

MEMORANDUM

April 4, 2014

TO: Education Committee

FROM: Vivian Yao, Legislative Analyst

SUBJECT: **Worksession: FY15 Operating Budget**
Community Use of Public Facilities *ny*

Those expected to attend the worksession include:

- Ginny Gong, Executive Director, Office of Community Use of Public Facilities (CUPF)
- Elizabeth Habermann, Financial Administrator, CUPF
- Jane Mukira, Office of Management and Budget

The Executive's recommendation for Community Use of Public Facilities (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 FY15, the Executive recommends total expenditures of \$10,134,509 for CUPF, an increase of \$209,779 or 2.4% from the FY14 approved budget.

	FY13 Approved	FY14 Approved	FY15 Rec	% Change FY14-FY15
Expenditures:				
Enterprise Fund	10,106,050	9,896,271	10,134,509	2.4%
TOTAL Expenditures	10,106,050	9,896,271	10,134,509	2.4%
Positions:				
Full-time	26	26	26	0.0%
Part-time	1	1	1	0.0%
TOTAL Positions	27	27	27	0.0%
WORKYEAR/FTE	26.80	26.74	26.74	0.00

For FY15, the Executive is recommending the same number of positions and FTEs as FY14. The number of positions does not include employees on loan from MCPS and M-NCPPC who support field permitting and child care provider selection processes.

	Expenditures
Standard Adjustments	
Reimbursements to MCPS for Staff and Services	\$ 203,196
FY15 Compensation Adjustment	\$ 102,945
Credit Card Transaction Fees	\$ 19,300
Office Lease	\$ 9,470
Retirement Adjustment	\$ 6,473
Group Insurance Adjustment	\$ 5,130
Printing and Mail Adjustment	\$ 1,079
Elections	\$ 700
Motor Pool Rate Adjustment	\$ (712)
Annualization of FY14 Personnel Costs	\$ (7,673)
Retiree Health Insurance Pre-Funding	\$ (101,670)
Total Standard Adjustments	\$ 238,238

Performance Measures: The Executive's budget submission reports on the performance measures for the Department at ©1. Community use of schools, County government buildings and public fields is projected to remain fairly level through FY15.

II. FY15 EXPENDITURE ISSUES

A. REIMBURSEMENTS TO MCPS

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 \$6.5 million or 64% is projected to be used to reimburse MCPS for costs associated with the community use of schools in FY15. The following table shows the total FY14 budgeted and FY15 recommended reimbursements to MCPS.

	FY14 Budget	FY15 CE Rec
MCPS Staff Costs (includes Weekend Supervisor)	\$ 3,226,760	\$ 3,226,760
MCPS Eve/Weekend Supervisor	\$ 107,500	\$ 112,202
Elections	\$ 134,300	\$ 135,000
Utilities	\$ 1,720,770	\$ 1,916,754
Energy Conservation Specialist	\$ 95,910	\$ 95,910
Child Care Coordinator	\$ 94,615	\$ 97,125
"Wear & Tear" Maintenance	\$ 710,350	\$ 710,350
Custodial Supplies	\$ 210,500	\$ 210,500
Total Reimbursements to MCPS	\$ 6,300,705	\$ 6,504,601

Reimbursements to MCPS are expected to remain consistent with FY13 levels with the exception of higher utility costs based on periodic usage study and incremental increases in staffing costs. **Council staff recommends approval of the reimbursements to MCPS.**

B. SILVER SPRING CIVIC BUILDING

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

A table detailing operating budget support for the Civic Building from FY12 to FY15 is attached at ©8-9. For FY15, CUPF projects operating costs attributable to Civic Building operations at roughly \$2.1 million.¹ Facility use revenues appear to be well over the \$514,000 budgeted for FY14; the revenues collected through the 3rd quarter FY14 at \$496,170 are just shy of the target amount for the year. Thus, facility use revenues are budgeted at a higher level for FY15 at \$630,000. Facility use hours have steadily increased since the building opened in FY11 (see ©9).

Silver Spring Civic Building Community Use Access Pilot Project

The Executive recommends maintaining \$150,000 in the County General Fund to support the Civic Building Community Access Pilot Project (CAPP). This funding was originally in the CUPF budget, but was transferred to the Community Engagement Cluster (CEC) budget for FY14 to simplify the revenue transfer and tracking process.² The GO Committee will have the opportunity to review recommended CAPP funding as part of the CEC budget review on April 23.

The Community Access Pilot Project (CAPP) provides financial assistance to increase opportunities for groups, organizations, and community members to use the Civic Building. CAPP participants must meet eligibility criteria and sponsor events that meet the qualified uses of the program. The program began accepting applications in October 2012, and the first awards were issued in November 2012.

In the first three quarters of FY14, 35 awards were made to 32 organizations, with \$62,417 of the \$150,000 budget expended. The average award was 70 percent of the permit costs. Of the 32 groups receiving awards, 22 were for returning groups, of which 17 had received a prior award. Six groups received an award for the first time. The majority of activities are for special events (fundraisers and festivals) scheduled in the Great Hall and or Plaza. Since the program began 104 awards have been made to 81 applicants for a total of \$149,373 expended (see ©15-19).

Council staff recommendation:

Council staff notes that it is unlikely that the program will spend out the full \$150,000 budgeted for the program in FY14; through the 3rd quarter, approximately 41.6% of the total available funds were spent. Consequently, Council staff recommends that the funding for CAPP awards be reduced by \$50,000 to achieve a more realistic funding level given current usage patterns. Otherwise, Council staff recommends approval of the Executive's proposed expenditures for the Silver Spring Civic Building in the CUPF budget.

¹ This figure does not capture all costs for support provided by CUPF and DGS staff.

² In this way, CUPF does not need to both charge and pay itself.

III. FY14 REVENUE UPDATE

The Executive's FY15 budget includes revenues of \$10,370,230, an increase of \$365,630 or about 3.7% from the FY14 approved budget.

	FY12 Actual	FY13 Actual	FY14 Budget	FY15 Rec	% Change FY14-FY15
Revenues:					
Civing Building Community Use	529,718	634,081	514,020	630,000	22.6%
General User Fees	9,366,425	9,399,081	9,140,530	9,380,000	2.6%
Ballfields	339,222	354,825	350,000	358,000	2.3%
Investment Income	39	918	50	2,230	4360.0%
TOTAL Revenues	10,235,404	10,388,905	10,004,600	10,370,230	3.7%

Revenue projections for FY15 include \$630,000 attributable to community use of the Silver Spring Civic Building, a 22.6% increase from the FY14 approved level. General user fees are projected at \$9,380,000.

The FY13-18 Public Services Program: Fiscal Plan attached at ©6 shows projections for the Department's revenues, expenditures, and year-end fund balance. The chart notes that changes in revenue in FY15-FY20 are necessary to maintain a fund balance of 10%. The ICB must review and approve any changes in fees.

IV. PROGRAM UPDATES

Rebidding Process for Before and After School Child Care

The child care rebid process for before and after school child care established by ICB resolution in 2007 was discontinued in FY12 after the Circuit Court found that the establishing resolution was not the proper legal mechanism to authorize the activity. The court stated that the rebidding process should be authorized by County regulation before the ICB could oversee further rebidding activities. On January 8, 2013, the Board of Education officially delegated the administration of the rebid process to the ICB/CUPF.

A committee with MCPS and County representatives drafted an executive regulation and solicited feedback from key stakeholders. The Executive then convened a workgroup to develop corresponding administrative procedures that would govern the rebid process. The workgroup included representation from before and after school child care providers, Montgomery County Child Care Commission, DHHS, MCPS, Council, CE, and CUPF. Upon completion of the draft administrative procedures, both documents will be reviewed by the County Attorney's Office, published for public comment, and forwarded to the Council. Executive staff anticipates that the draft will be sent to the OCA later this month.

In the interim, MCPS Facilities Management staff, with technical assistance from CUPF staff, has been advertising and selecting before and after school child care providers in schools

without services. Four selections were made in FY13 and MCPS will be advertising for a provider at the soon to be opened Wilson Wims Elementary School in Clarksburg.

CUPF currently issues permits to 117 before and after school child care programs. When the rebid resumes, CUPF will select 21 sites where the original placement decisions were made between 2000 and 2004.

Changes to State Definition of Child Care for Licensing Purposes

The Maryland State Department of Education (MSDE) is considering changes to the definition of child care in Title13A, State board of Education, Subtitle16 Child Care Centers to be implemented in the next school year. Council staff understands that MSDE is responding to confusion regarding the licensing status of certain enrichment programs that operate similarly to custodial child care. The changes may broaden the field of providers of afterschool services that must be licensed and consequently impact the way that CUPF schedules before and after school space users. CUPF staff provides details about the changes being considered and implications on CUPF operations at ©11-12.

In addition to affected CUPF operations, Council staff notes that the State's change could potentially impact many providers of before and after school programs including ones offered through County agencies as well as private organizations supported with County funding. **Thus, the Committee may want to review the changes when they become available for comment and consider providing feedback to MSDE as needed to further the interests of the County.**

Implementation of Active Net's Recreation Management System

The Department of Recreation, Department of Parks, and CUPF have been working with County Department of Technology Services (DTS), the Department of Finance (FIN), M-NCPPC's Central Administrative Services Office (CAS), and Active Network consultants to identify the size and scope of creating a consolidated system for class and program registration and facility and athletic field permitting using ActiveNet's cloud based Recreation Management System. Having conducted an in-depth review of business processes and discussing software functionality, revenue and accounting, and business practices, the Departments are moving forward with plans for inclusion of the initiative in the Tech-Mod CIP project. County, M-NCPPC and ActiveNet representatives are also working to complete the contract process.

Staff from the three agencies hope to begin meeting this spring to start discussing how business processes will be modified and selecting a contractor to serve as the project manager so that the project can move quickly at the very start of FY15. The goal is to go-live with the new system at the start of FY16. The County Executive has also determined that the Gilchrist Center locations would be included in the database, enabling Gilchrist staff to register participants. The Charles W. Gilchrist Center for Cultural Diversity offers programs at the Gaithersburg and Wheaton Libraries, Up-County Regional Services Center, and Wheaton Recreation Center.

Community Use of Public Facilities

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 FY15 Operating Budget for the Office of Community Use of Public Facilities is \$10,134,509, an increase of \$238,238 or 2.4 percent from the FY14 Approved Budget of \$9,896,271. Personnel Costs comprise 26.2 percent of the budget for 26 full-time positions and one part-time position, and a total of 26.74 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 73.8 percent of the FY15 budget.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ **A Responsive, Accountable County Government**
- ❖ **Children Prepared to Live and Learn**
- ❖ **Healthy and Sustainable Neighborhoods**

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below. The FY14 estimates reflect funding based on the FY14 approved budget. The FY15 and FY16 figures are performance targets based on the FY15 recommended budget and funding for comparable service levels in FY16.

Measure	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Program Measures					
Hours of paid school use	524,187	520,516	520,500	520,500	520,500
Hours of paid school field use ¹	75,394	70,286	71,000	71,000	71,000
Hours of use for government buildings ²	13,034	13,695	13,700	13,700	13,700
Hours of Paid Community Use in Silver Spring Civic Building at Veterans Plaza ³	6,011	7,442	7,500	7,500	7,500
Number of users participating in User Education Training	784	723	725	725	725
Percentage of government building free use ⁴	54	53	55	55	55
Hours of paid community use on M-NCPPC fields ⁵	87,956	100,464	100,000	100,000	100,000
Percent of available time in school auditoriums, gyms, all purpose rooms/caferterias used by the community. ⁶	37	35	35	35	35
Percent of available use time in County buildings used by the community ⁷	47	54	55	55	55
Percentage of school, field, and government building users satisfied with the reservation process	87	85	85	85	85
Hours of weekday paid high school use	56,347	55,518	55,500	55,500	55,500
Percentage of Interagency Coordinating Board (ICB) Members satisfied with CUPF operations		100	100	100	100

¹ The impact of weather on field availability is variable.

² Includes free and paid use. Government buildings (Executive & Council buildings, Libraries, Clarksburg Cottage and Regional Centers - excluding SSCBVP)

³ Includes both indoor and outdoor use. Community Access Pilot funds increased access for groups receiving subsidy in FY13.

⁴ CUPF schedules free use for County departments and government agencies. This count excludes the Silver Spring Civic Building.

⁵ Beginning with the in Spring 2011 season, CUPF began scheduling 300 M-NCPPC local and regional fields. Capability to apply for Park fields on-line was created in FY13.

⁶ Actual use is dependent on customer requests and presumed availability of room.

⁷ Actual use is based on customer demand vs. assumed availability in all County buildings scheduled by CUPF to include Executive and Council Office buildings, Public Libraries, Regional Service Centers, Silver Spring Civic Building and Clarksburg Cottage.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ *Replace current facility permitting and accounting software (CLASS System) with a cloud-hosted recreation management and facility reservation system (Active Network Systems) as part of a one-stop shopping experience for residents, a joint effort with Montgomery County Recreation and Montgomery Parks.*
- ❖ *Through the Community Access Program Pilot, 55 local groups were supported in their use of the Silver Spring Civic Building (SSCB). Nearly 50% of participating groups were new users of the SSCB. For FY13, paid use hours in the Civic Building increased 23.4% over the FY12 use.*
- ❖ *Upon completion of the construction of new artificial turf stadium fields at Paint Branch, Wootton, and Gaithersburg High Schools, Laytonia Regional Park and the North Potomac Community Recreation Center, CUPF will facilitate community use. During FY13, CUPF scheduled nearly 1,900 hours of use by community groups at Richard Montgomery, Blair, and Walter Johnson High Schools and at Fairland Park.*
- ❖ *Coordinate a new process for selection and placement of before and after-school childcare in conjunction with Montgomery County Public Schools.*
- ❖ *Continue efforts to make schools, parks, and other public facilities welcoming resources for the community. In FY13 1,107,751 hours of use were logged in the CUPF database, by community groups, schools, public partners and County agencies, an increase of 3.1%.*
- ❖ *Productivity Improvements*
 - *Community use of Montgomery Park fields increased 14% in FY13 following the implementation of an online application and payment option.*
 - *Enhanced customer service with a streamlined fee structure, virtual tours, and after-hours problem phone line that can accept text messages.*
 - *Launched an online training option for new users to comply with mandatory requirements for participation in an orientation program covering school use guidelines and requirements before using a school for community use. The online approach will enable more group representatives to be trained at their convenience.*
 - *Expanded implementation of the intranet-based overtime request and approval process for more MCPS employees supporting community use, reducing processing time by 50%.*

PROGRAM CONTACTS

Contact Elizabeth Habermann of the Office of Community Use of Public Facilities at 240.777.2713 or Jane Mukira of the Office of Management and Budget at 240.777.2754 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, MNCPPC 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 general management and staff support to the Interagency Coordinating Board (ICB), which is CUPF's policy-making authority, and its Citizens' Advisory Committee, and 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 FY13	Budget FY14	Estimated FY14	Recommended FY15	% Chg Bud/Rec.
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	1,822,708	1,845,507	1,818,275	1,940,191	5.1%
Employee Benefits	692,735	699,304	679,114	711,495	1.7%
Community Use of Public Facilities Personnel Costs	2,515,443	2,544,811	2,497,389	2,651,686	4.2%
Operating Expenses	7,027,221	7,351,460	6,827,559	7,482,823	1.8%
Capital Outlay	0	0	0	0	—
Community Use of Public Facilities Expenditures	9,542,664	9,896,271	9,324,948	10,134,509	2.4%
PERSONNEL					
Full-Time	26	26	26	26	—
Part-Time	1	1	1	1	—
FTEs	26.80	26.74	26.74	26.74	—
REVENUES					
Facility Rental Fees	10,387,987	10,004,550	10,004,550	10,368,000	3.6%
Investment Income	918	50	1,150	2,230	4360.0%
Community Use of Public Facilities Revenues	10,388,905	10,004,600	10,005,700	10,370,230	3.7%

FY15 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
FY14 ORIGINAL APPROPRIATION	9,896,271	26.74
Other Adjustments (with no service impacts)		
Increase Cost: Reimbursements to MCPS for Staff and Services	203,196	0.00
Increase Cost: FY15 Compensation Adjustment	102,945	0.00
Increase Cost: Credit Card Transaction Fees	19,300	0.00
Increase Cost: Office Lease	9,470	0.00
Increase Cost: Retirement Adjustment	6,473	0.00
Increase Cost: Group Insurance Adjustment	5,130	0.00
Increase Cost: Printing and Mail	1,079	0.00
Increase Cost: Elections	700	0.00
Decrease Cost: Motor Pool Rate Adjustment	-712	0.00
Decrease Cost: Annualization of FY14 Personnel Costs	-7,673	0.00
Decrease Cost: Retiree Health Insurance Pre-Funding Adjustment	-101,670	0.00
FY15 RECOMMENDED:	10,134,509	26.74

FUTURE FISCAL IMPACTS

Title	CE REC. FY15	FY16	FY17	(S000's) FY18	FY19	FY20
This table is intended to present significant future fiscal impacts of the department's programs.						
COMMUNITY USE OF PUBLIC FACILITIES						
Expenditures						
FY15 Recommended	10,135	10,135	10,135	10,135	10,135	10,135
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	27	27	27	27	27
These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.						
Labor Contracts - Other	0	-2	-2	-2	-2	-2
These figures represent other negotiated items included in the labor agreements.						
Elections	0	1	2	4	7	9
MCPS is compensated through CUPF for costs associated with general and primary elections held in school facilities. Costs vary with the election cycle and with the mix of schools that host elections. CUPF receives offsetting revenues from the General Fund for this purpose.						
Increase in Other MCPS Reimbursable Costs	0	7	15	27	43	61
Reimbursements to MCPS for staff, maintenance, and supplies will be periodically adjusted to reflect increases in those costs.						
Office Lease	0	9	18	27	36	45
These costs assume the current lease remains in effect.						

Title	(5000's)					
	CE REC. FY15	FY16	FY17	FY18	FY19	FY20
Retiree Health Insurance Pre-Funding	0	-5	-12	-18	-26	-33
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
Transition from Class to ACTIVENet	0	72	66	66	66	66
Fiscal Assistant to manage journal entries relating to CUPF's use of this joint system						
Utility Reimbursements to MCPS	0	196	234	273	313	354
These amounts reflect the projected future cost of reimbursing MCPS for utilities.						
Subtotal Expenditures	10,135	10,439	10,483	10,538	10,598	10,661

FY15-20 PUBLIC SERVICES PROGRAM: FISCAL PLAN

COMMUNITY USE OF PUBLIC FACILITIES

FISCAL PROJECTIONS	FY14 ESTIMATE	FY15 REC	FY16 PROJECTION	FY17 PROJECTION	FY18 PROJECTION	FY19 PROJECTION	FY20 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	15.69%	15.87%	15.87%	15.87%	15.87%	15.87%	15.87%
CPI (Fiscal Year)	1.6%	2.0%	2.2%	2.5%	2.6%	2.4%	2.3%
Investment Income Yield	0.19%	0.35%	0.95%	1.55%	2.15%	2.85%	3.45%
BEGINNING FUND BALANCE	3,842,602	4,253,219	4,085,503	3,655,062	3,139,517	2,523,696	1,801,340
REVENUES							
Charges For Services	10,004,550	10,368,000	10,598,170	10,865,243	11,150,999	11,421,969	11,682,390
Miscellaneous	1,150	2,230	6,380	10,970	16,030	22,380	28,540
Subtotal Revenues	10,005,700	10,370,230	10,604,550	10,876,213	11,167,029	11,444,349	11,710,930
INTERFUND TRANSFERS (Net Non-CIP)	(270,135)	(403,437)	(317,483)	(313,470)	(308,771)	(303,329)	(297,075)
Transfers To The General Fund	(429,435)	(454,619)	(432,030)	(432,030)	(432,030)	(432,030)	(432,030)
Indirect Costs	(399,280)	(420,820)	(424,700)	(424,700)	(424,700)	(424,700)	(424,700)
DCM	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Technology Modernization	(22,825)	(26,469)	0	0	0	0	0
Transfers To Special Fds: Tax Supported	0	(108,818)	(48,828)	(48,828)	(48,828)	(48,828)	(48,828)
ActiveNet	0	(108,818)	(48,828)	(48,828)	(48,828)	(48,828)	(48,828)
Transfers From The General Fund	159,300	160,000	163,375	167,388	172,087	177,529	183,783
After School Subsidy	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Election	134,300	135,000	138,375	142,388	147,087	152,529	158,783
TOTAL RESOURCES	13,578,167	14,220,012	14,372,570	14,217,805	13,997,775	13,664,716	13,215,195
PSP OPER. BUDGET APPROP/ EXPS.							
Operating Budget	(9,324,948)	(10,134,509)	(10,134,509)	(10,134,509)	(10,134,509)	(10,134,509)	(10,134,509)
Compensation Adjustment	n/a	0	(278,020)	(595,680)	(935,660)	(1,265,110)	(1,588,140)
Labor Agreement	n/a	0	(24,405)	(24,405)	(24,405)	(24,405)	(24,405)
Elections	n/a	n/a	(700)	(2,340)	(3,820)	(6,582)	(9,400)
Utility Reimbursement to MCPS	n/a	n/a	(195,984)	(234,339)	(273,461)	(313,366)	(354,069)
Increases in Other MCPS Reimbursable Costs	n/a	n/a	(7,212)	(14,707)	(27,366)	(43,396)	(61,262)
Office Lease	n/a	n/a	(9,470)	(18,450)	(26,950)	(35,710)	(44,730)
Retire Health Insurance Pre-Funding	n/a	n/a	5,140	12,490	18,440	26,050	33,400
ACTIVENet	n/a	n/a	(72,348)	(66,348)	(66,348)	(66,348)	(66,348)
Subtotal PSP Oper Budget Approp / Exp's	(9,324,948)	(10,134,509)	(10,717,508)	(11,078,288)	(11,474,079)	(11,863,376)	(12,249,463)
TOTAL USE OF RESOURCES	(9,324,948)	(10,134,509)	(10,717,508)	(11,078,288)	(11,474,079)	(11,863,376)	(12,249,463)
YEAR END FUND BALANCE	4,253,219	4,085,503	3,655,062	3,139,517	2,523,696	1,801,340	965,732
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES	31.3%	28.7%	25.4%	22.1%	18.0%	13.2%	7.3%

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.
- Changes in revenue in FY15-FY20 are necessary to maintain a fund balance of 10%. The ICB must review and approve any changes in fees.

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.

Department Response

CUPF FY14 Operating Budget Questions

1. The FY13 approved expenditures was \$10,106,050, estimated FY13 at the time of FY14 OB discussions was \$9,916,343, but the actual was \$9,542,664. What accounts for the different between approved, estimated and actual?

The FY13 operating budget was approved at \$10,106,050. The \$9,916,343 amount was the projected net revenue which takes into account operating expenses and the net impact of interfund transfers to include CUPF's share of overhead (-\$312,700), DCM (-\$7,330), Technology Modernization (-\$30,590), Elections (\$134,300), Free Use subsidizes (\$25,000) and CAPP (\$100,000).

The difference between the FY13 approved and actual was the result of:

- The CAPP program was not initiated until the 2nd quarter of FY13, and only 44% of funds were used (unspent \$112,290). Staff and other administrative costs were absorbed, included detailing a full time Program Specialist I and support from finance, information technology and CUPF managers.
- MCPS 's invoice for Election support was less than projected ((unspent =\$34,130) and because fees were not processed via the registration system for use of County buildings for early voting and security staff and security staff costs absorbed (\$45,136-for early voting), making specific election support costs harder to identify since these costs do not appear as an operating expense.
- Vacancies (unspent \$61,457)-see items 3 and 8 below
- The balance was a combination of areas where MCPS reimbursements were lower than projected, off set by unexpected costs such as the relocation of the CUPF off in December 2012. For example,
 - weekend hours are highly variable and subject to customer demand, number of activities that require support staff (such as security and media specialists) and in some case the weather. Weekend hours have fluctuated from as high as 150,000 hours a few years ago to 129,050 in FY13.
 - Similarly, a reimbursement for wear and tear maintenance and custodial supply is variable and dependent on number of hours of community use and location of use.

2. How much are total reimbursements to MCPS projected to change in FY15.

1. Please break out the total MCPS reimbursements by type and also include any changes to reimbursements for FY15. –see chart below

2. What percentage of the CUPF's FY15 operating expense is attributable to MCPS reimbursements?

64%. As CUPF has assumed responsibility for non-school locations such as the Silver Spring Civic Building or Clarksburg Cottage, the percentage of the budget attributed to school reimbursements has declined.

3. Please explain what line item for increased cost for reimbursements to MCPS for Staff and Services includes. See chart below

Projected FY15 MCPS Reimbursements

	FY14 Approved	FY15 CE Recommended	Changes
MCPS Staff Costs (Building Service Workers, Media and IT Technicians, Cafeteria Workers and Security)	\$3,226,760	\$3,226,760	
MCPS Eve/Weekend Supervisor	\$ 107,500	\$ 112,202	Incremental MCPS salary costs
Elections	\$134,300	\$135,000	Incremental MCPS salary costs
Utilities	1,720,770	1,916,754	MCPS increased CUPF's share based on usage study conducted every 3 years.
Energy Conservation Specialist	95,910	95,910	
Childcare Coordinator	94,615	97,125	Incremental MCPS salary costs
"Wear & Tear" Maintenance	710,350	710,350	
Custodial Supplies	210,500	210,500	
Total Reimbursements to MCPS	\$6,300,705.00	\$6,504,601.00	
Total operating costs	\$7,351,460	\$7,482,823	
Total Budget	\$9,896,271	10,134,509	

3. Please provide a vacancy list. Have any positions been reclassified since publishing the FY 14 personnel complement?

The personnel actions taken in FY14 following the original budget submission are summarized in the table below:

Position in FY14 Budget	FY14 Interim change	Current Status
000152 Admin Specialist I POS 003779 FTE Filled	<u>Abolish/Create/New Hire</u> 000151 Admin Specialist II POS 003779 Vacant at time base budget submitted Nov. 2013	Filled after FY15 base budget report filed
000837 Program Specialist I POS 003778 FTE 1.0 filed	<u>New Hire</u> 000837 Program Specialist I POS 003775 Vacant at time base budget submitted Nov. 2013	Offer made/pending OHR action Position vacant at time FY15 base budget report filed)
000837 Program Specialist I POS 003786 FTE .5 filled	<u>Change FTE to 1.0</u> 000837 Program Specialist I POS 003786 FTE .5 filled	Filled
000837 Program Specialist I	<u>Change FTE to .05</u>	Recruitment for part time

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POS 13372 FTE 1.0
Vacant

000837 Program Specialist I
POS 13372 FTE .5
Vacant

Abolish/Create/New Hire

009274 Principal Admin Aide
POS 017460 .5 FTE

receptionist (PAA) at
SSCB in progress.
Pending OHR
establishment of Eligible
List
Dept. hopes to make offer
in April 2014

(change made after FY15
base budget report filed)

CUPF also has a group Recreation Assistant V seasonal/temporary (.2 FTE) which is included in as a Non-Workforce personnel adjustment. A recruitment effort is in progress.

4. Please provide an update on Silver Spring Civic Building and Plaza use. For FY13 and FY14 year-to-date, please provide, as available, the costs for and revenue from operating the facility.

The Civic Building continues to be valuable asset to the Silver Spring area. Community use continues to grow and the building has been used for professional, personal and community activities. The Fenton Street Market is resuming its spring through fall artisan market, as Tri-State Ice Management concludes its season. DGS has authorized an extension of the ice rink contract through the 2014-15 skating season. The CAPP program is gaining recognition, and has reduced the number of free use partnerships.

A. Operating Costs Attributed to the Civic Building by Fiscal Year

CUPF Budget	FY12 Actual	FY13 Actual	FY14 Approved	FY15 CE Request
Personnel @SSCB: Mill (Operations Manager), Program Specialist I (scheduler), Program Aide & Recreation Assistants	\$211,428	\$261,578	\$268,053	\$262,234
Share of County overhead, OPEB, ERP/IT charges, general operating, credit card charges & Admin/IT/Finance Team support*(prorated)	\$77,469	\$88,250	\$89,350	\$89,700
Custodial contractors – Porters (\$9,806	\$28,946	\$25,170	\$25,170
Security Contractors	\$81,365	\$101,696	\$104,000	\$104,000
Equipment & supplies	\$5,420	\$2,216	\$15,000	\$15,000
Community Access Pilot Program		\$87,710	0	0
Program Specialist I detailed to SSCB to support CAPP		\$45,500	0	0
Additional support – to include CAPP			\$139,020	\$139,020
CUPF Total	\$385,488	\$739,498	\$643,216	\$635,124
Other Budgets				
DGS Custodial Services - Cleaners	DGS 1.5 WY	DGS 2.0 FTE	DGS 2.0 FTE	DGS 3.2 FTE

CEC Community Access Pilot Program			\$150,000	Information not available
Utilities NDA – est.	\$120,000	\$120,000	\$120,000	\$120,000
DGS Maintenance costs – est.	\$205,500	\$230,500	\$230,500	\$230,500
Debt Service (\$10.4 million) -est.	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

*Estimated amount of staff time for SSCB operations provided by 2 IT Specialist III, 3 Finance Team staff, and Director.

B. Revenue

Revenue	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Approved	FY15 CE Request
Facility Use Revenue	\$334,090	\$530,717	\$634,081 (includes CAPP)	\$514,000 Q-1-3: \$496,170	\$630,000
Tri-State Ice Rink Revenue returned to General Fund	\$ 46,490	\$85,450	\$80,662	89,000	\$90,000

Hours of Use	FY11	FY12	FY13	FY14 Q1-3 (includes CAPP)*
All Fees Paid	4,474	6,011	7,442	5,623
Staff fees only – no Facility Fee Paid (“Free”)	3,604	3,637	2,501	2,154

*Data from FY13 Q1-4 indicated 4,276 paid hours and 1,602 Free or staff costs only.

5. Please provide an update on the Silver Spring Civic Building Community Access Pilot Program (CAPP). For FY14 to date, please provide the amount of funding expended; a list of awards made (including organization, program, award amount, percent of CUPF fee paid by CAPP, the number of prior awards, and event year); and the number of applications received.

Steps were taken to streamline the processing of applications so that the program could be administered by regularly assigned SSCB staff. These changes included:

- waiting to confirm the event date until after the funding decision is made unless a funding commitment of 25% of the projected facility fee was provided
- implementation of a consolidated building use and funding application form
- requiring payment prior to the scheduled event as a major focus
- telephone conference meetings to facilitate more timely award decisions
- standard processing of all applications in accordance with established practices

In the first three quarters of FY14, 35 awards were made to 32 organizations, with \$62,417 of the \$150,000 budget expended thus far. The average award was 70 percent of the permit costs. Of the 32 groups receiving awards, 22 were for returning groups, of which 17 had received a prior award. Six groups were receiving an award for the first time. The majority of activities are for special events (fundraisers and festivals) scheduled in the Great Hall and or Plaza.

When the FY14 applications are added to those funded in FY13, 104 awards have been given to 81 applicants, with a total \$149,373 expended.

A list of applications process during FY13 and first three quarters of FY14 are attached. A dozen new applications are pending review by the review committee. The review committee consists of representatives form the Community Engagement Cluster, CUPF and County Executive's Office.

- How much is budgeted for CAPP in FY15?

The funding for CAPP in FY15, as was the case in FY14, is included in the Community Engagement Cluster budget. CUPF staff has contacted CEC to see if their FY15 request will maintain the budget at \$150,000. Confirmation is pending.

6. Please provide an update on the following:

- Childcare in schools rebidding process including estimated timeline for completion;

The before and after school childcare rebid process was discontinued in FY12 after the Circuit Court found that, in spite of the ICB's role in facilitating the childcare selection process over the years, the ICB Resolution of 2007 that established the competitive childcare rebidding process was not the proper legal instrument for that activity. The court further ruled that the rebidding process should be adopted by County regulation before the ICB can conduct any further rebidding activities. On January 8, 2013 the BOE as the entity endowed with the responsibility, officially delegated the administration of the rebid process to the ICB/CUPF. A committee representing MCPS and the County representatives drafted an executive regulation.

CUPF staff convened a meeting of all the before and after school providers in schools and asked for feedback. A workgroup from among the providers coordinated a response and made recommendations. Feedback was also provided by the Montgomery Child Care Commission, which advocated for consolidation of selection of providers for age groups (infant, early childhood, including infants, and school aged program) using County and BOE space under DHHS.

In addition to creating the regulation, an administrative procedure was also to be developed and provide greater specificity. A larger workgroup was formed to include representation from among the before and after school childcare providers, Montgomery County Child Care Commission, DHHS, MCPS, Council, CE, and CUPF.

Upon completion of the draft administrative procedure, both documents will be reviewed by the County Attorney's Office and forwarded to the Council. Staff anticipates that the draft will be sent to the OCA later this month.

In the intern, MCPS Facilities Management staff, with technical assistance from CUPF staff, has been advertising and selecting before and after school childcare providers in schools without services. Four selections were made in FY13 and MCPS will be advertising for a provider at the soon to be opened Wilson Wims Elementary School in Clarksburg.

CUPF currently issues permits to 1xx before and after school childcare programs. When the rebid resumes, CUPF will select 21 sites where the original placement decisions were made between 2000 and 2004.

- Changes State decision of child care for licensing purposes:

Confusion about enrichment programs vs. custodial childcare has been raised by principals and before- and after-school childcare providers over the past few years. In particular, providers complained that unlicensed programs were competing with their programs in the schools and offering after-school services at lower rates since these programs did not need to incur the funds necessary for licensure. Decisions by MSDE staff regarding the status of programs were sometimes made and later reversed because of ambiguity in the State regulations.

A new definition of what constitutes a program that meets the definition for childcare will be implemented in the fall. Changes to Title 13A, State board of Education, Subtitle 16 Child Care Centers, which are of particular relevance to CUPF operations include:

1. Defining child care as the care or supervision of a child (under age 16) where the parent or guardian has given the responsibility to another entity "at least twice per week for two or more hours per day". MSDE indicates that programs of less than six weeks would not generally be considered childcare.
2. Modifying the definition of a Child Care Center to include "an institution offering instruction in specific disciplines in addition to the provision of ancillary services during non instruction time periods." MSDE indicates that ancillary services would include activities in addition to the primary purpose of the activity. For example if the primary purpose is language instruction or basketball practice, ancillary services would be activities such as homework help, snack time, or playtime.
3. Extending the qualifications of custodial supervision from only "child care teachers" to allow an individual with MSDE approval to act as a teacher for the purposes of providing instruction in a specific discipline (i.e. karate, dance, music, etc.).
4. Adding a section specifically covering the staff to child ratio for mixed aged groups to cover pre-school and school aged children enrolled in a public school.

These changes will give providers more options in terms of staff assignments (such as bringing in specialty programs) and efficient use of resources if providing services for both pre-school and school aged children in the same location. It however raises questions about a number of enrichment programs that would be subject to licensing, but not be required to go through a rebid process.

Over the past 20+ years only one before and after school childcare program has been selected by school committees to serve the school's students. The selected provider has a number of advantages not available to other users to include:

- priority placement into the all purpose room (and/or other licensable areas designated by the principal),
- established use of gym space
- advance application period covering the full school year (providers are aware of their placement before end of the year, even in advance of PTAs and school's own programs),
- access to the school on inclement weather days (so long as administrative offices are open), half-days and professional days
- on-site storage of supplies, toys and equipment (to include a refrigerator),
- monthly payment schedules covering the school year,
- built in customer base, and
- assurance of continuing in the same location 5 (and soon 7) years.
- dedicated scheduler responsive to their program needs

Most providers are the historical users in gyms and have access at least twice a week. Unlike other users, the selected provider is able to store records, food and equipment on site, as well as have refrigerators and microwaves. Placement in the all purpose room facilitates operation of a larger program and more diverse programming than possible in a classroom, which contribute to financial and programmatic success.

There are limitations to the use of classrooms for licensed programs. As a practical matter, the space would need to be available immediately after the school day for the entire school year and MCPS's prohibition about no food consumption in classrooms overcome. Nor would the other benefits mentioned above be available.

CUPF may not have the authority to limit the number of programs being licensed by MSDE, but can preserve the benefits afforded to the vendor selected by school community.

- Parks and MCPS adopt-a-field program:

No school or park adopt-a-field opportunities were advertised in FY13 or FY14. Existing agreements remain in place (6 on Park Fields, 3 on MCPS artificial turf fields and x on school ball fields. Organizations adopting fields pay a discounted rate and have priority 2 weekday evenings and one weekend day throughout the season.

In January 2014 MCPS posted four requests for proposals to organizations interested in partnering with them for dedicated use of an artificial turf stadium field in exchange for a substantial contribution toward the construction, maintenance or replacement. The locations included Paint Branch, Gaithersburg, Wootton, and Winston Churchill high schools. MCPS anticipates forwarding selection decisions to the Board of Education in April 2014, with use agreement start dates between mid-summer to early fall 2014, with the exception of Winston Churchill High School. The field at Churchill may be not be available until sometime in 2015 following County Council authorization and BOE approval. CUPF will use the existing policies and fee schedule when scheduling community use.

Montgomery Parks is also planning the construction of two new artificial turf fields: Martin Luther Recreational Park scheduled to open June 2014, and Laytonia scheduled to open in January 2016.

- Field permitting/scheduling, maintenance and fees policies:

No changes were made during FY13, or FY14 to the field permitting and scheduling process. However, the Interagency Coordinating Board (ICB) approved a resolution to increase the school ball field permitting field by \$2 so that the permitting fee would be comparable to the \$7 fee implemented by MNCPPC for the use of local park fields. Implementation of the school field increase has been delayed until MCPS, CUPF and MNCPPC can determine the best approach to using the estimated \$120,000 in revenue to improve school field maintenance.

- Implementation of Active Net's Recreation Management System.

The initiative to use ActiveNet's cloud based Recreation Management System moved forward with its inclusion in the CIP budget transmitted to the County Council. In keeping with the inter-agency nature of the merged system and impact on the County's IT infrastructure, the FY15 budget was submitted as a Tech-Mod item. Concurrent with

the budget, County, MNCPPC and ActiveNet representatives are working to complete the contract process.

Staff from the three agencies hope to begin meeting this spring to start discussing how business processes will be modified and selecting a contractor to serve as the project manager so that the project can move quickly at the very start of FY15. The goal is to go-live with the new system at the start of FY16. The County Executive has also determined that the Gilchrist Center locations would be included in the database, enabling Gilchrist staff to register participants. The Charles W. Gilchrist Center for Cultural Diversity offers programs at the Gaithersburg and Wheaton Libraries, Up-County Regional Services Center, and Wheaton Recreation Center.

7. What may have contributed to the decrease in FY13 in paid school use and paid school field use? Why did hours of paid community use of Park fields increase during that time period?

Several factors contributed to the shift in field use:

- CUPF and Montgomery Parks shared many of the same user groups. After the consolidation and joint application, it was easier for groups to state their preferences and be considered for either type of location. Montgomery Park fields are maintained at a higher level than schools fields, often with goal posts and lined for specific sports. Many users select park fields as their first choice since most schools lack the additional amenities and are not available during the school day. School fields are not available until 5:00 pm and are often used Saturday mornings by schools, further limiting availability
- Following the consolidation of field permitting under CUPF, key changes related to the league application processing, ability to apply online, and duration of the seasons have been phased in. As leagues began to submit for both school and park fields on the same application, their preferences were easier to process.
- More organizations were requesting rain credits on school fields than was previously the case.

8. What is the lapse rate assumed for the Department? How much in staffing costs were not expended as a result of vacancies in FY13 and FY14 to date?

The budgeted lapse is .2 FTE.

FY13 lapse was higher than expected and in salary and benefits was under spent by \$61,457 when the SSCB Operations Manager moved to another position, the lower salary than the prior incumbent for the new hire approximately 3-4 months later, difficulty in filling the temporary position, a vacancy in the Administrative Specialist position, also vacant and a vacancy in a part time program specialist position.

FY14 lapse is projected to be \$99,160 (0.93 FTE with benefits)

- Staff is working closely with OHR to fill the following positions
 - Recreation Assistant (group temporary position)
 - Part-time Principal Administrative Aide (converted from vacant Program Specialist I)
 - Full time Program Specialist I
- Also noted is a three month vacancy in the Administrative Specialist position. CUPF worked with OMB and OHR to reclassify, and then advertise the position. The new hire, at the grade 21 (previously 18) was hired in October.
- Staff also anticipates that the salary of a part time grade 14 will be less than the amount budgeted for the part time program specialist at grade 18.

9. Please provide a list of organizations/program that were granted free use by CUPF along with the number of hours attributable to free use for FY13 through FY14 to date.

Year end summary data is generated after the close of the fiscal year. FY14 data is not yet available.

All users pay for use of schools except those granted funding through the \$25,000 General Fund Subsidy or covered by an MCPS agreement. Groups provided assistance have included distribution of food under Maryland's Emergency Food Assistance Program by the Young Professionals Forum, Civil Air Patrol and Cultural & Diversity Enrichment Services youth programs.

MCPS and County "partnership" agreements with significant number of no-facility fee hours are noted below.

MCPS Sponsored Groups

- Linkages to Learning
- George B. Thomas Learning Academy (Saturday School)
- Montgomery College ESOL
- Adventist Services of Greater Washington (Piney Branch Pool)
- School PTA and Booster and MCPS sponsored programs
- Educational Testing Service (ETS)
- ACT
- Adventist Community Services of Greater Washington

County Sponsored Groups (not CAPP)

Silver Spring Civic Building

- Arts and Humanities Council
- Silver Spring Town Center Inc.

Other County Buildings

- Montgomery College ESOL
- Literacy Council of Montgomery County
- Friends of the Library
- Conflict Resolution Center
- AARP
- Saluda
- U.S Census Bureau

The dollar value of the subsidized "partnership" use is not currently available, but would likely total several hundred thousand dollars. Also noted are the many department partnerships uses not scheduled through CUPF.

FY13 and FY14 (July-March) Awardees

Applied	Processed in	Organization	Program	Award	New?	PCT by CAPP	to occur
FY14	FY14	Advance Church/Raba Leadership Inst	Trunk or Treat Food Drive	\$234	Returning	73%	FY14
FY13	FY13	Advance Church/Raba Leadership Inst	Raba Leadership Inst /Food collection	\$553	Returning	88%	FY13
FY13	FY13	African Immigrant Refugee Foundation	Annual Youth Conference	\$ 497	New	92%	FY13
FY13	FY13	African Immigrant Refugee Foundation	Conference & Awards Luncheon	\$ 953	Returning	77%	FY13 &14
FY13	FY13	Agatha Foundation, The	Health Fair	\$ 1,700	New	54%	FY13
FY14	FY14	All Cameroonian Cultural & Development Foundation	Pana Fest 2014	\$ 6,502.75	Returning	74%	FY15
FY13	FY13	All Cameroonian Cultural & Development Foundation	Pana-Fest 2013	\$ 4,063	Returning	86%	FY14
FY13	FY13	All Cameroonian Cultural & Development Foundation	Pana-Fest 2012	\$ 900	Returning	31%	FY13
FY14	FY13	Asian American LEAD	Fundraiser	\$ 1,907	New	83%	FY14
FY14	FY14	Asian American LEAD	Fundraiser	\$ 1,113	Returning	63%	FY14
FY14	FY14	AYUDA, Inc.	Hispanic Heritage Mo. Celebration	\$ 585	New	71%	FY14
FY13	FY13	Beacon Newspaper, The	50+Expo Fair	\$ 783	New	57%	FY14
FY14	FY14	Bethel World Church	Gospel Fest	\$ 1,337.60	Returning	76%	FY15
FY13	FY13	BSA Troop 275	Blue & Gold Banquet	\$ 455	New	64%	FY13
FY14	FY14	Carpe Diem	Dance & Sing Along	\$ 2,970	Returning	66%	FY14
FY13	FY13	Carpe Diem Arts Production	Dance & Sing Along	\$ 2,446	Returning	82%	FY13
FY13	FY13	Carpe Diem Arts Production	MLK Celebration	\$1,880	Returning	66%	FY13
FY13	FY13	Carpe Diem Arts Production	Monthly dances	\$ 2,134	Returning	70%	FY14
FY13	FY13	Chrisma Charities	Fundraiser	\$ 579	New	55%	FY13
FY14	FY13	Clancy Works Dance Company	Join in the Dance (Silent Action & Performance)	\$ 544	New	69%	FY14
FY13	FY13	Class Acts	FIESTA 2013 (Fundraiser)	\$1,889	Returning	72%	FY14
FY14	FY13	Coder Dojo	Weekly Computer classes	\$ 1,755	Returning	97%	FY14
FY13	FY13	Coder Dojo	Weekly Computer classes	\$ 941	New	82%	FY13

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FY13	FY13	Community Bridges	Annual event & Board Meeting	\$ 1,866	Returning	90%	FY13
FY14	FY14	Create Arts Center	After School Art class (free)	\$ 552	New	69%	FY14
FY13	FY13	Delta Sigma Theta Sorority	Aids Awareness Day	\$1,010	New	92%	FY13
FY14	FY14	Delta Sigma Theta Sorority, Inc	World Aides Day Conference & testing	\$ 1,097	Returning	69%	FY14
FY13	FY13	Diversity Theatre Co	Breaking the Fourth Wall Production (Community Theatre)	\$ 598	New	54%	FY14
FY13	FY13	Docs in Progress	Silver Spring Stories	\$ 413	New	70%	FY13
FY13	FY13	Ethiopian Sports Federation	Welcome/Cultural Celebration	\$ 1,083	Returning	78%	FY13
FY14	FY14	Ethiopian Festival (Blessed Coffee)	Festival	\$ 2,176	Returning	78%	FY14
FY14	FY14	Ethiopian Society in N. Am.	Adwa Celebration	\$ 1,590.75	New	63%	FY14
FY14	FY14	Flora Singer Elementary School PTA	Fundraiser	\$ 1,612	Returning	79%	FY14
FY13	FY13	Flora Singer Elementary School PTA	Fundraiser	\$ 2,286	New	86%	FY13
FY13	FY13	Gandhi Brigade	Youth Voices (weekly activities)	\$ 559	Returning	92%	FY13 & 14
FY13	FY13	Gandhi Brigade	Digital Workshop	\$1,180	Returning	75%	FY13
FY13	FY13	Gandi Brigade	Youth Media Festival	\$ 992	Returning	80%	FY13
FY13	FY13	Gap Busters	SAT Boot Camp (Prep Classes)	\$ 957	Returning	68%	FY14
FY14	FY14	Ghandi Brigade	Youth Media Festival	\$ 2,546	Returning	83%	FY14
FY13	FY13	Girl Scout Council of Nat.- Troop 5471	Meetings	\$ 497	New	68%	FY13
FY14	FY14	HavServ	Fundraiser	\$ 1,504	New	73%	FY14
FY13	FY13	Health and Human Services Latino Health Initiative	Health Fair	\$ 1,325	Returning	52%	FY13
FY13	FY13	Holy Cross Hospital	Planning Meeting	\$ 212	Returning	52%	FY13
FY13	FY13	Impact Silver Spring	Conference & Luncheon	\$1,978	Returning	90%	FY13
FY13	FY13	International Minority Affairs	Student Workshop	\$ 267	New	84%	FY13
FY14	FY14	International Minority Affairs Cooperative	Instrumental class	\$ 160	Returning	71%	FY14
FY13	FY13	International Rescue Committee	Job Fair	\$ 1,182	New	84%	FY13
FY14	FY14	Isadora Duncan School for Movement & Dance	Dance Classes	\$ 402	New	47%	FY14
FY14	FY14	Jack & Jill of America, Inc.	Youth Summit & Town Hall	\$ 5,086	Returning	90%	FY14

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FY13	FY13	Jack & Jill of America, Inc.	Children's Inaugural Celebration	\$ 2,869	Returning	62%	FY13
FY14	FY14	Jesus House	Health Fair	\$ 2,164.50	Returning	65%	FY14
FY13	FY13	Jesus House	Calab Crew Youth Outreach Fashion Show	\$ 507	Returning	66%	FY14
FY13	FY13	Jesus House	Festival	\$ 2,552	Returning	76%	FY13
FY13	FY13	Jesus House	Health Fair	\$ 2,447	Returning	68%	FY13
FY13	FY13	Jesus House, Daniel Leadership Institute	Toastmasters Club	\$ 518	Returning	80%	FY14
FY13	FY13	KID Museum	A Maker Faire (Children's technology fair)	\$ 2,814	New	66%	FY14
FY13	FY13	La Main Tendue	Economic & Cultural Festival (local business expo)	\$ 2,986	New	67%	FY13
FY13	FY13	Leadership Montgomery	Community meeting	\$ 1,295	New	84%	FY13
FY13	FY13	Liberty's Promise	After school activities	\$ 606	Returning	76%	FY13
FY14	FY14	Liberty's Promise	After School Classes	\$ 572	Returning	62%	FY14
FY14	FY14	Live Garra Theatre	Rehearsals & Performances	\$ 2,192	Returning	74%	FY14
FY13	FY13	Live Garra Theatre	Community Theatre	\$ 338	Returning	57%	FY13
FY13	FY13	Live Garra Theatre	Community Theatre	\$ 1,658	Returning	80%	FY13
FY14	FY14	Maryland Chess Association	Youth Chess Tournament	\$ 3,449	New	57%	FY14
FY13	FY13	Maryland Dispute Resolution	Quarterly Meeting	\$ 87	Returning	52%	FY13
FY14	FY14	Maryland Multicultural Youth Center	Youth Job Fair	\$ 1,388	Returning	80%	FY14
FY13	FY13	Maryland Multicultural Youth Center	Youth Job Fair	\$ 1,040	Returning	49%	FY13
FY13	FY13	Maryland Plant Society	Board Meetings	\$ 80	New	58%	FY13
FY13	FY13	Maryland Plant Society	Board Meetings	\$ 104	Returning	62%	FY13
FY14	FY14	Maryland Youth Ballet	Annual Gala and Fundraiser	\$ 4,721.50	Returning	71%	FY14
FY13	FY13	Maryland Youth Ballet	Gala & Fundraiser	\$ 2,893	Returning	66%	FY13
FY13	FY13	Michael Ward	Cloud Hands Tai Chi (weekly)	\$ 628	Returning	90%	FY13
FY13	FY13	Mid-county United Ministries	United Ministries Annual Fundraiser	\$ 1,072	New	72%	FY13

FY13	FY13	Montgomery County Council of PTA	Performing Arts Festival	\$ 922	New	77%	FY13
FY13	FY13	Montgomery County/Maryland Chapter of Delta Alumni	Annual Mtg & Luncheon	\$ 776	Returning	74%	FY13
FY13	FY13	Montgomery Sister Cities, Inc.	Fundraiser	\$1,127	Returning	97%	FY14
FY13	FY13	Montgomery Sister Cities, Inc.	Reception	\$ 712	Returning	84%	FY13
FY13	FY13	National Center for Children and Families	Fundraiser	\$5,085	Returning	90%	FY13
FY13	FY13	Nigerian Youth Association	Fest Africa 2013	\$6,475	Returning	84%	FY13
FY13	FY13	Office of Community Partnership Committee for Ethnic Affairs	Ama Tu Vida Health Fair	\$ 980	Returning	86%	FY13
FY14	FY14	Omega Psi Phi Fraternity Inc	Achievement Week Banquet	\$ 600	Returning	75%	FY15
FY14	FY14	Organizing for Action	Climate Change Town Hall	\$ 992	New	96%	FY14
FY13	FY13	Pain Connection	Chronic Pain Outreach	\$ 1,009	New	66%	FY14
FY13	FY13	Park Hill Civic Association	Quarterly Meetings	\$115	New	90%	FY13
FY14	FY14	Passion for Learning, Inc.	Fundraiser	\$ 894.25	New	70%	FY14
FY13	FY13	Positive Reinforcement of Youth through Music	Fundraiser, Music Concert & Drama	\$ 1,118	New	80%	FY13
FY13	FY13	Primary Care Coalition	Oral Health Workshop	\$ 197	Returning	66%	FY13
FY14	FY14	SEIU Local 500, MCCSSE-was 336	Community Engagement Conference	\$ 234.00	Returning	45%	FY14
FY14	FY13	Senior Connection	RSVP Banquet	\$ 776	New	74%	FY14
FY14	FY14	Silver Spring Day School	Fundraiser	\$ 1,840	New	55%	FY14
FY14	FY13	Silver Spring Green	Green Fest	\$ 298	New	73%	FY14
FY13	FY13	SSTCI	Blues Week Kick-off Party	\$ 806	Returning	80%	FY13
FY13	FY13	Suburban Washington Resettlement Center	Celebrating World Refugee Day	\$ 675	New	66%	FY13
FY13	FY13	Tatitu Cultural Center	Monthly Poetry & Drama Presentations	\$ 587	New	49%	FY13 & 14
FY14	FY14	Tayitu Entertainment Cultural Center	Poetry Night	\$ 853	Returning	79%	FY14
FY14	FY14	The Chastaing Foundation	Taste of Africa	\$ 1,457.50	Returning	59%	FY14
FY14	FY14	The Chastaing Foundation	World Music Festival	\$ 1,457.50	Returning	59%	FY15
FY13	FY13	Washington Region Transplant Community	Transplant Awareness	\$ 1,419	New	54%	FY14
FY14	FY14	Washington Region Transplant Community	Organ Donation Awareness	\$ 4,854.50	Returning	70%	FY15

FY13	FY13	Washington Revelers	SunFest (Festival, Dance & Arts Vendor expo)	\$ 2,461	New	61%	Withdrew
FY13	FY13	Wheaton Seventh-Day Adventist	MLK Service Projects	\$ 749	New	66%	FY13
FY13	FY13	Young Democrats	Safe Silver Spring-Gun Violence	\$ 229	Returning	51%	FY13
FY13	FY13	Youth and Family Services of the YMCA	Youth Forum	\$ 842	New	74%	FY13