

REVISED
E&C Committee #1
April 26, 2023
Worksession

MEMORANDUM

April 24, 2023

TO: Education and Culture Committee

FROM: Vivian Yao, Legislative Analyst

SUBJECT: **Office of Community Use of Public Facilities (CUPF) FY24 Operating Budget**

PURPOSE: Make recommendations for FY24 CUPF Operating Budget

Expected Participants:

- Ramona Bell-Pearson, Director, CUPF
- Vanessa Lopez-Cuevas, Acting Financial Administrator, CUPF
- Alicia Singh, Fiscal and Policy Analyst, Office of Management and Budget (OMB)

The Executive's recommendation for CUPF is attached at ©1-3. Responses to Council staff questions are attached at ©4-14. 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.¹ The Interagency Coordinating Board (ICB) is the policy-making authority of CUPF.

I. OVERVIEW

For FY24, the Executive recommended total expenditures of \$11,946,508 for CUPF, an increase of \$464,778 or 4.0% from the FY23 approved budget. The following table provides comparative information on expenditures, positions, and FTEs for FY22 through FY24.

¹ A limited amount of General Fund dollars subsidize use of public facilities by special populations that often lack access. The E&C Committee has expressed interest in exploring models for increasing access to public facilities for priority populations.

(in \$000's)	FY22 Budget	FY23 Budget	FY24 Rec	Change FY23-FY24
Total Expenditures	\$8,502,633	\$10,923,236	\$11,139,465	2.0%
Positions:				
Full-time	30	29	29	0.0%
Part-time	1	1	1	0.0%
TOTAL Positions	31	30	30	0.0%
FTEs	31.27	30.27	30.27	0.0%

Racial Equity and Social Justice

The Office of Racial Equity and Social Justice (ORESJ) concluded that the Department’s responses to the Operating Budget Equity Tool “demonstrates a strong commitment to advancing RESJ in the County as submissions identified actionable efforts taking place in all three areas of the GARE framework.” The assessment observed that “an absence of demographic data and targeted resource allocations made it difficult to assess whether a racial equity lens was applied in the activities indicated in the operationalizing section of the tool.” The report raised a question about the extent to which staff sought input from community users to identify and assess gaps in the Facility Fee Assistance Program and Community Access Program.

The Committee may want to discuss how the Department can move forward with collecting demographic data and targeting resource allocations and confirm whether the Department solicited from community users about the fee assistance programs.

II. FY24 OPERATING BUDGET REVIEW

A. CUPF Required Changes

The FY24 recommended budget for CUPF includes items Council staff has identified as required changes: charges or annualizations needed to continue or maintain essential services and other personnel cost adjustments. Council staff recommends that these items be approved but not placed on the reconciliation list, as they will need to be added to the budget to complete prior commitments or for routine administrative matters.

CE Recommended Nondiscretionary Changes	Amount	FTEs	One time	Comments
Annualization of FY23 compensation increases	\$ 154,264	-	N	
Printing and mail	\$ (117)	-	N	
Motor pool adjustment	\$ (854)	-	N	
Retirement adjustment	\$ (1,886)	-	N	
Annualization of FY23 personnel costs	\$ (52,397)	-	N	
Subtotal	\$ 99,010			

B. MCPS Reimbursements and MOU

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

is typically used to reimburse MCPS for costs associated with community use of schools. The amount of reimbursements to MCPS has fluctuated since the pandemic, due to limited use of public school facilities due to COVID-19 closures. As use of school space has increased in the last two years, so have reimbursements to MCPS.

The following table shows the projected reimbursements to MCPS in FY23 and FY24. Reimbursements to MCPS in FY24 make up 85% of CUPF's operating expenses.

	FY23	FY24
MCPS Staff Costs	\$2,312,561	\$3,500,000
Equipment and Artificial Turf Reimbursement	\$215,097	\$110,000
Utilities	\$809,546	\$2,151,006
Energy Management Position	\$120,275	\$99,266
Maintenance Reimbursement	\$426,822	\$186,084
Custodial Supplies	\$124,083	\$225,000
Total Reimbursements to MCPS	\$4,008,384	\$6,271,356

Council staff recommends approval of reimbursements to MCPS.

C. FY24 Revenue Assumptions

For FY24, the Executive projects total revenues of \$11,975,248, which is an increase \$539,778 over the amount budgeted for FY23. Council staff notes, however, that revenues FY23 will fall short of the projected amount. CUPF's total revenue after the 3rd Quarter is \$6,020,200, approximately \$2.2 million lower than the amount of \$8,283,949 projected last year.

The following table shows the Budgeted FY23, Actual FY23 and FY24 Projection

	Budget FY23	Actual FY23 3Q	Budget FY24
County Buildings	\$108,203	\$43,286	\$117,267
Fields	\$343,940	\$242,110	\$343,940
Schools	\$9,965,033	\$5,085,317	\$10,420,747
SS Civic Building	\$1,018,294	\$573,775	\$1,018,294
Investment Inc		-	\$75,000
Total	\$11,435,470	\$6,020,200	\$11,975,248

Council staff recommends approval of the CUPF revenue assumptions.

D. Fiscal Plan

The CUPF FY24-29 Public Services Program Enterprise Fiscal Plan is typically published in the Executive Operating Budget submission. While it is not included in the FY24 publication, it can be found at ©4.

Council staff notes the following budget related items showing on the plan:

- Fee Assistance Programs: Continued funding of \$200,000 for the Community Access Pilot Program is budgeted in the Enterprise Fund
- General Fund supports use of space for Elections at \$135,000 and after school (Facility Fee Assistance Program) at \$25,000.
- No contributions are programmed for CIP current revenue for the Ballfield Initiative. This was one of a number of programs that the Enterprise Fund supported when it was carrying a high fund balance.

III. UPDATES

OLO Report: In response to the Council interest in better understanding the functions of CUPF, the Office of Legislative Oversight (OLO) prepared Report 2022-5, *Community Use of Public Facilities*. The Department reports the following status on follow up items referenced in the OLO reports:

- **Communications/Outreach Manager:** Interviews for the position were conducted on March 31, 2023, and the selected candidate's name is in the process of being sent to OHR for hiring.
- **Guide/Manual:** A guidebook for the School permitting process and for the government facilities permitting process have created and were published online on March 1, 2023 at <https://www.montgomerycountymd.gov/CUPF/Resources/Files/Community%20Use%20of%20School%20Facilities%20User%20Guidebook%20and%20Facility%20Use%20License%20Agreement.pdf>
- **Fee study:** A qualified vendor has been selected and a Departmental memo has been developed and will be sent to Procurement shortly.

Child Care in Schools: CUPF reports that the selection process for before and after school child care in shared school space remains suspended. MCPS is developing a new procurement process through their Procurement and facilities offices. Their intention is to hold a pilot procurement for four elementary schools, three that do not have a school age child care provider (Clarksburg ES, Snowden Farms ES, and Harriet Tubman ES) and a new school that will be opening in the fall of 2023 (Clarksburg ES #9). To accommodate parents at Snowden Farms and Harriet Tubman, MCPS has been busing children to nearby elementary school that have school age child care programs.

A list of elementary schools and their school age before and after care providers is included at ©8-10.



Community Use of Public Facilities

RECOMMENDED FY24 BUDGET

\$11,139,465

FULL TIME EQUIVALENTS

30.27

☀ RAMONA BELL-PEARSON, DIRECTOR

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 (MCPS) or County operations.

BUDGET OVERVIEW

The total recommended FY24 Operating Budget for the Office of Community Use of Public Facilities is \$11,139,465, an increase of \$216,229 or 1.98 percent from the FY23 Approved Budget of \$10,923,236. Personnel Costs comprise 33.82 percent of the budget for 29 full-time position(s) and one part-time position(s), and a total of 30.27 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 66.18 percent of the FY24 budget.

COUNTY PRIORITY OUTCOMES

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

- ◆ **Thriving Youth and Families**
- ◆ **A Greener County**
- ◆ **Effective, Sustainable Government**

INITIATIVES

- ★ Create and produce a public educational video to showcase the services and resources Community Use of Public Facilities (CUPF) provides to the public.
- ★ Continue efforts to increase the number of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP).

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ☀ Enhance and expand outreach efforts and marketing strategies to inform the public about the permitting process by incorporating media campaigns, workshops, CUPF newsletters and website content.

- ✱ Continued implementation of the new, fully integrated management software solution in partnership with Recreation and Montgomery Parks. This new platform is designed to increase efficiency and productivity while providing extensive reporting and statistical data and an interactive experience for customers.

PROGRAM CONTACTS

Contact Ramona Bell-Pearson of the Office of Community Use of Public Facilities at 240.777.2722 or Alicia Singh of the Office of Management and Budget at 240.777.2780 for more information regarding this department's operating budget.

PROGRAM PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable). The FY23 estimates reflect funding based on the FY23 Approved Budget. The FY24 and FY25 figures are performance targets based on the FY24 Recommended Budget and funding for comparable service levels in FY25.

Measure	Actual FY21	Actual FY22	Estimated FY23	Target FY24	Target FY25
Program Measures					
Hours of paid school use ¹	200,665	335,637	369,200	406,120	446,732
Percent of school, field, and government building users satisfied with the reservation process ²	92.8%	95.2%	92.0%	93.0%	94.0%
Number of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP) ³	52	122	85	75	75
Percent of groups awarded a subsidy for facility fees through either the Facility Fee Assistance Program (FFAP) or the Community Access Program (CAP) ⁴	100.0%	100.0%	100.0%	100.0%	100.0%
Hours of paid school field use ⁵	64,891	55,880	58,674	61,608	64,688
Hours of paid use for government buildings ⁶	806	1,632	1,795	1,974	2,172
Hours of paid community use in Silver Spring Civic Building at Veterans Plaza	5,763	11,629	12,210	12,821	13,462
Hours of free use for government buildings ⁷	17,864	40,644	44,708	45,155	45,607

¹ Community use of schools has resumed in FY22 but is lower than in pre-pandemic years. CUPF hopes to return to early FY20 pandemic hours of use in FY23, and then hopefully increase at a rate of 10% in both FY24 and FY25.

² In FY22, 1,165 customers responded to CUPF's 5-Star Survey. Of those 1,165 respondents, 95.2% rated the reservation process with 3, 4, or 5 out of 5 stars (859 gave 5 stars, 194 gave 4 stars, and 56 gave 3 stars).

³ In FY22, 61 groups were awarded FFAP through the special appropriation through CARES funding and 22 groups were awarded through traditional funding. There were 38 groups awarded through CAP funding. The County Council has appropriated \$125,000 in additional FFAP funding specifically for youth sports, enabling increased use of fields and facilities.

⁴ CUPF is able to report that all FY22 applicants for Fee Facility Award Program and Community Access Program were able to be granted subsidy awards. For FY23 and beyond, CUPF is projecting to remain with an 100% applicant approval rate.

⁵ In FY21 & FY22 the County Council appropriated \$500,000 to the FFAP to cover the facility fees for youth sports and organizations to make field use more available to them. For FY23, the County Council has appropriated an additional \$125,000 for FFAP funding. For FY23 and beyond, CUPF is projecting a gradual 5% increase in use.

⁶ CUPF saw an increase in government building paid use in FY22 and is estimating an increase of 10% each year moving forward.

⁷ Departments of County government are the users of free space in government buildings. In FY22, as the County reopened and staff started coming back in to work, the use of government building rose back up to pre-COVID levels. CUPF estimates an increase of 5% for FY23 and moving forward.

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, M-NCPPC fields, libraries, regional service centers, County government meeting rooms, and the Silver Spring Civic Building; managing on-line customer facility requests; administering connectivity access to the facility database for school and County staff; providing information and referrals; and problem and conflict resolution. Working with MCPS staff, Parent Teacher Associations, and

community-based groups 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 (CUPF's policy-making authority) and the Citizens' Advisory Committee, and administration for community use operations, including financial processes and budgeting for the Community Use Enterprise Fund.

BUDGET SUMMARY

	Actual FY22	Budget FY23	Estimate FY23	Recommended FY24	%Chg Bud/Rec
COMMUNITY USE OF PUBLIC FACILITIES					
EXPENDITURES					
Salaries and Wages	2,419,158	2,723,279	2,304,489	2,931,903	7.7 %
Employee Benefits	668,909	827,138	638,114	835,714	1.0 %
Community Use of Public Facilities Personnel Costs	3,088,067	3,550,417	2,942,603	3,767,617	6.1 %
Operating Expenses	4,867,226	7,372,819	4,624,794	7,371,848	---
Community Use of Public Facilities Expenditures	7,955,293	10,923,236	7,567,397	11,139,465	2.0 %
PERSONNEL					
Full-Time	30	29	29	29	---
Part-Time	1	1	1	1	---
FTEs	31.27	30.27	30.27	30.27	---
REVENUES					
Facility Rental Fees	7,368,333	11,435,470	8,924,399	11,900,248	4.1 %
Recreation Fees	12,120	0	0	0	---
Investment Income	11,122	46,260	75,713	46,260	---
Miscellaneous Revenues	5,207	0	0	0	---
Community Use of Public Facilities Revenues	7,396,782	11,481,730	9,000,112	11,946,508	4.0 %

FY24 RECOMMENDED CHANGES

	Expenditures	FTEs
COMMUNITY USE OF PUBLIC FACILITIES		
FY23 ORIGINAL APPROPRIATION	10,923,236	30.27
Other Adjustments (with no service impacts)		
Increase Cost: Annualization of FY23 Compensation Increases	154,264	0.00
Increase Cost: FY24 Compensation Adjustment	117,219	0.00
Decrease Cost: Printing and Mail	(117)	0.00
Decrease Cost: Motor Pool Adjustment	(854)	0.00
Decrease Cost: Retirement Adjustment	(1,886)	0.00
Technical Adj: Budgeted Lapse Adjustment [Community Access to Public Space]	(52,397)	0.00
FY24 RECOMMENDED	11,139,465	30.27

FUNDING PARAMETER ITEMS

CE RECOMMENDED (\$000S)

Title	FY24	FY25	FY26	FY27	FY28	FY29
COMMUNITY USE OF PUBLIC FACILITIES						
EXPENDITURES						
FY24 Recommended	11,139	11,139	11,139	11,139	11,139	11,139
No inflation or compensation change is included in outyear projections.						
Elimination of One-Time Items Recommended in FY24	0	(86)	(86)	(86)	(86)	(86)
Items recommended for one-time funding in FY24, including a budgeted lapse adjustment, will be eliminated from the base in the outyears.						
Labor Contracts	0	2	2	2	2	2
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	11,139	11,054	11,054	11,054	11,054	11,054

CUPF FY24 OB Questions

1. Please provide the FY24-29 Public Services Program Fiscal Plan for CUPF.

FY24-29 PUBLIC SERVICES PROGRAM: FISCAL PLAN	Community Use of Public Facilities						
FISCAL PROJECTIONS	FY23 ESTIMATE	FY24 REC	FY25 PROJECTION	FY26 PROJECTION	FY27 PROJECTION	FY28 PROJECTION	FY29 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	18.35%	17.96%	17.96%	17.96%	17.96%	17.96%	17.96%
CPI (Fiscal Year)	2.9%	2.1%	2.2%	2.2%	2.2%	2.3%	2.3%
Investment Income Yield	3.3%	5.0%	4.0%	3.5%	3.0%	2.5%	2.5%
BEGINNING FUND BALANCE	2,047,694	2,119,264	1,872,179	1,808,737	1,847,064	1,990,854	2,248,274
REVENUES							
Charges For Services	8,924,399	11,900,248	12,159,673	12,428,402	12,705,555	13,002,865	13,305,832
Miscellaneous	75,713	46,260	46,260	46,260	46,260	46,260	46,260
Subtotal Revenues	9,000,112	11,946,508	12,205,933	12,474,662	12,751,815	13,049,125	13,352,092
INTERFUND TRANSFERS (Net Non-CIP)	(1,029,329)	(1,054,128)	(1,053,965)	(1,054,455)	(1,054,455)	(1,053,965)	(1,054,357)
Transfers To Debt Service Fund	(330,162)	(330,134)	(329,672)	(330,162)	(330,162)	(329,672)	(330,064)
Wheaton Redevelopment	(330,162)	(330,134)	(329,672)	(330,162)	(330,162)	(329,672)	(330,064)
Transfers To The General Fund	(859,167)	(883,994)	(884,293)	(884,293)	(884,293)	(884,293)	(884,293)
Indirect Costs	(651,837)	(676,664)	(676,963)	(676,963)	(676,963)	(676,963)	(676,963)
CAPP	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
DCM	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)	(7,330)
Transfers From The General Fund	160,000	160,000	160,000	160,000	160,000	160,000	160,000
After School	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Elections	135,000	135,000	135,000	135,000	135,000	135,000	135,000
TOTAL RESOURCES	10,018,477	13,011,644	13,024,147	13,228,944	13,544,424	13,986,014	14,546,009
CIP CURRENT REVENUE APPROP.	(300,000)	0	0	0	0	0	0
PSP OPER. BUDGET APPROP/ EXP'S.							
Operating Budget	(7,567,397)	(11,139,465)	(11,300,175)	(11,466,645)	(11,638,335)	(11,822,505)	(12,010,185)
Labor Agreement	n/a	0	(1,665)	(1,665)	(1,665)	(1,665)	(1,665)
Annualizations and One-Time	n/a	n/a	86,430	86,430	86,430	86,430	86,430
Subtotal PSP Oper Budget Approp / Exp's	(7,567,397)	(11,139,465)	(11,215,410)	(11,381,880)	(11,553,570)	(11,737,740)	(11,925,420)
OTHER CLAIMS ON FUND BALANCE	(31,816)	0	0	0	0	0	0
TOTAL USE OF RESOURCES	(7,899,213)	(11,139,465)	(11,215,410)	(11,381,880)	(11,553,570)	(11,737,740)	(11,925,420)
YEAR END FUND BALANCE	2,119,264	1,872,179	1,808,737	1,847,064	1,990,854	2,248,274	2,620,589
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES	21.2%	14.4%	13.9%	14.0%	14.7%	16.1%	18.0%

Notes:

1. The fund balance is calculated on a net assets basis.
2. 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.

2. Please provide CUPF's quarterly revenue figures broken out by type (e.g., general user fees, ballfields, investment income, civic building) for FY22, FY23 and FY24 to date, along with quarterly expenses realized for that time period. What is the projected revenue by category for FY24?

	FY21 Revenues				
	Q1	Q2	Q3	Q4	Totals
County Buildings	\$1,880	-\$690	\$0	\$137,552	\$138,742
Fields	\$68,345	\$90,571	\$200,087	\$103,352	\$462,355
Schools	\$62,185	\$182,013	\$334,557	\$272,700	\$851,455
SSCB	\$15,711	\$33,802	\$26,425	\$90,575	\$166,513
Investment Income	\$0	\$0	\$9,119	-\$371	\$8,748
Totals	\$148,121	\$305,696	\$570,188	\$603,808	\$1,627,813

FY21 Breakdown (Pandemic Year)	
Revenues	\$1,627,813
Expenditures	\$4,472,443
Net	-\$2,844,630

	FY22 Revenues				
	Q1	Q2	Q3	Q4	Totals
County Buildings	\$9,859	\$12,756	\$4,059	\$23,474	\$50,148
Fields	\$107,199	\$130,594	\$65,985	\$250,448	\$554,226
Schools	\$754,936	\$1,750,573	\$1,915,155	\$1,703,179	\$6,123,843
SSCB	\$110,383	\$185,663	\$155,538	\$188,532	\$640,116
Investment Income	\$0	\$576	\$1,473	\$9,073	\$11,121
Totals	\$982,377	\$2,080,162	\$2,142,210	\$2,174,705	\$7,379,454

FY22 Breakdown	
Revenues	\$7,379,454
Expenditures	\$7,963,217
Net	-\$583,762

	FY23 Year to Date Revenues			
	Q1	Q2	Q3	Totals
County Buildings	\$11,203	\$15,918	\$16,165	\$43,286
Fields	\$77,954	\$128,772	\$35,384	\$242,110
Schools	\$869,263	\$2,248,088	\$1,967,966	\$5,085,317
SSCB	\$244,010	\$162,970	\$166,795	\$573,775
Investment Income	\$0	\$75,713	\$0	\$75,713
	\$1,202,430	\$2,631,459	\$2,186,311	\$6,020,200

FY23 Year to Date Breakdown	
Revenues	\$6,020,200
Expenditures	\$5,223,783
Net	\$796,417

FY24 Projections	
County Bldgs	\$117,267
Fields	\$343,940
Schools	\$10,420,747
SSCB	\$1,018,294
Invest Income	\$75,000
	\$11,975,248

3. Please break out the reimbursements due to MCPS for FY23 reimbursements by type. What are the recommended reimbursements to MCPS for FY24? What percentage of CUPF's recommended FY24 operating expense is attributable to MCPS reimbursements?

FY23 MCPS Maintenance Reimbursements	
Maintenance (For FY22)	\$426,822.47
Custodial (For FY22)	\$124,082.95
Staff FY23	\$2,312,560.82
Emergency Management FY23	\$120,274.99
Equipment & Artificial Turf FY23	\$215,097.00
Utilities (For FY21)	\$809,546.00
Total	\$4,008,384.23

FY24 MCPS Recommended Reimbursements	
Maintenance (for FY23)	\$186,084.00
Custodial (for FY23)	\$225,000.00
Staff FY24	\$3,500,000.00
Energy Management FY24	\$99,266.00
Equipment & Artificial Turf FY24	\$110,000.00
Utilities (for FY22)	\$2,151,006.00
Total	\$6,271,356.00

- The FY24 Recommended budget is \$11,139,465, of which operating expenses are \$7,371,848. Of our FY24 operating expenses, 85% is attributed to MCPS Reimbursements.

4. Please provide a vacancy list. Please indicate the recruitment status, anticipated filling date and how long has each position been vacant.

Grade	Position Number	Position	Recruitment Status	Anticipated Filling Date	How long position been vacant
13	17460	017460.Principal Administrative Aide.009274.PT.P.	CUPF reviewing eligible list resumes from posting.	April-May 2023	12/5/2020
16	3784	003784.Office Services Coordinator.009273.FT.P.1	Positon Posted and closing 4/5.	May-June 2023	3/27/2023
18	11091	011091.Program Specialist I.000837.FT.P.	Position filled	4/10/2023	3/11/2023
	16331	016331.Program Specialist I.000837.FT.P.	Position filled	4/10/2023	2/25/2023
	16785	016785.Program Specialist I.000837.FT.P.1	CUPF reviewing eligible list resumes from posting.	April-May 2023	12/10/2022
21	16603	016603.Program Specialist II.000836.FT.P.2	Interviews concluded 3/28. Candidate selected and sent to OHR for hiring.	April-May 2023	10/22/2022
M3	15218	015218.Manager III.000112.FT.P.1	Position filled	Start date 4/23/23	4/22/2022
N25	12698	012698.Program Manager II.000832.FT.P.1	Interviews concluded 3/31. Candidate selected and sent to OHR for hiring.	April-May 2023	New position

5. How much is budgeted for the Silver Spring Civic Building Community Access Pilot Program and the Facility Fee Assistance Program in FY24 by funding source? Please provide a list of awards made or used in FY22 and FY23, including organization, program, award amount, percent of CUPF fee paid.
- The FY24 budget for the Community Access Program is \$150,000 and will be funded through CUPF's enterprise fund.

FY22 CAP Recipients

Organization/ Customer	Total Permit Amount	Award Amount	Percent Covered	Total Award
African And Cultural Resources Center	\$3,375.00	\$1,755.00	52%	\$1,755.00
Art Health & Healing (AH&H)	\$1,200.00	\$300.00	25%	\$300.00
Audubon Naturalist Society	\$3,815.00	\$3,166.00	83%	\$3,166.00
COTSA	\$3,110.00	\$2,068.00	66%	\$2,068.00
Crittenton Services Of Greater Washington	\$4,170.00	\$2,669.00	64%	\$2,669.00
Djphatsu Media & Communications	\$2,700.00	\$2,484.00	92%	\$2,484.00
Elite Soccer Youth Development Academy (ESYDA)	\$2,270.00	\$1,748.00	77%	\$1,748.00
El Poder De Ser Mujer, Inc.	\$2,310.00	\$2,010.00	87%	\$2,010.00
El Poder De Ser Mujer, Inc.	\$3,310.00	\$2,070.00	63%	\$2,070.00
Eritrean American Youth Sports Assoc Of MD/EAYSAM	\$4,295.00	\$2,856.00	66%	\$2,856.00
Ethio Global Arts	\$1,157.50	\$787.00	68%	\$787.00
Ethiopian Community Center In MD	\$2,275.00	\$1,297.00	57%	\$1,297.00
Ethiopian Community Center In MD	\$3,150.00	\$882.00	28%	\$882.00
Fit Fathers	\$2,680.00	\$2,278.00	85%	\$2,278.00
Fit Fathers	\$2,865.00	\$1,504.00	52%	\$1,504.00
Folklore Society Of Greater Washington (FSGW)	\$2,250.00	\$1,450.00	64%	\$1,450.00
FRESHFARM Markets, Inc.	\$17,000.00	\$13,922.00	82%	\$13,922.00
Friends Of Sligo Creek (FOSC)	\$180.00	\$147.00	82%	\$147.00
Haneefiya America	\$500.00	\$220.00	44%	\$220.00
Haneefiya America	\$400.00	\$176.00	44%	\$176.00
Haneefiya America	\$1,500.00	\$615.00	41%	\$615.00
Haneefiya America	\$2,792.50	\$982.00	35%	\$982.00
Haneefiya America	\$1,260.00	\$447.00	35%	\$447.00
Haneefiya America	\$3,920.00	\$1,247.00	32%	\$1,247.00
Jamaica Education For The Poor Foundation	\$2,985.00	\$1,463.00	49%	\$1,463.00
Jamaica Education For The Poor Foundation	\$2,100.00	\$630.00	30%	\$630.00
Jamaica Education For The Poor Foundation	\$1,925.00	\$577.50	30%	\$577.50
Jamaica Education For The Poor Foundation	\$2,100.00	\$525.00	25%	\$525.00
Jubilee Association Of Maryland, Inc.	\$1,580.00	\$523.00	33%	\$523.00
La Main Tendue - The Reach Out Hand	\$2,450.00	\$2,107.00	86%	\$2,107.00

LAYC/Maryland Multicultural Youth Center	\$750.00	\$577.50	77%	\$577.50
Latino Economic Development Center (LEDC)	\$2,500.00	\$2,050.00	82%	\$2,050.00
Livin It Out	\$1,680.00	\$1,360.00	81%	\$1,360.00
Montgomery Coalition For Adult English Literacy	\$495.00	\$434.00	88%	\$434.00
Montgomery County Renters Alliance	\$1,310.00	\$956.00	73%	\$956.00
The Malian Association In Washington (AMAW)	\$3,190.00	\$1,755.00	55%	\$1,755.00
The Morning After Center For Hope & Healing, Inc.	\$900.00	\$558.00	62%	\$558.00
Mu Nu Chapter Unincorporated Association OPPF, Inc	\$600.00	\$468.00	78%	\$468.00
New Beginning Ministries Inc	\$2,200.00	\$2,046.00	93%	\$2,046.00
P.O.M. Squad (Positive Outcome Mentoring)	\$2,090.00	\$1,507.00	72%	\$1,507.00
Puente De Amistad	\$4,142.50	\$3,440.00	83%	\$3,440.00
Raba Leadership Initiative	\$962.50	\$703.00	73%	\$703.00
Shepherd's Table	\$600.00	\$444.00	74%	\$444.00
Shepherd's Table	\$850.00	\$498.00	59%	\$498.00
SPACeS In Action	\$680.00	\$286.00	42%	\$286.00
Sunflower Bakery	\$2,675.00	\$2,330.00	87%	\$2,330.00
Tayitu Cultural & Educational Center (TCEC)	\$3,200.00	\$2,624.00	82%	\$2,624.00
Tumaini DC Inc.	\$2,480.00	\$1,612.00	65%	\$1,612.00
Up2Us Foundation	\$1,450.00	\$942.00	65%	\$942.00
Washington Adventist University (WAU)	\$500.00	\$340.00	68%	\$340.00
				\$77,836.00

FY23 CAP Recipients

Organization/ Customer	Total Permit Amount	Award Amount	Percent Covered	Total Award
Affinity Community Development, Inc.	\$480.00	\$259.00	54%	\$259.00
All Cameroonian Cultural & Development Foundation	\$3,595.00	\$3,020.00	84%	\$3,020.00
Asian American LEAD	\$2,105.00	\$1,851.00	88%	\$1,851.00
Asian American Lead (AALEAD)	\$3,900.00	\$3,159.00	81%	\$3,159.00
Asociacion Guatemaltecos Sin Frntereas Inc.	\$3,050.00	\$2,775.50	91%	\$2,775.50
Association of Haitians Professionals	\$2,782.51	\$2,249.00	81%	\$2,249.00
Audubon Naturalist Society	\$3,815.00	\$3,319.00	87%	\$3,319.00
Beautiful Believers	\$1,400.00	\$1,078.00	77%	\$1,078.00
Caobas Foundation	\$2,620.00	\$1,860.00	71%	\$1,860.00
Carpe Diem Arts	\$2,450.06	\$2,254.00	92%	\$2,254.00
Character First Youth Leadership Academy	\$360.00	\$299.00	83%	\$299.00
COSTA	\$4,700.00	\$2,820.00	60%	\$2,820.00
EAYSAM	\$4,475.00	\$3,893.00	87%	\$3,893.00

Edu-Girls	\$3,115.00	\$1,620.00	52%	\$1,620.00
El Poder de ser Mujer	\$3,500.00	\$2,275.00	65%	\$2,275.00
El Poder De Ser Mujer	\$3,330.00	\$1,465.00	44%	\$1,465.00
Elite Soccer Youth Development	\$4,420.00	\$3,227.00	73%	\$3,227.00
Entertainment 2 Affect Change	\$500.00	\$420.00	84%	\$420.00
Eritrean American Youth Sports Assoc Of MD/EAYSAM	\$4,555.00	\$3,690.00	81%	\$3,690.00
Ethio Silver Spring Academy	\$1,990.00	\$1,493.00	75%	\$1,493.00
Ethiopian Community Center	\$2,275.00	\$1,956.50	86%	\$1,956.50
Ethiopian Nurses Association America	\$480.00	\$461.00	96%	\$461.00
Flora M. Singer PTA	\$1,790.01	\$1,539.00	86%	\$1,539.00
Folklore Society of Greter Washington	\$3,600.00	\$2,700.00	75%	\$2,700.00
FRESHFARM	\$20,825.00	\$18,534.00	89%	\$18,534.00
FRESHFARM Markets, Inc.	\$14,500.00	\$13,050.00	90%	\$13,050.00
Gapbusters INC.	\$3,457.50	\$2,144.00	62%	\$2,144.00
Haneefiya America	\$1,830.00	\$1,098.00	60%	\$1,098.00
Haneefiya America	\$1,340.09	\$643.00	48%	\$643.00
Haneefiya America	\$1,050.01	\$462.00	44%	\$462.00
Haneefiya America	\$1,297.72	\$675.00	52%	\$675.00
Haneefiya America	\$2,295.00	\$1,180.00	51%	\$1,180.00
Haneefiya America	\$1,140.19	\$764.00	67%	\$764.00
Haneefiya America	\$2,190.01	\$1,643.00	75%	\$1,643.00
Immigrant Community Services	\$2,470.00	\$1,951.00	79%	\$1,951.00
Independence Now	\$360.00	\$245.00	68%	\$245.00
International Youth foundation	\$4,820.00	\$4,434.00	92%	\$4,434.00
Jamaica Education For The Poor Foundation	\$2,100.00	\$714.00	34%	\$714.00
Jamaican Nationals Association (JNA)	\$540.00	\$324.00	60%	\$324.00
Jamican Nationals Association	\$3,350.00	\$1,733.00	52%	\$1,733.00
La Main Tendue	\$2,937.50	\$2,408.75	82%	\$2,408.75
Latin American Youth Center	\$1,880.00	\$1,711.00	91%	\$1,711.00
Latino Economic Development Center (LEDC)	\$2,820.00	\$2,453.00	87%	\$2,453.00
Livin It Out	\$2,070.00	\$1,089.00	53%	\$1,089.00
MoCo African Affairs Advisory Group	\$1,075.00	\$796.00	74%	\$796.00
MoCo Alumnae Chapter – DST	\$2,000.00	\$1,440.00	72%	\$1,440.00
Moco Food Council	\$1,460.00	\$964.00	66%	\$964.00
Montgomery Community Media	\$1,840.00	\$1,435.00	78%	\$1,435.00
Montgomery County sister cities	\$300.00	\$252.00	84%	\$252.00
Montgomery County Sports Hall of Fame	\$6,020.04	\$4,816.00	80%	\$4,816.00
Montgomery Morazan Sister Cities	\$2,197.51	\$1,780.00	81%	\$1,780.00
Mu Nu Chapter Unincorporated Association OPPF, Inc	\$600.00	\$480.00	80%	\$480.00

New Beginning Ministries Inc	\$2,200.00	\$1,604.75	73%	\$1,604.75
Parent Encouragement Program	\$2,140.00	\$1,648.00	77%	\$1,648.00
Pathways to Excellance	\$560.00	\$504.00	90%	\$504.00
Pathways to Excellance	\$2,470.00	\$2,124.00	86%	\$2,124.00
Pathways to Excellance	\$1,080.00	\$972.00	90%	\$972.00
Positive Outcome Mentoring and Dance Inc.	\$2,000.00	\$1,220.00	61%	\$1,220.00
Puente de Amistad, Inc.	\$3,862.52	\$3,249.00	84%	\$3,249.00
SA-DMV Team Senegal	\$2,860.00	\$1,916.00	67%	\$1,916.00
Shashamane Foundation	\$3,120.00	\$2,465.00	79%	\$2,465.00
Silver Spring Village	\$160.00	\$138.00	86%	\$138.00
SPACEs In Action	\$640.00	\$448.00	70%	\$448.00
SS Alumnae Chapter of Sigma Gamma Rho	\$1,575.00	\$1,087.00	69%	\$1,087.00
T. Howard Foundation	\$5,215.02	\$3,703.00	71%	\$3,703.00
Teferra Mekonen Foundation	\$4,295.00	\$3,636.00	85%	\$3,636.00
Teferra Mekonnen Foundation	\$150.00	\$116.00	77%	\$116.00
The Giving Square	\$2,005.00	\$1,724.00	86%	\$1,724.00
WAMU88.5 – American University	\$1,325.00	\$1,206.00	91%	\$1,206.00
Washington Adventist University (WAU)	\$500.00	\$285.00	57%	\$285.00
Women Impacting Public Policy	\$3,970.00	\$3,335.00	84%	\$3,335.00
Yoftahe Development Association	\$247.50	\$166.00	67%	\$166.00
Youth Art for Healing	\$1,180.00	\$1,026.00	87%	\$1,026.00
				\$151,474.50

6. Please provide an update on the permitting of childcare in elementary schools in FY23 including a list of elementary schools and associated childcare providers, Excel Beyond the Bell or other comprehensive after school programs, or lack of providers/ programs. Have any childcare providers have been selected for schools needing a provider since FY21, and if so, please identify the school and describe the process for selecting the provider? What childcare arrangements have been provided for students at schools that do not have a designated provider?

- The Childcare selection process remains suspended. MCPS is developing a new procurement process through their Procurement and Facilities offices. Their intention is to hold a pilot procurement for 3 elementary schools that do not have school age childcare and a new school that will be opening in the fall of 2023. These schools are Clarksburg ES, Snowden Farms ES, Harriet Tubman ES and the new Clarksburg ES #9. While the bid process has been suspended both Snowden Farms and Harriet Tubman opened. To accommodate the parents at those schools MCPS has been busing children to nearby elementary schools that have school age childcare programs. Once these schools have their own programs this busing process will end.

Elementary School	SCHOOL AGE BEFORE AND AFTER CARE PROVIDER	HHS/MCPS Pre-School Programs/EBB
Arcola ES	Montgomery Child Care Assn	HHS -MCCA
Ashburton ES	Rockville Day Care Assoc	
Bannockburn ES	Bar-T	
Barnsley ES	Kids After Hours	
Beall Elementary School	Global Children's Center	
Bel Pre ES (612)	NO S.A. CHILD CARE	HHS -RDCA
Bells Mill ES	Bar-T	MCPS-Georgetown Hill
Belmont ES	Bar-T	MCPS -BarT
Bethesda ES	Wonders Child Care Ctr	
Beverly Farms ES	Montgomery Child Care Assn	
Bradley Hills ES	Rockville Day Care Assoc	
Brooke Grove ES	KidsCo, Inc.	HHS - RDCA (modular)
Brookhaven ES	Global Children's Center	
Brown Station ES	KidsCo, Inc.	HHS -KidsCo Jr.
Burning Tree ES	Bar-T	
Burnt Mills ES @ Fairland 1/2022	Horizon Child Care	EBB ELEMENTARY
Burtonsville ES	Kids After Hours	
Candlewood ES	Kids Adventure, LLC	
Cannon Road ES	Kids After Hours	
Carderock Springs ES	Kids After Hours	
Carson Rachel ES	Bar-T	MCPS -BarT
Cashell ES	KidsCo, Inc.	
Cedar Grove ES	KidsCo, Inc.	
Chevy Chase ES	Wonders Child Care Ctr	HHS -Wonders
Clarksburg ES (623)	NO S.A. CHILD CARE	MCPS -Georgetown Hill
Clearspring ES	Children's Center Damascus	
Clopper Mill ES	Bar-T	
Cloverly ES	Kids After Hours	
Cold Spring ES (332)	NO S.A. CHILD CARE	MCPS -Academy
College Gardens ES	Bar-T	
Cresthaven ES	NO S.A. CHILD CARE (CHAMPIONS)	EBB ELEMENTARY
Daly, Capt. James E. ES	KidsCo, Inc.	MCPS -Gifted Child/Optimal Learning
Damascus ES	KidsCo, Inc.	
Darnestown ES	Bar-T	
Diamond ES	Bar-T	
Drew, Dr. Charles R. ES	Academy Child Dev. Ctr	
DuFief ES	Academy Child Dev. Ctr	MCPS -Academy
E. Silver Spring ES	Global Children's Center	
Fairland ES	Kids After Hours	
Fallsmead ES	KidsCo, Inc.	MCPS -KidsCo Jr.
Farmland ES	Kids After Hours	
Fields Road ES	Bar-T	
Flower Hill ES	KidsCo, Inc.	
Flower Valley ES	Kids After Hours	
Forest Knolls ES	Kids After Hours	
Fox Chapel ES (611)	NO S.A. CHILD CARE	
Gaithersburg ES	Global Children's Center	EBB ELEMENTARY
Galway ES	Academy Child Dev. Ctr	HHS - Academy
Garrett Park ES	Kids After Hours	MCPS - MCCA
Georgian Forest ES	NO S.A. CHILD CARE (MCCA)	EBB ELEM Jan 2023

Germantown ES	Bar-T	
Gibbs ES	Global Children's Center	
Glen Haven ES	AlphaBest	HHS -Bright Eyes/SOAR
Glenallen ES	Kids After Hours	
Goshen ES	Bar-T	
Great Seneca Creek	Bar-T	
Greencastle ES	Kids After Hours	EBB ELEM Jan 2023
Greenwood ES	Montgomery Child Care Assn	
Harmony Hills ES (745)	NO S.A. CHILD CARE (ALPHABEST)	EBB ELEMENTARY
Harriet Tubman ES	NO S.A. CHILD CARE	
Highland ES	Global Children's Center	
Highland View ES	Kids After Hours	
Jackson Road ES (732)	NO S.A. CHILD CARE	
Jones Lane ES	Montgomery Child Care Assn	
Kemp Mill ES	NO S.A. CHILD CARE (YMCA)	
Kensington Parkwood ES	Bar-T	
Lake Seneca ES	Global Children's Center	
Lakewood ES	Bar-T	MCPS -BarT
Laytonsville ES	Bar-T	
Leleck ES (874)	NO S.A. CHILD CARE	EBB ELEMENTARY
Little Bennett ES	KidsCo, Inc.	
Luxmanor ES	KidsCo, Inc.	
Marshall Thurgood ES	Bar-T	HHS -BarT Early Childhood
Maryvale ES	Rockville Day Care Assoc	HHS -RDCA
Matsunaga Spark ES	Bar-T	MCPS -BarT
McAuliffe S Christa ES	Bar-T	
McNair Ronald ES	Bar-T	
Meadow Hall ES	Kids After Hours	
Mill Creek Towne ES	Bar-T	
Monocacy ES (151)	NO S.A. CHILD CARE	
Montgomery Knolls ES (469)	NO S.A. CHILD CARE	
New Hampshire Estates ES	NO S.A. CHILD CARE (GLOBAL)	EBB ELEMENTARY
Nix, Roscoe ES (482)	NO S.A. CHILD CARE (KAH)	EBB ELEMENTARY
North Chevy Chase ES	Kids After Hours	
Oak View ES (423)	NO S.A. CHILD CARE	EBB ELEMENTARY
Oakland Terrace ES	Kids After Hours	
Olney ES (683)	NO S.A. CHILD CARE	
Page, William Tyler ES	Kids After Hours	HHS -Maryland Child Care Assoc
Parkland Middle School (program closed 11/4/22)	NO S.A. CHILD CARE (ALPHABEST)	
Pine Crest ES	KidsCo, Inc.	
Piney Branch ES	Kids Adventure, LLC	
Poolesville ES	Global Children's Center	
Potomac ES	NO S.A. CHILD CARE (BAR-T)	
Resnik, Judith ES (602)	NO S.A. CHILD CARE	HHS - RDCA (modular)
Ride Dr Sally K ES	Bar-T	MCPS -Gifted Child/Optimal Learning
Ritchie Park ES	Bar-T	
Rock Creek Forest ES	Bar-T	
Rock Creek Valley ES	Bar-T	
Rock View ES	Kids After Hours	
Rockwell Lois P ES	KidsCo, Inc.	HHS-KidsCo Jr.
Rolling Terrace ES	Horizon Child Care	

Rosemary Hills ES	Kids After Hours	
Rosemont ES	Global Children's Center	
Rustin, Bayard ES	Kids After Hours	
Sequoyah ES	KidsCo, Inc.	
Seven Locks ES	KidsCo, Inc.	
Sherwood ES (524)	NO S.A. CHILD CARE	
Shriver ES	AlphaBest	HHS -RDCA
Silver Spring International Middle School	KidsCo, Inc.	REXTRA
Singer, Flora ES	Kids After Hours	
Sligo Creek ES	KidsCo, Inc.	
Snowden Farm ES (644)	NO S.A. CHILD CARE	
Somerset ES	Bar-T	
South Lake ES (893) @ Emory Grove 1/2022	NO S.A. CHILD CARE	EBB ELEMENTARY
Stedwick ES	Bar-T	
Stone Mill ES	Academy Child Dev. Ctr	HHS -RDCA (Modular) Academy?
Stonegate ES @ North Lake Center 1/2022	Global Children's Center	
Strathmore ES	Cosmic Kids	
Strawberry Knoll ES	KidsCo, Inc.	
Summit Hall ES	Global Children's Center	
Takoma Park ES	Kids Adventure, LLC	HHS -Kids Adventures
Travilah ES	Bar-T	
Twinbrook ES (558)	NO S.A. CHILD CARE	MCPS -Maryland Child Services Inc.
Viers Mill ES	Global Children's Center	HHS -Bright Eyes/SOAR
Washington Grove ES	SOAR LLC	
Waters Landing ES	KidsCo, Inc.	
Watkins Mill ES	Bar-T	
Wayside ES	Farmland CDC	MCPS -Kids Adventures
Weller Road ES	NO S.A. CHILD CARE (Kids Adv)	HHS - MCCA/EBB ELEMENTARY
Westbrook ES	Kids After Hours	MCPS -Westmoreland
Westover ES	Kids After Hours	
Wheaton Woods ES	Kids Adventure, LLC	HHS -Kids Adventures Academy/EBB
Whetstone ES	Bar-T	EBB ELEMENTARY
Wims Wilson ES	Global Children's Center	
Wood Acres ES	Bar-T	
Woodfield ES	Bar-T	
Woodlin ES @ Grosvenor Center 1/2022	Kids After Hours	HHS - RDCA (modular)
Wyngate ES	KidsCo, Inc.	

BOLD = TITLE I (35)

RED = NO SCHOOL AGE BEFORE AND AFTER CARE (25)

PRE-SCHOOL PROGRAMS IN OTHER MCPS LOCATIONS:

Concord Center - MCPS pre-schools - Apple Montessori and Suburban Nursery School
Lynnbrook Center -MCPS pre-school -Bethesda Reggio
MacDonald Knolls -MCPS pre-school -The Arc of Montgomery County

EBB Sites - 14 (two new sites Jan 2023)
Elementary Schools with No School Age CC - 24
Pre-Schools (HHS MCPS) - 34
School Age w/ CUPF Permits - 113

7. What is the recommended operating budget for the Silver Spring Civil Building and Plaza for FY23 and FY24?
- FY23 SSCB Budget - \$1,102,887
 - FY24 SSCB Budget - \$1,102,887
8. Is funding from the CUPF Enterprise funding budgeted in FY24 to support renovation of school ballfield, and if so, how much? Please provide a list of fields are anticipated to be renovated in FY22-FY23 with associated costs or cost estimate. If funding from the Enterprise fund will be support ballfield renovation, please identify which fields are targeted for renovation in FY24 and which schools are anticipated to remain outside of the Parks renovation and maintenance program after FY24?
- As to MCPS fields for which CUPF is responsible for permitting CUPF is still recovering and is on the way to reach pre pandemic revenue levels. For FY24, CUPF does not have any budgeted line items for field renovations. Montgomery Parks has not sent any information about field renovations; invoices reflecting expenditures for FY23 nor has CUPF received any projections for expenses anticipated for field renovations related to FY24 projects. When Council last addressed this issue while approving the FY23 budget the appropriation from the CUPF budget only addressed the renovations anticipated for FY23. **Email sent to Marty Eader at Parks for a list of field renovations for FY22 – FY23-Pending.**
9. Please provide a status update on the following:
- Recruitment of a Community Outreach Manager or a Communications Manager that was reclassified as part of the FY23 operating budget;
 - Interviews were conducted on 3/31/23. Selected candidate name is in the process of being sent to OHR for hiring.
 - Create an all-encompassing, guidebook community use;
 - Guidebooks for the school permitting process and for the government facilities permitting process have been created and are now online for customers to view as of 3/1/23. [Community Use of School Facilities User Guidebook and Facility Use License Agreement.pdf \(montgomerycountymd.gov\)](#)
 - Fee study procurement and work;
 - A qualified vendor has been selected. A Departmental memo has been developed and will be sent to Procurement shortly.