

Resolution No.: 16-1145
Introduced: October 6, 2009
Adopted: October 13, 2009

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: County Council's FY 2011 Process for Grant Proposals from Non-Profit Agencies

Background

1. For the past five years, the Council has adopted resolutions to guide the Council's internal process for reviewing applications and awarding funds. In each year, the Council held a community grants forum; solicited applications for grants; required all organizations to submit a Council Grant application form by a stated deadline; convened a Grants Advisory Group to provide non-binding comments on grant proposals; received recommendations from the Council Grants Manager, and made final funding decisions.

Action

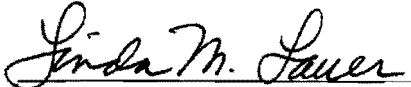
The County Council for Montgomery County, Maryland approves the following resolution:

1. The County Council affirms that partnerships with the non-profit community are critical to meeting community needs. These partnerships may come through competitive contracts and non-competitive contracts, and from proposals made directly from non-profit agencies to the County Executive or Council.
2. For FY 2011, the Council will continue to have a Council Grants process that will require non-profit agencies seeking funds to submit a Council Grant application form or other acceptable form (such as a Community Services Grant application). The application will be posted on the Council's website by December 15, 2009. The deadline for applications will be January 29, 2010. No applications will be accepted beyond this date. While the Council is not interested in a burdensome application process, a common requirement for information enhances the Council's decision process and improves the County's accountability to taxpayers.

3. The Council will reach out to non-profit agencies through existing mailing lists, the media, and with a grant application workshop in order to facilitate an open and fair process. This effort will inform non-profit agencies about what they may seek funds for and what the requirements are to receive County funds through a non-competitive contract.
4. The Council is not placing limits on the amount that non-profit agencies may request or the number of applications submitted. Applications may be submitted for capital or operating funds.
5. The Council will convene a Grants Advisory Group as a part of the FY 2011 process. The Grants Advisory Group will be asked to categorize and evaluate the applications. The Council will provide information on the evaluation criteria in the Council Grant application. The Grants Advisory Group will evaluate County Executive-recommended Community Grants that have not gone through a competitive process. Grants Advisory Group members will be informed that their recommendations are advisory and final decisions are made by the Council. The Grants Advisory Group will be asked to report to the Council by April 23, 2010. Non-profit organization funding requests for County matching funds for State Bond Bills will be reviewed by Council Committees.
6. As a part of the FY 2010 process, the Council required non-profit organizations awarded funding as a Community Grant recommended by the County Executive or as a Council Grant to submit a one-page report describing the results achieved by February 1, 2010 and July 30, 2010. The Council will continue to seek ways for the County to better evaluate outcomes, including outcomes from programs and services provided by the non-profit sector. For FY 2011, the Council will also require non-profit organizations awarded funds to submit semi-annual reports. The Council requests the Grants Advisory Group to review the February 2010 reports for any programs that seek continued funding for FY 2011.
7. Non-profit agencies seeking funds for arts and humanities should apply directly to the Arts and Humanities Council, and those seeking funds for literacy, including ESOL, should apply directly to MCAEL, the Montgomery Coalition for Adult English Literacy. If any Council Grant applications fall into these categories, the Council will forward them to the appropriate organization; such applications will not be reviewed by the Grants Advisory Group. The Council will make final funding decisions for the Arts and Humanities Council and MCAEL as a part of its overall budget process. For FY 2011, the Council intends that grant awards to community-based non-profits for arts and humanities or literacy and ESOL programs will be made through grant programs administered by the Arts and Humanities Council and MCAEL respectively.

8. The Grants Advisory Group, Arts and Humanities Council, MCAEL, the Council Grants Manager, Council Committees, and the Council will make interim recommendations at various stages of the application review process. However, funding decisions are not final until the Council has completed its deliberations, reconciled expenditures and revenues, and taken action on the County Government's operating budget at the end of May.

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council

MONTGOMERY COUNTY COUNCIL

FY 2011 Council Grant Application

The Montgomery County Council believes that a strong partnership with nonprofit organizations is critical to meeting the needs of County residents. Nonprofit organizations wishing to request funding through the County Council's grants process must submit a grant application for each funding request. The Council's grant application and attachments are described below. The grants are for one year only, although organizations may reapply in subsequent years.

Note: If you have applied for a FY 2011 Community Development Block Grant (CDBG), or Community Service Grant (CSG), you may also wish to submit that request through the Council grants process in the event the Executive does not recommend your CDBG or CSG request for funding. You may submit that application with required copies to the Council. You do not need to complete a separate Council grant application, although please do complete page 5 of the Council grant application and please respond to any of the questions on pages 6-7 that are not included in your CDBG/CSG application, particularly questions 7-14.

The deadline for applications is 4:00 p.m. Friday, January 29, 2010. No applications will be accepted after that date.

A workshop for potential grant applicants will be held on January 13, 2010, 7 p.m., Council Third Floor Hearing Room, 100 Maryland Ave. Rockville, MD.

I. PURPOSE

The Council will fund projects that advance the County's services, goals and objectives in areas such as the following: community development, economic development, education, health and human services, and recreation.

For FY 2011 the Council is particularly interested in proposals that provide emergency and other assistance to the neediest members of our community.

If you are interested in applying for an arts and humanities grant, please contact Ms. Fran Abrams or Ms. Michelle Grove of the Arts and Humanities Council at 301 565-3805 or grants@creativemoco.com.

If you are interested in applying for an adult literacy or ESOL grant, please contact Ms. Heather Ritchie, Montgomery Coalition for Adult English Literacy at 301-881-3177 or hritchie@mcael.org.

II. ELIGIBILITY

Any organization, institution or association incorporated as a private, not-for-profit organization designated under 501 (c) (3) of the Internal Revenue Service that provides services or activities in Montgomery County is eligible to apply.

Grants will be awarded for projects in Montgomery County only. Organizations must provide service or activities for Montgomery County residents in Montgomery County. Organization headquarters can be outside of Montgomery County as long as the organization demonstrates that the activities and services supported by grant funds benefit Montgomery County residents.

III. DEADLINE AND CALENDAR

- A. **Deadline for applications is 4:00 p.m. Friday, January 29, 2010.**
- B. **Applications may be hand-delivered or sent by postal mail.** Hand-deliver or mail applications to the Legislative Information Services Office of the Montgomery County Council, 100 Maryland Avenue, 5th floor, Rockville, Maryland 20850. **Organizations must submit five copies of each application (original and 4 copies).** Applications should be stapled or clipped but not bound.

IV. APPLICATION and FUNDING

- A. Checklist of Required Information (Please be sure all of the following information is included in your application):

- 1. Application Cover Page (See page 5)
- 2. Application Narrative (See pages 6-7, Questions 1-14 and answer in no more than 5 single-spaced pages, using 12 point font)
- 3. Project Budget (See page 8)
- 4. Proof of applicant's not-for-profit and incorporation status (See page 9 for detailed requirements)
- 5. Financial statement for applicant's last complete fiscal year.
- 6. Complete budget for applicant's current fiscal year (total organization budget). Include organization's major sources of funding, specified as a percentage of the total budget. (for example, private donations, 50%; Montgomery County government, 30%; private foundations, 20%)
- 7. Salaries and positions of any of organization's employees earning \$100,000 or more. If none, indicate Not Applicable.
- 8. Current list of applicant's Board of Directors.
- 9. Lease or letter from facility owner if proposal is for a renovation project.

- B. Applications must be typed and submitted on the appropriate forms with the required attachments.

- C. Grant funds are allocated to an organization through a sole-source contract in the form of a reimbursement, only after the organization provides documentation verifying that it has purchased the items or provided the services delineated in the grant award. **The goods should not be**

purchased or services provided prior to the execution of the contract with the County, and please note that contracts typically take 60-120 days after July 1, 2010 to execute.

Funds to apply to prior year deficits will not be considered eligible under this grants program.

V. REVIEW PROCESS

Applications will be reviewed by Council staff for any missing information. Applications will also be reviewed by a Grants Advisory Group appointed by the County Council. Applicants may be asked to respond to questions from the Grants Advisory Group in a brief question and answer session. The Grants Advisory Group will provide the County Council with a report by April 23, 2010 that will include comments on all grant applications based on the following evaluation criteria established by the Council: cost-benefit; public benefit, strength of organization, and strength of proposal. Additional detail on evaluation criteria is contained in Appendix I. The Council Grants Manager provides interim funding recommendations after issuance of the Grants Advisory Group Report. However, the County Council makes final funding decisions on Council Grants as part of its action on the County Government's operating budget in May.

VI. GRANT CONTRACT

A. Grantees will be required to:

1. Sign a contract detailing terms with Montgomery County. Please note that contractors must have insurance specified by the County.
2. Assure the County that they intend to comply with Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin or handicap.
3. Acknowledgement must be given to Montgomery County Government in all publicity and in all promotional or informational materials used in connection with the funded project, i.e., programs, handbills, posters, radio and TV spots.
4. Submit one-page summaries to the County by January 14, 2011 and July 15, 2011 describing the results achieved with the funds awarded. (This is in addition to any other reports required by the contract.)
5. If grant is awarded for the purchase of an item(s), the organization must assure item(s) will be used solely for purpose outlined in

application for a period up to two years after grant. If the organization does not comply, all items will be returned to Montgomery County.

- B. The County must be made aware of outstanding grant applications currently under consideration or recent awards in connection with the same or similar project.

VII. OTHER INFORMATION

- A. Questions concerning grant applications should be directed to Peggy Fitzgerald-Bare, Council Grants Manager at 240-777-7924 or council.grants@montgomerycountymd.gov
- B. Grant applications will be reviewed and grants announced by June 1, 2010.
- C. Grant funds will be disseminated consistent with the terms of the contract. No funds will be available prior to July 1, 2010. If your agency is funded, you are not permitted to be reimbursed for purchases made prior to July 1, 2010, even if those items are consistent with requests made in your organization's grant application. **The grantee should not deliver any services or purchase any goods prior to the execution of the contract with the County, and receipt of a valid Purchase Order. Due to the nature of contracting with the County, the receipt of the Purchase Order will occur sometime after July 1, 2010.**

MONTGOMERY COUNTY COUNCIL
FY 2011 Council Grant Application

APPLICANT/AGENCY INFORMATION:

A. Organization/Agency Name: _____
Street Address: _____
City, State, Zip: _____
Telephone Number(s): _____
Fax Number(s): _____
Executive Director/CEO: _____
Contact person if different from Executive Director: _____
Email address for Director and/or Contact: _____
Website address (URL) for organization: _____

B. Amount Requested: _____

C. Please check one of the following in each of the 3 categories below: Your response to these questions is for information and categorization purposes only.

Non-Profit agency:

_____ Non-profit agency incorporated year 2002 or later

_____ Non-profit agency incorporated prior to year 2002

Purpose of funding request:

_____ Requesting operating funds

_____ Requesting capital funds

Type of activity to be funded:

_____ Community Development

_____ Economic Development

_____ Health, Behavioral Health

_____ Services to Older Adults, People with Disabilities

_____ Services to Children, Families (includes early childhood programs)

_____ Basic Needs, Emergency Services, Housing-related Services

_____ Youth Development Services (includes out-of-school time programs such as tutoring, mentoring, academic enrichment, recreation, and gang prevention programs)

_____ Other: Please specify _____

D. Give a brief summary of your application in the space below:

Signature

Date

APPLICATION NARRATIVE

Please answer in no more than 5 single-spaced, typed pages using 12 point font. If any questions do not apply to your proposal, indicate not applicable.

Agency information

1. Briefly describe the mission of your agency and the programs and service of your agency which support this mission. Please describe how your agency and services fit into the overall priorities for Montgomery County. (Please do not include attachments, annual reports or other supplemental documents.)
2. Describe how these grant funds will be used in collaboration with other agencies, if appropriate.

Project Description

3. Specifically describe the project for which these grant funds will be used. Clearly list all proposed items/services to be purchased, explain nature and purpose of items/services. Provide a timeline for when services will be provided.
4. Describe how this proposal improves or creates access for the population you wish to serve. Include any barriers to service delivery and how you propose to overcome them.
5. Provide information about the number of proposed staff and volunteers and their qualifications.
6. What innovative features, if any, are associated with the use of these funds?

Outcome Measurement

7. Specifically describe the outcomes that will result from the expenditure of these grant funds. What specifically do you want to achieve? Please include information on the numbers of persons to be served and any characteristics of the targeted population (e.g. low-income, frail elderly)
8. Describe the internal mechanisms for measuring outcomes. How will you measure whether you are successful?
9. If you are requesting funds for an existing program, indicate how long it has been in operation and describe results/outcomes achieved to date. Please provide data and be specific. Has the program achieved the goals you established for it?
10. If you are requesting funds for a new program, provide information on success of program in other jurisdictions, evidence of best practices, etc.

Project Budget

11. How does this grant request fit into your overall agency budget? If your grant request is decreased, how will you accommodate this decrease to accomplish what you intend to do as described in Question 3? Is there a minimum County funding

amount needed in order to accomplish your proposal? What is the per unit cost of the service or activity (grant request divided by number of individuals served)?

12. If this is not a new project, list any County funding previously received for this project. Please indicate the amount of funding in each prior year. (Does not count toward 5 page limit)
13. List all County funding awarded to your agency within the past five years. Please indicate the amount of funding in each prior year. (Does not count toward 5 page limit)
14. Will this project be completed by the end of FY 11 or is it expected to continue into future years? If the project is expected to continue, what is the plan to sustain the effort with other funding sources?

PROJECT BUDGET

The following budget information pertains to only the project for which you are requesting funds. This should not be your organization's total operational budget. Please separately identify each staff position for which you are requesting funding along with a per hour cost for each. Identify major categories of any operating expenses for which you are requesting funding, for example, rent, utilities, insurance, printing, supplies, etc. Operating and capital items should be listed by the number, type and unit cost. Renovation plans should be separately attached. Identify any non county funding sources specifically received for the project, if applicable.

<u>Items</u>	<u>Requested Grant Funds for this Item</u>	<u>Organization's Funds for this Item (If Applicable)</u>	<u>Total</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Total Amount Requested: \$ _____

ATTACHMENTS – ORGANIZATIONS

1. Proof of applicant's incorporation status issued by the State Department of Assessment and Taxation. This proof will consist of the following:
 - a. Articles of Incorporation-applicant must submit a copy of this legal document, signed and dated by the State Department of Assessments and Taxation.
 - b. Articles of Amendment-if applicant is not currently using the legal name listed in the Articles of Incorporation, applicant must also submit the Articles of Amendment which show the current legal name. This legal document must be signed and dated by the State Department of Assessments and Taxation.
2. Proof of applicant's not-for-profit status issued by the Internal Revenue Service, Department of the Treasury.
3. Financial statement for applicant's last complete fiscal year.
4. Complete budget for applicant's current fiscal year (total organization budget). Include organization's major sources of funding, specified as a percentage of the total budget. (for example, private donations, 50%; Montgomery County government, 30%; private foundations, 20%)
5. Salaries and positions of any of applicant's employees earning \$100,000 or more. If none, indicate Not Applicable.
6. Current list of applicant's Officers and Board.
7. Copy of the lease or letter from the owner of the facility approving any renovation project (if applicable).

ASSURANCES

If the grant is awarded, the applicant assures that:

1. The applicant will administer funds.
2. Funds received will be used solely for the documented activities.
3. The applicant has read and will conform to the program guidelines and any other conditions imposed by the County in connection with the grant.
4. **The** applicant organization intends to comply with the Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The

applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.

6. The filing of this application is made by the undersigned individual, officially authorized to represent the applicant organization by its governing board.

Signature of Person Completing Application:

Date

Typed Name and Title

Appendix I
Fiscal Year 2011 Montgomery County Council Grant Application
Evaluation Criteria and Supporting Questions

Cost-benefit analysis

- a. What is the per unit cost of the service or activity?
- b. What is the impact on the recipient relative to the cost?

Public benefit

- a. Is the need clearly identified and demonstrated?
- b. Is the target population clearly described and well served by this proposal?
- c. Is there justification for the program?

Strength of organization

- a. How long have these services been delivered by this agency and for how long has this program been receiving public funds?
- b. What is the number of volunteers and staff involved in the program? Does the proposal describe principal staff assigned to the program and their qualifications? Do they have experience and expertise relative to the proposed project?
- c. What other partner organizations is the applicant working with to address the needs of those served?
- d. Has the organization leveraged other non-county government funding for the proposal or other programs?
- e. Based on the budgetary information, does the organization have the capacity to carry out the proposed program, particularly with the severe downturn in the economy?

Strength of proposal

- a. Does the proposal clearly describe what the project proposes to do and what recipients will get out of it?
- b. Does it reflect an understanding of potential barriers to effective implementation of the program and the plan to address the barriers?
- c. Does the proposal outline the anticipated outcomes of the program and are the outcomes measurable and relevant?
- d. Does the proposal discuss the activities and timeline to achieve the anticipated outcome?
- e. If the proposal requests funds for an existing program, does it describe the results/outcomes achieved to date? Evaluate the results achieved to date.
- f. If the proposal requests funds for a new program, does it provide information on success of program in other jurisdictions, evidence of best practices, etc.?
- g. Are there specific plans for integration/coordination with other existing nonprofit organizations and County services?
- h. Does the proposal contain a sufficiently detailed program budget to be able to assess whether project budget is in line with proposed project?
- i. Does the proposal address plans for continuing support after the grant ends and the availability of other resources?
- j. Are there any major concerns with the budget?

Community Grants

This NDA provides one-time grants directly to organizations in the Community. A complete list of grantees is located within the FY11 Recommended Changes Table at the end of this section. Included in this NDA are:

- Community Grants: one-time grants to organizations that leverage Federal, State, and/or private funding or improve the quality of life for County residents. FY11 Community Grants are \$3,020,040, two shifts to the community grants that are included in the total are Heritage Tourism Alliance of Montgomery County (\$60,000) from NDA - Arts and Humanities, and Montgomery County Collaboration Council for Children, Youth and Families (infoMONTGOMERY \$98,590, and Excel Beyond the Bell \$100,000);
- Community Service Grants: one-time grants for capital purchases that support health and human service activities. FY11 Community Service Grants are \$64,020.

Approved for Community Grants, but included as part of the Capital Budget within the Cost Sharing: MCG Project (CIP#720601) for a total of \$450,000 out of \$1,550,000 (see Arts and Humanities for Arts Facility Financing list) are listed as follows: CHI Centers, Inc. \$200,000; Girl Scout Council of Nation's Capital \$100,000; Ivymount School, Inc. \$100,000; and Jewish Foundation for Group Homes, Inc. \$50,000.

FY11 Recommended Changes	Expenditures	WYs
FY10 Approved	4,392,320	0.0
Add: Community Grant: A Wider Circle (maintenance and utilities)	10,080	0.0
Add: Community Grant: A Wider Circle (rent)	20,150	0.0
Add: Community Grant: African American Festival of Academic Excellence (facility rental and operating expenses)	25,000	0.0
Add: Community Grant: Alliance for Workplace Excellence (operating expenses and to empower employers to build excellent places to work)	28,000	0.0
Add: Community Grant: Animal Welfare League of Montgomery County (miscellaneous operating expenses and rental assistance)	11,250	0.0
Add: Community Grant: Asian Pacific American Chamber of Commerce, Inc. (establish an Asian American Business Network Online, and business and contract training, and certification workshops/seminars)	20,000	0.0
Add: Community Grant: Asian Pacific American Legal Resource Center, Inc. (legal service, outreach, and education programs for low-income Asian Americans of Montgomery County)	46,500	0.0
Add: Community Grant: Bethesda Green (To expand the incubator business program and related job-creation/workforce development activities)	18,600	0.0
Add: Community Grant: Big Brothers Big Sisters of the National Capital Area (to provide for the Latino Outreach Initiative of life-changing mentor services)	37,200	0.0
Add: Community Grant: Capital PC User Group, Inc. (Project Reboot, purchase computer hardware and spare parts)	2,500	0.0
Add: Community Grant: Caribbean Help Center, Inc. (personnel costs and operating expenses)	30,000	0.0
Add: Community Grant: CASA de Maryland, Inc. (economic and workforce development in Long Branch)	89,120	0.0
Add: Community Grant: CASA de Maryland, Inc. (social services, case management, information, and referrals)	93,000	0.0
Add: Community Grant: Catholic Charities of the Archdiocese of Washington, Inc. (immigration legal services outreach workshops and pro bono trainings)	46,500	0.0
Add: Community Grant: Catholic Charities of the Archdiocese of Washington, Inc. (Montgomery County Center's Spanish-language bilingual receptionist)	46,500	0.0
Add: Community Grant: Circle of Rights, Inc. (increase public awareness and outreach about strokes to minority populations)	10,090	0.0
Add: Community Grant: College Tracks, Inc. (staff and operating expenses for a program to improve college access for students at Bethesda-Chevy Chase and Wheaton High Schools)	52,550	0.0
Add: Community Grant: Columbia Lighthouse for the Blind (Bridge to Work Program)	25,000	0.0
Add: Community Grant: Community Foundation for the National Capital Region (Nonprofit Advancement Fund)	122,760	0.0
Add: Community Grant: Crossway Community, Inc. (staff salary, operating costs, and reimbursement for emergency provisions to help families in crisis)	43,270	0.0
Add: Community Grant: Cultural and Diversity Enrichment Services - USA, Inc. (Provide support services to the Cameroonians immigrant population)	18,600	0.0
Add: Community Grant: Family Learning Solutions, Inc. (services to at-risk African-American and immigrant youth via Family Learning Connections Program at the Gilchrist Center for Cultural Diversity)	46,500	0.0
Add: Community Grant: Family Services, Inc. (match the funds from the City of Gaithersburg for Brothers Program)	32,550	0.0
Add: Community Grant: First African Methodist Episcopal Church (food program for low-income families)	6,410	0.0
Add: Community Grant: First Tee of Montgomery County, Inc. (Girls Golf Initiative)	23,250	0.0
Add: Community Grant: Gaithersburg HELP, Inc. (commercial freezer and refrigerator)	7,000	0.0
Add: Community Grant: Gaithersburg HELP, Inc. (purchase food and infant diapers and formula for distribution at Gaithersburg pantry)	10,000	0.0

	Expenditures	WYs
Add: Community Grant: Gandhi Brigade Incorporated (personnel costs)	18,600	0.0
Add: Community Grant: GapBuster Learning Center, Inc. (services for teen and young adult activities including program space rental fees)	97,650	0.0
Add: Community Grant: Hebrew Home of Greater Washington (Revitz House Transportation Program)	35,000	0.0
Add: Community Grant: Heritage Tourism Alliance of Montgomery County (Operating support)	60,000	0.0
Add: Community Grant: Hispanic Business Foundation of Maryland, Inc. (Partnership Youth Initiative Program)	22,320	0.0
Add: Community Grant: Identity, Inc. (case management services to low-income Latino youth and families)	55,800	0.0
Add: Community Grant: IMPACT Silver Spring, Inc. (Burtonsville Door Knocking Campaign)	40,000	0.0
Add: Community Grant: IMPACT Silver Spring, Inc. (Neighbors Supporting Neighbors Program)	234,360	0.0
Add: Community Grant: Institute for Family Development, Inc. (general operating funds limited to facilitate the transition of the services to another nonprofit)	50,000	0.0
Add: Community Grant: Jewish Community Center of Greater Washington (Jewish Community Center camp for children with special needs)	20,000	0.0
Add: Community Grant: Jewish Community Center of Greater Washington (Senior Nutrition Program)	25,000	0.0
Add: Community Grant: Jewish Council for the Aging of Greater Washington, Inc. (employment training service for seniors)	43,250	0.0
Add: Community Grant: Jewish Council for the Aging of Greater Washington, Inc. (Seniors Employment Expo)	97,650	0.0
Add: Community Grant: Jewish Federation of Greater Washington (support for the individuals and families impacted by the recent economic downturn)	100,000	0.0
Add: Community Grant: Jewish Social Service Agency (part-time job placement specialist and caseworker for Emergency Financial Assistance Program)	67,500	0.0
Add: Community Grant: Jim and Carol Trawick Foundation (grant match for the "TeamUp Program")	30,000	0.0
Add: Community Grant: Korean Community Service Center of Greater Washington, Inc. (Asian Minority Outreach and Service)	23,250	0.0
Add: Community Grant: Korean Community Service Center of Greater Washington, Inc. (Keystones Domestic Violence Prevention Program)	50,000	0.0
Add: Community Grant: Latino Economic Development Corporation (small business development and homeownership counseling)	149,600	0.0
Add: Community Grant: Liberty's Promise (internship and civic education program for low-income youth immigrants)	18,600	0.0
Add: Community Grant: Long Branch Athletic Association (academic enrichment, recreation, and sports program for the youth of East Silver Spring)	23,250	0.0
Add: Community Grant: Lt. Joseph P. Kennedy Institute, Inc. (operating costs for a specialized after-school program for children with developmental disabilities (Community Companions)	101,370	0.0
Add: Community Grant: Mary's Center for Maternal and Childcare (partial salary of a Family Support worker)	7,500	0.0
Add: Community Grant: Maryland/Israel Development Center (promote economic development and job creation between Montgomery County and Israel)	20,000	0.0
Add: Community Grant: Mental Health Association, Inc. (Military Mental Health Initiative)	37,200	0.0
Add: Community Grant: Metropolitan Community Development Corporation (build capacity for summer enrichment program for low-income and immigrant children ages 3-15)	15,000	0.0
Add: Community Grant: Montgomery County Coalition for the Homeless, Inc. (full-time case manager for daytime operations at Home Builders Care Assessment Center)	51,010	0.0
Add: Community Grant: Montgomery County Collaboration Council for Children, Youth and Families (Excel Beyond the Bell)	100,000	0.0
Add: Community Grant: Montgomery County Collaboration Council for Children, Youth and Families (infoMONTGOMERY)	98,590	0.0
Add: Community Grant: Montgomery County Muslim Foundation, Inc. (Operating expenses)	20,000	0.0
Add: Community Grant: Montgomery County Muslim Foundation, Inc. (Personnel costs for an Administrative Assistant to administer various annual service programs for low-income, elderly Muslims and non-Muslim)	37,200	0.0
Add: Community Grant: Montgomery County Muslim Foundation, Inc. (Personnel costs)	30,000	0.0
Add: Community Grant: Montgomery County Public Schools Educational Foundation, Inc. (provide tuition scholarships)	25,000	0.0
Add: Community Grant: Muslim Community Center, Inc. (domestic violence program)	18,920	0.0
Add: Community Grant: Muslim Community Center, Inc. (surveillance system of cameras, closed-circuit televisions, and motion detectors)	40,000	0.0
Add: Community Grant: Nonprofit Village Center, Inc. (operating expenses)	69,750	0.0
Add: Community Grant: Passion for Learning, Inc. (after-school academic enrichment programs for at-risk students)	23,250	0.0
Add: Community Grant: Rebuilding Together* Montgomery County, Inc. (operating support)	32,550	0.0
Add: Community Grant: St. Camillus Church (staffing and food pantry for assistance to low-income individuals, families, and children with basic living needs)	10,000	0.0
Add: Community Grant: The Greater Washington Jewish Coalition Against Domestic Abuse (part-time clinician)	37,500	0.0
Add: Community Grant: Women Who Care Ministries, Inc. (food pantry and office space)	15,000	0.0
Add: Community Grant: Women Who Care Ministries, Inc. (Volunteer Coordinator/ Administrative Assistant)	25,000	0.0
Add: Community Grant: XYZ Services, Inc. (transitional single bedroom housing for recovering alcoholics and addicts in Montgomery County)	20,990	0.0

	Expenditures	WYs
Add: Community Service Grant: CASA de Maryland, Inc. (Identification card printer system, and identification card readers)	10,000	0.0
Add: Community Service Grant: Montgomery County Coalition for the Homeless, Inc. (Cabinets, sink, ice-maker station, and a can opener)	15,500	0.0
Add: Community Service Grant: Rebuilding Together* Montgomery County, Inc. (Storage unit)	5,050	0.0
Add: Community Service Grant: Red Wiggler Community Farm (Five chairs, two computers, a mini-computer monitor, and a printer)	5,000	0.0
Add: Community Service Grant: Spanish Catholic Center, Inc. (Dental equipment)	12,730	0.0
Add: Community Service Grant: Teen Connection of Takoma Park (Medical equipment, exam tables, exam chairs, waste cans, refrigerators, computers, and exam lights)	15,740	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY10	-4,392,320	0.0
FY11 CE Recommended	3,084,060	0.0

Compensation and Employee Benefits Adjustments

This NDA contains a General Fund appropriation only, and provides funding for certain personnel costs related to adjustments in employee and retiree benefits, pay-for-performance awards for employees in the Management Leadership Service and non-represented employees, deferred compensation management, and unemployment insurance.

Non-Qualified Retirement Plan: This provides funding for that portion of a retiree's benefit payment that exceeds the Internal Revenue Code's \$415 limits on payments from a qualified retirement plan. Payment of these benefits from the County's Employees' Retirement System (ERS) would jeopardize the qualified nature of the County's ERS. The amount in this NDA will vary based on future changes in the Consumer Price Index (CPI) affecting benefit payments, new retirees with a non-qualified level of benefits, and changes in Federal law governing the level of qualified benefits.

Deferred Compensation Management: These costs are for management expenses required for administration of the County's Deferred Compensation program. Management expenses include legal and consulting fees, office supplies, printing and postage, and County staff support.

Management Leadership Service Performance-Based Pay Awards: In FY99, the County implemented the Management Leadership Service (MLS) which includes high level County employees with responsibility for developing and implementing policy and managing County programs and services. The MLS was formed for a number of reasons, including improving the quality and effectiveness of service delivery through management training, performance accountability, and appropriate compensation; providing organizational flexibility to respond to organizational needs; allowing managers to seek new challenges; and developing and encouraging a government-wide perspective among the County's managers. MLS employees are not eligible for service increments.

Unemployment Insurance: The County is self-insured for unemployment claims resulting from separations of service. Unemployment insurance is managed by the Office of Human Resources through a third party administrator who advises the County and monitors claims experience.

FY11 Recommended Changes	Expenditures	WYs
FY10 Approved	1,386,000	1.6
Increase Cost: One-time Imputed Compensation for RSP/GRIP	919,750	0.0
Increase Cost: Unemployment Insurance	260,000	0.0
Increase Cost: Retirement Adjustment	260	0.0
Increase Cost: Group Insurance Adjustment	50	0.0
Decrease Cost: Deferred Compensation and Performance Management Miscellaneous Adjustment	-3,220	0.0
Decrease Cost: Furlough Days	-5,750	0.0
Decrease Cost: Annualization of FY10 Personnel Costs	-22,020	0.0
Eliminate: MLS Pay for Performance	-73,660	0.0
Eliminate: Performance Management Software Contract	-263,000	0.0
Eliminate: MLS Pay for Performance	-472,760	0.0
FY11 CE Recommended	1,725,650	1.6

Conference and Visitors Bureau

The Conference and Visitors Bureau (CVB) promotes Montgomery County as a tourist destination site to meeting planners, student groups, group tour operators, leisure travelers, sports events/spectators, and travel writers. The CVB develops and distributes publications on points of interest to tourists; and conducts public information campaigns promoting tourism and event facilitation in Montgomery County. The CVB serves as a resource center assisting small and large hospitality businesses considering new product development and/or expansions. The CVB coordinates with the State Department of Tourism, State Film Office, and national and regional events to promote tourism growth, increased visitor spending and visitation in Montgomery County. The CVB manages the

	Expenditures	WYs
GRANT FUND MCG		
FY10 ORIGINAL APPROPRIATION	7,570,110	15.5
<u>Changes (with service impacts)</u>		
Add: Community Development Block Grant: A Wider Circle (Neighbor to Neighbor)	41,900	0.0
Add: Community Development Block Grant: GapBuster Learning Center, Inc. (Cross-tutorial Mentoring)	41,900	0.0
Add: Community Development Block Grant: Interfaith Works, Inc. (Project LEAD)	41,900	0.0
Add: Community Development Block Grant: Manna Food Center, Inc. (Smart Sacks)	41,900	0.0
Add: Community Development Block Grant: YMCA of Metropolitan Washington (Northwest Park Community Center)	41,900	0.0
Add: Community Development Block Grant: Housing Initiative Partnership, Inc. (Foreclosure Intervention)	39,050	0.0
Add: Community Development Block Grant: College Tracks, Inc. (College preparation program at Wheaton High School)	33,500	0.0
Add: Community Development Block Grant: IMPACT Silver Spring, Inc. (Economic Empowerment Initiative)	33,500	0.0
Add: Community Development Block Grant: Mental Health Association, Inc. (Kensington/Wheaton Youth Services)	33,500	0.0
Add: Emergency Shelter Grant: Bethesda Cares, Inc. (Mental Health Services for the Homeless)	30,000	0.0
Add: Community Development Block Grant: Boat People SOS, Inc. (Educational and Recreational Activities for Youth)	29,800	0.0
Add: Community Development Block Grant: Montgomery County Coalition for the Homeless, Inc. (Creative Housing Initiative Pilot project)	28,100	0.0
Add: Community Development Block Grant: Spanish Catholic Center, Inc. (English for Speakers of Other Languages)	27,400	0.0
Add: Community Development Block Grant: Community Bridges, Inc. (LUNA (Luchando Unidas con Nuestras Amigas))	26,500	0.0
Add: Community Development Block Grant: Artpreneurs, Inc. dba Arts on the Block, Inc. (Quebec Terrace - Crime Prevention)	26,030	0.0
Add: Community Development Block Grant: Eastern Montgomery Emergency Assistance Network, Inc. (Prescription Assistance)	23,700	0.0
Add: Community Development Block Grant: Liberty's Promise (Enriching Immigrant Youth)	21,000	0.0
Add: Community Development Block Grant: Shepherd's Table, Inc. (Eye Clinic)	21,000	0.0
Add: Community Development Block Grant: Washington Youth Foundation (Professional Youth Initiative)	18,100	0.0
Add: Emergency Shelter Grant: Rockville Presbyterian Church (Rainbow Place)	15,000	0.0
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Change in HOME Grant Amount	244,300	0.0
Increase Cost: Change in Weatherization Grant Amount [Single-Family Housing Programs]	183,080	0.0
Increase Cost: Annualization of FY10 Personnel Costs	121,930	0.0
Increase Cost: Change in CDBG Grant Amount	74,140	0.0
Increase Cost: Fringe Benefits Adjustments	43,600	0.0
Technical Adj: Personnel Reallocation Within Grants	0	1.6
Decrease Cost: Change in ESG Grant Amount	-1,240	0.0
Decrease Cost: Operating Adjustments	-43,600	0.0
Decrease Cost: Annualization of FY10 Operating Costs	-121,930	0.0
Increase Cost: Change in CDBG CIP Amount	-140,000	0.0
Decrease Cost: Change in CDBG Program Income Amount	-600,000	0.0
Decrease Cost: Adjust for Individual Grants	-615,680	0.0
FY11 RECOMMENDED:	7,330,390	17.1
MONTGOMERY HOUSING INITIATIVE		
FY10 ORIGINAL APPROPRIATION	31,140,690	11.5
<u>Changes (with service impacts)</u>		
Reduce: Montgomery Housing Initiative Program Operating Expenses [Multi-Family Housing Programs]	-17,720,940	0.0
<u>Other Adjustments (with no service impacts)</u>		
Shift: Personnel Re-allocations	143,680	0.7
Shift: Senior Planning Specialist - Project Monitoring	138,700	1.0
Increase Cost: Retirement Adjustment	21,050	0.0
Increase Cost: Group Insurance Adjustment	9,680	0.0
Increase Cost: Annualization of FY10 Personnel Costs	9,580	0.0
Decrease Cost: Furlough Days	-41,090	-0.5
Decrease Cost: Chief Operating Officer Support to MHI [Administration]	-142,100	-0.7
FY11 RECOMMENDED:	13,559,250	12.0