

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
EXECUTIVE OFFICE OF THE MAYOR**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how Mayor Gray's Office has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

**1) Transparency**

Mayor Gray strongly believes in an open and transparent government. From the start of his administration, he has worked tirelessly to ensure that his administration is as transparent, collaborative, and accountable as possible. The Open Government Initiative, envisioned by Mayor Gray and led by the Executive Office of the Mayor (EOM), is a multifaceted approach to lead the District Government towards openness and transparency by using technology to make key government records easily accessible online. The overall goal is keep the public better informed about the functioning of their government.

Mayor Gray has been a leader in Open Government. At the start of his administration he issued Mayor's Memorandum 2011-01 that set the tone for open government efforts in the Gray Administration. It affirmatively set forth standards to be used in the interpretation of, and compliance with, the Freedom of Information Act and indicated the direction to be taken for further open government and transparency efforts.

In July 2014, Mayor Gray issued the Open Government and Open Data Directive, which details concrete steps the District government must take to better institutionalize a culture of transparency, accountability, and public participation in the District government. The Directive:

- Requires agencies to publish up to 15 different categories of government information online on agency open government and FOIA pages, create annual open government reports, and identify and publish datasets online
- Establishes a common web portal that will serve as the source for District-wide and agency activities related to this transparency, open government, and open data
- Convenes an Open Government Advisory Group to assist the Mayor in creating open government policy
- Designates a Chief Data Officer to coordinate implementation, compliance, and expansion of the District's Open Data Program

Since the announcement of the Directive, all agencies have created Open Government and FOIA webpages with key information on agency expenditures, organizational charts, policies, budget and more. Furthermore, the Executive Office of the Mayor partnered with Office of the Chief Technology Officer to create the new central open government website, [open.dc.gov](http://open.dc.gov), which provides a large quantity of government information and makes it easier for the public to locate information that would otherwise be difficult to find or even know is published on individual agency webpages.

In addition, FOIAXpress, the District's first-ever city-wide FOIA processing system, successfully launched in July 2014 with over 50 District agencies using the system. Since the launch, members of the media and public have submitted over 600 FOIA requests and appeals through the online public FOIA portal. FOIAXpress has an internal component where FOIA Officers track and respond to FOIA requests and a public component that allows agencies to publish documents to a reading room for frequently requested public records. There are currently 56 frequently requested public records in the reading room. FOIA requesters also have the ability to check the status of their requests in FOIAXpress which gives them a better understanding of the workings of the government.

Also, the Executive Office of the Mayor works hard to ensure District residents are informed of key issues, projects, initiatives, and announcements of the District government. Methods the Executive Office of the Mayor uses to share information with the public include:

- The Mayor's Office of Communications published over 400 press releases in FY 2014 alone.
- The Mayor's twitter account has tweeted over 10,100 tweets and has 24,800 followers. Just a year ago, it had 18,400 followers.
- The Mayor's YouTube account, [dcmayorsoffice](https://www.youtube.com/user/dcmayorsoffice), has uploaded over 100 videos in FY 2014 alone.
- The Mayor's Office of Communications distributes The Mayor Gray Report, an e-newsletter summarizing Mayor Gray's announcements and activities, is distributed roughly once a week to well over 8,600 District residents, community leaders, and other key stakeholders. To date, 68 editions of the e-newsletter have been issued.
- The Executive Office of the Mayor has a new Open Government and FOIA webpage which includes information on EOM's budget, regulations, expenditures, organizational chart, employee salary information, and frequently requested public records.
- The Mayor's Office of the General Counsel has published all decisions of appeals of agency FOIA productions online and in the DC Register. The webpage on which appeals decisions are published now includes reformatted indices that make decisions more accessible and searchable.

- The Office of Documents and Administrative Issuances has entered into an MOU with the Office of the Chief Technology Officer (OCTO) to update dcregs.org, the online portal for the DC Register, DCMR, Mayor's Orders, and Mayor's Memorandums to add functionality, searchability, and other enhancements designed to improve performance and the ability of users to conduct advanced searches.

Moving forward, the Executive Office of the Mayor will take steps to increase public access to information including:

- Publishing additional documents to our FOIAXpress reading room (there are currently ten documents published there now).
- Updating our open government and FOIA webpage regularly
- Improving the accessibility of FOIA appeals decisions by providing the public the ability to download entire years of opinions in machine readable word and text format

The Executive Office of the Mayor is also working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify government datasets that OCA and OCTO expect to publish online later this year. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

## 2) **Public Engagement and Participation**

In order to better capture resident feedback about District government performance, in June 2012, the Executive Office of the Mayor led the implementation and management of [grade.dc.gov](http://grade.dc.gov), an online grading tool that harnesses innovative analytical technology to improve customer care. Feedback from the public is collected from the online surveys and combined with data from comments posted on social media sites like Twitter, Facebook, Foursquare, and Yelp. This aggregated data is used by an independent company to develop a grade for each participating District government agency. The goal is to make it possible for District residents to easily offer actionable feedback and help DC government agencies improve their customer care. [Grade.dc.gov](http://Grade.dc.gov) has been an integral part in improving performance of District government services, and in FY 14 alone, members of the public submitted 36,445 reviews through it.

In addition, during the formulation of the Open Government Initiative, the Executive Office of the Mayor solicited public participation in the formulation of the District's transparency and open government policies by inviting the submission of comments, ideas and proposals to increase openness and transparency in government. The Executive Office of the Mayor received approximately a dozen comments, including detailed comments from the Sunlight Foundation, DC Open Government Coalition, Socrata and

Code for DC. Many of the public's suggestions have been incorporated into the Open Government Initiative. Comments can still be submitted through the [open.dc.gov](http://open.dc.gov) website.

Mayor Gray also solicits feedback and shares information through a wide variety of other platforms including Facebook, YouTube, Twitter, and the *Ask the Mayor* feature on the [mayor.dc.gov](http://mayor.dc.gov) website that allows members of the public to submit questions directly to the Mayor's Office. When correspondence is submitted through the *Ask the Mayor* feature it is entered in to the Intranet Quorum (IQ) system, a database that houses and tracks the Mayor's incoming mail to ensure that it is responded to promptly.

In addition, Mayor Gray believes there is no substitute for live public engagement and prioritizes face to face interaction with District residents and community leaders to keep them informed and engaged. Below are a few ways that Mayor Gray has engaged District residents in the past year:

- Mayor Gray holds biweekly press briefings to update the media about the District government's latest accomplishments, goals, and projects. He also takes questions from the press on any topic. In addition, every month Mayor Gray appears on NewsTalk on News Channel 8 where he discusses his administration's plans for advancing the city and takes phone calls from the public.
- Every year Mayor Gray conducts a series of Budget Town Hall Meetings, including one in every ward, to brief residents about his proposed budget. In 2014, he held 11 town hall meetings. Residents are able to provide the mayor and his cabinet with feedback in person during the town hall or through email at [budgetquestions@dc.gov](mailto:budgetquestions@dc.gov).
- Mayor Gray holds quarterly meetings with Advisory Neighborhood Commission (ANC) Chairs and Boards and Commissions Chairs to keep key community leaders informed of important issues and projects in which the District government is engaged.
- Each year Mayor Gray delivers a State of the District Address to report on the status of the city and outline his agenda and priorities for the year. In 2014, Mayor Gray delivered his State of the District Address at Kelly Miller Middle School with hundreds of District residents in attendance.
- On the mayor's behalf, the Mayor's Office of Community Affairs (MOCA) shares information with the public live and through a number of ways including listservs, newsletters, community meetings, websites, Twitter, Facebook and Instagram. MOCA maintains constant contact with stakeholders and invites the public to participate in government sponsored events and forums.

Perhaps most importantly, the Mayor maintains a breathtaking public schedule which includes regular participation in community meetings to keep residents informed of important issues and projects in which the District government is engaged and to listen to

residents and stakeholders. Mayor Gray is dedicated to serving the residents of the District of Columbia and works hard to ensure their needs are heard and met.

### 3) **Collaboration**

Mayor Gray strongly believes in collaboration, and during his administration, multiagency collaborative efforts have proven to be the most effective. Mayor Gray holds monthly cabinet meetings to ensure that agency directors are aware of different agencies' projects and goals and have an opportunity to partner with other agencies. It is important to Mayor Gray to break down the silo mentality and promote agency partnerships. The Deputy Mayor structure in the Gray Administration also accomplishes this by convening cluster meetings that allow agencies with generally similar areas of focus to communicate and work together to tackle issues with the Deputy Mayors able to coordinate work across clusters.

The partnership with the Executive Office of the Mayor (EOM) and Office of the Chief Technology Officer (OCTO) has been vital to the success of the Open Government Initiative. OCTO was a key partner in helping EOM with the creation of the new central open government website, [open.dc.gov](http://open.dc.gov), which provides a large quantity of government information and makes it easier for the public to locate information that could have otherwise been hard to find on individual agency webpages. In addition, with the help of OCTO, EOM collaborated with all district agencies to create new and uniformed agency Open Government and FOIA webpages that contain much more agency specific information than ever before.

Furthermore, Mayor Gray understands that our Open Government Initiative must solicit and incorporate feedback from the public, nonprofit entities, and private entities to reach its full potential. To aid in the advancement of the initiative, the Mayor will soon appoint an Open Government Advisory Group that includes key representatives of the District government as well as representatives of the DC Open Government Coalition, Code for DC, and the Urban Institute. He will task this group with ensuring that the District government is a leader in Open Government and Open Data and making specific recommendations for improving the openness and transparency of the District government.

Mayor Gray believes in working collaboratively—both inside and outside District government—to achieve the common goal of advancing the District of Columbia. He understands that this can only be achieved when District government leaders have the opportunity to learn from and partner with each other. The Mayor's Sustainability Challenge, a grant competition among District agencies to test forward-thinking sustainability initiatives, is one tactic Mayor Gray uses to foster agency partnerships within the District government. In FY 13, Mayor Gray allocated \$6.85 million to date to support it. In FY 14, after a large number of collaborative projects were submitted, four District agencies and other partnering agencies were selected to receive funding totaling \$2.35 million for seven innovative projects.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
THE D.C. YOUTH ADVISORY COUNCIL



## Open Government Report 2014

Mayor's Order 2014-170 seeks to institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration. This Report describes how the D.C. Youth Advisory Council (DCYAC) has developed and enhanced transparency, public participation, and collaboration and will continue to do so.

The DCYAC is one of twelve affinity offices housed under the Mayor's Office of Community Affairs. The DCYAC was established to provide an organized youth perspective regarding various issues to the Mayor, the Council of the District of Columbia, District of Columbia schools, key decision makers in the District of Columbia Government, officials, and community leaders. The DCYAC's relationship with the public involves engaging D.C. youth, as well as the larger community on behalf of D.C. children and youth.

### Transparency

#### Online

The DCYAC's official website ([www.dcyac.dc.gov](http://www.dcyac.dc.gov)) provides information regarding the following:

- the DCYAC's [history, purpose, mission, and functions](#);
- [eligibility requirements and selection criteria](#) for membership on the DCYAC;
- [frequently asked questions](#) regarding the DCYAC;
- an online DCYAC membership [application](#);
- postings of DCYAC events;
- a general DCYAC email address ([dcyac@dc.gov](mailto:dcyac@dc.gov)) that links directly to the DCYAC Director and staff for public comments or queries; and
- a direct link to the DCYAC's Freedom of Information Act (FOIA) officer.

The DCYAC has a Facebook page and is on Twitter #influenceyouth, where DCYAC activities and events are periodically reported.

#### Public Information

The DCYAC routinely responds to queries from the general public. This is done via the DCYAC's general email ([dcyac@dc.gov](mailto:dcyac@dc.gov)), as well as the DCYAC's general telephone number (202-727-7966). Among typical requests from the public are information regarding:

- internship and employment opportunities;
- DCYAC membership and program requirements;
- specific youth-related organizations and city services appropriate for youth with a wide range of needs;

- individuals and organizations interested in providing their speakers and services to D.C. youth; and
- individuals and organizations interested in collaborating with the DCYAC.

The DCYAC Office freely responds to any queries that fall within the vast body of youth affairs information that is not confidential but in the public domain.

### **Availability of Data**

The Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) are identifying a significant number of District Government agency datasets to publish online later this year. If they do not select a dataset from the DCYAC to be a part of the 2014 release, we will continue to work with them to identify datasets appropriate to publish in 2015. In the future, the Chief Data Officer will provide requirements for open data reporting.

### **Public Engagement and Participation**

District of Columbia youth, ages 13-22, have ongoing opportunities to join the DCYAC. The DCYAC and its members conduct continuous outreach in order to recruit and cultivate youth participation. Some key strategies include:

- ongoing presence in local D.C. schools; and
- ongoing partnerships with local agencies and organizations that provide information regarding DCYAC to its broad youth constituencies via social media;

### **Opportunities**

In FY2015, the DCYAC looks forward to:

- increasing the recruitment of youth participants via stronger overall outreach, especially via social media;
- continuing partnerships with agencies and organizations that have access to youth who are ideal candidates for membership on the DCYAC; and
- building our Facebook and Twitter followings.

### **Collaboration**

The DCYAC has two significant collaborations in keeping the public information.

- We are a host agency with the Mayor's Summer Youth Employment Program. As a host agency, we interview and select about 40 youth, ages 14-22, to participate in our Summer Enrichment Program. This Program provides enrichment opportunities to youth participants in the areas of Life Skills, Etiquette, Effective Communication Skills, Career and College Readiness, and Personal Development. Youth participants in our Summer Program typically seek membership on the DCYAC.

- The Charles Sumner School, Museum and Archives has been the host site for the majority of the DCYAC's activities, meetings, and events. The DCYAC has been in partnership with the Sumner School for almost four years. Through this partnership, the DCYAC has access to countless D.C. youth, parents, educators, and organizations through which additional partnerships have been formed. In addition to the DCYAC's programming, these partnerships have resulted in several enrichment activities and events for hundreds of youth in various D.C. schools.

## **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

### **MAYOR'S OFFICE OF COMMUNITY AFFAIRS**

#### **Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Mayor's Office of Community Affairs has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

#### **Transparency**

The Mayor's Office of Community Affairs has made it easier for constituents to access information. This year the office created a "Open Government and FIOA" section on its website ([www.http://ocaf.dc.gov](http://ocaf.dc.gov)). The page includes user friendly access the following sections: Public Employee Salary Information, P Card Purchases, District-wide and agency, FOIA Reports, EOM's FY14 Budget, EOM Regulations and EOM Organizational Chart. OCAF has and will remain responsive to all requests brought to us by the public.

The Mayor's Office of Community Affairs is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from [Insert Agency Name] is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

#### **Public Engagement and Participation**

The Mayor's Office of Community Affairs is committed to bring the public's participation in the decision-making process. Our office shares information with the public through a number of ways including list serves, newsletters, community meetings, websites, Twitter, Facebook and Instagram. OCAF maintains constant contact with stakeholders and invites the public to participate in their government.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**[INSERT AGENCY NAME]**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Mayor's Office of GLBT Affairs has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

**1) Transparency**

*Describe the steps your agency has taken or plans to take to be more transparent. Please include a description of:*

- *How and to what extent your agency shares information with the public, e.g. publication of information in the District register and on the agency website, press releases, and documents in the agency's FOIAXpress reading room.*

The Mayor's Office of GLBT Affairs shares info with the public through its weekly News & Notes newsletter. The newsletter is one of the primary modes of communication with the public. In addition, the Mayor's Office of GLBT Affairs utilizes its Facebook page and Twitter account to disseminate information to the public. The Office occasionally collaborates with the Mayor's Communications Office on press releases on pertinent issues. The agency website is in the process of being updated, which should be concluded by the end of November 2014. Once fully updated, the website will become a principal means by which the agency shares info with the public.

- *How the agency meets its obligations pursuant to the District's Freedom of Information Act and Open Meetings Act.*

The Mayor's Office of GLBT Affairs meets its obligations under the District's Freedom of Information Act and Open Meetings Act in the following ways: 1) notice for meetings of the Advisory Committee to the Mayor's Office of GLBT Affairs is posted to the Office's Facebook page and News & Notes listserv at least 5 days prior to the meeting; 2) the public, through the meeting notice, is allowed to submit comments in advance of the meeting; 3) members of the public in attendance are invited to give two-minute remarks at the beginning of the Advisory Committee meetings; and 4) the meetings are recorded.

- *Steps your agency will take to increase public access to information.*

By November 30<sup>th</sup>, the Office will update its website and begin disseminating more information through it. For example, the Office will begin posting the meeting minutes from and recordings of the Advisory Committee meetings to the GLBT Affairs website.

- *Steps your agency will take, including an implementation timeline, to webcast live and archive on the internet board or commission meetings. (This question only applies to agencies that are overseen or advised by a board or commission that is subject to the Open Meetings Act.)*

The Mayor's Office of GLBT Affairs will take the following steps to come into greater compliance with the Open Meetings Act: 1) by November 30, 2014, the Office will post the meeting minutes from and recordings of the Advisory Committee meetings; 2) by January 30, 2015, the Office will begin to webcast the Advisory Committee meetings; 3) by March 31, 2015, the Office will start an archive for taped Advisory Committee meetings on the agency website.

- *How your agency has taken or plans to take steps to make more of its data available to the public.*

The Mayor's Office of GLBT Affairs is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from the Mayor's Office of GLBT Affairs is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

## 2) **Public Engagement and Participation**

*Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making. Please include a description of:*

- *How your agency provides online access to proposed rules and regulations and secures public input on them. Please list links to specific websites.*

The Mayor's Office of GLBT Affairs currently provides access to proposed rules and regulations to the members of the Advisory Committee to the Mayor's Office of GLBT Affairs. As members of the public, the Advisory Committee is diverse and represents the community. In order to expand opportunities for the public to participate in agency decision-making, the

Office will begin to post proposed rules and regulations on its website and on its Facebook page by January 30, 2015. The public will have a two-week window to provide input.

- *How your agency shares information and resources to keep the public properly informed, e.g. community meetings, public hearings, FAQs, and ways the public can provide input such as Twitter, grade.dc.gov, email contacts.*

The Mayor's Office of GLBT Affairs shares information and resources to keep the public informed through its weekly News & Notes e-newsletter, Facebook, and Twitter. The public is able to provide input via Twitter, Facebook, and the agency's general email address (which is posted on the website). Moreover, members of the public are invited to the meetings of the Advisory Committee to the Mayor's Office of GLBT Affairs, where they can provide input at the beginning of each meeting. In addition, the Office holds annual events and participates in community activities, which are open to the public and provide opportunities for the public to provide input, such as: the Sheroes of the Movement Awards Reception; and tabling during each of the District's Pride celebrations.

- *How your agency identifies stakeholders and invites their participation.*

The Office identifies stakeholders through multiple community events held throughout the year. In addition, the Office interacts regularly with stakeholders through monthly meetings in which it participates or facilitates, such as: the Violence Prevention and Response Team (VPART), which it facilitates; the Office on Latino Affairs (OLA) LGBTQ Task Force Meeting; the DC Concerned Providers' Coalition (DCCP); and many more.

- *Steps your agency will take to improve public engagement and participation including any new feedback tools or mechanisms the agency is considering.*

In FY15, the Office will improve public engagement by specifically reaching out to the public through Twitter and Facebook to ask for community input. Twice each fiscal year, the Office will invite the public what it would like the Office to prioritize.

### 3) **Collaboration**

*Describe the steps your agency has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations. Please include a description of:*

- *How your agency currently collaborates with the above parties. Please list links to specific websites if appropriate.*

The Office currently works across multiple departments and other governmental agencies to fulfill its obligations. These include, but are not limited to: 1) coordinating LGBTQ cultural competency training for all DC government agencies under the Mayor's authority; 2) working with the DC Office of Human Rights (OHR) on educating DC government employees and private citizens of the District's human rights protections and on Bullying Prevention Policy review and implementation; 3) collaborating with the Metropolitan Police Department's Gay & Lesbian Liaison Unit (GLLU) on the VPART meetings and training officers on LGBTQ cultural competency; 4) collaborating with the OLA LGBTQ Task Force; 5) collaborating with Office of the State Superintendent for Education (OSSE) on the Gay, Lesbian, and Straight Education Network (GLSEN) Safe Space Initiative; 6) working with DC Public Schools (DCPS) on their Transgender Policy; 7) working with the US Attorney's Office – DC to solicit Community Impact Statements from members of the LGBTQ community; and 8) participating in the District's Age-Friendly City Initiative.

In addition, the Office collaborates with the public and nonprofit entities in a number of ways, including but not limited to: 1) the VPART meetings, in which several nonprofits participate; 2) participating in/tabling at the District's 6-7 annual Pride celebrations, which engage myriad nonprofits and thousands of constituents; 3) attending nonprofit events throughout the year, including the annual SMYAL Brunch, ManDate Conference, DC Center Fall Reception, and many others; 4) providing LGBTQ cultural competency at nonprofit shelters; and 5) participating in the Latino GLBT History Project's Annual Heritage Awards.

- *Steps your agency will take to improve collaboration with the above parties including any new feedback tools or mechanisms the agency is considering, e.g. prizes, competitions, and other innovative methods.*

The Mayor's Office of GLBT Affairs will improve collaboration with the public in the following ways: 1) fully updating its website by November 30, 2014, in order to better utilize it for public engagement; 2) reach out to more community-based organizations for collaborative activities, such as the Sheroes of the Movement Awards Reception; and 3) hold Advisory Committee meetings in nongovernmental locales around the city (currently, the Advisory Committee meets in different quadrants of the city, but only in government buildings, which may dissuade some community members from attending).

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

[Office on African Affairs]



## Open Government Report 2014

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Mayor's Office on African Affairs has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

The Mayor's Office on African Affairs is one of 12 agencies housed in the Office of Community Affairs. The mission of the Mayor's Office on African Affairs (OAA) is to ensure that the full range of health, education, employment, social services, safety, business and economic development information, services and opportunities are accessible to the District's African community. By serving as the liaison between the District's African community, District government agencies and the Mayor, OAA aims to (1) Improve the quality of life of the District's diverse African born constituencies and their children (2) Increase civic and public engagement in the District's African community and (3) Support community development.

### 1) Transparency

*Describe the steps your agency has taken or plans to take to be more transparent. Please include a description of:*

*How and to what extent your agency shares information with the public, e.g. publication of information in the District register and on the agency website, press releases, and documents in the agency's FOIAXpress reading room.*

- OAA shares information with the public through its agency website [www.oaa.dc.gov](http://www.oaa.dc.gov), biweekly newsletter, press releases, print – brochures and one-pagers and via District register.
- Among the wealth of information on OAA's website is:
  - A robust overview of OAA's services under [What We Do?](#)
  - A central carousel featuring city-wide and OAA programs, initiatives and activities
  - An [Upcoming Events](#) section which informs and invites the public to OAA events and activities.
  - An [ask the Director](#) link for public comments, feedback and queries
  - A direct link to OAA's FOIA Officer
- OAA's general **phone line 202-727-5634** routinely responds to queries from community members and the general public. Some typical request include:

- Request for access to District government services, programs and resources
  - Request for partnership and support for community organizations programs and activities
  - Community organizations and non-profits wanting OAA speakers on issues and topics related to the District's African community African community
  - Request for demographic information, studies, reports and data on the District's African community
  - Request for African Community Grant information and deadlines
- OAA's **bi-weekly newsletter** [\*The African Beat\*](#) provides news, information and announcements pertinent to the African community. Readers receive updates on Mayoral initiatives, employment opportunities, community events, newsworthy happenings and targeted resources for businesses, community based organizations, faith-based organizations and youth. The *Front Page* section of the newsletter provides readers with information on the OAA's programs, events, initiatives and upcoming activities. Distributed through the GovDelivery system, we currently have over 7000 subscribers.
  - OAA's **press releases**, shared through our website newsroom <http://oaa.dc.gov/newsroom> , *The African Beat* newsletter, [Facebook](#) and [Twitter \(@DCMayorOAA\)](#), contain information about OAA's upcoming programs, initiatives, events and outcomes, newsworthy local, national and international events pertinent to the District's African Diaspora community and other stakeholders.
  - OAA publishes monthly Commission on African Affairs **public meetings** and our FY14 African Community Grant Notice of Fund Availability (NOFA) in the **District register**. The FY14 NOFA was also published in the Office of Partnerships and Grants clearinghouse and [Funding Alert](#).

**How the agency meets its obligations pursuant to the District's Freedom of Information Act and Open Meetings Act.**

- OAA meets its obligations to the District's Freedom of Information Act by making required records available to the public via our online website. These include: Public Salary Information; OAA's 2014 Budget; Performance Plan and Organizational Budget; as well as the Commission on African Affairs' Meeting Minutes.

**Steps your agency will take to increase public access to information.**

OAA will take the following steps to increase public access to information:

- Ensuring timely publication of OAA Annual Reports including OAA's first Annual Grant Report for the FY2014 African Community Grant. Make certain that these annual reports are in an open format that can be retrieved, downloaded, indexed and searched by commonly used web applications.
- Use website, Facebook, Twitter, Govdelivery and listserves to target key audiences and publish high value information i.e. demographic data, reports and policy documents for

each of those audiences, in the most accessible forms and formats. Be proactive with publishing schedule rather than wait for specific requests under FOIA.

- Aggressively pursue goal of 10,000 gov delivery subscribers, 3000 likes/followers on OAA's official Facebook Page and 1000 followers of OAA's official Twitter page by September 30<sup>th</sup> 2015.

**How your agency has taken or plans to take steps to make more of its data available to the public.**

- The Mayor's Office on African Affairs (OAA) is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from OAA is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

**2) Public Engagement and Participation**

**Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making. Please include a description of:**

**How your agency identifies stakeholders and invites their participation?**

**How your agency shares information and resources to keep the public properly informed, e.g. community meetings, public hearings, FAQs, and ways the public can provide input such as Twitter, grade.dc.gov, email contacts.**

- OAA's core stakeholder groups are as follows:
  - African residents and merchants
  - Community based organizations and faith based organizations
  - Partners and donors
  - DC Government agencies and employees
  - General public

OAA continues to identify, classify and inform our core stakeholders by:

- Collecting African residents and merchant demographic information during OAA programs, events and activities via online registration platforms and in-person registration sheets. This helps identify African residents/merchants, classify them by program area of interest and allows for recurring outreach in areas of interest.
- Holding regular community meetings and/or periodic briefings to exchange information
  - In 2014, we held informational sessions for potential community based organization applicants of OAA's African Community Grant, which included a Pre-bidders Orientation meeting and language access training for grantees.

- Conducting proactive one-on one discussions, exploratory meetings, and physically attending Africa(n)- related events in and around the city to explore new partnership opportunities and intersections.
- Conducting cultural competency training targeting service oriented District government agencies and employees who have heightened public contact with the District's African community.
- Providing FAQs on our website (as needed) to inform the public of details on OAA programs and resources
- Soliciting public input via OAA's social media outlets – Facebook and Twitter
- Providing print brochures in three languages (Amharic, English and French) and distribute them at all OAA events. Brochures contain information on OAA programs and initiatives as well as the agency's mission and facts about African residents in the District.

**Steps your agency will take to improve public engagement and participation including any new feedback tools or mechanisms the agency is considering.**

- ***DC Mayor's Commission on African Affairs:*** The Commission on African Affairs was created in 2006 along with the OAA as mandated by DC Law 16-313. [The commission is composed of fifteen \(15\) members appointed by the Mayor with consent of the Council.](#) Members of the Commission on African Affairs who have shown dedication to, and knowledge of the African community, are appointed with due consideration for representation from established public, nonprofit and volunteer community organizations concerned with the African community, and members of the public. The commission meets on the 2<sup>nd</sup> Wednesday of every month and there is a standing section on the agenda for members of the public to share their concerns and needs. In FY 15, OAA will work with the [Office of Boards and Commissions](#) (OBC) to fill 3 vacant seats on the Commission.
- ***E-Integrated Management System:*** OAA has begun work with OCTO to improve public engagement through an Integrated Management System that will have internal and outward-facing components. This will improve the accessibility of OAA's existing database and streamline our efforts to collect new data. The project is slated to be complete in FY15.
- ***Interactive African Business Directory:*** OAA had a successful soft launch of its first-ever African Business Directory at its 5<sup>th</sup> Annual DC Africa Festival on 3 August 2014. We introduced a limited number of paper copies of this Directory and have an online version available for download. OAA will work with OCTO to create an interactive online version of the Directory that will better serve the African business community, researchers, and District agencies interested in conducting targeted outreach to the District's African business community.
- ***OAA's Internship & Volunteering Program:*** District residents have ongoing opportunities to get involved and join OAA in serving people in need in our community. OAA's internship and volunteer program offers hands-on experience and learning

opportunities to members of the public, of all ages, seeking to engage in public service, while primarily serving the District's African community. OAA interns are actively involved in many aspects of the agency's day-to-day work, participate in the implementation of program activities, and provide support to the staff, while learning about the District's African community. In FY 15, OAA looks forward to welcoming at least 5 interns per quarter and recruit sufficient volunteers to support OAA's recurring programmatic activities.

### 3) Collaboration

**Describe the steps your agency has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations. Please include a description of? How does your agency currently collaborate these parties. Please list links to specific websites if appropriate.**

- [Office of Human Rights Language Access Program](#): OAA works in collaboration with the [Office of Human Rights](#), the [Mayor's Office on Asian and Pacific Islander Affairs \(OAPIA\)](#), the [Mayor's Office on Latino Affairs \(OLA\)](#), and [DC Language Access Coalition](#) to carry out the mission and goals on the city's Language Access Program – to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents who speak little English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004.
- [2<sup>nd</sup> Annual DC to Africa Growing Local Going Global Business Symposium](#): On Monday, November 25, 2013, Mayor Vincent C. Gray and OAA hosted a highly successful and well-received 2nd Annual DC to Africa: 'Growing Local, Going Global' Business Symposium. This all-day symposium brought together over 300 local business owners and aspiring entrepreneurs in direct contact with more than 20 business resource providers from District, federal and nonprofit agencies. **Coordinated in partnership with** the US Department of Commerce, Department of Small and Local Business Development (DSLBD), the Department of Consumer and Regulatory Affairs (DCRA), the and the Office of Community Affairs, the DC to Africa business symposium aimed, first and foremost, to advance the Mayor's top priority of growing and diversifying the District's economy as a vehicle for expanding the tax base and employment opportunities for District residents.
- [5<sup>th</sup> Annual DC Africa Festival](#): On Sunday, August 3, 2014, Mayor Vincent C. Gray and his Office on African Affairs (OAA) held its 5<sup>th</sup> Annual DC Africa Festival at the Ronald Reagan Building and International Trade Center. The event coincided with President Barack Obama's historic US-Africa Leaders Summit and served as a welcome to the 50 African leaders being hosted in our nation's capital. Over 1,000 attendees joined Mayor Gray and OAA for the festivities, held outdoors in the Reagan Building's adjoining Moynihan and Woodrow Wilson Plazas. **Major partners:** Ronald Reagan Building and International Trade Center, DC Mayor's Office of Community Affairs, DC Commission on the Arts and

Humanities, DC Office of the Secretary, DC Department of Consumer and Regulatory Affairs, DC Office of Human Rights, the National Museum of African Art, Smithsonian Institute, and AmeriHealth. **Corporate donors:** Capital Petroleum Group, LLC, Ethiopian Airlines, and Safeway. Incredible team of **50+ volunteers!**

Other ways that OAA collaborates with District agencies, Federal agencies, faith-based and community-based organizations as well as private organizations to in fulfilling its obligations include:

- OAA consults with and advises these entities on targeted outreach strategies
- OAA directly supports their outreach efforts by disseminating information through our networks and social media platforms
- OAA supports District agencies by providing quality control on translated documents in compliance with the District's Language Access Act of 2004.
- As needed, OAA partners with organizations by facilitating discussions, providing advice on program content and structure and support in securing venues for program activities.

OAA is committed to strengthening the African community, through partnerships and meaningful collaborations, which increase community access to District agency services and programs.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Partnerships and Grant Services (OPGS)**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Office of Partnerships and Grant Service has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

**1) Transparency**

*Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making.*

(a) How and to what extent OPGS shares information with the public?

(i) Publishing the "The Funding Alert" a weekly e- newsletter containing district, federal, and foundation competitive grant opportunities and also related technical support for nonprofits that is distributed to over 8,000 subscribers;

(ii) Posting District government alerts (e.g. Ebola Updates) and relevant capacity building information on a regular basis on OPGS' Facebook page;

(iii) Broadcasting OPGS' annual public private partnership conference proceeding on the DC Office of Cable TV's Channel 16 and providing training materials such as – Writing Successful Grant Proposals, Crowdfunding for Nonprofits, and Doing Business with District Grantwriters, as well as information about How to Respond to Grant Fraud and Scam Solicitations; and

(iv) Producing its Quarterly Donation Reports on OPGS' website to promote greater transparency; and

(v) Attending and presenting at District community meetings and conferences to provide information on the services OPGS provides

(b) How does OPGS meet its obligations pursuant to the District's FOIA and Open Meetings Act?

(i) Pursuant to the District's FOIA and Open Meeting Act, OPGS initiated the Open Government and FOIA page on its website providing easy access to the office's materials and records (e.g. OPGS organizational chart,

purchases and transactions, and District agency donation procedures), and contact link to its FOIA officer.

(ii) Please note the OPGS does not have an oversight or advisory board or commission and thus currently is not subject to the Open Meetings Act.

(c) Steps taken to increase public access to information;

(i) OPGS' program and statistical data is also published in the Indices, a statistical index of DC Government Services produced by the Office of Planning and posted electronically by OCTO. OPGS will continue to work with OCA and OCTO to identify datasets appropriate to publish. Please note that in the future, requirements for open data reporting will be provided by the Chief Data Officer."

(d) How OPGS will make its data in more available to the public?

(i) OPGS will launch a marketing campaign to promote its services to the public by collaborating with the DC Office of Cable TV, Foundation Center, and placing public service announcements with local public access TV and media organizations, as well as WMATA.

## 2) **Public Engagement and Participation**

Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making.

(a) How OPGS provides online access to proposed rules and regulations and secures public access to them?

(i) Heretofore, OPGS has published online information about the District's Notice of Funding Availability (NOFA) and Request for Applications (RFA) on the District's Grant Clearinghouse. However it will expand its announcements, in collaboration with the Office of City Administrator and the Office of the Secretary, to include relevant Proposed Rules and Regulations to the public on its website.

(b) How OPGS shares information and resources to keep the public properly informed?

(i) OPGS shares grant development information and capacity building resources to keep the public properly informed, through participation in community meetings, annual DC City Council public oversight and performance hearings, posting news on its Facebook page, the weekly "Funding Alert, nonprofit list serve, and its website.

(c) How does OPGS identify stakeholders and invite their participation?

- (i) OPGS has organized regular meetings with local nonprofits including its annual Public Private Partnership Conferences to share national best practices and solicit their input from online, oral, and written evaluations to improve the office's program services as well as promote greater collaboration among local and regional nonprofit service providers.

(d) Steps taken by OPGS to improve public engagement and participation?

- (i) OPGS plans to increase its usage of online training applications and tools such as Goto Webinar and Survey Monkey to engage more nonprofits in its technical assistance and training activities.

3) **Collaboration**

Describe the steps OPGS has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations.

- (a) OPGS currently collaborate with a number of nonprofit capacity building organizations such as the Center for Nonprofit Advancement, Foundation Center, Washington Regional Association of Grantmakers, and Trinity Washington University's School of Professional Studies; as well as District, Federal, and State government grantmakers to obtain real-time competitive grant and technical assistance information to support the growth and sustainability of District nonprofits.
- (b) OPGS will also work closely with the DC Children Youth Investment Trust Corporation, National League of Cities, and other key stakeholders to support national and local initiatives related to the White House's My Brother's Keeper (MBK) and District's Boys and Men of Color (BMOC) in FY15.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE ON ASIAN AND PACIFIC ISLANDER AFFAIRS**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this report describes how the Office on Asian and Pacific Islander Affairs (OAPIA) has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics: Transparency, Public Engagement and Participation, and Collaboration.

**Transparency**

1. In accordance with the Mayor's Order 2014-170, OAPIA has taken steps to become more transparent. OAPIA shares information with the public through various methods. In particular, OAPIA regularly updates the agency's website (<http://apia.dc.gov>) with new and relevant information for the public; information including, but not limited to:
  - Census reports on the DC Asian American and Pacific Islander (AAPI) community
  - Newsletters, press releases, special announcements, grant announcements, event photos
  - Translated materials (e.g. emergency messages)
  - Commission on Asian and Pacific Islander Affairs (CAPIA) meeting announcements and publication of related documents.

OAPIA grant funding opportunities and CAPIA meeting announcements are also accessible to the public through the District of Columbia Register and Board of Ethics and Government Accountability (BEGA) website.

Furthermore, OAPIA distributes information and informs the public about the agency via internet protocol suites, including, but not limited to an online listserv and the use of social media (e.g. Facebook, Twitter, YouTube) in English, Chinese, Vietnamese, and Korean.

Additionally, OAPIA keeps the public informed through traditional methods (e.g. community based organizations, print materials, phone banking, door-to-door outreach) to ensure that individuals of all ages, including those with language and cultural barriers, are engaged.

2. OAPIA meets its obligations pursuant to the District's Freedom of Information Act (FOIA) by taking the following steps in response to FOIA requests:
  - OAPIA directs all FOIA requests to the agency's FOIA officer.
  - The FOIA officer reviews the requests and researches for requested information, if necessary. The FOIA officer responds to the FOIA request within 15 business days.

- FOIA procedures: <http://dc.gov/page/freedom-information-act-foia>.
- FOIA materials specific to OAPIA: <http://apia.dc.gov/page/foia-requests-apia>.

OAPIA meets its obligations pursuant to the Open Meeting Act by takes the following steps in informing the public about Commission on Asian and Pacific Islander Affairs (CAPIA) meetings:

- All regularly scheduled meetings are published in the District of Columbia Register.
  - If there is a special or emergency meeting, a public notice is provided 48 hours or two business days (whichever is greater) in advance of the meeting.
  - A notice includes the date, time, and location of the meeting and the planned agenda.
  - Open Meetings Act: <http://www.bega-dc.gov/open-meetings-act>.
3. OAPIA currently archives CAPIA meetings through the posting of meeting minutes and correspondence electronically on the agency website at <http://apia.dc.gov/page/commission-api-affairs>. Additionally, CAPIA meetings are currently being held in the OAPIA conference room, which is equipped with a webcam, allowing the commission the option to webcast live future meetings to the public.
  4. OAPIA will take the following steps to increase public access to information and make more of its data available to the public:
    - Constantly remind the public that the best way to access OAPIA information would be to access the agency website, sign up to receive electronic agency newsletters, and/or visit the social media pages.
    - Remind the public that OAPIA publishes its data in the indices and in its testimony to the District Council, both of which are public documents and available online at District government websites.
    - Utilize the assistance of community-based organizations and ethnic media partners in making agency information more accessible to the public.
    - Inform the public of agency services through the use of online blogs and traditional outreach (e.g. posters, flyers, mail).

## Public Engagement and Participation

5. OAPIA has taken steps to enhance or expand opportunities for the public to participate in agency decision-making. OAPIA shares information and resources to keep the public properly informed by maintaining an online presence.

OAPIA utilizes social media (e.g. Facebook, Twitter, YouTube), an online listserv, and direct emails to share information and resources. Additionally, OAPIA sends information about OAPIA performance hearings and budget hearings and instructions on how to testify to community leaders and stakeholders via email.

OAPIA also has information published on the agency website and on other District government websites:

- OAPIA's annual report: <http://apia.dc.gov/page/annual-report>.
- OAPIA's indices: <http://apia.dc.gov/publication/oapia-indices-2013>.
- Individuals can submit inquiries through the "Ask the Director" form: [http://app.dc.gov/apps/about.asp?page=atd&type=dsf&referrer=\[%\\$DSF\\_SERVER\\_NAME%\]&agency\\_id=1056&apiaNav=\[31461\]](http://app.dc.gov/apps/about.asp?page=atd&type=dsf&referrer=[%$DSF_SERVER_NAME%]&agency_id=1056&apiaNav=[31461]).
- OAPIA's performance plan is published on the Office of the City Administrator's website: <http://oca.dc.gov/node/160652>.

OAPIA also conducts outreach offline to cater to non-internet users and:

- Conducts phone banking and in-person outreach.
  - Accepts calls or visits to OAPIA's office any time during regular business hours, Monday to Friday, from 8:30 am to 6:00 pm.
  - Responds to email correspondence within 24 hours or the next business day and written correspondence will receive a response postmarked within 48 hours or the next business day.
  - Informs the public and gathers feedback from the public on current and upcoming OAPIA programs, services, and overall agency performance through the use of community meetings and public surveys.
  - Informs the public of the agency's activities through partnerships with community partners, ethnic media partners, and other District government agencies. In particular, OAPIA issues press advisories and press releases to ethnic media partners, and invites them to report on such items in-person.
6. OAPIA does not issue any proposed rules and regulations, but provides available information to the public upon request and encourages the public to visit <http://dcregs.dc.gov>.
  7. OAPIA identifies stakeholders by conducting direct outreach activities and working with community-based organizations (CBOs) and partners to gather community input. OAPIA engages the AAPI community at community meetings and events and through agency activities. OAPIA invites the participation of these stakeholders by informing them through

online engagement, the agency's website, the agency's listserv, and the use of social media, and through direct engagement through phone banking, door to door outreach, and partnerships with ethnic media and CBOs.

8. OAPIA will improve public engagement and participation online by increase the use of English and in-language social media by having more updates and targeted engagement towards specific groups (e.g. youth, LEPs, non-LEPs). And utilize in-language email lists to target groups that may not use social media nor visit the agency website.

OAPIA will increase direct public engagement efforts involving traditional methods of information distribution (e.g. print material, door-to-door outreach, phone calls) to ensure that all individuals of all ages, including those with language and cultural barriers, are involved.

## Collaboration

9. OAPIA enhances and expands collaboration among departments and other governmental agencies, whenever applicable/possible. OAPIA utilizes partnerships with departments and other government agencies to better:
  - Promote programs, services, and job opportunities to the Asian American and Pacific Islander (AAPI) community and general public.
    - Traditional outreach (e.g. events, workshops, community meetings, door-to-door outreach).
    - Online outreach (e.g. weekly community updates to the listserv, website updates, and social media postings).
  - Bring a wider range of services and government information to the AAPI community through formal and direct Memorandum of Understanding (MOU) agreements and working partnerships.
  - Share District government agency resources and equipment for OAPIA functions and events.
  - Receive assistance in resolving AAPI constituent cases in which a particular District government agency is the subject matter expert.
  - Ensure that AAPI community members receive timely access to District government services by connecting them with the appropriate point of contact.

OAPIA provides assistance to other agencies in implementing the Language Access Act of 2004 to increase their capacity to serve linguistically and culturally isolated AAPI community members through data collection, outreach, personnel hiring, cultural competency, and technical assistance:

- OAPIA sends available data and resources about the AAPI community to District government agency Language Access Coordinators.
- Recommendations are provided by OAPIA on identifying top AAPI community issues.
- OAPIA engages in cultural sensitivity training with other District government agencies.
- OAPIA works with other agencies in developing language access policies and in developing their biennial language access plans.
  - This begins with developing a language access work plan based on a survey about the previous year and what agencies would like to see OAPIA support them in for the upcoming year.
  - Once a work plan is established, OAPIA distributes it to the agencies and works on the joint and individual projects throughout the year – this evaluation/survey is then repeated at the end of the year.
- The recent support OAPIA provided to assist other agencies regarding language access can be found on the agency website in the form of reports and resources at <http://apia.dc.gov/page/resources-agencies>.
- OAPIA also provides quality control services for other governmental agencies as it pertains to document translation on a case by case basis.

10. Among the public, and non-profit and private entities, OAPIA engages in partnerships with community-based organizations, community leaders, and community stakeholders. OAPIA utilizes partnerships with these entities to better:

- Identify and address key community concerns and issues.
- Plan and promote community engagement activities and events that reach a wider audience, such as the Hate Crime Bias Task Force and Crime Victim Assistance Partnerships.
- Disseminate Asian language information on government programs and services to the community, particularly amongst ethnic media partners.
- Recruit office interns that support the agency's mission to support and engage the community.
- Recruit speakers, guests, and other resources for OAPIA functions and events.
- Recruit bilingual and general volunteers for OAPIA functions and events, particularly amongst youth and young professional organizations.
- Resolve cases involving non-governmental services or cases that fall outside the scope of government.

OAPIA seeks in-kind donations for agency programs from these entities and submits a donation application form first to the Office of Partnerships and Grants (OPGS) and receives their approval before soliciting donations. Once approved, OAPIA requires donors to sign a donation agreement form and submits the form to OPGS for record keeping purposes.

Additionally, OAPIA annually awards funding in the form of grants to eligible community-based organizations (CBOs) providing direct services to the District's AAPI community.

- The community grants support CBOs in increasing their capacity to provide high level, supplemental services to the AAPI population.
- OAPIA also works with these CBOs to improve the sustainability of the organizations to reduce their dependence on government funds and to increase their ability to provide a high level of services on their own.
- More information on grants: <http://apia.dc.gov/service/oapia-community-grants>.

11. OAPIA will take the following steps to improve collaboration with government agencies, public, private, and non-profit entities. Overall, OAPIA will engage with governmental agencies and private entities to gauge how to strengthen relationships and to maximize the effectiveness of serving the community, while reducing costs. Specifically, OAPIA intends to:

- Conduct stakeholder meetings and discussion on a more frequent basis.
- Explore the possibility of conducting an end of the year survey with community leaders and stakeholders on OAPIA services and soliciting suggestions on ideas for collaboration in the future.
- Allow for other avenues of soliciting feedback (e.g. online surveys). Currently, OAPIA collects input and feedback on agency services and future areas of engagement. This helps all parties involved to identify potential collaborative projects

and mutual interests which will benefit the AAPI community, and thereby improve existing programs and services, and increase capacity.

Among government agencies, OAPIA will:

- Focus on language access by first examining their biennial language access plans and targeting two main areas of data and outreach.
- Explore methods to make data even more accessible to obtain, and in processing and understanding of the data.
- Identify events and areas where there can be room for collaboration and thus involve other governmental agencies.
- Identify the resources needed and expand the informal partnerships for OAPIA agency events that may not be accompanied with a MOU, but rather through increased correspondence.

Among non-profits, OAPIA will:

- Examine with regards to grants, capacity building resources offered by the District.
- Identify external resources and compile them for use by nonprofit stakeholders.
- Explore methods of developing resources with nonprofit stakeholders that will increase their capacity to serve District residents and increase their sustainability.
- Allocate funding that nonprofits can use for capacity building. OAPIA will work together to identify areas and programs that nonprofits can take advantage of that are relevant to their organization.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF BOARDS AND COMMISSIONS**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Office of Boards and Commissions (OBC) has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

**1) Transparency**

OBC has taken the following steps to increase transparency with the public utilizing the updated [OBC website](#):

- Provide public notification of the names of all current [boards and commissions](#) for the District;
- Provide public notification of the [legal authority](#) for each board and commission;
- Provide links to the [D.C. Official Code](#) and the [D.C. Register, D.C. Municipal Regulations and Mayor's Orders](#); and
- Provide a publicly available interactive listing of all [Board Points of Contact \(POCs\)](#) along with websites for the boards and commissions.

**2) Public Engagement and Participation**

OBC has taken the following steps to encourage public engagement and participation with the District's boards and commissions:

- Advertise a public listing of all [boards and commissions that require Council confirmation](#) and links to the Council's website to track nominations;
- Advertise a public listing of [boards and commissions that do not require Council confirmation](#) (Direct Mayoral Appointments);
- Provide an interactive and user-friendly [OBC application](#) (for new and returning applicants) that is publicly available online and also made available in multiple formats (Hardcopy, Word and PDF). OBC can send applications through USPS or fax when requested;

- Publish a monthly [Vacancy List](#) on the OBC website, which tells the public how many and what types of seats are available on each District board or commission. The Vacancy List is available in multiple formats (Hardcopy, Excel and PDF);
- Provide notification about open [Consumer Seats](#), which are primarily on the District's health licensing or occupational licensing boards and commissions on the OBC website;
- Provide public notification of [new boards and commissions](#) and [boards and commissions that have ended](#) their work on the OBC website;
- Provide public notification of the [Open Meetings Act](#), along with [contact information to the Office of Open Government](#), and the [Hatch Act](#) requirements that apply to board and commission members on the OBC website; and
- Communicate with members of the public through [electronic mail](#), telephone calls, or in-person interactions regarding the District's boards and commissions to encourage individuals to apply to District boards and commissions and to answer questions members of the public may have.

### 3) **Collaboration**

OBC collaborates with other District agencies on a daily basis to determine if there are any vacancies on the District's boards and commissions that need to be filled and relies on the agencies' knowledge in recruiting new members to the District's boards and commissions. OBC is always developing plans to reach residents in the District who have specific skillsets. OBC will try to develop the capacity to send monthly or quarterly newsletters directly to Occupational and Health licensed DC residents and/or associations in the District when looking for residents with specific skillsets.

OBC would also like to collaborate even closer with the Board of Ethics and Government Accountability's (BEGA) Office of Open Government to ensure that all of the District's boards and commissions comply with the Open Meetings Act by holding joint workshops and/or seminars and to streamline information of the District's boards and commissions for public use.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
EXECUTIVE OFFICE OF THE MAYOR  
OFFICE ON LATINO AFFAIRS**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the OFFICE ON LATINO AFFAIRS has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

**1) Transparency**

*Describe the steps your agency has taken or plans to take to be more transparent.*

- *A significant portion of the Office on Latino Affairs budget (64.6%) is awarded as grants to community-based organizations to provide direct services to constituents. Grant Recipients are published on its website.*
- *All grant competitions and notice of funding availability are announced on the DC Register.*
- *The Office on Latino Affairs meets all its obligations pursuant to the District's Freedom of Information Act and Open Meetings Act, by posting relevant documents on its website and responding to FOIA request within the required timeframe.*
- *The Office on Latino Affairs will continue to make Commission on the Latino Community Development meeting minutes available on its website.*
- *The Office on Latino Affairs is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from the Office on Latino Affairs is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer."*

**2) Public Engagement and Participation**

*Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making.*

- *The Office on Latino Affairs does not address issues regarding rules and regulations, however, it does on a regular basis, convene constituents, community leaders, subject matter experts and representatives from*

*community-based organizations to identify and find solutions to issues affecting the Latino community.*

- *The Office on Latino Affairs develops and produces directories, guides and FAQs sheets to share information and resources with constituents and community-based organizations, which are available at OLA's website and office.*
- *The Office on Latino Affairs holds quarterly forums with various stakeholders to address issues related to public safety, housing, health, education and workforce development.*
- *The Office on Latino Affairs solicits feedback on its services through its multi-platform communications tools, such as website, social media, email, and text-messaging. Additionally, the Office on Latino Affairs conducts customer satisfaction surveys of OLA sponsored events and grants funded programs to ensure delivery of relevant and high quality services.*

### 3) **Collaboration**

*Describe the steps your agency has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations.*

- *The Office on Latino Affairs has partnerships with over 65 community-based organizations and 34 DC Government agencies, through grant agreements, MOUs and general collaborative efforts to better serve constituents and improve the quality of life for Latinos in the District of Columbia.*
- *The Office on Latino Affairs proactively identifies and creates opportunities to collaborate with organizations on issues of interest to the Executive Office of the Mayor, the Office on Latino Affairs and the Latino Community.*

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
[OFFICE OF WOMEN'S POLICY & INITIATIVES]**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Office of Women's Policy & Initiatives has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

**1) Transparency**

*Describe the steps your agency has taken or plans to take to be more transparent. Please include a description of:*

- *How and to what extent your agency shares information with the public, e.g. publication of information in the District register and on the agency website, press releases, and documents in the agency's FOIAXpress reading room.*
  - *OWPI shares information with the public through the District's register and the agency's website.*
- *How the agency meets its obligations pursuant to the District's Freedom of Information Act and Open Meetings Act.*
  - *OWPI hosts monthly meetings the first Thursday of each month in collaboration with the DC Commission for Women. These meetings are announced through the District register.*
- *Steps your agency will take to increase public access to information.*
  - *OWPI will continue to use the various methods of access to information stated above. In addition, our goal is to produce monthly newsletters beginning October 2014 that will be distributed through our list serve. Minute notes will also be included on the website for public access.*
- *Steps your agency will take, including an implementation timeline, to webcast live and archive on the internet board or commission meetings. (This question only applies to agencies that are overseen or advised by a board or commission that is subject to the Open Meetings Act.).*
  - *The Commission is scheduled to host a strategic planning meeting with OWPI staff in November. During this planning meeting, the Commission will begin to formulate a timeline to implement webcast broadcasting of monthly meetings. Our meetings take place in the Mayor's ceremonial room, so access to webcast should be implemented within 60 day.*

- *How your agency has taken or plans to take steps to make more of its data available to the public.*
- *OWPI is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from OWPI is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.”*

## 2) **Public Engagement and Participation**

*Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making. Please include a description of:*

- *How your agency provides online access to proposed rules and regulations and secures public input on them. Please list links to specific websites.*
  - *OWPI routinely publishes proposed rules and regulations that impact the status and well-being of women and girls in the District. This information is posted on the home page of our website as released. Link to site: [www.women.dc.gov](http://www.women.dc.gov)*
- *How your agency shares information and resources to keep the public properly informed, e.g. community meetings, public hearings, FAQs, and ways the public can provide input such as Twitter, grade.dc.gov, email contacts.*
  - *The agency shares information and resources with the public through our website, active list serve, monthly newsletters on issues of importance, and through social media. The public’s feedback is also encouraged through these various methods as well.*
- *How your agency identifies stakeholders and invites their participation.*
  - *OWPI works closely with the DC Commission for Women to identify priority areas of focus that impact the quality of living for women and girls here in the District. Once identified, the agency works with our network of government agencies, key stakeholders, and nonprofit partners to work together to address these priority areas through policy and collaboration of services. We invite participation through workshops, community meetings, meet and greets, and listening sessions with community residents.*

- *Steps your agency will take to improve public engagement and participation including any new feedback tools or mechanisms the agency is considering.*
  - *We will continue to conduct listening sessions throughout the city to increase public engagement and awareness on issues of importance to women and girls.*

3) **Collaboration**

*Describe the steps your agency has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations. Please include a description of:*

- *How your agency currently collaborates with the above parties. Please list links to specific websites if appropriate.*
  - *The Agency will continue to look for ways to increase our interaction with governmental agencies, the public, and non-profit and private entities to fulfill the obligations of the agency. We will look to host issue oriented forum which will bring together the above partners in an effort to increase a spirit of collaboration.*
  
- *Steps your agency will take to improve collaboration with the above parties including any new feedback tools or mechanisms the agency is considering, e.g. prizes, competitions, and other innovative methods.*
  - *N/A*

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Serve DC – The Mayor’s Office on Volunteerism



### Open Government Report 2014

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Serve DC – The Mayor’s Office on Volunteerism has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor’s Order 2014-170, this report addresses the following topics:

#### 1) **Transparency**

- *Serve DC makes information regarding all funding opportunities available via the agency website, [serve.dc.gov](http://serve.dc.gov), posts in the DC registry, and the Office of Partnerships & Grant Services funding alert.*
- *Serve DC posts all scheduled meetings and the subsequent meeting minutes of the DC Commission for National & Community Service within the Board of Ethics & Government Accountability’s website.*

As an office within the Executive Office of the Mayor, Serve DC – The Mayor’s Office on Volunteerism is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from Serve DC – The Mayor’s Office on Volunteerism is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

#### 2) **Public Engagement and Participation**

- *Serve DC archives all resources and information about agency programs and initiatives on the agency website.*
- *Serve DC has taken major steps in 2014 to increase access to information about government volunteer opportunities via the creation of NeighborGood, the Districts volunteer opportunity search engine.*
- *Serve DC has made information available on all AmeriCorps grant funded organizations through [serve.dc.gov](http://serve.dc.gov) and [dcamericorps.org](http://dcamericorps.org) which is linked to the agencies main website [serve.dc.gov](http://serve.dc.gov).*
- *Serve DC actively utilizes social media via Twitter and Facebook to engage the public in agency programs and initiatives.*
- *As the District Government Agency dedicated to promoting volunteerism as a sustainable solution to meeting community needs, Serve DC is consistently*

*engaged in efforts to involve the community in all agency programs and initiatives through outreach activities and events.*

- *Serve DC utilizes the DC Department of Health's DC Responds communication system to notify volunteers, partners, and programs of important announcements and emergencies.*

### 3) **Collaboration**

- *In 2013 Serve DC Launched the District of Columbia Cities of Service Task Force bringing together volunteer managers and program staff from across District Government agencies to facilitate collaboration, communication, and coordination around how District Government is leveraging volunteer and pro bono services. These efforts continued throughout 2014.*
- *In partnership with the DC Department of Health – Health Emergency Preparedness Administration, Serve DC has launched the DC Vulnerable Populations Community & Health Care Coalition, bringing together government agencies, for profit, and not profit service providers to develop plans and strategies for ensuring the safety and resilience of seniors, residents with access and functional needs, and other vulnerable populations before, during, and after a disaster or emergency.*
- *In 2014 Serve DC launched partnerships with the DC Department of Employment Services and the Department of Youth Rehabilitation Services to promote volunteerism as a pathway to employment exposing youth and other residents to careers within the emergency management and public safety sector.*
- *Serve DC convenes a monthly Service members, Veterans and Military Families brown bag bringing together government agencies and non-profits providing services to service members, veterans and military families in the District of Columbia.*

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Behavioral Health



### Open Government Report 2014

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Department of Behavioral Health has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

#### 1) **Transparency**

*Describe the steps your agency has taken or plans to take to be more transparent. Please include a description of:*

- *How and to what extent your agency shares information with the public, e.g. publication of information in the District register and on the agency website, press releases, and documents in the agency's FOIAXpress reading room.*

The Department of Behavioral Health (DBH) communicates with the public through timely posting of information on its website, including a twice yearly report on service costs, utilization and access to mental health services, a monthly report on key performance measures at Saint Elizabeths Hospital, and regular news releases describing services, new initiatives, or public events/meetings. DBH also posts a monthly calendar of meetings for providers.

The website is used to provide notice to the public of contract solicitations and funding availability for grant initiatives. The DBH Training Institute which is open to the public posts a calendar of classes for online registration.

DBH posts notice of proposed rules and regulations in the *District Register*.

- *How the agency meets its obligations pursuant to the District's Freedom of Information Act and Open Meetings Act.*

DBH responds in a timely manner to all Freedom of Information Act (FOIA) requests. DBH uses the new FOIAXpress software to process FOIA requests and share information.

- *Steps your agency will take to increase public access to information.*

DBH will begin in January issuing a news release that calls attention to a proposed rule or regulation published in the *District Register* and to solicit public comment.

- *Steps your agency will take, including an implementation timeline, to webcast live and archive on the internet board or commission meetings. (This question only applies to agencies that are overseen or advised by a board or commission that is subject to the Open Meetings Act.)*

NA

- *How your agency has taken or plans to take steps to make more of its data available to the public.*

DBH is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from DBH is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

## 2) **Public Engagement and Participation**

*Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making. Please include a description of:*

- *How your agency provides online access to proposed rules and regulations and secures public input on them. Please list links to specific websites.*

NA

- *How your agency shares information and resources to keep the public properly informed, e.g. community meetings, public hearings, FAQs, and ways the public can provide input such as Twitter, grade.dc.gov, email contacts.*

DBH regularly participates in community meetings, health fairs and other special events to share information about available services. DBH funds four Prevention Centers that service all eight wards. DBH also maintains two websites aimed at youth about drug prevention including one about the dangers of synthetic marijuana, and the Prevention Resource Clearinghouse which provides educational materials on maintaining healthy living free of alcohol, tobacco, and other drugs and reducing factors that place youth, families and communities at risk.

- *How your agency identifies stakeholders and invites their participation.*

DBH works closely with advocates, providers, consumer/clients and their families, and government agencies with similar functions. However, we use multiple ways to share information with the general public and solicit input.

- *Steps your agency will take to improve public engagement and participation including any new feedback tools or mechanisms the agency is considering.*

DBH will begin in January issuing a news release that calls attention to a proposed rule or regulation published in the District Register and to solicit public comment. In early 2015, DBH is establishing the Behavioral Health Council made up of government agencies, providers, advocates, consumers/clients and their families to advise the Director on policies and services.

3) **Collaboration**

*Describe the steps your agency has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations. Please include a description of:*

- *How your agency currently collaborates with the above parties. Please list links to specific websites if appropriate.*

DBH spearheaded last year the establishment of the Creating Community Solutions Task Force which is now supported by the DC Children and Youth Investment Trust Corporation to call attention to mental health needs and available services with a focus on children and young adults. DBH also participates in the DC Collaborative for Mental Health in Pediatric Primary Care to increase collaboration between pediatric primary care providers and child behavioral health specialists.

DBH coordinates the Prevention Policy Consortium, which consists of 15 different District agencies, that provides guidance on the development and implementation of a strategic substance use prevention plan.

- *Steps your agency will take to improve collaboration with the above parties including any new feedback tools or mechanisms the agency is considering, e.g. prizes, competitions, and other innovative methods.*

DBH will continue to create opportunities to strengthen collaboration. For example, as part of its annual Children's Mental Health Awareness Day celebration, DBH routinely offers prizes to increase participation among public school students.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
[OFFICE OF VETERANS AFFAIRS]**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the **Office of Veterans Affairs** has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

**1) Transparency**

*Describe the steps your agency has taken or plans to take to be more transparent. Please include a description of:*

- *How and to what extent your agency shares information with the public, e.g. publication of information in the District register and on the agency website, press releases, and documents in the agency's FOIAXpress reading room.*

*To date the OVA does not have access to the FOIAXpress due to the limited number of licenses during the first roll out. However any FOIA information relative to the OVA is forwarded to the Mayor's Correspondence Unit. The OVA routinely posts press releases, reports and other pertinent information to the agency's website ([www.ova.dc.gov](http://www.ova.dc.gov)). We also share via email blasts, website updates and our twitter account [https://twitter.com/dc\\_ova](https://twitter.com/dc_ova).*

- *How the agency meets its obligations pursuant to the District's Freedom of Information Act and Open Meetings Act.*

*The OVA continues to respond to FOIA requests in accordance with the FOIA statute and directives on open government. In addition, the OVA posts information and news releases relating to high profile veterans activities on its website, [www.ovca.dc.gov](http://www.ovca.dc.gov), to reduce the need for the public to specifically request information. OVA has a relatively small FOIA workload averaging less than 5 requests per year. The OVA is working with the BEGA Office to ensure that all meeting documents are posted in a timely manner for compliance.*

- *Steps your agency will take to increase public access to information.*

*The OVA's contributions to the statistical data of our veteran population is posted on our website and included in the INDICES Report for the Office of Planning. Working with the Department of Defense and the US Census Bureau to obtain manipulative data sets to encompass our targeted*

*population. This data is also available via the Agency Dataset Report. OVA shares information with the public in a variety of ways, which include the OVA website, Press Releases, printed materials in the office and at tables set up at various events and locations and meetings open to the public. OVA also uses its Open Government and FOIA webpage links to share information with the public. We have 148 followers on our newly created twitter page and 232 persons on our Facebook page. We expect this number to increase with the return of the veterans from the newer wars/conflicts.*

- *Steps your agency will take, including an implementation timeline, to webcast live and archive on the internet board or commission meetings. (This question only applies to agencies that are overseen or advised by a board or commission that is subject to the Open Meetings Act.)*

*The OVA is working with BEGA to ensure that all meetings and compliance with Open Meetings Act are completed. We are working to ensure that all meetings from January 2015 to date are in compliance no later than November 7, 2014.*

- *How your agency has taken or plans to take steps to make more of its data available to the public.*

The Office of Veterans Affairs (OVA) is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from the Office of Veterans Affairs is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.”

## 2) **Public Engagement and Participation**

*Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making. Please include a description of:*

- *How your agency provides online access to proposed rules and regulations and secures public input on them. Please list links to specific websites.*
- *How your agency shares information and resources to keep the public properly informed, e.g. community meetings, public hearings, FAQs, and ways the public can provide input such as Twitter, grade.dc.gov, email contacts.*

- *How your agency identifies stakeholders and invites their participation.*
- *Steps your agency will take to improve public engagement and participation including any new feedback tools or mechanisms the agency is considering.*

### 3) **Collaboration**

*Describe the steps your agency has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations. Please include a description of:*

- *How your agency currently collaborates with the above parties. Please list links to specific websites if appropriate.*

*To ensure that accurate information relative to veteran issues is provided to the veteran population we link press releases from the Federal Department of Veterans Affairs on our website and facebook pages via - <https://www.facebook.com/VeteransAffairs?fref=ts> as well as share information from the VA Medical Center facebook page - <https://www.facebook.com/WashingtonDCVAMC?fref=ts> Also notices of upcoming events are sent via email to our listserves of veterans service providers – veterans that have signed up to receive notifications and those that are following us on twitter and facebook.*

*Links to frequently requested number for the veteran benefit entitlements - <http://ova.dc.gov/page/helpful-phone-numbers>. The OVA also holds monthly Veteran Leadership Forum Meetings to obtain information and feedback from Veteran Service Providers.*

- *Steps your agency will take to improve collaboration with the above parties including any new feedback tools or mechanisms the agency is considering, e.g. prizes, competitions, and other innovative methods.*

*The OVA will continue to partner with various organizations by way of outreach events and recognition events where we partner to share information to veterans and stakeholders.*

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF PARKS AND RECREATION**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the DC Department of Parks and Recreation (DPR) has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

**1) Transparency**

DPR operates in a culture of transparency with sister agencies, ANC's and community organizations and stakeholders. DPR uses a few key components to share information with the public, including DPR's website; press releases, which go out via gov delivery, and are posted on the website, facebook and twitter; and social media. To increase public access to information, DPR added a new outreach component in 2014, Nixle, to meet the demands of constituents who may not use social media. Nixle is a text messaging and email service, which allows the user to sign up for up-to-the-minute updates. By ensuring that DPR's website continues to host a FOIA/Open Government page, the agency continues to be transparent with all data and data sets.

**2) Public Engagement and Participation**

DPR continues to utilize a variety of mechanisms for the public to participate in agency decision-making. The most effective method is the town hall meeting model. DPR alerts the ANC, interested stakeholders and the community to the meeting and feedback is relayed at the meeting or via an online survey.

**3) Collaboration**

DPR has ensured that multiple community meetings are a part of agency projects (such as renovations, new facilities, playgrounds and park renovations); as well as that meetings and/or conference calls take place with government agencies, non-profit and private entities. Within departments, DPR uses email (DPR-all), conducts agency-wide meetings where all departments are represented and is always open to feedback and/or ideas from departments, division or staff. By engaging in open and constant communication, DPR is able to take a proactive role in engagement and cooperation both internally and externally. If a scenario arises whereas there is a concern in a community, with a sister agency or within a department at DPR, then DPR takes the concern seriously and may initiate a conference call with the appropriate parties and should the concern originate from the community, then a community meeting may be held in order to allow the community at large to voice their questions or concerns.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Department on Disability Services has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

1) **Transparency**

*Describe the steps your agency has taken or plans to take to be more transparent.*

- *How and to what extent your agency shares information with the public, e.g. publication of information in the District register and on the agency website, press releases, and documents in the agency's FOIAXpress reading room.*

The Department on Disability Services (DDS) publishes notices in the DC Register for all changes in the Rehabilitation Services Administration (RSA) State Plan, changes in the IDD HCBS Medicaid waiver and rules, and any other changes to the legislation and rules governing the agency. The agency also posts all change notices on the agency website.

The agency also publishes on the DDS website all policies and procedures, detailed information for applying for services and instructions and contacts for filing a complaint in person, on the website or by phone. The agency also posts the RSA state plan.

DDS publishes extensive information on the quality management data that is collected and analyzed regarding the services provided by the Developmental Disabilities Administration (DDA) service providers. Included on the website and available for public review are the results of the Provider Performance Report (PPR) cards, a system of regular review of the performance of the DDA service providers against established criteria. The agency also publishes the Provider Certification Review (PCR) results, lists of provider agencies that are currently under sanctions for performance problems, a list of providers that are on the agency Do-Not-Refer list and provides the number of Serious Reportable Incidents (SRI) for each provider.

- *How the agency meets its obligations pursuant to the District's Freedom of Information Act and Open Meetings Act.*

DDS publishes notices in the DC Register of the meetings of the State Independent Living Council (SILC) and the State Rehabilitation Council (SRC), as well as public notices of proposed rules and regulations. Upcoming meetings are also announced on the DDS website in the "calendar of events"

section (for example, <http://dds.dc.gov/event/statewide-independent-living-council-bimonthly-meetings>). DDS posts all necessary information for requesting information under the FOIA and posts all responses in the FOIAXpress reading room. DDS also sends information on upcoming meetings and public forums directly to our stakeholder through our stakeholder listserv.

- ***Steps your agency will take to increase public access to information.***  
DDS will continue to identify opportunities to make information available to our stakeholders through electronic media and postings as well as in-person meetings and events. DDS respects and maintains the confidentiality of the Personal Protected Information (PPI) for individuals served by DDS. DDS is restricted in our ability to share certain information that contains PPI but will work to insure that information that does not contain PPI is available.

DDS has also hired a Public Information Officer to more actively provide information through traditional media and to better manage our existing communication portals.

- ***Steps your agency will take, including an implementation timeline, to webcast live and archive on the internet board or commission meetings. (This question only applies to agencies that are overseen or advised by a board or commission that is subject to the Open Meetings Act.)***  
At this point, DDS has no plans to implement a live webcast of the boards and commission meetings. DDS does not currently have the expertise available to implement a live webcast but in FY2015 DDS will investigate the options available to retain the technical expertise to launch such a program. DDS does have an archive of the written and recorded minutes of meetings and those minutes are available to the public.
- ***How your agency has taken or plans to take steps to make more of its data available to the public.***  
DDS is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from DDS is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

## 2) **Public Engagement and Participation**

***Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making.***

All new policies and procedures developed by RSA go through an extensive process of public vetting before the agency formally adopts the new policy. The State Rehabilitation Council's Policy Committee is charged with drafting policies and procedures, which are then reviewed with an opportunity for comment by the full State Rehabilitation Council. Finally, prior to approval by the agency Director, all policies and procedures are posted and a public hearing held in order to get any feedback from people the agency serves or other stakeholders in the community.

DDS also regularly holds community forums and hosts policy review groups to seek public feedback on changes in policy and procedures and changes to the IDD Medicaid waiver. The Developmental Disabilities Administration (DDA) convenes a policy stakeholder review group to vet proposed policies governing the DDA before final approval by the Director.

In the last year DDS has updated the agency website with a focus of making the website more user friendly for the community. The website established specific areas to post information targeted to the needs of the various segments of our community; for example the website includes a "provider portal" with information specific to service providers including information on provider performance and Medicaid. The website also contains a portal with information specific to families and people making a choice about service providers and this also includes information about provider performance and what services are available from certain providers. DDS regularly posts information gathered during our monitoring and assessments of the DDA service providers and shares the details with the community. DDS also posts notices of upcoming meetings and opportunities for engagement on the DDS website.

This year the agency also revamped the DDS Facebook page and DDS now has a more active presence and posting of information of interest to the disability community via Facebook.

- ***How your agency provides online access to proposed rules and regulations and secures public input on them. Please list links to specific websites.*** DDS publishes public notices of proposed rules and regulations in the DC Register, <http://www.dcregs.dc.gov/Gateway/IssueList.aspx> . For our Medicaid waiver amendments and transition plan, we also post notice on our website at: <http://dds.dc.gov/node/880702> which provides links to all of the proposed Home and Community Based Services (HCBS) IDD Waiver amendments, the proposed transition plan, a summary of changes, the current HCBS Waiver, the public notice of proposed amendments and information on the public comments received to date. Visitors to the DDS website can also submit their comments on the proposals through a link on the DDS website [DDSPublicComments@dc.gov](mailto:DDSPublicComments@dc.gov) which then is routed directly to the responsible staff person for action.

- ***How your agency shares information and resources to keep the public properly informed, e.g. community meetings, public hearings, FAQs, and ways the public can provide input such as Twitter, grade.dc.gov, email contacts.***

DDS publishes notices in the DC Register of the meetings of the State Independent Living Council (SILC) and the State Rehabilitation Council (SRC), as well as public notices of proposed rules and regulations. Upcoming meetings of the SRC and SILC are also announced on our website in the calendar of events (for example, <http://dds.dc.gov/event/statewide-independent-living-council-bimonthly-meetings>). DDS posts all FOIA responses in the FOIAXpress reading room. We also send information on upcoming meetings and public forums through our stakeholder listserv. DDS also shares information through the DDS Facebook page and regularly sends out messages to DDS stakeholders via Twitter and through stakeholder list serves.

- ***How your agency identifies stakeholders and invites their participation.***

DDS has engaged in a variety of strategies to identify stakeholders, including reaching out to leaders in the disability community to seek their assistance in inviting participation. DDS has a stakeholder list of more than 850 people identified as people with disabilities, their advocates, providers, and other interested parties to whom the agency regularly contacts to share information on upcoming public forums and other events. DDS staff members attend and present at community meetings and coalitions and are active participants with the DC Chamber of Commerce for employment related activities. DDS also leads a network of 148 service providers that expands the agency reach and network into all areas of the disability community.

- ***Steps your agency will take to improve public engagement and participation including any new feedback tools or mechanisms the agency is considering.***

DDS has and will continue to improve our community engagement through our use of social media tools and actively encourage our stakeholders to participate in the conversations on Facebook and Twitter. In addition the agency will continue the current efforts to collect the opinions and responses of individuals visiting the DDS office and receiving DDS services. DDS has initiated several versions of a consumer survey but has yet to identify a strategy the effectively collects feedback from a broad range of consumers. DDS will continue to work to develop survey tools that can provide consistent and reliable feedback.

DDS has also supported the activities of organizations that are aligned with the DDS mission and provide opportunities for people with disabilities to participate in leadership activities.

3) **Collaboration**

*Describe the steps your agency has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations. Please include a description of:*

- *How your agency currently collaborates with the above parties. Please list links to specific websites if appropriate.*

DDS accomplishes the mission of the agency through collaborative efforts with a variety of entities. DDS works closely with the DC Public Schools (DCPS) as well as Public Charter Schools and non-public schools in regards to the transition of students with disabilities from school to work or continuing education. DDS also works very closely with the Department of Employment Services (DOES) on all issues related to employment and job development and has participated in joint Job Fairs and recruitment efforts for people with disabilities. DDS RSA also regularly provides staffing at four (4) of the D.C. One Stop locations and provides a DDS staff presence at other related public agency locations including the DC Office of Veterans Affairs, Court supervision and Offender Service Administration of the Office of Returning Citizens. DDS also collaborates with the other human services agencies including the Department of Behavioral Health (DBH) in providing seamless services to individuals with a dual diagnosis and with Child and Family Services Agency (CFSA) to ensure the transition of young people who age out of CFSA services into DDS services. DDS regularly collaborates with the Office of Disability Rights (ODR) regarding services in the community and is closely aligned with the Department of Healthcare Finance (DHCF) in the management of the HCBS Medicaid program for individuals with IDD.

In addition, DDS delivers services through an extensive network of more than 148 not-for profit and for profit service providers that operate under Human Care Agreements to provide critical services including residential services, day service, therapeutic and clinic services, training and employment services. DDS convenes monthly (DDA) and quarterly (RSA) leadership meetings with its Provider networks to ensure regular opportunities for face to face information sharing and exchange. Additionally, members of the DDS executive team routinely attend the DDA Provider Coalition meetings on request to listen to concerns, share information and problem-solve common barriers to quality service.

DDS also works closely with the federal Social Security Administration (SSA) in the delivery of services through the DDS Disability Determination Division (DDD). The DDD coordinates with the SSA for referrals, data exchange, contractors and determination of eligibility for people seeing SSA benefits for a disability as well as the review and continuation of benefits.

- ***Steps your agency will take to improve collaboration with the above parties including any new feedback tools or mechanisms the agency is considering, e.g. prizes, competitions, and other innovative methods.***

DDS constantly strives to improve the working relationships between DDS and the various partner organizations. DDS participates in the training and development of DDA service providers as well as regularly participates in meetings with the provider agencies to learn about their challenges and identify ways to assist.

In FY 2015 DDS is working to improve the communications and relationship between DDS and the SSA for more coordinated and timely reporting of financial information.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Metropolitan Police Department**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this report describes how the Metropolitan Police Department has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

**Transparency**

The MPD proactively shares a variety of information with the public on its website. To make this information easier for the public to find, the MPD created a web page, titled "Public Documents Reading Room" (<http://mpdc.dc.gov/page/mpd-public-documents-reading-room>) that contains the following information:

**Data and Statistics**

- [CRIMEMAP.DC.GOV](#)
- [Data at a Glance](#)
- [Citywide Crime Statistics \(UCR\)](#)
- [Bias-Related Crimes](#) (Hate Crimes)
- [Homicide Closure Rates](#)
- [Juvenile Arrests](#) (Biennial Data)
- [Data Catalog](#) (Provided by the DC Office of the Chief Technology Officer)

**General Information**

- [FOIA Annual Reports](#) (Provided by the DC Office of the Secretary)
- [Budget Information](#)
- [Organization of the Metropolitan Police Department](#)
- [How to File a Citizen Complaint or Commendation](#)
- [District of Columbia Official Code § 2-536](#)
- [List and Salaries of Current Employees](#)
- [Policies and Procedures that Govern MPD's Operations](#)
- [Request a Police Report \(PD-251\) or an Accident Report \(PD-10\)](#)
- [Criminal Record Checks \(Police Clearances\)](#)
- [Closed Circuit Television \(CCTV\): Permanent Camera Locations](#)
- [Closed Circuit Television \(CCTV\): Neighborhood-Based Camera Locations](#)
- [Locations of Automated Red-Light Enforcement Cameras](#)
- [Locations of Automated Speed Enforcement Cameras](#)
- [Submit a Question or Comment to the Chief of Police](#)
- [Telephone and Contact Directory](#)
- [MPDC Annual Reports](#)
- [News Releases](#)

Additionally, the MPD has included the following information in the FOIAXpress Reading Room:

- [Shotspotter Report of Gunfire Detected 2006-2013](#)

- After Action Report Washington Navy Yard September 16, 2013

MPD is fully committed to responding to Freedom of Information Act (FOIA) requests in a responsible, thorough, and efficient manner. The Department's Open Government and FOIA webpage describes the process for submitting FOIA requests and the timeline for responses. To process the approximately 1,000 FOIA requests received annually, the MPD FOIA Office currently has a staff of four (4) experienced FOIA Specialists and a FOIA Officer. In order to improve efficiency and promote greater accountability, the MPD FOIA Office transitioned to FOIAXpress, the District of Columbia's FOIA system, as of July 1, 2014.

MPD will continue to evaluate the suitability of information for publication in either the Public Documents Reading Room, the FOIA Reading Room, or elsewhere in the MPD public website.

The Metropolitan Police Department is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from the Metropolitan Police Department is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

## **Public Engagement and Participation**

Emergency and proposed rulemaking is posted on the MPD website as a general course of action. All persons interested in commenting on proposed rulemaking action may submit comments in writing to Kelly O'Meara, Executive Director, Strategic Change, Metropolitan Police Department, 300 Indiana Avenue, NW, Suite 5117, Washington, DC 20001, or via e-mail to a specific email account related to that issue. Comments must be received no later than thirty (30) days after publication of this notice in the D.C. Register. Copies of proposed rules can be obtained on the MPD's public website at MPDC.DC.GOV. Copies of proposals may be obtained, at cost, by writing to the above address.

The MPD uses a variety of resources to keep the public properly informed and to get public feedback, including the following:

- **Monthly Police-Community PSA Meetings**  
These meetings provide the community an opportunity to meet the police who patrol their neighborhood and discuss public safety concerns with the members of the MPD.
- **Social Media Sites**  
The MPD utilizes the following social media sites to provide information to the public:
  - Twitter
  - Facebook
  - YouTube
  - Instagram
- **Police-Community Online Email List Groups**  
Information shared on the online email lists includes public safety community announcements and meeting dates; crime statistics; safety concerns and ideas; crime reports; and safety tips. The online email list also acts as a virtual community, which helps strengthen partnerships between the local police and the communities they serve. Members of the MPD actively respond to public safety queries posted on these list groups. <http://mpdc.dc.gov/page/police-community-online-email-list-groups>
- **Email Contacts**  
Through the Metropolitan Police Department's public website, contact information for district

patrol officers and command staff are available through the seven police district rosters at <http://mpdc.dc.gov/page/police-districts-and-police-service-areas>.

Additionally, an online directory provides the public with information about frequently-requested numbers as well as a listing of the MPD units in alphabetical order.

- **grade.dc.gov**  
The MPD monitors all feedback gathered through the *grade.dc.gov* and responds to complaints/criticism when possible. During the month of October 2014, the MPD had a grade of B+.

As the agency committed to providing public safety services to the whole of the District of Columbia, everyone in the city is identified as a potential stakeholder. The MPD welcomes feedback from the public. Command staff and other specialized staff members regularly meet with stakeholders to discuss issues as they arise.

## Collaboration

- **COG Police Chiefs Committee**  
The MPD meets monthly with police chiefs throughout the NCR to coordinate resources, share information, plan for events and strategize to improve police services. Additionally, a number of sub-committees also meet on a monthly basis and provide advice and recommendations to the police chiefs for action.
- **Weekly Partners Briefing**  
The Chief of police holds a weekly meeting with key agency partners to discuss the current threat environment, provide intelligence updates and discuss weekly events and protests occurring in the District of Columbia.
- **Youth Outreach**  
Engaging with the youth in our community is a priority of the Metropolitan Police Department. Through summer enrichment programs like the Jr. Police Academy, school year partnerships like the Youth Advisory Council, and clubhouse activities at the Metropolitan Police Boys and Girls Clubs, police and young people are working, learning, and having fun together. This helps foster positive relationships and open lines of communication. <http://mpdc.dc.gov/page/youth-outreach>
- **Community and business partnerships**  
The MPD currently collaborates with numerous community groups, business groups and advisory councils in an effort to receive feedback, as well as to disseminate information about the department. These groups include:
  - Criminal Justice Coordinating Council: <http://cjcc.dc.gov/>
  - Community Prosecution: <http://mpdc.dc.gov/node/140232>
  - Employer Partnership: MPD and US Army Reserve: <http://mpdc.dc.gov/node/139582>
  - Court Services and Offender Supervision Agency (CSOSA) Re-Entry Program: <http://www.csosa.gov/reentry.aspx>
  - USAO Community Prosecution Unit: [http://www.justice.gov/usao/dc/programs/cp/cp\\_outreach\\_programs.html](http://www.justice.gov/usao/dc/programs/cp/cp_outreach_programs.html)
  - Citizens Advisor Councils: <http://mpdc.dc.gov/node/155302>
  - POST Board (Police Officers Standards and Training Board): <http://mpdc.dc.gov/page/dc-post-board-police-officers-standards-and-training-board>
  - Police-Community online Email list groups: <http://mpdc.dc.gov/node/207402>

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**Office of Cable Television**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Office of Cable Television (“OCT”) has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor’s Order 2014-170, this report addresses the following topics:

**1) Transparency**

In attempts to ensure that OCT continues to be transparent, and becomes more so, the agency has taken several steps. OCT primarily shares the information concerning the agency, cable television, and its PEG programming via its website. OCT attempts to make as much information available via the website, focusing on that information which is commonly requested, such as programming and Council hearings, as well as information relating to the three cable franchise agreements with the District.

OCT meets its obligations pursuant the District’s Freedom of information Act and Open Meetings Act by making most of the information pertaining to the agency available to the public online. OCT also provides a page on its website where the public may contact OCT to request information, often times allowing that member to speak with a member of the OCT staff.

In attempt to increase public access to information, OCT will continue to update its website and make additional information available; particularly that information which OCT finds is frequently requested. OCT is currently in the process of updating its website so that, not only is the most up-to-date information is provided, but so that it is easier to navigate and more encouraging for the public to use.

OCT is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from OCT is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

**2) Public Engagement and Participation**

OCT believes that it is important that it facilitates public engagement and participation. With respects to proposed rules and regulations, OCT makes available the public hearings regarding such matters through its broadcast of DCC. In addition, in matters

related to its responsibilities for the District's Cable Laws OCT has conducted "needs assessments", in which members of the public are surveyed and invited to testify at a public hearing. The results of this needs assessment are posted on the OCT webpage for the public to access.

In addition to the manners noted above, OCT shares information and resources to keep the public properly informed in a variety of ways. First and foremost, OCT airs live Council hearings on the District Council Channel (DCC). In addition to those Council hearings aired on DCC, OCT also provides links, including live streaming to other Council hearings through its website. In addition, OCT airs Public Service Announcements (PSAs) regularly. These PSAs are often related to the initiatives embarked by other District agencies, as well as local community groups who would like to spread the message to District residents. In addition to interacting with the community via its programming, OCT interacts with District residents via Facebook and Twitter. Through these platforms OCT notifies residents of important information, as well as receives and answers questions and concerns posed by District residents.

OCT also participates in public engagement by directly interacting and engaging the public. OCT meets with community groups, or groups of members in the community, to engage with and educate them about the role of OCT, their rights and responsibilities with respects to cable television, and any other cable television issue that may arise during that discussion. OCT also participates in other organized public events, whether sponsored by the District or not, that involves District communities and allows an opportunity for community engagement or dissemination of information about the District community, to the District community. Finally, OCT regularly interacts with District residents who call with questions ranging from issues with cable service to requesting an explanation of how District and Federal cable laws affect them. District residents are continuously encouraged to reach out to OCT for any information regarding cable television in the District.

In identifying stakeholders, OCT takes the position that every District resident is a stakeholder. To invite the participation of District residents, OCT uses a variety of methods, such as the community outreach events earlier mentioned. Another example is in the cable needs assessment that OCT conducted. During this needs assessment, OCT held a series of public hearings in which all members of the District were invited to testify as to the importance of cable television to them, and those areas they believed OCT should pay special attention to. This needs assessment was subsequently made available on OCT's website.

OCT will continue to work to improve its public engagement and participation by continuing to build upon its social media platforms, such as Facebook, Twitter and YouTube, as well as host and participate in more community events in which OCT staff engages in informative dialogue with District residents.

3) **Collaboration**

OCT has a strong practice of collaborating and cooperating with governmental agencies, the public, non-profit and private entities in fulfilling its obligations. One example of this is collaboration with BET Centrix to create programming such as “Emancipation Day Town Hall” and “Of Thee We Sing,” two programs which detail and discuss the rich and dynamic history of the District. OCT has worked collaborated with local businesses to provide programming detailing healthy living and healthy eating, as well as District agencies and private organizations to alert senior residents to the dangers of predatory commercial practices, such as telephone lottery scams.

OCT will work to enhance such collaborations by continuing to seek out opportunities to partner with organizations affecting the lives of District residents. In addition to monitoring the feedback received on its social media platforms, OCT will continue to review reactions received by those organizations and entities OCT collaborates with.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Secretary of the District of Columbia**



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the Office of the Secretary (OS) has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

**1) Transparency**

The Office of the Secretary of the District of Columbia provides protocol, authentication, ceremonial and public records management services on behalf of the Mayor and District government agencies. The Office of the Secretary consists of three offices and two units: Office of Documents and Administrative Issuances (ODAI), Office of Notary Commissions and Authentications (ONCA), Office of Public Records and Archives, Ceremonial Services Unit, and Protocol and International Affairs Unit.

The Office continues to make information available online through its website: <http://os.dc.gov/>, which is updated regularly. The updated website includes more information about staff and contacts within the Office of the Secretary. Starting in 2012, the Office has utilized Facebook, Twitter and Instagram to share the Office's activities, including foreign delegation visits, Sister City programs and event announcements.

The Office of Documents and Administrative Issuances publishes the weekly DC Register and all Mayor's Orders and Memoranda. ODAI sends out a message through its Twitter account on the availability of its weekly publication. The *DC Municipal Regulations*, the *DC Register*, and Administrative Issuances (Mayor's Orders) can be accessed at [www.dcregs.dc.gov](http://www.dcregs.dc.gov). ODAI also makes available historical Mayor's Orders on the *D.C. Regs* website.

The Office of Notary Commissions and Authentications has launched a new interactive mapping system that allows online searches for Washington, DC notaries public. This searchable online map gives the public greater access to local notaries, and increases each notary's visibility and ability to expand their service to the community. Information on all services provided by ONCA, fee schedules, hours of operation, and application to become notary public can be accessed via the OS website.

The Office of Public Records and Archives services records and research requests through emails at [archives@dc.gov](mailto:archives@dc.gov), mail, telephone calls and on-site visits. A new

feature has been updated in the website to allow online submission for requests of records research for general and genealogy purposes.

The Ceremonial Services Unit encourages the public to place their requests for ceremonial documents (such as proclamations, birthday letters, welcome/greetings, retirement letters, etc.) through the OS website. Samples of the different types of documents are available online.

The Protocol and International Affairs Unit serves as the primary link to the 186 embassies and two special interest sections located in the District of Columbia. The list of embassies is available online and the information is updated as soon as the U.S. Department of State makes it available. This unit also provides advice on numerous protocol issues including proper display of flags, use of the seal of the District of Columbia and order of speakers in programs. The protocol guidance is available online through the OS website. Currently, the District of Columbia has partnered with 13 national capitals around the world. Additionally, the District of Columbia has partnered with Sunderland, England, the ancestral home of the first president, George Washington. Residents interested in joining the Steering Committees for the Sister-City relationships can contact the Office to be included in the list.

Regarding FOIA requests, the Office of the Secretary is part of the Executive Office of the Mayor (EOM); the FOIA Officer designated for EOM covers OS.

The Office of the Secretary is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

## 2) **Public Engagement and Participation**

The Office of the Secretary engages the public in various ways. Facebook, Twitter and Instagram have been the main media used to get the public involved in Office activities. Currently, the Office of the Secretary's Twitter account has more than 300 followers at *@SecretaryofDC*, the office has tweeted more than 2,000 messages. The facebook site is *Office of the Secretary of the District of Columbia*.

The Office of the Secretary's website has a web portal for handling ceremonial document requests and general questions through the "Ask the Secretary" form. The web-form is linked to the EOM IQ (Intranet Quorum) application and is retrieved and answered in accordance with the Customer Service Operations guidelines and standards. The "Ask the Secretary" log is checked daily, inquiries forwarded to the appropriate office and responses provided within three business days or within the timeframe requested. Currently, the Executive Assistant is responsible for managing the "Ask the Secretary" web portal, and general email box -- *secretary@dc.gov*.

The Office of Documents and Administrative Issuances has its own Twitter account and advises the public of the availability of each current issue of the *District of Columbia Register* and related information. ODAI also continues to fix, update and enhance the e-rulemaking system, the *D.C. Regs* website.

The Office of Public Records holds quarterly meetings with agency records management officers and regularly interview government and public clients. This office has used the information gathered to streamline customer service processes by providing online services for customers to make requests for archival materials; and providing training information for records management officers on the share point drive.

Pursuant to Section 1022 of DC Act 19-93, the “Office of the Secretary Limited Grant-Making Authority Emergency Act of 2011,” the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood. The objective of the grant is to strengthen support for democracy for the citizens of the District through activities that promote District voting representation in Congress, Statehood, legislative and budget autonomy, or full democracy. The Secretary of the District will issue a Request for Applications (RFA) from nonprofit organizations for the grant in the first quarter of each fiscal year.

### 3) **Collaboration**

As the Office of the Secretary is part of the Executive Office of the Mayor, many OS activities are collaborated with other offices under EOM. The Office of the Secretary works collaboratively with the Office of Boards and Commissions since the Secretary chairs many boards and commissions appointed by the Mayor. Home Rule Commission and Martin Luther King Jr. Holiday Commission are two of the commissions currently chaired by the Secretary. The tasks of each commission are outlined in the Mayor’s Orders.

The Office of the Secretary has several Memorandum of Understanding:

- MOU with the Federal Government for Record Storage with the National Archives (NARA).
- The Office is also responsible for coordinating the One Fund Giving Campaign and as such has MOU with the United Way for management of this program.
- In FY2014, OS signed an MOU with the DC Office of Cable Television to produce segments to commemorate the District’s 40th Anniversary Celebration of Home Rule.

On correspondence, the Office works closely with the Mayor’s Correspondence Unit to make information available to the public.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
UNIVERSITY OF THE DISTRICT OF COLUMBIA



**Open Government Report 2014**

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the **University of the District of Columbia** has and will continue to develop and enhance transparency, public participation, and collaboration. In accordance with Mayor's Order 2014-170, this report addresses the following topics:

1) **Transparency**

*Describe the steps your agency has taken or plans to take to be more transparent. Please include a description of:*

- *How and to what extent your agency shares information with the public, e.g. publication of information in the District register and on the agency website, press releases, and documents in the agency's FOIAXpress reading room.*
- *How the agency meets its obligations pursuant to the District's Freedom of Information Act and Open Meetings Act.*
- *Steps your agency will take to increase public access to information.*
- *Steps your agency will take, including an implementation timeline, to webcast live and archive on the internet board or commission meetings. (This question only applies to agencies that are overseen or advised by a board or commission that is subject to the Open Meetings Act.)*
- *How your agency has taken or plans to take steps to make more of its data available to the public.*

The University of the District of Columbia is working closely with the Office of the City Administrator (OCA) and the Office of the Chief Technology Officer (OCTO) to identify a significant number of datasets that OCA and OCTO expect to publish online later this year. If no dataset from the University of the District of Columbia is selected to be included in this 2014 release, we will continue to work with OCA and OCTO to identify datasets appropriate to publish in 2015. In the future, requirements for open data reporting will be provided by the Chief Data Officer.

2) **Public Engagement and Participation**

*Describe the steps your agency has taken or plans to take to enhance or expand opportunities for the public to participate in agency decision-making. Please include a description of:*

- *How your agency provides online access to proposed rules and regulations and secures public input on them. Please list links to specific websites.*

- *How your agency shares information and resources to keep the public properly informed, e.g. community meetings, public hearings, FAQs, and ways the public can provide input such as Twitter, [grade.dc.gov](http://grade.dc.gov), email contacts.*
- *How your agency identifies stakeholders and invites their participation.*
- *Steps your agency will take to improve public engagement and participation including any new feedback tools or mechanisms the agency is considering.*

The University uses the Office of Documents website ([www.dcregs.dc.gov](http://www.dcregs.dc.gov)) and the D.C. Register to publish Notices of Proposed and Final Rulemaking. Public comments for all D.C. Municipal regulations may be submitted either through the website or directly to the Office of General Counsel via email.

The University of the District of Columbia serves a diverse population which includes current students and alumni, faculty and staff, and the public. Due to the diversity of these populations, the University has a myriad of methods for communicating to these constituents based on their individual needs. The University has a community campus task force which regularly meets with local tenant's associations and the community at large to discuss issues and maintains a website which keeps the local community informed. ([http://www.udc.edu/cct/community\\_campus\\_task\\_force](http://www.udc.edu/cct/community_campus_task_force)).

The University has at least four full board meetings and approximately fifteen to twenty committee meetings annually, with all meetings open to the public. To further promote transparency, prior to the meetings, documents are sent to collective bargaining units via their leadership and provided to the general public via the University website.

Recently the University engaged all stakeholders in its Strategic Planning Initiative. Through the use of surveys, focus groups, and workshops, community stakeholders provided input on the vision of the University for the future.

The University will continue to utilize the UDC website and email as its primary source of communication to various stakeholders.

### 3) **Collaboration**

*Describe the steps your agency has taken or plans to take to enhance or expand cooperation among departments, other governmental agencies, the public, and non-profit and private entities in fulfilling its obligations. Please include a description of:*

The University collaborates with Federal, District, private and non-profit organizations on a multitude of research, grant, educational and outreach projects. Most of these partnerships are memorialized through Memorandum of Understanding (MOU's) and agreements.

The University has partnered with the Citywide Bullying Prevention Program to develop a University bullying policy as part of the city's effort to stem bullying. The University of the District of Columbia, the District's only public university, is a member of the Consortium of Universities of the Washington metropolitan area, which is a non-profit educational association committed to the advancement of higher education in the region.

The University collaborates with a variety of city agencies to provide training and education opportunities for District residents and employees, including through the Workforce Development and Lifelong Learning Program whose mission is to reduce unemployment and underemployment in the District of Columbia by enhancing the skills of its residents by providing District of Columbia residents with job skills training leading to employment.

The David A. Clarke School of Law, in partnership with a variety of District agencies, federal agencies, and non-profit organizations, provides free legal representation to District Residents on matters ranging from housing and consumer law, immigration and human rights, tax, and criminal law issues.

The University has collaborated with internal stakeholders, including students, faculty and staff, as well as external stakeholders such as the Department of Education, the White House, and other local Universities, to provide education and ensure compliance with The Campus Sexual Violence Elimination Act (SaVE Act).