

**OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS  
RESPONSES TO THE COMMITTEE ON HOUSING PRE-HEARING  
QUESTIONS FOR FY 2025-2026 PERFORMANCE OVERSIGHT  
SUBMITTED JANUARY 16, 2026**

**PART 1: AGENCY-SPECIFIC OVERSIGHT AND PERFORMANCE QUESTIONS**

1. *In 1–2 paragraphs, describe OANC’s core functions and the specific legal authorities you use to deliver them (e.g., QFR review, allotment release approvals, training requirements, technical assistance funds). Identify the 3–5 highest-impact decisions OANC makes in a typical quarter, what information you rely on to make them and which of those decisions are required by statute versus guided by internal policy or discretion.*

**Answer:** The core legal authority and function of the OANC is determined by D.C. Official Code § 1–309.15, which states that:

(a) There is hereby established an Office of Advisory Neighborhood Commissions 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](#).

It is noted that the OANC’s chief responsibilities related to Quarterly Financial Reports is to review the reports, and based on the documents submitted by each ANC, recommend the release or withholding of quarterly allotments to each Commission. The OANC is not vested with the authority to audit ANCs, a power primarily reserved for the Office of the D.C. Auditor.

It is also worth noting that many across the District government conflate and confuse the roles and authorities of ANCs with the OANC. There are currently 46 ANCs, which are independent deliberative bodies. The OANC is a separate office in the legislative branch of government. The OANC does not have authority to supervise ANCs but, rather, to provide advice and technical support. Similarly, the OANC does not have oversight over ANCs. The Council of the District of Columbia has assigned oversight of the Advisory Neighborhood Commissions, including the Office of Advisory Neighborhood Commissions, to the Committee on Housing,<sup>1</sup> and no ANC oversight hearings or roundtables have occurred for several years.

2. *Identify up to five statutory mandates, service responsibilities, or critical projects where OANC cannot meet expectations with current resources or authority. For each, provide:*

- a. *the specific mandate/project;*
- b. *what “meeting expectations” would look like (deliverable + standard);*

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<sup>1</sup> See *Rules of Organization and Procedure for the Committee on Housing, Council Period 26* at: <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://dccouncil.gov/wp-content/uploads/2017/03/Committee-rules-Housing-CP26-01.23.2025.pdf>

- c. *the specific constraint (staffing, funding, authority, tech dependency, procurement, interagency barrier);*
- d. *the practical consequence for ANCs/residents when the constraint is not addressed; and*
- e. *the specific fix requested (budget enhancement, reprogramming authority, legislation, MOU/interagency change), including an estimated cost or staff impact where applicable.*

**Answer:** The OANC has a single legislative mandate. As stated in the response to Question 1, this mandate is “to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions”. In addition, “[t]he 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.” (emphasis added)

In order to respond to this question, it is important to keep in mind that many conflate the roles and responsibilities of ANCs and OANC. As such, there may be service “expectations” of the OANC that are misplaced, misassigned, or outside our statutory mandate. A common misperception is that the OANC manages or supervises ANCs and Commissioners. As ANCs are independent bodies, we have no supervisory authority. As a legislative agency, the OAG has also clearly opined that we have no regulatory or rulemaking authority.

Within this framework, the following service expectations are provided to identify known issues and clearly delineate whether the service responsibility belongs to the OANC or another body:

- Service Responsibility # 1 – Agency Liaisons: By statute, the Mayor is assigned the responsibility of providing agency liaisons.<sup>2</sup> The OANC regularly contacts agencies to update our list of agency liaisons, which we provide to ANCs. OANC relies on agency liaisons to resolve constituent and ANC escalations, but many designated liaisons are senior leaders who lack the day-to-day know-how or bandwidth to resolve ANC issues or complaints promptly. This creates a coordination gap: complaints are frequently rerouted into multiple agency queues (MOCRS, EOM, Agency), leading to delayed responses, eroding OANC and ANC trust, and leading to multiple parties spending significant time following up to secure resolutions.

To address the operational gap, OANC is exploring a two-track approach. Short term, OANC will convene a pilot quarterly liaison townhall focused on the highest volume complaint categories (e.g., sanitation, public space, permitting) and will invite each agency liaison or representative to participate. Each participating agency will be asked to designate both a senior representative and an operational liaison (staff level) who can accept and act on day-to-day escalations. The primary constraints are interagency authority and role definition and the absence of legal requirements or formal MOUs or SLAs that define responsibilities and timelines. Without formalized expectations, complaints cycle back into agency helpdesk and customer service queues and ANCs experience inconsistent service. OANC is hopeful we can execute MOUs or SLAs with high-volume partner agencies, as this would be mutually beneficial.

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<sup>2</sup> See D.C. Official Code § 1-309.12(d)(3)(B).

- Service Responsibility # 2 – Mandated Training: The OANC fully meets, often exceeds, and is in full compliance regarding the agency’s statutory mandate to provide mandatory training for Advisory Neighborhood Commissioners. Under existing law, OANC is required to conduct at least two training sessions per calendar year for all Commissioners.

However, the statute also mandates that “Commissioners shall attend at least one training session per year conducted by the OANC.”<sup>3</sup> Compliance of this mandate is assigned to each Commissioner, not to the OANC, the Commissions, or any other agency. The statute is silent as to penalties for Commissioners failing to meet their training requirement and some have wrongly framed this service gap as an OANC failure. As the OANC has no regulatory authority that would ensure Commissioner compliance, we therefore cannot guarantee that all Commissioners possess the baseline levels of knowledge and preparedness across single member districts. This creates an uneven understanding of legal requirements, FOIA processes, open meetings obligations, and proper management of financial records and controls.

In order for all Commissioners to meet their statutory training requirements, enforcement mechanisms, including completion timeframes, a listing of core required courses, and penalties for non-compliance, would need to be established. Such a framework would also need to consider an appropriate standard that does not unduly punish Commissions or communities where the majority of Commissioners are in compliance. There is also an argument that the training needs of Commissioners not serving as officers is *de minimus*. Should the Committee on Housing pursue this path, the OANC highly recommends that any legislation on this matter not be buried in a Budget Support Act but rather introduced as stand-alone legislation leading to public hearings or roundtables at which the OANC would testify.

The OANC is committed to meeting ANC training expectations and, with our investment in the Absorb training platform, we are well positioned to provide a broad range of training opportunities, including self-assessments with certificates of completion and tracking of Commissioners’ progress.

The Council must consider whether or not an enforcement mechanism is needed for Commissioners who do not meet their training requirements and, if so, what penalties would be appropriate.

3. ***List all legislative initiatives OANC actively advanced or materially shaped in FY25 and FY26-to-date. For each, provide:***
- the bill/policy name;***
  - OANC’s role;***
  - the operational impact on ANCs or OANC (what changed);***
  - implementation status and any barriers; and***
  - any implementation challenges or unintended consequences that emerged after enactment.***

**Answer:** The OANC has not been able to advance legislative initiatives outside of the

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<sup>3</sup> See D.C. Official Code § 1-309.13(s).

changes with the Budget Support Act outlined in the answer to Question 54 because the OANC has not found a Councilmember willing to introduce such initiatives. This includes this Committee, as outlined in the answer to Question 56. The OANC is currently working with the Committee on Executive Administration and Labor (CEAL) on legislation that was introduced related to ANC mid-year elections and with the Committee on the Judiciary and Public Safety on legislation it has not yet introduced that would impact ANCs.

During the FY 2024 oversight, the Committee on Housing specifically requested the OANC to work with the Committee on advancing legislation related to making child-care more accessible to Commissioners when they are on official business. The then-Committee staff did not express interest in the issue and changes in staffing within the Housing Committee also prevented the issue from moving forward. OANC staff worked with Commissioner Stamper, ANC 7C06, who drafted legislation and sent it to all Councilmembers and this Committee. (See *Attachment A*). The credit for drafting is all with the Commissioner.<sup>4</sup> Commissioner Stamper did not receive an answer from any Councilmember's office or the Committee.

**4. Provide an update on OANC's Strategic Plan, including current draft goals/objectives, implementation timeline, and assigned ownership. Identify what has changed operationally to date and what remains outstanding to meet the Committee's January 2026 and June 2026 deadlines and what operational or accountability consequences would result if those deadlines are missed.**

**Answer:** OANC will meet the Committee's recommendation for a final plan by June 2026. However, it must be noted that a strategic plan is not the highest priority for the OANC, nor was it a priority identified by the OANC. The goal of a strategic plan was chosen by the Committee long before the current Director was hired. OANC accepted this request and drafted a plan before the Director was able to fully assess the needs of OANC.

The most critical need of the OANC is to establish and publish an internal policies and procedures manual. Under the Director's leadership, many of OANC's internal policies and workflows have been reviewed and strengthened over the past three years. With the addition of a Chief of Staff, OANC is now positioned to take on this work. The need for a policy manual has not just been identified by OANC, but also by the Auditor, the Office of the Inspector General, and the Committee on Housing.

Regarding the Strategic Plan, OANC is completing a full rewrite of its plan to reflect 2025 accomplishments and to set priorities for FY 26–27. The Chief of Staff is leading the rewrite with input from the Advisory Board and OANC staff; the document format is in final review and OANC anticipates sharing the draft in Q2. The Plan will establish measurable goals, assign ownership, and set timelines to improve governance, training, technology, and operational support for all 46 ANCs.

Draft goals and owners include:

- Governance and Accountability: publish KPIs and a reporting cadence for QFR timeliness and accuracy (Owner: Chief of Staff / QFR Administrator / Director);
- Training and Capacity Building: launch a 12-month learning calendar and tailored

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<sup>4</sup> Commissioner Stamper has since resigned as a Commissioner but remains interested in the issue.

Absorb learning paths for Commissioners (Owner: Training Specialist);

- Technology Modernization: deploy a new QFR portal with OCTO and evaluate enterprise license opportunities for commonly used services (Owner: IT Specialist / Chief of Staff); and
- Operational Support: formalize document archiving, explore shared services such as centralized non-electronic mail, and expand peer-learning convenings (Owner: Chief of Staff / Director)

Operational progress to date includes: Absorb LMS implementation and development of the training calendar, completion of Zoom Enterprise integration, and an operational hybrid meeting equipment loan program. OANC has completed initial requirements and design work for the new QFR portal and is in development with OCTO.

Outstanding items necessary to meet Committee deadlines are: finalize the Strategic Plan and assign measurable KPIs by January 2026; complete QFR portal development milestones and pilot by June 2026; and formalize MOU/SLA templates for liaison town halls and shared services. If these deadlines are missed, transparency on KPIs and performance measures will be delayed, QFR submission and review inefficiencies will persist, and compliance risk may remain unchanged.

**5. *Identify the core performance indicators OANC leadership reviews at least quarterly to manage the agency. For each metric, provide the FY25 actual, FY26-to-date, and FY26 target (if any), and briefly describe how leadership uses the metric to make decisions. At minimum, include indicators for: QFR timeliness and completeness; allotment release memo timeliness; training participation; grant compliance outcomes; and technical/legal support response times.***

**Answer:** The OANC has a small staff of 10 positions, including the Executive Director. This provides direct day-to-day engagement, discussion, guidance, and corrective actions that would not be possible in a larger agency. Therefore, we do not have performance indicators that we review outside of the formal performance management cycle outlined in Question 50. That process includes goal setting, midyear check-ins, and year-end reviews. Regular one-on-ones, team meetings, and an open office environment support early identification and remediation of performance issues.

The OANC adopted and initiated the formal performance management process at the beginning of FY25 to better document, support, and provide clearer performance guidance to each staff member. This allows the OANC to set performance expectations, review progress mid-year, and then evaluate progress and success at the end of the year.

Concerning the areas of interest identified in the question, we do not have indicators for grant compliance outcomes outside of the QFR review and allotment approval process. It is worth noting that while tracking grant compliance may be useful data that could inform OANC engagement with an ANC, it does not have a direct correlation to OANC performance due to the non-supervisory nature of the OANC. Similarly, neither training participation nor the timeliness of an ANC in submitting their QFR report are indicators of OANC performance.

Historically, the OANC has not specifically tracked training participation, though we do keep sign-in sheets and lists of Commissioners who register for virtual training. This is information that is now easier to capture with the Absorb training tool. We understand that tracking training participation is an interesting data point, but also that there are no actions the OANC may initiate for Commissioners who do not meet their requirements.

Regarding the QFR process, the OANC reviews 184 QFRs each year for the 46 total ANCs. Following receipt of QFRs, the OANC reviews each Commission’s approved budget, meeting minutes, grant paperwork, receipts, and any other paperwork to verify compliance with applicable legal requirements.

The OANC uses the following dates to determine when a report is considered late:

<b>QFR Quarter</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
Due to the OANC by:	15 Feb	15 May	15 Aug	15 Nov

The OANC submits allotment release memos to the OCFO recommending the release or withholding of ANC funds based on the QFR review. Beginning in the third quarter of FY24, the OANC implemented the following schedule setting internal deadlines for the distribution of allotment memos to both ANCs and the OCFO:

<b>ANC Quarterly Financial Report &amp; OANC Allotment Release Memo Schedule</b>			
<b>QFR Quarter</b>	<b>Due Date to OANC</b>	<b>Release Memo</b>	<b>Due Date to OCFO</b>
Quarter 1	15-Feb	Quarter 3 Allotment	15-May
Quarter 2	15-May	Quarter 4 Allotment	15-Aug
Quarter 3	15-Aug	Quarter 1 Allotment	15-Nov
Quarter 4	15-Nov	Quarter 2 Allotment	15-Feb

A review of the OANC’s internal practices in FY25 for submitting release memos to the Office of Finance and Resource Management (OFRM) showed that 150, or 81.52%, of the Allotment Release Memos transmitted to OFRM were in compliance with the standard established in May 2024. This was a significant improvement over FY24, in which only 33, or 17.93%, of the Allotment Release Memos transmitted to OFRM were in compliance with the standard.

The OANC anticipates that the compliance rate will improve in FY26.

6. ***For FY25 and FY26-to-date, provide:***
  - a. ***Total FOIA requests received by OANC;***

**Answer:**

FY 2025: The OANC received one (1) FOIA request.

FY 2026: The OANC received eight (8) FOIA requests.

- b. ***Outcomes (granted/partial/denied/pending);***

**Answer:** For the FY 2025 request, no documents were found in response to the request.

In FY 2026, five of the FOIA requests that came through the FOIA portal were redirected since they were seeking documents within an ANC’s possession and not the OANC. There were no responsive documents within the OANC’s possession to one request properly directed at the OANC. The fifth request is currently being undertaken and is

expected to be completed with redacted documents in early February. The sixth request did not include an appropriate waiver request and is awaiting a decision from the applicant as to whether they want to pay the associated fees. This is also a substantial request seeking records back to 2017.

c. *Average and median response time;*

**Answer:** FY 2025 the response time was 20 days due to waiting on the return of an Electronic Search Request from OCTO.

FY 2026: The response time was 1 day for the one request. We expect to use the full 25 days for the request that is being processed due to the number of documents and the redactions. The clock has not started on the last request because the OANC is waiting for information from the applicant.

d. *Number of requests that resulted in litigation threats or administrative appeals; and*

**Answer:** FY 2025: The request to the OANC did not result in threats of litigation or an administrative appeal.

FY 2026: Two applicants filed an administrative appeal with the Mayor, one of which was upheld in favor of the OANC; the other was upheld in favor of the applicant and the requested document was provided.

e. *Whether any patterns emerged in FOIA requests related to specific ANCs or issue areas.*

**Answer:** The OANC only serves as FOIA officer for a Commission or Commissioner upon request. In many instances, for example currently in 1A and 7F, the ANC will serve as its own FOIA officer. Additionally, the OANC will submit electronic search requests on behalf of a Commission/Commissioner upon request without serving as FOIA officer. This is because only dc.gov email addresses can submit Electronic Search Requests to OCTO. Therefore, it is difficult to identify a pattern since we do not see or know of all of the requests made to ANCs. In the cases where the OANC has served as FOIA officer in 2025 and 2026, the most notable pattern emerging is of Commissioners submitting FOIA's on each other or upon their own Commissions. This has occurred several times in ANC 8A, and also in ANCs 8C, 7C and 8D, that the OANC is aware of, for FY 2025 and to date in FY 2026.

7. *For FY25 and FY26-to-date, provide the number of instances OANC was asked to serve as an ANC's FOIA officer, the number accepted, the number declined, and the reasons for any declines.*

**Answer:** FY 2025: The OANC was asked to serve as FOIA Officer for an ANC 4 times and all requests were accepted.

FY 2026: The OANC has been asked to serve as FOIA officer 7 times to date in FY 2026 (1/18/2025).

8. *Please list all formal complaints or grievances received in FY25 and FY26-to-date that relate to OANC service delivery, ANC support, transparency, or fiscal oversight. For each, provide: source type, issue category, resolution status, any policy/process change implemented as a result and whether similar issues have recurred since any policy or process changes were implemented.*

**Answer:** The OANC has received no formal complaints or grievances in FY 2025 or to date in FY 2026.

9. *Please describe the work of the OANC Advisory Board. Provide the current roster, attendance record since inception, and outputs produced (e.g., recommendations, course reviews, deliverables). Describe the policy and threshold for replacing inactive members, how vacancies are filled, and how OANC will proactively notify the Committee of non-participation and replacements.*

**Answer:** The purpose of the Board is to advise the OANC 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 the District of Columbia’s Advisory Neighborhood Commissions. as codified in D.C. Official Code § 1–309.15. Members serve terms of three years, except three members who initially were selected to serve two years and three members who were initially chosen to serve one year.

The members of the Advisory Board are:

Anthony Thomas Davis 1A06	Term 2024-2027
Gwen Lohse 2E06	Term 2024-2027
Adam Prinzo 3C02	Term 2024-2027
Dr. Antoine Kirby 4C02	Term 2024-2027
Joseph Bishop Henchman 5F06	Term 2024-2026
Davina Carson 6E07	Term 2024-2025
Ebony Payne 7D05	Term 2024-2026
Dasha Cleckley 8C03	Term 2024-2025
Jaque Manning, At Large Member	Term 2024-2026
Michael Wray, At Large Member	Term 2024-2027
Delia Housel, At Large Member	Term 2024-2026

Their biographies can be found at <https://oanc.dc.gov/basic-page/oanc-advisory-board>

The Board meets quarterly with approximately 80% attendance; two members have been identified as inactive. Board discussions centered around policy recommendations, legislative feedback, training course reviews, and guidance on technical assistance priorities. Board discussions also surfaced interagency friction points, most notably the working relationship with MOCRS, which the Board recommended addressing through targeted engagement and workshops. In 2025, the Board convened four times.

10. *Please provide an update on the implementation and use of Absorb, including how OANC uses Absorb data to identify non-participation and what follow-up actions are taken when required trainings are not completed.*

**Answer:** Procured in 2024, Absorb was fully deployed and implemented for ANC's in the fourth quarter of 2025. The platform now serves as the agency's centralized learning management system for all 345 Commissioners. We are migrating our YouTube materials to Absorb and moving forward with our course-based training resources being in a single, accessible portal. As part of this transition, the OANC is also working with Office of the Chief Technology Officer (OCTO) to incorporate several of their self-paced and on-demand training modules, focused on Microsoft Office and other commonly used DC Gov platforms into Absorb.

To date, all Commissioners have been issued credentials and granted access to the system. Early usage data shows approximately ten percent of Commissioners (45) are actively engaging with the platform. Recognizing adoption has been slow, OANC plans to launch a targeted communications and engagement campaign in FY26 to increase use.

OANC will greatly benefit from Absorb's reporting and analytics. The system will provide OANC enhanced visibility and knowledge retention capability, enabling the OANC to identify Commissioners who have not begun or finished required modules, track course completion, and generate engagement reports at both the individual and Commission levels. This information will facilitate OANC's goal to create tailored learning paths aligned with Commissioner roles and responsibilities.

It should be noted that, while Absorb enables OANC to identify non-participation, the agency's ability to take corrective action remains non-existent due to statutory limitations. Current law requires OANC to offer at least two trainings per year but does not provide enforcement mechanisms or penalties for Commissioners who do not meet their requirement to take two training sessions a year. As a result, OANC's follow-up actions are limited to reminders, direct outreach, and the provision of additional support or guidance to encourage participation. As noted in the response to POH Question #2, OANC would benefit from Council action strengthening the statutory framework governing mandatory training within an Executive branch agency if the Committee believes this requirement is critical.

**11. For FY25 and FY26-to-date, report the number of ANC meetings supported with CART/ASL and language access services, total costs, and distribution by ANC/Ward. Describe how OANC ensures commissioners are aware of and able to access these services.**

**Answer:** Below are the language reimbursements for ANC 1D processed in FY26 for oral interpretation services rendered in FY25 (October 1, 2024-September 30, 2025). Please note that the Office on Human Rights has not received reimbursement requests for written translations.

Oct 15, 2024—Check # 1031 \$200 Spanish Interpreting at monthly 1D ANC Meeting  
Nov 19, 2024 --Check #1033 \$200 Spanish Interpreting at monthly 1D ANC Meeting  
Dec 17, 2024—Check #1034 \$200 Spanish Interpreting at monthly 1D ANC Meeting  
Jan 14, 2025—Check # 1036 \$200 Spanish Interpreting at monthly 1D ANC Meeting  
Feb 18, 2025--Check # 1041 (included in three meetings: Feb \$200, May \$200, June \$200)  
March 18, 2025—Check #1039 \$200 Spanish Interpreting at monthly 1D ANC Meeting  
April 15, 2025—Check #1040 \$200 Spanish Interpreting at monthly 1D ANC Meeting  
June 17, 2025—Check # 1041 \$200 Spanish Interpreting at monthly 1D ANC Meeting  
June 25, 2025 – Check #1042 \$350 Spanish Interpreting for Safety Meeting for 1D ANC

## Meeting

Sept 16, 2025 – Check #1049 \$200 Spanish Interpreting at monthly 1D ANC Meeting

**Total 1D Reimbursement : 2,350**

FY25 Language Access Program specialists also attended the following ANC public meetings to ensure that Commissioners are aware of and able to access these services:

- 10/2/2024 ANC 2F
- 2/25/2024 ANC 4E
- 3/1/2025 ANC March Annual Onboarding Training (all Commissioners invited)
- 3/20/2025 ANC 4B
- 6/25/2025 ANC 1E
- 7/10/2025 ANC 1B
- 9/3/2025 ANC 1C

**12. For FY25 and FY26-to-date, provide a table of all instances in which the OANC withheld, reduced, or delayed the release of quarterly allotments to individual Advisory Neighborhood Commissions, or restricted an ANC's access to financial instruments (including debit cards, checkbooks, or bank accounts) as an enforcement or compliance action. For each action, identify:**

- c. *the ANC affected;*
- d. *the date the action was initiated;*
- e. *the compliance issue or triggering event;*
- f. *the documentation or corrective action required to resolve the issue;*
- g. *the duration of the restriction;*
- h. *whether and when the action was lifted; and*
- i. *whether similar issues recurred for the same ANC within the following 12 months.*

**Answer:** Please see the spreadsheet at [QFR Aging and Completeness Quarterly Summary Q12.xlsx](#)

In summary, there were 20 unique ANCs who had funds withheld due to missing documents that were later released. The median duration lasted 100 days; however, several ANCs experienced extended timelines. The top reasons for withholding these funds were related to missing supporting documentation such as invoices, receipts, or meeting minutes.

Among those with the most consistent tardy report filing, averaging more than 100 days late with two or more enforcement actions (partial release or withholding of funds), were ANCs 4A, 4B, 4C, 7B, 8B, 8D, and 8E. In these cases, the dominant issues were missing receipts, incomplete grant documentation, and security fund violations. Nearly half of the withholding actions were resolved by the next reporting quarter, and some wards (notably Wards 2 and 6) consistently cleared issues within one cycle. The elimination of the Security Fund penalty on July 8, 2024, followed by the sunset of the fund at the end of calendar year 2024 resulted in no ANCs having allotments withheld for expenditures occurring after July 2024 without an approved security fund or bond in place.

**13. For FY25 and FY26-to-date, provide a comprehensive report of all ANC grant requests reviewed by OANC, including:**

- c. *the ANC and Ward;*
- d. *the grant purpose;*
- e. *whether the review occurred before the ANC vote or after funds were*

- expended; and*  
 f. *the review outcome (approved, conditionally approved, deemed impermissible).*

Grants FY 2025

1	ANC Status	OANC received before ANC vote	Grant Name	
2	1A	Yes	826DC	Impermissible
3	1A	Yes	Christmas Tree Lighting - Columbia Heights	Permissible
4	1A	Yes	826 DC 2025	Impermissible
5	1A	Yes	Green Label Mural Grant Proposal	Impermissible
6	1A	Yes	BloomBars World Pride 2025	Part Permissible Part Imp.
7	1A	Yes	WP 2025 Cinequeer	Permissible
8	1A	Yes	Aids Memorial Quilt 2025	Permissible
9	1A	Yes	10th St. NW Block Party	Permissible
10	1A	Yes	Ayuda's Annual Job Fair	Impermissible
11	1B	Yes	21st Street Annual Community Day	Permissible
12	1B	Yes	VT Ave Gardens	Permissible
13	1B	Yes	Direct Expenditure, Shakespear in the Park	Permissible
14	1B	Yes	Final LeDroit Park Civic Association Block Party	Permissible
15	1B	Yes	Back to Stay	Withdrawn
16	1B	Yes	Direct Expense Light Post Banners	Permissible
17	1B	Yes	Direct Expense Shakespeare in the Park	Permissible
18	1B	Yes	Direct expenditures for a block party	Part Permissible Part Imp.
19	1C	No	Archeology in the Community	Impermissible
20	1C	Yes	Oyster-Adams Bilingual School Trip 2025	Impermissible
21	1C	Yes	Platform of Hope	Permissible
22	1D	Yes	Food for All/Ananda Marga	Part Permissible Part Imp.
23	1D	No	Mt. Ple. Fes. Display Lights Green LED Repla.	Permissible
24	1D	Yes	Parkwood Place Block Party 2024	Permissible
25	1D	Yes	Mt. P Columbia Heights Housing Analysis Phase 1	Permissible
26	1D	Yes	Native Plants Education and Plantings	Permissible
27	1D	Yes	Historic Preservation Impact Study 2025	Permissible
28	1D	Yes	Ayuda's Annual Job Fair	Impermissible
29	1E	Yes	Fall Fest Grant Request 2025	Permissible
30	1E	Yes	Direct Expense Light Post Banners	Permissible
31	2C	Yes	Thompson PTO Developing Student Agency Through Community Service Connections And Real World Learning Experiences	Permissible
32	3/4G	Yes	Friends of Chevy Chase Circle 2023	Withdrawn
33	3/4G	Yes	Dems at Lafayette Park Family Fun Day 2025	Permissible
34	3/4G	Yes	Chevy Chase DC Day 2025	Permissible
35	3A	Yes	Historic Preservation Impact Study 2025	Permissible
36	3B	Yes	Glover Park Village	Permissible

37	3B	Yes	Glover Park Alliance DBA GP Main Street	Impermissible
38	3B	Yes	Glover Park Citizen's Association	Permissible
39	3B	Yes	Miracle in the Alley/Amended Miracle in the Alley	Permissible
40	3B	Yes	Miracle in the Alley-Revised	Permissible
41	3C	Yes	Hardy PTO Lego Robotics Challenge	Permissible
42	3C	Yes	Historic Preservation Impact Study 2025	Permissible
43	3C	Yes	Woodley House for food bank	Impermissible
44	3D	Yes	Hardy PTO Math and Spelling Bee Comp	Permissible
45	3D	Yes	Palisades Trolley Trail wood chip spreading	Permissible
46	3E	Yes	Tenleytown Main Street 2025	Permissible
47	3F	Yes	DC Action Committee	Withdrawn
48	3F	No	Van Ness Main Street 2024 planting	Permissible
49	3F	Yes	Edmund Burke Invasive species removal and native plant planting	Permissible
50	3F	Yes	VNMS Pollinating Plants	Permissible
51	3F	Yes	District Fringe	Permissible
52	3F	Yes	VNMS good clean fun grant application	Permissible
53	3F	Yes	Direct Expense Crossing Flags for intersection on Reno Road	Permissible
54	4A	Yes	Project GiveBack 30th Annual Thanksgiving Food Distribution	Permissible
55	4A	Yes	East Rock Creek Village June Jazz Concert at The Parks	Permissible
56	4A	Yes	Grant Application - Day Eight	Permissible
57	4A	Yes	Hive Impact Fund Community Wellness Project	Withdrawn
58	4A	Yes	Hive Holiday SOS resource guide.	Permissible
59	4B	No	Takoma Park PTO 2024	Permissible
60	4B	No	Calvin Coolige Alum Health Fair	Part Permissible Part Imp.
61	4B	No	Ward 4 Mutual Aid	Impermissible
62	4B	No	Health 4 All Community Health Fair	Partially permissible partially impermissible
63	4B	Yes	Lamond Community Action	Permissible
64	4B	Yes	Manor Park Community Celebration	Permissible
65	4B	Yes	Young Playwrights' Theater - Giving Flowers Gallery	Permissible
66	4B	Yes	2026 TES and Friends Free Spring Carnival	Permissible
67	4C	Yes	Pendergast Assoc. Grant application for Job summit	Impermissible
68	4C	No	Soldier's Home Fall Fun Fest	Permissible
69	4C	Yes	Revised Woodley House Grant Application	Permissible
70	4D	Yes	Sherman Circle Spooktacular	Permissible
71	5A	Yes	QCCA Community Beautification	Permissible
72	5A	Yes	QCCA Community Day	Permissible
73	5A	Yes	QCCA Beautification day	Permissible
74	5A	Yes	NGTLC Community Day and Book Bag giveaway	Permissible
75	5B	Yes	Brookland Halloween Parade and Party	Permissible
76	5C	Yes	Ward 5 Teen Summit Part 2	Permissible
77	5C	Yes	Felicia's Woodridge Kitchen	Impermissible
78	5C	Yes	Gateway Community Association Inc. Grant App.	Permissible
79	5D	Yes	Historic Preservation Impact Study 2025	Permissible
80	5D	No	Flatline Boxing Beautification	Permissible

81	5D	Yes	Trinidad block party	Permissible
82	5D	Yes	Trinidad Future and History Festival	Permissible
83	5D	Yes	Direct Expense Mural on Flatline building	Permissible
84	5E	Yes	May 2025 Bloomingdale Community Day	Permissible
85	5E	Yes	Popsicle Festival	Permissible
86	5E	Yes	Historic Preservation Impact Study 2025	Permissible
87	5E	Yes	Gradie McCray Annual Stronghold Block Party	Permissible
88	5F	Yes	Metropolitan Branch Trail	Permissible
89	5F	Yes	Eckington Day	Permissible
90	6A	No	Miner elementary 2024	Permissible
91	6A	No	Celebrate Capitol Hill 2024	Permissible
92	6A	No	Maury PTA 2024	Permissible
93	6A	No	Guerilla Gardens of Washington DC 2024	Impermissible
94	6A		Guerilla Gardens Appeal to Director	Impermissible
95	6A	No	Atlas Performing Arts Center 2024	Permissible
96	6A	No	Hill Family Biking 2025	Permissible
97	6A	Yes	Glasses4Scholars 2025	Impermissible
98	6C	Yes	Creative Aging and the Choral Arts	Impermissible
99	6C	Yes	The h3 Project (Social Good Fund)	Permissible
100	6D	Yes	Season of Giving Community Engagement 50K (Good Projects)	Withdrawn
101	7B	Yes	Ward 7 Juneteenth Parade 2025 7B	Permissible
102	7C	Yes	(Nannie Helen Buroughs) NHB Day Grant	Withdrawn
103	7C	Yes	Ward 7 Juneteenth Parade 2025 7C	Permissible
104	7C	No	Direct Expense Expenses for a Block Party	Permissible
105	7D	Yes	Cooking With Curiosity	Impermissible
106	7D	Yes	DC Wise	Permissible
107	7D	Yes	Historic Preservation Impact Study 2025	Permissible
108	7E	Yes	Vegetarian Fox Book production	Permissible
109	7E	Yes	Ward 7 Juneteenth Parade 2025 7E	Permissible
110	7F	Yes	Ward 7 Juneteenth Parade 2025 7F	Permissible
111	7F	Yes	Commissioner Holcomb sent direct expenditure for review	
112	8A	Yes	UNIFI	Part Permissible Part Imp.
113	8A	Yes	Parlor for the People	incomplete
114	8A	Yes	The L'Enfant Trust	Permissible
115	8A	Yes	Kids President Coalition	Permissible
116	8A	Yes	DCX plosives MLK Day parade 2025	Permissible
117	8A	Yes	Historic Preservation Impact Study 2025	Permissible
118	8A	Yes	WARD 8 Freedom Walk and Jubilee Sponsorship	Permissible
119	8A	Yes	Adolescent Perspective Exhibition	Permissible
120	8B	Yes	FAN DC	Impermissible
121	8C	Yes	Campbell AME - Annual Homecoming Celebration 2025	Permissible

Grants FY 2026 to date

1	1B	Yes	Hive Impact Fund White Label	Impermissible
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2	1B	Yes	Holiday Fest at Common Good City Farm	Permissible
3	1D	Yes	Screening of La Manpleza documentary	Permissible
4	1D	Yes	Mt Pleasant Village Native Plants	Permissible
5	1E	Yes	Holiday Fest at Common Good City Farm	Permissible
6	2B	Yes	The Story of Our Schools	Permissible
7	2B	No	Direct expenditure Sent by DD Flags and decorations for Pride	Permissible
8	2B	No	Direct expenditure Printed posters to promote ANC meetings.	Permissible
9	2B	No	Direct expenditure ANC procured decorations for World Pride for within the ANC	Permissible
10	2C	Yes	Real World Learning (Thompson PTO)	Permissible
11	2C	Yes	Thompson PTO Improving Teacher Retention through A Show of Appreciation	Permissible
12	3/4G	Yes	Goods For Good Youth Action Board	withdrawn
13	3/4G	Yes	The Widow's Pantry	Impermissible
14	3A	Yes	Friends of Hearst Park	Permissible
15	3C	Yes	Math 180 to Support Math Learning (Hardy PTO)	Permissible
16	3C	Yes	Vine Removal from Trees	Permissible
17	3C	Yes	Cleveland Park main Street landscaping grant	Under Review
18	3F	Yes	Jackson Reed Rowing Club Grant	Permissible
19	4A	Yes	Hive Holiday SOS resource guide.	Permissible
20	4A	Yes	HIF Parenting with Confidence Webinar	Permissible
21	4A	Yes	Hive Impact Fund White Label	Impermissible
22	4B	Yes	Young Playwrights' Theater - Giving Flowers Gallery	Permissible
23	4B	Yes	2026 TES and Friends Free Spring Carnival	Permissible
24	5B	Yes	5B 13th Pl Halloween Block Party	Permissible
25	5B	Yes	Liberty Mountain Ski Trip-Burroughs PTO	Impermissible
26	5B	No	Direct expenditure Construction of little Food Pantry	Impermissible
27	5B	No	Direct expenditure Toiletries for homeless	Impermissible
28	5C	yes	FSEA Food Basket	Impermissible
29	5D	Yes	Little leaders Big Stories from Cre8	Impermissible
30	5D	No	Direct expenditure on mural where muralist was paid as individual. Payment to be made in two parts \$4,000 each	Impermissible
31	5E	Yes	Enhanced Learning Spaces for Student Growth/Langley PTO	Permissible
32	5F	Yes	Enhanced learning spaces for student growth/Langley PTO	Permissible
33	6C	Yes	Reading and Math with Friends Ludlow Taylor PTO	Impermissible
34	7B	Yes	Hillcrest Block Party	Permissible
35	7B	Yes	TCG2 (Ten % Christmas Gifting)	Impermissible
37	7B	yes	Unity Boat Club	Part perm part imper
38	7D	yes	Higher Achievement Program	Impermissible
39	8A	Yes	Unifest 2025	Permissible
40	8A	Yes	Direct Expenditure. Robert White's office asked ANC to provide water for a housing fair. Duplication	Impermissible

41	8A	Yes	Ward 8 Woods Forest Maintenance	Permissible
42	8A	Yes	MLK Holiday DC Grant 2026	Permissible
43	8C	Yes	Campbell AME - Annual Homecoming Celebration 2025	Permissible
44	8C	Yes	FSEA Holiday Food Basket Assembly & Distribution	Impermissible
45	8C	Yes	Inner Thoughts Holiday Initiative, FSEA	Impermissible
46	8C	No	Farmer's Market Grant request from FY 2025	Part perm part imper
47	8C	Yes	Ward 8 Woods Forest Maintenance	Permissible
48	8C	Yes	DC Umoja Night Celebration	Permissible
49	8D	Yes	Ward 8 Wood Conservancy	Part perm part imper

14. *For the same period referenced in question 13, please share:*

a. *How many grant requests were reviewed prior to an ANC vote?*

**Answer:** For FY 2025, 104 of 120 grant applications were reviewed before the ANC vote.

For FY 2026 to date, 7 of 49 have been or are being reviewed after the ANC vote. However, one came to the OANC before the expenditure.

b. *How many were reviewed only after funds had already been expended?*

**Answer:** For FY 2025, 16 were reviewed after the ANC vote; it is unclear how many of those the ANC had already expended funds. Of those 16, 3 were completely impermissible and two were partially impermissible.

For FY 2026 to date, six have been submitted after the expenditure has been made.

c. *For post-expenditure reviews, how many resulted in disallowed spending or required reimbursement?*

**Answer:** In FY 2025, 5 resulted in disallowed spending. More ANCs had spending related to grants disallowed due to incomplete paperwork.

In FY 2026 to date, 5 have resulted in a disallowance and one is awaiting review.

15. *Please identify any instances in which an ANC proceeded with a grant that OANC had deemed impermissible prior to a vote. For each instance, describe:*

- the enforcement tools used by OANC;*
- whether those tools resulted in compliance; and*
- any repeat occurrences involving the same ANC.*

**Answer:** The only ANC to proceed with a grant that the OANC deemed impermissible before a vote is ANC 4B for early FY 2025. Those Commissioners were not re-elected and were replaced in January 2025. The OANC withheld \$10,460.88 from ANC 4B allotments as a result of impermissible grants and incomplete grant close-out paperwork. The ANC continued to not supply the OANC with grant documents until those officers left the ANC. Part of the withholding was also from a grant recipient expending \$1,460.88 on items the recipient had been told were impermissible

and had agreed that the money would not be used for that purpose, and yet they did so anyway. The recourse against the grant recipient is to place them on the list of organizations not allowed to receive ANC grants.

16. ***Based on grant reviews and audits conducted during FY25-FY26:***

**Answer:** The OANC does not conduct audits. ODCA audits run generally 2-3 years behind, so no audits by ODCA have occurred for FY 25 or FY 26 spending. Grant reviews are generally conducted before a vote or an expenditure, so the review ensures the filed application paperwork is complete and the expenditure is appropriate. A grant review would not flag ANC compliance issues; those would be identified in the QFR review where a review of all the documents related to the grant, including receipts, is done.

a. ***identify recurring compliance failures that appear across multiple ANCs;***

**Answer:** The most common problem with grant compliance as identified in the QFR review is ANCs not providing all the required expenditure paperwork. In many cases, this is a result of the applicant not filing a close out report with the ANC.

b. ***note whether these issues have been previously flagged in OANC guidance, trainings, or audit findings; and***

**Answer:** The issues related to grant compliance are all covered in either the grant training, the training for Treasurers and officers, or in the grant application materials and guidance. It is also covered in the new Commissioner training after an electoral year.

c. ***describe what changes OANC has made-or plans to make-to reduce recurrence (e.g., revised guidance, pre-clearance rules, escalation protocols).***

**Answer:** When an initial grant review is conducted either in the memo or the cover email—which is to all Commissioners and the applicant—the need for the close out memo is usually mentioned. Again, this is generally done before an expenditure is made.

The OANC staff person who reviews the QFR materials sends repeated reminders of the need for paperwork when it is missing. Occasionally, when an ANC cannot get the materials from the applicant or there is a dispute with the applicant, the OANC General Counsel is asked to get involved. The GC will remind the applicant of their duty to supply the documents and that they could be barred from further grants from any ANC for failure to comply.

This is a difficult area as the OANC is tasked with reminding, sometimes repeatedly, elected officials that they need to perform their duties.

17. ***For FY25 and FY26-to-date, provide quarterly summaries of the Technical Assistance Fund and the Expert Assistance Fund that show:***

- a. ***beginning and ending fund balances;***
- b. ***the number of requests submitted by ANCs;***

- c. *the number approved, denied, or pending, with reasons for denials;*
- d. *the type of assistance requested (e.g., legal, technical, expert consultation);*
- e. *time from request to fulfillment; and*
- f. *a breakdown of usage by ANC and Ward.*

**Answer:.** Generally, eligibility for Technical Assistance Funds is based on a Commission’s financial need, while Expert Assistance funding is based on professional expertise that each ANC needs to meet a specific challenge.

During FY25, the OANC waived the financial need requirement for technical assistance in order to provide funding to all ANCs interested in purchasing hybrid meeting equipment that can be stored and operated directly by Commissions.

Accounting from the OANC Annual Report:

Fund balance at end of FY24 .....	\$222,778.73
Funds not collected by ANCs in FY24 added to the Fund .....	\$113,410.24
<b>Total Fund balance at the beginning of FY25 .....</b>	<b>\$336,188.97</b>

Approved Assistance Expenditures in FY25

- ANC1A – technical support for hybrid meetings ..... \$8,300.00
- ANC1B – technical support for hybrid meetings ..... \$4,150.00
- ANC3A – 360-degree webcam (camera) for use by the Commission to facilitate hybrid meetings ..... \$755.98
- ANC4B – technical support for hybrid meetings ..... \$8,300.00
- ANC4C – technical support for hybrid meetings ..... \$3,318.09
- ANC4D – technical support for hybrid meetings ..... \$6,225.00
- ANC4E – technical support for hybrid meetings ..... \$2,075.00
- ANC5A – technical support for hybrid meetings ..... \$5,671.00
- ANC5D – technical support for hybrid meetings ..... \$2,075.00
- ANC7B – hybrid meeting equipment ..... \$2,025.39
- ANC7E – technical support for hybrid meetings ..... \$8,300.00
- ANC8D – technical support for hybrid meetings ..... \$4,150.00

Approved Expert Expenditures in FY25

- ANC2G – attorney fees in zoning permit appeals case ..... \$10,698.00
- ANC2G – attorney fees in ABCA case ..... \$2,448.00
- ANC3F – legal services related to protest of a medical cannabis retailer applicant ..... \$5,000.00
- ANC8A – consultant for communications services related to development of a newsletter and graphics for ANC8A ..... \$8,200.00

Total Funds distributed directly by ANCs ..... \$81,691.46

Funds used to Support ANC Shared Services in FY25

- Zoom licenses ..... \$7,252.00
- Microsoft licenses ..... \$40,306.67

- ANC Website development ..... \$189,600.00

**Total Funds used in FY25 ..... \$318,850.13**

Fund balance at the end of FY25 ..... \$17,338.84.84

Funds not collected by ANCs in FY25 to be added to the Fund in FY26 ... \$83,331.00

**Total Fund balance at the beginning of FY26 ..... \$100,669.84**

18. *Identify any ANCs that did not access either fund during FY25 and describe what outreach or barriers analysis OANC conducted to assess equitable access.*

**Answer:** The majority of ANCs did not access either the Technical Assistance Fund (TAF) or Expert Assistance Fund (EAF) during FY25. In total, 15 unique ANCs submitted applications for funding. Based on OANC’s assessment, there were no outreach, technical, or physical barriers that prevented ANCs from accessing these resources.

The thirty-one ANCs that did not access these funds in FY25 were: ANC 1C, 1D, 1E, 2A, 2B, 2C, 2D, 2E, 2F, 3B, 3C, 3D, 3E, 3/4G, 4A, 5B, 5C, 5E, 5F, 6A, 6B, 6C, 6D, 6E, 7C, 7D, 7F, 8B, 8C, 8E, and 6/8F.

Throughout the year, OANC consistently promoted the availability and purpose of these funds through multiple communication channels, including email updates, quarterly newsletter articles, responses to grant inquiries, and routine engagement during the normal course of business. Messaging emphasized that the Expert and Technical Assistance Funding could be leveraged to enhance service delivery to the community or improve the operational efficiency of individual Commissions. To further reduce friction, OANC redesigned and simplified the application process, enabling Commissioners to electronically complete, sign, and submit TAF/EAF forms directly to OANC. This improvement was intended to make the process more accessible and user-friendly.

A significant outreach focus this year centered on hybrid meeting equipment. OANC encouraged ANCs to utilize available funding to support public monthly meetings. Rather than relying on OANC staff for technical support and equipment delivery, many ANCs used TAF/EAF resources to hire professional audio-visual experts to manage their meetings. Feedback indicated that the cost of hiring an expert was comparable to purchasing equipment outright, and that per-event costs could exceed the expense of hiring local operators or students. The transition from the standard hybrid kit to the mini-owl system also made operation and transport significantly easier, and OANC anticipates more ANCs will purchase their own kits in the coming year.

Finally, OANC expects increased application for use of the Expert Assistance Fund for legal support in matters related to ABCA and zoning cases. Anecdotally, several Commissions have expressed interest in tapping into this resource for specialized expertise in these areas.

It is worth noting that both Technical and Expert funding are refreshed from funds withheld from ANC quarterly allotments and the amount of funds withheld is trending downward year after year. This could be a limiting factor in the future.

19. *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 25 and FY 26 to date for this service and the ANCs that benefited from outside expert assistance.**

**Answer:** This information is included in the answer to Question 17 above, as requested there.

20. ***The OANC created a Chief of Staff position in FY25. Please describe:***

- a. ***the core responsibilities assigned to the position;***
- b. ***how the role has changed decision-making, coordination, or accountability within OANC;***
- c. ***which agency priorities or problem areas the Chief of Staff is responsible for advancing (e.g., training accountability, QFR timeliness, modernization projects); and***
- d. ***what measurable improvements, if any, OANC can attribute to the creation of this position.***

**Answer:** The Chief of Staff (CoS) position, created in FY25, provides centralized operational leadership for OANC’s administrative, technology, and program functions. The CoS supervises the Training Specialist, IT Specialist, QFR Administrator, and Administrative Assistant, and leads strategic planning, KPI development, and modernization projects. By consolidating these responsibilities under a single manager, the CoS has reduced decision latency, improved cross functional coordination, and established a single point of accountability for agency modernization and training initiatives.

Since the position was established, OANC can attribute several concrete, measurable improvements to the CoS’s leadership. The agency launched a modern Learning Management System (Absorb), giving staff and commissioners a centralized platform for training, compliance tracking, and professional development. The CoS centralized the hybrid meeting equipment program, developing policies and standard operating procedures that streamlined equipment rental and staffing support. Longstanding Zoom Enterprise licensing issues for ANC commissioners (SSO, Zoom Rooms, and account decoupling) were resolved under the CoS’s direction, restoring reliable virtual meeting access for all 46 ANCs.

The CoS also leads the QFR portal redesign effort, conducting requirements gathering, defining scope, and completing the design phase, with OCTO laying the foundation for a more user-friendly reporting system. Additional accomplishments include finalizing and releasing the OANC Collective Bargaining Agreement (CBA) Portal, implementing OCFO’s standardized travel and training reimbursement processes for staff, coordinating Advisory Board meetings, and producing four issues of the OANC Quarterly Newsletter in 2025.

Collectively, these initiatives have improved operational reliability, reduced staff time spent on routine coordination, and increased ANC access to training and meeting technology.

21. ***How many vacancies does the OANC currently have, how does it plan to fill them and identify which vacant positions most directly affect OANC’s ability to meet its statutory responsibilities.***

**Answer:** The OANC has one vacancy from the departure of Lynard Barnum in 2025 that has been reclassified and is in the final review stages prior to posting and recruitment. The position has been reclassified as Administrative/Financial Support to the QFR Administrator that will report to the Chief of Staff and provide critical back-office support

for the agency’s statutory financial reporting responsibilities.

This role will be responsible for timely processing, review, and management of ANC QFR submissions; supporting procurement tasks; managing the agency credit card; processing travel and training reimbursements; and providing coverage for the Administrative Assistant during absences. Filling this position will directly improve OANC’s ability to meet statutory deadlines and reduce bottlenecks in the QFR review and reconciliation process by ensuring consistent administrative capacity to support financial workflows.

**22. Please include the number of Commissioners for whom the land use attorney has provided guidance; identify the Commissions that have requested support; and provide a list of the topics on which Commissioners have requested support. Please indicate whether demand for land use support has increased or decreased over the past two fiscal years.**

**Answer:**

**FY 2025**

- ♣ Provided guidance to **a total of 49** Advisory Neighborhood Commissioners in FY 2025.
- ♣ Commissions that requested support:

<b>ANC</b>	<b>Number</b>
1B	2
2A	7
2C	3
2D	1
2E	5
2G	9
3A	1
3D	2
3F	1
3/4G	1
4B	1
5A	2
5B	1
5D	1
6C	1
7F	2
8A	4
8B	2
8D	1
8E	1
8F	1
<b>TOTAL</b>	<b>49</b>

♣ List of Topics on which Commissioners requested support:

- Community Benefits Agreements/other agreements – 3
- Zoning/development questions – 7
- Board of Zoning Adjustment matter – 1
- Zoning Commission matter – 3
- ABCA cannabis matter – 3
- ABCA alcohol matter – 1
- Assistance with legal pleading – 1
- Bylaws review – 1
- Technical Assistance Fund (expert) requests – 14
- Technical Assistance Fund requests – 7
- Assistance regarding filing of Financial Disclosure Statement – 2
- General questions (use of communications, condominium board meeting, creation of ANC committees) – 3
- Grant requests – 3

**FY 2026 to date**

- ♣ Provided guidance to **a total of 26** Advisory Neighborhood Commissioners thus far in FY 2026 to date.
- ♣ Commissions that requested support:

ANC	Number
1A	3
2A	2
2B	2
2E	1
2F	1
3D	1
3/4G	2
4B	1
4D	1
5A	4
5D	3
5F	1
6A	1
6D	1
7C	1
8A	1
<b>TOTAL</b>	<b>26</b>

♣ List of Topics on which Commissioners requested support:

- Community Benefits Agreements/other agreements – 1
- Zoning/development questions – 3

Board of Zoning Adjustment matter – 2  
Zoning Commission matter – 5  
Bylaws review – 3  
Technical Assistance Fund (expert) requests – 5  
General questions (tickets to agency dinner, lobbying, ANC meeting with businesses) – 3  
Parliamentary procedure issues – 3  
ANC operations (officer elections) -- 1

Requests for land use support appear to have slightly increased over the past two fiscal years as more ANCs and Commissioners have become aware of a land use attorney on staff at OANC, and as additional and more complex land use issues have arisen in the District over that period.

The land use attorney has also provided support on FOIA requests and grant reviews when time permits and has assisted with drafting language for the ANC section of the Budget Support Act. In addition, as the land use attorney is also a registered parliamentarian, he has provided advice on occasion to Commissions and Commissioners regarding parliamentary procedural questions.

**23. *The OANC's new website OANC.dc.gov was launched just after the Committee's FY25 Performance Oversight hearing for the OANC. Please provide:***

**Answer:** It is important to keep in mind that FY25 was not a normal year with regard to the District's budget, and this impacted timelines and deliverables that continue into FY26. The websites project is a partnership with OCTO, which is an executive branch agency. On April 15, 2025, Mayor Bowser issued an executive order immediately freezing spending and hirings in the District of Columbia. As a result, we discovered on April 30, 2025, that the OANC P-Card was no longer functioning. We were able to sort this out by confirming with Jennifer Reed, Director, Office of Budget and Performance Management, that mayoral orders do not apply to the OANC as we are a legislative branch agency. This resulted in the P-Card being re-activated.

We also contended with the Mayor's office delaying the release of our non-lapsing funds until May 7, 2025 – a full seven months into FY25. This included funds we earmarked for the websites project.

Throughout FY26, every MOU or project we entered into was challenged due to the Mayor's spending freeze and, in each instance, we were able to move forward after providing proof that the freeze did not apply to the OANC and that the OANC had funds available. With this understanding, we are providing the answers below:

a. ***what new functions/content OANC.dc.gov added since launch, and usage analytics FY25/FY26-to-date (top pages, searches, downloads);***

The new website includes significantly more content that was publicly available on the old OANC website (See **Attachment B** for analytic data). Features/content on the new site include:

- Locate your Commissioner tool integrated into the site;
- Administrative access so OANC staff can update most content in real time rather than through an OCTO ticket request;
- Master calendar that includes links and documents related to

- upcoming meetings, and ability to filter by ANC;
- OANC reports and documents, including links to oversight testimony and hearing recordings;
- FOIA and Open Meetings information;
- ANC documents, including meeting minutes, quarterly financial reports, annual approved budgets, ANC bylaws, and annual reports.
- RSS News feed that surfaces news related to ANCs and Commissioners
- An ANC Agreements portal that contains Community Benefits Agreements and OANC Grant Review memos. ABCA alcohol and cannabis settlement agreements will be added. This is a portal that can be sorted and keyword searched.

b. ***the current status of ANC website deployment (number live, which ANCs), the minimum standard content/features, and the buildout schedule through June 2026; and***

We are on the cusp of launching the first 4-5 ANC websites. The ANCs chosen for the first sites are ANC 1E, ANC 4D, ANC 7C, ANC 8A, and ANC 8E. Once they have launched and the ANCs are up to speed, we will focus on additional sites to stand up in the next 3-4 months. If we were building sites from scratch, we could launch all of them quickly, but we need to work with each ANC, especially those with existing sites, to determine how to migrate their data and bring them up to speed with managing the core features of their new sites.

Still, we anticipate that the process will progress quickly once the final site mapping is completed with most ANCs having access to a turn-key site before Commission-specific content and settings are added. (See ***Attachment C*** for example of ANC 1E mockup home page)

c. ***what OANC is doing to ensure continuity and record retention during commissioner transitions.***

One driving reason for undertaking this project is to provide continuity of service across transitions. By having these websites in-house, we eliminate the occurrences of ANC websites dying because new Commissioners did not know to renew a domain, or to continue access to websites because only a former Commissioner had the login credentials. The new ANC websites will have two menus as well. The upper menu will have core ANC documents on pages primarily managed by the OANC; the lower menus will be reserved for ANC specific information that is entirely maintained by the individual Commission.

24. ***Provide the current inventory of hybrid kits and shared technology supports, utilization***

*rates by ANC, the number of support requests received and resolved, the top barriers to adoption and whether any ANCs have requested by not received hybrid support and why. Identify what OANC is changing in FY26 to increase reliable hybrid access for residents.*

**Answer:** OANC maintains two hybrid equipment kit inventories to support ANC meetings. The Standard Kit (TV-quality production audio/video) is comprised of eight kits, three of which are stored in public libraries for ANC use. Alternatively, the OANC offers a “Mini-Kit”, (two are available), which is its more portable setup, using the tabletop Meeting OWL and wireless mics for audio and video support. Last year, the Mini-Kit was loaned approximately 30 times. Over the same period, six ANCs purchased their own mini-kits (2A, 4C, 5D, 7B, 7C, and 8E) and three additional ANCs expressed interest in purchasing this fiscal year.

Alternatively, the Standard Kits were exclusively used by the ANCs, who host their meetings at public libraries. However, some ANCs, such as 4C, transitioned to their own Mini-Kit. The primary barrier to broader adoption of the Standard Kits is its complexity and labor intensity; each Standard Kit contains more than 30 components that require a high level of technical proficiency to assemble and operate. By contrast, the Mini-Kits contain less than 10 components and are significantly easier to transport and deploy, with several Commissioners having successfully borrowed a Mini-Kit and using public transit for transport from the Wilson Building. Increasing ANC self-sufficiency and capability on hybrid meeting equipment is important because it enables virtual participation, reduces OANC staff travel demands, and allows ANCs to pivot quickly between in-person, hybrid, and virtual meeting formats.

To increase reliable hybrid access in FY26, OANC will: expand the Mini-Kit inventory and prioritize redistribution of standard kits, and encourage ANCs to use technical or expert assistance funds to purchase hybrid meeting kits that best fit and optimize their meeting space.

**25. Please provide an update on the effectiveness of the web-based Quarterly Financial Report Software, and report on its use.**

- a. *provide QFR submission timeliness and completeness rates by ANC and quarter;*
- b. *identify any ANCs that failed to file required reports and what actions OANC took;*
- c. *provide OANC’s average time to review and provide feedback after receipt; and*
- d. *describe the FY26 plan for the next-generation QFR portal, including the functional requirements document status (Aug 2025 target), OCTO MOU status (Nov 2025 target), and the specific features that will reduce late/incomplete filings and improve auditability.*

**Answer:** Please see the FY 25 Submission Timeliness and completeness rate by ANC and by Quarter on the spreadsheet in *Attachment D*.

There are 46 ANCs which are required to submit 4 QFRs each year, or a total of 184 quarterly reports. Of those, 98 were submitted late, or just over 53%. Ward 7 and Ward 8 each had over 70% late, however even the most timely submissions were 35% late. Some ANCs submitted every QFR late. 1B, 4C, 7D, 7F, 8B, 8D, 8E all recorded 4 late submissions. When receipts and documentation are submitted late or not at all, OANC review time of the current quarters’ reports are delayed, further extending the review time of timely submitted reports.

### Frequently Late

- 100% late: 1B, 4C, 7D, 7F, 8B, 8D, 8E.
- 75% late: 1D, 2C, 3C, 3E, 4D, 5A, 5B, 7C, 8C.

### Ward Late Rates

- Ward 8: 79.2%
- Ward 7: 70.0%
- Ward 4: 60.0%
- Ward 1: 55.0%
- Ward 2: 46.4%
- Ward 5: 45.8%
- Ward 6: 40.0%

While user error and personal accountability continue to be the largest driver of QFR timeliness, there are some improvements to the QFR system that can be made to improve the business process, both on the Commissioner submission and the OANC review end of the timeline. The current QFR system provides basic functionality but suffers from significant usability and vendor performance limitations that impede efficient financial reporting. Reported issues include lack of built-in reporting and export features, printing errors, unreliable document upload behavior, intermittent network failures, and absence of automated reminders or internal communication tools. These limitations increase manual workload for OANC staff and ANCs and contribute to late or incomplete submissions. To address these shortcomings, OANC partnered with OCTO to design a replacement QFR portal focused on improved tracking, reviewer workflows, and user experience. The new portal will include automated reminders, robust document upload and storage, reporting and export capabilities, reviewer assignment and workflow tools, and audit trails to support compliance and oversight. OANC has completed requirements gathering and the design phase, and will proceed with development, pilot testing, and a phased rollout coordinated with ANCs.

***26. Please provide an update on the implementation and use of Granicus communications software by ANCs in FY25 and FY26-to-date, including the number of ANCs using the platform and the types of communications supported.***

**Answer::** Implemented in 2024, Granicus (or GovDelivery) is the default tool for Commissioners to communicate with constituents directly. GovDelivery supports multi-channel digital communication, primarily through email and SMS (text messages) for mass alerts and targeted updates, but also integrates with social media (like Twitter/X, Facebook) and uses RSS feeds.

List of ANC Admins, FY 25 Stats and FY26 YTD stats are provided in ***Attachment E***.

<b>FY25 (Year) Bulletin Analytics</b>	
Bulletins Sent	423

Total Recipients	312,749
Unique Email Opens	174,141
Percent Delivered	98%

FY26 (YTD) Bulletin Analytics	
Bulletins Sent	11
Total Recipients	19,928
Unique Email Opens	10,395
Percent Delivered	99.1%

27. *Please describe the work of the OANC’s General Counsel, including the major categories of work performed and the approximate proportion of time spent on each. Additionally provide a summary of requests for General Counsel assistance by ANC and Ward in FY25 and FY26 to date and whether any categories of requests are increasing or recurring across multiple ANCs.*

**Answer:** FY 2025 saw a tripling of requests to the General Counsel from FY 24. FY 25 saw a total of 1,654 requests from ANCs, and every SMD made at least one request for assistance.

This does not include work done by the GC not related to a particular ANC, such as reviewing training materials, contacts from other agencies, contacts from the public, or work on the redesigning of the QFR program and the various reports. The increase was due to the influx of new Commissioners, intra-ANC conflicts, increased FOIA cases, and increased interest in grants and Commissioners becoming more comfortable with the GC and feeling freer to call. Additionally, a significant amount of time was consumed by just three Commissioners. FY 25 saw an increase in the number of Commissions receiving refunds for Paid Family Leave.

Reviews of grants before the ANCs voted also increased. Work with the Department of Employment Services (DOES) continued to obtain refunds for ANCs that erroneously paid the Paid Family Leave tax and the process to get refunds for erroneously paid Unemployment was begun.

#### Request by ANC

ANC	Request	ANC	Request	ANC	Request
1A	69	4A	29	7B	20
1B	74	4B	59	7C	52
1C	18	4C	23	7D	25
1D	21	4D	26	7E	15
1E	22	4E	8	8A	156
2A	130	4F	1	8B	43
2B	27	5A	68	8C	49
2C	27	5B	29	8D	32

2D	10	5C	28	8E	20
2E	16	5D	66	8F	28
2F	15	5E	44	All	20
2G	27	5F	21		
3A	16	6A	42	Total	1658
3B	14	6B	26	Agency	21
3C	24	6C	23	Public	18
3D	15	6D	17		
3E	7	6E	13		
3F	41	6/8F	4		

### Request by Ward

Ward	Requests
1	141
2	204
3	146
4	211
5	256
6	125
7	112
8	328
Multiple	20

### Requests by Subject

Subject	FY2025
ABCA	64
ADA	0
Contracts	13
Elections	8
Ethics	95
FOIA	109
General	173
Grants	350
Interagency	175
Land Use	83
Legal	162
Operational	431
Meetings	28

28. *Over the past two years, food insecurity in the District has increased as SNAP Emergency Allotments ended and federal shutdown threats created new risks for families who rely on federal benefits and federal paychecks. As we discussed with OANC in a November 18, 2025 meeting, our office is working on legislation to allow ANC's to make grants for food assistance and mutual aid to trusted community partners in their commission areas during mayoral emergencies.*

- a. *What has OANC heard from ANC's about residents struggling with food insecurity during federal shutdowns or similar crises?*

**Answer:** Several Commissions contacted the OANC about a relaxation of grant requirements to allow food aid. The statute's requirements are resolute and the OANC has no authority to disregard statutory requirements. The OANC encouraged Commissioners to contact Housing Committee Staff and their Councilmember with the goal of introducing emergency legislation that would permit food aid during the recent federal government shutdown emergency.

- b. *Based on those conversations, does OANC have legislative recommendations or implementation considerations the Committee should consider when evaluating emergency food or mutual aid grant authority for ANC's?*

**Answer:** This is a policy decision for the Council. However, the OANC opposes permanent legislation that would permit ANC's to expend funds for food assistance as described above. Every emergency is unique and, for that reason, the Council must retain the practice of introducing emergency legislation when appropriate to address the community needs vis-à-vis the emergency at hand. It is noteworthy to point out that during the recent government shutdown the Mayor never declared an emergency.

It is also difficult to support this proposal in light of the Committee on Housing's numerous questions concerning recent ODCA audits and the potential for Commissions to engage in waste, fraud, or abuse in expending their funds. The Committee should reconsider this effort, as we see it rife with potential fiscal mismanagement and one where few fiscal controls could be established to prevent fraud or abuse.

Should the Committee proceed with legislation, some considerations that would make implementation by the OANC easier is a defined start to when such expenditures would be permissible such as a Mayoral declared emergency or a government shutdown of more than 15 business days as well as a defined end – such as 14 days after the end of such an emergency.

Additional consideration should be given to the procurement rules in the GAO *Principles of Federal Appropriations Law*, commonly called “the Redbook”, about whether appropriations can be used on food. The OAG has opined that ANC expenditures are covered by the Redbook.

It has been a part of ANC governance for a long time that ANC grants should not duplicate services already offered by the D.C. government. It is also questionable whether it is a good public policy to use the small amount of monies ANCs receive to essentially augment the amounts budgeted for this purpose in other programs and agencies. We also believe it would be a wiser approach to increase fiscal support to existing District programs and agencies whose work already focuses on food insecurity, as they already have systems and fiscal policies in place to minimize fraud and ensure use of public funds is in compliance with local and federal requirements and regulations.

From the experience of the pandemic, when the Council relaxed ANC spending rules to accommodate PPE expenditures, the temporary nature of the emergency was lost on many if not most of the ANCs, resulting in several ANCs continuing to spend funds on PPE and social supports *after* the emergency expired resulting in loss of funds from future allotments. We also had several ANCs accuse the OANC of changing the rules, which is not what happened. While food aid in some instances is given out by established non-profits, much food aid is given out by unincorporated mutual aid groups. We know of one such group which will not serve people in need who happen to be employed in the military or police, which is in violation of the D.C. Human Rights Act. Informal unincorporated organizations often have difficulty complying with receipt requirements or supplying paperwork needed to release funds in a future ANC allotment. As a result, should food aid be a permissible expenditure, we anticipate there would be an increase in loss of funds to ANCs resulting from missing paperwork in the QFR process.

Understanding that every ANC wants to support their communities in the most effective way possible, a better consideration would be to focus legislative efforts that would allow Commissions with more than \$30,000 of uncommitted funds in a savings account to work through OANC and OFRM to reprogram one or more of their quarterly allotments to an existing District agency that addresses social service needs, such as food insecurity. ANCs are not social service agencies, nor should they be and, as such, do not have the bandwidth to ensure that funds spent in support of social services meet accountability standards. However, if they can “donate” funds through an inter-agency transfer to a District agency that works in this space, it would create a win/win where the ANC is providing financial support to address a need with the receiving agency tasked with ensuring that the funds are spent wisely. It would also eliminate the potential for future funds being withheld following a review of the relevant QFR.

***29. Please identify up to three legislative priorities or recommendations OANC believes would most improve ANC fiscal integrity, transparency, or effectiveness and indicate whether each recommendation would require legislation, budget action or administrative change.***

**Answer:** See Answers to Questions 56 and 35.

***30. In its April 25, 2025 report, the Office of the District of Columbia Auditor (ODCA) recommended that the D.C. Council Committee responsible for ANCs should consider whether and how to add penalties for individual Commissioners when they do not follow their fiduciary duties. In an October 29, 2025 meeting between the Committee on Housing***

*and the OANC, the OANC stated that additional statutory penalties levied by the Office for ANC commissioners who misuse ANC funds are not necessary. For the record, please explain why you believe existing tools are sufficient to deter and address misuse of ANC funds. In your response, identify:*

- a. *the specific tools OANC uses today when there is credible evidence of misuse;*
- b. *which tools are preventive versus corrective; and*
- c. *what limitations OANC faces in applying those tools to individual commissioners, as discussed with the Auditor.*

**Answer:** The Office of ANCs (OANC) believes that existing tools are sufficient or already exist in Executive or federal agencies to address misuse of ANC funds. For the OANC's part, we combine preventive measures and escalate to agencies with auditing and enforcement authorities when appropriate.

#### **Preventive Tools:**

- Training and Education: OANC provides both live and on-demand training for ANC Commissioners on financial management and compliance requirements.
- Statutory and Internal Controls: ANC financial processes require multiple signatures from ANC officers on Quarterly Financial Reports (QFRs), review by OANC staff (QFR Administrator and Director), and additional oversight by the Office of Finance and Resource Management (OFRM).
- Advisory Support: Commissioners have access to the other ANC Commission(er)s and the Advisory Board for guidance on best practices.
- Enhanced Monitoring: OANC is developing a new reporting system to improve monitoring and transparency

#### **Corrective Tools:**

- Agency Partnerships: OANC works closely with the Office of the Inspector General (OIG) and the Board of Ethics and Government Accountability (BEGA) to investigate and address credible evidence of misuse.
- Compliance Enforcement: OANC withholds allotment funding when impermissible expenditures are discovered and refers cases to oversight agencies for review and enforcement. After review, the OIG, OAG and ODCA can also refer misuse of ANC funds the United States Attorney for criminal action.

#### **Limitations:**

- As discussed with the Auditor, OANC does not have statutory authority to impose individual penalties beyond these measures. Enforcement actions against individual Commissioners must be carried out by agencies with investigative and sanctioning authority, such as OIG and BEGA.

**31. Recent audits of specific ANCs (including ANC 8E and ANC 8C) identified prolonged non-compliance, weak internal controls, and delayed corrective action over multiple quarters. For each audited ANC, identify:**

- a. *the earliest warning signs available to OANC (e.g., QFR issues, grant irregularities, missed filings);*
- b. *what actions OANC took at that time;*

- c. *what actions, in hindsight, OANC could have taken earlier; and*
- d. *how long the identified issues persisted before resolution.*

**Answer:** In order to put the following details in context, it is useful to understand that many of the criticisms directed toward the OANC do not reflect the OANC’s current operations, processes, or expectations. The Executive Director of the OANC before October 31, 2021, was Gottlieb Simon. Upon his retirement, Schannette Grant was appointed Interim Executive Director and held this position until October 31, 2022. The current Executive Director, Kent Boese, was appointed on November 1, 2022. Under Director Boese’s leadership, the agency has tightened up and strengthened its processes for more timely review of ANC expenditures, stronger compliance with statutory requirements, and investments through hiring talented new staff and training existing staff so that the office has what it needs to succeed. While building the structure and processes that were missing for the first 25 years of the OANC’s existence takes time, it needs to be acknowledged that OANC operations continue to improve and that the current leadership is constantly and proactively examining our work processes rather than waiting to reactively respond to recommendations that the Auditor may have.

ANC 8E

- a. First Warning Signs
  - QFR Failures & Account Freeze: As early as February 2021, ANC 8E was flagged for failing to submit nine Quarterly Financial Reports. The Executive Office of the Mayor intervened in April 2021, asking PNC to freeze the commission’s bank account, and OANC retained the checkbook.
  - Recurring Delinquencies: Between November 2021 and August 2022, ANC 8E repeatedly failed to file QFRs, with issues persisting into FY2023. Monthly bank fees were the only transactions reported by September 2022
- b. OANC Actions Taken
  - Financial Withholdings: The checkbook was withheld in April 2021 and returned in November 2021 – and allotments were denied for late QFRs submitted in June and August 2022.
  - Legal and Investigative Referrals: In response to reimbursement practices and operational confusion (notably a \$1,500 reimbursement to Commissioners in December 2022), OANC and ODCA requested an OAG opinion in January 2023 and referred suspected improprieties to the D.C. Auditor’s Office by mid-2023. (*See OAG Response in Attachment F*)
- c. Hindsight: Earlier Possible Interventions
  - More Timely Escalation: After the Q1–Q2 2022 issues, OANC could have escalated to the Auditor much sooner rather than wait for FY23-term instability.
  - Proactive Advisory: Given repeated QFR failures and leadership disputes, OANC might have considered contacting the OIG for potential review in addition to the Auditor. Heightened fiduciary monitoring or caretaker oversight of the ANC officers may have been warranted, but is outside of the OANCs authority and, unlike the Auditor or the OIG, the OANC does not have subpoena powers with regards to ANC records. The best we can do is withhold/freeze release of future allotments and refer to review and enforcement agencies.
  - It must be noted that in 2021 the OANC had begun to require ANCs to sign an agreement before being permitted to acquire equipment such as cell phones and

computers. The intent was to document that each Commissioner receiving such equipment was aware of the requirements and their responsibilities. The OAG opined in January 2022 that the OANC does not have this power. (See *Attachment G*)

d. Duration of Issues Before Audit

- Ongoing for 18+ Months: From the first major red flag in early 2021, non-compliance, internal dysfunction, and control failures persisted until formal referral in mid-2023 of approximately 28 months.
- Audit Timeline: The D.C. Auditor was aware of the cell phone issue on January 3, 2023 (see OAG letter at *Attachment F*); was requested to conduct an audit by OANC and ANC 8E on July 13, 2023; and scheduled an Audit Entrance conference on October 24, 2023. ODCA began investigating ANC 8E in August 2024 and completed its audit in January 2025.

ANC 8C

a. Earliest Warning Signs

- QFR & Financial Misuse in FY 2022–Q2 2024: The Auditor identified that ANC 8C had been using funds for partisan activity and misappropriated expenses from October 2021 through March 2024.
- Informal alerts emerged from within the Commission along with allegations from a community member before the audit. These alerts were not accompanied by any detailed or verifiable information. Many of the emails received by OANC were also sent simultaneously with ODCA, the OAG and the OIG.

b. OANC Actions Taken

- Allotment Withholdings: Following missed QFRs in 3Q23 and 4Q23, ANC 8C's allotments were suspended.
- Audit Referral & Policy Review: OANC referred concerns to the D.C. Auditor, triggering the formal December 2025 audit report. OANC also began bolstering financial review policies.

c. Hindsight: What Could Have Been Done Earlier

- Reinforce Fiscal Duties and Responsibilities to all Officers: Allegations received by the OANC were referred to the appropriate agencies such as BEGA or ODCA. The OANC could additionally offer ANC-specific guidance and training as part of the response to allegations of financial violations. Such outreach can clearly spell out fiduciary roles and examples of impermissible uses of ANC funds, such as reimbursements for political activities. The OANC did have the NPG VAN receipt which had been reported as a purchase for community outreach, a service NPG VAN does provide. The two staff members who saw the receipt did not recognize the company as one that also provides support to campaigns.

d. Duration of Issues Before Audit

- Persistent Over 2.5 Years: The misuse continued from 2021 to March 2024, with partial enforcement (QFR allotments) only initiating in late 2023.

**32. Using the cases identified in question 31 as reference points, describe OANC's escalation framework when financial or governance problems persist across multiple quarters, including:**

- a. *the specific triggers for moving from technical assistance to enforcement;*
- b. *the tools available at each escalation stage (e.g., heightened review, pre-*

- clearance requirements, fund withholding); and*
- c. *how long enhanced oversight remains in place.*

**Answer:** OANC begins with technical assistance, training, reminders, and direct support but escalates when there are repeated times of QFR Non-Compliance, noticeable and persistent inability for an ANC to achieve quorum, officers, or prolonged leadership vacancies, financial irregularities, or external complaints or tips. Escalation is progressive absent a clear indicator of fraud or abuse, with OANC prioritizing remediation before reaching out to an outside agency for audit or enforcement, requiring multiple missed filings or breakdowns before escalation to the next stage. Nonetheless, throughout this process ANC allotments are fully or partially withheld based on the reports and documents in hand.

- a. ANC 8E triggered escalation after nine missed QFRs and improper reimbursements (*Note: all missed QFRs were prior to the current Director’s appointment and do not reflect the OANC’s current operations*); ANC 8C: The OANC received reports from another member of the Commission of suspected political spending. That Commissioner did not provide specific details but had simultaneously raised the issue with ODCA, the OIG and other entities.
- b. OANC uses a tiered approach at each stage. Stage 1 starts with technical assistance and direct outreach to Commissioners and officers, offering training and hands-on support. Escalation to Stage 2 or heightened review happens with support of the Chief of Staff, General Counsel, or Director once responsiveness and communication start to wane. Finally, Stage 3 is Enforcement, where the OANC recommends that OFRM withhold or partially release funds until the report is compliant. Enforcement stages could include account restrictions such as checkbook or debit card freezes (which would have to be requested through the Office of Finance and Treasury, Office of the Chief Financial Officer), up to and including referral for audit or investigation to ODCA or the OAG. Following recurring issues on multiple QFRs, then the QFR administrator will ask for multiple reviews and pre-clearance before approval.
- c. Duration of enhanced oversight depends on the severity of the issue. However, OANC does not want to withhold funds or restrict accounts at all; once compliance is reached OANC intends to release funds. However, in cases of suspected fraud, Code violations, or financial impropriety, the OANC can withhold funds longer. ANC 8E remained under enhanced oversight for nearly four years (2021–2025), while ANC 8C’s heightened review lasted through two quarters before audit referral. Oversight is intended to be temporary and conditional.

33. *Please explain how OANC ensures that escalation thresholds are applied consistently across ANCs and that corrective actions or disallowances are followed through, rather than reset each quarter.*

**Answer:** OANC’s escalation framework is designed to be progressive and consistent. OANC applies escalation thresholds based on triggers rather than discretionary resets. While the agency is still formalizing its business processes, the following principles guide consistency:

1. Escalation is tied to objective indicators, such as consecutive missed QFRs, governance breakdowns (e.g., lack of quorum), or documented financial irregularities rather than subjective judgment.
2. Quarter-to-Quarter Continuity: Enforcement actions (e.g., fund withholding, account restrictions) remain in effect until compliance is achieved across all outstanding obligations. They do not reset each quarter simply because a new reporting cycle

begins; however, actions are discreet to the quarters in which they occur. Actions that may impact more than one reporting cycle would be the withholding of funds that exceed a quarterly allotment or the withholding of funds due to multiple late reports.

3. Once an ANC enters heightened review, OANC tracks corrective actions through documented checklists and will consult with ODCA, OAG, or BEGA if required in complex cases, ensuring alignment with the law and best practices.

As OANC codifies its processes, these standards will become even more transparent and predictable.

**34. *Identify what specific changes OANC has made since these audits to detect risk earlier and prevent similar failures in other ANCs.***

**Answer:** Prior to the release of the audits of ANC 8E and ANC 8C, OANC took some steps to strengthen its ability to detect risk earlier and prevent similar failures across other Commissions. The agency is moving from a reactive posture to a proactive risk management framework, anchored in technology upgrades, codified processes, and best practices drawn from oversight partners.

Efforts undertaken concurrently with and post-release of the audits include the following:

First, OANC is developing a new QFR reporting system designed to provide enhanced visibility and accountability. This system will include advanced query capabilities and date/time/user certification for every submission, ensuring that each transaction and report can be traced to its source. It will also feature automated deficiency notifications sent to all required recipients, including the ANC chair, treasurer, secretary, and organizational account with confirmation of receipt and acknowledgment. These improvements will allow OANC to identify compliance gaps in real time and intervene before issues escalate.

Second, the agency is codifying its business processes to ensure consistency and transparency. This includes drafting, implementing, and periodically reviewing Standard Operating Procedures (SOPs) that govern QFR processing and review for all personnel. The SOPs will cover the required elements that support proper documentation such as receipts, invoices, and meeting minutes, and require they be maintained in the designated system of record. By formalizing these procedures, OANC aims to eliminate ambiguity and ensure that escalation thresholds and corrective actions are applied uniformly across all ANCs.

In addition, OANC is developing a QFR risk assessment framework that will define clear objectives, risk tolerances, and delegation of authority for enforcement actions. This framework will help staff prioritize interventions based on measurable indicators rather than ad hoc judgment. It will also incorporate lessons learned from past audits and guidance from the Office of the D.C. Auditor (ODCA), which has provided valuable input on strengthening internal controls and accountability measures.

OANC is committed to continuous improvement. Together, these changes represent a comprehensive approach to early detection and prevention, ensuring that compliance failures like those seen in ANC 8E and ANC 8C are addressed swiftly and consistently.

**35. *In light of ODCA audit findings on ANC cell phone reimbursements, what specific policy changes has OANC made (or will make) to the ANC Handbook and QFR documentation***

***requirements to ensure reimbursements reflect official use only? If OANC believes itemization requirements are difficult to implement, describe the alternative control(s) OANC will require to achieve the same safeguard.***

**Answer:** The OAG has determined that expending ANC funds on phones/cell phones restricted to official business is permissible. They have further opined that reimbursement for official calls made on personal devices may be reimbursed provided the monthly bill itemizes calls and costs. Lastly, the OAG has quashed attempts by the OANC to require Commissioners with government purchased cell phones from registering their devices with the OANC. We were attempting to do this until a Commissioner asked the OAG for an opinion and OAG stated that the OANC did not have authority to require such information from Commissioners. (See *Attachments F and G*)

The OANC is not aware of any monthly invoices that itemize service in such a manner and, as such, do not permit the reimbursement of expenditures related to personal mobile devices. Receipts for personal reimbursements of this nature would result in future funds being withheld from the ANCs.

We note that in the case of the audit for ANC 8E, 7 of the 8 Commissioners had not run for re-election and were not returning to the Commission in the following January. The OANC was contacted by the Commission prior to the disbursement of reimbursements to Commissioners, and the OANC informed them that it was not permissible. The Commissioners proceeded with the reimbursements anyway. Both the new officers of ANC 8E and the OANC requested an audit of ANC 8E. The request from OANC was made on July 13, 2023, once we had the documents in hand relevant to the QFR review. Yet, the Auditor did not schedule an ANC 8E Audit Entrance conference until October 24, 2023 – three months after the initial request.

What is important here is that the OANC was aware of a potential impermissible expenditure before it was made, advised the Commission appropriately, and the Commissioners proceeded anyway. The OANC flagged the expenditures, proactively contacted the Office of the D.C. Auditor (ODCA), and collaboratively worked with ODCA to assist in their efforts. It is also notable that, unlike the audit of ANC 8C, we were informed that ODCA did not refer the matter to the OAG or another authority to act upon the finding or attempt to recover the approximately \$16,000 in misappropriated funds.

One possible idea that has come to mind is to centralize cell phone service to ANCs through OCTO. However, such a program would require legislation to: (1) require OCTO to establish and provide an intake process for ANCs to request government issued phones; (2) clearly state private phone service would not be a permissible expense as it would be a duplication of service; and (3) would require funding. We would recommend that OCTO-provided phones for Commissioners be reimbursed from ANC annual allotments and subject to the availability of funds.

If the issuance of cell phones could be centralized, we could also dedicate phone numbers to SMDs which could be transferred from one Commissioner to the next, allowing for greater access to Commissioners over time.

***36. Based on ODCA's findings regarding ANC 8C expenditures and political activity risks, what proactive steps has OANC taken to prevent ANC funds from being used for partisan***

*political activity or impermissible communications (e.g., vendor screening, documentation requirements, training modules, triggers for review)? When OANC identifies a credible risk of impermissible*

*political activity, what actions does OANC take (withholding, referral, repayment requirements), and on what timeline?*

**Answer:** It is difficult to prevent an expenditure, since the OANC only sees expenditures, for the most part, after they are made. Since ANCs are not required to file their QFR documents until 45 days after a quarter, we may not see an expenditure for 4 months, assuming the QFR was timely filed. In the case of ANC 8C, it was only after the deep dive into material not required by the Code to be filed with the QFR when the use for political purposes was discovered.

The OANC, in its trainings, reminds Commissioners that use of government resources for any political activity is prohibited. During election years, reminders are sent out by email and are in our newsletters.

If the Committee wanted additional steps that the OANC cannot currently require, additions to the Code could include:

1. Mandatory training on permissible/impermissible political conduct with a penalty for failure to complete. The question as to what the penalty is and who would enforce it is an open issue. The Board of Elections is charged with enforcement under D.C. Official Code § 1-1171 and could be given this authority.
2. Explicit prohibition on the use of political funds to be included in ANC bylaws along with a requirement that each Commissioner file a statement with their Commission that they have read and understand the bylaws.

**37. *The Office of the D.C. Auditor has made recommendations to OANC that OANC has disagreed with or declined to implement. Identify each such recommendation from the past three years, OANC’s rationale for non-implementation, and whether OANC has proposed alternative safeguards to address the underlying risk.***

**Answer:** Below are the recommendations and agency responses to ODCA Recommendation Compliance Reports, which we presume ODCA makes available directly to the Council:

<b>Audit of Advisory Neighborhood Commission 5E December 15, 2023</b>				
Recommendations	Last reported status	Agency Action Reported Status	Action Dates, As Appropriate	Action Description / Explanation
2. The Office of Advisory Neighborhood Commissions should update		Implemented	7/7/2025	Please see OANC Policy Memo at following link. This information was previously shared with ODCA. This language is not appropriate for the ANC Handbook, but by establishing an OANC policy, it holds minutes to a higher standard during our

<p>the ANC Handbook to provide guidance on how ANCs should record in their minutes the approval of consent calendars, quarterly reports, minutes, and expenditures.</p>				<p>review of minutes and QFR Reports. As a result, final minutes in OANC files have significantly improved in the areas per ODCA's concerns <a href="https://dcgovict-my.sharepoint.com/:b:/g/personal/oancs_dc_gov/EewtixttlC1Mq-OWIU4MFDkBAZEDaUt-DiXQZ-UDqUxlCg?e=238SgP">https://dcgovict-my.sharepoint.com/:b:/g/personal/oancs_dc_gov/EewtixttlC1Mq-OWIU4MFDkBAZEDaUt-DiXQZ-UDqUxlCg?e=238SgP</a></p>
<p>3. The Office of Advisory Neighborhood Commissions should consider making Chair and Treasurer Financial Training a requirement for all incoming and continuing officers.</p>		<p>No Action Will Be Taken; Management Accepts Risk</p>		<p>As previously shared and known to ODCA, the OANC does not have enforcement authority. The Code requires such training but there is no penalty for failure to take such training. The OANC did open up the November 5, 2025, financial training to all officers, but not all officers attended. No risk to OANC.</p>
<p>4. The Office of Advisory Neighborhood Commissions should revise the ANC handbook to define all expenditure categories, including grants and including when to use each category in the quarterly reporting, and detail what documentation is required for each expenditure category.</p>		<p>Implemented</p>		<p>The OANC updates the handbook every two years in order to train newly elected Commissioners and uses this cycle to incorporate recommendations from ODCA, the ANC law, and even how law is interpreted. Annual training is provided to treasurers and, as recently as November 5, a training was held for all officers on the QFR processes and categories. More importantly, the detailed descriptions that ODCA requests are not appropriate for the Handbook, but rather for the QFR Portal and as part of the annual treasurer training as they prepare their budgets.</p>
<p align="center"><b>Fiscal Year 2022 Annual Report on the Advisory Neighborhood Commissions September 30, 2024</b></p>				

Recommendations	Last reported status	Agency Action Reported Status	Action Dates, As Appropriate	Action Description / Explanation
1. The Office of Advisory Neighborhood Commissions should add to its Guidance on Financial Policies and Procedures for ANC Treasurers and Chairpersons the need for the prompt closing of checking accounts when a new checking account is opened.		No Longer Applicable		The D.C. Official Code allows an ANC to have only one checking account and ANCs are advised of this on page 20 of the Handbook. This is sufficient. The OANC, through its review and engagement with ANC Treasurers, is a check and balance to ensure that ANCs know this requirement as they are changing accounts.
2. The Office of Advisory Neighborhood Commissions should continue to work with ANCs to strengthen compliance with internal control procedures to protect ANC assets and District resources.		No Action Will Be Taken; Management Accepts Risk		The OANC has always worked with ANCs on these issues, however, we have no enforcement to require ANCs to adopt internal controls – as has been previously communicated to ODCA – and OANC has no supervisory role regarding ANC operations. No risk to OANC.
<b>ANC 8E 2021-2022 Commission Failed to Meet Fiduciary Duties April 25, 2025</b>				
Recommendations	Last reported status	Agency Action Reported Status	Action Dates, As Appropriate	Action Description / Explanation
1. The Office of Advisory Neighborhood Commissions		No Action Will Be Taken;		The Handbook in conjunction with the OAG Advice Letter on the matter is sufficient. The OAG has opined that the OANC has no authority to do anything more. No risk to OANC.

<p>should update its ANC Handbook with clear procedures on which cell phone expenditures are reimbursable when associated with a personal phone.</p>		<p>Management Accepts Risk</p>		
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**38. Based on OANC’s data, are certain ANCs consistently more likely to experience compliance failures, delayed filings, or enforcement actions? If so, how does OANC distinguish between capacity gaps and willful non-compliance, and how does that distinction shape OANC’s response?**

**Answer:** The OANC has no way of knowing if compliance failures or delayed filings are generally the result of capacity gaps or willful non-compliance. While there are a few ANCs that come to mind immediately as Commissions that are frequently very late with filing paperwork – one in Ward 3 and one in Ward 2 – neither have given the impression that they are willfully delaying filings. Both are also composed of seasoned, well-educated, and capable Commissioners. Neither ANC has staff or employees, though both have funds available to hire someone.

The D.C. Official Code assigns duties and deadlines resolutely. It does not state that Commissions/Commissioners are to perform “to the best of their ability.” As a result, the OANC applies deadlines as directed by statute and withholds funding when required. In our memos to ANCs, we clearly outline why funds are being withheld and what is required for releasing those funds. We also proactively alert ANCs in advance when we see successive QFR deadlines missed to avoid action that requires an ANC to turn over its checkbook and debit card to the OANC.

In the recent case of ANC 8E, is it also difficult to tell if the reimbursement expenditures were “willful” or not. Prior to the reimbursements, the OANC shared an OAG opinion with the ANC, and also shared our own opinion with the ANC that such expenditures would be impermissible. Yet, neither the advice from the OAG or OANC is binding on ANCs, so one cannot consider ANC 8E’s decision to not accept it to be “willful non-compliance.” However, once all the records were reviewed as part of the QFR, it was clear that it was impermissible and did not adhere to OAG guidance. Both the ANC 8E officers elected in 2024 and the OANC requested ODCA to conduct an audit, and funds were withheld from the relevant quarterly allotment. All the checks and balances worked.

Based on OANC’s data, chronic lateness is a useful early warning sign, though not a perfect predictor of compliance failures. Patterns show that ANCs in Wards 7 and 8 present the highest risk because they combine frequent late filings with longer restriction periods and recurring governance challenges such as lack of quorum and officer turnover. When QFR timeliness is

considered alongside allotment delays and enforcement actions, ANCs that file late are more likely to face enforcement downstream.

Those with very high lateness rates for QFRs – 76% to 100% - tend to experience extended enforcement timelines, often exceeding 150 days. In most cases, these delays stem from documentation gaps, which point to capacity issues rather than intentional misconduct. OANC views capacity signals as errors like missing receipts, missing meeting minutes, and late QFRs that are resolved within one reporting cycle. If an ANC clears its deficiencies within 90 days, that typically reflects successful remediation through technical assistance and communication.

By contrast, higher-risk indicators of willful non-compliance include security fund violations, impermissible expenses, or QFRs approved without required minutes. These issues often lead to full withholding of funds and prolonged resolution times, making them more than “paperwork-only” problems. If an ANC is late but resolves the issue quickly and without a full withhold, it likely reflects capacity constraints. However, when delays involve impermissible spending, major code violations, and extended timelines, those cases represent top-tier red flags.

Overall, OANC believes most timeliness errors are capacity-related and can be addressed through technological upgrades and stronger business processes. The removal of the security fund requirement should also reduce enforcement actions tied to that category

**39. Looking back at audited ANC cases from FY22–FY24:**

- a. *Identify one or two points where earlier OANC action could have prevented misuse.*
- b. *Explain what information was available to OANC at the time and why earlier intervention did not occur.*

**Answer:** The table below documents the audits conducted by ODCA in FY22-FY24 for specific ANCs based on what is available on their website. ODCA only conducted one audit of an ANC during that period. The recommendations and responses from the OANC to ODCA are contained in the response to Question 37 above.

Fiscal Year of Audit	Fiscal Year Covered by Audit	ANC Audited / Audit Title	Recommendations to OANC from the Audit
FY22	N/A	No Audit conducted by ODCA for an ANC	N/A
FY23	N/A	No Audit conducted by ODCA for an ANC	N/A
FY24	Audit covered FYs 2020-2023 (1st Quarter)	Audit of Advisory Neighborhood Commission 5E	Recommendations covered by table in Question 37

**40. Several Auditor reports note that compliance issues are often identified after funds have been expended, limiting corrective options.**

- a. *What specific tools does OANC use today to intervene before ANC funds are misused (e.g., pre-vote grant review requirements, conditional approvals, temporary restrictions)?*

b. ***In which circumstances does OANC believe it lacks sufficient authority to intervene earlier?***

**Answer:** The OANC began pre-reviewing grant applications to ANCs at the beginning of FY24, and this has greatly reduced the funding lost by ANCs by giving them a predetermination letter based on the findings of the review. While the OANC is not required specifically to do this work, we are able to do this as by statute all grant applications for ANC funds are required to be submitted to an ANC and the OANC at the same time. While we have not automatically withheld approved ANC grants that were not received by the OANC in advance, this would be a draconian option that could be considered. The concern here would be that an ANC could be punished for a grant application that is completely permissible in scope and use that was not shared with the OANC as required by statute.

Yet, there are still grant applications that have not been shared with the OANC in advance of ANC action, and in one case (ANC4B), grant applications were intentionally withheld from the OANC in order to prevent our review. Even so, a pre-review that determines a grant application to be impermissible does not prevent an ANC from funding the grant – and sometimes they fund them contrary to our advice. The result of this is that the OANC withholds funds from future allotments when necessary.

Beyond the pre-review of grants, we are not aware of any other official action the OANC may do to intervene before ANC funds are expended or misused. ANCs are independent agencies, not supervised by the OANC, and the only authority we have is to withhold funds identified as impermissible from future allotments as we review QFRs. No ANC expenditures are required to be pre-approved by the OANC, and at best the OANC receives all documentation within 45 days after the quarter has closed.

41. ***The D.C. Auditor's 2022 Annual ANC Report (released September 2024) identified recurring compliance failures across multiple ANCs, including weaknesses in grant eligibility determinations, documentation, and internal controls. Which of the Auditor's identified issues have appeared in multiple ANCs since FY23, and how does OANC track recurrence across commissions rather than treating each case as isolated?***

**Answer:** The OANC does not track recurrence across Commissions as this is problematic due to Commissioners having two-year terms and the turnover rate during each general election. Without longer terms and Commissioners with institutional knowledge, it is difficult to predict what weaknesses will occur in any particular Commission. We do see that ANCs that have long-tenured Commissioners tend to be more stable. But even here, we know of one Ward 3 ANC with very tenured Commissioners that is consistently behind in submitting meeting minutes and QFRs in a timely manner.

Rather, we review ODCA Annual Reports and take in their findings in order to review our own internal processes, documents, and training to determine where there are areas that we can strengthen performance as part of our process. It is also notable that the 2022 Annual Report is not a good indicator of current OANC performance in 2026. As mentioned elsewhere, we now pre-review grants, have strengthened requirements related to acceptable meeting minutes (including required language within meeting minutes), and have put our allotment release memos on a release schedule.

We also provide greater public review of all ANC meeting minutes, quarterly reports, and budgets on the OANC website to provide greater transparency and public scrutiny. Lastly, we did a review at the beginning of January 2026 of received QFRs and determined that 7 ANCs

have not submitted the latest two QFRs. We proactively reached out to all affected ANCs, putting them on notice that failure to receive these QFRs by February 15<sup>th</sup> would result in the loss of their checking account and debit cards, and are now working with them to bring them into compliance. In some cases, the tardiness is due to their need for assistance to get the reports signed – which we are providing.

**42. *As ANCs increasingly rely on digital platforms to post meeting notices, some residents—particularly older residents and residents without reliable internet access—have raised concerns that web-based notice alone is insufficient.***

- a. ***What guidance, if any, does OANC currently provide to ANCs on balancing digital notice requirements with inclusive, offline engagement?***
- b. ***What data or feedback has OANC received regarding resident awareness or participation barriers linked to notice practices?***
- c. ***Does OANC believe the current statutory and regulatory framework adequately supports equitable notice and engagement? If not, what policy, funding, or operational changes should the Council consider?***

**Answer:** The majority of Advisory Neighborhood Commissions have relied on complying with their meeting notice requirements through digital platforms for nearly 20 years. Advice from OANC primarily focuses on meeting statutory notice requirements rather than effective communication, as the two are not the same. While OANC encourages ANCs to consider their community’s needs when choosing how they notice their meetings, the noticing of meetings is minor compared to the seismic change triggered by COVID and enabled by the Council – namely allowing ANCs to meet electronically.

Historically, seniors and those who were not adept with technology knew where their ANCs meet, and even if they failed to receive notice, know where to go on a monthly basis to attend their ANC meeting. When the COVID-19 pandemic hit, ANCs, like all other government bodies, were given authority to meet virtually. This was essential. However, once the pandemic was over, ANCs did not return to in-person meetings. Rather, the Council continued to extend temporary legislation to allow ANCs to meet virtually time and again until permanent legislation was introduced by the Committee on Housing as part of the Budget Support Act of FY2024. This was both a mistake and a missed opportunity. Such a fundamental shift in how ANCs conduct business should have been done via stand-alone legislation and public hearings, through which the Committee would have received much of the feedback here sought.

However, this feature is now permanent and all the OANC can do is provide technical support and advice on how to make it work.

OANC recognizes that web-based communication alone does not adequately reach all residents. OANC has received consistent anecdotal feedback from Commissioners, community organizations, and individual residents indicating that current notice practices do not always reach community members equitably. Residents report missing meeting announcements because they do not use email, do not subscribe to listservs, or lack consistent access to smartphones or broadband service. These challenges are further compounded when ANCs hold virtual only meetings, which can create additional participation barriers for residents who cannot reliably join online platforms or dial-in systems.

While the statutory framework requires that ANCs provide at least seven days’ notice and post that notice in multiple locations, OANC’s sole role is to advise ANCs on how to meet their notice requirements. Where we find that meeting notice has not met legal requirements, we advise that the ANC either schedule a second meeting or reaffirm their votes at the next properly noticed meetings. Ultimately, it is up to the receiving agency to accept or reject an ANC’s submission based on the burden of proof that proper notice has

occurred.

Were OANC given greater responsibility concerning meeting notice, it currently does not have the operational capacity to monitor compliance across all 46 Commissions and their 10–12 monthly meetings. As a result, the agency’s understanding of resident awareness and participation barriers is based primarily on anecdotal feedback rather than systematic data collection.

From OANC’s perspective, the current statutory and regulatory framework does not fully support equitable notice and engagement. The law establishes minimum notice requirements but does not provide mechanisms for enforcement, does not define standards for accessibility across digital and nondigital channels, and does not provide resources to support ANC’s in reaching residents who are not online. The OANC certainly cannot ensure that notice practices are implemented consistently or equitably across all Commissions, as they are independent bodies. To strengthen resident access and improve the reliability of ANC notice practices, the Council may wish to consider several policy, funding, and operational changes:

- Schedule a public hearing or roundtable on ANC Operations to receive feedback directly from District residents that identifies their needs – both met and unmet.
- Clarifying and modernizing statutory notice requirements to reflect the realities of digital and nondigital communication.

In the short term, OANC acknowledges the desire for multichannel approach for community engagement. OANC can provide greater emphasis on effective communication strategies during training and boot camps, and suggests that ANC’s consider some of the following options to augment their official notice requirements:

1. *Use Community Bulletin Boards and Physical Posting Locations:* Posting notices in high traffic community locations such as recreation centers, public libraries, senior wellness centers, Metro stations, grocery stores, and faith-based institutions. While this is already one of the four legal methods of noticing ANC meetings, for those not using this method, they could undertake some version of this to augment their current efforts.
2. *Use Announcements at Community Events and Gatherings:* ANC’s can leverage existing in person gatherings, such as tenant meetings, school events, civic association meetings, and senior center programs, to share upcoming meeting information.
3. *Expand Partnerships with Non-Profits and CBOs:* Local nonprofits, tenant associations, civic associations, and senior serving organizations often maintain direct relationships with residents who are less connected digitally. Providing these organizations with printed notices or briefings enables them to disseminate information through their own networks, including door-to-door outreach, newsletters, and community meetings.
4. *Paid Advertising with Local Media and Radio:* Using operating funds (or through an enterprise agreement/contract), ANC’s could engage with Community newspapers, neighborhood listservs, and local radio programs to share meeting notices can broaden access.
5. *Partner with District Agencies active in the Community:* Agencies such as the Department of Aging and Community Living (DACL), the Department of Parks and Recreation (DPR), and the DC Public Library (DCPL) maintain regular contact with residents who may be digitally disconnected. Providing these agencies with printed notices or standardized announcements can help integrate ANC information into their outreach channels.

**43. Provide OANC’s written policies, procedures, and decision rules for reviewing QFRs and supporting documentation (including what is required for reimbursements, personal services, and recurring contracts). If OANC does not have written SOPs, explain why and provide a**

*timeline to publish them. In addition, identify:*

**Answer:** (See documents at *Attachment H*)

- a. *the minimum documentation standards OANC requires before releasing an allotment;*

**Answer:** The requirements are simple. Each ANC must have an approved annual spending plan and must submit approved and fully executed quarterly financial reports. With the QFR, each ANC must submit bank statements, final signed meeting minutes for the entire quarter under review, and all receipts and paperwork for expenditures, and must submit copies of grants or any other documents related to expenditures for public purposes.

- b. *what triggers a withholding vs. a conditional release; and*

**Answer:** Failure to submit required documents results in funds being withheld. Funds are either released or withheld based on submitted documentation. As a rule, the OANC does not release funds conditionally, with one exception that accommodates the transition from one fiscal year to another. In September, when the OANC is in receipt of all required documents, with the sole exception of having a copy of the final meeting minutes covering the approval of any of the expenditures, the OANC will accept a draft copy of the meeting minutes “conditionally” to allow for the releases of funds before the fiscal year closes. To retain the funds, the ANC must submit a final copy of the meeting minutes upon their approval in the next fiscal year.

- c. *what documentation OANC requires before restoring a withheld allotment.*

**Answer:** The OANC requires copies of any missing documents in order to release funds withheld – provided we get them before the end of the fiscal year at which time they are forfeited and added to the OANC Technical Assistance / Expert funds.

**44. In its April 25, 2025 report, the D.C. Auditor recommended that the Council consider adding penalties for individual commissioners who fail to meet fiduciary duties. OANC has stated that additional statutory penalties are unnecessary. For each of the Auditor’s recommended deterrence mechanisms that OANC did not support, identify:**

- a. *the rationale for rejecting the recommendation; and*
- b. *the alternative mechanism OANC relies on instead to deter misuse.*

**Answer:** The Auditor, in that report, recommended:

“The D.C. Council Committee responsible for ANCs should consider whether and how to add penalties for individual Commissioners when they do not follow their fiduciary duties.”

OANC legal staff met with Committee staff to discuss the recommendations of the Auditor. At that meeting the OANC staff expressed their puzzlement at this recommendation. The Auditor was not

specific as to what kind of law they were recommending. OANC counsel brought a list of the federal and D.C. Code sections that have criminal penalties for embezzlement, misappropriation and theft. There are civil remedies to recoup misappropriated or embezzled funds. The OANC did not disagree with the Auditor, inasmuch as it could not think of an additional penalty that did not exist, and expressed the opinion if current laws were enforced and offenders prosecuted, and if civil recoupment were pursued, it may prove to be a deterrent. This Auditor's report, unlike with ANC 8C, did not request repayment by the Commissioners of the improperly obtained funds and instead referred it to the OAG to make that determination. It is unknown if any referrals were made for criminal prosecution.

**45. Auditor reviews have repeatedly cited commissioner misunderstanding of grant eligibility and documentation requirements.**

- a. ***Which audit findings does OANC believe are attributable to training gaps rather than intentional noncompliance?***
- b. ***How has OANC modified training content, frequency, or mandatory participation requirements in response?***

**Answer:** The most recent audit, the audit of ANC 8C, reviews through the second quarter of FY 2024 and the 8E audit ends June 30, 2023. The OANC General Counsel started working at OANC on July 31, 2023. Shortly after starting, the General Counsel started reviewing grants and, by the beginning of 2024, the OANC was actively encouraging ANCs to have their grants reviewed prior to a vote.

The OANC also started offering grants training. Grants were covered in the Treasurers' and Chair Trainings, in 2024 and 2025. Grants were covered in the new Commissioner training in January 2025. Additionally, training on grants alone was offered in May 2025 and is available on YouTube. There is also an LMS class on grants in Absorb. The General Counsel has also met with the grant Committees of several ANCs and went to several ANC meetings specifically to discuss grants. As reflected in the answer to Question 27, the OANC General Counsel fielded 350 inquiries from ANCs related to grants in FY 2025.

**46. Does OANC provide targeted remedial training or technical assistance to ANCs following audit findings? If yes, describe the process and participation rates. If no, explain why OANC believes generalized training is sufficient.**

**Answer:** The OANC does not necessarily link targeted remedial training to audit findings as audit reports typically cover a date range 2 to 4 years in the past. Due to this time lag, oftentimes the individuals in need of training are no longer officers or even Commissioners. There is also the matter that the D.C. Auditor has only released two audit reports specific to an ANC in the last four years.

Rather, we link targeted training and technical assistance to issues discovered during the review of quarterly financial reports. These problems can include improper meeting minutes, missing signatures and memo notes on checks, missing documentation, impermissible expenditures, or tardiness of filing reports.

Were the OANC to wait for audit findings specifically to initiate targeted remedial training, ANCs would be making significantly more errors and losing more funds than they currently do.

It is also worth noting that in the recent cases of ANC 8E and ANC 8C, the OANC clearly advised

ANC 8E not to reimburse Commissioners for personal cell phone costs prior to the expenditures, and ANC 8C's audit may indicate management fraud, which many auditors will confirm is the most difficult type of fraud to detect. The ANC 8E Commissioners elected in January 2024 wanted the audit as much as the OANC did in order to document the misuse of funds. In ANC 8C, ODCA has referred the matter to the OAG to consider additional action. We are unaware of ODCA making a similar referral to the OAG related to ANC8E, even though the funds involved are far greater than those at issue with ANC 8C.

## **PART 2: Standardized Performance & Accountability Questions**

*Note: this year the Council Office of the Budget Director's Performance Initiative developed a set of standard questions that Council committees may use to help standardize data collection and analysis from office to office and year to year. Departures from the standard questions are noted in brackets.*

### Governance and Personnel

**47. Please provide a complete<sup>1</sup> and current organizational chart for the agency and each division and subdivision within the office, including:**

- a. **The names and titles of all senior personnel;**
- b. **A description of the roles and responsibilities for each division and subdivision;**
- c. **A narrative explanation of any changes to the organizational chart made in the last calendar year; and**
- d. **An indication of whether any positions in the chart are vacant.**

**Answer:** The Office of Advisory Neighborhood Commissions (OANC) Organizational Chart is included as **Attachment I**. The agency's current organizational chart remains largely consistent with the structure maintained throughout the previous calendar year.

The agency experienced only one staffing change during this period: the departure of a long serving employee who retired in November 2025. No additional structural modifications, reclassifications, or realignments of divisions or subdivisions occurred during the fiscal year.

OANC continues to operate as a lean agency charged with fulfilling its statutory mandate to "provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions.

### Descriptions of Roles and Responsibilities

- **Director:** serves as the chief executive of the agency and is responsible for the overall leadership, management, and strategic direction of OANC. The Director oversees the implementation of the agency's statutory responsibilities, including technical assistance, administrative support, and financial oversight for all Advisory Neighborhood Commissions.
- **Chief of Staff:** The Chief of Staff functions as a principal advisor to the Director and plays a central coordinating role across all agency divisions. The position serves as a strategic partner, ensuring alignment of agency priorities, facilitating communication

across teams, and supporting the Director in operational planning and execution. The Chief of Staff also manages special projects, oversees internal workflows, and ensures that agency initiatives are implemented efficiently and effectively.

- **General Counsel:** The General Counsel oversees and manages all legal affairs of OANC, including administrative law, personnel matters, grants, legislative drafting, regulatory review, and compliance with the Freedom of Information Act (FOIA). The General Counsel advises the Director, drafts and reviews legislation, policies, and contracts, and ensures that the legal rights of OANC, the Commissions, and Commissioners are protected. The General Counsel also manages the Office of General Counsel and provides legal guidance on ANC operations and statutory obligations.
- **Land Use Attorney:** The Land Use Attorney provides specialized legal and policy support on zoning, development, and land use matters affecting Advisory Neighborhood Commissions. The Land Use Attorney reviews zoning applications, prepares written comments, and advises Commissioners on matters before the Board of Zoning Adjustment and the Zoning Commission. The role ensures that ANCs receive expert guidance on complex land use issues and supports Commissioners in fulfilling their advisory responsibilities on development matters.
- **Information Technology (IT) Specialist:** The IT Specialist manages the agency's technology infrastructure, including hardware, software, digital platforms, and user support. The IT Specialist is responsible for maintaining agency systems, ensuring cybersecurity, supporting staff and Commissioners with technical needs, and managing digital tools used for ANC operations. The position plays a critical role in ensuring reliable access to communication systems, data platforms, and online reporting tools. The IT specialist is participating in the launch of ANC websites and will provide technical support to the ANCs after launch.
- **Program Analyst (Financial Reports):** The Program Analyst for Financial Reports oversees the submission, review, and processing of ANC quarterly financial reports. This role supports OANC's statutory responsibility to review ANC financial documentation and approve or disapprove quarterly allotments. The QFR Administrator ensures compliance with financial policies, provides guidance to ANC Treasurers, and maintains accurate financial records for all Commissions.
- **Program Analyst (Training Specialist):** The Training Specialist develops, coordinates, and delivers mandatory and supplemental training for ANC Commissioners; including training on statutory mandates, *Robert's Rules of Order*, policy changes, conflict resolution, and FOIA obligations. The Training Specialist designs curriculum, prepares instructional materials, evaluates training effectiveness, and ensures Commissioners have access to up to date guidance and resources.
- **Program Analyst (Procurement):** The procurement specialist is the point person for OANC expenditures that must go through PASS, require contracts, or must be competitively bid. This is a PTE position.

- **Administrative Assistant:** The Administrative Assistant provides essential clerical and operational support to the agency, including scheduling, correspondence management, document processing, and recordkeeping, managing office logistics, supporting public inquiries, and assisting with meeting coordination.

48. *Please provide a complete, up-to-date list of contract workers working directly for your agency, ordered by program and activity, and including the following information for each position:*

- Title of position;*
- Indication that the position is filled or vacant;*
- Date employee began in the position;*
- Whether the position must be filled to comply with federal or local law;*
- If applicable, the federal or local law that requires the position be filled;*
- The entity from which they are contracted; and*
- The contracted annual cost.*

**Answer:** There are no contract workers working for the OANC.

49. *Please provide, for each month of FY 25 through FY 26 to date, the net number of personnel separated from and hired to the agency.*

**Answer:** During FY25 and FY26, there have been two departures and one hire. See table below:

Type	Position	Month & Year
Vacancy	Special Assistant to the Executive Director	November 1, 2024
Hire	Chief of Staff	March 9, 2025
Vacancy	Program Analyst	October 31, 2025

50. *Does the agency conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? What steps are taken to ensure that all office employees are meeting individual job requirements?*

**Answer:** OANC completed its first formal performance management cycle last year. Evaluations were conducted by the Director, the Office of General Counsel (OGC) where applicable, and the Chief of Staff, following the DCHR Performance Management platform. The process included goal setting, mid-year check-ins, and year-end reviews. Regular one-on-ones, team meetings, and an open office environment support early identification and remediation of performance issues.

To ensure employees meet job requirements, OANC uses clear job descriptions and ties individual KPIs to Strategic Plan objectives. Supervisors conduct quarterly check-ins to monitor progress against goals, and training and development plans are created and tracked in PeopleSoft to address identified skill gaps. When performance concerns arise, supervisors follow established corrective action steps, including documented performance improvement plans consistent with DCHR guidance.

OANC recommends continuing the formal evaluation cycle and enhancing manager tools by implementing a simple KPI dashboard to track team and individual progress against Strategic Plan milestones. OANC also recommends ensuring each employee has a documented annual development plan and that managers receive brief training on coaching and performance

documentation best practices.

51. *Please provide the following for each collective bargaining agreement that is currently in effect for agency employees:*

- a. *The bargaining unit (name and local number);*
- b. *The start and end date of each agreement;*
- c. *The number of employees covered;*
- d. *Whether the agency is currently bargaining;*
- e. *If currently bargaining, anticipated completion date;*
- f. *For each agreement, the union leader's name title and contact information; and*
- g. *A copy of the ratified collective bargaining agreement.*

**Answer:** The OANC does not have any employees subject to or covered by Collective Bargaining Agreements. All employees are exempt.

52. *Please list all employees currently detailed to or from your agency. For each detailed employee, include:*

- a. *The reason for the detail;*
- b. *The job duties if detailed to your agency;*
- c. *The start date of detail;*
- d. *The agency the employee is detailed to/from; and*
- e. *The projected date of return.*

**Answer:** No staff are currently detailed to or from the OANC.

53. *Please provide a list and description of all memorandums of understanding and memorandums of agreement in effect during FY 25 and FY 26, to date.*

MOUs in effect during FY25 and FY26, to date			
FY	MOU	Description	Cost
FY25	DCHR	DCHR Services Agreement	\$7,788
FY25	MODDHH	ADA accessible Communication Services - ASL	\$21,000
FY25	DCPL	Use of space at the Martin Luther King Jr. Memorial Library	\$1,100
FY25	OCTO	Pre-design of ANC websites project (Jun 10, 2025)	\$100,000
FY25	OCTO	OANC Website build and launch (pt. 2)	\$89,600
FY25	OCTO	Pre-design and functional requirements planning for new QFR Portal	\$80,000
FY25	OCTO	Development of Community Benefit Agreement Search Portal	\$18,500

FY25	OIG	Engagement with OIG for Internal Control Assessment Program (ICAP)	\$0
FY26	OCTO	Production of Community Benefit Agreement Search Portal Updates	\$2,775
FY26	DCHR	DCHR Services Agreement	\$8,830
FY26	ODR	ADA-accessible Communication Services - ASL	\$21,000
FY26	OCTO	Build new Financial Information & Reporting Management System (QFR Portal)	\$403,050

54. *Please list any [federal or local] legislation that impacts your agency from the prior two fiscal years and provide a status report on the agency’s implementation related to each piece of legislation. [To the extent particular legislative changes are addressed in full in response to later agency-specific questions, please feel free to note that here with a cross-reference.]*

**Answer:** There has been no federal legislation that has impacted the OANC. The OANC worked with the D.C. Council’s Committee on Housing to include various provisions in the FY 2026 Budget Support Act of 2025 impacting ANC’s and the OANC, which were passed by the Council and enacted into law. The following is a summary of these provisions:

- Provides that in assisting Commissions in locating appropriate office space, the Mayor *shall* provide funds up to \$600 per month if District-owned or leased office space cannot be provided;
- Repeals the current provision that Advisory Neighborhood Commissions shall use staff payroll forms provided by the OANC;
- Provides that any services funded by a direct expenditure from a Commission must not be duplicative of any that are already performed by the District government. This now mirrors the provision regarding grants;
- Provides that the Office of the D.C. Auditor shall produce and submit a consolidated annual report of the financial activity of all the Commissions to *both* the Council and the OANC;
- Adds taxicabs and rideshare vehicles to allowable transportation reimbursements for Advisory Neighborhood Commissioners;
- Allows the OCFO to have access to ANC monthly or quarterly bank account statements, depending on the frequency in which they are issued;
- Places the provision in the D.C. Official Code regarding electronic signatures on documents by ANC’s in a new standalone subsection, where it is applicable to all ANC documents; and
- Repeals the current D.C. Official Code provision regarding petty cash funds. No ANC currently maintains such funds; they are difficult to track; and, with the ability to use debit cards, they are no longer necessary.

55. *Customer feedback*

- a. *How does the agency solicit feedback from customers (i.e., District residents served)? Please describe.*
- b. *What has the agency learned from this feedback?*

c. *How has the agency changed its practices because of such feedback?*

**Answer:** D.C. Official Code § 1–309.15(a) defines the statutory mandate of the OANC as “to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions.” While the OANC does take calls from the public, those calls are not tracked nor is feedback sought from the public. A significant number of the calls we receive from the public have nothing to do with our office or ANCs. 311 has referred calls to our office on everything from potholes to mental health assistance. The OANC does seek feedback from Commissioners directly or via the Advisory Board. For example, when establishing a policy on grants with a food-related component, a draft of the policy was sent out to ANCs known to have an interest in the matter and their comments were incorporated into the final draft. Feedback is also sought through the newsletters. The OANC has a finite set of “customers”, and every effort is made to inform them directly of matters and policies that affect them directly and to accept their concerns, criticisms and suggestions.

Laws, Audits, and Reports:

56. *Please identify any legislative modifications that would enable the agency to better meet its mission.*

**Answer:** The D.C. Official Code as it relates to ANCs is problematic in that it has been amended so many times, it has contradictory sections, incomplete sections and even links to other statutes that are dead links. The OANC is unable to promulgate or promote legislation on its own. It must rely on the Committee or a willing Councilmember to introduce legislation. Over the last several years, OANC staff have regularly provided Committee staff with lists of suggested legislation. The most recent list was shared by the General Counsel to Committee staff on October 29, 2025. None of the suggested legislation was advanced unless it was related to the Budget Support Act. The OANC has never received a response to the recent suggested legislative changes from the Committee, though OANC staff was recently told they may hear something “in the new year.” In addition, the OANC has been working with CEAL on legislation recently introduced to modify ANC elections and with the Committee on the Judiciary and Public Safety on proposed changes to lobbyist registration that may affect lobbyist interactions with ANCs.

57. *Please identify any regulatory impediments to your agency’s operations.*

**Answer:** The OANC is not an Executive agency and, therefore, is not able to promulgate regulations. Additionally, there are no regulations that specifically address the OANC.

58. *Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY25 and FY26 to date.*

**Answer:** The OANC is unaware of any investigations, audits or reports involving it.

59. *Please identify and provide an update on what actions have been taken to address all recommendations made during the previous three years by:*

- a. *Office of the Inspector General;*
- b. *D.C. Auditor;*
- c. *Internal audit; and*
- d. *Any other federal or local oversight entities.*

**Answer:** The OANC has not received any recommendations from the OIG, internal audit, or any other federal or local oversight entity. For recommendations and responses related to the D.C. Auditor, please see the answers to Questions 37 and 39 above.

60. ***Please list all pending lawsuits in which the agency, or its officers or employees acting in their official capacities, are named as defendants, and for each case provide the following:***

- a. *The case name;*
- b. *Court where the suit was filed;*
- c. *Case docket number;*
- d. *Case status; and*
- e. *A brief description of the case*

**Answer:** There are no pending, active or recently settled lawsuits involving the OANC or any of its staff.

61. ***Please list the total amount of money the agency or the District, on behalf of the agency, expended to settle claims against it, or its officers or employees acting in their official capacities, in FY25 and FY26 to date.***

**Answer:** No funds were expended or expected to be expended on claims against the OANC.

***Please list each settlement the agency or the District, on behalf of the agency, entered into in FY25 and FY26 to date that involved claims against the agency, or its officers or employees in their official capacity, including any settlements covered by D.C. Code § 2-402(a)(3). For each settlement, provide:***

- a. *The amount of the settlement;*
- b. *If related to litigation, the case name and brief description; and*
- c. *If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).*

**Answer:** None. The OANC is not a party to any settlements.

62. ***Please list all administrative complaints or grievances that the agency received in FY25 and FY26 to date. For each complaint, list:***

- a. *The source of complaint;*
- b. *The process utilized to respond to the complaint or grievance;*
- c. *Any changes to agency policies or procedures that resulted from the complaint or grievance; and*
- d. *If resolved describe the resolution.*

**Answer:** The OANC has not received any administrative complaints or grievances in FY25 or FY 2026 to date.

63. ***Is the agency currently party to any active non-disclosure agreements? If so, please provide all allowable information on all such agreements, including:***

- a. *The number of agreements;*
- b. *The department(s) within the agency associated with each agreement; and*
- c. *Whether any agreements are required for specific positions (please list each position by division and program and indicate whether the position is contracted)*

**Answer:** The OANC is not a party to any non-disclosure agreements.

Data

64. *In filterable and sortable spreadsheet, please list all electronic databases maintained by your agency, including the following:*

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

**Answer:** The OANC does not participate in OCTO’s Enterprise Data Inventory because OCTO has determined that the OANC does not keep enterprise data as it defines it.

The only “database” that the OANC maintains is the Quarterly Financial Report (QFR) portal in that it houses the documents that Commissions file with their QFR reports. It contains bank statements, checks, receipts, QFR reports, minutes and other documents necessary to the reports. The current version of the portal does not aggregate data in a manner that can be exported. This is a closed database containing sensitive banking and financial data and is not open to the public or other agencies. Requests for access to documents in the portal by other agencies such as ODCA or the OIG are considered on a case-by-case basis, and documents may be provided depending upon the purpose and requestor, either in whole or with sensitive data redacted.

65. *Please provide a list of all studies, research papers, and analyses (“studies”) the agency or an agency’s employee requested, prepared, presented or contracted for during FY25. For each study please list:*

- a. *The status;*
- b. *The purpose; and*
- c. *A link (if published) to the study, research paper or analysis.*

**Answer:** No studies or research papers have been prepared or presented by the OANC during FY25.

66. *Please list contracts and procurements awarded, entered into, extended, or for which an option year was exercised, by the agency during FY25 and FY26, to date in the attached spreadsheet titled “Contracts and Procurements”*

**Answer:**

- 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.

		Communication Software	QFR Maintenance	Microsoft Licenses	Learning Management Software
a.	<i>The name of the</i>	Granicus LLC	DeGray Systems	CDW-G	Absorb Software

	<b><i>contracting party;</i></b>		Development LLC		North America LLC
<b><i>b.</i></b>	<b><i>The nature of the contract, including the end product or service;</i></b>	To provide a software solution so that ANC Commissioners can reach and engage with their constituents easily and deliver customized messaging.	To provide maintenance for the software created to assist ANC Treasurers in preparing their Quarterly Financial Reports (QFRs).	To provide the remaining Microsoft 365 licenses that are not funded through OCTO. These additional licenses are due to redistricting and increase in the number of ANC Commissioners.	To streamline the training process for ANC Commissioners with a Learning Management software solution.
<b><i>c.</i></b>	<b><i>The dollar amount of the contract, including amount budgeted and amount actually spent;</i></b>	\$67,782.55	\$19,440.00	\$53,911.53	\$32,5110.00
<b><i>d.</i></b>	<b><i>The term of the contract;</i></b>	10/1/2025 – 9/30/2026	10/1/2025 – 9/30/2026	12/1/2025-12/30/2026	3/1/2026-3/1/2027
<b><i>e.</i></b>	<b><i>Whether the contract was competitively bid;</i></b>	Competition Exempt: software is proprietary	Competition Exempt: software is proprietary	Competition Exempt: software is proprietary	Competition Exempt: software is proprietary
<b><i>f.</i></b>	<b><i>The name of the agency's contract monitor and the results of any monitoring activity; and</i></b>	Gail Fast	Dawn Dickerson/ Taylor Woods	Kent Boese; all ANC Commissioners have access to their Microsoft 365 licenses	Erik Meltzer, Training Specialist
<b><i>g.</i></b>	<b><i>The funding source</i></b>	Local	Local	Local	Local

*Please include your Agency Code in the filename (e.g., AB0\_2026\_Contracts and Procurements.xls).  
You may add additional lines to the sheet but please do not change any other formatting.*

# **ATTACHMENT A**

## **DRAFT BILL LANGUAGE**

### **A BILL**

#### **IN THE COUNCIL OF THE DISTRICT OF COLUMBIA**

To amend the Advisory Neighborhood Commissions Act of 1975 to authorize Advisory Neighborhood Commissions (ANCs) to use allocated funds to provide or contract for childcare services during ANC public meetings, thereby increasing equitable access to civic participation for families across the District of Columbia.

**BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA,** That this act may be cited as the **“ANC Meeting Childcare Equity Amendment Act of 2025.”**

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**SECTION 1. The Advisory Neighborhood Commissions Act of 1975,** effective March 26, 1976 (D.C. Law 1-21; D.C. Official Code § 1-309.01 et seq.), is amended as follows:

**(a)** Section 13(l-1)(3)(B) (D.C. Official Code § 1-309.13(l-1)(3)(B)) is amended by striking the existing text and substituting the following:

“(B)(i) Childcare expenses incurred by a Commissioner in the performance of official duties, or

(ii) Childcare services provided at an official ANC public meeting for members of the public, under the following conditions:

(I) The caregiver is at least 25 years of age;

(II) The caregiver is not the parent or legal guardian of any child in their care and does not reside in the same household as the child;

(III) The caregiver has at least three (3) years of prior experience in childcare, early childhood education, or a classroom setting, or holds a valid Child Development Associate (CDA) credential recognized by the Office of the State Superintendent of Education (OSSE);

(IV) The childcare service is provided on-site at the location of the ANC meeting or in a physically adjacent location during the posted time of the meeting;

(V) ANCs shall maintain written records of the provider’s qualifications and hours worked, subject to review by the Office of Advisory Neighborhood Commissions.”

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#### **SECTION 2. Fiscal Impact Statement**

The Council adopts the fiscal impact statement prepared by the Chief Financial Officer pursuant to section 4a of the General Legislative Procedures Act of 1975, approved October 16, 2006 (D.C. Law 16-192; D.C. Official Code § 1-301.47a).

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### **SECTION 3. Effective Date**

This act shall take effect following approval by the Mayor (or in the event of veto, action by the Council to override the veto), a 30-day period of Congressional review as provided in Section 602(c)(1) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(1)), and publication in the District of Columbia Register.

# **ATTACHMENT B**

Nov 6, 2025 - Jan 5, 2026

Filters: Hostname exactly matches oanc.dc.gov | Event name exactly matches file\_download

Free form 1

File name	Event count
Totals	1,523
1 /sites/default/files/2024-12/7_Ward_ANC_23.pdf	44
2 /noor/web/sites/default/files/2024-12/4_Ward_ANC_23.pdf	31
3 /noor/web/sites/default/files/2024-12/5_Ward_ANC_23.pdf	29
4 /sites/default/files/2025-11/ANC%202A%20Nov.pdf	19
5 /noor/web/sites/default/files/2024-12/1_Ward_ANC_23.pdf	17
6 /sites/default/files/2024-12/6_Ward_ANC_23-05192023.pdf	17
7 /sites/default/files/fileupload/OANC%20Annual%20Report%20for%20FY25_2.pdf	17
8 /sites/default/files/2025-11/ANCSA.pdf	15
9 /sites/default/files/2025-11/ANCIAN%20Meeting%20Minutes%202025.09.17.pdf	13
10 /noor/web/sites/default/files/2024-12/3_Ward_ANC_23.pdf	12
11 /sites/default/files/2025-11/ANC%207B%20Monthly%20Agenda%20for%2025.11-2025.12.pdf	12
12 /sites/default/files/2025-11/ANC%207F%20Nov%20Agenda.pdf	12
13 /sites/default/files/2025-12/2025-12-09%20ANC%202C%20Agenda.pdf	12
14 /sites/default/files/2025-12/ANC%206D.pdf	12
15 /sites/default/files/2025-01/OANC%20Annual%20Report%20for%20FY24%20.pdf	11
16 /sites/default/files/2025-12/ANC%208E%20Public%20Meeting%20Agenda%2C%20January%205%2C%202025%20-%20P	11
17 /sites/default/files/2025-11/4A%20Regular%20Public%20Meeting%20Agenda%20December%202025.pdf	10
18 /sites/default/files/2025-11/ANC%2023%2023%20Nov%20Agenda.pdf	10
19 /sites/default/files/2025-11/ANC%206-8F%20Nov%20Agenda.pdf	10
20 /sites/default/files/2025-12/ANC%206E.pdf	10
21 /sites/default/files/fileupload/OANC%20Annual%20Report%20for%20FY25_0.pdf	10
22 /sites/default/files/2025-01/7D%20Bylaws.pdf	9
23 /sites/default/files/2025-10/ANC%202C%20Nov%20Agenda.pdf	9
24 /sites/default/files/2025-11/ANC%202B%20November%202025%20Meeting%20Agenda%20dash%20of%2011.2.docx_.pdf	9
25 /sites/default/files/2025-11/ANC%203A%20November%202025%20Meeting%20Notice.pdf	9
26 /sites/default/files/2025-11/ANC%2023%2023%20Nov%20Agenda.pdf	9
27 /sites/default/files/2025-11/ANC%204C%20Meeting%20Minutes%202025.09.10.pdf	9
28 /sites/default/files/2025-11/1A%20FY25%20QFR%20Q3%20Report.pdf	8
29 /sites/default/files/2025-01/ANC%2021A.pdf	8
30 /sites/default/files/2025-11/ANC%203-4G.pdf	8
31 /sites/default/files/2025-11/ANC%206E.pdf	8
32 /sites/default/files/2025-11/ANC%207C%20Nov%20Agenda.pdf	8
33 /sites/default/files/2025-11/ANC%207D%20Nov%20Agenda.pdf	8
34 /sites/default/files/2025-08/Charter%20738%20News%20-%20ANC%20Newsletter%20%28August%202025%29.pdf	7
35 /sites/default/files/2025-11/ANC%202D%20November%202025%20Agenda.pdf	7
36 /sites/default/files/2025-11/ANC%205F%20Dec.pdf	7
37 /sites/default/files/2025-11/ANC%207B%20Meeting%20Minutes%202025.09.18.pdf	7
38 /sites/default/files/2025-12/8A%20FY26%20Q1%20Allotment%20Memo.pdf	7
39 /sites/default/files/2025-12/ANC%202B%20December%202025%20Meeting%20Agenda%20.docx_.pdf	7
40 /sites/default/files/2025-12/ANC%202E.pdf	7
41 /sites/default/files/2025-12/ANC%205C%20Dec.pdf	7
42 /sites/default/files/2024-12/8_Ward_ANC_23.pdf	6
43 /sites/default/files/2025-01/What%20are%20ANCs%20Tifold.pdf	6
44 /sites/default/files/2024-10/1A%20October%202024%20Meeting%20Minutes.pdf	6
45 /sites/default/files/2025-10/ANC%201B%20Nov%20Agenda.pdf	6
46 /sites/default/files/2025-10/ANC%203-4G.pdf	6
47 /sites/default/files/2025-10/ANC%207C%20Meeting%20Minutes%202025.06.12.pdf	6
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53 /sites/default/files/2025-11/ANC%208A%20Meeting%20Minutes%202025.09.22.pdf	6
54 /sites/default/files/2025-11/Charter%20738%20News_Vol_4_Issue_3%20-%20November%202025-FINAL.pdf	6
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95 /sites/default/files/2025-01/3A%20Bylaws%20-%20Adopted%202023.pdf	3
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139 /wp-content/uploads/2025/01/AGENDA-ANC-2E-February-3rd-as-of-1.27.docx-2.pdf	3
140 /sites/default/files/2025-01/1A%20November%20%202024%20Meeting%20Minutes.pdf	2
141 /sites/default/files/2025-01/1C%20FY24%20Q2%20Allotment%20Memo.pdf	2
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147 /sites/default/files/2025-01/6-8F%20Bylaws%20-%20Adopted%202023.pdf	2
148 /sites/default/files/2025-01/7D%20July%202024%20Minutes.pdf	2
149 /sites/default/files/2025-01/7A%20FY24%20Q1%20Allotment%20Memo.pdf	2
150 /sites/default/files/2025-01/ANC%201A%20Annual%20Report%202023.pdf	2
151 /sites/default/files/2025-01/ANC%201D%20Annual%20Report%202024.pdf	2
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153 /sites/default/files/2025-01/ANC%203F%20Annual%20Report%202019.pdf	2
154 /sites/default/files/2025-01/ANC%205B%20Annual%20Report%202023.pdf	2
155 /sites/default/files/2025-02/2B%20FY25%20QFR%20Q1%20Report.pdf	2
156 /sites/default/files/2025-02/7B%202024%20Annual%20Report_L0.pdf	2
157 /sites/default/files/2025-02/8C%20FY25%20Approved%20Budget_0.pdf	2
158 /sites/default/files/2025-02/8F%20FY25%20QFR%20Q1%20Report.pdf	2
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160 /sites/default/files/2025-05/2B%20FY25%20QFR%20Q2%20Report.pdf	2
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162 /sites/default/files/2025-06/3E%20March%202025%20Meeting%20Minutes%20signed.pdf	2
163 /sites/default/files/2025-06/4C%20May%202025%20Minutes%20signed.pdf	2
164 /sites/default/files/2025-06/6A%20May%202025%20Minutes%20signed.pdf	2
165 /sites/default/files/2025-06/7C%20February%202025%20Meeting%20Minutes%20signed.pdf	2
166 /sites/default/files/2025-06/8A%20FY25%20QFR%20Q2%20Report.pdf	2
167 /sites/default/files/2025-06/8E%20Aprill%202025%20Minutes%20signed.pdf	2
168 /sites/default/files/2025-06/8F%20FY25%20QFR%20Q3%20Report.pdf	2
169 /sites/default/files/2025-07/1A%20FY25%20Q4%20Allotment_Partial%20Release.pdf	2
170 /sites/default/files/2025-07/1A%20FY25%20QFR%20Q3%20Report.pdf	2
171 /sites/default/files/2025-07/2B%20FY25%20QFR%20Q3%20Report.pdf	2
172 /sites/default/files/2025-07/4D%20May%202025%20Minutes%20signed.pdf	2
173 /sites/default/files/2025-07/5C%20FY25%20Q4%20Allotment%20Memo.pdf	2
174 /sites/default/files/2025-07/6C%20FY25%20QFR%20Q3%20Report.pdf	2
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181 /sites/default/files/2025-08/3G%20FY25%20QFR%20Q3%20Report.pdf	2
182 /sites/default/files/2025-08/5A%20April%202025%20Minutes%20final.pdf	2
183 /sites/default/files/2025-08/6D%20FY25%20Q4%20Allotment%20Memo%20-%20Partial%20Release.pdf	2
184 /sites/default/files/2025-08/ANC%207D%20April%202025%20Meeting%20Minutes.pdf	2
185 /sites/default/files/2025-09/ANC%202A%20September%2017%2C%202025%2C%20Public%20Meeting%20Agenda.pdf	2
186 /sites/default/files/2025-09/ANC%205D%20September%209%2C%202025%20-%20Public%20Meeting%20Agenda%20-%	2
187 /sites/default/files/2025-09/ANC%207F%20Agenda%20September%2016%2C%202025%20Hybrid%20Public%20Meetin	2
188 /sites/default/files/2025-09/ANC%20A%20Meeting%20Minutes%202025.08.27.pdf	2
189 /sites/default/files/2025-09/ANC%20B%20Meeting%20Minutes%202025.06.10.pdf	2
190 /sites/default/files/2025-09/ANC%20C%20Meeting%20Minutes%202025.06.11.pdf	2
191 /sites/default/files/2025-10/2025-10-October%20ANC%203F%20Public%20Meeting%20Agenda.pdf	2
192 /sites/default/files/2025-10/ANC%202A.pdf	2
193 /sites/default/files/2025-10/ANC%204B.pdf	2
194 /sites/default/files/2025-10/ANC%20G%20Meeting%20Minutes%202025.09.08.pdf	2
195 /sites/default/files/2025-10/ANCSB%20Meeting%20Minutes%202025.08.20.pdf	2
196 /sites/default/files/2025-10/ANCSEN%20Meeting%20Minutes%202025.07.15.pdf	2
197 /sites/default/files/2025-11/1D%20FY25%20QFR%20Q3%20Report.pdf	2
198 /sites/default/files/2025-11/2D%20FY25%20QFR%20Q4%20Report.pdf	2
199 /sites/default/files/2025-11/3C%20FY25%20QFR%20Q3%20Report.pdf	2
200 /sites/default/files/2025-11/3C%20FY25%20QFR%20Q3%20Report.pdf	2
201 /sites/default/files/2025-11/3C%20FY25%20QFR%20Q4%20Report.pdf	2
202 /sites/default/files/2025-11/4D%20FY25%20QFR%20Q3%20Report.pdf	2
203 /sites/default/files/2025-11/6A%20FY25%20QFR%20Q3%20Report.pdf	2
204 /sites/default/files/2025-11/6C%20FY25%20QFR%20Q4%20Report.pdf	2
205 /sites/default/files/2025-11/6E%20FY25%20QFR%20Q3%20Report.pdf	2
206 /sites/default/files/2025-11/7C%20FY25%20QFR%20Q3%20Report.pdf	2
207 /sites/default/files/2025-11/8E%20FY25%20QFR%20Q3%20Report.pdf	2
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210 /sites/default/files/2025-11/ANC%205C%20Nov%20Agenda.pdf	2
211 /sites/default/files/2025-11/ANC%205D%20Nov%20Agenda.pdf	2
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213 /sites/default/files/2025-11/ANC%206C%20Nov%20Agenda.pdf	2
214 /sites/default/files/2025-11/ANC%202C%20Meeting%20Minutes%202025.09.09.pdf	2
215 /sites/default/files/2025-11/ANC%202C%20Meeting%20Minutes%202025.06.30.pdf	2
216 /sites/default/files/2025-11/ANC%202F%20Meeting%20Minutes%202025.09.03.pdf	2
217 /sites/default/files/2025-11/ANC%204C%20Meeting%20Minutes%202025.07.02.pdf	2
218 /sites/default/files/2025-11/ANC%205B%20Meeting%20Minutes%202025.09.09.pdf	2
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221 /sites/default/files/2025-11/ANCB8%20Meeting%20Minutes%202025.04.15.pdf	2
222 /sites/default/files/2025-12/1E%20FY26%20QFR%20Q1%20Release%20Memo.pdf	2
223 /sites/default/files/2025-12/2A%20FY25%20QFR%20Q4%20Report.pdf	2
224 /sites/default/files/2025-12/2C%20FY25%20QFR%20Q4%20Report.pdf	2
225 /sites/default/files/2025-12/2E%20FY25%20QFR%20Q3%20Report.pdf	2
226 /sites/default/files/2025-12/2E%20FY26%20Q1%20Allotment%20Memo.pdf	2
227 /sites/default/files/2025-12/3B%20FY26%20Q1%20Partial%20Release%20Memo%20Updated.pdf	2
228 /sites/default/files/2025-12/3B%20FY26%20QFR%20Q1%20Release%20Memo.pdf	2
229 /sites/default/files/2025-12/3E%20FY26%20Q1%20Allotment%20Memo.pdf	2
230 /sites/default/files/2025-12/3G%20FY26%20	



Summary table with columns: Total, OANC Homepage | OANC, ANC by Ward | OANC, ANC Meeting Calendar | OANC, ANC 8A | OANC, Financial Information | OANC. Values include 155,511 (0.22% of total) views, 37,812 active users, and \$0.00 total revenue.

Main table listing 250 rows of page and screen data. Columns include: Rank, Page title and screen class, Page path and screen class, Views, Active users, Views per active user, Average engagement time per active user, Event count, Key events, and Total revenue. The table lists various pages such as 'OANC Homepage | OANC', 'ANCs by Ward | OANC', and numerous virtual public meetings.

Pages and screens: Page title and screen class

Views by Page title and screen class over time

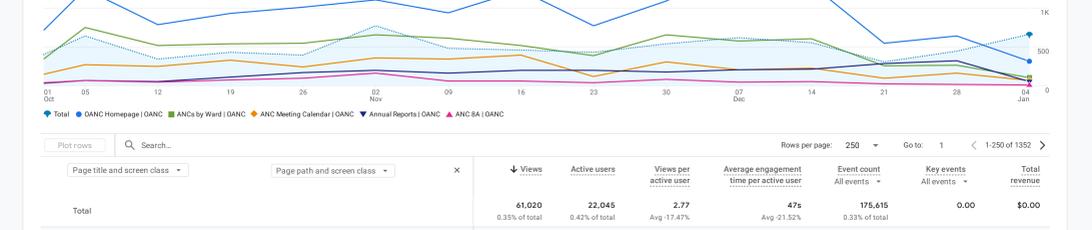


Table with columns: Page title and screen class, Page path and screen class, Views, Active users, Views per active user, Average engagement time per active user, Event count, Key events, Total revenue. Contains 250 rows of data.

# **ATTACHMENT C**

# ANC Website Project

## Mockup of ANC 1E home page

Office of Advisory Neighborhood Commissioners  
FAQs | Open Government and FOIA | ANC Directory | Official ANC Documents | The ANC Law | ANC Grants | Past Commissioners

**ANC1E** HOME ABOUT ▾ COMMISSIONERS ▾ MEETINGS ▾ COMMITTEES ▾ CALENDAR RESOURCES ▾ CONTACT US

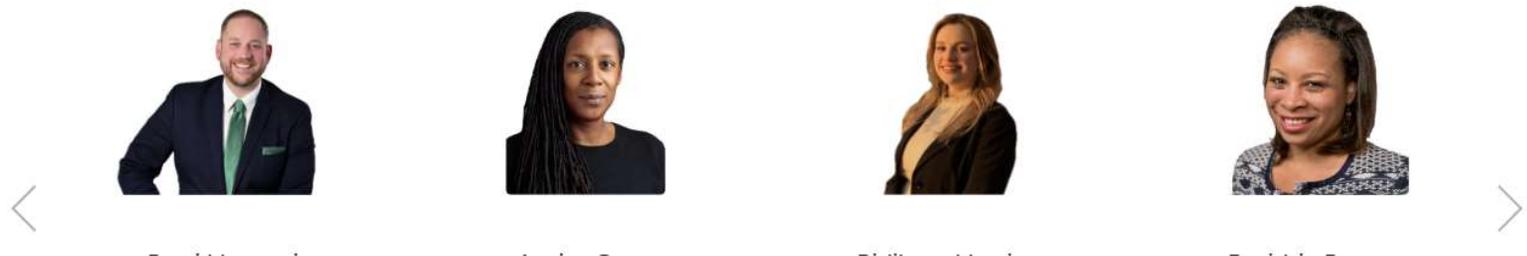
### We're Here to Help!

Welcome to the official home of Advisory Neighborhood Commission 1E, serving parts of Howard University, Park View, and Pleasant Plains in Washington, DC. Please do not hesitate to contact us if we can help!

OUR NEXT MEETING LEARN MORE →



LOCATE YOUR SMD AND ANC



# **ATTACHMENT D**

## QFR Submission Timeliness Report

No.	ANC	Allotment Quarter	QFR Submission Date	QFR Deadline	QFR Late (Y/N)	Allotment Release Date	OANC + OFRM Review Time (Days)
1	1A	Q1	9/24/2024	8/15/2024	Y	12/31/2024	98
2	1A	Q2	11/18/2024	11/15/2024	N	2/27/2025	101
3	1A	Q3	2/14/2025	2/15/2025	N	5/22/2025	97
4	1A	Q4	7/21/2025	5/15/2025	Y	8/19/2025	29
5	1B	Q1	12/2/2024	8/15/2024	Y	1/29/2025	58
6	1B	Q2	12/2/2024	11/15/2024	Y	5/12/2025	161
7	1B	Q3	4/9/2025	2/15/2025	Y	10/10/2025	184
8	1B	Q4	7/29/2025	5/15/2025	Y	10/10/2025	73
9	1C	Q1	11/6/2024	8/15/2024	Y	12/10/2024	34
10	1C	Q2	11/6/2024	11/15/2024	N	12/10/2024	34
11	1C	Q3	2/13/2025	2/15/2025	N	4/2/2025	48
12	1C	Q4	4/13/2025	5/15/2025	N	9/23/2025	163
13	1D	Q1	9/20/2024	8/15/2024	Y	11/25/2024	66
14	1D	Q2	11/21/2024	11/15/2024	N	12/17/2024	26
15	1D	Q3	5/19/2025	2/15/2025	Y	9/24/2025	128
16	1D	Q4	9/17/2025	5/15/2025	Y	9/30/2025	13
17	1E	Q1	7/28/2024	8/15/2024	N	11/20/2025	480
18	1E	Q2	10/31/2024	11/15/2024	N	2/19/2025	111
19	1E	Q3	3/5/2025	2/15/2025	Y	4/21/2025	47
20	1E	Q4	5/13/2025	5/15/2025	N	7/17/2025	65
21	2A	Q1	11/22/2024	8/15/2024	Y	12/17/2024	25
22	2A	Q2	11/22/2024	11/15/2024	N	12/17/2024	25
23	2A	Q3	4/21/2025	2/15/2025	Y	5/16/2025	25
24	2A	Q4	4/21/2025	5/15/2025	N	5/16/2025	25
25	2B	Q1	10/31/2024	8/15/2024	Y	11/25/2024	25
26	2B	Q2	12/17/2024	11/15/2024	Y	12/31/2024	14
27	2B	Q3	2/18/2025	2/15/2025	N	2/27/2025	9
28	2B	Q4	5/6/2025	5/15/2025	N	7/29/2025	84
29	2C	Q1	11/18/2024	8/15/2024	Y	2/3/2025	77
30	2C	Q2	11/18/2024	11/15/2024	N	2/20/2025	94
31	2C	Q3	4/30/2025	2/15/2025	Y	6/10/2025	41
32	2C	Q4	7/29/2025	5/15/2025	Y	10/14/2025	77
33	2D	Q1	10/15/2024	8/15/2024	Y	12/9/2024	55
34	2D	Q2	10/15/2024	11/15/2024	N	12/9/2024	55
35	2D	Q3	2/13/2025	2/15/2025	N	5/12/2025	88
36	2D	Q4	4/24/2025	5/15/2025	N	7/29/2025	96
37	2E	Q1	11/3/2024	8/15/2024	Y	12/10/2024	37
38	2E	Q2	11/3/2024	11/15/2024	N	12/10/2024	37
39	2E	Q3	2/26/2025	2/15/2025	N	3/27/2025	29
40	2E	Q4	8/28/2025	5/15/2025	Y	9/11/2025	14
41	2F	Q1	10/7/2024	8/15/2024	Y	11/20/2024	44
42	2F	Q2	11/15/2024	11/15/2024	N	12/17/2024	32
43	2F	Q3	2/14/2025	2/15/2025	N	4/21/2025	66
44	2F	Q4	5/10/2025	5/15/2025	N	7/8/2025	59
45	2G	Q1	11/14/2024	8/15/2024	Y	2/19/2025	97
46	2G	Q2	11/14/2024	11/15/2024	N	2/19/2025	97
47	2G	Q3	2/24/2025	2/15/2025	N	3/19/2025	23
48	2G	Q4	7/16/2025	5/15/2025	Y	8/18/2025	33
49	3A	Q1	7/17/2024	8/15/2024	N	11/20/2024	126
50	3A	Q2	10/20/2024	11/15/2024	N	1/29/2025	101

51	3A	Q3	1/26/2025	2/15/2025	N	3/3/2025	36
52	3A	Q4	5/13/2025	5/15/2025	N	5/22/2025	9
53	3B	Q1	8/13/2024	8/15/2024	N	12/9/2024	118
54	3B	Q2	11/20/2024	11/15/2024	N	2/12/2025	84
55	3B	Q3	2/16/2025	2/15/2025	N	5/1/2025	74
56	3B	Q4	5/16/2025	5/15/2025	N	7/22/2025	67
57	3C	Q1	10/19/2024	8/15/2024	Y	12/10/2024	52
58	3C	Q2	11/24/2024	11/15/2024	N	2/20/2025	88
59	3C	Q3	3/26/2025	2/15/2025	Y	8/19/2025	146
60	3C	Q4	7/14/2025	5/15/2025	Y	8/19/2025	36
61	3D	Q1	11/20/2024	8/15/2024	Y	2/24/2025	96
62	3D	Q2	11/20/2024	11/15/2024	N	2/24/2025	96
63	3D	Q3	2/11/2025	2/15/2025	N	3/19/2025	36
64	3D	Q4	4/8/2025	5/15/2025	N	5/22/2025	44
65	3E	Q1	12/20/2024	8/15/2024	Y	1/13/2025	24
66	3E	Q2	12/20/2024	11/15/2024	Y	2/20/2025	62
67	3E	Q3	1/16/2025	2/15/2025	N	3/27/2025	70
68	3E	Q4	9/5/2025	5/15/2025	Y	10/10/2025	35
69	3F	Q1	10/22/2024	8/15/2024	Y	12/9/2024	48
70	3F	Q2	11/20/2024	11/15/2024	N	12/9/2024	19
71	3F	Q3	3/12/2025	2/15/2025	Y	4/21/2025	40
72	3F	Q4	5/30/2025	5/15/2025	N	8/28/2025	90
73	3G	Q1	11/19/2024	8/15/2024	Y	12/17/2024	28
74	3G	Q2	11/19/2024	11/15/2024	N	12/31/2024	42
75	3G	Q3	2/13/2025	2/15/2025	N	5/1/2025	77
76	3G	Q4	5/15/2025	5/15/2025	N	7/8/2025	54
77	4A	Q1	8/14/2024	8/15/2024	N	11/25/2024	103
78	4A	Q2	11/15/2024	11/15/2024	N	5/12/2025	178
79	4A	Q3	3/29/2025	2/15/2025	Y	5/12/2025	44
80	4A	Q4	5/20/2025	5/15/2025	N	10/10/2025	143
81	4B	Q1	9/26/2024	8/15/2024	Y	11/26/2024	61
82	4B	Q2	11/15/2024	11/15/2024	N	2/19/2025	96
83	4B	Q3	3/3/2025	2/15/2025	Y	9/30/2025	211
84	4B	Q4	5/16/2025	5/15/2025	N	7/22/2025	67
85	4C	Q1	12/17/2024	8/15/2024	Y	4/21/2025	125
86	4C	Q2	12/17/2024	11/15/2024	Y	10/14/2025	301
87	4C	Q3	4/12/2025	2/15/2025	Y	6/10/2025	59
88	4C	Q4	6/9/2025	5/15/2025	Y	9/11/2025	94
89	4D	Q1	12/2/2024	8/15/2024	Y	1/29/2025	58
90	4D	Q2	12/2/2024	11/15/2024	Y	1/29/2025	58
91	4D	Q3	3/27/2025	2/15/2025	Y	8/19/2025	145
92	4D	Q4	5/15/2025	5/15/2025	N	8/19/2025	96
93	4E	Q1	10/23/2024	8/15/2024	Y	11/25/2025	398
94	4E	Q2	10/24/2024	11/15/2024	N	11/25/2025	397
95	4E	Q3	3/5/2025	2/15/2025	Y	5/22/2025	78
96	4E	Q4	5/3/2025	5/15/2025	N	7/2/2025	60
97	5A	Q1	11/19/2024	8/15/2024	Y	12/10/2024	21
98	5A	Q2	11/19/2024	11/15/2024	N	12/17/2024	28
99	5A	Q3	3/18/2025	2/15/2025	Y	3/27/2025	9
100	5A	Q4	6/4/2025	5/15/2025	Y	8/28/2025	85
101	5B	Q1	9/24/2024	8/15/2024	Y	11/20/2024	57

102	5B	Q2	10/22/2024	11/15/2024	N	12/17/2024	56
103	5B	Q3	4/15/2025	2/15/2025	Y	8/19/2025	126
104	5B	Q4	7/28/2025	5/15/2025	Y	9/24/2025	58
105	5C	Q1	12/13/2024	8/15/2024	Y	12/17/2024	4
106	5C	Q2	12/12/2024	11/15/2024	Y	12/17/2024	5
107	5C	Q3	2/25/2025	2/15/2025	N	3/7/2025	10
108	5C	Q4	5/2/2025	5/15/2025	N	7/23/2025	82
109	5D	Q1	8/14/2024	8/15/2024	N	11/20/2024	98
110	5D	Q2	11/24/2024	11/15/2024	N	12/17/2024	23
111	5D	Q3	2/17/2025	2/15/2025	N	4/21/2025	63
112	5D	Q4	4/22/2025	5/15/2025	N	7/2/2025	71
113	5E	Q1	8/20/2024	8/15/2024	N	1/29/2025	162
114	5E	Q2	10/21/2024	11/15/2024	N	1/29/2025	100
115	5E	Q3	1/22/2025	2/15/2025	N	2/24/2025	33
116	5E	Q4	4/8/2025	5/15/2025	N	7/2/2025	85
117	5F	Q1	9/6/2024	8/15/2024	Y	11/25/2024	80
118	5F	Q2	10/21/2024	11/15/2024	N	1/13/2025	84
119	5F	Q3	3/25/2025	2/15/2025	Y	5/1/2025	37
120	5F	Q4	7/6/2025	5/15/2025	Y	9/11/2025	67
121	6A	Q1	2/19/2025	8/15/2024	Y	3/3/2025	12
122	6A	Q2	2/19/2025	11/15/2024	Y	3/3/2025	12
123	6A	Q3	2/19/2025	2/15/2025	N	3/19/2025	28
124	6A	Q4	4/15/2025	5/15/2025	N	7/2/2025	78
125	6B	Q1	9/7/2024	8/15/2024	Y	12/9/2024	93
126	6B	Q2	12/11/2024	11/15/2024	Y	2/20/2025	71
127	6B	Q3	2/26/2025	2/15/2025	N	4/21/2025	54
128	6B	Q4	5/15/2025	5/15/2025	N	10/14/2025	152
129	6C	Q1	7/27/2024	8/15/2024	N	11/25/2024	121
130	6C	Q2	10/14/2024	11/15/2024	N	11/25/2024	42
131	6C	Q3	1/22/2025	2/15/2025	N	3/27/2025	64
132	6C	Q4	4/14/2025	5/15/2025	N	7/8/2025	85
133	6D	Q1	11/18/2024	8/15/2024	Y	1/29/2025	72
134	6D	Q2	12/18/2024	11/15/2024	Y	1/29/2025	42
135	6D	Q3	2/8/2025	2/15/2025	N	3/27/2025	47
136	6D	Q4	4/29/2025	5/15/2025	N	8/19/2025	112
137	6E	Q1	10/21/2024	8/15/2024	Y	12/9/2024	49
138	6E	Q2	11/20/2024	11/15/2024	N	12/9/2024	19
139	6E	Q3	3/5/2025	2/15/2025	Y	5/12/2025	68
140	6E	Q4	5/16/2025	5/15/2025	N	7/8/2025	53
141	7B	Q1	11/7/2024	8/15/2024	Y	8/28/2025	294
142	7B	Q2	11/7/2024	11/15/2024	N	1/13/2025	67
143	7B	Q3	1/25/2025	2/15/2025	N	5/1/2025	96
144	7B	Q4	4/30/2025	5/15/2025	N	8/28/2025	120
145	7C	Q1	11/7/2024	8/15/2024	Y	12/10/2024	33
146	7C	Q2	11/7/2024	11/15/2024	N	12/10/2024	33
147	7C	Q3	6/27/2025	2/15/2025	Y	10/10/2025	105
148	7C	Q4	9/12/2025	5/15/2025	Y	10/10/2025	28
149	7D	Q1	9/9/2024	8/15/2024	Y	11/26/2025	443
150	7D	Q2	2/2/2025	11/15/2024	Y	2/20/2025	18
151	7D	Q3	3/11/2025	2/15/2025	Y	3/27/2025	16
152	7D	Q4	7/21/2025	5/15/2025	Y	8/28/2025	38

153	7E	Q1	10/4/2024	8/15/2024	Y	9/30/2025	361
154	7E	Q2	12/31/2024	11/15/2024	Y	9/30/2025	273
155	7E	Q3	7/22/2024	2/15/2025	N	9/30/2025	435
156	7E	Q4	5/29/2025	5/15/2025	N	10/1/2025	125
157	7F	Q1	12/5/2024	8/15/2024	Y	1/29/2025	55
158	7F	Q2	12/5/2024	11/15/2024	Y	10/10/2025	309
159	7F	Q3	4/25/2025	2/15/2025	Y	10/14/2025	172
160	7F	Q4	9/17/2025	5/15/2025	Y	10/14/2025	27
161	8A	Q1	10/24/2024	8/15/2024	Y	11/25/2024	32
162	8A	Q2	11/18/2024	11/15/2024	N	4/2/2025	135
163	8A	Q3	3/30/2025	2/15/2025	Y	9/23/2025	177
164	8A	Q4	5/19/2025	5/15/2025	N	9/23/2025	127
165	8B	Q1	12/4/2024	8/15/2024	Y	10/14/2025	314
166	8B	Q2	12/4/2024	11/15/2024	Y	3/13/2025	99
167	8B	Q3	6/22/2025	2/15/2025	Y	9/30/2025	100
168	8B	Q4	6/22/2025	5/15/2025	Y	9/30/2025	100
169	8C	Q1	9/27/2024	8/15/2024	Y	11/15/2024	49
170	8C	Q2	11/21/2024	11/15/2024	N	1/13/2025	53
171	8C	Q3	5/28/2025	2/15/2025	Y	10/10/2025	135
172	8C	Q4	6/26/2025	5/15/2025	Y	10/14/2025	110
173	8D	Q1	12/4/2024	8/15/2024	Y	7/17/2025	225
174	8D	Q2	12/4/2024	11/15/2024	Y	7/17/2025	225
175	8D	Q3	6/30/2025	2/15/2025	Y	7/17/2025	17
176	8D	Q4	6/30/2025	5/15/2025	Y	7/17/2025	17
177	8E	Q1	12/22/2024	8/15/2024	Y	4/2/2025	101
178	8E	Q2	12/22/2024	11/15/2024	Y	4/2/2025	101
179	8E	Q3	4/7/2025	2/15/2025	Y	6/10/2025	64
180	8E	Q4	6/18/2025	5/15/2025	Y	9/24/2025	98
181	8F	Q1	12/5/2024	8/15/2024	Y	9/30/2025	299
182	8F	Q2	12/5/2024	11/15/2024	Y	9/30/2025	299
183	8F	Q3	2/14/2025	2/15/2025	N	2/27/2025	13
184	8F	Q4	5/21/2025	5/15/2025	N	7/8/2025	48

# **ATTACHMENT E**

























































































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Kent Boese Kent.boese@d	8.00E+07	DCWASHO,	0	5/1/2025	9	Account Administrator
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Kent Boese Kent.boese@d	8.00E+09	DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d 8F01		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d 8F02		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d 8F03		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d 8F04		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d 8F05		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d ANC 2B		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d ANC 2G		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d Chairs and Tr		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d Commissione		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d Erik Test		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d Updated Cha		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d Ward 1		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d Ward 2		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d Ward 3		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d Ward 4		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d Ward 5		DCWASHO,	0	5/1/2025	9	Account Administrator
Kent Boese Kent.boese@d Ward 6		DCWASHO,	0	5/1/2025	9	Account Administrator
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Amber Wri Amber.Wright: 8.00E+08	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: 8.00E+09	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: 8F01	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: 8F02	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: 8F03	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: 8F04	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: 8F05	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: ANC 2B	DCWASHO,	0		9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: ANC 2G	DCWASHO,	0		9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Chairs and Tr	DCWASHO,	2	2/22/2024	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Commissione	DCWASHO,	33	9/20/2024	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Erik Test	DCWASHO,	0		9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Updated Cha	DCWASHO,	0		9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Ward 1	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Ward 2	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Ward 3	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Ward 4	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Ward 5	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Ward 6	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Ward 7	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
Amber Wri Amber.Wright: Ward 8	DCWASHO,	2	9/25/2023	9/20/2024	115	Account Administrator
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Carlos Rich 7c03@anc.dc. 7C03	DCWASHO,	49	1/5/2026	1/5/2026	81	Group Administrator
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Jamilla Whi 8A05@anc.dc. 8A02	DCWASHO,	5	#####	#####	43	Topic Administrator
Jamilla Whi 8A05@anc.dc. 8A03	DCWASHO,	5	#####	#####	43	Topic Administrator
Jamilla Whi 8A05@anc.dc. 8A04	DCWASHO,	5	#####	#####	43	Topic Administrator
Jamilla Whi 8A05@anc.dc. 8A05	DCWASHO,	5	#####	#####	43	Topic Administrator
Jamilla Whi 8A05@anc.dc. 8A06	DCWASHO,	5	#####	#####	43	Topic Administrator
Jamilla Whi 8A05@anc.dc. 8A07	DCWASHO,	5	#####	#####	43	Topic Administrator
Brian Glove 7c01@anc.dc. 7C01	DCWASHO,	5	2/18/2025	3/15/2025	20	Topic Administrator
Davonte Sc utmostrespect 8A01	DCWASHO,	0		4/28/2024	4	Topic Administrator
Davonte Sc utmostrespect 8A02	DCWASHO,	0		4/28/2024	4	Topic Administrator
Davonte Sc utmostrespect 8A03	DCWASHO,	0		4/28/2024	4	Topic Administrator
Davonte Sc utmostrespect 8A04	DCWASHO,	0		4/28/2024	4	Topic Administrator
Davonte Sc utmostrespect 8A05	DCWASHO,	0		4/28/2024	4	Topic Administrator
Davonte Sc utmostrespect 8A06	DCWASHO,	0		4/28/2024	4	Topic Administrator
Davonte Sc utmostrespect 8A07	DCWASHO,	0		4/28/2024	4	Topic Administrator
Brian Alcor 7d08@anc.dc. 7D08	DCWASHO,	0			0	Topic Administrator





























Andrew Ge andrew.gerst1	8C05	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8C06	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8C07	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8C08	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8D01	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8D02	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8D03	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8D04	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8D05	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8D06	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8D07	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8D08	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8.00E+01	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8.00E+02	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8.00E+03	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8.00E+04	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8.00E+05	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8.00E+06	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8.00E+07	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8.00E+08	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8.00E+09	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8F01	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8F02	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8F03	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8F04	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	8F05	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	ANC 2B	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	ANC 2G	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Chairs and Tr	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Commissione	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Erik Test	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Updated Cha	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Ward 1	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Ward 2	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Ward 3	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Ward 4	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Ward 5	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Ward 6	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Ward 7	DCWASHO,	0		0 Account Administrator
Andrew Ge andrew.gerst1	Ward 8	DCWASHO,	0		0 Account Administrator
Claudette [ 3f04@anc.dc.g	3F04	DCWASHO,	0	4/15/2024	1 Topic Administrator
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Zachary Ad 2b08@anc.dc.g	2B02	DCWASHO,	0	4/25/2024	1 Topic Administrator
Zachary Ad 2b08@anc.dc.g	2B03	DCWASHO,	0	4/25/2024	1 Topic Administrator
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Anna Noak 2b@anc.dc.gov 8D06	DCWASHO,	0	1/5/2026	49 Account Administrator
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Anna Noak 2b@anc.dc.gov 8.00E+03	DCWASHO,	0	1/5/2026	49 Account Administrator
Anna Noak 2b@anc.dc.gov 8.00E+04	DCWASHO,	0	1/5/2026	49 Account Administrator
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Anna Noak 2b@anc.dc.gov 8.00E+09	DCWASHO,	0	1/5/2026	49 Account Administrator
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Anna Noak 2b@anc.dc.gov Ward 5	DCWASHO,	0	1/5/2026	49 Account Administrator
Anna Noak 2b@anc.dc.gov Ward 6	DCWASHO,	0	1/5/2026	49 Account Administrator
Anna Noak 2b@anc.dc.gov Ward 7	DCWASHO,	0	1/5/2026	49 Account Administrator
Anna Noak 2b@anc.dc.gov Ward 8	DCWASHO,	0	1/5/2026	49 Account Administrator
Mark Galva 5F04@anc.dc.ε 5F01	DCWASHO,	0	4/22/2025	9 Group Administrator
Mark Galva 5F04@anc.dc.ε 5F02	DCWASHO,	0	4/22/2025	9 Group Administrator
Mark Galva 5F04@anc.dc.ε 5F03	DCWASHO,	0	4/22/2025	9 Group Administrator
Mark Galva 5F04@anc.dc.ε 5F04	DCWASHO,	0	4/22/2025	9 Group Administrator
Mark Galva 5F04@anc.dc.ε 5F05	DCWASHO,	0	4/22/2025	9 Group Administrator
Mark Galva 5F04@anc.dc.ε 5F06	DCWASHO,	0	4/22/2025	9 Group Administrator
Mark Galva 5F04@anc.dc.ε 5F07	DCWASHO,	0	4/22/2025	9 Group Administrator
Antoine Kir 4C02@anc.dc.ξ 4C02	DCWASHO,	0	#####	8 Group Administrator
Ms. Laneicε 8a04@anc.dc.ξ 8A04	DCWASHO,	0	11/4/2024	3 Topic Administrator

Jinin Berry 4b10@anc.dc.ξ4B10	DCWASHO,	1	3/12/2025	3/12/2025	11	Group Administrator
Fredrica Kr. 6D07@anc.dc.ι6D07	DCWASHO,	0			0	Topic Administrator
Sebrena Rh 5d02@anc.dc.ξ5D02	DCWASHO,	0		#####	2	Topic Administrator
Erik Meltze erik.meltzer@κ 1A01	DCWASHO,	1	9/22/2025	#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1A02	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1A03	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1A04	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1A05	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1A06	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1A07	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1A08	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1A09	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1A10	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1B01	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1B02	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1B03	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1B04	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1B05	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1B06	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1B07	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1B08	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1B09	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1B10	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1C01	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1C02	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1C03	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1C04	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1C05	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1C06	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1C07	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1C08	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1C09	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1D01	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1D02	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1D03	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1D04	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1D05	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1D06	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1D07	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1.00E+01	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1.00E+02	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1.00E+03	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1.00E+04	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1.00E+05	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1.00E+06	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 1.00E+07	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 2024 Officers	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 2A01	DCWASHO,	0		#####	108	Account Administrator
Erik Meltze erik.meltzer@κ 2A02	DCWASHO,	0		#####	108	Account Administrator













Erik Meltze erik.meltzer@c	8.00E+06	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	8.00E+07	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	8.00E+08	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	8.00E+09	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	8F01	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	8F02	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	8F03	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	8F04	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	8F05	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	ANC 2B	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	ANC 2G	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	Chairs and Tr	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	Commissione	DCWASHO,	1	3/21/2025 #####	108	Account Administrator
Erik Meltze erik.meltzer@c	Erik Test	DCWASHO,	4	7/1/2024 #####	108	Account Administrator
Erik Meltze erik.meltzer@c	Updated Cha	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	Ward 1	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	Ward 2	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	Ward 3	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	Ward 4	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	Ward 5	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	Ward 6	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	Ward 7	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erik.meltzer@c	Ward 8	DCWASHO,	0	#####	108	Account Administrator
Erik Meltze erikgovtest@gmail.com			0	7/25/2025	6	Topic Administrator
Matthew C 3E01@anc.dc.gov			0	2/25/2025	2	Topic Administrator
Jay Falk 1d01@anc.dc.gov			0	1/7/2025	1	Topic Administrator
Tom Dono 8a01@anc.dc.gov	8A01	DCWASHO,	40	#####	107	Topic Administrator
Daniela Kel 6c05@anc.dc.gov			0	5/14/2025	5	Topic Administrator
Salvador Sa 5d05@anc.dc.gov			0		0	Topic Administrator
5D Admin 5D@anc.dc.gov	5D	DCWASHO,	12	1/6/2026 1/6/2026	31	Topic Administrator
5D Admin 5D@anc.dc.gov	5D01	DCWASHO,	12	1/6/2026 1/6/2026	31	Topic Administrator
5D Admin 5D@anc.dc.gov	5D02	DCWASHO,	12	1/6/2026 1/6/2026	31	Topic Administrator
5D Admin 5D@anc.dc.gov	5D03	DCWASHO,	12	1/6/2026 1/6/2026	31	Topic Administrator
5D Admin 5D@anc.dc.gov	5D04	DCWASHO,	12	1/6/2026 1/6/2026	31	Topic Administrator
5D Admin 5D@anc.dc.gov	5D05	DCWASHO,	12	1/6/2026 1/6/2026	31	Topic Administrator
5D Admin 5D@anc.dc.gov	5D06	DCWASHO,	12	1/6/2026 1/6/2026	31	Topic Administrator
5D Admin 5D@anc.dc.gov	5D07	DCWASHO,	12	1/6/2026 1/6/2026	31	Topic Administrator
5D Admin 5D@anc.dc.gov	5D08	DCWASHO,	12	1/6/2026 1/6/2026	31	Topic Administrator
5D Admin 5D@anc.dc.gov	5D09	DCWASHO,	12	1/6/2026 1/6/2026	31	Topic Administrator
Mike Warb 4C03@anc.dc.gov	4C03	DCWASHO,	2	1/13/2025 #####	12	Topic Administrator
Gary Hinkle Gary.Hinkle1@	1A01	DCWASHO,	0		0	Account Administrator
Gary Hinkle Gary.Hinkle1@	1A02	DCWASHO,	0		0	Account Administrator
Gary Hinkle Gary.Hinkle1@	1A03	DCWASHO,	0		0	Account Administrator
Gary Hinkle Gary.Hinkle1@	1A04	DCWASHO,	0		0	Account Administrator
Gary Hinkle Gary.Hinkle1@	1A05	DCWASHO,	0		0	Account Administrator
Gary Hinkle Gary.Hinkle1@	1A06	DCWASHO,	0		0	Account Administrator
Gary Hinkle Gary.Hinkle1@	1A07	DCWASHO,	0		0	Account Administrator
Gary Hinkle Gary.Hinkle1@	1A08	DCWASHO,	0		0	Account Administrator
Gary Hinkle Gary.Hinkle1@	1A09	DCWASHO,	0		0	Account Administrator



















<b>No.</b>	<b>Name</b>	<b>Email</b>
1	5D Admin	5D@anc.dc.gov
2	Adam Prinzo	3C02@anc.dc.gov
3	Amber Gove	6A04@anc.dc.gov
4	ANC 2G	2G@anc.dc.gov
5	Andrew DeFrank	2b01@anc.dc.gov
6	Angela Allison	1d06@anc.dc.gov
7	Anna Noakes	2b@anc.dc.gov
8	Anna Roblin	5d03@anc.dc.gov
9	Anthony Lorenzo Green	7C04@anc.dc.gov
10	Anthony Thomas-Davis	1B06@anc.dc.gov
11	Antoine Kirby	4C02@anc.dc.gov
12	Brad Howard	1E01@anc.dc.gov
13	Brandon Scott	7C08@anc.dc.gov
14	Brian Alcorn	7d08@anc.dc.gov
15	Brian Glover	7c01@anc.dc.gov
16	Carlos Richardson	7c03@anc.dc.gov
17	Charlie Mayer	4B04@anc.dc.gov
18	Chris Hart	6e01@dc.gov
19	Chuck Elkins	3D01@anc.dc.gov
20	Claudette David	3f04@anc.dc.gov
21	Daniela Kelley McInerney	6c05@anc.dc.gov
22	Davina Carson	6e07@anc.dc.gov
23	Davonte Squire	utmostrespectforall@gmail.com
24	Dimitrov Stoyan	4D06@anc.dc.gov
25	Duane Moody	8E05@anc.dc.gov
26	Ebony Payne	7D05@anc.dc.gov
27	Edward Comer	2A04@anc.dc.gov
28	Eliza Cava	4D04@anc.dc.gov
29	Erika Nunez	1D03@anc.dc.gov
30	Frederick Nelson	8d07@anc.dc.gov
31	Fredrica Kramer	6D07@anc.dc.gov
32	Gerald Sroufe	6B02@anc.dc.gov
33	Hector Arbuckle	5D01@anc.dc.gov
34	James Turner	1A09@anc.dc.gov
35	Jamilla White	8A05@anc.dc.gov
36	Janell Pagats	3C03@anc.dc.gov
37	Jay Adelstein	6c03@anc.dc.gov
38	Jay Falk	1d01@anc.dc.gov
39	Jeffrey Rueckgauer	2b02@anc.dc.gov
40	Jenn Kauffman	4d08@anc.dc.gov

41	Jeremy Sherman	1a04@anc.dc.gov
42	Jinin Berry	4b10@anc.dc.gov
43	Joe Bishop-Henchman	5F06@anc.dc.gov
44	Joshua Taborn	7D01@anc.dc.gov
45	Joy Pinkney	4D01@anc.dc.gov
46	Karla M. Lewis	5e02@anc.dc.gov
47	Katie Murphy	7D04@anc.dc.gov
48	Kelly Mikel WILLIAMS	8E03@ANC.DC.GOV
49	Konyka Dunson	5c01@anc.dc.gov
50	Kyle Gardiner	5E01@anc.dc.gov
51	Mark Galvan	5F04@anc.dc.gov
52	Matthew Cohen	3E01@anc.dc.gov
53	Melissa Lane	3B03@anc.dc.gov
54	Mike Velasquez	6A02@anc.dc.gov
55	Ms. Laneice Moore	8a04@anc.dc.gov
56	Nicole Shea	2g03@anc.dc.gov
57	Paula Edwards	4A01@anc.dc.gov
58	Pavan Khoobchandani	4E06@anc.dc.gov
59	Peter Wood	1C03@anc.dc.gov
60	Ra Amin	5B04@anc.dc.gov
61	Rachelle Nigro	2G06@anc.dc.gov
62	Ritanch Hans	6E09@anc.dc.gov
63	Salvador Saucedo-Guzman	5d05@anc.dc.gov
64	Sandra Harrell	8d03@anc.dc.gov
65	Sebrena Rhodes	5d02@anc.dc.gov
66	Stephen Kenny	1a05@anc.dc.gov
67	Steven McCarty	2g04@anc.dc.gov
68	Takema Keyes	8B01@anc.dc.gov
69	Thaddeus Bradley-Lewis	3a01@anc.dc.gov
70	Tiffani Nichole Johnson	4b06@anc.dc.gov
71	Tom Donohue	8a01@anc.dc.gov
72	Vincent Slatt	2B03@anc.dc.gov
73	Zachary Adams	2b08@anc.dc.gov
74	Zurick Smith	4B03@anc.dc.gov

# Office of Advisory Neighborhood Commissions - Bulletin Analytics Summary Report



**For the period 01/01/2025 through 12/31/2025**

Summary		
1	Bulletins Sent	423
2	Total Recipients	312,749
3	Total Delivered	306,388
4	Total Failed	6,361
5	Percent Delivered	98.0
6	Unique Email Opens	174,141
7	Unique Email Open Rate (%)	57.9
8	Average # of Links per Bulletin	12.6
9	Unique Bulletin Link Clicks	8,225
10	Click Rate (%)	2.7
11	Unique SMS Clicks	249
12	Total SMS Clicks	360
13	Facebook Clicks	0
14	Twitter Clicks	0

# Office of Advisory Neighborhood Commissions - Subscriber Activity Summary Report



For the period 01/01/2025 through 12/31/2025

## Subscriber Profiles

Direct		115
Overlay		0
Signup Builder		379
Network		0
Upload		9,583
TMS Integration		0
Deleted		- 1,797
<hr/>		
Change in Total Subscribers		<b>+ 8,280</b>
Total as of 12/31/2025		12,794

## Subscriptions

Direct		2,805
Overlay		0
Signup Builder		2,207
Network		0
Upload		10,148
Deleted		- 2,951
<hr/>		
Change in Total Subscriptions		<b>+ 12,209</b>
Total as of 12/31/2025		20,261

Office of Advisory Neighborhood Commissions - Subscriber Activity  
Summary Report

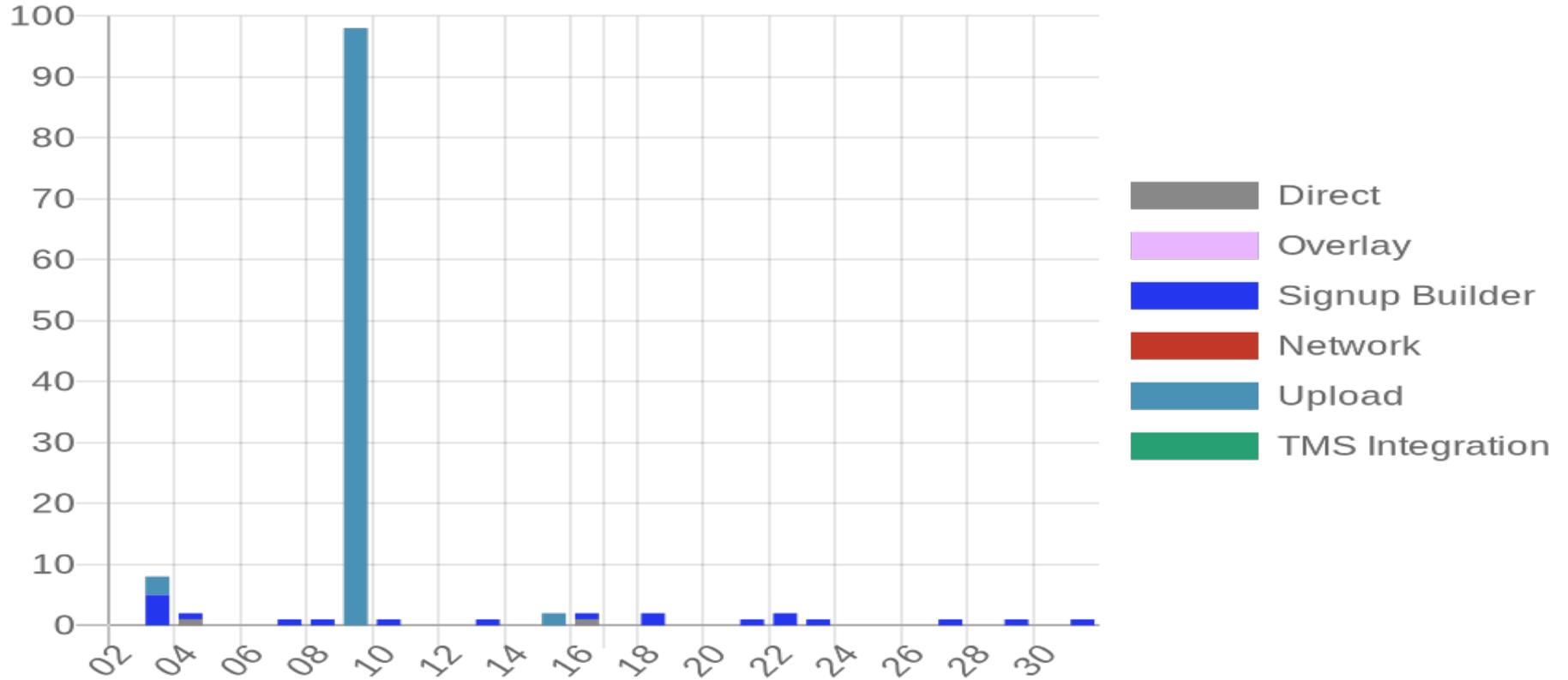


01/07/2026 09:52 AM EST

For the period 01/01/2025 through 12/31/2025

Source of New Subscribers

30-day history



**Office of Advisory Neighborhood Commissions - Subscriber Activity  
Summary Report**



01/07/2026 09:52 AM EST

**For the period 01/01/2025 through 12/31/2025**

**Source of New Subscribers**

*30-day history*

	Date	Direct	Overlay	Signup Builder	Network	Upload	TMS Integration
1	12/02/2025	0	0	0	0	0	0
2	12/03/2025	0	0	5	0	3	0
3	12/04/2025	1	0	1	0	0	0
4	12/05/2025	0	0	0	0	0	0
5	12/06/2025	0	0	0	0	0	0
6	12/07/2025	0	0	1	0	0	0
7	12/08/2025	0	0	1	0	0	0
8	12/09/2025	0	0	0	0	98	0
9	12/10/2025	0	0	1	0	0	0
10	12/11/2025	0	0	0	0	0	0
11	12/12/2025	0	0	0	0	0	0
12	12/13/2025	0	0	1	0	0	0
13	12/14/2025	0	0	0	0	0	0
14	12/15/2025	0	0	0	0	2	0
15	12/16/2025	1	0	1	0	0	0
16	12/17/2025	0	0	0	0	0	0
17	12/18/2025	0	0	2	0	0	0
18	12/19/2025	0	0	0	0	0	0
19	12/20/2025	0	0	0	0	0	0
20	12/21/2025	0	0	1	0	0	0
21	12/22/2025	0	0	2	0	0	0
22	12/23/2025	0	0	1	0	0	0
23	12/24/2025	0	0	0	0	0	0
24	12/25/2025	0	0	0	0	0	0
25	12/26/2025	0	0	0	0	0	0
26	12/27/2025	0	0	1	0	0	0
27	12/28/2025	0	0	0	0	0	0
28	12/29/2025	0	0	1	0	0	0

01/07/2026 09:52 AM EST

**Office of Advisory Neighborhood Commissions - Subscriber Activity  
Summary Report**



**For the period 01/01/2025 through 12/31/2025**

	Date	Direct	Overlay	Signup Builder	Network	Upload	TMS Integration
29	12/30/2025	0	0	0	0	0	0
30	12/31/2025	0	0	1	0	0	0

# Office of Advisory Neighborhood Commissions - Bulletin Analytics Summary Report



**For the period 01/01/2026 through 01/07/2026**

Summary		
1	Bulletins Sent	11
2	Total Recipients	19,928
3	Total Delivered	19,752
4	Total Failed	174
5	Percent Delivered	99.1
6	Unique Email Opens	10,395
7	Unique Email Open Rate (%)	53.1
8	Average # of Links per Bulletin	7.9
9	Unique Bulletin Link Clicks	153
10	Click Rate (%)	0.8
11	Unique SMS Clicks	0
12	Total SMS Clicks	0
13	Facebook Clicks	0
14	Twitter Clicks	0

# Office of Advisory Neighborhood Commissions - Subscriber Activity Summary Report



**For the period 01/01/2026 through 01/07/2026**

## Subscriber Profiles

Direct		0
Overlay		0
Signup Builder		4
Network		0
Upload		3
TMS Integration		0
Deleted		- 71
<hr/>		
Change in Total Subscribers		<b>- -64</b>
Total as of 01/07/2026		12,730

## Subscriptions

Direct		0
Overlay		0
Signup Builder		32
Network		0
Upload		3
Deleted		- 128
<hr/>		
Change in Total Subscriptions		<b>- -93</b>
Total as of 01/07/2026		20,168

Office of Advisory Neighborhood Commissions - Subscriber Activity  
Summary Report

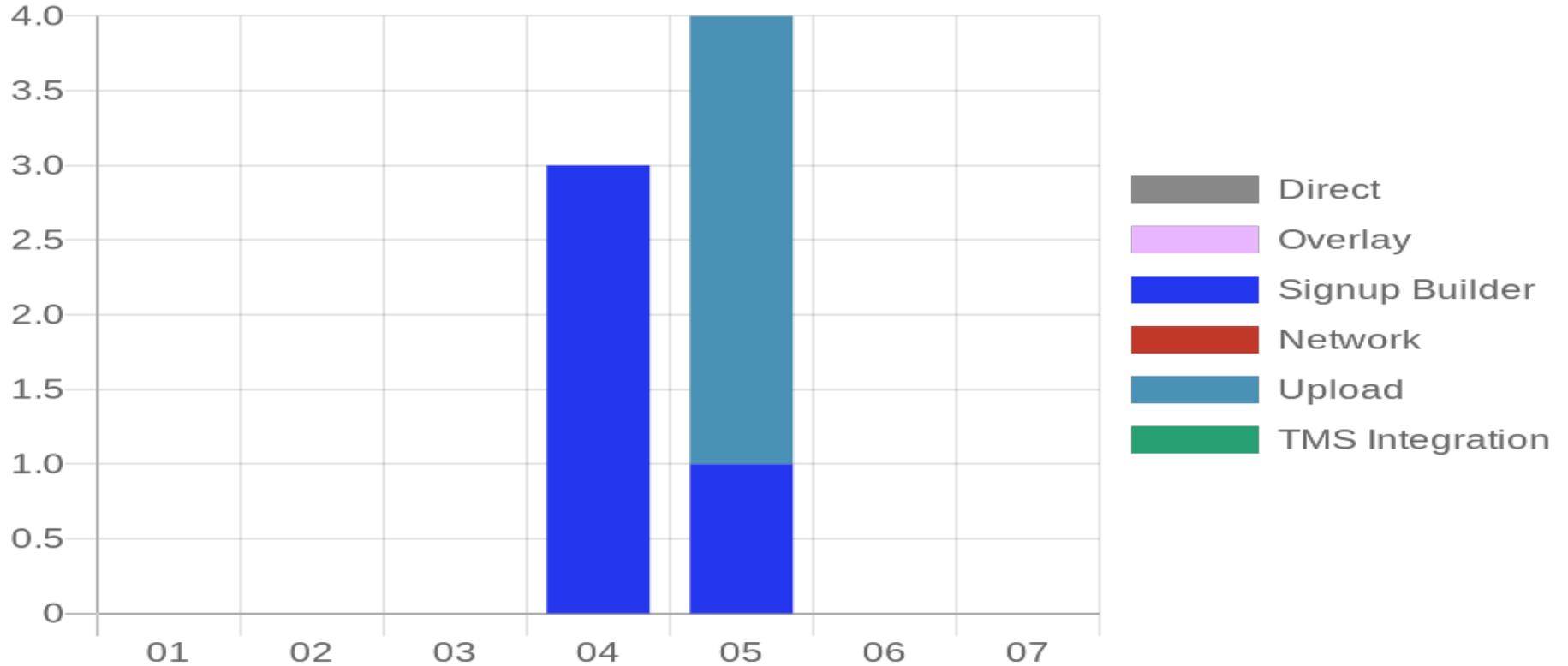


01/07/2026 09:54 AM EST

For the period 01/01/2026 through 01/07/2026

Source of New Subscribers

30-day history



Office of Advisory Neighborhood Commissions - Subscriber Activity  
Summary Report



01/07/2026 09:54 AM EST

For the period 01/01/2026 through 01/07/2026

Source of New Subscribers

30-day history

	Date	Direct	Overlay	Signup Builder	Network	Upload	TMS Integration
1	01/01/2026	0	0	0	0	0	0
2	01/02/2026	0	0	0	0	0	0
3	01/03/2026	0	0	0	0	0	0
4	01/04/2026	0	0	3	0	0	0
5	01/05/2026	0	0	1	0	3	0
6	01/06/2026	0	0	0	0	0	0
7	01/07/2026	0	0	0	0	0	0

# **ATTACHMENT F**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL**



**ATTORNEY GENERAL  
BRIAN L. SCHWALB**

**Legal Counsel Division**

January 3, 2023

Kent C. Boese  
Executive Director  
Office of Advisory Neighborhood Commissions

Amy Bellanca  
General Counsel  
Office of the District of Columbia Auditor

**Re: Question re ANC Cell Phone Reimbursement**

Director Boese and Ms. Bellanca:

We have previously advised that an Advisory Neighborhood Commission (“ANC”) may expend funds to purchase equipment, such as laptops, for Commissioners to use for the conduct of official business.<sup>1</sup> You asked whether, alternatively, an ANC could reimburse Commissioners who use their personal cell phones partially for ANC business. They may, but only for itemized expenditures for official use.

As previous letters from this Office have explained, expenditures by an ANC are governed by the Advisory Neighborhood Commissions Act of 1975 (“ANC Act”),<sup>2</sup> which governs how ANCs may expend their funds. ANC expenditures must also conform to federal appropriations law since funds expended by ANCs are appropriated by Congress.<sup>3</sup>

The ANC Act permits an ANC to expend its funds “for the functioning of the Commission office,”<sup>4</sup> and as the two letters cited in footnote 1 of this letter illustrate, we have consistently recognized

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<sup>1</sup> See Letter to Comm’r Miscuk, Aug. 9, 2001, at 1 (cited in Letter to Comm’r Patel, Nov. 14, 2022, at 1). These letters, and others cited in this letter, are available from <https://oag.dc.gov/about-oag/laws-and-legal-opinions/legal-advice-ancs> (all websites last visited Jan. 3, 2022).

<sup>2</sup> Effective October 10, 1975 (D.C. Law 1-21; D.C. Official Code § 1-309.01 *et seq.*).

<sup>3</sup> See Letter to Comm’r Silverstein, May 1, 2019, at 3 n.13; Letter to Gottlieb Simon, July 7, 2017, at 2; D.C. Official Code § 1-206.03. Many of those principles are discussed in what is often called the “Red Book”: Principles of Federal Appropriations Law, a publication issued by the United States Government Accountability Office (“GAO”) and available from <https://www.gao.gov/legal/appropriations-law/red-book>.

<sup>4</sup> D.C. Official Code § 1-309.13(l). This is in addition to an ANC’s authority to expend funds “for public purposes within the Commission area.” *Id.*

that this allows ANCs to purchase equipment that Commissioners can use to carry out their official duties. The ANC Act also provides that, although a Commissioner cannot be compensated for personal services they provide on the ANC’s behalf, an ANC may reimburse “an authorized purchase made with a personal credit card, debit card, or cashier’s check,” as long as the purchase is “documented with a receipt” and a copy of that receipt is submitted to the ANC.<sup>5</sup> Accordingly, an ANC may, if the body has voted to authorize doing so, reimburse Commissioners for expenditures they make for official business. Correspondingly, the ANC Act generally does not authorize an ANC to reimburse a Commissioner for personal expenses. We have thus advised that an ANC cannot supply a Commissioner with equipment for the Commissioner’s personal use.<sup>6</sup> In this respect, the ANC Act echoes federal law, which prohibits the federal government from paying for personal expenses without specific statutory authorization.<sup>7</sup>

Federal appropriations decisions clarify how this principle—that government entities may reimburse official expenses but generally not personal ones—applies to reimbursement for official use of a personal cell phone. Those decisions advise that, because an agency cannot reimburse the use of a cell phone for personal purposes, it cannot “provide reimbursement on the basis of a flat rate, but only on the basis of actual expenses incurred for government use.”<sup>8</sup> As applied here, this means that an ANC cannot offer a flat-rate reimbursement. A Commissioner seeking ANC reimbursement for the official use of their personal cell phone must identify which expenses have been for personal use and which have been for official use.<sup>9</sup>

Sincerely,

BRIAN L. SCHWALB  
Attorney General for the District of Columbia

By:   
JOSHUA A. TURNER  
Assistant Attorney General  
Legal Counsel Division

(AL-22-717)

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<sup>5</sup> *Id.* § 1-309.13(f)(3). This is distinct from the statutory requirement that an ANC provide certain reimbursement for “qualifying travel or childcare expenses.” *Id.* § 1-309.13(l-1).

<sup>6</sup> *See* Letter to Comm’r Patel, Nov. 14, 2021.

<sup>7</sup> *See* GAO, Red Book at 3-33 (4th ed. 2017) (“The general rule is that appropriated funds are not available for personal expenses”).

<sup>8</sup> GAO, *In re Nuclear Reg. Comm’n: Reimbursing Employees for Official Usage of Personal Cell Phones*, B-291076, at 2 (Mar. 6, 2003), available at <https://www.gao.gov/assets/b-291076.pdf>.

<sup>9</sup> *See id.* We also note that any Commissioner conducting official business on a cell phone should ensure that records on the phone that concern official business, including voicemail messages, should be preserved, especially since there is a possibility that such records could be sought through a FOIA request. *See, e.g., Kane v. Dist. of Columbia*, 180 A.3d 1073, 1076 (D.C. 2018) (discussing a FOIA request that sought personal emails).

# **ATTACHMENT G**

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL



ATTORNEY GENERAL  
KARL A. RACINE

Legal Counsel Division

January 27, 2022

Commissioner Charles H. Wilson  
Chairperson, ANC 8B  
1808 Morris Road, S.E.  
Washington, DC 20020

**Re: OANC Authority to Require Equipment Agreements**

Dear Commissioner Wilson:

You have advised us that the Office of Advisory Neighborhood Commissions (“OANC”) has begun to require Advisory Neighborhood Commissions (“ANCs”) to sign an agreement before they may acquire equipment (e.g., cell phones) for official ANC use. You asked whether OANC has the authority to require this. It does not.

An ANC’s authority to acquire equipment for official ANC use flows from section 16(l)(1) of the Advisory Neighborhood Commissions Act of 1975 (“ANC Act”),<sup>1</sup> which authorizes each ANC to expend its allocated funds “for the functioning of the Commission office.”<sup>2</sup> The ANC Act outlines the conditions an ANC must meet to be able to expend funds for this and other purposes, and approval by OANC is not one of them. To spend funds, the ANC must have a treasurer,<sup>3</sup> must have a current and accurate statement and bond (or equivalent) on file with the D.C. Auditor,<sup>4</sup> and must have an operational bank account.<sup>5</sup> Each expenditure must be approved by the Commission,<sup>6</sup> and must not be for “partisan political activity, legal expenses other than for Commission representation before an agency, board, or commission of the District government, or travel outside of the Washington metropolitan area.”<sup>7</sup> Nothing in the ANC Act requires an ANC to sign an equipment agreement with OANC before purchasing equipment for

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<sup>1</sup> Effective March 26, 1976 (D.C. Law 1-58; D.C. Official Code § 1-309.13(l)(1)).

<sup>2</sup> *Id.* § 1-309.13(l)(1).

<sup>3</sup> *Id.* § 1-309.13(c).

<sup>4</sup> *Id.*

<sup>5</sup> *Id.* § 1-309.13(b).

<sup>6</sup> *Id.* § 1-309.13(f)(1). The sole exception to this rule is reimbursement for qualifying travel and childcare expenses. *See id.* § 1-309.13(l-1).

<sup>7</sup> *Id.* § 1-309.13(l)(2). *See id.* § 1-309.13(l)(1) for more specific restrictions (none involving OANC) on training, nominal refreshments, insurance, indemnification, and transportation expenses.

office purposes. Nor does anything in the ANC Act authorize OANC to require such agreements.

Our conclusion here dovetails with a 2017 letter we wrote to OANC.<sup>8</sup> There, we explained that OANC, as a legislative branch agency, “may exercise significant advisory responsibilities,” but “may not exercise any control over ANC finances.”<sup>9</sup> That authority rests with the executive branch. For example, as we explained, “the authority to decide whether an ANC may receive a pending quarterly allotment,” and the authority to “implement financial controls over an ANC’s checkbook,” rests with the Office of the Chief Financial Officer (“OCFO”).<sup>10</sup> Just as OANC may not exert authority over ANC finances in other contexts, it may not do so by requiring equipment agreements.

None of this takes these agreements completely off the table. For example, OANC may encourage ANCs to sign these agreements as a way of impressing on Commissioners that, as the ANC Act says, “any equipment purchased by, or on behalf of, a Commission[] is the property of the District, and not the property of any Commissioner or other individual.”<sup>11</sup> Moreover, the absence of an equipment agreement could, depending on the particular facts, affect OANC’s view as to whether ANC funds are being spent lawfully, and thus whether it should recommend that OCFO withhold funds from upcoming allotments. Also, if an ANC seeks to make use of existing government resources, and the government agency involved requires an ANC to enter into an agreement for that purpose, nothing prevents OANC from communicating that requirement to the ANC.

If you have any questions, please contact Josh Turner, Assistant Attorney General, at 442-9834, or Brian K. Flowers, Deputy Attorney General, Legal Counsel Division, at 724-5524.

Sincerely,

KARL A. RACINE  
Attorney General for the District of Columbia

By:   
JOSHUA TURNER  
Assistant Attorney General  
Legal Counsel Division

(AL-22-169)

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<sup>8</sup> Letter to OANC Executive Director Gottlieb Simon, September 26, 2017, *available at* <https://oag.dc.gov/sites/default/files/2019-05/OANC-September-26-17-Financial-Authority.pdf> (last visited January 24, 2022).

<sup>9</sup> *Id.* at 1.

<sup>10</sup> *Id.* at 2.

<sup>11</sup> D.C. Official Code § 1-309.13(r).

# **ATTACHMENT H**

# Government of the District of Columbia



## Policy on ANC ACH/EFT Expenditures for Payroll Services

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### 1. Purpose

The Office of the Advisory Neighborhood Commissions (OANC) established this policy for ANCs choosing to expend funds via EFT or ACH to a payroll service to compensate ANC employees or contractors for administrative services

### 2. Authority

The DC Official Code § 1-309.13(b-2) provides that each Commission may expend funds by Electronic Funds Transfer ("EFT"), including through Automated Clearing House ("ACH") payments and that each Commission expending funds by EFT or ACH payments shall do so pursuant to a procedure determined by the Office of Advisory Neighborhood Commissions that limits monthly EFT or ACH expenditures relative to the Commission's quarterly allotment. This document can be found at:

<https://code.dccouncil.gov/us/dc/council/code/sections/1-309.13>

### 3. Applicability

This policy applies to:

Full and part-time employees or contractors of Advisory Neighborhood Commissions.

### 4. Policy

ANCs expending funds on staff/administrative contractors salaries/payments may use a payroll service to do so or may use an employment agency to place staff. Expenditures may be in the form of checks or ACH/EFT payments. Payments to payroll services in the form of ACH/EFT payments may exceed the ANCs quarterly allotment provided that the transfer of funds equals the annual staff salary or contracted amount, the annual salary is documented in the ANC's annual budget, the transfer does not exceed the annual ANC allotment, payments to staff are released monthly, and the funds are transferred to a third-party holding or escrow account managed by the payroll company. Under no

circumstances may the ANC incur debt or engage in deficit spending making these payments.

## **4.1 Principles**

### **4.1.1 Expenditure Restrictions**

The DC Code limits debit, ACH, and EFT expenditures relative to the Commission's quarterly allotment. This limit is not applied to expenditures by check. The limit is a financial control intended to safeguard ANCs from fraudulent spending. As ANCs are explicitly permitted to expend funds on staff salaries, salaries expenditures are not fraudulent and are permissible within the law provided the following provisions of the statute are met. Furthermore, the OANC encourages ANCs to consider use of payroll services when possible, especially when they do not have the internal capacity to manage staff salaries and withholdings.

#### **4.1.1.1 Compliance with Withdrawal Account Restriction.**

The DC Code restricts each Commission to no more than one checking or negotiable order of withdrawal account. Commissions may also have a savings account. An ANC depositing funds into a third-party payroll service for the purpose of staff salaries is in compliance with this section of the statute as the payroll account is not an ANC account, and each ANC would continue to maintain only one checking account, and certainly no more than two total accounts as permitted by statute. (See: § 1-309.13(b)(3))

#### **4.1.1.2 Compliance with ACH/EFT Spending Restrictions.**

The DC Code directs each Commission expending funds by EFT or ACH payments to do so pursuant to a procedure determined by the OANC that limits monthly EFT or ACH expenditures relative to the Commission's quarterly allotment. Funds transferred to a payroll service's holding or escrow account are for safe keeping and cannot be considered an expenditure by the ANC. The payroll account functions similarly to a savings account with *future* expenditures drawing from the balance. (See: § 1-309.13(b-2)(2))

#### **4.1.1.3 Compliance with Budget Requirement.**

Each Commission shall develop an annual fiscal year spending plan budget for the upcoming fiscal year within 60 days of notification of the amount of the Commission's annual allotment. ANCs are not permitted to expend funds in excess of their cash on

hand. Equally important, Commissions are not permitted to expend funds without an expenditure being documented in either their approved annual budget or approved separately during a public meeting. An expenditure as significant as staff salary rightly belongs in the annual budget. Therefore, if the annual salary is documented in an approved annual budget and the ANC has available funds, transferring an amount equal to the annual staff salary to a payroll service is permissible. (See: § 1-309.10(n))

#### **4.1.2 Fees for Service**

In addition to safeguarding funds for future staff salary expenditures, use of a payroll service may incur additional fees for the service provided. Such fees must be documented separately so that they can be accurately represented in quarterly financial reports and the ANC budget. Such fees should comply with the restrictions on expenditures relevant to the quarterly allotments as they are expenditures and not transfers safeguarded for future expenditures.

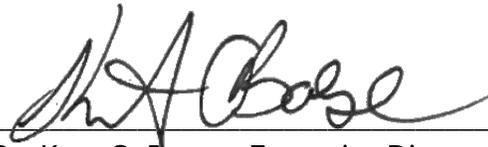
### **5. Sanctions**

Violations of the Policy on ANC ACH/EFT Expenditures for Payroll Services may result in the withholding of funds from an ANC's future quarterly allotments to offset the infraction.

OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS

February 11, 2025

Date



By: Kent C. Boese, Executive Director

# Government of the District of Columbia



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

## Policy Memo

To: OANC Staff

From: Kent Boese, Executive Director

Date: 29 August 2024

Re: Policy Regarding ANC Expenditures without an Approved Security Fund on File for FY24

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Advisory Neighborhood Commissions expending FY24 funds on or after July 8, 2024, without an approved Security Fund on file with the Office of the DC Auditor will not be subject to loss of funds for this reason.

Prior to July 8, 2024, the *Official Code of the District of Columbia*, § 1-309.13(c) read:

The treasurer of each Commission shall file with the Office of the District of Columbia Auditor (“Auditor”), within 30 days of assuming the office of treasurer or within 30 days of any change in the requested information, on a form provided by the Auditor, a statement that includes the treasurer’s name, home and business address and telephone number, the location of the books and records of the Commission and the name and location of any depository of the Commission’s funds, including account numbers. The treasurer and Chairperson shall file with the Auditor and maintain in force during their occupancy of their respective offices, a cash or surety bond in an amount and on a form satisfactory to the Auditor. Participation by a Commission in the Advisory Neighborhood Commission Security Fund established by [§ 1-309.14](#) shall satisfy the requirement of a cash or surety bond. The bylaws adopted by each Commission shall include a provision for filling in a timely manner a vacancy in the office of treasurer from among the remaining Commissioners. *No expenditure shall be made by a Commission during a vacancy in the office of treasurer or at any time when a current and accurate statement and bond or its equivalent are not on file with the Auditor. (emphasis added).*

It was longstanding policy by both the Office of the DC Auditor and the Office of Advisory Neighborhood Commissions to interpret this section of the Code as meaning that no expenditures could be made by an ANC without an approved Security Fund – however ANCs were still entitled to receive their quarterly allotments.

On July 8, 2024, the emergency Budget Support Act became effective, changing § 1–309.13(c) to read:

The treasurer of each Commission shall file with the OANC, within 30 days of assuming the office of treasurer or within 30 days of any change in the requested information, on a form provided by the OANC, a statement that includes the treasurer's name, home and business address and telephone number, the location of books and records of the Commission, and the name and location of any depository of the Commission's funds, including account numbers. The bylaws adopted by each Commission shall include a provision for filling in a timely manner a vacancy in the office of treasurer from among the remaining Commissioners. No expenditure shall be made by a Commission during a vacancy in the office of treasurer.

As the language concerning expenditures by ANCs based on the status of the Security Fund has been removed from the Code, the OANC will only apply this standard with the review of funds expended by ANCs before July 8, 2024.

The following table outlines which funds, by quarter, will be reviewed to be in compliance with the Security Fund expenditures rule and which expenditures are exempt from the former penalty.

FY24 QFR Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Due to the OANC by:	15 Feb 2024  (expenditures can only be made with an approved Security Fund on file with ODCA)	15 May 2024  (expenditures can only be made with an approved Security Fund on file with ODCA)	15 Aug 2024  (expenditures before July 8, 2024, can only be made with an approved Security Fund on file with ODCA. Expenditures on or after July 8, 2024, are not dependent on an approved Security Fund on file with ODCA)	15 Nov 2024  (expenditures are not dependent on an approved Security Fund on file with ODCA)

# Government of the District of Columbia



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

## Staff Memo

To: OANC Staff

From: Kent Boese, Executive Director

Date: October 8, 2025

Re: ANC's Missing Monthly Zoom Invoices Due to Migration to OANC Enterprise Zoom License

---

Beginning in the first quarter of FY24, the OANC began working with the Office of the Chief Technology Officer (OCTO) and Zoom to roll out Zoom enterprise licenses for each of the 46 ANCs. Among the advantages of a centralized enterprise license are unlimited cloud storage for recordings and enhanced technical support. The OANC chose to link existing accounts to the enterprise solution to preserve existing recordings and settings. This required coordination with each ANC to standardize account usernames, provide instructions for logging in to the accounts and preserve settings.

However, one variable that was not identified was the payment plan of each ANC. Some ANCs were on annual subscription plans and others paid on month-to-month basis. Zoom staff failed to inform the OANC that migrating a Zoom account to an enterprise license would delete invoices in the original account's cloud storage. This resulted in eight ANC's being impacted and unable to submit invoices supporting their monthly Zoom license expenditure as documented below:

ANC	Issue	Missing Invoice Period	Total
1B	Missing monthly Zoom invoice	Jan, Feb, Mar, & Oct 2024	\$47.17
2G		Dec 2023; Oct, Nov, Dec, 2024	\$302.07
5E		Nov, Dec 2023	\$118.70
5F		June 2023	\$184.54
7B		Jan, Mar 2024	\$165.33

ANC's Missing Monthly FY23 & FY24 Zoom Invoices

2

7F		Apr, May, Jun 2023	\$84.75
8E		Feb, Mar, Apr, May, June, July 2024	\$88.55

By the end of the first Quarter of FY25, all 46 ANCs had successfully migrated their individual Zoom accounts to the OANC's Enterprise license.

Therefore, this memo will be attached to each impacted ANC's QFR records in lieu of the missing receipts. Furthermore, the OANC will not withhold funds from these ANCs future allotments provided the following conditions are met:

- Each Commission approved their expenditure for a Zoom account either in their budget and/or at an official public meeting;
- The meeting minutes accurately document the ANC's approval for the purchase of the Zoom service for the dates in question; and,
- Receipts and/or invoices for meetings prior to migrating the ANC's Zoom account accurately document the ANC's monthly expenditure for Zoom, and that amount matches the amount of the missing invoices.



## OANC Hybrid Meeting Equipment Rental & Purchase Standard Operating Procedure

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### 1. Purpose

This Hybrid Meeting Equipment Rental & Purchase Standard Operating Procedure was developed by the Office of Advisory Neighborhood Commissions (OANC) to guide and support Advisory Neighborhood Commissions (ANCs) looking to rent hybrid meeting equipment, purchase their own setup using Technical Assistance Fund (TAF) dollars, or work with third-party A/V vendors for technical support.

Need to check the official rules or get deeper into policy details? Please refer to the Hybrid Equipment Policy and Technical Assistance Fund Policy documents.

### 2. Authority

DC Official Code § 1-1401 et seq., provides Office of the Advisory Neighborhood Commissions (OANC) with the authority to provide information technology (IT) services, write and enforce IT policies, and secure the network and IT systems for the Advisory Neighborhood Commissions.

### 3. Applicability

This policy shall apply to Advisory Neighborhood Commissions (ANCs) that require Hybrid Meeting Equipment and Services from the Office of Advisory Neighborhood Commissions (OANC). For the purposes of this policy, Hybrid Meeting Equipment and Services refers to, but is not limited to, the following:

- Procurement of software, hardware, and related services supporting hybrid meeting functionality.
- Configuration and deployment activities associated with said software, hardware, and services.
- Operations and maintenance of hardware, software, and associated data systems.
- Third-party contracted services supporting hybrid meeting operations; and
- Projects comprising any combination of the above components.

# Hybrid Meeting Equipment Rental & Purchase SOP

## 4. Standard Operating Procedure

### 4.1 ANC Discussion

- 4.1.1 Commission should spend time discussing what hybrid meetings mean for your ANC- both in the short-term and as part of your long-term strategy. This can happen during public meetings or in closed sessions, whatever works best for your team.
- 4.1.2 Things to think through:
- What's the expected turnout? Are you hosting smaller forums or major gatherings with 50+ attendees?
  - Where will the meetings take place? Are those locations compatible with hybrid tech setups?
  - Do Commissioners or staff feel confident using the necessary technology? If not, what support might they need?
- 4.1.3 OANC has a recommended list of hybrid equipment, but each Commission is encouraged to do its own research and figure out what setup suits their needs and budget best.
- 4.1.4 At the ANCs request, the OANC can provide a line-item description of the hybrid meeting equipment the Agency has purchased for short term rental (Standard Kit-A) and (Mini Kit-B)

### 4.2 Develop A Plan

- 4.2.1 It's up to each Commission to organize staff for managing the equipment. OANC staff are no longer available to set up or operate meeting systems. The only exceptions to this rule are in emergency situations or with prior approval.
- 4.2.2 OANC suggest hiring local help—interns, college students, or temporary staff can be a cost-effective and flexible option. If you're expecting a large crowd, VIP guests, or need a more polished setup, don't hesitate to hire professional A/V support. You can use Technical Assistance Funding to cover those costs.
- 4.2.3 OANC has collaborated with Commissions to identify three primary options for transitioning to a self-sustaining hybrid meeting model.
- *Option 1 – Purchase Equipment & Hire Local Support*
  - *Option 2 - Purchase Equipment & Contract with 3rd party service provider*
  - *Option 3 - Outsource both Equipment & Staffing with 3rd party service provider*
- 4.2.4 Purchase Equipment & Hire Local Support - Commissions purchase their own set hybrid meeting equipment and hire local support- such as interns, college students, or community members at pre-determined and/or negotiated rate.

## Hybrid Meeting Equipment Rental & Purchase SOP

- *After September 30th, 2025, commissions using a 3rd party vendor for regular and ongoing support must pay the vendor using Commissions Operating Funds.*
- 4.2.5 Option 2 - Purchase Equipment & Contract with 3rd party - Commissions purchase their own set hybrid meeting equipment and hire a 3rd party A/V service provider.
- *After September 30th 2025, commissions using a 3rd party vendor for regular and ongoing support must pay the vendor using Commissions Operating Funds.*
- 4.2.6 Option 3 - Outsource Both Equipment & Staffing - Commissions rent hybrid meeting equipment (from OANC or through a vendor) and hire a 3rd party A/V service provider for staffing support.
- *Equipment rental by a 3rd party Vendor is not reimbursable through the technical assistance funding*
  - *After September 30th 2025, commissions using a 3rd party vendor for regular and ongoing support must pay the vendor using Commissions Operating Funds.*

### 4.3 Authorize the Expense

- 4.3.1 An ANC must vote in a public meeting to apply for funding. The record (minutes) must reflect the reason for the request, the anticipated costs, and approval.
- 4.3.2 Best practices include capturing the discussion highlights, vote outcome, and any other relevant details.

### 4.4 Make the Purchase

- 4.4.1 Using the appropriate method, make the purchase using the commissions debit card or ACH transfer process. Keep receipts for each line item.

## 5 **Financial Planning & Management**

### 5.1 Pre-Planning

- 5.1.1 Each Commission is free to procure and purchase its own hybrid meeting equipment, independent of the equipment purchased by the OANC.
- 5.1.2 It's the responsibility of each ANC to verify the current market cost of the equipment to reflect current market costs, of the OANC kit(s) or equipment identified separately.
- 5.1.3 At the ANCs request, the OANC can provide a line-item description of the hybrid meeting equipment the Agency has purchased for short-term rental (Standard Kit-A) and (Mini Kit-B).

## Hybrid Meeting Equipment Rental & Purchase SOP

- 5.1.4 To aid in the discovery process, OANC can complete the Hybrid Equipment Discovery Form. Upon receipt, OANC will respond with a list of equipment used by the office for its hybrid meetings equipment.
- 5.1.5 If the Commission would like to temporarily use the OANC hybrid meeting kit while they explore a long-term solution, ANCs should complete the Hybrid Meeting Equipment Request Form.

### 5.2 Qualifying Reimbursements & Ongoing Operating Expenses

- 5.2.1 The ANCs have great latitude when determining the hybrid equipment needed to conduct public and non-public meetings in the effort to conduct business for its residents, the OANC will generally approve all reimbursement expenses pending the availability of funds.
- 5.2.2 In 2025 and 2026, the Technical Assistance Fund (TAF) provides ANCs with up to \$5,000 in funding for equipment purchases and the Expert Assistance Fund (EAF) provides ANCs with up to \$5,000 to cover personnel to host remote (hybrid) meetings – for a total of \$10,000 in funding per ANC.
- The ANC may use the TAF to make a one-time purchase of hybrid meeting equipment.
  - The ANC may use the EAF to pay for vendor services as a short-term bridge while the commission identifies staffing; bridge staffing is considered less than 60 days.
  - AV staffing services will be considered an operating expense if the vendor/contractor will be regular and recurring – therefore

### 5.3 Technical Assistance and Expert Assistance Reimbursement

- 5.3.1 Download, Complete, and Submit the Technical Assistance Fund Reimbursement Request. The person submitting the application should be authorized to do so.
- 5.3.2 Submission of the application should include all Required supporting documentation
- 5.3.3 OANC will review the application and process the reimbursement directly with the Office of Financial Management
- 5.3.4 Required Documents
- Authorizing Meeting Agenda & Meeting Minutes
  - Completed TAF/EAF Application
  - Quote, Invoice, or Proposal for the equipment or services provided

# Hybrid Meeting Equipment Rental & Purchase SOP

## **6 Implementation, Configuration, Installation, and Training**

### 6.1 Independently Purchased Meeting Equipment

- 6.1.1 Independently Purchased Meeting Equipment is not covered. Equipment unfamiliar to the OANC makes the training and operations the responsibility of each Commission.
- 6.1.2 OANC staff can provide limited technical support related to Zoom or Meeting OWL Services.

### 6.2 OANC Purchased Equipment

- 6.2.1 OANC staff are available to provide training to commissioners or contracted staff on the installation, implementation, and troubleshooting for equipment recommended by the OANC.
- 6.2.2 OANC staff can provide technical, installation, configuration, and testing assistance.
- 6.2.3 OANC staff can provide technical, installation, configuration, and testing assistance.

## **7 Exemptions**

### 7.1 None

- 7.1.1 Exceptions to this policy shall be requested in writing to the Agency's Director.

Government of the District of Columbia



Office of  
Advisory  
Neighborhood  
Commissions

OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS

August 2025

Date

By: Kent C. Boese, Executive Director

# Government of the District of Columbia



## Policy for Reviewing and Processing Grants Untimely Submitted to the OANC

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### 1. Purpose

*The Official Code of the District of Columbia* requires that “[a]n applicant for a grant shall submit an application in writing to the Commission and to the OANC.”<sup>1</sup> When received by the OANC it is assigned to a staff member to review for compliance with the requirements within the D.C. Code. Ideally, the OANC receives copies of grant applications in advance of the ANC meeting at which they are considered enabling the OANC to review the application before an ANC vote. The pre-review also permits the OANC to work with the applicant if there are deficiencies in the application and resolve such deficiencies when possible.

### 2. Authority

D.C. Official Code § 1–309.15 provides the Executive Director of the Office of Advisory Neighborhood Commissions with the authority to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions, including the implementation of new programming and services to assist Commissioners in serving District residents; providing Commissioners with technical assistance related to government email accounts; and serving as the primary source of advice for Commissioners with respect to their official statutory responsibilities, and to issue rules (i.e. policies and procedures) to implement the provisions of this section of the Code.

The OANC is specifically directed to provide assistance to the Commissions in the area of reviewing quarterly financial reports to ensure compliance with current law, monitoring Commission expenditures, and training chairpersons and treasurers regarding required financial reports under D.C. Official Code §§ 1-309.12(d)(2)(A-C); and has the authority to review and approve QFRs and the required attachments under D.C. Official Code §§ 1-309.13(j)(1). Further, 1-309.13(j)(2) directs that no quarterly allotments shall be forwarded to a Commission until the OANC has received all necessary documents and approved a QFR. In addition, the OANC has the

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<sup>1</sup> D.C. Official Code 1-309.13(m)(2).

## OANC Policy for Reviewing Grants Untimely Submitted

authority to issue rules with respect to the review of QFRs under D.C. Official Code § 1-309.15(e).

### 3. Applicability

This policy applies to the acceptance and review of ANC grant applications submitted to the OANC as part of ANC Quarterly Financial Reports and is effective January 1, 2026. It sets the standard for what the OANC will accept for review and outlines potential impacts when grant submissions are not filed with the OANC as directed by statute.

### 4. Policy

Grant applications to ANCs are required by statute to be submitted to the ANC and OANC simultaneously. When both parties are not in receipt of a grant application, it is each party's responsibility to share the application to the omitted party for their awareness and review. The OANC will review each grant application received, determine if the application meets ANC expenditure requirements, and work with the applicant to correct application deficiencies when possible. Upon completion of the review, the OANC will provide affected ANCs with a determination letter documenting if a grant application meets the requirements for ANC expenditures, which the ANC should consider when reviewing the grant application.

The OANC will not make a recommendation to any Commission on whether or not they should approve a grant application. Each Commission is independent and ultimately must determine by a majority vote at a public meeting whether or not to support the grant application.

Approved ANC expenditures supporting grant applications may be withheld in full or in part during the QFR review process when:

- ANC grant applications are not submitted to the OANC at the same time as their submission to an ANC; or,
- An ANC fails to provide a copy of a grant application not otherwise sent to the OANC; or,
- An application is submitted on a form other than the form designed and provided by the OANC; or,
- OANC recommendations provided to a grant applicant to cure application deficiencies have not been followed or incorporated in the approved application; or,
- An ANC approves a grant application found impermissible by the OANC.

#### 4.1 Principles

- 4.1.1** Each ANC shall expend funds received through the annual allocation received for public purposes within the Commission area or for the functioning of the Commission office. Expenditures may be in the form of grants.<sup>2</sup>

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<sup>2</sup> D.C. Official Code 1-309.13(l)(1).

## OANC Policy for Reviewing Grants Untimely Submitted

- 4.1.2** A grant may not be awarded unless the grant is awarded pursuant to a vote of the Commission at a public meeting following the public presentation of the grant request.<sup>3</sup>
- 4.1.3** A Commission may approve grants only to organizations that are public in nature and benefit persons who reside or work within the Commission area. The services provided by the grantee organization must not be duplicative of any that are already performed by the District government.<sup>4</sup>
- 4.1.4** An applicant for a grant shall submit an application in writing to the Commission and to the OANC.<sup>5</sup>
- 4.1.5** The application shall be in the form of a template designed by the OANC.<sup>6</sup>

### 5. Effective Date

The effective date of this policy is January 1, 2026.

OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS

July 8, 2025

\_\_\_\_\_  
Date



\_\_\_\_\_  
By: Kent C. Boese, Executive Director

<sup>3</sup> D.C. Official Code 1-309.13(m)(1).

<sup>4</sup> Ibid.

<sup>5</sup> D.C. Official Code 1-309.13(m)(2).

<sup>6</sup> Ibid.

# Government of the District of Columbia



## ANC Minutes Attestation Policy

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### **1. Purpose**

The Office of the Advisory Neighborhood Commissions (OANC) is committed to upholding the integrity of Quarterly Financial Reports (QFRs) and the required underlying documents, including meeting minutes (“Minutes”). Frequently, the OANC receives draft Minutes, undated Minutes, Minutes dated several months past the meetings they record, poorly formatted Minutes, and Minutes of indeterminate origin which the OANC cannot accept as valid supporting documentation for QFRs. The disparity of formats, timeliness, and authority of Minutes across all forty-six (46) Advisory Neighborhood Commissions (ANCs) causes significant delays in the review of and approval of QFR reports, including reports filed by Commissions who otherwise maintain high standards of recordkeeping and submission to the OANC. This policy is set forth to improve the OANC’s QFR review process, leading to quicker QFR review, approval, and release of ANC quarterly allotments.

### **2. Authority**

D.C. Official Code § 1–309.15 provides the Executive Director of the Office of Advisory Neighborhood Commissions with the authority to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions, including the implementation of new programming and services to assist Commissioners in serving District residents; providing Commissioners with technical assistance related to government email accounts; and serving as the primary source of advice for Commissioners with respect to their official statutory responsibilities; and to issue rules (i.e. policies and procedures) to implement the provisions of this section of the Code.

The OANC is specifically directed to provide assistance to the Commissions in the area of reviewing quarterly financial reports to ensure compliance with current law, monitoring Commission expenditures, and training chairpersons and treasurers regarding required financial reports under D.C. Official Code §§ 1-309.12(d)(2)(A-C); and has the authority to review and approve QFRs and the required attachments under D.C. Official Code §§ 1-309.13(j)(1). Further, 1-

## OANC Policy on ANC Minutes Attestation

Rev.1

309.13(j)(2) directs that no quarterly allotments shall be forwarded to a Commission until the OANC has received all necessary documents and approved a QFR. In addition, the OANC has the authority to issue rules with respect to review of QFRs under D.C. Official Code § 1-309.15(e).

### 3. Applicability

This policy applies to ANC meeting Minutes submitted to the OANC as part of the Quarterly Financial Reports and is retroactive to January 2025. It sets a standard of what the OANC will accept as final, authoritative Minutes, as required by statute.

### 4. Policy

ANCs are statutorily required to maintain Minutes of all public meetings. These Minutes must document approval of ANC annual budgets, expenditures not documented in ANC annual budgets, and approval of all QFRs. Accordingly, the OANC will only accept final Minutes, officially adopted by a Commission, and authoritative in nature. Minutes should contain a signature attesting to that adoption, as described in section 4.1 below. The OANC will review minutes that do not satisfy 4.1 on a case-by-case basis. Failure to submit minutes that are clearly final and authoritative in nature will delay review of associated QFRs and may delay the release or lead to the withholding of applicable quarterly allotment funds.

#### 4.1 Principles

- 4.1.1 Minutes submitted with the QFR must be final. Final Minutes are minutes that have been approved by the ANC in accordance with *Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition ("RONR")* § 41:9, and should be signed by an officer in the Commission in accordance with *RONR* § 48.7. The final Minutes should clearly state the date they were adopted by the Commission.
- 4.1.2 The signature shall be of an officer of the Commission attesting that the Minutes were officially adopted. A Commission may wish to note if the Minutes were prepared by someone other than the attestor.
- 4.1.3 The signature shall have a date that the attestor signed.
- 4.1.4 Signature on the Minutes may be accomplished by any of the below methods:
  - 4.1.4.1 *Wet Signature.* The Minutes may be signed by hand and scanned. An alternative is inserting an image of the signor's wet signature into the document.
  - 4.1.4.2 *Electronic.* The Minutes may be signed with an electronic signature method using Box, DocuSign or a similar program.





## Policy on Adding Organizations to the Prohibited Grantees List

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### 1. Purpose

The Office of the Advisory Neighborhood Commissions (OANC) is committed to protecting the privacy and security of our visitors at [oanc.dc.gov](http://oanc.dc.gov) and by extension all who engaged with ANCs through technology supplied to the Commissions by this office.

### 2. Authority

The DC Official Code § 1-309.15 provides the Executive Director of the Office of Advisory Neighborhood Commissions with the authority to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions, including the implementation of new programming and services to assist Commissioners in serving District residents, providing Commissioners with technical assistance related to government email accounts, and serving as the primary source of advice for Commissioners with respect to their official statutory responsibilities and to issue rules to implement the provisions of this section of the Code. This document can be found at: <https://code.dccouncil.gov/us/dc/council/code/sections/1-309.15>

D.C. 1-309.13(m)(3)states that the OANC:

“(A) May prohibit all Commissions from providing a grant to any past grant recipient that used grant funds contrary to the associated grant agreement; and  
(B) Shall maintain a list, available to any Commissioner upon request, of prohibited grantees identified pursuant to subparagraph (A) of this paragraph.”

### 3. Applicability

This policy applies to all recipients of ANC grants (Grantees).

## 2 OANC Policy on Adding Organizations to the List of Prohibited Grantees

### **4. Policy**

The OANC will add organizations to the Prohibited Grantees List published on the OANC website for the actions enumerated in Subsection 4.1. Grantees may be removed from the list if the reason for the prohibition is cured.

#### **4.1 Actions Which May Add an Applicant to the Prohibited Grantees List.**

##### **4.1.1 Use of Grant Funds Contrary to the Grant Application and Budget**

The Application form and budget are submitted to an ANC to support the grant application. When an ANC votes to support a grant application, unless indicated otherwise at the time of the vote, they are supporting the application and budget as written and may specify specific items in the budget for which ANC funds may be used. An applicant may not use funds contrary to what is in the grant application or for purposes other than authorized by the ANC. For example, it is not permissible to an Applicant to use ANC funds for a different event if the original event does not occur for some reason. It is recognized that delays may happen due to rain or other circumstances and an Applicant may use the funds for the same event when rescheduled to a different day.

When an ANC provides funds for specific items in an applicant's budget, the applicant may not reallocate those funds for different purposes. An example is if an ANC approves funds for a budgeted allocation of \$500 for table and chair rentals and the applicant instead uses that money to purchase gift bags for attendees. It is recognized that minor budget adjustments occur in events but reallocation from one budget category to categories other than the approved categories is not permissible.

##### **4.1.2 Failure to Return Unexpended Funds to the ANC**

ANCs are prohibited from giving gifts or making donations and public purpose grants cannot be used for those purposes. If a Grantee receives \$2,000.00 but expends only \$1,900.00, then the difference must be returned to the ANC before or with the close-out materials. Failure to return unexpended funds will result in a Grantee being placed upon the Prohibited Grantees List until such time as the money is refunded.

##### **4.1.3 Failure To Submit Receipts or Close out Form.**

D.C. Official Code § 1-309.13(m)(3) requires:

“Within 60 days following the issuance of a grant, and every 90 days thereafter during the life of the grant, the grant recipient shall forward to the Commission and the OANC a statement as to the use of the funds consistent with the grant application, complete with receipts that support the expenditures. “

Failure to file the close-out report and/or all the receipts associated with the grant funds will

### 3 OANC Policy on Adding Organizations to the List of Prohibited Grantees

result in an applicant being placed upon the Prohibited Grantees List until such violation is cured. An invoice will only suffice as a receipt if the invoice shows that the amount on the invoice was paid. An invoice that does not have an indication of payment is insufficient.

#### **4.1.4 An Action that Causes an ANC to lose Funds.**

If the actions of a Grantee cause an ANC to lose funds through no fault of the ANC this may result in the applicant being placed upon the Prohibited Grantee List.

#### **4.2 Removal From the Prohibited Grantees List.**

An organization may be removed from the Prohibited Grantees List when they have cured the reason for being placed on the list. However, some actions by Grantees may be so egregious or so numerous to warrant being permanently placed on the Prohibited Grantees List.

OFFICE OF ADVISORY NEIGHBORHOOD  
COMMISSIONS

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Date

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By: Kent C. Boese, Executive Director

# Government of the District of Columbia



## Policy for Reviewing and Processing Grants that have a Food Component

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### 1. Purpose

*The Official Code of the District of Columbia* requires that “[a]n applicant for a grant shall submit an application in writing to the Commission and to the OANC.”<sup>1</sup> When received by the OANC it is assigned to a staff member to review for compliance with the requirements within the D.C. Code. Ideally, the OANC receives these in advance enabling them to review the application before an ANC vote and work with the applicant if there are deficiencies in the application.

Historically expenditures on food by a grant applicant have been categorically prohibited by the D.C. Code. The removal of this prohibition removes some restrictions. Grants still have to comply with all the public purpose requirements and since food is something that is consumed by individuals conferring a benefit to a private party. However, in some cases food is ancillary to the event such as candy at a Halloween event or is otherwise not the sole purpose of the grant.

### 2. Authority

The Funds ANCs receive are appropriated by Congress, and the funds appropriated by Congress may not be used for food or entertainment without explicit statutory authorization<sup>2</sup> Changes to the DC Code removing the absolute prohibition on food also allows ANCs to issue grants that may have a food component. Therefore, staff of the OANC will apply the following factors beginning Fiscal Year 2025 in accordance with the requirement of the D.C. Code.

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<sup>1</sup> D.C. Official Code 1-309.13(m)(2)

<sup>2</sup> See, e.g., GOV'T ACCOUNTABILITY OFFICE ("GAO"), *PRINCIPLES OF FED. APPROPRIATIONS LAW ("PRINCIPLES")* 4-100 (3d ed. 2004). This volume, as well as the other two volumes in this set, can be found at <https://www.gao.gov/legal/appropriations-law/red-book>

### 3. Applicability

This policy applies to Full and part-time employees of the OANC who review grant applications.

### 4. Policy

While the absolute prohibition against grant monies being used on food has been lifted, it is inherently something that is consumed by an individual. That needs to be balanced with the other grant requirement that a grant must provide a “significant benefit for the community and is not done for the primary purpose of benefitting a private entity.” As noted in an OAG advice letter with the removal of the prohibition on food, the primary legal hurdle that needs to be overcome is the public purpose requirement.<sup>3</sup> The OANC recognizes that food can be intertwined with an event that inherently serves a public purpose but is not the focus of the event. Small candy giveaways at Halloween events are one example. In that vein the OANC has set some factors to consider when a grant request has a food component. Some of these appear to overlap but they are set down with the different types of grants presented to ANCs. One would look at all of these factors.

Keep in mind ANCs themselves still have a prohibition against spending monies on food other than the \$100.00 limit for snacks at a regular public meeting.<sup>4</sup>

#### Factors:

- **Is one of the primary or significant expenses of the grant food?** An example of this would be a grant for mutual aid which gives food or cartons of food to individuals. In this case, the primary beneficiaries are a number of private entities. This can be viewed no differently than a grant that pays for coats, gloves or backpacks which results in benefits to individuals and not the community. However, the OANC in the past has supported non-food expenses related to seasonal food distribution as supporting the distribution to the community and as such the community benefits not individuals with that particular expense. Similarly, the OANC has supported grants where the expense is for table and chair rentals where any member of the community may be seated and shaded, not just those eating.
- **Is food a significant component of the overall grant?** Would the ANC monies be primarily used for purchasing food.
- **Is food a significant component of the overall project?** A senior luncheon, awards dinner, or mutual aid for food are examples. The OANC will follow up by examining how the ANC money is being used in the project: for the food or for support infrastructure for the event – e.g. tables and chair rental, entertainment or games.
- **Is it open and available to all persons in the ANC?** Is the event where candy may be distributed or chicken wings given out available to anyone in the community or is it limited to a particular

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<sup>3</sup> See, *Letter to Commissioner Israel re proposed ANC 4D grants* July 19, 2022 found at <https://oag.dc.gov/sites/default/files/2022-07/ANC-4D-Letter-to-Commissioner-Israel-re-Proposed-ANC-4D-Grants-.pdf>

<sup>4</sup> D.C. Official Code 1-309.13(1)(1)

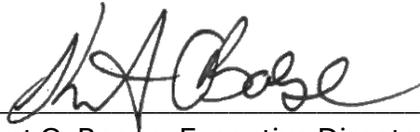
population (volunteers) or geography such as a block party for only persons on the block. This does not mean that there has to be enough candy at a Halloween event for everyone in the ANC, just that everyone in the ANC would have the same opportunity to avail themselves of it before it runs out or the block party is open to the whole ANC even though the likely attendees are only going to be immediate neighbors.

- **Is the grant being used for a full meal?** This factor is an indication that the primary beneficiary is an individual and not the community.
- **Can the food be severed from the event and the event still happen?** Most of the Halloween and community festivals can happen without a food expense to the ANC and not affect the benefit of the event.
- **Does the requestor make a compelling argument for how the food improves the grant objective and the substantial benefit to the Community?** Halloween events and film events promote safety by having fun activities in a controlled environment. They also help to build neighborhood cohesion by bringing neighbors together in a collegial environment. A little candy or popcorn available to everyone makes the event just a little bit nicer but is not the primary purpose of the grant and may assist in bringing more neighbors to the event.

OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS

March 13, 2025

\_\_\_\_\_  
Date



\_\_\_\_\_  
By: Kent C. Boese, Executive Director

# Government of the District of Columbia



## Policy for Reviewing and Processing Late Quarterly Financial Reports

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### 1. Purpose

*The Official Code of the District of Columbia* instructs the Office of Advisory Neighborhood Commissions (OANC) to withhold quarterly allotments from ANCs that file two or more quarterly financial reports untimely. The relevant section of *The Code* reads:

**§ 1–309.13(j) (3)(A)(i)** If a Commission has failed to timely file 2 or more quarterly reports approved by the OANC, the Commission shall forfeit the allotments associated with the most recent untimely quarterly report and shall forfeit additional allotments until the Commission files the required reports.

**(ii)** If a Commission had not received a quarterly allotment by the last day of the fiscal year because it failed to file a quarterly allotment approved by the OANC, the Commission shall forfeit the unclaimed allotment or allotments.

Following consultation with the Committee on Housing staff and Councilmember Robert White, this policy memo has been written to clarify seemingly contradictory language in the legislation.

Therefore, staff of the OANC will apply this section of *The Code* with the following understandings beginning Fiscal Year 2024.

### 2. Authority

The DC Official Code § 1–309.12(d)(2) directs that “[t]he OANC shall provide assistance to the Commissions” . . . by “[r]eview of quarterly financial reports to ensure compliance with current law.” The DC Official Code § 1–309.15 further provides the Executive Director of the Office of Advisory Neighborhood Commissions with the authority to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions, including the implementation of new programming and services to assist Commissioners in serving District residents, providing Commissioners with technical assistance related to government email accounts, and serving as the primary source of advice for Commissioners with respect to their official statutory responsibilities and to

issue rules to implement the provisions of this section of the Code. This document can be found at: <https://code.dccouncil.gov/us/dc/council/code/sections/1-309.15>

### 3. Applicability

This policy applies to Full and part-time employees of the OANC.

### 4. Policy

The language “the Commission shall forfeit the allotments associated with the most recent untimely quarterly report and shall forfeit additional allotments until the Commission files the required reports” is understood to mean that funds are withheld from an ANC until such time as all outstanding paperwork is received, at which time funding may be restored. While the statute uses the term “forfeit” implying a permanent withholding, it is followed by the word “until” signifying that the forfeiture is temporary and may be cured when paperwork is submitted.

#### 4.1 Principles

##### 4.1.1 Determining Untimeliness

The OANC defines the term “untimely” as late and uses the following dates to determine when a report is late.

QFR Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Due to the OANC by:	15 Feb	15 May	15 Aug	15 Nov

##### 4.1.2 Defining “2 or More Quarterly Reports”

The OANC interprets the language of “2 or more quarterly reports” to mean *consecutive* reports, which is consistent with the Committee Report.

##### 4.1.3 Release of ANC Funds

Following receipt of Quarterly Financial Reports, OANC staff may recommend a release of funds. If there is a partial release the reason(s) for withholding funds will be clearly articulated in the resulting allotment release memo. When funds are disallowed, the OANC memo to the ANC will include clear instructions on how the Commission may “cure” disallowances when applicable.

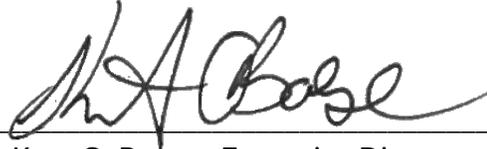
## 5. Sanctions

Funds not released to an ANC by the end of a Fiscal Year for any reason, including late paperwork, will be permanently forfeited. Notwithstanding the forfeiture of funds at the end of a fiscal year all Quarterly Financial Reports and supporting paperwork must be filed or funds will continue to be withheld in the new fiscal year.

OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS

July 31, 2024

\_\_\_\_\_  
Date



\_\_\_\_\_  
By: Kent C. Boese, Executive Director

# **GUIDANCE ON FINANCIAL POLICIES AND PROCEDURES**

*Revised by the Office of Advisory Neighborhood Commissions  
District of Columbia Government  
November 2024*

# Preface

The ANC Omnibus Amendment Act of 2016 transferred certain responsibilities regarding ANCs from the District of Columbia Auditor (ODCA) to the Office of ANCs (OANC). Included among these responsibilities is financial training for ANC Treasurers and Chairpersons. Accordingly, the OANC has updated and revised this Guidance, which was originally prepared by the ODCA. Beginning in April 2017, the OANC also assumed responsibility for reviewing and approving ANC Quarterly Financial Reports (QFRs). The Auditor, meanwhile, retains responsibility for maintaining a database of financial information on each ANC for historical and expenditure trend analysis. The Auditor will also continue to produce and submit to the Council of the District of Columbia a consolidated annual report of the financial activity of all ANCs. The Auditor may also audit the financial accounts of an ANC at the discretion of the Auditor, upon the request of a member of the Council, or upon the request of a Commissioner of the ANC for which an audit is requested.

# FUNDS MAINTAINED BY ADVISORY NEIGHBORHOOD COMMISSIONS

**Annual Funding** for ANCs is provided by District revenues through the annual appropriations process. ANCs receive annual funding through quarterly allotments disbursed by the Office of the Chief Financial Officer, Office of Finance and Resource Management (OFRM). OFRM disburses allotments, upon the recommendation of the Office of ANCs (OANC), into the accounts of each ANC that are individually maintained and overseen by the ANC.

**Depository of Funds.** The funds received by an ANC must be maintained by the ANC in a commercial bank, savings and loan association, credit union, or combination of entities, all of which are insured by the government of the United States and located within the District of Columbia. Each account name must also include the phrase “**District of Columbia Government.**” That phrase must also appear on the face of each ANC check. Each ANC is to have no more than one checking account. Funds not immediately needed for the operation of the Commission may be deposited into a savings account. Funds may also be deposited in a Money Market account provided that checks cannot be written from them. However, ANCs are not authorized to deposit funds into other financial instruments or accounts such as Certificates of Deposit or have more than one savings account. An ANC’s savings account must also include the phrase “**District of Columbia Government**” in the account name.

**Allowable ANC Expenditures** include use of funds for the functioning of the Commission office and for public purposes within the Commission area. This includes staff salaries, Commissioner training, property liability insurance, and nominal refreshments at Commission meetings as well as Commission projects, including grants and direct expenditures<sup>1</sup>. General allowable ANC expenditures can be found at D.C. Official Code § 1-309.13(l)(1) [part of “the ANC Act”].

**Disbursing ANC Funds** can only be made by check, debit card, Electronic Funds Transfer (EFT) – including through Automated Clearing House (“ACH”) payments – or through a petty cash fund disbursement. Over-the-counter checks, wire transfers, and credit card payments are **not** permissible methods of expending ANC funds. A Commission may provide reimbursement for an authorized purchase made with a personal credit card, debit card, or cashier’s check that is documented with a receipt and a copy submitted to the Commission. However, Commissions are **not** authorized to have their own credit cards.

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<sup>1</sup> In accordance with the requirement that grants be awarded only to organizations, checks written to individuals, rather than organizations, will be disallowed. See OANC Guidance [2023-006 \(rev. 2024\) ANC Guidance on Grants](#) for an overview of grants.

**Disbursement of ANC Funds by Check** for ANC expenditures must be recorded in the Commission's Books of Accounts<sup>2</sup>. No expenditure of any amount is to be made without the approval of the Commission. All ANC expenditures made by check must be signed by two officers, one of whom shall be the Treasurer or Chairperson. All checks must be pre-numbered, issued in consecutive order, and bear the name of the Commission and "District of Columbia Government" on its face. No check may be made payable to cash.

**Disbursement of ANC Funds by Debit Card** for ANC expenditures began in January 2023. The authority for ANCs to use debit cards is found in the Official Code of the District of Columbia, which states in § 1-309.13(b-1):

- (1) Each Commission may obtain one debit card associated with the Commission's checking account.
- (2) Each Commission that obtains a debit card shall do so according to a procedure determined by the OANC that limits monthly debit card expenditures relative to the Commission's quarterly allotment.

**Disbursement of ANC Funds by Electronic Funds Transfer** for ANC expenditures began in July 2024. The authority for ANCs to expend funds by EFT, including ACH, is found in the Official Code of the District of Columbia, which states in § 1-309.13(b-2):

- (1) Each Commission may expend funds by Electronic Funds Transfer ("EFT"), including through Automated Clearing House ("ACH") payments.
- (2) Each Commission expending funds by EFT or ACH payments shall do so pursuant to a procedure determined by the OANC that limits monthly EFT or ACH expenditures relative to the Commission's quarterly allotment.
- (3) Numbers assigned to EFT or ACH payments shall not be considered check numbers for purposes of subsection (f)(2)(A)(iii) of this section.

In accordance with the statute, the Office of Advisory Neighborhood Commissions established procedures for ANCs that wish to obtain a debit card. ANCs must approve this method of payment at a public meeting and the record must also reflect that the ANC agrees to adhere to the OANC guidelines. Debit card expenditures should be supported by a signed debit card voucher and corresponding receipt(s). An example is shown in **Figure A**.

Debit Card and EFT guidelines for ANCs are available on the OANC Website. *See* OANC Guidance [2023-005 \(rev. 2024\) ANC Debit Card and EFT/ACH Procedures](#).

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<sup>2</sup> All business establishments and taxpayers are required to keep a record of their day-to-day business transactions in order to know the result of their operations. This record is referred to as the "Book of Accounts".

ANC \_\_\_\_\_  
**DEBIT CARD & ACH VOUCHER**

**Date:** \_\_\_\_\_

**Payee/Vendor** \_\_\_\_\_

**Description:**

**Amount:** \_\_\_\_\_

I certify that the goods or services described here or on the attached invoice/receipt were purchased and represent bona fide expenses of the ANC.

Was expense approved in the annual budget? \_\_\_\_\_

Date expense approved by ANC: \_\_\_\_\_

Is this a recurring expense? \_\_\_\_\_

\_\_\_\_\_  
*{Signature of Commission Chair or Treasurer}*

\_\_\_\_\_  
*{Signature of ANC Officer}*

**Figure A.**

**A Petty Cash Fund** may be established by each ANC, not to exceed \$200 at any one time. The Treasurer may disburse to another Commissioner or employee of the Commission an amount not in excess of \$200 for authorized expenditures through a Commission-established petty cash fund. It is recommended, however, that Commission expenditures greater than \$10 be made by check or debit card. A record of the disbursements from the petty cash fund is to be kept in a manner consistent with the Commission's other accounts.

# FINANCIAL ACCOUNTING AND REPORTING PROCEDURES

A **Quarterly Financial Report** on a form provided by the OANC must be prepared each quarter and presented to the Commission for consideration and approval at a Commission meeting within 45 days after the end of the quarter. ANCs must submit a signed copy (by the Chairperson, Treasurer, and Secretary) of the financial report within 15 days of its approval by the Commission.

**Supporting Documentation** must be submitted with the quarterly financial report for all ANC expenditures made during the quarter. The documentation must include copies of canceled (as well as voided) checks, front and back; bank statements; employment agreements, vendor contracts; grant applications and supporting receipts and paperwork; invoices, bills, and receipts, including petty cash receipts; executed contracts; details about all contributions received during the quarter; and minutes of all meetings where non-recurring or expenditures not otherwise approved (i.e. via the budget) were acted upon during the quarter.

Failure to submit copies of appropriate supporting documentation may result in the disallowance of the related disbursement, and the recommendation of the OANC that the amount be deducted from the ANC's next quarterly allotment.

**Consequences of Late Filing or Failure to File Financial Reports.** Late filing will result in a delay in reviewing ANC quarterly financial reports and may ultimately result in the forfeiture of the related allotment. The OANC is not permitted to recommend the release of the corresponding allotment of an approved quarterly report if any previous reports have not been filed and approved by the OANC. Additionally, if on the last day of the fiscal year, a Commission has not yet received a quarterly allotment because it failed to file a quarterly report approved by the OANC, the Commission must forfeit the unclaimed allotment or allotments and the funds will be returned to the OANC Technical Assistance Fund.

If a Commission fails to “timely file 2 or more”<sup>3</sup> consecutive quarterly reports approved by the OANC (not timely or untimely being defined in such instance as “late”), the Commission shall forfeit the allotments associated with the most recent untimely quarterly report and shall forfeit additional allotments until the Commission files the required reports.<sup>4</sup> Failure to file three consecutive quarterly reports will also result in the relinquishing of an ANC's checkbook and all blank checks to the OANC. OANC permission will be needed for any expenditure made by check until the Commission files the required financial reports (supporting documentation will need to be provided prior to checks being written). The OANC may also request that the District's Chief Financial Officer, through the Mayor, issue instructions to any pertinent banking institution to freeze accounts held by the non-compliant ANC.

**Pre-Submission Checklist** (see appendix) can be used as a guide to complete your quarterly report. This will help ensure that all necessary transactions and supporting documentation are included.

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<sup>3</sup> See D.C. Official Code § 1-309.13(j)(3)(A)(i).

<sup>4</sup> See OANC Policy Memo: “Policy for Reviewing and Processing Late QFR Reports,” (July 31, 2024).

# KEY FINANCIAL GUIDELINES

**Effective Internal Controls** should be an integral part of an ANC's operations. Effective internal controls establish integrity within the ANCs financial operations and helps ensure that District assets are safeguarded from fraud, waste, and abuse. The following guidelines are presented as the minimum procedures that should be established and followed by each ANC to promote financial accountability.

1. All ANC disbursements must be approved by the Commission in a public meeting at which a quorum of Commissioners is present and recorded in the minutes for that meeting or be part of the approved budget.
2. ANC accounts must include the District of Columbia Government Tax Identification Number which is provided by the D.C. Auditor. The OANC will provide ANCs with a tax-exempt certificate for purchases in the District of Columbia. All checks must bear the name of the ANC and must include the phrase "District of Columbia Government" on the face of the check and in the account name. *The ANC may not use counter checks, cashier's checks, money orders, or credit cards to make expenditures.*
3. ANC checks must be pre-numbered by the bank.
4. ANCs should consider use of a commercial type of checkbook, which has check stubs with sufficient space for entering the amount of each check, name of the payee, and a brief explanation of the nature of the disbursement.
5. All expenditures by the ANC should first be approved by a majority of the Commissioners in a public meeting of the ANC or be a specific expense included in the approved annual budget.
6. Voided or spoiled checks should be marked "VOID" on their face to preclude their subsequent use. These checks should be **retained** for the purpose of accounting for all consecutively numbered checks belonging to the ANC.
7. All checks should be issued by the ANC in consecutive order on pre-numbered checks. Any deviation from this policy should be thoroughly investigated by the Commission and reported to the OANC. Any skipped checks should be voided. Once voided, these checks should be disfigured by writing "VOID" on their face to preclude their subsequent use. These checks should be retained to account for all consecutively numbered checks belonging to the ANC.
8. All ANC checks must be signed by at least two officers of the ANC, one of whom must be the Treasurer or Chairperson. In addition to the Treasurer or Chairperson, the ANC's authorized check signers may be one of the other elected officers of the ANC (i.e., the Vice-Chairperson or Secretary). The bank should be notified, and bank signature cards should be updated immediately when an authorized check signer resigns or leaves the ANC for any reason.

9. The signing or countersigning of blank checks is prohibited. All checks should be under the direct control and accountability of the Treasurer. Before being signed, an ANC check should contain the date of payment, the name of the payee, the amount of the payment, and contain a description of the purchase in the check memo field.
10. Writing checks to "**Cash**" or "**Bearer**" is prohibited.
11. All **debit card transactions** should be handled in the same manner as checks. The ANC must approve purchases that will be paid by debit card, debit card transactions must not exceed the amount of an allotment, and no ATM or cash withdrawals are allowed under any circumstances. The Treasurer maintains the debit card in the same manner as the checkbook. Debit cards must be issued to the "Advisory Neighborhood Commission ##." Some financial institutions may require that the debit card bear the name of the Treasurer. This is permissible.
12. **ACH transactions** should be handled in the same manner as checks. The ANC must approve purchases that will be paid by ACH, ACH transactions must not exceed the amount of an allotment, and the ACH expenditure must have a corresponding DEBIT CARD & ACH VOUCHER form signed by at least two officers of the ANC, one of whom must be the Treasurer or Chairperson.
13. Before disbursing funds, the Treasurer should ensure that all necessary documents required for the Quarterly Financial Report are assembled. These documents include the following:
  - a. An original invoice from the supplier of goods or a signed and dated contract from a provider of services.
  - b. A signed statement should be attached to the receipt/invoice or written on the receipt/invoice by the ANC representative who receives the goods or services which states: *"I certify that the goods or services described on the attached invoice have been received and represent bona fide expenses of the ANC."*
  - c. The date and check number of the check used to pay the invoice should be entered on the original invoice.
  - d. A DEBIT CARD & ACH VOUCHER form for all electronic expenditures. The voucher must be signed by at least two officers of the ANC, one of whom must be the Treasurer or Chairperson.
  - e. All documents should be filed in check number sequence.
  - f. Numbers assigned to EFT or ACH payments shall not be considered check numbers for purposes of consecutiveness of numbers, pursuant to D.C. Official Code § 1-309.13(b-2)(3).
14. All necessary documents required for the Quarterly Financial Report should be retained by the ANC until authority is received to release or destroy them.

15. Expenditures totaling \$50 or more for personal services<sup>5</sup> must have the specific prior approval of the ANC and such approval must be recorded in the Commission's minutes. Approval of personal services payments must name the person who will receive the payment, the rate of pay, and maximum hours of service if less than full-time compensation. If such an expenditure is made without the Commission's approval, it shall be deemed a personal expense of the Commissioners who authorized the payment, unless the ANC subsequently approves the expenditure. This approval must be done within 90 days. If not, the Office of the Attorney General, upon notification by the OANC, may initiate any actions necessary to recover the funds.
16. A payroll register should be maintained to record all paychecks issued to employees. Commissions shall use staff payroll forms provided by the OANC.
17. Federal and state income taxes and federal wage taxes are required to be withheld from all salary payments to employees for services performed in accordance with Internal Revenue Service laws and regulations and applicable state tax laws and regulations.
18. A petty cash fund of not more than \$200 may be established. Reimbursements of not more than \$200 may be made from the petty cash fund for authorized expenditures of the ANC. A reimbursement from petty cash should only be disbursed upon presentation of appropriate documentation. Petty cash receipts and appropriate supporting documentation must be maintained by the ANC. Whenever possible, disbursements greater than \$10, for instance, should be made by check rather than through the petty cash fund.

18. **Security Considerations.** Do not post copies of your checks or bank statements online or in a response to a FOIA request unless you redact the account and routing numbers. It is advisable to also redact the signatures.

19. The bank statement should be reconciled to the checkbook within 15 days of receipt of the bank statement. (The "Checking" tab of the QFR software should be used for this purpose.)
20. The bank statement and bank reconciliation should be reviewed by the Chairperson, Vice-Chairperson or Secretary of the ANC, who should indicate their review by initialing the bank statement. Any discrepancies or indication of fraudulent activity should be immediately reported to the D.C. Auditor<sup>6</sup> and/or the Office of the Inspector General. Information should be shared with the OANC for their awareness. Suspected illegal activity such as theft of ANC property or embezzlement should be reported to MPD.<sup>7</sup>

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<sup>5</sup> Personal services are defined as the performance of any work or labor and shall also include acting as an independent contractor or providing any consulting advice or assistance, or otherwise acting as an agent pursuant to a contractual relationship.

<sup>6</sup> Information on how to file a confidential report with the D.C. Auditor is available at:

<https://dcauditor.org/accountability-hotline/>

<sup>7</sup> Information on how to file a theft or fraud report with MPD is available at:

21. ANC officers who receive reimbursement of expenses with ANC funds by check should not sign checks made payable to them whenever possible. Instead, ANC officers who are authorized to sign ANC checks but are not involved in the transaction should sign such checks.
22. Written guidelines for petty cash should be established. The following guidelines are presented as the minimum procedures that should be established and followed by each ANC to promote financial accountability regarding the petty cash fund.
- a. Establishing a Petty Cash Fund.** If the Commission does not already have a petty cash fund, establishment of such a fund must be approved by the Commission at a public meeting. A check should then be signed by two authorized ANC officials and cashed for the established amount of the petty cash fund. While ANCs are authorized to have as much as \$200 in their petty cash fund, unless the Commission has good reasons, it is recommended that the petty cash fund be set at a smaller amount, i.e., \$10. The cash should also be maintained in small bills to facilitate the making of change.
  - b. Internal Controls Over Petty Cash.** The fund should be put in the care of one person, a petty cash custodian. Usually, this should be the person most likely to be in the office to receive goods and make payments, such as the staff assistant or Secretary. The cash and receipts should always be secured in a safe location such as a locked safe or locked cabinet.

- c. **Petty Cash Disbursement Policy.** All payments out of the fund should be supported by signed petty cash vouchers and receipts from vendors. The vouchers should list the voucher number, date, payee, description of the purchase, amount, the signature of the payee and the signature of the ANC authorized representative. An example is shown in **Figure B.** (Commissioners can be reimbursed for personal expenditures only when the expenditure relates to official ANC business.)

<b>ANC ____</b> <b>PETTY CASH VOUCHER</b>	
<b>Date:</b> _____	<b>No.</b> _____
<b>Payee/Vendor</b> _____	
<b>Description:</b>	
<b>Amount:</b> _____	
I certify that the goods or services described here or on the attached invoice/receipt have been received and represent bona fide expenses of the ANC.	
_____ <i>{Signature of Person Receiving Payment}</i>	
_____ <i>{Signature of Authorized ANC Official}</i>	

**Figure B.**

- d. **Procedures for Replenishing Petty Cash.** Whenever the petty cash balance is reduced to a small amount, it should be replenished. To replenish means to increase the petty cash balance back to its original or established amount up to, but not exceeding, \$200. The fund shall be reimbursed by the Treasurer upon presentation of appropriate supporting documents. To accomplish this, the

Treasurer may disburse to another Commissioner or employee of the Commission an amount not in excess of \$200 for authorized Commission expenditures through a Commission-established petty cash fund. A record of disbursements from the petty cash fund shall be kept by the Treasurer in a manner consistent with other accounts of the Commission. However, no disbursement shall be made out to, or in the name of, “petty cash custodian”.

The amount of any check to replenish the fund should equal the petty cash expenditures that have been made since the fund was last replenished. The new check amount plus the cash-on-hand will bring the petty cash fund balance back to its established amount (i.e., \$50).

Before the new check is written, all petty cash expenditures should be summarized on a worksheet. This will minimize errors and document the calculation for the amount of the new check to replenish petty cash. The summary should indicate the voucher number, date, payee, description of the purchase, account charged, amount, the signature of the payee, and the signature of the ANC authorized representative. An example is shown in **Figure C**.

PETTY CASH Account						
DATE: 9/30/2018						
Date	Payee	Description	Voucher No.	Amount	Balance	Refill Amount
1/2/2018	na	Replenish fund	na	\$44.00	\$50.00	\$0.00
1/9/2018	Bates Locksmith	Office Keys	No. 014	-\$8.00	\$42.00	-\$8.00
2/5/2018	Robert Walker	Parking	No. 015	-\$3.50	\$38.50	-\$11.50
3/19/2018	Safeway	Napkins/Cups/Plastic Ware	No. 016	-\$7.00	\$31.50	-\$18.50
6/1/2018	Staples	Emergency Office Supplies	No. 017	-\$6.00	\$25.50	-\$24.50
6/9/2018	Commissioner Jones	Reimbursement for stamps	No. 018	-\$4.20	\$21.30	-\$28.70
8/3/2018	Safeway	Napkins/Cups/Plastic Ware	No. 019	-\$7.00	\$14.30	-\$35.70

**Figure C.**

# QUESTIONS AND ANSWERS

1. I am the newly elected Treasurer of my Commission. Quarterly reports for previous quarters were not prepared and submitted to the OANC. Do I have to prepare the quarterly reports even though I was not the Treasurer during those quarters when reports were not prepared and presented?

**ANSWER:** Short answer: Yes. If the quarterly financial reports were not prepared by the former Treasurer, the current Treasurer is responsible for ensuring that the required reports are prepared in order for the Commission to continue to receive quarterly allotments.

2. Will my ANC receive its quarterly allotments if it does not submit quarterly financial reports for previous quarters?

**ANSWER:** No. The ANC law states that no quarterly allotment can be forwarded to a Commission until **all** reports of financial activity for the quarters preceding the immediate previous quarter are approved by the OANC.

3. Does the approval of the quarterly financial report satisfy the requirement that the ANC approved all expenditures?

**ANSWER:** No. It does not. Approval of the quarterly reports does not satisfy the ANC law that all expenditures be approved. Approval of the quarterly report simply indicates that Commissioners believe the report to be a complete and an accurate presentation of the transactions made by the Commission during the quarter, and that they authorize the submission of the quarterly report to the OANC.

4. Should I submit original bank statements, voided checks, receipts, contracts, minutes, grant request letters, payroll records and other supporting documentation with my quarterly financial report?

**ANSWER:** No. Copies of supporting documentation should be submitted with the quarterly financial report; however, the ANC must maintain the originals because the OANC or the Auditor may request access to original documents, if needed. Electronic versions of documentation should be submitted to the OANC and *collated in check-number sequence*.

5. If I submit a quarterly report that contains mistakes or lacks some supporting documentation, will I be provided an opportunity to correct the mistakes or provide the necessary documentation before my funds are disallowed?

**ANSWER:** Yes. The OANC will inform the Commission's Treasurer or Chairperson of the mistake or omissions. The requested information must be submitted to the OANC, however, by a specified date or the related funds may be disallowed.

6. How many signatures are required on checks written by the Commission?

**ANSWER:** The ANC law requires that any expenditure made by check shall be signed by at least **two** officers of the Commission, one of whom shall be the Treasurer or Chairperson.

7. May the Commission have more than one checking account?

**ANSWER:** No. The ANC law states that each Commission may maintain no more than "one checking or negotiable order of withdrawal account".

8. What should we do if the bank only sends the front copy of the checks?

**ANSWER:** Inform your financial institution that copies of the front and back of canceled checks are required by the OANC, the agency that recommends the release of your quarterly allotments. If they cannot accommodate you, inform them that your ANC will have to find a bank that can meet all your reporting requirements.

9. What restrictions, if any, are on saving accounts? For example, can funds be placed in a money market account and/or certificate of deposit?

**ANSWER:** The Corporation Counsel (now OAG) concluded in a 2000 letter (linked below) that it is not statutorily authorized. Therefore, an ANC should

not place money into a certificate of deposit, but should instead place money into an account designated as a “checking account,” “negotiable order of withdrawal account,” or a “savings account.”

See <https://oag.dc.gov/sites/default/files/2018-02/ANC-3-F-October-12-2000-Put-Money-Into-Certificate-of-Deposit.pdf>

10. Can the Commission receive donations? Are there any limitations?

**ANSWER:** D.C. Official Code § 1-309.10(l) provides that “[n]o Commission may solicit **or** receive funds unless specifically authorized to do so by the Council, except that receipt of individual contributions of \$1,000 or less need not be approved by the Council. No person shall make any contribution, nor shall a Commission receive any contribution from any person which, when aggregated with all other contributions received from that person, exceeds \$1,000 per calendar year. Each Commission shall file with its quarterly reports to the OANC required pursuant to § 1-309.13(j) details of all contributions received during the relevant period of time [emphasis added].”

11. What are considered “contributions”? Would in-kind contributions be considered and how are they recorded on the report?

**ANSWER:** Contributions are the property (furniture, equipment, office supplies, clerical services, food donated by a constituent for public meetings, etc.) donated to the Commission. This would be recorded as a “DO” (deposit other) on the QFR with the monetary value of the items. Monetary donations cannot be spent upon receipt by the Commission but must be deposited to the Commission’s checking account and reported in the “Receipts” section (Other) of the quarterly financial report.

12. What are the requirements regarding ANC budgets?

**ANSWER:** D.C. Official Code § 1-309.10(n) provides that “[e]ach Commission shall develop an annual fiscal year spending plan budget for the upcoming year within 60 days of notification of the amount of the Commission’s annual allotment. Prior to adoption of the budget at a public meeting, the Commission shall present the budget at a public meeting of the Commission to elicit comments from the residents of the Commission area.” Please note that the ANC fiscal year begins on October 1, not on January 1.

13. What happens if there is a change in officers?

**ANSWER:** A Commission officer must notify the OANC and the ODCA of the change.

14. How are the ANC funds (allocations) released to the ANC, by check or direct deposit?

**ANSWER:** Once the OANC approves the ANC's quarterly report, it sends a recommendation to the Office of Finance and Resources Management to release the related allotment in whole or in part. Quarterly allotments are issued electronically to the bank. ANCs, therefore, should ensure that any changes in bank information during the year are promptly filed with the OANC and the Auditor's office to avoid delays and errors in receiving allotments.

15. What action will be taken against the previous Chairperson and Treasurer for refusing to turn over material needed for completing a required quarterly report?

**ANSWER:** Incoming Chairpersons or Treasurers should notify the OANC in writing immediately if the former Chairperson or Treasurer refuses to turn over Commission records and documentation required to complete the quarterly report. The OANC will take the appropriate steps to effect compliance in any such instance.

16. Can I request an audit before taking over from a past Treasurer?

**ANSWER:** You can request an audit, but you cannot delay performing your duties as Treasurer pending the outcome of the audit because resources may not allow the audit to be conducted immediately. The Auditor schedules ANC audits at their discretion at the beginning of the fiscal year and your request would be handled in turn unless the Auditor is convinced, based on credible evidence of fraud, waste or abuse, that an audit of your ANC should be conducted immediately. In addition, the Auditor may schedule additional audits as they determine necessary.

17. Can I review and/or copy previous documents given to the Auditor or to the OANC?

**ANSWER:** If your Commission submitted the documents you require, you should be able to obtain copies from the Commission office records because

ANCs are required to provide access to the ANC office and records to all Commissioners. If the documents you require have not been maintained by your Commission, you can make a written request to the Auditor or to the OANC for copies of the documents depending upon when the documents were originally submitted.

18. When an audit indicates that prosecution or the involvement of law enforcement may be necessary to recover funds, what is the process? What are the duties of the Commissioners?

**ANSWER:** Once the report is issued, if necessary, the Auditor sends a referral letter to the appropriate law enforcement agency with a copy of the audit. The referral formally requests the law enforcement agency to take appropriate action based on the findings and recommendations. The law enforcement agency will determine any prosecutorial actions. Commissioners may contact the Auditor for a status report on the referral; however, the Auditor does not always receive status reports on the referral from the law enforcement agency and may not know the status of the case until the outcome. If the case involves the repayment of ANC funds by a Commissioner, the Treasurer must deposit all repayments to the Commission's checking account and show the deposits in the "Receipts" section (Other) of the quarterly report (Summary of Receipts and Disbursements for the Checking Account).

## PRE-SUBMISSION CHECKLIST

Check all applicable boxes

- Signed, dated, and certified summary of receipts and disbursements (Page 1 of the QFR).
- Transaction list for the quarter. (Page 2 of the QFR)
- Bank statements for checking account (for the 3 months of the quarter).
- Bank statements for savings account (for the 3 months of the quarter) if the ANC has a saving account.
- Copies of the front and back of canceled checks.
- Copies of any voided checks.
- Supporting receipts, invoices, etc. for all expenditures. (Each document should be cross-referenced by check number and be submitted in check number order.)
- A fully executed Debit Card & ACH Voucher form for all approved electronic expenditures (Form 103).
- Grant documentation (the original application, statement of use, receipts. Each document should be cross-referenced by check number.)
- Meeting minutes for any meeting held during the quarter which authorizes a grant, **or** an expenditure **not** in budget.
- Include a cover note listing any items not submitted or unusual and provide an explanation for their omission or unusual features.

# **ATTACHMENT I**

# OANC Organization Chart

(from OANC Website)

## Organization Chart

