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MEMO

To: Local Management Board Chairs and Points of Contact

From: Kim Malat, Deputy Director, Governor's Office for Children

Date: March17, 2017

Re: FY18 Notice of Funding Availability Question and Answer Recap #5

First of all, thank you for bringing errors and discrepancies to our attention! We are making corrections as soon as you report them to us.

1. **Is there a brief summary available as to what was updated on the budget sheet? Were there substantial changes? Or just changes in formulas, cell access or other 'behind the scenes' elements?**
    There were only corrections made to formulas.

2. **I understand that we will be using the Excel budget spreadsheet to develop the NOFA budgets, but where should we place the budget narrative?**
    See #20 on the instruction tab - there is a space below each page that has been formatted for the budget narrative. The form has been revised again to unlock the space for the narrative. If you still have difficulties with the version revised on 3/15/17, you may unprotect the sheet on your own – there is no password. Please be careful with editing and using delete if you unprotect the sheet so as not to break the formulas. If you need individual assistance with the Excel file, please let Kim know. We apologize for any inconvenience.

3. **In Recap #3, the answer to question #6 regarding performance measures states that "It is recommended that Boards use 3-5 performance measures for each category (how much, how well, better off)." This metric would mean a total of 9 to 15 measures per program. However, the NOFA states that performance measures are "Limited to no more than two measures per question" which would mean a maximum of 3 to 6 total headline measures per program. Please clarify the expectation on the total number of performance measures per program?**
    Thank you for bringing this discrepancy to our attention. Please follow the guidelines in the NOFA and limit program performance measures to two headline measures per section.

4. **In Q&A Recap #3, the answer to question #16 regarding Disconnected Youth indicates that high-school aged youth must have officially dropped out of school to be designated as such "because the youth is still technically 'in school' and has county resources through the school system as an enrolled student." We have met with our school system to address this issue. The school system has stated that students who are chronically absent or truant (absent more than 15 days) do NOT have access to county resources through the school system because of their lack of attendance. If the school system indicates that they are unable to provide supports given the excessive absenteeism, can we serve these youth as Disconnected Youth?**

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It is possible that "supports" for public school students are being confused with specific funding for dropout prevention, dropout recovery, attendance, or truancy. A student who has not been attending school or is otherwise "at risk" of becoming disconnected in theory would have access to county-funded dropout prevention services or other county-level programs aimed at increasing attendance which makes the Children's Cabinet funding redundant.

If not, how can any youth under the age of 16 meet the criteria for the definition given the Statewide regulations regarding compulsory attendance until age 17?
The responsibilities of the school system and the parents are noted in Maryland Annotated Code § 7-301 and COMAR 13A.08.01. The compulsory attendance law does not apply under very limited circumstances, which would allow a Board to provide services under the Disconnected Youth definition.
http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=ged&section=7-301&ext=html&session=2017RS&tab=subject5

5. **Will NOFA reviewers who are not Governor's Office for Children staff be given access to Local Management Board Scorecards as part of the evaluation of proposals? If so, to what level will they have access?**
All NOFA reviewers will have access to the Scorecards, which are public.

6. **The Local Management Board braids four different funding sources (including the Children's Cabinet Fund) to fund a community strategy that includes five different programs. We know that a significant percentage of participants fall into one of the Strategic Goal areas. What are our options for using the Children's Cabinet funding to support a community-level strategy to address the Strategic Goals?**
Keep in mind that there is no requirement to impact a Strategic Goal population with base funding in FY18. Since you are using Children's Cabinet funding in conjunction with funding from other sources, the Board would fund a percentage of the strategy's total costs but report on the entire strategy. This is also the case for strategies or programs not addressing a Strategic Goal. For example:
   - If 75% of the participants are impacted by incarceration and the Board is funding a portion of the community-wide strategy costs with Children's Cabinet funds, the Board could report on the outcomes for all of the programs (the entire strategy) or the outcomes for the participants impacted by incarceration, regardless of how the activities or participants are funded.
   - If a Board is funding an afterschool program with multiple funding sources and using the Children's Cabinet funds for transportation, the Board would report on the outcomes for the program –not just the transportation.

7. **What are good indicators for the Youth will have Opportunities for Employment or Career Readiness Result?**
At the pre-application meeting, indicators for this Result were discussed. (The list of the eight Results and corresponding indicators is available at: http://goc.maryland.gov/2014results/.) In addition to the State level indicators, Boards may identify locally determined indicators.

State indicators:
   - Youth Employment: The percentage of young adults (16-24) who are in the labor force.
   - Youth Unemployment: The percentage of young adults (16-24) who are unemployed.

Examples of locally-determined indicators:
   - The percentage of young adults who worked for pay.
   - The percentage of young adults who earned a sufficient wage to support themselves.

8. **We have identified access to food during the summer months as a need. How are we able to use the funds with the fiscal years crossing over the summer months?**
There are a couple of ways to bridge the fiscal years for a summer program:
   - It is possible to use FY18 funds for planning purposes and start-up activities in FY18 so that the Board is fully-ready to implement and fund the program in FY19.

- The Board can partially fund a program over different fiscal years; for example, from May-June 30 with FY18 funding and July 1-September with FY19 funding. The budget submission should reflect the planned timeline for expenditures.

9. **An electronic submission of the narrative in Word format and the budget in Excel format is required, but there are no instructions for the signature pages and letters of commitment. Do we submit those electronically as well in a PDF since it can't be converted to a Word document or is the hard copy the only submission required for those documents?**
    The signature page is not required to be submitted electronically. Letters of commitment may be submitted as a separate PDF file to ensure a complete electronic submission.

10. **The Review Criteria section on pages 22-25 of the NOFA has the partners section below listed before the description of the proposed programs/strategies. While discussion regarding the involvement of individuals in the planning process and identification of needs can be discussed prior to the description of the proposed programs, the partners that will participate in the implementation of the program is not the same for all the programs.**
    Partners – 15 points
    Description of the involvement of families, youth, public agencies, and private providers in the planning process; the identification of needs of children and families in the jurisdiction; and the selection and implementation of proposed programs/strategies. ==Submit letters of commitment for partners that will participate in the implementation of the program/strategy or whose cooperation or support is necessary to its success.==
    Can the section that is highlighted be included/discussed in the proposed program/strategy section?
    Yes.