

## I. Agency Information

### a. Mission and goals

- i. The mission of the Justice Grants Administration (JGA) is to administer federal and other funding streams to nonprofit and government agencies to improve the programs, policies, and coordination of the District's juvenile and criminal justice systems. The JGA manages the life cycle of federal and local grants, sub grants, and pass through funds to other nonprofit and government agencies in compliance with federal and local grant guidelines. JGA is responsible for gathering stakeholder input and identifying cross-cutting funding priorities each year; identifying sub-grantees that are well-positioned to advance these funding priorities; and providing financial, administrative, and programmatic oversight, training, and technical assistance to ensure program outcomes are achieved.
- ii. JGA has the following overarching goals:
  1. Serve as an efficient, conscientious administrative steward for the District of Columbia for federal and other funding streams related to juvenile and criminal justice.
  2. Develop and implement strategic funding initiatives that strengthen the juvenile and criminal justice system, and contribute to improved outcomes for District residents.
  3. Maintain and increase local, private, and federal resources available to the District's juvenile and criminal justice systems.

### b. Structure and staffing

- i. JGA is staffed by a Director; two grant managers; a financial analyst; and a senior financial and administrative manager. The grants managers oversee all programmatic and administrative activity on the federal and sub-grant awards for the federal grants in their portfolio. The financial analyst is responsible for expenditures and financial accounting for all sub-grants, and for helping to track and manage JGA's agency expenditures. The senior financial and administrative manager is responsible for organizing, managing, and reconciling JGA's agency and grant expenditures and strengthening and overseeing JGA's financial and administrative policies and procedures.

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