

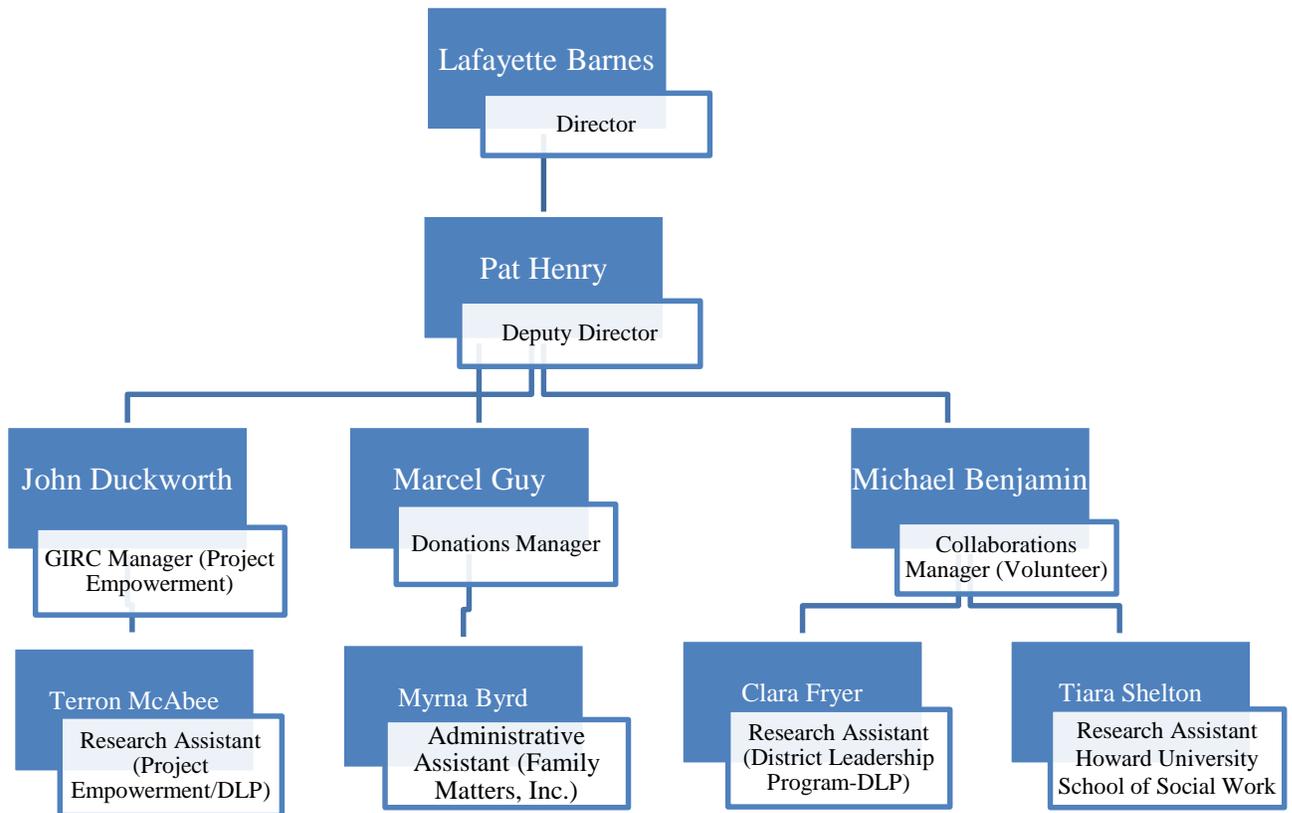
**Council of the District of Columbia**  
**COMMITTEE ON FINANCE AND REVENUE**  
**PERFORMANCE OVERSIGHT HEARING**  
 1350 Pennsylvania Avenue, NW, Washington, DC 20004

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**TO:** Ruth Werner, Committee on Finance and Revenue  
**FROM:** Lafayette A. Barnes  
**RE:** Office of Partnerships and Grant Services– Performance Oversight Questions  
**DATE:** February 11, 2016

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1. Please provide an updated organizational chart and current Schedule A.



Please note that OPGS provided several internship and volunteer staff opportunities on a rotating basis to offer promising candidates more on-site training and work experience to enhance their employability in the District of Columbia as well as to support OPGS’ operations and program initiatives during this period. See Schedule A in the Appendix.

2. Please provide a chart showing your agency’s approved budget and actual spending, by division, for FY 2015 and FY 2016, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

Please see OPGS’ Approved Budget and Actual Spending Chart for FY 2015-2016 in the Appendix.

3. Please provide the following:
  - A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense:
    - Lafayette A. Barnes (cell phone), Pat Henry (cell phone), and Marcel Guy (cell phone)
  - A list of all vehicles (year, make, and model) owned, leased, or otherwise used by the agency and whom the vehicle is assigned.
    - None
  - A list of employee bonuses or special award pay granted in FY 2015 and FY 2016, to date;
    - None
  - A list of travel expenses, arranged by employee; and
    - None
  - A list of the total overtime and workman's compensation payments paid in FY 2015 and FY 2016, to date.
    - None
4. Please list all RFPs that are out for solicitation, along with a brief description. What RFPs are being planned for solicitation (topic and description)?
  - To date, OPGS has not applied for or published any RFPs during this period but will continue to look for RFP opportunities in FY2016.
5. Please identify all electronic databases maintained by your agency, including the following:
  - A detailed description of the information tracked within each system
  - The age of the system and any discussion of substantial upgrades that have been made or are planned to the system
  - Whether the public can be granted access to all or part of each system
  - a) OPGS maintains the Donation Management System Database on Quickbase that allows staff to review and approve the District donation applications, and requests for the authority to solicit, accept, and use potential financial and in-kind donations. This intra-district database is only available to District officials. The database enables OPGS to track the status of donation applications, and generate quarterly and annual donation reports which are posted on OPGS' website and available to the public; and
  - b) OPGS has the Grants Information Resource Center (GIRC) which provides access to online searchable competitive grant subscription-based services such as the Foundation Center postings, GrantsDirect Grantmakers listings, and Grant Station International Insiders. The GIRC database is accessible to the public at OPGS by appointment on Monday, Wednesday, and Friday.
6. 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 that could be made more transparent.
  - OPGS continued to adhere to the Mayor's Memorandum 2011-01, signed on January 3, 2011, to promote greater transparency and open government policies and procedures. OPGS collaborated with the Mayor's Office of the General Counsel, Office of the Secretary's Office

of Documents and Administrative Issuances, and Office of General Counsel to update and publish Mayor's Memorandum 2015-001 dated August, 21, 2015 entitled, Rules of Conduct Governing Donations and Honorary Gifts to the District of Columbia. The memo contains guidelines for District agencies that want to solicit, accept and use donations and also requires OPGS to publish quarterly reports of all authorized donations on its website. To view the quarterly donation reports visit [www.opgs.dc.gov](http://www.opgs.dc.gov). OPGS also submitted information about its core program outcomes to the Office of Planning's DC State Data Center for publication in the District's 2015 INDICES Report. The INDICES provides a statistical index for District government services. OPGS also continued to use social media vehicles such as Facebook, Twitter, and YouTube to provide greater public access to the office's training resources and capacity building activities. OPGS' donation application and grant writing trainings are available on YouTube <https://www.youtube.com/channel/UCo5mxu6Gkunm6prx7sXWGQA>. OPGS also partnered with the Center for Nonprofit Advancement to publicize its 15<sup>th</sup> Annual Public Private Conference more widely through its website and social media outreach.

7. Please provide a summary of the Core Functions of your office and how you have measured achievement of each for FY 2015 and FY 2016, to date.

OPGS' mission is to enhance the capacity of District government agencies, community and faith-based organizations, and nonprofits to identify, apply, and secure resources that advance the Mayor's top public policy priorities.

- OPGS reports to the Mayor's Office of the General Counsel under the leadership of Betsy Cavendish and provides four core services to support its mission:
  - Competitive grant and resource development opportunities from federal, foundation, and district grantmakers;
  - Capacity building training and technical assistance to local government agencies and nonprofit service providers;
  - Donations management and solicitation oversight of all local government agencies subject to the Mayor's Rules of Conduct Governing Donations Made to the District; and
  - Facilitate the development of collaborative relationships between potential funders, nonprofit service providers, and the executive branch of the District government.

OPGS measured its achievements of each fiscal year to develop an annual performance plan for each period and evaluate its accomplishment for each year. OPGS realized a significant increase in the District's receipt of authorized donations of \$7 million in FY2015 above its total amount of \$10 million approved in FY2014. Please see the FY 2014 Annual Report for more details about OPGS' past accomplishments, which can be found in the Appendix. The FY 2015 Annual Report is going through the EOM's internal review process and will be available soon.

8. Please provide a copy of your most recent annual report.

Please see OPGS' FY 2014 Annual Report in the Appendix.

9. Please describe and provide a status of any new initiatives for FY 2016.
  - Pursuant to the Government Grant Administration Amendment Act of 2015, Subtitle F – Grants Administration, Section 1098 – Grants Transparency enacted August 14, 2015; OPGS is

updating the City-Wide Grants Manual and Sourcebook and expects to complete the first draft by March 31, 2016.

- In response to Mayor Bowser’s vision of the “Pathways to the Middle Class” and the District’s Workforce Innovation and Opportunity Act (WIOA) Unified State Plan (2016-2020), OPGS will collaborate with the Administration, District nonprofit employers and workforce service providers to explore ways to align training programs, promote more nonprofit employer job opportunities, and place more District residents in nonprofit careers that lead to the middle class.
- OPGS will continue to enhance its technical assistance and training programs to District employees and nonprofit executives in FY 2016 to increase the receipt of donations and grants resources.

10. Please list any awards or accolades you have received or been nominated for in the past year.

Although OPGS has not received any formal awards or accolades during this period, the office staff has received many positive evaluations and testimonies from its clients and conferees in FY 2015 and FY 2016.