



Open Government Plan

October 20, 2014

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Executive Summary

In January 2009 President Obama released an executive memorandum that called on federal agencies to be more transparent, to encourage more participation, and to enhance collaboration. As part of the Administration's Open Government Initiative – formally articulated in the Open Government Directive published by the Office of Management and Budget (OMB) in December 2009 – federal agencies were asked to prepare an Open Government Plan to document current and future open government efforts aimed at increasing public trust and improving efficiency and effectiveness. In a 2009 Memorandum to Heads of Departments and Agencies, the President outlined his policy for federal agencies. The National Capital Planning Commission (NCPC) created a comprehensive Open Government Plan in 2010 that described how the agency worked to address the challenges and opportunities presented by this policy. In December 2013, the Obama Administration released the second "Open Government National Action Plan for the United States of America," which included 23 new or expanded open government commitments. The OMB released updated guidance in February 2014 that delineates how federal agencies should develop their new plans. NCPC has taken this framework to create an updated Open Government Plan, which serves as a public roadmap detailing the agency's blueprint for integrating the principles of transparency, participation, and collaboration into its work.

NCPC is committed to the principles of transparency and open government and works to make all of its activities and information accessible to the public whenever possible. NCPC encourages public comment, collaborates with key stakeholders, and regularly disseminates information about its activities as part of the agency's core mission. However, NCPC recognizes that more can be done to expand opportunities for participation and collaboration, and provide easier access to information.

The previous Open Government Plan established goals and various initiatives that have made the agency more open and more effective in its core work. These initiatives have caused the agency to think differently about how we manage and store information. Many of the previously published goals have been achieved (see Appendix C): publishing key datasets; establishing new policies; live-streaming meetings; developing initiative-specific web pages providing early, accessible information and online public comment opportunities; and creating an online commemorative works database.

The updated 2014 plan includes new and expanded commitments to make the agency even more transparent, participatory and collaborative. We will complete a comprehensive update to the agency's website to improve performance, organization, and security, and provide users with clear, accessible and engaging content. NCPC will also implement online community feedback and collaboration platforms for major initiatives. The agency will complete work on the agency's updated privacy policies and prepare a digital strategy. NCPC will leverage new and emerging technologies to assist with implementing the initiatives. We will expand on the successes from previous efforts by employing new methods of public engagement, enhance access to the agency's records and data within the limits prescribed by law, and foster an environment of sharing and cooperation.

NCPC will continue to publish an annual status report regarding its open government efforts, and update the plan on a biannual basis. In addition, NCPC will post available metrics regarding its ongoing open government activities. Ultimately, NCPC expects its open government activities to create greater public awareness and accountability around the proposed plans and development projects within its jurisdiction, making it easier for core constituencies and all Americans to learn about and participate in the development of the nation's capital.

Introduction

The Open Government Directive

As the first order of business of his new Administration, President Obama released an executive memorandum on January 21, 2009 that called on federal agencies to embrace a new era of openness and adopt new practices aimed at making the U.S. Government more transparent, participatory and collaborative. As part of the Administration's Open Government Initiative – formally articulated in the Open Government Directive published by the Office of Management and Budget (OMB) in December 2009 – federal agencies were asked to prepare an Open Government Plan to document current and future open government efforts aimed at increasing public trust and improving efficiency and effectiveness. In December 2013, the Obama Administration released the second "Open Government National Action Plan for the United States of America," which included 23 new or expanded open government commitments. The OMB released updated guidance in February 2014 that delineates how federal agencies should develop their new plans.

The National Capital Planning Commission

The National Capital Planning Commission (NCPC) is the central planning agency for the federal government in the National Capital Region. Established in 1924, NCPC is charged by Congress to protect and enhance the natural, historic, and cultural resources of the region. The 12-member Commission meets 11 times each year to adopt, approve, or provide advice on plans and projects that impact the region. The Commission, and is supported by a staff of planners, architects, urban designers, and other professionals.

The National Capital Region

The National Capital Region (NCR) encompasses the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and the incorporated cities of Alexandria, Falls Church, Fairfax, and Manassas. The approximately 2,500 square mile (6,475 sq. km) region is home to over 4.6 million people. As the nation's capital and the seat of the federal government, the region has a significant concentration of federal assets and operations, a large federal workforce, and is home to national institutions and cultural, historic and natural resources attracting visitors from around the world.

Overview of NCPC Activities

For the purpose of assessing and improving public awareness and understanding of NCPC, its activities may be broken down into the following categories:

Commission Meetings — regular business meetings at which the Commission takes action on plans and projects submitted to NCPC for review. The Commission also adopts plans and studies as policy that guides subsequent review of plans and projects.

Plan and Project Review—the process by which the agency's staff formulates the recommendations presented to the Commission at its regular meetings regarding federal development proposals and master plans across the NCR, and certain other projects within the District of Columbia.

Comprehensive Planning—preparation of the Federal Elements of the *Comprehensive Plan for the National Capital* which address matters related to federal properties and federal and national interests in the NCR, such as federal workplaces, foreign missions, and the environment. The agency also reviews and approves the District Elements of the Comprehensive Plan which are prepared by the District of Columbia Office of Planning and provide guidance for local development in the District of Columbia. Together, the Federal and District Elements establish planning policies that address federal and local interests in the region's development.

Plans and Studies—NCPC-led initiatives with various scopes and time frames for completion that advance the goals of the Comprehensive Plan. This work may result in the issuance of broad or detailed design and development guidelines, strategies for implementation and interagency cooperation, feasibility assessments for specific projects, reports for public distribution, or planning policies related to federal interests in the capital city and surrounding environs.

Capital Improvements Planning—annual review of the federal and local capital improvements plans that provide a link between longer-range comprehensive planning goals for the region and annual capital budgets. With the Federal Capital Improvements Program, NCPC compiles and evaluates proposals from Federal agencies that identify capital projects and provide corresponding budget estimates. NCPC also has specific review authority over the annual District of Columbia multi-year capital improvements plan, and evaluates the capital improvements programs of other local jurisdictions within the region to determine their effect on federal interests.

Locality Plan Review—the review of draft plans prepared by cities and counties within the NCR to determine if there is a federal interest at stake and to help local agencies coordinate with affected federal entities. Types of plans include comprehensive, area, transportation, open space, historic preservation, and other similar plans.

Plan Overview

The President's call for more open government fits squarely within NCPC's existing goals and objectives. As the federal agency responsible for guiding planning and development within the nation's capital, NCPC collaborates and consults with various stakeholders throughout the region – including other federal agencies, state and local governments, Congress, non-governmental organizations, businesses, and the general public. To ensure that its plans, policies, and actions reflect the interests of regional stakeholders and the general public, NCPC regularly disseminates information about its activities and frequently solicits input from the public regarding its planning efforts.

Through the preparation and implementation of this Open Government Plan, NCPC seeks to cultivate a strong culture of open government organized around the principles of transparency, participation and collaboration. This is critical component to ensure that the agency can leverage the benefits of open government to increase public participation and stakeholder collaboration, while creating greater accountability in regards to the agency's plans and projects.

NCPC prepared an updated draft Open Government plan in 2014. Staff from all of the agency's functional units were consulted regarding potential agency actions related to open government. NCPC solicited public feedback on its updated Open Government Plan for 30 days and published a final plan October 20, 2014. Since 2012, the agency has published a status report evaluating its open government efforts each March, and will continue to update the plan on a biannual basis. NCPC posts its open government plans, status reports, guidance documents, and measurement data at www.ncpc.gov/opengov.

Measuring the Success of NCPC's Open Government Efforts

NCPC is committed to meeting all the requirements set forth by the Open Government Directive. Where possible, the agency quantitatively and qualitatively measures the impact of the open government initiatives detailed in this plan. Such efforts help NCPC determine if its open government efforts support the mission and are in fact succeeding in delivering constituents and stakeholders with the type of transparent, participatory and collaborative government envisioned by the President.

NCPC collects and publishes online open government measurement information on an annual basis to evaluate its success. Through various reporting requirements, NCPC tracks certain open government information; for example, the number of FOIA requests received. NCPC collects metrics on its public outreach tools and develops an annual report, which includes:

- The number of attendees at monthly Commission meetings
- The number of visitors to the NCPC website
- Public comments and meeting attendance for agency initiatives
- E-newsletter readership and social media followers

All measurement information is posted at www.ncpc.gov/opengov.

Plan Components

Transparency

NCPC informs the public about its business through a variety of ways. Commission meetings are open to the public and live-streamed and interested stakeholders can request an electronic copy of the tentative agenda in advance of the meeting. Project materials for Commission items are available for public review in person at NCPC's offices and online, and staff recommendations are posted electronically before meetings. Notices about the agency's periodic public meetings and events related to important projects and plans are provided electronically through e-cards, e-newsletters, social media and the agency's website, and are included in press advisories sent to print and online media outlets.

NCPC maintains a website that is regularly updated with information about Commission meetings and events, along with opportunities for public comment and an event calendar. NCPC has created several initiative webpages that provide the public with a single, easy to use site to obtain background materials, review draft studies, graphics, maps and reports, post public comments, find meeting transcripts and videos, and view event listings. Members of the public can also subscribe to a monthly email newsletter that includes notices about upcoming meetings and events. NCPC regularly uses online social media to help inform the public about its actions. Public meetings and workshops are conducted as part of all major projects. Archives of Commission actions and staff reports (since 2003), Commission meeting videos with transcriptions (since 2012), agency planning publications, and reporting documents are available at its offices and online.

NCPC publishes on its website archives of Commission actions and staff reports (since 2003), Commission meeting videos with transcriptions (since 2012), agency planning publications, and reporting documents in several open file formats. Anyone is free to download, use, and analyze this data as they wish. Additional information on posted open and machine readable datasets is provided in the next section.

NCPC is committed to conducting its work more openly and making information about its activities more easily available to stakeholders and regional and national audiences. NCPC strives to provide the public with complete information about its activities, and complies with all legal information dissemination obligations as defined in the Paperwork Reduction Act, 44 U.S.C. § 3506(d) and the Freedom of Information Act (FOIA), 5 U.S.C. § 552 (as amended). However, the agency also recognizes that providing additional information about its actions beyond what is currently mandated can help improve the public's understanding of NCPC's work, and foster constructive analysis that will help improve the agency's performance. As such, this section of the NCPC Open Government Plan highlights the steps the agency has already taken in regards to transparency, and outlines its future plans for improvement.

Open Data

NCPC complies with the May 9, 2013 Open Data Memorandum (OMB M-13-13) by publishing all non-restricted datasets that are shared with other federal agencies. As a small agency with a planning-focused mission, NCPC develops a discrete amount of data. Broadly, this includes: Commission actions and staff reports, Commission meeting videos, submission information for reviewing development projects and plans and agency reports; regional federal capital improvement projects; comprehensive plan policies, including research data; agency plans and reports related to capital city interests, such as small area plans, viewshed models, and studies on commemoration, parks, and infrastructure; and agency reporting documents. The following high value data sets developed since 2012 and providing information about the agency's core activities are available on the agency website.

- Video archives of all Commission meetings since 2012.
- Viewshed modeling studies of building heights around Washington, DC.
- Technical studies including modeling results of stormwater events in the Federal Triangle area.

All of the agency's public reports and plans are available at its offices and online. In addition, for all projects subject to agency review or for any planning initiatives, NCPC now publicly posts a wide variety of materials, including public comments, studies, draft reports, and other resources. NCPC has internal guidance for handling 'for official use only' materials. NCPC uses a wide variety of outreach tools to alert the public and key stakeholders to available information resources, particularly during the development of agency products.

NCPC is updating and reposting the datasets previously provided to Data.gov in machine readable formats consistent with new reporting technologies. NCPC will continue to review new datasets developed across the agency for posting in open and machine readable formats on the agency's website and on Data.gov.

Proactive Disclosures

NCPC posts in advance tentative and final agendas, project information, and staff recommendations that are considered at each Commission Meeting. NCPC recently began electronically posting all project files, summaries, and submissions and staff recommendations when they become available and in advance of formal Commission actions, to provide the public with the earliest review opportunity.

Privacy

NCPC is committed to appropriately using and protecting information collected from the public in accordance with applicable laws. We acknowledge the dual interests in transparency and privacy that are both important components of NCPC's commitment to engage the public. NCPC relies on information,

opinions and comments from the public as part of its analysis of projects and studies. Public opinion helps the agency make more informed decisions about these endeavors. NCPC collects no personally identifiable information other than what is needed to document comment submissions, sign up for newsletters or initiative announcements, sign up to speak at a Commission meeting or other public event, or enable staff to reply to public inquiries. Every effort is made to safeguard this information using current technologies, including data encryption. Occasionally, NCPC will request voluntary demographic information when asking for public feedback on a project or study.

NCPC is developing new privacy policies regarding how data is collected, maintained and disclosed, to comply with the requirements of the Privacy Act (5 U.S.C. § 552a as amended) and Federal Information Security Management Act (FISMA). When available, this information will be posted on the agency's website.

Whistleblower Protection

NCPC has a Whistleblower Protection policy in place that complies with 5 U.S.C. § 2302(c) to ensure, in consultation with the U.S. Office of Special Counsel (OSC), that employees are informed of their rights and remedies under the prohibited personnel practices and whistleblower retaliation protection provisions of Title 5.

Websites/Digital Strategy

As a Flagship Initiative, NCPC is initiating a full review of its website to update its organization and content to reflect current agency priorities and improve public navigation and access to frequently requested information. As part of this effort, NCPC will develop a formal digital strategy. NCPC collects and evaluates metrics on the agency website, documented in the agency's annual Outreach Metric Report. This information is used to evaluate the public's awareness of NCPC's activities and their ability to find relevant information online. NCPC comprehensively reviews and updates its homepage weekly to ensure fully updated agency information. NCPC provides electronic public notices and highly visible links to frequently requested information on the agency homepage.

Participation in Transparency Initiatives

NCPC is committed to participating in federal transparency where relevant and appropriate to the mission, objectives and scope of the agency. As a small agency, NCPC has traditionally not been required to participate, or participates in very limited ways, in federal initiatives such as eRulemaking (e.g. Regulations.gov), Recovery.gov, Grants.gov, SAM.gov and the IT Dashboard. As NCPC already publishes records of Commission actions online, and is able to provide prompt response, comments on any notices published in the Federal Register can be directed to the agency.

NCPC does not make any federal awards or grants, and did not receive funds from the American Recovery and Reinvestment Act of 2009. Therefore, it has not participated in Recovery.gov or USASpending.gov. NCPC has registered several high-value datasets available on its website with Data.gov, and will continue to do so as new datasets are developed. As noted above, NCPC is updating and reposting the datasets previously provided to Data.gov in machine readable formats consistent with new reporting technologies.

Public Notice

NCPC provides extensive public notification for agency activities and business, consistent with its mission. NCPC prepares an outreach strategy for each major agency initiative, tailored to the topic area and likely stakeholders. A wide variety of tools are used, including public meetings and workshops, stakeholder

meetings, briefings, media releases, website postings, social media and published notices. NCPC has a well-established system for public notification of all items subject to Commission review that includes electronic notifications, website listings, and media releases. NCPC updates its electronic distribution database on an ongoing basis, with a full review done annually.

Records Management

NCPC's records management program complies with federal law under 36 CFR Subchapter B) including such activities as identifying and scheduling all electronic records (E-Government Act of 2002, Pub L. No. 107-347, section 207(e). The agency conducts an inventory of its printed and electronic records on an annual basis and follows the disposition schedule for transfer of records to the National Archives. NCPC is currently moving towards a fully electronic records management system by 2016. NCPC adopted procedures for handling classified materials in 2013, pursuant to Executive Order 12958, Classified National Security Information. As NCPC does not maintain any classified records, the agency has no need for an information declassification program. All information regarding the agency's management of paper and electronic records may be found in the NCPC Records Management Handbook, most recently updated in October 2009.

Requests for Information

NCPC welcomes requests for information from members of the public. NCPC receives a small number of requests for information under the Freedom of Information Act each year (approximately 10-12). The agency has no backlog of requests to address.

NCPC's FOIA regulations were fully updated in 2014. Formal requests under FOIA are accepted via mail, fax or email. Incoming requests are handled by the agency's designated Chief FOIA Officer, who typically responds in a matter of days. Every year, NCPC prepares a summary of the FOIA requests it receives and their disposition. This information is available in the annual FOIA Report, which is published on the NCPC website.

Congressional requests for information are handled in the same manner as FOIA, with staff striving to fully respond to requests within 3 business days. While it receives very few formal requests for information under FOIA or from Congress, the agency responds on a weekly basis, to several informal public requests for information.

Full details regarding the NCPC's records management program and process for responding to FOIA and Congressional requests for information are available on the NCPC website at www.ncpc.gov.

Participation

NCPC actively encourages public participation in the decision-making process. Members of the public can participate in Commission meetings, either as speakers, or by submitting written comments. Deadlines for registration are displayed continuously on the home page in "Commission Corner," a prominent space dedicated solely to monthly meetings.

There are many opportunities for participation beyond attending Commission meetings. NCPC regularly provides opportunities for public comment on proposed projects and plans. Comments can be submitted verbally at formal and informal public meetings, using email or via an online form, and by written letter. NCPC uses 'tried and true' techniques as well as new approaches to encourage public participation in-person and on-line, including design charrettes, public meetings, workshops and open houses, on-line

comment platforms, interactive visuals, and videos.

The agency's emphasis on encouraging public participation can be clearly seen on its website. Typically, a dedicated webpage is developed for major initiatives; recent examples include a study of Washington, DC's building heights, www.ncpc.gov/heightstudy, or a current study of Pennsylvania Avenue, www.ncpc.gov/pennavenue. Current opportunities for public comment are highlighted on the agency's homepage, and the "Public Participation" tab on the top navigation bar of the NCPC website provides direction to Public Comment Opportunities, Upcoming Events, and Guidelines for Speaking at Commission meetings.

Collaboration

NCPC actively collaborates with a wide range of stakeholders. The agency has ongoing working relationships with various federal agencies, local governments, and other public and private entities involved in the planning and development of the region. NCPC communicates with these stakeholders regularly, and provides information regarding its business and actions through meetings and online information sharing. Monthly coordination meetings with federal and District agency representatives are conducted for projects scheduled for Commission review. Staff members are typically open and available for consultation regarding plans and projects, and the agency regularly arranges and facilitates meetings and events for the purposes of coordination and collaboration between stakeholders. Many of NCPC's planning initiatives are conducted in partnership or coordination with other federal and local government agencies. Examples of these partnership initiatives include the SW Ecodistrict, the Monumental Core Climate Adaptation working group, and the previously mentioned Pennsylvania Avenue Initiative and the Height Master Plan study (www.ncpc.gov/swecodistrict; [/climate](http://www.ncpc.gov/climate); [/pennavenue](http://www.ncpc.gov/pennavenue); [/heightstudy](http://www.ncpc.gov/heightstudy).) In addition, several members of NCPC's senior staff serve on regional boards and councils, helping to enhance coordination and collaboration between the agency and other governmental bodies.

Achievements

NCPC has completed most of the initiatives identified in our 2010 Open Government plan (See Appendix C). These include: conducting records management workshops to ensure staff creates and electronically archives official records according to agency standards; publishing responses to regional plans and capital improvements reports online; publishing machine readable datasets of projects submitted for Commission review; and creating an online searchable index of Commission actions which improved ease of access and usability of this information.

NCPC has expanded its use of social media technologies and platforms (e.g. Twitter, Facebook), and worked to integrate these channels with its website; implemented online portals to collect public comments; streamed live video from Commission meetings and events which is later archived for on-demand viewing.

NCPC recognizes that continually improving internal and external collaboration is vital to our mission. NCPC continues to look for ways to make it easier for applicants and partner organizations to share materials. An example includes a recently developed online application for federal agencies to easily submit capital improvement information. NCPC has enhanced the agency's intranet to promote collaborative information sharing among staff, including access to archival plan review materials.

New and Expanded Initiatives

Transition to fully electronic archives

NCPC is on track to meet federal record management directives to use a fully electronic archival system by 2016. The agency will acquire an electronic records management system and provide training and guidance to staff to manage this transition. As part of this effort, NCPC will identify any information in an electronic format can more readily be provided publically.

Target date for completion: October 2016

Establish a Policy for Safeguarding Privacy

NCPC gathers information, opinions and comments from the public as part of its analysis of projects and studies. NCPC is committed to appropriately using and protecting information collected from the public. NCPC is developing new privacy policies, pursuant to the Privacy Act, for how data is collected, when it is collected, why it is collected, and what is collected to ensure compliance with requirements for FISMA and for protecting personally identifiable information.

Target date for completion: January 2016

Create System for Publishing Public Notices on the Web Site

NCPC currently publishes various public notices on its website, but they are not always easy to find and there is not always an indication of a new notice on the main page. To improve visibility of public notices, a new system needs to be developed to ensure that all public notices are prominent and easy to find on the web site.

Target date for completion: November 2014

Improved Early Posting

NCPC recently began electronically posting ‘in the pipeline’ projects anticipated for future Commission action, but not yet formally submitted. In addition, NCPC has frequently posted significant project studies (developed for applicants and for NCPC projects) when they become available and in advance of Commission actions, to provide the public with the earliest opportunity to review. NCPC will develop and implement internal guidance for early posting of materials.

Target date for completion: February 2015

Provide a Consolidated, Visible Website Location for Agency Compliance Policies

NCPC will review how the agency’s compliance policies, including open government-related reporting, is organized and displayed on the agency website to improve public access. While NCPC has established an open government page, information related to the agency compliance reporting identified in this plan are in various web locations.

Target date for completion: March 2015

Create a Digital Strategy

NCPC will develop a digital strategy, pursuant to the executive memorandum “Building a 21st Century Digital Government,” that will drive all of our digital datasets, assets, and footprint. This strategy will determine which datasets will be archived, how NCPC will use our digital assets, what its digital footprint will look like, and how the agency can best use them for collaboration and public participation.

Target Date of completion: August 2015

Expand Social Media and Create Policies for Internal and External Use

NCPC already uses social media to enhance its outreach program. The next step is to encourage more participation by creating facebook apps, using social media plug-ins and cross-promoting all of the social media platforms. NCPC is also researching other platforms for possible inclusion in its social media efforts. NCPC will also develop policies to guide: deployment of new social media; appropriate content development and use standards (e.g. who should we ‘follow’ or ‘like?’); and staff use of social media.

Target Date of Completion: April 2015

Develop a System to Create Machine Readable Files

NCPC will develop and implement a system that will automatically generate machine readable files for datasets that are regularly updated.

Target date for completion: March 2015

Develop an Online Platform for Stakeholder Collaboration

NCPC will develop and deploy an online platform to facilitate regular communication and collaboration with its various public sector stakeholders. In addition to contacts management, information sharing, and messaging tools, the platform will support online meetings.

Target date for completion: June 2015

Previous Flagship Initiative

Commemorative Works Database

NCPC developed a user-friendly map-enabled database application on its website that allows visitors to browse and explore the information contained in its Commemorative Works Catalog. The application also allows the submission of photographs and comments by the public regarding the region's commemorative works. The application framework developed for this purpose is extendable to other future NCPC datasets, allowing the agency to provide robust access to other catalogs of records as appropriate.

Current Flagship Initiatives

NCPC is planning two flagship initiatives to strengthen its efforts to be more transparent, participatory and collaborative.

Web Site Update

NCPC will develop and design a new agency web site from the ground up. The web site will have more than just a new look; it will have a new structure, new navigation system, enhanced security, and new interactive content. NCPC will leverage the latest tools, plug-ins and platforms to make the user experience more modern and more engaging. In addition, NCPC will ensure that web information is consistently designed for initiatives developed with external partners.

Target date for completion: December 2015

Online Platform for Community Collaboration

NCPC is interested in having a conversation with the public about what the agency does. We want to share ideas, explore possibilities, explain strategies, and create relationships. NCPC will use emerging technologies to create online community participation platforms that are highly visual, and encourage public comment and discussions around the key issues of major planning initiatives on urban design and climate adaption policies and actions, and planning for areas such as Pennsylvania Avenue.

Target date for completion: December 2014

Appendices

Appendix A: Timeline for Completion of Proposed Initiatives

	2014				2015												2016		
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	1Q	2Q	3Q
New and Expanded Initiatives																			
Transition to fully electronic archives																			X
Establish a Policy for Safeguarding Privacy					X														
Create System for Publishing Public Notices on the Web Site																	X		
Improved Early Posting						X													
Provide a Consolidated Webpage for Agency Compliance Policies							X												
Create a Digital Strategy												X							
Expand Social Media and Create Policies for Internal and External Use								X											
Develop a System to Create Machine Readable Files							X												
Develop an Online Platform for Stakeholder Collaboration										X									
Flagship Initiatives																			
Web Site Update															X				
Online Platform for Community Collaboration				X															

Appendix B: Key Audiences for NCPC Information

NCPC has several audiences, each with distinct needs for information.

1. Citizens affected by or interested in planning and development activities within the National Capital Region
2. Expert Public—advocacy groups, architecture and planning professionals, and others wishing to provide technical expertise or detailed, focused input on NCPC initiatives or projects submitted to the agency for review.
3. Engaged, Non-expert Public—individuals and groups that take a keen interest in a particular project, perhaps because it has a direct impact on them. They may become very informed through their involvement, but they are not necessarily engaged with planning issues on a routine basis.
4. Local General Public—Those who are affected by planning in the National Capital Region, but are only peripherally aware of or sporadically tuned into important issues.
5. Broader General Public—US Citizens residing outside of the region, all of whom have a stake in the capital city, especially its heritage sites and symbolic structures.
6. Other public agencies in the National Capital Region, many of which submit projects to NCPC for review, contribute to NCPC’s planning efforts, and/or implement plans developed by NCPC and partner agencies.
7. Federal (e.g. General Services Administration, Department of Defense, National Park Service, etc.)
8. DC (e.g. District Department of Transportation, Zoning Commission, etc.)
9. Other local jurisdictions within the region, but outside DC (Montgomery and Prince George’s Counties in Maryland; various towns within those counties that have separate planning agencies; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia.)
10. Congress
11. The media, opinion leaders, and other organizations that influence public debate on planning issues by spreading ideas and expanding the conversation
12. Traditional broadcast and print media—those who primarily report planning and development activities (e.g. Washington Post, Northwest Current, Washington Business Journal, etc.)
13. Independent writers and bloggers—those who report, interpret, and comment upon planning issues and encourage an open exchange among readers (e.g. GreaterGreaterWashington.com, DCist, etc.)
14. Think tanks and research institutes—those who issue reports and sponsor forums that are a source of expert information and analyses to the media, policymakers, and the general public.

Appendix C: Overview of NCPC Open Gov Initiative Progress

Transparency		
Records Management Workshops	<i>COMPLETED</i>	Conducted training for staff in March 2011, and provided training to new hires.
Publish Responses to Local Plans	<i>COMPLETED</i>	Webpage created on NCPC website for responses to plans from local jurisdictions.
Publish Records/Data Inventory	<i>COMPLETED</i>	Posted on the agency open government page in October 2011.
Publish Machine Readable Database of Projects Submitted for Review	<i>COMPLETED</i>	Now available on the agency's web site.
Develop Searchable Index of Commission Actions	<i>COMPLETED</i>	See above.
Publish Additional FCIP Data	<i>REQUIRES ADDITIONAL PLANNING</i>	An FCIP data portal has been developed and is in use by applicant agencies. Publication of FCIP data is based on guidance from OMB.
Participation		
Expand Use of Social Media	<i>COMPLETED</i>	Agency has established a presence on Facebook, YouTube, and Twitter, and continues to explore the use of other platforms.
Deploy Crowdsourcing Platform	<i>COMPLETED</i>	Crowdsourcing platforms were successfully deployed for the agency's Open Government, Height Study and Southwest Ecodistrict Initiative. New platforms will continue to be deployed for future initiatives when appropriate.
Live Streaming of Meetings	<i>COMPLETED</i>	Agency began streaming Commission meetings and events in May 2011.
Develop Online Public Commenting System	<i>COMPLETED</i>	NCPC has provided for online commenting for several initiatives, and will be available for any initiative that deems it necessary.

Appendix C: Overview of Initiative Progress (cont.)

Collaboration		
Enhanced Intranet	<i>IN PROGRESS</i>	Upgrades to the agency's local network infrastructure are underway, which will facilitate the development of enhanced intranet/extranet. <i>(Estimated completion Q4 2014)</i>
Online Submission of Project Materials	<i>REQUIRES ADDITIONAL PLANNING</i>	Additional coordination with external project applicants is required before proceeding with initiative.
Online Stakeholder Collaboration Platform	<i>REQUIRES ADDITIONAL PLANNING</i>	Additional coordination with stakeholders is required before proceeding with initiative.
Flagship Initiatives		
Commemorative Works Database	<i>IN PROGRESS</i>	Beta version of map launched in August 2011. Enhancements in progress. <i>(Estimated completion Q4 2014)</i>
Collaborative Planning Platform	<i>REQUIRES ADDITIONAL PLANNING</i>	Coordination to ensure compliance with federal requirements is underway.