

Fiscal Year 2025 Annual Report of the Office of Advisory Neighborhood Commissions

December 8, 2025

A report by the Office of Advisory Neighborhood Commissions



Some of the many great neighborhoods served by Advisory Neighborhood Commissions



Office of
Advisory
Neighborhood
Commissions

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Background

The Office of Advisory Neighborhood Commissions (OANC) was established to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions (ANCs). Subject to appropriations beginning in Fiscal Year 2001, the OANC shall be funded by an annual budget allocation. The OANC is intended to support the efforts of Advisory Neighborhood Commissions, review Commission quarterly financial reports, and approve or disapprove the release of Commission quarterly allotments pursuant to District of Columbia Official Code § 1-309.13.¹

Annual Allotments for ANCs

The amount approved in the budget by the Mayor and Council in FY 2025 for Advisory Neighborhood Commissions was unchanged from FY 2024 and totaled \$915,688. This funding was distributed equitably across ANCs on a per capita basis. The per capita funding provided to ANCs in FY25 was \$1.327 per District resident based on the 2020 census. (See Appendix A for ANC Allotment Schedule).

Quarterly Financial Reports

ANCs' Quarterly Financial Reports (QFRs) are reviewed by the OANC, which then advises the Office of the Chief Financial Officer (OCFO) whether to release each particular ANC's allotment or withhold some or all of it. The OANC will recommend that the OCFO withhold a portion of an ANC's allocation if the Commission has spent money for something that is not allowed (e.g. a committee luncheon) or is not in accordance with the procedures for spending money (e.g. the expenditure is not recorded in the minutes, or the check does not have two signatures). It is the OCFO that issues the quarterly allotments to the ANCs.

The OANC reviews 184 QFRs each year for the 46 total ANCs. Following receipt of QFRs, the OANC reviews each Commission's approved budget, meeting minutes, grant paperwork, receipts, and any other paperwork to verify compliance with applicable legal requirements.

¹ See D.C. Official Code § 1-309.15(a)

The OANC uses the following dates to determine when a report is considered late:

QFR Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Due to the OANC by:	15 Feb	15 May	15 Aug	15 Nov

The OANC submits allotment release memos to the OCFO recommending the release or withholding of ANC funds based on the QFR review. Beginning in the third quarter of FY24, the OANC implemented the following schedule setting internal deadlines for the distribution of allotment memos to both ANCs and the OCFO:

ANC Quarterly Financial Report & OANC Allotment Release Memo Schedule			
QFR Quarter	Due Date to OANC	Release Memo	Due Date to OCFO
Quarter 1	15-Feb	Quarter 3 Allotment	15-May
Quarter 2	15-May	Quarter 4 Allotment	15-Aug
Quarter 3	15-Aug	Quarter 1 Allotment	15-Nov
Quarter 4	15-Nov	Quarter 2 Allotment	15-Feb

A review of the OANC’s internal practices in FY25 for submitting release memos to the Office of Finance and Resource Management (OFRM) showed that 150, or 81.52%, of the Allotment Release Memos transmitted to OFRM were in compliance with the standard established in May 2024. This was a significant improvement over FY24, in which only 33, or 17.93%, of the Allotment Release Memos transmitted to OFRM were in compliance with the standard.

Known Issues with ANC Submissions

As noted in the FY24 Annual Report, the timely approval and transmission of meeting minutes delayed and/or resulted in the withholding of ANC funds. Starting in January 2025, the OANC began requiring meeting minutes to be signed in accordance with *Robert’s Rules of Order* and no longer accepted minutes that were not approved or final.

Historically, the following are the top five issues leading to funds being withheld from allotments. The full list of allotments and withholdings from FY25 is in Appendix B.

- 1. **ANC Security Fund Restrictions:** When the ANC Security Fund was active, ANCs were prohibited by law from spending any funds until they were officially approved for the Fund. Despite this restriction, many ANCs proceeded with expenditures, which were subsequently disallowed during the OANC review process. The funds withheld in FY25 due to this requirement were the final withholdings that will occur due to this reason.

2. **Incomplete Documentation for Purchases:** The D.C. Official Code mandates that all financial transactions be supported by appropriate documentation.² If an ANC fails to provide a receipt for a purchase, the expense is disallowed. Similarly, when issuing grants, the Grantee must submit a Grant Closeout Report along with receipts for all items purchased using grant funds. These receipts must include proof of payment – specifically, the payment method, date of payment, and confirmation that the item was paid in full. Incomplete documentation results in the disallowance of the grant award.
3. **Purchases of Impermissible Items:** ANC expenditures must either support the operations of the ANC office or serve a public purpose, as defined by the D.C. Official Code.³ A public purpose is a purpose that includes a significant benefit for the community and is not done for the primary purpose of benefitting a private entity. However, some ANCs attempt to support humanitarian efforts that do not meet this criterion. Examples of impermissible expenditures include personal hygiene kits for the homeless or payments for event permits issued by the District Government.
4. **Failure to Submit Signed or Complete Meeting Minutes:** As of January 2025, the OANC requires signed meeting minutes. If an ANC fails to submit signed and complete minutes, the corresponding allotment is withheld until the final minutes are received. Similarly, all expenditures and approval of Quarterly Financial Reports must be accurately documented in meeting minutes. The OANC has strengthened its internal processes with regard to reviewing minutes to ensure that they are accurate and authoritative.
5. **Forfeiture Due to Missing QFRs:** The D.C. Official Code requires all ANCs to submit complete QFRs and supporting documentation by the end of the fiscal year.⁴ Failure to do so results in forfeiture of the allotment. Notably, in Fiscal Year 2025, every ANC submitted its QFR by the September 30th deadline – marking the first time since the OANC assumed responsibility for QFR reviews that no ANC forfeited funds due to missing QFRs.

The following chart shows a year-over-year decrease in funds withheld from all ANCs for FY23, FY24, and FY25. While the OANC has no direct control or regulatory authority to compel ANCs to comply with all statutory requirements, the downward trajectory is an indication of OANC’s efforts to improve training, education, and support for ANCs in these areas.

² D.C. Official Code § 1-309.13.

³ *Id.*

⁴ *Id.*

	Total of Allotment Funds Withheld	Percentage of Total Funds Withheld
FY23	\$121,340.00	13.25%
FY24	\$113,410.24	12.39%
FY25	\$83,333.50	9.10%

ANC Grants

The OANC has made significant progress in bringing ANC grantmaking into legal compliance and making the process routine and predictable. The Official Code of the District of Columbia states in part that:

An applicant for a grant shall submit an application in writing to the Commission ***and to the OANC***. The application shall be in the form of a ***template designed by the OANC*** (emphasis added).⁵

The OANC significantly improved the ANC grant process by issuing Grant Guidance in October 2023 and an ANC Grant form and instructions in July 2023. Both documents were updated in mid-2024 following approval of the FY 2025 Budget Support Emergency Act of 2024 (BSA).⁶ The grant application form was updated again in September 2025. The OANC continues to communicate to the ANCs that grant applications must also be submitted to the OANC in addition to the ANC, and language to this effect is included in the grant application form.

The OANC began proactively reviewing grant applications for financial compliance starting in September 2023. In FY24, the OANC reviewed 52 grants. 44 were in advance of ANC approval. 15 grants were determined to be for impermissible expenses, mostly in the earlier part of the fiscal year. In FY25, the OANC reviewed 108 grants. 94 grants were reviewed in advance of ANC approval and 14 were approved by ANCs without prior OANC review. Of the 14 grants received by the OANC after ANC approval, two were deemed impermissible.⁷

Of the grants reviewed, 16 applications were either deemed impermissible and withdrawn or the ANC did not vote on them. Four grants – including one not

⁵ See D.C. Official Code § 1–309.13(m)(2).

⁶ See D.C. Act 25-506, (effective July 15, 2024). (Temporary and permanent versions of this act were also subsequently enacted).

⁷ The OANC also reviewed an additional grant in FY25 that was issued by ANC 1C in the third quarter of FY24, resulting in \$4,000 being withheld in FY25 due to actions in the prior fiscal year.

reviewed before the ANC vote by the OANC – were determined to be partially permissible. The total funds withheld due to impermissible expenditures in FY25 was \$7,000, \$6,000 of which was due to one grant issued in ANC 4B without prior review by the OANC. An additional \$1,460 was withheld from the partially permissible grant application that was not reviewed by the OANC prior to ANC approval.

ANC Direct Expenditures

In addition to ANC grants, the OANC reviewed 8 expenditures for public purposes before the ANC approved or expended funds. No funds were withheld due to these direct expenditures.

ANC Security Fund

While the ANC Security Fund program ended mid-year in 2024, FY25 funds totaling \$14,693.52 were still withheld from five (5) ANCs due to expenditures made without an approved Security Fund on file with the Office of the District of Columbia Auditor (ODCA) before July 8, 2024. The funds withheld in FY25 represent a 69.92% decrease from the amount withheld from ANCs in FY24.

Prior to July 8, 2024, the applicable date of a significant change in the law made regarding the Security Fund program, the D.C. Official Code had provided that “[n]o expenditure shall be made by a Commission . . . at any time when a current and accurate statement and bond or its equivalent are not on file with the Auditor.” The law had also previously provided regarding ANCs (which are required to select their officers, including treasurer, in January) that “within 30 days of assuming the office of treasurer or within 30 days of any change in the requested information”, the Commission’s treasurer was required to update that individual’s information on a form provided by ODCA. While the law clearly still states in part that “[e]ach Advisory Neighborhood Commission may become a participant of the Fund upon payment to the Fund of an annual contribution at the beginning of the fiscal year,”⁸ the January officer election requirement resulted in the Auditor’s Office operating the Security Fund on a calendar year cycle rather than the required fiscal year period. As a result, ANCs needed to be fully compliant in the 2024 Security Fund programs to receive their full first quarter FY25 allotments.

During 2024, the Auditor’s Office received their first Security Fund application on January 17, 2024. As of July 8, 2024, five (5) ANCs had not submitted applications, and ten (10) ANCs had not been approved. As of October 18, 2024, forty-two (42) ANCs had been approved for the Security Fund with only four (4) not approved. The

⁸ See D.C. Official Code § 1–309.14(b).

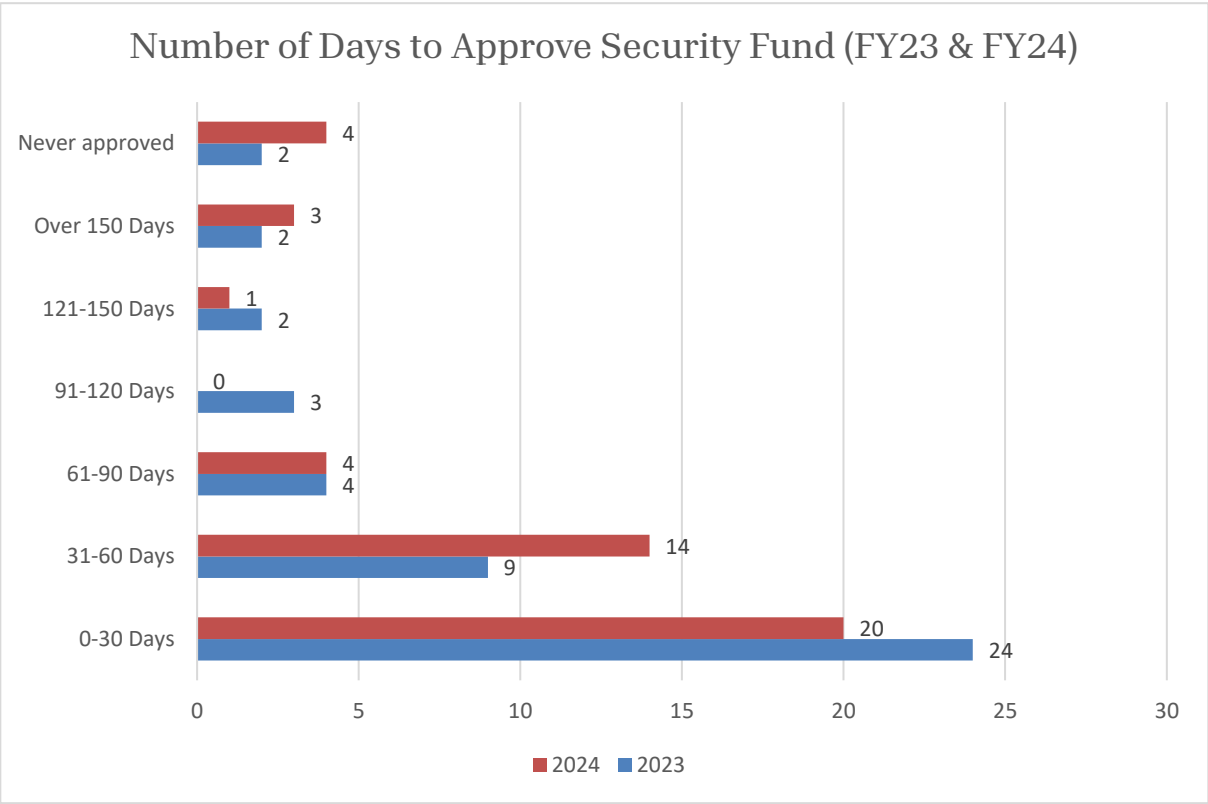
average length of time needed to review and approve an application was 45.5 days.

The reasons for the four (4) ANCs not being approved for the Security Fund in FY24 were as follows:

- Missing bank signature card⁹ (2); and,
- Security Fund application not submitted (2).

With the passage of the BSA, the penalty for expending funds without an approved bond ceased to exist after July 8, 2024.

The chart below shows the number of days required for approval of the security fund once submitted to the Office of the Auditor:



The chart below shows the funds withheld from each ANC in FY25 by quarter due to expending funds without an approved Security Fund:

	Q1 Allotment	Q2 Allotment	Q3 Allotment	Q4 Allotment	Totals
ANC7B	\$2,441.10	\$0	\$0	\$0	\$2,441.10

⁹ D.C. Official Code § 1-309.14(b) did not list a signature card as a required document needed for approval to participate in the Security Fund. § 1-309.13(e), however, does state that “[t]he Auditor shall have access to the books and records of each Commission . . .”, including signature cards.

ANC7E	\$972.80	\$0	\$0	\$0	\$972.80
ANC8A	\$1,505.21	\$0	\$0	\$0	\$1,505.21
ANC8C	\$2,139.81	\$0	\$0	\$0	\$2,139.81
ANC6/8F	\$3,659.86	\$3,649.86	\$324.88	\$0	\$7,634.60
					\$14,693.52

Technical Support and Assistance Fund

The Advisory Neighborhood Commissions Technical Support and Assistance Fund (Fund) was established as a non-lapsing special fund upon the enactment of D.C. Law 23-149, which became effective in December 2020. The resulting statute is located in § 1-309.13a of the D.C. Official Code. The Fund captures amounts forfeited by Advisory Neighborhood Commissions (ANCs) from their annual allocations and may be supplemented by such amounts as may be appropriated to the Fund. The Fund is administered by the Office of Advisory Neighborhood Commissions (OANC) and is subject to such limitations or prioritization as established by the OANC due to limitation of funding. The OANC continues to encourage Commissions to apply for monies from the Fund as needed and appropriate.

The Fund was established in FY 2021 with the deposit of \$160,000 in non-lapsing funds. The Fund also captured \$51,061.43 in FY 2020 funds allocated to Commissions that were not collected during the fiscal year, creating an initial balance of \$211,061.43. The Fund is replenished each year by funds not collected by ANCs at the close of each fiscal year.

Fund balance at end of FY24	\$222,778.73
Funds not collected by ANCs in FY24 added to the Fund	\$113,410.24
Total Fund balance at the beginning of FY25	\$336,188.97

Approved Assistance Expenditures in FY25

- ANC1A – technical support for hybrid meetings \$8,300.00
- ANC1B – technical support for hybrid meetings \$4,150.00
- ANC3A – 360-degree webcam (camera) for use by the Commission to facilitate hybrid meetings \$755.98
- ANC4B – technical support for hybrid meetings \$8,300.00
- ANC4C – technical support for hybrid meetings \$3,318.09
- ANC4D – technical support for hybrid meetings \$6,225.00
- ANC4E – technical support for hybrid meetings \$2,075.00
- ANC5A – technical support for hybrid meetings \$5,671.00
- ANC5D – technical support for hybrid meetings \$2,075.00
- ANC7B – hybrid meeting equipment \$2,025.39
- ANC7E – technical support for hybrid meetings \$8,300.00

- ANC8D – technical support for hybrid meetings \$2,075.00

Approved Expert Expenditures in FY25

- ANC2G – attorney fees in zoning permit appeals case \$26,058.00
- ANC3F – legal services related to protest of a medical cannabis retailer applicant \$5,000.00
- ANC8A – consultant for communications services related to development of a newsletter and graphics for ANC8A \$8,200.00

Funds used to Support ANC Shared Services in FY25

- Zoom licenses \$7,252.00
- Microsoft licenses \$40,306.67
- ANC Website development \$189,600.00

Total Funds used in FY25 \$329,687.13

Fund balance at the end of FY25 \$6,501.84

Funds not collected by ANCs in FY25 to be added to the Fund in FY26 ... \$83,331.00

Total Fund balance at the beginning of FY25 \$89,832.84

Fiscal Year 2026 Budget Support Act Provisions Related to ANCs and the OANC

The OANC worked with the D.C. Council’s Committee on Housing to include various provisions in the FY 2026 Budget Support Act of 2025 regarding ANCs and the OANC, which were passed by the Council. The following is a summary of these provisions:

1. Provides that in assisting Commissions in locating appropriate office space, the Mayor *shall* provide funds up to \$600 per month if District-owned or leased office space cannot be provided;
2. Repeals the current provision that Advisory Neighborhood Commissions shall use staff payroll forms provided by the OANC;
3. Provides that any services funded by a direct expenditure from a Commission must not be duplicative of any that are already performed by the District government. This now mirrors the provision regarding grants;
4. Provides that the Office of the D.C. Auditor shall produce and submit a consolidated annual report of the financial activity of all the Commissions *to both* the Council and the OANC;

5. Adds taxicabs and rideshare vehicles to allowable transportation reimbursements for Advisory Neighborhood Commissioners;
6. Allows the OCFO to have access to ANC monthly or quarterly bank account statements, depending on the frequency in which they are issued;
7. Places the provision in the D.C. Official Code regarding electronic signatures on documents by ANCs in a new standalone subsection, where it is applicable to all ANC documents; and
8. Repeals the current D.C. Official Code provision regarding petty cash funds. No ANC currently maintains such funds, they are difficult to track and, with the ability to use debit cards, they are no longer necessary.

Paid Family Leave Refunds to ANCs

In FY 2024, it was identified that ANCs were erroneously paying Paid Family Leave tax. The Department of Employment Services (DOES) general counsel established a process for ANCs to close their accounts and receive a refund. To date, 8 ANCs have been identified and have received or applied for refunds. Refunds have been between \$100.00 and \$500.00. In late FY 2025, DOES informed the OANC that ANCs were also erroneously paying into the Unemployment Insurance system. At the close of the fiscal year, the OANC was working with DOES to identify a process for closing the accounts and obtaining refunds.

Commissioner Retention

Commissioners serve two-year terms, with elections being in even numbered years. Their service is not compensated. While many Commissioners serve for a number of years, others serve for a single term or less than a term, resulting in the need to fill mid-term vacancies. Data related to the results of the 2024 general election are contained in the OANC's FY24 Annual Report.

ANC Vacancies and Special Elections

When a Commissioner resigns from their Single Member District (SMD), the District of Columbia Board of Elections (Board) officially declares the seat vacant by publishing notice of the vacancy in the *District of Columbia Register*. Within 90 days after the Board declares a vacancy, the members of the Advisory Neighborhood Commission where the vacancy exists shall fill the vacancy with a special election

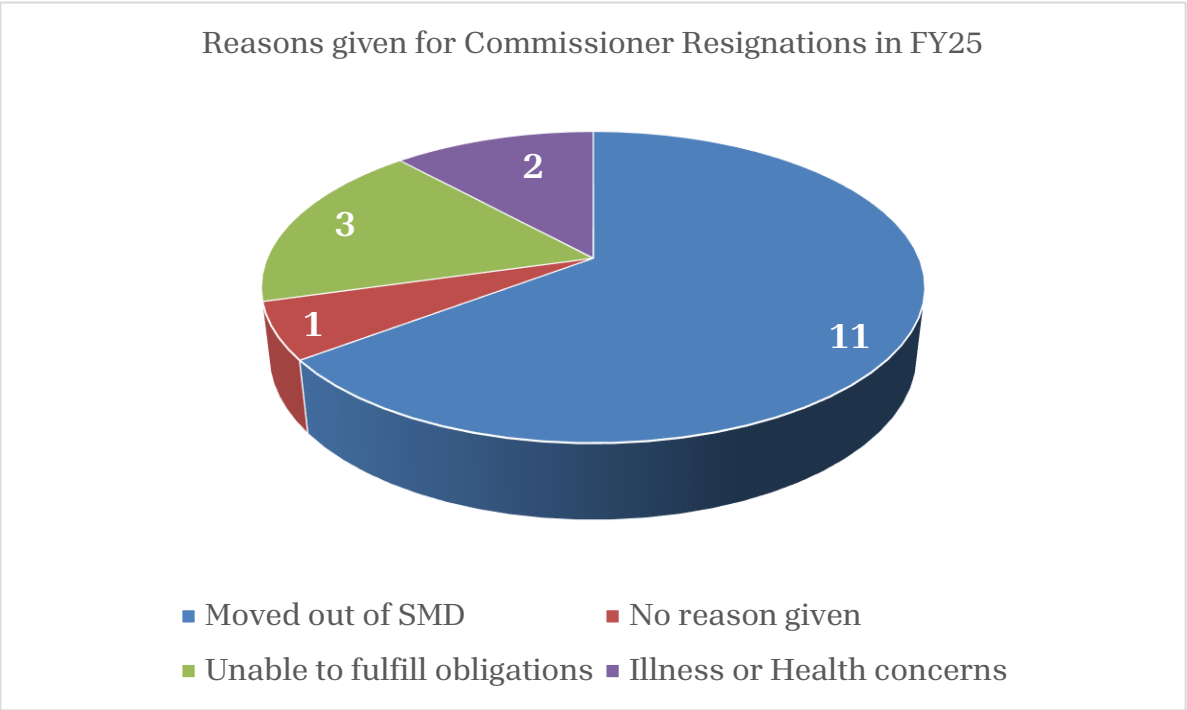
when the Board has certified multiple qualifying candidates. When only one candidate qualifies, the Board deems the candidate to have been elected and certifies them as the new Commissioner.

Per 3 DCMR § 1303.1, the Board of Elections cannot post notices to fill vacancies when they occur within six (6) months of a general election. SMD vacancies occurring during this period remain vacant for the remainder of the term. As of January 2, 2025, 32 SMDs were vacant. Significantly, ANC 2A began the year with 5 of 9 SMDs vacant and ANC 8D began the year with 5 of 8 SMDs vacant. An ANC is unable to meet or conduct official business unless it has a quorum of SMD seats filled. This did not occur until March 1, 2025 for ANC 2A and March 28, 2025 for ANC 8D, after which time each ANC was able to conduct business.

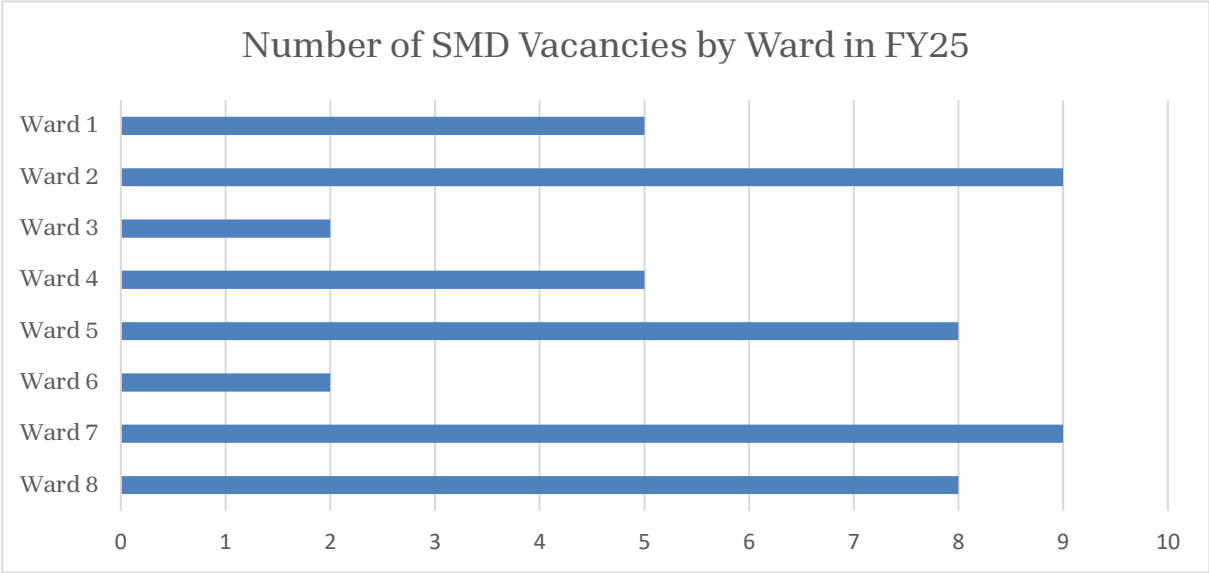
By the close of the fiscal year, the vacancy rate had dropped by 46.88%, to 17 vacant SMDs.

Details

- SMDs vacant and not filled for the entirety of FY25 (2A05, 2A06, 2A07, 3E07, 4A07, 5A05, 6E04, 7D02, and 7E05) 9
- Vacancies filled with only one candidate 28
- Vacancies filled by special election 3
- Resignations 17



Vacancies by Ward



(Vacancies from January 2, 2025, to September 30, 2025)

Training

OANC Staff Training

Staff of the Office of Advisory Neighborhood Commissions continued to take training as part of their professional development plans. Overall staff training include the following significant examples, which enhanced professional growth and extended the OANC’s service to ANCs.

- Taylor Woods successfully achieved two certifications in project management.
- Dawn Dickerson took courses and began the process to obtain the Association of Certified Fraud Examiners certification.
- Andrew Gerst began the process to become a Registered Parliamentarian. He passed the basic exam to become a member of the National Association of Parliamentarians (NAP) in FY25 and became a Registered Parliamentarian in early FY 2026. He also continued to keep abreast of updates regarding zoning and land use issues in the District, and attended several Open Houses held by the Office of Planning specifically for ANC Commissioners regarding the District’s Comprehensive Plan and various proposed text amendments to the zoning regulations. In addition, he helped draft legislative language in FY25 that was included in the FY 2026 Budget Support Act of 2025 regarding ANCs and the OANC.

Commissioner Training

The OANC's dedicated training specialist, Erik Meltzer, successfully stood up the Absorb Learning Management System (LMS) software near the end of FY25 and created 20 training modules on the platform. A full list of online and on-demand training courses provided by the OANC is available in Appendix D.

The OANC's technical support specialist provides reliable, secure, and accessible technology services for ANC Commissioners to enable effective governance and seamless meeting participation. Services include:

- Password resets and account assistance to maintain secure access.
- Development of clear technical instructions and step-by-step walkthroughs tailored to ANCs.
- One-to-one support calls conducted via Teams or Zoom to address individual needs.
- On-site hybrid meeting support to ensure smooth participation for both in-person and remote attendees.
- Acquisition and provisioning of ANC meeting information to support accurate calendar updates.
- Multi-platform support across MacOS, Windows, iOS, and Android, including setup, configuration, and troubleshooting.
- Microsoft Office Suite support (Word, Excel, PowerPoint, Outlook) including installation, configuration, and troubleshooting.
- Zoom support (setup, troubleshooting, meeting planning, room-system integration).
- Owl Labs Meeting Owl support (device setup and troubleshooting, in-room audio/video optimization, and integration with Zoom/Teams).

Training for ANC Treasurers

In addition to the training videos and courses created for treasurers, in FY 2025, the OANC program specialist assigned to review QFRs conducted 4,800 minutes (80 hours) of one-on-one online training with ANC treasurers. An additional 1,200 minutes (40 hours) were spent providing support over the phone. These sessions focused on reviewing the D.C. Official Code related to ANC finances to ensure compliance with QFR documents, walking through the treasurer's checklist of monthly, quarterly, and annual responsibilities, and navigating the QFR Portal to generate reports or review budgets.

OANC Strategic Planning, Internal Assessment, & Performance Management

OANC Strategic Plan

The OANC continued to review and revise its draft strategic plan, released on January 4, 2024. While still in draft form, the strategic plan is intended to be a living document and many of the goals and ideas within it guided the OANC in its decision making during FY25, including decisions related to improving shared services and building out a network of ANC websites. These efforts needed to both align with goals and objectives in the plan as well as the availability of funding. To provide better context for the plan within the overall needs and capabilities of the OANC, the OANC engaged the Office of the Inspector General to participate in the Internal Control and Assessment Program.

Office of the Inspector General Internal Control Assessment Program

The mission of the OIG's Internal Control Assessment Program is to enable District agencies to proactively assess and address issues in their internal control systems to ensure that internal controls are adequately designed and operating effectively to prevent and detect corruption, fraud, waste, abuse, and mismanagement in District operations and programs.

The OANC reached out to OIG and scheduled an initial discussion concerning the ICAP program on April 16, 2025, entered into an MOU to participate in the program in June 2025, and participated in the kickoff meeting on July 24, 2025. Discussions with the OIG are ongoing and will continue through FY26.

Performance Management

FY25 marked the first year that staff participated in the formal performance review process. While not required of OANC staff, the growth of the office in the past five years has required a more systematic process to review performance, track professional development, and set performance goals based on duties and office priorities.

Shared Services

In FY23, the OANC began looking for opportunities to centralize investment and support into shared services for ANCs. This resulted in a shared printer, hybrid meeting technology, and the OANC initiating the process of rebuilding the OANC and ANC's websites.

ANC Printer/Copier

On June 7, 2023, the OANC installed a Sharp BP-50C65 printer/copier in the John A. Wilson Building for use by Advisory Neighborhood Commissioners. The printer is located in the public area outside of the OANC office and is accessible to ANCs on a 24/7 basis. The costs of the printer/copier are borne by the OANC, with no charge to ANCs.

During the year, OANC expenses for printer toner and paper were as follows:

- Toner (black) \$390.00
- Toner (color) \$5,041.00
- Paper (\$0.034 per sheet) \$1,996.11

This breaks down as follows:

- Cost per black and white copy \$0.139
- Cost per color copy \$0.126

During FY25, Commissioners printed 3,693 black and white copies and 55,016 color copies, for a total of 58,709 copies. Using the above data, the associated costs for the paper and toner break down as follows.

	quantity	estimated cost
Black and White printing	3,693	\$515.56
Color printing	55,016	\$6,912.56
Total estimated costs		\$7,428.12

In FY25, 29 of the District’s 46 ANCs (63.04%) used the printer. The benefiting Commissions were located in every ward of the city, Wards 1, 2, 3, 4, 5, 6, 7 and 8.

Hybrid Meeting Technology and Support

During FY25, the OANC transitioned away from delivering and operating hybrid equipment for ANCs to a more sustainable model. The solution is a smaller, more portable hybrid meeting solution based on OWL Labs Meeting Owl. The advantages of the Meeting Owl solution are that it is more portable, easier to deploy, and easier to store. The OANC also made funding available to all ANCs interested in owning their own hybrid technology to ensure the broadest possible deployment of the solution.

Zoom Meeting Technology

In the second quarter of FY25, the remaining two ANCs had been added to the

OANC Zoom enterprise license, resulting in all 46 ANC's operating Zoom meetings through the shared license. The result is that all ANC's now have unlimited cloud storage, enhanced features, and additional OANC support for password management not previously available.

New Websites

In the summer of 2023, the OANC entered into an agreement with OCTO to build new websites for the OANC and each of the ANC's. The transition of DC.Gov to the newest release of Drupal delayed the development and launch of the OANC's new website <https://oanc.dc.gov/> until March 10, 2025. Throughout 2025, the OANC continued to refine and update the new website, which was well received by Commissioners.

Following the launch of the OANC website, the OANC continued to work with OCTO to begin developing websites for ANC's. Late in FY25, the first five Commissions – ANC's 1E, 4D, 7C, 8A, and 8E – were selected and work began. OCTO is working on a mid-December launch date for these websites and will then begin working on a new cohort.

QFR Portal

In April 2025, the OANC began conversations with OCTO to begin the process of building a new QFR Portal which would replace the current software. This led to a serious review of functional requirements for the new portal beginning in early September 2025 and a completed MOU with OCTO to develop the next generation portal at the end of FY25.

Conclusion

The FY 2025 Annual Report documents actions undertaken by the OANC to improve internal processes and make fiscal practices reliable and predictable. The OANC made significant progress in the following areas:

- The OANC successfully launched a new and updated website and began working on websites for individual Commissions.
- The OANC successfully launched and completed its first year of staff performance evaluations;
- Staff training notably increased in FY25;
- OANC staff provided over 120 hours of training to ANC Commissioners and launched more than 20 on-demand training courses available to ANC's.
- The OANC reviewed 108 ANC grant requests in FY25, representing an increase of 107.69% over the number of grants reviewed in FY24.

- The OANC worked closely with Commissions, and especially ANC Treasurers, to be more compliant and timely with their QFR submissions, resulting in \$38,006.50 (4.15%) more funds being released to ANCs in FY25 than was released in FY23.
- The OANC provided financial assistance to 10 ANCs for the purchase of hybrid meeting equipment; and,
- The OANC provided financial assistance to 3 ANCs for legal representation before Boards and expert assistance related to their operations.

The OANC expects progress to continue in FY26 by continuing to invest in training, ANC shared services, and improving its internal operations.

Appendices

Appendix A

ANC Allocations for FY 2025

ANC Allocations for FY 2025

ANC	Pop23	Percent	FY25 QUARTERLY ALLOTMENTS				
			Q1	Q2	Q3	Q4	FY2024
1A	20,502	2.97%	\$6,806.45	\$6,806.45	\$6,806.45	\$6,806.45	\$27,225.80
1B	18,790	2.72%	\$6,238.09	\$6,238.09	\$6,238.09	\$6,238.09	\$24,952.36
1C	17,563	2.55%	\$5,830.74	\$5,830.74	\$5,830.74	\$5,830.74	\$23,322.96
1D	14,318	2.08%	\$4,753.43	\$4,753.43	\$4,753.43	\$4,753.44	\$19,013.74
1E	14,112	2.05%	\$4,685.04	\$4,685.04	\$4,685.04	\$4,685.05	\$18,740.18
2A	18,658	2.71%	\$6,194.27	\$6,194.27	\$6,194.27	\$6,194.26	\$24,777.06
2B	18,477	2.68%	\$6,134.18	\$6,134.18	\$6,134.18	\$6,134.17	\$24,536.71
2C	6,841	0.99%	\$2,271.14	\$2,271.14	\$2,271.14	\$2,271.15	\$9,084.58
2D	2,829	0.41%	\$939.20	\$939.20	\$939.20	\$939.20	\$3,756.80
2E	15,676	2.27%	\$5,204.27	\$5,204.27	\$5,204.27	\$5,204.29	\$20,817.11
2F	14,921	2.16%	\$4,953.62	\$4,953.62	\$4,953.62	\$4,953.63	\$19,814.50
2G	12,083	1.75%	\$4,011.43	\$4,011.43	\$4,011.43	\$4,011.45	\$16,045.75
3A	9,958	1.44%	\$3,305.96	\$3,305.96	\$3,305.96	\$3,305.94	\$13,223.81
3B	12,004	1.74%	\$3,985.21	\$3,985.21	\$3,985.21	\$3,985.20	\$15,940.82
3C	15,778	2.29%	\$5,238.14	\$5,238.14	\$5,238.14	\$5,238.13	\$20,952.54
3D	13,472	1.95%	\$4,472.57	\$4,472.57	\$4,472.57	\$4,472.56	\$17,890.27
3E	15,431	2.24%	\$5,122.94	\$5,122.94	\$5,122.94	\$5,122.93	\$20,491.74
3F	12,449	1.81%	\$4,132.94	\$4,132.94	\$4,132.94	\$4,132.95	\$16,531.78
3/4G	14,563	2.11%	\$4,834.77	\$4,834.77	\$4,834.77	\$4,834.77	\$19,339.08
4A	14,217	2.06%	\$4,719.90	\$4,719.90	\$4,719.90	\$4,719.90	\$18,879.60
4B	20,315	2.95%	\$6,744.38	\$6,744.38	\$6,744.38	\$6,744.36	\$26,977.49
4C	13,962	2.02%	\$4,635.24	\$4,635.24	\$4,635.24	\$4,635.25	\$18,540.98
4D	15,957	2.31%	\$5,297.56	\$5,297.56	\$5,297.56	\$5,297.56	\$21,190.25
4E	11,855	1.72%	\$3,935.74	\$3,935.74	\$3,935.74	\$3,935.74	\$15,742.96
5A	17,557	2.55%	\$5,828.75	\$5,828.75	\$5,828.75	\$5,828.74	\$23,314.98
5B	14,009	2.03%	\$4,650.85	\$4,650.85	\$4,650.85	\$4,650.84	\$18,603.38
5C	14,602	2.12%	\$4,847.72	\$4,847.72	\$4,847.72	\$4,847.71	\$19,390.86
5D	17,058	2.47%	\$5,663.08	\$5,663.08	\$5,663.08	\$5,663.10	\$22,652.35
5E	12,225	1.77%	\$4,058.58	\$4,058.58	\$4,058.58	\$4,058.57	\$16,234.30
5F	14,166	2.05%	\$4,702.97	\$4,702.97	\$4,702.97	\$4,702.97	\$18,811.88
6A	13,931	2.02%	\$4,624.95	\$4,624.95	\$4,624.95	\$4,624.96	\$18,499.82
6B	18,239	2.65%	\$6,055.16	\$6,055.16	\$6,055.16	\$6,055.16	\$24,220.65
6C	14,444	2.09%	\$4,795.26	\$4,795.26	\$4,795.26	\$4,795.27	\$19,181.06
6D	16,459	2.39%	\$5,464.22	\$5,464.22	\$5,464.22	\$5,464.23	\$21,856.90
6E	16,902	2.45%	\$5,611.29	\$5,611.29	\$5,611.29	\$5,611.31	\$22,445.19
7B	17,479	2.53%	\$5,802.85	\$5,802.85	\$5,802.85	\$5,802.86	\$23,211.42
7C	19,012	2.76%	\$6,311.79	\$6,311.79	\$6,311.79	\$6,311.79	\$25,247.17
7D	19,672	2.85%	\$6,530.91	\$6,530.91	\$6,530.91	\$6,530.89	\$26,123.61
7E	13,635	1.98%	\$4,526.68	\$4,526.68	\$4,526.68	\$4,526.69	\$18,106.74
7F	15,887	2.30%	\$5,274.32	\$5,274.32	\$5,274.32	\$5,274.34	\$21,097.31
8A	14,287	2.07%	\$4,743.14	\$4,743.14	\$4,743.14	\$4,743.14	\$18,972.56
8B	13,790	2.00%	\$4,578.14	\$4,578.14	\$4,578.14	\$4,578.14	\$18,312.56
8C	16,073	2.33%	\$5,336.07	\$5,336.07	\$5,336.07	\$5,336.09	\$21,344.31
8D	16,330	2.37%	\$5,421.40	\$5,421.40	\$5,421.40	\$5,421.38	\$21,685.57
8E	18,033	2.62%	\$5,986.77	\$5,986.77	\$5,986.77	\$5,986.78	\$23,947.10
6/8F	11,024	1.60%	\$3,659.86	\$3,659.86	\$3,659.86	\$3,659.85	\$14,639.42
Totals	689,545		\$228,921.99	\$228,921.99	\$228,921.99	\$228,922.02	\$915,688.00

Appendix B

Allocation of the \$915,688 FY 2025 ANC Allotments and Amounts Withheld

Appendix B: Allocation of the \$915,688 FY 2025 ANC Allotments and Amounts Withheld

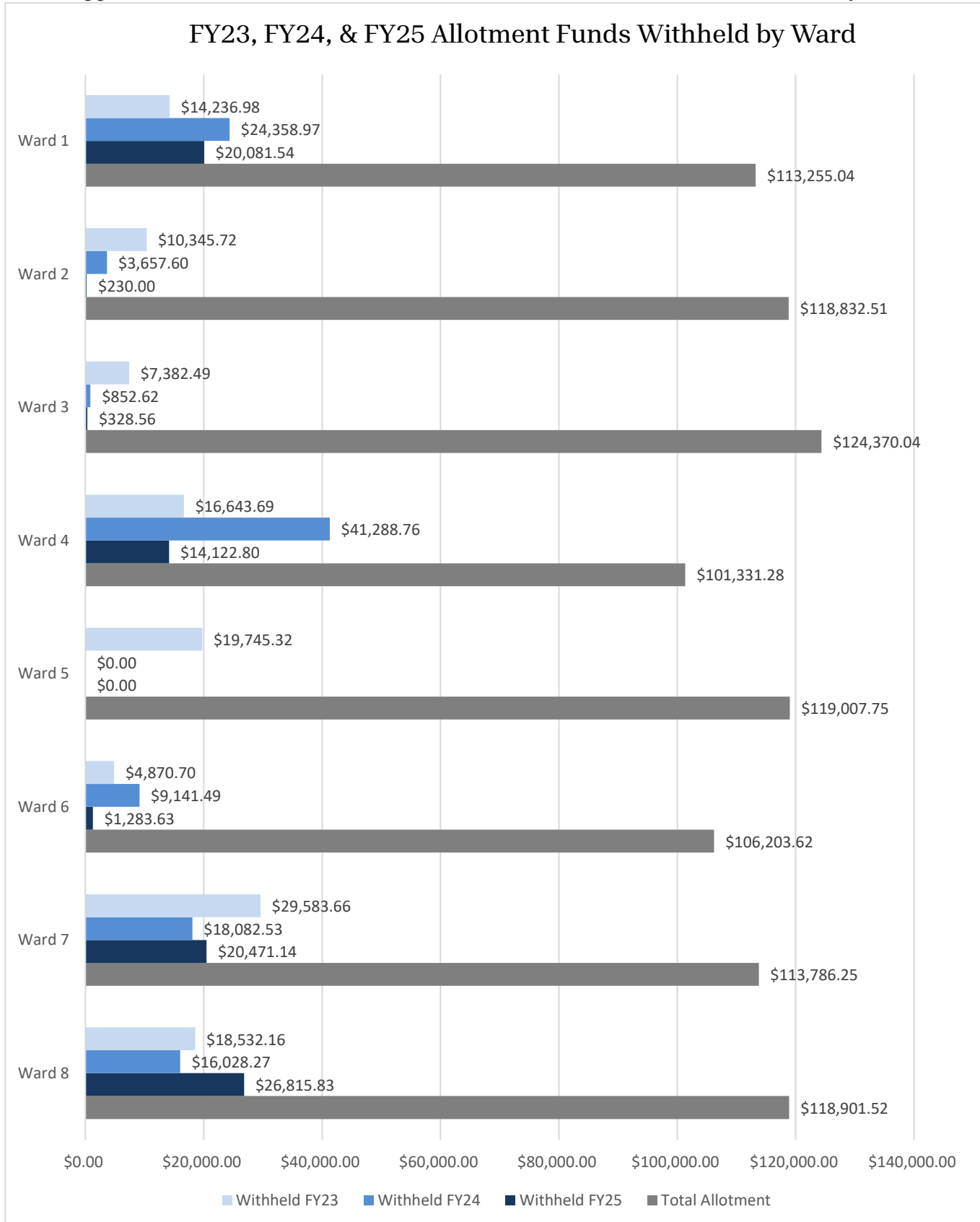
ANC	FY 2025 Allotments	Percentage of Total Allotments for all ANCs	Amount Withheld From ANC Allotment ¹	Percentage of ANC Allotment Withheld
1A	\$27,225.80	2.97%	\$400.00	1.47%
1B	\$24,952.36	2.72%	\$10,923.11	43.78%
1C	\$23,322.96	2.55%	\$4,000.00	17.15%
1D	\$19,013.74	2.08%	\$4,753.43	25%
1E	\$18,740.18	2.05%	\$5.00	0.03%
Ward 1 Total	\$113,255.04	12.37%	\$20,081.54	17.73%
2A	\$24,777.06	2.7%	\$0.00	0%
2B	\$24,536.71	2.68%	\$0.00	0%
2C	\$9,084.58	0.99%	\$230.00	2.53%
2D	\$3,756.80	0.41%	\$0.00	0%
2E	\$20,817.11	2.27%	\$0.00	0%
2F	\$19,814.50	2.16%	\$0.00	0%
2G	\$16,045.75	1.75%	\$0.00	0%
Ward 2 Total	\$118,832.51	12.97%	\$230.00	0.19%
3A	\$13,223.81	1.44%	\$0.00	0%
3B	\$15,940.82	1.74%	\$328.56	2.06%
3C	\$20,952.54	2.29%	\$0.00	0%
3D	\$17,890.27	1.95%	\$0.00	0%
3E	\$20,491.74	2.24%	\$0.00	0%
3F	\$16,531.78	1.8%	\$0.00	0%
3/4G	\$19,339.08	2.11%	\$0.00	0%
Ward 3 Total	\$124,370.04	13.58%	\$328.56	0.26%
4A	\$18,879.60	2.06%	\$1,457.92	7.72%
4B	\$26,977.49	2.95%	\$10,460.88	38.77%
4C	\$18,540.98	2.02%	\$2,204.00	11.89%
4D	\$21,190.25	2.31%	\$0.00	0%
4E	\$15,742.96	1.72%	\$0.00	0%
Ward 4 Total	\$101,331.28	11.06%	\$14,122.80	13.94%
5A	\$23,314.98	2.55%	\$0.00	0%
5B	\$18,603.38	2.03%	\$0.00	0%
5C	\$19,390.86	2.12%	\$0.00	0%
5D	\$22,652.35	2.47%	\$0.00	0%
5E	\$16,234.30	1.77%	\$0.00	0%
5F	\$18,811.88	2.05%	\$0.00	0%
Ward 5 Total	\$119,007.75	13%	\$0.00	0%
6A	\$18,499.82	2.02%	\$1,000.00	5.41%
6B	\$24,220.65	2.65%	\$0.00	0%
6C	\$19,181.06	2.09%	\$0.00	0%
6D	\$21,856.90	2.39%	\$283.63	1.3%
6E	\$22,445.19	2.45%	\$0.00	0%
Ward 6 Total	\$106,203.62	11.6%	\$1,283.63	1.21%
7B	\$23,211.42	2.53%	\$2,441.10	10.52%
7C	\$25,247.17	2.76%	\$0.00	0%
7D	\$26,123.61	2.85%	\$0.00	0%
7E	\$18,106.74	1.98%	\$13,580.04	75%
7F	\$21,097.31	2.3%	\$4,450.00	21.09%
Ward 7 Total	\$113,786.25	12.43%	\$20,471.14	17.99%
8A	\$18,972.56	2.07%	\$1,505.21	7.93%
8B	\$18,312.56	2%	\$12,155.10	66.38%
8C	\$21,344.31	2.33%	\$2,483.91	13.25%
8D	\$21,685.57	2.37%	\$1,422.81	6.56%
8E	\$23,947.10	2.62%	\$1,604.20	6.7%
6/8F	\$14,639.42	1.6%	\$7,644.60	52.22%
Ward 8 Total	\$118,901.52	12.98%	\$26,815.83	22.55%
TOTAL	\$915,688	100%	\$83,333.50	9.1%

1 Amounts contain allotment deduction and/or forfeiture. Source: District of Columbia Office of the Chief Financial Officer

Appendix C

FY 2023, FY 2024, and FY 2025 ANC Allotments and Amounts Withheld by Ward

Appendix C: FY 2023, FY 2024 and FY 2025 ANC Allotments and Amounts Withheld by Ward



Appendix D

Table of Online Courses for ANCs

Table of Online Courses for ANCs

Course Name	Publication Date	Format	Recommendation
Subject Matter Expertise			
Advanced Zoning Slide Deck	(6/2025)	Absorb	
Advanced Zoning for ANCs - Recording	(5/2024)	YouTube	
Zoning Basics Slide Deck	(5/2024)	YouTube	
Zoning Basics	(6/2025)	Absorb	
Basic Grants - YouTube	(5/2025)	YouTube / Absorb	All Officers
Advanced Zoning Slide deck - PDF	(5/2024)	YouTube / Absorb	
Advanced Zoning - YouTube	(5/2024)	YouTube / Absorb	
Zoning Basics Slide deck - PDF	(05/2024)	YouTube / Absorb	
Zoning Basics - YouTube	(05/2024)	YouTube / Absorb	
DC FOIA for Commissioners Slide deck (PDF)	(03/2024)	YouTube / Absorb	
FOIA for ANC's Training - YouTube	(02/2025)	YouTube / Absorb	All Officers
OAG Roundtable - ZC 22-25 (PDF)	(3/2024)	YouTube / Absorb	
Language Access Training	(3/2023)	YouTube / Absorb	All Officers
OCF Training - (PDF)		YouTube / Absorb	
Treasurer Resources			
Financial Policies & Procedures (There is no course/training with this name)	(3/2025)	YouTube / Absorb	Treasurer
Using Box Signature to E-sign QFRs - YouTube	(1/2025)	YouTube / Absorb	Treasurer
Navigating QFR Portal - YouTube	(8/2024)	YouTube / Absorb	Treasurer
QFR Budget Training - YouTube	(8/2024)	YouTube / Absorb	Treasurer
Saving QFRs as PDFs & Merging PDF Files - YouTube	(9/2024)	YouTube / Absorb	Treasurer
ANC Debit Card and ACH Guidance	(rev 2024)	YouTube / Absorb	Treasurer

Treasurer and Chair Slide Deck - Treasurer & Chairperson Guidance	(03/2024)	YouTube / Absorb	Treasurer
Check Curing	(11/2025)	Absorb	
Secretary Resources			
Elements of Meeting Minutes - YouTube	(10/2024)	YouTube	All Officers
Guidance on Minutes vs. Transcripts		Absorb	All Officers
General Courses			
Creating Out of Office Email Replies - YouTube	(7/2024)	YouTube / Absorb	
Hybrid Zoom Meeting Equipment Setup - YouTube	(9/2024)	YouTube / Absorb	
ANC 'Great Weight' - YouTube	(1/2025)	YouTube / Absorb	All Officers
Overview of ANC Officer Duties - YouTube	(11/2024)	YouTube / Absorb	
GovDelivery Training - YouTube	(07/2023)	YouTube / Absorb	Secretary
GovDelivery Bulletin Signup - YouTube	(1/2025)	YouTube / Absorb	Secretary
How to Use Box for E-Signatures PART 1: A Guide for ANC Commissioners - YouTube	(1/2025)	YouTube / Absorb	Secretary
How to Use Box for E-Signatures PART 2: Files That Require Multiple Signatures	(1/2025)	YouTube / Absorb	Secretary

About OANC

The OANC provides support for 46 total Commissions and 345 total Commissioners who consider a wide range of policies and programs affecting their neighborhoods. These include traffic, parking, recreation, street improvements, liquor licenses, zoning, economic development, police protection, sanitation and trash collection, and the District's annual budget.

The OANC's mission is to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions and to be the primary source of advice for Commissioners with respect to their official statutory responsibilities. The OANC does this by developing, implementing, and providing programming and services; advising ANC's on land use and zoning issues; providing resources, guidance, and support upon request; and providing centralized support related to model documents, email accounts, services, and training.

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