FY 10 PERFORMANCE PLAN
Office of Partnerships and Grant Services

MISSION
The Office of Partnerships and Grant Services' (OPGS) aims to assist 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
OPGS provides four core services: (1) grant and resource development support, (2) grant-making oversight, (3) donation solicitation management, and (4) capacity building training. Heretofore, OPGS has dedicated a substantial portion of its capacity building services to District based nonprofits. However, effective FY2010, OPGS will suspend these nonprofit capacity building services due to mandated staff reductions. OPGS' FY2010 Performance Plan will reflect these structural changes.

OBJECTIVE 1: Provide more effective oversight and transparency of the District's grant and sub-grant making process.

> **Initiative 1.1: Replace DCMR Title 1, Chapter 50 Rules with new Rules for awarding and managing District grants and sub-grants.**
> OPGS will serve as the lead agency, in collaboration with the Office of the Attorney General/Legal Counsel Division (OAG/LCD) and Office of the Chief Financial Officer (OCFO), to certify District agencies grant and sub-grant programs and applicable federal or local statues or regulations for their required grant and sub-grant making authority. OPGS, in collaboration with OAG/LCD and the Office of Policy and Legislative Affairs (OPLA), will seek legal sufficiency review of the new Rules (known as the "Grant Source Book") as well as rulemaking authority to publish the Rules. OPGS will also include the Office of Financial Operations and Systems' (OFOS) financial management procedures for federal and private grants (also called sub-grants) as well as request a copy of its anticipated new guidelines for locally funded grants. Accordingly, OFOS plans to publish its new procedures for sub-grants during the first quarter of FY10 and its locally funded grant guideline shall become available later in FY2010. OPGS plans to publish the new Rules by March 31, 2010.

OBJECTIVE 2: Enhance OPGS staff support of capacity building grant services to District agencies.

> **Initiative 2.1: Develop training curriculum and schedule for District agencies on new Rules – Grant Source Book.**
> OPGS will realign its existing capacity building and grant Personal Service and Nonpersonal Service resources to maximize its technical support to District agencies. OPGS will suspend its direct technical assistance programs to nonprofit during this period to augment capacity building support to District agencies. OPGS, in collaboration

with OAG/LCD and CFO/OFOS, will host a series of four (4) classroom and/or virtual training sessions on the new published Rules for awarding, monitoring, and reporting on the District's grant and sub-grant program activities as well as the OCFO's financial grant management procedures. OPGS will issue certificates to District grant managers who complete the training in order to track the number of grant personnel trained and ensure greater compliance among District agencies with the new Rules and related grant and sub-grant making authority. OPGS will commence the first grants management training during the third quarter of FY10 and co-host three sessions throughout the remainder of FY2010.

OBJECTIVE 3: Promote greater awareness and compliance of the District's donation solicitation and management process.

Initiative 3.1: Enhance the District's online donation management database and related training support.
OPGS, in collaboration with the Office of the Chief Technology Officer (OCTO), will develop an automated donation reporting, tracking, and donor recognition data system, using the Quick-Base database application. The system will enhance the agency's current Liquid Office data system. This will replace OGPS's manual application process for producing its quarterly donation reports and donor thank you letters allowing the office to create more accurate and faster donation reports as well as thank you letters. OPGS plans to complete this initiative by November 30, 2010. OPGS will also host a series of four (4) webinars on the District's donation process beginning December 2010 and subsequently offer one training session per quarter for the reminder of FY2010. District personnel, including DCPS central office and school-based staff, responsible for soliciting, accepting, and using donations will be required to attend these sessions. All participants who complete the mandatory training will receive certificates from OPGS.

PROPOSED KEY PERFORMANCE INDICATORS

Measure	FY08 Actual	FY09 Actual	FY09 Target	FY10 Projection	FY11 Projection	FY12 Projection
Objective 1						
# of D.C. agencies certified to have grant and/or sub-grant making authority	-	New Measure	-	35	50	75
% of D.C. agencies that comply with the new Rules	-	New Measure	-	50%	80%	100%
Objective 2						
# of D.C. agency grant managers certified to use the new grant program and financial procedures	-	20	-	50	75	100
% of D.C. agencies that report their quarterly grant award and making activities to OPGS	-	78%	-	50%	80%	100%
# of work hours used to assist/inform agency grant managers to submit quarterly grant award and making reports	-	832	-	960	600	360
Average # of days agencies use to disburse their grant and sub-grant payments	-	New Measure	-	60 days	45 days	30 days
# of local grants issued by District agencies	-	New Measure	-	TBD	TBD	TBD
Objective 3						
# of D.C. agency donation managers who have completed training on the donation process	-	465	30	100	200	250
% of D.C. agencies certified that comply with the donation process	-	54%	65%	85%	100%	100%
# of work hours used to prepare quarterly donation training sessions for District donation managers		240	-	480	360	240
# of work hours used to prepare quarterly donation	-	157	-	120	60	36

reports and donor thank you letters						

STANDARD CITYWIDE OPERATIONAL MEASURES

Measure	FY09 YTD
Contracts	
KPI: % of sole-source contracts	
KPI: Average time from requisition to purchase order for small (under $100K) purchases	
KPI: # of ratifications	
KPI: % of invoices processed in 30 days or less	
Customer Service	
KPI: OUC customer service score	
Finance	
KPI: Variance between agency budget estimate and actual spending	
KPI: Overtime as percent of salary pay	
KPI: Travel/Conference spending per employee	
KPI: Operating expenditures "per capita" (adjusted: per client, per resident)	
People	
KPI: Ratio of non-supervisory staff to supervisory staff	
KPI: Vacancy Rate Total for Agency	
KPI: Admin leave and sick leave hours as percent of total hours worked	
KPI: Employee turnover rate	
KPI: % of workforce eligible to retire or will be within 2 years	
KPI: Average evaluation score for staff	
KPI: Operational support employees are percent of total employees	
Property	
KPI: Square feet of office space occupied per employee	
Risk	
KPI: # of worker comp and disability claims per 100 employees	