



**Baltimore City Children and Youth Fund  
Report to Mayor and City Council  
(Report for February 1 – February 28, 2019)**

**Grantee Management**

The grantees' first quarterly report was due January 31, covering activities from September 1, 2018 - November 30, 2018. Early review of the reports indicate the grants were having a positive impact on the awardees' ability to serve their targeted youth populations and achieve the goals set in their application. Though organizations received their grant money in October 2018 or later, some were able to start their programs with existing funds while others began planning activities while waiting for their checks.

A significant number of grantees had difficulty completing the financial report and documenting their expenses correctly. Common administrative challenges included reporting on activities outside of the reporting period, not including supporting documentation such as receipts, or submitting an incomplete report. Additionally, 19 of the 84 grantees had not submitted a quarterly report as of February 15.

BCYF prioritized review of the Level 3 grantee reports because their second disbursement was scheduled for February 11. As of February 28, none of the Level 3 grantees had been approved for the next disbursement due to a variety of reporting issues. BCYF and the TA consultants have been working closely with all grantees to bring them into compliance. The majority of these grantees have been in contact with the BCYF team to ask clarifying questions, attend office hours or otherwise communicate their reporting status.

Eight grantees still had not received disbursements as of February 28. Five of the grantees are fiscally sponsored and the delay has been due to the fiscal sponsor's inability to meet the compliance requirements. The remaining three grantees were still working on the insurance requirement.

### **Technical Assistance**

As the BCYF team reviewed grantee reports, they identified organizations that would benefit from specific technical assistance (TA). The TA team will receive a copy of each grantee's report, helping the consultant identify potential areas for support. The TA consultants are also assisting grantees with revising their metrics and budgets and in some cases helping with outstanding compliance issues. The TA team has been particularly helpful in identifying organizations that may be struggling with programming but the challenges haven't shown up in reporting yet. Reporting has a lag time of at least 30-45 days and is a point in time snapshot. The consultants understand how leaders of the organizations are making decisions and have insight on challenges such as high staff turnover that may negatively impact the ability to achieve the goals of the grant. The TA team is also able to share common themes and observations with the BCYF team to improve processes for grantees and potential applicants.

### **Miscellaneous**

The ordinance establishing Associated Black Charities as the fiscal agent for the Baltimore Children & Youth Fund is set to expire July 1, 2019. This sunset was intentionally built into the original ordinance with an option for a one-year renewal in order to create transparency around the Fund's activities. City Council will schedule a public hearing for the renewal, likely in April.