


MEMORANDUM

April 10, 2019

TO: Education and Culture Committee

FROM: Vivian Yao, Legislative Analyst 

SUBJECT: FY20 Operating Budget  
**Office of Community Use of Public Facilities (CUPF)**

PURPOSE: Review and make recommendations on the FY20 operating budget for CUPF

*Those expected to attend this worksession include:*

- Ramona Bell Pearson, Executive Director, CUPF
- Deborah Lambert, Office of Management and Budget

The Executive's recommendation for CUPF is attached at ©1-5. CUPF provides community users and public agencies with access to public facilities for services, programs, and events. **The program is supported by an enterprise fund and does not receive tax dollars to support its operations.** The Interagency Coordinating Board (ICB) is the policy-making authority of CUPF.

I. OVERVIEW

For FY20, the Executive recommends total expenditures of \$11,959,269 for CUPF, an increase of \$39,370 or 0.3% from the FY19 Approved Budget.

	FY18 Budget	FY19 Approved	FY20 Rec	% Change FY19-FY20
<b>Expenditures:</b>				
Enterprise Fund	11,691,144	11,919,899	11,959,269	0.3%
<b>TOTAL Expenditures</b>	<b>11,691,144</b>	<b>11,919,899</b>	<b>11,959,269</b>	0.3%
<b>Positions:</b>				
Full-time	29	30	30	0.0%
Part-time	1	1	1	0.0%
<b>TOTAL Positions</b>	<b>30</b>	<b>31</b>	<b>31</b>	0.0%
<b>FTE</b>	<b>30.07</b>	<b>31.07</b>	<b>31.27</b>	0.6%

For FY20, the Executive is not recommending any changes to the number of positions, but is recommending an increase of 0.2 FTE. The number of positions does not include employees on loan from M-NCPPC who support the field permitting processes.

<b>FY20 Recommended Adjustments</b>	<b>Expenditure</b>	<b>FTEs</b>
Enhance Audio Visual Equipment Installation for Silver Spring Civic Building (SSCB)	\$ 130,000	0.00
FY20 Compensation Adjustment	\$ 116,239	0.00
Equipment and Synthetic Turf Fees Returned to MCPS	\$ 106,423	0.00
Utility Reimbursements to MCPS	\$ 77,207	0.00
MCPS Reimbursable Staff Costs	\$ 46,365	0.00
Annualization of FY19 Personnel Costs	\$ 33,687	0.00
ActiveMONTGOMERY Transaction Fees	\$ 19,432	0.00
Security Services at SSCB	\$ 15,440	0.00
Office Lease	\$ 11,866	0.00
Retirement Adjustment	\$ 5,619	0.00
ActiveMONTGOMERY System Administrator	\$ 3,251	0.00
Motor Pool Adjustment	\$ 171	0.00
Adjustment for ActiveMONTGOMERY System Administrator Net to Gross	\$ -	0.20
OPEB Adjustment	\$ (26,330)	0.00
Eliminate funding for on-time special maintenance at SSCB and other highly used government buildings	\$ (500,000)	0.00
<b>Total Adjustments</b>	<b>39,370</b>	<b>0.20</b>

**Performance Measures:** The Executive's budget submission reports on the performance measures for the Department at ©1-2. Executive Director Bell-Pearson will be available to answer questions about the Department's performance measures.

## II. FY20 EXPENDITURE ISSUES

### A. REIMBURSEMENTS TO MONTGOMERY COUNTY PUBLIC SCHOOLS

CUPF is mandated to reimburse MCPS for costs incurred and services rendered in making facilities available to the community. A significant amount of CUPF's operating budget, about \$6.9 million or 58% is projected to be used to reimburse MCPS for costs associated with the community use of schools in FY20. The following table shows the total FY18 actual, FY19 approved, and FY20 recommended reimbursements to MCPS.

	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY20 Rec</b>
MCPS Staff Costs	3,055,555	3,334,815	\$ 3,374,307
MCPS Eve/Weekend Supervisor	236,257	216,009	\$ 222,882
School Ball Field Renovation	250,000	CIP	
School Synthetic Turf Field Maintenance	Revenue Transfer		\$ 46,500
School Equipment fees returned	Revenue Transfer		\$ 59,923
Utilities	1,908,000	2,051,152	\$ 2,128,358
Energy Conservation Specialist	70,462	99,266	\$ 99,266
"Wear & Tear" Maintenance	726,268	744,336	\$ 744,336
Custodial Supplies	214,704	219,811	\$ 219,811
<b>Total Reimbursements to MCPS</b>	<b>6,461,246</b>	<b>6,665,389</b>	<b>6,895,383</b>

**Council staff recommends approval of the reimbursements to MCPS.**

**B. SILVER SPRING CIVIC BUILDING AND VETERANS PLAZA (SSCB)**

CUPF has held primary responsibility for providing general oversight and scheduling services for the SSCB since FY12. Prior to that time, operating costs were included in the Silver Spring Regional Services Center's budget, supplemented by the Utilities NDA and the Department of General Services (DGS). The ICB has developed guidelines governing use of the SSCB differently than other County buildings.

The following tables detail the operating budget support and revenue attributable to the SSCB for FY18 to FY20. The table shows FY20 operating costs attributable to SSCB operations of \$1,156,785, and facility use revenues are projected at \$1,011,465.

In addition, \$150,000 from the CUPF Enterprise Fund will be transferred to the General Fund to support the Community Access Program (CAP), located in the Community Engagement Cluster (CEC) budget. Additional information on the CAP is attached on ©9 and ©23-25.

**SSCB Expenses**

	FY18 Actual	FY19 Budget	FY20 CE Recommended
Personnel costs @SSCB: Mill (Operations Manager), Program Specialist II (scheduler), Program Aide, Recreation Assistants (.2 FTE) & Program Specialist I (1 FTE) added in FY19	\$386,928	\$340,820	\$448,478
Share of County overhead, OPEB, ERP/IT charges, parking, credit card charges	\$114,784	\$116,754	\$152,588
Temporary Clerical Contractors	\$29,550	0	0
Custodial contractors	\$28,497	\$32,259	\$32,259
Security Contractors	\$120,798.33	\$104,000	\$119,440
Equipment & supplies, Comcast	\$16,199	\$15,000	\$15,000
*Other (820 Chairs-see GL split)-PY PO carried forward	\$83,978	\$139,020	\$139,020
*DGS maintenance- Incl. chair replacement PY PO carried forward	\$120,000		
SSCB maintenance/ utilities/operations		\$120,000	\$120,000
*Replacement of Security Camera System (FY18) and Flooring/Lighting (FY19) and AV Equipment (FY20)	\$114,003	\$200,000	\$130,000
<b>Total</b>	<b>\$1,014,737</b>	<b>\$1,067,853</b>	<b>\$1,156,785</b>

\*FY includes onetime expenses which are part of the overall effort to reduce the Enterprise Fund.  
FY20 – overhead increased by 12% to 20.45% between FY19 and FY20.

**SSCB Revenues**

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Projected
Facility Use Revenue	\$1,038,105	\$963,301	\$1,009,122	\$1,011,465

Tri-State Ice Rink Revenue returned to DGS/General Fund*	\$181,704	\$148,585.44	\$134,126	\$140,000
--	-----------	--------------	-----------	-----------

Hours of Use	FY17	FY18	Change FY17-18
Total Paid	11,925	12,331	3%
No Facility Fee (Co. Dept & Partner use)	3,239	3,550	10%
All use	15,164	15,881	5%

- This amount is returned to DGS as reimbursement for utility and maintenance costs attributed to the ice rink

**The Executive is recommending increased funding of \$130,000 for audio visual equipment installation and an increase of \$15,440 for security services based on the actual amounts that were expended in FY18.** Executive staff notes that the hourly wage for security staff, the number of large events and the number of security hours have increased.

**Council staff recommends approval of the budget for the SSCB.**

### C. CUPF FUND BALANCE

During review of the Department's FY16 Operating Budget, Council staff noted that the CUPF Enterprise Fund balance, although projected to decrease through FY21, was, at 35%, well over the policy target of 10% of total resources. Subsequently, the ICB has considered how to draw down and invest Enterprise Funds to enhance the community use of public facilities. The ICB has been sensitive to ensuring that public space users are not charged more than their fair share of costs and opted for a phased in approach in lieu of a larger short-term expenditure. The strategy was intended to address the uncertain long-term impact of fee changes resulting from ActiveMontgomery implementation; delay the need for future fee increases by facilitating ongoing priority needs related to maintenance and improvement of the SSCB and other high use government facilities, the CAP and Facility Fee Assistance Program (FFAP), and school field maintenance.

The following table lists the specific uses of the funding balance from FY18 through FY20.

Projects/ Initiatives	FY18	FY19-Planned	FY19 Progress	Plans for FY20
School field renovation	\$250,000 across 9 schools	\$750,000	\$750,000 transfer to Parks CIP	\$250,000 transfer to Parks CIP
SSCB Maintenance	Replacement of SSCB video surveillance system \$100,946	\$120,000	\$20,230 as of March See Q2 above	\$120,000 Routine building maintenance, including furniture replacements

Special Projects in County buildings with significant community use	<u>Clarksburg Cottage:</u> <ul style="list-style-type: none"> <li>\$2,187 for wireless programmable lock</li> <li>\$6,956 for painting and repairs to ceiling, walls and front steps</li> <li>\$432 for security cameras</li> <li>\$54.97 for outdoor security lighting</li> </ul> <u>Recreation Centers</u> \$276,450 Maintenance, Security Camera upgrades, furniture and equipment at 15 Centers available for community use.  <u>COB Auditorium</u> \$75,080 Renovation/construction materials  <u>EOB Auditorium</u> \$9,939 Portable stage	\$500,000  <u>County Buildings</u> Recreation Centers:  Security camera replacements at Potomac and Upcounty centers @\$75K ea.  Table and chair replacements in social halls at 10 Centers @\$10K each  Room divider replacement at 2 centers @\$20K each  Painting 8 social hall @\$1 to 1.2K each  Great Hall floor replacement \$200,000	\$200,000  \$75,261 Buffalo Soldiers Great Hall & Ellsworth floor replaced  \$108,000 Great Hall Analog wiring and lighting system replaced with digital system planned  \$300,000 Recreation and Senior Center renovations planned	\$743,000  \$130,000 Installation and integration of AV equipment in Great Hall  \$613,000* Reserved for Replacement of Current Activity Registration and Facility Reservation cloud-based software
Subsidy programs via Revenue transfer to General Fund	CAP @SSCB \$115,884 FFAP @Schools/Govt. Bldg. \$44,754	CAP @SSCB 150,000 FFAP @ Schools/Govt \$50,000Schools/Govt. Bldg.	Applications are being processed See Q5 above	CAP @SSCB 150,000 FFAP @ Schools/Govt \$50,000Schools/Govt. Bldg.

\*An additional \$304,000 has been reserved for replacement of the shared agency booking system in FY21. Total CUPF funding for the replacement system is \$917,000. This funding covers the system replacement costs anticipated for CUPF and Recreation.

The Committee should note the following expenditures planned for FY20:

- \$613,000 contribution to the new Shared Agency Booking System Replacement CIP project. An additional \$304,000 has been reserved for the project in FY21. This project is a joint collaboration between CUPF, the Recreation Department, and Montgomery Parks to replace the current activity registration and facility reservation software. The project will be reviewed by the Joint PHED and E&C Committee on May 1.
- \$250,000 transfer from the CUPF Enterprise fund to the Parks Ballfields Initiative CIP project. Executive staff notified Council staff on April 10 about the County Executive's

intent to amend the project. Council staff notes that an edit to the FY20-25 Public Services Program: Fiscal Plan that adds \$250,000 to the CIP Current Revenue Appropriation line for FY20 Rec (resulting in a total of \$863,000) will be required.

Executive staff has indicated that a portion of funding that was allocated for renovation of school ballfields in FY19 will be available for use in FY20, including work on five fields to be completed in September 2019, and \$168,420 in uncommitted funding. (See ©16-17 for a list of scheduled fields and expenditures.)

Council staff notes that when the E&C Committee first considered the use of the CUPF fund balance for field renovation, it did not recommend long-term investment recognizing the ICB need to balance competing priorities to be supported by the Enterprise Fund and limited nature of the funding source. The Committee understood that a comprehensive, coordinated planning process on ballfield renovation, maintenance, and availability. **Because the CUPF Enterprise Fund is not a sustainable source to fund ongoing ballfield work, Council staff recommends that a workgroup made up of key agencies and departments, including MCPS, Parks, Recreation and CUPF representatives, develop a long-term plan to sustain the quality and funding of ballfields in the County.**

**Council staff recommends approval of these expenditures.**

### III. FY20 REVENUE UPDATE

The Executive's recommended FY20 budget includes revenues of \$12,030,948, an increase of \$413,758 or 3.5% from the FY19 Approved Budget.

	FY18 Actual	FY19 Budget	FY20 Rec	% Change FY19-20
<b>Revenues:</b>				
Silver Spring Civic Building	\$963,301	1,009,122	1,011,465	0.2%
Indoor School Use	\$10,334,368	10,015,397	10,521,386	5.1%
General User-Government Bldgs	\$113,777	130,976	118,902	-9.2%
Ballfields	370,682	357,500	275,000	-23.1%
Investment Income	161,425	108,083	104,195	-3.6%
<b>TOTAL Revenues</b>	<b>11,943,553</b>	<b>11,621,078</b>	<b>12,030,948</b>	<b>3.5%</b>

The FY19-24 Public Services Program: Fiscal Plan attached at ©5 shows projections for the Department's revenues, expenditures, and year-end fund balance. Council staff notes that the estimated end-of-year fund balance for FY19 is 27.7% of total resources, down from the estimated FY18 amount of 33.4% reported in the FY19 Recommended Operating Budget. This downward trend reflects the efforts to implement a phased in approach to draw down the fund balance to the policy target of 10%.

## IV. PROGRAM UPDATES

### A. Facility Fee Assistance Program

The Council enacted **Bill 12-15 Administration - Office of Community Use of Public Facilities - Vulnerable Youth and Low-Income Families** on March 31, 2015, and the legislation became effective on July 8, 2015. The Council approved an implementing regulation (COMCOR No.02.64.M.01) on June 27, 2017.

Councilmembers have expressed concern about spending down available FFAP subsidies and how to let organizations know about the subsidy. In response to these concerns, Executive staff reports that CUPF staff have completed the following to increase participation over FY18 levels:

- Updated the CUPF website  
<https://www.montgomerycountymd.gov/cupf/info-other/Subsidy.html>
- Updated both the English and Spanish versions of the flyer  
<https://www.montgomerycountymd.gov/CUPF/Resources/Files/FFAP%20Subsidio%20de%20Asistencia%20para%20el%20Uso%20de%20edificios%20%20Flyer%20FY18.pdf>
- Increased the discount for weekend use of schools from 60% to 70%. 100% of weekday facility fees are covered.
- Simplified the request submission using WuFoo Forms  
<https://www.montgomerycountymd.gov/CUPF/info-other/Wforms/facilitysubsidyform.html>
- Simplified the outcome report using submission through WuFoo Forms:  
<https://www.montgomerycountymd.gov/cupf/info-other/Wforms/FacilityUseProgramOutcomeReport.html>
- Added information about the program to the payment policy documents included in the check-off list items reviewed as part of the ActiveMontgomery online application process.
- Continued program promotion:
  - in the CUPF Newsletter which is distributed to 9,000+ CUPF customers.
  - by CUPF staff who recommend the program to community groups and meet periodically with school personnel during onsite visits. Spanish, French and Chinese speaking staff are available to assist applicants
  - NextDoor (a social media site) which has a following of over 100,000 local residents
  - During community events and community briefings
  - Staff has been working with the Information Office and is in the process of launching a community blog, “The Community Use Bridge,” which will be another communication option.

## Other Steps

- Focusing first on events in targeted schools identified as Title 1. Staff developed a list of all schools with a hierarchy based upon FARMS rates. They have and continue to develop a secondary list of schools to target for assistance based upon schools with high FARMS rates that do not qualify as Title 1.
- Reconnecting with the principals at Title 1 schools to identify possible applicants and ask for their help in sharing information. We have expanded this effort to connect with principals and staff at high FARMS rate schools that do not qualify as Title 1.
- Implementing a system of outreach to targeted contacts at the end of summer. By beginning this outreach before the school year begins, we have been able to engage yearlong programs and get them to apply for assistance earlier. This has enabled us to increase the number of participating organizations.
- Staff is working with IT to create a real time report through PowerBI. By doing this information such as funding levels and mapping of locations where the FFAP is being utilized can be monitored in real time.
- Visiting awardee's programs to observe and meet the participants. Staff has made multiple site visits this school year and has more scheduled.
- Accompanying the CUPF communications specialist and distributing information on the FFAP at various community, school and PTA meetings.

### This school year, staff have already attended:

- Interagency Commission on Homelessness
- Victim Services Advisory Board
- Commission on Children and Youth
- Commission on Juvenile Justice
- MedStar Montgomery General
- Montgomery County Council of Parent-Teacher Associations MCCPTA
- Montgomery County Collaboration Council
- Greater Washington Community Foundation
- National Center for Children and Families
- Family Services Inc.

Executive staff reports that as of March, \$60,297 in FFAP subsidies have been awarded and anticipates that the remaining amounts budgeted will awarded in FY19. A list of FFAP awardees is provided at ©26-29.

## **B. Update on Executive Regulation 6-17AM (Before and After School Child Care Rebid Process)**

The last bid process took place in FY18 and the providers selected are listed on ©12. Two selection decisions were challenged in court, resulting in conflicting decisions as to the legality of the rebid process. Subsequently, MCPS and ICB/CUPF made the following statement about the temporary suspension of the rebid process:



*The Before and After School Childcare re-bid process administered by the Interagency Coordinating Board (ICB) and Community Use of Public Facilities (CUPF) on behalf of Montgomery County Public Schools (MCPS) for placement during the 2019-20 school year has been temporarily suspended. This temporary suspension applies to the schools scheduled to be re-bid during the 2018-19 school year. All re-bids are temporarily suspended until Executive Regulation 6-17AM is extended, revised or replaced. Executive Regulation 6-17AM, which governs the re-bid process is scheduled to sunset on July 31, 2019.*

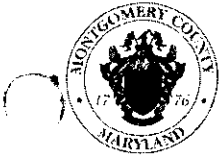
*The decision to temporarily suspend was mutually reached by MCPS and CUPF based on various factors. Among those factors are the fact that recent litigation challenged the application of the Executive Regulation, the short time period before the July 31, 2019 sunset date combined with recent elections that established a new County Executive, County Council and Board of Education. Moving forward the County Executive, County Council and MCPS; as well as other interested parties will be working together to develop revisions to the re-bid process and reviewing the Regulation as a whole to advance the mission of high quality before and after care in Montgomery County. During this process child care providers, parents of school age children and other experts on school age child care will be consulted.*

*Updates and information will be posted on the Montgomery County Community Use of Public Facilities Childcare page found at:  
<https://www.montgomerycountymd.gov/cupf/info-other/childcare.html>*

The County Executive has indicated an intent to continue honoring the delegation of authority from the Board of Education to the ICB. The continued acceptance of the delegation will authorize Executive Staff to develop amendments to the expiring regulation. The Executive has decided to allow the current regulation to sunset in July 2019 while Executive Staff and MCPS work to develop amendments to that regulation.

Next steps will include working with MCPS to establish an interagency work group that will be informed by the Community including the PTA, the Child Care Commission, Child Care Providers, and others. As part of this effort Staff will create a benchmarking chart focused on school age child care from comparable jurisdictions regarding various pros and cons of those systems and how they may, or may not, fit into a Montgomery County model. This presents an opportunity to revisit how to best meet the needs of County residents related to services provided for school age child care needs. At the conclusion of these efforts the Executive will submit the amended regulations to Council for consideration and approval.

Existing providers will remain in place. MCPS agreed to address any situation where services are needed. For example, students attending the new Clarksburg Village Elementary School (which will open for the 2020-2021 school year with K & grades 1-3), will be bussed to a nearby provider formerly serving the students drawn from their previously assigned school. The MCPS transportation department is working with the school's principal to implement this transport plan for next school year.



# Community Use of Public Facilities

**RECOMMENDED FY20 BUDGET**  
**\$11,959,269**

**FULL TIME EQUIVALENTS**  
**31.27**

☀ **RAMONA BELL-PEARSON, DIRECTOR**

## MISSION STATEMENT

The mission of the Office of Community Use of Public Facilities (CUPF) is to maximize the community's use of schools and other public facilities and to identify and facilitate activities and programs that respond to the community's needs without disrupting the instructional program of the Montgomery County Public Schools or County operations.

## BUDGET OVERVIEW

The total recommended FY20 Operating Budget for the Office of Community Use of Public Facilities is \$11,959,269, an increase of \$39,370 or 0.33 percent from the FY19 Approved Budget of \$11,919,899. Personnel Costs comprise 29.50 percent of the budget for 30 full-time position(s) and one part-time position(s), and a total of 31.27 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 70.50 percent of the FY20 budget.

## COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- ◆ **Thriving Youth and Families**
- ◆ **A Greener County**
- ◆ **Effective, Sustainable Government**

## DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY19 estimates reflect funding based on the FY19 Approved Budget. The FY20 and FY21 figures are performance targets based on the FY20 Recommended Budget and funding for comparable service levels in FY21.

Measure	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
<b>Program Measures</b>					
Percentage of available time in school auditoriums, gyms, all purpose rooms/cafeterias used by the community	45	42	45	45	45
Percentage of available use time in County buildings used by the community <sup>1</sup>	47	46	46	46	46
Percentage of Interagency Coordinating Board (ICB) members satisfied with CUPF's support of ICB	100	100	95	95	95
Percentage of School Childcare Selection Committee members who felt the selection process resulted in placement of a highly-qualified provider	82%	96%	90%	90%	90%

Measure	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Hours of paid school use	563,754	557,539	560,000	560,000	560,000
Hours of paid school field use	63,023	63,039	64,000	64,000	64,000
Hours of paid community use on Maryland National Capital Park and Planning Commission (M-NCPPC) fields <sup>2</sup>	107,792	102,613	97,737	105,000	105,000
Hours of use for government buildings	15,789	10,467	11,500	11,500	11,500
Hours of paid community use in Silver Spring Civic Building at Veterans Plaza <sup>3</sup>	11,924	12,331	12,500	12,500	12,500
Percentage of school, field, and government building users satisfied with the reservation process	83	92	90	90	90
Percentage of government building free use	88	88	90	90	90

<sup>1</sup> Several County Buildings are fully or partially unavailable due to construction, "refreshes" or maintenance to include: Wheaton Regional Library, Council Office Building, and Mid-County Government Center.

<sup>2</sup> The hours of paid community use on M-NCPPC fields estimate was down in FY19 as compared to actual FY18 and target for FY20. This is explained by the fact that the number of credits issued to customers was very high related to unavailability of fields for use during the FY19 period due to a higher than usual rainy season. In addition there were many fields taken out of use by MCPS due to renovations and upgrades.

<sup>3</sup> Silver Spring Civic Building (SSCB) is an early voting and election site. Usually elections will reduce hours of use at the SSCB. However, in FY18, this impact was more than offset by the elimination of free use of the plaza which allowed more paid use.

## INITIATIVES

- ★ The co-location of the Community Use of Public Facilities, County Recreation and Montgomery Parks in the new Wheaton building will enhance collaboration and improve customer access to the shared activity registration and facility reservation system, while simultaneously supporting the growth of the Wheaton community.

## ACCOMPLISHMENTS

- ☑ Enhanced safety and playability conditions on school ballfields as a result of a \$1,000,000 cumulative contribution for the renovation of school ballfields by Montgomery Parks, M-NCPPC. Initial FY17 and FY18 work plans that carried into FY19 resulted in the renovation of 22 fields at 9 school locations. 16 new ballfields at 5 locations were added in FY19 for renovation.
- ☑ Enhanced the community's awareness of the role of the Interagency Coordinating Board (ICB) and CUPF's mission using social media and assignment of dedicated staff. In addition to distributing monthly newsletters, participating in community events, and providing information on its website, CUPF posts regularly on the County's NextDoor social media account, which has over 100,000 followers.
- ☑ Assisted a total of 78 groups, of which 45% were new users, who received support in their use of the Silver Spring Civic Building and Veterans Plaza through the Community Access Program during FY18.
- ☑ Contributed \$840,000 between FY17 and FY18 to the security and maintenance at 20 County locations with installation of security cameras, furniture, equipment, and flooring replacements. Another \$500,000 has been allocated during FY19 for work at 12 locations with similar improvements.

## COLLABORATION AND PARTNERSHIPS

### \* ActiveMontgomery

Community Use of Public Facilities, Montgomery County Department of Recreation, and M-NCPPC Montgomery Parks share the same cloud-based software solution for activity registration and facility reservation. Each contribute to the salary of a Senior Information Technology Specialist who serves as the System Administrator and liaison with the software vendor, in addition to a County Senior Accountant to manage the distribution of funds. Representatives from each entity participate on various committees to make decisions that impact the operations of the other partners. Recreation, Parks, and CUPF are currently working together on a Governance Group for the purpose of selecting a replacement vendor for ActiveMONTGOMERY. The Group will solicit, select, integrate, and transition the new vendor into a joint operating system to serve the needs of all three Agencies.

### Partners

Department of Recreation, Maryland-National Capital Park and Planning Commission

**\* Community Use of Public Facilities**

The Community Use of Public Facilities (CUPF) works with various entities to enable the community to use public facilities for a variety of activities when not in use by the tenant organization. This includes schools, public libraries, Montgomery Park fields, and meeting rooms in County buildings. CUPF reimburses the Montgomery County Board of Education for the cost impacts of community use, funds two subsidy programs, returns funds to the general fund, and contributes to special maintenance projects.

**Partners**

County Council, Department of General Services, Department of Police, Department of Public Libraries, Maryland-National Capital Park and Planning Commission, Montgomery County Public Schools

**PROGRAM CONTACTS**

Contact Ramona Bell-Pearson of the Office of Community Use of Public Facilities at 240.777.2722 or Deborah Lambert of the Office of Management and Budget at 240.777.2794 for more information regarding this department's operating budget.

**PROGRAM DESCRIPTIONS**

**\* Community Access to Public Space**

This program provides community organizations and public agencies with access to public schools and government facilities for community services, programs, and events. Services performed by staff in support of this function include: user education training; centralized scheduling of schools, M-NCPPC fields, libraries, regional service centers, County government meeting rooms, and the Silver Spring Civic Building; managing on-line customer facility requests; administering connectivity to the facility database for school and County staff; information and referral; and problem and conflict resolution. Working with MCPS staff, PTAs, and community-based committees in the implementation and review of facility use policies and procedures is an integral component of this program. This program also provides: 1.) general management and staff support to the Interagency Coordinating Board (ICB), which is CUPF's policy-making authority, and its Citizens' Advisory Committee; and 2.) administration for community use operations, including financial processes and budgeting for the Community Use Enterprise Fund. The County's General Fund supports limited free use of facilities to qualifying organizations in accordance with ICB policy.

**BUDGET SUMMARY**

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	% Chg Bud/Rec
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	2,344,063	2,503,476	2,395,733	2,654,106	6.0 %
Employee Benefits	761,244	842,937	756,819	873,718	3.7 %
<b>Community Use of Public Facilities Personnel Costs</b>	<b>3,105,307</b>	<b>3,346,413</b>	<b>3,152,552</b>	<b>3,527,824</b>	<b>5.4 %</b>
Operating Expenses	8,416,825	8,573,486	8,516,588	8,431,445	-1.7 %
<b>Community Use of Public Facilities Expenditures</b>	<b>11,522,132</b>	<b>11,919,899</b>	<b>11,669,140</b>	<b>11,959,269</b>	<b>0.3 %</b>
<b>PERSONNEL</b>					
Full-Time	29	30	30	30	—
Part-Time	1	1	1	1	—
FTEs	30.07	31.07	31.07	31.27	0.6 %
<b>REVENUES</b>					
Facility Rental Fees	11,782,129	11,512,996	11,431,922	11,926,753	3.6 %
Investment Income	161,425	108,083	108,083	104,195	-3.6 %
<b>Community Use of Public Facilities Revenues</b>	<b>11,943,554</b>	<b>11,621,079</b>	<b>11,540,005</b>	<b>12,030,948</b>	<b>3.5 %</b>

**FY20 RECOMMENDED CHANGES**

	Expenditures	FTEs
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>		
FY19 ORIGINAL APPROPRIATION	11,919,899	31.07
<u>Changes (with service impacts)</u>		

## FY20 RECOMMENDED CHANGES

	Expenditures	FTEs
Enhance: Audio Visual Equipment Installation for the Silver Spring Civic Building [Community Access to Public Space]	130,000	0.00
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: FY20 Compensation Adjustment	116,239	0.00
Increase Cost: Equipment and Synthetic Turf Fees Returned to MCPS	106,423	0.00
Increase Cost: Utility Reimbursements to MCPS	77,207	0.00
Increase Cost: MCPS Reimbursable Staff Costs	46,365	0.00
Increase Cost: Annualization of FY19 Personnel Costs	33,687	0.00
Increase Cost: ActiveMONTGOMERY Transaction Fees	19,432	0.00
Increase Cost: Security Services at SSCB	15,440	0.00
Increase Cost: Office Lease (Rockville)	11,866	0.00
Increase Cost: Retirement Adjustment	5,619	0.00
Increase Cost: ActiveMONTGOMERY System Administrator	3,251	0.00
Increase Cost: Motor Pool Adjustment	171	0.00
Technical Adj: Adjustment for ActiveMONTGOMERY System Administrator Net to Gross [Community Access to Public Space]	0	0.20
Decrease Cost: OPEB Adjustment	(26,330)	0.00
Decrease Cost: Eliminate funding for one-time special maintenance at Silver Spring Civic Building and other highly used government buildings	(500,000)	0.00
<b>FY20 RECOMMENDED</b>	<b>11,959,269</b>	<b>31.27</b>

## FUTURE FISCAL IMPACTS

### CE RECOMMENDED (\$000S)

Title	FY20	FY21	FY22	FY23	FY24	FY25
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>						
<b>EXPENDITURES</b>						
<b>FY20 Recommended</b>	<b>11,959</b>	<b>11,959</b>	<b>11,959</b>	<b>11,959</b>	<b>11,959</b>	<b>11,959</b>
No inflation or compensation change is included in outyear projections.						
<b>Elimination of One-Time Items Recommended in FY20</b>	<b>0</b>	<b>(130)</b>	<b>(130)</b>	<b>(130)</b>	<b>(130)</b>	<b>(130)</b>
Items recommended for one-time funding in FY20, including the installation of audio visual equipment for the Silver Spring Civic Building, will be eliminated from the base in the outyears.						
<b>MCPS Reimbursable Custodial Costs</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>10</b>	<b>14</b>
CUPF is required to reimburse MCPS for the custodial supply costs of community use.						
<b>MCPS Reimbursable Maintenance Costs</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>22</b>	<b>33</b>	<b>44</b>
CUPF is required to reimburse MCPS for the maintenance costs of community use.						
<b>MCPS Reimbursable Staff Costs</b>	<b>0</b>	<b>13</b>	<b>26</b>	<b>39</b>	<b>52</b>	<b>66</b>
CUPF is required to reimburse MCPS for the cost impacts of community use. Reimbursements to MCPS for staff, maintenance, and supplies are periodically adjusted to reflect increases in those costs.						
<b>MCPS Reimbursable Utility Costs</b>	<b>0</b>	<b>74</b>	<b>152</b>	<b>231</b>	<b>314</b>	<b>397</b>
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
<b>Retiree Health Insurance Pre-funding</b>	<b>0</b>	<b>(1)</b>	<b>(2)</b>	<b>(11)</b>	<b>(17)</b>	<b>(21)</b>
<b>Savings from Replacement of ActiveMONTGOMERY with Replacement System</b>	<b>0</b>	<b>(72)</b>	<b>(145)</b>	<b>(145)</b>	<b>(145)</b>	<b>(145)</b>
Reduction in transaction fees, overtime, and use of temporary staff resulting from the replacement of ActiveMONTGOMERY with a new system.						
<b>Security Services at SSCB</b>	<b>0</b>	<b>6</b>	<b>12</b>	<b>19</b>	<b>25</b>	<b>31</b>
Security services at the Silver Spring Civic Building						
<b>Two Year Term Extension for Fiscal Assistant Position</b>	<b>0</b>	<b>0</b>	<b>(83)</b>	<b>(83)</b>	<b>(83)</b>	<b>(83)</b>
The Fiscal Assistant is shared with County Recreation to support online activity registration and facility reservation database.						
<b>Wheaton Redevelopment</b>	<b>0</b>	<b>197</b>	<b>190</b>	<b>180</b>	<b>171</b>	<b>171</b>
Expenses at the Wheaton facility include utilities, maintenance, parking, and debt service net of savings from the current 255 Rockville Pike office lease.						
<b>Labor Contracts</b>	<b>0</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>11,959</b>	<b>12,081</b>	<b>12,028</b>	<b>12,123</b>	<b>12,224</b>	<b>12,338</b>

FY20-25 PUBLIC SERVICES PROGRAM: FISCAL PLAN

Community Use of Public Facilities

FISCAL PROJECTIONS	FY19 ESTIMATE	FY20 REC	FY21 PROJECTION	FY22 PROJECTION	FY23 PROJECTION	FY24 PROJECTION	FY25 PROJECTION
<b>ASSUMPTIONS</b>							
Indirect Cost Rate	18.23%	20.45%	20.45%	20.45%	20.45%	20.45%	20.45%
GPI (Fiscal Year)	2.2%	2.3%	2.5%	2.7%	2.7%	2.7%	2.7%
Investment Income Yield	2.3%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
<b>BEGINNING FUND BALANCE</b>	<b>6,372,109</b>	<b>4,771,665</b>	<b>3,429,758</b>	<b>2,342,025</b>	<b>1,709,749</b>	<b>1,088,775</b>	<b>506,431</b>
<b>REVENUES</b>							
Charges For Services	11,431,922	11,926,753	12,228,500	12,558,870	12,897,754	13,245,993	13,868,555
Miscellaneous	108,083	104,195	78,379	56,820	42,968	29,174	15,721
Subtotal Revenues	11,540,005	12,030,948	12,306,879	12,615,690	12,940,722	13,275,167	13,884,276
<b>INTERFUND TRANSFERS (Net Non-CIP)</b>							
Transfers To The General Fund	(689,493)	(768,770)	(776,023)	(776,023)	(776,023)	(776,023)	(776,023)
Indirect Costs	(849,493)	(928,770)	(938,023)	(938,023)	(938,023)	(938,023)	(938,023)
CAAP	(809,980)	(721,440)	(728,693)	(728,693)	(728,693)	(728,693)	(728,693)
DCM	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Telecommunications NDA	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Transfers From The General Fund	(32,203)	0	0	0	0	0	0
After School	180,000	180,000	180,000	180,000	180,000	180,000	180,000
Elections	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	135,000	135,000	135,000	135,000	135,000	135,000	135,000
<b>TOTAL RESOURCES</b>	<b>17,222,621</b>	<b>16,033,843</b>	<b>14,958,614</b>	<b>14,181,492</b>	<b>13,874,448</b>	<b>13,587,919</b>	<b>13,614,684</b>
<b>CIP CURRENT REVENUE APPROP.</b>							
PSP OPER. BUDGET APPROP/ EXP'S	(750,000)	(613,000)	(304,000)	0	0	0	0
<b>Operating Budget</b>							
Labor Agreement	(11,089,140)	(11,959,269)	(12,157,759)	(12,370,428)	(12,589,403)	(12,815,317)	(13,051,130)
Elimination of One-Time Expenses	0	0	(35,469)	(35,469)	(35,469)	(35,469)	(35,469)
Increase in MCPS Reimbursable Staff Costs	0	n/a	130,000	130,000	130,000	130,000	130,000
Utility Reimbursements to MCPS	n/a	n/a	(12,660)	(25,600)	(38,830)	(52,360)	(65,890)
Maintenance Reimbursement to MCPS	n/a	n/a	(74,492)	(151,592)	(231,391)	(313,982)	(398,573)
Custodial Supply Reimbursements to MCPS	n/a	n/a	0	(10,428)	(21,740)	(33,054)	(44,368)
Security Services at Silver Spring Civic Building	n/a	n/a	(325)	(3,827)	(8,978)	(10,329)	(13,680)
Wheaton Redevelopment	n/a	n/a	(5,973)	(12,244)	(18,515)	(24,786)	(31,057)
Retiree Health Insurance Pre-Funding	n/a	n/a	(187,000)	(190,000)	(180,000)	(171,000)	(171,000)
Savings from Replacement of ActiveMONTGOMERY	n/a	n/a	510	1,520	10,530	16,870	21,470
ActiveMONTGOMERY Fiscal Assistant	n/a	n/a	72,395	144,791	144,791	144,791	144,791
Subtotal PSP Oper Budget Approp / Exp's	(11,669,140)	(11,959,269)	(12,280,773)	(12,439,927)	(12,753,857)	(13,081,488)	(13,429,758)
<b>OTHER CLAIMS ON FUND BALANCE</b>							
	(31,816)	(31,816)	(31,816)	(31,816)	(31,816)	0	0
<b>TOTAL USE OF RESOURCES</b>	<b>(12,450,956)</b>	<b>(12,604,085)</b>	<b>(12,616,589)</b>	<b>(12,471,743)</b>	<b>(12,785,673)</b>	<b>(13,081,488)</b>	<b>(13,429,758)</b>
<b>YEAR END FUND BALANCE</b>	<b>4,771,665</b>	<b>3,429,758</b>	<b>2,342,025</b>	<b>1,709,749</b>	<b>1,088,775</b>	<b>506,431</b>	<b>184,926</b>
<b>END-OF-YEAR RESERVES AS A</b>							
<b>PERCENT OF RESOURCES</b>	<b>27.7%</b>	<b>21.4%</b>	<b>15.7%</b>	<b>12.1%</b>	<b>7.8%</b>	<b>3.7%</b>	<b>1.4%</b>

**Assumptions:**

- Changes in interfund transfers reflect the election cycle, receipts from the General Fund to offset the cost of free use and unpermitted field use, and technology modernization costs.
- The ICB must review and approve any changes in fees. A 2% fee increase is assumed in FY25.
- The fiscal plan assumes a one time use of surplus funds to replace the on-line booking system shared by CUPF, the Recreation Department, and M-NCPPC. This use is shown as a current revenue transfer in FY20 and FY21 to the CIP project, Shared Agency Booking System Replacement (P722001).
- The fiscal plan assumes additional programmed expenses in FY20 for the purchase and installation of audiovisual equipment at the Silver Spring Civic Building.

**Notes:**

- The fund balance is calculated on a net assets basis.
- These projections are based on the Executive's Recommended budget and include the revenue and resource assumptions of that budget. The projected future expenditures, revenues, and fund balances may vary based on changes not assumed here to fee or tax rates, usage, inflation, future labor agreements, and other factors not assumed here.
- Community Use of Public Facilities has a fund balance policy target of 10% of resources.

## CUPF FY20 Operating Budget Questions

1) **How much are total reimbursements to MCPS projected to change in FY20?**

Reimbursements to MCPS are projected to increase by 3.5% (\$229,994) in FY20 over the FY19 budget

a) **Please break out the total MCPS reimbursements by type and also include any changes to reimbursements from FY19.**

No changes to the reimbursement approach were made in FY19, nor planned for FY20. See chart below.

b) **What percentage of the CUPF's recommended FY20 operating expense is attributable to MCPS reimbursements?**

Reimbursements to MCPS account for 82% of the FY20 operating budget. This does not include the CIP transfer.

MCPS Reimbursements				
	FY18 Actual	FY19 Approved	FY20 CE Recommended	Changes
MCPS Staff Costs (Building Service Workers, Media and IT Technicians, Cafeteria Workers and Security)-incl Elections	3,055,555	3,334,815	3,374,307	Reflects higher MCPS Security staff wages & shift to weekend use.
MCPS Evening & Weekend Supervisors	236,257	216,009	222,882	Reflects changes in MCPS salary/benefit costs
School Ball Field Renovation	250,000	CIP		
School Synthetic Turf Field Maintenance	Revenue Transfer	Revenue Transfer	46,500	Revenue transfers incorporated into operating budget as of FY19
School Equipment fees returned	Revenue Transfer	Revenue Transfer	59,923	
Utilities - based on 5.3% of prior year's utility costs. (MCPS determines CUPF's share based on a usage study)	1,908,000	2,051,152	2,128,358	Energy costs are variable
MCPS Energy Conservation Specialist	70,462	99,266	99,266	Hiring change
"Wear & Tear" Maintenance	726,268	744,336	744,336	
Custodial Supplies	214,704	219,811	219,811	
<b>Total MCPS Reimbursements</b>	<b>6,461,246</b>	<b>6,665,389</b>	<b>6,895,383</b>	
<b>Total operating costs W/ PY encumbrances</b>	<b>8,622,706</b>	<b>8,573,486</b>	<b>8,431,445</b>	

<b>Total budget</b>	11,728,013 excludes Revenue Transfers	11,919,899 excludes Revenue Transfers	11,959,269	Also includes reinstatement of term Fiscal Assistant
---------------------	--	--	------------	---

- CUPF returned 100% of equipment fees (\$38,703 for FY18) collected from community groups (ex. Projectors or TV) directly to schools
- CUPF returned 100% of synthetic turf facility fees (\$37,990 in FY18) to MCPS.

**2) Please provide a vacancy list. Have any positions been reclassified since publishing the FY19 personnel complement?**

Current Vacancies (March 1, 2019)

- Manager III (as of 3/1/19)- interviews pending
- Term Fiscal Assistant (shared with MCRD) – offer has been extended
- Program Specialist I (SSCB)-recruitment ongoing
- Information Technology Specialist III recruitment ongoing

FY19 Base Budget -Vacancies filled during FY19

- Program Specialist I (Rockville) filled 11/6/18
- Administrative Specialist III-filled 11/11/18

Reclassifications since 2019

- Fiscal Assistant abolished - Administrative Specialist III Created and filled

**3) Please provide an update on Silver Spring Civic Building and Plaza use. For FY18 and FY19 year-to-date, please provide, as available, the costs for and revenue from, operating the facility. What is the recommended operating budget for FY20?**

**A. Expenses: Costs Attributed to the Civic Building by Fiscal Year**

	FY18 Actual	FY19 Budget	FY20 CE Recommended
Personnel costs @SSCB: MIII (Operations Manager), Program Specialist II (scheduler), Program Aide, Recreation Assistants (.2 FTE) & Program Specialist I (1 FTE) added in FY19	\$386,928	\$340,820	\$448,478
Share of County overhead, OPEB, ERP/IT charges, parking, credit card charges	\$114,784	\$116,754	\$152,588
Temporary Clerical Contractors	\$29,550	0	0
Custodial contractors	\$28,497	\$32,259	\$32,259
Security Contractors	\$120,798.33	\$104,000	\$119,440
Equipment & supplies, Comcast	\$16,199	\$15,000	\$15,000
*Other (820 Chairs-see GL split)-PY PO carried forward	\$83,978	\$139,020	\$139,020
*DGS maintenance- Incl. chair replacement PY PO carried forward	\$120,000		
SSCB maintenance/ utilities/operations		\$120,000	\$120,000
*Replacement of Security Camera System (FY18) and Flooring/Lighting (FY19) and AV Equipment (FY20)	\$114,003	\$200,000	\$130,000



Total	<b>\$1,014,737</b>	<b>\$1,067,853</b>	<b>\$1,156,785</b>
-------	--------------------	--------------------	--------------------

\*FY includes onetime expenses which are part of the overall effort to reduce the Enterprise Fund.  
 FY20 – overhead increased by 12% to 20.45% between FY19 and FY20.

**i. Why is an increase of \$15,440 for security services needed?**

The actual amount in FY18 exceeded the budget. The adjustment aligns the budget with actual costs, which need to match the increasing pattern of use at the Silver Spring Civic Building. In addition to increases in the number of large events, hourly pay for contract security staff also increased. The hourly wage went from \$18.98 to \$22.41 between FY17 and FY18. The number of large events increased from 21 in 2011 to 54 in 2017. Security hours also increased 7%.

**ii. Other**

Overall building maintenance is covered by the DGS budget. Other SSCB tenants include Silver Spring Regional Services Center, Roundhouse Theatre and Silver Spring Town Center, Inc. The Arts and Humanities Council curates the Kramer Gallery. Contributions by CUPF to the upkeep of the building have included:

Improvements	FY17	FY18	FY19 As of March,
Landscaping	\$1,062	\$729	\$8,609
Flag pole repair and Flags	\$261		
Replacement of damaged tables	\$3,744		\$9,361
Additional Dumpster	\$854		
Audiovisual equipment supplies and repairs	\$7,534	\$2,508	
General maintenance (cleaning supplies/brooms, paint/paint supplies, misc. hardware items, signage)	\$1,623	\$1,917	\$195
Replacement/repair of chairs	\$203,978		\$2,064
Replacement of Security Camera System		\$114,003	
Replacement of Great Hall Floor			\$77,261
Repairs to Ellsworth			\$6,237
Replacement of wiring and lighting in Great Hall			DGS estimate: \$108,000

**B. Revenue**

**Silver Spring Civic Building at Veterans Plaza**

	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Projected
Facility Use Revenue	\$1,038,105	\$963,301	\$1,009,122	\$1,011,465
Tri-State Ice Rink Revenue returned to DGS/General Fund*	\$181,704	\$148,585.44	\$134,126	\$140,000

Hours of Use	FY17	FY18	Change FY17-18
Total Paid	11,925	12,331	3%
No Facility Fee (Co. Dept & Partner use)	3,239	3,550	10%
All use	15,164	15,881	5%

- This amount is returned to DGS as reimbursement for utility and maintenance costs attributed to the ice rink

Community use grew by 3% in FY18 alongside significant increases in County use to include early and regular voting (958 or 27% of County use), Community Engagement Cluster (747 or 21%) and DHHS (441 or 12.4%). No elections were held in FY17 freeing the Great Hall for other uses, which was not the case in FY18. During May – June 2017, 87% of use in the Great Hall was “paid use” vs. 60% in FY18. Revenue was also 8% less during this same period. Revenue decreased in spite of increased use and is attributed to increased use of rooms that carry lower fees. For example, use of the Atrium, Courtyard, Colesville and Kitchen increased an average of 17%.

**4) How much is budgeted for the Silver Spring Civic Building Community Access Program (CAP) in FY20? (Formerly CAPP-but no longer considered a pilot)**

\$150,000 as a transfer from CUPF Enterprise Fund to General Fund has been budgeted

**Please provide an update on the CAPP for FY18 and FY19 to date, including the budgeted amounts, the amounts expended; the awards made (including organization and program, award amount, percent of CUPF fee paid by CAPP, and the number of prior awards for the organization); and the number of applications received.**

As of the end of the third quarter of FY19, 92 CAP applications were submitted by 77 organizations. Returning customers submitted 76% of the applications. Awards have totaled \$126,294, so far, which represents 84% of the annual funding available. It is important to note that funds not used by CAP applications may be used for needed repairs or upkeep for the facility. Most of the events (84%) approved are scheduled in the Buffalo Soldiers Great Hall or the Plaza. A summary of FY18 & FY19 CAP Awards can be found at Attachment 1.

**Community Access Program Summary FY16-19**

	FY16	FY17	FY18	FY19 As of 3/1/19
Budget <sup>1</sup>	\$120,000	\$150,000	\$150,000	\$150,000
Award <sup>2</sup>	\$119,503	\$119,315	\$115,884	\$126,294
Applications Received	69	110	100	92
Total applicants accepting awards	68 groups	99 to 83 groups	80	77
Average award and percentage of costs covered	\$1,757 67% of costs	\$1,237 65% of costs	\$1,183 62% of costs	\$1,407 56% of costs
Percent (count) of Groups with no prior award	36% (25)	49% (42)	45% (36)	29% (22)
Count of Groups with prior awards	43	41	44	55
Award Expenditure by FY <sup>2</sup>	\$119,503	\$119,315	\$115,884	\$126,294
Hours of use	1,392 hours	2,099 hours	1,753 hours	TBA
Requests denied	0	0	0	0
Users cancelling award	1	3	2	1

<sup>1</sup> Unless indicated, 100% funded from ICB/CUPF Enterprise Fund

<sup>2</sup> Excludes amounts returned by organizations who cancelled or modified the event

**5) Please provide an update to the following:**

**a. The Facility Use Subsidy Program.**

Over the past year and a half since the Council's adoption of Executive Regulation 25-16AM staff have been approving applications using the revised criteria that now includes auditoriums, kitchens and gymnasiums so long as historical users are not displaced.

To increase participation over FY18 levels CUPF Staff:

- Updated the CUPF website  
<https://www.montgomerycountymd.gov/cupf/info-other/Subsidy.html>
- Updated both the English and Spanish versions of the flyer  
<https://www.montgomerycountymd.gov/CUPF/Resources/Files/FFAP%20Subsidio%20de%20Asistencia%20para%20el%20Uso%20de%20edificios%20%20Flyer%20FY18.pdf>
- Increased the discount for weekend use of schools from 60% to 70%. 100% of weekday facility fees are covered.
- Simplified the request submission using WuFoo Forms  
<https://www.montgomerycountymd.gov/CUPF/info-other/Wforms/facilitysubsidyform.html>
- Simplified the outcome report using submission through WuFoo Forms:  
<https://www.montgomerycountymd.gov/cupf/info-other/Wforms/FacilityUseProgramOutcomeReport.html>
- Added information about the program to the payment policy documents included in the check-off list items reviewed as part of the ActiveMontgomery online application process.
- Continued program promotion:
  - in the CUPF Newsletter which is distributed to 9,000+ CUPF customers.
  - by CUPF staff who recommend the program to community groups and meet periodically with school personnel during onsite visits. Spanish, French and Chinese speaking staff are available to assist applicants
  - NextDoor (a social media site) which has a following of over 100,000 local residents
  - During community events and community briefings
  - Staff has been working with the Information Office and is in the process of launching a community blog, "The Community Use Bridge," which will be another communication option.

**Other Steps**

- Focusing first on events in targeted schools identified as Title 1. Staff developed a list of all schools with a hierarchy based upon FARMS rates. They have and continue to develop a secondary list of schools to target for assistance based upon schools with high FARMS rates that do not qualify as Title 1.
- Reconnecting with the principals at Title 1 schools to identify possible applicants and ask for their help in sharing information. We have expanded this effort to connect with principals and staff at high FARMS rate schools that do not qualify as Title 1.
- Implementing a system of outreach to targeted contacts at the end of summer. By beginning this outreach before the school year begins, we have been able to engage

yearlong programs and get them to apply for assistance earlier. This has enabled us to increase the number of participating organizations.

- Staff is working with IT to create a real time report through PowerBI. By doing this information such as funding levels and mapping of locations where the FFAP is being utilized can be monitored in real time.
- Visiting awardee's programs to observe and meet the participants. Staff has made multiple site visits this school year and has more scheduled.
- Accompanying the CUPF communications specialist and distributing information on the FFAP at various community, school and PTA meetings.

This school year, staff have already attended:

- Interagency Commission on Homelessness
- Victim Services Advisory Board
- Commission on Children and Youth
- Commission on Juvenile Justice
- MedStar Montgomery General
- Montgomery County Council of Parent- Teacher Associations -MCC-PTA
- Montgomery County Collaboration Council
- Greater Washington Community Foundation
- National Center for Children and Families
- Family Services Inc.

**b. For FY18 and FY19, please provide the budgeted amount for subsidies and funding source, the amount of funding expended to date, a list of awards made (including organization, program, award amount, percent of CUPF fee paid) and the number of applications received. Please provide the FY20 recommended budget for the program and source of funds.**

FY 20 Budget Request: \$25,000 General Fund in addition to the \$50,000 transferred to General Fund from CUPF Enterprise Fund.

Budget	FY17 Pilot 6 mo. Actual	FY18 Actual	FY19 As of March	FY20 Request
General Fund	\$25,000	\$25,000	\$25,000	\$25,000
Enterprise Fund	\$50,000	\$50,000	\$50,000	\$50,000
Awarded	\$33,314	\$44,754	\$60,297	
Number of Groups assisted	13	24 (51 applications)	23 (excludes 7 pending, 3 denied, 6 where group did not complete process) 83% costs covered	

\*Summer camp applications are still being accepted, and staff anticipates making additional awards to the pending applicants potentially totaling \$17,877.

A list of awards made (including organization, program, award amount, percent of CUPF fee paid) and pending applications is included in Attachment 2.

6) **Please provide an update on the Before and After School Childcare rebid process related to**

a. Outcome of FY18 bid process



The provider solicitation which began on November 15, 2017 for nine schools where the providers were selected in 2009 (the first cycle of scheduled bids), closed on December 16, 2017. The bid also included Harmony Hills ES where there was no incumbent provider and the Richard Montgomery ES #5 (later named Bayard Rustin) scheduled to open fall 2018. This advertisement included site specific requirements submitted by the principals with input from their respective school communities. Due to notification requirements in the regulation, a separate advertisement for Carderock Springs ES added at the request of MCPS was delayed until December 26, 2017 and became part of the normal bid cycle once the advertisement closed on January 26, 2018.

Provider Selections from the FY18 Bid

Location	Selected Provider	Previous Provider
Bannockburn ES	Bar-T, Holding, Inc.	Bar-T
Brown Station ES	KidsCo	KidsCo
Carderock Springs ES	Kids After Hours	Kids Adventures
Cashell ES	KidsCo	Bar-T
Chevy Chase ES	Wonders Early Learning and Extended Day *	Wonders Early Learning and Extended Day *
Cloverly ES	Kids After Hours	KidsCo
William B. Gibbs, Jr. ES	Global Children's Center	Global Children's Center
Harmony Hills ES**	AlphaBest	Vacant
William Tyler Page ES	Kids After Hours	KidsCo
Bayard Rustin ES***	Kids After Hours	New School site
Somerset ES****	Bar-T, Holding, Inc.	Wonders*
Wayside ES****	<del>Kids Adventure</del> Farmland CDC*	Farmland CDC*

\*Nonprofit organization

\*\*New school site for childcare

\*\*\*New school for 2018-19. Students will be drawn from Ritchie Park (Bar-T Holding, Inc.), Beall (Global Children's Center) and College Gardens (Bar-T Holding, Inc.)

\*\*\*\* Lawsuit filed, Circuit Court Judge found the regulation violated state law in regard to giving priority to Non-Profits and returned the site to Farmland CDC for one year.

\*\*\*\*\*Lawsuit filed, Circuit Court Judge found no violations of the regulation or state law with regards to giving priority to Non-Profits and upheld the selection committee choice of Bar-T.

**b. Challenges and complaints filed in response to the FY18 bid.**

Following the posting of the selection decisions at Wayside ES and Somerset ES, both incumbent providers, Farmland CDC and Wonders Early Learning and Extended Day submitted requests to the ICB Childcare Subcommittee for a review of the process. After extensive review, the ICB committee determined that the process was followed and did not find any reason to ask the school to repeat the selection process.

Farmland Childcare Development Center, the incumbent before and after school provider at Wayside ES filed a Circuit Court complaint for an emergency injunction suit against the Board of Education's selection decision claiming that the County law was not properly followed.

While the temporary restraining order was not granted, a later hearing for a permanent injunction was granted by Judge Rubin who ruled that ER 6-17AM violated state law because the priority that is given to non-profits in the regulation is not sufficient. The

Maryland School Utilization Act requires that non-profits be given "priority" for child care in schools but does not provide a definition for priority. Under the County regulation, priority is given by the automatic addition of five points to applications of non-profit organizations by each selection committee member. In the case of a tie, the non-profit would be selected. In the Court's opinion, this approach did not represent sufficient preference to the non-profit provider and therefore the County Regulation was not consistent with State law and could not be the basis for the selection.

Wonders Early Learning also filed a Circuit Court complaint seeking an injunction to the selection decision to place Bar-T, Holding, Inc at Somerset Elementary School. The attorney's representing Wonders made the same arguments regarding the priority for non-profits that were made in the previous case. This case included additional testimonies from CUPF, MCPS and Bar-T, and the Court found that the process used for awarding priority to non-profits under ER 6-17AM was reasonable and sufficiently consistent with State law. Wonders Early Learning voluntarily dismissed their lawsuit on August 9, 2018.

### **Status of FY19 Bid**

In light of the conflicting decisions, the ongoing challenges, and the continuing legal challenges to the selection process; CUPF and MCPS met to determine next steps. On December 12, 2018 MCPS and CUPF released the following joint statement suspending the child care bid:

#### **MCPS ICB/CUPF Joint Statement**

*The Before and After School Childcare re-bid process administered by the Interagency Coordinating Board (ICB) and Community Use of Public Facilities (CUPF) on behalf of Montgomery County Public Schools (MCPS) for placement during the 2019-20 school year has been temporarily suspended. This temporary suspension applies to the schools scheduled to be re-bid during the 2018-19 school year. All re-bids are temporarily suspended until Executive Regulation 6-17AM is extended, revised or replaced. Executive Regulation 6-17AM, which governs the re-bid process is scheduled to sunset on July 31, 2019.*

*The decision to temporarily suspend was mutually reached by MCPS and CUPF based on various factors. Among those factors are the fact that recent litigation challenged the application of the Executive Regulation, the short time period before the July 31, 2019 sunset date combined with recent elections that established a new County Executive, County Council and Board of Education. Moving forward the County Executive, County Council and MCPS; as well as other interested parties will be working together to develop revisions to the re-bid process and reviewing the Regulation as a whole to advance the mission of high quality before and after care in Montgomery County. During this process child care providers, parents of school age children and other experts on school age child care will be consulted.*

*Updates and information will be posted on the Montgomery County Community Use of Public Facilities Childcare page found at: <https://www.montgomerycountymd.gov/cupf/info-other/childcare.html>*

This statement is now on the CUPF Childcare page. MCPS has indicated it will maintain existing child care providers in place until such time as the executive regulation has been amended and approved by Council and the Board of Education.

**c. What is the Executive's plan regarding Regulation 6-17AM which is scheduled to sunset at the end of July?**

The County Executive has indicated an intent to continue honoring the delegation of authority from the Board of Education to the ICB. The continued acceptance of the delegation will authorize Executive Staff to develop amendments to the expiring regulation. The Executive has decided to allow the current regulation to sunset in July 2019 while Executive Staff and MCPS work to develop amendments to that regulation.

Next steps will include working with MCPS to establish an interagency work group that will be informed by the Community including the PTA, the Child Care Commission, Child Care Providers, and others. As part of this effort Staff will create a benchmarking chart focused on school age child care from comparable jurisdictions regarding various pros and cons of those systems and how they may, or may not, fit into a Montgomery County model. This presents an opportunity to revisit how to best meet the needs of County residents related to services provided for school age child care needs. At the conclusion of these efforts the Executive will submit the amended regulations to Council for consideration and approval.

**d. How is MCPS dealing with schools that need a child care provider placement?**

Existing providers will remain in place. MCPS agreed to address any situation where services are needed. For example, students attending the new Clarksburg Village Elementary School (which will open for the 2020-2021 school year with K & grades 1-3), will be bussed to a nearby provider formerly serving the students drawn from their previously assigned school. The MCPS transportation department is working with the school's principal to implement this transport plan for next school year.

**e. Does CUPF have any role in any selection process?**

CUPF's role has consistently been one of support to MCPS in the administration of the bid process. CUPF staff do not rate, interview or participate in the selection decision made by the school committee. MCPS has given indications of its intent to continue to request CUPF's assistance to provide administrative support that will facilitate their selection process once it is reinstated. Additionally, the County Executive has indicated his intent to continue to honor the delegation of authority from the Board of Education that authorizes that administrative support.

**7. What is the FY20 plan for spending down the fund balance in the CUPF Enterprise Fund? How much is recommended to be spent on field renovation, special maintenance, or special projects from the CUPF Enterprise fund in FY20? For what?**

**Please identify the amounts spent out of the CUPF Enterprise fund in FY18 and FY19 for school field renovation, special maintenance of the Silver Spring Civic Building and other highly used government buildings, and subsidy programs and describe what the funds were used for specifically.**

Progress on the FY18-20 Spenddown plan is listed below:



Projects/ Initiatives	FY18	FY19-Planned	FY19 Progress	Plans for FY20
School field renovation	\$250,000 across 9 schools	\$750,000	\$750,000 transferred to Parks CIP budget and can be spent FY19 & 20	
SSCB Maintenance	Replacement of SSCB video surveillance system \$100,946	\$120,000	\$20,230 as of March See Q2 above	\$120,000 Routine building maintenance, including furniture replacements
Special Projects in County buildings with significant community use	<p><u>Clarksburg Cottage:</u></p> <ul style="list-style-type: none"> <li>\$2,187 for wireless programmable lock</li> <li>\$6,956 for painting and repairs to ceiling, walls and front steps</li> <li>\$432 for security cameras</li> <li>\$54.97 for outdoor security lighting</li> </ul> <p><u>Recreation Centers</u> \$276,450 Maintenance, Security Camera upgrades, furniture and equipment at 15 Centers available for community use.</p> <p><u>COB Auditorium</u> \$75,080 Renovation/construction materials</p> <p><u>EOB Auditorium</u> \$9,939 Portable stage</p>	<p>\$500,000</p> <p><u>County Buildings Recreation Centers:</u></p> <p>Security camera replacements at Potomac and Upcounty centers @75K ea.</p> <p>Table and chair replacements in social halls at 10 Centers @\$10K each</p> <p>Room divider replacement at 2 centers @\$20K each</p> <p>Painting 8 social hall @\$1 to 1.2K each</p> <p>Great Hall floor replacement \$200,000</p>	<p>\$200,000</p> <p>\$75,261 Buffalo Soldiers Great Hall &amp; Ellsworth floor replaced</p> <p>\$108,000 Great Hall Analog wiring and lighting system replaced with digital system planned</p> <p>\$300,000 Recreation and Senior Center renovations planned</p>	<p>\$743,000</p> <p>\$130,000 Installation and integration of AV equipment in Great Hall</p> <p>\$613,000* Reserved for Replacement of Current Activity Registration and Facility Reservation cloud-based software</p>
Subsidy programs via Revenue transfer to General Fund	CAP @SSCB \$115,884 FFAP @Schools/Govt. Bldg. \$44,754	CAP @SSCB 150,000 FFAP @Schools/Govt \$50,000 Schools/Govt. Bldg.	Applications are being processed See Q5 above	CAP @SSCB 150,000 FFAP @Schools/Govt \$50,000 Schools/Govt. Bldg.

\*An additional \$304,000 has been reserved for replacement of the shared agency booking system in FY21. Total CUPF funding for the replacement system is \$917,000. This funding covers the system replacement costs anticipated for CUPF and Recreation.



8. **Please identify all of the fields selected for renovation, which field renovations have been completed and when they were completed, the most recent schedule for completing identified fields, amounts spent in FY18 and FY19 to date, and amounts projected to be spent in FY19.**

Authorized Spending

- FY17- \$500,000- not used-retained in Enterprise Fund
- FY18- \$250,000- charged to CUPF Operating
- FY19 -\$750,000 (moved to Montgomery Park CIP Project P008720, Ballfield Initiatives).

**Please identify the fields selected for renovation and schedule for completing this work.**

Montgomery Parks shared the following:

- Expenditure in FY18 was \$250,000 out of \$374,179 encumbered for renovations of first 9 sites/22 fields. Remainder was covered in FY19
- FY19 budget is \$467,500 for renovation of 5 sites/13-15 fields
- Uncommitted funds will be used for unexpected issues in fields currently selected for renovation or additional MCPS sites

School fields selected for renovation included:

9 Schools (22 fields)	FY18-19 Planned work	FY18- 19 Paid or encumbered totals	Completion date
Benjamin Banneker MS	Fields 1 - 5	\$47,464	Sept. 2018
E. Brook Lee MS	Fields 1, 2 & 4	\$36,369	Sept. 2018
Bethesda ES	Fields 1 & 2	\$21,941	Sept. 2018
Briggs Chaney MS	Fields 1 & 2	\$34,425	Sept. 2018
Cold Spring ES	Fields 1 & 2	\$74,220	Sept. 2018
DuFief ES	Fields 1 & 2	\$30,394	Sept. 2018
Jackson Road ES	Fields 1 - 3	\$5,306	Sept. 2018
Montgomery Village MS	Fields 1 - 4	\$71,693	Sept. 2018
Thurgood Marshall MS	Fields 1 - 3	\$46,223	Sept. 2018
Shared supplies		\$6,144	
FY18-19 Totals		\$374,179 (\$250,000 paid in FY18)	

5 Schools (14 fields)	Field	FY19 Paid or encumbered totals	Planned completion date
Westover ES	Fields 1, 2 & 3	\$75,356.49	Sep 2019
Poolesville ES	Fields 1, 2 & 3 (4 is overlay)	\$82,000.00	Sep 2019
Lakewood ES	Fields 1 & 2 (3 is overlay)	\$74,591.33	Sep 2019
Eastern Middle School	Fields 1, 2, 3 & 4	\$154,455.34	Sep 2019
Goshen Elementary School	Fields 1 & 2	\$68,779.74	Sep 2019
Clarksburg ES		\$2,218.35	NA
FY19 Totals		\$457,401	

Available to complete work during spring/summer and/or additional field	\$168,420	
---	-----------	--

- FY18 -Bells Mill ES Removed from work plan by Parks -due to cost
- FY19 Briggs Chaney MS Removed from workplan by Parks. Covered by Adopt-a-Field agreement
- FY 19 Clarksburg ES Removed from workplan by Parks after some work had been initiated. A portable has been placed on the field by MCPS which removed it from the renovation project

MCPS and Parks coordinate as to which school fields will be renovated. Renovations included sod replacement, regrading, deep tine aeration, seeding, application of nutrients, weed remediation, replacement of backstops with player protection fencing, as applicable skinning diamond infields, and installing or replacing goal posts.

a. **What is the budget in the Parks or MCPS budget to support ongoing maintenance of renovated fields?**

CUPF does not have this information.

9. **What fees are charged for MCPS ball fields and local park fields in FY19? What is the anticipated rate for FY20?**

Montgomery Parks recommended a fee increase for the use of local and regional fields to the MNCPPC in 2017 which are still in effect. CUPF is not aware of any changes impacting Park Field fees in FY20. See detailed information below.

Field Type	FY19 Fees (effective 1/1/17)	Proposed FY20 Fees
School and MCRD ballfields (CUPF Fee)	\$5/per hour	No change
School HS Stadium -Grass (CUPF Fee)	\$50/nonprofit-youth /per hour \$75/non-profit adults/per hour \$175/for profit, non-resident /per hour Lights @\$35//per hour	No change
School HS Stadium-Synthetic Turf (CUPF Fee)	\$125/non-profit/per hour \$200/for profit/per hour Lights @\$35/per hour r.	No change
Montgomery Park Local Field (Park Fee)	\$9/per hour	No change
Montgomery Park Regional Grass Field (Park Fee)	\$18/ youth, unlit/per hour \$33/ youth, lit/per hour \$27/, adult, unlit/per hour \$42/ adult, lit/per hour	No change
Montgomery Park Synthetic Turf (Park Fee)	\$110/ non-profit and residents/per hour \$180/ for-profit and non-residents/per hour Lights @\$35/per hour	No change

**10. MCPS field renovation efforts supported through CUPF**

- a. **Please detail the MCPS field renovation efforts supported through CUPF enterprise budget.**

See the answer to question number 8 above.

- b. **FY20 recommended budget for Active MONTGOMERY along with the sources of funding**

CUPF's share of total costs for	Percent	FY18 Actual	FY19 Budget	FY20 Recommended
System Administrator	20%	\$25,503	\$22,615	\$26,227
Transaction Fees	All CUPF Revenue GL	\$334,375	\$345,720	\$365,152
Sr. Accountant Support	33%	\$44,270	\$41,840	\$44,010

The System Administrator cost is shared by Montgomery Parks (40%), County Department of Recreation (40%) and CUPF (20%). Transaction fees are based on the amount of revenue according to each agency's general ledger codes. CUPF's share is funded out of the CUPF Enterprise Fund.

The Governance Board made up of Recreation, Parks and CUPF have been evaluating vendors in the market to help frame the scope of services possible as well as needed by the Agencies. This scope is being incorporated into what will become an RFP seeking bids for replacement software. The goal is to have the solicitation process completed by the end of calendar year 2019.

**11. Paid and free use in schools and government buildings in FY18.**

- a. **Please provide total number hours of paid and free use in schools and government buildings in FY18.**

11.9% of hours booked in County buildings (other than the SSCB) are by users paying fees. The remainder (88.1%) is free use and use that charges only for administrative fees. Administrative fees cover building service workers, security and event monitors which is paid by the tenant or County departments and their partners.

Use of Government Buildings			
FY18	Paid	Free (No Facility Fees)	Admin Fees paid **
Library	3,028.6	1,490	30,541
BCC RSC	1,027	35.5	3,526
East Co. RSC	0	0	3
Mid-Co RSC-closed -- will be replaced by new bldg. FY21	0	0	386
Up-Co RSC (limited use during window replacements)	213	386.5	129
Clarksburg Cottage	525	6	0
EOB	344	2,377	0
Jury Parking Lot & Plaza	116 & 8	20	0

COB (Auditorium closed & limited use during construction)	229.5	541.5	464.5
District 2 Police Station (opened April 2017)	4	0	3.5
District 3 Police Station	114	2	169.5
FY 18 Total	5,610	4,858	35,223
Change	-4%	-52%	11%
FY 17 Total	5,617	10,125	31,628
FY 16 Total	5,150	7,286	43,762

\*\* Not booked by CUPF. This list does not represent free hours that are booked by the tenant departments to secure space for department needs and their sponsored groups.

Overall use in government buildings declined during FY18 which was in large part the result of various construction projects (COB, MidCo RSC, UpCo RSC & libraries) as well as elections (EOB). As much as possible both County and community groups were relocated.

**b. Can you provide revenue figures broken out by type (e.g., general user fees, ball fields, investment income, civic building, etc.) for FY18 actual, FY19 approved and FY20 recommended?**

Revenue	FY18 Actual	FY19 Approved	FY20 Recommended
Indoor School Use	10,334,368.62	\$10,015,397	\$10,521,386
General User -Govt. Building	\$113,777.44	\$130,976	\$118,902
Ball fields, & Synthetic Turf fields <sup>3</sup>	\$370,682	\$357,500	\$275,000
Silver Spring Civic Building <sup>4</sup>	\$963,301	\$1,009,122	\$1,011,465
Interest/investment income	\$161,425	\$108,083	\$104,195
Revenue totals	\$11,782,128	\$11,621,079	\$12,030,948

## FY18 CAP Awards

Organization	Program	Award	Percent paid	# prior
21st Century Community Center	Career conference	\$710.95	59%	0
ACF Jardin d'Eden	Taste of Africa	\$1,200.00	48%	5
ACF Jardin d'Eden	World Music Festival	\$1,175.00	47%	6
Africa Gives Back International	Gala	\$4,161.00	73%	0
African Women's Network International Inc	Bazaar	\$1,035.00	69%	1
After School Dance Fund	Fundraiser	\$2,364.00	65%	0
American Civil Liberties Union (ACLU)	Immigrant Panel Discussion	\$450.00	50%	0
Anambra State Women's Association	Fundraiser	\$711.00	36%	0
Assembly of the Bahais of Montgomery County NW	Cultural Festival	\$2,480.00	40%	0
Beautiful Believers	Women's Brunch	\$106.20	59%	0
Caobas Foundation	Gala	\$1,324.75	70%	1
Caobas Foundation	Fundraiser	\$2,093.80	58%	0
CCI Health & Wellness Services	annual staff meeting	\$2,007.25	62%	0
Chase the Dream/Sisters 4 Sisters	Cultural Festival	\$1,565.55	71%	0
Cinderella Cares Inc	Performance	\$798.00	41%	1
Clifton Park Academy	Recognition Ceremony	\$584.00	73%	0
College Tracks	Recognition Ceremony	\$1,093.50	81%	0
Committee of Solidarity with Monsignor Romero	Recognition Ceremony	\$1,766.00	58%	0
Community Clinic Inc	Quarterly Meetings	\$1,627.50	42%	6
Conservation Montgomery	Green Forum	\$711.75	78%	0
Crittenton Services of Greater Washington	Banquet	\$1,282.00	75%	4
Cultural and Diversity Enrichment Services (CADES)	Banquet	\$1,251.00	45%	0
EduGIRLS Inc	Gala	\$939.00	62%	0
El Poder de Sen Mujer	Gala	\$858.93	47%	1
El Poder de ser Mejur	Empowerment conference	\$1,044.00	73%	2
El Poder de ser Mejur	Expo -Business opportunities for Women	\$1,022.00	73%	3
Empowered Women International	Bazaar	\$1,848.00	77%	3
Ethiopian Heritage Society	Cultural Festival	\$1,445.00	59%	7
Ethiopian Heritage Society	Cultural Festival	\$1,612.50	75%	6
Fenton Village	Presentation	\$441.60	69%	2
Fenton Village	Presentation	\$486.40	76%	3
Fenton Village	Cultural Activity	\$416.00	65%	1
Flora Singer PTA	Fundraiser	\$924.60	69%	4
Folklore Society of Greater Washington	Gala	\$1,811.25	69%	1
Fresh Farm Market	Weekly farmers market	\$8,357.00	69%	0
Friends of Sligo Creek	meeting	\$128.70	66%	0

Haneefiya America	Friday afternoon Prayers/Outreach	\$396.00	30%	3
Haneefiya America	Friday evening Prayers/Outreach	\$758.75	30%	4
Haneefiya America	Friday evening Prayers/Outreach	\$942.75	30%	5
Haneefiya America	Friday Prayers/Outreach	\$778.00	54%	1
Haneefiya America	Women's Prayers/Outreach	\$2,022.00	54%	2
HavServe Volunteer Service Network	Gala	\$2,354.00	72%	4
Immigrant Community Services	Meeting	\$850.50	63%	1
Immigrant Community Services	Conference	\$1,022.00	71%	0
IMPACT Silver Spring	Conference	\$1,811.25	75%	6
International Rescue Committee	Job Fair	\$373.50	83%	4
Ivy Vine Charities	Father-Daughter Dance	\$1,093.00	71%	1
Jamaica Education for the Poor	Taste of Jamaica	\$910.00	40%	3
Jamaica Education for the Poor	Festival	\$1,319.50	58%	4
Jamaican Nationals Association	Holiday Party	\$840.00	48%	2
Jamaican Nationals Association	Conference	\$335.00	43%	3
Jamaican Nationals Association	Meeting	\$244.80	34%	4
La Main Tendue	Festival	\$2,100.00	75%	5
LAYC MD Multicultural Youth Association	GED graduation	\$208.80	87%	6
Leaders Institute	Outdoor Market Youth Project	\$590.62	63%	0
Leadership Montgomery	Conference	\$1,258.00	76%	4
Liberty's Promise	After School Program	\$690.00	69%	8
Little Crowns	Fundraiser	\$328.90	46%	0
Maryland Black Chamber of Commerce	Community Forum	\$862.50	75%	0
Mid-County United Ministries	Fundraiser	\$962.00	65%	4
Montgomery Symphony Orchestra	Concert	\$928.00	64%	2
MuNu Chapter Omega Psi Phi Fraternity Inc	Recognition Ceremony	\$414.00	69%	2
Network of Family Services Professionals	Cultural Fashion Show	\$760.00	31%	0
New Beginning Ministries	Cultural Activity	\$1,136.00	71%	0
Nonprofit Village	Bd member meeting	\$237.60	66%	0
OMID Foundation	Gala	\$4,713.00	69%	3
Oromo Community Organization	Community Meeting	\$1,453.00	72%	1
Partnership for Extraordinary Minds	Conference	\$596.25	75%	1
Pride Youth Services	Gala	\$724.00	47%	2
Raices Incorporated/Viva la Musica Foundation	Banquet	\$2,096.25	75%	0
Rock Creek Forest Elementary School PTA	Fundraiser	\$2,707.00	71%	0
Senegalese Association of DC, MD, and VA	Festival	\$1,295.00	74%	1
Silver Spring Day School	Fundraiser	\$1,643.00	62%	4
Sistahs on Lit	Book Festival	\$1,316.25	65%	0
Sister Cities - Morazan	Cultural Festival	\$1,434.45	73%	3
Southern African Community USA	Festival	\$2,102.40	73%	1

Spring Bilingual Montessori Academy	Year End Celebration	\$976.50	63%	0
Street Law	Training conference	\$234.00	65%	0
Sunflower Bakery	Graduation	\$1,050.80	71%	0
Tayitu Cultural Center	Fundraiser	\$1,591.20	51%	8
Tayitu Cultural Center	Poetry Night	\$899.00	62%	9
The ARC of Montgomery	Community festival	\$604.80	63%	1
The Wellness Plex, LLC	Wellness Expo	\$712.50	57%	0
The Wellness Plex, LLC	Global Health Fitness Initiative	\$803.25	51%	1
T-Howard Foundation	Intern Orientation	\$3,823.00	75%	3
Toastmasters – District 36	Meeting	\$266.25	71%	2
Toastmasters International	Conference	\$860.00	71%	1
US Congolese Education & Development Initiatives	computer workshops	\$150.75	67%	0
US Congolese Education and Development	Meeting	\$84.50	41%	1
US Guatemala Chamber of Commerce	Meeting	\$268.75	43%	0
Vietnam Veterans of America	Fundraiser	\$1,139.00	69%	0
Volta Association	Meetings	\$594.00	55%	1
Washington Area Bicyclist Association	Meetings	\$168.75	45%	2
Washington Area Bicyclist Association	Association meetings	\$221.25	59%	3
YMCA Youth and Family Services	Mom Prom	\$1,323.00	63%	1
Young Women of Society	Fundraiser	\$880.00	44%	1
Youth Art for Healing	Art Show	\$791.00	67%	2
Ethiopian Evangelical Church	Group CANCELED			
Family Learning Solutions	Group CANCELED			
Liberty's Promise	Group CANCELED			

## FY19 CAP Awards

Organization	Program	Award	Percent paid	# Prior Awards
Adolescent Peer Support League	Youth conference on mental health	\$1,243.00	48%	0
African Women's Network International Inc	10th Annual South African Bazaar	\$336.00	56%	2
After School Dance Fund	Fundraiser	\$3,241.00	51%	2
After School Dance Fund	Colombian Festival	\$3,249.00	51%	1
All Cameroonian Cult. Dev. Foundation (ACCDF)	Cultural Activity	\$2,325.00	75%	6
Am. Civil Liberties Union (ACLU)	Meeting	\$342.00	57%	1
American University WAMU 88.5	Road Show	\$1,237.00	54%	0
Anya By Vivien	Fashion Show and Fundraiser	\$963.00	43%	0
Arab American Association	Cultural Activity	\$76.00	42%	0
Assoc. of Haitian Professionals	Banquet and Fundraiser	\$2,054.00	63%	1
Beautiful Believers	Women's Conference	\$530.00	53%	1
Cameroon Royal Council	Camroyals 5th Annual Econ.	\$2,640.00	60%	4
Caobas Foundation	Award Gala	\$1,753.00	56%	3
CCI Heath & Wellness Services	Qtr. Staff Meetings	\$4,204.00	70%	1
CCI Heath & Wellness Services	Workshops	\$756.00	70%	2
Character First Youth Leadership Academy	Conference	\$705.60	56%	0
Chase the Dream & Sisters 4 Sisters	Evening of Culture	\$1,620.00	58%	1
Cinderella Cares Inc.	Care Comedy for Cure Performance	\$2,242.00	66%	3
College Tracks	College Tracks Graduation	\$930.25	61%	1
Compass Inc.	Compass De Mayo	\$1,180.00	46%	0
Compassion Over Killing	COK Benefit Holiday Party	\$1,250.00	49%	1
COTSA	Gala	\$2,337.00	58%	1
Crittenton Services of Greater Washington	Crittenton's Talk with a Teen Girl Tea	\$1,170.00	60%	5
District 36 Toastmasters	Meeting	\$280.00	64%	1
Docs in Progress	Community Stories Festival	\$544.00	85%	1
Edu Girls	Gala	\$1,528.00	53%	1
El Poder De Ser Mujer	Gala	\$1,905.00	73%	4
Ethiopian Community Center	Ethiopian New Year Festival	\$2,567.50	79%	3



Ethiopian Heritage Society	ADWA Victory Celebration	\$1,405.00	47%	8
Fenton Village Inc	Pechakucha/event/music	\$403.00	63%	6
Fenton Village Inc.	Cultural Activity	\$896.00	70%	4
Fenton Village Inc.	Pechakucha/event/music	\$390.00	61%	5
Fit Fathers	Father's Day Celebration	\$298.00	62%	0
Flora Singer PTA	Silent Auction	\$1,112.00	64%	5
Folklore Society of Greater Washington	English Country Dance Spring Ball	\$1,828.00	51%	3
Fresh Farm Market	Weekly farmers market	\$7,440.00	64%	1
Friends of Sligo Creek	Innovation Works	\$113.10	58%	1
Gap Busters, Inc	Gala	\$2,245.00	59%	4
Gojam Mutual Assoc. Edir	Annual meeting	\$1,296.00	40%	0
Good Ground - Good Life Inc.	Dance & Music Festival	\$835.00	58%	0
Haneefiya America	Cultural Activity	\$373.00	27%	8
Haneefiya America	Cultural Activity	\$1,022.00	27%	9
Haneefiya America	Hadara Juma Prayer	\$1,178.00	44%	6
Haneefiya America	Cultural Activity	\$554.00	44%	7
Impact Silver Spring	Economy meeting	\$154.00	77%	7
Impact Silver Spring	Anniversary Celebration	\$1,956.00	81%	8
International Rescue Committee	Job Fair	\$346.50	77%	7
Jamaica Education for the Poor	Taste of Jamaica	\$933.00	41%	6
Jamaica Nationals Association	Membership Meeting	\$1,338.00	38%	5
Jamaica Nationals Association	Banquet and Fundraiser	\$1,623.00	55%	6
Jamaican Nationals Association	Fashion Show	\$1,215.00	37%	8
Jamaican Nationals Association	Meetings	\$508.00	47%	7
KID Museum	Maker Faire	\$9,744.00	84%	5
Kingdom Life Ministries	Cultural Activity	\$165.00	29%	0
Latino Economic Development Center	Business Planning	\$1,720.00	61%	0
Leadership Montgomery	Homecoming	\$1,315.00	79%	5
Lourie Center Children's Social & Emotional Wellness	Parade & Fair	\$406.00	58%	2
Lumina Studio Theatre	banquet	\$1,134.00	54%	2
MD Center on Economic Policy	Meeting	\$456.00	34%	0
Montgomery Symphony Orchestra	Performance	\$842.00	51%	3
MuNu Chapter Omega Psi Phi	Conference	\$372.00	62%	4
New Beginnings Ministries	Teaching Africa Day	\$1,178.00	62%	1
Nspire Us Foundation	Fundraiser	\$388.00	17%	0
OMID Foundation	Gala	\$2,778.00	56%	4
Operations Understanding DC	Anniversary Celebration	\$1,284.00	60%	0
Oromo Community Organization	Community Meeting	\$1,284.00	56%	2
Partnership for Extraordinary Minds	Self-Advocacy	\$419.00	73%	2

Public Agenda (Yankelovich Center)	DC Strategy Workshop/Civic Educ	\$169.00	47%	0
Puente De Amistad	Fundraiser	\$1,417.50	54%	0
Raices Incorporated	Cultural Activity	\$532.00	20%	1
SA-DMV Team Senegal	Cultural Activity	\$1,433.00	63%	0
Shirat Hanafesh (Faith based)	Freedom Sedar - Banquet	\$1,273.00	55%	0
Silver Spring Day School	Fundraiser	\$1,170.00	50%	5
Sistahs on Lit	Book promotion	\$3,541.00	48%	1
Southern African Community	Cultural Activity	\$1,451.00	59%	2
Spring Bilingual Montessori Academy	Graduation	\$952.00	56%	1
St. Bernadetes	Fundraiser	\$1,182.00	46%	1
Street Law	Legal life skills training conference	\$162.00	45%	1
Tayitu Cultural and Education Center	Cultural Activity	\$556.00	53%	12
Tayitu Cultural and Education Center	Monthly Poetry Night	\$1,850.00	74%	10
Tayitu Cultural and Education Center	Annual Dinner	\$2,548.00	70%	11
T-Howard Foundation	Intern Orientation	\$4,355.00	74%	4
Toastmasters- Monument 898	Meeting	\$432.00	58%	1
Toastmasters- Monument 898	Meeting	\$102.00	51%	0
US Congolese Education and Development Init. Inc.	Conference	\$206.00	34%	2
Viva La Musica Foundation	Bachata Festival	\$5,214.00	60%	1
Volta Association of Washington Metro Area	Association Meeting	\$317.00	47%	3
Washington Area Bicyclist Assoc. (WABA)	Meetings	\$225.00	60%	5
YMCA Youth and Family Services	Mom Prom	\$1,688.00	75%	2
Youth Art for Healing	Art Show	\$637.00	54%	3
Blue Help	Group Cancelled			

## FY 18 Facility Fee Assistance Program (FFAP)

Organization	Program	Location	Outcome (# served)	Award used	Hrs. of use	Pct. of P# cost covered
African Women's Council	Youth Program	Library	45	\$62.75	3	100
Arise and Flourish	Community Health Awareness Forums	School	125	\$93.75	7.5	100
Asian American LEAD	Youth group meetings/leadership development camp	School	180	\$3,018	174	99
Covenant Life Church-fall	ESOL adult classes	School (Gym)	220	\$2,652	308	100
Covenant Life Church-spring	ESOL adult classes	School (Gym)	150	\$1,963	189	100
Cultural & Diversity Enrichment Services	After School middle school program	School	45	\$1,023	138	100
Ethiopian Community Center	Youth Mentoring	school	100	\$609	12	70
Girls on the Run of Montgomery County	After School program	30 Schools	500 +	\$5,400	770	100
God Glorified Church of God in the Christ	Recruitment for summer lunch and tutoring program	School APR & Gym	60	\$336	14	58
Layhill Community Free Methodist Church	After School program	School	50	\$245	35	100
Montgomery County League of Korean Americans	Youth mentoring	EOB & Library	30	\$908	17	67
Piranhas Team	Youth mentoring & exercise	School GYM	40	\$756	36	60
Positive Outcome Mentoring and Dance, Inc. (POM Squad)	Youth mentoring	School	300	\$1,556.50	117	73
Pro Power Foundation	Youth mentoring	School	115	\$4,178	169	100
Takoma Park MS Difference Makers	Food and clothing distribution	School	300	\$522	24	71
The Passion to Help	Workshop on job seeking skills	Library	60	\$540	27	100
Upper Montgomery Composite Squadron	Youth leadership development	School	70	\$1,332	76	100
YMCA (out of 2,143 hours and \$29,582)	Summer Camp	School	200	\$5,400	392	18.3
United Christin Fellowship	Youth Development	School		\$1,360	68	85
Plum Gar Women's Support Group	Summer camp for girls	School	20	\$5,357	487	100
GirlsUp, Inc	Youth Development	School	60	\$2,304	188	100
Living Independently for Everyone	Advocacy for individual with disabilities	Govt	60	\$200	10	100
Opening New Doors Foundation	Helping victims of domestic violence	Govt	100	\$80	4	100

Farquhar Pro Power summer camp	Summer camp	School	160	\$4,178	168	100
Unity Youth Development	Youth Development	School	90	\$680	40	96

FY 18 Unused, Other or Applicant cancelled applications			
Applicant	Program	Site	Comment
College Tracks	Helping youth apply for college	Library	Cancelled summer program
National Alliance on Mental Illness Montgomery County	Support Group	School	Withdrew application
Germantown Hard knocks	Basketball team	School	Withdrew application
Family Services, Inc.	Health Fair (250 participants)	School	Withdrew application - scheduling change
Team Captain Kids Foundation	Helping youth deal with adversity	School	Did not complete application process
Audubon Naturalist Society	Youth activity	School	Did not complete application process
Lead4Life, Inc	Clothing and school supply distribution	School	Did not complete application process
Metamorphosis Living Connections	Developing self-sufficiency for disabled	School	Did not complete application process
Foundation for America Advancement	Financial literacy education for women	School	Did not complete application process
One Love 4 Kids	Clothing and school supply distribution	School	Did not complete application process

FY 18 Applications that were not approved		
Applicant	Program	Comment
Bilingual Institute (FP)	Language classes	Did not meet program criteria as For Profit
Born Overcomers	Fundraising	Did not meet program criteria
Empowered Woman International	Fundraising	Did not meet program criteria
Foundation for America Advancement	Fundraising	Did not meet program criteria
Haggai Speaks (FP)	Mentoring	Did not meet program criteria as For Profit
Haven Universe	Religious Education	Did not meet program criteria
Nomel Global	Awards Ceremony and Fundraising	Did not meet program criteria
Open Door Sports (FP)	Afterschool Special needs children	Did not meet program criteria as For Profit
Opening New Doors	Fundraising	Did not meet program criteria
Springbrook HS Class reunion	Alumni tour	Did not meet program criteria
Takoma Sports Camps (FP)	Camp	Did not meet program criteria as For Profit
The Armand Center	Safe Needle Exchange Program	Due to safety concerns referred organization to another location better able to support the program
The Great Adventure Lab (FP)	After School programs	Did not meet program criteria as For Profit
Wu-Tang Chess and Game Club	Game playing club	Did not meet program criteria

**FY19 Facility Fee Assistance Program (FFAP) Awardees**  
As of March 2019

Attachment 2- Item 5B

Organization	Program	Location	Outcome	Award used	Hrs. of use	Pct. of cost covered
12U Boys Youth Basketball	Mentoring via athletics	School	Pending permit			
Asian American LEAD	Summer Camp	School	Pending permit			
Boys & Girls Club, GW	After School program	School	Ongoing	\$5,400	1,564	55
CASA	ESOL Classes	School	Ongoing	\$5,400	75	43
Church of the Redeemer	Holiday Food distribution	School	Ongoing	\$452	15	68
Community Bridges	After School program	School	Ongoing	\$540	60	100
Covenant Life Church	ESOL Classes	School	Ongoing	\$4,855	526	100
Cultural & Diversity Enrichment Services	After School program	School	Ongoing	\$1,254	174	100
Each One Teach One	Mentoring via athletics	School	Pending permit	\$374		
Girls on the Run	After School program	School	Ongoing	\$5,296	770	100
Girl's Up	Camp	School	Ongoing	\$1,848	38.5	100
God Glorified Church of God in the Christ	Food and clothing distribution	School	Ongoing	\$147	4.5	70
Kapa Youth and Community Foundation	Youth mentoring	School	Ongoing	\$756	27	70
Living Independently for Everyone	Job Assistance for disabled	Library	Ongoing	\$300	4	100
Mother Daughter Yoga	Youth mentoring	school	Pending JE	\$81	4	100
Olney Boys & Girls Club	Mentoring via Athletics	School	Pending JE	\$3,845		
Open Door Sports	After school program for special needs children	School	Ongoing	\$308	46	100
Plum Gar Women's Group	Summer Camp	School	Ongoing	\$5,400	392	55
Special Olympics of MC	Mentoring via Athletics	School	Pending JE	\$2,858	36	100
Takoma Park Difference Makers	Food Distribution	School	Ongoing	\$822		70
Takoma Sports Camps	Summer Camp	School	Ongoing	\$5,400	263	94
Unity Christian Fellowship	Life Skills Training	School	Ongoing	\$,2405	106	80
Unity Youth Development	Mentoring via Athletics	School	Ongoing	\$5,400	374	100
Upper Montgomery Composite Squadron	Youth Dev. Via Civil Air Patrol	School	Ongoing	\$1,249	70	100

Velocity of Books	Literacy through free book distribution	Library	Pending permit			
Wheaton Majorettes (Clemente)	Mentoring via Athletics	School	Ongoing	\$5,400		50
Wheaton Select Sports	Mentoring via athletics	School	Ongoing	\$5,400		
White Oak Youth Organization	Mentoring via Athletics	School	Ongoing	\$1,802	100	100
Widow Care	Support and employment assistance	School	Ongoing	\$80	4	100
YMCA of Silver Spring	Summer Camp	School	Ongoing	\$5,400	4312	9.5
Young Professionals Forum	Food and gift distribution	School	Ongoing	\$384	36	100

<b>FY 19 Unused, Other or Applicant cancelled applications</b>			
Applicant	Program	Site	Comment
Germantown Sports Assoc.	Mentoring via Athletics	school	Pending information requested
Horizons Greater Washington	Program Registration		Not a direct service/additional information requested
Healing and Deliverance Ministry	Food distribution	MCRD	Used Recreation building
Opening New Doors	Therapist training for working with victims of domestic violence	Cottage	Group Cancelled permit
Rise Ministries	Mentoring via Arts & Crafts	school	Group Cancelled permit
Tree of Hope Association	Employment mentoring	school	Did not submit permit request

<b>FY 19 Applications that were not approved</b>		
Applicant	Program	Comment
Ascend Global Academy	Tutoring/Library	Cost prohibitive (\$700/per participant)
Astar Education Institute	CNA Training	Cost prohibitive (\$1,500/per participant)
Maria Reynolds	Free meal program for furloughed federal employees/families	Not for the target demographic