



State of Maryland Executive Department

Larry Hogan
Governor

Boyd K. Rutherford
Lieutenant Governor

Arlene F. Lee
Executive Director

To: Local Management Board Chairs and Points of Contact
From: Kim Malat, Deputy Director
Date: May 15, 2016
Re: Post-Pre-Application Meeting NOFA Question and Answer Recap #7

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1. On the NOFA cover page, what is meant by "Project Contact"?

The project contact is the Local Management Board staff person who will take the lead in administering the project in FY17. Not all Boards identify a lead person, this information is only relevant for those who do.

2. Can we make data in tables single-spaced? Otherwise the tables seem disproportionately large and take up a lot of space on the page.

Yes, data in tables may be single-spaced and 10-point font.

3. Is there any flexibility on letters of commitment if county government has not yet struck its budget and cannot technically sign letters of commitment with the funding amount? We have asked for level funds, which we expect to get, but we won't know until next Tuesday, which is the last day they can sign a commitment letter for us so the timing is off.

Thank you for this question, we do not want to penalize a jurisdiction if the timing is off by a few days. If a county government reasonably believes that they will provide a certain amount of funding to a Board, we will accept a letter of intent from the county with the Board's proposal. However, for a Board to receive the extra points a letter of commitment must be received by the Office on or before May 31, 2016 via email to Kim Malat at kim.malat@maryland.gov. This is the only exception to the application deadline.

4. We receive \$175,000 to serve disconnected youth each year from our county workforce development agency. It runs through the State, but I think it originates in the federal government. Can we use as cash match?

Yes, it would be considered as cash match.

- 5. If we are proposing a planning grant, do we need performance measures for that component? The NOFA states a need for a thorough description of the planning process, detailed activities, and a detailed timeline. However, it does not mention the need for performance measures.**

You are correct that the only requirements for a planning grant is a description of the process, activities and timeline.

- 6. Do you want the signed copy of cover page submitted electronically? I know the instructions say Word format but a signed cover page would have to be a scanned PDF document.**

You may submit the cover page electronically with all information completed except for the signatures. Signature pages must be included with the hard copy submission.

- 7. Do you want the community plan and needs assessment submitted electronically?**

An electronic submission of the entire application is preferred, but if the file is too large to send via email, those appendices may be submitted only with the hard copy.