



State of Maryland Executive Department

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Governor

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To: Local Management Board Chairs and Points of Contact

From: Kim Malat, Deputy Director

Date: March 4, 2016

Re: Post-Pre-Application Meeting NOFA Question and Answer Recap #2

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**1. For the needs assessment, are vendors permitted to include in the budget funds for gifts cards as incentives for focus group participants?**

Yes, while the use of gift cards is not permissible per the Manual, a Board may always request a waiver of any Manual requirement particularly for a one-time activity or event such as this.

**2. The Local Management Board would like to include administrative costs in its budget for the competitive funding requested in the response to the Notice of Funding Availability. Is this allowable?**

Yes, a Board may allocate up to 10% of the competitive fund request to Local Management Board administration. Thank you for bringing this to our attention. Please note that this is a new provision in the Notice of Funding Availability process that is now in place due to the Board's question.

Please provide a separate worksheet (set of budget pages) for Administration that will be part of the competitive request and note at the top that it is "Administration - Competitive Funding". Also, please include in the budget summary page with the same title.

**3. Can a fraction of Board staff salaries be allocated to a strategy in the application?**

Yes, when the Board is proposing a strategy that requires coordinating a number of disparate organizations or entities to streamline, expand or improve the delivery of services, it is appropriate to request a percentage of staff salary expense as part of the program-related funding. Since this would be focused exclusively on the coordination of a strategy (not a single program or a Local Management Board function), the cost would not be included in Administration but in the program/strategy budget and would not be counted in the 30% cap on Administration.

**4. We have completed our planning process and a program that the Board has identified for funding is planning to issue lay-off notices to staff the end of April due to concerns about**

**the timing of the notice of awards. The Board is concerned that if the program begins lay-offs, it will affect performance and cost. What should we do?**

We suggest letting the vendor know that the State is on a one year budget cycle, so there is never a guarantee for vendors from one year to the next. The current situation is really no different from the past several years. Based on what you have said it is fair to tell the vendor that, like any other year, it is your plan to propose funding for their program in FY17.

**5. As part of our planning, the Board has identified a program that used to receive county funding but due to budget cuts the county has notified the program that they will not receive funding in the future. Is this supplanting if the Board now begins to fund the program?**

No, it is only supplanting if the county decides they do not need to continue funding because the jurisdiction will use the Board's funding instead. If the county had notified the program that funding is ending, regardless of the Board's funding, this is not supplanting if the Board later decides that the program should be included in its proposal.

**6. Also as part of our planning, the Board identified a program that serves Disconnected Youth. The Board would like to enhance the program, but this would not result in new Disconnected Youth being served immediately. If the program will eventually serve newly Disconnected Youth, is it allowable to include this program in our proposal?**

Yes, it is not necessary for a program to immediately serve newly Disconnected Youth. As long as the program is designed to serve this population, will be serving this population and will add new program participants as space allows than the program falls squarely in the Notice of Funding Availability requirements.

**7. We have a program that only has two years of performance data; how should we present the information about effectiveness?**

In this case, the Board should provide both the two years of performance data and the research behind the program that gives the Board confidence that it will effectively serve the identified population and impact the prioritized indicator.