



GOVERNOR'S COORDINATING OFFICES  
COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • MINORITY AFFAIRS  
CRIME CONTROL & PREVENTION • CHILDREN • DEAF & HARD OF HEARING  
PERFORMANCE IMPROVEMENT • GRANTS

**MEMO**

To: Local Management Board Chairs and Points of Contact

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

Date: April 18, 2017

Re: FY18 Notice of Funding Availability Question and Answer Recap #7

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**1. Is a budget narrative required for the in-kind/cash match?**

Yes, please complete a budget narrative for these funds.

**2. The Notice of Funding Availability requires (on page 8), a "Table of Contents – Listing all relevant sections of the application with page numbers." As I am preparing the Table of Contents, I am unclear as to how to include the budget pages in the Table since the pages are in Excel format and separately numbered in that file.**

Since the budget pages will be submitted electronically as a separate file, it is acceptable to note in the Table of Contents that the budget pages are an appendix.

**3. In the budget form, the text box at the bottom does not provide enough space to enter all of our categories. Do you have a recommendation?**

You may unprotect the sheet and add as many lines as needed and format the text box, too. There is no password to unprotect the sheet. Just be careful not to inadvertently edit the formulas contained in the area above.

**4. Can you provide clarification about the method for prioritization of programs? What is the best way to signify what programs are most important to a jurisdiction or what should be considered under base or competitive funds?**

The Board should undertake whatever planning process it desires to meet the requirements of the Notice of Funding Availability. No specific guidance will be issued.

**5. We are requesting competitive funding for a program that is not multi-jurisdictional. When I attempt to fill in the bottom section of the cover sheet to indicate we are requesting competitive funds, there is not an option that isn't labeled multi-jurisdictional. How should I complete this section to make it clear we are requesting competitive funds solely for our County?**

We will know you are requesting competitive funds based on the information you complete on page 1 of the required cover pages (competitive program name and funding).

- 6. Is the expectation that funded Youth Services Bureaus will continue to be strategies under the Result "Communities are Safe" Result considering the relationship of the Bureaus to youth served by the Department of Juvenile Services? Or can a Local Management Board make the claim that the programming is targeted toward a different prioritized Result?**

Depending on the specific programming that is offered, it is acceptable to change the Result and/or indicator affected, but not the standard performance measure.

- 7. Is the cash match on the Budget Summary cash match from the Local Management Board or is it any cash that the vendor obtains (from any source) to fund the program?**

Cash match is funding that is attributed to the Board or County that directly supports the proposed program (base or competitive) from any source - State, federal, local or foundations. It is not revenue that is attributed to the vendor.

- 8. The County's match for the Youth Services Bureau has been greater than 25% for many years. Now, the County has decided to reduce its match to exactly 25%. Is this allowable?**

The local match is 25% of the State funding. Localities are not required to provide additional funding.

- 9. When I try to enter anything in the in-kind column E of the Board Support or the program/strategy budget form, it shows an error message.**

Please remember to enter numbers in the upper portion of each budget page in cells E9-38. If you show revenue in cells E40-E45, you also have to show the proposed expense in the line items above. When the total expenses match the total revenue, the error message will clear. Also, please use whole numbers - not dollars and cents.

- 10. We are requesting funds to hire a part-time contractual staff for one year to assist with data collection, community convening, data analysis, etc. Should this request be included in our base or competitive funding?**

This could be either a base or competitive request as determined by the Board.