
Office of Campaign Finance

www.ocf.dc.gov

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Table CJ0-1

Description	FY 2017 Actual	FY 2018 Actual	FY 2019 Approved	FY 2020 Approved	% Change from FY 2019
OPERATING BUDGET	\$2,688,238	\$2,721,884	\$4,101,184	\$7,532,615	83.7
FTEs	30.0	25.0	35.0	35.0	0.0

The mission of the Office of Campaign Finance (OCF) is to regulate and provide public disclosure of the conduct, activities, and financial operations of candidates, political committees, political action committees, independent expenditure committees, and constituent service and statehood fund programs to ensure public trust in the integrity of the election process and government service. The Office of Campaign Finance must also fairly administer and enforce the provisions of the Fair Elections Amendment Act of 2018, which provides for the public financing of campaign operations.

Summary of Services

The Office of Campaign Finance processes and facilitates the public disclosure of financial reports, which are required by law to be filed with the OCF; performs desk reviews and develops statistical reports and summaries of the financial reports; encourages voluntary compliance by providing information and guidance on the application of the District of Columbia Campaign Finance Act of 2011 (the Act), as amended, through educational seminars, interpretative opinions, and the OCF website; and enforces the Act through the conduct of audits, investigations, and the informal hearing process. The Office of Campaign Finance is also responsible for certifying and auditing all participating candidates and committees in the Fair Elections Program, and for enforcing the Fair Elections Amendment Act of 2018 through investigations and the informal hearing process.

The agency's FY 2020 approved budget is presented in the following tables:

FY 2020 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table CJ0-2 contains the approved FY 2020 budget by revenue type compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 actual data.

Table CJ0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	% Change*	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	% Change
GENERAL FUND												
Local Funds	2,688	2,722	4,101	7,533	3,431	83.7	30.0	25.0	35.0	35.0	0.0	0.0
TOTAL FOR GENERAL FUND	2,688	2,722	4,101	7,533	3,431	83.7	30.0	25.0	35.0	35.0	0.0	0.0
GROSS FUNDS	2,688	2,722	4,101	7,533	3,431	83.7	30.0	25.0	35.0	35.0	0.0	0.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2020 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2020 Approved Operating Budget, by Comptroller Source Group

Table CJ0-3 contains the approved FY 2020 budget at the Comptroller Source Group (object class) level compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 actual expenditures.

Table CJ0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	Percentage Change*
11 - Regular Pay - Continuing Full Time	2,070	1,971	2,736	2,849	113	4.1
12 - Regular Pay - Other	0	22	0	93	93	N/A
13 - Additional Gross Pay	32	2	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	448	437	641	685	44	6.9
15 - Overtime Pay	1	0	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	2,550	2,432	3,377	3,627	250	7.4
20 - Supplies and Materials	0	4	35	35	0	0.0
31 - Telecommunications	0	37	0	0	0	N/A
40 - Other Services and Charges	138	212	627	3,809	3,181	507.1
70 - Equipment and Equipment Rental	0	37	62	62	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	138	290	724	3,906	3,181	439.2
GROSS FUNDS	2,688	2,722	4,101	7,533	3,431	83.7

*Percent change is based on whole dollars.

FY 2020 Approved Operating Budget and FTEs, by Division/Program and Activity

Table CJ0-4 contains the approved FY 2020 budget by division/program and activity compared to the FY 2019 approved budget. It also provides FY 2017 and FY 2018 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table CJ0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019	Actual FY 2017	Actual FY 2018	Approved FY 2019	Approved FY 2020	Change from FY 2019
(1000) AGENCY MANAGEMENT										
(1010) Personnel	151	181	166	208	43	3.0	2.5	3.0	3.0	0.0
(1015) Training and Development	108	112	108	110	2	1.0	0.8	1.0	1.0	0.0
(1040) Information Technology	126	89	85	88	3	1.0	0.8	1.0	1.0	0.0
(1090) Performance Mgmt	184	189	220	224	4	1.0	0.8	1.0	1.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	570	572	578	630	52	6.0	5.0	6.0	6.0	0.0
(2000) OVERSIGHT SUPPORT SERVICES										
(2010) Public Information and Record Management	384	618	1,565	603	-962	4.0	3.3	9.0	4.0	-5.0
(2020) Report Analysis and Audit Division	1,044	895	1,208	1,205	-3	13.0	10.8	13.0	13.0	0.0
(2030) Office of the General Counsel	691	637	750	768	17	7.0	5.8	7.0	7.0	0.0
SUBTOTAL (2000) OVERSIGHT SUPPORT SERVICES	2,119	2,150	3,523	2,576	-948	24.0	20.0	29.0	24.0	-5.0
(3000) FAIR ELECTIONS FUND										
(3010) Fair Elections Fund	0	0	0	4,327	4,327	0.0	0.0	0.0	5.0	5.0
SUBTOTAL (3000) FAIR ELECTIONS FUND	0	0	0	4,327	4,327	0.0	0.0	0.0	5.0	5.0
(9960) YR END CLOSE										
(9960) YR END CLOSE	-1	0	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (9960) YR END CLOSE	-1	0	0	0	0	0.0	0.0	0.0	0.0	0.0
TOTAL APPROVED OPERATING BUDGET	2,688	2,722	4,101	7,533	3,431	30.0	25.0	35.0	35.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2020 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of Campaign Finance operates through the following 3 programs:

Oversight Support Services – provides desk analysis reviews, investigations, hearings, field audits, statistical reports, recommendations, and summaries of all financial reports submitted by candidates, political committees, political action committees, independent expenditure committees, and constituent service and statehood fund programs that focus efforts on ensuring accurate reporting and full disclosure, pursuant to the Campaign Finance Laws, so that the public is well informed and confident in the integrity of the electoral process and government services. The program also provides public information and educational seminars.

This program contains the following 3 activities:

- **Public Information and Record Management** – provides public information and educational seminars, registers candidates and committees, receives electronically-submitted financial reports, enters financial reports received by hard copy, and compiles summary contribution and expenditure information for publication at the OCF website, so that the public is well informed and confident in the integrity of the electoral process and government service;
- **Report Analysis and Audit Division** – provides desk analysis reviews, field audits, statistical reports, and summaries of all financial reports submitted by candidates, committees, and constituent service and statehood fund programs that focus efforts on ensuring accurate reporting and full disclosure, pursuant to the Campaign Finance Laws; and
- **Office of the General Counsel** – provides enforcement by conducting investigations and hearings, and issuing recommendations for decisions on charges of violations of the Campaign Finance Act. The Office of the General Counsel drafts regulations and interpretive opinions that focus efforts on promoting voluntary compliance with the Campaign Finance Act.

Fair Elections – provides audit and verification of the financial reports submitted under the Fair Elections Program to qualify for the public funding of campaign operations, recommends the disbursement of base amounts and matching fund payments from the Elections Fund to qualified candidates, and coordinated educational outreach to candidates participating in the Program and the general public concerning the requirements of the Program.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The approved program structure changes are provided in the Agency Realignment appendix to the approved budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2019 Approved Budget to FY 2020 Approved Budget, by Revenue Type

Table CJ0-5 itemizes the changes by revenue type between the FY 2019 approved budget and the FY 2020 approved budget. For a more comprehensive explanation of changes, please see the FY 2020 Approved Budget Changes section, which follows the table.

Table CJ0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2019 Approved Budget and FTE		4,101	35.0
No Change		0	0.0
LOCAL FUNDS: FY 2020 Recurring Budget		4,101	35.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	250	0.0
Enhance: To support the base amount and matching fund payments required under the Fair Elections Act	Fair Elections Fund	3,181	0.0
LOCAL FUNDS: FY 2020 Mayor's Proposed Budget		7,533	35.0
No Change		0	0.0
LOCAL FUNDS: FY 2020 District's Approved Budget		7,533	35.0
GROSS FOR CJ0 - OFFICE OF CAMPAIGN FINANCE		7,533	35.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

FY 2020 Approved Budget Changes

The Office of Campaign Finance's (OCF) approved FY 2020 gross budget is \$7,532,615, which represents an 83.7 percent increase over its FY 2019 approved gross budget of \$4,101,184. The budget is comprised entirely of Local funds.

Recurring Budget

No Change: The Office of Campaign Finance's proposed budget reflects no change from the FY 2019 approved budget to the FY 2020 recurring budget.

Mayor's Proposed Budget

Increase: OCF's proposed budget includes an increase of \$250,159 across multiple programs to support projected salary steps and Fringe Benefits costs.

Enhance: OCF's budget proposes \$3,181,272 to support the implementation of the Fair Elections Amendment Act of 2018.

District's Approved Budget

No Change: The Office of Campaign Finance's budget reflects no change from the Mayor's proposed budget to the District's approved budget.

Agency Performance Plan*

The Office of Campaign Finance (OCF) has the following strategic objectives for FY 2020:

Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

Objectives

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

ACTIVITIES

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the budget line items. This is further divided into “daily services” (ex. sanitation disposal), and long-term “key projects” that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that have more of their budget come from capital funding will have several key projects.

1. Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (1 Activity)

Activity Title	Activity Description	Type of Activity
Enforcement Program	The Office of the General Counsel provides legal advice and enforcement through the conduct of investigations and informal hearings, and the recommendation of decisions on charges of violations of the Campaign Finance Act; the issuance of interpretative opinions and expedited legal advice; the drafting of regulations and the review of OCF Forms for changes; the conduct of training seminars to promote voluntary compliance; and the coordination of site visits to the election precincts and early vote centers operated by the Board of Elections, and to campaign offices.	Daily Service

2. Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Activity)

Activity Title	Activity Description	Type of Activity
Educational Outreach Services	The OCF Educational Outreach Program assists with the coordination of the mandatory training conferences for new registrants, the onsite training seminars, the development of online brochures, interactive tutorials, and online tutorials, and the employee training program. The OCF Training Program also manages and utilizes the OCF Facebook Page as a training tool to disseminate information to the public. The Training Program distributes and evaluates surveys to training participants to assess the content and performance of the trainer.	Daily Service

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

Activity Title	Activity Description	Type of Activity
Audit Programs	The Reports Analysis and Audit Division conducts audit analysis and reviews of all financial reports and statements received in the Agency; issues requests for additional information to filers where deficiencies are noted during the desk review process; conducts full field audits of the campaign operations of newly elected public officials, investigative audits of financial operations based on the receipt of complaints or based upon desk reviews; conducts periodic random audits of the reports filed by the constituent service programs, committees active during an election cycle, and continuing committees; and recommends the issuance of final audit reports based on the findings of full field and random periodic audits. Participates in site visits to election precincts, early voting centers, and to the offices of principal campaign committees.	Daily Service

4. Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Activity)

Activity Title	Activity Description	Type of Activity
Public Information collection and dissemination online and onsite	The Public Information and Records Management Division publishes campaign finance data and information online at the OCF Website, and makes information available in the OCF Offices; compiles listings and reports of contribution and expenditure information published at the website and in the Biennial Report; manages the electronic filing and data entry of financial reports; oversees the registration of new candidates and committees, and coordinates the mandatory training of the new registrants; oversees the OCF e-mail subscription service; makes all public reports and statements available for the public within 48 hours of receipt; and conducts the Filer Pre-Notification and Failure to File Programs.	Daily Service

5. Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements (1 Activity)

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

KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome-oriented and should be used to answer the question, “What does the agency need to measure to determine success?”

1. Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (3 Measures)

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of Interpretative Opinions issued within thirty (30) days	No	66.7%	100%	100%	100%	100%
Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request	No	92.9%	100%	100%	100%	100%
Percent of informal hearings conducted and closed before the next filing deadline	No	140.7%	100%	100%	100%	100%

2. Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Measure)

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of new candidates and treasurers who receive mandatory training	No	100%	100%	100%	100%	100%

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

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline	No	100%	100%	100%	100%	100%

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

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of periodic random audits conducted within sixty (60) days of initiation	No	100%	100%	100%	100%	100%

4. Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Measure)

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of financial reports filed electronically	No	96.4%	100%	100%	100%	100%

5. Provide a fair, effective, and efficient public financing program for candidates who qualify to participate in the program and agree to abide by its requirements (3 Measures)

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of Base Amount Payments distributed within five (5) business days of the certification of a candidate into the Fair Elections Program	No	Not Available	New in 2019	New in 2019	100%	100%
Percent of candidates determined to meet requirements for certification by OCF within five (5) days of filing the affidavit declaring compliance with the Fair Elections Program.	No	Not Available	New in 2019	New in 2019	100%	100%
Percent of matching payments distributed within five (5) business days after the receipt of financial reports	No	Not Available	Not Available	Not Available	New Measure	New Measure

6. Create and maintain a highly efficient, transparent, and responsive District government. (1 Measure)

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Target	FY 2018 Actual	FY 2019 Target	FY 2020 Target
Percent of investigative matters closed within ninety (90) days of opening	No	Data Forthcoming	100%	No Applicable Incidents	100%	100%

WORKLOAD MEASURES

Workload Measures, also called inputs or outputs, quantify an activity, effort or process that is necessary to make progress towards the Strategic Objectives. They help answer the question; “How much are we doing?”

1. Educational Outreach Services

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Total number of mandatory training conferences conducted	No	34	29	197

2. Public Information collection and dissemination online and onsite

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Total number of financial reports filed	No	610	966	508
Total number of financial reports filed electronically	No	610	964	632

3. Enforcement Program

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Total number of informal hearings conducted	No	47	83	83
Total number of Interpretative Opinions and Expedited Advice issued	No	19	12	8
Total number of investigations completed within 90 days	No	Not Available	Data Forthcoming	No Applicable Incidents

4. Audit Programs

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	No	727	1092	818
Total number of periodic random and full field audits completed by the Audit Division	No	24	17	13

5. Fair Elections Program

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual
Total number of audits completed by the Fair Elections Division	No	Not Available	Not Available	Not Available
Total number of participating candidates	No	Not Available	Not Available	Not Available

Performance Plan End Notes:

*For more information about the structure and components of FY 2020 draft performance plans, please see the FY 2020 Proposed Budget and Financial Plan, Volume 1, Appendix E.

**Key Performance Indicators that are new may not have historical data and may only have FY 2020 targets.

*** District wide measures for the objective "Create and maintain a highly efficient, transparent and responsive District government" have been introduced as part of FY 2019 and FY 2020 Performance Plans and will be reported by the Office of the City Administrator (OCA). FY 2019 and FY 2020 are pilot years for this initiative, therefore not all data are available.