



## **FY09 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.

### **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.**

JGA will create a more 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 its Request for Application and programmatic reporting forms to emphasize required output and outcome measures.

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

JGA will work with local experts to design an evaluation protocol for all JGA grants to ensure that the District has quantitative and qualitative data to support its grant investments. Additionally, JGA will develop protocols for how to bring grantees together to share their experiences and lessons learned with each other and with District stakeholders 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.

#### **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.



**INITIATIVE 2.3: Improve collaboration and accountability with other government agencies involved in JGA's grants management.**

JGA will develop procedures for and increase its communication and collaboration with other District and Federal agencies to ensure JGA grant funds are managed, disbursed, paid, and liquidated appropriately and within required timeframes.

**PROPOSED KEY PERFORMANCE INDICATORS**

<b>Measure</b>	<b>FY07 Actual</b>	<b>FY08 Target</b>	<b>FY08 YE Actual</b>	<b>FY09 Projection</b>	<b>FY10 Projection</b>	<b>FY11 Projection</b>
Site Monitoring Visits Completed (%)	N/A	100%	99%	100%	N/A	N/A
*Performance measures successfully met by grantees (%)*	N/A	N/A	N/A	75%	N/A	N/A
Grantee request for funds audited and processed within 15 business days (%)	N/A	90%	90%	100%	N/A	N/A
*Grant spending at least 95% and no more than 100% of total grant award (%)	N/A	N/A	N/A	100%	N/A	N/A

\*indicates new key performance indicator