



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 4, 2016
Re: Post-Pre-Application Meeting NOFA Question and Answer Recap #5

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1. I'm preparing the budget and see a column for cash match. We have never been asked to provide matching funds in the past. Is this a new requirement or can the value be zero?

A cash match is not required. Extra points are possible for those applications that identify a 25% cash match. See page 6 of the Notice of Funding Availability.

2. The Board Profile Summary is supposed to be no more than 2 pages. Does that mean 2 pages front AND back?

Is the response supposed to be 25 or 50 pages?

The response is twenty-five (25) pages, double-spaced, double-sided (excluding appendices and budgets). This is 25 pieces of paper with narrative on the front and back.

3. Can you please clarify what is supposed to be included in the Community Plan section of the Narrative in contrast to what should be included as the Community Plan in the appendix? Does the data for Community Input belong in the appendix while the process itself is detailed in the narrative? Is the same true for Data Collection and Analysis and Prioritized Areas of Need? I have a hard time interpreting the paragraph in the instructions:

"D. Community Plan - This section shall describe the planning process that the Board used to determine the prioritized areas of need and the approach to addressing these needs. The community plan, or a summary of the plan, that details all involved stakeholders is required to be contained in an appendix to the application."

The Community Plan section of the narrative should describe the planning process that the Board used to determine the prioritized areas of need and the approach to addressing these needs. The community plan, or a summary of the plan, that details all involved stakeholders is required to be contained in an appendix to the application.

- 4. In the Description of Programs/Strategies, it is requested that we summarize three years of a program's prior performance measures demonstrating impact if we intend to fund existing programs. What if the program has not been funded for three years?**

The Board should provide any available performance data and a brief summary of the research-based information (with citations) that explains how the program will contribute to achieving the desired change (e.g. serve the identified population and impact the prioritized indicator).

- 5. Could a Region have a Results Based Leadership Team?**

This would be determined by the Annie E. Casey Foundation. We believe they would be very interested in the idea.

- 6. The cover page for the response requires the signature of the Chief Executive Officer of the County. Is this required for a non-profit Local Management Board as well?**

I do not see anything in the NOFA that says all Board members must sign nor any specific signatures. I know I have County policies to follow and am sure I need Board signatures. Am I missing something? Is there a specified number or percentage of Board members that need to sign?

Non-profit Local Management Boards should follow their local protocols for approval by the Chief Executive Officer of the jurisdiction.

The Notice of Funding Availability only requires signatures of the Chair, the director (or staff point of contact), and the Chief Executive Officer of the jurisdiction. Additional lines were provided on the cover page to accommodate any local protocols for approving proposals which may require additional signatures.

- 7. Regarding the Board Profile Summary, does this also need to be double-spaced and am I correct to say that the two pages for this summary do not count towards the 25-page limit for the application narrative?**

The Board Profile Summary is limited to 2 pages that are not part of the 25 page limit for the application narrative and shall be double-spaced. Format is 12-point font, double-spaced, double-sided, 8 ½ x 11 sized paper throughout.

- 8. For the “current programs sponsored and/or funded by the Board”—in addition to the description in the Board Profile Summary, are we able to include an appendix that provides a more in-depth visual of our current programs? We want reviewers to have an understanding of the diversity and scope of our programs, but are also sensitive to the two-page limit for the summary.**

Yes, a Board may include a one (1) page visual of current programs in the appendices. However, we strongly caution the Boards to limit their use of the appendices to the required documents and a one (1) page visual of current programs.

- 9. Is the description of the strategies for competitive funds included in the 50-page maximum?**

Yes, all strategies for FY17 funding, both base and competitive, shall be addressed in the narrative that is limited to 50 pages (25 pages, front and back).

10. Slide #19 from the pre-application meeting notes that bonus points are available if the application addresses disconnected youth or the impact of incarceration or includes a 25% cash match. Are the bonus points added to the base proposal or the competitive proposal?

There is only one score for the proposal, so bonus points will be added to the total.