

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
COMMISSION ON THE ARTS AND HUMANITIES



Open Government Report 2014

To institutionalize a culture of transparent and open government, accountability, and to expand opportunities for resident participation and collaboration, this Report describes how the DC Commission on the Arts and Humanities (DCCAH) 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 DCCAH prepares and disseminates press releases through the agency website ([www.dcartarts.dc.gov](http://www.dcartarts.dc.gov)), agency social media sites, and through our growing contact list of over 9,000 email subscribers. These mediums are used to inform the public of grant awards, special projects and initiatives, and media notices. As the FOIAXpress reading room is not intended to be a comprehensive repository for all FOIA requests, but rather an efficient means to assist requestors who are inquiring about common or repeated FOIA topics, to date, since the implementation of the FOIAXpress reading room, the agency has not received inquiries in which have warranted use of the FOIAXpress reading room. As required by the District of Columbia, we post our Commission meetings in the District register as well.*

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

*The DCCAH responds to all FOIA requests within the required timeframe. The Open Meetings Act has been officially adopted through the posting of Commission meeting agendas at the front desk of the DCCAH office as well as on the agency's website. Also, the agency's holds a public comment period that is open to the public thirty minutes prior to the full Commission meetings each month. Also, all meetings are voice recorded and minutes are posted on the agency's website.*

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

*DCCAH has a robust public information platform including Communications staff dedicated to ensuring that all efforts of the agency are communicated thoroughly and accurately through the mediums of the agency website, [www.dccarts.dc.gov](http://www.dccarts.dc.gov) as well as the Art202 blog, [www.art202.com](http://www.art202.com), in which local arts events submitted from the public and DCCAH programs and events are posted daily. As well, in addition to Facebook, DCCAH is active on Twitter, Instagram, and Picasa (a photo- sharing website).*

*DCCAH remains focused on ensuring that the representation from across all wards of the city in the grant funding applicant pool. The agency's strategic planning process that will be completed by April 2014, will address new ways in which the agency can increase participation and improve the access to the opportunities.*

- *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 DCCAH has recently acquired technology that permits the live webcasting of Commission meetings. We are researching ways to increase access of the technology to ensure that it is user-friendly and expect to have this process in place by Winter 2015.*

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

*DCCAH 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 DCCAH 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:

- a.) *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.

- **Live Director Chats:** *On the second Tuesday of every month, DCCAH hosts Live Director Chat sessions. The public can engage and send questions to the Executive Director in a live chat stream. This has been an extremely successful outreach tool as the audience base has doubled every month since its launch.*

- **Public Comment Period:** *At the start of each monthly Commission meeting, DCCAH has instituted a 30 minute public comment period. Commission meetings are open and members of the public are encouraged to attend the 30 minute public comment period during the start of each meeting. Up to 10 associations, individuals, or organizations may request a 3 minute slot to speak during this period, and must do so by calling or emailing DCCAH, no later than 24 hours before the meeting day and time. Slots are limited and are made available on a first come first served basis. <http://dcarts.dc.gov/page/commissioner-meetings>*

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

#### **Social Media:**

*--DCCAH is, once again, the #1 state arts agency in social media presence (also the top District Government agency). This gives us the means to communicate with our constituents in a fast, informal way. It also allows us to receive feedback from our constituents that other forms of communication do not allow.*

*--ART(202) Blog (<http://www.art202.com>) – 7100 views a month*

*--Facebook (<http://www.facebook.com/TheDCarts>)- 32,176+ fans*

*--Twitter (@TheDCarts) –10,500+ followers*

*--YouTube (<http://www.youtube.com/thedcarts>) – 102 videos with 40,538 views.*

*--Picasa (Google+) – We've added 11 new galleries from our events*

*--Instagram, (<http://www.instagram.com/thedcarts>).*

- **Ward Report**

*--DCCAH prides itself on impacting all of the District. Our annual Ward Reports reflect this effort. <http://dcarts.dc.gov/page/ward-reports>*

- **Annual Meeting and Report:**

*The DCCAH Annual Meeting is open to the public. The Annual Meeting offers a greater level of community engagement. Each year, an accompanying Annual Report is printed that codifies the accomplishments of the agency for the fiscal year. <http://dcarts.dc.gov/page/annual-reports-0-dcarts>*

- **Staff Contact Information:**
- **DCCAH staff list and contact information is listed on the agency website <http://dcarts.dc.gov/page/dccah-staff>**

*c.) How your agency identifies stakeholders and invites their participation.*

- **Constant Contact Mailing List:**  
*DCCAH maintains a robust list of contacts via constant contact list serve.*
- **Special Event Participant List:**  
*DCCAH produces a number of special events that reflect the interests of the District's multicultural community and enhances the residents' quality of life. We work to ensure that arts and culture are an integral part of city life and we work to promote our grantees through the different free events we offer to the community.*
- **Grantee List:**  
*DCCAH offers several funding programs for individuals and nonprofit organizations located in the District of Columbia. When these individuals apply for grant funds and are awarded, they are added to our grantee contact list.*

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

- **DCCAH will continue to fine tune and improve the aforementioned channels.**

### 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.*

***DCCAH actively collaborates with other government agencies including EOM, DMPED, OCTO, DPW, and OP to fulfill shared goals for providing services to the residents of the District of Columbia. The mission of the DCCAH as a provision of arts and humanities funding, cultural programming and opportunities for residents, is a conduit for collaboration with sister agencies to ensure that other civic interests are represented and achieved. The DCCAH website, [www.dcarts.dc.gov](http://www.dcarts.dc.gov) chronicling all agency activity provides a summary of projects and where applicable notes sister agency partners, where applicable.***

***The non-profit entities in which the agency supports are through grant- making efforts. Through the services provided by these entities, the DCCAH is able to realize its mission to ensure high quality arts and cultural offerings to the residents of the District of Columbia.***

- *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 Facebook page that the DCCAH employs is active and is a principal means in which to communicate to residents. In fact, the agency has the most Facebook followers than any state arts agency nationwide. In addition to Facebook, we are active on Twitter, Instagram, and Picassa (a photo-sharing website), as well as the Art202 blog in which local arts events and listing are posted.*

*DCCAH is currently involved in a long range strategic planning process in which issues around innovative methods and partnership models to improve the delivery of services to the residents is being addressed. The planning process is slated for completion April 2015.*