



Community Grants Report

Fiscal Year 2019
September 28, 2018

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Overview

As required by the County Council Resolution No. 18-1144, the Office of Procurement must transmit a report on the status of Community Grant awards as of September 1, 2018. This report summarizes the status of non-competitive contracts for County Executive and Council Community Grants for the Fiscal Year 2019 (FY19). The report provides a synopsis of the average number of days taken to execute Community Grant Contracts by the Office of Procurement. The report is displayed in a table that includes:

1. The total number of community grants placed on the County Council Resolution;
2. The total number of Community Grant contracts (new and renewal) received and executed by the Office of Procurement as of September 1, 2018, including those valued under the direct threshold and using the pre-approved grant template;
3. The average number of days for the Office of Procurement to execute Community Grants (new and renewal) by using department and overall.

As of the date of this report, 81% of Community Grants were received in the Office of Procurement and have been executed. This includes an additional 14 Community Grant actions since September 1, 2018. An additional six Community Grant actions were recently submitted and are being processed. Sixty-three Community Grants from the County Council Resolution list have not been submitted to the Office of Procurement for execution from several Departments, including: Department of Health & Human Services (52); Department of Housing and Community Affairs (5); Department of Finance (3); Department of Recreation (1); the Office of the County Executive (1), and the Community Engagement Cluster (1).

Moreover, it is important to note that Community Grant contracts with fiscal funding were not legally available until July 1, 2018, the beginning of a new fiscal year. However, the Oracle Enterprise System allows departments and Procurement staff to begin preparing actions and funding documents as early as June. The average processing days listed in this report were based on a process date of June 5, 2018 or

later. For FY19, June 5, 2018, was the earliest that a using department or Procurement staff could approve an FY19 funded requisition or purchase order for FY19 contracts, including community grants, although funding could not be released before the beginning of a new fiscal year on July 1, 2018.

Department	Total Resolution Count	PRO Total	Avg. Days to Complete*
Community Engagement Cluster	6	5	2
Correction and Rehabilitation	2	2	11
County Executive	2	1	6
Environmental Protection	6	6	15
Finance	5	2	2
Health and Human Services	259	188	11
Housing and Community Affairs	36	30	14
Human Resources	2	2	2
Police	1	1	1
Recreation	42	41	8
Sheriff	15	15	9
Technology Services	2	2	1
TOTAL	378	295	10

*Does not include resolution items with a \$10,000 or lower value processed directly by the Using Department with a template.

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