

**MEMORANDUM**

June 11, 2021

**TO:** Government Operations & Fiscal Policy Committee/  
Health and Human Services Committee

**FROM:** Christine Wellons, Legislative Attorney

**SUBJECT:** Bill 36-19, Contracts and Procurement - Office of Grants Management -  
Established<sup>1</sup>

**PURPOSE:** Worksession – Joint Committee to make recommendations to Council

**EXPECTED ATTENDEE**

Joshua Watters, Budget Manager, Office of Management and Budget  
Rafael Murphy, Fiscal & Policy Analyst, Office of Management and Budget

Bill 36-19, Contracts and Procurement - Office of Grants Management - Established, sponsored by Lead Sponsor then-Council President Navarro, and Co-Sponsored by Councilmembers Hucker, Rice, Albornoz, then-Council Vice-President Katz and Councilmember Riemer, was introduced on November 26, 2019. A public hearing was held on January 14, 2020, at which three speakers testified.

Bill 36-19 would:

- (1) establish an Office of Grants Management as a principal office of the Executive Branch;
- (2) alter the circumstances in which a contract may be awarded without competition; and
- (3) prescribe the authorities and responsibilities of the Office of Grants Management.

**BACKGROUND**

Currently, individual County agencies seek and award grants in a decentralized manner. In addition, the County Council and the Executive annually award non-competitive community grants through resolutions. The purpose of Council Bill 36-19 is to increase transparency,

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<sup>1</sup> #MoCoGrantsManagement

accountability, and efficiency in the grants process by creating a central Office of Grants Management within the Executive branch.

As described in more detail below, the Office would develop consistent countywide policies and procedures regarding grants management, maintain a grants database available to the public, and serve as a central point of contact regarding grants that the County receives or awards. The Office of Management and Budget (OMB), together with Executive departments and Council staff, already have been working over the past several years to move many non-departmental grants under the purview of related departments.

### **BILL DESCRIPTION**

Council Bill 36-19 would establish an Office of Grants Management within the Executive Branch. The Office would:

- (1) provide a central point of contact regarding grants that the County receives or awards;
- (2) disseminate to Executive Branch departments and principal offices information regarding federal and State grant opportunities;
- (3) maintain a central database of grants that the County receives or awards;
- (4) provide training and technical assistance regarding grants management to Executive Branch departments and principal offices;
- (5) in coordination with the Office of Procurement, develop countywide policies and procedures regarding grants management;
- (6) in coordination with the Office of Procurement, develop practices to ensure that grants management in the County is consistent with racial equity and social justice goals; and
- (7) perform public outreach regarding grants offered by the County.

The grants database maintained by the Office would include current information regarding each grant opportunity offered by the County and each grant received by the County.

In coordination with the Office of Procurement, the Office would develop countywide policies and procedures to implement best practices; maximize the use and efficiency of grants; ensure public transparency and ethical practice in grants management; and ensure that grants management in the County is consistent with the County's racial equity and social justice goals.

The Office would report quarterly to the Executive and County Council regarding its activities and outcomes.

### **SUMMARY OF THE PUBLIC HEARING**

At the January 14 public hearing, then-Director of the Office of Management and Budget (OMB), Richard Madaleno, spoke on behalf of the County Executive (©14-16). Mr. Madaleno stated that the Executive supports the goals of Bill 36-19, but that “[i]nstead of creating an Office of Grants Management as a principal office of the Executive Branch, the County Executive recommends that the proposed functions related to grants management and grants awarded by the County be transferred to OMB administratively.” (©15). Subsequently, OMB staff have indicated

that the County Executive would favor the creation of the Office of Grants Management as a non-principal office.

On behalf of the nonprofit community, two organizations – CASA and Nonprofit Montgomery – spoke in support of Bill 36-19. CASA noted its hope that an Office of Grants Management “will help to streamline and professionalize the grants process which was cumbersome for both grantees and county administrators.” (©17).

Nonprofit Montgomery noted that it hosted five focus groups where 55 nonprofit leaders discussed the grants process in the County. At those focus groups, “[t]he idea of creating a central, professional grants office was very well received[.]” (©18).

### ISSUES FOR THE JOINT COMMITTEE’S CONSIDERATION

Topics that the joint GO/HHS Committee might wish to discuss include the following.

#### **1. Whether to Establish an Office of Grants Management as a Principal Office of the Executive Branch**

When Bill 36-19 was introduced in 2019, OMB, on behalf of the Executive, suggested that the functions of a grants office should be folded into OMB instead of a stand-alone, principal office of the Executive Branch (©14-16). According to OMB staff, the Executive’s current position is that the Office of Grants Management should be a non-principal office headed by a merit employee who reports to an Assistant Chief Administrative Officer (ACAO). The Committee might wish to ask OMB staff to elaborate upon the Executive’s vision for the Office.

The Committee also might wish to discuss pros and cons of creating a new principal office, versus creating a new non-principal office, to perform grants management. As a principal office within the Executive Branch, the Office of Grants Management would have a non-merit, appointed director. This director would report to the County Executive and the Chief Administrative Officer, and would have the ability to hire merit system employees. As an appointed office head, the director’s appointment would be subject to confirmation by the Council.

If the Office of Grants Management were to be a non-principal office, as the Executive suggests, then the office would not have these features of a principal office. The director of the office would be a merit employee who reports to the ACAO. The director would not have the power to hire employees, and the Council would not confirm the appointment of the director.

In addition to creating principal departments and offices, the County Code contemplates “internal offices”: “For purposes of organization, there may also be offices within departments and principal offices.” (Montgomery County Code, Section 1A-203(c)). The details of the internal offices generally are not specified in the Code, but in some cases they are specified. For example, the duties of Office of Sustainability within the Department of Environmental Protection, are specified under Section 18A-13 of the Code. Likewise, Bill 36-19 could be amended to create the Office as Grants Management as an internal office of the Office of the County Executive or another principal department.

## **2. Potential Benefits of a Centralized Grants Office**

In a 2017 report regarding federal grants received by the County, the Office of Legislative Oversight (OLO) noted that “[t]he majority of County departments reported a need for a central grants office or formalized network to help research grant opportunities, oversee application development, and manage the internal review process.” OLO Report 2017-12 at 46 ([OLOReport2017\\_12FederalGrantAdministration.pdf \(montgomerycountymd.gov\)](#)). OLO cited examples of central grants offices in other jurisdictions, including the State of Maryland, the District of Columbia, and Carroll County. *Id.* at 28.

In each of those jurisdictions, a central office provides a single point of contact for grants, establishes collaborative networks, builds capacity to research and manage grants, and publicly disseminates reports and information via websites on grant funds, resources, or performance metrics. *Id.* Likewise, the office created by Bill 36-19 would provide a single point of contact, establish consistent policies and procedures, and disseminate information about grant opportunities and awards.

Regarding other jurisdictions, a summary from the annual report of the Governor’s Grants Office for FY17 is attached at ©20. In the summary, the office attributes Maryland’s relatively high audit performance on federal grants to centralized training provided by the state’s grants office (© 21). According to the District of Columbia’s Office of Partnerships and Grant Services, the office, among other functions, “provides capacity-building training and technical assistance to District of Columbia agencies, nonprofit 501(c)(3) corporations, as well as community and faith-based organizations.” <https://opgs.dc.gov/service/capacity-building%201-0>. An annual report of the District’s office is attached at ©24.

## **3. Impacts on the Community Grants Process**

Historically, the Council and the Executive have conducted separate but overlapping community grants processes, in which local nonprofits receive grants annually through Council resolutions. The processes are noncompetitive.

As reflected in line 42 of the bill, the intent of the bill would be that the community grants process no longer would be accomplished through annual resolutions of the Council. Instead, the Executive Branch would administer the grants process. The Executive – through the new Office of Grants Management and individual agencies – would create a competitive, presumably year-round community grants process.

By effectively eliminating separate processes for Executive and Council community grants, the bill would accomplish a recommendation made by the Office of Legislative Oversight (OLO) in its 2018 report on the grants process, namely: to combine Council and Executive applications for community grants. OLO Report 2018-9 at ii ([Montgomery County Council Community Grants \(montgomerycountymd.gov\)](#)).

Another recommendation in OLO’s report was to “discuss the inclusion of department staff in the [community grants] process.” *Id.* The bill would address this issue in that community grants would fall under the purview of the new grants office and individual departments.

Notably, the County Council and County Executive already have been transitioning community grant funds into the budgets of the individual departments that are subject-matter experts regarding the grants. In addition, the Executive has adopted a new Administrative Procedure, 2.4. (© 34). According to OMB, AP 2-4 has helped departments to enter into vital non-competitive agreements throughout the COVID emergency.

#### **4. Potential Fiscal and Economic Impacts**

**Fiscal Impact.** The Office of Management and Budget (OMB) has estimated the following personnel and operating costs for a new Office of Grants Management.

FY 2022: \$538,579  
FY 2023: \$533,390  
FY 2024: \$543,858  
FY 2025: \$554,535  
FY 2026: \$565,426

These estimates are based upon the assumption that the Office would consist of four staff members. By comparison, the District of Columbia’s grants office consists of three staff members (© 26). Mr. Madaleno reported that subsuming the duties of a new grants office within OMB would result in a lower fiscal impact, although new staff still would be required.

In terms of revenues, the bill should result in increased revenues for the County, although OMB has not assigned a dollar value to the expected increase. The new Office of Grants Management would be responsible for disseminating grant opportunities to County agencies. Through this clearinghouse function, the Office should be expected to increase grant dollars received by the County.

**Economic Impact.** The Department of Finance has stated in its Economic Impact Statement that Bill 36-19 might “have a positive impact on the County’s economy[,]” although the Department did not quantify the impact. According to nonprofit representatives who spoke at the public hearing, nonprofits have numerous beneficial impacts on the local economy, including but not limited to employing and training residents, renting office space, and purchasing within the County. (©12-13). To the extent that the new Office of Grants Management would streamline and improve the County grants process for nonprofits, nonprofits would increase their positive benefits on the local economy.

#### **5. Effective Date**

As introduced in 2019, the bill provided for an effective date of July 1, 2021. Council staff and OMB suggest that the Committee may wish to update the effective date (line 105) as follows:

Sec. 2. Transition. The effective date of this Act is [[July 1, 2021]] July 1, 2022.

## NEXT STEPS

The decision before the joint GO/HHS Committee is whether to recommend the enactment of Bill 36-19, including whether to recommend any amendments: (a) to make the Office a non-principal office as opposed to a principal office; and (b) to alter the effective date. The text of the bill is at ©1-5 for the Committee's consideration.

This packet contains:	<u>Circle #</u>
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Bill No. 36-19  
Concerning: Contracts and Procurement  
- Office of Grants Management -  
Established  
Revised: 11/18/2019 Draft No. 4  
Introduced: November 26, 2019  
Expires: May 26, 2022  
Enacted: \_\_\_\_\_  
Executive: \_\_\_\_\_  
Effective: July 1, 2021  
Sunset Date: None  
Ch. \_\_\_\_\_, Laws of Mont. Co. \_\_\_\_\_

## COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsor: then-Council President Navarro  
Co-Sponsors: Councilmembers Hucker, Rice, Alborno, then-Council Vice-President Katz and  
Councilmember Riemer

### AN ACT to:

- (1) establish an Office of Grants Management as a principal office of the Executive Branch;
- (2) alter the circumstances in which a contract may be awarded without competition;
- (3) prescribe the authorities and responsibilities of the Office of Grants Management; and
- (4) generally amend the law regarding grants and related functions.

### By amending

Montgomery County Code  
Chapter IA, Structure of County Government  
Section 1A-201

Chapter 11B, Contracts and Procurement  
Section 11B-14

### By adding

Chapter 2, Administration  
Section 2-64P

Chapter 11B, Contracts and Procurement  
Article XXI, Office of Grants Management  
Sections 11B-92, 11B-93, 11B-94, 11B-95, and 11B-96

<b>Boldface</b>	<i>Heading or defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

*The County Council for Montgomery County, Maryland approves the following Act:*

1           **Sec. 1. Sections 1A-201 and 11B-14 are amended, and Sections 2-64P, 11B-**  
2 **92, 11B-93, 11B-94, 11B-95, and 11B-96 are added, as follows:**

3 **1A-201. Establishing departments and principal offices.**

4           (a) *Executive Branch.*

5                 (1) These are the departments and principal offices of the Executive  
6                         Branch.

7   \*       \*       \*

8   General Services (Section 2-30)

9   Grants Management (Section 2-64P)

10                                        Health and Human Services (Section 2-42A)

11                                        \*       \*       \*

12           **DIVISION 22. OFFICE OF GRANTS MANAGEMENT**

13 **2-64P. Office of Grants Management – Functions.**

14           In accordance with chapter 11B, the Office of Grants Management must:

15           (a) provide a central point of contact regarding grants that the County  
16                 receives or awards;

17           (b) disseminate to Executive Branch departments and principal offices  
18                 information regarding federal and State grant opportunities;

19           (c) maintain a central database of grants that the County receives or awards;

20           (d) provide training and technical assistance regarding grants management to  
21                 Executive Branch departments and principal offices;

22           (e) in coordination with the Office of Procurement, develop countywide  
23                 policies and procedures regarding grants management;

24           (f) in coordination with the Office of Procurement, develop practices to  
25                 ensure that grants management in the County is consistent with racial  
26                 equity and social justice goals;

27           (g) perform public outreach regarding grants offered by the County; and



28 (h) perform any other grants function assigned by the Chief Administrative  
29 Officer.

30 \* \* \*

31 **11B-14. Non-competitive contract award.**

32 (a) A contract may be awarded without competition if the Chief  
33 Administrative Officer makes a written determination that the contract  
34 award serves a public purpose and:

35 (1) there is only one source for the required goods, service, or  
36 construction which can meet the minimum valid needs of the  
37 County, including timeliness of performance;

38 (2) the contract is in connection with potential or pending litigation,  
39 condemnation, or collective bargaining;

40 (3) a proposed contractor or subcontractor has been specifically  
41 identified in a grant accepted by the County; or

42 (4) a proposed contractor has been identified in [a grant or] an  
43 appropriation resolution approved by the Council.

44 \* \* \*

45 **ARTICLE XXI. GRANTS MANAGEMENT.**

46 **11B-92. Definitions.**

47 In this Article, the following terms have the meanings indicated:

48 Director means the director of the Office, or the Director's designee.

49 Grant means an agreement in which a grantor transfers money or  
50 something of value to a grantee to support a public purpose.

51 Office means the Office of Grants Management.

52 Racial equity and social justice means changes in policy, practice and  
53 allocation of County resources so that race or social justice constructs do

54 not predict one's success, while also improving opportunities and  
55 outcomes for all people.

56 **11B-93. Scope.**

57 (a) Except as provided in subsection (b), this Article applies to any grant:

58 (1) received by the County as a grantee; or

59 (2) offered by the County as a grantor.

60 (b) This Article does not apply to any:

61 (1) purchase of goods or services by the County for the direct use or  
62 benefit of the County;

63 (2) franchise under Sections 8A-9 or 49-20;

64 (3) license or permit;

65 (4) conveyance or use of real property;

66 (5) bond;

67 (6) loan;

68 (7) tax credit; or

69 (8) individual right or benefit.

70 **11B-94. Grants database.**

71 (a) The Office must maintain a grants database that includes current  
72 information regarding:

73 (1) each grant opportunity offered by the County;

74 (2) the purpose, date, amount, and grantor of each grant received by  
75 the County; and

76 (3) the purpose, date, amount, and grantee of each grant awarded by  
77 the County.

78 (b) The grants database must be available to the public under Section 2-  
79 154(b).

80 **11B-95. Countywide grants policy and planning.**

- 81 (a) The Office, in coordination with the Office of Procurement, must develop  
82 countywide policies and procedures to:
- 83 (1) implement best practices regarding grants management;
  - 84 (2) maximize the County's use of federal, State, and non-  
85 governmental grant opportunities;
  - 86 (3) maximize the efficiency and effectiveness of grants awarded by  
87 the County;
  - 88 (4) ensure public transparency and ethical practice in grants  
89 management; and
  - 90 (5) ensure that grants management in the County is consistent with the  
91 County's racial equity and social justice goals.
- 92 (b) The Executive may adopt method (1) regulations to implement policies  
93 and procedures under subsection (a).

94 **11B-96. Reporting requirements.**

95 The Director must submit a quarterly report on the activities of the Office  
96 to the Executive and the Council. The report must include:

- 97 (1) an overview of the grants process and awards;
- 98 (2) data regarding grants received by the County;
- 99 (3) data regarding grants awarded by the County;
- 100 (4) public outreach activities of the Office and the outcomes of the  
101 outreach activities;
- 102 (5) progress in racial equity and social justice goals; and
- 103 (6) any recommendations to improve policies and procedures  
104 regarding grants management in the County.

105 **Sec. 2. Transition.** The effective date of this Act is July 1, 2021.

## LEGISLATIVE REQUEST REPORT

Bill 36-19

*Contracts and Procurement - Office of Grants Management - Established*

<b>DESCRIPTION:</b>	Office of Grants Management – Established
<b>PROBLEM:</b>	Create an Office of Grants Management in the Executive Branch
<b>GOALS AND OBJECTIVES:</b>	Bill 36-19 would: <ol style="list-style-type: none"><li>(1) establish an Office of Grants Management as a principal office of the Executive Branch;</li><li>(2) alter the circumstances in which a contract may be awarded without competition;</li><li>(3) prescribe the authorities and responsibilities of the Office of Grants Management; and</li><li>(4) generally amend the law regarding grants and related functions.</li></ol>
<b>COORDINATION:</b>	OLO; OMB
<b>FISCAL IMPACT:</b>	OMB
<b>ECONOMIC IMPACT:</b>	Department of Finance
<b>EVALUATION:</b>	To be done.
<b>EXPERIENCE ELSEWHERE:</b>	To be researched.
<b>SOURCE OF INFORMATION:</b>	Christine M.H. Wellons, Legislative Attorney
<b>APPLICATION WITHIN MUNICIPALITIES:</b>	N/A
<b>PENALTIES:</b>	N/A



ROCKVILLE, MARYLAND

MEMORANDUM

January 10, 2020

TO: Sidney Katz, President, County Council

FROM: Richard S. Madaleno, Director, Office of Management and Budget *RSM*  
Michael Coveyou, Acting Director, Department of Finance *mjc*

SUBJECT: FEIS for Bill 36-19, Contracts and Procurement – Office of Grants  
Management - Established

Please find attached the Fiscal and Economic Impact Statements for the above-referenced legislation.

RSM:cm

c: Andrew Kleine, Chief Administrative Officer  
Fariba Kassiri, Deputy Chief Administrative Officer  
Caroline Sturgis, Assistant Chief Administrative Officer  
Debbie Spielberg, Special Assistant to the County Executive  
Dale Tibbitts, Special Assistant to the County Executive  
Lisa Austin, Office of the County Executive  
Barry Hudson, Director, Public Information Office  
Rob Hagedoorn, Department of Finance  
Dennis Hetman, Department of Finance  
David Platt, Department of Finance  
Monika Coble, Office of Management and Budget  
Chrissy Mireles, Office of Management and Budget  
Rafael Murphy, Office of Management and Budget  
Josh Watters, Office of Management and Budget

## **Fiscal Impact Statement**

### **Bill 36-19, Contracts and Procurement - Office of Grants Management - Established**

#### **1. Legislative Summary**

Bill 36-19 establishes and Office of Grants Management as a principal office of the Executive Branch. The bill further defines “grant” in the County Code, allowing for the creation of a grant agreement as an alternative to noncompetitive contracts.

The specific duties of the office include:

- (1) provide a central point of contact regarding grants that the County receives or awards;
- (2) disseminate to Executive Branch departments and principal offices information regarding federal and State grant opportunities;
- (3) maintain a central database of grants that the County receives or awards;
- (4) provide training and technical assistance regarding grants management to Executive Branch departments and principal offices;
- (5) in coordination with the Office of Procurement, develop countywide policies and procedures regarding grants management;
- (6) in coordination with the Office of Procurement, develop practices to ensure that grants management in the County is consistent with racial equity goals; and
- (7) perform public outreach regarding grants offered by the County.

The Bill takes effect on July 1, 2021.

#### **2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Include source of information, assumptions, and methodologies used.**

Given the broad duties of the proposed Office, the Office of Management and Budget estimates that four positions would be required - one Office Director, two Program Manager II positions (an External Grants Program Manager and a Community Grants Program Manager), and an Administrative Specialist II to provide administrative support. First year costs (FY22) are expected to total \$538,579 as shown on the table below. Of this amount, \$513,127 would be for personnel costs, \$15,452 would be for one time start-up operating expenses, and \$10,000 would be for ongoing operating expenses.

Office Director	\$203,380
External Grants Program Manager (Gr. 25)	\$108,654
Community Grants Program Manager (Gr. 25)	\$108,654
Administrative Specialist II (Gr. 21)	\$92,439
One-Time Expenses	\$15,452
Miscellaneous Operating Expenses	\$10,000
<b>Total:</b>	<b>\$538,579</b>

While some County departments already actively seek out funding opportunities, other departments may not have the capacity to do so. The bill might result in additional grant revenue for the County; however, the amount of additional revenue cannot be determined at this time.

**3. Revenue and expenditure estimates covering at least the next 6 fiscal years.**

	FY21	FY22	FY23	FY24	FY25	FY26
Office Director	\$0	\$203,380	\$207,448	\$211,597	\$215,828	\$220,145
External Grant Program Manager (Gr. 25)	\$0	\$108,654	\$110,827	\$113,044	\$115,305	\$117,611
Community Grant Program Manager (Gr. 25)	\$0	\$108,654	\$110,827	\$113,044	\$115,305	\$117,611
Administrative Specialist II (Gr. 21)	\$0	\$92,439	\$94,288	\$96,173	\$98,097	\$100,059
One-Time Expenses	\$0	\$15,452	\$0	\$0	\$0	\$0
Miscellaneous Operating Expenses	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total:</b>	<b>\$0</b>	<b>\$538,579</b>	<b>\$533,390</b>	<b>\$543,858</b>	<b>\$554,535</b>	<b>\$565,426</b>

For illustrative purposes, the personnel costs for all positions in the table above are inflated by two percent annually. These costs would begin with FY22, when the bill takes effect.

**4. An actuarial analysis through the entire amortization period for each bill that would affect retiree pension or group insurance costs.**

Not applicable.

**5. An estimate of expenditures related to County's Information Technology (IT) systems, including Enterprise Resource Planning (ERP) systems.**

Not applicable.

**6. Later actions that may affect future revenue and expenditures if the bill authorizes future spending.**

Not applicable.

**7. An estimate of the staff time needed to implement the bill.**

See Question #2.

**8. An explanation of how the addition of new staff responsibilities would affect other duties.**

For those departments that already do a good job of actively seeking and obtaining outside grant funding, the creation of a centralized grants office may create an unintended additional layer of review.

**9. An estimate of costs when an additional appropriation is needed.**

Not applicable.

**10. A description of any variable that could affect revenue and cost estimates.**

Any additional grant revenue the County might receive cannot be reliably estimated at this time as it would depend on funding opportunities available, and how those opportunities would align with County programming.

**11. Ranges of revenue or expenditures that are uncertain or difficult to project.**

Not applicable.

**12. If a bill is likely to have no fiscal impact, why that is the case.**

Not applicable.

**13. Other fiscal impacts or comments.**


Not applicable.

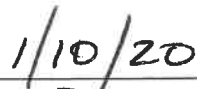


**14. The following contributed to and concurred with this analysis:**

Rafael Pumarejo Murphy, Office of Management and Budget

Joshua Watters, Office of Management and Budget

  
\_\_\_\_\_  
Richard S. Madaleno, Director  
Office of Management and Budget

  
\_\_\_\_\_  
Date

**Economic Impact Statement**  
**Bill 36-19, Contracts and Procurement – Office of Grants Management -Established**

**Background:**

This legislation would:

- Establish an Office of Grants Management (OGM) as a principal office in the Executive Branch;
- Alter the circumstances in which a contract may be awarded without competition; and
- Prescribe the authorities and responsibilities of the OGM.

Bill 36-19 would amend Montgomery County Code to add Chapter 2, Section 2-64P, that would require OGM in accordance with Chapter 11B:

- Provide a central point of contact regarding grants that the County receives or awards;
- Disseminate to Executive Branch departments and principal offices information regarding federal and State grant opportunities;
- Maintain a central database of grants that the County receives or awards;
- Provide training and technical assistance regarding grants management to Executive Branch departments and principal offices;
- In coordination with the Office of Procurement, develop countywide policies and procedures regarding grants management;
- In coordination with the Office of Procurement, develop practices to ensure that grants management in the County is consistent with racial equity and social justice goals;
- Perform public outreach regarding grants offered by the County; and
- Perform any other grants function by the Chief Administrative Officer.

Bill 36-19 also amends Section 11B-14 of Chapter 11B, non-competitive contact award, such that a proposed contractor has been identified in an appropriation resolution approved by the County thereby deleting the wording “a grant or” and inserting “an” before appropriation resolution.

**1. The sources of information, assumptions, and methodologies used.**

The Department of Finance (Finance) did not use sources of information, assumptions, and methodologies in the preparation of the economic impact statement.

**2. A description of any variable that could affect the economic impact estimates.**

In coordination by the Office of Procurement, the goals of Bill 36-19 are to implement best practices; to maximize the use and efficiency of grants; and to ensure public transparency, ethical practice, and racial equity and social justice in grants

**Economic Impact Statement**

**Bill 36-19, Contracts and Procurement – Office of Grants Management -Established**

management. Because of the lack of data, it is uncertain what the specific economic impact of Bill 36-19 may be. However, by providing a policy that would maximize the use and efficiency of grants, Bill 36-19 could have a positive economic impact on the County's economy.

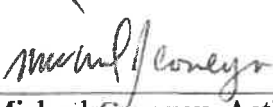
- 3. The Bill's positive or negative effect, if any on employment, spending, savings, investment, incomes, and property values in the County.**

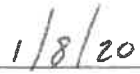
Please see Paragraph 2

- 4. If a Bill is likely to have no economic impact, why is that the case?**

Please see Paragraph 2

- 5. The following contributed to or concurred with this analysis: David Platt and Rob Hagedoorn, Finance;**

  
\_\_\_\_\_  
Michael Coveyou, Acting Director  
Department of Finance

  
\_\_\_\_\_  
Date

COUNTY EXECUTIVE TESTIMONY

BILL 36-19 CONTRACTS AND PROCUREMENT –

OFFICE OF GRANTS MANAGEMENT –

ESTABLISHED

January 14, 2020

Good afternoon. I am Richard Madaleno from the Office of Management and Budget (OMB). I am here to testify on behalf of County Executive Marc Elrich regarding Bill 36-19 Contracts and Procurement – Office of Grants Management – Established. Thank you for the opportunity to submit this testimony. The County Executive supports the goals of the legislation: maximizing the grant dollars the County receives, enhancing coordination of grant dollars the County awards, and administering grant awards more efficiently and effectively.

In particular, the County Executive supports provisions of the bill defining “grant” in the County Code, allowing for the creation of a grant agreement tool. Currently grants awarded by the County, such as community grants, are administered as noncompetitive contracts by departments because the County code does not permit a grant in the traditional sense of the word. This change would lessen the administrative burden of managing community grants for both nonprofit providers and County departments.

While many County departments already do a good job of seeking out and obtaining outside grant funding, others may not have as much capacity to do so. However, the County Executive is concerned about the establishment of a central grant-seeking office. It takes time to build up networks and frequent program staff contact to create a rich and comprehensive knowledge of opportunities – especially for anticipation of published announcements. Program staff have access to information about opportunities through professional associations and their networks that are currently successfully leveraged. It is also important to have deep knowledge of the programs, funding gaps, and strategic plans in order to assess the fit of opportunities and to ensure their alignment with County, department, and program goals. The County Executive believes strengthening our current approach is the best option for increasing grant funds.

Regarding opportunities with private funders, even if government agencies are eligible, it is preferable to support community-based organizations in their applications. This avoids added layers of effort, expenses to the grant, and allows for a nimble response. In turn, the community-based organizations are strengthened.

Information on awards received by the County is currently available through the County's financial and budgeting systems, including grants received, funding source, purpose, the amount of the award, whether a match is required, and post-award obligations. OMB, for example, currently reviews all grant applications from County departments for outside funding. OMB staff review the applications for fiscal soundness, impact on County services, and future fiscal impact, and we are working on incorporating a racial equity analysis into our review process. OMB maintains a central database of those analyses in our eBudget system. The Department of Finance is responsible for ensuring the County complies with the accounting terms of grants received.

Providing a central point of contact and outreach regarding grants that the County awards would be beneficial. In the past, the County Executive and County Council have each run parallel community grant programs. Beginning with FY21, the County Executive is recommending merging these two programs into a single community grants program. The feedback we have received from focus groups conducted in coordination with Nonprofit Montgomery and Council Staff, has confirmed that this combined, streamlined approach to community grants is broadly supported by the nonprofit community. It is important to note that the County also offers additional grant opportunities through the Montgomery County Arts and Humanities Council and the Montgomery Coalition for Adult English Literacy. In addition, some programs throughout County government have mini-grants funded through a variety of mechanisms. The County could benefit from enhanced coordination of these grant efforts, where appropriate.

Instead of creating an Office of Grants Management as a principal office of the Executive Branch, the County Executive recommends that the proposed functions related to grants management and grants awarded by the County be transferred to OMB administratively. There

is a nexus between grant dollars awarded by the County, the effective management of grants, and the current functions of OMB. Subsuming these functions within OMB would also result in less costly implementation of the bill's goals. While additional staffing resources would be required by OMB to implement these goals, some of that fiscal impact could be mitigated by realigning duties of current staff or reassigning positions from other areas of County government.



**Testimony of Franca Brilliant  
Senior Development Director, CASA  
Montgomery County Council Public Hearing  
Bill 36-19 Contracts and Procurement  
Office of Grants Management  
January 14, 2020**

6

My name is Franca Brilliant and I am here representing CASA, the pre-eminent immigrant rights and advocacy organization in the Mid-Atlantic. We have been providing services in Montgomery County for over 30 years and are grateful for the Council's longstanding support of our low income, immigrant, and Latino communities. We appreciate this opportunity to testify in support of Councilmember Navarro's bill to establish an Office of Grants Management in the Executive Branch, Bill 36-19.

The Community Grants process has been an important mechanism for the County to provide funds to hundreds of nonprofit partners such as CASA. We leverage these funds to bring in additional resources to serve the needs of the County's most vulnerable populations, build wealth, and create opportunities for the diverse communities that enrich our county.

As the number of applications and awards has grown, the County has considered how to streamline the process, increase transparency, and clarify the goals of the grants program. We commend the Executive and the Council for the extensive outreach they have conducted to gather feedback from the nonprofit community and other stakeholders. CASA has been an active participant in these conversations, sharing our perspective as a grantee and an organization deeply rooted in the immigrant and Latino communities.

CASA supports the establishment of the Office of Grants Management. We hope that this office will help to streamline and professionalize the grants process which was cumbersome for both grantees and county administrators. We have already begun to see positive changes in the application process and look forward to the final outcomes of the review. As a longtime partner, CASA hopes that the award process will also be revamped to function more like a typical grant making program rather than a procurement.

Additionally, CASA encourages the new office to build on the collaboration with the nonprofit community and develop a mechanism such as a commission or advisory board for ongoing consultation with nonprofit partners. CASA would be happy to volunteer to participate in this initiative.

CASA also supports the charge to the Grants Office to bring additional funding to the County from federal, state and private funding sources as a means of supplementing County dollars. We wish the new office great success in this endeavor!

Thank you again for this opportunity to testify. We appreciate the work that Josh Watters, Carolyn Chen, and others have to done to get us to this point and look forward to continuing to work together to better the lives of all residents of Montgomery County.



**Montgomery County Council Bill 36-19 Contracts and Procurement - Office of Grants Management - Established**

**Tuesday, January 13, 2020**

Submitted by: Lesley MacDonald for Nonprofit Montgomery

Thank you for the opportunity to testify on behalf of Nonprofit Montgomery. Nonprofit Montgomery is an alliance of over 170 nonprofit organizations that provide services in Montgomery County. We strengthen the nonprofit sector through leadership and capacity building programs, advocate for nonprofits and the people they serve, and address community challenges through Montgomery Moving Forward.

**Nonprofit Montgomery supports Bill 36-19 and the creation of an Office of Grants Management.**

We have been following the process of changing the structure of the County's Community Grants very closely, and are thankful for opportunities to have input. Recently Nonprofit Montgomery worked with the Office of Management and Budget and the Council Grants Office to hold a Community Grants Dialogue attended by over 100 people. We also co-hosted five focus groups where 55 nonprofit leaders had the opportunity to discuss and weigh in on the changes.

The idea of creating a central, professional grants office was very well received in our focus groups. Nonprofit leaders support having a grants process that is fair, transparent and not overly complex. We encourage the County to adequately staff this new office with knowledgeable professionals who have expertise with the nonprofit sector and experience in managing applications for federal and other funds. We see helping the County gain additional funding from state, federal and other funding sources will be an important function of the office.

We hope the Office of Grants management will be a helpful resource to nonprofits, without trying to step into the role of capacity builder. The only concern expressed by nonprofit leaders



is that a new grants office might be tempted to make the grants process more difficult and bureaucratic.

Nonprofit Montgomery, our Board of Directors, and our member organizations are ready to partner with the Office of Grants Management. Nonprofit Montgomery convenes a DHHS Advisory Committee that brings together DHHS senior leaders with nonprofit leaders. We propose a similar advisory committee to work alongside the new Office of Grants Management to design a fair and transparent grant process that will allow our nonprofits to do the work of lifting up people in need and making our community a place where everyone can thrive.

Thank you.

Lesley J MacDonald, MSW  
Executive Director  
Nonprofit Montgomery  
[lesley@nonprofitmoco.org](mailto:lesley@nonprofitmoco.org)  
301 943-6583



**LARRY HOGAN**  
GOVERNOR

***A MESSAGE FROM GOVERNOR HOGAN***

STATE HOUSE  
100 STATE Circle  
ANNAPOLIS, MARYLAND 21401-1925  
(410) 874-3801  
(TOLL FREE) 1-800-811-8336

TTY USERS CALL VIA MD RELAY

Dear Fellow Marylander:

I am pleased to present the 2018 Governor's Grants Office Annual Report of federally funded grant programs in Maryland.

The Governor's Grants Office is a nationally-recognized and award-winning model of best practices in tracking federal funds, and acts as a central repository in Maryland for information about finding, winning, and managing grants. These funds play an important role in achieving our administration's goal of making Maryland a better place to live, work, raise a family, and retire through job creation and infrastructure improvements.

Each year, billions of dollars flow from federal resources to Maryland, and every grant dollar and program must be accounted for with accuracy. This report details how our federal tax dollars are being put to work right here in our state. In Fiscal Year 2017, federally funded program expenditures totaled more than \$12 billion. These federal programs help us strengthen our communities and address some of the major concerns in our state – including combating the opioid crisis, reducing violent crime, and increasing student achievement.

As securing federal funding for these critical initiatives becomes increasingly competitive, many states are following Maryland's lead in developing centralized grants offices. Whether you work for a government unit, a nonprofit, or an institution of higher learning, I encourage you to take advantage of the many ways Maryland's Grants Office can assist you with resources on a wide range of grant-related subjects. As you read this report, I hope that you consider how the Grant's Office can help serve your organization's needs so that together, we can continue Changing Maryland for the Better.

Sincerely,

A handwritten signature in cursive script that reads "Larry Hogan".

Larry Hogan  
Governor

## DIRECTOR'S SUMMARY

Dear Reader:

This report is compiled and released in 2018 but is based on the Schedule of Expended Federal Awards (commonly referred to as the SEFA) for state Fiscal Year 2017. All information has been reconciled by our state agencies, audited by the independent auditing company, SB & Company, and reported to the federal government. (The State Audit Report is also contained in this report). In FY 2017, Maryland state agencies expended a total of \$12.43 billion in federal grant funds. The single largest grant program remains Medicaid, with federal funds for Medicaid totaling \$6.8 billion in FY17.

The most recent federal Single Audit for the State of Maryland lists three audit findings among state agencies for the fiscal year ending on June 30, 2017. This means Maryland state government can boast that the auditors found only one finding per \$3.87 billion in federal spending. The audit training provided by the Grants Office to state agency staff continues to reap benefits for our state, particularly when our performance is compared to most states.

Of course, federal funds benefitting Maryland go beyond grant dollars. Federal funds flow to states also through:

- Retirement & disability (primarily Social Security)
- Direct payments (primarily Medicare)
- Procurement (purchase of goods and services)
- Salaries & wages

***Federal Grant Reports for each State Agency*** make up the bulk of this Annual Report, providing descriptions of each federal grant program. Federal grants, with few exceptions, are identified by a Catalogue of Federal Domestic Assistance (CFDA) number assigned by the federal government. CFDA numbers are included throughout the Annual Report. The first two digits identify the federal agency from which the grant originates. The next three digits identify the specific grant within each agency. The legend below assists in identifying federal grant funding sources by CFDA number. State agencies often obtain funding from multiple federal agencies:

**CFDA Number Range Corresponding Federal Agency**

10.001-10.999 U.S. Department of Agriculture  
13.000-13.999 U.S. Department of Commerce  
14.000-14.999 U.S. Department of Housing & Urban Development  
15.000-15.999 U.S. Department of the Interior  
16.000-16.999 U.S. Department of Justice  
17.000-17.999 U.S. Department of Labor  
19.000-19.999 U.S. Department of State  
20.000-20.999 U.S. Department of Transportation  
21.000-21.999 U.S. Department of the Treasury  
23.000-23.999 Appalachian Regional Commission  
27.000-27.999 Office of Personnel Management  
30.000-30.999 Equal Employment Opportunity Commission  
34.000-34.999 Federal Mediation and Conciliation  
39.000-39.999 General Services Administration  
45.000-45.999 Nat'l Foundation on Arts & Humanities

47.000-47.999 National Science Foundation  
59.000-59.999 Small Business Administration  
64.000-64.999 U.S. Veterans Administration  
66.000-66.999 U.S. Environmental Protection Agency  
81.000-81.999 U.S. Department of Energy  
83.000-83.999 Federal Emergency Management  
84.000-84.999 U.S. Department of Education  
89.000-89.999 National Archive and Records Admin  
93.000-93.999 U.S. Department of Health & Hum Services  
94.000-94.999 Corporation for Nat'l and Communities  
96.000-96.999 Social Security Administration  
97.000-97.999 U.S. Department of Homeland Security

The following is a partial list of activities coordinated by the Grants Office:

**WEBSITE: [www.grants.maryland.gov](http://www.grants.maryland.gov)**

▪ Consolidated information on state grants (including an email notify option), foundation grants, grants training (including the annual Governor's Grants Conference), federal procurement, and access to state agency and local government points of contact.

**STATE AGENCY GRANTS TEAM**

▪ Cabinet Secretaries designate primary points of contact for the Grants Office and we meet regularly to share information and discuss issues and challenges.

▪ Our official points of contact serve as subject experts and entry points within each agency for all grant questions. They review grant formula issues and assist the Governor's Federal Affairs Office in Washington, D.C. in maintaining relationships with federal decision-makers on grant issues.

**GOVERNOR'S ANNUAL GRANTS TRAINING CONFERENCE**

▪ Nationally recognized, this conference draws more than 600 participants from every county and many municipal governments, as well as non-profit organizations and state employees who must be kept abreast of the rapid changes in federal grants acquisition and management.

**PUBLICATIONS**

▪ *Annual Report: Federal Funds to Maryland State Agencies* - This is the office's 15th Annual Report, which documents federal grants expended by Maryland State agencies.

▪ *Governor's Grants Office electronic bulletins* - Electronic bulletins are emailed to more than 7,000 subscribers to inform Marylanders about available state and foundation grants, grant issues, news, and grants training opportunities. There is a subscription option found on [www.grants.maryland.gov](http://www.grants.maryland.gov).

▪ *Social Media* - The Governor's Grants Office posts often on Twitter @MDGrantsOffice and Facebook facebook.com/mdgrantsoffice about relevant news, grants and job opportunities, and other related but varied issues to keep our followers informed.

**GRANTS TRAINING**

▪ Free Training Sessions: Topics have included researching grant opportunities, grant writing, grant budgeting, grant management, subrecipient management, and audits and are available to state and local government agencies and nonprofit organizations throughout Maryland. We include advanced grants management trainings addressing post-award issues by national and federal content experts as

well as beginner training for small nonprofits just starting their grant operations. Previously recorded webinars and presentations are available on our website for anyone to view on demand and at no cost.

- **Technical Assistance:** The Governor's Grants Office provides technical advice directly to state agencies and multiple local jurisdictions, including through our partners at the Maryland Municipal League and the Maryland Association of Counties. We deliver training and provide counsel to nonprofits in conjunction with our partners, Maryland Nonprofits, the Governor's Office of Community Initiatives, and the Foundation Center funding network in Maryland, to name a few.

#### **RESEARCH**

- The Governor's Grants Office provides research assistance to organizations looking for grant opportunities to fund specific projects.
- The Governor's Grants Office provides notices of state and foundation grants on our website, and subscribers receive notifications by email when new grant opportunities are posted.

#### **FOUNDATIONS**

- The Governor's Grants Office works with Maryland foundations, including the network of community foundations, to improve collaboration between state agencies and grant makers.

In all sections of the agency grants reports it is important to recognize differences between the state fiscal year (July 1 – June 30) and the federal fiscal year (October 1 – September 30). When data is obtained from state agencies, it is based on state fiscal years, but when data comes from USASpending.gov or other federal resources, it is based on federal fiscal years.

You can keep up with *What's New* in the Governor's Grants Office and sign up for grant opportunities and other bulletins at [www.grants.maryland.gov](http://www.grants.maryland.gov).

I invite you to contact our office on any grant-related issue.

Sincerely,



Jennifer Colton  
Director



★ ★ ★ GOVERNMENT OF THE DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR

# FY 2016

# Annual Report

Government of the District of Columbia  
Office of Partnerships and Grant Services

441 4th Street NW, Suite 707 N • Washington, DC 20001 • (202) 727-8900 • [WWW.OPGS.DC.GOV](http://WWW.OPGS.DC.GOV)



## Dear Residents:

In Fiscal Year 2016, the Office of Partnerships and Grant Services (OPGS) succeeded in supporting my Administration's commitment to establish more community partnerships and obtain additional philanthropic support for District agencies and nonprofit service providers to enhance their capacity to improve the quality of life of the residents of Washington, DC.

OPGS, in collaboration with the Executive Office of the Mayor, expanded competitive grant opportunities, increased philanthropic donations, and increased organizational capacity-building services to its government and nonprofit customers while upholding the highest level of accountability and transparency in the DC government. During Fiscal Year 2016, OPGS published \$6.5 billion in competitive grant opportunities in the Weekly Funding Alert representing a \$2 billion increase above Fiscal Year 2015. OPGS authorized the acceptance of nearly \$27 million in donations made to DC agencies in Fiscal Year 2016 compared to \$17 million the prior fiscal year. In addition, OPGS was recognized by the Morris and Gwendolyn Cafritz Foundation for its management of its donation process. Capacity-building training was also provided to 510 local government and nonprofit services providers during Fiscal Year 2016.

I am happy to provide OPGS' FY 2016 Annual Report for your review. Please feel free to visit [www.opgs.dc.gov](http://www.opgs.dc.gov) for more information about its services.

Sincerely,



Muriel Bowser  
Mayor

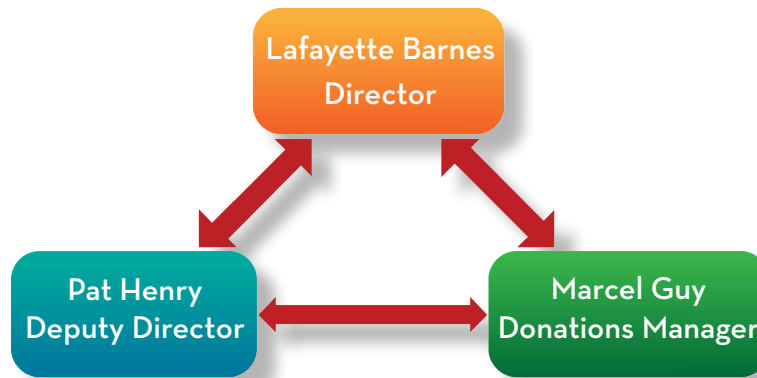


# FY 2016 Annual Report

## OPGS FY16 Report

The Office of Partnerships and Grant Services' (OPGS) mission enhances 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 Organizational Chart

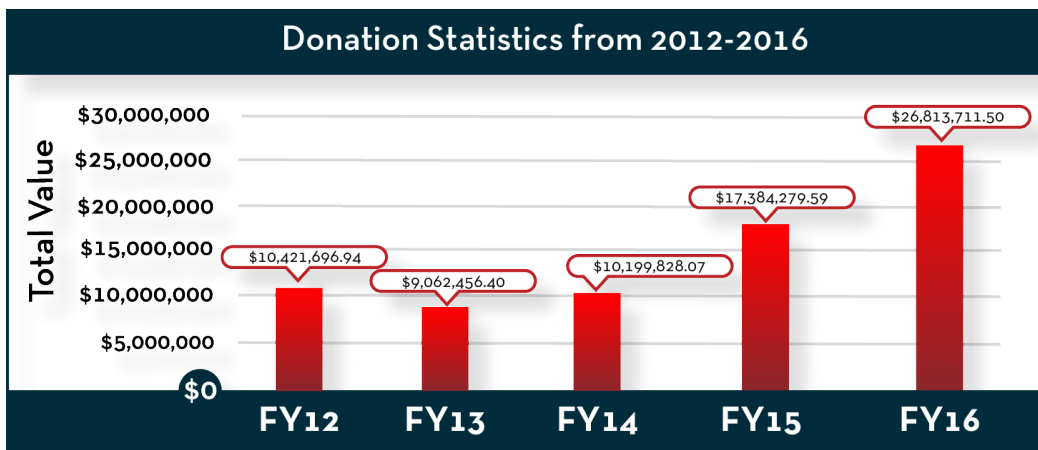


OPGS' FY16 Annual Report highlights the staff outcomes in three core services: Donations Solicitation and Management; Capacity Building Training; and Grant Development. It also shows our website services and plans for FY2017.

In FY16, OPGS realized the following accomplishments:

### Donations Solicitation and Management

Pursuant to the Mayor's Memorandum 2015-001, OPGS approves donations to the District, with a few limited exceptions. In FY16, OPGS authorized \$26.8M in donations made to the District Government, which is a \$9.5M or (55%) increase compared to \$17.3M contributions processed by the office in FY15. Under Mayor Bowser's leadership, OPGS has authorized the largest annual receipt of donations made to the government since its oversight of the process. Please see the below chart for more details.

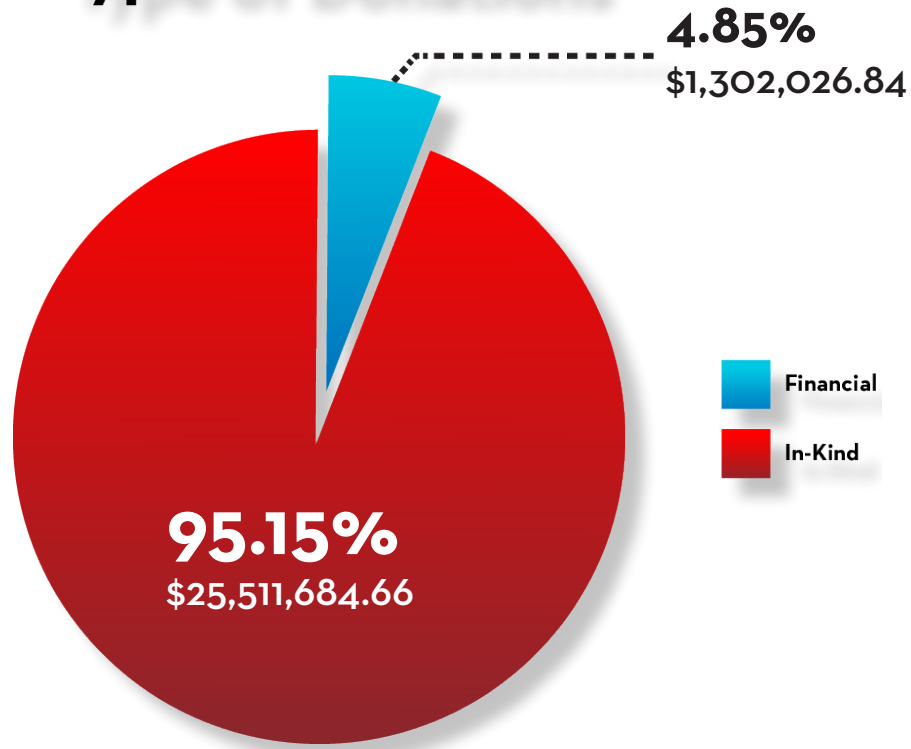




# FY 2016 Annual Report

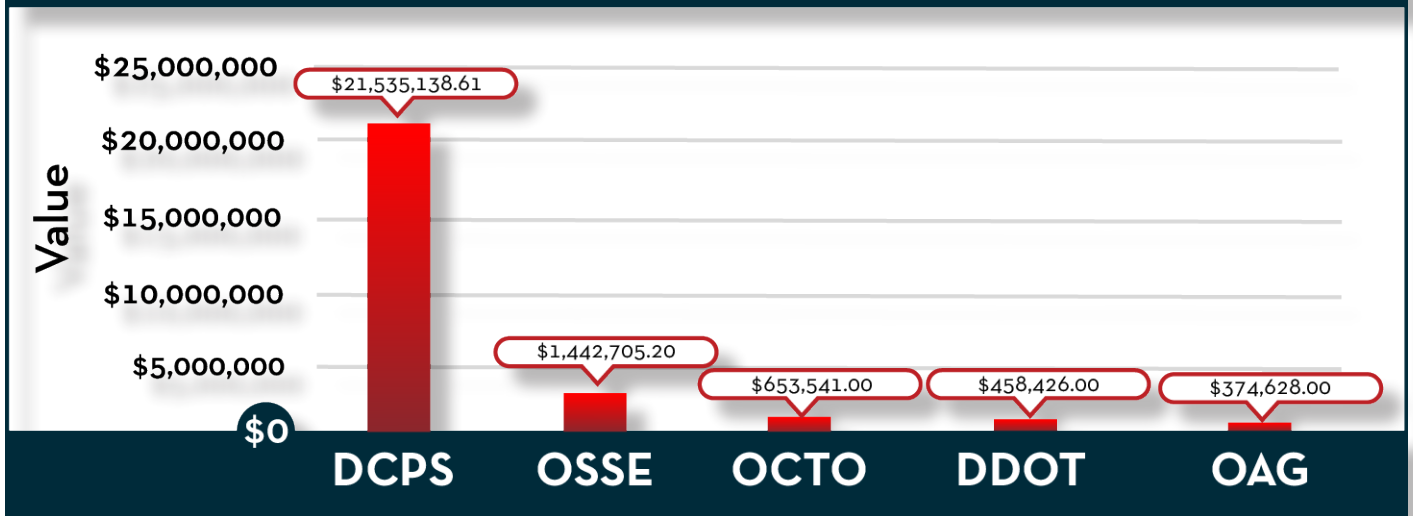
In FY16, In-kind donations continue to represent the largest type (95%) of contribution processed by OPGS.

## Type of Donations



DC Public Schools received the largest amount of donations \$21M or about 80% of the total that were authorized by OPGS, followed by the Office of the State Superintendent of Education (OSSE), with \$1.4M in FY16.

## Top Five Recipient of Donations FY 2016



# FY 2016 Annual Report

A snapshot of some donations and benefits processed by OPGS during this period are below.



*Harris Teeter donated body worn crime cameras to the Metropolitan Police Department on October 21, 2015 to facilitate investigations and information gathering. Estimated value: \$18,000.00*

*DC Public Education Fund supports a select set of school's high impact programs: Excellent Teachers and Leaders, Engaged Students and Families, and Innovative Classrooms and Schools. Total estimated donation for FY16: \$6.2 million*



This increase in donations is consistent with Mayor Bowser's commitment to building community support for the District's activities and to adhering to an ethical and transparent donations process. Those making gifts to the District must confirm that they expect nothing in return and agree to have their donation posted on line, so that there are no secret gifts to the District. Donations must advance the mission of the agency—not be gifts to particular government workers. A full list of donations to the District recorded through OPGS can be found at <https://opgs.dc.gov/page/donations-quarterly-reports>.

OPGS attributes the fifty-five percent (55%) increase in donation receipts to its dedicated customer service support for District agencies and training activities for District agencies and their respective donation managers. During FY 2016, OPGS held nine training sessions for over 300 managers and authorized 536 District Agencies' Applications to Approve Donations (AAD) via the office's automated Quickbase process.

FY 2016 training activities enabled OPGS to certify that all District agencies subject to the Mayor's Memorandum 2015-001 were trained and know how to use the District's donation process. Thus, the Office was clearly building on the successes of FY 2015, when the numbers also rose well above FY 2014 totals.

The Mayor's Office of Legal Counsel has also dedicated counsel who perform legal sufficiency reviews, making it easy for agencies to comply with the law. In addition, at the many ethics trainings co-hosted by the

# FY 2016 Annual Report

Mayor's Office of Talent and Appointments, the Mayor's Office of General Counsel and the Board of Ethics and Government Accountability, attendees are reminded to use the donations process to steer clear of ethics violations. In sum, we believe that donations to the District are in fact increasing, and that agencies are stepping up their compliance with the law on receipt of donations.

## 2016 CAFRITZ AWARDS to OPGS for Donations Management



In FY 2016, the Mayor's Office of Partnerships and Grant Services was one of the District agencies presented an Award for Distinguished DC Government Employees' Certificate of Excellence from The Morris and Gwendolyn Cafritz Foundation for its DC Government's Donation Management System Team consisting of Marcel Guy, Pat Henry, Michael Benjamin, and Lafayette Barnes. Some of OPGS' team members are shown in the above photo.

The Cafritz Award recognized the accomplishments demonstrated by OPGS to manage the District's Donation Solicitation and Management Process as well as the substantial \$9.4M increase in donations made to D.C. agencies during this period.

### Capacity Building Trainings

In FY16, OPGS provided capacity building training to 510 local nonprofit and public sector officials, representing a 44% increase above the total 356 trained in FY15. OPGS' capacity building training supported the DC Criminal Justice Coordinating Council's (CJCC) Grants Writing and Management Training Series during this period. OPGS' director continued to serve as co-chair of CJCC's Grants Planning Committee to promote its capacity building and collaboration efforts among the nine public safety government members.

OPGS also participated in the DC Office of Contracts and Procurement's DC Buyers Reverse Trade Fair to publicize the office's capacity building training services to the approximate 600 attendees at the Kellogg Center at Gallaudet University on March 24, 2016.

# FY 2016 Annual Report

Some of OPGS' capacity building trainings for District government and nonprofit representatives that occurred in FY16 are shown below.

Capacity Building Activities	No. of Attendees	Date
UDC - Nonprofit Management Class	45	12/8/2015
Establishing a Nonprofit 501 (C) (3) Workshop	30	5/9/2016
All Things Nonprofit Workshop with DCRA	28	5/4/2016
DC Government Agencies Funding/Resources Opportunities Forum	120	5/4/2016
8 Week Grant Proposal Writing Training	27	5/16 to 6/28/2016
Understanding DC Government Nonprofit Compliance Requirements	40	6/1/2016
CJCC Grants Writing and Management Training Series	220	11/5 & 17/2015, 4/7/2016
<b>TOTAL</b>	<b>510</b>	



May 3, 2016  
Marriott Marquis

A FREE Small Business Forum  
In Celebration of National Small Business

**GET MONEY, GET MOVIN'...**

Accessing Capital to Start and Grow Your Business  
With Non-Traditional Funding Resources

LEARN MORE  
AND REGISTER



OPGS Director Barnes (left) with Angela Franco, Pres. & CEO Greater Washington Hispanic Chamber of Commerce (GWHCC), and Deputy Director Henry (right) were participating resource partners in the Nonprofit: Financial Capacity Building and Matchmaking sessions hosted by the GWHCC and DC Health Benefit Exchange on May 3, 2016.

# FY 2016 Annual Report

In the summer of 2016, OPGS held its 8 Week Grant Proposal Writing Training led by Stephen Broyles in which 27 District government and nonprofit managers participated.



Stephen Broyles, (left), President of the Magi Group instructed the participants of OPGS’ 8 Week Grant Proposal Writing Training while they worked on their proposal development skills.

Several of the grant training graduates have shared their success in writing winning competitive grant proposals. The below table highlights a few of the grant awards.

Participant	Organization	Grant Maker	Grant Award
Dawn Brown, Development Director	TASH, Inc.	US DHHS	\$2M over 5 years
Tiffany Jordan, Dir. of Development and Outreach	Hillcrest Children and Family Center, Inc.	DC OVSJG	\$100K
Quintin Hudgens, Executive Director	Beta Omega Social Services, Inc.	DC DOH’s Rape Preven- tion Office	\$45.9K

Dawn Brown has stated that “thanks to the 8 week grant writing class, I have secured two grants this year. The first was a \$2 million federal grant through the Administration on Community Living - \$400,000 per year for five years - and the second was a foundation grant for \$10,000.” Furthermore, she reported that as a result of the training TASH, a Washington, DC based disability advocacy nonprofit, received its first federal grant.

## Grant Development Services

In FY16, OPGS published 51 issues of the Weekly Funding Alert with diverse competitive grant opportunities worth \$6.5 billion dollars compared to \$4.4 billion total grant announcements amount posted in FY15.

# FY 2016 Annual Report

See below table for more details about FY16.

Funding Alert Competitive Grant Announcements	
Funding Source	Total \$ Value Posted
District	\$100,432,611
Federal	\$ 6,370,795,134
Foundation	\$50,598,133
<b>Grand Total</b>	<b>\$6,521,825,878</b>

Pursuant to White House Executive Order 12372, “Intergovernmental Review of Federal Programs” OPGS serves as the District’s State Single Point of Contact (SPOC) and manually administered 189 SPOC applications in FY16 compared to 215 in FY15. OPGS’ automated SPOC application process is not functioning because of operational problems with its Grants Information Data System (GIDS). In FY16, OPGS processed SPOC applications worth \$465M compared to \$401M in FY15. The total value of D.C. government applications rose \$3.3M above the \$116.9M amount applied for in FY15. Please see the below table for more details.

SPOC Applicants	Number of Applications	Value of Applications
Nonprofit	134	345,104,041
District Government	55	120,230,785
<b>Grand Total</b>	<b>189</b>	<b>465,335,826</b>

During this period, OPGS, in collaboration with Mayor’s Office of the General Counsel and Mayor’s Office of Community Affairs, participated in the Grants Accountability Review Board (GARB) and reviewed the practices of Community Affairs’ grant making agencies. In addition, OPGS drafted a new version of the Citywide Grants Manual and Sourcebook used by DC agencies grant makers. The updated Sourcebook will be released in the first quarter of 2017.

## OPGS’ Grant Related Website Services

The Weekly Funding Alert, through which OPGS communicates funding opportunities to District agencies and local nonprofits, had a 25% increase in the total number of online subscribers from 9,894 in FY15 to 12,592 in FY16. However, OPGS’ grant website services overall, including the Weekly Funding Alert, DC Grants Clearinghouse, and State Single Point of Contact (SPOC) had a declining number of viewers between FY15 and FY16.

Type of Visitors	No. of Visitors FY 15	No. of Visitors FY16
Returning	31,480	29,531
New	16,502	12,479
SPOC	215	189
<b>Total</b>	<b>48,197</b>	<b>42,199</b>

OPGS partially attributes the decline in website visitors to the technical problems that exist with its Grants Information Data System (GIDS) which houses its grants related databases. To address this decline, OPGS is proactively reaching out to District agencies' grant point of contact to promote specific competitive federal grant opportunities.

## Looking Ahead to FY 2017

OPGS plans to initiate the following activities during this period:

- Promote OPGS via an aggressive and broad range social media campaign;
- Increase the District's authorized donation receipts to \$30M;
- Host at least two intensive grant proposal writing training sessions; and
- Host the District-Nonprofit Grant Makers and Stakeholders Partnership Conference



# MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 2-4

PAGE 1 of 10

DATE 8/14/19

TITLE  
Agreements between Montgomery County Government and Other Organizations

CAO APPROVAL  
*[Signature]*

## PURPOSE

1.0 To establish policies and procedures for the preparation, review, clearance, approval, and monitoring of an Agreement.

## DEFINITIONS

- 2.0 ADVANCE PAYMENT – A payment for goods or services prior to the receipt of the goods or services, and prior to the receipt of an invoice.
- 2.1 AGREEMENT – A contract between Montgomery County Government ("County") and a private or public entity or person requiring the exchange of information, goods, or services, or the transfer of interests in real property with the County, and that is not subject to Chapter 11B of the Montgomery County Code (*Contracts and Procurement*). Agreements may involve payment, including Advance Payments, of County funds to, or the receipt of funds by the County from, the Contractor. Agreements include memoranda of agreement (MOAs) and memoranda of understanding (MOUs). This AP governs an Agreement that requires the:
  - A. Disbursement of County funds by the County or a Contractor or a sub-contractor; or
  - B. Receipt of funds by the County or a Contractor or subcontractor on the County's behalf.
- 2.2 CONTRACTOR – The organization, entity, or person entering into an Agreement with the County.
- 2.3 RESPONSIBLE DEPARTMENT/OFFICE – The Montgomery County Government department or office organizational unit that utilizes or facilitates the exchange of information or services contemplated under an Agreement.

## EXCLUSIONS

- 3.0 This policy does not apply to the following types of contractual relationships:
  - A. Procurement contracts subject to Chapter 11B (Chapter 11B) of the Montgomery County Code;
  - B. Collective bargaining agreements;
  - C. Exempt transactions that are not required to be evidenced by an Agreement, as listed on Consolidated Exemptions List (see "N" under "Agreement is Subject to AP 2-4" column);
  - D. Grant applications by, or grant awards to, the County, which are governed by Administrative Procedure 7-1, *Grant Application*.





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## POLICY

- 4.0 An Agreement between the County and the Contractor shall be executed prior to: (A) a formal request for, or transfer of, goods, services, information or an interest in real property, or (B) undertaking any activity requiring an Agreement as defined in paragraph 2.1. The Agreement shall be developed and approved under the appropriate legal authorities with necessary review, coordination, and clearances as required under this policy. Coordination and review ensure that an Agreement is in the proper format, reflects the appropriate authority for the specific Agreement, protects County interests, is consistent with County policies and plans, and does not violate any applicable laws.
- 4.1 No employee or representative of the County shall use the policies or procedures contained in this policy to circumvent statutory and regulatory requirements relating to the award of procurement contracts pursuant to Chapter 11B.
- 4.2 This policy assigns responsibilities and establishes general policies and procedures for the preparation, review, clearance, approval, and monitoring of an Agreement. The policy is for internal use by County personnel and does not create any rights or liabilities with respect to the public or any third party. This policy applies to all Agreements, including those not written or prepared by County officials, that must be approved by a County official, except as excluded under Section 3.0 above.

## GENERAL

- 5.0 Before developing an Agreement, a Responsible Department/Office shall consider the activities and nature of the transaction that it wants to accomplish and determine whether an Agreement is the correct legal instrument.
- 5.1 If a Responsible Department/Office seeks to pursue the appropriate contractual relationship through an Agreement signed by either the County Executive (CE), Chief Administrative Officer (CAO) or another County official specifically delegated such authority by the CE or CAO or by law or regulation, the Agreement shall be reviewed and approved by the Office of the County Attorney (OCA) and other departments as set forth in this policy. The CE or CAO may delegate authority to sign an Agreement to another County official; all other requirements of this policy shall apply.
- 5.2 An Agreement, excluding those Agreements specified in Section 8.2, shall be subject to general terms and conditions, referred to as AP 2-4 *General Conditions of Agreement (“Contract”) Between County and Contractor* (“AP 2-4 General Conditions”), which shall be defined, maintained, and updated by OCA. The AP 2-4 General Conditions, [found at <https://mcgov.sharepoint.com/cat/Documents/AP 2-4 General Conditions.pdf>], may not be revised or modified without the prior approval of OCA. In situations involving financial-related terms and conditions, changes to the AP 2-4 General Conditions are subject to additional approval of the Department of Finance (Finance).



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## GENERAL (Cont'd)

- 5.3 An Agreement involving the disbursement or receipt of funds shall be subject to Finance accounts payable or accounts receivable policies and procedures, respectively, on the Finance sharepoint site at [www.montgomerycountymd.gov/mcg/controller](http://www.montgomerycountymd.gov/mcg/controller) (select Accounts Payable or Accounts Receivable) and [www.montgomerycountymd.gov/mcg/electronic\\_payments](http://www.montgomerycountymd.gov/mcg/electronic_payments). An Agreement shall be reviewed and approved by Finance if at least one of the following conditions applies. The Agreement:
- A. Involves an Advance Payment to another party, except where such advance is considered part of a commercially-acceptable practice as in the case of equipment and software maintenance, periodical subscriptions, registrations, travel, catering service, licensing fees, and insurance premiums; or
  - B. Involves indemnification or insurance requirements.
- 5.4 An Agreement involving an Advance Payment as described in paragraph 5.3 shall be subject to Finance policies and procedures on the Finance sharepoint site at [www.montgomerycountymd.gov/mcg/AP\\_procedures](http://www.montgomerycountymd.gov/mcg/AP_procedures).

## RESPONSIBILITIES

- 6.0 The Office of the County Attorney (OCA) shall:
- A. Review all proposed Agreements for form and legality.
    - 1. In the event that the transaction that the Responsible Department/Office seeks to enter into is subject to the County's Procurement Law under Chapter 11B, OCA will refer the Responsible Department/Office to the Office of Procurement, as appropriate.
  - B. Assign a County identification number to the Agreement.
  - C. Maintain an inventory of all Agreements, to include for each Agreement the following:
    - 1. Identification number;
    - 2. Responsible Department/Office and other party(ies) to the Agreement;
    - 3. Total Agreement Value (total estimated amount of County funds to be disbursed over the Agreement period, or the total estimated amount of funds to be received by the County over the Agreement period) as stated by the Responsible Department/Office;
    - 4. Indication, as stated by the Responsible Department/Office, of whether the Agreement involves receipt of funds by the County or the Contractor/subcontractor on the County's behalf;
    - 5. Indication, as stated by the Responsible Department/Office, of whether the Agreement involves an Advance Payment of funds by the County; and
    - 6. Date of signature by CAO (or another authorized County official).



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## RESPONSIBILITIES (Cont'd)

- D. Ensure an Agreement includes legal terms, and language agreed to with Finance or department(s) other than the Responsible Department/Office, as otherwise required by this policy.
- E. Establish, maintain, and update as appropriate, AP 2-4 General Conditions for all Agreements.
- F. Advise and assist the Responsible Department/Office in developing a standard “template” Agreement for a group of related or recurring contractual relationships, if appropriate.
- G. Evaluate and render a decision on any request from a Responsible Department/Office to waive a Required Agreement Provision under paragraph 8.0 or a term and condition I, AP 2-4 General Conditions. When a request for waiver involves financial-related terms, consult with and obtain Finance approval.

### 6.1 The Responsible Department/Office shall:

- A. Coordinate as necessary with each party to an Agreement to identify the responsibilities of each party and the activities to be undertaken.
- B. Prepare the Agreement, except if subject to paragraph 6.1C, incorporating all requirements of this policy. Complete a checklist [found at <https://mcgov.sharepoint.com/cat/Documents/AP 2-4 Checklist fillable.docx>] documenting compliance with the requirements.
- C. For Agreements not prepared by the County, review the Agreement presented to the department/office, negotiate as necessary, and ensure that the Agreement follows the County review and approval process, including review by OCA, and Finance if applicable under paragraph 5.3.
- D. Conduct and document an analysis that the Contractor(s) is capable of fulfilling the requirements under the Agreement (determination of responsibility). (NOTE: This requirement does not apply to the types of Agreements identified under paragraph 8.2 subparagraphs B through I.) The determination of responsibility should address, at a minimum, the following factors:
  - 1. The ability, capacity, organization, facilities, systems (including accounting systems), and skills of the Contractor to fulfill the requirements under the Agreement and within the time required by the County. This would include sufficiency of financial resources to perform as required under the Agreement.
  - 2. The integrity, reputation, and experience of the Contractor and its key personnel. This would include performance on previous Agreements or contracts with the County or other parties. Any debarment by the County or other entity must be (37)



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## RESPONSIBILITIES (Cont'd)

noted.

- 3. Previous and existing compliance by the Contractor with laws, regulations, and ordinances.
- E. Coordinate with Finance on insurance requirements to be included in the Agreement or its general terms and conditions, as well as on the appropriate forms and frequency of certifications and reports required to be provided by the Contractor(s) and subcontractor(s) regarding their accounting system(s).
- F. Seek advice from OCA on any request to waive an Agreement general term or condition.
- G. If applicable, coordinate with Finance on approval of an Advance Payment, consistent with the Advance Payment Policy.
- H. For Agreements involving the payment of funds, certification from the Office of Management and Budget of its determination of the availability of sufficient funds to support the Agreement is required. Soon after execution of the Agreement a direct purchase order must be established in the County's financial system of record unless the goods or services being acquired are an exception under Finance's Authorized Payment Policy at [www.montgomerycountymd.gov/mcg/authorized\\_payments](http://www.montgomerycountymd.gov/mcg/authorized_payments).
- I. Monitor performance and progress under the Agreement to ensure that Agreement activities are being performed consistent with the provisions of the Agreement. Track and monitor the goods or services provided for purposes of validating that amounts billed are appropriate and in compliance with the Agreement.
- J. Ensure that payments are made and received according to the conditions of the Agreement. Maintain a complete file for each Agreement, including all documentation related to the Agreement and financial transactions, if any, resulting from the Agreement.
- K. If applicable, develop and provide to Finance a plan including available budget for implementing any audit requirement under the Agreement.
- L. Upon receipt of the fully executed Agreement from the CAO, distribute copies of the executed Agreement to the Contractor, other County departments that reviewed the Agreement, and other party(ies) as appropriate, for their records. For Agreements where the authority to sign/execute the Agreement has been delegated to a Responsible Department/Office, that Department/Office is responsible for distribution of copies of the executed Agreement. (NOTE: The Office of the CAO, or the Responsible Department/Office if they are delegated authority to sign/execute the Agreement, shall electronically distribute copies of the executed Agreement to OCA, Finance, and the Responsible Department/Office.)



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## RESPONSIBILITIES (Cont'd)

- M. Prepare amendments to an Agreement if the costs or scope of the Agreement will be changed. Facilitate re-review of the Agreement by Finance, OCA, and OMB.

### 6.2 The Department of Finance shall:

- A. If the Responsible Department/Office is obligating funds and is not an authorized exception from related Finance direct purchase order policy reflected in the Authorized Payment Policy, ensure that the obligation is properly encumbered as a direct purchase order once the Agreement (or amendment to obligate additional funds) has been signed by all parties.
- B. If applicable, evaluate and approve or deny the request for Advance Payment from a Responsible Department/Office.
- C. Process transactions and maintain records consistent with County policy for financial transactions relating to an Agreement, including payments, Advance Payments, and accounts receivable/collections. For an Agreement involving an Advance Payment consistent with paragraph 5.3, determine any additional specific audit requirements, ensure that the appropriate right to audit and audit access clause language is included in the Agreement, and ensure that the Responsible Department/Office has a plan with appropriate resources identified and budgeted for to conduct any required financial audits.
- D. If applicable, and in consultation with OCA, evaluate and approve any request from a Responsible Department/Office to waive an Agreement financial-related general term or condition.

### 6.3 The Office of Management and Budget shall:

- A. If an agreement requires a payment or Advance Payment, determine that sufficient funds are available in the first fiscal year in the applicable Responsible Department/Office appropriation to enter into the Agreement. For multi-year Agreements, OMB's certification will be based on anticipated future appropriation levels, if known. In cases where Agreement costs are funded out of a much larger appropriated budget, OMB's certification may be based on a reasonability assessment since budgets are not appropriated on a line item basis.
- B. Determine the availability of funds if Agreements are amended because of cost or scope changes.

### 6.4 The Chief Administrative Officer shall:

- A. Review, approve, execute, and date an Agreement based on the recommendation of OCA.
- B. The Office of the CAO shall electronically distribute copies of the executed Agreement to



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## RESPONSIBILITIES (Cont'd)

OCA, Finance, and the Responsible Department/Office; and return the original executed Agreement to the Responsible Department/Office for further distribution.

## PROCEDURE

- 7.0 Responsible Department/Office Defines nature of goods or services to be acquired or to be provided by County. Determines that acquisition of such goods or services is exempt from Chapter 11B of the Montgomery County Code and documents its determination of responsibility of the Contractor(s).
- 7.1 Responsible Department/Office Prepares the Agreement in accordance with the policy on Agreement Provisions below. (NOTE: If an Agreement has been prepared by another party, the Responsible Department/Office shall review the proposed Agreement to ensure it adheres to the policy provided herein.) Obtains certification from the Office of Management and Budget that sufficient appropriation is available to enter into the Agreement.
- 7.2 Office of Management and Budget Provides certification that sufficient appropriation is available to enter into the Agreement.
- 7.3 Responsible Department/Office Submits the proposed Agreement, along with all other relevant documentation, to include determination of responsibility, checklist, and approvals received from other County departments/offices, to OCA.
- 7.4 Office of the County Attorney Reviews and approves the proposed Agreement for form and legality. Assigns Agreement number and forwards approved Agreement to CAO, or to Responsible Department/Office if signature authority has been delegated to that Department/Office, for review and signature.
- 7.5 Chief Administrative Officer Reviews, approves, and signs the Agreement; or remands for revision. The Office of the CAO electronically distributes copies of the executed Agreement to OCA, Finance, OMB, and the Responsible Department/Office.
- 7.6 Responsible Department/Office For Agreements where signature authority has been delegated to the Responsible Department/Office, reviews, approves, signs, and dates the Agreement; electronically distributes copies of the executed Agreement to OCA, Finance, and OMB. Provides copy of executed Agreement to other party(ies) to the Agreement.



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## AGREEMENT PROVISIONS

- 8.0 **REQUIRED AGREEMENT PROVISIONS.** An Agreement’s content depends upon financial circumstances, purpose, and authorities. The elements below are required for all Agreements and are in addition to the AP 2-4 General Conditions.
- A. **Agreement Number.** An Agreement shall have an identification number assigned by OCA.
  - B. **Parties and Scope.** An Agreement shall clearly identify each party, including any subcontractors, by legal name and address, and describe the purpose and objective of the Agreement.
  - C. **Responsibilities of the Parties.** An Agreement shall specify the role of each party (who is doing what and when) and provide a clear and comprehensive description of the work to be conducted. The division of responsibilities and commitments of each side should be defined as precisely as possible. Where applicable, the Agreement should include goals, performance measures, deliverables, and a schedule of milestones. If an Agreement is for the provision of goods or services, then the Agreement shall clearly specify what the deliverables are and when they are due.
  - D. **Authority.** An Agreement shall include citation(s) to the applicable authorities that permit the contemplated activities and/or the transfer of funds, including reference to all payments from the County being subject to available appropriations and the encumbrance of funds.
  - E. **Estimated Costs and Accounting Information.** An Agreement shall specify the Total Agreement Value and, if appropriate, include a budget. An Agreement shall also explain the method and frequency (e.g., monthly or quarterly reimbursement, or in infrequent and unusual situations, an advance payment) with which payments will be made. If the Agreement calls for an advance payment, the Contractor must provide the County an accounting for how advance payments were expended in accordance with Finance policies and procedures on the Finance sharepoint site at [www.montgomerycountymd.gov/mcg/AP](http://www.montgomerycountymd.gov/mcg/AP).
  - F. **Term of Agreement.** An Agreement shall include a specified start date and completion date. If an Agreement will extend beyond five years, the Responsible Department/Office shall provide a justification and consult with OCA. The parties should agree to review the Agreement annually to ensure that the Agreement’s terms remain accurate and capture the continuing intent of the parties.
  - G. **Resolution of Disagreements.** Each Agreement shall include a method of settling disputes and disagreements.
  - H. **Contact Information.** An Agreement shall include each party’s technical/programmatic and administrative/financial contacts.



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## AGREEMENT PROVISIONS (Cont'd)

- I. **Signatories.** An Agreement shall include signature and date lines for the officials duly authorized to sign the Agreement; normally this is the CAO, unless signatory authority for the Agreement has been specifically delegated to another County official, either by law or regulation or written delegation from the CAO. An Agreement is not effective, and, to the extent the Agreement involves the obligation of County funds (or state or federal funds), funds shall not be obligated until the Agreement is signed by all parties.
- J. **Information Disclosure.** The Maryland Public Information Act (MPIA) requires that the County release any documentary materials requested by a non-Governmental party, unless the materials are covered by one of the MPIA's exemptions. If a party to the Agreement requires a provision concerning the protection or confidentiality of information, it should always be "to the extent permitted by State and County laws and regulations."
- K. **Certification of Accounting and Related Systems.** An Agreement with a Contractor to manage a County program outsourced to the Contractor using funds advanced by the County, or using funds collected by the Contractor on behalf of the County shall include any specific requirements mandated by Finance concerning certification(s) and reports that the Contractor(s) or subcontractor(s) must provide concerning their accounting and related systems.
  - 1. In the case of such an Agreement the Responsible Department must plan for the conduct on a minimum bi-annual basis of an audit of the Contractor and subcontractor records, controls, and reporting related to the Agreement.

8.1 PROHIBITED AGREEMENT PROVISIONS. The following items shall not be included in the Agreement, unless agreed to by both OCA and Finance.

- A. **Indemnification by County.** The County cannot agree to indemnify or hold harmless the other party to the Agreement. If such language appears in a draft Agreement, it shall be deleted in its entirety.
- B. **Insurance Clauses.** The County is self-insured. Therefore, any clauses requiring the County to purchase insurance shall be removed from the Agreement.

8.2 EXCLUSIONS FROM REQUIRED AGREEMENT PROVISIONS. The following types of Agreements are not subject to specific terms and conditions under Section 8.0 above, nor the inclusion of the AP 2-4 General Conditions:

- A. Property maintenance and operation agreements;
- B. Loans;





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## **AGREEMENT PROVISIONS (Cont'd)**

- C. Acquisition or disposition of an interest in real property, including leases and licenses to use real property;
- D. Licenses or permits;
- E. Insurance and bond agreements;
- F. Condemnation proceedings;
- G. Community Development Block Grants;
- H. General development agreements; or
- I. Where the Agreement is subject to federal, state, or other County terms and conditions approved/accepted by OCA.

## **DEPARTMENTS AFFECTED**

9.0 All County Departments and Offices.

**A D D E N D U M**

June 15, 2021

TO: Government Operations & Fiscal Policy Committee/  
Health and Human Services Committee

FROM: Christine Wellons, Legislative Attorney

SUBJECT: Bill 36-19, Contracts and Procurement - Office of Grants Management -  
Established<sup>1</sup>

PURPOSE: Worksession – Joint Committee to make recommendations to Council

This addendum supplements the staff memorandum dated June 11, 2021 regarding Bill 36-19. Attached are:

1. an updated position statement of the County Executive, dated June 15, 2021, regarding Bill 36-19; and
2. a potential amendment to create the Office of Grants Management as a *non-principal* office (as opposed to *principal* office), as requested by the County Executive in his updated position statement.

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<sup>1</sup> #MoCoGrantsManagement



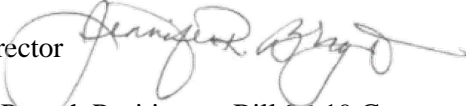
OFFICE OF THE COUNTY EXECUTIVE

Marc Elrich  
*County Executive*

**MEMORANDUM**

June 15, 2021

TO: Tom Hucker, President, County Council  
Nancy Navarro, Chair, Government Operations and Fiscal Policy Committee  
Gabe Albornoz, Chair, Health and Human Services Committee

FROM: Jennifer Bryant, Director 

SUBJECT: Updated Executive Branch Position on Bill 36-19 Contracts and Procurement – Office of Grants Management – Established

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I am writing today to provide an updated position for the County Executive on Bill 36-19 Contracts and Procurement – Office of Grants Management – Established in advance of the joint committee work session on the bill on June 16. The County Executive continues to support the goals of the legislation: maximizing the grant dollars the County receives; enhancing coordination of grant dollars the County awards; and administering grant awards more efficiently and effectively.

Over the past fifteen months, the County has received millions of dollars in assistance to implement response and recovery programs related to the COVID-19 pandemic. At the same time, the County has also provided millions of dollars to our community partners to help implement many of those same programs. It has become clear that a central coordinating office is necessary to seek out grant opportunities; implement best practices to provide grant funding to our partners in an equitable and effective manner; and provide a central point of contact for our community partners to discuss County funding opportunities. An Office of Grants Management could provide the expertise needed throughout County government to aid in these functions.

While many of the larger County departments already do a good job of seeking out and obtaining outside grant funding, other departments may not have as much capacity to do so. In the summer and fall of 2020 the Office of Management and Budget (OMB) convened workshops with department personnel tasked with seeking out and administering grant funding to provide opportunities for collaboration and sharing of best practices. The County has personnel with a lot of expertise and knowledge of pursuing grant opportunities, more could be done in providing more formalized interdepartmental cooperation and coordination for searching out funding.

As previously stated, providing a central point of contact and outreach regarding grants that the County awards would be beneficial. To implement many of the programs important to our community, the County heavily relies on community partners – through the Community Grants program, the Montgomery County Arts and Humanities Council, and the Montgomery Coalition for Adult English Literacy. As we seek to respond to the needs of communities in a more culturally appropriate manner, our reliance on our community partners to implement many of these programs has only increased throughout County. Administering grant awards in a consistent manner across County government is essential to delivering the services our residents need in the most equitable, effective, and culturally appropriate manner so that we can achieve the best outcomes possible.

We have continued to discuss and examine whether the duties of the Office of Grants Management could be incorporated into the duties of the Office of Management and Budget or another department or office in County government. After deliberation, no other department or office in County government has the expertise to subsume the duties of the proposed Office of Grants Management.

The Executive supports the adoption of Bill 36-19, but requests that the Council adopt two amendments to it.

1. As introduced, the Office of Grants Management would be a principal office within the Executive Branch, headed by an appointed director. Principal offices and departments, such as the Police Department, Office of Racial Equity and Social Justice, OMB, and Finance Department, have a significant policy making and implementation role. Instead, the Executive requests that the Office of Grants Management be a non-principal office as the functions the Office would undertake are more administrative and coordinating in nature. Other non-principal offices include Office of Emergency Management and Homeland Security, Office of Human Rights, Office of Animal Services, and Community Use of Public Facilities.
2. The Executive also requests that the effective date of the bill be July 1, 2022. This would provide the opportunity to assemble a budget for the office in a transparent and deliberative manner during the FY23 budget development process. The Executive and the Council would have the opportunity at that time to decide the number of personnel necessary to carry out the duties of the office alongside all other budget decisions.

JB:jw

**Potential Amendment**

**Bill 36-19**

The amendment described below would create the Office of Grants Management as a *non-principal* office, as opposed to a *principal* office, within the Executive branch.

*Amend lines 4-11 as follows:*

**1A-201. Establishing departments and principal offices.**

(a) *Executive Branch.*

(1) These are the departments and principal offices of the Executive Branch.

\* \* \*

General Services (Section 2-30)

[[Grants Management (Section 2-64P)]]

Health and Human Services (Section 2-42A)

\* \* \*

*Insert the following after line 11:*

**1A-203. Establishing other offices.**

(a) *Executive Branch.* These are the offices of the Executive Branch that are not part of a department or principal office:

Office of Agriculture (section 2B-1A)

Office of Animal Services (section 2-58C)

Office of the Commission for Women (section 27-28 et seq.)

Office of Community Use of Public Facilities (2-64M)

Office of Emergency Management and Homeland Security (section 2-64O)

Office of Grants Management (Section 2-64P)

Office of Human Rights (section 27-4)

\* \* \*