TO: Ruth Werner, Committee on Finance and Revenue
FROM: Lafayette A. Barnes
RE: Office of Partnerships and Grant Services– Performance Oversight Questions
DATE: March 6, 2015

1. Please provide a complete, up-to-date organizational chart for each division within the agency including, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.
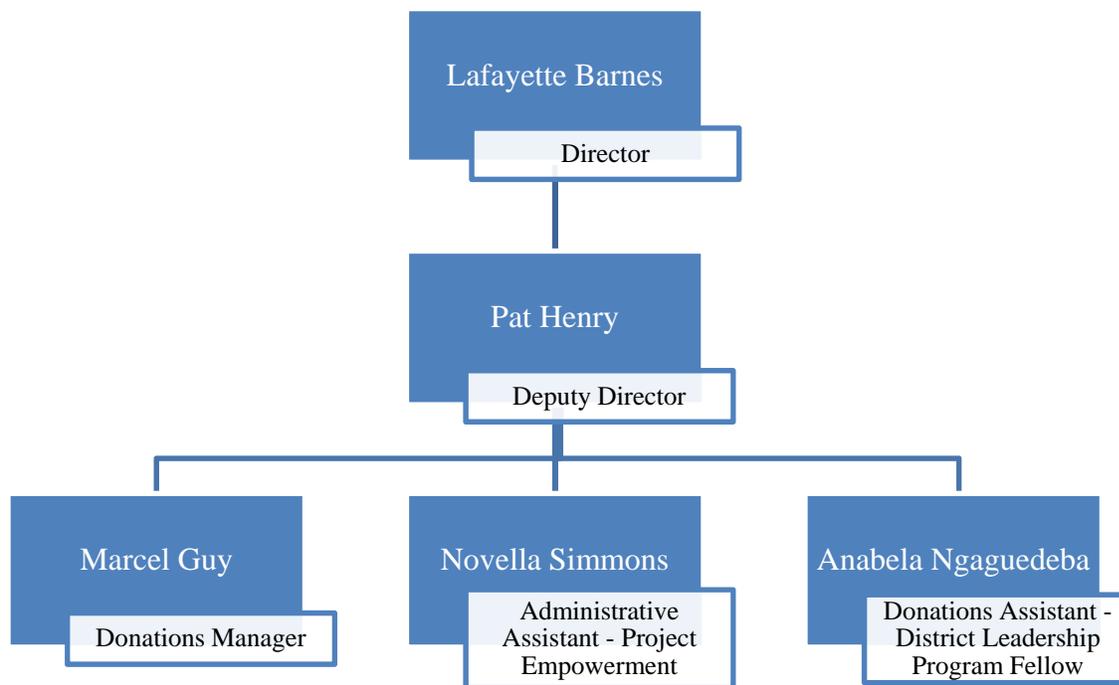
Roles and responsibilities:

- Director, Lafayette Barnes: To provide general agency management, lead liaison with all District Executive Branch Directors, Legislative Members, and local funders and service providers.
- Deputy Director, Pat Henry: To provide technical assistance and support to a diverse group of nonprofit, faith-based, and District government representatives as well as assist the Director with day-to-day management of OPGS.
- Donations Manager, Marcel Guy: To provide review and approval of all requests by District officials to solicit, accept, and use donations according to the Rules of Conduct Governing Donations (Mayor's Memorandum 2012-3 dated 5/16/12)

Please see Attachment A for current Schedule A.

- Date employee began in position
- Salary and fringe benefits, including the specific grade, series, and step of position
- Job status (continuing/term/temporary/contract)

Please list this information by program and activity

	Position Title/ Program Activity	Name	Position Start Date	Grade	Step	Type Appointment
1)	Director/Agency Mgmt.	Barnes, Lafayette A.	08/30/99	10	0	Excepted Service - Reg Appt
2)	Deputy Director /Capacity Building	Gaskins Henry, Patricia	08/17/98	07	0	Career Service – Permanent
3)	Donations Manager/Donations	Guy, Marcel	11/26/07	12	1	Career Service – Permanent

2. Please provide the Committee with:

- A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense

a) Lafayette Barnes – cell phone
b) Pat Henry – cell phone

- A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned.

   None
- A list of employee bonuses or special award pay granted in FY13 and FY14, to date

   None
- A list of travel expenses, arranged by employee

   None

- A list of the total overtime and workman's compensation payments paid in FY13 and FY14, to date

   None

3. Please list all RFPs that are out for solicitation, along with a brief description. What RFPs are being planning for solicitation (topic and description)?
   None

4. Please identify all electronic database maintained by our agency, including the following:

   a. A detailed description of the information tracked within each system:
   b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
   c. Whether the public can be granted access to all or part of each system.

Electronic Databases Maintained by OPGS and OCTO

Database	Information Tracked	Age of System	Planned Upgrades	Public Access
Quickbase	Donation applications from all DC Agencies including DC Public School subject to the Mayor's authority requesting legal authorization to solicit, accept, and use donations.	12 years (2003). Has been upgraded by OCTO as needed	Not at this time	No
Grants Information Resource Center/GIRC	Appointments made by District community and faith-based organizations, government, and nonprofits grant-seekers who want to receive one-on-one technical assistance on ways to identify competitive grant funding and related resources.	Approximately 10 years	Not at this time	Yes
Funding Alert	List of subscribers and competitive grant information included in the weekly electronic bulletin	17 years old	Not at this time	No
Grants Information Data System (GIDS)	D.C. Grants Clearinghouse contains current district, federal and foundation competitive grant opportunities available to DC-area nonprofits, community and faith-based organizations	13 years old	OCTO recommended that GIDS be updated to enhance customers' access and manipulation of grant data. All program enhancements are subject to the availability of local funding	Yes
State Single Point of Contact (SPOC) for Executive Order 12372	SPOC applicants that apply for federal competitive grant funding pursuant to Executive Order 12372 must be based in the District of Columbia. However their SPOC grant services are not restricted to the District	13 years old	OCTO recommended that the SPOC data system be updated to enhance customer services on an as-needed basis	Yes

5. What has the agency done in the past year to make the activities of the agency more transparent to the public? In addition, please identify ways in which the activities of the agency and information retained by the agency could be made more transparent.

   a. Pursuant to Mayor's Order 2014-170, OPGS has posted its 2014 Open Government Report in its website to promote greater transparency and resident participation and collaboration. Please visit the OPGS website www.opgs.dc.gov and click the About OPGS Tap to view the full report. OPGS also published the Weekly Funding Alert and Quarterly Donation Reports on its website to make the agency's activities more transparent to the public. In addition, topical

information is posted on OPGS' Facebook such as EOM's Community Budget Forums, DOH's updates on Ebola Trends, and related capacity building training materials e.g. Writing Grant Proposals and Developing Effect Crowdfunding Marketing Plans.

b. OPGS began plans to launch a marketing campaign in partnership with WMATA's Advertising and Market Development Office to place public service announcements about OPGS services on WMATA' displays at several Metrorail Diorama, Metrobus Taillight, and Metrobus Interior Bus Card in September 2014. As a result, WMATA's PSAs ran in the District of Columbia and related DMV location during the month of December 2014. The campaign was supported by a donation from the Center for Nonprofit Advancement. Please see a copy of the PSA below.
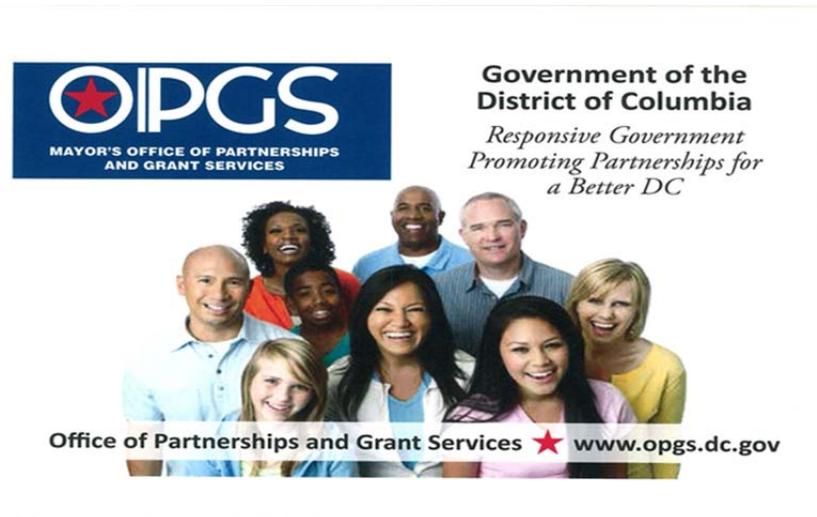
6. Please provide a summary of the Core Functions of your office and how you have measured achievement of each for FY15 and FY15 to date.

The Office of Partnerships and Grant Services has four core services.

a. Grants and Resource Development Support – OPGS serves as the DC Government's Central Clearinghouse of information and support related to new competitive district, federal, and foundation grant opportunities: by training District agencies, community and faith-based organizations, and nonprofit grant seekers to use searchable grant databases and other resource development sources; disseminates federal, foundation, and local government Notices of Funding Availability (NOFAs) via OPGS' website; researching federal and foundation funding opportunities available to eligible district agencies, non-profits and faith based organizations.; maintaining a public website with a wide variety of easy to use resource development information, in consultation with the Office of the Chief Technology Officer (OCFO); and serves as the District's State Single Point of Contact (SPOC) for all federal grant programs covered by Executive Order 12372.

b. Donations Solicitation Management - OPGS is responsible for the implementation and enforcement of mandatory policies and procedures pursuant to the Rules of Conduct Governing Donations Made to the District Government (Mayor's Memorandum 2010-3, dated May 16, 2012), and any successor Mayor's Memorandum on the same subject, including the solicitation, acceptance and use of private donations. The donations process allows District agencies, including DCPS, to solicit and accept donations from outside sources. In addition to

augmenting the District's in-kind and financial resources, which support programs and services; the donations process promotes greater accountability and transparency in the District Government, and promotes greater compliance with district and federal government ethics guidelines. OPGS provides technical assistance and donations management training to District agencies subject to the Mayor's authority to promote their compliance with the Rules of Conduct Governing Donations to the District.

c. Capacity Building Training - Provide capacity-building training and technical assistance to district agencies and nonprofits in identifying, applying and managing potential and existing competitive grants funds and related in-kind resources. OPGS' capacity building services assist local service providers to identify, apply, and manage competitive grants and related in-kind resources. Throughout the year, OPGS offers a variety of training seminars and workshops to diverse nonprofit executives that cover diverse topics such as board development, fundraising and grant development, proposal writing, program evaluation, and social media applications. Every year OPGS hosts a Public Private Partnership Conference for multi- sector leaders from the DMV to share national best practices used to establish, strengthen, and sustain programs and promote philanthropic relationships.

d. Collaboration and Partnerships Building - OPGS facilitates the establishment of collaborative charitable and philanthropic relationships between District agencies, nonprofit, and other key stakeholders. OPGS' collaboration and partnership building primarily focuses in three areas: District grantmaking agencies and their prospective grantees or sub-grantees; Local and national nonprofit capacity building experts and organizations; and Federal and State officials who provide executive leadership and organizational development training and technical assistance to nonprofit, faith and community-based organizations.

Please note that OPGS' program outputs were measured through the standard performance measurements adopted by the Mayor's Office of Community Affairs (MOCA) in the Executive Office of the Mayor. OPGS provided updates on its FY14 Annual Performance Plan to the Director of MOCA during regularly scheduled one-on-one meetings with the Director, and monthly Directors meetings as requested.

7. Please provide a copy of your most recent Annual Report

   See Attachment B (FY14 Annual Report)

8. Please describe and provide a status of any new initiatives for Fiscal Year 2015.

   See Attachment B (FY14 Annual Report)