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, 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 of 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, 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, 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 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 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 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.

- 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, 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) 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) 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), 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). 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 30th, 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 Advisor 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 house 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 , 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 30th 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 2nd 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 5th 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 collaborates 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.

- **2nd 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.

- **5th Annual DC Africa Festival:** On Sunday, August 3, 2014, Mayor Vincent C. Gray and his Office on African Affairs (OAA) held its 5th 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 provides.

(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|.
   - 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 identity 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. Additional, 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 publizes 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*

- *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, 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 and dcamericorps.org which is linked to the agencies main website 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.*