



State of Maryland Executive Department

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Governor

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Lieutenant Governor

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Executive Director

To: Local Management Board Chairs and Points of Contact  
From: Kim Malat, Deputy Director  
Date: May 9, 2016  
Re: Post-Pre-Application Meeting NOFA Question and Answer Recap #6

- .....
- 1. If we contract with a vendor to provide all services for a program, shouldn't the entire budget for that program be included under "contract services?" Until we go through procurement and contract negotiations, we don't know how much the vendor needs for salaries, office supplies, equipment, etc.**

**For programs we contract for, do you want the full cost of the contract and then a budget justification of the contract - not a line by line budget breakdown of each contract for personnel, travel, fringe, etc.? For programs we don't contract, we'll do itemized budgets.**

Please see the February 12, 2016 Recap, Response #17. Itemized budgets are required for all proposed programs. However, budgets are estimates and can be modified at any time during the fiscal year by submitting a budget modification request.

The budget worksheets are required for all programs, whether current or to be procured, to include the proposed expenses for all relevant line items (with justification/explanation), not just contractual services. Contractual services expenses for Board administration include consultants for legal and auditing services, grant writing, focus group facilitation, etc.

- 2. For the LMB Administration budget, is the fringe cap of 30% per individual or total of all personnel?**

**One of the programs we are proposing to fund is contracted to a State agency and so the social security and other fringe is 43% which exceeds the 30% max. Any guidance?**

The fringe cap is on the total personnel line. However, please see the February 12, 2016 Recap, Response #11: "We are revising this requirement. For Board Administration budgets, the personnel worksheet page (Category A) is being revised to say "Social Security contributions and fringe benefits *should* not exceed 30%." Boards should detail in the justification section why the fringe exceeds 30%."

- 3. Re: Base Program Budget pages – The programs that we are applying for have been funded in the past. We can use that historical information to determine approximate budget line items (personnel, operating, etc.). However, after funding is awarded to the vendor, those line items may change. Will we have the opportunity to move funding within budget line items after funding is awarded by the Children’s Cabinet?**

Yes, budget modifications are always available throughout the fiscal year until May 15.

- 4. Re: Base Program Budget pages – If we don’t need each of the pages (for example, equipment) for each budget, is it acceptable to omit those pages or do you want each of the 7 pages included for each program?**

For any line item or page that is not relevant, please mark “not applicable” as noted on page 34 of the NOFA. Omitting pages may cause confusion for reviewers.

- 5. On page 51 of the NOFA, the Cash Match column on the first page of the cover sheet states: “(total match and percentage of total funds).” Regarding to the “percentage of total funds,” should that be a percentage of the total funds figure that is to the immediate right of that column or should it be a percentage of the total funds further down the chart in the row entitled “Base Subtotal?” Or should the denominator be taken from another row?**

The amount of Requested Funds plus any Cash Match equals the Total Funds that will be shown in the 3<sup>rd</sup> column. If cash match is identified, the Board may apply it to administration, programs, or a combination.