



**FY10 PERFORMANCE PLAN**  
**Justice Grants Administration**

**MISSION**

The mission of the Justice Grants Administration (JGA) is to administer federal and other funding streams to nonprofit and government agencies to improve the programs, policies, and coordination of the District's juvenile and criminal justice systems.

**SUMMARY OF SERVICES**

The Justice Grants Administration (JGA) is the District of Columbia's State-Administering Agency for applying for and managing Federal grant funds related to juvenile and criminal justice. The JGA manages the life cycle of federal and local grants, sub grants, and pass-through funds to other nonprofit and government agencies in compliance with federal and local grant guidelines. JGA is responsible for gathering stakeholder input and identifying cross-cutting funding priorities each year; identifying sub-grantees that are well-positioned to advance these funding priorities; and providing financial, administrative, and programmatic oversight, training, and technical assistance to ensure program outcomes are achieved.

**AGENCY WORKLOAD MEASURES**

<b>Measure<sup>1</sup></b>	<b>FY08</b>	<b>FY09</b>
Number of grants applied for		
Number of grants received		
Value of grants received		
Number of Request for Applications released		
Number of applicants for sub-grants		
Number of active sub-grants		
Number of sub-grants awarded		
Value of sub-grants awarded		
Number of first-time sub-grantees		

<sup>1</sup> This data was not available at the time this plan was published. This table will be updated when data is available.



**OBJECTIVE 1: Improve grant development and performance management.**

**INITIATIVE 1.1: Identify funding priorities and associated performance measures for the juvenile and criminal justice system that are concrete, achievable and reflective of research on evidence-based practices.**

As part of this initiative, JGA revised its Request for Application in FY09, and will implement this document in FY10. This year the agency will also create a formal process for gathering stakeholder input to identify its funding priorities; review the most current empirical literature to ensure its funding priorities reflect best practices; and revise programmatic reporting forms to emphasize required output and outcome measures. The funding priorities for FY 2011 grants will be summarized in a brief document and submitted to the OCA by February 1, 2010. The RFAs will be revised and published by April 1, 2010. Programmatic reporting forms will be revised by August 1, 2010.

**INITIATIVE 1.2: Design an evaluation and lessons learned protocol for all JGA grants.**

In FY09, JGA began to develop an evaluation protocol for all JGA grants to ensure that the District has quantitative and qualitative data to support its grant investments. By April 1, 2010, this protocol will be complete. Additionally, by June 1, 2010 JGA will host a forum to bring grantees together to share their experiences and lessons learned with each other and with District stakeholders. These lessons will be compiled into a forum report by August 1, 2010 to better inform juvenile and criminal justice policy and programs.

**OBJECTIVE 2: Improve administration of federal and sub-grants.**

**INITIATIVE 2.1: Redesign federal and sub grant reimbursement and reporting tracking system.**

JGA will improve its electronic grant management tracking system to minimize federal grant under and overspending, and to facilitate immediate identification and remediation of financial discrepancies. The agency performed exploratory vendor research in FY09, and will identify an electronic grant management system by April 1, 2010. The system will be fully operational with all grants and subgrants loaded by September 30, 2010.

**INITIATIVE 2.2: Develop a policies and procedures manual.**

JGA will develop a revised policies and procedures manual that details its internal grant management operations and external financial and programmatic expectations for grantees and other stakeholders, and that includes revised financial, programmatic, and administrative forms designed to improve JGA and grantee efficiency and performance. The manual will give special attention to internal fund management procedures to ensure JGA grant funds are managed, disbursed, paid, and liquidated appropriately and within required timeframes. This project began in FY 2009 and will conclude by March 1, 2010.



### PROPOSED KEY PERFORMANCE INDICATORS

<b>Measure</b>	<b>FY08 YE Actual</b>	<b>FY09 Projection</b>	<b>FY09 YTD</b>	<b>FY10 Target</b>	<b>FY11 Projection</b>	<b>FY12 Projection</b>
Site Monitoring Visits Completed (%)	99%	100%	84%	100%	100%	100%
Performance measures successfully met by grantees (%)	N/A	75%	N/A	75%	80%	85%
Grantee request for funds audited and processed within 10 business days (%)	N/A	100%	N/A	85%	90%	95%
Funds obligated spent within fiscal year (%)	N/A	100%	63%	75%	80%	85%
Sub-grants closed with work completed within grant year	N/A	N/A	95%	80%	85%	90%