



FY09 PERFORMANCE PLAN

Office of Partnerships and Grant Services

MISSION

The Office of Partnerships and Grant Services' mission is to enhance the capacity of District government and nonprofit organizations to obtain and manage diverse resources through effective management and oversight of the government's donation solicitation, grant development and grant-making processes.

SUMMARY OF SERVICES

The Office of Partnerships and Grant Services (OPGS) provides four core services: (1) grant and resource development support, (2) grant-making oversight, (3) donation solicitation management and (4) capacity building training.

OBJECTIVE 1: Provide effective oversight of the District's grant-making policies and procedures.

INITIATIVE 1.1: Develop and launch a grant award online data system.

OPGS, in conjunction with OCTO, will launch a new Grants Made Database system that extracts PASS System data elements on a daily basis and populates a public facing web-based interface so its users can view the District's grant-making activities. The database will contain grant and sub-grant award information including the name of the grant-maker, grant recipient, dollar value, and fiscal year. This grant-making data will be used to develop a pilot GIS database that maps the District's grant-making trends in our wards. It will also support relevant CapStat grant management review sessions. The data system will be expanded to capture additional grant data, including the grantee's EIN & TIN numbers, and board member names, as well as the District's grant manager name, grant title and purpose, strategic priority area, ward and grant types such as competitive and earmarks. This system will enhance OPGS' Grants Made Database so that District grant-making agencies can post quarterly reports, their grantees 990s and data on related program activities by the 4Q09. The data will also assist with efforts to analyze the government's grant-making trends and evaluate grantee performance.

INITIATIVE 1.2: Update and publish uniform guidelines for the District's grant-making process.

OPGS, in collaboration with the OAG and OCFO, will publish improved grant-making policies and procedures in accordance with DCMR, Title 1 Chapter 50 Rules. The new grant management rules will contain nationally recognized best practices and provide a uniform system-wide process for local agency and office grant managers to effectively manage grants and sub-grants. The new rules will contain guidelines for awarding, monitoring and reporting on the District's grant and sub-grant activities. They will provide guidance on the District's requirements for executing a contract or grant as well as awarding a competitive or earmark grant. OPGS will develop a series of templates to assist District grant-making officials with developing the Notice of Funding Availability (NOFA), selecting grant reviewers, and preparing the grant award document. OPGS will also work closely with OAG and OCFO officials to adopt the new rules during the 2Q09.

OBJECTIVE 2: Improve compliance with the District's donation solicitation management process.



INITIATIVE 2.1: Implement new policies and procedures to promote greater compliance with the District's donation process.

OPGS will design and conduct a survey to determine which District agencies, including DCPS, are aware of and complying with the Rules of Conduct Governing Donations to the D.C. Government. OPGS will work closely with DCHR and OAG officials to determine the appropriate consequences for violations of the District's donation process in accordance with the government's ethics rules and Anti-Deficiency Act. OPGS will also integrate its enhanced donation training into DCHR's eTraining curriculum for D.C. employees, and include a progressive discipline policy for those who do not comply with the donation process. This discipline policy's consequences will be less stringent for first offenses and gradually increase for multiple offenses.

INITIATIVE 2.2: Develop new citywide policies and procedures for collecting and depositing DCPS' donation revenues.

OPGS, in collaboration with OCFO officials, will develop new citywide policies and procedures for collecting and depositing DCPS' donation revenues into SOAR's private donations account (8450) during the 2Q09. This will include DCPS' financial donations which are currently deposited into the Student Activities Fund (SAF) or the Central Investment Fund (CIF), which have accounts with the Wachovia Bank rather than the D.C. Treasury. OPGS will also initiate a more streamlined system for processing DCPS' donations applications by 2Q09. This will enable DCPS to increase its usage of private donations and thus improve the District's public education system.

OBJECTIVE 3: Enhance grant and donations training offered to D.C. government agencies and nonprofits.

INITIATIVE 3.1: Improve access and content of OPGS's capacity building training curriculums.

OPGS will develop and implement a training curriculum for the District's enhanced DCMR, Title 1 Chapter 50 Rules for awarding, monitoring, and reporting on locally and federally funded grants. OPGS will conduct three grant training sessions of which at least one session will be held per quarter beginning 2Q09. OPGS will conduct six cluster donation training sessions for public school principals or their respective designees to advance the Executive Branch's efforts to integrate DCPS into District's donation process. OPGS will also post abbreviated donation training sessions on its intranet website for District donation managers by the 3Q09.

OPGS will hold, in collaboration with local grant-makers, two capacity building training sessions for D.C. nonprofit service providers that serve the District's diverse and growing immigrant populations. The training will enhance the executive leadership and organizational development of these nonprofits to adapt capacity building tools such as logic modeling, resource development and management practices, and program evaluation to improve their effectiveness and sustainability. It will also promote the importance of collaboration among these nonprofit service providers to improve the quality of life in the District's immigrant communities.



PROPOSED KEY PERFORMANCE INDICATORS

Measure	FY07 Actual	FY08 Target	FY08 YE Actual	FY09 Projection	FY10 Projection	FY11 Projection
Objective 1						
# of data elements added to the Grants Made Database	N/A	N/A		10	15	20
Objective 2						
% of D.C. agencies complying with the donations process	N/A	N/A		65%	75%	85%
Objective 3						
# of D.C. agencies attending donation training	N/A	N/A		30	35	40
% of DC agencies complying with DCMR, Title 1 Chapter 50 Rules	N/A	N/A		40%	60%	75%