



Grants Management

APPROVED FY24 BUDGET

\$609,378

FULL TIME EQUIVALENTS

5.00

 RAFAEL PUMAREJO MURPHY, DIRECTOR

MISSION STATEMENT

The mission of the Office of Grants Management is to develop and support best practices for grants management throughout Montgomery County Government that are consistent with racial equity and social justice goals. In addition, the Office serves as a central point of contact regarding grants that the County receives or awards; provides technical assistance regarding grants management to Executive Branch departments and principal offices; and searches out and identifies Federal and State grant opportunities to Executive Branch departments and principal offices.

BUDGET OVERVIEW

The total approved FY24 Operating Budget for the Office of Grants Management is \$609,378, an increase of \$268,069 or 78.54 percent from the FY23 Approved Budget of \$341,309. Personnel Costs comprise 93.09 percent of the budget for five full-time position(s) and no part-time position(s), and a total of 5.00 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 6.91 percent of the FY24 budget.


The total approved FY23 Operating Budget for the Office of Grants Management is \$341,309, an increase of \$341,309 or 100.00 percent from the FY22 Approved Budget of \$0. Personnel Costs comprise 93.82 percent of the budget for three full-time position(s) and no part-time position(s), and a total of 3.00 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 6.18 percent of the FY23 budget.

COUNTY PRIORITY OUTCOMES

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

 **Effective, Sustainable Government**

INITIATIVES

 Add an Outgoing Grants Program Manager II and an Administrative Specialist III to manage the expected increased volume of competitive grant programs and grant agreements, support an intensive outgoing grants management training curriculum with a

focus on monitoring and oversight, and provide equitable training and support to emerging organizations applying for County grants as part of the County's Racial Equity and Social Justice goals.

- ★ Consolidate all County grant seeking information and support resources onto an OGM intranet site, including basic grant documentation and information about grants.gov, and to streamline and expedite County applications for outside grant opportunities. As part of this consolidation, OGM will conduct annual audits to ensure that all departments are applying for federal grants under the MCG umbrella account.
- ★ Streamline competitive grant agreements, development, approvals, and implementation regulations, policies, guidelines, workflows, and support resources to make grant procedures more accessible to departments.
- ★ Continue to leverage data and feedback collected through the FY23 Nonprofit Community Grants and Grants Management Reform Survey to inform the development of grant agreements and competitive programs while continuing to engage with a broad range of nonprofit stakeholders.
- ★ Establish an OGM Liaison in all departments and offices who can evaluate and potentially apply for related outside grant opportunities identified by OGM.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ★ Develop a "Grants Ready" training curriculum and other support resources to help departments and their applicable staff more quickly and effectively respond to outside grant opportunities and successfully manage awards received.
- ★ Consolidate all County competitive grants programs into OGM's online grants application platform to streamline application efficiency, give applicants a single reference point for all County grant opportunities, and ensure compliance with all County grants related legislation and policies.
- ★ Establish and advertise weekly "office hours" to departments considering, pursuing, or currently managing outside grants. Departments will be able to book a 15-minute consultation/clarification as problems and questions arise either about a specific grant application, becoming "Grant Ready," or as an introduction to an issue that requires a longer meeting. As planned, office hours will be coordinated via staff's email signature and the intranet.

PROGRAM CONTACTS

Contact Rafael Pumarejo Murphy of the Office of Grants Management at 240.777.2775 or Taman Morris of the Office of Management and Budget at 240.777.2771 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

★ Grants Management

The Office of Grants Management leads countywide grants policy and planning by developing countywide policies and procedures to implement best practices regarding grants management; maximizes the County's use of Federal, State, and non-governmental grant opportunities; maximizes the efficiency and effectiveness of grants awarded by the County; ensures public transparency and ethical practice in grants management; and ensures that grants management in the County is consistent with the County's racial equity and social justice goals. The Office of Grants Management's three core functions in County government are to assist departments with winning and complying with outside grant awards, organizing equitable and inclusive competitive grant programs, and issuing County awards as grant agreements.

The Office also maintains a grants database that includes current information regarding each grant opportunity offered by the County as well as each grant received or awarded by the County. The Director submits quarterly reports on the activities of the Office to the County Executive and the County Council that include an overview of the grants process and awards; data regarding grants received or awarded by the County; public outreach activities and outcomes; progress in racial equity and social justice goals; and any recommendations to improve policies and procedures regarding grants management in the County.

The Office of Grants Management will develop and oversee a grant funding mechanism for departments to use for implementing programs and initiatives; instead of the reimbursable non-competitive contracts the County traditionally calls grants. The Office is also responsible for developing, managing, advertising, and integrating racial equity and social justice considerations into the application and awarding processes for grant programs offered by Montgomery County Government, while training departments in grants management and outcomes focused grants oversight best practices.

| FY24 Approved Changes | Expenditures | FTEs |
|---|----------------|-------------|
| FY23 Approved | 89,596 | 1.00 |
| Shift: From Director's Office to Grant's Management - OGM Budget Consolidation | 251,713 | 2.00 |
| Add: Outgoing Grants Compliance Program Manager II | 115,601 | 1.00 |
| Add: Grants Management Administrative Specialist III | 76,591 | 1.00 |
| Shift: From OMB to Office of Grants Management for Software and Database Subscriptions | 9,020 | 0.00 |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 66,857 | 0.00 |
| FY24 Approved | 609,378 | 5.00 |

REALIGNED PROGRAMS

Funding in the following programs has been realigned to other programs within this department.

Director's Office

| FY24 Approved Changes | Expenditures | FTEs |
|--|----------------|-------------|
| FY23 Approved | 251,713 | 2.00 |
| Shift: From Director's Office to Grant's Management - OGM Budget Consolidation | (251,713) | (2.00) |
| FY24 Approved | 0 | 0.00 |

BUDGET SUMMARY

| | Actual FY22 | Budget FY23 | Estimate FY23 | Approved FY24 | %Chg Bud/App |
|--|----------------|----------------|------------------|------------------|-----------------|
| COUNTY GENERAL FUND | | | | | |
| EXPENDITURES | | | | | |
| Salaries and Wages | 0 | 256,511 | 197,637 | 445,594 | 73.7 % |
| Employee Benefits | 0 | 63,703 | 41,242 | 121,649 | 91.0 % |
| County General Fund Personnel Costs | 0 | 320,214 | 238,879 | 567,243 | 77.1 % |
| Operating Expenses | 0 | 21,095 | 20,595 | 42,135 | 99.7 % |
| County General Fund Expenditures | 0 | 341,309 | 259,474 | 609,378 | 78.5 % |

BUDGET SUMMARY

| | Actual FY22 | Budget FY23 | Estimate FY23 | Approved FY24 | %Chg Bud/App |
|------------------|----------------|----------------|------------------|------------------|-----------------|
| PERSONNEL | | | | | |
| Full-Time | 0 | 3 | 3 | 5 | 66.7 % |
| Part-Time | 0 | 0 | 0 | 0 | — |
| FTEs | 0.00 | 3.00 | 3.00 | 5.00 | 66.7 % |

FY24 APPROVED CHANGES

| | | Expenditures | FTEs |
|--|--|----------------|-------------|
| COUNTY GENERAL FUND | | | |
| FY23 ORIGINAL APPROPRIATION | | 341,309 | 3.00 |
| Changes (with service impacts) | | | |
| Add: Outgoing Grants Compliance Program Manager II [Grants Management] | | 115,601 | 1.00 |
| Add: Grants Management Administrative Specialist III [Grants Management] | | 76,591 | 1.00 |
| Other Adjustments (with no service impacts) | | | |
| Shift: From Director's Office to Grant's Management - OGM Budget Consolidation [Grants Management] | | 251,713 | 2.00 |
| Increase Cost: Annualization of FY23 Lapsed Positions | | 56,406 | 0.00 |
| Increase Cost: FY24 Compensation Adjustment | | 9,189 | 0.00 |
| Shift: From OMB to Office of Grants Management for Software and Database Subscriptions [Grants Management] | | 9,020 | 0.00 |
| Increase Cost: Printing and Mail | | 2,048 | 0.00 |
| Decrease Cost: Retirement Adjustment | | (786) | 0.00 |
| Shift: From Director's Office to Grant's Management - OGM Budget Consolidation [Director's Office] | | (251,713) | (2.00) |
| FY24 APPROVED | | 609,378 | 5.00 |

PROGRAM SUMMARY

| Program Name | FY23 APPR Expenditures | FY23 APPR FTEs | FY24 APPR Expenditures | FY24 APPR FTEs |
|-------------------|---------------------------|-------------------|---------------------------|-------------------|
| Director's Office | 251,713 | 2.00 | 0 | 0.00 |
| Grants Management | 89,596 | 1.00 | 609,378 | 5.00 |
| Total | 341,309 | 3.00 | 609,378 | 5.00 |

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

| Title | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 |
|----------------------------|------|------|------|------|------|------|
| COUNTY GENERAL FUND | | | | | | |
| EXPENDITURES | | | | | | |

FUNDING PARAMETER ITEMS

CC APPROVED (\$000S)

| Title | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 |
|--|------|------|------|------|------|------|
| FY24 Approved | 609 | 609 | 609 | 609 | 609 | 609 |
| No inflation or compensation change is included in outyear projections. | | | | | | |
| Annualization of Positions Approved in FY24 | 0 | 24 | 24 | 24 | 24 | 24 |
| New positions in the FY24 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears. | | | | | | |
| Elimination of One-Time Items Approved in FY24 | 0 | (8) | (8) | (8) | (8) | (8) |
| Items recommended for one-time funding in FY24, including certain equipment for new positions, will be eliminated from the base in the outyears. | | | | | | |
| Labor Contracts | 0 | 10 | 10 | 10 | 10 | 10 |
| These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items. | | | | | | |
| Subtotal Expenditures | 609 | 635 | 635 | 635 | 635 | 635 |

ANNUALIZATION OF FULL PERSONNEL COSTS

| | FY24 Approved | | FY25 Annualized | |
|---|---------------|-------------|-----------------|-------------|
| | Expenditures | FTEs | Expenditures | FTEs |
| Grants Management Administrative Specialist III | 71,605 | 1.00 | 95,473 | 1.00 |
| Total | 71,605 | 1.00 | 95,473 | 1.00 |

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