



GOVERNOR'S COORDINATING OFFICES  
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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: April 12, 2017  
Re: FY18 Notice of Funding Availability Question and Answer Recap #6

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**1. The Notice of Funding Availability states that binders are not to be used for the proposal submission. What is the preferred method of binding?**

A large binder clip or rubber band is preferred.

**2. On page 8 of the Notice of Funding Availability, the Board Summary is limited to three (3) pages, double-sided, double spaced. This could suggest six pages, given it indicates three double-sided pages. However, on page 26 Section C, it states no more than three (3) pages (one and one-half pieces of paper). Please clarify.**

The limit is three (3) pages (one and one-half pieces of paper).

**3. If a program funded with base funding in FY18 does not address one of the four Strategic Goals, there must be a sustainability plan in place for FY19 and beyond. Is this correct?**

Yes, sustainability for these programs must be addressed in the FY18 proposal. Please see page 28 of the Notice of Funding Availability:

*For programs/strategies proposed for FY18 that do not address one or more of the Strategic Goals, describe the plans for sustaining the program/strategy in the future without Children's Cabinet funding. Sustainability could be demonstrated in a variety of ways, including:*

- *A plan for securing new and/or additional funding;*
- *A process by which the program/strategy will be assisted in becoming self-sustaining; and/or*
- *A process for transferring the oversight, monitoring and funding responsibility to an entity other than the Board.*

*Regardless of the manner the Board chooses to demonstrate sustainability, the description provided should include action steps and a clear vision for how the program will be able to continue without Children's Cabinet funds.*

**4. Is it true that a sustainability plan in the response to the Notice of Funding Availability is only required if/when we propose to fund a program/strategy that does not address one or more of the four Strategic Goals?**

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Yes, please see the response to #3 above.

- 5. The budget worksheets are very similar to the FY17 Appendix B. Until we know the funding, we cannot contract with any of our vendors so we will not have separate budgets for each vendor at this point in time. Is it ok to complete budgets only for the programs at this time?**

If vendors are not yet known, it is acceptable to submit aggregate program budgets.

- 6. Does GOC have guidance on what is to be included in the budget narrative section for each strategy/program?**

The budget narrative is for the calculations that show how each expense total was determined – this is where you show your work. For example - if \$1,000 is requested for training, the budget narrative could be: "4 hours training x \$250 per hour = \$1,000".

- 7. Last year we provided narrative for our Board Support expenses, but the bottom of the worksheet is protected. If no narrative is needed, let me know.**

See question #2 from recap #5:

*See #20 on the instruction tab - The form was revised 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.*

- 8. In recap #5, question #3 specifies that performance measures are limited to two headline measures per section for each strategy/program. However, for Youth Services Bureaus, we were asked to include the CAFAS performance measure in the FY17 Community Partnership Agreement Appendix A. This brings us to three "better off" measures and seven total headline measures for Youth Services Bureaus. Is this ok?**

Please include the CAFAS performance measure for any Youth Services Bureau. For this program, it is acceptable to have seven total headline measures that include three better off performance measures. Sorry for the confusion.

- 9. Is annual local indicator data available for the suggested indicator for the Youth Have Opportunities for Employment or Career Readiness Result? On the website, the indicators as of 2014 are Youth Employment and Youth Unemployment. However, when we click the links, only Statewide data is shown. When we go to: [www.goc.maryland.gov/jurisdictionaldata/](http://www.goc.maryland.gov/jurisdictionaldata/), the link doesn't connect to: Labor Force Participation and Youth Unemployment.**

The link will download an Excel spreadsheet (please check to be sure that a pop-up blocker is not preventing the download). It was checked and is still working. The Local Management Board can view all of its local data either by logging into its Scorecards and accessing "\_\_\_\_\_ County Results for Child Well-Being" or by clicking the link by the same name on each of its individual county pages on the Governor's Office for Children website.

- 10. Is there or could there be a point of contact at the State Department of Public Safety and Correctional Services to alert locals when a prisoner who is a parent from their county enters State prison?**

No, this is not possible. However, this information is potentially available locally through the court, the state's attorney's office or the local jail.

**11. If I cite data in the Notice of Funding Availability response, do I also need to include it in the appendices?**

If data and other information is cited in the narrative as a source, that same data does not need to be printed and submitted as an appendix. Citations should be complete to enable reviewers to locate the source.

**12. The Notice of Funding Availability states "the narrative will demonstrate the Board's ability to identify partners to provide the services for which funding is sought. Boards shall submit letters of commitment for partners that will participate in the implementation of the proposed program/strategy or whose cooperation or support is necessary to its success." If we are seeking competitive funding for a new program, and we need to go through a Request for Proposal process that will not be completed by 4/24/17, can we submit a letter of commitment from a partner who will participate in the implementation of the proposed program/strategy or whose cooperation or support is necessary to its success but may or may not be the vendor (since the vendor will be unknown)?**

If the vendor is unknown at the time of the submission of the application, it is acceptable to submit a letter of commitment from a partner who has a role in the success of the program (regardless of vendor status) or from a partner who played a critical role in the planning process.

**13. If we are requesting base funding for Board Support for a competitive fund request, do we just include it on page 2 of the Board Support page and mix it in with the total base for Board Support? Should we include the budget narrative for the additional Board Support for the competitive fund request in the body of the NOFA proposal under the corresponding Competitive Fund strategy?**

The total Board Support funding (base + competitive) should be identified in the Board Support budget on page 2, with the budget narrative that shows how the expenses were derived included at the bottom of page 2. Please identify Board Support expenses (whether base or competitive funds) only on page 2.

**14. The instructions for the budget spreadsheet advise to do separate sheets for each program vendor, but the programs and their expenses automatically tally into page 3, so that creates a duplicate. Please advise.**

There is no duplicate entry as page 3 is meant to be a summary page. Information for page 3 will populate from the individual program budgets that are completed. See #10 on the instruction tab that states:

*Open tab "Page 3". The name of the Local Management Board should be entered automatically from the "Cover Page" tab. If there is no Board name or you see a "0" in cell B3, return to the "Cover Page" tab and enter the name of the Local Management Board. This page is a summary of the individual program/strategy budgets that you will complete on pages 4-30. The page is protected and no entries are necessary.*

**15. Is there a limit on the timeframe for the impact of incarceration on the family? At what point after the release from incarceration is the family not eligible to be considered for programming?**

There is no timeframe and there are no limits that have been imposed.

**16. In the Review Criteria section under Indicators and Trends, the notice of Funding Availability states that Boards that propose to utilize an indicator that is not a standard one must have at least three years of local data. The Youth Risk Behaviors Survey is now utilized by the Governor's**

**Office for Children for other Indicators, but there are only two years of data released - 2013 and 2014, at the County level. The Board has confidence using the Survey data since it is sourced directly from the students, crafted by the Centers for Disease Control and has Statewide comparison data. Do we need to also utilize another data source given that we don't have three years of data?**

In this instance, because you are using a source that is also used at the State level, it is acceptable to have only two years of available data.