



MLDS CENTER

Maryland Longitudinal Data System

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MEMORANDUM

TO: MLDS Governing Board
FROM: Ross Goldstein
DATE: June 7, 2024
SUBJECT: MLDS Center FY 25 Budget

Purpose

The Governing Board is responsible for approving the Center’s annual budget (see Ed. Art. § 24-704(g)(4), Annotated Code of Maryland). This agenda item will provide the Governing Board with the FY 25 budget for review and the Center’s planned expenditures.

Background

The budget development process starts over a year prior to the start of the fiscal year. The Department of Budget and Management (DBM) develops budget instructions and a maximum general fund agency request amount (target). The agencies compile and submit the proposed budget to DBM, which reviews the budget and makes any necessary cuts or adjustments. Once the Governor’s budget is finalized, it is submitted to the General Assembly. The amounts in the Governor's budget may be altered by legislative action. The budget under review is the FY 25 budget allowance provided by the Governor and approved by the General Assembly during the recently concluded legislative session. The Governor’s allowance was not changed by the General Assembly.

Summary of FY25 General Fund Budget

This year, the Center’s general fund operating budget is \$3.06 million, an increase of approximately \$200,000 from last year. The change is due to an overall increase in salaries (new positions and cost of living increases).

As in past years, the majority (81%) of the Center’s general operating budget is used for staff salaries. The remaining funds are for the Research Branch (11%), IT consulting (3%), support for IT systems (4%) and office needs (1%).

As shown in Table 1 below, the Center’s annual budget continues to increase year-over-year, while at the same time, the amount available for contracts has decreased. Despite the decreasing amount of funds available for contracting, the Center will be able to continue to fully fund the Research Branch (at \$380,000), contract for needed IT support services, and fully fund all of the system software needs. This is due in large part to the availability of grant funds and special revenue funds as explained below.

FY 25 - Budget Breakdown

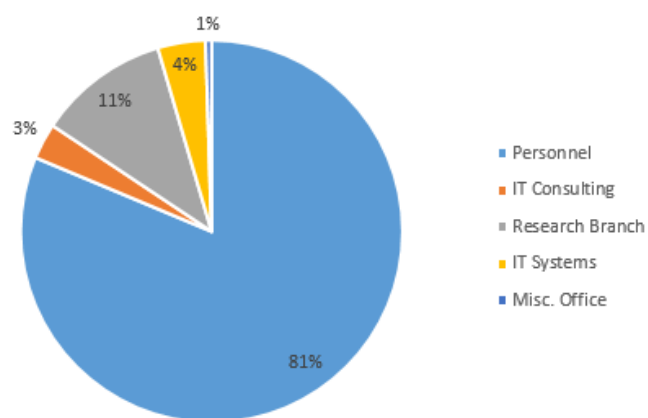


Table 1. MLDS Center General Fund Appropriation

Object	Title	FY 23 Allowance	FY 24 Allowance	FY25 Allowance	Difference FY24 to FY 25
Obj 01	Salaries, Wages and Fringe Benefits	1,611,420	2,266,833	2,465,453	+198,620
Obj 02	Technical and Special Fees	900	0	0	0
Obj 04	Travel	2,150	2,110	2,110	0
Obj 07	Motor Vehicle Operation and Maintenance	5,000	5,000	5,000	0
Obj 08	Contractual Services	909,120	571,965	577,302	5,337
Obj 09	Supplies and Materials	3,500	500	500	0
Obj 10	Equipment - Replacement	5,452	0	0	0
Obj 11	Equipment -Additional	5,000	15,425	10,000	-5,425
Obj 13	Fixed Charges	575	150	150	0
	Total	2,543,117	2,861,983	3,060,515	+198,532

In addition to the General Funds, the Center has two additional funding sources (see Table 2): reimbursable funds from the Workforce Data Quality Initiative Grant (WDQI)¹; and special funds resulting from reimbursement of costs received from external researchers.

Table 2. Additional Funding

Source	Object	Amount
Special Funds (fee revenue)	08 Contracts	\$30,000
Reimbursable Funds (WDQI Grant)	08 Contracts	\$436,151

The additional funds from the WDQI grant will be spent on IT consulting services and software to provide additional resources to manage, document, and load the new data being received as a result of the project. A small portion of the funds will be provided to the Research Branch to provide expertise and support to a team of researchers from BEACON at Salisbury University² who are going to conduct an in depth evaluation and analysis of the outcomes of the workforce development programs. For the WDQI grant, the Center currently only plans to spend \$225,000. The remaining funds (approximately \$210,000) will be held for FY 26; under the assumption that a no cost extension will be issued. If a no cost extension

¹ The WDQI grant is from the U.S. Department of Labor and is the result of a partnership between the State Department of Labor, the Maryland Higher Education Commission, and the MLDS Center to improve data collection and reporting on WIOA Title I and III workforce development programs.

² Business Economic and Community Outreach Network ([BEACON](#)) is at the Franklin P. Perdue School of Business at Salisbury University and offers applied business & economic research and targeted outreach programs to a variety of organizations.

is not issued, the Center will make a spending plan for the remaining funds this year and present those plans to the Board for approval.

The Special Funds (from reimbursements) will be used for the research budget.

Table 3. Contracts (all funding)

Contracts	General	RF	SF
Research Branch	340,000	10,000	30,000
Software	51,000	10,000	0
IT Consulting (data analyst)	155,302	172,000	0
Informatica Software and Training	22,000	33,000	0
Misc. Small Contracts	10,000	0	0
Total	\$577,302	\$225,000	\$30,000

Table 4. Software

AWS Backup	\$20,000
Oracle	\$17,000
VMWare	\$10,000
JIRA	\$700
MFT	\$1,500
SSL	\$2,600
EV Code - Digicert	\$1,380
Webflow	\$450
ERWIN	\$2,450
Altaro	\$2,700
STATA	\$1,800
Total	\$60,580

Action

I request the Governing Board’s review and approval of the MLDS Center FY 25 Budget Plan.