

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 Alcoholic Beverage Regulation Administration (ABRA) 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**

ABRA is committed to providing transparent administrative practices and decisions to the public. As part of this effort, the agency makes information readily available to the public through a multi-pronged approach that includes utilizing the [agency's website](#), [email update function](#) (listserv), [Twitter](#) and [Facebook](#) pages, [D.C. Register site](#), and providing timely responses to public information requests via [FOIAXpress](#).

- ABRA's website provides a host of [documents](#) that detail agency activities and decisions regarding licensees, the majority of which are posted and archived online on a weekly basis. This includes the Alcoholic Beverage Control Board's (Board) [weekly calendar and agenda items](#), Board issued decisions, Board orders, Board hearing transcripts as well as public hearing notices. In addition, lists of current [alcoholic beverage license holders](#), District of Columbia Court of Appeals decisions, Board rulemakings, data resulting from Noise Task Force compliance checks, and settlement agreements are also updated regularly. [Media releases and newsletters](#) are posted and disseminated in a timely fashion, keeping the public informed of the latest alcoholic beverage licensing news in the District. ABRA's [opt-in email updates service](#) is another beneficial tool for communicating with the public and licensees. As part of this initiative, individuals can sign up to receive weekly Board calendar, agenda and disposition notices; ABRA media releases and newsletters; training information; and other information pertinent to ABC licensees. In addition, ABRA utilizes its Twitter and Facebook pages to inform licensees and the public of events, decisions and the wealth of information that is available on its website.
- The Board regularly issues rulemakings regarding regulations and moratorium zones. Prior to issuing these decisions, the Board seeks input from the public. ABRA provides notice to the public regarding these opportunities through public hearings notices, web calendar posts, and online media releases and newsletter articles. Notifications are also emailed through the listserv, posted on the D.C. Register, tweeted and messaged on Facebook.
- ABRA utilizes FOIAXpress to comply with all District FOIA-related requirements.

- ABRA is always looking at new and innovative ways to communicate and provide information to the public. As part of this effort, the agency listens to the public to learn the types of information they need readily available and to find the best way to provide it to them in an efficient fashion. In addition, ABRA is looking at new ways to improve the [records search function](#) provided on its website as a means to make finding documents as simple and efficient as possible.
- The Alcoholic Beverage Control Board Hearing Room has been equipped with cameras and microphones that allow for the recording and webcasting of Board hearings. ABRA is in the process of assessing resources needed to make Board hearings available online and to ensure compliance with accessibility requirements.
- ABRA 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 ABRA 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**

There are a variety of ways members of the public can participate in the alcoholic beverage licensing process. This includes providing input at Board rulemakings; filing a protest against an application for a license, a substantial change to a license or the renewal of a license; or entering into a settlement agreement with an establishment, which becomes part of the terms of an operating alcoholic beverage license. In addition, ABRA provides a number of training opportunities to licensees, community groups and members of the public aimed at educating them on District alcoholic beverage laws, regulations and tips for best practices.

- ABRA posts [proposed rules and regulations](#) on its website as well as the [D.C. Register](#) in advance of any public hearings. In addition, the [calendar](#) feature on ABRA's website lists all public hearings and notices seeking public input. These items are also disseminated to members of the public that have opted-in to ABRA's email updates. [ABRA news releases and newsletters](#) provide these notices more widely to members of the media and public. In addition, hearings that solicit public input are posted on ABRA's [Twitter](#) and [Facebook](#) pages. Members of the public are able to provide testimony either in person or in writing, which may be either emailed or mailed. All testimony is made a part of the Board's official record. Copies of these records are provided to the public upon request.
- ABRA posts Board calendar and agenda notices as well as [notices of public hearings](#) on its website and the [D.C. Register](#) on a weekly basis as a means of informing the public of upcoming hearings, which are open to the public. Public hearing notices inform the public of an application to issue, change or

renew an alcoholic beverage license. Members of the public may protest the issuance, change or renewal of a license pursuant to Section 601 of D.C. Official Code, Title 25. Notices of public hearings also provide the dates and steps required to protest a license application. Physical copies of these notices are also posted in the form of placards on applicant establishments. In addition to these hearings, members of the public are also welcome to provide input to the agency via [Twitter](#), [Facebook](#) and [Ask the Director](#) forums. Members of Advisory Neighborhood Commissions (ANCs) and community groups can also direct inquiries to [ABRA's Community Resource Advisor](#).

- Since alcoholic beverage licensing can draw interest from a variety of stakeholders, including District residents, business owners and community groups, ABRA welcomes all stakeholders to participate in the process. ABRA provides [educational opportunities](#) to all stakeholders throughout the year and aims to build constructive, lasting relationships between ABC licensees and members of the community. The agency holds five licensee orientation classes annually that are open to the public as well as licensees. Past attendees have included members of ANCs and community associations, D.C. government employees, prospective and current licensees, and interested District residents. Other trainings held multiple times each year include ID Compliance training and Books and Records training. Information about all trainings is provided to the public through the agency's website, listserv, flyers and social media posts.
- ABRA will continue to look at new and innovative ways and tools that will allow the public to participate in ABC trainings, hearings and to provide feedback on ABRA processes.

3) **Collaboration**

ABRA works closely with the Executive Office of the Mayor, the District of Columbia Council, other District agencies, community associations, ANCs and local colleges and universities to promote the health, safety and welfare of citizens patronizing more than 1,900 ABC establishments in the District.

- Since 2009, ABRA has collaborated with the Metropolitan Police Department (MPD), the National Capital Coalition to Prevent Underage Drinking (NCCPUD), Addiction Prevention and Recovery Administration (APRA), American University, Catholic University, Gallaudet University, Georgetown University, George Washington University, Howard University, Trinity Washington University and the University of the District of Columbia on the D.C. Double Check 101 program, which utilizes a dynamic approach to prevent underage drinking in the District. ABRA is also a member of the [Noise Task Force](#), a partnership with the Department of Consumer and Regulatory Affairs (DCRA) and Metropolitan Police Department (MPD). The Noise Task Force conducts checks at D.C. businesses to ensure compliance with District noise laws and also responds to noise complaints.

- ABRA works closely with the Executive Office of the Mayor and the District of Columbia Council each year to implement new alcoholic beverage laws and regulations.
- ABRA will continue to collaborate with these groups to provide the best in public service to licensees and the community.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Ethics and Government Accountability



Open Government Report 2014

On July 21, 2014, Mayor Gray issued the Transparency, [Open Government and Open Data Directive \(Mayor's Order 2014-170\)](#). The directive is intended to promote greater government accountability among District Government agencies. The directive requires each agency to expand its cadre of proactively disclosed records as well as publishing the data in machine-readable formats such as HTML, XML, CSV, JSON, RDF or XHTML.

Since its inception in 2012, the Board of Ethics and Government Accountability (BEGA) has implemented an “open-by-default” policy in its oversight of the Office of Government Ethics (OGE) and the Office of Open Government (OOG). Both the OGE and the OOG are joined under the umbrella of BEGA, operating on the premise that an ethical government is a transparent government.

Through its annual [BEGA Best Practices Report, the OOG](#) will continue to provide policy recommendations to the Executive Office of the Mayor and the Council of the District of Columbia that will promote sustainable government transparency policies, agency responsiveness through the use of easily accessed and maintained technological tools and advocate for greater civic collaboration and participation in communities.

- The Office of Government Ethics and the Office of Open Government make all statutes, rulemakings, trainings, advisory opinions, dispositions and testimony issued by the respective offices available on BEGA’s website at www.bega-dc.gov.
 - Advisory opinions issued by OGE are presumptively protected from disclosure as attorney/client privilege under D.C. Official Code §2-534(a)(4). However, OGE seeks the approval from the requestor to publish the opinion on the website with the appropriate redactions to protect requesters’ identity.
 - [Advisory opinions](#) issued by the Office of Open Government are published on the website with the permission of the requestor.
 - All [trainings](#) conducted by OOG and OGE are published on the website in searchable pdf format.
 - All [OGE Complaint Reports](#) are published on the website in XLSX format.
- Under D.C. Official Code §§2-571-578, all meetings of public bodies must be properly noticed, and recorded, and detailed minutes and/or recordings are to be provided to the public. The Office of Open Government provides the District’s only central calendar of public body meeting dates/agendas, meeting minutes, etc. on its website at <http://www.bega-dc.gov/board-commission/meetings>. Also, the site allows boards and commissions to easily upload meeting audio recordings and administrative materials.
- BEGA makes available video/audio recordings of meetings available on its website; the recordings and detailed meeting minutes are easily accessed in corresponding [list](#) or [calendar](#) views, and are saved in searchable .pdf or .wav formats. Streaming of BEGA meetings real-time

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Board of Ethics and Government Accountability



is currently inhibited by OCTO. OCTO must provide the necessary equipment to allow BEGA to stream its meetings. The OOG recommends the use of Google Hangout and other similar online conferencing tools that may be easily used by public bodies and accessed by the public on all PC's and mobile devices.

- The public may submit RSVPs to attend BEGA meetings and all other public body meetings listed on the BEGA site. The public may also submit comments to the board and members of BEGA staff via the BEGA website.
- [Financial Disclosure](#) Statements and [Lobbyist](#) filings may be electronically filed and viewed via the BEGA website.
- The public may submit [ethics complaints](#) via the BEGA website in addition to traditional forms of communication such as telephone and email.
- All information that must be proactively disclosed under D.C. Official Code §2-531 and FOIA requests received and processed by OGE and OOG are listed on the BEGA website under a corresponding [FOIA tab](#). As the Director of the OOG also serves as the District's FOIA Officer, all agency [FOIA Officer](#) contact information as well as the general [FOIA process](#) is located on the BEGA website.
- BEGA, under the guidance of the OOG, is the first District Government Agency to “open up” District laws by making regulations concerning public bodies available on an open source platform via DC [Decoded](#). On the DC Decoded website, viewers have access to those regulations and are able to hover over text found in the regulations to view in-line definitions. Viewers also have the ability to forward or otherwise share the text with others without copyright restriction.
- BEGA makes its Annual Best Practices Report available on [Madison](#), a government policy co-creation platform which allows users to interact with lawmakers. Users are able to provide feedback and comments in real-time as legislation and policy are being introduced and considered.
- To solicit feedback from the coding community on its open government policies and practices, the OOG makes its Annual Best Practices Report available on GitHub. BEGA's IT staff will also work to place all complaints received by BEGA in a GitHub repository.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Justice Grants Administration and Victim 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 Office of Justice Grants Administration and Victim 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. Please include a description of:

The Office of Justice Grants Administration and Victim Services (JGA/OVS) shares information with the public through the use of its websites www.jga.dc.gov and www.ovs.dc.gov, as well as newsletters. The JGA and OVS websites are updated regularly with updates on grant availability and multimedia presentations on the various programs that the office supports. The focus areas of JGA are: reentry, juvenile delinquency, and school attendance improvement efforts. The Show Up, Stand Out (SUSO) initiative, which works to improve in-school attendance and reduce truancy, produces a newsletter highlighting the progress of the truancy program on a quarterly basis. This newsletter is made available to community partners.

OVS provides leadership and coordination for agency and community-based service providers who provide medical forensic, emergency/crisis, advocacy, professional mental health care, and housing services to victims of all violent crime in the District. Some of OVS' major initiatives include: Project CHANGE, a multidisciplinary response team for polyvictims; DC Sexual Assault Nurse Examiner (DC SANE), a multidisciplinary response team that provides on-call medical forensic care and advocacy to victims of sexual assault, IPV ACCESS, a multidisciplinary response team that provides on-call medical forensic care and advocacy to victims of intimate partner violence, the Cultural Competency and Language Access (CCLA) Initiative, that seeks to build bridges between culturally specific service providers and core service providers in the District through training and enhanced language access policies, the Victim Assistance Network (VAN), which is a collaboration of service providers in the District, and Domestic Violence housing, which is a multi-million dollar initiative to provide safe and secure emergency and transitional housing in the District. All initiatives are served by dedicated OVS staff who take minutes of meeting, share minutes with the group, and act as a focal point on collaborative matters.

In order to increase public awareness, the Office of Justice Grants Administration and Victim Services staff engages in numerous community events over the course of the year. JGA staff regularly accompanies the Deputy Mayor of Public Safety on community walk-throughs where these walk-throughs are an opportunity for community members and organizations to learn about available grants and solicitations. JGA also participates in more program specific activities to increase public awareness. Program staff for Show Up, Stand Out have attended numerous events and passed out literature to the public on services available to increase their child's school attendance. JGA also procured a marketing firm to promote the Show Up, Stand Out program. Signage can be found on the metro system and online at <http://www.showupstandout.org/>. Additionally, OVS staff have a robust campus initiative, during which OVS staff are active and visible in the campus communities, a military initiative, in which OVS staff collaborate with the military installations in the District to train the service members on bystander intervention and services available, and are launching an awareness initiative in six additional languages to reach all of the District's residents. Finally, OVS has worked extensively to create an application and website to promote the District's services.

As a recipient of Title II Formula Grant funding from OJJDP, and per the OJJDP Act the Justice Grants Administration appoints the Juvenile Justice Specialist to staff the Juvenile Justice Advisory Group (JJAG). This group consists of community members, nonprofit organizations and District government personnel. This committee is responsible for publishing an annual report on how the District of Columbia curbs juvenile delinquency. This report can be viewed on the JGA website. In addition, the Chair serves on the Boards of Commissions which they publish all meetings, meeting minutes, and agendas on the BOC website.

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:

Both JGA and OVS actively solicit public participation in agency decision making. JGA staff members participate on several task forces and committees with community member representation. The Program Director for Stand Up, Show Out participates in the Truancy Task Force. This is an interagency and community taskforce that meets bimonthly to discuss issues surrounding truancy in the District and how to respond to the Attendance Accountably Act. In the context of Truancy, the Program Director meets monthly with community based organizations, DC Public and Charter Schools providing feedback on successes and troubleshoots challenges that will enhance services.

The public is made aware of and invited to join the JJAG by contacting the Juvenile Justice Specialist at JGA. Once the Juvenile Justice Specialist is informed of a community members interest in JJAG the application is forwarded to DC Boards and Commissions for final approval. The Juvenile Justice Advisory Group Collaborates with other District of Columbia agencies during the JJAG meetings. These members provide support in the completion of the federal application, grant reviews, technical assistance and training and conferences.

OVS, as well, staffs a variety of Task Forces, Committees, and Teams that are comprised of both agency-based and community-based stakeholders, all of whom are afforded equal access and voice in the decisions that OVS makes. Examples of these initiatives are the DC Sexual Assault Response Team (staffed by OVS but comprised of representatives from the Metropolitan Police Department, the United States Park Police, Department of Forensic Sciences, Office of the Chief Medical Examiner, US Attorneys' Office, and six community-based non-profit agencies), the Victim Assistance Network (staffed by OVS, but a collaborative of all victim services providers in the District), the Sexual Assault Victims' Rights Amendment Task Force (staffed by OVS, and created by legislation), and several project specific work groups.

The public is always welcome to submit feedback via the JGA and OVS websites. On the website the public can submit emails with their feedback.

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 Office of Justice Grants Administration and Victim Services actively seeks to enhance or expand cooperation among agency-based and community-based stakeholders by funding critical projects such as reentry, mental health, truancy, juvenile delinquency, on-call and emergency victim advocacy services, trauma-informed mental health care, domestic violence housing programs, and medical forensic services for victims of sexual assault and intimate partner violence. In FY 14, JGA funded a workforce development position detailed to the Office of Returning Citizen Affairs. This position is responsible for working with individual residents to promote education and employment as a critical component of a returning citizen's independence. Using a client-centered approach, the Workforce Development Specialist strives to dramatically increase the number of clients who retain vocational training resources and competitive employment. Additionally, OVS provided partial funding to the Office of the Chief Medical Examiner for a Chief Toxicologist to test non-report toxicology samples from sexual assault victims, funding to the Department of Forensic Sciences to provide full funding for two forensic scientists that will enable DFS to work more efficiently in processing sexual assault evidence, funding for attorneys in the Office of the Attorney General to assist victims of stalking, sexual assault, and domestic violence that receive civil protective orders, and funding to the DC Superior Court to partially fund a second domestic violence intake center.

In FY15, JGA will fund the Department of Behavioral Health to provide two forensic case managers inside of the Correction Treatment facility. These workers will work alongside Department of Corrections Staff to help identify inmates with co-occurring disorders such as mental health and substance use. The purpose of this project is to ensure inmates receive the treatment they need in order to decrease recidivism. OVS will continue the existing collaborations with OCME, DFS, MPD, OAG, and DCSC, while seeking new collaborations across agency and community-based stakeholders.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC PUBLIC LIBRARY**



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 District of Columbia Public Library (“DCPL”) 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.*

DCPL 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 DCPL 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 General Counsel.

DCPL shares information with the public in a variety of ways, which include the DCPL website, the DC Register, Press Releases, printed materials in library locations and meetings open to the public. The DCPL website, www.dclibrary.org, provides up to date information on library activities, data, and events. DCPL also uses its Open Government and FOIA webpage to share information with the public. This page is located at www.dclibrary.org/generalcounsel/opengovernment. Additionally, DCPL publishes changes to its legislation in the DC Register.

DCPL also has DCPL Board of Library Trustees Meetings (“Board Meeting”) every other month at one of its designated Library branches. These meetings are open to the public and the public is able to testify at each meeting. These meetings are publicized ahead of time at the designated library location as well as on the library’s website. The meeting minutes from each Board Meeting is placed on the DCPL website for the public. DCPL also shares information and responds to District residents through its social media channels including Facebook, Twitter, LinkedIn, Pinterest, Google+, Goodreads and YouTube.

DCPL continues to meet its obligations under the District’s Freedom of Information Act and the Open Meetings Act. The agency utilizes FOIAXpress to process all FOIA requests and publishes frequently requested documents in the FOIAXpress Reading Room. DCPL is committed to making data available to the public and continuously explores ways to share new information.

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.*

DCPL values public participation in agency decision-making and continuously seeks ways to enhance or expand opportunities for public participation. DCPL actively uses Facebook, Twitter, LinkedIn, Pinterest, Google+, Goodreads and YouTube. to share information and engage the public. The public is encouraged to attend forums and meetings that pertain to the DCPL. For example, DCPL has held and will continue to hold public meetings related to the renovation of the Martin Luther King, Jr. Memorial Library. Additionally the public is invited to attend the DC Public Library Board of Trustee Meetings. The dates and minutes for Board Meetings are posted on the DCPL Open Government and FOIA page.

DCPL also seeks feedback from the public on any proposed legislative changes. DCPL publishes proposed changes to legislation in the DC Register. The public may comment on proposed changes for 30 days after the change has been published.

DCPL also regularly solicits feedback input from District residents through focus groups, online and in-person surveys, and user interviews.

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.*
- *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.*

DCPL regularly collaborates to provide services to the public. The DCPL's Program and Partnership Department collaborates with other government agencies, the public, and non-profit and private entities to develop and host programs that benefit the public. For example, the DCPL has partnered with Pathways to Housing to provide services to the homeless population at the MLK Library. DCPL has also partnered with the Department of Corrections to provide a library for inmates. Additionally, DCPL currently has three library locations that are located within another government agency location. The DCPL collaborates with various government agencies (e.g. DGS, DDOE, MPD, OHR) by way of Agency Memorandum of Understandings (MOUs) and scheduled meetings between the parties to enhance and expand the services DCPL provides. DCPL further collaborates with DCPS, DCPCSB and OSSE on a number of education initiatives for young children and students.

Public engagement and collaboration continues to be an important value to DCPL. The DCPL works very closely with the DC Public Library Foundation, whose mission is to raise funds for the DCPL as well as several Friends organizations. The DCPL collaborates with the Foundation and Friends organization to enhance services, share information, and expose the public to the DCPL and its missions. The DCPL consistently works on new ways to partner with other governmental agencies in an effort to increase efficiency and further District goals.