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**BALTIMORE CITY COUNCIL
COMMITTEE OF THE WHOLE**

Mission Statement

On behalf of the Citizens of Baltimore City, the mission of the Committee of the Whole is to meet, discuss and study matters that have particular interest to the City as a whole and to its citizens.

**The Honorable Nick J. Mosby
Chairman**

PUBLIC HEARING

**MONDAY, FEBRUARY 5, 2024
2:00 PM**

COUNCIL CHAMBERS

Legislative Oversight LO23-0053

Agency Briefing – Grants Management

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BILL SYNOPSIS

Committee: Committee of the Whole

Legislative Oversight: LO 23-0053

Agency Briefing – Grants Management Agency Briefing

Purpose:

For the purpose of calling on the Chief Administrative Officer and other pertinent agency representatives to come before the committee to brief the City Council about the city's Grants Management process and functions.

Agencies/Organizations Reporting

Chief Administrative Officer
Bureau of Accounting and Payroll

Background

The Bureau of Accounting and Payroll is under the control of Baltimore City's Department of Finance.

The Bureau manages both accounting and payroll operations. Activities include: accounts payable; payroll; disbursements; accounts receivable; capital, **grant**, and fixed asset accounting; billing and revenue control.

See attached presentation regarding grants management.

On February 5, 2024, the Chief Administrative Officer and other pertinent agency representatives will come before the committee to discuss the grants management processes and functions.

Additional Information

Fiscal Note: Not Applicable

Information Source(s): LO 23-0053 and Department of Finance's website.

Analysis by: Larry Greene
Analysis Date: February 1, 2024

Direct Inquiries to: (410) 396-7215

Schedule of Expenditures of Federal Awards (SEFA) Preparation

Department of Finance
Bureau of Accounting & Payroll Services (BAPS)
Grant Management Oversight (GMO)

January 23, 2024

Agenda

- **Introduction & Background (Julie Floyd - Chief, BAPS)**
 - Code of Federal Regulations (Uniform Guidance 2 CFR 200 (Shirley Kennedy – Grant Policy/GMO Team)
 - Requirements for SEFA (2 CFR 200.510 – Financial Statements)
 - Mitigation of repeat COB Single Audit Findings (Nichole Purcell – GMO)
- **SEFA Preparation (Femi Oyedele – BAPS)**
 - Review of FY 2022 SEFA
 - COB Agency FY 2023 Grant Verification
 - COB Agency FY 2023 Certification

Background

The **Single Audit Act** establishes requirements for audits of States, local governments and Indian tribes that expend over a threshold amount in Federal awards during a fiscal year.

Governments that are subject to the Single Audit Act are required to prepare and have audited a Schedule of Expenditures of Federal Awards (SEFA).

[1] The SEFA reports amounts expended, not the amount received, during the fiscal year.

[2] Uniform Guidance requires that the independent auditor performing a Single Audit render an in-relation-to opinion on the SEFA as part of the independent auditor's report on the government's financial statements.

[3] While preparing GAAP basis financial statements can be a daunting task, most of the necessary information (numbers) is located in the general ledger.

- a. In addition to financial statement numbers, SEFA contains other information not typically found in a general ledger, such as
 - i. federal agency assistance listings numbers,
 - ii. pass-through entities,
 - iii. program names, and
 - iv. subrecipient information.

Background

- Federal Regulations [2 CRF 200.510 \(b\) Financial Statements](#)
- Schedule of Expenditures of Federal Awards
 - The SEFA is a supplemental schedule to the audited financial statements that determines the applicability and scope of the Single Audit. The Single Audit requirement is triggered when the **federal expenditures reported on the SEFA exceed \$750,000 or more over the organization's fiscal year.**
 - Reporting Period: The SEFA covers the **period of the auditee's financial statements which must include the total Federal awards expended as determined in accordance with § 200.502.**

Mitigation of Audit Findings

- Material Weakness over SEFA

- Finding 2022-006
- Finding 2020-008

Corrective Actions

- Workday Finance (Grants Module Remediation and Optimization initiative)
- Grant Policy Updates – AM 413-00 through AM 413-70
- Adaptive Training (OMB Grant Guidance-2 CFR 200
- Federal Sponsors' Training and Post-Award Conferences
- Maryland Governor's Grants Conference
- Maryland Capital Grant Recipients' Workshops

CoB Entity /Agency	Unique Entity Identifier*	Address	Registration Status	Registration Verification Date	SAM.gov POC	ALN (formerly CFDA #)
Mayor & City Council of the City of Baltimore	CN6MMSGHNU39*	100 Holliday St.	ACTIVE		Nichole Purcell	
BCHD (Health Department)	KY4JNTJXJVL3	1001 E. Fayette Street	ACTIVE			
DHCD (Housing & Community Development	JU8ETSLEAKK4	417 E. Fayette St, Ste 1101	ACTIVE			
DHCD- Housing Authority	WTMLLD57ELT3	417 E. Fayette St., Ste 1101	ACTIVE			
BPD (Baltimore Police Department)**	QTZ7QXJG9EJ4	601 E. Fayette St.	ACTIVE			
MOHS (Mayor's Office of Homeless Services)	N2PNB1NPH631	100 Holliday St., Ste 250	ACTIVE			
MORP (Mayor's Office of Recovery Programs)	CN6MMSGHNU39	100 Holliday St.	ACTIVE		Nichole Purcell	
DCRP (Department of Recreation & Parks)	HUNMS2LBGNK1	3001 East Drive	Registration Submitted			
Superintendent of Recreation	PBM8GTG22AU8		ACTIVE			
DPW (Department of Public Works)	JJ4HYFQTAG24		ACTIVE			
MOCFS (Mayor's Office of Children & Family Services)	JF8BE3QWJ715		ACTIVE			

DOT (Department of Transportation)		418 E. Fayette St, 5th Flr	ACTIVE			
	SY43KES1RU15		Assigned, not registered			
INACTIVE REGISTRATIONS						
MOED (Mayor's Office of Employment Development)	KL8NTL7F63J9	3001 E. Madison Street	INACTIVE			
Planning Department	D9RLLF9WN123		INACTIVE			
Office of the Mayor - Office of Broadband & Digital Equity	YDEJC42SS455		INACTIVE			
Baltimore Convention Center	VSQ9F3XGE9K5		INACTIVE			
QUASI AGENCIES (Non-City Agencies)						
COB State's Attorney	S42MTA1C96L9		ACTIVE			
COB Sheriff's Office	CAK6CRVKSGM6		ACTIVE			
Enoch Pratt Library	LVLKKA3QNGD7		ACTIVE			
Baltimore Development Corporation	FCFXF9NDWJU4		ACTIVE			

* Denotes - UEI reactivation/update registr/r notes UEI reactivation required

SEFA Preparation Checklist

- I. Follow procedures outlined in the “FY 2023 Review of Grants by Agency”
- II. Include grant-specific data in the charts of accounts to identify eligible expenditures.
 - Assistance Listing Number (formerly known as the CFDA)
 - Pass-through entity’s identifier (Unique Entity Identifier - UEI)
 - Subrecipients’ entity identifier (Unique Entity Identifier - UEI)
- III. Review grants included in the previous year’s [FY22 Schedule of Expenditures](#) determine if they are to be included in the current year’s SEFA.
- IV. Perform a monthly reconciliation of expenditures in the general ledger to facilitate timely and accurate preparation of a SEFA for fiscal year end.

COB Agency Grants Certification

3. Complete grant validation, certifying there are no funds to be returned , nor has there been notification by the Sponsor of funds to be returned for the FY 23 grants listed.
4. Submit the validated Grants Listing and certification signed by the Agency's Fiscal Officer to: Olufemi.Oyedele@baltimorecity.gov

Bureau of Accounting and Payroll Services
FY 2023 Review of Grants by Agency

Please review the attached partial listing of grants for your agency. This is not a full listing of grants for your agency, it excludes grants which are inactive and/or have had no activity. *This list should be reviewed, and additional info confirmed/provided as follows:*

- 1) Status, type of account, grant source- Verify ownership of the grant. Please update the status:
 - a) Active grants are grants which still have money to be spent or collected.
 - b) Closed Grants are grants which have been balanced (Total Revenue= Total Expenditures) and no more activity is expected.
 - c) Inactive Grants are grants which do not balance, but no more activity is expected in the BAN. If there is a receivable, it is not anticipated to be collected and if there is a surplus no money is due back to the grantor.

- 2) Grantor name, Grant Contact name, Grantor contact email address, CFDA number, Grant ID, Grant Period, Award Amount, Program/Cluster Title, Grant Title, Loans and Guarantees, Endowment Funds, Sub-recipient Awards-Populate the correct information for federal and state grants only, as it applies. This is needed to complete the Schedule of Expenditures of Federal Awards (SEFA) report which is part of the single audit.

- 3) Grant surplus-If your agency has any grants which have a surplus (revenue exceeds expenditures) as of 06/30/23, confirm the amount of money owed back to the grantor (to the best of your knowledge) and provide a general explanation, if any.

- 4) Grant amounts which should be written off-Many of the active grants have old balances related to the prior years which are uncollectible. We would like you to identify what the actual balance of the surplus or deficit should be, so that the uncollectible amount may possibly be written off as an audit adjustment. For example, in the case of state grants which typically use the City's fiscal year, the correct receivable amount may be the 4th quarter billing outstanding, if everything has been collected. The goal is to have future reports reflect the correct surplus or deficit. Please provide this for as many grants as possible.

CERTIFICATION

I certify to the best of my knowledge that no money is due back to a grantor as of 06/30/22 for the attached grant listing. I also certify that I have not been notified of any amount due back to any grantor as of 06/30/23. **Return to a pdf of the certification and the corrected excel files to Oficem.Oyedele@baltimorecity.gov by 01/10/24 or earlier.**

City Agency: _____
Fiscal Agency Head/Representative: _____
Fiscal Agency Signature: _____
Date: _____

Questions???

To collaborate, share or request additional information, please contact a member of the DOF Team:

Julie.Floyd@baltimorecity.gov (Chief, Bureau of Accounting & Payroll Services)

Olufemi.Oyedele@baltimorecity.gov (Accounting Systems Analyst)

Bill.Harris@baltimorecity.gov (Manager, GMO)

Nichole.Purcell@baltimorecity.gov (Sr. Grants Program Analyst - GMO)

Shirley.Kennedy@baltimorecity.gov (Grants Policy Lead/Agency Liaison)