

Question #1	If the total salary costs for a position are more than the SAI grant amount, how should we list this in our SAI budget?																	
Answer	Only report to us the portion of your SAI funds that are paying for that portion of the employee's salary.																	
Question #2	What's the timeline of important events?																	
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Question #3	What is a NOGA or NOGA #?																	
Answer	It stands for Notice of Grant Award. Each grantee is provided with a NOGA, which is a document that provides the details of the award (the awardee name, the award amount, the grant period, the terms, etc.). A NOGA # is a 6-digit number that connects the invoice to that grant award.																	
Question #4	I forgot how much funding we're approved for! Where can I find our funding amount?																	
Answer	A list of all SAIs and their funding appropriation can be found in the budget bill for fiscal year 2024. See HB 200, page 159 .																	
Question #5	If we have hired additional staff since application and they are conducting programs, can we send an explanation with the invoice?																	
Answer	Invoices must align to the approved budget in your grant agreement. Before any changes to the program or budget are implemented, you must consult with MSDE first.																	

Question #6	We'd like to implement a new program that aligns with our mission and the State educational goals. For example, we want to implement a new STEM program. Can we invoice for that?
Answer	See question #5. Invoices must align to your approved application. If you believe that an amendment is necessary, you must consult with MSDE first. For programmatic requests or any budgetary adjustments of either \$1,000 or 15% of the object, it is necessary to submit an amendment request and obtain approval before implementing a change. If a change is not necessary, then stick with what you wrote in your application.
Question #7	Will details on schools, students, chaperones, and teachers served need to be included with each invoice as we did this year?
Answer	No.
Question #8	In the past, MSDE has asked us to identify how many students we served with SAI funds during the previous fiscal year. Without a rate of reimbursement per student, how should we calculate our student numbers?
Answer	In the scope of work, you are still required to provide the number of students and/or teachers you intend to serve in the SAI-funded program.
Question #9	When are FY24 final reports due?
Answer	August 15, 2024 (This date was originally July 31, but following feedback from SAIs, the date was pushed back.)
Question #10	In the grant agreement, section 8.2 states as a condition the "Full completion of the terms and conditions of the grant have been satisfied." How is this possible to do mid-way through the grant?
Answer	The "terms and conditions" refer to the items specified in sections I through VIII in the grant agreement.
Question #11	We are on a calendar year basis. Would the end-of-year financials be those for our previous calendar year?
Answer	No, your SAI-related activities (programming and expenditures) must align with the State's fiscal year and the grant period on your NOGA. Fiscal year 2024 runs from July 1, 2023 - June 30, 2024.
Question #12	What are the requirements for SAIs?
Answer	This information can be found in the Grant Information Guide. It's also stated in COMAR regulations (COMAR 13A.05.13.00 through 13A.05.13.06).

Question #13	Does our second invoice have to be 25% of our allocation, like last year?
Answer	No. The initial disbursement provides you with 25% of your allocation up front, but the amount you invoice MSDE for in subsequent requests is dependent upon your expenses. There is no set percentage that you request reimbursement for.
Question #14	We want a 25% advance. What do we have to do to receive this funding?
Answer	First, you must have completed the grant agreement template (including the budget on the last page) and emailed it to sai.applications@maryland.gov . To receive funding, send an invoice to sai.applications@maryland.gov following the sample invoice on page 10 of the presentation .
Question #15	Do I have to attach supporting documentation to the invoice for the 25% advance?
Answer	No, you don't have to attach supporting documents for expenses incurred. We're assuming that you haven't incurred expenses yet! When you submit your next invoice, you'll be required to attach supporting documentation showing that you've incurred the expenses for the 25% advance in addition to the amount you are invoicing.
Question #16	There is a place to write the NOGA # on the invoice. But, we haven't received our NOGA yet. What should we do?
Answer	For the 25% advance payment, you can leave the NOGA section blank for now, until you receive your NOGA.
Question #17	I'm filling out the grant agreement, and I'm confused about the scope of work. What is that, again?
Answer	The scope of work page should describe the educational program you are delivering (15 student matinee performances of <i>The Lion King</i> ; 8 residential field trips around outdoor education) and the service numbers (to 1,500 students; to 250 teachers). You should provide a bit more information about the program than in this short example.

Updated July 11, 2023