

COMMITTEE ON HOUSING

ROBERT C. WHITE, JR., CHAIR
COUNCIL OF THE DISTRICT OF COLUMBIA

December 18th, 2023

Kent Boese
Executive Director
Office of Advisory Neighborhood Commissions
1350 Pennsylvania Ave., NW
Suite 11
Washington, DC 20004

Dear Director Boese:

The Committee on Housing will be scheduling a Performance Oversight Hearing on the Office of Advisory Neighborhood Commissions (“the Office”) in early 2024. The Performance Oversight Hearing will be held in a hybrid fashion, but we request your attendance in person if possible. Once scheduled, the hearing will utilize the Council’s new Hearing Management System at <https://lims.dccouncil.gov/hearings/> as the preferred mechanism for witness sign-up and the receipt of written testimony. Witnesses who need assistance are always welcome to contact the Committee directly at housing@dccouncil.gov or at (202) 727-8270.

To ensure a productive oversight hearing, it is the Committee’s preference that you arrive in time to listen to any public testimony provided with respect to the Office prior to providing your own testimony. In addition, the Committee requests that you submit your written testimony to the Committee at least 48 hours prior to the commencement of the hearing. Please limit your testimony at the hearing to approximately 10 minutes.

Finally, it is the practice of the Committee to send each agency a series of written questions in advance of an oversight hearing. To that end, please review the attached list of questions and return your answers by the close of business, Friday, January 19th, 2024, to housing@dccouncil.gov. Please provide an electronic version of your answers with text responses in a single document, with clearly marked attachments where necessary. If the documents are too large to send by e-mail, please contact the Committee for further instructions. Please do not submit sensitive, non-public, or personally identifiable information.

If you have any questions, please feel free to contact the Committee on Housing at housing@dccouncil.gov. Thank you in advance for your timely response.

Sincerely,

Robert C. White, Jr.
Councilmember, At-Large
Chair, Committee on Housing
Council of the District of Columbia

GENERAL QUESTIONS

1. Please provide the agency's mission statement.

The mission of the Office of Advisory Neighborhood Commissions is to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions. Subject to appropriations beginning in Fiscal Year 2001, the OANC shall be funded by an annual budget allocation. The OANC is intended to support the efforts of Advisory Neighborhood Commissions, review Commission quarterly financial reports, and approve or disapprove the release of Commission quarterly allotments pursuant to [§ 1-309.13](#).

2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.

The OANC has addressed outstanding issues with space planning and made significant progress with filling the necessary vacancies required to fully implement statutory mandates. Most significantly, a land use attorney is scheduled to begin on February 25, 2024, which will permit the Office to implement the Advisory Neighborhood Commissions Participation in Planning Amendment Act.

3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 23 and FY 24, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.

Once again, the OANC has had a requirement to continually reports its spending plans and experience with the Department of Small, Local and Business Development (DSLBD). While over 90% of these funds are exempt from DSLBD oversight, as repeatedly advised thereto, nevertheless the OANC has cooperated to respond to these reports. See the list below.

REPORT	REQUESTED	SUBMITTED
OAPT Procurement Plan	10/7/22	10/25/22
FY 23 Annual Allocations	10/27/22	10/28/22
Contracts Template	12/6/22	12/14/22
DES License Purchasing	12/7/22	12/23/22
DSLBD Contract Fields Template	1/31/23	1/31/23
Close Out for SBE Goals FY22: Budget Adjustments/Special Exceptions	3/8/23	3/31/23
DES End of the Year and Narrative	5/1/23	5/5/23
FY24 Compliance Training	6/7/23	7/11/23
Agency Special Exceptions	6/26/23	7/26/23
FY24 SBE Goal Sign-Off	10/6/23	11/1/23

FY 24 Procurement Plan
Notice of Agency Licenses

11/1/23
1/2/24

11/1/23
nlt 1/31/24

4. Please list and describe any regulations promulgated by the agency in FY 23 or FY 24, to date, and the status of each.

We received legal advice that the OANC cannot promulgate regulations. However, in lieu thereof, we have initiated a newsletter, adopted a Playbook, in addition to our traditional Handbook; we are updating our Guidance on Financial Policies and Procedures for ANC Treasurers and Chairpersons; and have written and shared seven technical guidance papers on our website. We are also expanding our *Quick Tips* series and have a growing number of forms also publicly available on our website.

5. Please explain any significant impacts on your agency of any legislation passed at the federal or local level during FY 23 and FY 24, to date.

OANC support for Commissions has been significantly impacted by legislation centered around the COVID pandemic and subsequent emergency legislation. Most notably, the legislation permitting ANCs to meet virtually has led to the OANC providing more technical support and guidance regarding virtual meeting best practices and etiquette as well as how to conduct virtual meetings in compliance with open meetings requirements and *Robert's Rules of Order*. It has also impacted the OANC when we conduct special elections for vacant ANC seats, as the requirement states that the elections need to be held in person with voting open for four (4) hours, as well as occur during an official monthly or special public meeting of the ANC.

Significantly, while spending flexibility granted to ANCs during the pandemic has expired, many ANCs have expressed frustration that they can no longer expend funds on food, PPE, or personal hygiene products as they could during the pandemic.

6. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 24.

- Completion of a strategic plan for the Office, including further engagement with Commissioners on its contents and priorities. The OANC has made significant progress with its first Strategic Plan and currently has a draft version out for public review and input. The OANC will host listening sessions and ANC town halls to discuss the draft as part of its process to finalize the plan in FY24.
- Onboarding our land use attorney and implementing the Advisory Neighborhood Commissions Participation in Planning Amendment Act. While several Commissioners have worked with our General Counsel on zoning and land use issues, having a dedicated land use attorney on staff to lead on these issues and move the OANC toward implementing the Act is essential.
- Hiring the vacant technical trainer position identified and funded by the Council. As the OANC has expanded services and technologies to the ANCs, the need for a technical trainer has only increased – and the service level needed by ANCs is beyond the capacity

of the current OANC staff. The OANC is currently working with DCHR to classify the position and plans to have the position posted in the next month.

- Fully launching and rolling out the web based Quarterly Financial Report Software. Due to a number of technical and procurement setbacks the soft launch of the QFR software did not occur until December 2023. As this software was selected and received significant financial resources prior to my tenure, I am committed to seeing it through, correcting coding issues, and getting it on a maintenance cycle. I am also committed to evaluating alternatives to it once it is fully implemented. I am not convinced that this is the right long-term solution for supporting the QFRs and plan to explore in-house solutions with OCTO. Related to the QFR software, and complete review of all procedures and processes related to QFR and financial review of ANC expenditures will be undertaken in 2024.
- Releasing a new Website for the OANC and ANCs. We have been working with OCTO and expect a release date in April 2024. Once the Website has been release, we plan to expand the resources and documents available on the website – including ANC bylaws, minutes, financial release memos, and annual reports. In short, every document subject to a FOIA request should already be publicly available on our Website making a FOIA request unnecessary.

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

Currently the OANC uses simplified methods to evaluate its operations. We track inquiries in the OANC Helpdesk as well as track attendees at trainings and monitor views on our on-demand videos.

Furthermore, one (1) FTE is charged with tracking and responding to “ATD” calls, in addition to other duties. Within the specific period of time, there have been at least 1,072 calls to the OANC.

We also record usage by ANC for both color and black & white copying, keep track of Commissioner usage of the govDelivery tool, and monitor and record usage of our hybrid meeting technology by Commissions. To improve our metrics, we have included goals and outcomes as part of our strategic plan process.

8. Please describe any new initiatives or programs that the agency implemented in FY 23 and FY 24, to date, to improve the operations of the agency. Please describe any funding utilized for these initiatives or programs and the results, or expected results, of each initiative.

The following initiatives or programs were implemented in FY23 and/or begun in FY24

- Copier for Commissioners (\$10,500): initiated a service of 24/7 copying services for ANCs. Copies can be color or b/w, and there is no limit on quantity.
- Hybrid meeting technology (\$381,331.20): The OANC purchased 8 hybrid meeting kits for use at ANC meetings. These kits include all needed components to allow a true hybrid meeting with both in person and remote participation.

- DeGray QFR software (\$27,589.80): The DeGray QFR software is intended to simplify ANC quarterly financial reporting and accountability for Commissions.
- OANC Strategic Plan (\$0): The OANC has initiated its first strategic planning process, resulting in a draft plan currently out for public comment. No funds were expended for this project, nor are any expected to be expended.
- New OANC/ANC Websites (\$128,000 one-time set up // \$65,000.00 annual assessment thereafter): Enhances both the OANC and ANC website experience by providing up-to-date website technology and security to all ANCs, allows for shared support and training, and provides an environment for greater access to public documents.
- ANC Zoom Enterprise License (\$22,200): As Zoom technology integrates with the OANC's hybrid meeting technology, this ensures that every ANC has access to Zoom accounts. It is also more cost effective to purchase as a site license than per ANC, and includes unlimited storage of meeting recordings so that we can maintain public records.

9. What are three areas, programs, or initiatives within your agency where you see the most opportunity to make progress toward racial equity?

The three areas, programs, or initiatives that the OANC is working on that will make progress toward racial equity are as follows:

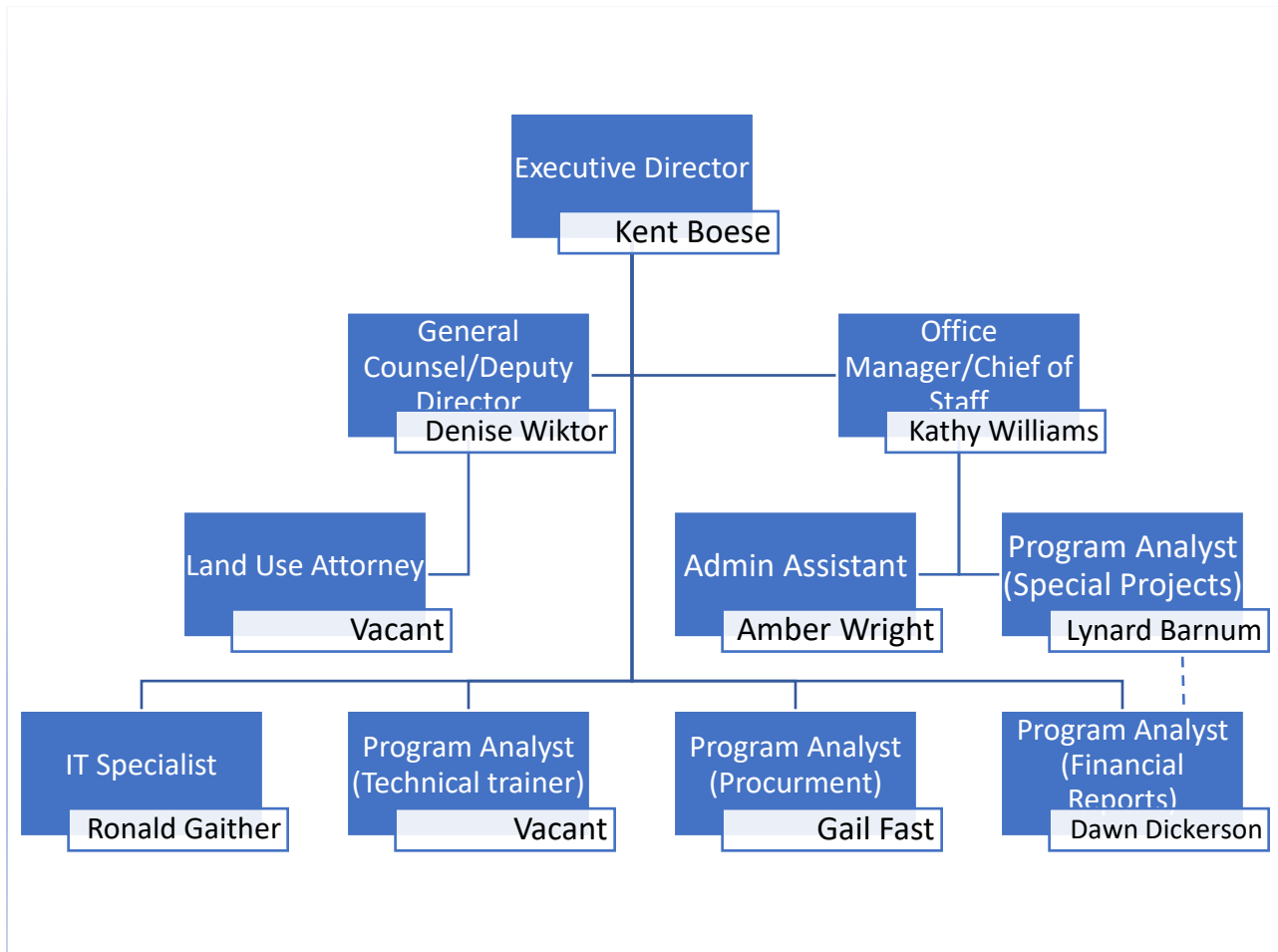
- Onboarding of a land use attorney: development in the District of Columbia does not equitably impact all communities, nor do all Commissions have the benefit of Commissioners skilled in land use matters. This is especially true with affordable housing goals and negotiating community benefit agreements. Having a land use attorney on staff at the OANC to advise and support every ANC across the District will ensure that every ANC is able to engage knowledgeably with developers to balance the many needs of their communities and residents.
- Expanding access to hybrid meeting technologies: As outlined elsewhere in this document, the OANC has been growing deployment of hybrid meeting technology since August 2023 – with ANC 8C scheduled to begin using the technology in February 2024. While many Commissions in Ward 7 and 8 have continued to prefer in person or virtual meetings thus far (as permitted by temporary legislation), we see hybrid meetings as the new normal in the near future. Ensuring that all ANCs have access to this technology is critical, especially in communities where competing demands for time make it difficult for some to attend meetings in person.
- Providing websites and Zoom technologies to ANCs as a shared service: Due to a number of factors, Commissions in Ward 7 and 8 are more likely to either not have a website, keep a website current, or have paid Zoom accounts than ANCs in other areas of the District. Simplifying these services to ANCs and providing them as shared services from the OANC ensures that all ANCs have access to needed resources, have technical support from the OANC to manage these services, and prevents service disruptions due to lapsed payments, loss of administrative access, and/or other factors.

10. In the past year, what are two ways that your agency has addressed racial inequities internally or through the services you provide?

One way the OANC has address inequities is that it was integrally involved in filling the vacancy for SMD7F08, which represents the DC Jail and a woman’s shelter. We participated in many planning meetings with the Board of Elections and the Department of Corrections to coordinate the election and were present at the Jail as required by statute to conduct the election. It resulted in the election of Shameka Hayes, the first woman elected to represent this SMD. This election and SMD is critically important to ensuring that those residing at the DC Jail and shelter have full representation and participation in the decisions that impact them.

Another way the OANC is addressing racial inequities is through our strategic planning process. While our draft plan may not explicitly frame its objectives in terms of racial equity, improving service to marginalized communities was foremost in the planning process and a significant reason for the plan’s objectives to establish and expand shared services.

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



(Effective as of January 1, 2024)

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

Changes to the organizational chart reflect the addition of two new staff members and the anticipated addition of two new staff members in 2024. It also introduces additional reporting levels to improve performance supervision and in anticipation of annual performance reviews.

12. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please indicate if any position must be filled to comply with federal or local law.

(Larger copy attached at end of questionnaire)

Report Agency	Schedule A as of January 08, 2024														
Appr Year															
Fund	Program	Activity	Position Number	Title	Name	Emplid	Hire Date	Grade	Step	Vacant Status	Reg/Temp/Term	Sum of FTE x Dist %	Sum of Salary	Fringe Benefit	Total Salary
Local - 1010001	AMP006	100028	00008695	Special Assistant	Williams,Kathy S	00016459	9/13/2010	13	8	F	Reg	1.0	113,950.00	22,220.25	136,170.25
Local - 1010001	AMP006	100028	00013598	Executive Director	Boese,Kent	00126461	11/7/2022	8	0	F	Reg	1.0	150,000.00	29,250.00	179,250.00
Local - 1010001	AMP006	100028	00028543	Program Analyst	Barnum,Lynard J	00005968	11/13/2012	11	10	F	Reg	0.5	42,083.50	8,206.28	50,289.78
Local - 1010001	AMP006	100028	00044226	Program Analyst	Dickerson,Dawn	00038084	10/30/2017	13	4	F	Reg	1.0	102,018.00	19,893.51	121,911.51
Local - 1010001	AMP006	100028	00094177	Information Technology Special	Gaither,Ronald	00123871	8/8/2022	12	2	F	Reg	1.0	83,289.00	16,241.36	99,530.36
Local - 1010001	AMP006	100028	00101911	Program Analyst	Fast,Gail	00114417	8/3/2020	12	6	F	Reg	1.0	93,311.00	18,195.65	111,506.65
Local - 1010001	AMP006	100028	00102689	Program Support	(blank)	(blank)	(blank)	12	0	V	(blank)	1.0	80,784.00	15,752.88	96,536.88
Local - 1010001	AMP006	100028	00110099	General Counsel	Wiktor,Denise L	00014016	7/31/2023	1	0	F	Reg	1.0	145,000.00	28,275.00	173,275.00
Local - 1010001	AMP006	100028	00110166	Administrative Assistant	Wright,Amber	00117648	6/21/2021	9	4	F	Reg	1.0	59,378.00	11,578.71	70,956.71
Local - 1010001	AMP006	100028	00111673	Attorney Advisor	(blank)	(blank)	(blank)	13	0	V	(blank)	1.0	108,996.00	21,254.22	130,250.22
Grand Total												9.5	978,809.50	190,867.85	1,169,677.35

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

No employees were detailed to or from the OANC during the past year.

14. Please provide:

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 accidents involving the agency's vehicles in FY 23 and FY 24, to date;

The OANC does not own or lease government vehicles.

b. A list of travel expenses, arranged by employee for FY 23 and FY 24, to date, including justification for travel; and

No travel expenses were incurred by any staff of the OANC during FY 23 and FY 24.

c. A list of total workers' compensation payments paid in FY 23 and FY 24, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

No OANC employees received workers' compensation payments in FY 23 and FY 24.

15. Please list in descending order the top 25 overtime earners in your agency in FY 23 and FY 24, 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 by each.

No OANC employee earned overtime in FY 23 and FY 24.

16. For FY 23 and FY 24, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.

FY2023 Terminal Leave Pay				
REPORT AGENCY	DX0			
FUNDING AGENCY	DX0			
PP	2			
CHECK DT	24-Jan-23			
FUND	NAME	EMPLID	POSITION	Terminal Leave_AMT-X7013007
1010001	Grant,Schannette	10956	13598	14,182.34
Grand Total				14,182.34

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

The OANC has not participated in or provided any collective bargaining agreements.

18. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY 23 and FY 24, to date, and whether and how those allegations were resolved. Denise

No allegations were received or made in FY 2023 or to date in FY 2024.

a. Has the agency identified a primary and alternate sexual harassment officer ("SHO")? If no, why not? If yes, please provide the names of the primary and alternate SHOs.

Yes, the OANC has identified sexual harassment officers. Denise Wiktor, Primary; Kathy Williams, Alternate. Ms. Wiktor is awaiting the scheduling of the SHO training with DCHR and as part of that training will finalize procedures for investigation. Should a complaint arise before completion of this process, the OANC will request an MOU with DCHR to perform this task.

b. Has the agency received any requests from staff in an otherwise prohibited dating, romantic, or sexual relationship for a waiver of provisions of the Sexual Harassment Order? What was the resolution of each request?

No, no requests from staff have been received.

19. For FY 23 and FY 24, 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:

The Office of Advisory Neighborhood Commissions (OANC) does not have any special purpose revenue Fund.

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; and

f. The current fund balance.

20. For FY 23 and FY 24, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

The OANC purchase card is also used to implement purchases in support of ANCs approved Technical Support and Assistance Fund expenditures. A complete listing is attached at the end of this questionnaire (see attached).

21. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 23 and FY 24, 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.

Copies of MOUs attached at end of questionnaire.

MOU	Date Entered into	Termination Date
CDW-D Invoice*	December 1, 2023	November 30, 2024
DCLibrary	December 14, 2023	December 30, 2023
DCHR (FY23)	October 1, 2022	September 30, 2023
DCHR (FY24)	Expected	
DSLBD (FY23)	Jan 24, 2023	July 9, 2023
DSLBD (FY24)	Jan 18, 2024	July 9, 2024
Office of Deaf, Deafblind & Hard of Hearing (FY23)	October 1, 2022	September 30, 2023
Office of Deaf, Deafblind & Hard of Hearing (FY24)	Expected	
OCTO Website (FY23)	October 1, 2022	September 30, 2023
OCTO Website (FY24)	Expected	
Secretary of the Council (FY23)	October 1, 2022	September 30, 2023
OCTO RTS (FY24)	Expected	

*While not technically an MOU, the CDW Invoice was paid via an MOU the previous year. It is for 65 user licenses for ANC Commissioner email accounts. OCTO informed the OANC in the fall of 2022 that they did not have funding for the additional email accounts created by redistricting and that that funding would need to be covered by the OANC.

22. Please list all open capital projects and capital projects in the financial plan under the agency’s purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays, or which require additional funding.

The OANC currently has no capital projects.

23. Please provide a table showing your agency’s Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 23 and FY 24, to date. Please detail any over- or under-spending and any federal funds that lapsed.

FY23 Budget:

Office of Advisory Neighborhood Commission (DX0)												
FY 2023 Budget and Expenditures Analysis by Program and Activity												
Appropriated Fund	Fund	Fund Description	Program (Parent Level)	Program (Parent Level 1) Description	Program / Activity	Program/Activity Description	FY23 Initial Budget	FY23 Revised Budget	FY23 Expenditures	FY23 Budget vs	FY23 Variance Explanation	
1010	1010001	LOCAL FUNDS	AMP006	CUSTOMER SERVICE	100028	CUSTOMER SERVICE - GENERAL	1,345,187.72	1,311,695.72	1,142,658.90	169,036.82	The surplus is due to vacancy savings.	
			O05801	ADVISORY NEIGHBORHOOD COMMISSIONS	500207	ADVISORY NEIGHBORHOOD COMMISSIONS	116,000.00	116,000.00	105,115.12	10,884.88	Variance is due to unused allotment. This balance is carried forward in FY23.	
	LOCAL FUNDS Total							1,461,187.72	1,427,695.72	1,247,774.02	179,921.70	
	1010201	TECHNICAL SUPPORT & ASSISTANCE	AMP003	COMMUNICATIONS	100003	COMMUNICATIONS - GENERAL	71,722.00	7,106.00	7,106.00	-		
			AMP006	CUSTOMER SERVICE	100028	CUSTOMER SERVICE - GENERAL	242,555.46	381,040.87	381,040.87	-		
			O05801	ADVISORY NEIGHBORHOOD COMMISSIONS	500207	ADVISORY NEIGHBORHOOD COMMISSIONS	799,688.00	692,535.30	692,535.30	-		
	TECHNICAL SUPPORT & ASSISTANCE FUND Total							1,113,965.46	1,080,682.17	1,080,682.17		
	GRAND TOTAL - FUND 1010							2,575,153.18	2,508,377.89	2,328,456.19	179,921.70	

FY24 Budget:

ADVISORY NEIGHBORHOOD COMMISSIONS(DX0)											
FY24 Council-approved budget, revised budget (after reprogrammings) and actual spending, by program, activity, and funding source to date.											
Appropriated Fund	Fund	Fund Description	Program (Parent Level)	Program (Parent Level 1) Description	Program/ Activity	Program/Activity Description	FY24 Initial Budget	FY24 Revised Budget	FY24 Expenditures		
1010	1010001	LOCAL FUNDS	AMP003	COMMUNICATIONS	100003	COMMUNICATIONS - GENERAL	78,520.00	78,520.00	-		
			AMP006	CUSTOMER SERVICE	100028	CUSTOMER SERVICE - GENERAL	1,306,125.89	1,306,125.89	204,878.15		
	LOCAL FUNDS Total							1,384,645.89	1,384,645.89	204,878.15	
	1010201	TECHNICAL SUPPORT & ASSISTANCE FUND	AMP003	COMMUNICATIONS	100003	COMMUNICATIONS - GENERAL	46,008.11	46,008.11	-		
			AMP006	CUSTOMER SERVICE	100028	CUSTOMER SERVICE - GENERAL	185,729.00	185,729.00	-		
O05801			ADVISORY NEIGHBORHOOD COMMISSIONS	500207	ADVISORY NEIGHBORHOOD COMMISSIONS	915,688.00	915,688.00	95,999.00			
TECHNICAL SUPPORT & ASSISTANCE FL							1,147,425.11	1,147,425.11	95,999.00		
GRAND TOTAL - FUND 1010							2,532,071.00	2,532,071.00	300,877.15		

24. Please list and describe any spending pressures the agency experienced in FY 23 and any anticipated spending pressures for the remainder of FY 24. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 23, describe how it was resolved, and if the spending pressure is in FY 24, describe any proposed solutions.

The spending pressures experienced by the OANC related to processes rather than funding levels. As such, we did not experience any spending pressures in FY23, nor do we anticipate any in FY24.

25. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY 24 or FY 25. For each, include a description of the need and the amount of funding requested.

The OANC received the following budget enhancement in FY24

District's Approved Budget

Enhance: The Office of the Advisory Neighborhood Commission’s approved budget includes one-time increases of \$78,450 to support the Granicus contract and \$65,000 to provide Zoom accounts for the commissions. Additionally, the budget includes an increase of \$35,327, which is comprised of \$25,750 for a Memorandum of Understanding (MOU) with Office of the Chief Technology Officer (OCTO) for ANC Outlook licenses; \$9,281 for an MOU with DC Human Resources (DCHR) for hiring ANC staff; and \$296 for an MOU with the Department of Small Local Business Development (DSLBD) for Salesforce activities. The budget also reflects an increase of \$14,400 to support the DeGray Financial Quantitative Finance and Research (QFR) software contract, and \$13,520 to support costs related to the agency’s websites.

26. Please list, in chronological order, each reprogramming that impacted the agency in FY 23 and FY 24, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Office of Advisory Neighborhood Commission (DX0)					
FY 23 Reprogrammings					
To Agency	From Agency	Amount	Date Complete	Rationale	Reprogramming DIFS Number
Office of Advisory Neighborhood Commission (DX0)	Office of Advisory Neighborhood Commission (DX0)	173,000.00	11/17/22	Reprogramming of Local Fund within the Office of Advisory Neighborhood Commissions (OANC) from Non-Personal Services (Account #7131009 - Prof Services Fees & Contr) to Non-Personnel Services (Account# 7171008 - IT Hardware Acquisitions and Account# 7171009 - IT Software Acquisitions) to cover the cost of IT software and hardware acquisitions which is needed for communication software for 296 Commissioners, engagement software for 15 ANCs, QFR software upgrade and website redesign. The fund is also used to purchase Copier and Printer for ANC Commissioners use.	Reprogramming Adjustment 15
Office of Advisory Neighborhood Commission (DX0)	Office of Advisory Neighborhood Commission (DX0)	6,000.00	2/29/2023	Reprogramming of Local Fund within the Office of Advisory Neighborhood Commissions (OANC) form from Non-Personal Services (Account #7131009 - Prof Services Fees & Contr) to Non-Personnel Services (Account # 7121009 - Telephone, Teletype, Telegram, etc.) to cover the telecommunication cost for Advisory Neighborhood Commissions.	Reprogramming Adjustment 143
Office of Advisory Neighborhood Commission (DX0)					
FY 24 Reprogramming					
To Agency	From Agency	Amount	Date Complete	Rationale	Reprogramming JIRA Number
There are no reprogramming in FY24 till date		-			

27. Please list each grant or sub-grant received by the agency in FY 23 and FY 24, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

The OANC has not received any grants in this fiscal year.

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

No OANC positions are dependent on grant funding.

29. Please list each contract, procurement, and lease entered into or extended by your agency during FY 23 and FY 24, to date. For each contract, please provide the following information where applicable: (See table below)

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

		Copier	Communication Software	Hybrid Kits	QFR Maintenance
a.	The name of the contracting party;	Light Weight Technologies LLC	Granicus LLC	CBE Partners	DeGray Systems Development LLC
b.	The nature of the contract, including the end product or service;	To provide ANC Commissioners with a copier that prints B&W/color copies and is available to them 24/7.	To provide a software solution so that ANC Commissioners have the ability to reach and engage with their constituents easily and deliver customized messaging.	To acquire field equipment and provide training to support virtual and in-person (hybrid) Advisory Neighborhood Commissions (ANCs) meetings.	To provide a maintenance contract for the software created to assist Advisory Neighborhood Commissions (ANC) in preparing their Quarterly Financial Reports (QFRs).
c.	The dollar amount of the contract, including	\$15,900.00 budgeted; \$10,500 spent	Total 3-year Contract Amount Minimum = \$178,120.50 Maximum = \$253,570.50	Contract Amount = \$381,331.20 budgeted;	Total 3-year Contract Total Amount = \$53,460.00

	<i>amount budgeted and amount actually spent;</i>		Base Year - \$83,000 budgeted; \$58,891.41 spent Option Year 1 \$58,250 budgeted; \$58,250 spent	\$377,119.20 spent (\$4,212 was budgeted for vendor training of ANC Commissioners however vendor's team contracted COVID and were sick up until end of the contract term.	Base Year: 1/1/2024 – 9/30/2024 = \$14,500 Option Years = \$19,400
<i>d.</i>	<i>The term of the contract;</i>	2/24/2023	Three Year Contract; Base Year and two Option Years; 4/7/2022- 9/30/2025	3/1/23 – 9/30/23	Three Year Contract, Base Year and two Option Years 1/1/24- 9/30/26 = \$53,460
<i>e.</i>	<i>Whether the contract was competitively bid;</i>	Yes, competitively bid	Competition Exempt: software is proprietary	Yes, competitively bid	Competition Exempt: software is proprietary
<i>f.</i>	<i>The name of the agency's contract monitor and the results of any monitoring activity; and</i>	Gail Fast; copier delivered and installed	Gail Fast; software platform was built out and successfully delivered.	Gail Fast; 8 kits were delivered with a user manual and OANC staff training	Dawn Dickerson is currently monitoring and managing ANC usage of the QFR software. She will provide verification to Gail Fast that the monthly maintenance has been achieved.
<i>g.</i>	<i>The funding source</i>	Local	Local	Local	Local

30. If there have been cases where you have been dissatisfied with the procurement process, what have been the major issues?

The procurement process takes too long from when a requisition is entered into PASS and when final approval from OCP occurs. Vendors cannot get paid until the requisition has been “received.” And that is not quick. For example, even with a Modification from OCP, the Option Year for GovDelivery was entered into PASS on November 16, 2023. As of January 11, 2024, the approval flow is still “sitting” with OCP and has not been approved. Subsequently if you need to procure something in the 4th quarter of the fiscal year, there is no way that requisition will make it through the approval process in time to get the project completed before the fiscal year ends.

a. What changes to contracting and procurement policies, practices, or systems would help your agency deliver more reliable, cost-effective, and timely services?

Interagency MOUs are the easiest and simplest way to procure services. Competition exempt requisitions should be fast-tracked as OCP does not have to put them out on the street. Competitive bids should not languish with OCP for weeks but move through the process. PASS has “watchers” – they are procurement team members who are “supposed” to watch the procurement and assist in moving it through the process. The OANC has submitted four requisitions into PASS, never once having the “watcher” assist. It is through constant phone and emails that we have been able to bring them to the “receiving” stage.

31. What is your agency’s current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency’s current adjusted expendable budget has been spent with SBEs or CBEs?

Our adjusted expendable budget is \$21,000.00 and our goal is \$10,500.00. To date, there have not been any monies spent with SBEs.

32. Please provide the number of FOIA requests that were submitted to your agency in FY 23, and FY 24, to date. 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.

The OANC acts as the FOIA officer for Advisory neighborhood commissions/commissioners when requested and advises or assists commissioners when they do not want the OANC as the officer but need advice on exemptions or how to proceed.

The OANC received 3 FOIA requests directed at the Office in FY 2023 and 2024 and acted as the FOIA officer on behalf of an ANC or Commissioner 27 times. As of the writing of this answer the OANC was actively acting as the officer for 1 ANC. Staff of the OANC have spent about 429 hours answering these requests. This will increase until the one open request is closed.

33. Please list the administrative complaints or grievances that the agency received in FY 23 and FY 24, to date, broken down by source. Please describe any changes to agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 23 or FY 24, to date.

The OANC is not received any administrative complaints or grievances.

34. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in a change

in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.

The OANC is not a named party in any pending lawsuits.

35. Please list all settlements entered into by the agency and judgments against the agency (or by or against the District on behalf of the agency) in FY 23 or FY 24, to date, and provide the parties' names, the amount of the settlement or judgment, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g., administrative complaint, etc.).

There have been no settlements entered into by the OANC.

36. Please list and describe any investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 23 and FY 24, to date.

ODCA conducts an annual review of the ANC Security Fund and also conducts annual reviews of the Quarterly Financial Reports. The purpose of the review is to ensure that ANCs are in compliance with Official DC Code § 1-309.13. We are not aware of any investigations, audits, or reports specifically on the OANC or an employee of the OANC.

37. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 23 and FY 24, to date. Please submit a digital copy to the Committee of any study, research paper, report, or analysis that is complete.

The OANC conducted a survey on ANC Websites, Social Media, & Virtual Meeting platforms in July and August of 2023 and published a report of the results on September 2023. That report is posted on the OANC's Website (and attached below).

The OANC has also published monthly usage reports for the printer installed in the Wilson Building and available to Commissioners for their printing needs. These reports are available on the OANC Website and included at the end of this questionnaire.

38. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.

The Advisory Neighborhood Commission Security Fund is held in the custody of a Board of Trustees composed of the Secretary of the District of Columbia, the General Counsel to the Council of the District of Columbia, and the District of Columbia Auditor. The Executive Director of the Office of Advisory Neighborhood Commissions serves as a non-voting Trustee. While the OANC is committed to participating on this Board, we are neither aware of any Board meetings in FY23 and FY 24, nor in possession of a calendar of Board meetings in FY24.

AGENCY-SPECIFIC QUESTIONS

39. Please list all currently vacant Advisory Neighborhood Commissioner positions.

As of January 12, 2024, there are 10 vacant Advisory Neighborhood Commission positions as listed below:

Ward 2 (2)

- 2B04, 2F04

Ward 5 (2)

- 5A06, 5A07

Ward 6 (1)

- 6D05

Ward 7 (3)

- 7D02, 7E03, 7E05

Ward 8 (2)

- 8D02, 8E08

40. How many training sessions were provided by the Office to Advisory Neighborhood Commissioners in FY 23 and FY 24, to date? Please provide the subjects covered, dates, and attendance for each training offered. Please also note which trainings were provided virtually, and if those trainings are now available on demand.

	Date	Training Topic	Attendance	Agency	Virtual/ In-Person	On-Demand/Views
1.	10.20.22	Implicit Bias	5	Howard Univ	Virtual	Yes/25 Views
2.	12.10.22	New Commissioner Training	212	OANC	Virtual	Yes/ 227 Views
3.	12.15.22	New Commission Training	81	OANC	Virtual	Yes/185 Views
4.	1.25.23	Security Fund Training	19	OANC	Virtual	Yes
5.	2.1.23	Language Access Training	10	ODR	Virtual	Yes/84 Views
6.	2.8.23	Ethics	56	BEGA	Virtual	No**
7.	2.15.23	FOIA for ANCs	35	BEGA	Virtual	Yes/88 Views
8.	2.22.23	DDOT Intro	44	DDOT	Virtual	No**
9.	3.4.23	Zoning 101	43	OAG- ELU	Virtual	Yes
10.	4.18.23	Zoning Basics	18	DCOZ	Virtual	Yes
11.	4.24.23	Advanced Zoning	21	DCOZ	Virtual	Yes

12.	5.3.23	Roundtable ZC 22-25	21	OAG -ELU	Virtual	Yes/163 Views
13.	6.29.23	GovDelivery Training	27	OANC	Virtual	Yes/78 Views
	9.22.23* & 9.28.23*	Hybrid Kit Training	11	HumanCircuit	In-Person	Online manual
*cancelled due to vendor staff getting COVID						
** agency prohibited; must access their website to watch on-demand						

a. Please provide a training plan for the remainder of FY 24.

Training Plan for FY24 (2nd Q/Jan – March)

- Parliamentary Procedure Training (end of January and early February)
- Chair & Treasurer Training – new QFR Software, Grants, responsibilities (mid-February)
- Ethics Training – (late February)
- FOIA for ANCs – (early March)
- Language Access Training (mid-March)

Training FY24/FY25 (April-December 2024)

- Orientation/Information Sessions for prospective Commissioners (June)
- New Commissioner Boot Camp (December)

41. Please provide an update on the use of the budget allocation provided for sign language interpretation or communications access in FY 23, and FY 24, to date.

a. How much has been expended in each fiscal year? How many meetings have been interpreted or made accessible for that expenditure?

In FY23, \$14,714.40 was expended to provide ASL services to the OANC and ANCs. The Mayor’s Office of Deaf, DeafBlind and Hard-of-Hearing office (MODDHH) sent ASL interpreters to 30 meetings. Five ANCs (2A, 5D, 6A, 6E, 5B) and the OANC used services from the MODDHH.

So far in FY24, \$6,254.50 has been expended to provide ASL services. The Mayor’s Office of Deaf, DeafBlind and Hard-of-Hearing office (MODDHH) sent ASL interpreters to 10 meetings. Four ANCs (2A, 5D, 6A, 5B) and the OANC used MODDHH services.

b. How has the OANC communicated to ANCs about the availability of sign language interpretation and communication access services in FY 23, and FY 24, to date?

In FY23, ASL services was transitioned to MODDHH after the District decided not to renew the previous vendor's contract. The OANC was notified of the change and quickly sent out an email to all ANCs and updated our website to reflect the new vendor.

42. Please provide an update on the use of the budget allocation provided for language access for ANCs in FY 23, and FY 24, to date.

a. How much has been expended in each fiscal year? How many meetings have been translated for that amount?

\$6,000 was reimbursed in FY 23. To date, there have not been any reimbursements in FY24. In FY23, 14 ANC meetings required language translation. The two translations most frequently requested were in Spanish and Amharic.

b. Has the process for language access translation been changed or simplified in the prior fiscal year?

The process has already been simplified. ANCs requesting translation services are linked from the OANCs anc.dc.gov webpage to the Office of Human Rights (OHR) webpage where they can find the reimbursement form, FAQs and any other information they may need. The form is then submitted directly to OHR and the ANC is reimbursed.

c. How has the OANC communicated to ANCs about the availability of language access services in FY 23, and FY 24, to date?

The OANC holds annual training provided by the Office of Human Rights every February. The training is recorded and available and can be found on anc.dc.gov under Training Resources. The FY24 training will be held at the end of February/early March (date and time TBD).

43. How many Commission annual reports prepared pursuant to D.C. Code § 1-309.10(j)(1) or D.C. Code § 1-309.10(n-1) have been received in FY 23 or FY 24, to date?

To date, OANC has received twenty-one (21) annual reports from ANCs for calendar year 2023, or 45.65%. This is up from eleven (11) annual reports (27.5%) received for 2022 and three (3) 2021 annual reports (7.5%) received in the year before that. For the period covering October 1, 2022-September 30, 2023, OANC received reports from ANCs 1A, 1C, 1D, 1E, 2F, 3A, 3C, 4B, 4C, 4D, 4E, 5B, 5C, 5E, 5F, 6A, 6B, 6C, 6E, 7D, and 8A.

44. How many Commissions submitted a budget for FY 23 and FY 24 pursuant to D.C. Code § 1-309.10(n)?

38 ANCs submitted budgets in FY23. 23 ANCs have submitted budgets in FY24 to date. The OANC is actively engaged with ANCs to obtain copies of outstanding budgets and plans to make budget documents available on its new Website. Budget documents will also be a requirement of the new ANC QFR software.

45. How many Advisory Neighborhood Commissioners have been reimbursed for qualifying travel or childcare expenses pursuant to D.C. Code § 1-309.13(l-1) in FY 23 and FY 24, to date? How much money has been reimbursed to Commissioners for qualifying travel or childcare expenses in FY 23 and FY 24, to date?

To date, no Commissioners have received reimbursement for qualifying travel or childcare expenses.

46. How many Advisory Neighborhood Commissions have obtained a debit card pursuant to D.C. Code § 1-309.13(b-1) in FY 23 and FY 24, to date? How much has been expended on Commission debit cards in FY 23 and FY 24, to date?

Seventeen (17) ANCs have obtained a debit card pursuant to D.C. Code § 1-309.13(b-1) in FY 23 and FY 24. During the reporting period, a total of \$54,143.93 has been expended on Commission debit cards.

47. Please list any Advisory Neighborhood Commission allotments whose release was disallowed or reduced by the Office in FY 23 and FY 24, to date. For each, please provide the reason for the disallowance or reduction.

The list below does not include disallowances related to grants, which are documented in Question 49.

ANC 1B – (FY23) Disallowed \$1,000.00 for check 2057, Common Good City Farm. The ANC did not provide permissible documentation for this expense.

ANC 1C – (FY23) Disallowed \$11,236.98 the amount of the 3rd & 4th quarter allotments (\$5,618.49/each). The deadline for the 1Q23 and 2Q23 quarterly financial reports was February 15, 2023 and May 15, 2023, respectively. The fiscal year ended September 30, 2023. The ANC submitted the signed reports on November 2023 and supporting documents in December 2023. Concurrently, the ANC was not approved for the 2023 Security Fund.

ANC 2A – (FY23) Disallowed \$5,968.78 the amount of the 4th quarter allotment. The report was due May 15, 2023. The fiscal year ended September 30, 2023. The ANC submitted the 2Q23 QFR on November 8, 2023.

ANC 2C – (FY23) Disallowed \$4,376.94 the amount of the 3rd & 4th quarter allotments (\$2,188.47/each). The deadline for these reports was February 15, 2023 and May 15, 2023, respectively. The fiscal year ended September 30, 2023. The ANC submitted the signed 1Q23 and 2Q23 QFRs and supporting documents in October 2023.

ANC 5C – (FY23) Disallowed \$277.49. The ANC provided impermissible documentation for check 1973, Jacqueline Manning, \$189.00 and check 1975, Jacqueline Manning, \$88.49.

ANC 5D – (FY23) Disallowed \$1,742.39. The ANC procured telecommunication services via ACH transactions. ACH transactions are not allowable methods of purchase.

ANC 7B – (FY23) Disallowed \$11,183.22 the amount of the 3rd & 4th quarter allotments (\$5,591.61/each). The deadline for these reports was February 15, 2023 and May 15, 2023, respectively. The fiscal year ended September 30, 2023. The ANC submitted the signed 1Q23 QFR on May 2023 and the supporting documents in October 2023. The ANC submitted the minutes for the 2Q23 QFR in October 2023. Concurrently, the ANC was not approved for the 2023 Security Fund.

ANC 7F – (FY23) Disallowed \$666.97. The ANC initiated a debit card transaction to Merchology, 03/08/2023. This expense was not a permissible use of funds.

ANC 8B – (FY23) Disallowed \$2,250.51. The ANC initiated a debit card transaction to ATT, 03/17/2023. The ANC did not provide permissible supporting documentation for this expense.

ANC 8D – (FY23) Disallowed \$290.14. The ANC issued check 2500, Costco, \$390.14. This purchase is for food. The ANC exceed the allowable amount of \$100.00.

ANC 8E – (FY23) Disallowed \$5,768.84 the amount of the 3rd quarter allotment. The ANC did not present permissible supporting documents for checks 2138 – 2167. The ANC presented checks that contained only one signature and that signature was not the treasurer or the chairperson. The ANC reimbursed Commissioners for the use of their personal cell phones for ANC business. However, the ANC was not approved for the Security Fund and therefore not authorized to make expenditures.

In FY24, the only expenses that were disallowed were related to grants and that information is included in the response to Question 49 below.

Thus far in FY24, 21 of 46 ANCs have received their Q1 FY24 allotment. ANCs 1B, 3F, and 6C received reduced allotments due to a balance owed from the previous quarter. Three ANCs have not submitted their Q3 FY23 QFRs (6E, 7C, and 8B) but still have time to do so to avoid disallowances.

Nine ANCS received their Q2 FY24 allotments. None of these nine had disallowed expenses. Twenty ANCS still need to submit their Q4 FY23 QFRs. The remainder have submitted a signed report but still need to submit supporting documents. In all cases, the OANC is working with the ANCs to receive needed documentation for their funds to be released.

48. Please provide a list of all ANCs that have had their checkbook or debit card withheld, or that have had their bank accounts frozen in FY 23, or FY 24, to date, and the reason for each action.

No ANC has had their checkbook or debit card withheld, or their bank account frozen, in FY 23 or FY 24. However, the OANC is has a checkbook in safekeeping for a former account of ANC 8E. ANC 8E is the subject of an audit and the ANC changed back accounts at the beginning of of 2023 due to concerns related to financial matters of the previous Commission.

49. Please provide a report of all grant requests by Commissions that were rejected by the Office in FY 23 and FY 24, to date, and the basis for the rejection.

Attached is a spreadsheet of 46 grant requests that were rejected by the OANC in FY 2023 and FY 2024. It is divided into the following categories:

General Inquiries- Commissioners contacting the office about whether a particular grant or expenditure is allowable without submitting a grant. On one occasion it was to assist in deciding whether to encourage an applicant to apply, in at least one other it was to help decide whether to bring it to a vote before the Commission.

Grant Application Review Before an ANC vote- This is the ideal situation and what is contemplated in D.C. Code 1-309.13(m1)(2) which states “[a]n applicant for a grant shall submit an application in writing to the Commission and to the OANC.” If the applications are submitted simultaneously, it gives the OANC an opportunity to review the application and if the application is deficient, make suggestions on how it can be corrected. This prevents an ANC from expending monies which are later disallowed. The OANC introduced a standardized application in October of 2023. At some point, after a transition period, the OANC may disallow any grant expenditure made if the application was not also submitted to the OANC.

Grant Applications Denied After the ANC has made the expenditure- These are grants that were disallowed after expenditure and caused a reduction in a future quarterly allotment.

Grant Applications Denied in FY 2023 from a previous fiscal year- The OANC may not see grant documentation until a quarterly financial report is submitted. There is a delay between the due date of a quarterly report, the review and the disallowance of an expense that is currently 2 quarters. Therefore, grants made in the third and fourth quarters of FY 2022 were disallowed in the first and second quarters of FY 2023.

50. Please describe the status of any effort to fill existing staff vacancies within the Office.

In January 2023, the OANC had four existing staff vacancies within the Office. On July 31, 2023, the General Counsel and administrative assistant positions were filled. The land use attorney position will be filled on February 25, 2024, leaving one vacancy. The final vacancy is for a technical trainer. That position is currently being classified by DCHR and we anticipate the job announcement going live in February, 2024.

51. Please provide an update on the use of the Advisory Neighborhood Commissions Technical Support and Assistance Fund. Please provide an accounting of how much money is currently in the fund, how much has been spent in FY 23 and FY 24, to date, and on what it was spent.

There is currently \$1,384,645.89 in the TSAF. This includes the \$915,688.00 dedicated for ANC allotments. Minus the ANC allotments, there is \$46,008.11 in the fund for communications and \$185,728.00 available for ANC use.

There are no expenditures to date under TSAF other than ANC allotment according to OFRM. For FY23, below are the line item details where funds were used from TSAF other than ANC allotments.

Fund	PO Title	PO Line Item Description	Sum of Expenditure
1010201	Competition - FY23-OANC - Hybrid Meeting Kits - Local	All the necessary equipment to create eight (...)	315,280.00
	Competition - FY23-OANC - Hybrid Meeting Kits - Local	90-minute Train-the-Trainer session for OANC Staff	2,106.00
	Competition - FY23-OANC - Hybrid Meeting Kits - Local	Equipment Assembly and Integration for 8 kits	59,733.20
1010201 Total			377,119.20

Many disbursements of TSAF Funds were also done through the OANC's PCard. Those expenses are documented in the table related to Question 20 at the end of this questionnaire and also included in the table below:

Technical Assistance Fund Expenditures			
ANC	Date	Purpose	Amount Approved
ANC 3A	7/17/2023	HP ProBook Laptop	\$760.82
ANC 3A	7/26/2023	Laptop	\$354.00
ANC 5F	2/23/2023	Touchscreen Chromebook laptop	\$422.94
ANC 5F	2/23/2023	Video Camera and data cable	\$355.01
ANC 5F	2/24/2023	Jabra Speaker	\$254.35
ANC 5F	2/24/2023	Jabra Panacast Table Stand	\$67.84
ANC 5F	3/14/2023	Additional Janbra Speaker	\$217.30
ANC 8A	8/15/2023	HP Touchscreen Chromebook	\$369.94
ANC 8A	9/27/2023	Acer Aspire Laptop	\$476.96
Total			\$3,279.16

a. Please describe any future plans for allocating the funding, including expansion of hybrid meeting and community engagement technology.

The OANC would like to purchase at least two additional hybrid meeting kits. This would provide the OANC with the flexibility to move kits around as well as having an additional kit available if two ANCs should meet on the same night. Currently ten ANCs (1D, 2C, 3/4G, 4A, 4D, 4E, 5A and 8C) have used the hybrid meeting kits and we expect demand to increase.

b. How has the additional legislative flexibility for uses of the Fund incorporated into the Fiscal Year 2024 Budget Support Act been utilized by the Office to better support ANCs?

To better support the ANCs, we are primarily using the legislative flexibility to support the creation and distribution of an ANC-wide website network and Zoom accounts for all commissions. As shared above:

- New OANC/ANC Websites (\$128,000 one-time set up // \$65,000.00 annual assessment thereafter): Enhances both the OANC and ANC website experience by providing up-to-date website technology and security to all ANCs, allows for shared support and training, and provides an environment for greater access to public documents.
- ANC Zoom Enterprise License (\$22,200): As Zoom technology integrates with the OANC's hybrid meeting technology, this ensures that every ANC has access to Zoom accounts. It is also more cost effective to purchase as a site license than per ANC, and includes unlimited storage of meeting recordings so that we can maintain public records.

Also, should funding be available, we will use this flexibility to purchase two additional hybrid meeting kits for ANCs as mentioned above. In all cases, investing in shared technologies across ANCs improves service at a lower cost lever per Commission. It also provides the opportunity for the OANC to develop training and documentation for common technologies.

52. Please provide an update on the use of funding to provide outside expert assistance to Commissioners. Please provide an accounting of how much has been spent in FY 23 and FY 24, to date, for this service and the ANCs that benefited from outside expert assistance.

The following chart shows which ANCs have received Technical Assistance Funds for outside expert assistance during FY23 and FY24.

Technical Assistance Fund - Outside Experts			
ANC	Date	Purpose	Amount Approved
ANC 2E	4/17/2023	Website development and support	\$1,000.00
ANC 6D	10/24/2023	land use attorney assistance	\$5,000
ANC 7F	10/29/2023	Services related to engagement at Reservation 13	\$2,500.00
ANC 8A	9/25/2023	Audio/Digital Assistance	\$875.00
ANC 8A	10/9/2023	IT Assistance	\$575.00
ANC 8A	11/21/2023	IT Assistance	\$675.00
ANC 8A	12/6/2023	IT Assistance	\$575.00
Total			\$11,200

53. For how many Commissions does the Office currently serve as FOIA Officer?

In past year we have supported – 30 Commissions and currently act as the FOIA officer for 1 Commission, 8A, which has an open request. The OANC only serves as a FOIA officer at request of an ANC. FOIA requests primarily served on the ANC and many ANCs feel comfortable handling requests directly.

The OANC has served as the FOIA officer for 1B (twice), 2A, 2B (twice), 2F, 2G, 3D, 3/4G04 (twice), 4C, 5D (three times), 6C (three times), 8A (three times), 8B, 8C, 2G (twice), 6E, 2A, 5D,

54. Please provide an update on strategic planning for the Office, including Commissioner engagement on the future of the Office.

The OANC made significant progress toward its strategic plan during FY23 and FY24. To facilitate the plan, the OANC convened a working group of 4 current Commissioners and 1 former Commissioner. People were chosen in part to be inclusive of geographic, demographic and age diversity as well as a range of experience serving on ANCs – from newly elected to decades of service.

Working group meetings began May 8, 2023, and extended until the fall. After which time the OANC focused on writing the draft plan. The plan encompasses both objectives to improve internal operations of the OANC as well as services and programs designed to support operations of Advisory Neighborhood Commissions. It does this by focusing on services and needs identified through an internal review by the OANC, the Strategic Plan Working Group, and input from Advisory Neighborhood Commissions and Commissioners. The Strategic Plan includes objectives, strategies, and timelines that set priorities for improving the operation of the OANC, services to Advisory Neighborhood Commissions, and community engagement and visibility.

On January 4, 2024, the OANC released the draft of the Plan's introduction, SWOT analysis, and six overarching goals for public comment and sent notice out to all Commissioners encouraging their review and comment. The open comment period is from January 4 through February 15, 2024. Official input from Advisory Neighborhood Commissions will be accepted through at least March 4, 2024. Once the comment period has closed, the OANC will review feedback received to incorporate that feedback into the Plan as it works to finalize and publish the Plan. The draft is currently available to the public at: <https://anc.dc.gov/page/strategic-plan->

55. Please provide an update and next steps for implementation of the Advisory Neighborhood Commissions Participation in Planning Amendment Act.

The Advisory Neighborhood Commissions Participation in Planning Amendment Act requires the Office of Advisory Neighborhood Commissions to provide counseling, advice, resources, and staff support to address zoning, development, and planned unit development negotiations. In order to meet the statutory requirement, the OANC needed to hire staff and address office space issues.

In August and September, 2023, the OANC reconfigured its office space and increased its capacity by three workstations to accommodate the new positions necessary to implement this Act. At the same time the office hired Denise Wiktor as its general counsel, who began providing general support to Commissions on a variety of legal issues on July 31, 2023 – including public space and zoning queries. The office has also hired an attorney dedicated to land use issues who is scheduled to begin on February 25, 2024. With these two key staff in place, the OANC will be fully ready to implement the Act.

The Act ensures that Advisory Neighborhood Commissions are provided adequate notice and an opportunity to provide recommendations on comprehensive plans, including amendments to, or elements of, a comprehensive plan prior to the transmission of such plans to the Council for approval. In this vein, OANC will engage with the Office of Planning to ensure adequate notice and opportunity is provided to ANCs. Lastly, OANC will develop best practices for ANCs to consider when reviewing, supporting, and making recommendations to both the Office of Planning and the Council on amendments or updates to the Comprehensive Plan.

56. Please describe the Office’s efforts, on its own or in coordination with the Office of the Chief Technology Officer, to improve its own website and the websites of the individual ANCs.

The OANC entered into an agreement/MOU with OCTO on June 15, 2023, to both redesign the OANC website and create individual websites for each ANC. We are currently working with a launch date of April 2024. The relationship is more robust than any previous agreement with OCTO and includes long-term maintenance and technology updates. The focus is improving access to information about ANCs, improving access to ANC documents, optimizing the platform for mobile users, enhancing the user experience and navigation, simplifying content, and incorporating dynamic new features.

57. Please provide monthly usage statistics for the use of the Office’s newly procured printer and copier by Commissions for FY 23 and FY 24, to date.

The printer for use by Advisory Neighborhood Commissioners became available to them on June 7, 2023. Between that date and December 31, 2023, a total of 28,238 copies have been made by Commissioners. Of this total, 5,656 copies were black and white and 22,582 were color copies.

Below is the breakdown per ANC per month.

<i>ANC Printer Usage by ANC (2023) – Black and White copies</i>							
<i>ANC</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>
<i>ANC 2G</i>		911	1011	150	150		100
<i>ANC 5D</i>							
<i>ANC 5E</i>						1302	135
<i>ANC 7F</i>	604	320	302				
<i>ANC 8A</i>	671						
<i>Totals</i>	1,275	1,231	1,313	150	150	1,302	235

ANC Printer Usage by ANC (2023) – Color Copies							
ANC	June	July	August	September	October	November	December
ANC 1A		150	150	90		460	
ANC 1B			102				
ANC 1E						243	
ANC 2B					2724	603	
ANC 2G		1266	2174				501
ANC 4D			1300				
ANC 5D	500	501	1001		501	553	
ANC 5E						56	
ANC 7C	700	1000	1000				
ANC 7D				1501			
ANC 7F	1001	1696	1696				
ANC 8A	60						
ANC 8E						1001	52
Totals	2,261	4,613	7,423	1,591	3,225	2,916	553

58. Please provide an update on the utilization of hybrid meeting technology by ANCs, including the ANCs that have utilized this technology and the number of meetings it has supported in FY 23 and FY 24, to date.

In August 2023, the OANC took delivery of eight hybrid meeting kits. Each kit includes every piece of equipment necessary to run a hybrid meeting in any given space. While these kits are portable, the size of the cases and number of pieces make their portability difficult. To better facilitate access to the kits, the OANC is working with the DC Library and DPR to strategically store kits where they are accessible to ANCs. To date, three kits are stored remotely at the MLK Jr. Library, the Mt. Pleasant Library, and the Chevy Chase Community Center.

Between August 2023 and January 31, 2024, the OANC’s hybrid meeting technology has been used by 10 ANCs in support of 26 meetings. They are as follows:

- ANC 1D (October, November, December)*
- ANC 1B (November)
- ANC 2C (September, October, November, December, January)
- ANC 4C (November, December, January)
- ANC 4D (September, October, November, January)
- ANC 3/4G (November 13, November 27, December 6, December 11, January 9, January 22)
- ANC 4A (January)
- ANC 4E (January)
- ANC 5A (January)
- ANC 5D (October)

*ANC 1D was originally schedule to have a hybrid meeting in January, but opted for a virtual meeting instead due to inclement weather.

59. Please evaluate the effectiveness of the web-based Quarterly Financial Report Software and report on its utilization. Please describe the training provided to ANCS, or to be provided to ANCs on the utilization of this software.

Due to a number of factors ranging from vendor delivery, coordination with OCTO, and procurement processes, the Quarterly Financial Report Software was soft launched at the end of December 2023. We are currently working with the vendor to address issues with the software that prevent it from being fully deployed. Despite its current status, we have begun to provide access to ANC Treasurers and train them on how it functions. Early responses from Treasurers have tended to be positive. During this transition period, the OANC will provide ANCs with the information and forms they need to submit their QFRs on time and then work with them to ensure that they are able to use the system fully upon the vendor's updates.

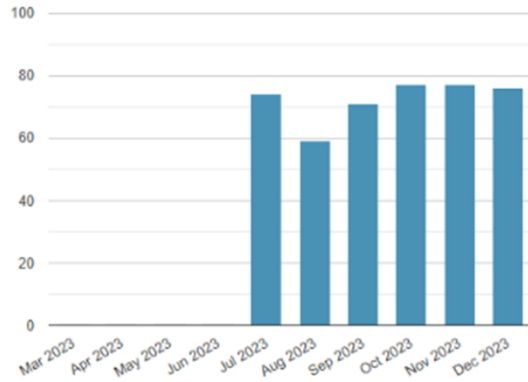
While the selection of this software and early development occurred before my tenure, I have pushed all involved to move this effort toward full implementation at every stage of the project. I am still committed to seeing the DeGray software fully deployed. However, based on what I have observed over the past year and some of the technological challenges that have arisen, I am not convinced that this is going to be the best long-term solution for ANCs. After deployment, the OANC will begin a process to identify alternatives to DeGray – including working with OCTO to explore any inhouse approaches to this needed service.

60. Please provide an update on the implementation and utilization of Granicus communications software by ANCs.

The OANC held a training after govDelivery launched in May, with 27 ANC Commissioners attending. We have also provided 12 individualized training sessions. The OANC will continue to advertise, in our monthly alerts and quarterly newsletter, that we provide training every Tuesday and Thursday. Engagement is growing and we have heard great feedback from the Commissions and Commissioners using govDelivery. A snapshot of the engagement efforts to date can be seen below.

Engagement

Engagement Rate Percentage



Engagement by Month

MONTH	UNIQUE RECIPIENTS	ENGAGEMENT RATE *
12/2023	3,052	76.31%
11/2023	2,644	77.12%
10/2023	2,236	77.06%
09/2023	2,229	71.56%
08/2023	1,437	59.01%
07/2023	209	74.16%
06/2023	no bulletins sent	
05/2023	no bulletins sent	
04/2023	no bulletins sent	
03/2023	no bulletins sent	

* Engagement Rate indicates how well your communications drive participation among subscribers. Each measurement considers bulletins sent over a 90-day time period. If a recipient opened the bulletin or clicked on a link, that recipient is considered Engaged. The Engagement Rate is the percentage of message recipients who are Engaged.

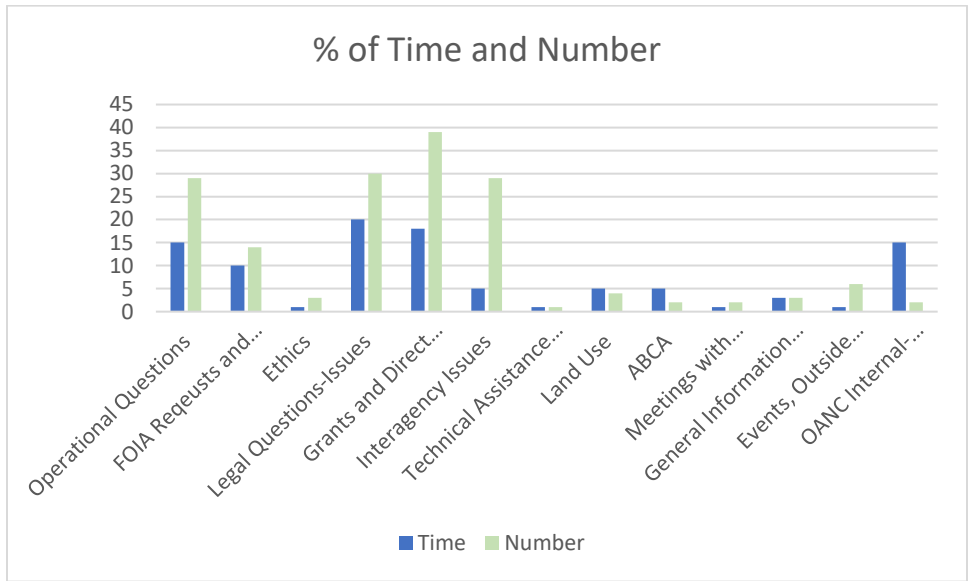
61. Please describe the work of the Office’s General Counsel, including the categories of work performed by the General Counsel and the approximate proportion of time spent on each category.

The General Counsel receives work in two primary ways either from inquiries from ANC Commissioners or from the Director or other staff within the office. Approximately 15% of her time is spent on intra office issues such as answering legal questions from the Director, collaborating with the Director on responses to ANCs, reviewing documents submitted with Quarterly financial reports or developing policy documents. The rest of the time is spent on direct inquiries from commissioners or resolving inter-agency issues. Below are charts breaking down by subject matter the number of inquiries and the percent of time spent on them since she started July 31, 2023. Now that Commissioners are more familiar with her presence, she is seeing a steady increase in direct inquiries.

General Counsel Workload

Time % Number

Operational Questions	15	28
FOIA Requests and FOIA related questions	10	14
Ethics	1	3
Legal Questions-Issues	20	30
Grants and Direct Expenditures	18	36
Interagency Issues	5	30
Technical Assistance Fund	1	1
Land Use	5	2
ABCA	5	6
Meetings with Councilmembers	1	2
General Information Questions	3	7
Events, Outside Meetings, Elections	1	7
OANC Internal-meetings, legal advice, reviewing staff materials,	15	
	100	

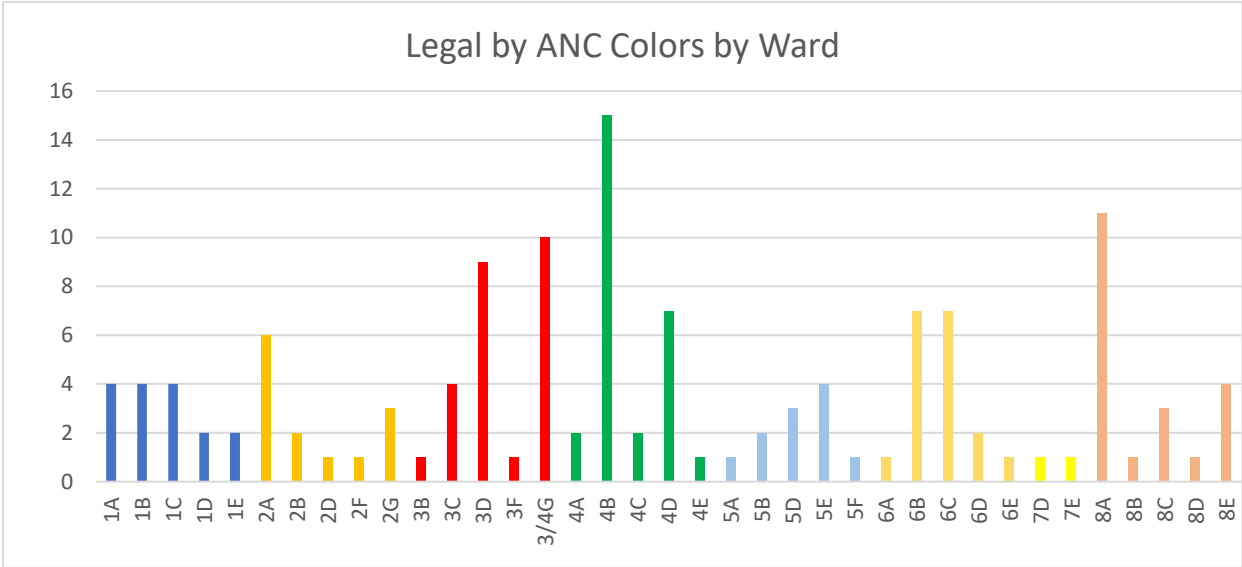
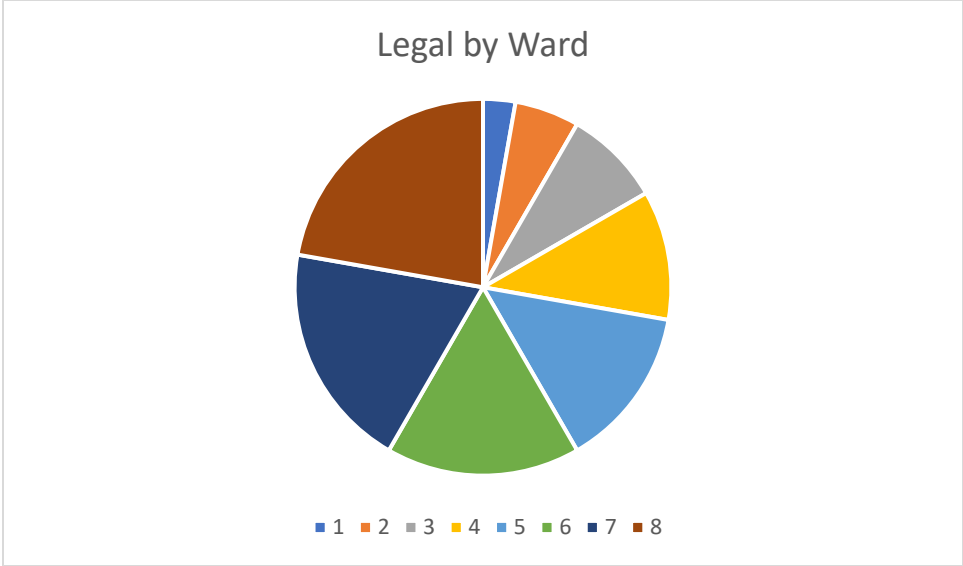


a. Does the Office track requests by ANCs for the assistance of the General Counsel?

Yes, See data below:

Legal by ANC		Legal by Ward	
1A	4	1	19
1B	4	2	10
1C	4	3	25
1D	2	4	27

1E	2	5	11
2A	6	6	18
2B	2	7	2
2D	1	8	20
2F	1		
2G	3		
3B	1		
3C	4		
3D	10		
3F	2		
3/4G	10		
4A	2		
4B	15		
4C	2		
4D	7		
4E	1		
5A	1		
5B	2		
5D	3		
5E	4		
5F	1		
6A	1		
6B	7		
6C	7		
6D	2		
6E	1		
7D	1		
7E	1		
8A	11		
8B	1		
8C	3		
8D	1		
8E	4		



Question 12: Schedule A

Report Agency DX0 Appr Year 24		Schedule A as of January 08, 2024													
Fund	Program	Activity	Position Number	Title	Name	Emplid	Hire Date	Grade	Step	Vacant Status	Reg/Temp/ Term	Sum of FTE x Dist %	Sum of Salary	Fringe Benefit	Total Salary
Local - 1010001	AMP006	100028	00008695	Special Assistant	Williams, Kathy S	00016459	9/13/2010	13	8	F	Reg	1.0	113,950.00	22,220.25	136,170.25
Local - 1010001	AMP006	100028	00013598	Executive Director	Boese, Kent	00126461	11/7/2022	8	0	F	Reg	1.0	150,000.00	29,250.00	179,250.00
Local - 1010001	AMP006	100028	00028543	Program Analyst	Barnum, Lynard J	00005968	11/13/2012	11	10	F	Reg	0.5	42,083.50	8,206.28	50,289.78
Local - 1010001	AMP006	100028	00044226	Program Analyst	Dickerson, Dawn	00038084	10/30/2017	13	4	F	Reg	1.0	102,018.00	19,893.51	121,911.51
Local - 1010001	AMP006	100028	00094177	Information Technology Special	Gaither, Ronald	00123871	8/8/2022	12	2	F	Reg	1.0	83,289.00	16,241.36	99,530.36
Local - 1010001	AMP006	100028	00101911	Program Analyst	Fast, Gail	00114417	8/3/2020	12	6	F	Reg	1.0	93,311.00	18,195.65	111,506.65
Local - 1010001	AMP006	100028	00102689	Program Support	(blank)	(blank)	(blank)	12	0	V	(blank)	1.0	80,784.00	15,752.88	96,536.88
Local - 1010001	AMP006	100028	00110099	General Counsel	Wiktor, Denise L	00014016	7/31/2023	1	0	F	Reg	1.0	145,000.00	28,275.00	173,275.00
Local - 1010001	AMP006	100028	00110166	Administrative Assistant	Wright, Amber	00117648	6/21/2021	9	4	F	Reg	1.0	59,378.00	11,578.71	70,956.71
Local - 1010001	AMP006	100028	00111673	Attorney Advisor	(blank)	(blank)	(blank)	13	0	V	(blank)	1.0	108,996.00	21,254.22	130,250.22
Grand Total												9.5	978,809.50	190,867.85	1,169,677.35

Table for Question 20: List of PCard Purchases FY23 & FY24

OANC Purchases	Oct 1, 2022 to Dec 20, 2023	Card Holder: Lynard Barnum, Program Analyst	Approving Official: Kent Boese, Executive Director	
Date	Vendor	Amount	Purpose	Comments
10/21/22	PayPal *Paradigm	\$1,625.00	ANC Implicit Bias Training	Instructor: Terrence Winston
12/01/22	CDW Govt	\$274.67	Adobe Acrobat Pro – licenses for OANC staff	
12/22/22	Office Depot	\$62.61	Office supplies	
01/02/23	Office Depot	\$235.81	Office supplies	
02/23/23	BestBuy	\$422.94	Touchscreen Chromebook laptop	Technical Assistance Fund disbursement for 5F
02/23/23	Amazon	\$355.01	Video Camera and data cable	Technical Assistance Fund disbursement for 5F
02/24/23	Amazon	\$254.35	Jabra Speaker	Technical Assistance Fund disbursement for 5F
02/24/23	B&H Photo	\$67.84	Jabra Panacast Table Stand	Technical Assistance Fund disbursement for 5F
03/01/23	CDW Govt	\$471.48	Adobe Acrobat Pro licenses for OANC staff	
03/06/23	Standard Office Supply	\$383.82	Office supplies	
03/14/23	Amazon	\$217.30	Additional Jabra Speaker	Technical Assistance Fund disbursement for 5F
04/17/23	Wave *Red Sun Information	\$1,000.00	Website development and support	Technical Assistance Fund disbursement for 2E
04/20/23	Standard Office Supply	\$113.43	Office supplies	
04/21/23	Standard Office Supply	\$95.00	Office supplies	
04/21/23	Standard Office Supply	\$664.89	Office supplies	
04/26/23	Standard Office Supply	\$169.90	Office supplies	
04/27/23	Standard Office Supply	\$664.89 CR	Office supplies	
05/12/23	Tecknomic LLC	\$800.00	Additional electrical wiring to support OANC new printer	
05/26/23	Amazon	\$60.42	Wireless keyboard and mouse set for OANC staff	
06/28/23	USPS PO	\$25.20	Postage stamps	For emergency mailings of ANC badges to new Commissioners
06/28/23	Standard Office Supply	\$399.25	Office supplies	
07/03/23	Amazon	\$18.00	Office supplies	
07/03/23	Amazon	\$13.76	Office supplies	

07/17/23	Micro Center	\$760.82	HP ProBook Laptop	Technical Assistance Fund disbursement for 3A
07/17/23	Standard Office Supply	\$71.81	Office supplies	
07/24/23	Standard Office Supply	\$237.00	Office supplies	
07/26/23	Micro Center	\$354.00	Laptop	Technical Assistance Fund disbursement for 3A
07/26/23	Annie's Ace Hardware	\$16.92	Keys for office	
08/15/23	BestBuy	\$369.94	HP Touchscreen Chromebook	Technical Assistance Fund disbursement for 8A
08/17/23	Amazon	\$72.39	Office supplies	
08/22/23	CDW Govt	\$135.00	Adobe Acrobat Pro licenses for OANC staff	
08/31/23	ShopAMLegalCodes	\$76.50	Robert Rules of Order on USB drive	
09/01/23	FP*Advanced Office	\$554.00	Toner for commercial printer in OANC office used by ANCs	
09/18/23	Thomas West*TCD	\$5,832.00	Westlaw subscription	
09/25/23	PayPal*Nappynappa (Model Meetings-Davonte Squire)	\$875.00	Audio/Digital Assistance	Hybrid meetings - Technical Assistance Fund disbursement for 8A
09/27/23	BestBuy	\$476.96	Acer Aspire Laptop	Technical Assistance Fund disbursement for 8A
10/09/23	PayPal*Nappynappa (Model Meetings-Davonte Squire)	\$575.00	IT Assistance to 8A	Hybrid meetings - Technical Assistance Fund disbursement
10/18/23	Shop Pop Displays	\$61.23	Acrylic Ballot Box for special elections	
10/19/23	PayPal*Bradley NC1	\$2,500.00	Services related to the engagement at Reservation 13 campus	Technical Assistance Fund disbursement for 7F
10/20/23	Standard Office Supply	\$164.37	Office supplies	
10/30/23	DMI*Dell	\$1,297.40	3 Dell Monitors for OANC office	
10/31/23	Amazon	\$10.60	Monitor stand riser for OANC staff	
11/10/23	Standard Office Supply	\$191.00	Office supplies	
11/21/23	PayPal*Nappynappa (Model Meetings-Davonte Squire)	\$675.00	IT Assistance to 8A	Hybrid meetings - Technical Assistance Fund disbursement
11/22/23	Total Office Products	\$2,113.91	Office supplies	Includes 4 Dell monitors @ \$447.05 each (total \$1,788.20)
11/30/23	Amazon	\$32.95	Small space heater for cold spot in OANC office	

11/30/23	Advanced Office Equipment	\$407.00	Printer toner	
12/04/23	Amazon	\$17.99	Office supplies	
12/5/23	Total Office Products	\$216.31	Office Supplies	
12/06/23	PayPal*Nappynappa (Model Meetings-Davonte Squire)	\$575.00	IT Assistance to 8A	Hybrid meetings - Technical Assistance Fund disbursement
12/8/23	Total Office Products	\$51.71	Office supplies	
12/10/23	Amazon	\$271.45	Office supplies	
12/10/23	Amazon	\$63.58	Office supplies	
12/13/23	UPCO Lock Services	\$185.00	Replace filing cabinet lock and keys	
12/13/23	Standard Office Supply	\$29.42	Office supplies	
12/20/23	Amazon	(\$13.20)	Credit for return of office supply item	



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For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NQBK010	10/31/2023	NQBK010	13394465	\$40,306.67

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
MS EA PROJECT P3 GCC P USER Mfg. Part#: 7MS-00001-12-SLG Term 12/1/23 - 11/30/24 Enrollment 5803563 CW94883 Electronic distribution - NO MEDIA Contract: Sourcewell DC Government MS Product and Services (081419-CDW)	1	4381361	\$274.67	\$274.67
Microsoft M365 G3 Unified FUSL GCC Subscription License Per User Mfg. Part#: AAD-34704-12-SLG Term 12/1/23 - 11/30/24 Enrollment 5803563 CW94883 Electronic distribution - NO MEDIA Contract: Sourcewell DC Government MS Product and Services (081419-CDW)	25	5489074	\$266.10	\$6,652.50
Microsoft M365 G5 GCC Step-Up License M365 G3 Per User Mfg. Part#: AAL-45737-12-SLG Term 12/1/23 - 11/30/24 Enrollment 5803563 CW94883 Electronic distribution - NO MEDIA Contract: Sourcewell DC Government MS Product and Services (081419-CDW)	25	6668133	\$178.70	\$4,467.50
Microsoft M365 G3 Unified FUSL GCC Subscription License Per User Mfg. Part#: AAD-34704-12-SLG Term 12/1/23 - 11/30/24 Enrollment 5803563 CW94883 Electronic distribution - NO MEDIA Contract: Sourcewell DC Government MS Product and Services (081419-CDW)	65	5489074	\$266.10	\$17,296.50
Microsoft M365 G5 GCC Step-Up License M365 G3 Per User Mfg. Part#: AAL-45737-12-SLG	65	6668133	\$178.70	\$11,615.50

QUOTE DETAILS (CONT.)

Term 12/1/23 - 11/30/24
Enrollment 5803563
CW94883
Electronic distribution - NO MEDIA
Contract: Sourcwell DC Government MS Product and Services
(081419-CDW)

SUBTOTAL	\$40,306.67
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$40,306.67

PURCHASER BILLING INFO

Billing Address:
OFFICE OF ADVISORY NEIGHBORHOOD COM
1350 PENNSYLVANIA AVE NW RM 11
WASHINGTON, DC 20004-3003
Phone: (202) 727-9945
Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

Shipping Address:
OFFICE OF ADVISORY NEIGHBORHOOD COM
1350 PENNSYLVANIA AVE NW RM 11
WASHINGTON, DC 20004-3003
Phone: (202) 727-9945
Shipping Method: ELECTRONIC DISTRIBUTION

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Government of the District of Columbia




Office of Advisory Neighborhood Commissions
1350 Pennsylvania Avenue, NW Suite 11
Washington, DC 20004
(202) 727-9945

MEMORANDUM

TO: Eric Cannady, Deputy Chief Financial Officer
Office of Budget and Planning

THRU: Angelique Rice, Associate Chief Financial Officer
Government Operations Cluster

THRU: Alemayehu Awas, Agency Fiscal Officer
Government Operations Cluster

FROM: Kent Boese, Executive Director
Office of Advisory Neighborhood Commissions 

DATE: December 14, 2023

SUBJECT: FY2024 Request to Reallocate Local Fund Budget Authority to an Interagency Project

The Office of Advisory Neighborhood Commissions (OANC) is requesting an approval to reallocate Local fund budget authority to an interagency project. The District of Columbia Public Library (“DCPL”) the (Seller Agency) and the Office of Advisory Neighborhood Commissions the (Buyer Agency) entered into an Interagency agreement in which the Seller agency provides the permit to use of space at the Martin Luther King Jr. Memorial Library, located at 901 G Street, NW, Washington, DC 20001. OANC has a budget authority in Local fund without a project and needs to transfer the budget to an Interagency project to fund the MOU activity. The budget will be allocated as below.

AGY	AY	FUND	PROGRAM	COST CENTER	PROJECT	AWARD	TASK/ SUBTASK	ACCOUNT	AMOUNT
DX0	24	1010001	100028	50298	402032	1000851	24/ 24.01	7131009	\$1,100.00

If you have any questions, please contact Alemayehu Awas at 202-727-6535



MEMORANDUM OF UNDERSTANDING

BETWEEN

THE DISTRICT OF COLUMBIA OFFICE OF ADVISORY NEIGHBORHOOD
COMMISSIONS

AND

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

FOR FISCAL YEAR 2023

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Office of Advisory Neighborhood Commissions (OANC or Buyer) and the Department of Human Resources (DCHR or Seller), collectively known as the Parties and individually as a Party.

II. PROGRAM GOALS AND OBJECTIVES

The Buyer serves as the personnel authority for its staff and provides personnel and resource support to other offices. However, the Buyer lacks the human resources (HR) processing infrastructure necessary to accommodate its personnel related operations. Through this MOU, the Seller shall provide the Buyer the needed HR services.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in pursuit of the shared goals of the Parties to carry out the program goals and objectives expeditiously and economically, the Parties agree as follows:

A. RESPONSIBILITIES OF DCHR

DCHR shall provide OANC the HR services listed in *Attachment A*. For each service, DCHR shall provide policy guidance, data processing, and customer service to OANC, its management staff, and its employees, when applicable.

B. RESPONSIBILITIES OF OANC

In support of the services listed in *Attachment A*, OANC shall:

1. Advance to DCHR \$9,281 (nine thousand, two hundred eighty-one dollars) for HR services within thirty (30) days of the effective date;
2. Ensure that DCHR receives all documentation reasonably necessary in a timely fashion to carry out its responsibilities under this MOU;
3. Ensure that OANC employees are actively enrolled in Employee Self Service;
4. Designate an OANC employee to serve as a Human Resources Advisor (HRA), who will coordinate with DCHR personnel to facilitate the services provided by DCHR.
5. Coordinate, in good faith and promptly, with DCHR before engaging in any corrective or adverse action procedure involving an OANC employee, non-union dispute resolution or mediation, or non-union grievance process;
6. Ensure that all OANC management are properly trained in performance management concepts and PeopleSoft's ePerformance application. The HRA shall be responsible for OANC level ePerformance training and administration once they have received initial training from DCHR;
7. OANC agrees to be bound by the provisions of the Comprehensive Merit Personnel Act, Title 6B of the D.C. Municipal Regulations, and all implementing DCHR policies, procedures, issuances and other guidance, unless specifically superseded by statute; and
8. OANC agrees that this MOU does not include any services relating to enhanced suitability assessments pursuant to Chapter 4 of Title 6B of the D.C. Municipal Regulations.

IV. DURATION OF MOU

- A.** The period of this MOU shall be from October 1, 2022 through September 30, 2023, unless terminated in accordance with Section XI prior to the expiration.
- B.** The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option period. OANC shall provide DCHR with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the initial year of this MOU, or no later than August 31, 2023.
- C.** The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Official Code § 1-301.01(k).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed \$9,281 (nine thousand, two hundred eighty-one dollars) for Fiscal Year 2023. Funding for services shall not exceed the actual cost of the goods and services.

B. PAYMENT

1. Payment for the services shall be made through an Intra-District advance by OANC to DCHR based on the total amount of this MOU. DCHR shall receive the advance and bill OANC only for those goods and services actually provided pursuant to the terms of this MOU.
2. OANC shall report all services received under this MOU in its monthly Financial Review Process (FRP) report to the Office of Budget and Planning of the District of Columbia Office of the Chief Financial Officer.
3. Advances to DCHR for the services to be performed and goods to be provided shall not exceed \$9,281 (nine thousand, two hundred eighty-one dollars) in Fiscal Year 2023.
4. DCHR shall receive the advance and bill OANC through the Intra-District process only for those services provided pursuant to the terms of this MOU. DCHR shall notify OANC within forty-five (45) days of the then current fiscal year if it has reason to believe that all of the advance will not be billed during the fiscal year. DCHR shall return any excess advance to OANC within thirty (30) days of the end of that fiscal year.

VII. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08; (iii) D.C. Official Code § 47-105; and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended, regardless of whether a particular obligation has been expressly so conditioned.

VIII. COMPLIANCE AND MONITORING

As this MOU is funded by District of Columbia funds, DCHR will be subject to scheduled and unscheduled monitoring reviews by OANC to ensure compliance with all applicable requirements.

IX. RECORDS AND REPORTS

DCHR shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the request of OANC or another the District of Columbia government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of OANC or the relevant District of Columbia government agency.

X. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, maintain, safeguard, and dispose of all information related to services provided under this MOU, in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with this MOU shall remain the property of OANC.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving forty-five (45) calendar days advance written notice to the other Party. In the event of the termination of this MOU, the Seller shall return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XII. NOTICE

The following individuals are the contact points for each Party under this MOU:

Nicole A. Cook, Chief Administrative Officer

DC Department of Human Resources
1015 Half Street, SE, 8th Floor
Washington DC 20003
(202) 316-8543

Kent C. Boese, Executive Director

Office of Advisory Neighborhood Commissions
1350 Pennsylvania Ave NW, Suite 11
Washington, DC 20004
(202) 727-9945

XIII. AMENDMENTS AND MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated, and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

XV. PROCUREMENT PRACTICES REFORM ACT

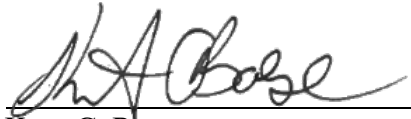
If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent, contractor, consultant or other third party to provide any of the goods or services under the MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01, *et. seq.*) to procure the goods or services.

XVI. RESOLUTION OF DISPUTES

The Parties' Directors, or their designees, shall resolve all disputes or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems (OFOS) of the District of Columbia Office of the Chief Financial Officer. The decision of OFOS shall be final.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS



Kent C. Boese
Executive Director

3/3/2023

Date

FOR THE DEPARTMENT OF HUMAN RESOURCES



E. Lindsey Maxwell II, Esq.
Interim Director

3/6/23

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DISTRICT OF COLUMBIA ADVISORY NEIGHBORHOOD COMMISSIONS
AND
DISTRICT OF COLUMBIA DEPARTMENT OF SMALL AND LOCAL BUSINESS
DEVELOPMENT
FOR FISCAL YEAR 2023**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia Advisory Neighborhood Commissions (“OANC” or “Buyer Agency”) and the District of Columbia Department of Small and Local Business Development (“DSLBD” or “Seller Agency”), collectively referred to herein as the “Parties” and individually as “Party.”

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

Buyer Agency has requested that Seller Agency provide Salesforce licenses for access to DSLBD’s District Enterprise System (“DES”). Such licenses are mandatory to access the DES. To this end, Seller Agency will procure one or more licenses, on behalf of the Buyer Agency, under the terms of this MOU so that the Buyer Agency may perform the budget, special exception, and expenditure review processes as well as update contract information and create waivers. Further, pursuant to D.C. Official Code §§ 2-218.46 and 2-218.51, Agencies are required to request a waiver for contracts in excess of \$250,000, if it is unable to allocate the required percentage of a contract to a Certified Business Enterprise (“CBE”).

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

1. The Seller Agency must provide the projected costs of the goods/services under this MOU. This detail shall be provided in the table in Section VI.A.
2. The Seller Agency works with the Buyer agency to complete the Interagency funding process using District Integrated Financial System (DIFS) on, or before, June 16, 2023

B. RESPONSIBILITIES OF BUYER AGENCY

1. The Buyer Agency agrees to the terms, projected costs, and the funds' availability as associated with this MOU.
2. The Buyer Agency begins the Interagency funding process using DIFS within ten (10) days of the execution of the MOU.
3. The Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU.
4. The Buyer Agency works with the Seller Agency to complete the Interagency funding process using DIFS on, or before, June 16, 2023.

V. DURATION OF MOU

The duration of this MOU shall begin on the execution date of this MOU by the Parties, and it shall expire on July 9, 2023, unless (1) terminated in writing by the Parties prior to expiration pursuant to Section VII of this MOU or (2) extended by the Parties in writing.

VI. FUNDING PROVISIONS

A. COST OF GOODS/ SERVICES

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$320.00 for Fiscal Year 2023. The total cost of the goods and/or services is based on the Seller Agency's estimate of the actual cost of the goods and/or services that will be provided under this MOU listed herein:

LICENSE	UNIT PRICE	QTY	TOTAL
Lightning Platform Starter Unlimited Edition/Gov Cloud Access/Encryption Access	\$147.78	2	\$295.56

The license (*i.e.*, Lightning Platform Starter Unlimited Edition) works in conjunction with "Gov Cloud Access" and "Encryption Access." The cost of these additional products is included with the aforementioned license cost.

B. PAYMENT

1. The Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods

and/or services under this MOU. The financial transaction shall be completed between the Buyer Agency and the Seller Agency on, or before June 16, 2023.

2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, the Seller Agency shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation, and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS

This MOU may be amended only by the written agreement of the Parties. Amendments shall be dated and signed by authorized representatives of the Parties.

VIII. COMPLIANCE WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated.

IX. COMPLIANCE MONITORING

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

X. RECORDS AND REPORTS

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

XI. TERMINATION

- A.** Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

- B.** In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

XII. NOTICES

The following individuals are the contact points for each Party:

OANC

Kent C. Boese

Name

Executive Director

Title

1350 Pennsylvania Ave, NW, Suite 11

Address

Washington, DC 20004

City State Zip Code

202-727-9945

Phone Number () XXX-XXXX

Kent.Boese@dc.gov

Email Address

DSLBD

Sirah Turner

Administrative Services Manager

441 4th Street, NW, Suite 850N

Washington, DC 20001

Phone: (202) 770-6283

Email: sirah.turner@dc.gov

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to the individuals which are the contact points for each Party for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the Directors of the Buyer Agency and the Seller Agency for resolution.

XIV. CONFIDENTIAL INFORMATION

The Parties shall use, restrict, safeguard, and dispose of all information related to goods and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

Signatures to follow

IN WITNESS WHEREOF, the Parties have executed this MOU as follows:

BUYER AGENCY - ADVISORY NEIGHBORHOOD COMMISSIONS



Name Kent C. Boese
Title Executive Director

1/24/2023

Date

SELLER AGENCY - DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT



Kristi C. Whitfield
Director

01/26/2023

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DISTRICT OF COLUMBIA ADVISORY NEIGHBORHOOD COMMISSIONS
AND
DISTRICT OF COLUMBIA DEPARTMENT OF SMALL AND LOCAL BUSINESS
DEVELOPMENT
FOR FISCAL YEAR 2024**

I. INTRODUCTION

This Memorandum of Understanding (“**MOU**”) is entered into between the District of Columbia Advisory Neighborhood Commissions (“**OANC**” or “**Buyer Agency**”) and the District of Columbia Department of Small and Local Business Development (“**DSLBD**” or “**Seller Agency**”), collectively referred to herein as the “**Parties**” and individually as “**Party.**”

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

Buyer Agency has requested that Seller Agency provide Salesforce licenses for access to DSLBD’s District Enterprise System (“**DES**”). Such licenses are mandatory to access the DES. To this end, Seller Agency will procure one or more licenses, on behalf of the Buyer Agency, under the terms of this MOU so that the Buyer Agency may perform the budget, special exception, and expenditure review processes as well as update contract information and create waivers. Further, pursuant to D.C. Official Code §§ 2-218.46 and 2-218.51, Agencies are required to request a waiver for contracts in excess of \$250,000, if it is unable to allocate the required percentage of a contract to a Certified Business Enterprise (“**CBE**”).

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties hereby agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

1. The Seller Agency must provide the projected costs of the goods/services under this MOU. This detail shall be provided in the table in Section VI.A.
2. The Seller Agency works with the Buyer agency to complete the Interagency funding process using District Integrated Financial System (DIFS) on, or before, June 16, 2024

B. RESPONSIBILITIES OF BUYER AGENCY

1. The Buyer Agency agrees to the terms, projected costs, and the funds' availability as associated with this MOU.
2. The Buyer Agency begins the Interagency funding process using DIFS within ten (10) days of the execution of the MOU.
3. The Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU.
4. The Buyer Agency works with the Seller Agency to complete the Interagency funding process using DIFS on, or before, June 16, 2024.

V. DURATION OF MOU

The duration of this MOU shall begin on the execution date of this MOU by the Parties, and it shall expire on July 9, 2025, unless (1) terminated in writing by the Parties prior to expiration pursuant to Section VII of this MOU or (2) extended by the Parties in writing.

VI. FUNDING PROVISIONS

A. COST OF GOODS/ SERVICES

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$320.00 for Fiscal Year 2025. The total cost of the goods and/or services is based on the Seller Agency's estimate of the actual cost of the goods and/or services that will be provided under this MOU listed herein:

LICENSE	UNIT PRICE	QTY	TOTAL
Lightning Platform Starter Unlimited Edition/Gov Cloud Access/Encryption Access	\$168.00	2	\$336.00

The license (*i.e.*, Lightning Platform Starter Unlimited Edition) works in conjunction with "Gov Cloud Access" and "Encryption Access." The cost of these additional products is included with the aforementioned license cost.

B. PAYMENT

1. The Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU. The financial transaction shall be completed between the Buyer Agency and the Seller Agency on, or before June 16, 2024.

2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, the Seller Agency shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation, and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS

This MOU may be amended only by the written agreement of the Parties. Amendments shall be dated and signed by authorized representatives of the Parties.

VIII. COMPLIANCE WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated.

IX. COMPLIANCE MONITORING

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

X. RECORDS AND REPORTS

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

XI. TERMINATION

- A. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

XII. NOTICES

The following individuals are the contact points for each Party:

OANC

Kent C. Boese
Name

Executive Director
Title

1350 Pennsylvania Avenue, NW - Suite 11
Address

Washington, DC 20004
City State Zip Code

202-727-9945
Phone Number () XXX-XXXX

kent.boese@dc.gov
Email Address

DSLBD

Sirah Turner

Chief Administrative Officer
441 4th Street, NW, Suite 850N
Washington, DC 20001
Phone: (202) 770-6283
Email: sirah.turner@dc.gov

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to the individuals which are the contact points for each Party for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the Directors of the Buyer Agency and the Seller Agency for resolution.

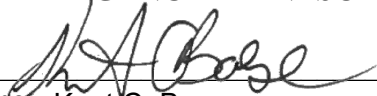
XIV. CONFIDENTIAL INFORMATION

The Parties shall use, restrict, safeguard, and dispose of all information related to goods and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

Signatures to follow

IN WITNESS WHEREOF, the Parties have executed this MOU as follows:

BUYER AGENCY - ADVISORY NEIGHBORHOOD COMMISSIONS



Name Kent C. Boese
Title Executive Director

1/18/2024

Date

SELLER AGENCY - DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT

Rosemary Suggs-Evans
Interim Director

Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
OFFICE OF DEAF, DEAFBLIND AND HARD OF HEARING AND
THE OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS
FOR
SIGN LANGUAGE INTERPRETATION AND CART SERVICES
(INTER-AGENCY FUNDING)
FY 2023**

This Memorandum of Understanding (“MOU”) is made by and between the Office of Deaf, DeafBlind and Hard of Hearing (ODDHH) (“Seller”) and the Office of Advisory Neighborhood Commissions (OANC) (“Buyer”).

For and in consideration of the mutual promises contained herein, the Seller and Buyer agencies (hereafter the “Parties”) agree as follows:

I. BACKGROUND

- A. This MOU assesses the OANC for the costs of sign language interpretation and/or CART services provided through ODDHH, not to exceed the amount of \$60,000.00.
- B. The Office of the Chief Financial Officer, by and through the Agency Fiscal Officer of will collect one hundred percent (100%) of the assessments against the OANC for the costs of sign language interpretation and/or CART services as advances after the effective date of this MOU in order to obligate funds for the purchase order issued by ODDHH for the provision of sign language interpretation and/or CART services. If OANC requests sign language interpretation and/or CART services and the costs of those services exceed the amount of \$60,000.00, the request will not be processed unless an addendum to this MOU is added.

II. SERVICES/OBLIGATIONS OF PARTIES

- A. ODDHH shall, upon the request of an ANC official or OANC staff, provide sign language interpretation and/or CART services (via a private contract vendor) for meetings, conferences, trainings, and other interactions with District residents and consumers who are deaf and hard-of-hearing.
- B. The following guidelines shall apply to the provision of sign language interpretation and/or CART services by ODDHH under this MOU:
 - 1. Interpreters and/or CART must be requested by the ANC official or OANC staff with at least five (5) business days’ notice.
 - 2. Interpreters and/or CART generally are not available on an emergency/short-notice basis. However, if a request for sign language interpretation and/or

CART services is made by a constituent or employee with less than five (5) business days' notice, ODDHH will make best efforts to work with the ANC official or OANC staff to fill the request.

3. Interpreters and/or CART are only available for travel within the District.
 4. If the ANC official or OANC staff cancels a request for an interpreter and/or CART with less than three (3) business days' notice, the OANC shall be responsible for the full cost charged by the contract vendor for the cancelation.
- C. ODDHH shall notify OANC staff when payments have reached \$30,000.00 and again when payments have reached \$45,000.00.
- D. OANC agrees to the terms, projected costs, and fund availability associated with the MOU.

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

1. Payment for the services shall be made through Inter-agency advance to ODDHH in the amount, not to exceed \$60,000.00, unless modified by any subsequent addendum. OANC shall submit its advance within ten (10) business days after the effective date of this MOU.
2. ODDHH and OANC may increase the relevant amount by the mutual agreement of ODDHH and OANC.
3. ODDHH shall provide itemized invoices for each completed service request, which shall explain the amounts billed for that request.
4. Advances to ODDHH for the services to be performed shall not exceed the amount of \$60,000.00, as may be modified pursuant to paragraph A.2 of this section.
5. ODDHH will relieve the advance and bill OANC through the Intra-District process only for the actual costs of those goods and services provided pursuant to the terms of this MOU.
6. ODDHH shall return any excess advance to OANC by September 30, 2023

B. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU,

or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IV. DURATION OF MOU

The period of this MOU shall be from October 1, 2022, through September 30, 2023, unless terminated in writing by the Parties before the expiration.

V. AUTHORITY FOR MOU

The authority for this MOU includes D.C. Official Code § 1-301.01(k)

VI. RECORDS AND REPORTS

ODDHH shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and shall make these documents available for inspection by duly authorized representatives of OANC and other officials as may be specified by the OANC.

VII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For the Seller/ODDHH

Kisha Gore
Office of Deaf, DeafBlind, Hard of Hearing
2000 14th Street, NW Suite 101
Washington, DC 20009
Phone: 202-316-7430
Email: Kisha Gore

For the Buyer/Independent Agency

Kent C. Boese, Executive Director
Office of Advisory Neighborhood Commissions
1350 Pennsylvania Avenue, NW, Suite 11
Washington, DC 20004
Phone: 202-727-9945
Email: @dc.gov

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the day and year first written above:

Buyer:



Kent Boese, Director (OANC)

Date: 1/25/23

Seller:

Kari Cooke, Director (ODDHH)

Date: _____

OFFICE OF THE CHIEF TECHNOLOGY OFFICER
GOVERNMENT OF THE DISTRICT OF COLUMBIA



MOU Executive Brief
OCTO Division

OCTO Deputy/Executive:

Carol Harrison

Program Manager:

Michael Rupert

Agency:

DISTRICT OF COLUMBIA ADVISORY NEIGHBORHOOD
COMMISSION (ANC)

Dollar Amount:

\$128,000.00

Date Submitted:

Jun 13 2023 2:57PM

eMOU#:

TO0DX0-2023-02011

Project Description:

The Advisory Neighborhood Commissions (ANC) aims to revamp, create, and launch a modernized website designed to cater to the diverse needs of all stakeholders, including elected representatives and DC residents. With the intention to rejuvenate the appearance and functionality of the existing ANC.dc.gov and its 46 affiliated ANC websites, our focus is on optimizing the platform for mobile users, enhancing user experience and navigation, simplifying content, and incorporating dynamic new features

Risks:

Challenges:

Urgency:

Normal

Rush

Expedite



MEMORANDUM OF UNDERSTANDING

BETWEEN

DISTRICT OF COLUMBIA ADVISORY NEIGHBORHOOD COMMISSION

AND

DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER

FOR FISCAL YEAR 2023

MOU Number: TO0DX0-2023-02011

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the **DISTRICT OF COLUMBIA ADVISORY NEIGHBORHOOD COMMISSION** ("Buyer Agency") and the **DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER** ("Seller Agency"), each of which is individually referred to in this MOU as a "Party" and both of which together are collectively referred to in this MOU as the "Parties".

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The Advisory Neighborhood Commissions ("ANC") aims to revamp, create, and launch a modernized website designed to cater to the diverse needs of all stakeholders, including

elected representatives and DC residents. With the intention to rejuvenate the appearance and functionality of the existing ANC.dc.gov website and its 46 affiliated ANC websites, our focus is on optimizing the platform for mobile users, enhancing user experience and navigation, simplifying content, and incorporating dynamic new features.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

The Seller agency shall:

- Refresh the ANC Website:
 - Publish up to 50 pages of new content; and
 - Migrate Up to 100 pages of content.
-

- Develop two dynamic templates: one for the main ANC website and another for the individual Advisory Neighborhood Commissioners, featuring the following components:
 - Logo and Branding: Ensure each ANC has a dedicated space to showcase their distinct logo or seal.
 - Navigation Menu: Implement a uniform navigation menu across all ANC websites, with sections such as About, Meetings & Agendas, Commissioners, Committees, Bylaws & Policies, News & Events, and Contact Information to facilitate user access to relevant information.
 - Meetings & Agendas: Establish a section for meeting schedules, agendas, and minutes to promote transparency and community involvement.
 - Commissioners: Provide a directory of current commissioners, complete with their contact information and the Single Member Districts (SMDs) they represent.
 - Committees: Detail the various committees within each ANC, their functions, and any pertinent documentation or resources.
 - Bylaws & Policies: Offer easy access to the bylaws, policies, and procedures governing each ANC.
 - News & Events: Highlight recent news, announcements, and upcoming events pertinent to the ANC and its constituents.
 - Maps: Present maps illustrating the boundaries of each ANC and the individual Single Member Districts
- Train ANC staff to be able to edit the website going forward.

B. RESPONSIBILITIES OF BUYER AGENCY

The Buyer agency shall:

- Provide all content needed for launch according to the timeline provided by OCTO.
- Provide timely feedback on designs as agreed upon in project plan.
- Approve mockups and functionality before development.
- Provide all new content in Word format.
- Provide a sitemap.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from **October 01, 2022** (the "effective date") through **September 30, 2023**, unless early terminated pursuant to Section XI of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of **five 1-year** option period(s). Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a fiscal year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period at least **Thirty (30)** days before the expiration of the initial or extended term of this MOU. The exercise of an option period is subject to the availability of funds at the time it is exercised.

VI. FUNDING PROVISIONS

The Parties may extend the period of this MOU by exercising a maximum of **Five 1-year** option period(s). Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a fiscal year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period at least **Thirty (30)** days before the expiration of the initial or extended term of this MOU. The exercise of an

option period is subject to the availability of funds at the time it is exercised.

A. COST OF SERVICES

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed **\$128,000.00** for Fiscal Year 2023. The total cost of the goods and/or services is based on the Buyer Agency and Seller Agency's estimate of the actual cost of the goods and/or services that will be provided under this MOU, including labor, materials and overhead.

B. PAYMENT

1. **Sixty (60)** days after this MOU is **fully executed**, the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, the Seller Agency shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS

This MOU may be amended only by the written agreement of the Parties. Amendments shall be dated and signed by authorized representatives of the Parties.

VIII. CONSISTENT WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated.

IX. COMPLIANCE AND MONITORING

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

X. RECORDS AND REPORTS

A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.

B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

XI. TERMINATION

A. Either Party may terminate this MOU in whole or in part by giving Thirty (30) calendar days advance written notice to the other Party.

B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

XII. NOTICES

The following individuals are the contact points for each Party:

ANC

Kent Boese

1350 Pennsylvania Avenue, NW

Washington, D.C. 20004

Phone: (202) 727-9945

Email: kent.boese@dc.gov

OCTO

Michael Rupert

Interim Chief Technology Officer

200 I Street SE, 5th Floor

Washington, D.C. 20003

Phone: (202) 555-5555

Email: michael.rupert@dc.gov

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to the Kent Boese and the Michael Rupert for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the directors of **ANC** and **OCTO** for resolution.

XIV. CONFIDENTIAL INFORMATION

The Parties shall use, restrict, safeguard, and dispose of all information related to good and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

DISTRICT OF COLUMBIA ADVISORY NEIGHBORHOOD COMMISSION

Date:

Gottlieb Simon

DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER

Date:

Interim Chief Technology Officer
Michael Rupert

INTRA-DISTRICT STANDARD REQUEST FORM

Government of District of Columbia

**MOU
Number:**

TO0DX0-2023-02011

**Date of
MOU:**

06/14/2023

Buyer Information

Agency Name: ANC

Agency Code: DX0

Name of Contact:

Address:

Telephone #: (202) 727-9945

Fax #:

Date:

Signature

Seller Information

Agency Name: OCTO

Agency Code: TO0

Name of Contact:

Address: 200 I ST, SE WASHINGTON, DC 20003

Telephone #:

Fax #:

Date:

Signature

Service Information and Funding Codes

GOOD/
SERVICE:

Buyer

AGY	YR	ORG	FUND	INDEX	PCA	OBJ	AOBJ	GRANT	PROJ	AG1	AG2	AG3	AMOUNT
-----	----	-----	------	-------	-----	-----	------	-------	------	-----	-----	-----	--------

Seller

AGY	YR	ORG	FUND	INDEX	PCA	OBJ	AOBJ	GRANT	PROJ	AG1	AG2	AG3	AMOUNT
-----	----	-----	------	-------	-----	-----	------	-------	------	-----	-----	-----	--------

eMOU Approval History
TO0DX0-2023-02011

1/4/2024 1:21:43 PM

Step Name	Name	Status Name	Status Date	Comments
MOU Author Review	Michael Mishani (OCTO)	Approved	6/13/2023 2:59:26 PM	
OCTO General Counsel Review	Folashade Bamikole (OCTO)	Approved	6/14/2023 3:56:34 PM	
OCTO Executives Review	Carol Harrison (OCTO)	Approved	6/15/2023 11:02:42 AM	
Buyer Agency Final Review of MOU	Kent Boese (ANC)	Approved	6/27/2023 9:42:55 AM	I approve the MOU, which accurately describes the scope of work previously discussed.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DISTRICT OF COLUMBIA OFFICE OF ADVISORY NEIGHBORHOOD
COMMISSIONS
AND
OFFICE OF THE SECRETARY TO THE COUNCIL OF THE DISTRICT OF
COLUMBIA

FOR FISCAL YEAR 2023**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia (District) Office of Advisory Neighborhood Commissions (“OANC or Buyer Agency”) and the Office of the Secretary to the Council of the District of Columbia (“Seller Agency”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The Office of Advisory Neighborhood Commissions (OANC) aims to remove interior walls and reroute electrical connects as necessary in order to reconfigure its space located in G11 of 1350 Pennsylvania Avenue, NW, and make it more usable. Upon completion of construction, new furniture/workstations will be purchased and installed to increase OANC workstations from 4 to 7, an increase of three workstations.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

The Office of the Secretary to the Council of the District of Columbia shall provide procurement services to the OANC in the following areas.

1. Providing a general contractor for construction services to remove walls and reconfigure the space in G11 of the John A. Wilson Building.

2. Removal of Existing Furniture.
3. Utility relocation and additions.
4. Provide space planning services needed to increase the number of FTE workstations by 3.
5. Purchase and install new furniture, workstations, and repair or replace carpet tiles in G11.

B. RESPONSIBILITIES OF BUYER AGENCY

In support of the services listed, OANC shall:

1. *Advance to the* Office of the Secretary to the Council of the District of Columbia \$98,000 (ninety-eight thousand dollars) for agreed upon services within thirty (30) days of the effective date;
2. Coordinate, in good faith and promptly, with the Office of the Secretary to the Council of the District of Columbia to provide necessary guidance directly to the general contractor, space planner, and furniture vendor as appropriate;
3. OANC agrees that the MOU is based on an estimated cost estimate and any funds not expended will be returned to the OANC.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2022, (the “effective date”) through September 30, 2023, unless early terminated pursuant to Section XI of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of one (1) one-year option period(s). Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a fiscal year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period at least thirty (30) days before the expiration of the initial or extended term of this MOU. The exercise of an option period is subject to the availability of funds at the time it is exercised.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$98,000 (ninety-eight thousand dollars) for Fiscal Year 2023. The total cost of the goods and/or services is based on the Buyer and Seller Agency's estimate of the actual cost of the goods and/or services that will be provided under this MOU, including labor, materials and overhead. Funding for services shall not exceed the actual cost of the goods and services.

B. PAYMENT

1. Within thirty (30) days after this MOU is fully executed, the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, the Seller Agency shall attach, to the Project, documentation that supports the charge, including invoices as applicable.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS

This MOU may be amended only by the written agreement of the Parties. Amendments shall be dated and signed by authorized representatives of the Parties.

VIII. COMPLIANCE WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated.

IX. COMPLIANCE MONITORING

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

X. RECORDS AND REPORTS

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

XI. TERMINATION

- A. Either Party may terminate this MOU in whole or in part by giving **forty-five (45)** calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

XII. NOTICES

The following individuals are the contact points for each Party:

Buyer Agency

Kent C. Boese, Executive Director
Office of Advisory Neighborhood Commissions
1350 Pennsylvania Ave NW, Suite 11
Washington, DC 20004
(202) 727-9945

Seller Agency

Nyasha Smith, Secretary to the Council of the District of Columbia
Office of the Secretary to the Council of the District of Columbia
1350 Pennsylvania Ave NW, Suite 5

Washington, DC 20004
(202) 724-8080

XIII. RESOLUTION OF DISPUTES

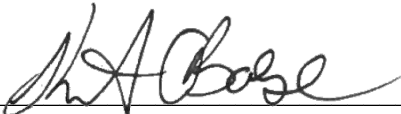
All disputes arising under this MOU shall be referred to the Executive Director of the Office of Advisory Neighborhood Commissions and the Secretary to the Council of the District of Columbia for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the Office of Financial Operations and Systems (OFOS) of the District of Columbia Office of the Chief Financial Officer. The decision of OFOS shall be final.

XIV. CONFIDENTIAL INFORMATION

The Parties shall use, restrict, safeguard, and dispose of all information related to goods and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

IN WITNESS WHEREOF, the Parties have executed this MOU as follows:

FOR THE OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS




Kent C. Boese
Executive Director

8/2/2023

Date

FOR THE OFFICE OF THE SECRETARY TO THE COUNCIL OF THE DISTRICT OF COLUMBIA



Nyasha Smith
Secretary to the Council of the District of Columbia

8/2/2023

Date

Question 23: OANC Budget

YF23 Budget

Office of Advisory Neighborhood Commission (DX0)											
FY 2023 Budget and Expenditures Analysis by Program and Activity											
Appropriated Fund	Fund	Fund Description	Program (Parent Level)	Program (Parent Level 1) Description	Program / Activity	Program/Activity Description	FY23 Initial Budget	FY23 Revised Budget	FY23 Expenditures	FY23 Budget vs	FY23 Variance Explanation
1010	1010001	LOCAL FUNDS	AMP006	CUSTOMER SERVICE	100028	CUSTOMER SERVICE - GENERAL	1,345,187.72	1,311,695.72	1,142,658.90	169,036.82	The surplus is due to vacancy savings.
			O05801	ADVISORY NEIGHBORHOOD COMMISSIONS	500207	ADVISORY NEIGHBORHOOD COMMISSIONS	116,000.00	116,000.00	105,115.12	10,884.88	Variance is due to unused allotment. This balance is carried forward in FY23.
	LOCAL FUNDS Total						1,461,187.72	1,427,695.72	1,247,774.02	179,921.70	
	1010201	TECHNICAL SUPPORT & ASSISTANCE	AMP003	COMMUNICATIONS	100003	COMMUNICATIONS - GENERAL	71,722.00	7,106.00	7,106.00	-	
			AMP006	CUSTOMER SERVICE	100028	CUSTOMER SERVICE - GENERAL	242,555.46	381,040.87	381,040.87	-	
			O05801	ADVISORY NEIGHBORHOOD COMMISSIONS	500207	ADVISORY NEIGHBORHOOD COMMISSIONS	799,688.00	692,535.30	692,535.30	-	
	TECHNICAL SUPPORT & ASSISTANCE FUND Total						1,113,965.46	1,080,682.17	1,080,682.17		
	GRAND TOTAL - FUND 1010						2,575,153.18	2,508,377.89	2,328,456.19	179,921.70	

FY24 Budget

ADVISORY NEIGHBORHOOD COMMISSIONS(DX0)											
FY24 Council-approved budget, revised budget (after reprogrammings) and actual spending, by program, activity, and funding source to date.											
Appropriated Fund	Fund	Fund Description	Program (Parent Level)	Program (Parent Level 1) Description	Program/ Activity	Program/Activity Description	FY24 Initial Budget	FY24 Revised Budget	FY24 Expenditures		
1010	1010001	LOCAL FUNDS	AMP003	COMMUNICATIONS	100003	COMMUNICATIONS - GENERAL	78,520.00	78,520.00	-		
			AMP006	CUSTOMER SERVICE	100028	CUSTOMER SERVICE - GENERAL	1,306,125.89	1,306,125.89	204,878.15		
	LOCAL FUNDS Total						1,384,645.89	1,384,645.89	204,878.15		
	1010201	TECHNICAL SUPPORT & ASSISTANCE FUND	AMP003	COMMUNICATIONS	100003	COMMUNICATIONS - GENERAL	46,008.11	46,008.11	-		
			AMP006	CUSTOMER SERVICE	100028	CUSTOMER SERVICE - GENERAL	185,729.00	185,729.00	-		
O05801			ADVISORY NEIGHBORHOOD COMMISSIONS	500207	ADVISORY NEIGHBORHOOD COMMISSIONS	915,688.00	915,688.00	95,999.00			
TECHNICAL SUPPORT & ASSISTANCE FUND Total						1,147,425.11	1,147,425.11	95,999.00			
GRAND TOTAL - FUND 1010						2,532,071.00	2,532,071.00	300,877.15			

Question 37: Reports

Government of the District of Columbia



Office of Advisory Neighborhood Commissions
1350 Pennsylvania Avenue, NW
Suite 11
Washington, DC 20004
(202) 727-9945

Survey Report On Advisory Neighborhood Commission Websites, Social Media, & Virtual Meeting Platforms (September 2023)

From July through August of 2023, the Office of Advisory Neighborhood Commissions (OANC) conducted a survey of D.C.'s Advisory Neighborhood Commissions (ANC) related to ANC Websites, use of social media, and virtual meeting platforms. The survey was distributed to ANC Chairs for participation. When appropriate or directed, a commissioner other than the Chair participated as their proxy.

The OANC requested this information as part of its strategic planning process. This information was also sought in relation to the OANC's efforts to invest in expanded shared services for ANCs. The feedback received from ANCs is intended to help the OANC prioritize the services most needed to support the work of ANCs.

41 of the District's 46 ANCs (89.13%) participated in the survey. The ANCs that did not participate were ANC 3E, ANC 5B, ANC 7B, ANC 7F, and ANC 8B. For the purposes of this report, where information was readily available to answer select questions for the 5 nonparticipating ANCs, that information was added and noted. Information not readily available was not included and, in those instances, the survey results are restricted to the 41 participating ANCs.

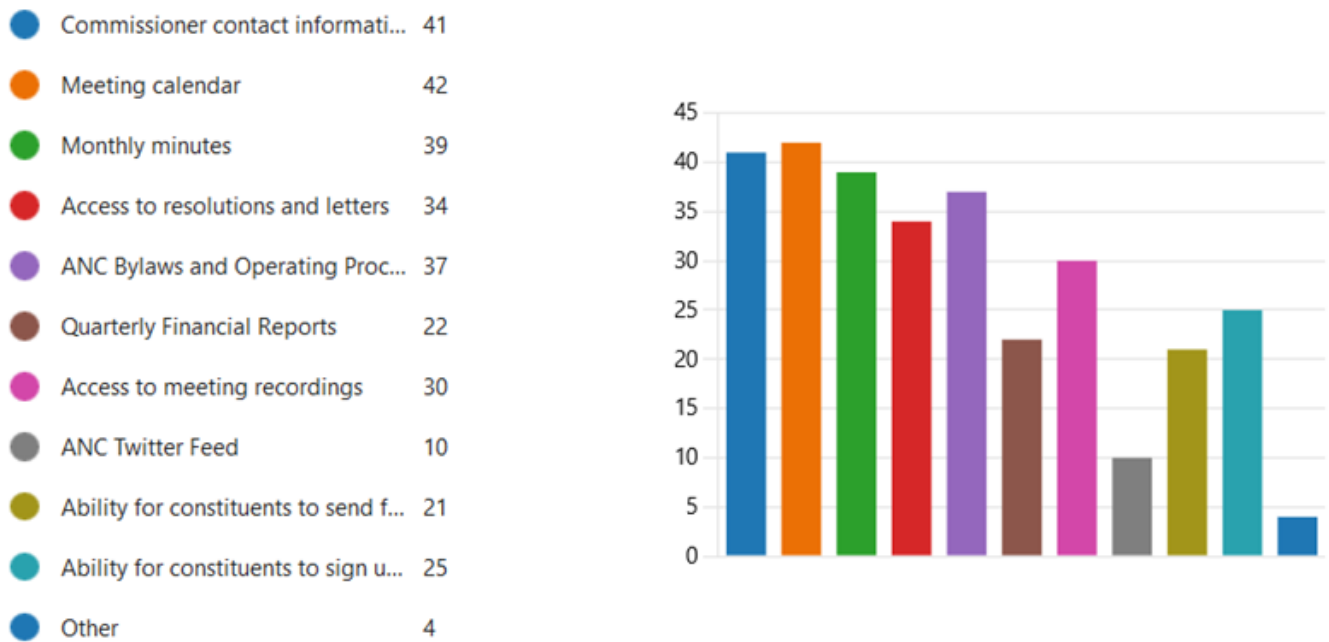
Survey questions and responses

1. What is your ANC? - Each participant identified which ANC they were representing.
-

2. Does your ANC have a Website?*



3. What resources can constituents find on your ANC Website?†



Note: The complete categories for truncated information above are: Commissioner contact information, ANC Bylaws and Operating Procedures, Ability for constituents to send feedback to the ANC, and Ability for constituents to sign up for emails and newsletters.

* NOTE: The results include information for the five non-participating ANCs. A basic search was conducted to determine their Website status.

† NOTE: The results include information for the five non-participating ANCs. A review of their Website’s were conducted to determine what resources were available on their sites.

4. Is there a feature or resource not on your ANC Website that you would like to add?

Responses:

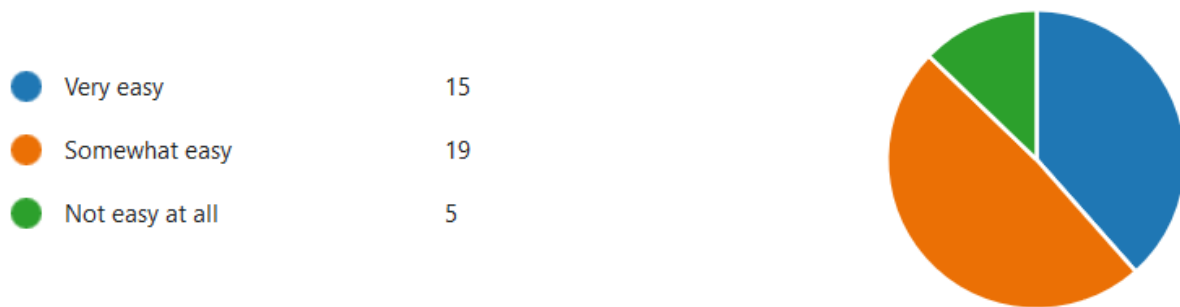
- ANC 3A: No.
- ANC 5F: We are not able to host documents on the website, so we have to upload them to a personal Google Drive and then share them on the website. That's not ideal, relying on a personal Google Drive or going off-site anyways. Also, it really should be a .gov not a .com.
- ANC 2C: Letter for support and resolutions.
- ANC 1D: Yes! Website is outdated & minimally functional. There are a lot of features we would like to add, if we had time, funding, and staffing support.
- ANC 1C: It may be helpful to allow constituents to send their comments/questions/concerns directly to the most relevant DC agency contact (rather than solely to their ANC commissioner). So perhaps some sort of diagram or interactive page where users can select a type of issue and be shown contact information (or a contact form) for the appropriate agency would be useful. The disadvantage to this is that such a diagram or page would likely need to be updated regularly, as agency contacts tend to change quite frequently.
- ANC 3D: It would be great if there was an ANC email database where we could send out emails to constituents directly.
- ANC 6B: Not one that we'd necessarily like to add, but more support for ANC email distributions and overall functionality could be improved.
- ANC 2G: More resources, connections to DC Government services, newsletter sign ups, document repository for resolutions and procedures.
- ANC 8A: Our website needs to be revamped and we hope the OANC can help us do that - we need to add all the things above.
- ANC 4C: Overall webdesign could be vastly improved to make resources easier to find and to support providing timelier, more complete information on community resources. We could also post more content that is shared at meetings, such as presentations, and generally make it more of a resource to the local community. It seems to function more like public file storage than a place where the community can go for information and resources--all of that seems to go to the listservs.
- ANC 3F: No.
- ANC 2B: Our biggest challenge is constituent engagement – and helping constituents to better understand how city government works and what to do about various types of issues. This is a city wide challenge – I'm not sure whether the OANC could develop, for our use, a set of pages that clearly explain how to address common problems – or whether this remains best managed at ANC level. Separately but relatedly, we are somewhat dependent on neighborhood list servs to get information out – and they are not

ideal because of the level of misinformation and negativity, and personality attacks. We have lost community newspapers for this purpose; we desperately need a neutral good government platform for communicating and sharing and educating constituents on city government and functions.

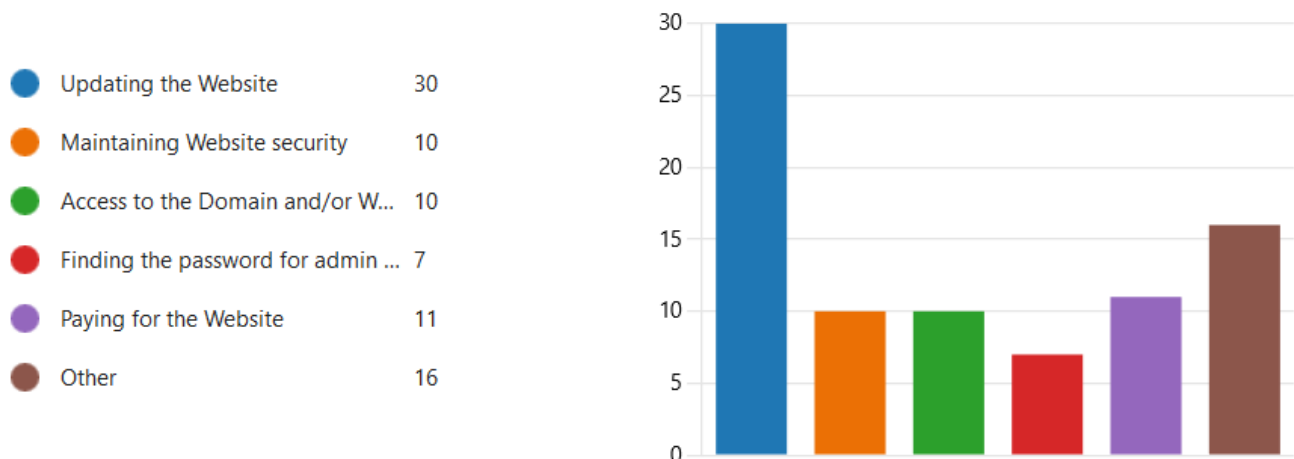
- ANC 3C: A fillable form for historic preservation review request, links to DC gov't resources.
- ANC 7E: Access to meeting recordings....live meeting links.
- ANC 1B: N/A
- ANC 2D: I would like to revamp the website completely. We had major issues getting the password to the site which was owned by the previous Director of the OANC. Right now, we do not have the ability to have links to different pages. There is only one URL, so when we are directing neighbors to specific 'pages' of the site we cannot send them a link to that page, we have to send the one link we have and then give them instructions to click to what they are searching for. It is confusing for many of them.
- ANC 1A: Ability for individual Commissioners and Committee Chairs to update their respective Committee pages when desired • Ability for constituents to submit contact form or send feedback to general ANC 1A address • City-wide resources page that is standardized across all ANC • Dynamically updated contact info for MOCRS and Councilmember's office constituent services.
- ANC 5C: Adding QFRs would be good. In general, while all of the above is available, only Meeting Calendar/Recordings are kept up-to-date with ideal regularity.
- ANC 3/4G: We need to organize the information better.
- ANC 5D: Filing requests for inspections and noise complaints. Find your ANC.
- ANC 2E: } Surveying capability } Ability of constituents to send feedback } Centralized outreach and messaging to constituents (social media connection) } Mobile access } Additional information on key community issues and engagement opportunities } Social media } Automated, well formatted ANC newsletter that individual Commissioners can adjust to send to their constituents.
- ANC 4B: Translation of the site into Spanish and Amharic (which we are working on) and a request for accommodations form.
- ANC 2F: None that come to mind.
- ANC 6D: Don't know. We have recently cleaned, update and reordered items for easy and more thorough access. We are in a moment of staff transition and I expect we will review the website with the Commission along with other issues as we move forward.
- ANC 6C: Access to meeting recordings. Dropbox.
- ANC 7D: Calendar of events and Commissioner-specific sub pages.
- ANC 5E: We have a link to ANC 5E's Twitter page. It would be nice to have the Twitter feed. The QFRs are not listed on the website. This is something that we can add, once we have the software to generate the QFRs. There are links to allow our constituents to contact ANC 5E & the Commissioners for each SMD via email. However, each Commissioner has their own newsletter and/or emails to constituents. There isn't a way to signup on the website other than sending an email to their respective Commissioners.

- ANC 7C: Over the years, the commission as a whole hasn't collectively prioritized investing in a quality website. Our current one is a very simple website, solely been managed by the chair, that provides access to basic information about the area we serve, commissioner contact information displayed as it appears on anc.dc.gov, most recent meeting notice and agenda, and how to connect with neighborhood associations within our boundaries and their meeting schedules. Support from OANC is needed to revamp the website and make it a lot more user and constituent friendly.
- ANC 6A: Subscribe to calendar.
- ANC 8D: Not at this time.

5. In your opinion, is your ANC Website easy to navigate?



6. What challenges has your ANC experienced with your Website? (check all that apply)



Note: The complete categories for truncated information above are: Access to the Domain and/or Web hosting and Finding password for admin access.

7. Does your ANC have a Facebook page?[‡]

● Yes	15
● No	31



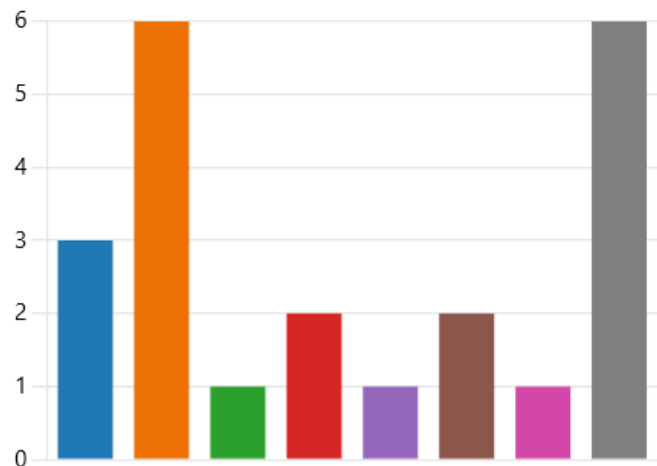
8. Is the ANC's Facebook page a substitute for an ANC Website?[§]

● Yes	3
● No	12



9. What resources can constituents find on your ANC Facebook page (please check all that apply)?

● Commissioner contact informati...	3
● Meeting calendar	6
● Monthly minutes	1
● Access to resolutions and letters	2
● ANC Bylaws and Operating Proc...	1
● Access to meeting recordings	2
● Our ANC does not use Facebook	1
● Other	6



[‡] NOTE: The results include information for the five non-participating ANCs. A basic search was conducted to determine if they had a Facebook page.

[§] NOTE: The results of this question was limited to the 15 ANCs with Facebook pages.

10. Other than Facebook, what Social Media does your ANC use (check all that apply)?

● Twitter	21
● Instagram	4
● YouTube	8
● Our ANC does not use Social M...	13
● Other	9



11. What virtual meeting technology does your ANC use primarily?

● Webex	4
● Zoom	36
● Teams	0
● We don't meet virtually.	1
● Other	0



12. Does your ANC record its virtual meetings?

● Yes	37
● No	3



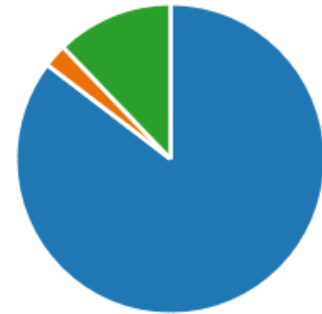
13. Where does your ANC store its virtual meeting recordings?

● On the ANC Website	11
● On YouTube	13
● On Facebook	0
● Other	13



14. Would your ANC use Zoom if it was provided by the OANC as a shared service?

● Yes	35
● No	1
● Maybe	5



15. Please share why your ANC would not use the Zoom platform.

- ANC 8F: We hold our public meetings in-person.

16. Please share any other information about your ANC Website or Social Media that would help the OANC support your Commission.

Responses:

- ANC 3A: None.
- ANC 5F: www.anc5f.com
- ANC 1D: OANC should issue standard social media, website, and virtual meeting platforms to all ANCs. Each system should be rolled over into new terms. Right now, ANCs are setting up their own ad hoc systems and with high turnover, a significant amount of time is being spent on basic administrative functions.
- ANC 3D: 3D does not do coordinated social media. Individual members may be on IG, Facebook, or Twitter but we do not post as a Commission.
- ANC 6B: Standardization of ANC websites would be very useful.
- ANC 8C: Assistance in developing and maintaining a website.
- ANC 2G: We desperately need a shared zoom. Our current license only permits one user and our committee chairs who are not commissioners suffer from not having a shared service. We've had security issues and zoom bombing because we cannot afford to pay for an advanced license with multiple seats and had to share passwords and decrease zoom security settings just to be able to host committee meetings. A standardized website CRM and template would be great. ANC websites vary so broadly, and we couldn't afford to hire someone to build ours. It's not the best but we also don't have time as unpaid volunteers to create, maintain, and guarantee accessibility standards are met for a site. We don't do social media. Again, no one has the time to manage any of that or do it well, so we just don't do it. Each commissioner has their own social media or email newsletter and that's how we function so that everyone can do what works best for them and their time. That's a good thing considering we're volunteers, but that's also a

disservice to constituents because everyone will receive differing levels of service and communication depending on their commissioner and SMD.

- ANC 1E: We are not web experts. Support with managing the site (i.e., content updates, loading materials, etc.) would be very helpful.
- ANC 8A: if the OANC could manage the entire updating and management process for us.
- ANC 4C: Having a shared infrastructure could be helpful. Or support with program where we can get support building and maintaining the site would be great.
- ANC 3F: Our temporary website should be live next week.
- ANC 2B: As noted, because of the extremely negative dialogue prevailing on much of list serv and social media we confine ourselves to website and related, but don't have much constituent engagement with website. We desperately need a better way to communicate with constituents and to get information out to them timely and in a way that is factual, neutral and purposeful for them, to raise their own understanding of city government and administration and how to engage productively.
- ANC 3C: If you are providing a centralized website, please do not use a platform as bad as Drupal. Best to have us use our own platform and you provide redirect and hosting from a dc.gov site.
- ANC 7E: Easier platform, higher budgets to support use of independent platforms
- ANC 4E: Would like centralized website.
- ANC 2D: The OANC should provide a template website for each ANC (like Squarespace or something very user-friendly) so every ANC can easily update neighbors via the site.
- ANC 1A: This was mentioned above, but templated / standardized pages could be really helpful. For example, a page dedicated to city-wide and/or Ward-specific resources as a helpful tool for neighbors. Also templates for Commissioner contact info pages, meeting calendar/schedule page, and even standardized interactive maps. Right now we use an interactive map we made through Google My Maps.
- ANC 8E: With OANC's support, our ANC will use the Website and SM more to communicate with our constituents.
- ANC 5C: Re: website. The ANC website was built in 2021 for a design firm for a cost of approximately \$5,000. It carries a \$15/mo hosting cost (\$30/mo before some cost-cutting I recently did) plus a \$15 annual domain cost. It requires fairly laborious security patching and updating to be done by the Commissioners (we formally designated the Treasurer as the keeper of all digital assets through a vote in February 2023). The website is extremely slow and difficult to navigate. Rebuilding it for simplicity is something I'd be hopeful to do, but even small changes have been controversial and it's not worth conflict over. A number of Commissioners choose to maintain personal SMD websites at their own cost to directly communicate with constituents (myself included). Re: social media. I recaptured a number of social media accounts (and other online accounts) from past Commissioners going back around a decade, though we don't make use of these accounts currently at the Commission level (many Commissioners, of course, have their own social media outlets that don't represent the Commission, myself included). The biggest ask I could make from a technology standpoint, even more urgent than website

support (which would be great), would be access to a prescribed Password Manager solution. While the Commission could acquire these services directly, I'd say that password management is the most important thing to, like email (and the recently unveiled email list management tool), be provided directly as a shared and standardized government resource. I'd also consider the selection of free password managers to be especially laborious to use (if aiming for optimal security).

- ANC 5D: Costs and graphic design.
- ANC 5A: We ran out of storage space on our Zoom account and we have had a little difficulty uploading recordings to our website since we do not have Youtube or gmail. But, we recently found a solution. Having a shared server to store all of the website documents and recordings would be helpful.
- ANC 2E: An updated website and social media takes time and resources. Our ANC Commission would value from having more city funding to support these ANC-specific communication methods. Also, we hope OANC immediately get a ZOOM account; if OANC bought in bulk it would save all the ANCs money, plus allow more minutes for us to use when working with constituents.
- ANC 4B: As noted above, having a better domain would go a long long way to improve trust and reliability. There's no reason we shouldn't have a .gov and that it should be top-level, not a subdomain. This could be coupled with hosting to erase a cost center.
- ANC 6D: Not sure what information you are seeking, but we are looking ways to expand our reach to constituents. I am not aware that will be through more social media outlets.
- ANC 6C: Nothing to share at this stage but will keep OANC informed of developments.
- ANC 7D: We are a newly re-formed commission this year so we are basically building everything from scratch.
- ANC 5E: We just revamped our website and the Commissioners are happy with the new site. We haven't heard a lot of feedback from our constituents. Some of the Commissioners do not have websites for their SMDs and would like to include events happening within their SMDs. To date, we have only used our website and social media to disseminate information for ANC 5E on the whole.
- ANC 7C: You can visit our website, www.anc7c.org, and view what we currently use to share information from the commission. A lot is to be desired with it. Anyway OANC can assist with website design, that would be great. Also, there are members who want to eventually return to in-person meetings with a hybrid option. Hybrid kit would be needed for 7C.
- ANC 6A: Zoom has much better accessible options than WebEx. We have a large deaf population given proximity to Gallaudet.
- ANC 8D: None at this time.

Government of the District of Columbia



Office of Advisory Neighborhood Commissions
1350 Pennsylvania Avenue, NW
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(202) 727-9945

Annual Report for FY23
Advisory Neighborhood Commissions Printer Usage and Costs

On June 7, 2023, the OANC installed a Sharp BP-50C65 printer/copier in the John H. Wilson Building for use by Advisory Neighborhood Commissioners. The printer is located in the public area outside of the OANC office and is accessible to ANCs on a 24/7 basis. The costs of the printer/copier are borne by the OANC with no charge to ANCs.

The report provides an overview of use and estimated costs associated with the copier/print in FY23.

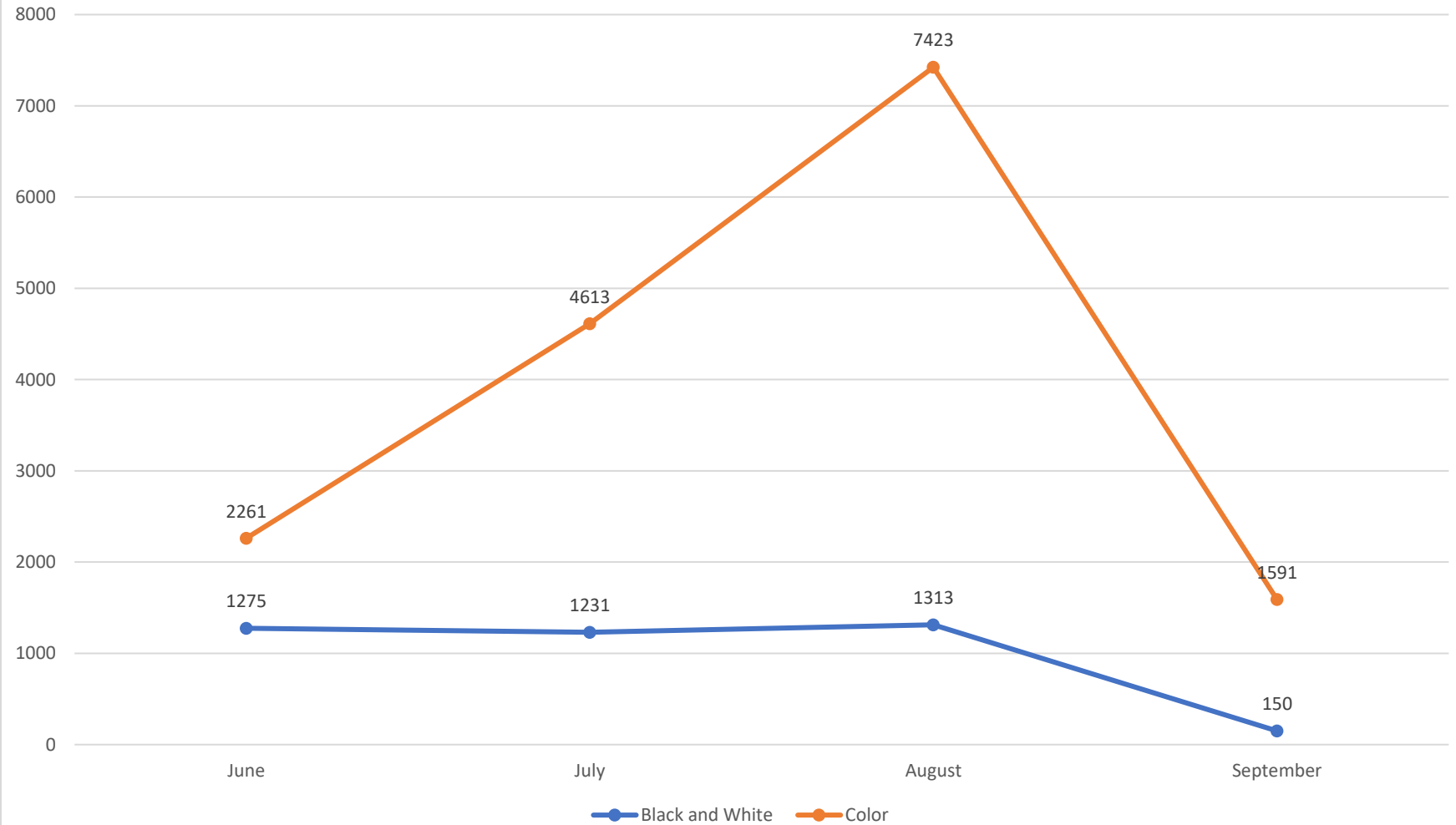
In general, the average cost to print a page on a laser printer is around 5- to 8-cents for black and white, and between 12- and 15-cents for color laser prints. A standard cost of printing paper is between half-a-cent per sheet to two-cents per sheet. This initial report does not include estimated operations or maintenance costs of the printer.

During FY23, Commissioners printed 3,969 black and white copies and 15,888 color copies, for a total of 19,857 copies. Using the above averages, the associated costs for the paper and toner break down as follows.

	quantity	low end estimated cost	high end estimated cost
Paper	19,857	\$99.29	\$397.14
Color printing	15,888	\$1,906.56	\$2,383.20
Black and White printing	3,969	\$198.45	\$317.52
Total estimated costs		\$2,204.30	\$3,097.86

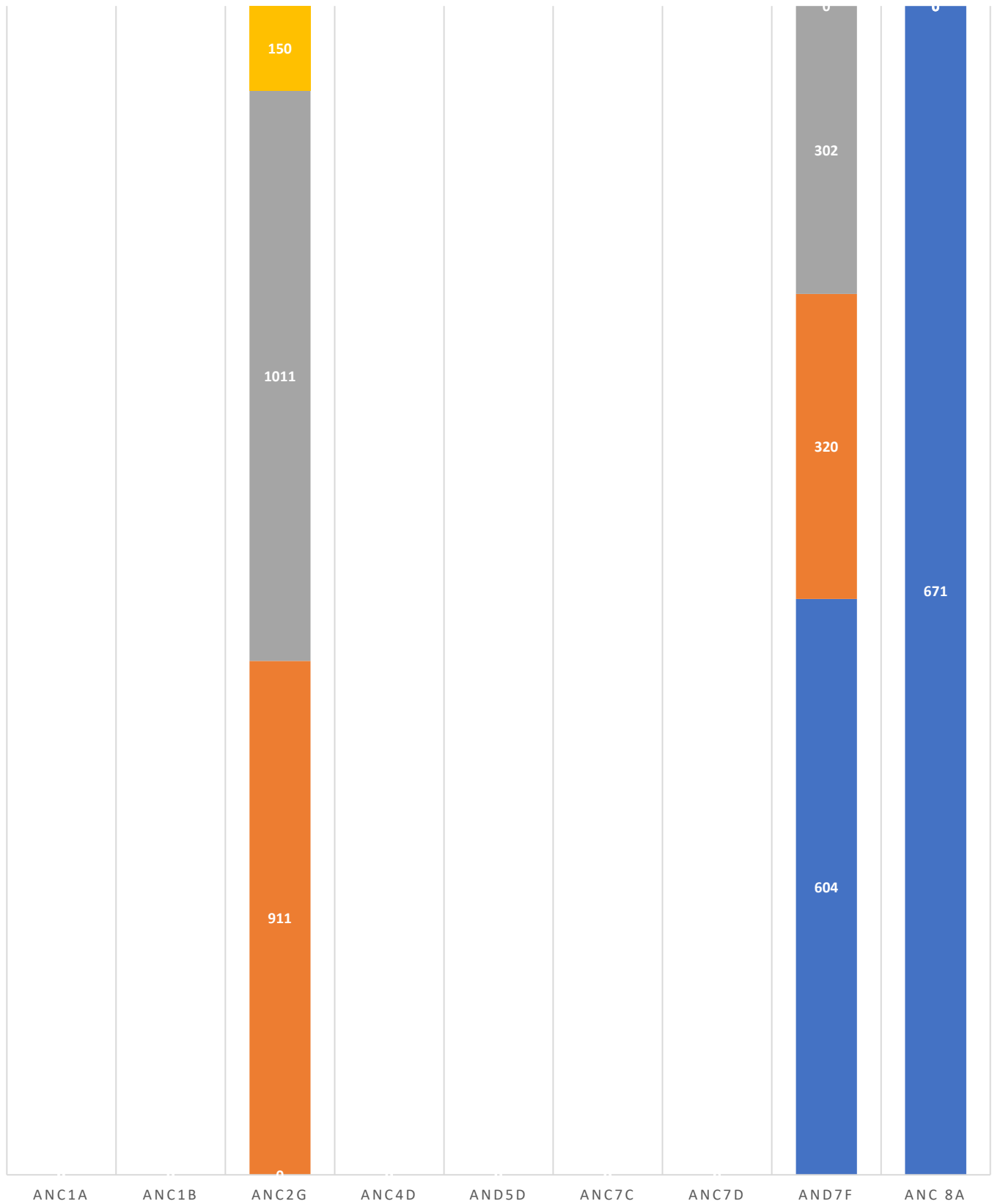
In FY23, 9 of the District's 46 ANCs (19.56%) used the printer. The benefitting Commissions were located in Wards 1, 2, 4, 5, 7, and 8. The following charts show each ANCs usage as well as overall usage by type.

ANC Printing Totals by Type FY23



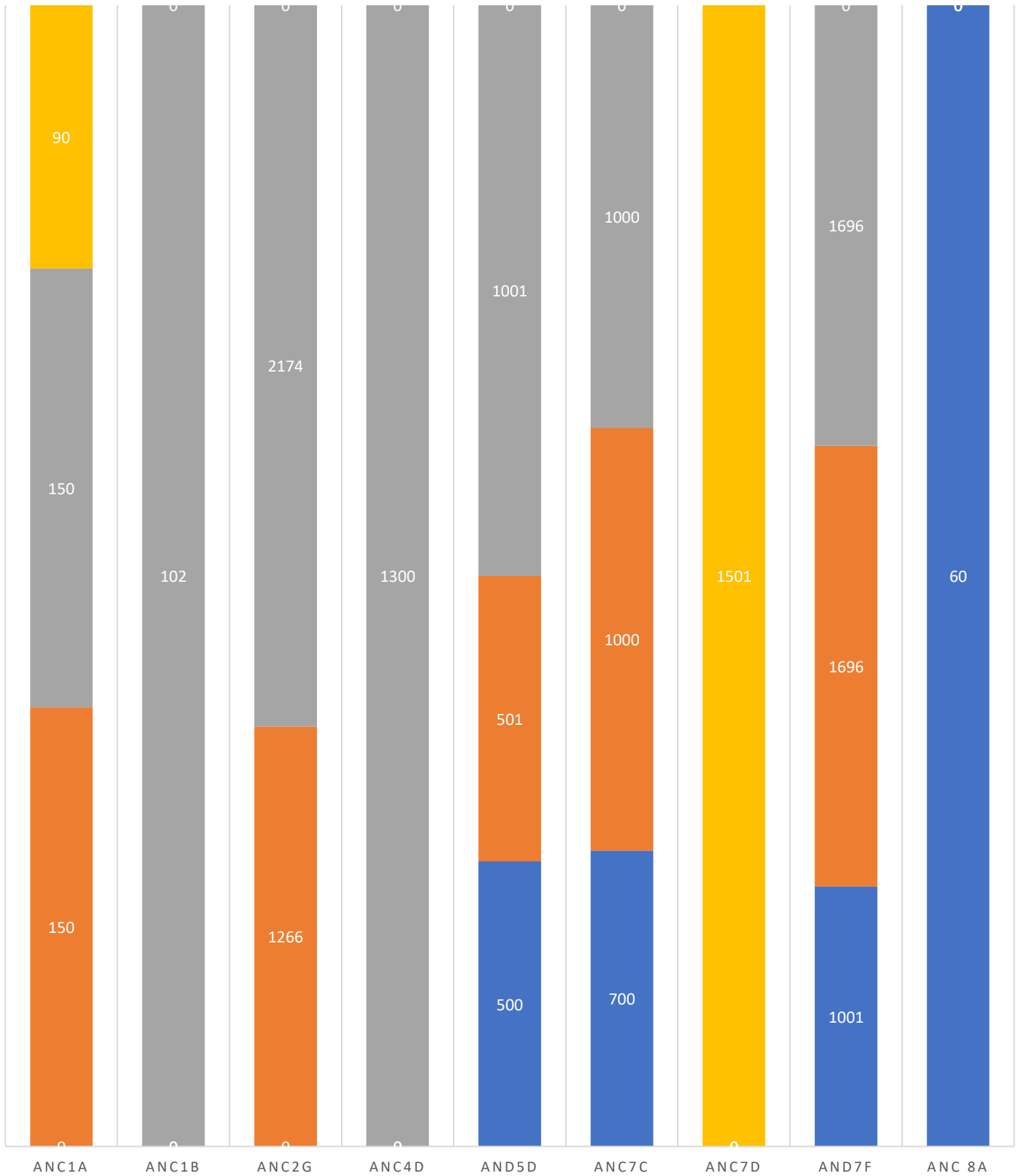
BLACK AND WHITE PRINTING BY ANC FY23

■ June ■ July ■ August ■ September



COLOR PRINTING BY ANC FY23

■ June ■ July ■ August ■ September



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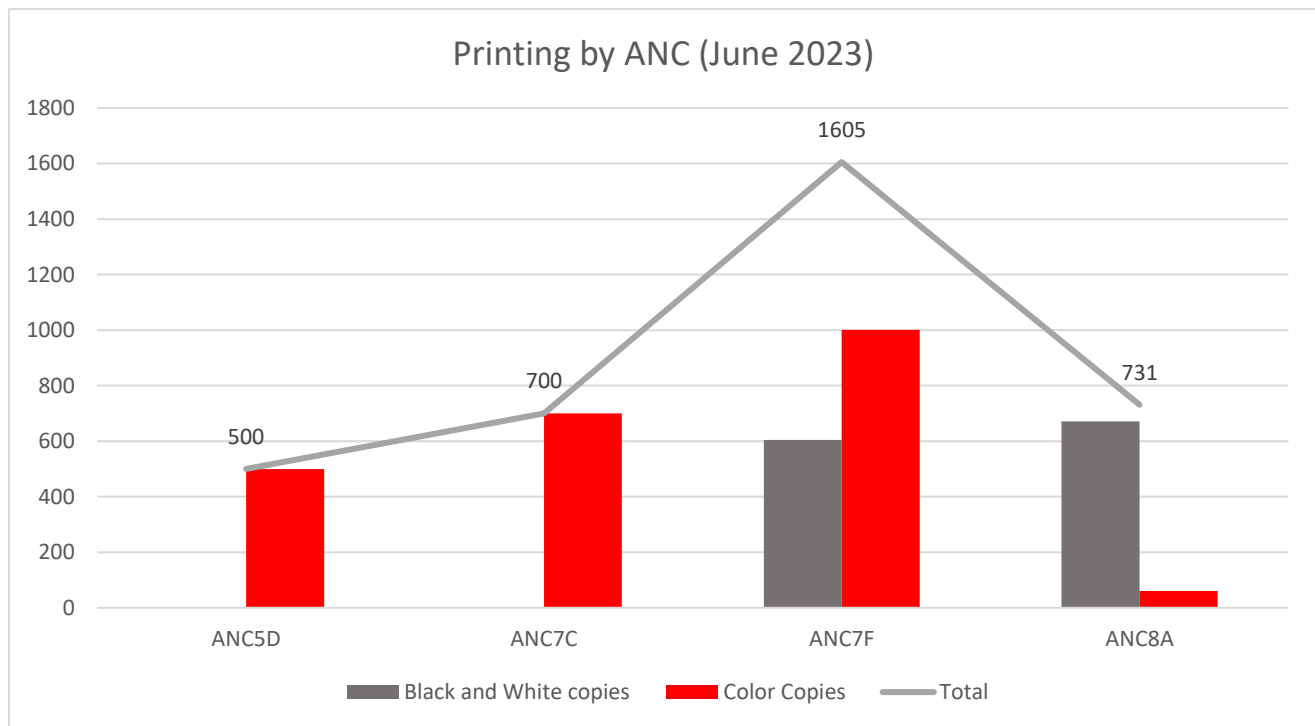


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Monthly Usage Report
Advisory Neighborhood Commissions Printer
(June 2023)

A total of **3536** copies were printed in the month of June* from the copier in the Wilson Building dedicated for use by ANC Commissioners. During this period, the service was used by four of the 46 ANCs (8.69%) located in Wards 5, 7, and 8.

ANC	Black and White Copies	Color Copies	Total
ANC5D	0	500	500
ANC7C	0	700	700
ANC7F	604	1001	1605
ANC8A	671	60	731



* The new copier service to ANCs became available to Commissioners on June 7, 2023.

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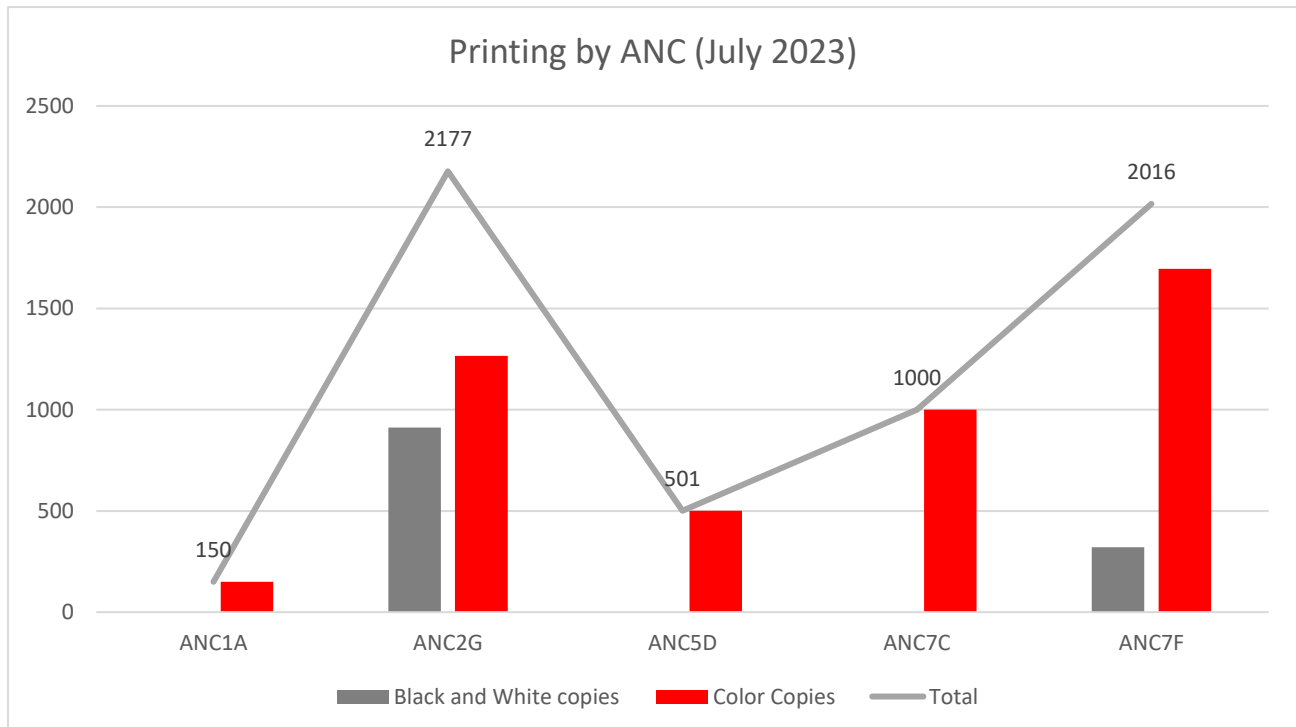


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Monthly Usage Report
Advisory Neighborhood Commissions Printer
(July 2023)

A total of **5,844** copies were printed in the month of July from the copier in the Wilson Building dedicated for use by ANC Commissioners. During this period, the service was used by five of the 46 ANCs (10.87%) located in Wards 1, 2, 5, and 7.

ANC	Black and White Copies	Color Copies	Total
ANC1A	0	150	150
ANC2G	911	1266	2177
ANC5D	0	501	501
ANC7C	0	1000	1000
ANC7F	320	1696	2016



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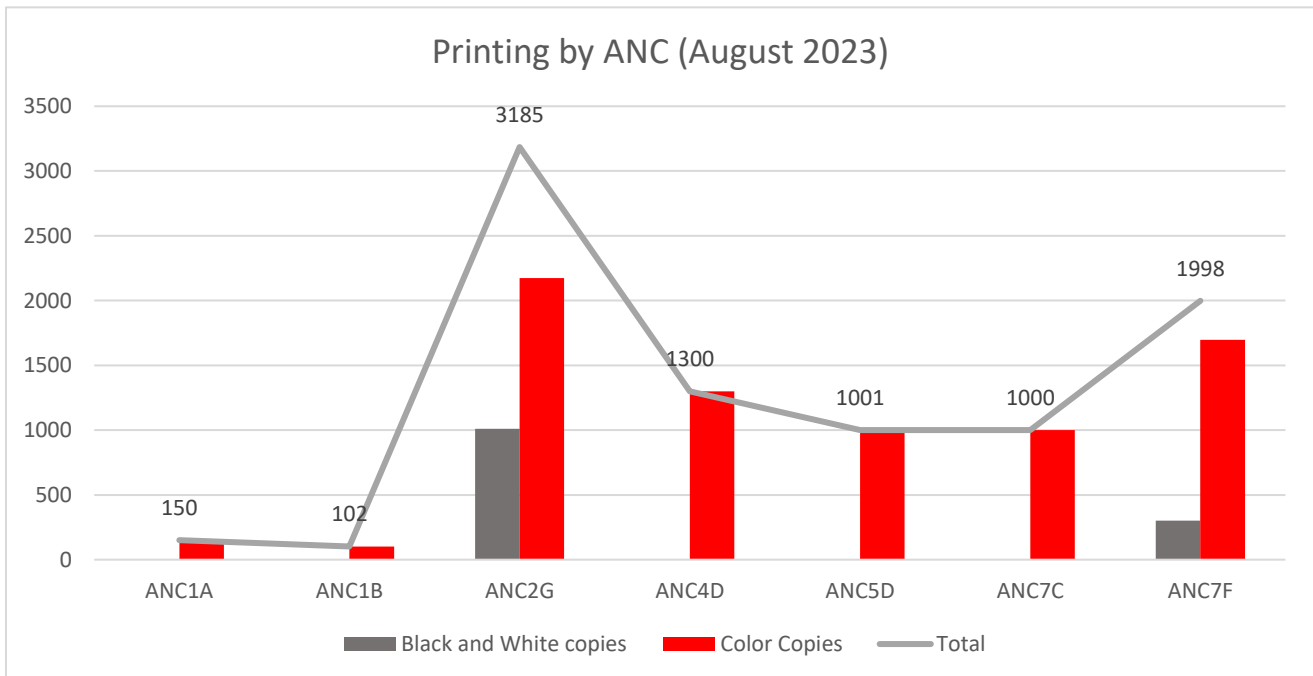


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Monthly Usage Report
 Advisory Neighborhood Commissions Printer
 (August 2023)

A total of **8736** copies were printed in the month of August from the copier in the Wilson Building dedicated for use by ANC Commissioners. During this period, the service was used by seven of the 46 ANCs (15.22%) located in Wards 1, 2, 4, 5, and 7.

ANC	Black and White copies	Color Copies	Total
ANC1A	0	150	150
ANC1B	0	102	102
ANC2G	1011	2174	3185
ANC4D	0	1300	1300
ANC5D	0	1001	1001
ANC7C	0	1000	1000
ANC7F	302	1696	1998



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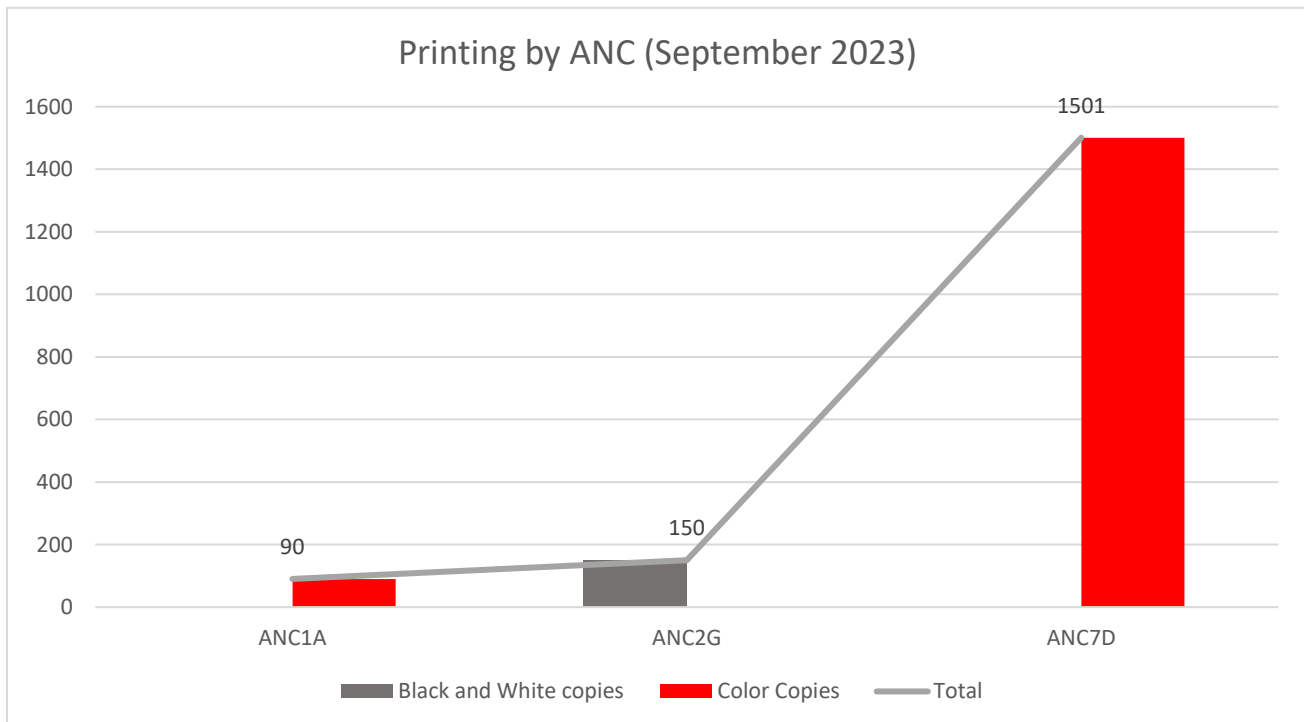


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Monthly Usage Report
Advisory Neighborhood Commissions Printer
(September 2023)

A total of **1741** copies were printed in the month of September from the copier in the Wilson Building dedicated for use by ANC Commissioners. During this period, the service was used by three of the 46 ANCs (6.52%) located in Wards 1, 2, and 7.

ANC	Black and White copies	Color Copies	Total
ANC1A	0	90	90
ANC2G	150	0	150
ANC7D	0	1501	1501



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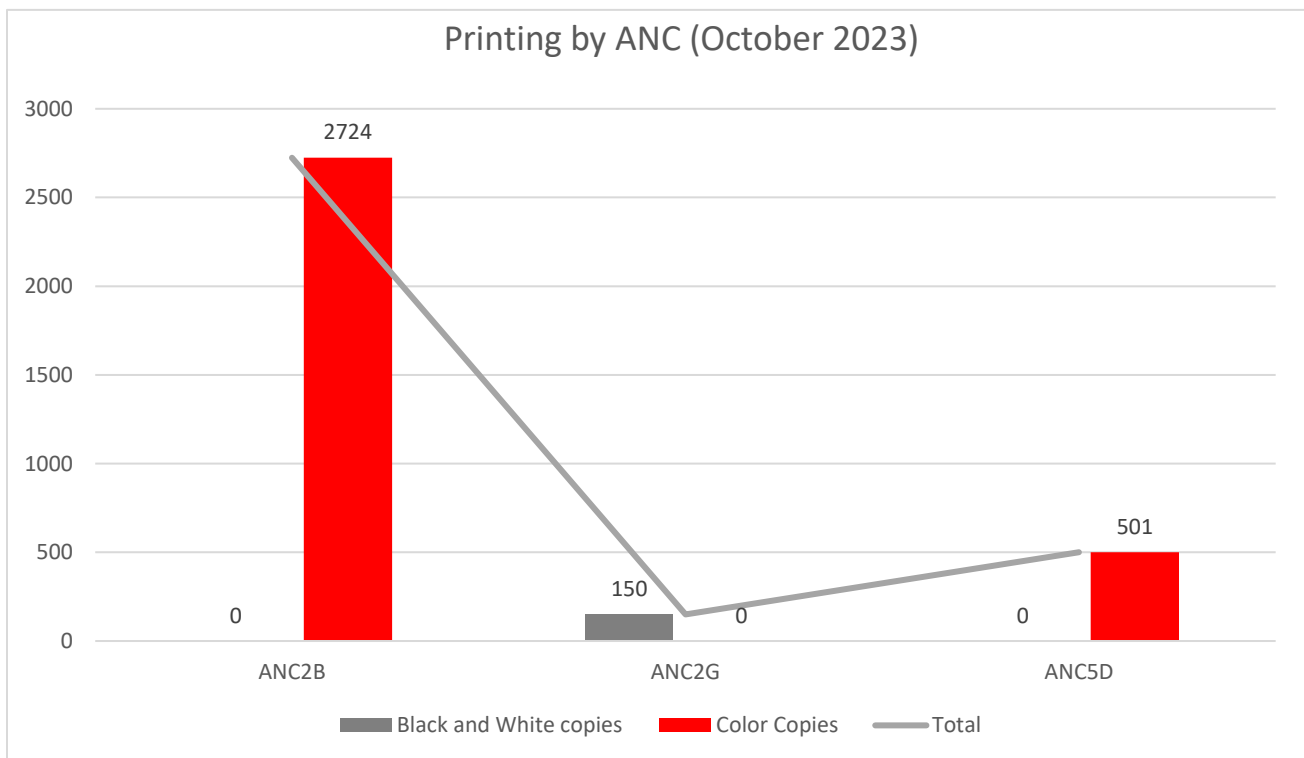


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Monthly Usage Report
Advisory Neighborhood Commissions Printer
(October 2023)

A total of **3,375** copies were printed in the month of October from the copier in the Wilson Building dedicated for use by ANC Commissioners. During this period, the service was used by three of the 46 ANCs (6.52%) located in Wards 2 and 5.

ANC	Black and White copies	Color Copies	Total
ANC2B	0	2724	2724
ANC2G	150	0	150
ANC5D	0	501	501



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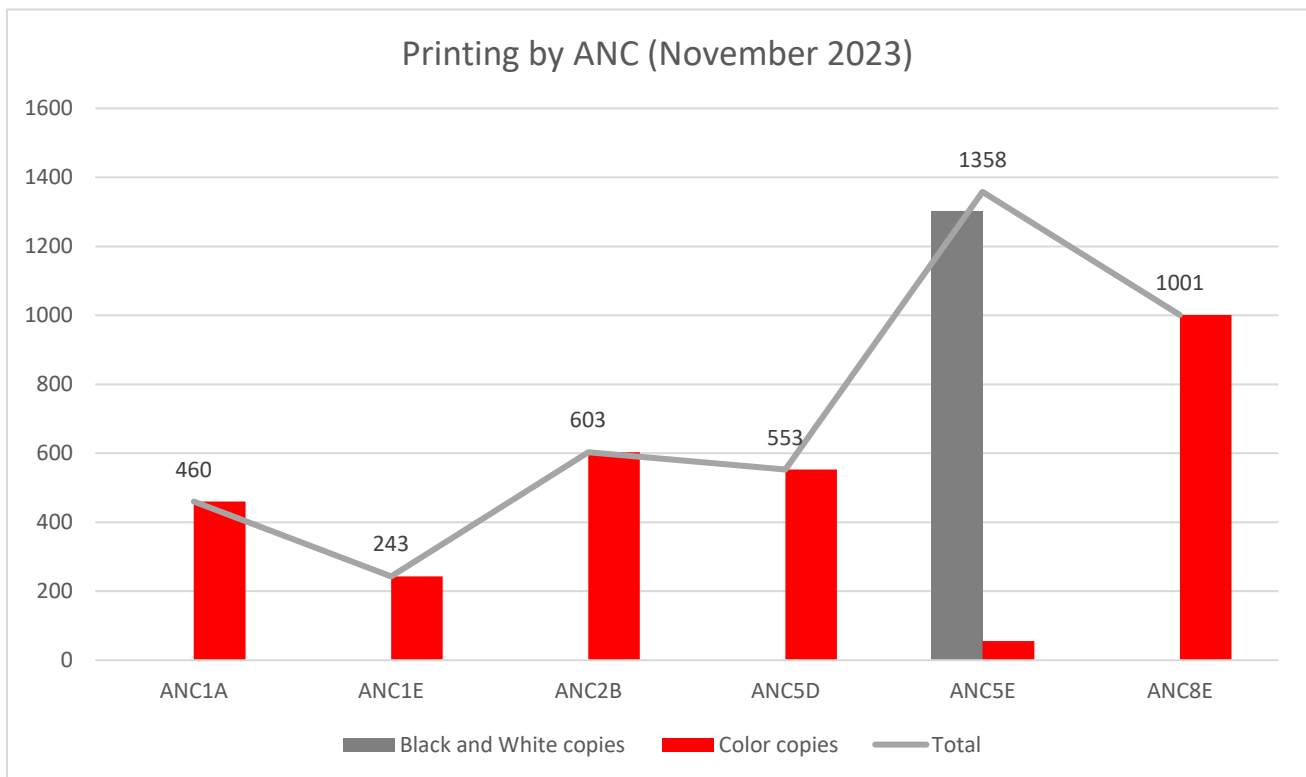


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Monthly Usage Report
 Advisory Neighborhood Commissions Printer
 (November 2023)

A total of **4,218** copies were printed in the month of November from the copier in the Wilson Building dedicated for use by ANC Commissioners. During this period, the service was used by six of the 46 ANCs (13.04%) located in Wards 1, 2, 5, and 8.

ANC	Black and White copies	Color Copies	Total
ANC1A	0	460	460
ANC1E	0	243	243
ANC2B	0	603	603
ANC5D	0	553	553
ANC5E	1302	56	1358
ANC8E	0	1001	1001



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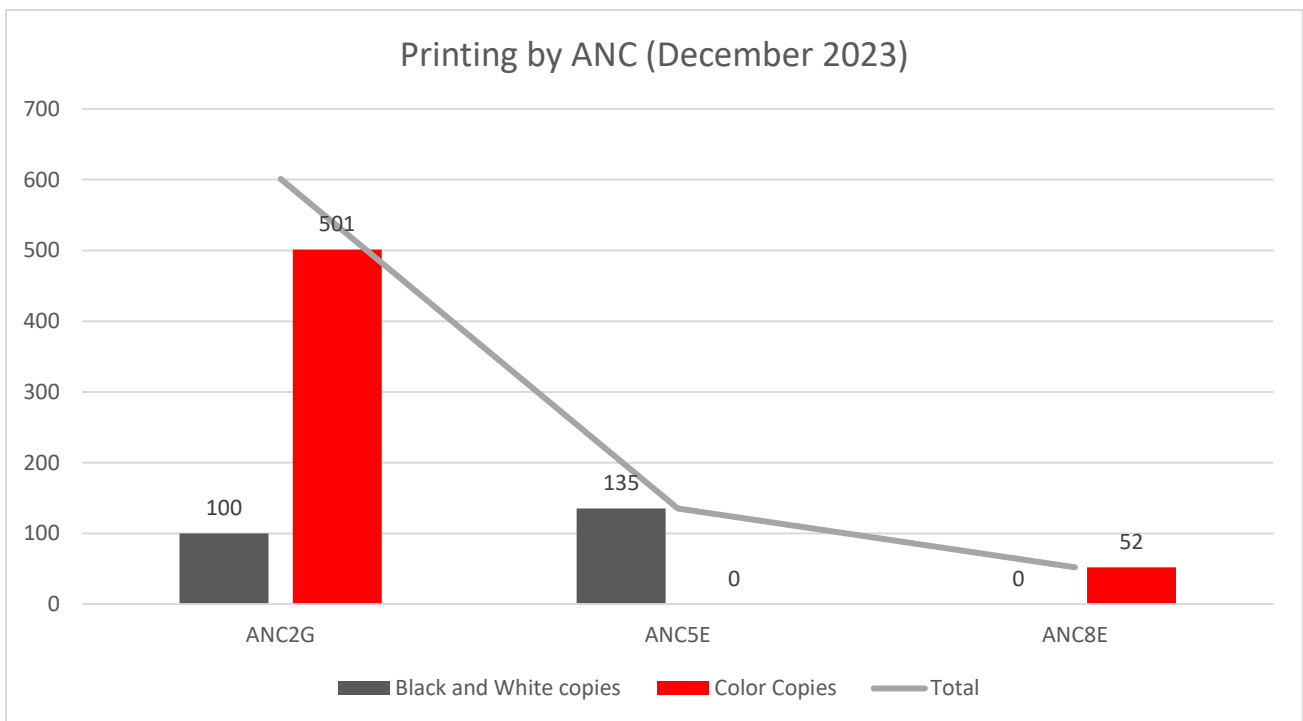


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Monthly Usage Report
Advisory Neighborhood Commissions Printer
(December 2023)

A total of **788** copies were printed in the month of December from the copier in the Wilson Building dedicated for use by ANC Commissioners. During this period, the service was used by three of the 46 ANCs (6.52%) located in Wards 2, 5, and 8.

ANC	Black and White copies	Color Copies	Total
ANC2G	100	501	601
ANC5E	135	0	135
ANC8E	0	52	52



Question 49: FY 2023 and 2024 Grants Denied by OANC

I \ #5356#dgg#5357#Judqvw#Ghqlhg#e | #RDQF

FY	ANC	Grant	Amount	Reason for Denial	Partial Denial or Expenses denied Reason
General Grant Direct Expenditure Inquiries					
2023	3D	3D CAC Awards Banquest		General inquiry as to whether the ANC could donate to the 3D CAC awards banquet. Inappropriate expenditure--direct donation to a fundraiser that was a closed event. Suggested appropriate expenditures could do with the CAC	
2023	5D	Transportation		Can an ANC pay for transportation for seniors and VIPS to a special event. Potential duplication of services offered by DPR/housing, limited pool of beneficiaries	
2023	3G	Could ANC/SMD assistant be paid with a grant.		Such a person is either a contractor or employee. Grant is not appropriate mechanism.	
2023	3F	Can ANC give money to Forest Hills Connection for logo placement		Not appropriate expenditure. Suggested they take an advertisement as ANC operating expense with the meeting days and times.	
2023	1C	Grant to Marie Reed Food Bank		The expenditure would have been for food. They later decided to take and ad in newsletters out for ANC meetings and times as it would reach an underserved population.	
2024	1B	Gift Cards for team		Commissioner emailed about buying gift cards or gifts for youth team. Explained that items purchased for individuals was not permissible. Then had phone conversation about what things the ANC could purchase for a team and advised him on other possible sources of money for team.	
Grant applications reviewed before ANC vote					
2023	4B	Art Contest	Nominal	Was to be cash award to individual. Not permissible expenditure.	
2023	3D	Reimburse Private Entity for Legal Fees		Commissioner inquired about payment of non-court order legal fees to private entity ANC was in dispute with. Not a Benefit to the community as a whole, no public purpose.	
2023	6E	Perry School Community Services Center	\$10,000.00	Does not meet public purpose; overhead costs exceed 15%; Does not benefit community as a whole. The grant was to help fund a fundraiser at the Arena Stage of which a small number of residents would get tickets.	
2023	4C	Community Market	\$2,000.00	Grant for community farmers market. Part of the grant was to purchase/subsidize food which is prohibited, part of grant was for operating expenses. No public benefit, beneficiaries would have been private vendors.	
2023		Undesign the Redline	\$5,000 per ANC	Met with planners of exhibit, however no ANC submitted a grant application for review. ANC 3C sent a staff person ANC 3F's application which 3F never sent.	
2024	8A	The STAND Foundation	\$5,000.00	No public benefit. Grant was to take 6 to 8 people to resort. Also involved travel outside of DC Area, which is specifically prohibited in the code.	

2024 7E 2024	Marshal Height Bison	\$5,000.00	Grant to take team members to Florida. Involved travel out of the District area which is specifically prohibited in the Code.
Grants reviewed after vote and expenditure			
2023 3C	Janney 5 K race	\$3,400.00	Grant involved expenditures for impermissible items in that the benefit was not for public at large e.g. photos of race participants, timers for race participants. Previous grants for this event had been allowed, but the expenditures benefitted the public at large--for port-a-potties for public at large for example. Fundraiser.
2023 6C	Stuart Hobson auditorium painting	\$10,000.00	Duplicate service provided by DC Government. Painting at DCPS schools is performed by DGS on a schedule.
2024 4B	South Manor Park Neighborhood Association Website	\$3,000.00	This denial was after the ANC vote but may have been before a check was disbursed. Money was to fund the enhancement of the SMPNA website. The beneficiary was the organization there was no public benefit
2023 1B	Garden Party Sponsorship check 2061	\$500.00	Not benefit to community as a whole. Paid for logo placement on Neighborhood planting event. Suggested way it could be cured.
2023 1B	Purpose Party, check 2062	\$500.00	No public purpose. Grant was for direct aid to individual
2023 2A	Fire Fund Grant	\$10,000.00	Grant Awarded late 2022 but check not issued. ANC wanted to know if still could issue it. The grant application stated disbursement would be completed by end of March. Grant had expired. No public purpose, the money was to assist approx. 8 persons affected by fire.
2023 1A	Lamond Riggs Civic Association	\$3,000.00	Money was for LRCA website. No public purpose, private benefit
2023 4D	Life Success Center Fall Fun Fest	\$3,500.00	ANC Voted on an event for August, the event occurred at a differen location in October, the receipts did not match end of grant accounting, no public purpose stated, prohibited expenditures. The accounting was a mess. Advised ANC to seek refund.
2023 1C	Platform of Hope		Grant to provide computers to 20 families. Not benefitting community as a whole, computers would be owned by individuals that receive tham
2023 4B	Whittier PTO	\$3,000.00	Grant for STEM supplies. Per Seasoned Setterls a grant only benefitting "students of a specific age group at a specific school" was too small a group to be a community benefit.
2023 4B	South Manor Park Neighborhood Association grant for beautification and books for incarcerated youth	\$3,000.00	Application had two different projects in one application. The neighborhood beautification was mostly a permissive use with one minor adjustment, the books for incarcerated youth did not meet the public purpose test. Partial denial.

2024 4B	Ida Wells PTO	\$3,090.00	Grant was to serve a small number of students at the school. Also partly for food items and materials that only a few students would benefit from. Recommended revision. No revision was submitted.
2024 3F	Friends of Pierce Mill	\$3,000.00	Grant request for event. Expenditures were all going to be on fees going to the DC government for street closures MPD etc. Suggested, if possible to revise to expenditures that were similar to previous grant g to this organization for an event.
2024 4D	District Bridges	\$2,000.00	Did not supply grant application or minutes with QFR and never submitted to OANC

Grants Denied in FY2023 which were from FY 2022 grants

2022 1B	Jobs not Guns Recruitment Fair	\$1,000.00	Money not used for a Public Purpose, grantee used money to pay a consultant for database services	4th qtr 2022
2022 1C	Jobs not Guns Recruitment Fair	\$1,000.00	Money not used for a Public Purpose, grantee used money to pay a consultant for database services	4th qtr 2022
2022 4D	Life Success Center	\$1,787.00	Items purchased were not allowable expenses, do not meet public purpose requirement	4th qtr 2022
2022 4D	Petworth Bloom	\$856.70		4th qtr 2022 Partial disallowance of grant. Insufficient documentation for expenditure
2022 7B	Hillcrest Civic Association	\$1,000.00	Did not submit required grant documentation	3rd qtr 2022
7B	Cyberinjaz Global	\$1,500.00	Items purchased by grantee did not meet public purpose--give away items, tally counters	3rd qtr 2022
7B	Pennsylvania Ave Mainstreet	\$843.00		3rd qtr 2022 Partial disallowance of \$1700 grant. Improper invoice as documentation for expenditure
7B	Hillcrest Civic Association	\$210.66	Receipts did not match expenditures outlined in the grant. Hillcrest Civic Association returned the funds	3rd qtr 2022
7B	Saturday Night Bike Club	\$1,500.00	Impermissible expenditures	3rd qtr 2022
5D	Family Community Fellowship	\$900.00		3rd qtr 2022 Partial disallowance of \$7570 grant. No proof of payment for expenditure
8C	Preparing All Students	\$1,000.00	Grantee has not submitted close out report	3rd qtr
8C	Ward 8 Farmers Market	\$2,000.00	Grantee has not submitted close out report	3rd qtr

Office of Advisory Neighborhood Commissions

Performance Oversight Hearing Materials 2024

Pre-Hearing Question addendum for Question 54

DRAFT

OANC Strategic Plan

Introduction


The OANC's FY 2024-2028 *Strategic Plan* communicates to District Government, Advisory Neighborhood Commissions (ANCs), and residents of the District of Columbia the Office's priorities and provides a roadmap for achieving ANC service improvements and expanded support for Commissioners. Through this plan, the OANC builds on work already begun under Executive Director Boese to expand shared services, invest in technology, and bring OANC operations into compliance with the *Official Code of the District of Columbia*.

The ANCs are advisory boards composed of residents elected from the District's neighborhoods. The Commissions are independent bodies that advise the government on policy issues affecting their neighborhoods. As of 2023, there are 46 such Commissions in the District, each divided into sub-areas called Single Member Districts (SMDs) with about 2000 residents each. At present, there are 345 SMDs.

ANCs consider a wide range of policies and programs affecting their neighborhoods. These include traffic, parking, recreation, street improvements, liquor licenses, zoning, economic development, police protection, sanitation and trash collection and the District's annual budget.

The OANC was created by the DC Council to provide technical, administrative, and financial reporting assistance to the ANCs and be the primary source of advice for Commissioners with respect to their official statutory responsibilities.

This need for an OANC Strategic Plan was identified by the Committee on Government Operations and Facilities in 2021 to address implementation challenges and disagreements



**Office of
Advisory
Neighborhood
Commissions**

Primary source of advice for Commissioners

OANC Mission

To provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions with respect to their official statutory responsibilities

Strategic Goals

- Goal 1:** Strengthen and Expand Training
- Goal 2:** Expand OANC-ANC Engagement
- Goal 3:** Invest in Shared Services and Support for ANCs
- Goal 4:** Improve Legal Guidance and FOIA Services for ANCs
- Goal 5:** Provide Opportunities for Commissioners to Network
- Goal 6:** Enhance Community Outreach and Engagement

expressed during the performance and budget oversight hearings.⁶ The hearing demonstrated the need for a shared vision for the future of the Office. Delayed two years by organizational leadership adjustments, Kent Boese, appointed in November 2022 as the new permanent Executive Director, conducted an initial organizational assessment and commenced in earnest in the spring of 2023.

To ensure the Strategic Plan’s alignment with ANC priorities and needs, the draft plan was developed with the assistance of a five-member panel of Commissioners and subjected to an open review and comment period whereby all Commissioners were encouraged to submit feedback and offer recommendations. The OANC envisions the Strategic Plan to be a living document aligned with the changing challenges and needs of ANCs.

In addition to the Strategic Plan’s focus on identifying goals, strategies, and tactics to improve both ANC services and OANC internal operations, it importantly sets timelines for the implementation of both currently funded programs and justification for future programs in support of the ANCs.

The Strategic Plan helps the OANC, ANCs, and the DC Council to achieve better alignment of the Office’s programs, resources, and funding priorities with the Commissioners, needs and responsibilities.



Robert White
@RobertWhite_DC



I’m proposing an Office of ANC Strategic Plan to help the city address the evolving needs of ANCs.



Councilmember_RobertWhite @CMRobertWhiteDC · Jun 4, 2021

Our ANC Commissioners need more resources to do their increasingly difficult jobs. I'm a proposing a strategic plan for the @AncsOf to create a more formal way to funnel the many and, I think, valuable requests for support that I get from Commissioners.
myemail.constantcontact.com/Office-of-ANC-...

(Councilmember Robert C White, Jr., announcing his proposal to establish an OANC Strategic Plan via Twitter, June 4, 2021)

⁶ See Committee on Government Operations and Facilities. *Fiscal Year 2022 Budget Report*. July 1, 2021, p. 49-58.

OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS SWOT ANALYSIS

STRENGTHS

Internal assets and skills.



- + OANC is well positioned to serve ANCs as the statutory source of advice & training for them.
- + OANC has authority to review & approve QFRs.
- + OANC has decision making flexibility on how to allocate funding in support of ANCs.
- + Can expand core/shared services to improve OANC support toward ANC efficiency & operations.
- + Understands ANC law as it applies to roles & responsibilities of ANCs.
- + Responds to constituent concerns & directs them to appropriate ANC and/or agency.
- + Professional staff with an average of 12+ years' experience working with ANCs.
- + The OANC Executive Director's experience includes 12 years on an ANC & 7+ years as an ANC Chair.

S

WEAKNESSES

Internal deficits, liabilities, and challenges.



- Perception that OANC is an enforcement agency or empowered to manage and/or supervise operations of ANCs.
- Other DC agencies have significant roles over some aspects of ANCs (ODCA, BEGA, BOE) which can create confusion.
- OANC must negotiate MOUs with executive branch agencies to accomplish its goals (OCTO, DCHR, etc.).
- ANCs rely on non-standard operating technologies, services, & processes creating barriers for OANC to provide support.
- Abilities of Commissioners elected to serve is diverse.
- While elected officials, unpaid status of ANCs can result in dismissiveness toward the work they do.

W

OPPORTUNITIES

External factors benefiting the OANC.



- + Community-based special interest groups support improved ANC & OANC functionality, visibility, and accountability.
- + Has support of the Council.
- + Is part of D.C. Government providing partnership opportunities.
- + Can create an Advisory Board to strengthen input from ANCs to better inform OANC operations and service to ANCs.
- + Can provide more public outreach to educate & inform communities about ANCs.
- + OANC General Counsel can review pending legislation to identify impacts on ANCs & OANC.
- + OANC can engage Council staff and testify at hearings in relation to legislative impacts on OANC & ANCs.

O

THREATS

External challenges and weaknesses.



- Special Interest groups have independently engaged to offer services & programs to ANCs where OANC has not been present.
- Other agencies attempt to manage the OANC (OAG, ODCA, BOE, etc.), which impacts its ability to fulfill its mission.
- Long-term priorities have historically come from outside the OANC rather than from within.
- OANC does not control long-term budget, requires Council support and approval during annual Oversight process.
- OANC is generally not consulted before legislation is introduced.
- Many members of the public do not know what ANCs do or OANC's mandate.

T

SWOT Analysis Narrative of the Office of Advisory Neighborhood Commissions

Analysis of the Strengths, Weaknesses, Opportunities, and Threats (SWOT) of the Office of Advisory Neighborhood Commissions (OANC) reveal the perception of how the Agency is doing and possible directions and goals to move toward. Due to the constraints and limitations of this inaugural analysis and the increasing support needed by Advisory Neighborhood Commissions (ANCs), the OANC plans to conduct periodic surveys of Commissioners and review their responses to update the OANC SWOT analysis for currency and benchmarking purposes in future iterations.

345 Single Member Districts (SMDs) make up the 46 ANCs that serve as the grass-roots level of government in the District of Columbia. 13 of the 345 SMDs were vacant as of September 18, 2023. To incorporate the views and recommendations of Commissioners in this plan, the OANC conducted an ANC-wide survey on Commission Websites, Social Media, and Virtual Meeting⁷ technology ending in September 2023 with 41 of the 46 ANCs participating. This information was insightful and incorporated in Goal 3 of this plan.

Upon completion of the draft document, the review process incorporated the following steps.

- September 25-December 1, 2023: Review of the draft plan by OANC staff.
- December 4, 2023-January 5, 2024: Review and feedback from the OANC Strategic Plan Working Group members.
- January 4-March 15, 2024: Public distribution of the draft and ANC-wide open comment period.
- March 16, 2024: Incorporation of Commissioner & Public feedback and completion of final document.

The OANC also reviewed the following resources created by the Advisory Committee to the Office of Advisory Neighborhood Commissions for Services (ACTOS), a self-organized coalition of Advisory Neighborhood Commissioners interested in OANC operations and delivery of services to ANCs.

- Results of ANC Commissioner Survey on Enhancement of OANC Capabilities (5/21/2021)
- ANC Commissioner Survey on OANC Service Needs (1/28/2022)
- Needed Enhancements at the Office of Advisory Neighborhood Commissions (OANC) (12/2/2021)

While the efforts of ACTOS were independent, unsolicited, and unaffiliated with the OANC, a review of their work product provided a snapshot of Commissioner expectations of the OANC in

⁷ See Survey Report on ANC Websites, Social Media, & Virtual Meeting Platforms (September 2023), Available at: <https://anc.dc.gov/page/oanc-reports>

2021. Furthermore, a review of these materials permitted the OANC to develop outreach materials and strategies to the current Commissioners in a more informed manner.

INTERNAL FACTORS

Strengths – Chief among the OANC’s strengths are its reputation and statutory authority as the primary resource of advice for Commissioners, and as such is the lead agency in interpreting and advising ANCs on the ANC Law. It is both well positioned and expected to engage with ANCs to provide training, services, and roll out innovative solutions. To this end, the OANC has maximum fiscal flexibility to use its budget in support of the ever-changing needs of the ANCs. The OANC has a professional staff with an average of over 12 years’ experience working with ANCs and is led by an Executive Director who himself served as a Commissioner for 12 years including the position of ANC Chair for 7 ½ years.

Weaknesses – There is a widespread belief among ANCs and the general public that the OANC has enforcement or supervisory powers related to Commissioner misconduct. There is also overlap between the OANC and other DC Agencies such as ODCA, BEGA, and the BOE with regards to issues related to ANCs resulting in many calls rightfully belonging to another agency being routed instead to the OANC. Another weakness is the size of the office and its semi-autonomous nature. Not existing as an executive branch agency, and not fully being included in the legislative branch from which it was created, the OANC is an orphan in areas such as procurement requiring the OANC to enter into MOUs with sister agencies in order to procure services for itself and ANCs. The unpaid nature of Commissioners coupled with the wide diversity in experience that comes with it create additional challenges in training and supporting Commissioners who are elected to serve their communities.

EXTERNAL FACTORS

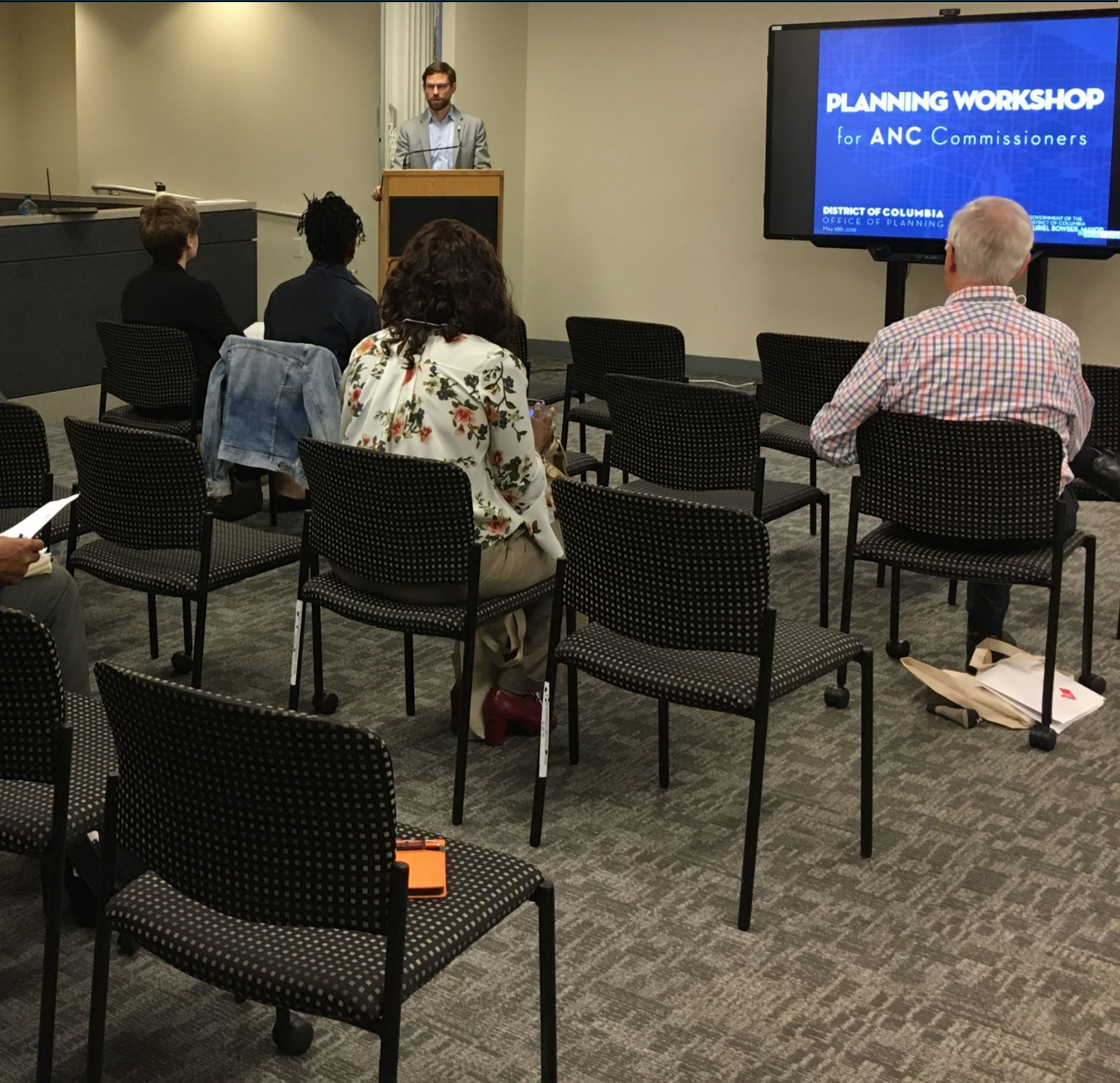
Opportunities – Widespread interest in the work of ANCs by both community-based organizations and the DC Council has resulted in significant support for improving ANC operations and systems. This interest can be tapped into to strengthen OANC efforts to expand services through the creation of an Advisory Board, centralized services, public outreach programs, and community engagement. With the addition of a General Counsel, the OANC began undertaking proactive approaches to reforming the ANC grant program and is positioned to review pending legislation as well as more fully participate before the Council at pertinent hearings.

Threats – Engaged special interest groups that have identified ANCs as the first place to promote their agendas is a challenge when it occurs before Council action. One impact of this engagement has been a rise in the number of people elected to serve as Commissioners being activists more so than community advocates. Equally challenging are groups who believe ANCs are town hall meetings and fail to recognize their status as elected bodies. Some of this challenge arises from many community members not understanding what ANCs are or do. Historically, due to the OANC’s small size and budget, long-term goals have been promoted and embraced by

individuals through the annual performance oversight hearing process rather than in collaboration with the OANC. This plan attempts to change this by establishing both long-term goals and strategies that strengthen OANC/Community partnerships. Lastly, other District Agencies' interpretation of ANC statute without consultation with the OANC has been an ongoing issue. The inclusion of a General Counsel within the OANC better positioned the Office to engage authoritatively on many of these issues resulting in improved collaboration between Agencies.

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Goal 1: Strengthen and Expand Training





Goal 1:

Strengthen and Expand Training

Provide a Diversity of Training Programs and Environments Resulting in Commissioners Empowered to Serve Their Neighborhoods

By statute, the Office of the Advisory Neighborhood Commissions is directed to develop and support “no fewer than 2 training sessions for Commissioners per year, one of which shall take place no later than January 31 of each year, which shall include information on the statutory mandates and responsibilities of Commissions, *Robert's Rules of Order*, conflict resolution, and any training or informational material provided by [the Office of Open Government] concerning Commission duties related to FOIA.”⁸ The OANC has consistently met this requirement. However, engagement with Commissioners throughout their terms has made clear that the OANC needs to develop a robust catalog of training courses available to Commissioners on a wide range of topics and in a variety of formats to align with their needs and schedules.

During the COVID-19 pandemic, ANCs were permitted to meet virtually for the first time. Many Commissioners elected in 2022 have never attended an in-person ANC meeting and the D.C. Council is poised to make remote participation a permanent component of ANC operations. The inclusion of virtual meeting technology has resulted in Commissioners expecting remote and on-demand training resources as a standard option for any instruction offered by the OANC. Their use of remote technology has also expanded the need for training on the use of technology, well beyond Commissioners’ statutory duties.

Further underscoring the importance of training, the 2022 election saw a significant turnover with experienced Commissioners choosing not to continue their service. In January 2023, 204 Commissioners (63.55%) were newly elected with no prior ANC experience. While the OANC has steadily worked to expand training resources for Commissioners, the majority of the resources produced for Commissioners in 2023 was How-to guides and general guidance due to staffing limitations.

Recognizing that further expansions in training and onboarding are limited by the OANC's staff capacity, the Committee on Government Operations and Facilities identified funding in FY23 “to support a new Program Analyst within the Office of Advisory Neighborhood Commissions to focus on onboarding of new Commissioners and training of existing Commissioners”⁹ and

⁸ See D.C. Official Code § 1-309.15(c)(5)

⁹ See Committee on Government Operations and Facilities. *Fiscal Year 2022 Budget Report*. July 1, 2021, p. 52.

directed the OANC to prepare a plan for expanded onboarding resources for Commissioners as soon as possible. With a new Program Analyst in place focused on training, the OANC will be positioned to effectuate the training program it has long envisioned.

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Objective 1.1:

Expand Training Courses for Commissioners

Improve Traditional Training and Stand-Up New Programs to Ensure Commissioners are Knowledgeable When It Matters

Introduction

The Office of Advisory Neighborhood Commissions continues to receive requests from Commissioners for new and expanded training to assist them in performing their duties. Historically, the OANC has conducted Commissioner-wide orientations for newly elected Commissioners in December in advance of their being sworn into office. Other training offered to Commissioners centers around the topics of FOIA, Ethics, Zoning, Liquor License Applications, Language Access, an orientation to DDOT, and training related to the Treasurer's duties. But this is not enough. In-depth training has never existed for issues related to Historic Preservation, for example, and orientations to the work of many smaller District agencies is wholly absent.

In addition to strengthening Commissioners subject expertise, training on how to use virtual meetings, guidance on best practices, and how-to guides are needed now more than ever. The OANC has begun producing and distributing How-to guides in areas such as managing ANC email features or how to file forms to establish 'Great Weight' with the Zoning Commission and Board of Zoning Adjustment. Expanding the OANC's How-to guides is considered just as valuable as the larger training sessions hosted by the Office.

The OANC expects to launch a robust training program and expand the course catalog of training available to Commissions upon the successful hiring of a Program Analyst within the Office no later than the second quarter of FY24. The Program Analyst will focus on the onboarding of new Commissioners and training of existing Commissioners – both individually and in groups. Simultaneously, the Program Analyst will be focused on retooling current training, developing new courses, and collaborating with District Agencies to provide the authoritative and reliable content that some Commissioners have been requesting.

Long-Term Performance Goals

- By March 1, 2024, hire Program Analyst/Trainer.
- By May 30, 2024, establish orientation program for prospective Commissioners.
- By August 31, 2024, retool orientation for newly elected Commissioners.
- By January 31, 2025, develop training programs for Commissioners on subjects such as historic preservation issues, the Department of Buildings processes, the public space permitting process, and other relevant smaller offices and agencies.
- By March 31, 2025, identify full inventory of needed How-to guides for Commissioners.
- By January 31, 2027, produce all identified How-to guides for Commissioners.
- By March 31, 2027, create companion On-demand training for How-to guides.

Strategies

Collaborate with Agencies to Develop Training Programs: OANC will partner with other DC Agencies to identify areas where Commissioners require additional guidance and training. As the subject matter experts in their areas, non-OANC Agency staff will be invited to share their knowledge and review the OANC’s training programs and collaborate prior to distribution to maintain accurate programs.

Incorporate Training Components when Rolling Out New Services and Technology: To address the rapidly changing needs of Commissioners and the increase in new programs and technologies the OANC plans on deploying in the next five years, the Office will create standard operating procedures that require a fully developed training plan for every new initiative delivered to Commissioners.

External Factors and Emerging Issues

The OANC cannot control the number of inexperienced Commissioners elected every two years, nor can it control the rate of attrition created by a constant churn of Commissioner resignations that occur every term. During the November 2023 election, 204 Commissioners-elect (63.55%) were newly elected with no prior ANC experience, which was a higher-than-expected transition rate leading to a significant loss of institutional knowledge. Commissioner turnover was also uneven across Commissions, with some Commissions experiencing 100% turnover and others having none. The period between November 8, 2022, and December 31, 2023, also witnessed the loss of 32 Commissioners who either resigned, passed away, or whose seat was declared vacant representing an average vacancy rate of 2.67 Commissioners per month. The year also started with 21 vacant SMDs as no candidate ran in the 2022 election.

Occurring in parallel with Commissioner churn is the OANC’s continued efforts to invest in and deliver new services for Commissioners – such as the govDelivery communication software and hybrid meeting kits. Keeping up with the need to train new Commissioners while simultaneously creating training for previously non-existing services has stretched the resources of the OANC thin. To solve this, the OANC is moving forward to hire a dedicated training professional to provide the expertise and capacity critical to OANC delivering the support Commissioners require.

Objective 1.2:

Establish Orientation Programs for New District Employees

Government Functions Best when All Branches Work in Concert and Know Each Other's Roles and Responsibilities

Introduction

While oversight hearings and the DC Code directly address the OANC's responsibilities to support and train Commissioners regarding their duties and rightly challenge the OANC to do more, they have largely been silent on the need to work with the Council equally and proactively, Executive branch agencies, and others to provide training and orientation programs about ANCs, their role within District government, and agency responsibilities to them. Recognizing the value of such outreach, the OANC is directed to provide "technical assistance, as needed, to Councilmembers, and committees and staff of the Council with respect to Commissioner matters,"¹⁰ though the DC Code does not include a similar directive for assistance to executive branch organizations.

The absence of programs to new employees of the District creates an imbalanced relationship, one in which even the most competent and highly trained Commissioner may be ineffective in serving their constituents due to a lack of understanding on the part of those within government with whom they are attempting to work to find solutions.

Informal conversations with new District employees have identified that information about ANCs is absent from new hire orientation programs. It is also known that orientation programs do not exist directly within agencies covering this information. When one considers that 345 Commissioners serve their communities across the District, this is a significant part of government that is unacknowledged and absent from onboarding programs from the very beginning of a District employee's career.

Knowing the role ANCs play within the District not only benefits Commissioners, but it also equally improves agency responsiveness and effectiveness. To that end, a training and orientation program about ANCs needs to be developed and implemented by the OANC in collaboration with the various branches of government to strengthen understanding, effective relationships and improve services.

Long-Term Performance Goals

- By December 31, 2024, develop an orientation program about ANCs for MOCRS.
- By June 30, 2024, develop an orientation program about ANCs for Agency ANC liaisons.

¹⁰ See D.C. Official Code § 1-309.15(c)(15).

- By June 30, 2025, develop orientation about ANCs for new hires and work with HR for inclusion.
- By December 31, 2025: work with HR and Council to develop an annual on-demand training option for District employees about ANCs.
- By December 31, 2025: initiate an annual town hall State of the ANCs program for Councilmembers, Agency heads, and other relevant stakeholders and provide opportunities to gather feedback to improve mentoring and guidance to Commissioners.

Strategies

Work to Include Brief Overview of ANCs in DCHR and Council HR New Hire

Orientations: Currently, new hire orientation does not include any information about ANCs. OANC will work with District HR staff to develop a brief overview for inclusion in the new hire process.

Develop Orientation Program for MOCRS: The Mayor’s Office of Community Relations and Services (MOCRS) serves as the primary constituent services organization in DC. As such, they are key partners with ANCs in resolving quality of life issues. Like ANCs, MOCRS have a relatively high turnover as successful MOCRS are frequently promoted to other executive branch agencies. Partnering with the MOCRS to provide general orientation would improve continuity of service and improve understanding of ANCs throughout District government.

Develop Orientation Program for Newly Hired Council Staff: The OANC will work with Councilmembers to develop an orientation for new hires, especially for staff hired to work in the area of constituent services. Commissioners frequently reach out to their Councilmembers for assistance when normal communication mechanisms fail.

Develop Annual Overview on ANC issues for Council and Executive Branch Leaders: The OANC will develop an annual program for Councilmembers, Agency heads, and other relevant department staff to provide an overview of issues concerning ANCs and receive feedback about ANC engagement with them. The goal is to both emphasize the role of ANCs and to identify areas where ANCs need additional support and improved guidance.

External Factors and Emerging Issues

The most significant factor impacting any programs to Council, Executive, and other key stakeholders is that they are external to the OANC/ANC relationship and currently not mandated or legislatively required to participate in programs providing education about ANCs. To achieve these goals, the OANC will need to strengthen interagency relationships to emphasize the value of such programs and achieve buy-in.

Many District employees already believe they know all they need to about ANC's and the work they do. None-the-less, it is clear to the OANC that despite this widespread belief, there are many within the government who aren't fully knowledgeable about ANC's. This often leads to unintentional consequences ranging from improperly noticing ANC's to failing to provide 'Great Weight' due to misunderstandings on when 'Great Weight' is applicable and when it isn't.

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**Goal 2:
Expand OANC-ANC Engagement**





Goal 2:

Expand OANC-ANC Engagement

Strengthened Communication and Interaction Between ANCs and OANC Benefits Everyone

Introduction

It is rare for a week to pass without a Commissioner reaching out to the OANC to share a good idea, identify an area where more support is needed, or seek advice about ANC operations. While many engagements are direct and finite, others are not. The OANC has historically not invested time or effort in establishing systemic processes to collect Commissioner input or track it to completion. It has been a responsive agency at best.

With the adoption of virtual meeting technology and strengthened communication tools such as govDelivery.com, the OANC must also look to ways to improve its communication directly with Commissioners in more engaged and collaborative ways. It needs to create both formal structures for a sustained partnership with ANCs to provide the much-requested seat at the table in basic planning discussions considering new technologies and efforts as well as informal paths for Commissioners who choose to be more discrete in their recommendations.

Lastly, the OANC needs to leverage every possible tool it has at its disposal to give Commissioners the same opportunities to have their opinions and recommendations considered as part of the OANC decision making process that occurs when they make recommendations to District agencies and the Council. By strengthening the ability of Commissioners to participate in conversations that will impact the services provided to them, both the ANCs and OANC will be on stronger ground leading to more successful outcomes.

Objective 2.1:

Establish an OANC Advisory Board

Create an Environment for Commissioners and the OANC to Share Current Knowledge, Critical Thinking and Analysis, and Improve ANC Related Decision-Making

Introduction

While the OANC, by statute, is charged with “organizing and overseeing a task force of Commissioners every 2 years, charged with assisting the OANC in updating the ANC Handbook,”¹¹ such a task force needs to be part of a larger permanent body of Commissioners charged with providing input into the programs developed for their benefit.

The model used by other government offices – such as the Mayor’s Office of Lesbian, Gay, Bisexual, Transgender and Questioning Affairs – is that of an advisory board. An effective advisory board, properly composed, can provide non-binding but informed guidance to the OANC and serve as a tremendous ally in the quest for superior outcomes and governance. Such a board for the OANC could provide input with respect to initiatives, budget priorities, pending legislation, and policies that support the OANC’s mission to provide technical, administrative, and financial reporting assistance to ANCs.

Logical duties, functions, and responsibilities of an OANC advisory board would be to serve as a vehicle for a systematic and periodic assessment of the level of service provided to ANCs by the OANC within the limits of OANC’s statutory authority and to make recommendations to the OANC with respect to initiatives, budget priorities, pending legislation, and policies that relate to ANCs for informed advocacy from the OANC on ANCs’ behalf. Board members would also be able to help identify training needs and materials to help ensure that they are current and comprehensive.

Lastly, an advisory board would provide a ready pool of engaged Commissioners able to assist in piloting technological solutions under consideration by the OANC as to how they will improve ANC operations and provide insight on effective roll out strategies for successful adoption by ANCs.

To ensure the greatest benefit to Commissioners and the OANC, the advisory board to the greatest extent possible needs to be representative of the District’s cultural, geographical, and demographic diversity.

Long-Term Performance Goals

- By May 31, 2024, establish Advisory Board Working Group.

¹¹ See D.C. Official Code § 1-309.15(c)(3).

- By July 31, 2024, finalize OANC Advisory Board bylaws.
- By September 30, 2024: review and update the ANC Handbook in advance of the 2025-2026 term.
- By January 31, 2025: select and seat Advisory Board members and establish a meeting schedule.
- By March 1, 2026: select 5 recommendations from the Board for OANC action.
- By September 30, 2026: initiate a review and update of the OANC strategic plan.
- By June 30, 2027: develop 10 training programs based on recommendations from the Board.
- By September 30, 2028: complete draft update for the OANC FY 2029-2034 Strategic Plan.

Strategies

Embrace Diversity Among Board Members: To the greatest extent possible, the OANC Advisory Board needs to be as diverse and representative with regard to age, gender, race, geographical representation, and length of service. In addition to current Commissioners, those eligible to serve will include former Commissioners and community leaders who have demonstrated an understanding of and interest in ANCs through their service.

Establish Annual Commissioner-Wide Board Meetings: The OANC Advisory Board will include an annual Commissioner-wide town hall meeting to share out initiatives and priorities identified by the Board and invite open discussion with Commissioners on their priorities.

Leverage the OANC Advisory Board Structure for Expanded Dialogue: The Advisory Board structure is ready made to host both issue focused committees and ad hoc task forces – both structures familiar to Commissioners. Embracing this structure will increase potential Commissioner participation while maintaining a highly functional advisory board.

External Factors and Emerging Issues

While the size of an advisory board can vary depending upon the organization and its needs, many resources consider the size for an effective advisory board to be no more than eight members. Many advisory boards have three to five members, and some are as large as twelve members. With the District politically divided into 46 Advisory Neighborhood Commissions located in eight Wards, not everyone interested in serving on the OANC Advisory Board will get the opportunity to be on the Board. This issue is not insurmountable and can be addressed through term limits and Advisory Board led task forces and working groups inclusive of non-board member Commissioners.

A larger issue is self-organized groups of individuals interested in ANC operations with limited understanding of what ANCs are and do. From time to time, groups of Commissioners have

independently organized to discuss ANC operations, develop recommendations, and advocate both to the OANC and Council to implement these ideas. While this input can be extremely insightful and valuable, it is rarely developed in concert with OANC initiatives and budget priorities due largely to no formal mechanism existing through which ideas and needs can be reliably communicated between the OANC and the ANCs. A formal Advisory Board would fulfill this purpose.

Neighborhood associations, influential constituents, and informal groups of former Commissioners is a bigger challenge. Some mistakenly believe that ANC meetings are town halls convened with the primary purpose of fostering community dialogue and fail to recognize the true purpose of ANCs. Others believe that ANCs have more power than they do and demand that they be part of every conversation and have access to every email to hold ANCs accountable. This has led to some groups organizing to advocate for a constituent bill of rights which have occasionally resulted in disrupting ANC meetings if they are not conducted as community activists would like. It also manifests in an increased number of individuals testifying before the Council to criticize the OANC, ANCs, and Commissioners and to demand better with little to no knowledge of the OANC's efforts. Here too, an Advisory Board could help by working with the OANC to establish an annual town hall meeting where all those interested in ANC operations could receive updates, share their concerns, and be better informed about their hyperlocal elected community representatives.

Objective 2.2:

Increase Opportunities for Commissioners to Engage with the OANC

Create a Variety of Opportunities to Both Gather and Share Information Between Commissioners and the OANC

Introduction

Advisory Neighborhood Commissioners frequently contact the OANC seeking advice, recommending service improvements, or inquiring about opportunities to collaborate with the OANC to test new technologies. While traditionally the OANC had no formal process for seeking, collecting, and engaging with Commissioners outside of required training, it is clear that the absence of better-defined engagement opportunities hampers both the OANC and ANCs in achieving their shared goals of highly trained, professional ANCs on the cutting edge of innovation.

Previously, a group of commissioners self-formed to create the ad-hoc Advisory Committee to the Office of Advisory Neighborhood Commissions for Services (ACTOS), a loose coalition of Advisory Neighborhood Commissioners interested in OANC operations and delivery of services to ANCs. While the ACTOS group was the most recent confederation of Commissioners interested in services, they are not the first and will not be the last if the OANC fails to engage.

While none of these unofficial groups have proved to be sustainable, their reason for organizing remains a symptom of the OANC not offering or providing its own structure for OANC-ANC engagement.

The OANC can significantly advance this cause with the establishment of an Advisory Board (See Goal 2.1). It also needs to establish stronger communication and collaboration opportunities for Commissioners who want to engage on specific topics or provide recommendations less formally. To this end, the OANC needs to commit to a range of communication strategies that not only collect information from Commissioners, but equally share and disseminate information out to Commissioners. Such efforts must include surveys, town halls, coffee talks, and focus groups.

Long-Term Performance Goals

- By June 30, 2024: The OANC will establish an informal quarterly meeting program for the Executive Director to meet directly with Commissioners around the District.

- By October 31, 2024: the OANC will establish a biennial survey on Commissioners’ service experiences with the goal of improving service and tracking trends relevant to ANC support.
- By December 31 2024, the OANC will establish a process for identifying Commissioners interested in beta testing new technologies and initiatives.
- By December 31, 2024: the OANC will publish reports, surveys, and other relevant public documents on the OANC website.
- By June 30, 2025: the OANC will establish an annual survey focused on ANCs’ banking experiences to improve service and track progress.
- By June 30, 2026: the OANC will host no fewer than two annual ANC town halls to foster open dialogue between the OANC and Commissioners.

Strategies

Leverage Survey Tools to Collect Information and Report Out to Commissioners: The ability to benchmark success is key to improving service. The OANC will embrace a program of strategic ANC surveys to establish present service levels and track progress in future years. The surveys will assist the OANC in identifying trends and provide metrics currently absent within the OANC. Survey results will be documented with reports shared back to the Commissioners and publicly available on the OANC website.

Establish Regular Opportunities for Pan-Commissioner Engagement: The OANC will develop a program of town hall meetings, focus group meetings, and other forms of informal opportunities to provide opportunities for Commissioners to provide feedback and offer recommendation from their perspectives as Commissioners.

External Factors and Emerging Issues

Perhaps the biggest challenge in any communication effort is ensuring that all engaged are respectful and constructive. As with any profession, some Commissioners openly communicate more frequently and strongly than others, leaving some of the best ideas unshared. The OANC will need to be nimble and adaptive to ensure that all Commissioners have the opportunity to engage on their terms and that the loudest voices do not dominate the conversations.



Goal 3:

Invest in Shared Services and Support for ANCs





Goal 3:

Invest in Shared Services and Support for ANCs

Provide ANCs with Centralized Solutions and Services to Improve Support and Achieve Economies of Scale

Introduction

The statutory responsibility of the OANC in supporting the District’s 46 Advisory Neighborhood Commissions is relatively vague on the matter of shared services. While the statute states that the OANC is to provide “Commissioners with technical assistance related to government email accounts”¹² and is charged with providing “technical, administrative, and financial reporting assistance”¹³ to ANCs, greater instruction is not included in the DC Code. Nevertheless, the annual oversight hearings of the OANC has provided clarity that there is an expectation for the OANC to ensure that all ANCs are running smoothly, have access to similar technologies, and that their need for technical assistance is supported.

Traditionally, the OANC has stopped short of providing shared technologies with the reasoning that ANCs are independent bodies and have budgets which empower them to purchase technologies and subscriptions that align with their individual needs. However, this hands-off approach has not been without consequences or costs – both real and implied.

One impact of decentralized support has been that the OANC is extremely limited in the technical assistance it can provide when problems arise with website access and design or remote meeting technology. Another impact has been the inability to achieve economies of scale resulting in more public funds being expended for poorly supported, inefficient, and piecemeal solutions.

More vague – but equally important – is the OANC’s responsibility to support ANCs’ need for basic office support. While the DC Code does not specifically direct the OANC to be engaged in setting up or supporting ANCs’ business offices, Commission requests for support in this area has increased and ranged from basic templates for business cards to assistance with securing office space. Commissions that have chosen not to have business offices have requested advice on how to receive and process mail, or if they even need to support traditional mail functions at all. There have also been requests for assistance in identifying and hiring support staff for ANCs.

¹² See D.C. Official Code § 1-309.15(c)(9)

¹³ See D.C. Official Code § 1-309.15(a)

What is clear is that whether the OANC is directly tasked with providing support or not, there are significant opportunities for the OANC to improve ANC efficiency and support by consolidating and centralizing various functions, technologies, and subscriptions under the OANC as a service provider. By embracing this model, ANCs can achieve economies of scale and reduce duplication of effort leading to improved service to both ANCs and their constituents. Most importantly, it allows the OANC to function more fully in an administrative role with increased ability to trouble shoot, resolve problems, create manuals, training, and guidelines for every ANC. It ensures that Commissioners using the same versions of technology can be trained on these technologies and have the ability to collaborate, and it ensures that the funding dedicated to the operation of ANCs is used efficiently.

Objective 3.1:

Improve Support of ANC Office and Business Services

Review ANC Challenges with Maintaining Traditional Offices and Provide Guidance for Improved Operations

Introduction

While the speed of technological changes has created many opportunities to improve ANC operations, some of the Commissions' most basic needs are still challenging. These traditional supports include space for an ANC's office, hiring and retaining support staff, receiving official notification and communication from constituents who reach out via traditional mail, and other day to day tasks. While the OANC may not be directly tasked with providing support in these areas, that doesn't mean that there is no role for the OANC. Quite the contrary. Where difficulties are identified, the OANC needs to fully engage to address these needs and propose solutions for the Commissions to help them operate smoothly.

One area that several Commissions have identified as being difficult is the ability to secure office space. One of the responsibilities of the Mayor is to provide Commissions "with suitable office space in a District-owned or leased building" when such space is available. "The space shall be a minimum of 250 square feet and shall be the sole office of the Commission. The space shall be located within the Commission's boundaries . . . [and] [i]f no such space is available, then the space shall be located within the ward boundaries of the Commission. If District-owned or leased office space cannot be provided, the Mayor shall assist the Commission in locating appropriate office space in the ward in which the Commission is located, and may seek to reprogram funds up to \$600 per month to cover the rental of office space for the respective Commission."¹⁴ Despite the clear directive in the DC Code, the process has rarely worked. It requires the Mayor to acknowledge the request and for the Department of General Services to act. It is also limited by the availability of space and funding. Most importantly, no clear intake process exists for space requests.

Relatedly, many ANCs do not have support staff nor the capacity to provide supervisory support and manage employment forms and taxes. The OANC is charged with supplying employment forms to the ANCs, but traditionally the responsibility to hire staff has fallen on Commissions as they are permitted to expend funds for the functioning of the Commission office, including staff salaries."¹⁵ It is also challenging that no one ANC has enough work to justify hiring a full-time employee and few ANCs collaborate to share support staff, with a very notable exception being four Ward 2 ANCs which share a staff member. To address this, the OANC needs to explore if they have a role here – one in which the OANC hires and provides staff to ANCs for their support, and in which each receiving ANC votes to participate in the program and provide financial support on an hourly basis similarly to their participation in the Security Fund.

¹⁴ See D.C. Official Code § 1-309.13(q)

¹⁵ See D.C. Official Code § 1-309.13(l)(1)

It is also true that many ANC's no longer feel they can justify either a physical office or a Post Office Box and have questioned the value of 'Snail Mail'. Yet, even if the volume of traditional mail is low, some official notification is only sent by certified mail meaning that an ANC must continue to maintain some method of receiving posted mail. A solution here could be a mail scanning service, though it would require some investigation to see what a subscription would look like, assess the annual cost, and determine if any mail received by an ANC would be problematic due to its sensitive nature. However, should such a solution be possible, it would make sense that it be a service administered by the OANC and provided equally to all Commissions to ensure it has appropriate oversight and consistency of service.

Long-Term Performance Goals

- By June 30, 2024, the OANC will work with the Mayor's Office to establish a clear and direct process for requesting ANC office space.
- By June 30, 2024, the OANC will review mail scanning services and explore the feasibility of such a program for use by ANC's.
- By June 30, 2025, the OANC will explore the complexities of providing shared ANC support staff and draft a recommendation to the Council on what such a program would look like and require to be operational.

Strategies

Improve Processes for Locating Office Space: The OANC will work with the Office of the Mayor and the Department of General Services to clarify and adopt a process for ANC's seeking assistance with locating available office space.

Explore Opportunities for Shared Support Staff: The OANC will explore opportunities to secure shared support staff available to assist Commissioners with setting up hybrid meetings, supporting treasurer duties, and functioning as administrative assistants.

Identify Solutions for ANC Mailing Requirements: The OANC will explore various mail delivery options and provide recommendations to ANC's that do not maintain physical office space.

External Factors and Emerging Issues

In all areas related to the functional requirements of an ANC office, the primary decision-makers are the individual ANC, the Mayor, and/or an executive branch agency. While the OANC can and should be deeply involved in finding solutions to the existing challenges, any improvements and implementation will require approval by parties not supervised or accountable to the OANC.

Objective 3.2:

Create an Integrated OANC/ANC Website

Provide Reliable and Consistent Access to ANC Documents and Meeting Information to Improve Transparency and Constituent Participation

Introduction

Functional government websites are not just expected, they are essential. Whether constituents are looking for information about the Office of Advisory Neighborhood Commissions, Advisory Neighborhood Commissions, or the documents produced by them or governing them, no effective, coordinated, or managed government resource provides this support within an integrated environment. There is no question that the information constituents seek on official websites about their ANCs is important. The recent COVID-19 pandemic underscored the urgent need for reliable websites across ANCs containing consistent and accurate access to public records.

Currently, the state of both the OANC and many ANC websites is suboptimal, with the user experience varying widely from site to site. As of September 2023, three ANCs did not have websites at all and used a Facebook page in lieu of a website. Yet establishing and building out an integrated website network is the best way to provide consistent access to public information and optimize the experience for constituents seeking meeting calendars, documents, and contact information for Commissioners.

While statute does not specifically direct the OANC to provide websites to ANCs, it does establish that the OANC is to provide technical assistance¹⁶, implement “new programming and services to assist Commissioners,”¹⁷ and “improve public transparency”¹⁸ related to ANCs and their documents. Furthermore, the D.C. Council’s Committee on Housing has clearly articulated an expectation through its annual oversight process that the OANC improve both its own website and “conduct proactive and targeted outreach to Commissions that still do not have websites to train and equip them with the tools they need to develop and maintain websites to keep their constituents informed and engaged.”¹⁹ As it is impossible to meet the expectations of the Council to improve both the user experience and accessibility of documents without an integrated rebuilding of the entire website structure, the OANC entered into an agreement with OCTO to redesign its website and create 46 ANC websites in an integrated environment. The OCTO-OANC collaboration began in earnest in the fall of 2023 and is planned to be completed by spring 2024.

The current effort to create a standard website template and provide it to every ANC is not new. An earlier effort provided a basic website template to every ANC that chose to use it in 2004.

¹⁶ See D.C. Official Code § 1-309.15(a)

¹⁷ See D.C. Official Code § 1-309.15(c)(1)

¹⁸ See D.C. Official Code § 1-309.15(c)(4)

¹⁹ See Committee on Government Operations and Facilities. *Fiscal Year 2023 Budget Report*. April 20, 2021, p. 56.

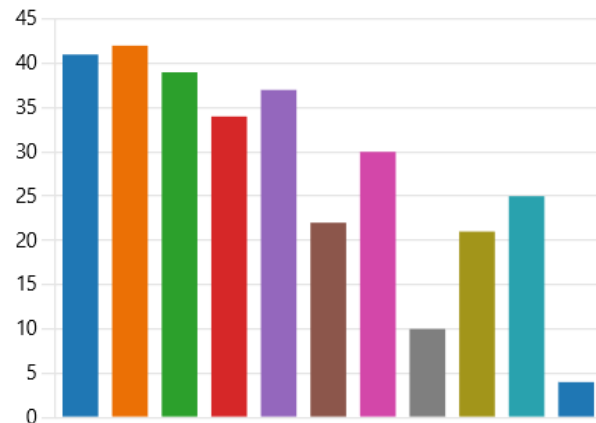
Unfortunately, the effort was abandoned by late 2018 as a result of low adoption among the ANCs. One of the primary barriers to universal usage among ANCs was the difficulty of updating information on the sites, which required File Transfer Protocol to transfer updated files to the client on OCTO’s network. This specialized skill resulted in many ANC websites quickly becoming outdated, obsolete, and abandoned.

Advances in website design and technology since 2018 make this the ideal time to not only achieve the goals from the past decade, but to include new functionality and solutions previously not possible.

Having a universal user experience across all ANC websites must include both functionality and document access. While nearly all ANCs with websites use their platforms to provide Commissioner contact information, their meeting calendars, and their minutes, access to additional documents and communication options are less standard. Notably, slightly more than half of ANCs surveyed responded that they made their Quarterly Financial Reports available or included the ability for constituents to send the ANC feedback or questions through their websites.

What resources can constituents find on your ANC Website? (please check all that apply)

● Commissioner contact informati...	41
● Meeting calendar	42
● Monthly minutes	39
● Access to resolutions and letters	34
● ANC Bylaws and Operating Proc...	37
● Quarterly Financial Reports	22
● Access to meeting recordings	30
● ANC Twitter Feed	10
● Ability for constituents to send f...	21
● Ability for constituents to sign u...	25
● Other	4



(Results from a survey conducted by the OANC in the summer of 2023 showing the types of documents and features included on ANC websites.)

For the average visitor, the amount of time spent on any website is minimal. Some studies indicate that the average website visit may be as little as 15 seconds or less, though the amount of time spent on a government website where a constituent is actively looking for known information is likely longer than this. Nonetheless, it highlights the need for a well-organized structure that is focused on layout and ease of use that includes links to meeting and agenda

information, archived videos, minutes from past meetings, and all documents subject to open meetings and FOIA requirements. By creating functional websites for ANCs with easy navigation, Commissioners can better connect with their constituents and ensure that the public stays well-informed at all times.

Long-Term Performance Goals

- By May 31, 2024, the OANC will replace its current website with an updated and new website.
- By June 30, 2024: the OANC will provide a standard website for all 46 ANCs.
- By June 30, 2024: at least 25% of ANCs will be migrated to an OANC hosted website.
- By June 30, 2024: the OANC website will include public access to all guidance, reports, and public step-by-step documents.
- By December 31, 2024: all ANC bylaws, annual reports, meeting minutes, QFRs, and release memos will be publicly available on the OANC and hosted ANC websites.
- By December 31, 2025: the OANC and hosted ANC websites will include searchable portal for meeting recordings.
- By December 31, 2027: the OANC will establish a searchable database for development related community benefits agreements.

Strategies

Establish Partnership with OCTO for Website Support: The OANC entered into an agreement with OCTO in the summer of 2023 to both redesign the OANC website and create individual websites for each ANC. The relationship is more robust than any previous agreement with OCTO and includes long-term maintenance and technology updates.

Create a Searchable Web Portal for ANC Meeting Recordings: Most ANCs using virtual meeting platforms are recording their meetings and making them publicly available. However, no standard has been developed regarding retention policies, storage locations, or retrieval mechanisms with the result being that constituents are not always able to watch the recordings made for their benefit. The OANC will work with OCTO and Zoom to create a searchable web portal for meeting recordings.

Reduce FOIA Requests by Establishing and Implementing a Public ANC Document Access Policy: The OANC will establish a uniform policy regarding ANC public documents that are required to be accessible from either the OANC or ANC websites in conformance with the Open Meetings Act and the ANC Law.

Use OANC Website to Create Library of ANC Guidance and Model Documents: The OANC will continue to increase its step-by-step instructions, general guidance, forms and model documents library and make these materials publicly available on its website for ease of access.

External Factors and Emerging Issues

A primary challenge to providing basic websites to ANC's as a shared service is the ANC's themselves. While many would agree that the OANC needs to do more to support them, what that means isn't so clear. Each ANC serves a specific area of the District with nuances to the needs and views of their constituency. There is value to all ANC's being quickly recognized as a Commission as well as being unique enough to not be confused with another Commission. With this in mind, websites, as a shared service, need to both standardize the user experience while providing opportunities to promote the individuality of each ANC and their constituency.

Similarly daunting for some Commissioners is the technical expertise that will be required to maintain and update a shared website solution. While centralizing website support and service is necessary, it also means that the solution will be built using Drupal as that is the standard used by OCTO. Some Commissioners have expressed a clear dislike of Drupal based solutions as there are concerns with its steep learning curve, maintenance, and frequent updates. However, as the OANC has entered into a formal relationship with OCTO many of the most labor-intensive aspects of Drupal will be supported by OCTO.

Most importantly, moving towards a shared web environment that integrates the OANC website with ANC websites will provide expanded opportunities to provide access to public information and documents in a safe and secure environment.

Objective 3.3:

Establish Shared Virtual and Hybrid Meeting Technology for ANCs

Expanding Opportunities for Meeting Participation and Awareness of ANC Actions Strengthens Communities

Introduction

Prior to the COVID-19 pandemic, Advisory Neighborhood Commissions were required to “meet in public session . . . at locations that [were] designed to reasonably accommodate the residents of the Commission area.”²⁰ Commissioners were equally required to be “physically present at a public meeting in order to participate in the meeting, including being counted toward the presence of a quorum and voting on matters before the Commission.”²¹

When the COVID-19 pandemic arrived, however, the Council authorized ANCs to meet virtually rather than in-person. The COVID-19 Response Emergency Amendment Act of 2020²² qualified section 14(b)’s in-person meeting requirement with a new paragraph (1B), which said that, during a public health emergency, “[n]otwithstanding any other provision of law”:

Advisory Neighborhood Commissioners may call a meeting and remotely participate in that meeting and vote on matters before the Commission without being physically present through a teleconference or through digital means identified by the Commission for this purpose. Members physically or remotely present shall be counted for determination of a quorum.²³

The emergency declaration resolution that accompanied this measure explained why the Council was taking this step: ANCs needed to “convene remote meetings during this public health emergency to prevent large gatherings that could facilitate the transmission of COVID-19.”²⁴ Although the initial emergency legislation authorizing remote meetings expired in June of 2020, subsequent emergency and temporary acts have carried it forward, with virtually no change in language (although it is now a paragraph (1C) instead of (1B)).

ANCs scrambled to select remote meeting platforms to conduct their business. Ultimately, two platforms were adopted. Eight Commissions chose to use free Webex accounts provided by OCTO with the remainder opting to purchase Zoom subscriptions. However, these choices made without centralized guidance or support led to a diversity of subscription levels, pricing models, and implementation practices. A few ANCs also experienced Zoombombing before adjusting their account settings and meeting practices to prevent such disruptions.

²⁰ See D.C. Official Code (Perm.) § 1-309.11(b)(1)

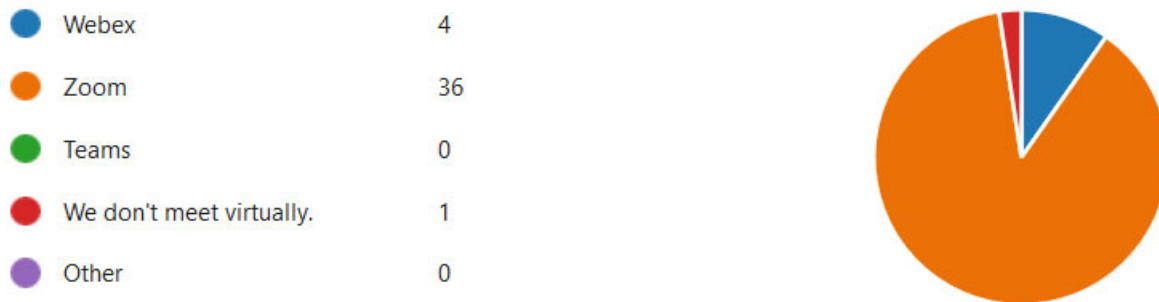
²¹ See D.C. Official Code (Perm.) § 1-309.11(b)(1A)

²² Effective Mar. 17, 2020 (D.C. Act 23-247; 67 DCR 3093)

²³ Id. § 501(2).

²⁴ COVID-19 Response Emergency Declaration Resolution of 2020, § 2(p), effective Mar. 17, 2020 (Res. 23-382; 67 DCR 3118)

In mid-2022, OCTO informed the OANC that Webex would no longer be provided freely to the few ANC's using that platform and recommended they enter into their own subscriptions further leading to Zoom as the platform of choice for most ANC's. In a survey conducted by the OANC in July and August 2023²⁵ in which 41 of 46 ANC's participated, 36 responded that they were using the Zoom platform for meetings.



(Results from a survey conducted by the OANC in the summer of 2023 in which 41 of 46 ANC's participated showing a clear preference for Zoom meeting software)

A review of known active Zoom accounts in September 2023 showed that 25 ANC's were operating with a least one Zoom Pro/Business account, 6 ANC's were operating using a personal Zoom Basic account, and as many as 68 personal Zoom Basic accounts were active with many of these tied to ANC email accounts identified with people no longer serving as a commissioner.²⁶ Significant differences exist between these service levels. While Basic accounts are free, they only support meetings of up to 40 minutes and have no cloud storage. Pro/Business accounts support 30 hours of meeting time and 5GB of cloud storage. Moving ANC's to an Enterprise solution introduces additional features including unlimited cloud storage and single sign on (SSO).

While ANC's have generally gravitated towards Zoom as the platform easiest to use for themselves and their constituencies, three of the 37 ANC's using Zoom were not recording their meetings. Of those recording their meetings, 11 were making those recordings available on their websites, 13 made them available on YouTube, and 13 made their recordings available somewhere else. To improve service and allow standard guidance, every ANC is also open to having Zoom provided as a centralized, shared service. As ANC 2G put it:

We desperately need a shared zoom. Our current license only permits one user and our committee chairs who are not commissioners suffer from not having a shared service. We've had security issues and zoom bombing because we cannot afford to pay for an

²⁵ See: Office of Advisory Neighborhood Commissions, *Survey Report on Advisory Neighborhood Commission Websites, Social Media, & Virtual Meeting Platforms* (September 2023).

²⁶ Information provided by Zoom September 21, 2023.

advanced license with multiple seats and had to share passwords and decrease zoom security settings just to be able to host committee meetings.²⁷

ANC 2E has equally expressed strong support for the OANC to provide Zoom as a centralized shared service. On September 21, 2023, 2E voted unanimously to support a resolution sent to the OANC which reads, in part:

. . . a valuable communication tool that OANC could immediately provide to the ANCs is Zoom accounts. Since COVID, ANC 2E has relied heavily on Zoom to both host its meetings and to communicate with constituents, community partners, and city agencies. A centralized, bulk purchasing of Zoom will help ANCs around the city conserve their limited resources.²⁸

Would your ANC use Zoom if it was provided by the OANC as a shared service?



(Results from a survey conducted by the OANC in the summer of 2023 in which 40 of 46 ANCs participated expressed a willingness to consider Zoom as a shared service provided by the OANC.)

The chat feature has also proved challenging for ANCs. Some Commissions that fully enabled the chat feature experienced bullying and inappropriate language. As a result, the OANC recommended that ANCs restrict the use of the chat function to Commissioners, preserving the ability of Commissioners to use it as a communication tool, as long as members of the public can be recognized, be allowed to speak when recognized, and then provide an opportunity for the next community member to be recognized (*see* D.C. Official Code 1-309.11(b)(3)). A fully enabled chat feature doesn't do this and allows all attendees to post any content without being recognized – and as such does not conform with *Robert's Rules of Order*. When chat is restricted, it is important that all attendees on a virtual meeting should be able to virtually raise their hand for recognition or submit a question in the Q&A feature to ensure the public meeting

²⁷ Ibid p. 8.

²⁸ Office of Advisory Neighborhood Commissions Providing Zoom Accounts to ANCs, ANC 2E (September 21, 2023).

complies with the Open Meetings Act. The OANC issued formal guidance related to use of chat, muting, and camera features in virtual meetings in November 2023.²⁹

While ANCs are still meeting remotely due to temporary legislation, it is widely expected that the Council will introduce permanent legislation that will permit remote participation by both Commissioners and constituents in the near future. What was learned during the pandemic is that some constituents who regularly attended in-person meetings before COVID did not participate in remote meetings. Conversely, constituents who had not attended an ANC meeting before COVID became regular attendees of virtual meetings. As a result, the majority of ANCs have expressed a strong preference for hybrid meetings to be the standard of the future. However, the technology required to host true hybrid meetings is currently dependent on the technical expertise of each ANC, available funding within each ANC, and basic access to technology located within facilities available for ANC meetings.

To begin solving these challenges, the Office of Advisory Neighborhood Commissions surveyed 35 ANCs in 2021 on a variety of questions about transitioning to a hybrid meeting model. The survey indicated that 26 out of the 35 ANCs would like to move to a hybrid meeting solution. With the support of the Council, the OANC reached out to the Office of Cable Television, Film,



(On September 20, 2023, ANC 4D became the second Commission to successfully run a hybrid meeting using equipment provided by the OANC.)

²⁹ See OANC Guidance 2023-007: Guidance on Virtual and Hybrid ANC Meetings (November 2023), available at: <https://anc.dc.gov/page/oanc-guidance>

Music & Entertainment, and began to develop hybrid “kits” that contained all the physical equipment needed to hold a true hybrid meeting. The first eight “kits” were delivered to the OANC in August 2023 and used to support 18 hybrid ANC meetings by the end of December 2023.

The initial hybrid kits were designed to provide every piece of equipment needed and function in any environment, making them usable by all 46 ANCs. These kits will be strategically located across the District to provide maximum benefit to ANCs and form the core service components to expand a hybrid meeting network across the District of Columbia.

Long-Term Performance Goals

- By December 31, 2023, the OANC will establish a relationship with OCTO to provide Zoom meeting technology to every ANC.
- By March 1, 2024, the OANC will transition all ANCs using Zoom from independent Zoom subscriptions to the shared enterprise subscription managed by the OANC.
- By December 31, 2024, the OANC will increase the availability of hybrid kits from 8 to 10.
- By December 31, 2024, the OANC will establish a District-wide network of hybrid meeting locations through collaboration with the District of Columbia Public Library, the Department of Parks and Recreation, and other government partners.
- By December 31, 2024, the OANC will work with OCTO to create a publicly searchable portal for ANC meeting recordings.
- By June 30, 2024, the OANC will establish a policy and clear guidance to ANCs for standard virtual meeting settings and recording procedures.
- By December 31, 2026, the OANC will expand its network of hybrid meeting locations to match the availability of hybrid kits.
- By December 31, 2026, the OANC will increase the availability of hybrid kits from 10 to 12.

Strategies

Establish Partnerships to Create a Network of Hybrid Meeting Facility Locations: The OANC’s efforts to procure and supply hybrid meeting technology to ANCs will be successful only through strategic deployment of the hybrid kits for use by ANCs. As the OANC does not have a network of facilities, it will strive to enter into cooperative agreements with the DC Public Library, DPR, and other DC partners that have traditionally provided meeting space for ANCs.

Expand Availability of Hybrid Meeting Technology for ANCs: In August 2023, the OANC took delivery of its first eight hybrid meeting kits. Each kit includes every piece of equipment necessary to run a hybrid meeting in any given space. While these kits are portable, the size of

the cases and number of pieces make their portability difficult. To address this issue, the OANC needs to 1) invest in additional meeting kits to expand access, 2) identify alternative solutions for locations that don't require every piece of equipment in the existing kits, and 3) provide ANC's with a list of hybrid meeting components for those who already own some of the required technology.

Develop Technology Guidelines for Hybrid Meetings: In addition to providing technology, the OANC needs to provide technical guidelines for hybrid meetings that ANC's can use for their own support. The guidelines need to address functional requirements, meeting room configuration, and provide a list of recommended and vetted technology.

Establish Best Practices for Hybrid ANC Meetings: Functioning as the primary resource of advice for ANC's, the OANC will produce technical papers, guidance, and step-by-step guides for operating and running hybrid meetings. These materials will ensure that hybrid meetings are compliant with statute and *Robert's Rules of Order*.

Provide Centralized, Shared Services for Zoom: In order to expand the OANC's ability to provide technical support and maintenance for Zoom meetings, the OANC will collaborate with OCTO to expand Zoom access to ANC's. This model will lower the cost of Zoom per ANC, expand meeting recording capabilities, and permit the OANC to provide step-by-step guidance for best practices in using Zoom technology.

External Factors and Emerging Issues

The availability of meeting space for ANC's has long been an issue. While ANC's are hyperlocal elected government bodies, there are no dedicated facilities for them. Each Commission is expected to identify and plan for where they convene. Before the pandemic Commissions met in a variety of locations including District agency facilities within their ANC. Others have met in libraries, schools, recreation centers, and local non-profit organizations.

Following the pandemic, some locations formerly available for ANC meetings no longer welcomed them back, further limiting the options available to ANC's. Nearly all Commissions desire to meet within their ANC boundaries, however this is not required. Rather, ANC's are instructed to meet "at locations that are designed to reasonably accommodate the residents of the Commission area, depending on the issues to be considered by the Commission."³⁰ These locations can be, and for some ANC's have been, outside the boundaries of the presiding Commission. This inherent flexibility of meeting location provides an opportunity to recenter ANC meetings, particularly in light of Commissions' interest in hybrid meeting technology and the requirements of that technology to function.

The eventuality of hybrid meetings becoming the new standard for ANC's brings with it a need for meeting locations that are well equipped to support these meetings. While the OANC has

³⁰ See D.C. Official Code (Perm.) § 1-309.11(b)(1)

invested in eight initial hybrid meeting kits that will function in nearly every situation, the amount of equipment needed, and cost associated for these kits makes it cost prohibited to provide a kit for all 46 ANCs. Additionally, the size of the equipment makes them difficult to transport. Instead of providing stand-alone solutions for each ANC, the OANC needs to develop stronger collaborative relationships with both the DC Public Library and District Department of Recreation to build a District-wide network of meeting locations that support ANCs. Within these environments additional attention needs to focus on shared equipment as each location likely already provides basic equipment or Internet access, which in turn may reduce the need to purchase items such as projector screens and hotspots for every location. And, in some situations, a far less robust solution may work for smaller ANCs meeting in better appointed locations.

In addition to meeting location and technology aspects, another exterior factor that needs to be addressed is the misperception by some residents that ANC meetings are Town Hall meetings rather than official commission meetings by elected representatives. The impact of this misunderstanding has resulted in an increased demand from some that any meeting with a virtual component must enable the chat feature. Those advocating for unlimited virtual chat have also proposed that ANC meetings provide unlimited opportunities for any member of the community to add items to an ANC agenda and for Commissions to provide unfettered opportunities for community members to speak on any topic they wish during every part of a meeting. While such suggestions are out of synch with meetings that operate according to *Robert's Rules of Order* in compliance with District law, many of the concerns can be addressed with a combination of improved guidance, adoption of best practices for conducting electronic meetings, and a full implementation of hybrid meeting software.

Objective 3.4:

Improve ANC Financial Management and Reporting Processes

Efficient, Transparent and Fiscally Responsible Management of ANC Funds is Essential to Every Commission's Operations

Introduction

Some of the most challenging and important work performed by an ANC involves the duties of the Treasurer, establishing and maintaining the ANC's bank account, compliance with financial reporting requirements, and the ability to fund programs that benefits their constituency either directly or through nominal grants. For many years, Commissioners have requested more support in these areas to make the responsibilities easier to manage and to improve the underlying processes.

The Advisory Neighborhood Commissions Omnibus Amendment Act of 2016³¹ transferred the duties related to ANC quarterly financial reports from the D.C. Auditor to the OANC. As a result, the process of tracking ANC expenditures moved from an online database to enhanced Excel spreadsheets. In December 2023, the OANC migrated quarterly financial reporting data back to an online database and began the work of testing the system in order to roll it out to Commissioners. This effort is designed to improve the ability for ANCs to submit and manage their QFRs in collaboration with the OANC. Additional enhancements are planned for future software updates and releases.

Each January, ANCs are required to elect their officers and, in so doing, need to take action to participate in either the ANC Security Fund or file a cash or surety bond with the Auditor and update the signature cards with their banking institutions. In 2023, this process was fouled when Commissioners, the OANC, and the DC Auditor's Office learned that the banking industry decided in 2022 to fully enforce provisions in the 2001 PATRIOT Act which had not been previously enforced. This caused an undue delay in some ANCs fully accessing their bank accounts impacting their ability to spend their funds and exposing other banking issues that require a deeper review of banking services and supports for ANCs. It also suggested the need to review the policies and procedures related to the ANC Security Fund as the DC Auditor had not approved four Security Fund applications by the end of FY23 and, at the close of December 2023, two ANCs did not have approved Security Funds. As a result, the OANC began discussions with the DC Auditor in the fall of 2023 with the goal of improving service.

Beginning in January 2023, ANCs were permitted to obtain debit cards for the purpose of conducting business on behalf of the ANC.³² While debit cards were permitted in the enabling legislation, Automated Clearing House (ACH) payments were not. A review of the services and uses of ANC debit cards following their authorization suggests that ACH payments would be the

³¹ [Bill 21-697](#)

³² See: D.C. Official Code § 1-309.13(b-1)

better option for ANCs and meet the needs when online purchases are required. Providing core services to the ANCs through the OANC for Zoom communications, websites, and similar communication tools would further eliminate the need for ANCs to need a debit card for online payments.

Another area requiring a stronger centralized process for intake, review, and guidance is ANC grants. While ANCs may issue grants for specific activities to neighborhood organizations, grant making is not the primary function of ANCs.

The basic rule that applies is that such grants cannot be used for the general support of [neighborhood] organizations. The funds must be for activities that benefit people who live or work in the boundaries of the ANC, and the activities must be available on an equal basis to everyone in the ANC area. Most importantly grants must promote a public purpose which the ANC law defines as a purpose that benefits the community as a whole and is not done for the primary purpose of benefiting a private entity.³³³⁴

Despite efforts to clarify grant making conditions during relevant ANC training and use of OAG Advise Letters, many ANCs consider the mechanics of grants confusing. To assist in this area the OANC created and disseminated comprehensive grant guidelines and an application form to Commissioners in October 2023. The OANC also began to strongly communicate with ANCs about the need for the OANC to receive copies of grant requests at time of submission to improve OANC guidance to ANCs. This effort brings the ANC grant process into compliance with the D.C. statute, which requires that “an applicant for a grant shall submit an application in writing to the Commission and to the OANC.”³⁵ Prior to issuing guidance, the OANC rarely received a copy of a grant application before it was submitted as part of the QFR process. This oversight put the OANC in the position of either disallowing all grants not previously reviewed by the Office or retroactively approving an application that met grant requirements. Many ANCs have legacy grant application forms and processes, and proactively shared grant applications with the OANC only when they had questions about permissible uses of ANC funds for specific requests. The entire ANC grant process needs to be simplified, strengthened, and include clearer accountability mechanisms in addition to the efforts already undertaken by the OANC.

While the issues related to ANC funds can be among the most complex, they are also the areas where significant opportunities exist to improve processes, accountability, and service to the ANCs and by extension their communities.

Long-Term Performance Goals

³³ Prepared by the Office of Advisory Neighborhood Commissions, *Advisory Neighborhood Commissioner Handbook, 2023-2024* (February 2022), p. 7.

³⁴ See also: D.C. Official Code § 1-309.13(1)(1)

³⁵ See: D.C. Official Code § 1-309.13(m)(2)

- By June 30, 2024, complete analysis of ANC Treasurer survey of service deficiencies with local banks and develop action plan to address identified barriers.
- By June 30, 2024, establish the ability for ANC Treasurers to submit supporting documentation directly to the ANC QFR portal.
- By June 30, 2024, develop directory of bank points-of-contact and liaisons to improve communications between banks and the ANCs/OANC.
- By October 31, 2024, provide the Council with recommended clarifying language related to ANC financial obligations and responsibilities.
- By December 31, 2024, complete the process of aligning the ANC grant process with the DC Code, including providing OANC analysis and recommendation reports to ANCs prior to ANC action.
- By December 31, 2024, enhance public access to ANC financial documents via the OANC website to include all non-proprietary data.

Strategies

Improve QFR Process: The OANC will continue to work with DeGray Systems Development LLC to update and enhance their QFR software to integrate supporting documents and simplify functionality.

Collaborate with ODCA to Provide Clear Guidance and Accountability Measures for the ANC Security Fund: The OANC will collaborate with ODCA to review the requirements, forms, and deadlines related to the ANC Security Fund and make recommendations to ODCA for improved service.

Collaborate with ODCA to Review and Recommend Clarifying Language in the ANC Law: The OANC will partner with ODCA to review relevant sections of the ANC Law related to financial obligations and requirements with the goal of recommending language to clarify financial obligations of ANCs or to improve ANC operations in their financial duties.

Review Banking Policies and Services: The OANC will solicit feedback from ANC Treasurers to identify barriers and problems with local banks providing services to ANCs. The OANC will create and disseminate documentation providing overviews of bank services to ANCs and will endeavor to work with bank managers to address known issues. As needed, the OANC will consult with ODCA and OCFO.

Transition ANCs from Debit Cards to ACH Transaction for Electronic Payments: Many services accepting online payments equally accept debit card and ACH payments. ACH payments are not currently authorized in the ANC Law, though such payments better conform to ANC spending authority. The OANC will work with ODCA and the DC Council to establish ACH as an allowed form of payment and work with ANCs to transition from debit cards to ACH transactions where appropriate.

External Factors and Emerging Issues

The level of service to ANCs from local branch banks differs significantly between institutions and even branches. In recent years, banks have become more difficult to work with and have misguided Commissioners when updating or establishing accounts. To address this trend, the OANC – in collaboration with the DC Auditor and the Office of Chief Financial Officer – need to review policies and procedures at local banks, identify service gaps, and establish primary points of contacts with banks in order to assist banks in supporting ANC accounts.

The OANC also needs to identify ways to provide clearer understanding related to ANC grants beyond the Commissions. Due to the hyperlocal nature of nominal ANC grants, many applicants do not understand the nature of the grants, the legal parameters limiting permissible uses, and that denial of a grant is in no way a commentary on the merits of the program for which the grant was sought. This lack of understanding – including among newly elected Commissioners – has resulted in hostility and anger focused toward the OANC because the ‘OANC doesn’t understand the value’ of the program. While creating stronger guidance and documentation for both Commissions and the public may reduce some of the confusion around grants, statutory changes resulting from the Omnibus Amendment Act of 2016 (Omnibus Act) and temporary legislation loosening up permissible uses of ANC funds during the COVID 19 pandemic increased confusion among ANCs.

The Omnibus Act made significant changes to the ANC Law, including ANC grants. In particular, through the Omnibus Act, “the Council tightened up [the public purpose] requirement even further by clarifying that a public purpose is ‘one that benefits the community as a whole and is not done for the primary purpose of benefitting a private entity.’”³⁶ The OAG further clarified that an ANC grant must also provide a local benefit. A grant must “benefit persons who work or reside in the Commission area.”³⁷ This does not mean the grant may only benefit Commission residents; it simply means the grant’s benefits should be focused on those residents.

In contradiction to the statutory requirements for ANC grants, shortly after the onset of the public health emergency related to the coronavirus pandemic, the DC Council acted to permit Advisory Neighborhood Commissions, beginning on June 24, 2021, to use their available funding to issue grants to organizations for the purpose of providing humanitarian relief, including food or supplies during the public health emergency or to otherwise assist in the response to the public health emergency anywhere in the District, even if those services were duplicative of services also performed by the District government.³⁸ When the declared public health emergency came to an end on July 25, 2021, again restricting the ability of Advisory Neighborhood Commissions to continue to fund humanitarian relief despite ongoing community

³⁶ See Letter to Commissioner Speck Re Grant to Feed the Family Pantry, July 20, 2021, *available at* <https://oag.dc.gov/legal-advice-ancs/anc-3g03-letter-commissioner-speck-re-grant-feed>

³⁷ D.C. Official Code § 1-309.13(m)(1).

³⁸ See Coronavirus Support Temporary Amendment Act of 2021, *available at* <https://lims.dccouncil.gov/Legislation/B24-0140>

needs, the Council passed the *Advisory Neighborhood Commissions Humanitarian Relief Extension Emergency Amendment Act of 2021*³⁹, which allowed ANCs to continue approving grants for the purpose of providing humanitarian relief during the public emergency through November 21, 2021, at which time the legislation expired and the permanent rules governing ANC grants and expenditures took effect.

The expansion of permissible uses for ANC funds during the health emergency resulted in long-term dissatisfaction and anger among some Commissioners who do not understand why they can no longer expend funds for food or other items they consider humanitarian relief. Future authorization to again allow ANCs to spend funds in these areas rests with the Council and would require permanent legislative changes.

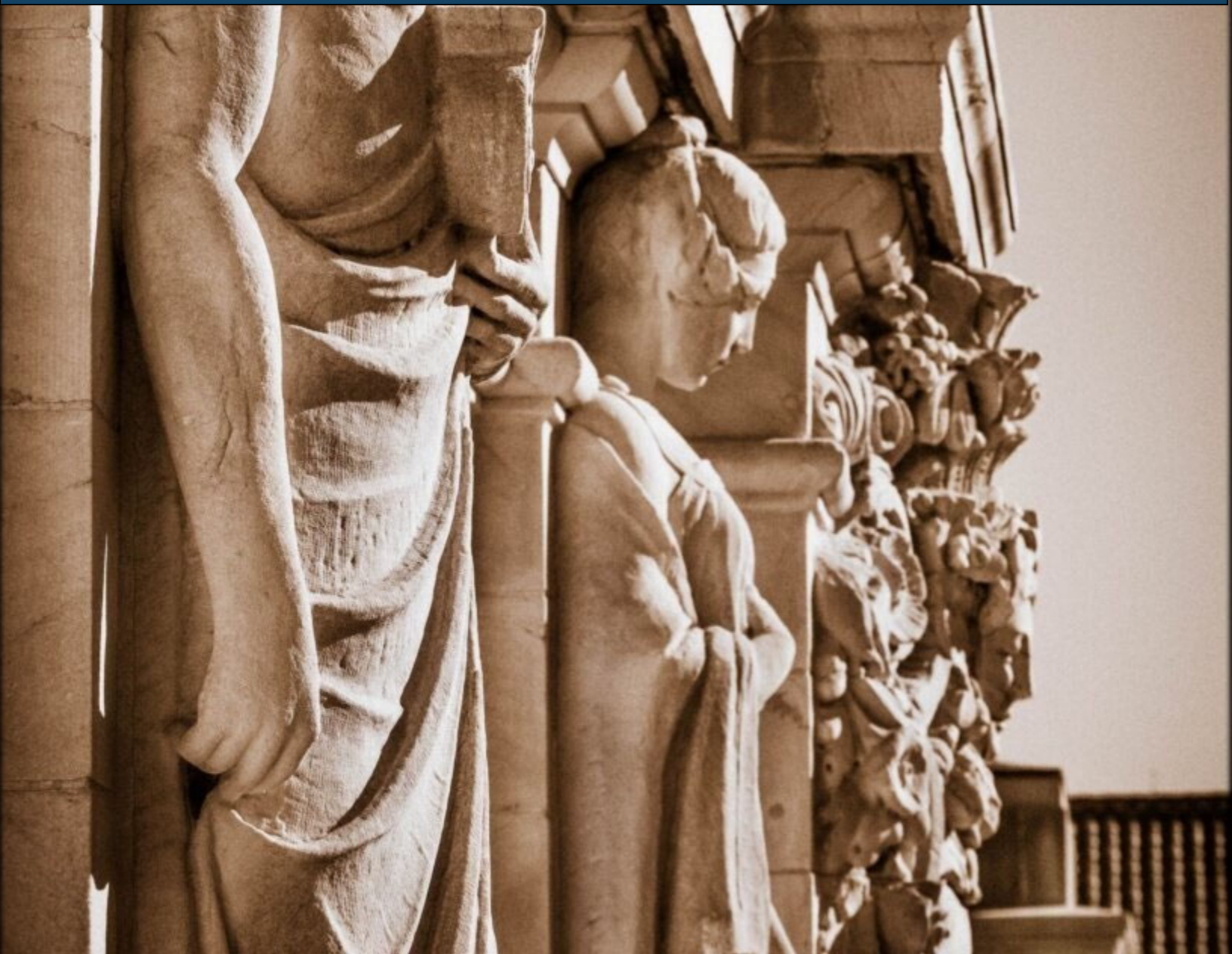
In addition to confusion caused by temporary, emergency legislation, other statutory requirements are increasingly out of step with commonly used business practices related to electronic banking. Statutory safeguards once necessary to protect against fraud and embezzlement – such as double signatures – are at odds with traditional banking services. To allow ANCs to fully benefit from e-Banking, it is time for a deep review of § 1–309.13 of the *Official Code of the District of Columbia* to balance the necessary fiscal oversight requirements with modern banking practices and the needs of the Commissions.

³⁹ See: <https://lims.dccouncil.gov/Legislation/B24-0362>



Goal 4:

Improve Legal Guidance and FOIA Services to ANCs





Goal 4:

Improve Legal Guidance and FOIA Services to ANCS

Provide Commissioners with the Legal Experience, Expertise, and Knowledge Needed to Fulfill Their Statutory Function

Introduction

The District’s 46 Advisory Neighborhood Commissions have traditionally relied on the Office of Advisory Neighborhood Commissions as their “primary source of advice for Commissioners with respect to their official statutory responsibilities.”⁴⁰ Requests from Commissioners include guidance on interpreting *Robert’s Rules of Order*, reviewing ANC Bylaws for legal compliance, advice for better understanding of the ANC Law, and many other legal matters.

While the OANC is the primary source of advice for Commissioners, it is not the only resource available to ANCs, at times causing confusion. General Counsel offices in DC Agencies – such as the Board of Elections, Office of Campaign Finance, and the Board of Ethic and Government Accountability in particular – also are considered primary resources for ANCs for legal matters that fall within their purview. Additionally, “[t]he Office of the Attorney General [OAG] for the District of Columbia shall provide legal interpretations of statutes concerning or affecting the Commissions, or of issues or concerns affecting the Commissions”⁴¹ upon either direct request for such an interpretation by the Commission, or, by the OANC which may request advice on “behalf of Commissions, where necessary and appropriate.”⁴² While the guidance provided by the OAG and OANC are complementary, it has at times created a culture of “opinion shopping” among Commissioners. This was particularly true before the OANC had a permanent Executive Director and General Counsel.

None-the-less, Commissioners have come to rely on the experience of staff at the OANC and the advice of the OAG to address a wide array of legal concerns. The FY23 Report from the Committee on Government Operations and Facilities noted that “the efforts of existing OANC staff to meet the need for this advice has been hampered, however, by a lack of capacity and the potential of conflicts of interest depending on the nature of the legal challenges.”⁴³ Of particular concern was compliance with the Freedom of Information Act.

To assist in addressing legal matters that may arise and to assist Commissioners with FOIA

⁴⁰ See D.C. Official Code § 1–309.15(c)(11)

⁴¹ See D.C. Official Code § 1–309.11(d)(4)

⁴² See D.C. Official Code § 1–309.15(c)(13)

⁴³ See Committee on Government Operations and Facilities. *Fiscal Year 2023 Budget Report*. April 20, 2022, p. 52

compliance, the Committee established the new position of General Counsel for the OANC “to assist in addressing legal matters that may arise and to assist Commissioners with FOIA compliance.”⁴⁴ Furthermore, the OANC was tasked with communicating to all Commissioners to inform them of the types of advice and resources provided by the General Counsel.

In December 2020, the Council passed the *Advisory Neighborhood Commissions Participation in Planning Amendment Act*. The resulting changes to the statute are located in [§ 1-309.15\(c\)\(17\), \(18\), \(19\), and \(20\)](#) of the *D.C. Official Code* and took effect April 2, 2021.

This legislation requires:

- Commission notice and ‘Great Weight’ on Comprehensive Plans and amendments to Comprehensive Plans;
- The Office of Advisory Neighborhood Commissions to advise Commissioners on issues including zoning, planning, design, development, and negotiations related to PUDs;
- Coordination with other agencies to provide training and guidance on zoning, planning, and development issues to Commissions upon request;
- Resources, analysis, and support to Commissions upon request, subject to availability, to support their work on issues including, zoning, development, and negotiations on PUDS; and,
- The creation of a publicly accessible database of all community benefit agreements negotiated by Commissions.

Significantly, § 1-309.15(c)(19) states that it is the responsibility of the OANC to:

Provid[e] resources, analyses, and support to Commissions upon request, subject to availability, to support their work on issues including zoning, development, and negotiations on Planned United Developments as defined in 11-B DCMR § 119.1

The resulting directive to the OANC to hire a General Counsel and land use attorney, fully implement the *Advisory Neighborhood Commissions Participation in Planning Amendment Act*, and the OANC’s ability to respond to growing requests from Commissioners to provide guidance and advice. Further, it creates an opportunity for the OANC to not only meet its statutory obligations to ANC’s and Commissioners, but to expand services and deliverables to Commissions keeping pace with their needs and anticipating new ones.

⁴⁴ See Committee on Government Operations and Facilities. *Fiscal Year 2023 Budget Report*. April 20, 2022, p. 53

Objective 4.1:

Improve Guidance to ANCs Related to DC Statutes and Regulations

Improve and Expand Services to ANCs on Legal Matters and FOIA Compliance

Introduction

Advisory Neighborhood Commissioners have come to rely on the experience of staff at the Office of Advisory Neighborhood Commissions and the advice of the Office of the Attorney General (OAG) to address a wide array of legal concerns. The efforts of existing staff to meet the need for this advice has been hampered, however, by a lack of capacity and the potential of conflicts of interest within the OAG's office depending on the nature of the legal challenges.

Of particular concern is compliance with the Freedom of Information Act. Advisory Neighborhood Commissions have had substantial challenges with compliance with FOIA – with the number of ANC-related FOIA requests submitted to both ANCs and the OANC growing each year. Some Commissions have designated the OANC to represent them in FOIA matters, others handle FOIA matters themselves, while still others have failed to comply with requests entirely. In one instance, an ANC designating the OANC as its FOIA Officer later ceased cooperating with both the FOIA requestor and the OANC putting the ANC in legal jeopardy.

The OANC has also seen an increase in requests from Commissioners for advice on the ANC Law, interpreting *Robert's Rules of Order*, to review ANC bylaws for compliance, and other routine duties assigned to the OANC but difficult to do without a General Counsel on staff.

To address these deficiencies, improve and expand services to ANCs on legal matters, and to assist Commissioners with FOIA compliance, the Committee on Government Operations and Facilities identified resources in FY23 to support the hiring of a new General Counsel for the OANC.

During the second and third quarters of FY23, the OANC was successful in conducting a search for a General Counsel, with the new position filled on July 31, 2023. The selected candidate had extensive work experience with D.C. Government, the Council of the District of Columbia, and the private sector – providing the necessary foundation for the OANC to stand up a General Counsel office to directly provide the authoritative legal guidance ANCs had requested.

The expanded legal guidance and expertise now available to the OANC not only helps address the longstanding need to assist with FOIA requests, it also presents opportunities to expand services and guidance to Commissioners. All agencies, boards, and commissions participating in decision-making in legislative and regulatory matters must publish their official notices and actions in the DC Register. ANCs are the only elected body not required to use a standard register process. ANCs are largely left to their own devices to notice meetings, publish agendas, meeting minutes, and post official action documents. While many of the noticing requirements for public meetings may not fit neatly into an ANC Register, the official documents created at

public meetings certainly do. Such documents need improved structure related to storage, access, and to comply with the statutory requirement for each Commission . . . “to ensure the broadest dissemination of information with respect to Commission meetings, positions, and actions.”⁴⁵

Long-Term Performance Goal

- By March 3, 2024, fully establish an OANC General Counsel office to provide legal advice and statutory review to the OANC and ANCs related to the ANC Law and Commissioner’s duties.
- By June 30, 2024, establish standard operating procedures and guidance to ANCs for complying with FOIA requests.
- By December 31, 2025, review and update model documents for ANC Standard Operating Procedures and Bylaws.

Strategies

Establish an ANC Register to Notice ANC Actions: A standard register for ANCs would simplify the record-keeping burden of ANCs and elevate ANCs to be on par with all other DC government bodies for official record-keeping processes. This standard process would also allow the implementation of a workflow system to direct actions to the correct agency for response and record the response from the agency.

Review and Enhance FOIA Guidance to Commissioners and the Public: The OANC will develop guidance documentation and distribute it to Commissioners to clarify their responsibilities related to FOIA requests. The OANC will also develop and share procedures for those seeking to submit FOIA requests to both ANCs and the OANC.

Provide General Guidance to ANCs on Noticing Requirements: The OANC will create and distribute direct and clear guidance to ANCs related to noticing requirements. While all are familiar with the various methods of public notice, many are unaware of other legal requirements related to noticing their actions.

Leverage Technical Solutions to Ensure the Broadest Dissemination of Information as Possible: When updating communication tools, websites, or other technologies, the OANC will evaluate its technical services to incorporate tools and policies that ensure the broadest availability of information to the public.

External Factors and Emerging Issues

⁴⁵ See D.C. Official Code § 1–309.11(b)(3)

The Office of Advisory Neighborhood Commissions was unable to fully fulfill its statutory mandate “as the primary source of advice for Commissioners with respect to their official statutory responsibilities”⁴⁶ in the absence of a General Counsel and required a close working relationship with the Office of the Attorney General. Over time, the lines of responsibility between these two agencies blurred. With the departure of Executive Director Gottlieb Simon in 2021 followed by a year under an Interim Executive Director, reliance on OAG support increased from both the OANC and Commissioners. While much of the increased engagement was beneficial to all parties, it was not without impacts that ultimately undermined ANCs ability to perform their roles effectively.

One unforeseeable consequence of the increased request for advice from the OAG due to the delay in securing a permanent Executive Director was the OAG’s conflation of requests from Advisory Neighborhood Commissions with those from independent Commissioners. The statute is clear that requests to the OAG for legal advice may come directly from any Commission or from the OANC⁴⁷. It is also clear that the OANC is the primary source of advice for Commissioners and may request OAG’s assistance when needed to provide appropriate guidance to both Commissions and Commissioners⁴⁸.

The increased reliance on the OAG for legal review and advice during FY22 created instances of opinion shopping among Commissioners. Increasingly, Commissioners began requesting advice from the OANC and OAG simultaneously or requested that the OAG review advice from the OANC. Confusion arose among Commissioners where differences of opinion existed between the two agencies, leaving Commissioners unsure of which advice is more authoritative.

The use of opinions as tools against political rivals also increased due to the OAG’s increased acceptance of Commissioner requests for advice. Where conflicting personalities within ANCs existed, the willingness of the OAG’s Legal Counsel Division to provide advice on any matter directly to a Commissioner during the term of the Interim Director – who often requests an opinion without the knowledge of their ANC colleagues – hampered both the ANCs’ and OANC’s ability to engage to resolve conflicts of interest or personality in a positive way. While in some instances these conflicts may have required advice on a point of law, more frequently the request was less about an understanding of the law and more about getting a document to bully an ANC colleague.

Following the addition of a General Counsel to the OANC, this dynamic diminished significantly as the OANC re-established a productive working relationship with the OAG’s Office.

⁴⁶ See D.C. Official Code § 1–309.15(c)(11)

⁴⁷ See D.C. Official Code § 1–309.12(d)(4) and § 1–309.15(c)(13)

⁴⁸ See D.C. Official Code § 1–309.15(c)(13)

Objective 4.2:

Implement ANC Participation in Planning Amendment Act

Support ANCs with the Expertise Needed to Engage on Complicated Land Use Issues in a Public and Transparent Manner

Introduction

In December 2020, the Council passed the *Advisory Neighborhood Commissions Participation in Planning Amendment Act* which added new responsibilities to the OANC as well as support to implement these goals. This legislation required that the OANC:

- Advise Commissioners on issues including zoning, planning, design, development, and negotiations related to Planned Unit Developments as defined in 11-B DCMR § 100.2, or successor regulations⁴⁹;
- Coordinate with other agencies to provide training and guidance on zoning, planning, and development issues to Commissions upon request⁵⁰;
- Provide resources, analyses, and support to Commissions upon request, subject to availability, to support their work on issues including zoning, development, and negotiations on Planned United Developments as defined in 11-B DCMR § 119.1⁵¹; and,
- Maintain a publicly accessible database of all community benefit agreements negotiated by Commissions and concluded after October 1, 2022⁵².

The legislation establishing these duties also provided \$150,000 in funding to support hiring outside experts to assist Commissions until such time as the OANC had filled the new internal staff positions of a General Counsel and Land Use attorney. These new positions are key resources dedicated to supporting Commissions with their negotiations on zoning, planning, design, and development issues in particular.

The persistent database of community benefit agreements negotiated by Advisory Neighborhood Commissions is needed due to the frequent turnover in Commissions and inadequate resources for record-keeping that currently exist. This lack of a central repository has resulted in previously negotiated agreements being hard to track down and enforced by newly elected Commissioners. Furthermore, without a dedicated public repository devoted to these agreements, residents find the decision making of their elected officials to be opaque.⁵³

⁴⁹ See D.C. Official Code § 1–309.15(c)(17)

⁵⁰ See D.C. Official Code § 1–309.15(c)(18)

⁵¹ See D.C. Official Code § 1–309.15(c)(19)

⁵² See D.C. Official Code § 1–309.15(c)(20)

⁵³ See Committee on Government Operations and Facilities. *Fiscal Year 2023 Budget Report*. April 20, 2022, p. 53.

Now that the OANC has hired a General Counsel and is moving forward with hiring a Land Use attorney, the Office is well situated to implement its statutory obligations to ANCs in the areas of land use, design, and planning.

Long-Term Performance Goals

- By March 1, 2024, hire land use attorney in the OANC to provide guidance to Commissions.
- By June 30, 2024, provide advice and formal guidance to Commissioners related to map amendments and Planned Unit Developments as defined in 11-B DCMR § 100.2, or successor regulations.
- By June 30, 2024, provide on demand guidance to Commissions on zoning, planning, and development issues.
- By December 31, 2024, collaborate with other agencies to establish a training program that provides guidance on zoning, planning, and development issues to Commissions.
- By June 30, 2026, establish a publicly accessible database of all community benefit agreements negotiated by Commissions and concluded after October 1, 2022.

Strategies

Provide Clear Guidance to Commissioners on Services Provided by the OANC: Land use issues – particularly associated with larger developments and Planned Unit Developments – are among the most difficult issues for Commissioners to review and manage effectively. To improve ANC performance on these issues, the OANC will develop clear guidance and procedures to ANCs outlining the services and support provided by the OANC land use attorney.

Develop a PUD Evaluation Tool Kit for ANCs: A key component of Planned Unit Developments is the requirement that they provide community benefits. However, to date there is no clear guidance to ANCs on what are appropriate benefits or an evaluation that benefits proffered are appropriate to the zoning relief requested. In evaluating and comparing past PUD agreements, the OANC will develop a tool kit to assist Commissioners in evaluating different types of benefits associated with PUDs in order to negotiate for the best outcomes for their communities.

Require ANCs and the Zoning Commission to Submit Agreements to the OANC: In addition to reviewing Zoning cases related to map amendments, PUDs, or any other agreements delivering community benefits to ANCs, the OANC will work with ANCs and the Zoning Commission to require benefit agreements automatically be shared with the OANC.

Publish Land Use Agreements on OANC Website: An easily searchable collection of land use agreements is beneficial to Commissioners and the public. To this end, the OANC will both establish a database of these agreements and make them easily accessible via its website.

External Factors and Emerging Issues

Historically, Advisory Neighborhood Commissions primary responsibilities related to land use issues centered around zoning variances and zoning cases. As the District of Columbia’s population began to rise in the early- to mid-2000s, and as the increase in population began to make the cost of housing increasingly less affordable – particularly to lower income families and native Washingtonians – District planners increasingly began to encourage the use of Planned Unit Developments (PUDs) for larger development projects.

A PUD is a mechanism that allows developers flexibility to meet objectives such as use, density, site planning, and design. To achieve this flexibility, developers may incorporate public benefits that exceed those that could have been achieved under the general provisions of the Zoning Regulations.⁵⁴

PUDs may be included as part of a zoning map amendment, though not all map amendment cases are part of PUDs. In Washington, D.C., PUDs are both a process and the physical project that emerges from that process. PUDs in DC differ from PUDs in other jurisdictions. Outside of the District, “PUDs are often large tracts of land that are to be developed as a cohesive neighborhood. In DC, PUDs may be these large-scale developments, but they also include smaller-scale, mixed-use development projects, and they are often even single buildings.”⁵⁵

As a land use tool, PUDs are intended to lead to opportunities for not only developers, but also entire communities in the form of community benefits. However, the overarching shortcoming of PUDs are their uncertainty:

developers seldom know how long the process will take, or what the final required proffer to the community will be. The large variation between proffer packages and the variation of timing is caused, in large part, by the fact that communities do not know how to get involved in the PUD process and are unsure about the breadth and scope of their allowed involvement. This variability of outcomes makes it challenging for developers to embark upon new PUD projects, since the more closely they can model expected outcomes, the more carefully they can manage the inherent risk involved in undertaking PUDs, and vice versa. In addition to making the process difficult for developers, the discrepancies between final PUD proffer packages may seem inequitable to communities, many of which may feel unfairly treated when they receive far less in a PUD negotiation than another neighborhood or community.⁵⁶

⁵⁴ “Planned Unit Developments.” Office of Planning Website. Viewed August 8, 2023. Available at: [Planned Unit Development | dcoz](#)

⁵⁵ Alexandra Croft Morave, “An Analysis of Planned Unit Development (PUD) Regulations and Processes IN Washington, DC: A Development Risk Management Case Study,” Masters Project (University of North Carolina at Chapel Hill, 2009) p. 12. Available at: https://cdr.lib.unc.edu/concern/masters_papers/707959547

⁵⁶ IBID. p. 3-4.

Community interest in how the District guides development – particularly of public land – expands housing affordability, combats displacement and gentrification, and establishes equitable policies has only grown in recent years. In response to the 2021 Comprehensive Plan update, the DC Grassroots Planning Coalition (DCGPC) organized to address “racial, economic and environmental justice by challenging rampant development which contributes to gentrification and displacement of existing residents.”⁵⁷

More formally, the District has taken steps to recenter equity as a keystone of public policy. In 2021 Mayor Bowser established the Office of Racial Equity and charged it with focusing on developing an infrastructure to ensure policy decisions and District programs are evaluated through a racial equity lens. Simultaneously, the Office of the Attorney General established the Equitable Land Use (ELU) Section. The ELU’s focus is to advocate for the public interest in the District’s zoning, land use, planning, historic preservation, housing, and real estate processes.

Anti-development activism by individuals who justify their actions in the name of equitable development has also been a factor. Such activism has stalled several approved PUDs and discourage new development from achieving much more than what is allowed by-right, adding additional stressed on the District’s desire to produce more housing. To address anti-development activism, in part, the “Office of Zoning (OZ) and the Office of Planning (OP) propose amendments to various rules, practices, and procedures for the Board of Zoning Adjustment (BZA) and the Zoning Commission (ZC) and to correct a citation in Subtitle I. The goal was to provide additional clarity for existing rules and practices, and to create new and consistent rules for the processing, notification, and evaluation of a variety of applications”⁵⁸ in 2022.

Against this backdrop, Advisory Neighborhood Commissioners are at ground zero of the intersections between government, development, and the community. As automatic parties to Zoning and BZA cases, ANCs are the first elected body to review land use cases and the first to offer support or opposition to BZA and Zoning Cases. This frequently has resulted in ANC meetings becoming hotbeds for activists determined to convince the District to support more affordable housing, build denser communities, or oppose development outright.

The wide diversity in education, experience, and backgrounds of uncompensated Commissioners has resulted in many ANCs being ill-equipped to navigate contentious land use issues up to this time and necessitated the expansion of OANC’s charge to support ANCs.

⁵⁷ *The DC Grassroots Planning Coalition Website* (viewed August 8, 2023). Available at: <http://www.dcgrassrootsplanning.org/about/>

⁵⁸ See Zoning Case 22-25, available at: https://app.dcoz.dc.gov/CaseReport/CaseReportPage.aspx?case_id=22-25

Objective 4.3:

Review ANC Related Statutes, Regulations, & Legal Opinions

Providing ANCs with Authoritative, Consistent Legal Guidance is Essential for Them to Perform Their Duties

Introduction

Advisory Neighborhood Commissions operate within the parameters of the Code of the District of Columbia and *Robert's Rules of Order*. Each Commission is also required to have bylaws to govern its operation and internal structure. At times, these binding documents can seem to contradict themselves or be unclear, resulting in Commissions seeking additional guidance from the Office of Advisory Neighborhood Commissions, the Office of the Attorney General, or other District agencies. While the goal of such guidance is intended to provide clarity, at times it too has resulted in uncertainty.

It is essential for the OANC to fulfil its mandate to be the primary and authoritative arbiter in matters where the statute is unclear, when outside legal advice is lacking or in error, and when ANC operating documents are in conflict with the ANC Law. To accomplish this, the OANC needs to comprehensively review the ANC Law, relevant statutes and regulations, ANC bylaws, and recent legal advice to ANCs to identify conflicting guidance to ANCs. To resolve these conflicts, the OANC will work collaboratively with ANCs, District agencies, and the Council of the District of Columbia and authoritative guidance to ANCs.

Long-Term Performance Goals

- By December 31, 2024, review the ANC Law to identify areas requiring further guidance.
- By December 31, 2024, collaborate with Office of Campaign Finance to establish clear policies related to ANCs' use of Social Media accounts such as Twitter/X.
- By September 30, 2026, conduct a full review of ANC Bylaws and work with Commissions to resolve conflicting language with the DC Code and *Robert's Rules of Order*.
- By December 31, 2028, conduct a full review and analysis of 2017-2023 OAG Advice Letters to address inconsistencies with OANC policy and guidance to ANCs.

Strategies

Review and Analyze Existing ANC Bylaws and Operating Documents: The OANC will perform a comprehensive review of all ANC bylaws and evaluate Code compliance and conflicts with statute. Results of the analysis will be shared with ANCs along with recommended actions. As a courtesy, the OANC will also review standard operation procedures and any other governing documents upon request on an ongoing basis.

Provide Clear Guidance and Rules to ANCs Where Statute is Vague: As the OANC is empowered to establish processes for ANCs to implement, the OANC will review the DC Code and establish procedures, and guidance where appropriate and needed to provide clear and consistent guidance to ANCs.

Review OAG Advice Letters to ANCs: The OANC will conduct a review of significant OAG Legal Advice Letters to ANCs and Commissioners to ensure consistency of guidance to Commissions. The OANC will review all new advice letters as they are issued as well as all advice letters issued from February 17, 2017, to date⁵⁹. OAG Advice Letters issued prior to January 1, 2010, will be reviewed on a case-by-case basis as needed.

Collaborate with District Agencies to Resolve Conflicts of Interpretation: The OANC will strengthen its relationship with District partners – particularly with the DC Auditor, OAG, Board of Elections, and similar bodies – with the goal of resolving conflicting guidance or establishing clear guidance in areas that have caused confusion among Commissioners in the past.

External Factors and Emerging Issues

Increasingly, Commissioners and the public are reaching out to the OANC requesting legal guidance and information on ANC responsibilities and authority. Examples of issues raised include use of social media, the process by which an ANC may remove an officer, and how to declare a vacancy on an ANC when a Commissioner no longer meets the qualifications required to serve. Often, the matter at hand involves authorities vested in multiple agencies and requires collaboration with them. Other times, procedural issues exist due to clarity lacking in the Code or the refusal of an Agency to exercise its authority.

The need for stronger, clearer, and comprehensive social media guidelines has become urgent. In 2023 the OANC in collaboration with the OAG issued guidance to Commissioners that they cannot block constituents on social media accounts that discuss and share official ANC business and matters. This guidance was issued following legal action taken against a Commissioner for doing just that. While many Commissioners use Twitter/X, there are many other platforms available, and each has its own communication features.

A growing issue impacting ANCs is inconsistent or conflicting advice provided to ANCs from various District agencies related to social media. A notable example is advice given to ANC2B

⁵⁹ The ANC Law significantly changes with the enactment of the *Advisory Neighborhood Commissions Omnibus Amendment Act of 2016*, which became effective February 17, 2017.

regarding appropriate use of social media from both the Board of Ethics and Accountability (BEGA) and the Office of Campaign Finance (OCF) related to the intersection of social media and political campaigns. While an instance in which ANC2B posted a Tweet that showed a Council candidate was deemed appropriate by BEGA, the OCF ruled otherwise and fined the Commissioners involved. Upon appeal, the Board of Elections affirmed OCF's position, but also offered an opportunity to cure by stating in their Administrative Order that they "strongly recommend[] that OCF issue guidance that will inform District government public officials as to what types of usage on government-run social media constitutes campaign-related activity such that it would run afoul of D.C. Official Code 1-1163.36(a) and /or 3 DCMR 3301.1(a)."⁶⁰ This example, and others like it, provide an opportunity for the OANC to engage and collaborate with Agencies to create the guidance needed most by Commissioners and other elected officials.

To resolve instances where the DC Code is vague, the OANC needs to determine the extent of its authority regarding rule making within the ANC Law. If so empowered, the OANC could easily provide rules clarifying the process for removing an officer or invalidating bylaws not properly noticed and filed with the OANC and Secretary of the Council to name two examples.

In all cases, the OANC needs to strengthen its relationships with District agencies in order to develop clear guidelines, policies, and procedures to consistently address longstanding issues, develop consistent guidance, and make guidance readily and publicly available.

⁶⁰ See Board of Elections Administrative Order #20-027. Available at: <https://www.dcboe.org/CMSPages/GetFile.aspx?guid=71c73744-f65e-45cd-8d34-3e8a3c1847a4>

Objective 4.4:

Review and Analyze New Legislation for Commissioners

Keeping Commissioners Informed on New Bills and How it May Impact their Operations and Communities

Introduction

Each Advisory Neighborhood Commission “may present its views to any federal or District agency”⁶¹ as well as “submit to the Council a report detailing the Commission’s findings and recommendations to be included in any public record of . . . proposed government action.”⁶² They may also present testimony to independent agencies, boards, and commissions, usually under rules of procedure specific to those entities. While procedures to testify before the Alcoholic Beverage and Cannabis Administration (ABCA), the Board of Zoning Adjustment (BZA), the Zoning Commission (ZC), and the Council are well established, this is not the case for all District agencies before which Commissions may wish to engage. Furthermore, Commissions may present their views on a wide range of issues and are not restricted to presenting their views only on issues entitled to ‘Great Weight.’

One area where Advisory Neighborhood Commissioners have been very engaged is during Council hearings. Yet, challenges exist to ensuring that ANC engagement before the Council is equitable and fully represents the wide range of views across Commissions. While Council hearings are publicly noticed, many Commissioners do not monitor the Council calendar. Newly introduced Council bills can be found online via the Council’s Legislative Information Management System (LIMS), but many Commissioners find this resource to be clunky and challenging. Further still, many Commissioners do not have the time or resources to review every newly introduced Council bill and analyze its impacts or benefits to their communities. As a result, those testifying before the Council at hearings tend to be Commissioners who have figured out how to navigate the system and/or have prior advocacy experience. This means that historically Commissioner testimony has not always been fully representative of every neighborhood or point of view.

To ensure that every District resident’s views are fully represented, and that every Commissioner is best positioned to advocate for their constituents, the Council has tasked the Office of Advisory Neighborhood Commissions to “providing electronic or in-person briefings, as requested by a Commission, on legislation under review by the Council, using OANC personnel or through coordination with Council staff, as necessary.”⁶³ This statutory requirement, however, is reactive rather than proactive as it instructs the OANC to act upon request. To fulfill its

⁶¹ See D.C. Official Code § 1–309.10(f)

⁶² See D.C. Official Code § 1–309.10(h)(2)

⁶³ See D.C. Official Code § 1–309.15(c)(12)

statutory obligation fully, the OANC must position itself as a leading conduit between the Council and Commissions with regards to notification of legislation under review. It can do this by reviewing new bills, providing analysis of significant bills, and monitoring the Council hearing calendar in order to alert Commissioners of issues that may be of interest to them. By providing guidance on the hearing process as well as salient legislative points, Commissioners will be better equipped to engage and advocate for their communities ensuring that all residents' views are incorporated into the District's legislative process – and thus achieving the core function for which ANCs were established.

Long-Term Performance Goals

- By December 21, 2024, create regular report to ANCs of significant bills newly introduced to the Council of the District of Columbia.
- By December 31, 2024, determine if LIMS API can provide opportunities to keep Commissioners better informed.
- By June 30, 2025, the OANC will provide written testimony to no fewer than two bills related to ANC matters.
- By December 31, 2025, the OANC will review at least three existing legislation tracking software products and evaluate benefits to ANCs and feasibility.
- By March 31, 2026, the OANC to launch effort of providing executive summaries of bills impacting ANCs to Commissioners.

Strategies

Evaluate Existing Legislation Tracking Software: The OANC will review existing legislation tracking software such as Plural and Quorum to evaluate their costs and potential benefits to Commissions with a particular focus on Council legislation.

Investigate LIMS API Data: LIMS provides some access to legislative data via an API. The OANC will work with the Council to better understand the LIMS API process and identify opportunities to provide this data more seamlessly to Commissions.

Review and Analysis New Bills of Value to ANCs: The OANC will review newly introduced Council bills and bills scheduled for hearing to identify those of interest to Commissions. The OANC will analyze the bills with the greatest impact to ANCs and develop executive summaries/briefings for distribution to the Commissions.

Partner with Council Committee Staff to Brief ANCs on Important Bills: The OANC will endeavor to work with Council Committee Staff to develop and provide briefings, Q&A sessions, or town hall discussions to better understand the intent and impact of pending legislation important to ANCs.

Increase OANC Testimony Before the Council: In cases where Council legislation may have a significant impact on OANC and/or ANC operations, the OANC will increase its participation before the Council to insure the greatest potential benefit to the OANC/ANCs is achieved.

External Factors and Emerging Issues

Factors that impact the DC legislative process include notification processes, Council committee schedules, and Federal review. An equally challenging factor is grassroots advocacy that often initiates advocacy on issues in advance of Council action, creating confusion and minimizing effectiveness.

Currently, there is no requirement for the Council of the District of Columbia to provide notice or related briefings to the OANC concerning newly introduced legislation. From time to time, outreach may occur but typically tends to be after a bill's introduction rather than before. This requires the OANC and Commissioners to either check the LIMS database frequently or look for legislation tracking services which do not always function well at the local level.

Once a bill is introduced, there is also no reliable timeline for when hearings for a bill may be scheduled, or even if a hearing will be scheduled. Upon introduction, a bill is frequently referred to a committee where it is expected to be scheduled for a public hearing. However, many bills do not move forward before the end of the Council two-year term resulting in either their death or reintroduction in the next Council term . . . and for bills lucky enough to get before the Committee of the Whole for a vote, if passed they still need to be signed by the Mayor and pass the Congressional Review period. Though this process suggests frequent opportunities for Commissioners to provide written and oral testimony, the reality is that significant input from Commissioners rarely occurs outside of a few high-profile bills. To ensure that ANC engagement in the legislative process is both timely and relevant, greater efforts need to be made to better engage Commissioners.

Many grassroots and special interest groups have recognized that ANCs are given 'Great Weight' on many important issues. While the provision does not apply to ANC advocacy to the Council of the District of Columbia, the Council does acknowledge when testimony is submitted by ANCs and Commissioners. A growing trend has been for groups to request that ANCs consider resolutions supporting their initiatives – frequently pre-written – with the goal of growing support for their causes. Unfortunately, much of this outreach and advocacy is premature as it is not related to any pending Council legislation, and as such, any action by the ANC is both unsolicited and unrelated to Council action. While the hope by those advocating for their causes is to demonstrate a groundswell of support, it rarely achieves that aim and instead may diminish the time ANCs spend on zoning cases, liquor licenses applications, and other agenda items where ANC input is both sought and impactful.

**Goal 5:
Provide Opportunities for Commissioners to Network**





Goal 5:

Provide Opportunities for Commissioners to Network

Commissioners Can Learn as Much from Their Peers and Government Partners as They Can from Formal Training Programs

As unpaid elected officials, Commissioners need to leverage every professional relationship available to them in order to thrive and be successful in their communities. One way to do this is to develop strong professional relationships with other Commissioners and their government partners. Even though the District of Columbia has a population of more than 680,000 people, its government operates due to strong personal relationships where people know each other by name.

Networking for Commissioners is not just about meeting new people or learning names, it's also about establishing and maintaining respectful relationships. It involves sustained connections with contacts in District agencies, sharing and receiving status updates on issues, and offering support and assistance when needed. It also requires diplomacy to know when to reach out and include others for advice and assistance in solving community problems.

While ANC's and Commissioners are permitted and encouraged to "meet jointly either formally or informally to deal more effectively with or respond to common issues and concerns,"⁶⁴ such collaborations have been infrequent. The OANC needs to be more engaged in working with Commissions to establish intra-ANC relationships. Such collaborations would assist Commissioners to learn from each other and can also inspire Commissioners to try new approaches or consider an issue from a different perspective. There are few issues that come before an ANC that another Commission hasn't already experienced. The ability to discuss complex zoning, development, or community issues with connections in other ANC's can offer unique perspectives and save time and effort. It can also enhance motivation and creative thinking leading to better results. These relationships become even more apparent where two or more ANC's are impacted by an issue in close proximity to them all.

The challenge for the OANC is to engage with Commissioners and create opportunities for them to come together through both formal and informal events where they can learn as much from each other as they can from the OANC.

⁶⁴ See D.C. Official Code § 1-309.12(a)

Objective 5.1:

Strengthen and Expand ANC Connectivity

Establish and Enhance Networking Opportunities for Commissioners Leading to Stronger Collaboration and Collegiality Across the District

Introduction

As with any profession, knowing who to connect with on any given issue can mean the difference between success and failure. In recognition of the importance of networking and key contacts to Commissioners, the Mayor’s Office is directed to provide assistance regarding “liaison efforts between the individual Commissions and District government entities to ensure responsiveness to Commission requests and compliance with current law.”⁶⁵ The result of this direction is the ANC Liaison List which the OANC consistently updates and provides to Commissioners. This list, however, does not go far enough. Commissioners have asked for opportunities to engage with each other and to engage with District agencies beyond merely a list of key contacts.

Networking for Commissioners can and has taken many forms, including attending community events, participating in online communities and forums, and forming issue-based caucuses. Such networking continues to be informal and tends to center around individuals who already know each other.

What Commissioners have reasonably requested from the OANC is support to establish more opportunities to bring them together from across the District. The OANC has done this virtually with topic focused meetings, but such meetings tend to be formally structured with no real opportunity for the attendees to get to know each other. The opportunities that Commissioners seem most interested in is the OANC assisting them with informal interactions, such as chatting with colleagues during breaks, sharing ideas and resources, and collaborating on projects. To better support this aspect of networking, the OANC needs to rethink and expand how it presents information to Commissioners and the missed social opportunities that occur in the virtual meeting setting.

Long-Term Performance Goals

- By December 31, 2025, engage with executive branch agencies to determine benefit and interest for agency-ANC open house events.
- By April 1, 2025, establish an annual ANC Night Out calendar for sporting events in DC.
- By June 30, 2025, establish a schedule for no fewer than one topic focused ANC town hall meeting per year.

⁶⁵ See D.C. Official Code § 1–309.12(d)(3)(B)

- By June 30, 2025, establish an annual pan-ANC meeting or symposium.
- By December 31, 2026, include at least three social hours in conjunction with a Commissioner training or meeting to foster networking opportunities.
- By December 31, 2026, explore at least two communication tools to explore virtual networking opportunities for Commissioners.
- By May 30, 2027, establish an annual pan-ANC cookout or social.

Strategies

Establish an ANC Night Out Sporting Event Series: The District government often secures ongoing access to stadium and sporting event boxes for their ongoing uses. The OANC needs to work within these agreements to establish at least one all-ANC night out social event per year at a baseball, basketball, or hockey game per season.

Incorporate Social Components to OANC Events: To the fullest extent possible, the OANC will structure events to incorporate opportunities for attending Commissioners to engage with each other for the purposes of community building.

Establish Unstructured Events for Commissioners: To expand upon opportunities for Commissioners to get to know either other, the OANC will host an annual open house in the spring, explore opportunities for an annual cookout, and work with the Council to continue the December holiday party tradition.

Establish Agency Specific Open Houses: The OANC will work with District agencies to establish or expand open house opportunities with the goal of Commissioners getting to know key staff and operational programs better.

External Factors and Emerging Issues

As networking opportunities tend to be centered on less formal activities, there is the challenge of finding the right balance between event location, subject focus, and attendance by Commissioners who may not see the value of getting to know colleagues outside of their own Commissions. Commissioners by and large tend to be focused on issues within their Commission areas and may not stop to consider if the issue before them is one that also occurs in other ANCs. For those that do realize that similar issues occur elsewhere, they may not have confidence that another ANC has greater experience than their own. Breaking down barriers between ANCs can take time and requires patience and constant effort. To this end, the OANC needs to ensure that at least some of the events they organize each year be nothing more than social events to better facilitate community building among Commissioners.

Goal 6: Enhance Community Outreach and Engagement





Goal 6:

Enhance Community Outreach and Engagement

ANCs Representing Well-Informed Constituencies are Better Served and Have a Stronger Voice in the District's Decision-Making Process

Introduction

The Office of Advisory Neighborhood Commissions seeks to build and strengthen connections between the OANC, Advisory Neighborhood Commissioners, and the communities they serve.

There is a common opinion among many Commissioners that “[b]eyond ANC Commissioners themselves, few people are aware of the broad set of responsibilities of ANCs.”⁶⁶ While it is true that significant populations in the District may have little to no knowledge of ANCs or the work they do, just as troubling is the heightened interest in ANCs by special interest groups who have come to see Advisory Neighborhood Commissions as the gateway to amplifying initiatives they hope will eventually be adopted by the Council and Mayor. These groups also frequently misattribute the powers, duties, and responsibilities of ANCs as they seek support for issues that are well outside the purview of ANCs. In many instances this has resulted in newly elected Commissioners being more activist than public servants and created unnecessary friction between Commissioners and their constituents.

A lack of community engagement can often hamper a Commission in its deliberations as its primary role is to ensure that the community voice is considered in the decision-making process. Highly engaged special interest groups also can take their toll on ANCs by requesting time to evaluate and opine on their initiatives and in so doing diminish the time a Commission devotes to weighing in on issues before Boards and Commissions expecting an ANC position.

While the issue of an informed and knowledgeable constituency is decades old, the advocacy, involvement, and lobbying from well-organized mission-focused special interest groups has been rising steadily in the last quarter century. Many grassroots organizations have matured and become well organized lobbying groups. Since 2010, direct lobbying of ANCs from organizations rather than from neighbors has grown to include ANC candidate endorsements, open houses for those considering ANC service, and attempts to offer training to Commissioners. The increase in non-governmental ANC engagement underscores a growing interest in the work Commissioners do and their need for stronger supports. Its rise is also the result of no alternative programming coming from the OANC.

⁶⁶ *Needed Enhancements at the Office of Advisory Neighborhood Commissions (OANC): A Report of the Advisory Committee to OANC for Services (ACTOS)*. December 2, 2021, p. 9.

Before 2023, there was an unwillingness from the OANC to expand ANC engagement without greater support for the OANC itself. The OANC was largely silent and absent in District communities, resulting in the one authoritative resource that knows what ANCs are and what they do being largely absent from the conversation. It is time for the OANC to engage and be present in community events and conversations.

What is clear is that neighborhoods with strong ANCs representing well-informed constituencies are better served and have a stronger voice in the District's decision-making process than those without. It is equally clear that increasing community awareness about ANCs cannot be accomplished by special interest or political action groups which have competing biases and agendas. Instead, ANCs composed of community-minded public servants can only succeed with a public outreach program that is led by the OANC and inclusive of ANCs' collaboration.

To achieve this, the OANC needs to be present at public celebrations, festivals, and events; help organize opportunities for Commissioners to come together during these events; provide guidance on using social media; and develop workshops and programs centered around the actual duties and expectations of Commissioners for those who want to know what their ANC Commissioner does and/or may be considering running to be an ANC in the future.

Goal 6.1:

Improve OANC & ANC Visibility

Hundreds of ANCs Participate in DC Cultural Events Every Year, But They are Hidden in Plain Sight as Volunteers for Other Organizations

Introduction

Being visible in the community is a key factor in being a successful Advisory Neighborhood Commissioner. Some Commissioners do this by attending community meetings, distributing newsletters and flyers to keep their constituents informed, and being out in their communities in general. In addition to being physically visible, effective communication by email and phone is also critical.

While Commissioners generally do a good job of being present in their neighborhoods, there is much more that can be done to raise awareness and visibility about Commissioners and the work they do through an effective communication and visibility strategy designed to ensure that ANCs are represented in citywide dialogues and events.

By statute, the OANC is charged with “increasing public awareness of the work of the Advisory Neighborhood Commissions”⁶⁷ and must be a key partner in raising general awareness about the value of ANCs and their contributions to their communities, and in so doing also improve visibility about ANCs in general.

From Open Streets to the Capital Pride Festival and the Dr. Martin Luther King, Jr. Peace Walk & Parade, there are hundreds of events across the District of Columbia in which the OANC and ANCs can participate. Currently, OANC participation is non-existent and ANC/Commissioner involvement is primarily through attendance in support of another group. While hundreds of Commissioners volunteer and participate in D.C. celebrations and cultural events every year, they are hidden in plain sight as they generally don’t do so as Commissioners.

Due to this, strategic communication plays a key role in strengthening Advisory Neighborhood Commissions’ role in the community and increasing their credibility. Their communication activities should focus not only on what action’s they will be considering at their public meetings, but why the action is needed, in the best interest of their constituencies, and emphasize shared values, interests and impacts when appropriate. By doing so, strategic communication will help ensure awareness, improve understanding, and enhance the perception of ANCs and their role in District government.

There are also opportunities to improve ANC visibility within District government as well. While most agencies are required to give ANCs ‘Great Weight’ on a variety of matters, not all matters considered by ANCs meet the ‘Great Weight’ threshold and as a result often go

⁶⁷ See D.C. Official Code § 1–309.15(c)(8)

unacknowledged. While many in government understand the value and benefits of working with Commissioners – even in unofficial capacities – all do not. Commissioners with deep knowledge of what agencies do and who have established strong relationships with them are among the most successful.

Often, early and informal ANC engagement with agency staff has created opportunities to review early versions of plans, better share community challenges and goals, and identify win/win approaches that often aren't available by the time a request for an ANC response becomes formal. While some Commissions have been good at developing these relationships, many others have not.

In this regard, the OANC needs to strengthen its roll in understanding the less formal relationships between District agencies and ANCs, the informal relationships between abutting ANCs, and assist all in creating opportunities for them to have the positive interactions necessary to achieve the outcomes every District resident expects.



(On March 8, 2020, Commissioners from ANC 1A and ANC 1B met informally with DDOT to review planned traffic safety improvements along 14th Street, NW)

Long-Term Performance Goals

- By December 31, 2024, the OANC will table in no fewer than three citywide events/festivals.
- By December 31, 2025, the OANC will develop a branding plan to enhance OANC presence citywide.
- By December 31, 2025, the OANC will organize no fewer than two opportunities per year for Commissioners to participate in District events.
- By December 31, 2025, the OANC will create a “Do You Know Who Your ANC Commissioner Is?” Tool Kit for ANCs. The kit will include engagement checklists, postcard and doorhanger templates, and best practices guides for using social media.
- By January 1, 2026, work with WMATA to create a Commemorative SmarTrip Card for the 50th Anniversary of ANCs.
- By June 30, 2026, the OANC will host no fewer than two mixer events to improve visibility between ANCs and District agency staff.
- By December 31, 2026, the OANC will work with DMV to determine the viability of a Special Tag program recognizing the service of former Commissioners.

- By December 31, 2026, the OANC will develop the “Do you Know Who Your ANC Commissioner Is?” campaign for deployment on social media. Additionally, it will seek to partner with WMATA for deployment at bus stops and Metrorail stations.

Strategies

Establish an OANC/ANC Presence at Key Festivals: Many D.C. festivals offer more than food, entertainment, and community. They also provide visibility opportunities for organizations and government partners to be present and engage. The OANC needs to take its place among festival vendors and organizations with the primary goal of raising awareness of the OANC and ANCs.

Create Opportunities for ANC Commissioner Participation in D.C. Celebrations: Throughout the year, opportunities exist for organizations to participate in parades and other public celebrations. To heighten awareness of ANCs and increase their connections to the community, the OANC can initiate participation in these celebrations and provide a venue for Commissioners from across the District to come together and participate in a recognizable way.

Enhance the OANC/ANC Image Through Branding: Unlike many District agencies or elected officials, branding is inadequate for both Commissioners and the OANC alike. The OANC can improve visibility by developing a strong brand and promoting that brand through community engagement, social medial, and other community focused collateral.

Host Mixers/Events for Commissioners and Agency Staff: Establishing relationships is a fundamental foundation for effective service as an ANC. The OANC can help strengthen these relationships by hosting informal events that allow Commissioners and government partners to interact outside if the formal engagement process.

Create “Do You Know Who Your ANC Commissioner is Campaign”: Many residents are unaware of ANCs or the Commissioners elected to serve them. The OANC Website has a useful tool that can quickly identify the current Commission by residential address. The OANC will develop an information campaign to encourage residents to learn more about ANCs and use the ANC Finder tool. The Campaign will consist of:

- A Toolkit for Commissioners that includes checklists, templates, and guidance on best practices.
- A Social Media component to be deployed on Twitter/X, Instagram, Nextdoor, and other similar resources.
- Traditional collateral for deployments at bus stops, message boards, and other traditional locations frequently used to advertise events.

Develop a Program to Commemorate the 50th Anniversary of ANCs: FY 2026 marks the 50th anniversary of the Establishment of ANCs. The OANC will work with the Mayor’s office, the D.C. Council, WMATA, and others to establish and implement a public awareness campaign

recognizing the value of ANC over the past 50 years and honor all those who have served their neighborhoods in this capacity without compensation.

Collaborate with DMV to Create Member Tags for Former Commissioners: The Department of Motor Vehicles currently offers members of certain organizations special vehicle tags⁶⁸. Currently, organizations seeking the Director’s approval of an organizational tag must be a non-profit corporation, as that term is defined in § 501(c)(3) of the Internal Revenue Code (46 U.S.C. §501(c) (3)) must submit a membership application to the Director. By working with DMV to create member tags for former Commissioners would increase ANC visibility and be a respectful way to recognize the services of the hundreds of DC residents who have advocated for their communities without compensation.

External Factors and Emerging Issues

Community engagement shifted dramatically because of the COVID-19 pandemic. ANCs, in line with District government and local organizations shifted their approach and adopted virtual participation and digital engagement. In some instances, this resulted in an increase in public participation – however it also highlighted the digital divide – both within Commission areas as well as across the city – as many online participants were new and many familiar faces pre-pandemic were absent altogether.

Festivals and celebrations were another matter altogether. Beginning in 2022, public in-person events began to slowly return to their pre-pandemic schedules, though many community-based civic organizations have still not fully rebounded resulting in fewer opportunities for public engagement.

Overall, the inclusion of virtual engagement has added a new dimension and opportunities previously unavailable. In addition to participating in large community celebrations and being available for in-person conversations, many residents have come to expect a virtual component as well. The ability to participate remotely creates both a challenge and an opportunity. Access to stable internet service is not always available. However, it has become essential in order to increase outreach, encourage participation, and be inclusive. It also allows for the creation of collateral that can be shared via social media or in emails.

⁶⁸ See: [Organizations Offering DC DMV Vehicle Tags | dmv](#)

Objective 6.2:

Develop Social Media Guidance and Engagement Plan

Political polarization in General Presents Challenges in the Use of Social Media. Guiding ANC's on the Ins and Outs of Working in this Space is a Must

Introduction

Perhaps the biggest and most obvious role of government social media accounts is serving as a source of community updates and announcements. This includes everything from events and road closures to upcoming policy changes and breaking news. Within the context of Advisory Neighborhood Commissions, social media is equally valuable as a resource that increases public awareness of the work Commissioners do, the work that the OANC does, and by so doing, providing feedback and oversight to each.

While most Commissioners are aware of the benefits of using social media as a tool to inform their communities, many have expressed concern, confusion, and frustration on how to use it as public officials due to conflicting guidance – or more often a lack of guidance – from various District agencies.

In collaboration with the Office of the Attorney General, the OANC issued guidance informing Commissioners that “[a]dvisory Neighborhood Commissioners cannot block anyone on any official social media account. Furthermore, Commissioners should not block access on personal accounts where they also discuss ANC business.”⁶⁹ Yet questions remain about how to navigate social media in response to persons who post or make inflammatory, abusive, insincere, digressive, extraneous, or off-topic messages. Equally important is the unfulfilled request by Commissioners for comprehensive “guidance regarding prohibited social media activity on government-run social media platforms,”⁷⁰ particularly related to potential linkages to political campaign activity. On this last matter, in 2020 the Board of Elections in reviewing a 2019 case in which the Office of Campaign Finance fined ANC 2B for using their Twitter/X account to promote a D.C. Council Candidate, the Board agreed with the ANC that . . .

“[w]hile the definition of political activity is clear, the manner in which it can manifest on social media is not as straightforward.” As a result, the Board strongly recommends that OCF issue guidance that will inform District government public officials as to what types of usage on government-run social media constitutes campaign-related activity such that it would run afoul of D.C. Official Code 1-1163.36(a) and /or 3 DCMR 3301.1(a).⁷¹

⁶⁹ See *Constituent Access to Advisory Neighborhood Commissioner Social Media Accounts*. OANC General Guidance No. 2023-004. July, 2023, available at:

https://anc.dc.gov/sites/default/files/dc/sites/oea/publication/attachments/2023-004_constituent_access_to_anc_social_media_accounts.pdf (accessed July 14, 2023).

⁷⁰ See Board of Elections Administrative Order No. 20-027: “Hearing De Novo on OCF Order” available at: <https://dcboe.org/CMSPages/GetFile.aspx?guid=71c73744-f65e-45cd-8d34-3e8a3c1847a4> (accessed July 14, 2023).

⁷¹ *Ibid.*

To date, comprehensive social media guidance has not been developed nor provided to Commissioners, creating a challenge and opportunity. The opportunity for the OANC is to collaborate with the Office of Campaign Finance, the Board of Elections, the Board of Ethics and Government Accountability, and the Office of the Attorney General to establish social media guidelines for Advisory Neighborhood Commissioners. Such guidance needs to be more than merely a list of prohibitions. The guidelines also need to incorporate best practices, recommendations for effectively using social media, and advice on deescalating conflict on social media. Guidance to Commissioners also needs to be specific as well as general and include technical tips highlighting how to use the features of each platform to achieve the goal of effective communication and outreach to communities of the District of Columbia.

Long-Term Performance Goals

- By April 30, 2024, provide guidance for best practices when using and engaging on social media.
- By April 30, 2024, establish baseline strategy for OANC's engagement on social media.
- By June 30, 2024, initiate record keeping and reporting on OANC social media engagements, including metrics for "likes," shares, comments, and mentions.
- By August 31, 2024, provide comprehensive social media guidance to all Commissioners.
- By December 31, 2024, provide deep technical guidance for Commissioner use of Twitter/X, Facebook, Instagram, LinkedIn and NextDoor.
- By December 31, 2024, increase OANC follower count by 15%.
- By December 31, 2024, increase OANC engagement by 25%.
- By December 31, 2024, create a series of short quizzes about the work ANCs do for dissemination on social media.
- By June 30, 2025, establish internal guidelines for OANC regarding frequency of posting, the types of content posted, and schedule of posting based on feedback from followers.
- By December 31, 2025, the OANC will develop an engagement strategy to decrease perception that OANC is an enforcement agency.

Strategies

Collaborate with DC Agencies to Establish Comprehensive Social Media Guidance: OANC will partner with the Office of the Attorney General, the Office of Campaign Finance, and the Board of Ethics and Government Accountability to develop comprehensive guidance for elected officials choosing to use social media. Such guidance would apply to all elected officials in the District of Columbia.

Provide Technical Guidance for Commonly Used Social Media: OANC will become proficient in the tools and features of the most commonly used social media platforms in order to provide technical guidance on permissible uses of platform features for public officials.

Provide Guidance on Best Practices for Engagement on Social Media: The OANC will develop guidance and recommend strategies related to public engagement and recommended content on commonly used social media platforms. Such guidance will include tips and recommendations for how to engage when communication devolves from civility.

Engage Constituents and Grow a Greater Community Presence: The value of social media is the ability to connect with residents, increase visibility, and expand outreach. Adoption of a professional and community forward engagement program will increase OANC visibility, help the OANC connect issues to Advisory Neighborhood Commissioners, and increase awareness of what the OANC and ANCs do.

External Factors and Emerging Issues

A significant challenge for Advisory Neighborhood Commissioners is that many choose to use Twitter/X and other social media to amplify person positions on issues related to Council or Mayoral action. Additionally, some have used the platform to connect themselves to issues well beyond the scope of their office. In so doing, platform users have quickly identified them as local politicians even though Commissions are non-partisan, hyperlocal bodies.

As ANCs do not set District policy nor initiate legislation – and even at their strongest their authority is advisory – party politics plays no role in the decisions of ANCs. None-the-less this has not prevented the occasional Commissioner from engaging on social media from a political point of view or from social media users attacking Commissioners when they have shared positions taken by their Commissions. This can lead to unexpected uncivility on social media from both residents of the District as well as users from across the Nation who both praise and lambast the District’s local government generally based on party politics.

Political polarization in general is a challenge likely to continue and intensify on a national level and bleed into any conversation that involves elected officials at every level of government. The online social media environment presents significant challenges in this space.

Users can encounter statements they might consider highly contentious or extremely offensive – even when they make no effort to actively seek out this material. Similarly, political arguments can encroach into users’ lives when comment streams on otherwise unrelated topics devolve into flame wars or partisan bickering. Navigating these interactions can be particularly fraught in light of the complex mix of close friends,

family members, distant acquaintances, professional connections and public figures that make up many users' online networks.⁷²

These challenges make it critical for Commissioners to know the ins and outs of using social media, how to strengthen their communications to those who have elected them to serve, and how to manage unexpected and disruptive engagements when they occur.

Similarly, general confusion persists that the OANC is more than a resource for Commissioners. For example, on Twitter/X those who mistakenly believe that the OANC is an enforcement agency or has a supervisory role for ANCs both tag the OANC in their Tweets and then attack the OANC for inaction where they believe enforcement action is required. To address perceptions of what the OANC is not, a sustained communication strategy needs to be developed and implemented to positively share what the OANC is and is delivering for ANCs.

⁷² Maeve Duggan and Aaron Smith, "The Political Environment on Social Media," Pew Research Center. October 25, 2016, available at: <https://www.pewresearch.org/internet/2016/10/25/the-political-environment-on-social-media/>. (accessed July 16, 2023).

Goal 6.3

Establish a Community Education and Outreach Program

Investing in the Community Today Leads to Stronger Communities and ANCs Tomorrow

Introduction

The importance of establishing a community Education and Outreach program cannot be understated. Education and Outreach, as defined for the OANC, focuses on providing resources and service for ANC constituents who may otherwise lack access to them or be unaware of the work that Advisory Neighborhood Commissions do. The aim of an OANC Education and Outreach program is to raise awareness around ANCs, improve an understanding of how ANCs serve their communities, and as a result strengthen and build community resilience.

While education often refers to the education around a particular issue and outreach refers to the direct engagement and activities to get stakeholders excited and involved, an effective OANC program could include a variety of different forms such as:

- Public talks and newsletters
- Training sessions
- Workshops
- Mentorship
- Symposiums and Panel Discussions

Within this context, the OANC would not only be heightening awareness of ANCs, but also of OANC's role in supporting ANCs. Broader community engagement also creates a feedback loop whereby residents across the District have a stronger, more direct connection to the OANC to elevate issues and share ideas related to establishing and maintaining excellence within the ANC/OANC environment.

Long-Term Performance Goals

- By May 31, 2024, establish an information program for residents interested in running for ANC in November.
- By December 31, 2024, initiate a program highlighting significant accomplishments by ANCs or Commissioner profiles for distribution on social media and OANC newsletters and emails.
- By December 31, 2025, participate in no fewer than four (2) public roundtables, forums, or panel discussions to provide expertise related to ANCs.
- By March 31, 2026, create companion On-Demand training for OANC How-to Guides.
- By June 30, 2026, establish a library of short videos focused on fun facts, small issues, or ANC/OANC highlights for distribution via media channels.

Strategies

Establish OANC Residents Orientation and Leadership Programs: One way to quell the high rate of ANC resignations and onboard new Commissioners focused on service is to invest in residents before they step up to serve as Commissioners. The OANC has been completely absent in this space despite growing interest and engagement from community-based special interest activist groups. The OANC must lead in the development of programs, orientations, and educational opportunities for those considering service as a Neighborhood Commissioner before they are officially candidates in November.

Develop Quick Engagement Tools: Education about ANCs can be amplified through a series of Commission/Commissioner highlights, quizzes related to ANCs and the OANC, and brief videos. These engagement tools will be developed to be brief, fun, and informative. Formats will vary so that they can be distributed on social media, web sites, or in person.

Participate in Public Roundtables, Forums, and Panels: While the topic of ANCs frequently comes up in community discussions, panel discussions, or public forums, the OANC is rarely – if ever – included as a presenter at these events. The OANC can change this dynamic by building stronger relationships with groups such as the D.C. Open Government.

External Factors and Emerging Issues

Former Advisory Neighborhood Commissioners and advocacy/grassroots organizations have increasingly taken on the role of publicly speaking on behalf of ANCs and ANC issues at Council oversight hearings and on social media. Such engagement has grown in proportion to growing awareness of ANCs and their value in the District’s decision-making process. Even within the ANC community, some current Commissioners speak during Council hearings and meetings on behalf of all ANCs citywide with no authority to do so and without a broader understanding of the diverse culture and needs of neighborhoods across the District. These incursions have taken root due to the OANC’s past failure to engage in the public discourse concerning ANCs outside of the formal oversight hearing process.

As non-paid elected officials, another misperception that has diminished ANC effectiveness is that Commissioners are “volunteers.” They are not. Though made up of unpaid Commissioners, only the ANC represents the official position of a community. Unlike civic groups or special interest groups, only ANCs are automatically parties to liquor license applications, zoning cases, and the official voice responding to DDOT notices of intent. When applied properly, the ‘Great Weight’ given to ANCs ensures that unbiased, deliberative, and community focused feedback and advice is considered and included in the District’s decision-making process. The perception that ANCs are mere volunteers greatly undermines their effectiveness and calls into question the value they provide throughout the District.

What is clear is that the OANC must be present, engaged, and reestablish itself as the primary authority on ANC matters and highlight the benefits Commissions bring to every neighborhood. Continued failure of OANC to engage communities will only decrease equity across neighborhoods, lead to increased disinformation about ANCs becoming entrenched in perception, and result in newly elected Commissioners who are ill equipped to fairly represent residents in their single member districts.

DRAFT