3, 2020, General Election. The Agency published the first OCF FEP Post-Election Report for the 2020 Election Cycle and the 2020 Special Election Cycle, City Council, Ward 2, on March 17, 2021, at the OCF Website, pursuant to the provisions of D.C. Official Code § 1-1163.32j (a). The Report presents data based on the financial transactions reported in the Receipt and Expenditure Reports filed with the OCF covering the start of the campaign of the candidates who registered and participated in the Fair Elections Program through December 10, 2021. The Report is presented in four parts: the Overview of the 2020 Election Cycle and the 2020 Special Election; the OCF Review of the National Trends in

Public Financing Programs: Statistical Data of the 2020 Election Cycle; and Significant Data pertaining to both Election Cycles, and the Lists of Qualified Small Dollar Contributions and Expenditures for all FEP Candidates.

- The Office of Campaign Finance will conduct full field audits of the campaign operations of all candidates certified in the Fair Elections Program to participate in the November 3, 2020, General Election; and of all candidates newly elected to Office in the Traditional Program during the 2020 Election Cycle. The Fair Elections Division initiated the Post-Election Audit Program for the campaign operations of the twenty (20) candidates who were certified and participated in the November 3, 2020, General Election. The Audits were initiated by correspondence dated March 30, 2021, which required the Candidates to submit all their financial records to the Office of Campaign Finance from the date of the respective registration of the principal campaign committee to the date of the Election. The audits are ongoing. The audits will ensure the proper use of public funds received by candidates certified to participate in the Fair Elections Program during the 2020 Election Cycle. In the Traditional Campaign Finance Program, Full Field Audits were initiated of two (2) newly elected public officials in February 2021. The Audit Report for Brook Pinto for Ward 2 was issued as a Compliance Audit on January 4, 2022; and the Audit Report for JacqueDC At-Large SBOE was issued on February 4, 2022, as a Non-Compliance Audit.
- The Office of Campaign Finance will develop Fact Sheets and other Brochures for the 2022 Election Cycle. The Agency revised the public and mandatory training and the hearing formats for presentation in a virtual environment, and published notice of the 2021 Calendar Year Training Schedule at the OCF Website on March 1, 2021. Further, the Office of Campaign Finance revised the FEP Process for Participants Brochure, developed the 2022 FEP and the Traditional Program Fact Sheet Brochures for the 2022 Election Cycle, and published all Brochures at the OCF Website on March 26, 2021.

The Agency during FY 21 executed its responsibilities associated with core mission and support functions directly related to the collection, review, and disclosure of financial

reports, and enforcement responsibilities for the candidates and committees who participated in the 2020 General Election, continuing committees, and the Constituent Service and Statehood Fund Programs. The Agency through the E-Filing and Disclosure System provided real time disclosure of all financial reports electronically filed. Further, the information submitted by filers, pursuant to the Campaign Finance Act, was made available online, within 24 hours of filing in a sortable and searchable format; and all reports and statements were made available for public inspection within 48 hours of receipt. Overall, these efforts collectively serve the public interest by ensuring that the electorate has accurate information upon which it can rely to make educated, informed decisions during the election process.

Through the Traditional Audit Program, the Agency ensured compliance with the reporting requirements, and the complete and accurate representation of campaign financial activity. The Audit Branch initiated two (2) full field audits of the campaign operations of candidates newly elected to the Council of the District of Columbia and to the State Board of Education following the certification of the 2020 General Election Results. The Audits resulted in the issuance of one (1) Compliance Audit Report on January 4, 2022, and the issuance of a Non-Compliance Audit on February 7, 2022. The Audit Branch completed 882 Desk Reviews of all Reports of Receipts and Expenditures filed with the Agency throughout the Fiscal Year; and issued 119 Requests for Additional Information. The Agency completed and issued nineteen (19) Periodic Audit Reports of the financial reports of the Constituent Service Programs, following the close of the October 1<sup>st</sup> and April 1<sup>st</sup> Filing Deadlines; the principal campaign committees of candidates active in the 2020 Election Cycle; and of the continuing political action committees following the January 31<sup>st</sup> and July 31<sup>st</sup> Filing Deadlines.

Last, the Agency must recognize the overall success of the implementation of the Fair Elections Program during the 2020 Election Cycle, the first election cycle of the Program, and the 2020 Special Election Cycle. There were twenty (20) candidates certified as “participating candidates” in the Fair Elections Program for the November 3, 2020, General Election; twelve (12) Candidates certified as “participating candidates” in the June 2, 2020, Primary Election; and four (4) Candidates certified as “participating candidates” in the June 16, 2020, Special Election. The

certification of candidates seeking participation in the Fair Elections Program provides the financial ability and impetus for those individuals who may not have otherwise considered elective office to compete in the electoral process, while also amplifying the voice of the qualified small dollar resident individual contributor whose contribution is matched.

Moreover, the following FEP candidates were elected to public office in the November 3, 2020, General Election and certified as winners by the Board of Elections on December 2, 2020:

1. Christina D. Henderson, At-Large Member of the Council
2. Janeese Lewis George, Ward Four Member of the Council
3. Trayon White, Ward Eight Member of the Council
4. Allister Chang, Ward Two Member of the State Board of Education
5. Frazier O'Leary, Ward Four Member of the State Board of Education
6. Eboni-Rose Thompson, Ward Seven Member of the State Board of Education
7. Carlene D. Reid, Ward Eight Member of the State Board of Education

As of February 10, 2021, the total sum of **\$4,016,797.64** has been disbursed from the Elections Fund in Base Amount and Matching Payments to the thirty-six (36) candidates who were certified in the Fair Elections Program to participate in the June 2, 2020, Primary Election, the June 16, 2020, Special Election, and the November 3, 2020, General Election.

**39. Please list each new program implemented by the agency during FY 21 and FY 22, 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.

**RESPONSE:**

**I. FY21 PROGRAMS**

The Agency initiated the Post-Election Audit Program for the campaign operations of the twenty (20) candidates who were certified and participated in the November 3, 2020, General Election. The Audits were initiated by correspondence dated March 30, 2021, which required the Candidates to submit all their financial records to the Office of Campaign Finance from the date of the respective registration of the principal campaign committee to the date of the Election. The audits are ongoing. The audits will ensure the proper use of public funds received by candidates

certified to participate in the Fair Elections Program during the 2020 Election Cycle. There is no additional cost associated with this Initiative.

The Agency published the first OCF FEP Post-Election Report for the 2020 Election Cycle and the 2020 Special Election Cycle, City Council, Ward 2, on March 17, 2021, at the OCF Website, pursuant to the provisions of D.C. Official Code § 1-1163.32j (a). The Report presents data based on the financial transactions reported in the Receipt and Expenditure Reports filed with the OCF covering the start of the campaign of the candidates who registered and participated in the Fair Elections Program through December 10, 2021. The Report is presented in four parts: the Overview of the 2020 Election Cycle and the 2020 Special Election; the OCF Review of the National Trends in Public Financing Programs: Statistical Data of the 2020 Election Cycle; and Significant Data pertaining to both Election Cycles, and the Lists of Qualified Small Dollar Contributions and Expenditures for all FEP Candidates. There is no additional cost associated with this Initiative.

Further, the Fair Elections Division, as the result of the onset of the COVID 19 Pandemic in March 2020, offered one on one virtual training and technical assistance through meetings conducted with candidates on the effective use of the FEP E-Filing System to submit financial reports online and upload contributor receipts and affirmations and committee financial documents. On each deadline for the filing of financial reports, the FEP Division offered technical assistance to users on the use of the FEP E-Filing System to report campaign activity. The FEP Division desk reviewed in Fiscal Year 2021, and Fiscal Year 2022, to date, a total of 179 financial reports. Each contribution reported was verified for compliance with the reporting requirements.

The Agency also continued to incorporate virtual training for new registrants (candidates and treasurers). During Fiscal Year 2021, twenty-five (25) new Treasurers and thirteen (13) new Candidates, and in Fiscal Year 2022, to date, twenty- three (23) new Treasurers and twenty-eight (28) new Candidates have completed the Mandatory Entrance Conference online and received instruction on their duties and responsibilities under the Campaign Finance Act. The Agency designed the Training Module during FY 20 to enable new candidates and treasurers to complete

the Mandatory Entrance Conference training online. The Agency also revised the ANC Training Guide during Fiscal Year 2020 at the OCF Website and directed a link to the Tutorial by email to approximately 400 of the 423 candidates for the Office of Advisory Neighborhood Commission member who registered with the Board of Elections and provided an email address. Consequently, 381 of the required 423 ANC Candidates filed the ANC Summary Financial Statement due February 2, 2021, with the Office of Campaign Finance.

There were no additional costs associated with these initiatives.

## **II. FY22 PROGRAMS**

During FY 22, to date, the Office of Campaign Finance will initiate the following initiatives:

- The Office of Campaign Finance will expand the outreach of the OCF Educational Program to reserve the Community Meeting Rooms of the D.C. Public Library located within each of the Eight (8) Wards to offer monthly seminars, commencing March 2022, for the public, including potential candidates for office, treasurers and campaign staff and volunteers. The Seminars will focus on the dissemination of information throughout the District designed to fully introduce the residents in each ward to the Fair Elections and Traditional Campaign Finance Programs, and how campaigns are funded, and to the role of the Agency to administer the Campaign Finance Laws.
- The Office of Campaign Finance will establish a Candidate/Treasurer Consultation Program to offer, commencing February 2022, one on one consultations to newly registered candidates and treasurers with the OCF Auditors in both the Fair Elections and the Traditional Campaign Finance Programs following the completion of the Mandatory Entrance Conference and the submission of the first Receipts and Expenditures Report, to discuss the reporting requirements and any compliance issues specific to the campaign.
- The Office of Campaign Finance will develop and offer, commencing February 2022, a virtual Audit Training Program for the candidates and treasurers registered in the Fair Elections Program, the Traditional Campaign Finance Program, and the Constituent

Services Program to introduce the full range of the Audit Process, including the conduct of Desk Reviews, Full Field and Random Periodic Audits, and Post-Election Audits. The Training will focus on how to respond to Audit Requests for Additional Information, the Initial Request for Audit Documentation, Preliminary Audit Reports, and the common types of Audit Findings.

- The Office of Campaign Finance will organize, publicize, and conduct Debates in any city-wide contests scheduled for election in the June 21, 2022, Primary Election and the November 8, 2022, General Election where the Elections involve more than one (1) participating candidate in the Fair Elections Program, or any candidate who has qualified for ballot access in the Traditional Campaign Finance Program, and consents to participate in a debate. The Debates will provide voters with the opportunity to hear directly from candidates on the issues that are important to District Residents. The Office of Campaign Finance will develop and employ Public Service Announcements, Radio, Bus, and Digital Ads, and Videos to increase the scope of its outreach to the public, and to educate the residents of the District of Columbia about the Fair Elections Program more effectively, and as previously discussed, any scheduled candidate debates.
- The Office of Campaign Finance will publish the 2021 Biennial Report. Following the filing deadline of each Reports of Receipts and Expenditures, the Office of Campaign Finance produces Summary Reports of Contribution Information by Denomination and Donor Type and Expenditure Information by Type, with visuals (pie charts) to denote percentages, generated by the OCF Database when financial reports are submitted, and made available for public review and search at the OCF Website. The Reports and Summaries may be searched by Filer Type, Filing Year, and Report Name. The Summary Reports provide the foundation for the Biennial Report of Contributions and Expenditures which the Office of Campaign Finance must publish in an electronic format by December 31<sup>st</sup> of each odd numbered year, pursuant to the provisions of D.C. Official Code § 1-1163.04 (7)(B), as recently amended. The Biennial Report describes the receipts and expenditures of candidates for elective office, except for ANC candidates, and principal campaign committees in the Traditional Campaign Finance Program for the

prior two-year period, in dollar amount and percentage terms, by donor categories and size of the donation, and expenditure type. Graphs are used to present the percentage terms. The receipts and expenditures of the political action committees, independent expenditures, and the exploratory, inaugural, transition, and legal defense committees must also be summarized. The December 31, 2021, Biennial Report of the Office of Campaign Finance was published at the OCF Website on January 4, 2022.

- The Office of Campaign Finance will initiate in July 2022 post-election audits of the campaign operations of all candidates certified in the Fair Elections Program to participate in the June 21, 2022, Primary Election who do not proceed to the November 8, 2022, General Election.

The Fiscal Year 2022 Budget provides ample funding for the implementation of the above-stated initiatives, where required.

**40. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY21 and FY22, to date.**

**RESPONSE:**

In general, the Agency measures the success of certain aspects of its Programs (Legal, Audit, Public Information, and the Fair Elections Program) based upon the ability to complete/perform defined tasks within a time certain, established by the Campaign Finance Laws or Regulations, or the OCF Standard Operating Procedures. For example, the desk review of financial reports and the conduct of informal hearings must be completed before the next filing deadline; interpretative opinions must be issued within thirty (30) days of request; random audits must be completed within sixty days of initiation; financial reports must be made available for public review within 48 hours of receipt; requests for expedited advice must be resolved within fifteen (15) days; and the certification of FEP candidates within ten (10) business days of filing the affidavit declaring compliance with the Act. In other areas, the success of a program may be based on the actual number of participants for a specific activity. Specifically, the measure for the success of the Mandatory Electronic Filing Program and the Mandatory Training Program has been based on the number of registrants with the Office of Campaign Finance who have

complied with both Programs. Moreover, the decrease in the initiation of enforcement actions may be directly attributable to the success of these Programs and the personal accountability required of candidates and treasurers through the certification to follow and comply with the Campaign Finance Laws. The achievement of these goals ensures the timely, accurate, and complete portrayal of campaign operations and the disclosure of financial records to the public upon which it can rely to make informed decisions in the election process.

During FY21, the Office of Campaign Finance achieved a 100% compliance rate with the legislative mandate to file all financial reports online at the OCF Website. 1079 of the 1079 total reports received during FY 21 were filed electronically. The submission of financial reports online provides the public with real time access to the financial transactions reported by candidates, committees, and the Constituent Service and Statehood Fund Programs. The OCF fully utilized its Educational Training Program, Website, Social Media Platforms, and Filer Pre-Notification Program to reinforce to the filing community the legislative mandate to submit all financial reports online with the OCF, unless actual hardship in complying is demonstrated.

In addition, the OCF achieved a 100 % compliance rate for newly registered candidates (13 of 13) and 100% compliance rate for newly registered treasurers (25 of 25) of newly organized committees to complete the Mandatory Entrance Conference. The names of the participants were posted at the OCF Web Site and included in the monthly production statistics of the Agency presented to the Board of Elections.

The 100% compliance rate for candidates and the 100% rate for treasurers assured the residents of the District of Columbia that the filing community has participated in and received training to specifically address their obligations and duties under the Campaign Finance laws and made a commitment to comply with those laws. The compliance rate also promotes voluntary compliance with the Campaign Finance Laws as demonstrated through the 91% compliance rate achieved for the filing of Reports of Receipts and Expenditures by the total required filers who complied with the reporting requirements during Fiscal Year 2021. The Agency uses Surveys in its onsite Educational Program to assess the content and performance of the trainer, and online surveys to evaluate the E-Filing System and the Website content and services.

During Fiscal Year 2020, consistent with recent amendments to the Fair Elections Act, the Agency added a new Objective Number 6, “Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements”. The three (3) 2020 Key Performance Indicators for the Objective are: “Percent of Base Amount and Matching Payments authorized for disbursement within five (5) days of the certification of a candidate into the Fair Elections Program”; Percent of candidates determined to meet requirements for certification by OCF within ten (10) business days of filing the affidavit declaring compliance with the Fair Elections Program”; and “Percent of matching payments directed for disbursement to participating candidates within five (5) days after the receipt of financial reports”. The two (2) 2020 Workload Measures associated with this Objective are: the “Total number of candidates certified as participating candidates in the Fair Elections Program;” and the “Total number of pre-election and post-election audits completed by the Fair Elections Program.”

For Fiscal Year 2021, the Key Performance Indicators for new Objective Number 6, “Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements”, were revised, consistent with recent amendments to the Fair Elections Act. The 2020 Key Performance Indicator “Percent of Base Amount and Matching Payments authorized for disbursement within five (5) days of the certification of a candidate into the Fair Elections Program” was revised to state “Percent of Base Amount and Matching Payments authorized for disbursement within five (5) business days of the certification of a candidate into the Fair Elections Program.” The 2020 Key Performance Indicator “Percent of candidates determined to meet requirements for certification by OCF within ten (10) business days of filing the affidavit declaring compliance with the Fair Elections Program” was not revised. The 2020 Key Performance Indicator “Percent of matching payments directed for disbursement to participating candidates within five (5) days after the receipt of financial reports” was revised to state “Percent of matching payments directed for disbursement to participating candidates within five (5) business days after the receipt of financial reports.”

The two (2) 2021 Workload Measures associated with this Objective remained unchanged and are: “Total number of candidates certified as participating candidates in the Fair Elections

Program;” and “Total number of pre-election and post-election audits completed by the Fair Elections Program.”

There have been no changes to outcome measurements in Fiscal Year 2022, to date.

**41. What are the top metrics and KPIs regularly used by the agency to evaluate its operations? Please be specific about what data points are monitored by the agency.**

**RESPONSE:**

The OCF Key Performance Indicators, Measures and Target, and the Workload Measures for each Program are discussed below:

- (1) Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (3 Key Performance Indicators and 3 Workload Measures)
  - a. Percent of informal hearings conducted and closed before the next filing deadline. The target is 100%. The objective of the Office of the General Counsel is to conduct informal hearings and resolve alleged violations of the reporting requirements prior to the next filing deadline. The corresponding Workload Measure is the “Total Number of informal hearings conducted”, which information is collected from the monthly activity reports of the OGC (which include the number of “Informal Hearings Referred,” “Informal Hearings completed”, and “Informal Hearing Orders Issued”), and is based upon the actual date of the referral of the reporting deficiency for enforcement, the notices of hearings, the Orders of the Director published at the OCF Website disposing of these matters, and the next filing date of the filer.
  - b. Percent of Interpretative Opinions issued within thirty (30) days. The target is 100%. Section 3305.5 of Title 3, “Elections and Ethics,” of the Regulations of the Board of Elections requires the Director of Campaign Finance to respond in writing within thirty (30) days of the acceptance for review of a request for an interpretative opinion. The corresponding Workload Measure is the “Total number of Interpretative Opinions and Expedited Advice issued”. The OCF collects data to evaluate this

- measure from the monthly activity reports of the Office of the General Counsel, which include the number of requests received and issued; and is based upon the records of the General Counsel which docket the date of receipt of the request and assign a number that identifies the calendar year of receipt and the sequential order in which the request was received, and the date the Interpretative Opinion is issued and published at the OCF Website. The OCF determines whether the target of issuance within thirty (30) days was achieved from comparing the date of actual receipt against the date the opinion was issued, using the afore-mentioned sources.
- c. Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request. The target is 100%. The corresponding Workload Measure is the “Total number of Interpretative Opinions and Expedited Advice issued”. The OCF collects data to evaluate this measure from the monthly activity reports of the Office of the General Counsel, which include the number of requests for “Internal Queries” received and issued; and is based upon the records of the General Counsel which docket the date of receipt, assign an advice number that includes the calendar year of receipt and the sequential order in which the request was received; and the date the advice is issued in writing. The OCF determines whether the target of issuance within fifteen (15) days was achieved from comparing the date of actual receipt against the date the advice was issued, using the afore-mentioned sources.
- (2) Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act (1 Workload Measure and one Key Performance Indicator)
- a. Percent of new candidates and treasurers who receive mandatory training. The corresponding Workload Measure is the “Total number of mandatory training conferences conducted. The target is 100%. D.C. Official Code § 1- 1163.04 (7A) requires the candidates and treasurers of each committee to enroll in mandatory training at the OCF upon their registration. The objective of the measure is to measure the actual compliance with the mandatory training requirement and ensure

that each new registrant receives training on the reporting requirements of the Campaign Finance Laws. The OCF collects data to evaluate this measure from the monthly activity reports of the Public Information and Records Management Division, which states the number of new candidate and committee registrations received during the coverage period, based on information stored in the OCF Database, the names of the participants, and the dates of the entrance conferences conducted. At registration, each new candidate, and the treasurer of each new committee, is scheduled for mandatory training. At the conclusion of the training, the participant is issued a Certificate of Completion. The OCF maintains an attendance sheet and copies of the executed certificates in its records. The names of the participants are published at the OCF Website. To validate the actual number of entrance conferences conducted, the OCF generates a list of the new registrants from the OCF Database and compares it to the roster of entrance conference attendees, the executed certificates, and the monthly production reports of the Agency.

Prior to the 2020 Public Health Emergency, the afore-mentioned process applied to onsite mandatory training. By virtue of D.C. Law 23-192, the Initiative and Referendum Process Improvement Amendment Act of 2020, effective March 16, 2021, the Mandatory Training Provisions were permanently amended to authorize the OCF to conduct online training during a period for which the Mayor has declared a public health emergency, pursuant to D.C. Code § 7-2304.01. On May 15, 2020, the Agency proposed the Notice of Emergency and Proposed Rulemaking to the Board of Elections for adoption on May 6, 2020, to authorize, inter alia, online mandatory training for new candidates and treasurers (67 DCR 5161; May 15, 2020), pursuant to the earlier COVID-19 Response Supplemental Emergency Amendment Act of 2020, effective April 10, 2020 (D.C. Act 23-286; 67 DCR 4178 (April 17, 2020)). The Notice of Final Rulemaking was adopted by the Board of Elections on February 3, 2021 and published in the D.C. Register on February 12, 2021 (Volume 68/7). The online training for new candidates/treasurers is available on the designated committee's page. The candidate/treasurer must sign into the e-filing system to complete the training. The training must be viewed in its entirety (the system will not allow the viewer to fast forward or to stop and return to the training), and once completed, the OCF receives an auto generated email notifying the OCF that

a specific named person has completed the training. The email is used as verification of the compliance of the candidate/treasurer with the mandatory training requirement. During Fiscal Year 2020, the Agency revised the ANC Training Guide at the OCF Website and directed a link to the Tutorial by email (the Summer of 2020) to approximately 400

(3) Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (2 Workload Measures and 2 Key Performance Indicators).

a. Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline. The target is 100%. D.C. Official Code § 1-1163.03 (a)(1)(H) authorizes the Director to make audits and field investigations from time to time of the financial reports filed under the Act. The corresponding Work Measure is the “Total number of financial reports reviewed, evaluated, and analyzed for the reporting period”. The objective is to review each report filed for complete and accurate reporting to ensure full disclosure before the next reporting deadline. The outputs and outcomes of this Performance Indicator are determined based upon the actual number of desk audits completed before the next filing deadline of the financial reports filed on the preceding filing deadline. To monitor this measure, the Agency collects the actual number of financial reports received as reported in the OCF Database, the listings of financial reports referred by the Public Information Division to the Audit Division for review, and the actual number of desk reviews conducted by the Audit Division as maintained in the Division Records and reported in its monthly production statistics provided to the Board of Elections and published at the OCF Website. To validate the data, the Agency compares the number of actual reports received as captured on the OCF Database, the listings referred by the PIRM Division to the Audit Division for review, and the monthly activity statistics of the Audit Division.

b. Percent of periodic random audits conducted within sixty (60) days of initiation. The target is 100%. D.C. Official Code § 1-1163.03 (a)(1)(H) authorizes the Director to make audits and field investigations from time to time of the financial reports filed under the Act. The corresponding Work Measure is the “Total number of periodic random and full field audits completed by the Audit Division”. The objective of the

measure is to obtain full and complete disclosure of campaign operations through the audit process in a timely manner. To monitor this measure, the Agency researches and collects the actual number of audits conducted based on the monthly production statistics of the Audit Division which report the status of all ongoing audits, the letters of notification to filers of the initiation of audits, the actual number and date of Audit Reports issued by the Director and published at the OCF Website, and the Agency monthly production statistics presented to the Board of Elections and published at the OCF Website. To validate the data, the Agency compares the number of Audit Reports approved by the Director and published at the Website with the OCF monthly production statistics which include the Audit Division statistics, and the audit notification letters.

(4) Provide a high-quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (Two Workload Measures and One Key Performance Indicator)

- a. Total number of financial reports filed electronically and “Total number of financial reports filed.” The Key Performance Indicator is the “Percent of financial reports filed electronically.” The target is 100%. D.C. Official Code § 1-1163.04 (1A) requires the submission of all financial reports online at the OCF Website, unless an exception to this requirement is granted. The OCF collects data from which to monitor the performance of this measure from the OCF Database which receives and stores the online submission of financial reports on the required due dates. The OCF generates from the Database a list of the required filers for the various report dates based on the number of active committees registered with the Agency, a list of the actual filers, a list of the reports received electronically, a list of the paper submissions of those registrants granted an exception from the mandatory requirement, and the list of those registrants who failed to file. The total number of required filers from each filing due date, the total number of actual filers, the number of electronic submissions, and the number of failures to file, or requests for

extensions are reported in the monthly activity report of the Public Information Division and included in the monthly production report of the Agency provided to the Board of Elections and published at the OCF and BOE Websites. The performance data is validated through the comparison of the list of the online submissions generated by the OCF Database with the list of the actual filers and the paper submissions.

(5) Create and maintain a highly efficient, transparent, and responsive District Government.  
(1 Key Performance Indicator and One Workload Measure)

- a. Percent of Investigative matters closed within ninety (90) days of opening. The target is 100%. The objective of the Office of the General Counsel is to investigate and resolve complaints within ninety (90) days of receipt, unless the time is extended by the Board of Elections for good cause shown. The corresponding Workload Measure is the “Total number of Investigations completed within 90 days”. The OGC records and monitors the number of complaints received and accepted, and as well as those initiated by the Agency, the date of completion of the investigation, and the date of the entry of the Order of the Director resolving the matter. This information is collected from the monthly activity reports of the Office of the General Counsel, which include the number of complaints received and the status of all investigative matters for the period covered, including whether the investigation is pending or completed, and the date of the issuance of the Order of the Director. At the acceptance of a complaint, the case is assigned a docket number, which notes the calendar year of receipt and the sequential order in which the complaint was accepted. The Orders of the Director are dated and published at the OCF Website, and the status of all investigations is reported in the OCF monthly statistics provided to the Board of Elections and published at the OCF and BOE Websites. The OCF determines whether the target of completion within ninety (90) days was achieved from comparing the date of actual receipt against the date the investigation was completed, using the afore-mentioned sources.

During Fiscal Year 2019, the Agency introduced two (2) new Key Performance Indicators pertaining to the responsibilities of the Agency to administer the Fair Elections Program, under the Objective Number 3, “Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act”, namely: the “Percent of Base Amount Payments distributed within five (5) business days of the certification of a candidate into the Fair Elections Program”; and the “Percent of candidates determined to meet requirements for certification by OCF within five (5) days of filing the affidavit declaring compliance with the Fair Elections Program”.

For Fiscal Year 2020, consistent with recent amendments to the Fair Elections Act, the Agency added a new Objective Number 6, “Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements”. The three (3) 2020 Key Performance Indicators for the Objective are: “Percent of Base Amount and Matching Payments authorized for disbursement within five (5) days of the certification of a candidate into the Fair Elections Program” (will compare the date of certification with the date of authorization for disbursement directed to the Office of Finance and Resource Management (OFRM) to determine if timeframe met); Percent of candidates determined to meet requirements for certification by OCF within ten (10) business days of filing the affidavit declaring compliance with the Fair Elections Program” (will compare date of filing of the affidavit of the candidate and the treasurer with the date of certification to determine if timeframe met); and “Percent of matching payments directed for disbursement to participating candidates within five (5) days after the receipt of financial reports”(will compare date financial report filed and date disbursement authorization directed to OFRM). The two (2) 2020 Workload Measures associated with this Objective are: “Total number of candidates certified as participating candidates in the Fair Elections Program;” and “Total number of pre-election and post-election audits completed by the Fair Elections Program.”

For Fiscal Year 2021, the Key Performance Indicators for new Objective Number 6, “Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements”, were revised, consistent with recent

amendments to the Fair Elections Act. The 2020 Key Performance Indicator “Percent of Base Amount and Matching Payments authorized for disbursement within five (5) days of the certification of a candidate into the Fair Elections Program” was revised to state “Percent of Base Amount and Matching Payments authorized for disbursement within five (5) business days of the certification of a candidate into the Fair Elections Program.” The 2020 Key Performance Indicator “Percent of candidates determined to meet requirements for certification by OCF within ten (10) business days of filing the affidavit declaring compliance with the Fair Elections Program” was not revised. The 2020 Key Performance Indicator “Percent of matching payments directed for disbursement to participating candidates within five (5) days after the receipt of financial reports” was revised to state “Percent of matching payments directed for disbursement to participating candidates within five (5) business days after the receipt of financial reports.” The two (2) 2020 Workload Measures associated with this Objective are: “Total number of candidates certified as participating candidates in the Fair Elections Program;” and “Total number of pre-election and post-election audits completed by the Fair Elections Program.”

**42. Please identify whether, and if so, in what way, the agency engaged The Lab @ DC in FY21 or FY22, to date.**

**RESPONSE:**

The Agency did not utilize the services of the Lab@ DC during FY21 but will explore how the Lab may assist the Office of Campaign Finance in the performance of its responsibilities during Fiscal Year 2022.

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

**RESPONSE:**

The Office of Campaign Finance is a Member of the Council on Government Ethics Laws (COGEL). COGEL is an organization of government ethics administrators who work in the fields of governmental ethics, freedom of information, elections, lobbying, and campaign finance. COGEL affords the opportunity to network with colleagues in these fields.

**44. Please explain the impact on your agency of any federal legislation passed during FY21 and FY22, to date, which significantly affected agency operations.**

**RESPONSE:**

The Office of Campaign Finance is unaware of any legislation passed at the federal level during FY21 and FY22, to date, which would impact upon this Agency.

**45. Please describe any steps the agency took in FY21 and FY22, to date, to improve the transparency of agency operations, including any website upgrades or major revisions.**

**RESPONSE:**

First, following the filing deadline of each Reports of Receipts and Expenditures, the Office of Campaign Finance produces Summary Reports of Contribution Information by Denomination and Donor Type and Expenditure Information by Type, with visuals (pie charts) to denote percentages, generated by the OCF Database when financial reports are submitted, and made available for public review and search at the OCF Website. The Reports and Summaries may be searched by Filer Type, Filing Year, and Report Name. The Summary Reports provide the foundation for the Biennial Report of Contributions and Expenditures which the Office of Campaign Finance must publish in an electronic format by December 31<sup>st</sup> of each odd numbered year, pursuant to the provisions of D.C. Official Code § 1-1163.04 (7)(B), as recently amended. The Biennial Report describes the receipts and expenditures of candidates for elective office, except for ANC candidates, and principal campaign committees for the prior two-year period, in dollar amount and percentage terms, by donor categories and size of the donation, and expenditure type. Graphs are used to present the percentage terms. The receipts and expenditures of the political action committees, independent expenditures, and the exploratory, inaugural, transition, and legal defense committees must also be summarized. The December 31, 2021, Biennial Report of the Office of Campaign Finance was published at the OCF Website on January 4, 2022.

Second, the Agency published the first OCF FEP Post-Election Report for the 2020 Election Cycle and the 2020 Special Election Cycle, City Council, Ward 2, on March 17, 2021, at the OCF Website, pursuant to the provisions of D.C. Official Code § 1-1163.32j (a). The Report presents data based on the financial transactions reported in the Receipt and Expenditure Reports

filed with the OCF covering the start of the campaign of the candidates who registered and participated in the Fair Elections Program through December 10, 2021. The Report is presented in four parts: the Overview of the 2020 Election Cycle and the 2020 Special Election; the OCF Review of the National Trends in Public Financing Programs: Statistical Data of the 2020 Election Cycle; and Significant Data pertaining to both Election Cycles, and the Lists of Qualified Small Dollar Contributions and Expenditures for all FEP Candidates.

Third, the Fair Elections Division initiated the Post-Election Audit Program for the campaign operations of the twenty (20) candidates who were certified and participated in the November 3, 2020, General Election. The Audits were initiated by correspondence dated March 30, 2021, which required the Candidates to submit all their financial records to the Office of Campaign Finance from the date of the respective registration of the principal campaign committee to the date of the Election. The audits are ongoing. The audits will ensure the proper use of public funds received by candidates certified to participate in the Fair Elections Program during the 2020 Election Cycle.

Fourth, during Fiscal Year 2021, and Fiscal Year 2022, to date, the Office of Campaign Finance took the following several steps to improve the transparency of the operations of the Agency through the enhancement of the E-Filing and Disclosure System to provide an option for the PCC Filer to enter a reason when filing amendments to any previously submitted reports; to allow the Filer to include the purpose of an expenditure in the contributions/expenditures search CSV, data grid and pdf report; added transactions columns for the ease of the ANC Candidate Filer in the submission of the ANC Summary Financial Statement report for Electronic Filing; and the Excel Import of Contributions/Expenditures redesign and support for new filer types: PAC, Initiative, Referendum, Recall, CSP – (in Development).

Further, the Fair Elections Division, as the result of the onset of the COVID-19 pandemic in March 2020, continued to offer one on one virtual training and technical assistance through meetings conducted with candidates on the effective use of the FEP E-Filing System to submit financial reports online and upload contributor receipts and affirmations and committee financial documents. On each deadline for the filing of financial reports, the FEP Division offered technical assistance to users on the use of the FEP E-Filing System to report campaign activity.

The FEP Program desk reviewed 179 financial reports during FY 21 and FY 22, to date. Each contribution reported was verified for compliance with the reporting requirements.

The Agency, during Fiscal Year 2021, through rulemaking, mandatory and public training, Notices at the OCF Web Site, and the revision of OCF Forms Brochures, and Training Materials, continued to keep the public informed of the amendment of the Campaign Finance Laws. On May 15, 2020, the Agency proposed the Notice of Emergency and Proposed Rulemaking to the Board of Elections for adoption on May 6, 2020, to authorize online mandatory training for new candidates and treasurers, and the increase of the time frames for the verification of contributions and the authorization for the disbursement of public funds from five (5) calendar days to five (5) business days (67 DCR 5161; May 15, 2020). The revised Regulations place the Board's Regulations into conformity with the Campaign Finance Reform and Conflict of Interest Public Disclosure Amendment Act of 2011, effective April 27, 2012 (D.C. Law 19-124, 59 DCR 1862 (March 9, 2012); as amended by the COVID-19 Response Supplemental Emergency Amendment Act of 2020, effective April 10, 2020 (D.C. Act 23-286; 67 DCR 4178 (April 17, 2020)). The Notice of Final Rulemaking was adopted by the Board of Elections on February 2, 2021, and published in the D.C. Register on February 12, 2021 (Volume 68/7).

As the Committee was previously advised, the Office of Campaign Finance established the Advisory Neighborhood Commission (ANC) Educational Outreach Initiative to reach a wider audience for the dissemination of information about the new Fair Elections Program. During Fiscal Year 2019, the Office of Campaign Finance partnered with the Office of Advisory Neighborhood Commissions to request the inclusion of the OCF on the public meeting agendas of the 40 ANCs, which consist of the 296 Single Member Districts, located in Wards 1 through 8, to introduce the Fair Elections Program to the community. The Agency requested by email directed to the ANC Chairpersons to be placed on the respective ANC meeting agendas to inform their constituents about the Public Financing Program. The ANC Educational Outreach Initiative is ongoing. During Fiscal Year 2021, due to the COVID Pandemic, the Agency forwarded emails to the 29 Advisory Neighborhood Commissions, previously not visited, and requested that the OCF be placed on the Agendas of the Commissions to attend their virtual

meetings and present information on the Fair Elections Program. During the Month of May 2021, the OCF Managers participated in the following ANC virtual meetings:

- Tuesday, May 4 – ANC 4A
- Wednesday, May 12 – ANC 1C
- Wednesday, May 12 – ANC 6C
- Wednesday, May 19 – ANC 5A

During the months of July and August 2021, the OCF accompanied the Board of Elections (BOE) to the following Metropolitan Police Department (MPD) Beat the Streets Community Outreach events, and in November and December 2021 to the following Voter Registration events:

- Tuesday, July 20, 2021 – 2300 Aigner Place, S E. (Woodland Community)
- Wednesday, July 21, 2021 – 3500 14<sup>th</sup> Street, N.W. (Mt. Pleasant/Columbia Heights Community)
- Thursday, July 29, 2021 – 62<sup>nd</sup> & Dix Streets, N.E.
- Wednesday, August 18, 2021 – 115 Atlantic St., S.W. (Lockridge/Bellevue Library)
- Wednesday, November 10, 2021 – 65 Massachusetts Avenue, N.W. (Central Union Mission)
- Wednesday, December 15, 2021 – 801 Mt. Vernon Place, N.W. ( ) the 23<sup>rd</sup> Annual Senior Holiday Celebration in the Walter E. Washington convention Center).

On August 31, 2021, correspondence was sent out to member associations of the Federation of Citizens Associations of the District of Columbia (the Federation) requesting to speak briefly at one of their upcoming meetings about the agency's Traditional and Fair Elections Program. In response, the President of the Federation, Phil Thomas, notified the OCF that the Federation was currently on summer recess and promised to reach out once meetings resumed in September. Below is a list of the twenty-five (25) member associations contacted:

List of Member Associations contacted on August 31, 2021

1. Brookland Neighborhood Civic Association

2. Bellevue Neighborhood Civic Association
3. Cleveland Park Citizens Association
4. Concerned Neighbors Inc.
5. Congress Heights Community Association
6. Deanwood Civic Association
7. Dupont Circle Citizens Association
8. Empower DC
9. Forest Hills Citizens Association
10. Fort Gaines Civic Association
11. Fort Stanton Civic Association
12. Glover Park Citizens Association
13. Hillcrest Community Civic Association
14. Historic Anacostia Block Association
15. Kalorama Citizens Association
16. Marshall Heights Civic Association
17. Marshall Heights Community Development Organization
18. Michigan Park Citizens Association
19. Palisades Citizens Association
20. Penn Branch Citizens/Civic Association
21. River Terrace Community Organization
22. Shepherd Park Citizens Association
23. Spring Valley Civic Association
24. Tenleytown Neighbors Association
25. West End Citizens Association

As of January 13, 2022, the OCF is in contact with Naima Jefferson of the Shephard Park Citizens Association to present at the association's upcoming virtual meeting in March 2022.

On February 4, 2022, the Agency once again began to direct emails to the Chairpersons of the forty (40) Advisory Neighborhood Commissions (the ANCs) to notify the ANCs of the availability of the Agency to present information on the OCF at community ANC Meetings presented in a virtual format commencing March 7, 2022.

Last, the Office of Campaign Finance will expand the outreach of the OCF Educational Program to reserve the Community Meeting Rooms of the D.C. Public Library located within each of the Eight (8) Wards to offer commencing March 2022 monthly seminars for the public, including

potential candidates for office, treasurers and campaign staff and volunteers. The Seminars will focus on the dissemination of information throughout the District designed to fully introduce the residents in each ward to the Fair Elections and Traditional Campaign Finance Programs, and how campaigns are funded, and to the role of the Agency to administer the Campaign Finance Laws.

The Agency continued to use its social media platforms to keep the public informed of any information of interest to District Residents relative to the activity in the Office of Campaign Finance, including community appearances, filing deadlines, and the availability of financial reports for review online.

In addition, during Fiscal Year 2021, the Agency continued to incorporate virtual Mandatory Training Conferences for new registrants (candidates and treasurers). Twenty-five (25) new Treasurers and thirteen (13) new Candidates, and in Fiscal Year 2022, as of this date, twenty-three (23) new Treasurers and twenty-eight (28) new Candidates completed the Mandatory Entrance Conference online and received instruction on their duties and responsibilities under the Campaign Finance Act. The Agency designed a training module during FY 20 from power point slides to enable new treasurers and candidates to complete the Mandatory Entrance Conference training online. The Agency also during Fiscal Year 2020, revised the ANC Training Guide at the OCF Website, and directed a link to the Tutorial by email to approximately 400 of the 423 candidates for the Office of Advisory Neighborhood Commission member who registered with the Board of Elections and provided an email address. Because of this effort, 381 of the required 424 ANC Candidates filed the ANC Summary Financial Statement due February 2, 2021.

The goal of the OCF Community Outreach Program is to participate in community events to expand the audience through which information may be disseminated on the Campaign Finance Laws and the role of the Agency to administer the laws. The Agency participated in a total of ten (10) community outreach events and ANC meetings throughout the City, to date. The increased efforts of the Agency to inform and educate the public about the Campaign Finance Laws and the new Fair Elections Program through community outreach, strengthens the public's

knowledge and confidence in the integrity of the election process, public office, and the ability of this Agency to enforce the Laws were violated.

The Office of the General Counsel continued its identification of the subject matter of each of the “Complaints and Final Decisions” listed at the Enforcement Link at the OCF Website to enable the public search of cases by topic. The revision of the “Complaints and Final Decisions” Link at the OCF Website during FY 18 to include a search feature by topic provides a more user-friendly resource for the public relative to the location and application of the Campaign Finance Laws by the Agency in specific types of investigative matters.

To facilitate the disbursement of Base Amount and Matching Payments from the Elections Fund to candidates certified in the Program, the Agency formalized in April 2019 with the Office of the Chief Financial Officer (the “CFO”) the process to ensure the timely payment of funds once the Agency certification is received, and for the subsequent payment of funds. Briefly, at registration, and during the Mandatory Entrance Conference, the FEP Candidate is advised that the Form W-9, the Request for Taxpayer Identification Number and Certification, and the ACH Enrollment Form, with banking information, must be completed and submitted to the Office of Financial Resource Management (OFRM) for the creation of a payment record in the District’s Financial System by the OFRM and the CFO to establish authorization for the electronic transfer of base amount and matching fund payments before actual payments can be disbursed. The OCF has developed Orders of the Director for certification with payments authorized and post certification orders for payment, with Memoranda directed to the OFRM requesting payment. The Orders of Certification and Post Certification which are published online at the OCF Website recount that all threshold requirements have been met and include the justification for the payment and the amount based on the Qualified Small Dollar Contributions eligible for match, and the base amount required, if applicable. During Fiscal Years 2021 and 2022, to date, the OFRM has continued to successfully process the payment requests and the DC Treasurer has issued the payments within five (5) business days. The OCF, the OFRM, and the OCFO met to discuss any issues which may interfere with the timely processing of Orders for the Disbursement of Base Amount and Matching Funds, and agreed that the OCF will continue to reinforce during the Mandatory Training Conference and by email to the Candidate and

Treasurer that the forms required by the OFRM and the CFO must be filed with their offices before any funds may be disbursed from the Elections Fund, and that the failure to do so will delay the disbursement of funds; that the OCF will notify the OFRM and the OCFO of new registrants in the Program; that the OFRM will continue to expeditiously forward the OCF Orders for Disbursement to the OCFO; and that the OCFO will immediately notify the OCF and the OFRM where Candidates have failed to file the Forms, and will communicate directly with the Candidates to advise that payment will be delayed until the forms are received. Last the CFO continues to notify the OCF of the issuance of each payment, and the OFRM provides weekly reports to the OCF of the payments which are compared upon receipt against the OCF records.

**46. 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.**

**RESPONSE:**

- a. A detailed description of the information tracked within each system; also included is the availability of the information to the public in response to Question 46, part c.**

**The Traditional e-Filing System**

This e-Filing system is used by the filer types listed below:

- Political Campaign Committee
- Political Action Committee
- Citizen Service Program
- Exploratory Committees
- Legal Defense Committees
- Transition Committees
- Inaugural Committees
- Senators and Representatives
- Advisory Neighborhood Commission
- Independent Expenditure Committee
- Lobbyists (Discontinued since 2012)
- Financial Disclosure Statement (Discontinued since 2012)

i) The agency tracks the following information listed below for all filer types:

- a. Registration statements
- b. Reports of receipts and expenditures
- c. Financial statements
- d. Reporting deadline compliance; and
- e. Hard copy filings for all filer types

Using the e-Filing System, the Agency also tracks Campaign Finance Enforcements in the form of Informal Hearings, Complaints, Interpretative Opinions, and Audit Reports for all the filer types listed above.

ii) The agency also maintains and tracks the following electronic information through search features which are accessible by the Public:

1. Contributions and Expenditures of political committees and constituent service programs by amount, contributor, recipient, date, location, payer, and payee
2. Electronic disclosure of Registrant Statements of political Committees and Constituent-Service Programs
3. Affiliated Entity Search
4. Active Committees Search
5. Active Candidates Search
6. Quick Statistics
  - a. Total Contributions by Denomination
  - b. Total Contributions by Contributor Type
  - c. Top 10 Committees by Total Contributions
  - d. Top 10 Committees by Total Loans
  - e. Recently Formed Committees
7. Digital Images of the Financial Reports filed with OCF, both electronically, and by paper-based filings, beginning 2005, by:
  - a. Candidates and Political Committees
  - b. Political Action Committees (Includes Initiative, Referendum and Recall)
  - c. Exploratory Committees
  - d. Legal Defense Committees
  - e. Transition Committees
  - f. Inaugural Committees
  - g. Lobbying Program - until 2012
  - h. Citizen-Service Program
  - i. Senator/Representative Statehood Funds
  - j. Filers of the Financial Disclosure Statement – until 2012
  - k. Advisory Neighborhood Commission Candidates
  - l. Independent Expenditure Committees

iii) The Agency also maintains the following information on its website, which is available to the Public:

1. Administrative Dismissal and Vacated Orders of
  - a. Candidates and Political Committees
  - b. Lobbying Program
  - c. Citizen-Service Program
  - d. Financial Disclosure Program
2. Complaints & Final Decisions (Includes a Search Feature by Topic)
3. Final Audit Reports
4. Informal Hearings on Delinquent Filers including:
  - a. Candidates and Political Committees
  - b. Lobbying Program through 2011
  - c. Citizen-Services Program
  - d. Financial Disclosure Program through 2011
5. Interpretative Opinions
6. Biennial Reports
7. Calendar of Events
8. OCF Regulations and Campaign Finance Guide
9. Summary Reports of Contributor and Expenditure Information with Graphs
10. Educational Brochures and Online Tutorials

#### **Fair Elections Program e-Filing System (New in Fiscal Year 2019)**

This e-filing System is used by Committees participating in the DC Fair Elections Program  
The agency tracks the following:

- i. Registration statements – Registration Information is available to the public
- ii. Reports of receipts and expenditures – Real Time Images of the Reports are available to the public
- iii. Approved Public Funds for each committee
- iv. Validation of each contribution eligible to receive matching funds
- v. Filers/Non-Filers
- vi. Certification
- vii. Payments
- viii. Audit requests/RFAI
- ix. Termination Reports

The Agency makes the following Public modules available to the public:

- i. Contributions/Receipts Report with multiple search options
- ii. Expenditures Report with various search options
- iii. Audit Reports

- iv. Searchable list of Orders issued to Committees
- v. Fair Elections Program High Level Statistics by Election Year
- vi. Fair Elections Committee Online Registration

**b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system.**

1. The Electronic Filing System (EFS) is about 16 years old. This was implemented and commissioned in August 2002.
2. The scanning system was integrated into the EFS in November 2003.
3. Biennial Reporting module was integrated into the system in 2007.
4. The Electronic Signature modules integration that enables filers to file their online report without the need for a hard copy filing requirement was implemented in FY 10.
5. The Database download that will enable the public to download the reports of receipts and expenditures for political committees, citizen-service and statehood fund programs, and lobbyists in CSV and XML formats was implemented and integrated into the EFS module in 2010.
6. Implemented Cross-Browser Compatibility in 2010, so that the Electronic Filing Application will be compatible for all browsers, including IE6.0 and above, Firefox, Safari and Chrome.
7. Additional Filer types (Exploratory, Transition Committees, Legal Defense Committees, and Inaugural Committees and Independent expenditure committees) have been added to the OCF e-Filing System – July 2013.
8. Reports and Summaries for Citizen-Service Program were implemented - August 2014.
9. Reports and Summaries for Senators and Representatives – August 2014.
10. The OCF e-Filing System was re-written using ASP.NET 4.5 to offer better security, better performance, and usability. The e-Filing System was originally created using Classic ASP in 2002. - February 2015
11. Enabled online Registration for all filer types.
12. Enabled Approval of Online Registration by OCF Staff.

13. Added Biennial Reports for Exploratory, Transition, Inaugural, and Legal Defense Committees - January 2015.
  14. Registrant Disclosure Search - This module provides detailed information on filers' registration statements and their filings, audit reports, and hearing orders. February 2015.
  15. The Contribution and Expenditure search feature was upgraded to include multiple search parameters including Recipient, Report, Amount, Receipt Date, Contributor, Contributor Location, and Contributor Type - February 2015.
  16. Reports and Summaries Upgrade: All the reports under this section will automatically generate along with the report submissions - February 2015.
  17. Ability for Political Campaign Committees to file Consolidated Reports Online - February 2015.
  18. Enabled reporting contributions from affiliated entities and contribution limit validation for the same.
  19. Bulk Download: OCF has redesigned the Contributions and Expenditures search to include additional filters below:
    - Report Name
    - Contributor Location
    - Contribution type
- This module allows the user to export the search results to Excel, CSV, or XML file. Users can also search within the results. - February 2015.
20. Enabled Excel upload of contributions and expenditures for PCC, PAC, and CSP.
  21. Capability added to the E-Filing System to allow the filing of consolidated reports for selected filers at the approval of the Audit Division.
  22. "Schedule A4 – Transfers from Authorized Committees" implemented for the filer types below – Moved to Production January 29, 2016
    - i. Political Action Committee
    - ii. Initiative
    - iii. Referendum
    - iv. Recall
    - v. Transition Committee
    - vi. Inaugural Committee
    - vii. Exploratory Committee
    - viii. Independent Expenditure Committees

23. Biennial Report Enhancement – Moved to Production January 31, 2019. The Biennial Report now includes a chart for top three committees by Contributions.
24. Enhanced “Flagged Contributions” module. Previously this module identified all the contributions that contributed more than allowed limits by filer name. This has been enhanced to match contributors by similar sounding names as well as by contributor’s address.
25. Implemented address validation to force the filers to enter proper address as present in the USPS address database.

Last, the Audit and Legal Divisions maintain internal databases to track production and activity. The Audit Branch maintains a database of all Requests for Additional Information sent, and a system to note all responses received; a database for all audits conducted along with the audit fieldwork; a Business Entity database; and Flagged Contribution reviews. The Office of the General Counsel maintains a post hearing, post order schedule in its database which reflects the due dates for the following legal procedures: Motions for Reconsideration; Petitions for review by the Board of Elections; and Petitions for enforcement of a judgment in the District of Columbia Superior Court.

It should be noted that during Fiscal Year 2020, the Office of Campaign Finance completed and launched the Second and Final Phase of the E-Filing and Disclosure System for the Fair Elections Program (FEP). Overall, Phase II enables the public to sort, search, and retrieve contribution and expenditure data; and to view registration disclosures and financial report data, quick statistics, and payout information. The Administrative Modules provide applications which store data pertinent to the audit process, payouts, filings, registrations, and the post-election cycle reports.

Briefly, by way of background, the First Phase of the development of the FEP E-Filing System was completed on July 26, 2019. Phase I enables the online submission of financial reports at the OCF Web Site by the candidates and committees who register in the Fair Elections Program, and the real time imaging of the financial reports for public view by the residents of the District of Columbia. Once the financial report is submitted, the system generates a PDF version of the entire report, which is made available to the public. The PDF version does not include the

contribution cards or any attachments associated with the report. The FEP candidates report their receipts and expenditures online, through the data entry/excel upload of contribution and expenditure information, on the Receipt/Contributor and Expenditure Schedules, including supporting documentation (bank statements, deposit slips, loan documents, and contributor receipts and certifications). The Excel Module features validation of excess contributions; address validation against USPS; merger of duplicate contributors; logging of all excel uploads; and receipts upload of one contribution card for each contribution or one pdf file covering multiple contributions with option to link page number or the pdf file to contributions. To use the excel feature, the filer must first download a template file, populate the template file, and upload into the system. The Receipt and Expenditure Schedules support the sortable listing of records with cumulative amounts, where appropriate, and contribution limit validation based on the requirements for the covered offices, cash contributions, personal funds of a candidate/personal family member, and committees (Fair Election Committees). Certain Receipt Schedules support auto complete of contributor information to simplify data-entry for recurring contributions, and contribution limits may be adjusted by the OCF Staff for each election cycle. Each Schedule A (Receipts) and Schedule B (Expenditures) of the R & E Report displays the number of records entered for the Schedule. The R&E Report Schedules for Schedules C (Mass Collections), D (Debts), and E (Loans), and the Summary Page were also made available for e-filing during Phase One. A registration module is available at the Website for FEP candidates, and the following FEP Forms may be pre-populated and downloaded: the Registration Form (OCF FEP Form 1); the Affidavit of Candidate and Treasurer Form (OCF FEP Form 2); and the Receipt and Affirmation Statement for Contributor Form (OCF FEP Form 3). The administrative modules of the FEP E-Filing System assist the OCF Staff with the verification of contributor information, the pre-certification and post certification qualification of Qualified Small Dollar Contributions, and the calculation of matching payments to determine when eligibility for certification as a participating candidate is achieved or the matching cap is reached.

The first candidate registered in the Fair Elections Program on April 7, 2019, and all candidates who registered in the Program thereafter were invited for a demonstration of the E-Filing System on July 25, 2019. All FEP participants successfully filed their financial reports and supporting documentation online at the OCF Website on July 31, 2019, the first filing deadline for the

Program. The completion of the FEP E-Filing System was a major milestone in the implementation of the Fair Elections Program. During Fiscal Year 2019, fourteen (14) candidates registered their intent to seek participation in the Fair Elections Program; and the Office of Campaign Finance certified five (5) of these candidates into the Program and directed the disbursement of Base Amount and Matching Payments in the total sum of \$368,615.00. In addition, the OCF Website was enhanced to include a “slider” dedicated to the Fair Elections Program, with a link designed to feature information solely relative to the Program. The link is routinely updated as information becomes available.

The development and design of the Second Phase of the FEP E-Filing and Disclosure System focused on providing greater public disclosure of campaign related data and information and expanded the administrative management of the System. On November 4, 2019, the Agency initiated Requisition No. K140026 (\$133,764.00 approximate cost: approved March 13, 2020), for the procurement of the development and design of the Second Phase of the E-Filing and Disclosure System for the Fair Elections Program. Specifically, Phase II provides Reports, for public viewing and download at the OCF Website, and for administrative use, including the Post-Election Reports of the Agency which are due nine (9) months after an election and will detail the election activity, as specified in D.C. Official Code Section 1-1163.32j; Summary Contribution and Expenditure Reports which allow the public to search committee reports by filer type, filing year and report name, and request report data by denomination or donor or expenditure type and purpose; and Administrative Lists of Filers/Non-Filers for a selected report. A Fair Elections Program Statistics Module has been designed with a Public Search Feature to obtain by Election Year, the total number of registered and certified candidates, the total amount of public fund payments, and the total amount of remissions; the Numbers by Office of candidates registered and certified, with total contributions, and public payments disbursed provided for each; and for the Election Year selected, statistics for the “Top 10 Candidates” by “Number of DC Supporters”, “Number of Non-DC Supporters”, Total Contributions Received”, “Total Expenditures”, “Public Funds Received” and “Total Contributions from Self/Family”. The OCF Website also offers the public, the “Fair Elections Candidates Payment and Information” Link, which presents “Payments Made To-Date”, the “Total Base Payments”, the “Total Matching Payments” and “Total Payments Made,” in total for all committees combined as

well as separately for each committee. Further, access is provided at this [Link](#) to the following Reports: Filer Reports; Contributions/Receipts; Expenditures; Audit Reports; Orders; and to the afore-mentioned FEP Statistics.

The FEP Contributions and Expenditures Public Search Feature with data download based on the financial reports filed online by the Fair Elections candidate committees enables the search of contributions by the recipient, report name (including filing year), amount (with value range), date (with date range), contributor name, contributor address (by city, state, zip code), and contribution type (cash, check, credit card, etc.): and expenditures by the payor, report name, amount (with value range), date (date range), payee name (individual, business), payee location (by city, state, zip), and expenditure type (based on Schedule B of the R&E Report). In addition, the public search features allow the link to a candidate's Registration Disclosures, which provide the date of registration, the listing of chairperson and treasurer, public fund payouts by type, amount, and date, financial reports filed, and any audits or orders issued to the committee.

The OCF Administrative Modules include a "Fair Elections Dashboard" available upon login which presents the total number of registered candidates, the total number of active candidates, the total number of candidates who have reached the cap, total numbers for various stages of the certification process, and the totals for base amount and matching fund payouts. The FEP Dashboard also lists the FEP candidates, with links to the candidate's registration disclosure, and provides for each candidate listed, the committee's name, the office sought, certification status, base amount and matching fund payouts, and the number of reports filed. Administrative Reports were developed during Phase II to assist the OCF Staff in the management of the Fair Elections Program. The Flagged Contributions Report enables the Agency to run reports for all filer types to identify the committees which received excessive contributions (in the aggregate), and to research excessive contributions by filer type, filing year and report name. Excessive contributions may be grouped by contributor name; similar sounding names; similar spelling names; and contributor address. The System administratively has the capability to create reminder letters and non-compliance letters for mass mailings, and for text notifications; to run reports listing committees that have registered with OCF under the Fair Elections Program, grouped by filer type, election year and registration documents filed; to manage reporting periods and the coverage dates for each report; and to identify the use by committees of the excel upload

feature to file reports, and the template (report schedule) imported by the committee, the import date and time, the total number of records entered and imported, and the number of invalid records and valid but not imported records. Within the committee registration module, the OCF uses a checkoff to identify whether a candidate has attended a required entrance conference, and to generate from the data entered an attendance and non-attendance list; manages the various covered offices under the Fair Elections Program, and assigns the respective applicable election year(s) and contribution limits for each; manages and sets the election (general, primary, and special) dates for applicable covered offices as mandated by law; and creates reporting coverage dates for specific committees, with the capability to control the floating or optional filing dates for a committee so that it pairs up correctly with its required filing dates.

The System enables the filer to register their committee online and amend the registration statement based upon OCF approval. The completed registration statement is automatically emailed to the filer for signature along with a link for the filer to create login information. The filer has the ability (Multiple login – filer (i.e., the candidate) to provide access for different users to data enter information for reports by creating and managing specific login information for the user. The OCF will be provided with a list of those users. In addition, an online Training module was designed to enable filers to complete the mandatory Entrance Conference Training online, due to the Public Health Emergency declared by the Mayor of the District of Columbia in March 2020.

Last, during FY21 and FY22, to date, the following enhancements were made or are in development to the OCF E-Filing System:

1. Administrative Option to view Email notification log. After sending the reminder/noncompliance email notification, the Administrator can now view the count and a list of recipients.
2. PCC – Provided option for the Filer to enter a reason when filing amendments to any previously submitted reports
3. ANC – Option for the Administrator to delete any ANC
4. Include the purpose of expenditure in the contributions search CSV, data grid and pdf report

5. Add transaction columns to the ANC Candidate Summary Financial Statement filer report for Electronic Filing
6. Excel Import of Contributions/Expenditures redesign and support for new filer types: PAC, Initiative, Referendum, Recall, CSP – In Development
7. A new Administrative Module to track PIRM, RAAD, and FEP Referrals of Delinquent Matters to the Office of the General Counsel for Enforcement – In Development

**47. Please provide a detailed description of any new technology acquired in FY21 and FY22, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.**

**RESPONSE:**

There was no new technology acquired by the Agency in FY21 and FY22, to date. Most recently, in Fiscal Year 2020, the Office of Campaign Finance completed and launched the Second and Final Phase of the E-Filing and Disclosure System for the Fair Elections Program (FEP). Overall, Phase II enables the public to sort, search, and retrieve contribution and expenditure data; and to view registration disclosures and financial report data, quick statistics, and payout information. The Administrative Modules provide applications which store data pertinent to the audit process, payouts, filings, registrations, and the post-election cycle reports.

Briefly, by way of background, the First Phase of the development of the FEP E-Filing System was completed on July 26, 2019. Phase I enables the online submission of financial reports at the OCF Web Site by the candidates and committees who register in the Fair Elections Program, and the real time imaging of the financial reports for public view by the residents of the District of Columbia. Once the financial report is submitted, the system generates a PDF version of the entire report, which is made available to the public. The PDF version does not include the contribution cards or any attachments associated with the report. The FEP candidates report their receipts and expenditures online, through the data entry/excel upload of contribution and expenditure information, on the Receipt/Contributor and Expenditure Schedules, including supporting documentation (bank statements, deposit slips, loan documents, and contributor receipts and certifications). The Excel Module features validation of excess contributions;

address validation against USPS; merger of duplicate contributors; logging of all excel uploads; and receipts upload of one contribution card for each contribution or one pdf file covering multiple contributions with option to link page number or the pdf file to contributions. To use the excel feature, the filer must first download a template file, populate the template file, and upload into the system. The Receipt and Expenditure Schedules support the sortable listing of records with cumulative amounts, where appropriate, and contribution limit validation based on the requirements for the covered offices, cash contributions, personal funds of a candidate/personal family member, and committees (Fair Election Committees). Certain Receipt Schedules support auto complete of contributor information to simplify data-entry for recurring contributions, and contribution limits may be adjusted by the OCF Staff for each election cycle. Each Schedule A (Receipts) and Schedule B (Expenditures) of the R&E Report displays the number of records entered for the Schedule. The R&E Report Schedules for Schedules C (Mass Collections), D (Debts), and E (Loans), and the Summary Page were also made available for e-filing during Phase One. A registration module is available at the Website for FEP candidates, and the following FEP Forms may be pre-populated and downloaded: the Registration Form (OCF FEP Form 1); the Affidavit of Candidate and Treasurer Form (OCF FEP Form 2); and the Receipt and Affirmation Statement for Contributor Form (OCF FEP Form 3). The administrative modules of the FEP E-Filing System assist the OCF Staff with the verification of contributor information, the pre-certification and post certification qualification of Qualified Small Dollar Contributions, and the calculation of matching payments to determine when eligibility for certification as a participating candidate is achieved or the matching cap is reached.

The first candidate registered in the Fair Elections Program on April 7, 2019, and all candidates who registered in the Program thereafter were invited for a demonstration of the E-Filing System on July 25, 2019. All FEP participants successfully filed their financial reports and supporting documentation online at the OCF Website on July 31, 2019, the first filing deadline for the Program. The completion of the FEP E-Filing System was a major milestone in the implementation of the Fair Elections Program. During Fiscal Year 2019, fourteen (14) candidates registered their intent to seek participation in the Fair Elections Program; and the Office of Campaign Finance certified five (5) of these candidates into the Program and directed the disbursement of Base Amount and Matching Payments in the total sum of \$368,615.00. In

addition, the OCF Website was enhanced to include a “slider” dedicated to the Fair Elections Program, with a link designed to feature information solely relative to the Program. The link is routinely updated as information becomes available.

The development and design of the Second Phase of the FEP E-Filing and Disclosure System focused on providing greater public disclosure of campaign related data and information and expanded the administrative management of the System. On November 4, 2019, the Agency initiated Requisition No. K140026 (\$133,764.00 approximate cost: approved March 13, 2020), for the procurement of the development and design of the Second Phase of the E-Filing and Disclosure System for the Fair Elections Program. Specifically, Phase II provides Reports, for public viewing and download at the OCF Website, and for administrative use, including the Post-Election Reports of the Agency which are due nine (9) months after an election and will detail the election activity, as specified in D.C. Official Code Section 1-1163.32j; Summary Contribution and Expenditure Reports which allow the public to search committee reports by filer type, filing year and report name, and request report data by denomination or donor or expenditure type and purpose; and Administrative Lists of Filers/Non-Filers for a selected report. A Fair Elections Program Statistics Module has been designed with a Public Search Feature to obtain by Election Year, the total number of registered and certified candidates, the total amount of public fund payments, and the total amount of remissions; the Numbers by Office of candidates registered and certified, with total contributions, and public payments disbursed provided for each; and for the Election Year selected, statistics for the “Top 10 Candidates” by “Number of DC Supporters”, “Number of Non-DC Supporters”, Total Contributions Received”, “Total Expenditures”, “Public Funds Received” and “Total Contributions from Self/Family”. The OCF Website also offers the public, the “Fair Elections Candidates Payment and Information” Link, which presents “Payments Made To-Date”, the “Total Base Payments”, the “Total Matching Payments” and “Total Payments Made”, in total for all committees combined as well as separately for each committee. Further, access is provided at this Link to the following Reports: Filer Reports; Contributions/Receipts; Expenditures; Audit Reports; Orders; and to the afore-mentioned FEP Statistics.

The FEP Contributions and Expenditures Public Search Feature with data download based on the financial reports filed online by the Fair Elections candidate committees enables the search of contributions by the recipient, report name (including filing year), amount (with value range), date (with date range), contributor name, contributor address (by city, state, zip code), and contribution type (cash, check, credit card, etc.): and expenditures by the payor, report name, amount (with value range), date (date range), payee name (individual, business), payee location (by city, state, zip), and expenditure type (based on Schedule B of the R&E Report). In addition, the public search features allow the link to a candidate's Registration Disclosures, which provide the date of registration, the listing of chairperson and treasurer, public fund payouts by type, amount, and date, financial reports filed, and any audits or orders issued to the committee.

The OCF Administrative Modules include a "Fair Elections Dashboard" available upon login which presents the total number of registered candidates, the total number of active candidates, the total number of candidates who have reached the cap, total numbers for various stages of the certification process, and the totals for base amount and matching fund payouts. The FEP Dashboard also lists the FEP candidates, with links to the candidate's registration disclosure, and provides for each candidate listed, the committee's name, the office sought, certification status, base amount and matching fund payouts, and the number of reports filed. Administrative Reports were developed during Phase II to assist the OCF Staff in the management of the Fair Elections Program. The Flagged Contributions Report enables the Agency to run reports for all filer types to identify the committees which received excessive contributions (in the aggregate), and to research excessive contributions by filer type, filing year and report name. Excessive contributions may be grouped by contributor name; similar sounding names; similar spelling names; and contributor address. The System administratively has the capability to create reminder letters and non-compliance letters for mass mailings, and for text notifications; to run reports listing committees that have registered with OCF under the Fair Elections Program, grouped by filer type, election year and registration documents filed; to manage reporting periods and the coverage dates for each report; and to identify the use by committees of the excel upload feature to file reports, and the template (report schedule) imported by the committee, the import date and time, the total number of records entered and imported, and the number of invalid records and valid but not imported records. Within the committee registration module, the OCF

uses a checkoff to identify whether a candidate has attended a required entrance conference, and to generate from the data entered an attendance and non-attendance list; manages the various covered offices under the Fair Elections Program, and assigns the respective applicable election year(s) and contribution limits for each; manages and sets the election (general, primary, and special) dates for applicable covered offices as mandated by law; and creates reporting coverage dates for specific committees, with the capability to control the floating or optional filing dates for a committee so that it pairs up correctly with its required filing dates.

The System enables the filer to register their committee online and amend the registration statement based upon OCF approval. The completed registration statement is automatically emailed to the filer for signature along with a link for the filer to create login information. The filer has the ability (Multiple login – filer (i.e., the candidate) to provide access for different users to data enter information for reports by creating and managing specific login information for the user. The OCF will be provided with a list of those users. In addition, an online Training module was designed to enable filers to complete the mandatory Entrance Conference Training online due to the Public Health Emergency declared by the Mayor of the District of Columbia in March 2020.

**48. Please describe OCF’s enforcement measures and actions taken in FY21 and FY22, to date.**

**a. What enforcement measures, if any, are currently pending?**

**RESPONSE:**

In general, the Office of Campaign Finance employs the informal hearings process as the initial stage of enforcement of the campaign finance laws when there is non-compliance. If the matter is not resolved through the informal hearings process, pursuant to 3 DCMR § 3711.9, the OCF may file a Petition for Enforcement with the Board of Elections (BOE). If the matter remains unresolved after a Pre-Hearing Conference and a contested hearing before the Board, the General Counsel for the Board may seek a judgment against the respondent in the Superior Court for the District of Columbia which sustains the petition.

During FY21 and FY22, to date, the OCF informal hearing process has included the following:

§ Total Referrals 192 (FY21) and 14(FY22) to Date

§ Hearing Notices issued 297 (FY 21 Includes 178 First Notices and 119 Second Notices) and 57 (FY 22 to date Includes 41 First Notices and 0 Second Notices)

§ Hearings Conducted 64 FY21 and 3 FY 2022 To Date

§ Orders issued 201 FY 2021: 30 FY 2022 To Date

§ Investigations Completed 2

§ Orders imposing fines 94 FY 2021;16 FY 2022 To Date

§ Amount of fines imposed \$186,075.00 FY2021; \$24,050.00 FY 2022 To Date

§ Amount of fines collected \$3,000.00 FY2021; None FY 2022 To Date

§ Fines vacated or settled for reduced amounts \$13,275.00 FY 2021: FY2022 None to Date

§ Outstanding fines \$169,800.00

§ Petitions for Enforcement 19

§ Interpretative Opinions 2

The OCF enforcement process commences when there is non-compliance by required filers to file financial reports or to provide timely responses to Requests for Additional Information. Following either the failure to timely file a required Report of Receipts and Expenditures with the Public Information and Records Management Division or the failure to provide a timely response to a Request for Additional Information to the Reports Analysis and Audit Division, the matter is referred to the Office of the General Counsel for an Informal Hearing. The Informal Hearings process may result in dismissal, imposition of fines or suspension of fines. If the respondent considers the decision by OCF adverse, he/she may file a petition for review within 15 days of receipt of an order with the Board of Elections (BOE). However, in matters in which fines have been imposed if the respondent fails to pay the fine or seek review by the BOE within the prescribed period, the OCF may file a Petition for Enforcement with the BOE. Following a referral to the BOE by a respondent or the OCF, the matter is scheduled for a pre-hearing conference to provide the parties with an opportunity for settlement. If the matter is not settled during the pre-hearing conference, a contested hearing before the BOE is scheduled. If the BOE

affirms an OCF decision which includes a fine and the respondent fails to pay the fine or enter a payment plan, the Office of the General Counsel for the BOE files a complaint seeking judgment against the respondent in the Superior Court of the District of Columbia.

During Fiscal Year 2021, Nineteen (19) Petitions for Enforcement against respondents who either failed to pay outstanding fines or requested a hearing de novo before the Board of Elections (BOE) by the due date with fines totaling \$23,850.00 were transmitted to the Office of the General Counsel for the Board of Elections will schedule hearing in these matters during Fiscal Year 2022.

During FY2020, the Office of Campaign Finance completed two (2) investigations:

a. OCF INV-2020-008 Complainant: Jeannie Malloy

Respondent: Racine for Attorney General 2018

Alleged Infraction: inappropriate use of Surplus Campaign Funds

Status: Order Issued 10/26/2020

Complaint Dismissed

b. OCF INV-2020-009 Complainant: Chuck Thies

Respondent: Anthony Lorenzo Green for Ward Seven Principal Campaign Committee

Alleged Infraction: Inappropriate use of Government Resources for Campaign purposes

Status: Order Issued 11/30/2020

A Fine of \$500.00 was imposed

During FY 2021, the Office of the General Counsel received and processed at least thirty-five (35) Requests for Advice via e-mail. The advice was provided within 72 hours as opposed to thirty-day period the office of Campaign Finance is accorded the by the Interpretive Opinion process.

Because of the demonstrated ability of the Agency to consistently monitor and enforce the reporting requirements, a high level of compliance with the reporting deadlines has been

maintained in general for all programs administered. In most instances, irregularities were resolved before the next filing deadline in accordance with the OCF Standard Operating Procedures. During FY 2021, a 100 % filing rate was achieved in the Constituent Service and Statehood Fund Programs; and a 94% filing rate was achieved in campaign finance disclosure based on the actual filings by principal campaign committees, political committees, and political action committees.

More specifically, 46 of the 46 required filers in the Constituent Service and Statehood Fund Programs filed the Report of Receipts and Expenditures (OCF Forms 10 and 28) for their respective Programs; 495 of the required 537 principal campaign committees and political action committees in the traditional program filed the Report of Receipts and Expenditures (OCF Form 16); and 145 of the 171 required filers in the Fair Elections Program filed the Report of Receipts and Expenditures (OCF Form 16).

There were 1190 required filers in all the Campaign Finance Programs: 1010 timely filers; 69 late filers; and approximately 111 filers who remain delinquent. The total number of actual filers represents 91% (94% in FY20) of the total required filers who complied with the reporting requirements during Fiscal Year 2020.

**49. Please describe the agency's auditing process for receipts of contributions and expenditures.**

**RESPONSE:**

In general, the Reports Analysis and Audit Division (RAAD) is responsible for performing audit analysis and reviews of all financial reports and other documents received in the Traditional Campaign Finance Program. The Division conducts field audits and investigations based upon deficiencies and conditions noted during Desk Audit Reviews. The Division conducts periodic random field audits of the financial reports submitted in each of the OCF Programs and compiles statistical reports and summaries on all reports of receipts and expenditures submitted by candidates, committees, and the Constituent Service and Statehood Fund Programs. This program area is the primary generator of compliance actions through audits and the monitoring of the financial disclosure of the Constituent Service and Statehood Fund Programs, candidates,

political committees, political action committees, and independent expenditure committees, and all others required to file with the Agency. Section 3404, “Desk Reviews and Audits”, Chapter 30 of Title 3, “Elections and Ethics,” of the District of Columbia Municipal Regulations, sets forth in detail the procedures which govern the conduct and timeframes of Desk Reviews, Full Field Audits, and Periodic Random Audits.

The Office of Campaign Finance determines the validity and/or absence of information contained in financial reports through the conduct of desk reviews, full field audits, and random periodic audits. The initiation of these processes allows the Audit Division to require the submission of the documentation, including bank account information, statements, cancelled checks, and loan documents, underlying the financial transactions and activity reported on the reports where reported information is incomplete, omitted, or otherwise requires further explanation.

Through the review of the submitted documentation, the Audit Branch can research and verify the accuracy of the financial transactions and activity stated on the financial reports against the records of the reporting entity and identify transactions which were not reported. For example, the research of bank statements and contributor source documents (contributor checks, contributor cards, in-kind contribution information, and credit card contribution records) may reveal deposits which were not reported as receipts on Schedule A of the Reports of Receipts and Expenditures. This non-disclosure would require the subsequent amendment of the financial reports to report the receipts and correctly state the cash on hand balances. Expenditures are traced to source documents including billing statements, invoices, memorandums, and cancelled checks. The research of bank statements and the expenditure source documents may also substantiate expenditures which were not previously reported, and for which an amended accounting will also be required. The examination of actual source documents allows verification of the purpose for which funds were expended, the exact amount expended, and the appropriateness of the expenditure for the scope of the reporting entity.

To commence the audit process, the Office of Campaign Finance notifies the treasurer of a committee in writing of the selection of a committee for audit and requests the delivery of all underlying documentation of the audit coverage period within fifteen (15) calendar days for a

periodic random audit, or within thirty (30) calendar days for full field audits. Upon the receipt of all financial records, the audit field work commences, and includes the review of all financial reports for completeness and mathematical accuracy, and the reconciliation of bank account records to the reports filed. Once the field work is completed, a Preliminary Draft audit report is issued with the initial findings and recommendations of RAAD. The Preliminary Draft audit report requires the submission of a written response, amended reports, and/or additional documentation within thirty (30) calendar days of less after receipt. The Audit Report will not be released and made available to the public until the response and accompanying documents are received and reviewed for compliance with all outstanding issues. It should be noted that the response may generate further inquiry by RAAD.

For your information, in addition to the afore-referenced periodic and full field audits, during Fiscal Year 2021, the Office of Campaign Finance conducted 882 (includes Amended Reports) Desk Reviews of all Reports of Receipts and Expenditures filed with the Agency by candidates, committees, and the Constituent Service and Statehood Fund Programs, and the ANC Summary Financial Statement. All Desk Reviews were completed before the next reporting period of the respective entity. For Fiscal Year 2022, to date, the Audit Branch has conducted 120 Desk Reviews of Financial Reports.

The Desk Reviews resulted in the issuance of 119 Requests for Additional Information directed to reporting entities to advise of deficiencies, and to extend the opportunity for compliance with the requirements of the Campaign Finance Act. The Audit Division referred nine (9) cases to the Office of the General Counsel for enforcement where there was a failure to respond to the request for additional information. The RAAD assisted in the termination of eleven (11) committees, in FY21, and one (1) committee, in FY22, to date, following the review and approval of their Final Report of Receipts and Expenditures.

Last, as stated previously, during Fiscal Year 2021, the Office of Campaign Finance reviewed 230 ANC Summary Financial Statements (OCF Form 18) filed by candidates for the Office of Member of an Advisory Neighborhood Commission. The ANC Summary Financial Statements were due on February 2, 2021, following the Board's certification of the November 2020 Election Results. The ANC Financial Statement must include the total receipts and expenditures

relative to seeking election to the ANC Office; the cash on hand at the close of the reporting period; the total amount of debts and obligations owed to and owed by the ANC candidate; the method of disposal of surplus funds; certification that the ANC candidate did not receive contributions from any person excluding the candidate, in excess of twenty-five (\$25) dollars; or a certification that the ANC candidate did not receive contributions from any person or make expenditures, including from or by the candidate, to support the election to the ANC Office. The ANC Candidates raised a total of \$167,552.81 in total receipts and expended \$171,564.88 in total expenditures with a Disposal of Surplus Funds totaling \$5,672.84. There were no debts or obligations reported owed by the ANC Candidates that have filed their Financial

**50. Please provide the Committee with the total number of audits that OCF conducted in FY21 and FY22, to date. Additionally, please sort these audits by classes such as random, reported, requested, etc., and describe the results of the audits.**

**RESPONSE:**

The Reports Analysis and Audit Division issued Audit Reports for nineteen (19) Periodic Audits and two (2) Full Field Audits during Fiscal Year 2021, and during Fiscal Year 2022, to date. All Audits conducted resulted in Compliance Audits, except for the Jacque4 DC Principal Campaign Committee Full Field Audit, which was a Non-Compliance Audit. All Audit Reports are available at the OCF Website for review by the public. The following is a detail of the Full Field Audits and Periodic Random Audits issued:

**AUDITS - FY 2022**

**DATE ISSUED**

**FULL FIELD AUDITS**

- |                               |                  |
|-------------------------------|------------------|
| • Brooke Pinto for Ward 2 PCC | January 5, 2022  |
| • Jacque4 DC PCC              | February 7, 2022 |

**PERIODIC RANDOM AUDITS 2022**

**Political Action Committees**

- Ward 6 Democrats – issued October 19, 2021

### **Principal Campaign Committees**

- Mendelson for Chairman 2022 – issued November 12, 2021

### **Constituent Service Committee**

- Our Ward 5 Constituent Service - issued November 12, 2021
- Mayor Bowser’s CSF – issued January 10, 2022

### **FULL FIELD AUDITS 2021**

None

### **PERIODIC RANDOM AUDITS 2021**

#### **Candidates in the 2020 Election**

- Friends of Robert White – issued December 17, 2020
- Veda for Ward 7 – issued December 4, 2020
- Committee to Elect Eric Rogers – issued December 17, 2020
- Committee to Elect Alex Padro – issued June 15, 2021
- Oye for US Representative – issued August 6, 2021

#### **Political Action Committees**

- DC Libertarian Party PAC – issued October 30, 2020
- Verizon Comm. Good Government – issued November 13, 2020
- Firefighters Committee on Political Activities – issued December 4, 2020
- Democrats on Education Reform – issued March 18, 2021
- DC Chamber of Commerce PAC – issued March 31, 2021
- ABC of Metro Washington PAC – issued April 15, 2021
- Ward 5 Democrats – issued August 20, 2021
- Ward Eight Democrats – issued August 20, 2021

#### **Citizen Service Programs**

- Citizens Outreach Fund – issued October 30, 2020
- Ward 7 Constituent Service Fund – issued October 30, 2020
- Do Something Constituent Service Fund – issued December 4, 2020
- Ward 3 Constituent Service Fund – issued April 23, 2021
- Phil’s Fund for Citizen Service – issued June 11, 2021
- Evans Constituent Service Fund – issued July 15, 2021

It should be noted that the Audit Notification Letters for Full Field Audits of Newly Elected Officials for the 2020 Election issued on February 8, 2021 (Brooke Pinto for Ward 2 and Jacqu4DC State Board of Education).

**51. How much did OCF impose in fines in FY21 and FY22, to date, and to which entities, and for what purpose? Of this amount, how much has been collected, from what sources, and how much is outstanding?**

**RESPONSE:**

During FY21 and FY22, to date, the OCF informal hearing process has included the following:

§ Orders imposing fines 94 (PCC's, PAC's, Initiative Committees, and Investigations)

FY 2021 (37 ANC's) (43 PCC's) (8 PAC's) (4 Init.) FY 2022 17 To Date; (16 PCC's) (1 PAC's) and (0 Init.) and (0 Investigation) The primary reason for the imposition of fines was Failure to Comply with Reporting Requirements

Total amounts of fines imposed \$186,075.00 FY2021; \$24,050.00 FY 2022 To Date

Fines vacated or reduced \$13,275.00 FY 2021: FY 2022 None to Date

The fines collected during FY21 were from the following sources:

Amount of fines collected \$3,000.00 FY2021; 00 FY 2022 To Date The fines collected during FY 21 were from the following sources:

During FY 21 OCF collected \$450.00 in fines from the individual respondents' personal funds, and \$2,550.00 from Political Committees and Political Action Committees.

During FY 22 to date OCF has not collected any fines from respondents

Outstanding fines \$169,800.00 FY2021; None in FY2022 to date

During FY 2021, 19 cases in which the Respondents had not paid the fine imposed, appealed the Order imposing a fine or filed a Motion for Reconsideration were transmitted to the Office of the General Counsel for the BOE for Petitions for Enforcement actions in the Superior Court of the District of Columbia which could result in a judgment against the Respondent. In addition. all unresolved orders that were issued in FY 2021 and FY 2022 to date in which the respondent has

failed to pay the fine or seek redress, will be transmitted to the Office of the General Counsel for the BOE for enforcement proceedings during FY 2022.

**a. How does OCF ensure that the imposition of fines deters unlawful conduct and is proportionate to the harm committed?**

**RESPONSE:**

The Office of Campaign Finance ensures that the imposition of fines deters unlawful conduct through the pursuit of unpaid fines before the Board of Elections (Petitions for the Enforcement of Orders of the Director imposing fines) in open and adversarial proceedings, and in the Superior Court of the District of Columbia. The levy of fines is publicized during the reporting of the activity of the Office of Campaign Finance at the monthly meetings of the Board of Elections, and the publication of the monthly activity report of the Agency and the Informal Hearing Orders at the OCF Website.

While OCF cannot assure that the imposition of fines will deter all unlawful conduct, the Agency uses its training seminars and mandatory entrance conferences to emphasize the importance of compliance with existing laws and regulations and the consequences of non-compliance. Specifically, we highlight the fact that fines have increased substantially and both candidates and treasurers may be personally liable for fines resulting from violations of the Campaign Finance Act. In addition, we stress the fact that all orders issued by OCF are published at our website and become a permanent part of the public record. Therefore, any fines or sanctions imposed by the OCF are exposed to both members of the public and the media immediately. Thus, a history of non-compliance irrespective of how limited or extensive can only expose one to unfavorable public scrutiny. The amount of the fines imposed is based upon the schedule of fines set forth in Chapter 37 of Title 3 of the District of Columbia Municipal Regulations which are reviewed and revised and updated periodically to assure that all provisions are applicable to current conditions.

**52. How many committees are currently registered with OCF?**

**a. How many committees have been registered with OCF each year, for the past ten years? Please break this number down by filer type.**

**RESPONSE:**

There are currently 173 Committees and Programs registered with the Office of Campaign Finance, including 56 Principal Campaign Committees; 46 Fair Elections Program Candidate Committees; 48 Political Action Committees; 8 Constituent Service Programs; 3 Statehood Fund Programs; 6 Initiative Committees; 1 Referendum Committees; 1 Recall Committee; 3 Independent Expenditure Committees; 1 Exploratory Committee; and 1 Legal Defense Committee.

The following Chart depicts new registrations by calendar year:

	<b>PCC</b>	<b>PACs</b>	<b>CSP</b>	<b>Statehood</b>	<b>Initiative</b>	<b>Ref</b>	<b>Rec.</b>	<b>I.E.</b>	<b>Inaug.</b>	<b>Exp.</b>	<b>LDF</b>
2011	57	2	2	0	0	0	0	0	0	0	0
2012	53	10	1	0	2	0	2	0	0	0	0
2013	56	3	2	0	3	1	0	0	0	6	0
2014	72	11	0	0	7	0	1	0	1	4	0
2015	21	5	4	1	3	1	1	2	0	1	0
2016	38	3	0	0	4	0	1	8	0	1	0
2017	25	4	2	0	2	0	1	0	0	0	0
2018	63	3	0	0	5	3	0	3	1	0	0
2019	32	3	0	0	2	0	3	1	0	1	1
2020	37	2	0	0	5	0	1	1	0	1	0
2021	11	1	0	1	3	0	0	0	0	0	0

**b. How many committees registered in FY21 or FY22, to date, by filer type?**

	<u>FY2021</u>	<u>FY2022</u>
PCC	8	4
(FEP)	8	20
PAC	2	
I.E.	0	00
CSP/State1	0	
<i>Exploratory</i>	0	0
Init.	3	0
Ref.	0	0
<i>Recall</i>	1	
Inaug.	0	0
<i>LDF</i>	0	0

**53. How many principal campaign committees are currently open for the purpose of retiring debt?**

**RESPONSE:**

There are currently twenty (20) principal campaign committees open for the purpose of retiring debt.

**a. How long has each committee been open, and what is the outstanding balance of each?**

<u>Committee Name</u>	<u>Registered Date</u>	<u>Loans</u>	<u>Debt</u>
2006 Orange for Mayor	6/24/2005	\$97,500	
Orange for Chair	5/10/2010	\$70,000	
Friends of Courtney R. Snowden	6/18/2014	\$16,000	
Kinlow Ward 8 Strong	12/23/2014	\$9,000	
Cmte to Elect Sekou Biddle at-large	12/23/2010	\$15,000	
Sheila Bunn for Ward 8	1/7/2015	\$44,919	
Cmte. To Elect Natalie Williams	12/9/2011	\$972	
Cmte. To elect Khalid Pitts 2014	4/2/2014	\$15,000	
Toliver for Ward 4	1/9/2015	\$5,000	
Abraham for Ward 8	12/31/2014	\$5,026	
Re-elect Yvette Alexander 2012	6/24/2011		\$7,700
Hubbard for Ward 5	2/6/2012		\$1,066
Strauss 2014 Committee	11/15/2013	\$25,000	\$9,369
Re-elect Yvette Alexander 2016	9/24/2015		\$4,600
Robert White 2016	12/11/2015	\$2,031	
<i>Markus for Ward 8*</i>	<i>3/2/2016</i>		<i>\$8,730</i>
Karen 7 SBOE	3/8/2016	\$250	

<u>2018 Committees</u>	<u>Registered Date</u>	<u>Debts</u>	<u>Loans</u>
Dionne for DC	10/5/2017	\$7,437	\$29,098
Andria Thomas for DC	3/13/2018	\$20,000	
Callie for State Board of Education*7/13/2018		\$2,000	
Frazier O’Leary for Ward 4*	9/7/2018	\$2,600	\$1,121

*It should be noted that all loans are primarily owed by the committee to the candidate.*

**b. What activities, if any, did each of these committees undertake in FY21 and FY22, to date?**

The Markus for Ward 8 Committee filed a Termination R&E Report on 1/31/2020. (Status is pending. Outstanding RFAI from December 2020, reissued in January 2022).

The Callie for State Board of Education Committee filed a Termination Report which was approved in December 2020.

The Frazier O’Leary for Ward 4 Committee filed a Termination R&E Report on 8/19/2020. (Status is pending. Outstanding RFAI from December 2020, reissued in January 2022).

**54. Please provide an update on any enhancements OCF made to its e-filing and disclosure system in FY21 and FY22, to date.**

**RESPONSE:**

In general, the most recent enhancements to the E-Filing and Disclosure System are discussed in the Responses to Questions No. 38, 39, 45 and 46.

**a. How has the agency used its e-filing system to flag excessive contributions upon filing?**

The agency uses multiple methods to track and identify/flag excessive contributions that span more than one coverage period in the two modules described below:

First, the Contributions Data Entry Screen allows filers to enter contribution details into the E-Filing Applications:

- a. The E-Filing System provides a warning message to the filers – when a contribution is above/exceeds the allowed limit, the system will flash a warning message to the filer. This will allow the filer to address the excessive contribution and/or research duplicate contributions if any.

- b. Address auto-complete – The address of the contributor is auto populated as the filer types. The integration of the USPS address database prevents the entry of addresses which are not available in the USPS database. The user entered address is compared against the USPS Standard Format. This feature requires the filer to accurately provide contributor information and limits the receipt of excessive contributions due to data errors in the reporting of information critical to the identification of the contributor.
- c. Contributors List and auto-complete – The filer has the option to select the name of a contributor from a pop-up list where the contributor has given previously, and the system will also auto populate the name as the user types the first name or last name or organization name, if present; and will store a code for the name entered to identify similar sounding names. This prevents the duplication of contributor information and data entry errors.
- d. Previous contributor validation – The system verifies if similar contributor exists in the system by comparing the sound of the contributor’s name. This prevents data entry errors and the duplication of contributor information

Second, the Flagged Contributors Module is available for administrative use only and initially lists the filers who have received contributions more than the limits. This screen provides a quick summary that includes the committee’s name, number of excessive contributions, and the total amount received more than the allowed limit. The Module allows contributors to be grouped by name, address, or by both name and address by aggregate amount received, and by similar sounding contributor names. The module also features an export module that enables the export of all flagged contributions to excel and the referral of the lists to the Audit Branch for further review and inquiry.

**55. Please describe OCF’s records preservation policies. Did the Agency make any changes to these policies in FY21 and FY22, to date?**

**RESPONSE:**

In general, D.C. Official Code § 1-1163.04 (4) requires the Office of Campaign Finance to preserve paper and electronic copies of reports and statements for a period of at least ten (10) years from the date of receipt. The Agency has not made any changes to these requirements in FY21 and FY 22, to date. The images of the financial reports submitted online to the OCF, beginning 2006, by candidates, political committees, political action committees, lobbyists, public officials, and the constituent service and Statehood Fund Programs, are available at the

OCF Website. For historical purposes, the Agency maintains in Archive, the hard copies of financial records submitted before 2006, and maintains at the OCF Website, the financial reports of lobbyists and the disclosure statements of public officials through 2012, when the responsibilities for the Lobbying and the Financial Disclosure Statutes were transferred to the Board of Ethics and Government Accountability.

During FY 21, as directed by the D.C. Office of the Secretary, and assisted and guided by the Public Sector Solutions Group (PS2G), the OCF Records Retention Schedule was otherwise revised. **See Attachment J.**

**56. Please provide an update on OCF’s efforts to promote compliance with the “affiliated entity” reporting requirement.**

- a. In how many instances were affiliated entities of business contributors listed in FY21 or FY22, to date? Out of how many business contributors?**

**RESPONSE:**

		FY 21	
		<u>Business Contributors</u>	<u>Affiliated Entities</u>
PCC	104		0
PAC	301		1
CSP	27		1
I.E.	168		0
Initiative	11		0
		FY 22	
		<u>Business Contributors</u>	<u>Affiliated Entities</u>
PCC	38		0
PAC	92		0
CSP	6		1
I.E.	0		0
Initiative	0		0

The breakdown of contributor data researched by the Office of the General Counsel during FY21 and FY22, to date, follows:

**FY 2021 Business Contributors Total**

- 236 business contributors were researched
- 84 business contributors were determined to have affiliated entities

- 1 business contributor with affiliated entities which made possible excessive contributions and were not reported as affiliated entities were referred to the Audit Division for further inquiry

	<u>Business Contributors</u>	<u>Affiliated Entities</u>
PCC	87	37
PAC	149	45
CSP	0	0
IEP	0	0
IC	0	0

The Office of the General Counsel’s business contributor verification process yielded the following results:

**FY 2021 and FY 2022 (to date) Business Contributors Total**

- 345 business contributors were researched
- 118 business contributors were determined to have affiliated entities
- 1 business contributor with affiliated entities and possible excessive contributions referred to the Audit Division for further inquiry

**October 10<sup>th</sup>, 2020, R&E Report:**

**PCCs**

- 26 business contributors
- 14 affiliated entities
- 0 possible excessive contribution

**8 Day Pre-General R & E Report October 26, 2020**

- 15 business contributors
- 14 affiliated entities
- 0 possible excessive contribution

**December 10<sup>th</sup>, 2020, R&E Report:**

**PCCs**

- 11 business contributors
- 8 affiliated entities
- 1 possible excessive contribution

### **PACs**

- 64 business contributors
- 14 affiliated entities
- 0 possible excessive contribution

### **January 31<sup>st</sup>, 2021, R&E Report**

### **PCCs**

- 1 business contributors for PCCs
- 0 affiliated entities
- 0 possible excessive contributions

### **PACs**

- 22 business contributors
- 6 affiliated entities
- 0 possible excessive contribution

### **July 31<sup>st</sup>, 2021, R & E Report**

### **PCCs**

- 34 business contributors
- 11 affiliated entities
- 0 possible excessive contributions

### **PACs**

- 63 business contributors
- 25 affiliated entities
- 0 possible excessive contributions

### **December 10<sup>th</sup>, 2021, R&E Report**

### **For Principal Campaign Committees**

- 47 business contributors for PCCs
- 26 affiliated entities
- 0 possible excessive contribution

For Political Action Committees

- 62 business contributors for PCCs
- 8 affiliated entities
- 0 possible excessive contributions

During FY 2021, the OCF Office of the General Counsel noted one (1) instance where affiliated business contributors made possible excessive contributions to Principal Campaign Committees. Through the audit Request for Additional Information process these matters were resolved. The Audit Branch found through the audit of one Committee, that the questioned contributions were not excessive, and the Form 32s were submitted.

**b. What plans does OCF have in the remainder of FY22 to enhance compliance with this requirement?**

**RESPONSE:**

During FY22, to date, the Office of Campaign Finance will continue to intensify its efforts to promote compliance with the “Business Contributor” Rule. The Agency expanded its Educational Program to extend its outreach efforts to the Business Community and notify various associations of the availability of the Agency to present seminars onsite at their facilities concerning the “business contributor” disclosure requirement to promote a clear understanding of the applicable provisions of the current laws and regulations, and of the dates of onsite seminars. Further, the Agency incorporated Training Seminars specific to “Contributions by Business Entities” in its 2021 and 2022 Training Calendar; and developed a Website Training for Business Contributors on OCF Form 32, which was referred to the Chamber of Commerce by link.

On February 11, 2021, the Agency emailed the virtual training link for Business Contributors to Erika Wadlington, the Chamber’s then Director of Government Affairs & External Relations, to be shared and accessed by the Chamber’s membership; and on January 21, 2022, the Agency emailed to the Chamber, the OCF 2022 Schedule of Virtual Training Seminars, WHICH INCLUDES SCHEDULED Training on the Business Contributor, and the link to the Power

Point Presentation for Business Contributors available at the OCF Website, for distribution to its membership.

As required by recent amendments to the Campaign Finance Act, the reporting requirements of contributions received from business contributors is reinforced to the filing community through the mandatory entrance conferences, the onsite educational seminars, the Pre-Notification and Request for Additional Information Programs, and the OCF Website. During the training sessions, the filing community is instructed that each business entity must identify for the committee at the time of contribution each one of its affiliated entities which have also contributed to the committee, and certify that for each contribution made, none of its affiliated entities have made a contribution that when aggregated with its contribution, exceeds the contribution limits; and that it is the responsibility of the committee to collect and disclose the information on its reports of receipts and expenditures. The Audit Branch uses the Request for Additional Information Program to require filing entities which report business contributions to submit OCF Form 32 for review, and thereby verify compliance with the Business Contributor requirement. The Office of Campaign Finance modified the E-Filing Applications to provide a warning message that appears on the Screen when one is about to enter a business contribution which reminds the filer that “you are required to list the name of any affiliated entity that has also made a contribution to the committee.”

Last, the Office of Campaign Finance following each filing deadline, commencing with the October 10, 2019, due date, has conducted the random sample of the reported contributions of at least fifty (50) “Business Contributors” from each financial report to verify that the contribution does not exceed the contribution limitation. The Agency compares the sample to information included in publications and additional resources which identify business affiliates to determine whether any affiliated persons or entity of a business contributor has also contributed to the same committee. It should be noted that due to the small number of Business Contributors in FY21 and FY22, to date, the Office of Campaign Finance has verified the status of all Business Contributions.

Notwithstanding the efforts of the Agency, the Business Contributor bears the primary responsibility to disclose information regarding affiliated persons or entities to committees, which are then required to report same.

The breakdown of contributor data by donor type during FY21 and FY22, to date, follows:

**FY 2021**

Total Contributors – 6055  
Individual Contributors – 5650 (93% of Total Contributors)  
Business Contributors – 405 (7 % of Total Contributors)

Individual Contributions to PCCs  
1761

Individual Contributions to PACs  
3889

Business Contributions to PCCs  
104

Business Contributions to PACs  
301

**FY 2022**

Total Contributors – 947, to date  
Individual Contributors – 817 (86 % of Total Contributors)  
Business Contributors – 130 (14% of Total Contributors)

Individual Contributions to PCCs (FY 2022: 10/1/21- 1/31/22)  
263

Individual Contributions to PACs (FY 2022: 10/1/21 – 1/31/22)  
554

Business Contributions to PCCs (FY 2022: 10/1/21 – 1/31/22)  
38

Business Contributions to PACs (FY 2021: 10/1 /21 – 1/31/22)  
92

**c. How has the agency made information relating to affiliated entities publicly accessible?**

**RESPONSE:**

During FY16, the Agency introduced at the OCF Website, the Affiliated Entity Search, which may be found at the “Data and Reports” Link on the Home Page. This Search Feature allows the public to search contributions to identify contributions by a business entity, where the filer has listed all the affiliated entities of the business contributor which have also contributed to the filer. The business contributor and its affiliated entities share the contribution limits imposed by the Campaign Finance Act. The user must select the criteria that best defines the results required (i.e., the recipient, the report name, the amount, the date, the contributor, the contribution location, and the contribution type). The database for this feature is dependent upon the reporting of affiliated entities on Schedule A (Contributions) of the Report of Receipts and Expenditures where the filer reports the receipt of contributions by a “Business Contributor” whose affiliated entities have also contributed to the same recipient.

**57. Please provide an update on OCF’s use of social media to engage the public and disseminate information. In advance of the 2022 elections, how does OCF plan to use social media?**

**RESPONSE:**

The Office of Campaign Finance maximizes its Social Media platforms to engage, inform, and disseminate information to the public. The Agency utilizes the OCF Facebook Page to increase its transparency and extend its outreach to the public. The goal of the social media tool is to provide the public and targeted groups with pertinent information in a timely manner. The Facebook posts include information relative to Mandatory Training requirements and scheduling for both the Traditional and Fair Elections Programs, the schedule for public training seminars, filing dates, the release of Orders, and Audits, the effective date of new legislation affecting the Campaign Finance Laws, the availability for public view online at the OCF Web Site of financial reports and summary contribution and expenditure information, and job opportunities at the OCF. Visitors to the Agency’s Website can click the Facebook Icon and access the Facebook Page.

The Office of Campaign Finance established the Agency Twitter Account on April 25, 2016. The Twitter Account is used to disseminate information and to present data as it occurs in real time, and to engage the public and targeted groups (candidates and treasurers) with pertinent content. Through Twitter, the OCF has increased its transparency, audience, and ability to share information concerning the business of the Agency. The public can respond to the tweets with questions, comments or concerns and receive feedback immediately. Twitter is a social media broadcast platform that provides interactive engagement and dialogue. The Agency is also able to track and address areas of concern that might be trending. Twitter, like the OCF Facebook Page is a free social media site. It is an important tool that has enhanced OCF's transparency and increased the agency's social media outreach avenues. When needed, a link to the OCF's Facebook Page or Website is provided for additional information. The link to OCF's Twitter Account may also be accessed by clicking the Twitter Icon at the Agency's Web Site.

During FY21, and FY22, to date, OCF posted 28 messages on its Facebook Page, and three hundred and eighty-one (381) people were reached, with nineteen (19) engagements; and tweeted 28 messages on the Twitter Account, with a total of 226 following and 10 new followers. The substance of the messaging during FY 21, and FY 22, to date, provided a continuous flow of information about Election Year 2020, and notifications about the 2022 Election Cycle, including links to OCF press releases, training calendars, training tutorials, and filing deadlines: and information about candidate registrations, reporting requirements, and OCF Community Outreach. The OCF's transition from an onsite operation to teleworking status during the COVID-19 Public health Emergency beginning in March 2020 required that the Agency keep the community and targeted groups aware of the changes in the Agency's operations and activities.

**58. Please describe OCF's strategy to continuously improve the agency's website's functionality and its communication strategy. How does OCF engage stakeholders in this process?**

**RESPONSE:**

The Office of Campaign Finance employs online surveys at the OCF Website to elicit feedback from the public on the services, features, and information it provides at the OCF Website. For

example, as the result of the responses from the 2009 Online Survey, it was recommended that the OCF Website be made compatible for all the industry standard browsers, and that the requirement for the submission of paper reports be eliminated where financial reports were electronically filed. Based on these recommendations, in FY 2011, cross browser compatibility was implemented to ensure the compatibility of the Electronic Filing System Application with all browsers, including IE6.O, and above, Firefox, Safari, and Chrome. Further OCF sought legislative authority for the electronic signature, and the electronic signature functionality was introduced in FY 2010. Respondents of the first OCF Customer Service Survey, disseminated in Calendar Year 2000, strongly encouraged the use of electronic filing. The Council heeded the concerns of the Agency that notwithstanding the upgrade of the computer system at that time, timely disclosure remained hampered by the submission of hard copy documentation. Legislation providing for the electronic filing of finance and disclosure reports was subsequently enacted.

The January 2017 online Survey of the Website services and features was open from August 2016 to January 2017 for users of the website to participate in the survey via a popup window. A total of 26 users responded. The purpose of the Survey was to assess the effectiveness and efficiency of the redesigned OCF E-Filing Applications and Web Site to deliver information and services. The original OCF Website and E-Filing System were designed in Fiscal Year 2002. As previously reported, the Office of Campaign Finance during Fiscal Years 2013 and 2014, worked closely with the Office of the Chief Technology Officer to redesign the OCF homepage layout and navigation scheme. The redesign required the migration of the OCF database content and EFs applications to the new DC. Gov Drupal content management system. On April 15, 2015, the new OCF Website launched. The conversion of the website to the new easier web platform has improved navigation and performance and provided a more citizen centric layout of information with a contemporary look and feel. The Website Usability Survey Report was submitted to the OCF on January 13, 2017, and the results evaluated, and recommendations forwarded for enhancements to the OCF on September 26, 2017. The OCF Management Team evaluated the recommendations and approved several for implementation. The recommended enhancements undertaken in FY18 included a feedback form to enable filers to provide comments/feedback on their use of the OCF E-Filing System, with a rating option, and an administrative module which allows the Agency to view the feedback. It should be noted that the

OCF also provides at the OCF Website Homepage, a Customer Survey powered by Survey Monkey which requests the reason for the visit (online filing, view OCF Data and Reports, or to view OCF Regulations/Guidance/Enforcement); asks visitors to the website to rate the website on a scale of 1 to 5, on the amount of information, quality of information, ease of finding information, design of the website, and page loading speed; whether the visitor experienced any difficulties using the website with any of the listed browsers; and requests comments.

During Fiscal Year 2021, there were 230 responses to the Survey for the Traditional Campaign Finance Program. The Survey requests the user to rate the system using a five (5) star ranking, five (5) being the highest, and to provide comments if they wish. Of the 230 responses, 172 or 76% gave a ranking of five (5) stars; 211 (39 + 172) or 92% gave the traditional e-filing system a ranking of four (4) stars or better. There were twenty-six (26) responses with ratings for the Fair Elections Program Survey during the same period. Of the twenty-six (26) responses, seventeen (17) or 65% gave a rating of five (5) stars, and twenty (20) or 77% gave a rating of four (4) stars or higher. To evaluate the effectiveness of the onsite educational seminars and entrance conferences, the OCF circulates surveys to solicit feedback from participants at the conclusion of each session to determine whether the presentations achieved acceptable satisfaction ratings. Participants are invited to evaluate the thoroughness, timeliness, and overall quality of the content of materials used, as well as the proficiency of agency facilitator(s), and the conduciveness to learning of agency facilities; and to suggest other subject areas for seminar coverage, or to make any other suggestion deemed to promote the efficiency or effectiveness of the OCF operations. Each evaluation form is reviewed by the training facilitator to ensure that suggestions requiring agency or programmatic consideration are transmitted for review.

The Agency has learned that citizens/constituents are actively engaged in the affairs of government, and that their knowledge, experiences, and input should be considered when adopting practices and policies that affect them. In this regard, the Office of Campaign Finance continuously updates its website and seeks to improve its user-friendliness. The Agency systematically reviews the OCF regulations to develop proposed regulations to impact the practical administration and enforcement of issues facing candidates and political committees.

**59. Please explain the methods by which OCF informs the public about the conduct, activities, and financial operations of candidates, political committees, constituent service and statehood fund programs.**

**RESPONSE:**

The Office of Campaign Finance fully utilizes the Agency Website, the Facebook Page, the Twitter Account, the Email Subscription Service, the Biennial Reports, and the Monthly Production Statistics, to inform the public about the conduct, activities, and financial operations of the candidates, political committees, exploratory, transition, inaugural, and legal defense committees, and the Constituent Service and Statehood Fund Programs. All financial reports, including those of candidates in the Fair Elections Program, are immediately posted at the OCF website and are available real time upon submission. All Audit Reports, Investigative and Informal Hearing Orders are published at the OCF website upon issuance, and all Open Investigations and other OCF production statistics are published at the OCF Website, presented during the monthly meeting of the Board of Elections (BOE), and published at the BOE website.

The Agency's website provides monthly schedules of the public training seminars held onsite and accessed monthly with the use of online webinars. OCF's Social Media platforms, Facebook Page and Twitter accounts allow information, content, and data to be accessed in real time through posts and tweets. More specifically, the OCF Website offers the following features and services, which are designed to provide campaign finance data in user friendly and accessible formats:

(1) Data and Reports Link

- (b) Financial Reports – Real time images of the financial reports filed with the Agency, including the FEP financial reports, generated by the E-Filing Application or through the data entry of paper submissions are available, from 2006 through the current reporting period, for public inspection, and may be searched by Filer Type, Filing Year, and Report Name; and Reports and Summaries of Contribution Information by Denomination and Donor Type and Expenditure Information by Type, with visuals (pie charts) to denote percentages, are generated by the OCF Database when financial

- reports are submitted, and made available for public inspection. The Reports and Summaries may be searched by Filer Type, Filing Year, and Report Name.
- (c) Traditional Program Contributions and Expenditures – This Search Feature provides access to all contributions and expenditures reported from 2003, through the current reporting period, and allows the public to use several different criteria to define the results required and search contribution data ( i.e., the contributor’s name, recipient, report name, amount, date of contribution, contributor’s location, and contribution type), or expenditure data (i.e., the payor, the report name, the amount, the date, the payee, the payee location, and the expenditure type).
  - (d) Traditional Program Registration Disclosures – This Search Feature allows the public to search the OCF Database to view the Electronic Disclosure of Registration Statements filed with the Agency by candidates/principal campaign committees (including FEP candidates/committees), political action committees, Constituent Service Programs, and others. To define the results required, the user may select Filer Type, Election Year, and Committee Name. For example, the Filer Type “candidate” search result will display for the Election Year selected, the names of all candidates who have registered to participate in that election cycle, their Party Affiliation and the Office for which election is sought. The user may then select a specific candidate, to view the candidate’s Statement of Registration, Committee Statement of Organization, Filing History (i.e., Report Name and coverage period) and Enforcement/Complaints. The “Enforcement/Complaints” history provides the Orders/Audit records for the selected candidate/committee in the Agency with the Docket Number, the Order Type, the Issuance Date, and Comments.
  - (e) Biennial Reports – This Search Feature allows the public to search and select for public inspection the Biennial Reports of the Agency, by date, from which to view the summary of the receipts and expenditures of candidates for public office and committees for the prior two-year period. The Biennial Reports provide a historical context of the money spent in DC Elections. For the coverage period selected, the

contributions are sorted by denomination and donor type, and the expenditures by type, with graphs (pie charts) to visualize the percentages of the reported information.

- (f) Summary of Campaign Finance Reports – This Search Feature allows the public to select by calendar year and month, the Monthly Production Reports of the Office of Campaign Finance from which to view the activity of the Agency, including financial reports received in both the Fair Elections and Traditional Campaign Finance Programs, disbursements authorized from the Elections Fund, the names of candidates certified into the Fair Elections Program, the names of committees who failed to file, new candidate and committee registrations, mandatory training conferences conducted, desk reviews conducted, audit reports, interpretative opinions, and informal hearing orders issued, the list of ongoing audits and investigations, fines issued, and petitions for enforcement filed before the Board of Elections. The Monthly Production Report of the Agency is presented at the open meetings held by the Board of Elections.
- (g) Affiliated Entity Search – This Search Feature allows the public to search contributions to identify contributions by a business entity, where the filer has listed all the affiliated entities of the business contributor which have also contributed to the filer. The business contributor and its affiliated entities share the contribution limits imposed by the Campaign Finance Act. The user must select the criteria that best defines the results required (i.e., the recipient, the report name, the amount, the date, the contributor, the contribution location, and the contribution type).
- (h) Traditional Program Active Candidates List – This Search Feature provides the public with active lists based on the Election Year selected of Candidates with Committees and without Committees. The Active Candidates List displays for the Election Year selected the candidate’s name, committee name, election year, party, and office.
- (i) Active Committees List - This Search Feature provides the public with active lists of committees for the Election Year and Filer Type selected (includes principal campaign committees, political action committees, initiative, referendum, and recall

committees, inaugural, legal defense, transition, exploratory and independent expenditure committees, and the Constituent Service and Statehood Fund Programs). The Active Committees List displays for the Filer Type and Election Year selected, the registration date of the committee, and the totals reported for contributions, expenditures, and loans.

- (j) Traditional Program Quick Stats – This Search Feature gives the public a quick view of various statistics maintained by the OCF specific to Principal Campaign Committees for the Filing Year selected, including the Total Contributions by Denomination, the Total Contributions by Contributor Type, the Top 10 Principal Campaign Committees by Total Contributions Received, the Top 10 Principal Campaign Committees by Total Loans Received, and a list of the Recently Formed Principal Campaign Committees with the organization date. Graphs are used to depict the percentage terms of the various statistics.
- (k) FEP Quick Stats – This Search Feature allows the public to obtain by Election Year, the total number of registered and certified candidates, the total amount of public fund payments, and the total amount of remissions; the Numbers by Office of candidates registered and certified, with total contributions, and public payments disbursed provided for each office; and for the Election Year selected, statistics for the “Top 10 Candidates” by “Number of DC Supporters”, “Number of Non-DC Supporters”, Total Contributions Received”, “Total Expenditures”, “Public Funds Received” and “Total Contributions from Self/Family”.
- (l) The “Fair Elections Candidates Payment and Information” Dashboard Link - Presents Summary of “Payments Made To-Date”, the “Total Base Payments”, the “Total Matching Payments” and “Total Payments Made”, in total for all committees combined as well as separately for each committee. Further, access is provided at this Link to the searchable listing of all candidates by election year and report summary and to the following searchable Report listings: Filer Reports; Contributions/Receipts; Expenditures; Audit Reports; Orders; and to the afore-mentioned FEP Statistics.

- (m) The FEP Contributions and Expenditures Public Search Feature with data download based on the financial reports filed online by the Fair Elections candidate committees - Enables the search of contributions by the recipient, report name (including filing year), amount (with value range), date (with date range), contributor name, contributor address (by city, state, zip code), and contribution type (cash, check, credit card, etc.): and expenditures by the payor, report name, amount (with value range), date (date range), payee name (individual, business), payee location (by city, state, zip), and expenditure type and purpose (based on Schedule B of the R&E Report).
- (n) FEP Registration Disclosures - Provide the date of registration, the listing of chairperson and treasurer, public fund payouts by type, amount, and date, financial reports filed, and any audits or orders issued to the committee.

## (2) Services Link

(a) Download Campaign Finance Filer Data – This Service allows the public to download data obtained from financial reports electronically filed or entered from paper submissions into the OCF Database. The information may be searched, sorted, viewed, and exported from the database into different formats, including PDF, Excel, CSV, or XML. The user can organize and analyze the data in greater detail.

(3) The Agency maintains the following enforcement information involving registrants under the Campaign Finance Act at its Website: Administrative Dismissal and Vacated Orders of Candidates and Political Committees: Complaints & Final Decisions (Includes a Search Feature by Topic); Final Audit Reports; and Informal Hearings on Delinquent Filers including Candidates and Political Committees.

The Office of Campaign Finance also uses the Website to disseminate News Releases, to announce upcoming filing deadlines for the submission of financial reports, and to publish the schedule of Educational Training, to which the public is invited. The Campaign Finance Guide and the Educational Brochures are also available for public view at the Website. The Guide

summarizes the procedures and guidelines which govern the registration, financial reporting, and disclosure requirements of candidates, committees, and elected public officials in the District of Columbia. The Brochures offer critical information in a more concise fashion.

The Agency continues to use the OCF Facebook Page to further extend educational outreach to the public through the posting of upcoming training, filings, the release of orders and audits, and links to new features at the Website. Social website users are referred by the OCF Face Book Page to the Agency's Website for more detailed information where appropriate, and links are provided to aid in that process. An Icon is provided at the OCF Website to select and connect with the Page.

The Office of Campaign Finance established the Twitter Account on April 25, 2016. The Twitter Account is used to disseminate information and to present data as it occurs in real time, and to engage the public. Through Twitter, the OCF has increased its transparency, audience, and ability to share information concerning the business of the Agency. The public can respond to the tweets with questions, comments or concerns and have them addressed immediately. Twitter is a social media broadcast platform that provides interactive engagement and dialogue. The Agency is also able to track and address areas of concern that might be trending. Twitter, like the OCF Facebook Page is a free social media site. It is an important tool that has enhanced OCF's transparency and increased the agency's social media outreach avenues. When needed, a link to the OCF's Facebook Page or Website is provided for additional information.

The email subscription service invites members of the public to subscribe, indicating their preferences, to receive email updates on the issuance of final decisions in investigative cases, audit reports, and interpretative opinions. As of this date, in FY 22, there are 1570 new subscribers.

In addition, the Office of Campaign Finance reports monthly to the Board of Elections during its regularly scheduled meetings on the activity of the Agency for the previous thirty (30) day period. The Agency Report details the financial reports received, the failures to file, the new candidate and committee registrations, the certification of candidates into the Fair Elections Program, and the disbursement of public funds, the mandatory training conferences conducted,

the number of desk reviews conducted, audit reports issued, the status of ongoing audits and investigations, the imposition of any fines, and the filing of any petitions for enforcement with the Board.

Last, the Agency informs the public about the financial operations of its registrants through the conduct of periodic and Full Field Audits, which culminates in the issuance and publication of the Audit Reports at the OCF Website for public view. During the election cycle, the Audit Division conducts periodic audits of the Reports of Receipts and Expenditures of the candidates and principal campaign committees registered for the upcoming election, and of political action committees active in an election cycle. The Division also conducts periodic random audits of constituent service programs for every other filing deadline and of continuing committees on every filing deadline. Full field audits are conducted on all newly elected officials and Inaugural Committees; and where warranted, in investigative matters. All Audit Reports are published at the OCF Website.

**60. How does OCF stay apprised of national trends in campaign finance?**

**RESPONSE:**

The Agency has continued to forge working relations with local and state Campaign Finance agencies across the country, including with campaign finance agencies located in Annapolis, Maryland, New York, New York, and Hartford, Connecticut. As the Committee was previously informed, the OCF met with Campaign Finance Officials in New York City, New York, and Annapolis Maryland, during the latter part of Fiscal Year 2018, to discuss the respective public financing programs of both jurisdictions. The visit provided the Office of Campaign Finance with the opportunity to observe firsthand the administration/management of public financing programs. The Office of Campaign Finance communicated in FY20 and FY21 with the various jurisdictions concerning specific aspects of the administration of their public financing programs, including the verification and processing of contributions by credit cards, the minimum contribution amount for match, contributions by family members, the debate process, and post-election audits. In addition, the Agency routinely reviews the statutes, regulations, forms,

brochures, guides, training materials, and post-election reports of our peers for a comparison of our processes.

Further, the Agency has continued in FY 21 and FY 22, to date, to maintain a relationship with the Council on Government Ethics Laws (COGEL) and to exchange ideas and information regarding local and national trends in Campaign finance Law. The members of the Office of Campaign Finance Staff participated in the 2020 and 2021 Council on Government Ethics Laws (COGEL) Virtual Conferences in December 2020 and December 2021. Attendance at the COGEL Conference, notwithstanding the format, presents the OCF staff members with the opportunity to attend seminars critical to the successful administration of the Campaign Finance Laws. The attendees are exposed to the emerging trends in Campaign Finance Laws and Operations and provided the occasion for the exchanges of ideas and the establishment of contacts with colleagues in state and federal jurisdictions in the United States and in Canada. In addition, the Agency has continued its longstanding relationship with the Brennan Center for Justice which has been a valuable resource for legal and ethical information related to advancements in Campaign Finance Law nationally.

Last, the Office of Campaign Finance produced the March 2021 FEP Post-Election Report for the 2020 Election Cycle, which included a comprehensive review of the Public Financing Programs in various States and Municipalities, and a comparative analysis of the District of Columbia's Fair Elections Program. The extensive research revealed that although the District's Program was recently implemented, the FEP is by far one of the Nation's most progressive and effective public financing programs. This endeavor required the examination of the pertinent jurisdictional websites, statutes, regulations, and election results, as well as, in many instances, direct communication with Elections and Campaign Finance Officials to verify their procedures.

**61. Please provide an update on candidate participation in the Fair Elections Program for the 2022 election cycle.**

- a. Please provide the relevant portions of the tables below for the 2022 election cycle.**

**RESPONSE:**

See **Attachment K**, the Tables of FEP Candidate Activity for the 2022 Election Cycle.

- b. How many participating candidates have sought certification in the Fair Elections Program for the 2022 election cycle, to date?**

**RESPONSE:**

For the 2022 Election Cycle, to date, there are currently thirteen (13) Candidates registered to participate in the Traditional Campaign Finance Program; and thirty-one (31) Candidates registered seeking certification/and or certified to participate in the Fair Elections Program.

- c. How many candidates have qualified for the Program, to date?**

**RESPONSE:**

The Office of Campaign Finance to date has certified fourteen (14) candidates in the Fair Elections Program in the June 21, 2022, Primary Election

- d. Have any Fair Elections certifications revoked by OCF, to date during the 2022 election cycle? Of those revoked, were any appealed, and if so, what was the outcome? Were all funds properly remitted?**

**RESPONSE:**

To date, fourteen (14) candidates have been certified as participating candidates in the Fair Elections Program in the June 21, 2022, Primary Election. The OCF, to date, has not revoked the certification of any participating candidates in the Fair Elections Program.

- e. Has any candidate seeking certification/participating candidate received a contribution from a Fair Elections Committee (“FEC”)? If so, which candidate(s), from which FEC(s), and in what amount(s)?**

**RESPONSE:**

No candidate seeking certification/participating candidate has received a contribution from a Fair Elections Committee (“FEC”). To date, there have been no Fair Elections Committees registered with the Office of Campaign Finance.

- f. **Has any candidate seeking certification/participating candidate contribute their own personal funds or those of their immediate family? If so, which candidate(s), from which immediate family member(s), and in what amount(s)?**

**RESPONSE:**

The following candidates seeking certification/participating candidates contributed their own personal funds or received those of their immediate family member, as listed below, by name of Committee and person identified as immediate family member on Schedule A2, Itemized Receipts from Candidate and/or Immediate Family, and total contribution(s):

**1.) Anita Bonds 2022**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Arthur Bonds	Electronic Payment	01/09/2022	\$100.00
Lesa Bonds	Credit Card	12/16/2021	\$100.00
Anita Bonds	Check	11/16/2021	\$1,600.00

**2.) Bradley Thomas for DC Council 2022**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Terry Thomas	Credit Card	11/15/2021	\$100.00
Krysten Thomas	Credit Card	11/15/2022	\$100.00

**3.) Brianne for DC 2022**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Brianne Kruger Nadeau	Credit Card	10/03/2021	\$50.00
Jayson Harpster	Credit Card	09/17/2021	\$50.00
Leah Nadeau	Credit Card	10/03.2021	\$50.00

Oliver Saunders	Credit Card	10/03/2021	\$50.00
Andrea Nadeau	Credit Card	10/03/2021	\$50.00
Davida Kruger	Credit Card	09/19/2021	\$50.00

**4.) Re-Elect Charles Allen for Ward 6 2022**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Charles Woodruff Allen	Check	10/12/2021	\$100.00

**5.) David for Ward 3**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Neal Krucoff	Credit card	12/12/2021	\$50.00
Ella Krucoff	Credit Card	12/2/2021	\$50.00

**6.) Friends of Dexter**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Ricco Williams	Check	11/24/2021	\$100.00
Rosa Williams	Credit Card	11/10/2021	\$100.00
Dexter Oliver Williams	Credit Card	11/30/2021	\$1.00
Dexter Oliver Williams	Credit Card	11/30/2021	\$1.00
Dexter Oliver Williams	Credit Card	11/30/2021	\$1.00
Dexter Oliver Williams	Credit Card	11/30/2021	\$1.00
Dexter Oliver Williams	Credit Card	11/30/2021	\$2.00
Dexter Oliver Williams	Credit Card	11/30/2021	\$5.00
Dexter Oliver Williams	Credit Card	11/30/2021	\$1.00
Dexter Oliver Williams	Credit Card	11/30/2021	\$1.00

**7.) Erin for DC**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Karla Johnson	Credit Card	09/26/2021	\$50.00
Norma Atilano	Credit Card	10/02/2021	\$100.00
Eric Atilano	Electronic Payment Account	09/25/2021	\$200.00
Karen Palmer	Credit Card	09/27/2021	\$50.00

**8.) Friends of Faith for Ward 5 2022**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Faith Gibson Hubbard	Credit Card	09/28/2021	\$50.00
Drew Hubbard	Credit Card	09/29/2021	\$50.00
Ethlyn Gibson	Credit Card	09/29/2021	\$50.00
Carl Gibson	Credit Card	09/29/2021	\$50.00

**9.) Niosi 2022**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Giuseppe Urberto Niosi	Cash	12/03/2021	\$100.00

**10.) Gordon Fletcher for Ward 5**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Gordon-Andrew Lee Fletcher	Electronic Payment Amount	11/11/2021	\$25.00
Gordon-Andrew Lee Fletcher	Credit Card	07/22/2021	\$10.00
Brittany Fletcher	Credit Card	07/22/2021	\$50.00

**11.) McDuffie 2022**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Allen McDuffie	Credit Card	10/26/2021	\$200.00
Princess McDuffie	Credit Card	10/26/2021	\$200.00
Kenyan McDuffie	Credit Card	10/26/2021	\$200.00

**12.) Leniqua Dominique for At-Large**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Leniqua dominique Jenkins	Cash	11/20/2021	\$50.00
Lena Jenkins	Cash	11/21/2021	\$50.00
Otis Jenkins	Cash	11/24/2021	\$80.00
Otis Jenkins	Cash	11/30/2021	\$80.00

**13.) Friends of Lisa Gore**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Sandra Dillon	Credit Card	11/04/2021	\$5.00
Lisa Gore	Electronic Payment Account	12/10/2021	\$2,475.00
Sandra Dillon	Credit Card	11/25/2021	\$50.00
Lisa Gore	Electronic Payment Amount	11/05/2021	\$25.00
Vertice Gore	Credit Card	11/19/2021	\$100.00

**14.) Cheh 2022**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Giovanni Nicolacci	Check	09/30/2021	\$26.98
Gregory Weingast	Check	10/08/2021	\$50.00
Mary Cheh	Check	06/18/2021	\$2,500.00

**15.) Re Elect Muriel Bowser Our Mayor 2022**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Muriel Elizabeth Bowser	Credit Card	11/04/2021	\$200.00

**16.) Ryan Jones for AG**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Ryan Laurence Jones	Credit Card	05/02/2021	\$200.00
Denise Champion	Credit Card	05/23/2021	\$200.00
Laurence Jones	Credit Card	05/23/2021	\$100.00
Laurence Jones	Credit Card	09/15/2021	\$100.00

**17.) Committee to Elect Sabel Harris**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Jackie Wu	Credit Card	12/02/2021	\$50.00

**18.) DC For Sharece Crawford**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Sharece Crawford	Credit Card	09/10/2021	\$100.00
Sharece Crawford	Credit Card	09/06/2021	\$100.00

**19.) Orange Ward 5**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Vincent Bernard Orange	Check	11/02/2021	\$50.00

**20.) Friends of Zachary Parker 2022**

<b>Contributor</b>	<b>Mode Of Payment</b>	<b>Date</b>	<b>Amount</b>
Zachary E. Parker	Credit Card	08/31/2021	\$50.00

- g. **Has any candidate seeking certification/participating candidate accepted funds other than those authorized under D.C. Code § 1-1163.32f? If so, what was accepted and how was it subsequently disgorged by the candidate.**

**RESPONSE:**

The Participating Candidate Robert White, the Robert for DC Principal Campaign Committee, accepted funds from Micro Network in the amount of \$25.00 which was reported in the Committee's October 31, 2021, R&E Report. The contribution was listed under unauthorized contributions and was also reflected in Schedule B4 as a refund back to unauthorized contributor. A Request for Additional Information (RAI) was submitted to the Committee on November 22, 2021, requesting proof of the refund to Micro Network. Proof of the refund was provided to the OCF on December 10, 2021.

- h. **Has any participating candidate make an unauthorized expenditure under D.C. Code § 1-1163.32f(d)? If so, please elaborate.**

**RESPONSE:**

No participating candidate has made an unauthorized expenditure under D.C. Code § 1163.32f(d).

- i. **Has the agency undertaken any enforcement actions against a participating candidate during the 2022 election cycle? If so, please elaborate.**

**RESPONSE:**

The Office of the General Counsel (OGC) has

- j. **How much public funding has OCF disbursed to participating candidates in FY21 and FY22, to date?**

**RESPONSE:**

In FY21, the OCF authorized the disbursement of \$102,280.00 to two (2) candidates certified to participate in the June 21, 2022, Primary Election; and the disbursement of \$441,722.90 to eighteen (18) participating candidates certified to participate in the November 3, 2021, General

Election. As of this date in Fiscal Year 2022, the OCF has authorized the disbursement of \$4,283,953.60 to the fourteen (14) candidates certified to participate in the Fair Elections Program in the June 21, 2022, Primary Election.

**k. How much does OCF anticipate disbursing for the remainder of FY22? In FY23?**

**RESPONSE:**

The 2022 Election Cycle began on November 7, 2018, the day after the November 6, 2018, General Election, which was the most recent General Election for the covered offices in the 2022 Election Cycle. The 2022 Election Cycle will end on the date of the November 2022 General Election, the last date also for the qualification of small dollar contributions for match. The “Qualifying Periods” during which candidates in both the Primary and General Elections must meet the FEP threshold requirements in order to be certified as “participating candidates” also began on November 7, 2018, the day after the most recent General Election for the covered offices to be elected during the 2022 Election Cycle, and will both end in Fiscal Year 2022, on the last day to file nominating petitions for the respective seats in the applicable election. More specifically, the Primary Election will be held on June 21, 2022, during Fiscal Year 2022; and the General Election will be held on November 8, 2022, during Fiscal Year 2023. The Qualifying Period for candidates running in the Primary Election will end on or about March 23, 2022, the last day to file nominating petitions to qualify for ballot access in the Primary Election; and for candidates running in the General Election, the Qualifying Period will end on or about August 10, 2022, the last day to file nominating petitions and qualify for ballot access in the General Election. Following the expiration of the qualifying periods, candidates will no longer be able to qualify for certification to participate in the Fair Elections Program during the 2022 Election Cycle. However, certified participating candidates can continue to collect QSDCs for match up to the respective cap for the covered office.

Further, based on our most recent experience during the 2020 Election Cycle, there is more activity in the Fiscal Year during which the nominating petitions are made available to qualify

for ballot access for the Primary and the General Elections, the campaign activity and candidate registrations accelerate. Overall, there are twenty-three (23) mandatory and optional filing dates during Election Cycle 2022 scheduled for the submission of financial reports in the Fair Elections Program which may require the disbursement of base amount and matching payments. Most of the dates fall in Fiscal Year 2022 as follows: in Fiscal Year 2021, four (4) filing deadlines on (mandatory) January 31<sup>st</sup> and July 31<sup>st</sup>, and on (optional) August 31<sup>st</sup> and September 30<sup>th</sup>; in Fiscal Year 2022, 17 filing deadlines on (mandatory) October 10<sup>th</sup>, December 10<sup>th</sup>, January 31<sup>st</sup>, March 10<sup>th</sup>, April 10<sup>th</sup>, May 10<sup>th</sup>, June 10<sup>th</sup>, and August 10<sup>th</sup>, and on (optional) October 31<sup>st</sup>, January 10<sup>th</sup>, February 10<sup>th</sup>, March 30<sup>th</sup>, April 30<sup>th</sup>, June 30<sup>th</sup>, July 10<sup>th</sup>, August 31<sup>st</sup>, and September 30<sup>th</sup>; and in Fiscal Year 2023, two (2) filing deadlines on (mandatory) October 10<sup>th</sup> and 8 Day Pre-General Election Report.

The projections for the necessary levels of matching fund payments required for the 2022 Election Cycle were derived by multiplying 50% of the number of candidates who qualified for ballot access in the 2018 and 2020 Election Cycles, the most recent prior two (2) election cycles for these offices, times the matching fund cap for the respective covered offices. For the projected base amount payments required for the 2022 Election Cycle, the Agency multiplied the statutory amounts for the respective covered offices also by 50% of the number of candidates who participated in the 2018 and 2020 Election Cycles and qualified for ballot access. More specifically, it is anticipated that at a minimum, at least 50% (40) of the number of candidates who participated in the 2018 and 2020 Election Cycles and qualified for ballot access, will qualify for certification in the Fair Elections Program.

The projections assume all 40 candidates anticipated to seek certification in the Program will meet the maximum caps calculated for the matching payments allowed for the respective covered offices, and that all 40 candidates will be entitled to the payment of the Base Amount specified for the respective covered offices.

The 2022 Election Cycle will cross Fiscal Years 2021, 2022, and 2023, and to ensure the availability of public funds during this timeframe, the allocation of the sum of \$26,429,478.00 is recommended during these Fiscal Years based on the activity anticipated in each year, as

follows: the sum of \$4,493,011.00 (17%) in Fiscal Year 2021; the sum of \$19,293,519.00 (73%) in Fiscal Year 2022; and the sum of \$2,642,948.00 (10%) in Fiscal Year 2023. The sum of \$3,666,428.32, based on the first cost projections for the 2022 Election Cycle, was included in the OCF Approved Fiscal Year 2021 Budget; and the sum of \$19,218, 519.11 has been approved for the Elections Fund in the Fiscal Year 2022 OCF Budget.

At the close of FY21, \$3,928,002.60 remained in the Elections Fund to be carried forward to Fiscal Year 2022. The transfer of the FY 2021 carryover of \$3,928,002.60 to FY 2022 for the Fair Elections Fund was effective November 30, 2021. As of this date in Fiscal Year 2022, a total of thirty-one (31) candidates are registered in the Program to participate in the June 21, 2022, Primary Election, and the Agency has certified fourteen (14) of the registered candidates as “Participating Candidates” in the Program and authorized the total sum of \$4,283,953.60 for disbursement in Base Amount (\$340,000.00) and Matching Payments (\$3,943,953.60).

**I. Are the Fair Elections Program e-filing updates complete? If not, when will the upgrades be completed?**

**RESPONSE:**

The Office of Campaign Finance completed and launched the Second and Final Phase of the E-Filing and Disclosure System for the Fair Elections Program (FEP) during Fiscal Year 2020. Overall, Phase II enables the public to sort, search, retrieve, and download contribution and expenditure data, and to view registration disclosures, and financial reports data, quick statistics, and payout information. The Administrative Modules provide applications which store data pertinent to the audit process, payouts, filings, registrations, and the post-election cycle reports.

Briefly, by way of background, the First Phase of the development of the FEP E-Filing System was completed on July 26, 2019. Phase I enables the online submission of financial reports at the OCF Web Site by the candidates and committees who register in the Fair Elections Program, and the real time imaging of the financial reports for public view by the residents of the District of Columbia. Once the financial report is submitted, the system generates a PDF version of the entire report, which is made available to the public. The PDF version does not include the

contribution cards or any attachments associated with the report. The FEP candidates report their receipts and expenditures online, through the data entry/excel upload of contribution and expenditure information, on the Receipt/Contributor and Expenditure Schedules, including supporting documentation (bank statements, deposit slips, loan documents, and contributor receipts and certifications). The Excel Module features validation of excess contributions; address validation against USPS; merger of duplicate contributors; logging of all excel uploads; and receipts upload of one contribution card for each contribution or one pdf file covering multiple contributions with option to link page number or the pdf file to contributions. To use the excel feature, the filer must first download a template file, populate the template file, and upload into the system. The Receipt and Expenditure Schedules support the sortable listing of records with cumulative amounts, where appropriate, and contribution limit validation based on the requirements for the covered offices, cash contributions, personal funds of a candidate/personal family member, and committees (Fair Election Committees). Certain Receipt Schedules support auto complete of contributor information to simplify data-entry for recurring contributions, and contribution limits may be adjusted by the OCF Staff for each election cycle. Each Schedule A (Receipts) and Schedule B (Expenditures) of the R&E Report displays the number of records entered for the Schedule. The R&E Report Schedules for Schedules C (Mass Collections), D (Debts), and E (Loans), and the Summary Page were also made available for e-filing during Phase One. A registration module is available at the Website for FEP candidates, and the following FEP Forms may be pre-populated and downloaded: the Registration Form (OCF FEP Form 1); the Affidavit of Candidate and Treasurer Form (OCF FEP Form 2); and the Receipt and Affirmation Statement for Contributor Form (OCF FEP Form 3). The administrative modules of the FEP E-Filing System assist the OCF Staff with the verification of contributor information, the pre-certification and post certification qualification of Qualified Small Dollar Contributions, and the calculation of matching payments to determine when eligibility for certification as a participating candidate is achieved or the matching cap is reached.

The first candidate registered in the Fair Elections Program on April 7, 2019, and all candidates who registered in the Program thereafter were invited for a demonstration of the E-Filing System on July 25, 2019. All FEP participants successfully filed their financial reports and supporting documentation online at the OCF Website on July 31, 2019, the first filing deadline for the

Program. The completion of the FEP E-Filing System was a major milestone in the implementation of the Fair Elections Program. During Fiscal Year 2019, fourteen (14) candidates registered their intent to seek participation in the Fair Elections Program; and the Office of Campaign Finance certified five (5) of these candidates into the Program and directed the disbursement of Base Amount and Matching Payments in the total sum of \$368,615.00. In addition, the OCF Website was enhanced to include a “slider” dedicated to the Fair Elections Program, with a link designed to feature information solely relative to the Program. The link is routinely updated as information becomes available.

The development and design of the Second Phase of the FEP E-Filing and Disclosure System focused on providing greater public disclosure of campaign related data and information and expanded the administrative management of the System. On November 4, 2019, the Agency initiated Requisition No. K140026 (\$133,764.00, approximate cost; approved March 13, 2020), for the procurement of the development and design of the Second Phase of the E-Filing and Disclosure System for the Fair Elections Program. Specifically, Phase II provides Reports, for public viewing and download at the OCF Website, and for administrative use, including the Post-Election Reports of the Agency which are due nine (9) months after an election and will detail the election activity, as specified in D.C. Official Code Section 1-1163.32j; Summary Contribution and Expenditure Reports which allow the public to search committee reports by filer type, filing year and report name, and request report data by denomination or donor or expenditure type and purpose; and Administrative Lists of Filers/Non-Filers for a selected report. A Fair Elections Program Statistics Module has been designed with a Public Search Feature to obtain by Election Year, the total number of registered and certified candidates, the total amount of public fund payments, and the total amount of remissions; the Numbers by Office of candidates registered and certified, with total contributions, and public payments disbursed provided for each; and for the Election Year selected, statistics for the “Top 10 Candidates” by “Number of DC Supporters”, “Number of Non-DC Supporters”, Total Contributions Received”, “Total Expenditures”, “Public Funds Received” and “Total Contributions from Self/Family”. The OCF Website also offers the public, the “Fair Elections Candidates Payment and Information” Link, which presents “Payments Made To-Date,” the “Total Base Payments”, the “Total Matching Payments” and “Total Payments Made,” in total for all committees combined as

well as separately for each committee. Further, access is provided at this [Link](#) to the following Reports: Filer Reports; Contributions/Receipts; Expenditures; Audit Reports; Orders; and to the afore-mentioned FEP Statistics.

The FEP Contributions and Expenditures Public Search Feature with data download based on the financial reports filed online by the Fair Elections candidate committees enables the search of contributions by the recipient, report name (including filing year), amount (with value range), date (with date range), contributor name, contributor address (by city, state, zip code), and contribution type (cash, check, credit card, etc.): and expenditures by the payor, report name, amount (with value range), date (date range), payee name (individual, business), payee location (by city, state, zip), and expenditure type (based on Schedule B of the R&E Report). In addition, the public search features allow the link to a candidate's Registration Disclosures, which provide the date of registration, the listing of chairperson and treasurer, public fund payouts by type, amount, and date, financial reports filed, and any audits or orders issued to the committee.

The OCF Administrative Modules include a "Fair Elections Dashboard" available upon login which presents the total number of registered candidates, the total number of active candidates, the total number of candidates who have reached the cap, total numbers for various stages of the certification process, and the totals for base amount and matching fund payouts. The FEP Dashboard also lists the FEP candidates, with links to the candidate's registration disclosure, and provides for each candidate listed, the committee's name, the office sought, certification status, base amount and matching fund payouts, and the number of reports filed. Administrative Reports were developed during Phase II to assist the OCF Staff in the management of the Fair Elections Program. The Flagged Contributions Report enables the Agency to run reports for all filer types to identify the committees which received excessive contributions (in the aggregate), and to research excessive contributions by filer type, filing year and report name. Excessive contributions may be grouped by contributor name; similar sounding names; similar spelling names; and contributor address. The System administratively has the capability to create reminder letters and non-compliance letters for mass mailings, and for text notifications; to run reports listing committees that have registered with OCF under the Fair Elections Program, grouped by filer type, election year and registration documents filed; to manage reporting periods and the coverage dates for each report; and to identify the use by committees of the excel upload

feature to file reports, and the template (report schedule) imported by the committee, the import date and time, the total number of records entered and imported, and the number of invalid records and valid but not imported records. Within the committee registration module, the OCF uses a checkoff to identify whether a candidate has attended a required entrance conference, and to generate from the data entered an attendance and non-attendance list; manages the various covered offices under the Fair Elections Program, and assigns the respective applicable election year(s) and contribution limits for each; manages and sets the election (general, primary, and special) dates for applicable covered offices as mandated by law; and creates reporting coverage dates for specific committees, with the capability to control the floating or optional filing dates for a committee so that it pairs up correctly with its required filing dates.

The System enables the filer to register their committee online and amend the registration statement based upon OCF approval. The completed registration statement is automatically emailed to the filer for signature along with a link for the filer to create login information. The filer has the ability (Multiple login – filer (i.e., the candidate) to provide access for different users to data enter information for reports by creating and managing specific login information for the user. The OCF will be provided with a list of those users. In addition, an online Training module was designed to enable filers to complete the mandatory Entrance Conference Training online, due to the Public Health Emergency declared by the Mayor of the District of Columbia in March 2020.

Last, the Office of Campaign Finance during Fiscal Year 2022, can pursue upgrades, or adjustments to the FEP E-Filing System, where necessary, through the Maintenance Contract procured for this Fiscal Year.

**m. What plans does the agency have to conduct outreach and community engagement regarding the Program in the remainder of FY22?**

**RESPONSE:**

During, FY22, the OCF, Fair Elections Program will continue to conduct outreach and community engagement and strengthen the outreach through virtual formats. The Agency will

target neighborhood ANCs to provide information about the 2022 Election Cycle, as well as contact national and local organizations, and civic associations for the scheduling of speaking engagements throughout the community and continue to partner with the Board of Elections to accompany the Board to Voter Registration Events to also circulate information on the Programs of the OCF. The Fair Elections Program Division will record Public Service Announcements for the 2022 Election Cycle; and arranged in February 2022 once again with DCTV Cable for the new FEP Bulletin for the 2022 Election Cycle to rotate on the DCTV Bulletin Board for the remainder of the 2022 Election Cycle; and utilize the OCF social media platforms to keep residents informed about the 2022 Election Cycle, and any other information concerning the activities in the Office of Campaign Finance. The FEP will continue to foster relationships with organizations to develop co-sponsors with the OFC for the mandatory debates for citywide contested elections.

More specifically, as the Committee was previously advised, the Office of Campaign Finance established the Advisory Neighborhood Commission (ANC) Educational Outreach Initiative to reach a wider audience for the dissemination of information about the new Fair Elections Program. During Fiscal Year 2019, the Office of Campaign Finance partnered with the Office of Advisory Neighborhood Commissions to request the inclusion of the OCF on the public meeting agendas of the 40 ANCs, which consist of the 296 Single Member Districts, located in Wards 1 through 8, to introduce the Fair Elections Program to the community. The Agency requested by email directed to the ANC Chairpersons to be placed on the respective ANC meeting agendas to inform their constituents about the Public Financing Program. The ANC Educational Outreach Initiative is ongoing. During Fiscal Year 2021, due to the COVID Pandemic, the Agency forwarded emails to the 29 Advisory Neighborhood Commissions, previously not visited, and requested that the OCF be placed on the Agendas of the Commissions to attend their virtual meetings and present information on the Fair Elections Program. During the Month of May 2021, the OCF Managers participated in the following ANC virtual meetings:

- Tuesday, May 4 – ANC 4A
- Wednesday, May 12 – ANC 1C
- Wednesday, May 12 – ANC 6C
- Wednesday, May 19 – ANC 5A

During the months of July and August 2021, the OCF accompanied the Board of Elections (BOE) to the following Metropolitan Police Department (MPD) Beat the Streets Community Outreach events, and in November and December 2021 to the following Voter Registration events:

- Tuesday, July 20, 2021 – 2300 Aigner Place, S E. (Woodland Community)
- Wednesday, July 21, 2021 – 3500 14<sup>th</sup> Street, N.W. (Mt. Pleasant/Columbia Heights Community)
- Thursday, July 29, 2021 – 62<sup>nd</sup> & Dix Streets, N.E.
- Wednesday, August 18, 2021 – 115 Atlantic St., S.W. (Lockridge/Bellevue Library)
- Wednesday, November 10, 2021 – 65 Massachusetts Avenue, N.W. (Central Union Mission)
- Wednesday, December 15, 2021 – 801 Mt. Vernon Place, N.W. ( ) the 23<sup>rd</sup> Annual Senior Holiday Celebration in the Walter E. Washington convention Center).

On August 31, 2021, correspondence was sent out to member associations of the Federation of Citizens Associations for the District of Columbia (the Federation) requesting to speak briefly at one of their upcoming meetings about the Agency’s Traditional and Fair Elections Programs. In response, the President of the Federation, Phil Thomas, notified the OCF that the Federation was on summer recess and promised to reach out once meetings were resumed in September. Below is a list of the twenty-five (25) member associations contacted:

List of Member Associations contacted on August 31, 2021

1. Brookland Neighborhood Civic Association
2. Bellevue Neighborhood Civic Association
3. Cleveland Park Citizens Association
4. Concerned Neighbors Inc.
5. Congress Heights Community Association
6. Deanwood Civic Association
7. Dupont Circle Citizens Association
8. Empower DC
9. Forest Hills Citizens Association
10. Fort Gaines Civic Association
11. Fort Stanton Civic Association

12. Glover Park Citizens Association
13. Hillcrest Community Civic Association
14. Historic Anacostia Block Association
15. Kalorama Citizens Association
16. Marshall Heights Civic Association
17. Marshall Heights Community Development Organization
18. Michigan Park Citizens Association
19. Palisades Citizens Association
20. Penn Branch Citizens/Civic Association
21. River Terrace Community Organization
22. Shepherd Park Citizens Association
23. Spring Valley Civic Association
24. Tenleytown Neighbors Association
25. West End Citizens Association

As of January 13, 2022, the OCF is in contact with Naima Jefferson of the Shephard Park Citizens Association to present at the association's upcoming virtual meeting in March 2022.

On February 4, 2022, the Agency once again began to direct emails to the Chairpersons of the forty (40) ANCs to notify the ANCs of the availability of the Agency to present information on the OCF at community ANC Meetings in a virtual format commencing March 7, 2022.

Last, the Office of Campaign Finance will expand the outreach of the OCF Educational Program to reserve the Community Meeting Rooms of the D.C. Public Library located within each of the Eight (8) Wards to offer commencing March 2022 monthly seminars for the public, including potential candidates for office, treasurers and campaign staff and volunteers. The Seminars will focus on the dissemination of information throughout the District designed to fully introduce the residents in each ward to the Fair Elections and Traditional Campaign Finance Programs, and how campaigns are funded, and to the role of the Agency to administer the Campaign Finance Laws.

The goal of the OCF Community Outreach Program is to participate in community events to expand the audience through which information may be disseminated on the Campaign Finance Laws and the role of the Agency to administer the laws. The Agency participated in a total of ten

(10) community outreach events and ANC meetings throughout the City, to date. The increased efforts of the Agency to inform and educate the public about the Campaign Finance Laws and the new Fair Elections Program through community outreach, strengthens the public's knowledge and confidence in the integrity of the election process, public office, and the ability of this Agency to enforce the Laws were violated.

**n. Please include an organizational chart for the Program staff. Do any vacancies exist?**

**RESPONSE:**

**See Attachment A.** There are currently 13 Positions assigned to the Fair Elections Program, and two (2) Auditor Positions are vacant, a CS-11 Auditor, and a CS-9 Auditor.

**o. How does the agency ensure that payments are made timely to participating candidates? How does the agency collaborate with other agencies such as OCFO and OCP? What changes have been made to the payment process in FY22, to date?**

**RESPONSE:**

To facilitate the disbursement of Base Amount and Matching Payments from the Elections Fund to candidates certified in the Program, the Agency formalized in April 2019 with the Office of the Chief Financial Officer (the "CFO") the process to ensure the timely payment of funds once the Agency certification is received, and for the subsequent payment of funds. Briefly, at registration, and during the Mandatory Entrance Conference, the FEP Candidate is advised that the Form W-9, the Request for Taxpayer Identification Number and Certification, and the ACH Enrollment Form, with banking information, must be completed and submitted to the Office of Financial Resource Management for the creation of a payment record in the District's Financial System by OFRM and the CFO to establish authorization for the electronic transfer of base amount and matching fund payments before actual payments can be disbursed. The OCF forwards the requisite Forms by email to the Candidate following registration. The OCF has developed Orders

of the Director for certification with payments authorized and post certification orders for payment, with Memoranda directed to OFRM requesting payment. The Orders of Certification and Post Certification which are published online at the OCF Website recount that all threshold requirements have been met and include the justification for the payment and the amount based on the Qualified Small Dollar Contributions eligible for match, and the base amount required, if applicable. During Fiscal Years 2021 and 2022, to date, the OFRM has continued to successfully process the payment requests and the DC Treasurer has issued the payments within five (5) business days where the required forms have been filed. The OCF, OFRM, and the OCFO met to discuss any issues which may interfere with the timely processing of Orders for the Disbursement of Base Amount and Matching Funds, and agreed that the OCF will continue to reinforce during the Mandatory Training Conference and by email to the Candidate and Treasurer that the forms required by OFRM and the CFO must be filed with their offices before any funds may be disbursed from the Elections Fund, and that the failure to do so will delay the disbursement of funds; that the OCF will notify the OFRM and the OCFO of new registrants in the Program; OFRM will continue to expeditiously forward the OCF Orders for Disbursement to the OCFO; and that the OCFO will immediately notify the OCF and the OFRM when the required Forms are filed, and in the event Candidates fail to file the Forms, will communicate directly with the Candidates to advise that payment will be delayed until the forms are received.

Last, the OFRM provides weekly reports to the OCF of the total expenditures from the Fund and the remaining Fund Balance, including the list of each transaction by effective date, committee name, payment type, payment date, check number, and total amount. The OCF uses the information to verify the amounts against its payment records.

**62. What are the agency's plans for holding debates in the remainder of calendar year 2022?**

The Office of Campaign Finance submits that the Debate Requirement is a critical tool of the Fair Elections Program, which, notwithstanding the challenges of keeping the District Residents informed about Election Cycle 2020, provided the District Residents with the unique opportunity to hear directly from the candidates for office in the city-wide contested races in the November

3, 2020, General Election. Because the 2020 Election Cycle was interrupted by the COVID-19 pandemic, campaigns were not able to utilize what has become the norm for introducing candidates in the community, “Meet and Greet the Candidate” events hosted in businesses or the homes of residents, the operation of candidate booths at community festivals, or onsite candidate forums at churches, and the meetings of neighborhood associations or organizations, to name a few. The Office of Campaign Finance developed the Debate Program as required by the Fair Elections Act to conduct debates in city-wide elections where the elections are contested, involve more than one participating candidate in the Fair Elections Program, or any candidate who has qualified for ballot access, is not a participating candidate, and has consented to participate in a debate. All candidates certified in city-wide contested elections as “participating candidates” in the FEP Program, are mandated by law to participate in the debates.

During Election Cycle 2022, the Office of Campaign Finance will organize, publicize, and conduct Debates in any city-wide contests scheduled for election in the June 21, 2022, Primary Election and the November 8, 2022, General Election where the Elections involve more than one (1) participating candidate in the Fair Elections Program, or any candidate who has qualified for ballot access in the Traditional Campaign Finance Program, and consents to participate in a debate. The Debates will once again provide voters with the opportunity to hear directly from candidates on the issues that are important to District Residents.

As of this date in Fiscal Year 2022 in the Fair Elections Program, there are at least three (3) Candidates registered for the Office of Attorney General (one (1) certified); nine (9) Candidates registered for the Office of Member of the Council At-Large (two (2) certified); one (1) Candidate registered/certified for the Office of Chairman of the Council; and five (5) Candidates registered for the Office of Mayor of the District of Columbia (two (2) certified). In the Traditional Campaign Finance Program, there are at least two (2) Candidates registered for the Office of Attorney General; two (2) Candidates registered for the Office of Member of the Council At-Large (one (1) transferred to the FEP); one (1) Candidate registered for the Office of Chairman of the Council; and six (6) Candidates registered for the Office of Mayor of the District of Columbia. Consequently, the Office of Campaign Finance may be required to conduct

Debates in each of the four (4) city-wide races which are contested in the June 21, 2022, Primary Election.

To prepare for this event, and any Debates required by the November 8, 2022, General Election, the Office of Campaign Finance developed and submitted a Statement of Work on January 27, 2022, into the District's PASS System to requisition the services of a Public Relations Firm to assist with this endeavor. The Vendor selected will assist the Office of Campaign Finance with the design, development, and employment of Public Service Announcements, Radio, Bus, Digital Ads, and Videos to increase the scope of its outreach to the public, and to educate the residents of the District of Columbia about the Fair Elections Program more effectively, and the scheduled candidate debates for both Elections. The Debates must be scheduled to occur on a date following the resolution of any challenges filed during the period provided for the challenge of nominating petitions to clearly know the candidates who have achieved ballot access but prior to the beginning of the date designated for the "Early Voting" timeframe for both Elections.

More specifically, the implementation of the Debate Program for the contested city-wide races will include the following:

- Selection of the brand for the OCF hosted virtual debates.
- Selection and Confirmation of the moderators for the 2022 DC Debates.
- Development and design of promotional materials for the debates, including radio scripts.
- Identification and recruitment of local community-based organizations, preferably non-monetary and non-partisan partners to promote the 2022 DC Debates, on their respective social media platforms.
- Define period for Registration for the virtual 2022 DC Debates
- Secure and Place advertisements for the scheduled virtual 2022 DC Debates on bus exteriors, on various routes, throughout the DC area.

- Secure and maintain a website or dedicated page for the 2022 Debates, and Advertisements for the 2022 DC Debates on radio stations, with the running of spots for no less than two weeks immediately preceding the scheduled debates.
- Secure the digital buy of advertisements for display on computers, iPhone, and tablets which if clicked on the ads, will take the viewer to the dedicated debate website.
- The development and dissemination of press releases on the 2022 DC Debates to all candidates, appearing on the ballot for the 2022 Primary and General Elections, in the District of Columbia and the public. Publication of Information on the 2022 DC Debates on the website for the debates listing the name, headshot photograph and a brief description of the campaign platform for each registered participant.
- The continuous stream of the 2022 DC Debates at the debate website and rebroadcast on the Board of Elections (BOE) website, DC cable channel and OCF and BOE, designated You Tube pages. Secure American Sign Language (ASL) and Translation Services (Spanish) for all the scheduled virtual 2022 DC Debates.
- Use of OCF Social Media Platforms to share messaging on the 2022 Debates through other social media platforms including Nextdoor, the social networking service for neighborhoods and communities to share information and news.
- Conducting test runs with each of the candidates and the moderators, and their equipment, and helping candidates to troubleshoot technical issues.

**63. How is the agency preparing for implementation of the Campaign Finance Reform Amendment Act of 2018, now that the law is fully funded?**

**RESPONSE:**

The Fiscal Year 2022 Budget Support Act of 2021 funded, and amended at Section 7183, Section 10 (a) of the Campaign Finance Reform Amendment Act of 2018 , in pertinent part, to delay the applicability of Sections 6(b)(4), (8), and (22), and (pp) (new Section 334a, the “Covered Contractor Contributions”), and (9) to any contracts “entered into, or executed before November 9, 2022”, to allow the Office of Campaign Finance and the Office of Contracting and Procurement to operationalize the provisions before applicable. Briefly, the Covered Contractor provisions will prohibit government contracting authorities from entering or approving contracts

with an estimated value of \$250,000.00 or more with covered contractors who have made contributions to prohibited recipients as defined by the Act within prescribed timeframes; and will prohibit the covered contractor from making the contributions during the prohibited period. The Act, in the first instance, mandates each contracting authority to require covered contractors to report their principals to the contracting authority; to maintain a publicly available list on its website of all covered contractors, including their principals, for the contracts of that contracting authority; and to notify covered contractors in the solicitation process of the prohibited recipients. The Covered Contractor provisions will require the Office of Campaign Finance to work with the District Contracting Authorities to ensure compliance with the Covered Contractor provisions, through the cross reference of the lists of covered contractors maintained by the contracting authorities against the financial reports of receipts and expenditures submitted on each filing deadline to identify any unlawful contributions and notify the covered contractor, the prohibited recipient, and the affected contracting authority of the potential infractions.

The identification of unlawful contributions by the OCF, however, is dependent upon the enhancement of the doing business database (D.C. Official Code § 2-361.04) regarding district procurement to capture the data listing the covered contractors and their principals, the prohibited recipients for contracts based on the estimated value, and the respective prohibited periods as defined by D.C. Official Code §1-1161.01 (45c). When the procurement database is updated, the OCF will proceed to procure the services necessary to upgrade its system to enable the import of data from the doing business database into the OCF database to facilitate the matching process and identify the prohibited contributions.

The allocation of resources during Fiscal Year 2022 to the contracting authorities, will enable the OCF to proceed with the necessary upgrades to the E-Fling and Disclosure Applications to implement the Covered Contractor Contribution provisions once the doing business database is enhanced.

In addition, the Office of the General Counsel has drafted regulations to fully implement the “Covered Contractor” Provisions and will submit the Notice of Proposed Rulemaking to the Office of the General Counsel for the Board of Elections during March 2022; and is in the

process of reviewing the OCF Campaign Finance Guide and Training materials to incorporate, the Covered Contractor Provisions, effective November 2022. The Agency will also during this Fiscal Year, develop Standard Operating Procedures for the Traditional Campaign Finance Program and the Fair Elections Program to address the process for the identification of prohibited contributions by Covered Contractors, and the notification required to affected parties.

Last, during FY 2021 the OCF Positions were increased from 35 to 38 FTEs, in the Office of the General Counsel by an Attorney Advisor, LS-12, in the Records Analysis and Audit Division by an Auditor Position, CS-12, and in the Public Information and Records Management Division by an Information Technology Specialist Position, CS-12, to assist with the Covered Contractor provisions of the Amendments to the Campaign Finance Reform Amendment Act of 2018.

**LIST OF OCF ATTACHMENTS**

**February 25, 2022**

**Responses to Questions of the Committee on the  
Judiciary & Public Safety Council  
of the District of Columbia**

## **LIST OF OCF ATTACHMENTS**

**February 25, 2022**

### **Responses to Questions of the Committee on the Judiciary & Public Safety Council of the District of Columbia**

- ❖ **ATTACHMENT A** – February 2022 Office of Campaign Finance Organizational Structure and Staffing Chart, and Organizational Charts for each OCF Division (Response to Question No. 1, General Questions)
- ❖ **ATTACHMENT B** – February 2022 Office of Campaign Finance Functional Organization Chart (Response to Question No. 1, General Questions)
- ❖ **ATTACHMENT C** – February 2022 Schedule A for the Office of Campaign Finance (Response to Question No. 2, General Questions)
- ❖ **ATTACHMENT D** – Chart of FY21 and FY22, to date, Memoranda of Understanding (Response to Question No. 5, General Questions)
- ❖ **ATTACHMENT E** – Chart of FY21 and FY22, to date, Intra-district Transfers (Response to Question No. 7, General Questions)
- ❖ **ATTACHMENT F** – List of OCF Purchase Card Spending for FY21 and FY22, to date (Response to Question No. 9, General Questions)
- ❖ **ATTACHMENT G** – List of OCF Contracts for FY21 and FY22, to date (Response to Question No. 15, General Questions)
- ❖ **ATTACHMENT H** – FY21 Performance Plan and Report for the Office of Campaign Finance (Response to Question No. 24, General Questions)
- ❖ **ATTACHMENT I** – FY22 Performance Plan for the Office of Campaign Finance (Response to Question No. 25, General Questions)
- ❖ **ATTACHMENT J** – Records Retention Schedule for the Office of Campaign Finance (Response to Question No. 55, Agency Specific Questions)
- ❖ **ATTACHMENT K** – Table for the 2022 Election Cycle (Response to Question No. 61 (a), Agency Specific Questions)

# **ATTACHMENTS**

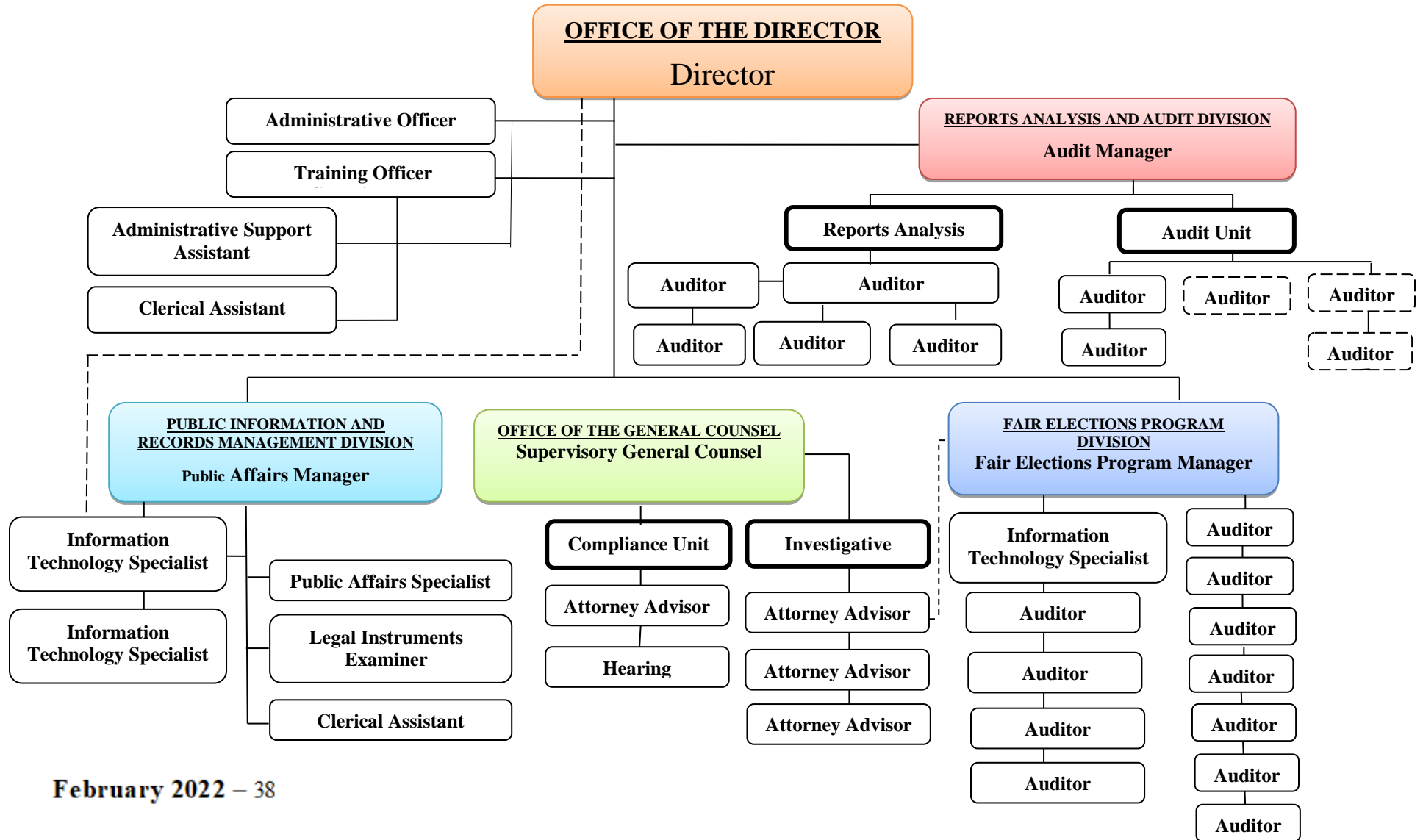
**FEBRUARY 25, 2022**

**Responses to Questions of the Committee on the  
Judiciary & Public Safety Council  
of the District of Columbia**

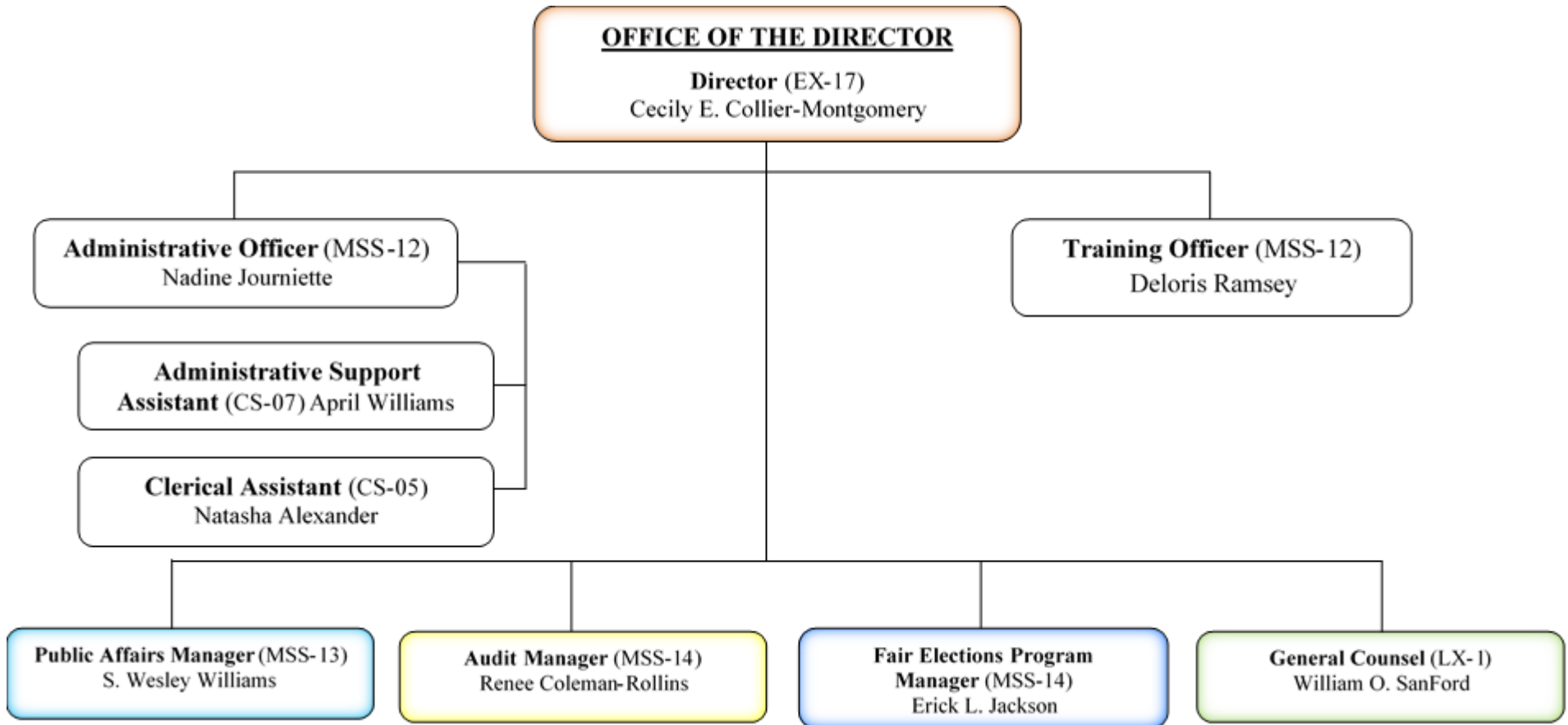
## **ATTACHMENT A**

February 2022 Office of Campaign Finance  
**Organizational Structure and Staffing Chart, and Organizational Charts  
for each OCF Division**  
(Response to Question No. 1, General Questions)

DC Office of Campaign Finance  
**Organizational Structure and Staffing Chart**

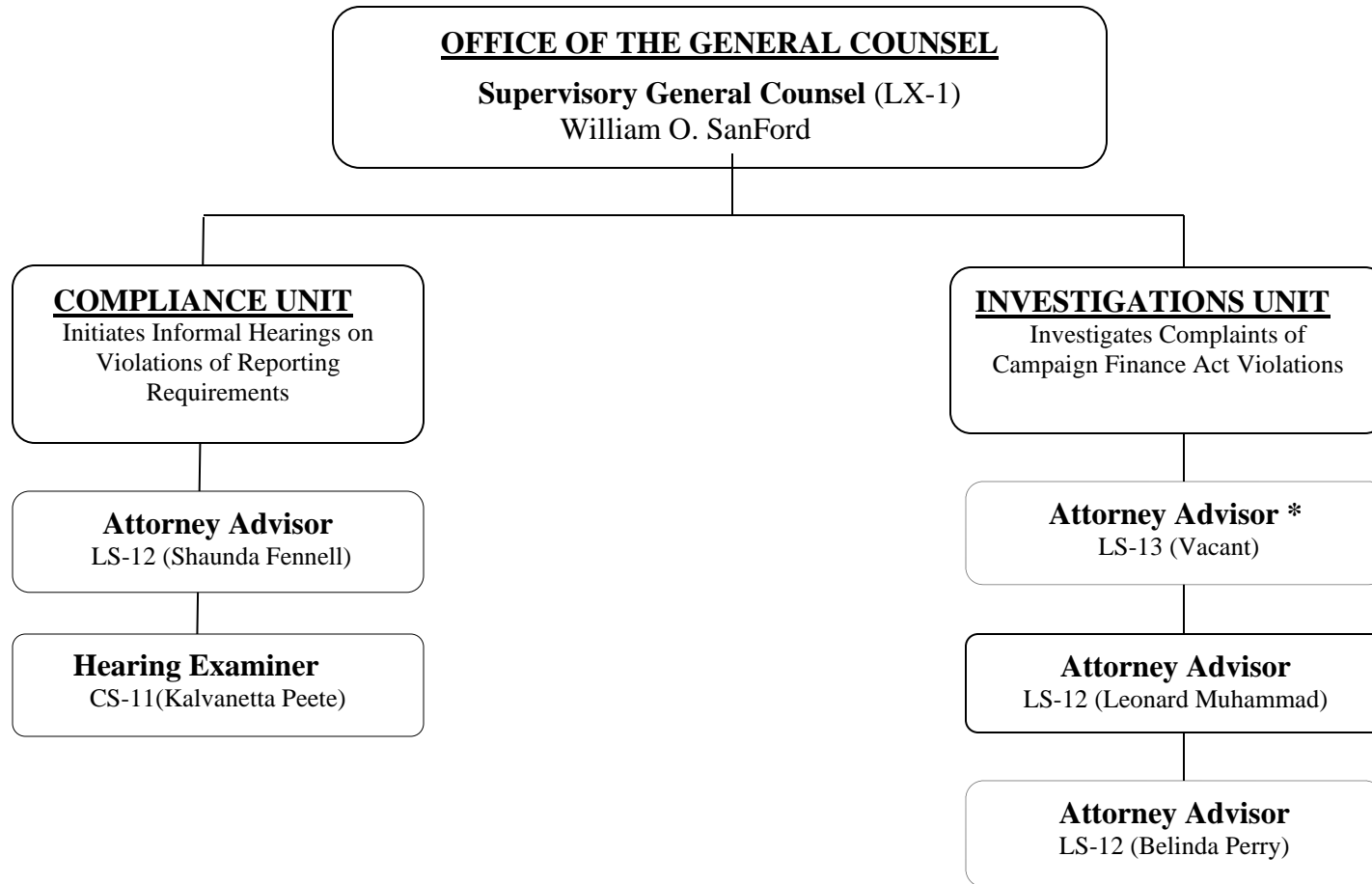


DC Office of Campaign Finance  
**Office of the Director**



February 2022 – 5 Positions

DC Office of Campaign Finance  
**Office of the General Counsel**

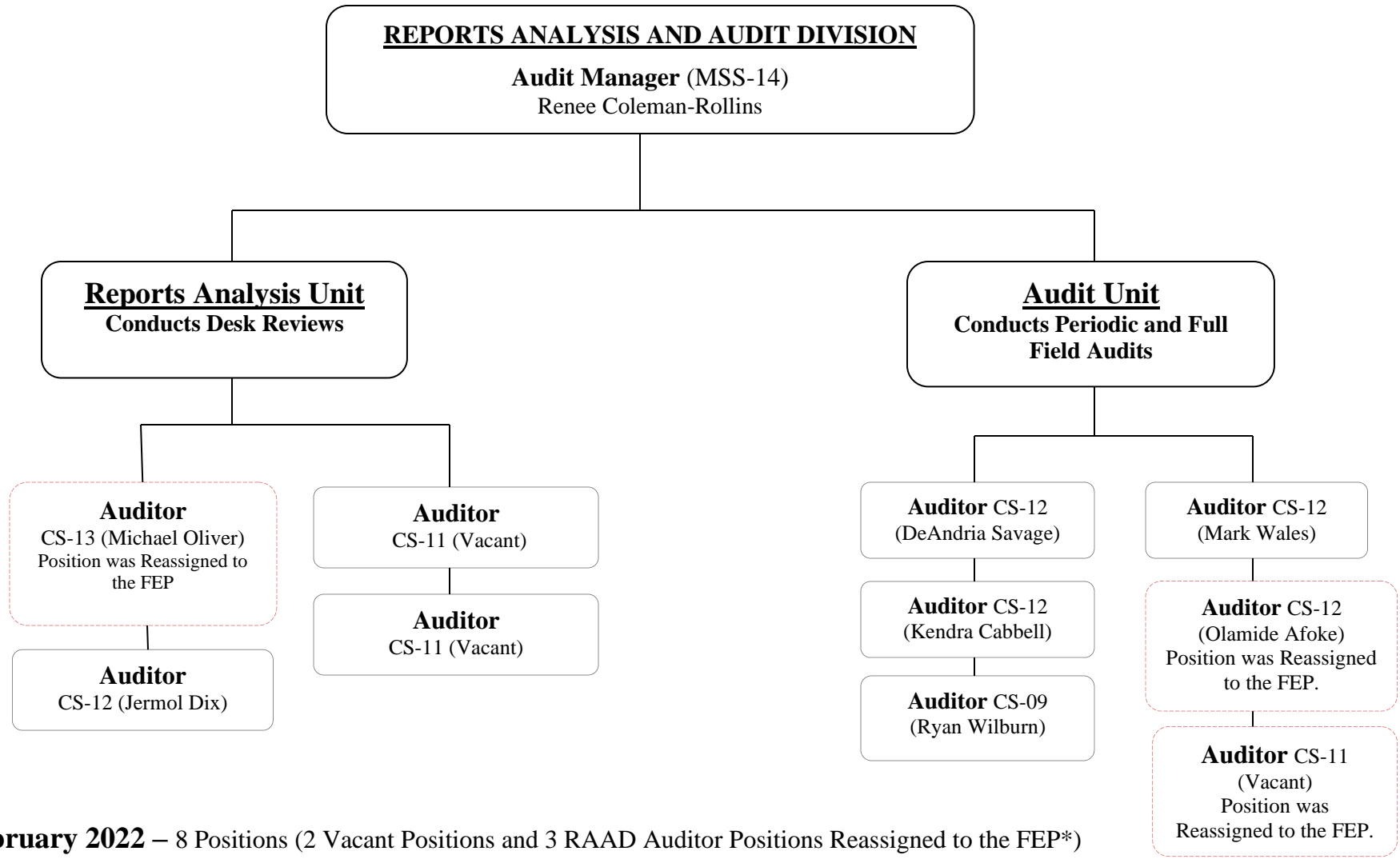


\* Liaison for FEP candidate guidance and policy

\*\* Hearing Examiner CS-11 Position reassigned to the FEP Division and reclassified as a CS-11 Auditor Position 1/2021

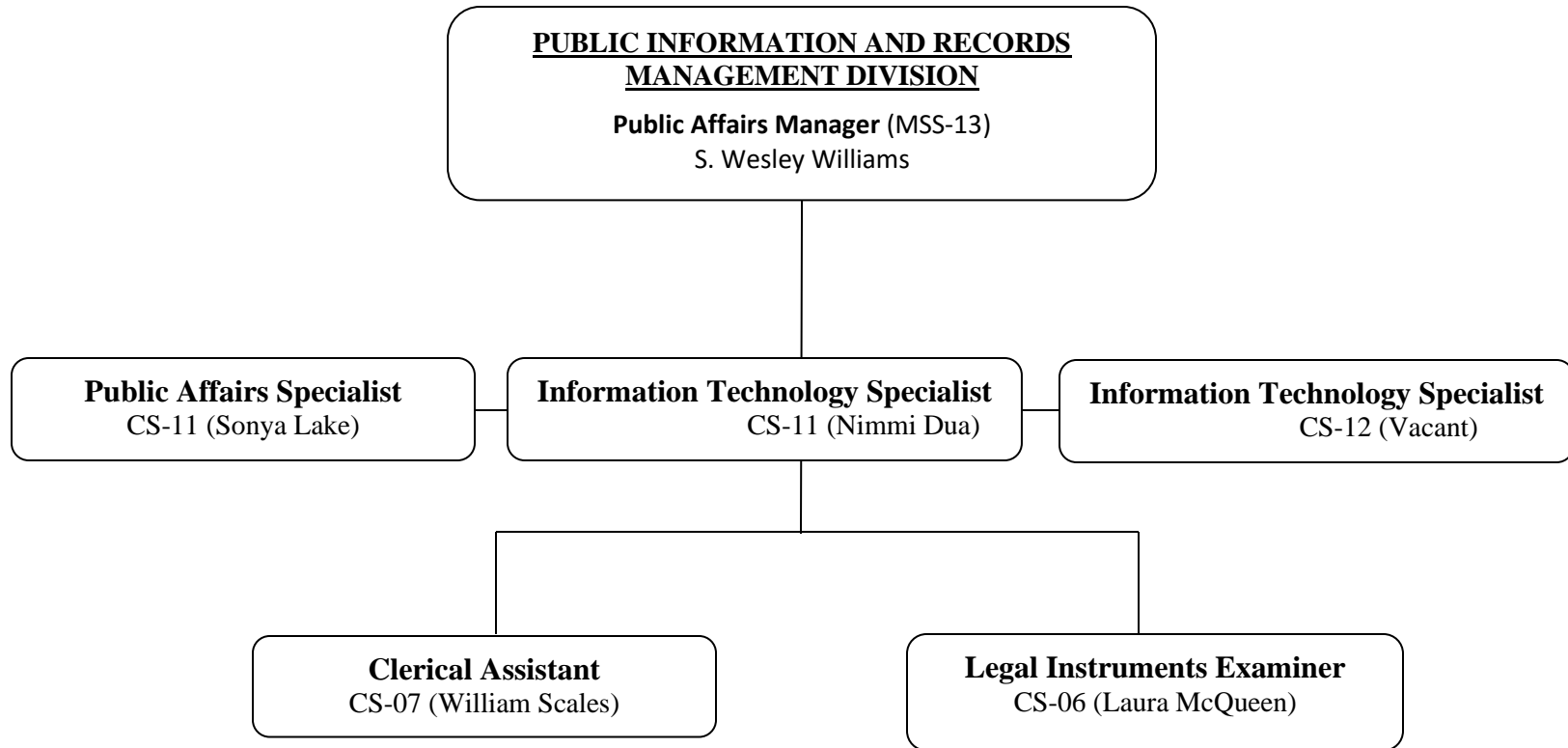
**February 2022** – 6 Positions (1 Vacant Position)

DC Office of Campaign Finance  
**Reports Analysis and Audit Division**



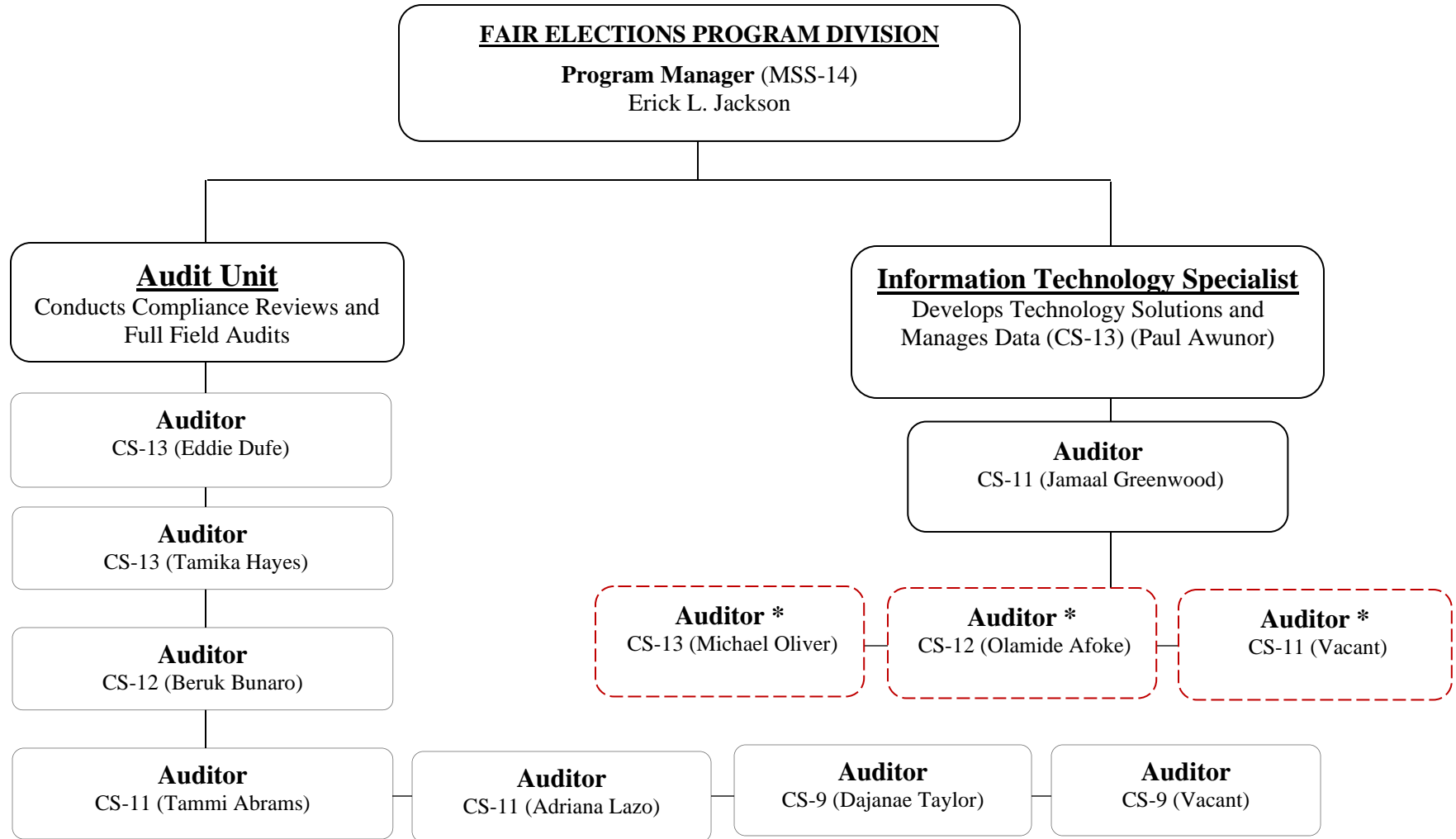
**February 2022** – 8 Positions (2 Vacant Positions and 3 RAAD Auditor Positions Reassigned to the FEP\*)

DC Office of Campaign Finance  
**Public Information and Records Management Division**



**February 2022** – 6 Positions (1 Vacant Position)

DC Office of Campaign Finance  
**Fair Elections Program Division**



**February 2022 – 13 Positions (2 Vacant Positions and 3 Auditor Positions Reassigned from RAAD to the FEP, effective November and January 2022\*)**

## **ATTACHMENT B**

February 2022 Office of Campaign Finance  
**Functional Organizational Chart**  
(Response to Question No. 1, General Questions)

DC Office of Campaign Finance  
**Functional Organizational Chart**

**OFFICE OF THE DIRECTOR**

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Administers & Enforces the Campaign Finance Laws of the District of Columbia, as Amended, Quality Control Management & Policy Development

**PROGRAM OPERATIONS AND LIAISON POLICIES**

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Program Operations  
 Budget Administration  
 Contract and Procurement  
 HR Management /Development  
 Executive Support Services  
 Payroll Administration  
 Information Technology Operations  
 Web Site Management  
 Educational Outreach Program

**FAIR ELECTIONS PROGRAM DIVISION**

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Verification of Contribution Reports, Investigative and Full Field Audits of the campaign operations of Candidates, Principal Campaign Committees and Fair Elections Committees participating or seeking certification in the FEP  
 Base Amount and Matching Payment Authorizations  
 Educational Outreach and Liaison with FEP Candidates and Treasurers  
 Coordination of the Debate Program  
 Statistical Reports on the FEP Program and FOIA Requests  
 RFAI Program for registrants in the FEP Program  
 Referrals to OGC for Non-Compliance and Appeals before BOE from Denial Actions  
 Site visits to Campaign Offices, Early Vote Centers and Election Precincts  
 Remission of Funds and FEP Post-Election Cycle Reports

**PUBLIC INFORMATION AND RECORDS MANAGEMENT DIVISION**

---

Mandatory Electronic Filing Program  
 Web Site Maintenance and Report Creation  
 Help Desk for EFS and Web Site  
 Document Intake, Data Entry, and Imaging  
 Media Liaison, Public Information and Records Management, and FOIA Requests  
 Pre-Notification and Failure to File Programs for all Filer Groups in the Traditional Campaign Finance Program and the Fair Elections Program\*  
 Biennial Report of Receipts and Expenditures/Post-Election FEP Reports  
 Educational Outreach  
 Referrals to OGC for Non-Compliance  
 \*Filer Groups in the Traditional Program include: Political Committees\*\*; Political Action Committees; Independent Expenditure Committees; Constituent Service and Statehood Fund Programs; and ANC Candidates

**REPORTS ANALYSIS AND AUDIT DIVISION**

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Desk Reviews and Investigative, Full & Periodic Field Audits of Financial Reports for all Filer Groups\* in the Traditional Campaign Finance Program  
 Educational Outreach and Technical Assistance to the Public  
 Statistical Reports and FOIA Requests  
 RFAI Program for all Filer Groups\*  
 Referrals to OGC for Non-Compliance  
 Site Visits to Campaign Offices, Early Vote Centers, and Election Precincts  
 Committee/Program Terminations

\*Filer Groups in the Traditional Campaign Finance Program include: Political Committees\*\*, Political Action Committees; Independent Expenditure Committees; Constituent Service and Statehood Fund Programs; and ANC Candidates

**OFFICE OF THE GENERAL COUNSEL**

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Legislative Recommendations  
 Rulemaking  
 Investigations and Informal Hearings  
 Legal Assistance to Director and Staff  
 Educational Outreach Coordination  
 Mandatory Entrance Conference Program  
 Intergovernmental Liaison  
 Interpretative and Expedited Opinions  
 BOE Enforcement of OCF Orders  
 OCF Forms Management  
 FOIA Requests Coordination  
 OCF Complaints before BOE  
 Appeals from OCF Orders  
 Site Visits to Campaign Offices, Early Vote Centers, and Election Precincts

\*\* Political Committees include principal campaign committees, inaugural, transition, exploratory and legal defense committees, and ballot committees in the Traditional Campaign Finance Program.

**ATTACHMENT C**

**February 2022 Schedule A for the Office of Campaign Finance**  
(Response to Question No. 2, General Questions)

**FY22 SCHEDULE A, Current as of February 8, 2022**

List by Program and Activity of Positions by Title, Employee Name, Grade, Step, Series, Salary, Fringe Benefits, EOD, and Whether the Position is Vacant or Frozen

**I. Agency Management Program**

OFFICE OF THE DIRECTOR									
Title / Program / Activity	Name	Grade	Step	Series	Salary	Fringe Benefits	EOD	Status Continuing/ Term/ Temporary/ Contract/ Vacant/ Frozen	Recruitment/ Activity
Director Program 2000/ Activity 1015	Collier-Montgomery Cecily E.	17	0	0087	\$190,807.36	\$45,793.76	08/02/96	Continuing	
Training Officer Program 1000/ Activity 1090	Ramsey, Deloris	MSS-12	0	341	\$93,493.93	\$22,438.53	08/12/13	Continuing	
Administrative Officer Program 1000/ Activity 1010	Journiette, Nadine	MSS-12	0	341	\$83,175.18	\$19,962.04	01/28/13	Continuing	
Administrative Assistant Program 1000/ Activity 1010	Williams, April L.	CS-07	08	303	\$55,097.00	\$13,223.28	05/17/04	Continuing	
Clerical Assistant Program 1000/ Activity 1010	Alexander, Natasha	CS-05	05	303	\$41,227.00	\$9,894.48	03/05/18	Continuing	

(5 positions)

## FY22 Question #2 Responses (Cont'd)

List by Program and Activity of Positions by Title, Employee Name, Grade & Step, Series, Salary, Fringe Benefits, EOD, and Whether Position is Vacant or Frozen

### II. Oversight Support Program

OFFICE OF GENERAL COUNSEL									
Title/ Program/ Activity	Employee	Grade	Step	Series	Salary	Fringe Benefits	EOD	Status Continuing/ Term/ Temporary/ Contract/ Vacant/ Frozen	Recruitment Activity
Supv. General Counsel Program 2000/ Activity 2030	SanFord, William O.	LX-1	0	905	\$145,185.34	\$34,844.48	10/02/10	Continuing	
Attorney Advisor Program 2000/ Activity 2030	Muhammad, Leonard	LS-12	06	905	\$111,954.00	\$26,782.56	01/31/11	Continuing	
Hearing Examiner Program 2000/ Activity 2030	Peete, Kalvaneeta	CS-11	07	905	\$74,851.00	\$17,964.24	01/14/13	Continuing	
Attorney Advisor Program 2000/ Activity 2030	Vacant	LS-13	01	905	\$109,556.00	\$25,526.55		Vacant	Position forwarded to DCHR on 01/14/2022 to be posted for (2) weeks. Position opening for posting 02/01/22 and closed on 02/14/22. Proposed interviews 03/04/22.
Attorney Advisor Program 2000/ Activity 2030	Fennell, Shaunda	LS-12	04	905	\$96,906.00	\$23,257.44	09/06/16	Continuing	
Attorney Advisor Program 2000/ Activity 2030	Perry, Belinda	LS-12	01	905	\$88,093.00	\$21,142.32	07/22/19	Continuing	

(6 Positions) (1 Vacant Position)

**FY22 Question #2 Responses (Cont'd)**

List by Program and Activity of Positions by Title, Employee Name, Grade, Step, Series, Salary, Fringe Benefits, EOD, and Whether the Position is Vacant or Frozen

REPORTS ANALYSIS AND AUDIT DIVISION									
Title/ Program/ Activity	Employee	Grade	Step	Series	Salary	Fringe Benefits	EOD	Status Continuing/ Term/ Temporary/ Contract/ Vacant/ Frozen	Recruitment Activity
Auditor Manager Program 2000/ Activity 2020	Coleman, Renee	MSS- 14	0	511	\$131,998.51	\$31,679.64	07/12/04	Continuing	
Auditor Program 2000/ Activity 2020	Cabbell, Kendra	CS-12	08	511	\$94,506.00	\$22,681.44	10/28/19	Continuing	
Auditor Program 2000/ Activity 2020	Dix, Jermol	CS-12	01	511	\$77,649.00	\$18,635.76	03/18/19	Continuing	
Auditor Program 2000/ Activity 2020	Wales, Mark	CS-12	04	511	\$89,690.00	\$19,387.70	05/06/13	Continuing	
Auditor Program 2000/ Activity 2020	Savage, DeAndria	CS-12	01	511	\$77,649.00	\$18,635.76	10/01/18	Continuing	
Auditor Program 2000/ Activity 2020	Wilburn, Ryan	CS-09	01	511	\$52,080.00	\$12,499.22	03/02/21	Continuing	
Auditor Program 2000/ Activity 2020	Vacant	CS-11	01	511	\$61,521.00	\$14,334.39		Vacant	Vacancy Announcement forwarded to DCHR for posting effective 02/02/22 through 02/13/22. Proposed interviews for 03/01/22.
Auditor Program 2000/ Activity 2020	Vacant	CS-11	01	511	\$61,521.00	\$14,334.39		Vacant	The Vacancy was advertised by DCHR and Interviews conducted on 10/26/21. No applicant selected due to lack of compliance auditing. The Vacancy was reposted on 11/04/21

									for (2) weeks and closed on 11/14/21. Proposed interviews on 11/23/21. Candidate declined position on 11/30/21. OCF requested that this position be reposted for (2) weeks effective 02/02/22 and close on 02/13/22. Propose interviews 03/01/22.
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(8 Positions) (2 Vacant Positions)

**FY22 Question #2 Responses (Cont'd)**

List by Program and Activity of Positions by Title, Employee Name, Grade, Step, Series, Salary, Fringe Benefits, EOD, and Whether the Position is Vacant or Frozen

<b>PUBLIC INFORMATION AND RECORDS MANAGEMENT DIVISION</b>									
<b>Title/ Program / Activity</b>	<b>Employee</b>	<b>Grade</b>	<b>Step</b>	<b>Series</b>	<b>Salary</b>	<b>Fringe Benefits</b>	<b>EOD</b>	<b>Status Continuing/ Term/ Temporary/ Contract/ Vacant/ Frozen</b>	<b>Recruitment Activity</b>
Public Affairs Manager Program 2000/ Activity 2010	Williams III, Sidney Wesley	MS-13	0	1035	\$109,998.75	\$26,399.70	05/12/08	Continuing	
Public Affairs Specialist Program 2000/ Activity 2010	Lake, Sonya L.	CS-11	10	1035	\$80,900.00	\$19,416.00	01/18/09	Continuing	
Clerical Assistant Program 2000/ Activity 2010	Scales, Billy L.	CS-7	10	301	\$56,595.00	\$13,582.80	06/30/97	Continuing	
Legal Instruments Examiner Program 2000/ Activity 2010	McQueen, Laura	CS-6	09	950	\$51,122.00	\$12,269.28	01/12/04	Continuing	
Information Technology Program 2000/ Activity 2010	Dua, Nimmi	CS-11	08	2210	\$76,867.00	\$17,098.24	08/31/98	Continuing	
Information Technology Program 2000/ Activity 2010	Vacant	CS-11	01	2210	\$61,521.00	\$12,611.85		Vacant	Vacancy was forwarded to DCHR for posting on 11/05/21 for (10) days. Proposed interviews will be held on 01/14/2022.No candidate was selected for the

									IT position. The candidates did not pose the qualification that OCF requirements for this program. OCF will forward Decline Package to DCHR and request that IT Spec. be reposted for (2) weeks effective 01/24/2022 and will close on 02/02/22. Proposed interviews will be held on 03/01/22.
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(6 Positions) (1 Vacant position)

**FY22 Question #2 Responses (Cont'd)**

List by Program and Activity of Positions by Title, Employee Name, Grade, Step, Series, Salary, Fringe Benefits, EOD, and Whether the Position is Vacant or Frozen

<b>FAIR ELECTIONS PROGRAM DIVISION</b>									
<b>Title/ Program / Activity</b>	<b>Employee</b>	<b>Grade</b>	<b>Step</b>	<b>Series</b>	<b>Salary</b>	<b>Fringe Benefits</b>	<b>EOD</b>	<b>Status Continuing/ Term/ Temporary/ Contract/ Vacant/ Frozen</b>	<b>Recruitment Activity</b>
Program Manager Program 3000/ Activity 3010	Jackson, Erick	MS-14	0	1035	\$131,998.51	\$31,679.64	02/19/19	Continuing	
Information Technology Program 3000/ Activity 3010	Awunor, Paul	CS-13	06	905	\$103,793.00	\$24,910.32	02/19/19	Continuing	
Auditor Program 3000/ Activity 3010	Abrams, Tammi	CS-11	03	1035	\$66,785.00	\$16,028.41	05/17/19	Continuing	
Auditor Program 3000/ Activity 3010	Lazo, Adriana	CS-11	01	511	\$62,751.00	\$15,060.24	07/08/19	Continuing	
Auditor Program 3000/ Activity 3010	Dufe, Eddie	CS-13	03	511	\$103,793.00	\$24,910.32	05/06/13	Continuing	
Auditor Program 3000/ Activity 3010	Hayes, Tamika	CS-13	05	301	\$100,926.00	\$24,222.24	04/01/19	Continuing	
Auditor Program 3000/ Activity 3010	Oliver Jr., Michael D	CS-13	04	511	\$98,059.00	\$23,534.16	06/23/08	Continuing	
Auditor Program 3000/ Activity 3010	Bunaro, Beruk	CS-12	03	511	\$82,465.00	\$19,791.60	12/18/15	Continuing	
Auditor Program 3000/ Activity 3010	Afoke, Olamide	CS-12	03	511	\$82,465.00	\$19,791.60	02/10/14	Continuing	

Auditor Program 3000/ Activity 3010	Greenwood Jamaal	CS-11	01	511	62,751.00	15,060.24	07\20\20	Continuing	
Auditor Program 3000/ Activity 3010	Taylor, Dajanae	CS-09	01	511	52,080.00	12,499.20	09/13/21	Continuing	
Auditor Program 3000/ Activity 3010	Vacant	CS-11	01	511	\$62,751.00	\$12,611.85		Vacant	Forwarded to DCHR 01/14/22 for posting (2) weeks effective 02/02/22 and closed on 02/13/22. Proposed interviews will be held on 03/01/22.
Auditor Program 3000/ Activity 3010	Vacant	CS-09	01	511	\$52,080.00	\$12,499.22		Vacant	Forwarded to DCHR 01/14/22 for posting (2) weeks effective 02/02/22 and closed on 02/13/22. Proposed interviews will be held on 03/03/22.

(13 positions) (2 vacant positions)

**ATTACHMENT D**

**Chart of FY21 and FY22, to date, Memoranda of Understanding**  
(Response to Question No. 5, General Questions)

**FY21 and FY22 Memoranda of Understanding**

<b>Fiscal Year</b>	<b>Seller Agency</b>	<b>Buyer Agency</b>	<b>Service Description</b>	<b>Service Period</b>	<b>Total Amount</b>
2021	BE0	CJ0	HR Services	10/1/2020-09/30/2021	\$15,540.00
				<b>Total</b>	<b>\$15,540.00</b>
2022	BE0	CJ0	HR Services	10/1/2021-09/30/2022	\$18,540.00
				<b>Total</b>	<b>\$18,540.00</b>

**ATTACHMENT E**

**Chart of FY21 and FY22, to date, Intra-district Transfers**  
(Response to Question No. 7, General Questions)

**FY21 and FY22, to date, Intra-District Transfers**

<b>Fiscal Year</b>	<b>Seller Agency</b>	<b>Buyer Agency</b>	<b>Service Description</b>	<b>Service Period</b>	<b>Total Amount</b>
2021	OCP	CJ0	Purchase Card	10/1/2020-09/30/2021	\$10,087.89
	KT0	CJ0	Fleet Management	10/1/2020-09/30/2021	\$4,098.98
				<b>Total</b>	<b>\$14,186.87</b>
2022	OCP	CJ0	Purchase Card	10/1/2021-09/30/2022	\$10,000.00
	KT0	CJ0	Fleet Management	10/1/2021-09/30/2022	\$6,419.51
				<b>Total</b>	<b>\$16,419.51</b>

**ATTACHMENT F**

**List of OCF Purchase Card Spending for FY21 and FY22, to date**  
(Response to Question No. 9, General Questions)

### FY 21 P-CARD TRANSACTIONS

<b>Vendor</b>	<b>Amount</b>	<b>General Purpose</b>	<b>Date</b>	<b>P-Card User</b>
Metro Stamp & Seal	\$75.00	Notary Supplies	10/13/2020	April Williams
COGEL	\$445.00	Membership Renewal	10/23/2020	April Williams
Comcast	\$181.65	Cable Service	12/15/2020	April Williams
Comcast	\$204.97	Cable Service	01/22/2021	April Williams
Comcast	\$216.07	Cable Service	03/12/2021	April Williams
Global Print Master	\$1,005.00	Printing Service	03/25/2021	April Williams
Comcast	\$104.90	Cable Service	05/24/2021	April Williams
Global Print Master	\$111.00	Printing Service	06/14/2021	April Williams
Comcast	\$110.86	Cable Service	07/02/2021	April Williams
DC BAR	\$120.00	Legal Training	07/27/2021	April Williams
DC BAR	\$120.00	Legal Training	07/27/2021	April Williams
DC BAR	\$170.00	Legal Training	07/27/2021	April Williams
DC BAR	\$170.00	Legal Training	07/27/2021	April Williams
COGEL	\$445.00	Membership Renewal	08/09/2021	April Williams
DC BAR	\$209.00	Legal Training	08/09/2021	April Williams
Comcast	\$221.72	Cable Service	08/09/2021	April Williams
Comcast	\$221.72	Cable Service	09/10/2021	April Williams
Global Print Master	\$1,290.00	Printing Service	09/14/2021	April Williams
Special Tees	\$3,896.00	Custom Apparel	09/15/2021	April Williams
Global Print Master	\$770.00	Printing Service	09/28/2021	April Williams
<b>Total</b>	<b>\$10,087.89</b>			

**FY 22 P-CARD TRANSACTIONS**

<b>Vendor</b>	<b>Amount</b>	<b>General Purpose</b>	<b>Date</b>	<b>P-Card User</b>
Comcast	\$104.91	Cable Service	11/16/2021	April Williams
COGEL	\$1,200.00	Virtual Conference	12/06/2021	April Williams
Comcast	\$110.86	Cable Service	12/13/2021	April Williams
Comcast	\$110.86	Cable Service	01/12/2022	April Williams
Comcast	\$227.42	Cable Service	02/12/2022	April Williams
<b>Total</b>	<b>\$1,754.05</b>			

**ATTACHMENT G**

**List of OCF Contracts for FY21 and FY22, to date**  
(Response to Question No. 15, General Questions)

**FY 21 Contracts Listed by Vendor Name, Nature of Procurement, Dollar Amount, Budget Amount, Actually Spent, Term of Procurement, competitively bid or not, Fund Sources and Contract Monitor**

<b>Vendor Name</b>	<b>Nature of Contract/End product/Services</b>	<b>Dollar Amount</b>	<b>Budgeted Amount</b>	<b>Actually Spent</b>	<b>Term of Contract</b>	<b>Comp Bid/ Yes/ No</b>	<b>Fund Source</b>	<b>Contract Monitor</b>
DataNet System Corp. PO635101	FY21 OCF Second Phase Development of the E-Filing System and Website Content for the Fair Elections Program.	\$57,194.88	\$57,194.88	\$57,194.88	10/1/2020-09/30/2021	Yes	0410	Sidney Wesley Williams
Wolters Kluwer Financial PO636638	FY21 OCF Provides Technical Support and Maintenance Support for OCF Auditor Employees.	\$49,200.00	\$49,200.00	\$49,200.00	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette
VLI Incorporated PO639547	FY21 OCF Audio and Visual Maintenance/Technical Support	\$8,600.00	\$8,600.00	\$8,600.00	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette
Pitney Bowes PO637323	FY21 OCF Pitney Bowes for Maintenance/Technical Support	\$3,000.00	\$3,000.00	\$896.18	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette
Star Office Product, Inc PO637620	FY2 OCF Star Office Product, Inc Maintenance/Technical Agreement for (3) Copier Machines	\$1,533.60	\$1,533.60	\$1,533.60	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette
DataNet System Corp. PO641219	FY21 OCF Second Phase Development of the E-Filing System and Website Content for the Fair Elections Program	\$30,403.92	\$30,403.92	\$30,403.92	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette
US Office Solutions PO648408	FY21 OCF Office Supplies	\$6,413.00	\$6,413.00	\$6,413.00	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette
Wolters Kluwer Financial PO646235	FY21 Audit Training & Materials for (16) OCF employees for RAAD/FEP Divisions	\$16,300.00	\$16,300.00	\$13,000.00 Payment pending	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette
CL Russell Group LLC PO647436	FY21 Development Training Skills for OCF Staff Members (35) employees	\$27,463.00	\$27,463.00	\$27,463.00	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette
SKY LLC DBA/US Office PO648551	FY21 OCF Office Supplies	\$7,669.61	\$7,669.61	\$7,669.61	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette
Pitney Bowes PO637323	(1) Poster Machines	\$3,000.00	\$3,000.00	\$3,000.00	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette
Metropolitan Office Product PO648408	FY21 Office Supplies	\$6,413.08	\$6,413.08	\$6,413.08	10/1/2020-09/30/2021	Yes	0410	Nadine Journiette

**FY 22 Contracts Listed by Vendor Name, Nature of Procurement, Dollar Amount, Budget Amount, Actually Spent, Term of Procurement, competitively bid or not, Fund Sources and Contract Monitor**

<b>Vendor Name</b>	<b>Nature of Contract/End product/Services</b>	<b>Dollar Amount</b>	<b>Budgeted Amount</b>	<b>Actually Spent</b>	<b>Term of Contract</b>	<b>Comp Bid/ Yes/ No</b>	<b>Fund Source</b>	<b>Contract Monitor</b>
DataNet System Corp. PO655708	FY22 OCF Maintenance for the E-Filing System	\$58,840.53	\$58,840.53	\$58,840.53	10/1/2021-09/30/2022	Yes	0410	Sidney Wesley Williams
Pitney Bowes PO637323	FY22 OCF- (1) Poster machine	\$2,500.00	\$2,500.00	\$2,500.00	10/1/2021-09/30/2022	Yes	0410	Sidney Wesley Williams
DataNet System Corp. PO657750	FY22 OCF Third Phase Development of the E-Filing System and Website Content for the Fair Elections Program	\$31,620.88	\$31,620.88	\$31,620.88	10/1/2021-09/30/2022	Yes	0410	Sidney Wesley Williams
	Contract for FY22 Debates for the Primary and General Elections	\$250,000			10/1/2021-09/30/2022	Yes	0410	Nadine Journiette

NO FINES FOR FY22

## **ATTACHMENT H**

### **FY21 Performance Plan and Report for the Office of Campaign Finance** (Response to Question No. 24, General Questions)

# Office of Campaign Finance FY2021

Agency: Office of Campaign Finance

Agency Acronym: OCF





Agency Code: CJ0

Fiscal Year: 2021

Agency Performance POCs: Cecily (OCF) Collier-Montgomery; Nadine (OCF) Journiette


Agency Budget POCs: Cecily (OCF) Collier-Montgomery; Nadine (OCF) Journiette









## FY2021 Agency Top Accomplishments









2 Accomplishments			
	Accomplishment	Impact on Agency	Impact on Residents
 	The Office of Campaign Finance published the OCF FEP Post-Election Report for the 2020 Election Cycle and the 2020 Special Election Cycle, City Council, Ward 2, on March 17, 2021, at the OCF Website. The Report presents data based on financial transactions reported in the Receipt and Expenditure Reports filed with the OCF covering the start of the campaigns of the candidates who registered and participated in the Fair Elections Program through December 10, 2021. The Report is presented in four parts: the Overview of the 2020 Election Cycle and the 2020 Special Election; the OCF Review of the National Trends in Public Financing Programs; Statistical Data of the 2020 Election Cycle and the 2020 Special Election Cycle; and Significant Data pertaining to both Election Cycles, and the Lists of Qualified Small Dollar Contributions and Expenditures for all FEP Candidates.	The accomplishment of this Initiative ensured the Agency's compliance with D.C. Official Code Section 1-1163.32j which required the publication of the Report, and the responsibility of the Agency to provide full disclosure and transparency to campaign operations.	The publication of the Post-Election Report for the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2, provided the residents of the District of Columbia with an overview of the first election cycle during which the Fair Elections Program was fully implemented, and the specific data underlying the disbursement of public funds to the Candidates certified to participate in the Fair Elections Program during the 2020 Election Cycle and the 2020 Special Election Cycle.
 	The Office of Campaign Finance successfully implemented the Fair Elections Program during the 2020 Election Cycle, the first election cycle of the Program. The 2020 Election Cycle closed on	The Fair Elections Program is established within the Office of Campaign Finance, and it was the responsibility of the Agency to fully	The Fair Elections Program met all of its goals, including, to provide an incentive for more candidates to compete in the electoral process, to encourage District residents to have greater





<p>November 3, 2020, the date of the General Election in the District of Columbia. There were twenty (20) candidates certified to participate in the Fair Elections Program in the November 2020 General Election, and twelve (12) candidates certified to participate in the Fair Elections Program in the June 2, 2020, Primary Election. The total sum of \$4,016,797.64 was disbursed from the Elections Fund to the thirty-two (32) candidates who participated in the 2020 Election Cycle, and to the four (4) candidates who were certified to participate in the Fair Elections Program in the June 16, 2020, Special Election, City Council, Ward 2. Of significance, the FEP candidates were elected and certified by the Board of Elections on December 2, 2020, in seven (7) of the eleven (11) seats for covered offices available for election to Public Office in the November 3, 2020, General Election.</p>	<p>implement the Program which provides public funding to qualified campaign operations.</p>	<p>participation in the electoral process, and to amplify the voices of District residents by matching qualified small dollar contributions.</p>
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## 2021 Key Performance Indicators

11 Measures																
Measure	New Measure/ Benchmark Year	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Actual	FY 2020 Target	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Report	Was 2021 KPI Met?	Are Explanations of Barriers to Meeting KPIs Complete?
<b>1 - Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (3 Measures)</b>																
 Percent of Interpretative Opinions issued within thirty (30)		Up is Better	66.7%	100%	100%	100%	100%	100%	100%	No applicable incidents	No applicable incidents	No applicable incidents	100%	100%	Met	





	days																	
 	Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request	<input type="checkbox"/>	Up is Better	92.9%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Met	
 	Percent of informal hearings conducted and closed before the next filing deadline	<input type="checkbox"/>	Up is Better	140.7%	100%	100%	1225%	100%	100%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met		
<b>2 - Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Measure)</b>																		
 	Percent of new candidates and treasurers who receive mandatory training	<input type="checkbox"/>	Up is Better	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Met	
<b>3 - Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (2 Measures)</b>																		
 	Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	<input type="checkbox"/>	Up is Better	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Met	

 	Percent of periodic random audits conducted within sixty (60) days of initiation	<input type="checkbox"/>	Up is Better	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Met	
<b>4 - Provide a high-quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Measure)</b>																		
 	Percent of financial reports filed electronically	<input type="checkbox"/>	Up is Better	96.4%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Met	
<b>5 - Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements (3 Measures)</b>																		
 	Percent of Base Amount and Matching Payments authorized for disbursement within five (5) business days of the certification of a candidate into the Fair Elections Program	<input checked="" type="checkbox"/>	Up is Better	New in 2019	New in 2021	New in 2021	New in 2021	New in 2021	New in 2021	New in 2021	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	New in 2021		
 	Percent of candidates determined to meet requirements for certification by OCF within ten (10) business	<input type="checkbox"/>	Up is Better	New in 2019	New in 2019	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Met	



	days of filing the affidavit declaring compliance with the Fair Elections Program.																
 	Percent of matching payments directed for disbursement to participating candidates within five (5) business days after the receipt of financial reports	✓	Up is Better	New in 2020	New in 2021	New in 2020	New in 2021	New in 2021	New in 2021	New in 2021	100%	100%	100%	100%	100%	New in 2021	
<b>6 - Create and maintain a highly efficient, transparent, and responsive District government. (1 Measure)</b>																	
 	Percent of investigative matters closed within ninety (90) days of opening	▢	Up is Better	Waiting on Data	No Applicable Incidents	100%	100%	100%	100%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	

## 2021 Operations



### Operations

				5 Activities
	Operations Header	Operations Title	Operations Description	Type of Operations
<b>1 - Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (1 Activity)</b>				
 	OFFICE OF THE GENERAL COUNSEL	Enforcement Program	The Office of the General Counsel provides legal advice and enforcement through the conduct of investigations and informal hearings, and the recommendation of decisions on charges of violations of the Campaign Finance Act; the issuance of interpretative opinions and expedited legal advice; the drafting of regulations and the review of OCF Forms for changes; the conduct of training seminars to promote voluntary compliance; and the coordination of site visits to the election precincts and early vote centers operated by the Board of Elections, and to campaign offices.	Daily Service
<b>2 - Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Activity)</b>				
 	TRAINING AND DEVELOPMENT	Educational Outreach Services	The OCF Educational Outreach Program assists with the coordination of the mandatory training conferences for new registrants, the onsite training seminars, the development of online brochures, interactive tutorials, and online tutorials, and the employee training program. The OCF Training Program also manages and utilizes the OCF Facebook Page as a training tool to disseminate information to the public. The Training Program distributes and evaluates surveys to training participants to assess the content and performance of the trainer.	Daily Service



**3 - Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (1 Activity)**

 	REPORT ANALYSIS & AUDIT DIV.	Audit Programs	The Reports Analysis and Audit Division conducts audit analysis and reviews of all financial reports and statements received in the Agency; issues requests for additional information to filers where deficiencies are noted during the desk review process; conducts full field audits of the campaign operations of newly elected public officials, investigative audits of financial operations based on the receipt of complaints or based upon desk reviews; conducts periodic random audits of the reports filed by the constituent service programs, committees active during an election cycle, and continuing committees; and recommends the issuance of final audit reports based on the findings of full field and random periodic audits. Participates in site visits to election precincts, early voting centers, and to the offices of principal campaign committees.	Daily Service
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**4 - Provide a high-quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Activity)**

 	PUBLIC INFO. & RECORD MANAGEMENT	Public Information collection and dissemination online and onsite	The Public Information and Records Management Division publishes campaign finance data and information online at the OCF Website, and makes information available in the OCF Offices; compiles listings and reports of contribution and expenditure information published at the website and in the Biennial Report; manages the electronic filing and data entry of financial reports; oversees the registration of new candidates and committees, and coordinates the mandatory training of the new registrants; oversees the OCF e-mail subscription service; makes all public reports and statements available for the public online within 24 hours of receipt; and conducts the Filer Pre-Notification and Failure to File Programs.	Daily Service
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**5 - Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements (1 Activity)**









 				
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	FAIR ELECTIONS DIVISION	Fair Elections Program	The Fair Elections Program Division provides public financing to candidates who elect to participate in the program; determines whether candidates qualify for certification and public funds based on the verification of threshold requirement; authorizes the distribution of base amount payments and matching payments; and conducts post-election audits of all campaign operations for compliance with the Fair Elections Amendment Act.	Daily Service
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## 2021 Workload Measures

### Workload Measures - Operations





10 Measures												
Measure	New Measure/ Benchmark Year	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Report	
<b>1 - Enforcement Program (3 Measures)</b>												
  Total number of informal hearings conducted		47	83	83	165	102	44	45	49	59	197	
  Total number of investigations completed within 90 days		Needs Update	Waiting on Data	No Applicable Incidents	3	5	1	0	No applicable incidents	No applicable incidents	1	





 	Total number of Interpretative Opinions and Expedited Advice issued		19	12	8	1	20	15	7	6	7	35
<b>2 - Educational Outreach Services (1 Measure)</b>												
 	Total number of mandatory training conferences conducted		34	29	197	45	145	5	4	9	18	36
<b>3 - Audit Programs (2 Measures)</b>												
 	Total number of financial reports reviewed, evaluated, and analyzed for the reporting period		727	1092	818	1274	767	258	345	107	168	878
 	Total number of periodic random and full field audits completed by the Audit Division		24	17	13	19	15	9	2	3	4	18



4 - Public Information collection and dissemination online and onsite (2 Measures)												
 	Total number of financial reports filed		610	966	508	1047	800	313	511	67	121	1012
 	Total number of financial reports filed electronically		610	964	632	1015	800	313	511	67	121	1012
5 - Fair Elections Program (2 Measures)												
 	Total number of candidates certified as participating candidates in the Fair Elections Program		Needs Update	New in 2020	New in 2020	New in 2020	36	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5
 	Total number of pre-election and post-election audits completed by the Fair Elections Division		Needs Update	New in 2020	New in 2020	New in 2020	0	Annual Measure	Annual Measure	Annual Measure	Annual Measure	12

## 2021 Initiatives



### Strategic Initiatives

6 Strategic initiatives							
	Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Is this Initiative focused on Wards 7 and/or 8?	Does this initiative support the Resilient DC Strategy?	Cluster	Add Initiative Update
<b>Educational Outreach Services(1 Strategic Initiative)</b>							
 	<a href="#">Candidate And Community Outreach</a>	The Office Of Campaign Finance will develop formats for mandatory and public training conferences, informal hearings, and community outreach in virtual online environments to expand the audience of the agency, broaden the community outreach efforts of the agency, and to continue the business of the agency.	09-30-2021	<input type="checkbox"/>	<input type="checkbox"/>	Independent	<a href="#">Add Initiative Update</a>
<b>Enforcement Program(1 Strategic Initiative)</b>							
 	<a href="#">Promulgate new OCF regulations</a>	The Office of The General Counsel will promulgate new regulations, draft forms, and revise the OCF guide and training materials to fully implement the provisions of the Campaign Finance Reform Amendment Act of 2018, effective March 13, 2019, as amended, when applicable, which will prohibit the receipt and making of political contributions by business entities and their principals seeking or receiving contracts valued at \$250,000 or more from the	09-30-2021	<input type="checkbox"/>	<input type="checkbox"/>	Independent	<a href="#">Add Initiative Update</a>







		District Government during certain timeframes.					
<b>Fair Elections Program (3 Strategic initiatives)</b>							
 	<a href="#">Publication of 2020 Special Election Report</a>	The Office Of Campaign Finance will produce, publish at the OCF website, and submit to the Mayor and the D.C. Council during February 2021, the report due nine (9) months after the end of the June 16, 2020 special election cycle. The report will list the names of all candidates certified in the Fair Elections Program to participate in this election, and will describe for each candidate, the qualified small dollar contributions received, personal funds contributed, amount of remitted funds, expenditures made, and public fund payments authorized.	03-01-2021	<input type="checkbox"/>	<input type="checkbox"/>	Independent	<a href="#">Add Initiative Update</a>
 	<a href="#">Publication of 2020 General Election Report</a>	The Office of Campaign Finance will produce, publish at the OCF website, and submit to the Mayor and the Council during July 2021, the report due nine (9) months after the end of the November 3, 2020 general election cycle. The report will list the names of all candidates certified to participate in the Fair Elections Program during this election, and describe for each candidate, the qualified small dollar contributions received, personal funds contributed, amount of remitted funds, expenditures made, and public fund payments authorized.	08-01-2021	<input type="checkbox"/>	<input type="checkbox"/>	Independent	<a href="#">Add Initiative Update</a>
				<input type="checkbox"/>	<input type="checkbox"/>		







 	<a href="#">Fair Elections Program Audits</a>	<p>The Office of Campaign Finance will conduct full field audits of the campaign operations of the principal campaign committees of all participating candidates certified in the Fair Elections Program following the certification of the November 3, 2020, general election results by the Board of Elections. The audits will require the submission of all financial documents maintained in support of the financial transactions reported during the entire coverage period of the campaign. This will allow the verification of the receipt, expenditure, and remission of public funds in accordance with the provisions of the fair elections act, through the substantiation of report entries against the supporting documentation, to ensure the accuracy of the transactions.</p>	09-30-2021			Independent	<a href="#">Add Initiative Update</a>
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**Public Information collection and dissemination online and onsite (1 Strategic Initiative)**











 	<a href="#">Development Of E-Filing System</a>	<p>The Office Of Campaign Finance will develop the OCF E-Filing and Disclosure system to provide an application to fully implement the provisions of the Campaign Finance Reform Act of 2019, when applicable, which will require the agency to identify prohibited contributions through a cross reference of the lists of covered contractors and their principals made publicly available by District contracting authorities, of contracts above a certain amount, and to notify the contractors and prohibited recipients about potential violations.</p>	09-30-2021	<input type="checkbox"/>	<input type="checkbox"/>	Independent	<a href="#">Add Initiative Update</a>
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## 2021 Initiative Updates

21 Initiative Updates							
	Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Supporting Data	Reporting Quarter
<b>Candidate And Community Outreach(3 Initiative Updates)</b>							
 	<a href="#">Candidate And Community Outreach</a>	The Office of Campaign Finance is revising the training and the hearing formats for presentation in a virtual environment. The 2021 OCF Calendar of Educational Seminars available online will be published at the Website during February 2021.	0-24%	High	Transformative		Q1
 	<a href="#">Candidate And Community Outreach</a>	The Office of Campaign Finance revised the FEP Process for Participants Brochure, developed the 2022 FEP and the Traditional Program Fact Sheet Brochures for the 2022 Election Cycle, and published all Brochures at the OCF Website on March 26, 2021. The OCF Schedule of 2021 Webinar Training Seminars was published on March 1, 2021 and lists the dates of the monthly training for the remainder of Calendar Year 2021. All informal hearings, mandatory training conferences, and community outreach is offered online through the WebEx Application of the Office of the Chief Technology Officer. Commencing March 2021, the OCF began to inform the ANCs of the availability of the Agency to present information on the OCF at community ANC Meetings.	Complete	High	Transformative		Q2
 	<a href="#">Candidate And Community Outreach</a>	The Office of Campaign Finance revised the FEP Process for Participants Brochure, developed the 2022 FEP and the Traditional Program Fact Sheet Brochures for the 2022 Election Cycle, and published all Brochures	Complete		Transformative		Q4



		at the OCF Website on March 26, 2021. The OCF Schedule of 2021 Webinar Training Seminars was published on March 1, 2021 and lists the dates of the monthly training for the remainder of Calendar Year 2021. All informal hearings, mandatory training conferences, and community outreach is offered online through the WebEx Application of the Office of the Chief Technology Officer. Commencing March 2021, the OCF began to inform the ANCs of the availability of the Agency to present information on the OCF at community ANC Meetings. This Initiative was completed during Q2.					
<b>Development Of E-Filing System (4 Initiative Updates)</b>							
 	<a href="#">Development Of E-Filing System</a>	The Office of Campaign Finance is in the process of identifying the requirements of the Covered Contractor provisions with respect to the responsibilities of the Agency to identify prohibited contributions in order to proceed with the procurement process for the upgrade of the OCF E-Filing and Disclosure System.	0-24%	High	Demonstrable		Q1
 	<a href="#">Development Of E-Filing System</a>	The OCF has been in prolonged discussions with the Office of Contracts and Procurement (OCP) to determine whether the OCP captures the names of the principals of covered contractors in its database which will enable the OCF to cross reference the lists to identify prohibited contributions. The OCP will work with the OCF to facilitate the sharing of the information as it is generated. In addition, the OCF has contacted the Department of Consumer and Regulatory Affairs (DCRA) to work with the DCRA regarding the transmission of the identities of principals who may be affected by the new amendments to the Campaign Finance Act.	25-49%	High	Demonstrable		Q2
 	<a href="#">Development Of E-Filing System</a>	The Office of Campaign Finance (OCF) has remained in contact with the Office of Contracting and Procurement (OCP) to determine when the Procurement Database	25-49%	Medium	Demonstrable		Q3

		will capture the information necessary to proceed with the upgrade of the OCF E-Filing System. The applicability of the Covered Contractor Provisions (New Section 334a, the Campaign Finance Act) is delayed contingent upon the inclusion of its effect in an approved Budget and Financial Plan. The ability of the OCF to identify prohibited contributions in its Database is dependent upon the enhancement of the Procurement Database.					
 	<a href="#">Development Of E-Filing System</a>	The Covered Contractor Contribution provisions of the Campaign Finance Act, as amended, pertaining to the responsibilities of the contracting authorities, remained unfunded. The OCF's ability to identify prohibited contributions by covered contractors is dependent upon the ability to identify the principals of the business entities through the records of OCP and DCRA, which have not been enhanced to require the necessary information.	25-49%		Demonstrable		Q4
<b>Fair Elections Program Audits(4 Initiative Updates)</b>							
 	<a href="#">Fair Elections Program Audits</a>	The Office of Campaign Finance will issue in February 2021 the initiation of audit letters to the committees of those candidates certified to participate in the Fair Elections Program and deemed eligible to receive public funds. The Board of Elections certified the results of the November 3, 2020, General Election on December 2, 2020.	0-24%	High	Demonstrable		Q1
 	<a href="#">Fair Elections Program Audits</a>	The Office of Campaign Finance initiated the Post-Election Audits of the campaign operations of the twenty (20) FEP Candidates certified to participate in the November 3, 2020, General Election by correspondence dated March 30, 2021. The submission of the campaign records is due April 30, 2021.	25-49%	High	Demonstrable		Q2
 	<a href="#">Fair Elections Program Audits</a>	The Office of Campaign Finance Fair Elections Division completed the field audits of nine (9) of the pending Post-Election Audits of the 2020 Election Cycle and the	50-74%	High	Demonstrable		Q3

		2020 Special Election Cycle and issued nine Preliminary Statements of Findings in the afore-referenced Post-Election Audits on April 15, 2021 (two (2)) and during June 2021 (seven (7)). The Audits are ongoing.					
 	<a href="#">Fair Elections Program Audits</a>	The Office of Campaign Finance initiated Post-Election Audits of the twenty (20) Candidates certified to participate in the Fair Elections Program in the November 3, 2021, General Election. The Audits are currently ongoing before the Fair Elections Program at various stages, including Audit Documentation received and Audit in Progress, Preliminary Statement of Finding issued, or referred to the Office of the General Counsel for Enforcement Proceedings.	Complete		Transformative		Q4
<b>Promulgate new OCF regulations(4 Initiative Updates)</b>							
 	<a href="#">Promulgate new OCF regulations</a>	The Office of the General Counsel is in the process of drafting regulations to fully implement the new covered contractor provisions, when applicable, and reviewing the OCF forms and training materials for content revisions, consistent with the most recent amendments to the Campaign Finance Act.	0-24%	High	Demonstrable		Q1
 	<a href="#">Promulgate new OCF regulations</a>	The Office of the General Counsel has drafted proposed regulations to fully implement the new Covered Contractor provisions of the Campaign Finance Reform Amendment Act of 2018, as amended; and revised the OCF Campaign Finance Guide and training materials. Upon the final approval of the draft regulations by the Agency, the proposal will be presented to the Board's General Counsel for review.	25-49%	High	Demonstrable		Q2
 	<a href="#">Promulgate new OCF regulations</a>	The Draft Regulations to fully implement the new covered contractor provisions of the Campaign Finance Act are currently under review by the Office of the General Counsel.	50-74%	High	Demonstrable		Q3
 	<a href="#">Promulgate new OCF regulations</a>	The Office of the General Counsel completed its review of the draft regulations to fully implement the new Covered Contractor provisions of the Campaign Finance	Complete		Demonstrable		Q4

		Act and will forward the Notice of Proposed Rulemaking to the Board of Elections, once the provisions of the Act are fully funded and applicable.					
<b>Publication of 2020 General Election Report (3 Initiative Updates)</b>							
 	<a href="#">Publication of 2020 General Election Report</a>	The Office of campaign Finance is in the process of identifying the data which will be included in the Post-Election Report on the 2020 Election Cycle and published online at the OCF Website.	0-24%	High	Demonstrable		Q1
 	<a href="#">Publication of 2020 General Election Report</a>	On March 17, 2021, the Office of Campaign Finance published the OCF FEP Post-Election Report for the 2020 Election Cycle and the 2020 Special Election, City Council, Ward 2, at the OCF Website. The Report presents data based on financial transactions reported in the Reports of Receipts and Expenditures filed with the OCF covering the start of the campaigns of the candidates referenced therein through December 10, 2021. The Report is presented in four parts: the Overview of the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2; the OCF Review of the National Trends in Public Funding Programs in other Jurisdictions; Statistical Data of the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2; and Significant Data pertaining to the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2, and Lists of Qualified Small Dollar Contributions and Expenditures for all FEP Candidates.	Complete	High	Demonstrable		Q2
 	<a href="#">Publication of 2020 General Election Report</a>	On March 17, 2021, the Office of Campaign Finance published the OCF FEP Post-Election Report for the 2020 Election Cycle and the 2020 Special Election, City Council, Ward 2, at the OCF Website. The Report presents data based on financial transactions reported in the Reports of Receipts and Expenditures filed with the OCF covering the start of the campaigns of the candidates referenced therein through December 10, 2021. The Report is presented in four parts: the	Complete		Demonstrable		Q4

		Overview of the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2; the OCF Review of the National Trends in Public Funding Programs in other Jurisdictions; Statistical Data of the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2; and Significant Data pertaining to the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2, and Lists of Qualified Small Dollar Contributions and Expenditures for all FEP Candidates. This Initiative was completed in Q2.					
<b>Publication of 2020 Special Election Report (3 Initiative Updates)</b>							
 	<a href="#">Publication of 2020 Special Election Report</a>	The Office of Campaign Finance is in the process of identifying the data which will be included in the Report on the 2020 Special Election for online publication of the Report	25-49%	High	Demonstrable		Q1
 	<a href="#">Publication of 2020 Special Election Report</a>	On March 17, 2021, the Office of Campaign Finance published the OCF FEP Post-Election Report for the 2020 Election Cycle and the 2020 Special Election, City Council, Ward 2, at the OCF Website. The Report presents data based on financial transactions reported in Reports of Receipts and Expenditures Reports filed with the OCF covering the start of the campaigns of the candidates referenced therein through December 10, 2020. The presentation is in four parts: the Overview of the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2; the OCF Review of the National Trends in Public Funding Programs in other Jurisdictions; Statistical Data of the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2; and Significant Data pertaining to the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2, and Lists of Qualified Small Dollar Contributions and Expenditures for all FEP Candidates.	Complete	High	Demonstrable		Q2

 	<a href="#">Publication of 2020 Special Election Report</a>	<p>On March 17, 2021, the Office of Campaign Finance published the OCF FEP Post-Election Report for the 2020 Election Cycle and the 2020 Special Election, City Council, Ward 2, at the OCF Website. The Report presents data based on financial transactions reported in the Reports of Receipts and Expenditures filed with the OCF covering the start of the campaigns of the candidates referenced therein through December 10, 2021. The Report is presented in four parts: the Overview of the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2; the OCF Review of the National Trends in Public Funding Programs in other Jurisdictions; Statistical Data of the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2; and Significant Data pertaining to the 2020 Election Cycle and the 2020 Special Election Cycle for City Council, Ward 2, and Lists of Qualified Small Dollar Contributions and Expenditures for all FEP Candidates. The Initiative was completed in Q2.</p>	Complete		Demonstrable		Q4
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**Internal: Unfinished 2020 Initiatives**

Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update
No strategic initiatives found						

Record ID#: 784

Performance Plan ID: 784

**ATTACHMENT I**

**FY22 Performance Plan for the Office of Campaign Finance**  
(Response to Question No. 25, General Questions)

# Office of Campaign Finance FY2022

Agency: Office of Campaign Finance

Agency Acronym: OCF













Agency Code: CJ0

Fiscal Year: 2022




Agency Performance POCs: Cecily (OCF) Collier-Montgomery; Nadine (OCF) Journiette







Agency Budget POCs: Cecily (OCF) Collier-Montgomery; Nadine (OCF) Journiette







## 2022 Objectives

6 Objectives					
	Objective Number	Strategic Objective	# of Measures	# of Operations	Add Key Performance Indicator
 	1	Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act.	3	1	<a href="#">Add Key Performance Indicator</a>
 	2	Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act.	1	1	<a href="#">Add Key Performance Indicator</a>
 	3	Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act.	2	1	<a href="#">Add Key Performance Indicator</a>
 	4	Provide a high-quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website.	1	1	<a href="#">Add Key Performance Indicator</a>
 	5	Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements	3	1	<a href="#">Add Key Performance Indicator</a>
 	6	Create and maintain a highly efficient, transparent, and responsive District government.	1	0	<a href="#">Add Key Performance Indicator</a>
TOT			11	5	

## 2022 Key Performance Indicators

11 Measures														
	Measure	New Measure/Benchmark Year	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY2019 Actual	FY 2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual Report	FY2022 Target	FY 2022 Quarter 1	Needs ARPA Information
<b>1 - Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (3 Measures)</b>														
	Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request	<input type="checkbox"/>	Up is Better	92.9%	100%	100%	100%	100%	100%	100%	Needs Update	100%	100%	Complete
	Percent of Interpretative Opinions issued within thirty (30) days	<input type="checkbox"/>	Up is Better	66.7%	100%	100%	100%	100%	100%	100%	Needs Update	100%	No applicable incidents	Complete
	Percent of informal hearings conducted and closed	<input type="checkbox"/>	Up is Better	140.7%	100%	100%	1225%	100%	100%	100%	Needs Update	100%	Annual Measure	Complete

	before the next filing deadline														
<b>2 - Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Measure)</b>															
 	Percent of new candidates and treasurers who receive mandatory training	<input type="checkbox"/>	Up is Better	100%	100%	100%	100%	100%	100%	100%	Needs Update	100%	100%	Complete	
<b>3 - Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (2 Measures)</b>															
 	Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	<input type="checkbox"/>	Up is Better	100%	100%	100%	100%	100%	100%	100%	Needs Update	100%	100%	Complete	
 	Percent of periodic random audits conducted within sixty (60) days of initiation	<input type="checkbox"/>	Up is Better	100%	100%	100%	100%	100%	100%	100%	Needs Update	100%	100%	Complete	





<b>4 - Provide a high-quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Measure)</b>														
 	Percent of financial reports filed electronically	<input type="checkbox"/>	Up is Better	96.4%	100%	100%	100%	100%	100%	100%	Needs Update	100%	100%	Complete
<b>5 - Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements (3 Measures)</b>														
 	Percent of matching payments directed for disbursement to participating candidates within five (5) business days after the receipt of financial reports	<input type="checkbox"/>	Up is Better	New in 2021	New in 2021	New in 2020	New in 2021	New in 2021	New in 2021	New in 2021	Needs Update	100%	100%	Complete
 	Percent of candidates determined to meet requirements for certification by OCF within ten (10) business	<input type="checkbox"/>	Up is Better	New in 2019	New in 2019	100%	100%	100%	100%	100%	Needs Update	100%	100%	Complete





	days of filing the affidavit declaring compliance with the Fair Elections Program.													
 	Percent of Base Amount and Matching Payments authorized for disbursement within five (5) business days of the certification of a candidate into the Fair Elections Program	<input type="checkbox"/>	Up is Better	New in 2021	New in 2021	New in 2021	New in 2021	New in 2021	New in 2021	New in 2021	Needs Update	100%	Annual Measure	Complete
<b>6 - Create and maintain a highly efficient, transparent, and responsive District government. (1 Measure)</b>														
 	Percent of investigative matters closed within ninety (90) days of opening	<input type="checkbox"/>	Up is Better	Waiting on Data	No Applicable Incidents	100%	100%	100%	100%	100%	Needs Update	100%	Annual Measure	Complete



## 2022 Core Business Measures

Measure
No measures found







## 2022 Operations























5 Activities						
	Operations Header	Operations Title	Operations Description	Type of Operations	Add Strategic Initiative	Add Workload Measure
<b>1 - Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (1 Activity)</b>						
 	OFFICE OF THE GENERAL COUNSEL	Enforcement Program	The Office of the General Counsel provides legal advice and enforcement through the conduct of investigations and informal hearings, and the recommendation of decisions on charges of violations of the Campaign Finance Act; the issuance of interpretative opinions and expedited legal advice; the drafting of regulations and the review of OCF Forms for changes; the conduct of training seminars to promote voluntary compliance; and the coordination of site visits to the election precincts and early vote centers operated by the Board of Elections, and to campaign offices.	Daily Service	<a href="#">Add Strategic Initiative</a>	<a href="#">Add Workload Measure</a>
<b>2 - Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Activity)</b>						
 	TRAINING AND DEVELOPMENT	Educational Outreach Services	The OCF Educational Outreach Program assists with the coordination of the mandatory training conferences for new registrants, the onsite training seminars, the development of online brochures, interactive tutorials, and  online tutorials and the employee training program. The OCF	Daily Service	<a href="#">Add Strategic Initiative</a>	<a href="#">Add Workload Measure</a>

			Training Program also manages and utilizes the OCF Facebook Page as a training tool to disseminate information to the public. The Training Program distributes and evaluates surveys to training participants to assess the content and performance of the trainer.			
<b>3 - Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (1 Activity)</b>						
 	REPORT ANALYSIS & AUDIT DIV.	Audit Programs	The Reports Analysis and Audit Division conducts audit analysis and reviews of all financial reports and statements received in the Agency; issues requests for additional information to filers where deficiencies are noted during the desk review process; conducts full field audits of the campaign operations of newly elected public officials, investigative audits of financial operations based on the receipt of complaints or based upon desk reviews; conducts periodic random audits of the reports filed by the constituent service programs, committees active during an election cycle, and continuing committees; and recommends the issuance of final audit reports based on the findings of full field and random periodic audits. Participates in site visits to election precincts, early voting centers, and to the offices of principal campaign committees.	Daily Service	<a href="#">Add Strategic Initiative</a>	<a href="#">Add Workload Measure</a>
<b>4 - Provide a high-quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Activity)</b>						
 	PUBLIC INFO. & RECORD MANAGEMENT	Public Information collection and dissemination online and onsite	The Public Information and Records Management Division publishes campaign finance data and information online at the OCF Website, and makes information available in the OCF Offices; compiles listings and reports of contribution and expenditure information published at the website and in the Biennial Report; manages the electronic filing and data entry of financial reports; oversees the registration of new candidates and committees, and coordinates the mandatory training of the new registrants; oversees the OCF e-mail subscription	Daily Service	<a href="#">Add Strategic Initiative</a>	<a href="#">Add Workload Measure</a>



			service; makes all public reports and statements available for the public online within 24 hours of receipt; and conducts the Filer Pre-Notification and Failure to File Programs.			
<b>5 - Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements (1 Activity)</b>						
 	FAIR ELECTIONS DIVISION	Fair Elections Program	The Fair Elections Program Division provides public financing to candidates who elect to participate in the program; determines whether candidates qualify for certification and public funds based on the verification of threshold requirement; authorizes the distribution of base amount payments and matching payments; and conducts post-election audits of all campaign operations for compliance with the Fair Elections Amendment Act.	Daily Service	<a href="#">Add Strategic Initiative</a>	<a href="#">Add Workload Measure</a>





## 2022 Workload Measures







10 Measures									
	Measure	New Measure/ Benchmark Year	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual Report	FY 2022 Quarter 1	Needs ARPA Information
<b>1 - Enforcement Program (3 Measures)</b>									
 	Total number of informal hearings conducted	▮	83	83	165	102	Needs Update	29	Complete
 	Total number of investigations completed within 90 days	▮	Waiting on Data	No Applicable Incidents	3	5	Needs Update	No applicable incidents	Complete
 	Total number of Interpretative Opinions and Expedited Advice issued	▮	12	8	1	20	Needs Update	4	Complete



2 - Educational Outreach Services (1 Measure)									
 	Total number of mandatory training conferences conducted		29	197	45	145	Needs Update	41	Complete
3 - Audit Programs (2 Measures)									
 	Total number of financial reports reviewed, evaluated, and analyzed for the reporting period		1092	818	1274	767	Needs Update	120	Complete
 	Total number of periodic random and full field audits completed by the Audit Division		17	13	19	15	Needs Update	3	Complete
4 - Public Information collection and dissemination online and onsite (2 Measures)									
 	Total number of financial reports filed		966	508	1047	800	Needs Update	151	Complete
 	Total number of financial reports filed electronically		964	632	1015	800	Needs Update	151	Complete
5 - Fair Elections Program (2 Measures)									
 	Total number of candidates certified as participating candidates in the Fair Elections Program		New in 2020	New in 2020	New in 2020	36	Needs Update	Annual Measure	Complete
  	Total number of pre-election and post-election audits completed by the Fair Elections Division		New in 2020	New in 2020	New in 2020	0	Needs Update	Annual Measure	Complete

**2022 Initiatives**





7 Strategic initiatives									
	Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Is this Initiative focused on Wards 7 and/or 8?	Does this initiative support the Resilient DC Strategy?	Is this initiative related to an American Rescue Plan Act (ARPA) enhancement?	Does this initiative enhance racial equity in the District?	Cluster	Add Initiative Update
<b>Audit Programs(1 Strategic Initiative)</b>									
 	<a href="#">Traditional Campaign Finance Audit Programs</a>	The Office of Campaign Finance will review the financial reports of all registrants in the Traditional Campaign Finance Program following each filing deadline for compliance with the reporting requirements; conduct periodic random audits of the activity reports of the Constituent Services and Statehood Fund Programs following the close of the October 1st and April 1st Filing deadlines, and the continuing committees following the January 31st and July 31st Filing Deadlines; and refer violations of the Campaign Finance Act to the General Counsel for enforcement. The desk review of financial reports and the conduct of random audits are ongoing audit activities.	09-30-2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	no	Independent	









Educational Outreach Services(3 Strategic initiatives)									
 	<a href="#">Educational Outreach Services</a>	The Office of Campaign Finance will expand the outreach of the OCF Educational Program to reserve the Community Meeting Rooms of the various Branches of the DC Public Library located within each of the Eight (8) Wards of the District of Columbia to offer monthly Seminars for the public, including potential local candidates for office, treasurers, and campaign staff and volunteers. The Seminars will focus on the dissemination of information throughout the District designed to fully introduce the residents in each Ward to the Fair Elections and the Traditional Campaign Finance Programs, and how campaigns are funded, and to the role of the Agency to administer the Campaign Finance Laws.	09-30-2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	no	Independent	
 	<a href="#">Educational Outreach Services</a>	The Office of Campaign Finance will establish a Candidate/Treasurer Consultation Program to offer one on one formal consultations to candidates and treasurers with the OCF Auditors in both the Fair Elections and the Traditional Campaign Finance Programs following the completion of the Mandatory Entrance Conference and the submission of the first Receipts and Expenditures Report, to discuss the reporting	09-30-2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	no	Independent	







		requirements and any compliance issues specific to the campaign.							
 	<a href="#">Educational Outreach Services</a>	The Office of Campaign Finance will develop an Audit Training Program for the candidates and treasurers registered in the OCF Fair Elections, Traditional Campaign Finance, and the Constituent Services Programs, to introduce the full range of the Audit Process, including the conduct of Desk Reviews, Full Field and Random periodic Audits, and Post-Election Audits. The Training will focus on how to respond to Requests for Additional Information, the Initial Request for Audit Documentation, Preliminary Audit Reports, and the common types of Audit Findings.	09-30-2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	no	Independent	
<b>Enforcement Program (1 Strategic Initiative)</b>									
 	<a href="#">Enforcement Program</a>	The Office of the General Counsel will organize Site Visits to the Early Voting Centers and to the Election Precincts operated by the Board of Elections in each of the eight (8) Wards during the June 2022 Primary Election to provide guidance where necessary concerning the application of the Campaign Finance Laws.	07-31-2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	no	Independent	
<b>Fair Elections Program (1 Strategic Initiative)</b>									
 	<a href="#">Fair Elections Program</a>	The Office of Campaign Finance will organize, publicize, and conduct Debates in any city-wide	09-30-2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	no	Independent	

		contests scheduled for election in the June 21, 2022, Primary Election and the November 8, 2022 General Election where the Elections involve more than one (1) participating candidate in the Fair Elections Program, or any candidate who has qualified for ballot access in the Traditional Campaign Finance Program, and has consented to participate in a debate. The Debates will provide voters with the opportunity to hear directly from the candidates on issues that are important to District Residents.							
<b>Public Information collection and dissemination online and onsite (1 Strategic Initiative)</b>									
 	<a href="#">Public Information Dissemination Online and Onsite</a>	The Office of Campaign Finance will produce and disseminate on December 31, 2021, the OCF Biennial Report of Contributions and Expenditures in an electronic format. The Report will describe the receipts and expenditures of candidates for elective office in the Traditional Campaign Finance Program, with the exception of ANC Candidates, for the prior two (2) year period, in dollar amount and percentage terms, by donor categories and the size of the donation, and expenditure type. The Report will also summarize the receipts and expenditures of political action committees and independent expenditure committees.	01-31-2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	no	Independent	

## 2022 Initiative Updates

7 Initiative Updates							
	Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Supporting Data	Reporting Quarter
<b>Educational Outreach Services(3 Initiative Updates)</b>							
 	<a href="#">Educational Outreach Services</a>	The Office of Campaign Finance confirmed the agreement with the D.C. Public Library to reserve the Community Meeting Rooms of the Library Branches located within each of the Eight (8) Wards to offer commencing March 2022 monthly seminars for the public to disseminate information to fully introduce the Fair Elections and Traditional Campaign Finance Programs, and the role of the Agency to administer the Campaign Finance Laws. The Agency developed and posted the OCF 2022 Schedule of Training Seminars on the OCF Website on January 11, 2022, which includes the dates for the Sessions at the D.C. Public Library.	0-24%	High	Demonstrable		Q1
 	<a href="#">Educational Outreach Services</a>	The Fair Elections Program and the Traditional Campaign Finance Audit Program developed Standard Operating Procedures to formalize the requirement to establish a one-on-one virtual Candidate Consultation Program within their Programs for New Registrants/Candidates and Treasurers following their participation in the Mandatory Entrance Conference and the filing of the first Report of Receipts and Expenditures. The Consultations will begin in February 2022.	25-49%	High	Demonstrable		Q1

 	<a href="#">Educational Outreach Services</a>	<p>The Fair Elections Program Division and the Traditional Campaign Finance Program Audit Division developed a Power Point Presentation for the Audit Training Seminars to commence in February 2022 to introduce the full range of the Audit Process in both Programs. The 2022 OCF Schedule of Virtual Training Seminars was posted at the OCF Website on January 11, 2022 and includes the dates the Audit Training Seminars will be offered.</p>	25-49%	High	Demonstrable		Q1
<b>Enforcement Program (1 Initiative Update)</b>							
  	<a href="#">Enforcement Program</a>	<p>This Initiative will not occur until the June 21, 2022 Primary Election. The Site Visits will be scheduled during the day of the Primary Election, and also during the Early Voting Period, which is scheduled from June 10, 2022 through June 19, 2022.</p>	0-24%	High	Demonstrable		Q1
<b>Fair Elections Program (1 Initiative Update)</b>							
  	<a href="#">Fair Elections Program</a>	<p>To prepare for the Debates the Office of Campaign Finance may be required to conduct in the four (4) city-wide contests in the June 21, 2022 Primary Election and the November 8, 2022 General Election, the Agency developed a Statement of Work for submission into the District's PASS System to requisition the services of a Public</p>	0-24%	High	Transformative		Q1

		Relations Firm to assist with the production of the debates, including the advertising, recruitment of community based groups to promote the debates on their social media platforms, selection of moderators, candidate registration, and to secure a website page for the debate.					
<b>Public Information Dissemination Online and Onsite (1 Initiative Update)</b>							
  	<a href="#">Public Information Dissemination Online and Onsite</a>	On January 4, 2022, the Office of Campaign Finance published the OCF December 31, 2021 Biennial Report of Contributions and Expenditures at the OCF Website, <a href="http://www.ocf.dc.gov">www.ocf.dc.gov</a> . The Report covers the contributions and expenditures of Candidates and Political Committees in the Traditional Campaign Finance Program for the prior two (2) year period from January 2019 through December 2021.	Complete	High	Demonstrable		Q1
<b>Traditional Campaign Finance Audit Programs (1 Initiative Update)</b>							
  	<a href="#">Traditional Campaign Finance Audit Programs</a>	The Reports Analysis and Audit Division, the Traditional Campaign Finance Audit Program, has conducted Desk Reviews of 120 Reports of Receipts and Expenditures filed with the Office of Campaign Finance since October 1, 2021, including the Activity Reports of the Constituent Service and Statehood Fund Programs, and the Financial Reports of Principal Campaign Committees active in the 2022 Election Cycle, and of Continuing Committees, including Political Action Committees and Independent Expenditure Committees; issued 16 Requests for Additional Information based on the Reviews; and issued three (3) Periodic Random Audit Reports.	0-24%	High	Incremental		Q1

### 2022 ARP Key Performance Indicators

Measure	New Measure/ Benchmark Year	Directionality	ARPA Expenditure Code	ARPA Initiative	ARPA Sub- Initiative	ARPA Project Name	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY2019 Actual	FY 2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual	FY2022 Target	FY 2022 Quarter 1
No measures found																

### 2022 ARP Workload Measures

Measure	New Measure/ Benchmark Year	ARPA Expenditure Code	ARPA Initiative	ARPA Sub- Initiative	ARPA Project Name	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual	Needs ARPA Information
No measures found											

### 2021 Unfinished Initiatives

Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update
No strategic initiatives found						

### 2021 Unfinished Initiative Updates

Strategic Initiative Title	Anticipated completion date	New Initiative Created for FY21	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact (Limited to 550 Characters)	Supporting Data	Reporting Quarter
No initiative updates found										

**ATTACHMENT J**

**Records Retention Schedule for the Office of Campaign Finance**  
(Response to Question No. 55, Agency Specific Questions)

# RECORDS RETENTION SCHEDULE

## Organization

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Office of Campaign Finance

## Policy and Procedures

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Two hardcopies or a single electronic copy accompany this submission

## List of Directors

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Cecily E. Collier-Montgomery	Aug-96	Current
Melvin L. Doxie	Feb-95	Jul-96
Victor Sterling	Apr-94	Jan-95
Robert A. Lane	Apr-93	Mar-94
Deborah Price	Jan-93	Mar-93
Edith Barksdale Sloan	Oct-92	Dec-92
Marianne Niles	May-83	Sep-92
Keith Vance	Sep-79	Apr-83

## Citations Impacting Retention

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### Federal

2 CFR § 200.333 (Grants)

### DC Legislation

DC Code § 2-1701

DC Code § 2-1706

DCMR § 1-1504.1(d)

### Court Orders

None

### Audits Impacting Retention

None

## Record Schedule

The Office of Campaign Finance (OCF) regulates the reporting and disclosure of the financial operations and activities of candidates for local office, political committees, political action committees, independent expenditure committees, and the constituent service and statehood fund programs. Established within the District of Columbia Board of Elections, the OCF administers and enforces the campaign finance laws of the District of Columbia. The office of Campaign Finance and the associated board were established under DC Code § 1-1163.02.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Formal Communications (Executive Staff) Formal communications that impact the mission or execution of the mission and programs of the agency. Series includes, but is not limited to, correspondence with the Mayor, Deputy Mayors, City Administrator, City Council, intra-agency, and inter-agency directives. Records are organized chronologically.</p> <p>Restrictions: None</p> <p>Media: Paper/Electronic (Secure agency network)</p> <p>Permanent: Records close when the designated action is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention for 4 years and then transferred to the DC Archives.</p>	Permanent	None	4 Years
	<p>Public Relations Files (Communications) Text, audio or video recordings of formal speeches, announcements, and remarks to the press. Remarks made at formal ceremonies or during interviews by the agency executive staff and other high-ranking officials concerning agency programs.</p> <p>Restrictions: None</p> <p>Media: Paper /Electronic (Secure agency network)</p>			
a	<p>Formal Interviews:</p> <p>Permanent: Records close upon conclusion of the interview and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	<p>News Releases: May be textual records such as a formal press releases or nontextual records, such as film and video or sound recordings.</p> <p>Restrictions: None.</p> <p>Media: Paper/ Electronic (Secure agency network)</p> <p>Permanent: Records close upon distribution of release and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Agency Policy and Procedures (Executive Staff) defining operational guidelines. Each Division within the Department arranges its policies in its own way.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Secure agency network)</p> <p>Permanent: Records close when the policy or procedure is superseded or becomes obsolete and cut off at the end of the fiscal year. Retain records on site four years after cut off, then transfer to the D.C. Archives.</p>	Permanent	4 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Schedule of official activities of agency executive staff</p> <p>Restrictions: None</p> <p>Media: Paper / Electronic (Secure agency network)</p> <p>Permanent: Records close at the end of the fiscal year and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
	<p>Strategic Plans (Performance Management) Plans and supporting documentation utilized to set the strategic direction for the agency including, but not limited to studies, benchmarking of other jurisdictions, and statistical data supporting current and planned future state. These records are organized by subject and date.</p> <p>Restrictions: Restricted</p> <p>Media: Electronic (Secure agency network)</p> <p>Permanent: Records close when the plan is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Performance Reports (Performance Management) The Office of the Chief Operating Officer maintains statistical data regarding the population served, and types of services rendered. Statistics are both quantitative and qualitative in nature. This series does not include employee performance metrics. Records are arranged by topic and year.</p> <p>Restrictions: None Media: Paper / Electronic (Secure agency network/dc.gov)</p>			
a	<p><b>Published</b></p> <p>Permanent. Records close upon publication of the report and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
b	<p><b>Unpublished</b></p> <p>Appraisal: Records close upon completion of the final version of the report and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the DC Archivist for Appraisal.</p>	Appraisal required by DC Archivist		
	<p>Project Subject Files (Executive Staff) This record documents program-related projects and initiatives. Record consists of all documents and data relating to a specific project from inception to completion. Included are correspondence, memoranda, questionnaires, studies and reports, and related records. Excludes records that impact the mission or vision of the Director's Office which are to be retained permanently. Records are organized by subject.</p> <p>Restrictions: None Media: Paper / Electronic (Secure agency network)</p> <p>Appraisal: Records close upon completion or conclusion of the project and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the DC Archivist for Appraisal.</p>	Appraisal required by DC Archivist		

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Organization Files (Executive Staff) Organizational Charts and reorganization studies that define descriptions of the arrangement and administrative structure of the functional units within the agency. Organized by date.</p> <p>Media: Paper / Electronic (Secure agency network)</p> <p>Permanent: Records close when the version is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
	<p>Publications (Communication) Publications on various topics of interest or concern that provide insight and awareness. Organized by topic and year.</p> <p>Restrictions: None</p> <p>Media: Paper / Electronic (Secure agency network, dc.gov)</p>			
a	<p>Printed Materials</p> <p>Permanent: Records close when published and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None
b	<p>Agency Websites</p> <p>Media: Electronic (dc.gov)</p> <p>Permanent: Records close when published and cut off last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	1 Quarter	None
c	<p>Social Media Posts</p> <p>Media: Electronic (Stored on Twitter, LinkedIn, and Facebook)</p> <p>Permanent: Records close when published and cut off last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	1 Quarter	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Memorandums of Understanding: (Office of the Director) This records documents agreements between the Office of Campaign Finance and other agencies to supply services. Memorandums of Understanding may cover paid and unpaid services and the record includes but is not limited to scope of work and documentation of responsibilities. This record is organized by agency. Examples of such memorandums are the production of license plates.</p> <p>Restrictions: None Media: Electronic (Sales Force)</p>			
a	<p>Under \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. Retain the record for 3 years after cut off, and then destroy.</p>	Temporary 3 Years	3 Years	None
b	<p>\$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 6 years after cut off and then destroy.</p>	Temporary 6 Years	6 Years	None
	<p>Campaign Finance Complaints: This record documents complaints sent to the Office of Campaign Finance, and the review by the Director. Records may include..... Records are organized by ..... Restrictions: Confidential Media: ?</p>			
a	<p>No cause indicated Temporary: Records close upon determination of the Director and cut off at the end of the fiscal year. Retain records for 8 years after cut off and then destroy.</p>	Temporary 8 Years	8 Years	None
b	<p>Referred for Investigation No Hearing Temporary: The record closes upon final determination and cuts off at the end of the fiscal year. Retain records for 8 years after cut off and then destroy.</p>	Temporary 8 Years	8 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
C	<p>Referred for Investigation and resulting in a Hearing</p> <p>Record closes and cuts off upon determination a hearing is required. Transfer the original file to the Hearing case file immediately and retain a copy until a final determination is published from the hearing.</p>	Transfer to Hearing File	Retain a copy until final determination is published	None

## Administration

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Contract - This record documents request for quotes, and proposals from vendors. These records may include but are not limited to draft contracts, contract negotiation notes, and description of the goods or services to procured, delivery timeframes, quotes, payment receipts and general terms and conditions. Records are organized by Requisition Number/Purchase Order Number.</p> <p>Restrictions: None Media: Paper/Electronic (PASS System)</p>			
	<p>Under \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. Retain the record for 3 years after cut off, and then destroy.</p>	<p>Temporary 3 Years</p>	<p>3 Year</p>	<p>None</p>
	<p>Over \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. Retain the record for 6 years after cut off, and then destroy.</p>	<p>Temporary 6 Years</p>	<p>6 Years</p>	<p>None</p>
	<p>P-Card – This record documents the tracking of goods and services purchased. The record includes but is not limited to invoices, payment receipts, and monthly purchase statements. This record is organized by fiscal year and filed by date of transaction.</p> <p>Restrictions: None Media: Paper Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. Retain the record for 3 years after cut off, and then destroy.</p>	<p>Temporary 3 Years</p>	<p>3 Years</p>	<p>None</p>

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Informal Hearings: This record documents the hearing process to review alleged violations of reporting and disclosure requirements, as prescribed by the Campaign Finance Act and Chapters 30-41 of Title 3, "Elections and Ethics" of the District of Columbia Municipal Regulations. Records may include but are not limited to the complaint, evidentiary documents, witness statements, testimony, and final decision. These records maybe searched online by 4 order categories, 13 File types, Year of Decision or 34 Subjects.</p> <p>Restrictions: None Media: Posted on agency site.</p>			
a	<p>Case is Dismissed Permanent: Records close upon published decision and cut off at the end of the fiscal year. Retain records for 8 years after cut off and then transfer to the Archives.</p>	Permanent	8 Years	None
b	<p>Decision Results in a Fine Permanent: Records close upon published decision and cut off at the end of the fiscal year. Retain records for 16 years after cut off and then transfer to the Archives.</p>	Permanent	16 Years	None
c	<p>Administrative Dismissal and Vacated Orders (party or parties cannot be located) Permanent: Records close after the office issues an administrative dismissal and cuts off at the end of the fiscal year. Retain records for 8 years and then transfer to the Archives.</p>	Permanent	8 Years	None
	<p>Fines – This record documents the collection of paid and outstanding fines. This record includes but is not limited to orders from the Office of the General Counsel and checks forwarded to the Office of Risk Management (ORRM), receipts and individuals. This record is organized by Docket# assigned by OGC and committee or candidate Restrictions: None Media: Paper Temporary: Records close when the fine is satisfied and cut off at the end of the fiscal year. Retain the records for 5 years after cut off, and then destroy.</p>	Temporary 5 Years	5 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Petty Cash: This record documents the booking that track agency's petty cash expenditures. This record includes but is not limited to small purchases receipts, cash box balance sheet and monthly audit count sheets from the Office of Risk Management (OFRM). This record is organized as a monthly file.</p> <p>Restrictions: PII</p> <p>Media: Paper</p> <p>Temporary: Records close and cut off at the end of the fiscal year. Retain the record for 3 years after cut off, and then destroy.</p>	Temporary 3 Years	3 Years	None

## Public Affairs Manager/Public Information & Records

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Political Committee Files – This record documents name and address of candidates and officers for committees. It includes but is not limited to individuals /businesses that have made contributions to the candidates or committees. The contributor/expenditure information also includes address and employment information. Record is organized by Committee type and /or election year. Each committee has an individual dashboard that contains the history of the committee. This history would include audit reports issued by the Reports Analysis &amp; Audit Division or Fair Elections Program Division and Orders issued by the Office of the General Counsel in response to complaints filed against the committee or enforcement of the Campaign Finance Act.</p> <p>Restrictions: None (This information is available to the public with the exception of complaints filed against a committee. With the exception of acknowledgement of a complaint being filed, all information pertaining to complaint is confidential until the matter is closed and an Order is issued by the Office)</p> <p>Media: Paper/Electronic E-filing System</p>			
a	<p>Data and interim reporting and analysis</p> <p>Temporary: Record closes at the end of the reporting period and cuts off at the end of the fiscal year. Retain for 8 years after cut off and then destroy.</p>	Temporary 8 Years	8 Years	None
b	<p>Biennial Report</p> <p>Permanent: Record closes upon publication of the report, and cut off at the end of the fiscal year. Retain the record for 8 years after cut off and then transfer to the DC Archives</p>	Permanent	8 Years	None

**Administrative Records** The records covered in this section relate to routine internal administrative and housekeeping activities are generally facilitative or informational. *They are not basic program records and are not part of official program files.* They are often extra copies of documents whose record copies must be scheduled by submitting a request for records disposition authority.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Asset Inventory (Facilities Manager) Inventory of physical assets (non-transitory) held by the agency, including furniture, technology equipment, or other physical assets. Inventories are organized by Control ID and Asset Name, and record both location and the last inventory date.</p> <p>Restrictions: None</p> <p>Media: Paper</p> <p>Temporary: Records close and cut off when superseded. Retain records for 2 years after cut off, and then destroy.</p>	Temporary 2 Years	2 Years	None
	<p>Records Disposition Files (Records Manager) Basic documentation of records description and disposition programs, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Retention Schedules</li> <li>• SF135-Records Transmittal and Receipt</li> <li>• Requests for Records Disposition Authority</li> <li>• Notice of intent to destroy</li> <li>• Confirmation of Destruction of Records</li> </ul> <p>Organized by date and type of file.</p> <p>Restrictions: None</p> <p>Media: Paper/Electronic (Agency Secure Network)</p> <p>Permanent: Records close and cut off at the end of the fiscal year. Retain in Agency permanently.</p>	Permanent	Permanent	None
	<p>Working Papers Project background records, analyses, notes, drafts, and interim reports</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Agency Secure Network)</p>			
a	With Final Action	Appraisal		

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	Appraisal: Records close upon final action and cut off at the end of the fiscal year. Records are transferred within 30 days of cut off to the Record Center for Appraisal	required by DC Archivist		
b	With no Final Action Temporary: Records close if no action is taken in three years from final report and cut off at the end of the fiscal year. Destroy upon cut off, or when the record is no longer needed for administrative or reference purposes.	Temporary 3 Years	3 Years	None
	Administrative Files Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off at end of the fiscal year. Destroy when no longer needed for administrative or reference purposes.	Temporary Cutoff at end of Fiscal Year	None	None
	Schedules of Daily Activities (Non-Senior Officials) Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of D.C. employees. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off at the end of the fiscal year. Destroy when no longer needed for administrative or reference purposes.	Temporary Destroy when no longer needed	Until no longer needed	None
	Mailing and Invitation Lists: This record identifies individuals and organizations that are to receive copies of newsletters, reports, invitations to events, and other issuances. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off upon conclusion of the event, meeting, conference, etc. Destroy records when no longer needed for administrative or reference purposes.	Temporary Destroy when obsolete or superseded	Until no longer needed	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<p>Suspense Files (Files noting actions to be taken) Papers arranged in chronological order as a reminder that an action is required on a given date or that a reply should be traced on a given date.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Agency Secure Network)</p> <p>Temporary: Records close and cut off upon completion of review or action. Destroy records when no longer needed for administrative or reference purposes.</p>	Temporary Destroy after action is taken	Until no longer needed	None
	<p>Transitory Files Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples:</p> <p>Letters of Transmittal</p> <p>Quasi-Official notices</p> <p>Memos and other papers that do not serve as basis for official action</p> <p>Holiday notices</p> <p>Charity notices</p> <p>Bond Campaigns</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Agency Secure Network)</p> <p>Temporary: Records close upon completion of review or action and cut off at end of the quarter. Retain record for 3 months after cut off and then destroy when no longer needed for administrative, audit or reference purposes.</p>	Temporary Destroy when 3 months old or when no longer needed, whichever is sooner	3 Months	None
	<p>Contract Administration-Agency Copies (Agency Procurement Staff) Files containing documentation pertaining to the acquisition of procuring physical goods, services, products, and personal property. Procurement files consists of contracts, requisitions, purchase orders work orders, invoices. Organized by Fiscal year.</p> <p>Restrictions: None</p> <p>Media: Paper/Electronic (Agency Secure Network, PASS)</p>			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	Under \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 3 years after cutoff, and then is prepared for confidential destruction.	Temporary 3 Years	3 Years	None
b	\$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 6 years after cutoff, and then is prepared for confidential destruction.	Temporary 6 Years	6 Years	None

### Non-Records

Non-record materials are disposable upon agency authority. Please direct questions to the Office of Public Records for assistance.

Description
Duplicate copies of documents
Printed Reports from Computer Programs that can be recreated on-demand
Reference or Convenience Copies of official documents (i.e.: copies of Mayor's orders, or correspondence)
Working papers that don't impact or are not considered essential to a final decision regarding policies, laws, and regulations
Library or other reference materials or records maintained solely for convenience or reference
Blank forms
Materials relating to fringe activities of an agency such as charitable fund drives.

**ATTACHMENT K**

**Table for the 2022 Election Cycle**  
(Response to Question No. 61 (a), Agency Specific Questions)



Candidates Name	Office Sought	Date Candidate Sought Fair Election Certification	Date Candidate Qualified as a Fair Elections "Participating Candidate"	No. of Small-Dollar Contributors at Qualification	No. of Qualifying Small-Dollar Contributions ("QSDCs") at Qualification	Average QSDC \$ Value at Qualification	Total \$ Value of QSDCs at Qualification	No. of Cash QSDCs at Qualification	No. of Non-District Resident Individual Contributions at Qualification	No. of Non-District Resident Individual Contributors at Qualification	Total \$ Value of Non-District Resident Individual Contributions at Qualification	Average Non-District Resident Individual Contribution \$ Value at Qualification
<b>McDuffie 2022</b>	Attorney General	11/1/2021	11/8/2021	682	676	\$91.28	\$61,707.00	0	154	152	\$14,798.00	\$97.36
<b>Ryan Jones for AG</b>	Attorney General	8/16/2021	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Erin for DC</b>	Council Chairman	10/13/2021	11/8/2021	334	327	\$81.39	\$26,615.00	0	31	31	\$2,080.00	67.1
<b>Brianne for DC 2022</b>	Council Ward 1	11/5/2021	11/8/2021	179	178	\$47.09	\$8,382.00	0	59	59	\$2,900.00	\$49.15
<b>Committee to Elect Sabel Harris</b>	Council Ward 1	12/2/2021	2/4/2022	183	182	\$35.41	\$6,445.00	0	53	53	\$1,920.00	\$36.22
<b>Cheh 2022</b>	Council Ward 3	8/16/2021	9/7/2021	207	206	\$46.72	\$9,625.00	0	10	10	\$500.00	\$50.00
<b>David For Ward 3</b>	Council Ward 3	12/28/2021	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Tricia Duncan for Ward 3 Council</b>	Council Ward 3	2/15/2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Matthew Frumin for Ward 3</b>	Council Ward 3	2/15/2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Monika Nemeth for Ward 3 DC Council</b>	Council Ward 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Friends of Faith for Ward 5 2022</b>	Council Ward 5	1/21/2020	11/8/2021	200	192	\$48.72	\$9,355.00	0	60	60	\$2,675.00	\$44.58
<b>Friends of Zachary Parker 2022</b>	Council Ward 5	10/12/2021	11/8/2021	335	326	\$41.35	\$13,481.00	1	93	92	\$4,095.00	\$44.51
<b>Gary To To Forward 5</b>	Council Ward 5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Gordon Fletcher for Ward 5</b>	Council Ward 5	8/19/2021	9/7/2021	174	172	\$34.22	\$5,886.00	1	55	55	\$2,124.11	\$38.62
<b>Harry Thomas Works</b>	Council Ward 5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Candidates Name	Office Sought	Date Candidate Sought Fair Election Certification	Date Candidate Qualified as a Fair Elections "Participating Candidate"	No. of Small-Dollar Contributors at Qualification	No. of Qualifying Small-Dollar Contributions ("QSDCs") at Qualification	Average QSDC \$ Value at Qualification	Total \$ Value of QSDCs at Qualification	No. of Cash QSDCs at Qualification	No. of Non-District Resident Individual Contributions at Qualification	No. of Non-District Resident Individual Contributors at Qualification	Total \$ Value of Non-District Resident Individual Contributions at Qualification	Average Non-District Resident Individual Contribution \$ Value at Qualification
<b>Our Committee to Elect Kathy Henderson</b>	Council Ward 5	2/4/2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2/4/2022
<b>Orange Ward 5</b>	Council Ward 5	12/10/2021	12/21/2021	212	206	\$45.74	\$9,422.06	51	26	26	\$1,250.00	\$48.08
<b>Re-Elect Charles Allen for Ward 6 2022</b>	Council Ward 6	11/1/2021	11/8/2021	357	356	\$42.80	\$15,237.51	0	12	11	\$550.00	\$50.00

**Table for the 2022 Election Cycle (cont'd)**

Participating Candidate's Name	Base Amount Paid	Date Base Amount Paid	Reporting Date X/X/XX[2]	Total \$ Value of Matching Payments Disbursed to Candidate During Reporting Period	No. of Small-Dollar Contributors During Reporting Period	No. of QSDCs During Reporting Period	Number of Non-District Resident Individual Contributions During Reporting Period	Number of Non-District Resident Individual Contributors During Reporting Period	Total \$ Value of Fair Elections Matching Payments Disbursed to Candidate	Total \$ Value of Fair Elections Funds Disbursed to Candidate (Base + Matching)	Date Participating Candidate Reached the Payments Cap
Re Elect Muriel Bowser Our Mayor 2022	\$80,000	12/20/2021	11/4/2021-12/10/2021	\$375,131.00	2116	2060	12	699	\$1,875,655.00	\$1,955,655.00	N/A
			12/11/2021-1/31/2022	\$31,461.00	201	191	52	52	\$157,305.00	N/A	N/A
Robert for DC	\$80,000	11/8/2021	10/13/2021-10/31/2021	\$76,397.00	1247	1244	204	204	\$381,985.00	\$461,985.00	N/A
			11/1/2021-12/10/2021	\$23,734.00	417	411	84	84	\$118,670.00	N/A	N/A
			12/11/2021-1/31/2022	\$37,269.50	569	552	75	69	\$186,347.50	N/A	N/A
Anita Bonds 2022 Committee	\$20,000.00	1/18/2022	11/16/2021-12/10/2021	\$4,424.00	50	47	22	22	\$21,120.00	N/A	N/A
			12/11/2021-01/10/2022	\$16,433.00	248	243	26	26	\$79,040.00	\$120,160.00	N/A
			1/11/2022-1/31/2022	\$4,290.00	63	62	6	6	\$21,450.00	\$0.00	N/A
Friends of Lisa Gore			11/04/2021-12/10/2021	\$4,575.44	66	66	20	18	N/A	N/A	N/A
	\$20,000.00	2/18/2022	12/11/2021-01/31/2022	\$7,714.54	217	214	14	13	\$61,449.90	\$81,449.90	N/A
Friends of Dexter			11/10/2021-12/10/2021	\$8,170.00	135	135	15	15	N/A	N/A	N/A
			12/11/2021-1/31/2022	\$3,846.00	92	92	3	3	N/A	N/A	N/A
	\$20,000.00	2/22/2022	2/1/2022-2/10/2022	\$1,400.00	47	45	7	7	\$67,080.00	\$87,080.00	N/A
Bradley Thomas for DC Council 2022	\$20,000.00	12/27/2021	11/15/2021-12/10/2021	\$15,189.00	269	265	91	91	\$75,945.00	\$95,945.00	N/A
			12/11/2021-1/31/2022	\$2,800.00	49	47	23	23	\$14,000.00	N/A	N/A

Participating Candidate's Name	Base Amount Paid	Date Base Amount Paid	Reporting Date X/X/XX[2]	Total \$ Value of Matching Payments Disbursed to Candidate During Reporting Period	No. of Small-Dollar Contributors During Reporting Period	No. of QSDCs During Reporting Period	Number of Non-District Resident Individual Contributions During Reporting Period	Number of Non-District Resident Individual Contributors During Reporting Period	Total \$ Value of Fair Elections Matching Payments Disbursed to Candidate	Total \$ Value of Fair Elections Funds Disbursed to Candidate (Base + Matching)	Date Participating Candidate Reached the Payments Cap
McDuffie 2022	\$20,000.00	11/8/2021	10/26/2021-11/01/2021	\$61,707.00	682	676	154	154	\$308,535.00	\$328,535.00	N/A
			11/1/2021-12/10/2021	\$33,705.00	270	268	97	97	\$168,525.00	N/A	N/A
			12/11/2021-1/31/2022	\$38,869.00	317	315	58	58	\$194,345.00	N/A	N/A
Erin for DC	\$20,000.00	11/8/2021	09/24/2021-10/10/2021	\$26,995.00	336	333	29	29	\$134,975.00	\$154,975.00	N/A
			10/11/2021-12/10/2021	\$8,360.00	128	124	13	13	\$41,800.00	N/A	N/A
			12/11/2021-1/31/2022	\$10,696.50	190	182	10	10	\$53,482.50	N/A	N/A
Brienne for DC 2022	\$20,000.00	11/8/2021	9/14/2021-10/10/2021	\$8,382.00	179	178	59	59	\$41,910.00	\$61,910.00	N/A
			10/11/2021-12/10/2021	\$8,115.51	195	191	55	55	\$40,352.55	N/A	N/A
			12/11/2021-1/31/2022	\$3,661.00	90	90	16	16	\$18,305.00	N/A	N/A
			2/1/2022-2/10/2022	\$1,288.00	44	43	4	4	\$6,440.00	N/A	N/A
Committee to Elect Sabel Harris			12/02/2021-12/10/2021	\$4,395.00	113	112	39	39	\$21,975.00	N/A	N/A
	\$20,000.00	2/4/2022	12/11/2021-01/31/2022	\$2,050.00	70	70	14	14	\$10,250.00	\$30,250.00	N/A
Cheh 2022	\$20,000.00	9/7/2021	6/17/2021-7/31/2021	\$9,625.00	207	206	10	10	\$48,125.00	\$68,125.00	N/A
			8/1/2021-8/31/2021	\$645.00	15	15	2	2	\$3,225.00	N/A	N/A
			9/1/2021-10/10/2021	\$375.00	9	9	2	2	\$1,875.00	N/A	N/A
			10/11/2021-12/10/2021	\$50.00	1	1	0	0	\$250.00	N/A	N/A
			12/11/2021-1/31/2022	\$150.00	4	3	0	0	\$750.00	N/A	N/A
Friends of Faith for Ward 5 2022	\$20,000.00	11/8/2021	9/28/2021-10/10/2021	\$9,355.00	200	192	60	60	\$46,775.00	\$66,775.00	N/A
			10/11/2021-12/10/2021	\$8,135.00	176	173	64	64	\$40,675.00	N/A	N/A
			12/11/2021-1/31/2022	\$6,449.01	162	152	36	36	\$32,495.05	N/A	N/A

Participating Candidate's Name	Base Amount Paid	Date Base Amount Paid	Reporting Date X/X/XX[2]	Total \$ Value of Matching Payments Disbursed to Candidate During Reporting Period	No. of Small-Dollar Contributors During Reporting Period	No. of QSDCs During Reporting Period	Number of Non-District Resident Individual Contributions During Reporting Period	Number of Non-District Resident Individual Contributors During Reporting Period	Total \$ Value of Fair Elections Matching Payments Disbursed to Candidate	Total \$ Value of Fair Elections Funds Disbursed to Candidate (Base + Matching)	Date Participating Candidate Reached the Payments Cap
Friends of Zachary Parker 2022	\$20,000.00	12/8/2021	8/30/2021-10/10/2021	\$13,631.00	335	329	93	93	\$68,155.00	\$88,155.00	N/A
			10/11/2021-12/10/2021	\$7,917.14	203	200	72	72	\$39,585.70	N/A	N/A
			12/11/2021-1/31/2022	\$8,945.60	243	240	27	27	\$44,728.00	N/A	N/A
Gordon Fletcher for Ward 5	\$20,000.00	9/7/2021	7/13/2021-7/31/2021	\$5,886.00	174	172	55	55	\$29,430.00	\$49,430.00	N/A
			8/1/2021-8/31/2021	\$300.00	10	10	5	5	\$1,500.00	N/A	N/A
			9/1/2021-10/10/2021	\$1,105.00	34	33	3	3	\$5,525.00	N/A	N/A
			10/11/2021-12/10/2021	\$2,165.00	108	90	24	22	\$10,825.00	N/A	N/A
			12/11/2021-1/31/2022	\$3,250.00	124	119	9	9	\$16,250.00	N/A	N/A
Orange Ward 5	\$20,000.00	12/21/2021	10/29/2021-12/10/2021	\$9,422.06	212	206	26	26	\$47,110.30	\$67,110.30	N/A
			12/11/2021-1/31/2022	\$2,945.00	63	63	13	13	\$14,725.00	N/A	N/A
Re-Elect Charles Allen for Ward 6 2022	\$20,000.00	11/8/2021	10/12/2021-10/31/2021	\$15,237.51	357	356	12	11	\$76,187.55	\$96,187.55	N/A
			11/1/2021-12/10/2021	\$5,835.00	153	141	13	13	\$29,175.00	N/A	N/A
			12/11/2021-01/31/2022	\$2,305.00	61	57	2	2	\$11,525.00	N/A	N/A

**ATTACHMENT A – OFFICE OF CAMPAIGN FINANCE  
February 7, 2022**

OCF Division	Program/Activity Code Number	Position Title	Current Status	Days Position Vacant	Description/Additional Justification
Office of the General Counsel	2030	Attorney-Advisor LS-13	Employee resigned effective September 25, 2020. The Position Description (PD) was reviewed and forwarded to the DCHR for reclassification and the initiation of the recruitment process. The DCHR suspended the reclassification of positions until July 2021. PD forwarded to DCHR for reclassification on 02/02/21. PD Received from DCHR on 09/07/21. Reviewed and Requested update/revised PD on 11/02/21 to include the responsibilities of the Position to act as the Liaison with the Fair Elections Division Program. Position forwarded to DCHR on 01/14/2021 to be posted for (2) weeks. Position opening for posting 02/01/22 and closed on 02/14/22. Proposed interviews 02/22/2022.	433 days	This Position supports the OCF Office of the General Counsel and is critical to the enforcement process initiated to conduct informal hearings on violations of the reporting requirements, and to the investigation of complaints received from the public or internally generated.
	2020	Auditor CS-11	Position became vacant due to promotion within the division employee. Vacancy Announcement forwarded to DCHR for posting effective 02/02/22 through 02/13/22. Proposed interviews for 02/21/22.	98 Days	This Position has been assigned to the OCF Reports Analysis and Audit Division and will support the responsibility of the OCF to identify and report prohibited contributions by covered contractors. The Position is also critical to the performance of Desk Reviews, and Periodic and Full Field Audits of Financial Reports.
Reports Analysis & Audit Division (Traditional Program)	2020	Auditor CS-11	This Position became vacant on 04/25/21 due to the promotion within the Division of an Employee. The Vacancy was advertised by DCHR and Interviews conducted on 10/26/21. No applicant selected due to lack of compliance auditing. The Vacancy was reposted on 11/04/21 for (2) weeks and closed on 11/14/21. Proposed interviews on 11/23/21. Candidate declined position on 11/30/21. OCF requested that this position be reposted for (2) weeks effective 02/02/22 and close on 02/13/22. Propose interviews 02/21/22.	198 days	This Position supports the OCF Reports Analysis and Audit Division and is critical to the performance of Desk Reviews, and Periodic and Full Field Audits of Financial Reports.
	2010	Technology Specialist CS-12	New Position funded in the OCF FY 2021 Approved Budget to meet the added Agency responsibilities under the Covered Contractor Provisions of D.C. Law 22-250, the "Campaign Finance Reform Amendment Act of 2018", effective 3/13/19, as amended, and applicable November 9, 2022, once OCF and OCP operationalize the provisions. The Agency developed and reclassified the Position Description as a CS-12, due to the difficulty in recruiting the Position at the CS-11 Level. The Position Description was forwarded to the Department of Human Resources (DCHR) for reclassification and the initiation of the recruitment process. The Vacancy was forwarded to DCHR for posting on 11/05/21 for (10) days. Proposed interviews will be held on 01/14/2022. No candidate was selected for the IT position. The candidates did not pose the qualification that OCF requirements for this program. OCF will forward Decline Package to DCHR and request that IT Spec. be reposted for (2) weeks effective 01/24/2022 and will close on 02/02/22. Proposed interviews will be held on 02/15/22.	421 days	This Position is assigned to the Public Information and Records Management Division and will perform responsibilities critical to the identification of prohibited contributions by Covered Contractors in the OCF Database through the interface with the doing business databases of the District's contracting authorities.
Fair Elections Program Division	3010	Auditor CS-9	Position became vacant due to the promotion within the Division of an Employee effective 10/10/21. Forwarded to DCHR 01/14/22 for posting (2) weeks effective 02/02/22 and closed on 02/13/22. Proposed interviews will be held on 02/18/2022.	87 days	
		Auditor CS-11	Position Reassignment from RAAD November 2021 to January 2022. Forwarded to DCHR 01/14/22 for posting (2) weeks effective 02/02/22 and closed on 02/13/22. Proposed interviews will be held on 02/21/2022.		

**FY 22 CURRENT SCHEDULE A, Current as of February 08, 2022**

**List by Program and Activity of Positions by Title, Employee Name, Grade, Step, Series, Salary  
Fringe Benefits, EOD, and Whether the Position is Vacant or Frozen**

	Title Program Activity	Name	Grade	Step	Series	Salary	Fringe Benefits	EOD	Status/Continuing/Term/Temporary/Contract/Vacant/Frozen	Recruitment/Activity
<b>Office of the Director (5 positions)</b>	Director Program 2000/ Activity 1015	Collier-Montgomery, Cecily E.	17	0	0087	\$190,807.36	\$45,793.76	8/2/1996	Continuing	
	Training Officer Program 1000/ Activity 1090	Ramsey, Deloris	MSS-12	0	341	\$93,493.93	\$22,438.53	8/12/2013	Continuing	
	Administrative Officer Program 1000/ Activity 1010	Journiette, Nadine	MSS-12	0	341	\$83,175.18	\$22,438.53	1/28/2013	Continuing	
	Administrative Assistant Program 1000/ Activity 1010	Williams, April L.	CS-07	08	303	\$55,097.00	\$19,962.04	5/17/2004	Continuing	
	Clerical Assistant Program 1000/ Activity 1010	Alexander, Natasha	CS-05	05	303	\$41,227.00	\$13,223.28	3/5/2018	Continuing	

<b>Office of the General Counsel (6 positions, 1 vacant)</b>	Supv. General Counsel Program 2000/ Activity 2030	SanFord, William O.	LX-1	0	905	\$145,185.34	\$34,844.48	10/2/2010	Continuing	
	Attorney Advisor Program 2000/Activity 2030	Muhammad, Leonard	LS-12	06	905	\$111,954.00	\$26,782.56	1/31/2011	Continuing	
	Hearing Examiner 2000/Activity 2030	Peete, Kalvaneeta	CS-11	07	905	\$74,851.00	\$17,964.24	1/14/2013	Continuing	
	Attorney Advisor Program 2000/Activity 2030	Perry, Belinda	LS-12	01	905	\$88,093.00	\$21,142.32	7/22/2019	Continuing	
	Attorney Advisor Program 2000/Activity 2030	Fennel-Cobbs, Shaunda	LS-12	04	905	\$96,906.00	\$23,257.44	9/6/2016	Continuing	
	Attorney Advisor Program 2000/Activity 2030	Vacant	LS-13	01	905	\$109,556.00	\$45,793.76		Vacant	Position forwarded to DCHR on 01/14/22 to be posted for (2) weeks. Position opening for posting 02/01/22 and closed on 02/14/22. Proposed interviews 03/04/22.

**Reports Analysis & Audit Division (7 positions, 2 vacant)**

Auditor Manager Program 2000/ Activity 2020	Coleman, Renee	MSS-14	0	511	\$131,998.51	\$31,679.64	7/12/2004	Continuing	
Auditor Program 2000/ Activity 2020	Cabbell, Kendra	CS-12	08	511	\$94,506.00	\$22,681.44	10/28/2019	Continuing	
Auditor Program 2000/ Activity 2020	Dix, Jermol	CS-12	01	511	\$77,649.00	\$18,635.76	3/18/2019	Continuing	
Auditor Program 2000/ Activity 2020	Wales, Mark	CS-12	04	511	\$89,690.00	\$19,387.70	5/6/2013	Continuing	
Auditor Program 2000/ Activity 2020	Wilburn, Ryan	CS-09	01	511	\$52,080.00	\$12,499.22	3/2/2021	Continuing	
Auditor Program 2000/ Activity 2020	Savage, DeAndria	CS-12	01	511	\$77,649.00	\$18,635.76	10/1/2018	Continuing	

<b>R</b>	Auditor Program 2000/Activity 2020	Vacant	CS-11	01	511	\$61,521.00	\$14,334.39		Vacant	Vacancy Announcement forwarded to DCHR for posting effective 02/02/22 through 02/13/22. Proposed interviews for 03/01/22.
	Auditor Program 2000/Activity 2020	Vacant	CS-11	01	511	\$61,521.00	\$14,334.39		Vacant	The Vacancy was advertised by DCHR and Interviews conducted on 10/26/21. No applicant selected due to lack of compliance auditing. The Vacancy was reposted on 11/04/21 for (2) weeks and closed on 11/14/21. Proposed interviews on 11/23/21. Candidate declined position on 11/30/21. OCF requested that this position be reposted for (2) weeks effective 02/02/22 and close on 02/13/22. Propose interviews 03/01/22.
<b>Division (6 positions, 1 vacant)</b>	Public Affairs Manager Program 2000/Activity 2010	Williams III, Sidney Wesley	MS-13	0	1035	\$109,998.75	\$26,399.70	5/12/2008	Continuing	
	Public Affairs Specialist Program 2000/Activity 2010	Lake, Sonya L.	CS-11	10	1035	\$80,900.00	\$19,416.00	1/18/2009	Continuing	
	Clerical Assistant Program 2000/Activity 2010	Scales, Billy L.	CS-7	10	301	\$56,595.00	\$13,582.80	6/30/1997	Continuing	

Public Information & Records Management D	Legal Instruments Examiner Program 2000/Activity 2010	McQueen, Laura	CS-6	09	950	\$51,122.00	\$12,269.28	1/12/2004	Continuing	
	Information Technology Program 2000/Activity 2010	Dua, Nimmi	CS-11	08	2210	\$76,867.00	\$17,098.24	8/31/1998	Continuing	
	Information Technology Program 2000/Activity 2010	Vacant	CS-11	01	2210	\$61,521.00	\$12,611.85		Vacant	Vacancy was forwarded to DCHR for posting on 11/05/21 for (10) days. Proposed interviews will be held on 01/14/2022.No candidate was selected for the IT position. The candidates did not pose the qualification that OCF requirements for this program. OCF will forward Decline Package to DCHR and request that IT Spec. be reposted for (2) weeks effective 01/24/2022 and will close on 02/02/22. Proposed interviews will be held on 03/01/22.
	Program Manager Program 3000/Activity 3010	Erick Jackson	MS-14	0	1035	\$131,998.51	\$31,679.64	2/19/2019	Continuing	
	Information Technology Program 3000/Activity 3010	Awunor, Paul	CS-13	06	905	\$103,793.00	\$24,910.32	2/19/2019	Continuing	

Air Elections Program Division (12 positions, 2 vacant)

Auditor Program 3000/Activity 3010	Abrams, Tammi	CS-11	03	1035	\$66,785.00	\$16,028.41	5/17/2019	Continuing	
Auditor Program 3000/Activity 3010	Lazo, Adriana	CS-11	01	511	\$62,751.00	\$15,060.24	7/8/2019	Continuing	
Auditor Program 3000/Activity 3010	Dufe, Eddie	CS-13	03	511	\$103,793.00	\$24,910.32	5/6/2013	Continuing	
Auditor Program 3000/Activity 3010	Greenwood, Jamaal	CS-11	01	511	\$62,751.00	\$15,060.24	07/20/20	Continuing	
Auditor Program 3000/Activity 3010	Bunaro, Beruk	CS-12	03	511	\$82,465.00	\$19,791.60	12/18/2015	Continuing	
Auditor Program 3000/Activity 3010	Hayes, Tamika	CS-13	05	301	\$100,926.00	\$24,222.24	7/22/2019	Continuing	

Pa	Auditor Program 3000/Activity 3010	Oliver Jr., Michael D	CS-13	04	511	\$98,059.00	\$23,534.16	6/23/2008	Continuing	
	Auditor Program 3000/Activity 3010	Afoke, Olamide	CS-12	03	511	\$82,465.00	\$19,791.60	2/10/2014	Continuing	
	Auditor Program 3000/Activity 3010	Taylor, Dajanae	CS-09	01	511	\$52,080.00	\$12,499.20	9/13/2021	Continuing	
	Auditor Program 3000/Activity 3010	Vacant	CS-11	01	511	\$62,751.00	\$12,611.85		Vacant	Forwarded to DCHR 01/14/22 for posting (2) weeks effective 02/02/22 and closed on 02/13/22. Proposed interviews will be held on 03/01/22.
	Auditor Program 3000/Activity 3010	Vacant	CS-09	01	511	\$52,080.00	\$12,499.22		Vacant	Forwarded to DCHR 01/14/22 for posting (2) weeks effective 02/02/22 and closed on 02/13/22. Proposed interviews will be held on 03/03/22.

**FY 21 Contracts Listed by Vendor Name, Nature of Procurement, Dollar Amount, Budget Amount, Actually Spent, Term of Procurement, competitively bid or not, Fund Sources and Contract Monitor**

Vendor Name	Nature of Contract/End product/Services	Dollar Amount	Budgeted Amount	Actually Spent	Term of Contract	Comp Bid Yes/No	Fund Source	Contract Monitor
DataNet System Corp. (PO635101)	FY21 OCF Second Phase Development of the E-Filing System and Website Content for the Fair Elections Program.	\$57,194.88	\$57,194.88	\$57,194.88	10/1/2020-9/30/2021	Yes	410	Sidney Wesley Williams
Wolters Kluwer Financial (PO636638)	FY21 OCF Provides Technical Support and Maintenance Support for OCF Auditor Employees.	\$49,200.00	\$49,200.00	\$49,200.00	10/1/2020-9/30/2021	Yes	410	Nadine Journiette
VLI Incorporated (PO639547)	FY21 OCF Audio and Visual Maintenance/Technical Support	\$8,600.00	\$8,600.00	\$8,600.00	10/1/2020-9/30/2021	Yes	410	Nadine Journiette
Pitney Bowes (PO637323)	FY21 OCF Pitney Bowes for Maintenance/Technical Support	\$3,000.00	\$3,000.00	\$896.18	10/1/2020-9/30/2021	Yes	410	Nadine Journiette
Star Office Product, Inc. (PO637620)	FY2 OCF Star Office Product, Inc. Maintenance/Technical Agreement for (3) Copier Machines	\$1,533.60	\$1,533.60	\$1,533.60	10/1/2020-9/30/2021	Yes	410	Nadine Journiette
DataNet System Corp. (PO641219)	FY21 OCF Second Phase Development of the E-Filing System and Website Content for the Fair Elections Program	\$30,403.92	\$30,403.92	\$30,403.92	10/1/2020-09/30/2021	Yes	410	Nadine Journiette
US Office Solutions (PO648408)	FY21 OCF Office Supplies	\$6,413.00	\$6,413.00	\$6,413.00	10/1/2020-09/30/2021	Yes	410	Nadine Journiette
Wolters Kluwer Financial (PO646235)	FY21 Audit Training & Materials for (16) OCF employees for RAAD/FEP Divisions	\$16,300.00	\$16,300.00	\$13,000 Payment pending	10/1/2020-09/30/2021	Yes	410	Nadine Journiette
CL Russell Group LLC (PO647436)	FY21 Development Training Skills for OCF Staff Members (35) employees	\$27,463.00	\$27,463.00	\$27,463.00	10/1/2020-09/30/2021	Yes	410	Nadine Journiette
SKY LLC DBA/US Office (PO648551)	FY21 OCF Office Supplies	\$7,669.61	\$7,669.61	\$7,669.61	10/1/2020-09/30/2021	Yes	410	Nadine Journiette

<b>Vendor Name</b>	<b>Nature of Contract/End product/Services</b>	<b>Dollar Amount</b>	<b>Budgeted Amount</b>	<b>Actually Spent</b>	<b>Term of Contract</b>	<b>Comp Bid Yes/No</b>	<b>Fund Source</b>	<b>Contract Monitor</b>
Pitney Bowes (PO637323)	(1) Poster Machines	\$3,000.00	\$3,000.00	\$3,000.00	10/1/2020-09/30/2021	Yes	410	Nadine Journiette
Metropolitan Office Product (PO648408)	FY21 Office Supplies	\$6,413.08	\$6,413.08	\$6,413.08	10/1/2020-9/30/2021	Yes	410	Nadine Journiette

**FY 22 Contracts Listed by Vendor Name, Nature of Procurement, Dollar Amount, Budget Amount, Actually Spent, Term of Procurement, competitively bid or not, Fund Sources and Contract Monitor**

<b>Vendor Name</b>	<b>Nature of Contract/End product/Services</b>	<b>Dollar Amount</b>	<b>Budgeted Amount</b>	<b>Actually Spent</b>	<b>Term of Contract</b>	<b>Comp Bid Yes/No</b>	<b>Fund Source</b>	<b>Contract Monitor</b>
DataNet System Corp. (PO655708)	FY22 OCF Maintenance for the E-Filing System	\$58,840.53	\$58,840.53	\$58,840.53	10/1/2021-9/30/2022	Yes	410	Sidney Wesley Williams
Pitney Bowes (PO637323)	FY22 OCF- (1) Poster machine	\$2,500.00	\$2,500.00	\$2,500.00	10/1/2021-9/30/2022	Yes	410	Sidney Wesley Williams
DataNet System Corp. (PO657750)	FY22 OCF Third Phase Development of the E-Filing System and Website Content for the Fair Elections Program	\$31,620.88	\$31,620.88	\$31,620.88	10/1/2021-9/30/2022	Yes	410	Sidney Wesley Williams
	Contract for FY22 Debates for the Primary and General Elections	\$250,000.00			10/1/2021-9/30/2022	Yes		Nadine Journiette

No fines for FY22

Candidates Name	Office Sought	Date Candidate Sought Fair Election Certification	Date Candidate Qualified as a Fair Elections "Participating Candidate"	Number of Small-Dollar Contributors at Qualification	Number of Qualifying Small- Dollar Contributions ("QSDCs") at Qualification	Average QSDC \$ Value at Qualification	Total \$ Value of QSDCs at Qualification	Number of Cash QSDCs at Qualification	Number of Non-District Resident Individual Contributions at Qualification	Number of Non-District Resident Individual Contributors at Qualification	Total \$ Value of Non-District Resident Individual Contributions at Qualification	Average Non-District Resident Individual Contribution \$ Value at Qualification
Andre for DC	Mayor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Re Elect Muriel Bowser Our Mayor 2022	Mayor	12/11/2021	12/20/2021	2116	2060	\$182.10	\$375,131.00	0	716	699	\$ 132,207.00	\$189.14
Robert for DC	Mayor	11/1/2021	11/8/2021	1247	1244	\$61.41	\$76,397.00	26	204	201	\$12,291.00	\$61.15
Stacie Hall 2022	Mayor	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Trayon White for Mayor 2022	Mayor	12/22/2021	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ambrose Lane, Jr At-Large (Democrat)	Council At-Large	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Anita Bonds 2022 Committee	Council At-Large	12/11/2021	2/4/2022	298	290	\$67.22	\$20,032.00	6	48	48	\$4,245.00	\$88.44
Bradley Thomas for DC Council 2022	Council At-Large	12/11/2021	12/27/2021	269	265	\$57.32	\$15,189.00	15	91	91	\$5,410.00	\$59.45
Committee to Elect Nate Fleming	Council At-Large	12/27/2021	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DC For Sharece Crawford	Council At-Large	10/27/2021	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Friends of Dexter	Council At-Large	12/15/2021	2/22/2022	274	272	\$49.32	\$13,416.00	11	25	25	\$1,405.00	\$56.20
Friends of Lisa Gore	Council At-Large	12/19/2021	2/18/2022	283	280	\$43.89	\$12,289.98	14	34	31	\$1,535.08	\$49.52
Leniqua Dominique for At-Large	Council At-Large	10/16/2021	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Niosi 2022	Council At-Large	12/28/2021	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Brian for DC	Attorney General	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McDuffie 2022	Attorney General	11/1/2021	11/8/2021	682	676	\$91.28	\$61,707.00	0	154	152	\$14,798.00	\$97.36
Ryan Jones for AG	Attorney General	8/16/2021	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Erin for DC	Council Chairman	10/13/2021	11/8/2021	334	327	\$81.39	\$26,615.00	0	31	31	\$2,080.00	67.1
Brianne for DC 2022	Council Ward 1	11/5/2021	11/8/2021	179	178	\$47.09	\$8,382.00	0	59	59	\$2,900.00	\$49.15
Committee to Elect Sabel Harris	Council Ward 1	12/7/2021	2/4/2022	183	182	\$35.41	\$6,445.00	0	53	53	\$1,920.00	\$36.22
Cheh 2022	Council Ward 3	8/16/2021	9/7/2021	207	206	\$46.72	\$9,625.00	0	10	10	\$500.00	\$50.00
David For Ward 3	Council Ward 3	12/28/2021	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tricia Duncan for Ward 3 Council	Council Ward 3	2/15/2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Matthew Frumin for Ward 3	Council Ward 3	2/15/2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Monika Nemeth for Ward 3 DC Council	Council Ward 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Friends of Faith for Ward 5 2022	Council Ward 5	1/21/2020	11/8/2021	200	192	\$48.72	\$9,355.00	0	60	60	\$2,675.00	\$44.58
Friends of Zachary Parker 2022	Council Ward 5	10/12/2021	11/8/2021	335	326	\$41.35	\$13,481.00	1	93	92	\$4,095.00	\$44.51
GaryToForward 5	Council Ward 5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Gordon Fletcher for Ward 5	Council Ward 5	8/19/2021	9/7/2021	174	172	\$34.22	\$5,886.00	1	55	55	\$2,124.11	\$38.62
Harry Thomas Works	Council Ward 5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Our Committee to Elect Kathy Henderson	Council Ward 5	2/4/2022	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2/4/2022
Orange Ward 5	Council Ward 5	12/10/2021	12/21/2021	212	206	\$45.74	\$9,422.06	51	26	26	\$1,250.00	\$48.08
Re-Elect Charles Allen for Ward 6 2022	Council Ward 6	11/1/2021	11/8/2021	357	356	\$42.80	\$15,237.51	0	12	11	\$550.00	\$50.00

Participating Candidate's Name	Base Amount Paid	Date Base Amount Paid	Reporting Date X/X/XX[2]	Total \$ Value of Matching Payments Disbursed to Candidate During Reporting Period	Number of Small-Dollar Contributors During Reporting Period	Number of QSDCs During Reporting Period	Number of Non-District Resident Individual Contributions During Reporting Period	Number of Non-District Resident Individual Contributors During Reporting Period	Total \$ Value of Fair Elections Matching Payments Disbursed to Candidate	Total \$ Value of Fair Elections Funds Disbursed to Candidate (Base + Matching)	Date Participating Candidate Reached the Payments Cap
Re Elect Muriel Bowser Our Mayor 2022	\$80,000	12/20/2021	11/4/2021-12/10/2021	\$375,131.00	2116	2060	12	699	\$1,875,655.00	\$1,955,655.00	N/A
			12/11/2021-1/31/2022	\$31,461.00	201	191	52	52	\$157,305.00	N/A	N/A
Robert for DC	\$80,000	11/8/2021	10/13/2021-10/31/2021	\$76,397.00	1247	1244	204	204	\$381,985.00	\$461,985.00	N/A
			11/1/2021-12/10/2021	\$23,734.00	417	411	84	84	\$118,670.00	N/A	N/A
			12/11/2021-1/31/2022	\$37,269.50	569	552	75	69	\$186,347.50	N/A	N/A
Anita Bonds 2022 Committee	\$20,000.00	1/18/2022	11/16/2021-12/10/2021	\$4,424.00	50	47	22	22	\$21,120.00	N/A	N/A
			12/11/2021-01/10/2022	\$16,433.00	248	243	26	26	\$79,040.00	\$120,160.00	N/A
			1/11/2022-1/31/2022	\$4,290.00	63	62	6	6	\$21,450.00	\$0.00	N/A
Friends of Lisa Gore	\$20,000.00	2/18/2022	11/04/2021-12/10/2021	\$4,575.44	66	66	20	18	N/A	N/A	N/A
			12/11/2021-01/31/2022	\$7,714.54	217	214	14	13	\$61,449.90	\$81,449.90	N/A
Friends of Dexter			11/10/2021-12/10/2021	\$8,170.00	135	135	15	15	N/A	N/A	N/A
			12/11/2021-1/31/2022	\$3,846.00	92	92	3	3	N/A	N/A	N/A
			2/1/2022-2/10/2022	\$1,400.00	47	45	7	7	\$67,080.00	\$87,080.00	N/A
Bradley Thomas for DC Council 2022	\$20,000.00	12/27/2021	11/15/2021-12/10/2021	\$15,189.00	269	265	91	91	\$75,945.00	\$95,945.00	N/A
			12/11/2021-1/31/2022	\$2,800.00	49	47	23	23	\$14,000.00	N/A	N/A
McDuffie 2022	\$20,000.00	11/8/2021	10/26/2021-11/01/2021	\$61,707.00	682	676	154	154	\$308,535.00	\$328,535.00	N/A
			11/1/2021-12/10/2021	\$33,705.00	270	268	97	97	\$168,525.00	N/A	N/A
			12/11/2021-1/31/2022	\$38,869.00	317	315	58	58	\$194,345.00	N/A	N/A
Erin for DC	\$20,000.00	11/8/2021	09/24/2021-10/10/2021	\$26,995.00	336	333	29	29	\$134,975.00	\$154,975.00	N/A
			10/11/2021-12/10/2021	\$8,360.00	128	124	13	13	\$41,800.00	N/A	N/A
			12/11/2021-1/31/2022	\$10,696.50	190	182	10	10	\$53,482.50	N/A	N/A
Brienne for DC 2022	\$20,000.00	11/8/2021	9/14/2021-10/10/2021	\$8,382.00	179	178	59	59	\$41,910.00	\$61,910.00	N/A
			10/11/2021-12/10/2021	\$8,115.51	195	191	55	55	\$40,352.55	N/A	N/A
			12/11/2021-1/31/2022	\$3,661.00	90	90	16	16	\$18,305.00	N/A	N/A
			2/1/2022-2/10/2022	\$1,288.00	44	43	4	4	\$6,440.00	N/A	N/A
Committee to Elect Sabel Harris	\$20,000.00	2/4/2022	12/02/2021-12/10/2021	\$4,395.00	113	112	39	39	\$21,975.00	N/A	N/A
			12/11/2021-01/31/2022	\$2,050.00	70	70	14	14	\$10,250.00	\$30,250.00	N/A
Cheh 2022	\$20,000.00	9/7/2021	6/17/2021-7/31/2021	\$9,625.00	207	206	10	10	\$48,125.00	\$68,125.00	N/A
			8/1/2021-8/31/2021	\$645.00	15	15	2	2	\$3,225.00	N/A	N/A
			9/1/2021-10/10/2021	\$375.00	9	9	2	2	\$1,875.00	N/A	N/A
			10/11/2021-12/10/2021	\$50.00	1	1	0	0	\$250.00	N/A	N/A
			12/11/2021-1/31/2022	\$150.00	4	3	0	0	\$750.00	N/A	N/A
Friends of Faith for Ward 5 2022	\$20,000.00	11/8/2021	9/28/2021-10/10/2021	\$9,355.00	200	192	60	60	\$46,775.00	\$66,775.00	N/A
			10/11/2021-12/10/2021	\$8,135.00	176	173	64	64	\$40,675.00	N/A	N/A
			12/11/2021-1/31/2022	\$6,449.01	162	152	36	36	\$32,495.05	N/A	N/A
Friends of Zachary Parker 2022	\$20,000.00	12/8/2021	8/30/2021-10/10/2021	\$13,631.00	335	329	93	93	\$68,155.00	\$88,155.00	N/A
			10/11/2021-12/10/2021	\$7,917.14	203	200	72	72	\$39,585.70	N/A	N/A
			12/11/2021-1/31/2022	\$8,945.60	243	240	27	27	\$44,728.00	N/A	N/A
Gordon Fletcher for Ward 5	\$20,000.00	9/7/2021	7/13/2021-7/31/2021	\$5,886.00	174	172	55	55	\$29,430.00	\$49,430.00	N/A
			8/1/2021-8/31/2021	\$300.00	10	10	5	5	\$1,500.00	N/A	N/A
			9/1/2021-10/10/2021	\$1,105.00	34	33	3	3	\$5,525.00	N/A	N/A
			10/11/2021-12/10/2021	\$2,165.00	108	90	24	22	\$10,825.00	N/A	N/A
			12/11/2021-1/31/2022	\$3,250.00	124	119	9	9	\$16,250.00	N/A	N/A
Orange Ward 5	\$20,000.00	12/21/2021	10/29/2021-12/10/2021	\$9,422.06	212	206	26	26	\$47,110.30	\$67,110.30	N/A
			12/11/2021-1/31/2022	\$2,945.00	63	63	13	13	\$14,725.00	N/A	N/A
Re-Elect Charles Allen for Ward 6 2022	\$20,000.00	11/8/2021	10/12/2021-10/31/2021	\$15,237.51	357	356	12	11	\$76,187.55	\$96,187.55	N/A
			11/1/2021-12/10/2021	\$5,835.00	153	141	13	13	\$29,175.00	N/A	N/A
			12/11/2021-01/31/2022	\$2,305.00	61	57	2	2	\$11,525.00	N/A	N/A