



Office of Partnerships and Grant Services OPGS (BU)

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.

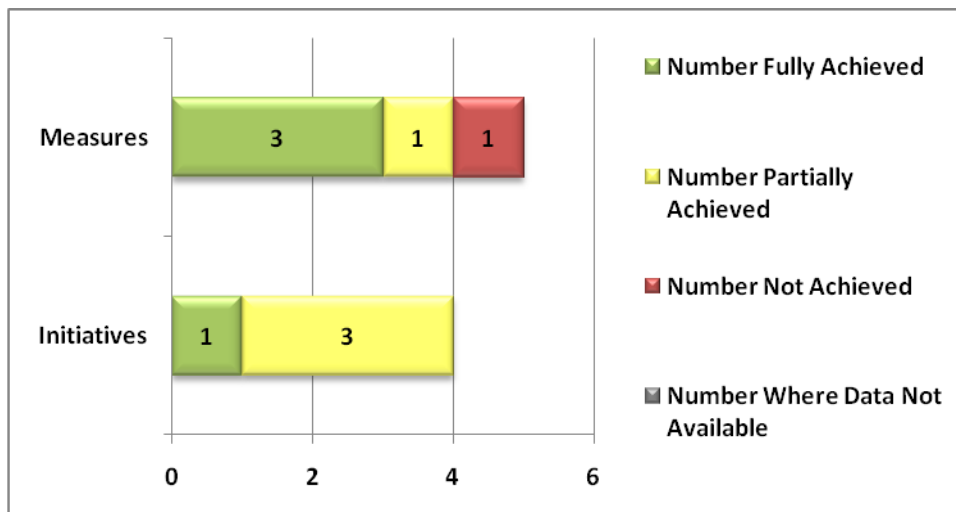
AGENCY OBJECTIVES

1. Provide effective oversight of the District's grant-making policies and procedures.
2. Improve compliance with the District's donation solicitation management process.
3. Enhance grant and donations training offered to D.C. government agencies and nonprofits.

ACCOMPLISHMENTS

- ✓ 72% of the District agencies that completed OPGS' training on the District's donation solicitation and management process were in compliance in FY09.
- ✓ 43 District agencies attended OPGS' training on the District's donation solicitation and management process compared to the target number of thirty agencies planned for FY09

OVERVIEW OF AGENCY PERFORMANCE





Performance Initiatives – Assessment Details

Performance Assessment Key:

 Fully achieved  Partially achieved  Not achieved  Data not reported

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 and OCTO completed the beta phase of the Grants Made Database system which includes the five planned elements -- Grantor, Grantee, Grant Name, Grant Amount, & Award FY. These data elements were extracted from the PASS System. However PASS data only provides access to agencies procurement activities which excludes the majority of the District's grants data housed in SOAR. OPGS does not have access to OCFO/SOAR grant data and thus could not officially launch the Grants Made Database as it would only reflected a very limited view of agencies' grant making activities. However OPGS and the Grants Made Database development team have since gained access to SOAR and added five additional elements -- Funding Source, EIN, Grant/Sub-grant Disbursements, Definition, and an export to Excell function -- to the system. OCTO will complete these enhancements during the second quarter in FY 2010. This will allow OPGS to report on the government's basic grantmaking fiscal actions whereas DC agencies will be responsible for more detailed reports on their grant fiscal and program activities.

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

OPGS has drafted an updated set of uniform guidelines called "Grant Sourcebook" that includes nationally and locally recognized best practices for awarding grants and sub-grants. The sourcebook also contains an appendices with several grant related templates including flow charts to determine when to award a contract versus a grant. OPGS is prepared to issue the new rules to replace the existing DCMR Title 1 Chapter 50 Rules. However OAG has discovered that OPGS lacks rulemaking authority and recommended that a set of uniform guidelines, authorized by a Mayor's Order, be issued in lieu of new rules. The OAG will perform a legal review of the Grants Sourcebook and upon its completion OPGS will publish and post the sourcebook on its intranet site for agency wide usage during the 2Q10.

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 identified 80 agencies and all DCPS schools that are required to comply with the Rules of Conduct Governing Donations. Out of the 80 agencies and schools identified, 40 agencies and



89 schools received donation training. OPGS, in coordination with the OAG, developed guidelines for appropriate consequences for non-compliance violations, which include a progressive discipline policy modeled on DCHR's policies. The OPGS held planning meetings with OCTO to identify appropriate e-training/webinar applications and determined that Goto Webinar offered the best options for our needs. OPGS has used GotoWebinar to train some 150 District employees on the donation process during FY09. OPGS' e-training curriculum was not integrated into DCHR' online training curriculum as planned however OPGS will explore how to accomplish this in FY10.

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

OPGS, OCFO, and DCPS officials held several meetings that lead to the incorporation of the Rules of Conduct Governing Donations Made to the D.C Government into DCPS' Student Activity Funds (SAF) Policies and Procedures. This has enhanced DCPS' capacity to comply with the government's donation process as well as deposit its SAF donations into the D.C. Treasury's 8450 donations account as required. Subsequently DCPS/OCFO officials have conducted training and instructed both central office and school-based staff to deposit all authorized financial donations in the 8450 accounts effective 10/09. OPGS has also posted a customized DCPS donation application on its intranet site to further streamline this process and promote greater usage in the District's public education system. OPGS did consult with DCPS officials -- OCFO & OAG -- to address the deposit of the Central Investment Fund (CIF) into the District's Treasury. However it was determined that this internal DCPS process would require more time to incorporate into the District's donation system. Thus this issue remains on-going.

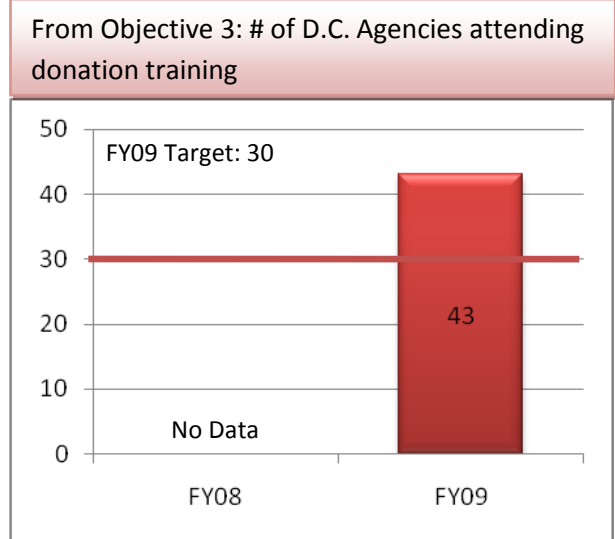
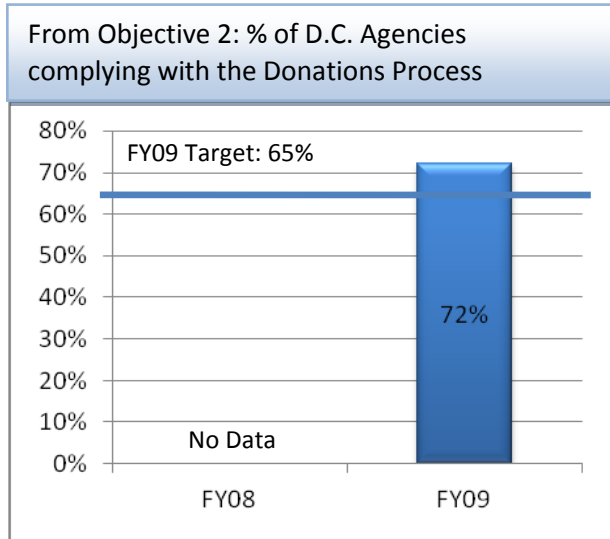
OBJECTIVE 3: ENHANCE GRANT AND DONATIONS TRAINING OFFERED TO D.C. GOVERNMENT AGENCIES AND NONPROFITS.

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

To support DCMR, Title 1 Chapter 50 Rules, OPGS held 6 Grants Information Data Systems (GIDS) training sessions for 16 government agencies to improve the collection of tracking data of their pre-award and award grant/sub-grant activities. OPGS also conducted donation training sessions for 89 (71%) of the 125 total schools in DCPS. The sessions were held via GOTO Webinar for DCPS business managers at the participating schools. The two webinar trainings were held in the 4Q09. OPGS also provided capacity building training for several D.C. nonprofits -- Latino Student Fund Ethiopian Community Services and Development Council, Ethiopian Community Center, and Oromo Center -- that serve the local immigrant communities. In addition, OPGS in collaboration with DOH/HAA, conducted several focus group meetings for African Immigrant Organizations to determine ways to promote greater awareness about HIV/AIDS and STD outreach services to this growing population. The participants have established an African Immigrant Council to sustain this effort in conjunction with DOH/HAA.



Key Performance Indicators – Highlights



More About These Indicators:

How did the agency's actions affect this indicator?

- OPGS's FY09 work plan required the Donations Manager to expand the office's outreach to DCPS central office and school based staff responsible for the donation process.
- OPGS implemented a series of online training donation training sessions using GOTO Webinar to increase access to DCPS and other District agencies required to comply with this process.

What external factors influenced this indicator?

- In response to the OCA, DCPS and D.C. Agencies directors required their staff responsible for soliciting and managing donations to comply with the Rules of Conduct Governing Donation to the District Government.
- In this economy, DCPS and D.C. Agencies were more aggressive in pursuing donation from potential and actual donors to augment support for their respective programs.

How did the agency's actions affect this indicator?

- OPGS issued mandatory donation training notices to all District agencies including DCPS and related training sign-up schedules.
- OPGS also held agency-wide donation training at the One Judiciary Square Conference Center to achieve its FY09 donation training target.


What external factors influenced this indicator?






- D.C. Agency Directors generally adhered to OPGS' mandatory training notice and in some cases invited OPGS donation staff to conduct training at their respective department.
- DCPS Principals required their respective school business managers to participate in OPGS' online webinar donation trainings.



Key Performance Indicators – Details

Performance Assessment Key:

 Fully achieved  Partially achieved  Not achieved  Data not reported

	Measure Name	FY2008 YE Actual	FY2009 YE Target	FY2009 YE Actual	FY2009 YE Rating	Budget Program
	1.1 # of data elements added to the Grants Made Database	0	10	5	50%	SUB-GRANTS
	1.2 % of D.C. agencies complying with DCMR, Title 1 Chapter 50 Rules	0	40	46.88%	117.19%	SUB-GRANTS
	2.1 % of D.C. agencies complying with the donations process	0	65	72.09%	119.08%	DONATIONS
	3.1 # of D.C. agencies attending donation training	0	30	43	143.33%	DONATIONS
	3.2 # of D.C. agencies attending grants training	0	20	16	80%	GRANTS DEVELOPMENT