

# Community Grants Report

Fiscal Year 2021  
September 30, 2020

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# Overview

As required by the County Council Resolution No. 19-472, the Office of Procurement must transmit a report on the status of Community Grant awards as of September 1, 2020. Therefore, this report includes and summarizes non-competitive contracts for County Executive and Council Community Grants for the Fiscal Year 2021 (FY21) and the average number of days for the Office of Procurement to execute Community Grant contracts. 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 renewals) received in the Office of Procurement as of September 1, 2020, and executed, including those valued under the direct threshold using the pre-approved grants template;
3. The average number of days for the Office of Procurement to execute Community Grants (new and renewals) by department and overall.

As of the date of this report, 80% of Community Grants were received in the Office of Procurement and have been executed. This includes an additional 10 Community Grant actions since September 1, 2020. According to our report, the remaining 49 Community Grants from the County Council Resolution list have not been submitted to the Office of Procurement; the Department of Health & Human Services has 44 to process, the Department of Housing and Community Affairs has one to process, the Department of Environmental Protection has one to process, the Department of Recreation has one to process and the County Executive's Office has two to process.

Moreover, it is important to note that Community Grant contracts with fiscal funding were not legally available until July 1, 2020. However, the Oracle enterprise systems allows departments and Procurement staff to begin preparing actions and funding documents as of early June each fiscal year. Therefore, the average processing days listed in this report were based on a process date of June 10, 2020 or later. For FY21,

June 10, 2020, was the earliest that a department or Procurement staff could approve an FY21 funded requisition or purchase order for FY21 contracts, including community grants, although it could not be released until July 1, 2020.

Department	Total Resolution Count	PRO Total	Avg. Days to Complete*
Agriculture	1	1	13
Community Engagement Cluster	4	4	3
County Executive	7	4	3
Environmental Protection	6	4	15
Health and Human Services	164	120	9
Housing and Community Affairs	22	21	20
Human Resources	1	1	0
Recreation	38	37	12
Sheriff	4	4	4
Technology Services	1	1	0
<b>TOTAL</b>	<b>248</b>	<b>199</b>	<b>11</b>

\*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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