Governor's Office for Children

"Promoting the well-being of Maryland's children"

FY17 Notice of Funding Availability Pre-Application Meeting

February 12, 2016

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Welcome

- Restrooms
- Breaks
- Place all cell phones on silent or vibrate

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Agenda

10:00	Welcome
10:15	Presentation on Application
11:15	Submission Requirements
11:30	Budget Questions
11:45	Break
12:00	General Questions
1:00	Adjourn

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Important Dates

~~**January 25, 2016**~~	~~Distribute Notice of Funding Availability~~
~~**February 12, 2016**~~	~~Pre-Application Meeting~~
May 20, 2016	**Local Management Boards submit applications by 5 p.m. EST**
June 20, 2016	Notification of Awards
July 1, 2016	FY17 grant activity begins. Community Partnership Agreement contract effective date will be 7/1/16 for immediate implementation of FY17 activities.

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Key Points

- Awards will be based on funding availability.
- 12-month award
- Future awards will not be restricted to the FY17 programs or strategies.
- Multi-jurisdictional strategies are encouraged.

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FY17 Funding Levels

Base Funding:

- The combined FY16 program and administration funding for each jurisdiction.
- For local priorities
- Score 61+ points (Fair)

Competitive Funding:

- $2.5 million
- For the four Strategic Goals
- Score 81+ points (Very Good)

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Key Points

- **Planning Grants:** Boards may choose to request base or competitive funding for additional planning activities related to the four Strategic Goals.
- **Four Strategic Goals:**
  1. Improve Outcomes for Disconnected Youth
  2. Reduce the Impact of Incarceration on Children, Families, and Communities
  3. Reduce Childhood Hunger
  4. Reduce Youth Homelessness

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Competitive Funds

- A limited number of awards to address one or more of the strategic goals.
- Awards will be based upon a combination of the highest rankings, geographic diversity, and demonstrated ability to impact the prioritized indicator(s).
- No single jurisdiction may be awarded more than 25% of available competitive funds.

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Comprehensive Planning

- The proposal should reflect the data, needs, and agreed upon strategies for the jurisdiction, not one entity.
- It is critical to demonstrate and document the planning process, the role and the commitment of all stakeholders in the development, and implementation of the community plan.

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Comprehensive Planning

With the help of the community, the Board will establish priorities and identify strategies to address the overall gap between services and the needs of the jurisdiction.

- Boards must document that an inclusive and thorough planning process has taken place.
- The planning process must involve all stakeholders through meetings, surveys, focus groups, key informant interviews, and other processes.

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Comprehensive Planning

- Stakeholders must include youth, community partners, family members/parents (not employed by community partners, local agencies or the Board. Should include parents of children who are or were receiving services).
- Boards must describe how stakeholders were involved in interpreting data for critical needs, assessing current services, and identifying the strategies to address critical needs.

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Comprehensive Planning

The purpose is to:

- Understand how children, youth, and families are doing in the jurisdiction;
- Evaluate the current service delivery system's capacity to address the needs of the community;
- Consolidate local efforts to achieve positive results for the children, youth, and families in the jurisdiction; and,
- Ensure the programs and services reflect community priorities and will address community needs.

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Planning Process

The planning process must focus on:

- Results and Indicators;
- Four Strategic Goals;
- Determining critical needs;
- Mapping and assessing current services and programs;
- Avoiding duplication and filling gaps in services; and,
- Identifying effective programs or strategies to address critical needs.

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Proposals
(Base or Competitive)

- **Must clearly identify the critical needs in the jurisdiction.**
  - Use the best available data to assess the well-being of children and youth and measure whether progress is being made (neighborhood level, community level, population level - depending on the geographic focus).
- **Articulate clear and measurable strategies with demonstrated effectiveness to move prioritized indicators in a positive direction.**
  - Use research for new programs or 3-5 years of performance measure data for existing programs.
- **Link selected strategies to statistically-demonstrated community needs.**
  - Community needs as demonstrated by the best available data and linked through performance measures (for existing programs) or research (for new programs) that shows the program can measurably improve the data used to assess community need.

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Expanding or Enhancing

Boards are encouraged to build on existing programs.

Applications should describe:

- How each program or strategy enhances or expands on existing programs or strategies; or
- Why a new program or strategy is needed, including evidence that there are no other services in the jurisdiction addressing this need.

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Sustainability

- For programs that do not address one or more of the Strategic Goals: describe the plans for sustaining the program in the future without Children's Cabinet funding.
- This will become increasingly important in future fiscal years.

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Work Plan

- For each program or strategy
- Narrative or chart format
- Must include action steps and time frame

Program/Strategy:		
Objective(s)	Key Action Step(s)	Time Frame

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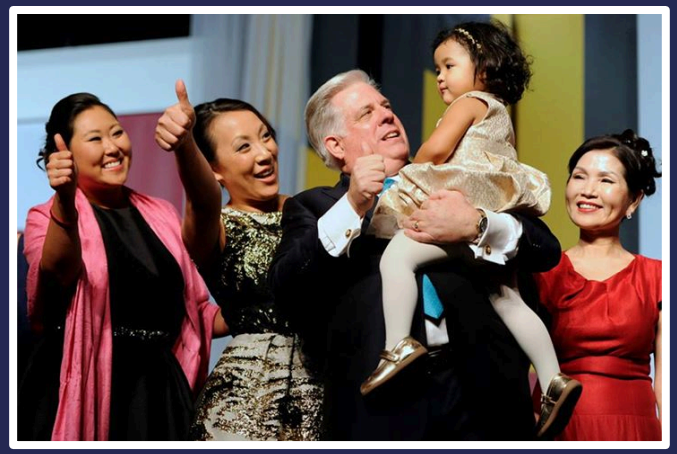
Grant Review Team

At a minimum, representatives from:

- Department of Public Safety and Correctional Services
- Governor's Office of Crime Control and Prevention
- Department of Labor, Licensing and Regulation
- Maryland State Department of Education
- Department of Budget and Management
- Department of Human Resources
- Department of Juvenile Services
- Department of Disabilities
- Governor's Office for Children
- The Annie E. Casey Foundation



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Review Criteria

- Community Planning: 30 points
- Description of Programs: 35 points
- Performance Measures: 15 points
- Budget: 15 points
- Partners: 5 points
- Extra Points:
  - Disconnected Youth: 3 points
  - Impact of Incarceration: 3 points
  - 25% cash match: 3 points

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Review Criteria

Extra Points:

- Can be for Base or Competitive programs
- 25% cash match: grants or other funding directly supporting the proposed program (base or competitive) from any source - State, federal, local or foundations. Excluding the Children's Cabinet Interagency Fund and "in kind" support from any source.

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Ranking Scale

0-50 points = Non-Responsive

51-60 points = Poor

61-70 points = Fair

71-80 points = Good

81-90 points = Very Good

91-100 point = Excellent

Results Based Leadership

The Annie E. Casey Foundation is offering a customized leadership development program for communities committed to improving outcomes for disconnected youth.

- Jurisdictions will indicate interest on the cover page of the application.
- Foundation staff will select from interested jurisdictions.
- Selected jurisdictions will form a team of key local leaders to participate in a six-month program.
- There is no cost to the jurisdictions for participation.

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Submission Requirements

- Twenty-five (25) pages, double-spaced, double sided (excluding appendices and budgets).
- 12-point black font for the narrative
- 10-point font may be used for charts and graphs
- 8½ x 11 sized white paper
- Due date: May 20, 2016 by 5 p.m.
  - 1 original and 5 hard copies at: 301 W. Preston Street, Baltimore, Maryland
  - 1 electronic copy in Word format emailed to: kim.malat@maryland.gov

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Submission Requirements

Proposals must include the signatures of the:

- The Board Chair;
- Other members as determined by the Board;
- The Chief Executive Officer of the jurisdiction (Mayor, Commissioner(s), Council, County Executive or the County Administrator); and
- The Board Director/identified point of contact.

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Submission Requirements

Letters of Commitment should:

- Detail the partner's role in the project
- Describe the exact nature of the commitment by the partner
- Describe any funding matches or contributions

Tangible support could be funding or partnering in implementation such as participating in the delivery of services, sharing specialized expertise, co-locating staff, providing administrative support, managing fiscal or billing responsibilities, sharing space, pooling transportation, etc.

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Budget Worksheets

- Separate budget worksheet required for Board Administration and for each program or strategy proposed for funding.
- A worksheet includes the pages for:
  - Overall budget justification, based on the work plan and timeline
  - The budget summary
  - Category A - Personnel
  - Category B - Operating expenses
  - Category C - Travel
  - Category D - Contractual Services
  - Category E - Equipment
  - Category F - Other

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Budgets

- The budgets are only projections; the amount of money the Board expects to spend, broken down into the categories the Board expects to spend it in - salaries, office expenses, etc.
- Budgets can be modified during the fiscal year as circumstances change with implementation.
- The unit cost/quantity for expenses are estimates but necessary to help the Board effectively plan what is reasonably needed to support operations or programs.

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Budgets

- The budget justification is sometimes also called a budget narrative. This allows the Board to explain the need for each line item as well as show how the amount in each line item was determined.
- The budget detail helps the grant reviewers assess how carefully the Board has planned the proposed programs.
- Budgets should reflect actual anticipated costs, taking into account the time needed to start-up and begin program implementation.

Break

15 minutes

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