



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Montgomery County Department of Park and Planning

November 12, 2004

MEMORANDUM

TO: Montgomery County Planning Board

FROM: William Mooney, Chief, Enterprise Division, 301-495-2501
Bette McKown, CIP Coordinator, Park Development Division, 301-495-3582

SUBJECT: Proposed Small Grant/Donor-Assisted Capital Improvements PDF 058755

Recommendation

Approve the attached PDF for transmittal to the County Council and County Executive as an amendment to the FY05-10 Capital Improvements Program (CIP) and request for special appropriation to the FY05 Capital Budget.

Background

Given the competition for tax dollars, the Department is aggressively looking beyond traditional funding sources to carry out its mission. Last year, the Planning Board approved the "Montgomery County Department of Park and Planning Policy and Guidelines on Donations and Public/Private Partnerships." This year, the Department restructured the Enterprise Division to sharpen the focus on public-private partnerships, and the Director's Office hired a full-time professional grants manager to aggressively seek grants and donations. In similar vein, the County Council's Management and Fiscal Policy Committee (MFP) has recently begun to convene grants coordinators from county agencies and departments to facilitate cooperative efforts and share expertise.

With the convergence of these efforts, we became increasingly aware of small grants and donations that could benefit the capital program. We also learned that the grant application process, the process of seeking authorization to spend the grant, and the burden of grant administration had often discouraged staff from pursuing small grants and donations. Now that the new grants manager carries most of the burden for the application and administration, staff has requested a more streamlined approach to obtaining funding authorizations for small grants and donations. Over the summer, staff

broached these issues with both the County's Office of Management and Budget and County Council staff, who suggested that we prepare a CIP amendment.

Currently, a small grant or cash donation can be spent only after the County Council approves a PDF authorizing the expenditure. (An exception is possible if the grant or cash donation is within the adopted scope of an approved project and substitutes for an already approved funding source.) In the context of a biennial CIP, it is more likely that spending authorizations for small grants and donations must occur as CIP amendments and requests for special appropriations. The steps for staff to secure these authorizations are the same for small grants and cash donations as for very large ones, i.e. prepare a Planning Board packet, seek Planning Board approval, prepare transmittal documents to the County Council and County Executive, prepare County Council resolutions, prepare public hearing testimony, attend public hearings and possibly County Council committee worksessions, attend County Council meetings, etc. The approval process takes at least six weeks, usually more. Historically, the procedural steps to gain authorization to spend small grants and donations have discouraged staff from aggressively pursuing those funding opportunities.

Numerous grants exist for small amounts; examples include, Bikes Belong Coalition \$10,000, Mid-Atlantic USTA \$5,000, MD USTA \$5,000, Montgomery Tennis Association \$5,000, Toro Company \$20,000, DNR Waterways Small Grants \$5,000, National Fish and Wildlife Foundation \$30,000. In addition, community groups such as the Linda Weiner Memorial Fund (\$10,000) may make donations in similar small amounts for new or renovated capital projects, e.g. playgrounds and trailheads.

We are aware that the County prefers that we introduce new CIP initiatives as part of the new six-year CIP rather than as "off-year" amendments or requests for special appropriations mid-year. However, we believe that Section 307 of the Charter of Montgomery County, Maryland, December 5, 2002, provides some latitude by permitting consideration of "a supplemental appropriation that would comply with, avail the County of, or put into effect a grant . . ." After January 1 of any fiscal year, such requests require an affirmative vote of five Council members.

Description

The proposed PDF provides upfront or advance authorization to receive and spend small grants and donations consistent with the Department mission and program, and to report these expenditures on the PDF with submission of each six-year CIP. The policy underlying the PDF is similar to the County Council's policy for non-County funded capital projects constructed *by others* on County property, approved in February 2000. That policy applies to donations that others expend on Commission or County property; i.e. when the Department itself does not spend the donation. The proposed PDF allows the Department to receive and spend grants or donations, with the same restrictions that apply to donations to be spent by others on County or Commission property, but it applies a further restriction, i.e. that the donations or grants constitute, at least, 80 percent of the total capital cost of the project or change to an existing project.

Funding

The proposed PDF provides \$500,000 in advance spending authorization for grants and donations in FY05. In addition, in FY05 it provides \$50,000 in County Current Revenue to be used to match or support related expenditures, e.g. planning, design, and construction management or supervision services, for grants or donations to improve non-local parks, and \$50,000 in Park and Planning Current Revenue for similar activities involving local parks.

The PDF is proposed as a level-of-effort PDF. Our experience with this new initiative over the remainder of FY05 and in FY06 should help us identify an appropriate funding level for the FY07-12 CIP. It will also give us an opportunity to re-evaluate the criteria set forth in the PDF text.

Relationship to Other Initiatives

The Facility Planning: Non-Local PDF 958776 and the Cost Sharing: Non-Local PDF 761682 provide limited funds for other public-private partnership initiatives. At the Planning Board's request, the County Council allocated \$20,000 annually in the Facility Planning Non-Local PDF for "upfront planning related to evaluating, responding to, and participating in these public private partnerships." The Cost Sharing Non-Local PDF may be used to support related design, construction, and supervision for public-private partnerships that may not be set apart in stand-alone PDFs. This PDF is also used to fund the Commission's share of small capital improvements made on park properties dedicated by others, e.g. developers. Neither of these PDFs involves an infusion of outside funds that we will actually spend.

For major initiatives, e.g. the West Germantown Development District, the South Germantown SoccerPlex, and possibly the parks proposed to be dedicated in the developing Clarksburg community, stand-alone PDFs are preferred.

ph

cc: Tin-Mala

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Attachment

Small Grant/Donor-Assisted Capital Improvements -- No. 058755

Category **M-NCPPC**
 Agency **M-NCPPC**
 Planning Area **Countywide**
 Relocation Impact **None.**

Date Last Modified
 Previous PDF Page Number
 Required Adequate Public Facility

November 12, 2004
NONE
NO

EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY03	Est. FY04	Total 6 Years	FY05	FY06	FY07	FY08	FY09	FY10	Beyond 6 Years
Planning, Design and Supervision	600	0	0	600	100	100	100	100	100	100	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	3,000	0	0	3,000	500	500	500	500	500	500	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
Total	3,600	0	0	3,600	600	600	600	600	600	600	0

FUNDING SCHEDULE (\$000)

Program Open Space	0	0	0	0	0	0	0	0	0	0	0
State DNR (P&P only)	0	0	0	0	0	0	0	0	0	0	0
TEA-21	0	0	0	0	0	0	0	0	0	0	0
Contributions	3,000	0	0	3,000	500	500	500	500	500	500	0
Current Revenue: Park and Planning	300	0	0	300	50	50	50	50	50	50	0
Current Revenue: General	300	0	0	300	50	50	50	50	50	50	0
Federal Aid	0	0	0	0	0	0	0	0	0	0	0
State Aid	0	0	0	0	0	0	0	0	0	0	0

ANNUAL OPERATING BUDGET IMPACT (\$000)

DESCRIPTION

This project authorizes expenditures for new or existing projects that receive support from non-County government funding sources, e.g. grants, donations, gifts, fund raising projects, and sponsorships. No funds can be expended from this project unless, at least, 80 percent of the total cost of the project or the change to an existing project is provided from a non-County government funding source. The funds provided can be expended within this project provided:

1. The capital cost is less than \$100,000 or
2. The capital cost is at least \$100,000, but the project
 - (a) does not have an Operating Budget Impact (OBI) in excess of 10 percent of the capital cost; and/or
 - (b) vehicle trips generated by the project do not exceed 25 vehicle trips during the peak one-hour period in the vicinity of the project.

The Department must notify the County Council of any grants or donations for projects having a capital cost of at least \$100,000. The Department must submit a PDF for approval by the County Council for all other projects in accordance with the County Council policy on non-County funded capital projects, approved on February 22, 2000.

The text of this PDF will be updated with the submission of each new six-year CIP to identify projects served by these funding authorizations.

JUSTIFICATION

From time to time M-NCPPC is able to generate non-County government funded support for projects with the expectation that the project will be implemented in a timely way as a condition of the support. This project provides the authorization to receive and expend the funds from various sources. In addition, there is often a requirement or need for the Commission to provide matching funds, fund the overhead for the project, e.g. planning, design, and construction management or supervision services, or otherwise contribute to the project. This PDF provides public funding for this limited participation.

Plans and Studies

Montgomery County Department of Park and Planning Policy and Guidelines on Donations and Public/Private Partnerships, adopted 2003.

OTHER

Expenditures continue indefinitely.

APPROPRIATION AND EXPENDITURE DATA

Date First Appropriation	FY05	(\$000)
Initial Cost Estimate		0
First Cost Estimate		
Current Scope	FY05	0
Last FY's Cost Estimate		0
Present Cost Estimate		3,600
Appropriation Request	FY05	0
Appropriation Req. Est.	FY06	600
Supplemental Appropriation Request	FY05	600
Transfer		0
Cumulative Appropriation		0
Expenditures/Encumbrances		0
Unencumbered Balance		0
Partial Closeout Thru	FY02	0
New Partial Closeout	FY03	0
Total Partial Closeout		0

COORDINATION

Cost Sharing: Non-Local PDF 761682
 Facility Planning: Non-Local PDF 958776

MAP

