NOTICE OF FUNDING OPPORTUNITY (NOFO) INFORMATION GUIDANCE

Financially Assisted Agencies (FAA)
Housing & Homelessness
FY 2025 - FY 2027
(October 1, 2024 - September 30, 2027)

Released: March 15, 2024
Due date: April 22, 2024 at 12:00 PM EST

Palm Beach County Board of County Commissioners (BCC)
Community Services Department (CSD)
810 Datura Street, Suite 200
West Palm Beach, Florida 33401
(561) 355-4700

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READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS NOFO AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE (3) DAYS NOTICE. PLEASE CONTACT CSD AT (561) 355-4718 OR AT CSD-FAARFP@PBCGOV.ORG.

SECTION I: GENERAL INFORMATION

INTRODUCTION

Palm Beach County Board of County Commissioners (BCC), Community Services Department (CSD) invites eligible entities to submit proposals for the Financially Assisted Agencies (FAA) Housing and Homelessness for Fiscal Years 2025 - 2027 (October 1, 2024 – September 30, 2027). Proposed Housing and Homelessness programs will participate in the Palm Beach County's Continuum of Care (CoC) to provide housing and support services for individuals and families experiencing homelessness on the CoC Acuity List based on the Vulnerability Index, Service Prioritization Decision Assistance Tool (VISPDAT), and/or Family Service Prioritization Decision Assistance Tool (F-SPDAT) experiencing literal (HUD Category 1) homelessness, or fleeing from domestic violence (HUD Category 4), and for homelessness and housing insecurity for seniors and persons fleeing or attempting to flee domestic violence.

BACKGROUND

BCC established the FAA program within the Palm Beach County Administrative Code, Section 305.07 - Payments to Financially Assisted Agencies, in the early 1980s to augment the County's own service mix to address human service needs by providing financial assistance to community-based organizations. The Health and Human Services (HHS) Element of the *Comprehensive Plan of Palm Beach County* delineates goals and objectives that address the availability of health and human services necessary to protect the health, safety and welfare of County residents. In conjunction with the HHS Element, the BCC adopted Resolution R2013-1563, which created the Citizens Advisory Committee on Health & Human Services (CAC/HHS) to provide input on FAA processes.

The Community Services Department (CSD) administers FAA for Health and Human Services on behalf of the County.

NEED FOR HOUSING AND HOMELESSNESS SERVICES OVERVIEW

The issue of homelessness affects many communities in the United States. The issues of low housing stock, income and housing affordability, violence, racial disparities, and health indicators are a few of the many factors that cause homelessness across the nation.

The State of Homelessness: 2023 Edition uses data from the U.S. Department of Housing and Urban Development (HUD) to provide an overview of the scope of homelessness in the U.S. Key facts and data points include:
- Homelessness has been on the rise since 2017, experiencing an overall increase of 6 %.
- In 2022, counts of individuals (421,392 people) and chronically homeless individuals (127,768) reached record highs in the history of data collection.
- Unsheltered rates are also trending upward, impacting most racial, ethnic, and gender subgroups.
- Homeless services systems continued to expand the availability of both temporary and permanent beds

in 2022, but these resources still fall short of assisting everyone in need.

In Palm Beach County, per the 2023 Homeless Point in Time (PIT) Count, 1,855 persons enumerated experiencing homelessness. There was an overall 31% increase in homelessness compared to the 2022 PIT Count (1,404). In 2023, there were 1,169 unsheltered and 686 sheltered persons experiencing homelessness. In addition, the highest number of unsheltered individuals were found in West Palm Beach, Riviera Beach, Belle Glade, Lake Worth Beach, and Delray Beach. There was a 32.3% increase in Black or African America persons who identified as homeless from 2022 to 2023. There was an increased number of seniors experiencing unsheltered homelessness in 2023 as compared to 2022. (Source: PowerPoint Presentation (thehomelessplan.org))

Overall, In South Florida, the cost of renting a home is rising much faster than the national average. According to a recent study by Florida Atlantic University cited by the Homeless Plan Addendum, the average rent in the county has increased by more than 32% over the past year. Also, with 56.6 % of households paying more than 30% of their gross income on rent; Palm Beach County is one of the most unaffordable places to live in the US.

Through a collective effort, the Palm Beach County Community Services Department along with local constituents are working to assist individuals experiencing homelessness and housing insecurity. Through the Federally Assisted Agencies (FAA) funding, local community agencies may apply to help provide supports to individuals and families within homeless system of care. The FAA Homelessness and Subcategories program provides a system of care that works to demonstrate positive change towards Palm Beach County's goal of ending homelessness through the provision of homeless prevention, emergency shelter / domestic violence, rapid re- housing (RRH), permanent supportive housing (PSH), and supportive services only/housing focused-case management strategies to prevent homelessness, assist with quickly exiting homelessness and prevent returns to homelessness.

PROGRAM OVERVIEW

The Palm Beach County Homeless CoC works to demonstrate positive change towards Palm Beach County's goal of ending homelessness through the provision of Homeless Prevention, Emergency Shelter / Domestic Violence, Rapid Re-Housing (RRH) Permanent Housing, Permanent Supportive Housing (PSH), and Supportive Services Only (SSO) strategies utilizing housing focused-case management. As a result of receiving stakeholder feedback from agencies, funders, advocates and persons with lived homelessness experience, this NOFO prioritizes diversion from homelessness, innovative approaches to providing services to assist persons experience end their experience as rapidly as possible, and prevent future experiences with homelessness. This NOFO also prioritizes the use of FAA funds as match to for projects funded by other federal or state sources (i.e. Housing and Urban Development Emergency Solutions Grant, Continuum of Care, etc.).

Through the strategies contained in this Palm Beach County (PBC) Financially Assisted Agency (FAA) Notice of Funding Opportunity, and based on PBC Board of County Commission approval, the County and its funded partner agencies anticipate that vulnerable seniors and persons with intellectual developmental disabilities will be prevented from becoming homeless; persons fleeing or attempting to flee domestic violence and/or abusive situations will be safely sheltered; youth, individuals, and families will be rapidly rehoused; and persons with disabling conditions will remain housed thereby ending their experience with homelessness.

Except for agencies providing homeless prevention services, eligible Clients will be referred for Housing and Homeless services via the Palm Beach County Homeless Continuum of Care (CoC) coordinated entry process.

FUNDING AVAILABILY

All proposals must be specific to the Housing and Homelessness Service Category or Subcategories described within the NOFO. Applicants are not limited in the number of proposals they may submit but must submit one application for each program. The funding available for this NOFO is determined by the BCC each year for each of the three (3) fiscal years covered by this NOFO.

The total funding estimated to be available for Fiscal Year (FY) 2025 is $2,598,262 for the five (5) Interventions/Subcategories, and will be distributed for each Subcategory as follows:

- *Homeless Prevention* – Families with at least one (1) adult and one (1) child under the age of 18, and/or Seniors, and/or persons with Intellectual Developmental Disorders (IDD) - **$540,221**
- *Emergency Shelter* - Domestic Violence: Individuals (ages 18 and over) and Families with at least one (1) adult and one (1) child under the age of 18; or Parks to Work: Individuals (ages 18 and over) - **$671,234**
- *Permanent Housing* (total a. RRH and b. PSH) - **$1,195,093**
  - a. *Rapid Rehousing (RRH)* – Families with at least one (1) adult and one (1) child under the age of 18, and/or youth ages 18-24 - $614,972
  - b. *Permanent Supportive Housing (PSH)* – Individuals (ages 25 and over), Families with at least one (1) adult and one (1) child under the age of 18 with a disability, and/ or youth ages 18-24 with a disability - $580,121
- *Supportive Services Only* (total a. PSH CM and b. PSH EFCM) - **$94,440**
  - a. *Permanent Supportive Housing (PSH) Case Management* - Individuals (ages 25 and over), Youth (ages 18-24), and/or Families with at least one (1) adult and one (1) child under the age of 18 with a disability, and/or youth ages 18-24 with a disability - $49,000
  - b. *Permanent Supportive Housing (PSH) Employment Focused Case Management* - Individuals (ages 25 and over), Youth (ages 18-24), and/or Families with at least one (1) adult and one (1) child under the age of 18with a disability, and/or youth ages 18-24 with a disability - $45,440
- *Continuous Quality Improvement / Management* - **$97,274** Agencies apply for up to 5% of the requested budget

Administrative costs are capped at fifteen percent (15%), and the remaining funding must be expended on direct services resulting in a benefit to clients. **All** client rental and utility assistance payments will be made through CSD's OSCARSS system

APPLICANT ELIGIBILITY

Qualified entities submitting applications for FAA funding shall meet all statutory and regulatory requirements.

Applicants **must** be nonprofit organizations. For-profit and government entities are **not** eligible to apply for grants or to be sub-recipients of grant funds. All sub-recipients must also meet the eligibility standards as described below.

Organizations must clearly identify how their service/program(s) address the Service Category and system of care as approved by the BCC.

Nonprofit Applicants must:
- Hold current and valid 501(c) (3) status as determined by the Internal Revenue Service.
- Be chartered or registered with the Florida Department of State, have been incorporated for at least one

agency fiscal year, and have provided services for at least six (6) months.

- Demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.
- Create a Vendor Registration Account OR activate an existing Vendor Registration Account through Palm Beach County Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService.
- Maintain contractual liability insurance substantially similar to the terms listed in **EXHIBIT 1: INSURANCE**, if awarded FAA funding.
- Not Subcontract for any services without prior approval of the department.

CLIENT ELIGIBILITY

Homelessness Prevention Services:
Provided emergency financial assistance and other supportive services to families with at least one (1) adult and one (1) child under the age of 18, and/or seniors who are at or below 50% of the Area Median Income (AMI), are imminent risk of homelessness due to eviction, foreclosure, etc. Additionally, homeless prevention services may be provided to persons with Intellectual Development Disabilities (IDD) in long-term, community-based group homes.   Coordinated entry is not required for homeless prevention services.

Emergency Shelter - Domestic Violence
Provided to individuals and families with at least one (1) adult and one (1) child under the age of 18 experiencing any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Emergency Shelter –Parks to Work - Individuals
Provided to individuals ages 25 and over, experiencing Category 1 literal homelessness.

Rapid Rehousing Services:
Provided to youth ages 18-24, and/or individuals ages 25 and over, and/or families with at least one (1) adult and one (1) child under the age of 18, who are experiencing documented literal homelessness, who have been assessed via coordinated entry, and that all persons that are on the acuity list are served by this program.

Permanent Supportive Housing Services:
Provided to youth ages 18 to 24 who have a documented disability, and/or individuals (ages 25 and over), and/or families with at least one (1) adult and one (1) child under the age of 18, and an adult that has a documented disability, who have been assessed via coordinated entry, and are on the acuity list are served by this program.

Supportive Services Only
Provided to individuals (ages 25 and over), and/or families with at least one (1) adult and one (1) child under the age of 18, who have a documented disability, are enrolled in CoC Permanent Supportive Housing programs, and based on presenting condition, may require on-going case management, behavioral health, employment skills, money management, substance use disorder, housing stability assistance.

SECTION II: PROPOSAL SUBMISSION

Applicants shall submit project applications, along with required support materials, through the CSD NOFO submission website, located at:

https://pbcc.samis.io/go/nofo/

All documents must be submitted by the deadline date per application instructions.

Late applications <u>will not</u> be accepted or reviewed.

Applicants must submit at least one (1) online application package to be considered for funding.

SERVICE CATEGORIES

Housing and Homelessness Subcategories (including Homeless Prevention, Emergency Shelter Domestic Violence (DV) and Parks to Work, Permanent Housing comprised of Rapid Rehousing and Permanent Supportive Housing, and Supportive Services Only Subcategories.

For a complete description of Service Category and Subcategories eligible activities, please refer to the **Recommendations for Services** section (page 10).

PUBLISH/RELEASE DATE

Friday, March 15, 2024 EST

DEADLINE DATE

Proposals, submitted through the online application website, must be completed and received by **12:00 PM (Noon) EST on April 22, 2024**. Proposals submitted after 12:00 p.m. to the website **<u>will not</u>** be accepted or reviewed.

TECHNICAL ASSISTANCE

CSD will hold a **Technical Assistance Conference** for Applicants from 10:00 am to 12:00 pm (noon) on **Wednesday, March 20, 2024**. Please check the FAA website for changes to the meeting location.

https://pbc-gov.webex.com/pbc-gov/j.php?MTID=md7802c4ca38b9f9da6d07245123f8557

Meeting number/Access Code:	**2300 559 6637**
Password:	**7ijBDPrnG95 (74523776 from phones and video systems)**

Join by phone:	**1-844-621-3956 United States Toll Free**
Access code:	**230 055 96637**

Members of the public who plan to attend the meeting in person are asked to please notify CSD as soon as possible by email at CSD-FAARFP@PBCGOV.ORG or by phone at (561) 355-4718.

People wishing to attend in person may do so at 810 Datura Street, West Palm Beach FL 33401, Basement Conference Room.

Anyone interested in additional information may contact FAA by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at CSD-FAARFP@PBCGOV.ORG or by phone at (561) 355-4718.

Also, those wishing to make public comments may contact FAA by sending your comments via traditional mail to at 810 Datura Street, West Palm Beach, FL 33401, or email at CSD-FAARFP@PBCGOV.ORG.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status.

In accordance with the Americans with Disabilities Act ("ADA"), persons with disabilities requiring accommodations in order to participate in this public meeting can contact CSD-FAARFP@PBCGOV.ORG no later than three (3) business days prior to such meeting.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call (561) 355-4718 or email CSD-FAARFP@PBCGOV.ORG at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

Technical assistance questions must be made in writing and emailed to CSD-FAARFP@PBCGOV.ORG. All questions and answers will be made available for the public to review at:

 http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx.

The deadline for submitting questions to CSD is 12:00 PM (Noon) EST on April 19, 2024, which is one (1) business day before the submission deadline.

CONTACT PERSON

This NOFO is issued, as with any addenda, for the BCC by CSD. The contact for all FAA Homelessness and Subcategories application inquiries is by email at CSD-FAARFP@PBCGOV.ORG.

SCHEDULE OF EVENTS/TIMELINE

FY 2025 - 2027 FAA HOUSING AND HOMELESSNESS AND SUBCATEGORIES NOFO TIMELINE
Please check the FAA website for changes to the time, date, and location of meetings in this timeline.

DATE	ITEM	RESPONSIBLE
January 11, 2024	Citizens Advisory Committee on Health and Human Services (CAC/HHS) information update on NOFO process	CSD CAC/HHS
March 15, 2024	**FAA Housing and Homelessness Subcategories NOFO Release** **Day - Available for Public**	**CSD**
March 20, 2024	Technical Assistance Conference 10:00 AM – 12:00 PM EST	CSD Applicants
April 18, 2024	Housing and Homelessness Subcategories NOFO Reviewer Training	CSD Reviewers
April 19, 2024	Final day to submit written questions 12:00 PM (Noon) EST	Applicants
April 22, 2024	**FAA HOMELESSNESS NOFO PROPOSAL SUBMISSION DEADLINE - 12:00 PM (Noon) EST**	**Applicants**
April 22, 2024	Cone of Silence Begins for FAA Homelessness and Subcategories NOFO	CSD, Applicants, Reviewers, BCC
April 30 and May 1, 2024	Housing and Homelessness Review Panels meet to review and score proposals: 30th 9:00 AM – 5:00 PM; and	CSD Reviewers

	May 1st 9:00 AM – 5:00 PM EST	
May 2, 2024	Staff reconciles review panel rankings and funding availability to develop recommended allocations	CSD
May 9, 2024	CAC/HHS Meeting Presentation of FAA Funding Recommendations	CSD CAC/HHS
May 9, 2024	Funding Recommendations Posted on FAA Website	CSD
May 16, 2024	Final date to file a Funding Grievance	Applicants
July 2, 2024	Presentation of FY 2025 - 2027 FAA Funding Recommendations to BCC for Approval	CSD BCC
September 10, 2024	FAA Contracts Presented to the BCC for Approval	CSD BCC
September 10, 2024	Cone of Silence Ends for FAA Housing and Homelessness and Subcategories NOFO	CSD, Applicants, Reviewers, BCC

EXPENSE OF PROJECT APPLICATION

All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by applicants. No payment will be made for proposals received or for any other effort required of or made by applicants prior to commencement of work as defined by an agreement approved by the BCC.

PROJECT APPLICATIONS OPEN TO THE PUBLIC

Applicants are hereby notified that all information submitted as part of, or in support of, FAA Housing and Homelessness applications will be available for public inspection in compliance with the Florida Public Records Act.

CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the date the NOFO is due back to the department, which is April 22, 2024, until the final FAA contract agreements are approved by the BCC, approximately September 10, 2024.

All parties interested in submitting a proposal will be advised of the following:

Lobbying - Cone of Silence

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance) is in effect. A copy of the Ordinance can be accessed at:

http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx

The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. "Cone of Silence" means a prohibition on any non-written communication regarding this NOFO between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a contract.

A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall not apply to contract negotiations between any employee and the intended awardee and any dispute resolution process following the filing of a protest. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, when all proposals are rejected, or when an action is otherwise taken that ends the solicitation process.

SECTION III: SCOPE OF SERVICES

TERMS OF SERVICE

FAA Housing & Homelessness Subcategories Funding Term:

12 months, automatically renewable for up to two (2) additional 12-month periods

FAA Housing & Homelessness and Subcategories Start Date: October 1, 2024
FAA Housing & Homelessness and Subcategories End Date: September 30, 2025

All contracts are contingent upon annual appropriations by the BCC.

TERMS AND CONDITIONS

1. **Proposal Guarantee**
   Proposer guarantees their commitment, compliance and adherence to all requirements of the NOFO by submission of their proposal.

2. **Modified Proposals**
   Proposer may save any unfinished proposal online and continue to modify the proposal until the proposal is submitted. Once submitted, the proposal is final.

3. **Late Proposals, Late Modified Proposals**
   Proposals and/or modifications to proposals submitted after the deadline are late and shall not be considered.

4. **Palm Beach County Office of the Inspector General Audit Requirements**
   Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2- 421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

5. **Commencement of Work**

The County's obligation will commence when the contract is approved by the Board of County Commissioners or their designee and upon written notice to the proposer. The County may set a different starting date for the contract. The County will not be responsible for any work done by the proposer, even work done in good faith, if it occurs prior to the contract start date set by the County.

6. **Non-Discrimination**

The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the Applicants warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

As a condition of entering into the agreement, the Applicants represents and warrants that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the Applicants shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of sub-contractors, vendors, suppliers, or commercial customers, nor shall the Applicants retaliate against any person for reporting instances of such discrimination. The Applicants shall provide equal opportunity for sub-contractors, vendors and suppliers to participate in all of its public sector and private sector sub-contracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The Applicants understands and agrees that a material violation of this clause shall be considered a material breach of the agreement and may result in termination of the agreement, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Applicants shall include this language in its sub-contracts.

7. **Homeless and Housing Alliance (HHA)**

Agencies that are awarded funding will be expected to participate in coordinated-entry in collaboration with the Palm Beach County Continuum of Care (CoC) - Homeless and Housing Alliance (HHA). Any agency receiving FAA funding will be expected to adhere to the Standards of Care for their component, as adopted by the HHA. Funded agencies must also become a member in good standing of the HHA within the first year of their project. To qualify as a member in good standing, organizations must meet the HHA attendance requirements – sixty percent (60%) attendance at the general HHA meetings and seventy percent (70%) attendance at sub-committee meetings, as defined in the HHA Bylaws, Article 3, Section 2 found at www.hhapbc.org.

8. **Homeless Management Information System (HMIS)**

All agencies awarded FAA funds must participate in HMIS. All clients served with FAA funds must be entered into HMIS. Funding requires that all clients served be entered and exited in HMIS during the applicable fiscal year. Agencies must execute the required partner and user agreements with Palm Beach County and must participate in the data sharing of HMIS on an on-going basis throughout the term of their FAA agreement in order to maintain eligibility for reimbursement. Provisions are in place within HMIS to protect client confidentiality, yet still report de-identified statistical data. Domestic Violence Agencies are **exempt** from this requirement and will be required to enter de-identified reimbursement billing data into SAMIS.

9. **Participate in Annual Point in Time (PIT) Count and Housing Inventory Chart (HIC)**

   The PIT Count is an annual count of those experiencing homelessness in Palm Beach County both sheltered and unsheltered. The PIT County is a community-wide undertaking that requires a large amount of volunteers and coordination to accomplish the goal of accurately counting all unsheltered homeless in Palm Beach County. FAA recipients are required to assign staff volunteers in outreach teams or fixed locations to help complete surveys with homeless individuals.

   The Homeless Inventory Chart (HIC) is a required report by the U.S. Department of Housing and Urban Development (HUD) that counts every bed available (Permanent Supportive Housing, Hotel/Motel, Emergency Shelter, Transitional Housing and Safe Haven) in the CoC. It is completed by the CSD Division of Human Services and Community Action with input from every agency in the CoC. Reporting for the HIC will be required of all FAA Agencies.

10. **Resource Referral Portal and Housing Assistance Payment OSCARSS participation**

    Agencies who are awarded for funding must utilize the CSD Resource and Referral Portal (R&R) to facilitate service delivery. Additionally, agencies who are awarded funding in the areas of Homeless Prevention and Rapid Re-Housing Services must have a separate budget line item for housing and utility assistance payments only (Rental/Utility). All housing and utility deposit assistance payments must be submitted through the Online System for Community Access to Resources and Social Services (OSCARSS) CSD system, as these payments are paid directly to landlords and utility companies. The landlord/property owner/vendor must register as a vendor with Palm Beach County within 7 days. If vendor does not comply with the established timeframe, the application shall be returned to the Agency making the request on behalf of the client. Agency staff shall make reasonable efforts to obtain the cooperation of landlords/vendors.

Additional terms and conditions will be included in the program agreement and are contained on the FAA website, as **FAA Standard Terms and Conditions**, located at:

http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx

RECOMMENDATIONS FOR HOUSING AND HOMELESS SERVICES: PALM BEACH COUNTY

Qualified entities are invited to submit applications to provide Housing and Homeless services to Palm Beach County residents. The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access. Ranking will be based on priorities developed using data gathered by CSD's Division of Human Services and Community Action (DHCA). Data include the annual 2023 Point-In-Time (PIT) Count, *Leading the Way Home – Palm Beach County's Plan to End Homelessness* (located at: http://www.thehomelessplan.org/ourgoals/endhomelessness.htm), and *Leading the Way Home: Summit on Homelessness* held in November 2023.

Point-in-Time (PIT) Count (https://thehomelessplan.org/pdf/2023/2023_PIT_Presentation_Final.pdf)

The PIT Count is an annual measurement required by the U.S. Department of Housing and Urban Development (HUD) for data gathering purposes. The results of the 2023 PIT Count indicated that 1,855 people were experiencing homelessness in Palm Beach County at the time of the count in January 2023, an increase of 32%. The results further indicated that family homelessness has increased by thirty-seven percent (37%), senior homelessness increased by twenty-one percent (21%), and persons experiencing chronic homelessness

decreased by five percent (5%).

Leading the Way Home, Palm Beach County's Plan to End the Cycle of Homelessness ([Ten-Year Plan to End Homelessness (thehomelessplan.org)](thehomelessplan.org))

In 2008, a community-based, multi-stakeholder leadership group launched an ambitious strategy to end homelessness in Palm Beach County within ten years. The Ten-Year Plan, provided a blueprint for ending homelessness through seven (7) goals and sixty-three (63) action steps that focused on the development of a robust, coordinated service delivery system to ensure that every homeless person has a place to call home. *Leading the Way Home, Palm Beach County's Plan to End the Cycle of Homelessness* was developed after the Ten-Year Plan to End Homelessness concluded in 2018. The new Plan outlines six (6) key areas of focus: 1. Engage Healthcare/Primary Care/Behavioral Health entities in Homelessness efforts; 2. Increase access to Permanent Supportive and other Permanent Housing; 3. Align Funding and Investments; 4. Expand Support Services; 5. Expand Engagement and Advocacy; and 6. Enhance Homeless System of Care.

In addition, [an addendum to Leading the Way Home](#) was released in 2023 with strategies to break the cycle of homelessness. These strategies include different actions under four different areas of focus: Prevent Homelessness, Enhance Coordination and Homeless Supports, Expand Capacity for Temporary and Permanent Housing, and Legislative Actions and Advocacy.

The Leading the Way Home Summit on Homelessness

Providers, collaborating partners, those with lived experience, as well as those currently experiencing homelessness gathered on November 9, 2023 for *The Leading the Way Home Summit on Homelessness* community meeting. Common themes and topics that emerged from the summit included: Future evictions and their impact on Palm Beach County's homeless system of care, the current crisis in affordable housing in Palm Beach County, the current availability of housing options for those experiencing homelessness or for homelessness prevention, current funding and investments in this space, the prevalence of co-occurring issues such as mental health and substance use disorders, criminal justice involved, and the continued need for safe, decent, and affordable housing. In addition, breakout sessions were held with four areas of focus: (1) Systems and Services, (2) Housing and Healthcare, (3) Local, State, and Federal Advocacy, Education, and Policy Work, and (4) Lived Experience.

See **ATTACHMENT 2**, **ATTACHMENT 3**, **ATTACHMENT 4**, **ATTACHMENT 5** and **ATTACHMENT 6** for the priority guidance that proposal reviewers will use for the review process. See **SECTION VII** for definitions.

FUNDING PRIORITIES FOR FY 2025 – 2027 FAA HOUSING AND OMELESSNESS SUBCATEGORIES NOFO

NOFO Strategies / Subcategories / Priorities:

Housing and Homelessness Subcategory/Strategy	Eligible Services include but <u>are not</u> limited to:	Estimated Funds Available
Homeless Prevention Focus Populations: Families at least one (1) child under the age of 18, and/or Seniors age 60 + Persons age 18 and over, with Intellectual Developmental	Emergency Financial Assistance to prevent homelessness for past due rent, mortgage, homeowners association fees, move-in assistance	$540,221
	Case Managements	
	SNAP Assistance	
	Applications/Unemployment Applications	
	Car Repairs	
	Transportation Vouchers	
	Wrap-Around Supportive Services (only in	

Disabilities (IDD) residing in Group Homes	combination with other self-sufficiency services listed above)	
Emergency Shelter / Domestic Violence Focus Populations: Individuals (age 18 and over) and Families with at least one (1) adult and one (1) child under the age of 18 experiencing literal homelessness	Emergency Shelter	$671,234
	Case Management and Advocacy supportive services	
	Survivor empowerment, counseling, health and wellness assistance	
	Legal Services	
	Financial Literacy	
	Self-Sufficiency Workshops	
	Projects that match HUD funding **are prioritized**	
Emergency Shelter / Parks to Work Focus Population: Individuals (age 18 and over)	Emergency Shelter	
	Supportive Services (obtaining birth certificates and licenses, access to counseling, substance abuse services, behavioral health care, health care, etc.	
	Access to job training, mainstream resources, transportation to and from job sites	
	Employment Stipend for daily work (up to 22 weeks)	
	Tools, uniforms, and shoes	
Permanent Housing Strategy Rapid Rehousing Subcategory Focus Populations: Youth (ages 18-24), and/or individuals (age 25 and over), and/or families with at least one (1) adult and one (1) minor child under the age of 18 who are experiencing literal homelessness	Move-in and Rental Assistance with a declining subsidy up to twelve months	$309,972
	Housing Focused Case Management	
	Life, Financial Literacy and Employment Skills Training	
	SNAP Assistance	
	Employment Applications/Unemployment Applications	
	Projects that match HUD funding **are prioritized**	
Pay for Success Rapid Rehousing Subcategory Focus Population: Families with at least one (1) adult and one (1) minor child under the age of 18 who are experiencing literal homelessness	Short-term Hotel Placement	$305,000
	Move-in, Utility and Rental Assistance	
	Housing Focused Case Management	
	Employment Applications/Unemployment Applications, SNAP Assistance	
	Permanent Housing Placement Bonus paid upon the successful completion of 90-days of permanent housing	
	Projects that match HUD funding **are prioritized**	
Permanent Supportive Housing Subcategory Focus Populations: Youth (ages 18-24), and/or individuals (age 25 and over), and/or families with at least one (1) adult and one (1) child under the age of 18 who are experiencing literal homelessness	Rental / Utility Assistance	$580,121
	Housing focused case management and supportive services	
	Behavioral health counseling	
	Access to education and job training	
	Childcare, budgeting/financial literacy, access to SNAP benefits	
	Projects that match HUD funding **are prioritized**	
Supportive Services Only Subcategory Focus Population:	Housing focused case management and supportive services	$94,440
	Behavioral health counseling	
	Access to education and job training	

Youth (ages 18-24), and/or individuals (age 25 and over), and/or families with at least one (1) adult and one (1) child under the age of 18 who are experiencing literal homelessness	Childcare, budgeting/financial literacy	
	Life skills training, access to SNAP benefits	
	Projects that match HUD funding **are prioritized**	
Continuous Quality Management / Improvement	Agencies apply for up to 5% of the requested FAA budget	**$97,274**
	FAA total:	**$2,598,262**

HOUSING AND UTILITY DEPOSIT ASSISTANCE REQUIREMENTS:

Agencies that are serving households that are provided Homeless Prevention Services, Emergency Shelter / Parks to Work, Rapid Re-housing and/or Permanent Supportive Housing subcategories must:

- Process **all** client housing and utility assistance (rental/utility deposits) payments through CSD's "OSCARSS" system
- Enroll client(s)/household(s) into HMIS, and document all service(s) provided
- Provide client with referral(s) to self-sufficiency services/employment services agency(s) and other community based resources via the County's Resource and Referral (R&R) Portal as appropriate
- Accept referrals from Palm Beach County Community Services Department (CSD)

Programs and services in the Homelessness Service Category should address the outcomes and performance measures identified below that demonstrate positive change toward the County's goal of preventing and ending homelessness. All efforts should align with the following:

- *Palm Beach County Leading the Way Home, Palm Beach County's Plan to End the Cycle of Homelessness and Leading the Way Home Addendum*
- 2023 PIT Count Data Documents are located at: http://thehomelessplan.org

Proposals should include strategies that respond to the data provided.

REQUIRED OUTCOMES

Required Outcomes for Logic Models for the Housing & Homelessness Service Categories
For Agency-provided percentages, please use prior data and outcomes to choose an appropriate percentage

Homeless Prevention Services

Outcome 1:

| Outcome: | Clients served will remain stably housed and maintain their housing for 3 months after receiving financial assistance. |
| Indicator: | % Clients served will remain stably housed and maintain their housing for 3 months after receiving financial assistance. |

Outcome 2:

| Outcome: | Clients served will not experience homelessness within 6 months of receiving financial assistance. |
| Indicator: | % Clients will not experience homelessness within 6 months of receiving financial assistance. |

Emergency Shelter-DV

Outcome 1:

Outcome:	Victims and their dependents within households will move to a safe, violence-free living situations at program exit.
Indicator:	% Victims and their dependents within households will move to safe, violence-free, living situations at program exit

Outcome 2:

Outcome:	Victims and their dependents within households will have safety plans by program exit.
Indicator:	% Victims and their dependents within households will have safety plans by program exit.

Emergency Shelter – Parks to Work

Outcome 1:

Outcome:	Clients served will exit to permanent housing.
Indicator:	% of Clients served will exit to permanently housing.

Outcome 2:

Outcome:	Clients served will maintain employment.
Indicator:	% of Clients served will maintain employment

Permanent Housing:

A. Rapid Re-Housing (Outcomes 1 and 2 **are required** for Pay for Success proposals)

Outcome 1:

Outcome:	Clients served will exit to permanent housing.
Indicator:	% Clients served will exit to permanent housing.

Outcome 2:

Outcome:	Clients served will not return to homelessness within 6 months of program exit
Indicator:	% Clients served will not return to homelessness within 6 months of program exit

Outcome 3 **limited** to Pay for Success proposals:

Outcome:	Clients served will be placed in hotel/motels emergency shelter.
Indicator:	% Clients served will be placed in hotel/motel emergency shelter.

Permanent Supportive Housing

Outcome 1:

Outcome:	Clients served will remain stably housed or exit to HUD defined Permanent Housing.
Indicator:	% Clients served will remain stably housed or exit to HUD defined Permanent Housing.

Outcome 2:

Outcome:	Clients served will not return to homelessness 6 months from program exit.
Indicator:	% Clients served will not return to homelessness 6 months from program exit.

Supportive Services Only:

A. PSH Housing Focused Case Management

Outcome 1:

Outcome:	Clients served will remain stably housed or exit to HUD defined Permanent Housing.
Indicator:	% Clients served will remain stably housed or exit to HUD defined Permanent Housing.

Outcome 2:

Outcome:	Clients served will not return to homelessness 6 months from program exit.
Indicator:	% Clients served will not return to homelessness 6 months from program exit.

B. PSH Employment Focused Case Management

Outcome 1:

Outcome:	Clients served will obtain employment.
Indicator:	% Clients served will obtain employment during the fiscal year

Outcome 2:

Outcome:	Clients served will maintain employment for 6 months
Indicator:	% Clients served will maintain employment for 6 months

SECTION IV: CONTENTS OF PROPOSAL AND INSTRUCTIONS

The NOFO Guidance as well as additional resources and information are available at:

http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx

http://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx

Paper copies are available upon request.

The FAA Housing and Homelessness NOFO Guidance is for reference purposes only as the proposal must be submitted through the CSD NOFO Application Submission website.

Except where noted, all agencies applying for FAA funds must complete and submit all items listed below.

The deadline for application package submission is **Monday, April 22, 2024 at 12:00 PM (Noon) EST**. In order to be considered for funding, Application Packages shall be timely submitted on the CSD NOFO Application Submission Website:
https://pbcc.samis.io/go/nofo/

Applications may be revised prior to final submission. Once submitted, applications cannot be changed.

Applications must (be):

- Written in plain language in a narrative that fully addresses all questions in the FAA Homelessness and Subcategories NOFO Guidelines.
- Understandable to people unfamiliar with the agency or its area of expertise.
- Specifically address the funding priorities set out in this NOFO.

Please refer to this FAA Housing and Homelessness NOFO guidance for further description or definitions.

FAA Review Committee meetings, during which the Review Committee will review and score all applications, is scheduled as follows. Each meeting will be held online using WebEx from 9 am to 4 pm (end time is dependent on the number of applications received). Please check the FAA website for changes to the meeting location.

Housing & Homelessness (Day 1)
April 30, 2024 (9:00 am to 5:00 pm)

https://pbc-gov.webex.com/pbc-gov/j.php?MTID=m0951e8a8d69e423cfbc803b34fe4bd6e

Meeting number/Access Code:	**2300 260 2881**
Password:	**NeBprFwi387 (63277394 from phones and video systems)**

Join by phone: 1-844-621-3956 United States Toll Free

Housing & Homelessness (Day 2)
May 1, 2024 (9:00 am to 5:00 pm)

https://pbc-gov.webex.com/pbc-gov/j.php?MTID=m86a4f7dc3aeaa94c969756ccc72f7a7e

Meeting number/Access Code:	**2300 260 2881**
Password:	**XvmjwgXv542 (98659498 from phones and video systems)**

Join by phone: 1-844-621-3956 United States Toll Free

Homelessness (Day 3 – if needed)
May 2, 2024 (9:00 am to 5:00 pm)

TBD

Meeting number/Access Code:	TBD
Password:	TBD

Join by phone: 1-844-621-3956 United States Toll Free

Members of the public who plan to attend the meeting in person are asked to please notify FAA, as soon as possible at CSD-FAARFP@PBCGOV.ORG or call (561) 355-4718.

People wishing to attend in person may do so at 810 Datura Street, West Palm Beach FL 33401, Basement Conference Room.

Anyone interested in additional information may contact FAA by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at CSD-FAARFP@PBCGOV.ORG, or by phone at (561) 355-4718.

Also, those wishing to make public comments may send your comments via traditional mail to at 810 Datura Street, West Palm Beach, FL 33401 or email at CSD-FAARFP@PBCGOV.ORG.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status, sexual orientation, age, marital status or gender identity or expression.

In accordance with the Americans with Disabilities Act ("ADA"), persons with disabilities requiring accommodations in order to participate in this public meeting can contact CSD-FAARFP@PBCGOV.ORG no

later than three (3) business days prior to such meeting.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call (561) 355-4718 or email CSD-FAARFP@PBCGOV.ORG at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

FY 2025 - 2027 FAA HOUSING AND HOMELESSNESS APPLICATION COMPONENTS

START A NEW APPLICATION – DO NOT USE AN OLD ONE

Proposal

NOFO Invitation Code
Federal ID
Agency Name

Doing Business As (DBA)
Please indicate name(s) by which agency is known or does business.

Address
City
State
Zip Code
NOFO/RFP
Additional Editors
Program Name

FAA Required FY 2025 - 2027 Cover Sheet
Click to download the REQUIRED **FAA FY 2025 - 2027 Cover Sheet Template.** See **ATTACHMENT 1**. Please upload once you have completed the form.

- **Please upload your document in the same format as the template: .doc OR .docx**
- **Please name your document as such:** *(Agency Name or Initials)*Coversheet_FY25

NOFO Information Document
Click to download the **FY 2025 - 2027 FAA HOUSING AND HOMELESSNESS AND SUBCATEGORIES NOFO**

Guidance document for reference throughout the application.

General Contact Information

CEO/Executive Director Name and Title
CEO/Executive Director Email
Agency Contact Person Name and Title; Agency Contact Person Phone; Agency Contact Person Email

Total Funding Amount Requested
Please enter total funding amount across all service categories that you are requesting.

Total People Expected to Serve
Please enter total number of unduplicated people expected to be served with the funding requested.

Internal Control Questionnaire
Click to download the REQUIRED **Internal Control Questionnaire**. Please upload once you have completed the form. See **ATTACHMENT 7**.

- **Please upload your document in the same format as the template: .doc OR .docx**
- **Please name your document as such:** *(Agency Name or Initials)***InternalControl**

Policies and Procedures
Please upload your agency's policies and procedures.

- **Please upload your document in the same format as the template:** .doc OR .docx
- **Please name your document as such:** *(Agency Name or Initials)***Policies**

Performance Improvement Plan (2000 Characters)
Please describe how your agency responds to requests for performance improvement plan.

I. Homelessness Project Narrative (25 Points)

Homelessness and Subcategories

1. Program Type
Select the program type.
- Housing and Homelessness - Homeless Prevention and other supportive services
- Housing and Homelessness - Emergency Shelter / Domestic Violence- with Housing-Focused Case Management – HUD Matching
- Housing and Homelessness - Emergency Shelter / Parks to Work - with subsidized employment and Housing-Focused Case Management
- Housing and Homelessness - Rapid Rehousing with Housing-Focused Case Management – HUD Matching
- Housing and Homelessness – Pay for Success Rapid Rehousing with Housing-Focused Case Management
- Housing and Homelessness - Permanent Supportive Housing – HUD Matching
- Housing and Homelessness - Permanent Supportive Housing- Non-HUD Matching
- Housing and Homelessness – Supportive Services Only – HUD Matching
- Housing and Homelessness – Supportive Services Only – Non-HUD Matching
- Continuous Quality Management / Improvement – applicable to all projects

2. Client Population
Select the client population(s).

- Families with at least one (1) adult and one (1) child under the age of 18 experiencing homelessness
- Individuals (age 25 and over) experiencing homelessness
- Individuals (age 18 and over), and Families with Children (Emergency Shelter Domestic Violence and Individuals subcategory) experiencing homelessness
- Seniors (ages 60+)
- Individuals with Intellectual Developmental Disabilities

- Homeless Youth (Ages 18-24) experiencing homelessness

3. Clients/Population(s) to be served (1500 Characters)
Describe the clients/population that will be served.

4. Number Served (500 Characters)
List the total number of unduplicated persons that will be served. Specify the number on a monthly and annual basis. Specify if agency will be serving individuals or households (families).

5. Coordination (1500 Characters)
How will your proposed activity coordinate with the County's Homeless Resource Centers and the current system of care? How has your agency been involved with Coordinated Entry? If your agency has not been involved, please describe your willingness to become involved and timeline for participation.

6. Key Staff (1500 Characters)
Describe key staff that will be working on your project. The description should include position titles, education and experience required. Including specific staff names is optional.

7. Organizational Capacity (4000 Characters)
Describe the capacity of your organization. Include the following in your description:

- Length of time in business
- Length of time undertaking activity for which funding is being requested
- Number of full-time, paid administrative and/or fiscal staff
- Number of full-time, paid programmatic staff
- Number of active volunteers

8. Inclusivity (4000 Characters)
Describe how your agency is (or is working to become more) inclusive and equitable, in terms of internal practices and programming, external partnerships, and within the community.

9. Racial Equity (4000 Characters)
Describe the steps your agency has taken or plans to take in order to establish, develop or continue policies, practices, and procedures that increase racial equity in the following areas: Training, hiring and retention, board development, community engagement and partnerships, and other organizational work.

10. Trainings (4000 Characters)
Describe on-going or planned efforts to ensure staff receives the following trainings and how they would be incorporated into service delivery:

- Racial Equity Training
- Trauma-Informed Care (TIC), Adverse Childhood Experiences (ACEs), Motivational Interviewing (MI) training
- Cultural Competency/Humility Training
- Lesbian, Gay, Bi-Sexual, Transgender, Questioning (LGBTQ) Cultural Competency

11. How Clients Selected (4000 Characters)
Describe how clients will be selected for service(s).

12. Type of Service (2000 Characters)
Describe the types of services to be offered.

13. COC-HHA Standards (3000 Characters)

Describe how the CoC-HHA Coordinated Entry, RRH or PSH standards and Housing-Focused Case Management standards have been/will be utilized in establishing/operating the program.

14. Homeless Prevention (2000 Characters) for Families, and/or Seniors or persons with intellectual developmental disabilities in group homes

Describe the unique challenges these focus populations face with housing.
  a. How will you provide services in the homeless prevention program for the focus populations to address these challenges and be diverted from experiencing homelessness?
  b. Continuous Quality Management / Improvement Project

15. Emergency Shelter / Domestic Violence (DV) and/or Parks to Work (8000 Characters)

For Emergency Shelter DV projects, describe:
  a. How the program will ensure the safety of clients and their exit to safe permanent housing.
  b. Continuous Quality Management / Improvement Project

For Emergency Shelter Parks to Work (P2W) projects, describe:
  a. How will clients be selected for service(s); describe how you will follow the required eligibility guidelines?
  b. Describe how the Agency will provide the service(s).
  c. How will the Agency partner with the other Agencies providing similar services to the target population and/or permanent housing interventions?
  d. How will the Agency comply with HHA's Standards?
  e. Continuous Quality Management / Improvement Project

16. Rapid Re-Housing (RRH) (8000 Characters)
FOR RRH PROJECTS ONLY

For RRH Projects, Housing-Focused Case Management that supports RRH, describe the following information:
  a. The maximum amount of assistance to be provided per youth/family.
  b. The maximum period to receive assistance.
  c. Who will provide the service(s)?
  d. The process for procuring rental property for clients.
  e. Continuous Quality Management / Improvement Project

For Pay for Success (P4S) RRH Projects, provide emergency placement into hotels/motels and provide comprehensive case management that leads to permanent housing placement.

  a. How will clients be selected for service(s); describe how you will follow the required eligibility guidelines
  b. Describe how the Agency will provide the service(s)?
  c. How will the Agency partner with the other Agencies providing similar services and/or permanent / permanent supportive housing interventions?
  d. How will the Agency comply with HHA's Standards?
  e. Continuous Quality Management / Improvement Project

17. Permanent Supportive Housing (PSH) (8000 Characters)

For PSH Projects, Housing-Focused Case Management that support clients, describe the following information:

a. The supportive services and referral assistance to be provided per youth/family.
b. The strategies the applicant will use to increase income for youth/family households served.
c. Who will provide the service(s)?
d. The process for procuring rental property for clients.
e. How will the Agency comply with HHA's Standards?
f. Continuous Quality Management / Improvement Project

18. Supportive Services Only (SSO) (8000 Characters)

For SSO Projects, describe the following information:
a. The unique challenges the faces with maintain housing.
b. How will you provide services to the focus population to address these challenges?
c. How will the Agency comply with HHA's Standards?
d. Continuous Quality Management / Improvement Project

II. Evaluation Approach (15 Points)

19. FAA Logic Model
Click to download the ROMA Plan/Logic Model. Please upload once you have completed the form. See **ATTACHMENT 8.**

- Ensure outcomes are SMART (specific, measurable, achievable, realistic, time bound).
- Ensure outcomes are reflective of the required outcomes stated in the FAA NOFO Guidance.

- **Please upload your document in the same format as the template: doc OR .docx**
- **Please name your document as such:** *(Agency Name or Initials)***ROMALM_FY24**

20. Program Evaluation and Best Practices (4000 Characters)
How does your agency use program evaluation and best practice program models to develop and implement the programs that you operate?

21. Overall Evaluation Approach (4000 Characters)
What is your agency's overall approach to building these practices into your programs? Please give an example of a change made to an existing program or a time your agency developed a new program based on a best or evidence based best practice or the results of an evidence based best practice evaluation.

III. Prior Outcomes And Response To Community Data (10 Points)

22. Prior Outcomes (4000 Characters)
Discuss prior outcomes and other relevant data that demonstrates success of the services in this proposal.

- For Family and/or Senior Homeless Prevention Program (F/SHP) that provides emergency financial assistance and Intellectually Developmentally Disabled (IDD) Group Home Care Program Homeless Prevention include data that is supported in CMIS/HMIS:

  o Number of F/SHP clients served with prevention services
  o The percent of F/SHP clients returning for prevention services within the last two years
  o The average amount of financial assistance provided to each SHP client
  o The percent of IDD clients that achieved at least one goal from their plan during the program year.
  o Discuss the bed cost of your IDD program including the use of other funding sources

- For Emergency Shelter / Domestic Violence and Parks to Work (P2W), include data that is supported by your comparable data management system or CMIS/HMIS:
  - The number, a description of, and percent of clients/households that exited to safe, violence free housing from housing programs including the type of program (shelter, transitional housing, rapid rehousing)
  - The percent of clients that learned strategies to enhance personal safety
  - Discuss the bed cost of your program

- For RRH and Pay for Success RRH Programs, include data that is supported in CMIS/HMIS
  - The number of and a description of the clients/households served
  - The percent of clients that exited to Permanent housing
  - The percent of returns to homelessness within the last year

- For PSH Programs include data that is supported in CMIS/HMIS
  - The number of and a description of the clients/households served
  - The percent of clients that exited to Permanent housing
  - The percent of returns to homelessness within the last year

- For Supportive Services Only include data that is supported in CMIS/HMIS
  - The number of and a description of the clients/households served
  - The percent of clients that achieved at least one goal from their plan during the program year.
  - Discuss the bed cost of your program including the use of other funding sources

23. Data Sources (4000 Characters)

Review the data sources provided that demonstrate a need for services in the category for which you are applying. Describe how your proposal will respond to the need demonstrated by the data provided.

IV. Data Management (10 Points)

24. Client Management Information System (CMIS) aka Homeless Management Information System (HMIS) – CMIS/HMIS (4000 Characters)

FOR ALL PROGRAMS AND SUBCATEGORIES EXCEPT DV PROGRAMS

How does your agency ensure quality data collection, data entry, and reporting for service programs in CMIS, the Homeless Management Information System (HMIS)? If your program is not currently participating in CMIS/HMIS, describe your plan for increasing agency capacity to quickly begin collecting and entering data.

All agencies awarded FAA funds must participate in CMIS/HMIS. All clients served with FAA funds must be entered into CMIS/HMIS. Funding requires that all clients served be entered and exited in CMIS/HMIS during the applicable fiscal year. Agencies must execute the required partner and user agreements with Palm Beach County and must participate in the data sharing of CMIS/HMIS on an on-going basis throughout the term of their FAA contract in order to maintain eligibility for reimbursement. Provisions are in place within CMIS/HMIS to protect client confidentiality, yet still report statistical data.

25. Data Collection (4000 Characters)
   FOR DV PROGRAMS ONLY

How does your agency ensure quality data collection, data entry, and reporting for programs in your data management system?

26. Program Changes (4000 Characters)

Provide a specific example of program changes your agency has made based on data collection, analysis and program evaluation. For each example, describe briefly (a) how the problem was identified, (b) what steps your agency took to make the improvement, and (c) the measurable impacts of these changes.

Examples may come from CMIS/HMIS as well as other data sources such as participant feedback and staff observations.

V. Partnerships, Resources And Collaboration (20 Points)

27. Partnerships (4000 Characters)

Describe how your agency is part of the local CoC, also known as HHA. Give an example of how your agency is connected to other organizations that are or have supported your agency's program participants.

28. PIT and HIC (3000 Characters)

Describe your agency's previous participation in the Point in Time (PIT) Count and Housing Inventory Chart (HIC) data collection. If your agency did not participate previously, describe your agency's plan for participation in the PIT and HIC if awarded FAA funding.

29. Collaboration (4000 Characters)

How will your agency work collaboratively to support program outcomes as needed in a seamless, person-friendly way? Describe any key, formal partnerships that are jointly designed with other agencies and indicate whether they are formalized through a Memorandum of Understanding (MOU).

30. Resources (4000 Characters)

How will your organization continue to address this need (or solve this problem) if current funding ends?

VI. Budget (20 Points)

31. FY 2025 Proposed Program Budget

- Complete proposed program budget using the template provided in the online application. Review the "sample" and "guidelines" tabs provided before completing the template. Ensure the requested fund justifications are complete
- Ensure administration expenses are limited to 15%. The Budget Justification must be thoroughly completed. (Please describe in detail each of the line items requested in the budget. Employee positions should include brief descriptions of their duties in the program). If you are charging an indirect/administrative cost rate then you must remove any other line items related to indirect/administrative expenses. If an indirect cost rate is being requested, an approved cost plan from a cognizant agency must be included
- If your project's proposed budget will be used to meet another funder's match requirements, be sure to articulate the activities/line items that will be used to meet the match requirement(s). Include the match percentage and applicable regulatory reference(s) in the budget narrative
- Include Unit Cost rate for services that are not actual cost. These cost may be inclusive with other support services (i.e. nightly bed rate)
- Ensure a separate line items are included in for Housing Assistance and Utility Assistance budget item that will be processed through OSCARSS
- Ensure FAA requested funding is not more than 25% of the Total Agency Budget

Click HERE to download the REQUIRED **FY 2025 Budget Worksheet Template**. See **ATTACHMENT 9**. Please upload once you have completed the form.

- **Please submit budget in one of the following formats: .xls OR .xlsx OR .pdf**
- **Please name your budget as such:** *(Agency Name or Initials)***Budget_ FY25**
- Total Agency Budget

The Total Agency Budget must be attached to the proposal. The Budget forms that are part of the proposal do not need to be utilized for this budget as it can be in any form, but it should include all agency funding sources as well as expenditures by program.

- **Please submit Total Agency Budget in one of the following formats: .pdf OR .xls OR .xlsx**
- **Please name your Total Agency Budget as such:** *(Agency Name or Initials)***TAB_FY25**

32. Audit Report
Submit most recent audit report. If there were findings, describe corrective actions.

- **Please submit Audit Report in the following format: .pdf**
- **Please name your Audit Report as such:** *(Agency Name or Initials)***Audit_FY***(Year of most recent audit)***.pdf**

33. Audit Report Corrective Actions Explanation (1000 Characters)
Please provide any Audit Report Corrective Actions Explanation, if applicable.

34. Year End Financials
Please submit agency's most recent Year-End Financial Statements. If not submitted explain why.

- **Please submit Year-End Financial Statements in the following format: .pdf**
- **Please name your Year-End Financial Statements as such:** *(Agency Name or Initials)***YEFS_FY2023.pdf**

35. IRS Form 990
Please submit agency's latest IRS Form 990. If not submitted explain why.

- **Please submit IRS Form 990 in the following format: .pdf**
- **Please name your IRS Form 990 as such (insert applicable year):** *(Agency Name or Initials)***IRS990_FY2_.pdf**

36. YEF/IRS 990 Explanation (1000 Characters)
Please provide any Year End Financials/IRS Form 990 explanation, if applicable.

37. Unit Cost (4000 Characters)
Submit proposed Unit Cost service description and unit cost of service rate. Is this an industry standard?

If so, please state source.

Ensure both the unit cost service description and cost rate are clear and accurately calculated. Formulas used to arrive at the cost rate should be included.

38. FAA Funding
Is FAA funding being used as match or gap funding for another funding source? If so please explain.

Choose Yes or No

39. FAA Funding Match Explanation (1000 characters)
Please provide any FAA Funding Explanation (only applicable if "YES" was selected for Question 37).

VII. Scope of Work (No Points)

This section will be used to develop agency contract agreement if program is funded. These items will be monitored by contract monitors.

40. Focus Population (200 Characters)
Briefly explain your focus population.

41. Overview (400 Characters)
Please provide a brief overview of the proposed program.

42. Services (1000 Characters)
List in bullet points the services you will be providing to clients.

43. Scope of Work (SOW) Template
Click to download the REQUIRED **FY 2025 Scope of Work Template**. See **ATTACHMENT 10**.
Please upload once you have completed the form.

- Specific activity to be completed (including when, where, and how often they are provided)
- The timeline for completing each component of the implementation
- The focus population
- The roles and responsibilities of your organization and your project partners (if any)
- **Please submit SOW in one of the following formats: .doc OR .docx OR .pdf**
- **Please name your budget as such:** *(Agency Name or Initials)***SOWFY25.doc**

IX. Quality Continuous Management Proposal (No Points)

This section will be used to develop agency CQM plan if program is funded. These items will be monitored by Program Evaluators.

Complete form on Exhibit 2

SECTION V: APPLICATION REVIEW PROCESS

The application review process is welcoming to persons with disabilities, persons who have experienced homelessness, and persons with limited English proficiency. If you need any accommodations, please contact (561) 355-4718 or CSD-FAARFP@pbcgov.org.

- CSD shall recruit FAA Review Committee members.
- Review Committee members shall be trained, as appropriate, and receive submitted applications.
- Applications shall be reviewed, discussed and scored by the FAA Review Committee.
- Funding recommendations, based in part by the scoring, are submitted to the CAC/HHS for comments.
- Funding recommendations are posted to the FAA website.
- Applicant(s) have seven (7) business days following the posting of funding recommendations to file a grievance notice.
- Funding recommendations are submitted to the BCC for final approval.
- Contract agreements, based on the funding recommendations, are submitted to the BCC for final

approval.

SECTION VI: GRIEVANCE NOTICE FORM

Grievance Notice Form
Palm Beach County Community Services Department- FAA Program

Grievances may be filed by an entity submitting an application in response to this NOFO (Proposer) that is aggrieved in connection with deviations from the established PROCESS for reviewing proposals and making recommended awards. The amount of recommended awards may not be grieved through this procedure.

If you wish to file a grievance with the Palm Beach County Community Services Department, Financially Assisted Agencies Program, this Grievance Notice Form must be completed, submitted, and received by the Director of the Community Services Department within seven (7) business days of posted funding recommendations. You will receive a written response within fifteen (15) business days of the receipt of this form by the Director of the Community Services Department. There is no administrative fee associated with filing this grievance.

When completed, submit this Grievance Notice Form via mail or email to:

Dr. James Green, Director Community Services Department
810 Datura Street, First Floor, West Palm Beach, Florida 33401
JGreen1@pbcgov.org

Entity Filing Grievance:

Which process was allegedly deviated from?

Describe in detail the alleged deviation; include how you were directly affected and what remedy you seek (add additional pages as needed):

What remedy does the applicant seek?

Authorized Agency Representative Name and Title   Agency Filing Grievance

Authorized Agency Representative Signature   Date

SECTION VII: DEFINITIONS

Centralized or Coordinated Assessment System – A centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

Coordinated Entry – A process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

Disability: A person is considered to have a disability if the disability meets all of the following four criteria: 1. is expected to be of long, continuing, or indefinite duration; 2. substantially impedes the individual's ability to live independently; 3. could be improved by the provision of more suitable housing conditions; and 4. is one or more of the following: (a) physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; and/or (b) developmental disability (please review full definition); and/or (c) the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agency for acquired immunodeficiency syndrome.

Domestic Violence: Any individual or family who:

1. Is fleeing, or is attempting to flee, domestic violence;
2. Has no other residence; and
3. Lacks the resources or support networks to obtain other permanent housing

Note: For the purposes of this binder, "Domestic Violence" includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in, or him or her afraid to return to, their primary nighttime residence (including human trafficking).

Family or Household Member: Spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Homeless:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground;
    b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals); or
    c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:

     a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

     b. No subsequent residence has been identified; and

     c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

     a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a), section 637 of the Head Start Act (42 U.S.C. § 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. § 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a);

     b. Have not had a lease, ownership interest or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

     c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

     d. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

4. Any individual or family who:

     a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

     b. Has no other residence; and

     c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Homeless Prevention Services: Financial Assistance services to support a senior and/or family who are at/or under 50% AMI, and at risk of homelessness through rental assistance and or utility assistance support. Rental/Utility Assistance payments for senior households must not exceed $4,000 months of payments within a fiscal year. All applications for assistance must be submitted through OSCARSS.

Housing-Focused Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's housing and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost effective interventions and outcomes.

Intellectual Development Disability: The FAA program defines an intellectual/developmental disability as a disorder or syndrome that is attributable to intellectual disability, cerebral palsy, autism, spina bifida, Down syndrome, Phelan-McDermid syndrome, or Prader-Willi syndrome; that manifests before the age of 22 or has been documented as an established condition by a medical professional after the age of 22 and that constitutes a substantial impact that can reasonably be expected to continue indefinitely

Match: Match is actual cash or in-kind resources contributed to the grant. All costs paid for with matching

funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25 percent of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.

Permanent Supportive Housing (PSH): Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

Rapid Re-Housing (RRH): An intervention designed to help individuals and families exit homelessness as quickly as possible, return them to permanent housing, and achieve long-term housing stability. Rapid Re-Housing is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of each household. The core components of a Rapid Re-Housing program are housing identification and relocation, short and/or medium term rental assistance (defined as one (1) to twelve (12) months), move-in (financial) assistance, case management and housing stabilization services. All applications for housing and utility assistance must be submitted through OSCARSS.

Seniors: Persons over the aged 60 +

ATTACHMENT 1: REQUIRED COVER SHEET

REQUIRED COVER SHEET

PALM BEACH COUNTY DEPARTMENT OF COMMUNITY SERVICES
FINANCIALLY ASSISTED AGENCIES FY 2025-2027

PLEASE RESPOND TO *ALL* QUESTIONS LISTED BELOW:
(NOTE: This form is formatted using MS Word, Cambria, and 10pt font)

QUESTIONS:	AGENCY RESPONSES:
NAME OF AGENCY:	
SERVICE CATEGORY (identify the service category for which the proposal is being submitted):	
PROGRAM TITLE:	
PRIORITY POPULATION (include the unduplicated number to be served annually)**:**	
GEOGRAPHIC AREA TO BE SERVED:	
COMMISSION DISTRICT(S) TO BE SERVED:	
PROGRAM STATUS (existing or new program):	
PROGRAM START DATE (if new program):	
TOTAL PROGRAM BUDGET:	$
AMOUNT OF FUNDING REQUEST (how much you are requesting in the proposal):	$
UNIT COST SERVICE DESCRIPTION:	
UNIT COST OF SERVICE:	
IDENTIFY IF AGENCY IS CURRENTLY CERTIFIED BY NONPROFITS FIRST: (Yes or No)	
OVERVIEW (3 sentence overview of the program – this must be short and concise and will be used to communicate the purpose of programs and services to the Board of County Commissioners and various publications):	

SPECIAL NOTICE:

Contracted agencies must comply with the current Health Insurance Portability and Accountability Act (HIPAA). If your agency does not provide services that fall under HIPAA Privacy Rules, please state that in the above overview.

ATTACHMENT 2: FY 2025 – 2027 FAA HOUSING AND HOMELESSNESS NOFO RANKING GUIDE FOR REVIEW PANELIST – HOMELESSNESS

As stated in the FY 2025 - 2027 FAA Housing and Homelessness NOFO Guidance, all scored proposals will be ranked. The Guidance states the following: The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.

The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.

The proposal considered the most critical to the system of care will be ranked #1. All proposals shall be ranked.

No two proposals shall be ranked the same, as a tie. If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

PRIORITIES TO CONSIDER IN RANKING

Funding priorities for the FY 2025 - 2027 NOFO are ranked in order of priority below:

HOUSING AND HOMELESSNESS

Strategies:

- Homelessness - Permanent Supportive Housing – HUD Match
- Homelessness - Supportive Services Only – HUD Match
- Homelessness - Rapid Rehousing with Housing-Focused Case Management – HUD Match
- Homelessness - Emergency Shelter / Domestic Violence - Emergency Shelter – HUD Match
- Homelessness - Emergency Shelter / Parks to Work - Emergency Shelter – Non-HUD Match
- Homelessness - Permanent Supportive Housing – Non-HUD Match
- Homelessness - Rapid Rehousing with Housing - Focused Case Management – Non-HUD Match
- Homelessness – Pay for Success Rapid Rehousing with Housing - Focused Case Management – Non-HUD Match
- Homelessness - Homeless Prevention Services
- Homelessness - Supportive Services Only – Non-HUD Match

ATTACHMENT 3: FY 2025 – 2027 FAA HOUSING AND HOMELESSNESS NOFO RANKING GUIDE FOR REVIEW PANELIST – HOMELESS PREVENTION SUBCATEGORY

As stated in the FY 2025 - 2027 FAA Housing and Homelessness NOFO Guidance, all scored proposals will be ranked. The Guidance states the following: The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.

The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.

The proposal considered the most critical to the system of care will be ranked #1. All proposals shall be ranked.

No two proposals shall be ranked the same, as a tie. If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

PRIORITIES TO CONSIDER IN RANKING

Funding priorities for the FY 2025 - 2027 NOFO are ranked in order of priority below:

HOMELESS PREVENTION - SUBCATEGORY

 a. Homeless Prevention Services that provides emergency financial assistance to families with at least one (1) adult and one (1) child under the age of eighteen (18)
 b. Homeless Prevention Services that provides emergency financial assistance to seniors age 60 +
 c. Homeless Prevention Services that provides supportive services to persons with intellectual developmental disabilities in group homes

Tie Breaker: Rank by lowest cost/rate per client(s) served

ATTACHMENT 4: FY 2025 – 2027 FAA HOUSING AND HOMELESSNESS NOFO RANKING GUIDE FOR REVIEW PANELIST – EMERGENCY SHELTER / DOMESTIC VIOLENCE SUBCATEGORY

As stated in the FY 2025 - 2027 FAA Housing and Homelessness NOFO Guidance, all scored proposals will be ranked. The Guidance states the following: The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.

The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.

The proposal considered the most critical to the system of care will be ranked #1. All proposals shall be ranked.

No two proposals shall be ranked the same, as a tie. If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

PRIORITIES TO CONSIDER IN RANKING

Funding priorities for the FY 2025 - 2027 NOFO are ranked in order of priority below:

DOMESTIC VIOLENCE AND SHELTERING - SUBCATEGORY

    a. Emergency Shelter / Domestic Violence – **HUD Match**
    b. Emergency Shelter / Domestic Violence – Non-HUD Match
    c. Emergency Shelter / Parks to Work – **HUD Match**
    d. Emergency Shelter / Parks to Work – Non-HUD Match

Tie Breaker: Rank by lowest bed cost/rate

ATTACHMENT 5: FY 2025 – 2027 FAA HOUSING AND HOMELESSNESS NOFO RANKING GUIDE FOR REVIEW PANELIST – PERMANENT HOUSING: RAPID REHOUSING AND PERMAMENT SUPPORTIVE HOUSING SUBCATEGORIES

As stated in the FY 2025 - 2027 FAA Homelessness and Subcategories NOFO Guidance, all scored proposals will be ranked. The Guidance states the following: The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.

The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.

The proposal considered the most critical to the system of care will be ranked #1. All proposals shall be ranked.

No two proposals shall be ranked the same, as a tie. If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

PRIORITIES TO CONSIDER IN RANKING

Funding priorities for the FY 2025 - 2027 NOFO are ranked in order of priority below:

RAPID REHOUSING - SUBCATEGORY

a. Rapid Re Housing for homeless youth aged 18-24, and/or individuals (age 25 and over), and/or families with at least one (1) adult and one (1) child under the age of 18 – **HUD Match**
b. Rapid Re Housing for homeless youth aged 18-24, and/or individuals (age 25 and over), and/or families with at least one (1) adult and one (1) child under the age of 18– Non-HUD Match

PERMAMENT SUPPORTIVE HOUSING - SUBCATEGORY

a. Permanent Supportive Housing for youth aged 18-24, and/or individuals (age 25 and over), and/or families with at least one (1) adult and one (1) child under the age of 18 (must have a disabling condition) – **HUD Match**
b. Permanent Supportive Housing for youth aged 18-24, and/or individuals (age 25 and over), and/or families with at least one (1) adult and one (1) child under the age of 18 (must have a disabling condition) – Non-HUD Match

ATTACHMENT 6: FY 2025 – 2027 FAA HOUSING AND HOMELESSNESS NOFO RANKING GUIDE FOR REVIEW PANELIST – SUPPORTIVE SERVICES ONLY SUBCATEGORY

As stated in the FY 2025 - 20247 FAA Homelessness and Subcategories NOFO Guidance, all scored proposals will be ranked. The Guidance states the following: The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.

The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.

The proposal considered the most critical to the system of care will be ranked #1. All proposals shall be ranked.

No two proposals shall be ranked the same, as a tie. If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

PRIORITIES TO CONSIDER IN RANKING

Funding priorities for the FY 2025 - 2027 NOFO are ranked in order of priority below:

SUPPORTIVE SERVICES ONLY - SUBCATEGORY

a. Housing focused case management and other supportive services for individuals (age 25 and over), and/or families with at least one (1) adult and one (1) child, and the client has documented disabilities – **HUD Match**

b. Employment Focused Case Management and other supportive services for individuals (age 25 and over), and/or families with at least one (1) adult and one (1) child, and the client has documented disabilities – **HUD Match**

c. Housing focused case management and other supportive services for individuals (age 25 and over), and/or families with at least one (1) adult and one (1) child, and the client has documented disabilities – Non-HUD Match

d. Employment Focused Case Management and other supportive services individuals (age 25 and over), and/or families with at least one (1) adult and one (1) child, and the client has documented disabilities – Non- HUD Match

Tie Breaker: Rank by lowest cost per client

ATTACHMENT 7: INTERNAL CONTROL QUESTIONNAIRE

INTERNAL CONTROL QUESTIONNAIRE (to be completed by applicant)

	YES	NO	N/A
GENERAL			
The following questions relate to the internal accounting controls of the overall organization.			
1. Are the duties for key employees of the organization defined?			
2. Is there an organization chart which sets forth the actual lines of responsibility?			
3. Are written procedures maintained covering the recording of transactions?			
a. Covering an accounting manual?			
b. Covering a chart of accounts?			
4. Do the procedures, chart of accounts, etc., provide for identifying receipts and expenditures of program funds separately for each grant?			
5. Does the accounting system provide for accumulating and recording expenditures by grant and cost category shown in the approved budget?			
6. Does the organization maintain a policy manual covering the following:			
a. approval authority for financial transactions?			
b. guidelines for controlling expenditures, such as purchasing requirements and travel authorizations?			
7. Are there procedures governing the maintenance of accounting records?			
a. Are subsidiary records for accounts payable, accounts receivable, etc., balanced with control accounts on a monthly basis?			
b. Are journal entries approved, explained and supported?			
c. Do accrual accounts provide adequate control over income and expense?			
d. Are accounting records and valuables secured in limited access areas?			
8. Are duties separated so that no one individual has complete authority over an entire financial transaction?			
9. Does the organization use an operating budget to control funds by activity?			

	YES	NO	N/A
10. Are there controls to prevent expenditure of funds in excess of approved, budgeted amounts? For example, are purchase requisitions reviewed against remaining amount in budget category?			
11. Has any aspect of the organization's activities been audited within the past 2 years by another governmental agency or independent public accountant?			
12. Has the organization obtained fidelity bond coverage for responsible officials?			
13. Has the organization obtained fidelity bond coverage in the amounts required by statutes or organization policy?			
14. Are grant financial reports prepared for required accounting periods within the time imposed by the grantors?			
15. Does the organization have an indirect cost allocation plan or a negotiated indirect cost rate?			

CASH RECEIPTS

	YES	NO	N/A
1. Does the organization have subgrant agreements which provide for advance payments and/or reimbursement of cost?			
2. If advance payments have been made to the organization:			
a. Are funds maintained in a bank with sufficient federal deposit insurance?			
b. Is there an understanding of the terms of the advance (i.e. to be used before costs can be submitted for reimbursement)?			

PURCHASING, RECEIVING, AND ACCOUNTS PAYABLE

The following conditions are indicative of satisfactory control over purchasing, receiving, and accounts payable.

1. Prenumbered purchase orders are used for all items of cost and expense.

2. There are procedures to ensure procurement at competitive prices.

3. Receiving reports are used to control the receipt of merchandise.

4. There is effective review by a responsible official following prescribed procedures for program coding, pricing, and extending vendors' invoices.

5. Invoices are matched with purchase orders and receiving reports.

6. Costs are reviewed for charges to direct and indirect cost centers in accordance with applicable grant agreements and applicable Federal Management circulars pertaining to cost principles.

7. When accrual accounting is required, the organization has adequate controls such as checklists for statement closing procedures to ensure that open invoices and uninvoiced amounts for goods and services received are properly accrued or recorded in the books or controlled through worksheet entries.

8. There is adequate segregation of duties in that different individuals are responsible for (a) purchase (b) receipt of merchandise or services, and (c) voucher approval.

PURCHASING	YES	NO	N/A
1. Is the purchasing function separate from accounting and receiving?			
2. Does the organization obtain competitive bids for items, such as rental or service agreements, over specified amounts?			
3. Is the purchasing agent required to obtain additional approval on purchase orders above a stated amount?			
4. Are there procedures to obtain the best possible price for items not subject to competitive bidding requirements, such as approved vendor lists and supply item catalogs?			
5. Are purchase orders required for purchasing all equipment and services?			
6. Are purchase orders controlled and accounted for by prenumbering and keeping a logbook?			
7. Are the organization's normal policies, such as competitive bid requirements, the same as grant agreements and related regulations?			
8. Is the purchasing department required to maintain control over items or dollar amounts requiring the ADECA to give advance approval?			
9. Under the terms of 2 CFR 200, certain costs and expenditures incurred by units of State and local governments are allowable only upon specific prior approval of the grantor Federal agency. The grantee organization should have established policies and procedures governing the prior approval of expenditures in the following categories.			
a. Automatic data processing costs.			
b. Building space rental costs.			
c. Costs related to the maintenance and operation of the organization's facilities.			
d. Costs related to the rearrangement and alteration of the organization's facilities.			
e. Allowances for depreciation and use of publicly owned buildings.			

	Yes	NO	N/A

f. The cost of space procured under a rental-purchase or a lease-with-option-to-purchase agreement.

g. Capital expenditures.

h. Insurance and indemnification expenses.

i. The cost of management studies.

j. Preagreement costs.

k. Professional services costs.

l. Proposal costs.

10. Under the terms of 2 CFR 200 certain costs incurred by units of State and local governments are not allowable as charges to Federal grants. The grantee organization should have established policies and procedures to preclude charging Federal grant programs with the following types of costs.

a. Bad debt expenses.

b. Contingencies.

c. Contribution and donation expenditures

d. Entertainment expenses.

e. Fines and penalties.

f. Interest and other financial costs.

g. Legislative expenses.

h. Charges representing the nonrecovery of costs under grant agreements.

RECEIVING

1. Does the organization have a receiving function to handle receipt of all materials and equipment?

2. Are supplies and equipment inspected and counted before acceptance for use?

3. Are quantities and descriptions of supplies and equipment checked by the receiving department against a copy of the purchase order or some other form of notification?

4. Is a logbook or permanent copy of the receiving ticket kept in the receiving department?

ACCOUNTS PAYABLE

1. Is control established over incoming vendor invoices?

2. Are receiving reports matched to the vendor invoices and purchase orders, and are all of these documents kept in accessible files?

3. Are charges for services required to be supported by evidence of performance by individuals other than the ones who incurred the obligations?

	YES	NO	N/A
4. Are extensions on invoices and applicable freight charges checked by accounts payable personnel?			
5. Is the program to be charged entered on the invoice and checked against the purchase order and approved budget?			
6. Is there an auditor of disbursements who reviews each voucher to see that proper procedures have been followed?			
7. Are checks adequately cross referenced to vouchers?			
8. Are there individuals responsible for accounts payable other than those responsible for cash receipts?			
9. Are accrual accounts kept for items which are not invoiced or paid on a regular basis?			
10. Are unpaid vouchers totaled and compared with the general ledger on a monthly basis?			

CASH DISBURSEMENTS

The following conditions are indicative of satisfactory controls over cash disbursements.

1. Duties are adequately separated; different persons prepare checks, sign checks, reconcile bank accounts, and have access to cash receipts.

2. All disbursements are properly supported by evidence of receipt and approval of the related goods and services.

3. Blank checks are not signed.

4. Unissued checks are kept in a secure area.

5. Bank accounts are reconciled monthly.

6. Bank accounts and check signers are authorized by the board of directors or trustees.

7. Petty cash vouchers are required for each fund disbursement.

8. The petty cash fund is kept on an imprest basis.

	YES	NO	N/A
1. Are checks controlled and accounted for with safeguards over unused, returned, and voided checks?			
2. Is the drawing of checks to cash or bearer prohibited?			
3. Do supporting documents, such as invoices, purchase orders, and receiving reports, accompany checks for the check signers' review?			
4. Are vouchers and supporting documents appropriately cancelled (stamped or perforated) to prevent duplicate payments?			

	YES	NO	N/A
5. If check signing plates are used, are they adequately controlled (i.e., maintained by a responsible official who reviews and accounts for prepared checks)?			
6. Are two signatures required on all checks or on checks over stated amounts?			
7. Are check signers responsible officials or employees of the organization?			
8. Is the person who prepares the check or initiates the voucher other than the person who mails the check?			
9. Are bank accounts reconciled monthly and are differences resolved?			
10. Concerning petty cash disbursements:			
a. Is petty cash reimbursed by check and are disbursements reviewed at that time?			
b. Is there a maximum amount, reasonable in the circumstances, for payments made in cash?			
c. Are petty cash vouchers written in ink to prevent alteration?			
d. Are petty cash vouchers canceled upon reimbursement of the fund to prevent their reuse?			

PAYROLL

The following conditions are indicative of satisfactory controls of payroll.

1. Written authorizations are on file for all employees covering rates of pay, withholdings and deductions.

2. The organization has written personnel policies covering job descriptions, hiring procedures, promotions, and dismissals.

3. Distribution of payroll charges is based on documentation prepared outside the payroll department.

4. Payroll charges are reviewed against program budgets and deviations are reported to management for follow-up action.

5. Adequate timekeeping procedures, including the use of timeclock or attendance sheets and supervisory review and approval, are employed for controlling paid time.

6. Payroll checks are prepared and distributed by individuals independent of each other.

7. Other key payroll and personnel duties such as timekeeping, salary authorization and personnel administration are adequately separated.

		YES	NO	N/A

8. Are payroll and personnel policies governing compensation in accordance with the requirements of grant agreements?

9. Are there procedures to ensure that employees are paid in accordance with approved wage and salary rates?

10. Is the distribution of payroll charges checked by a second person and are aggregate amounts compared to the approved budget?

11. Are wages paid at or above the Federal minimum wage?

12. Are procedures adequate for controlling: (a) overtime wages, (b) overtime work authorization, and (c) supervisory approval of overtime?

13. Are payroll checks distributed by persons not responsible for preparing the checks?

PROPERTY AND EQUIPMENT

The following conditions are indicative of satisfactory control over property and equipment.

1. There is an effective system of authorization and approval of capital equipment expenditures.

2. Accounting practices for recording capital assets are reduced to writing.

3. Detailed records of individual capital assets are kept and periodically balanced with the general ledger accounts.

4. There are effective procedures for authorizing and accounting for disposals.

5. Property and equipment is stored in a secure place.

	YES	NO	N/A.
6. Are executive authorizations and approvals required for originating expenditures for capital items?			
7. Are expenditures for capital items reviewed for board approval before funds are committed?			

	YES	NO	N/A
9. Does the organization have established policies covering capitalization and depreciation?			
10. Does the organization charge depreciation or use allowances on property and equipment against any grant programs which it administers?			
11. Is historical cost the basis for computing depreciation or use allowances?			
12. Are the organization's depreciation policies or methods of computing use allowances in accordance with the standards outlined in Federal circulars or agency regulations?			
13. Are there detailed records showing the asset values of individual units of property and equipment?			
14. Are detailed property records periodically balanced to the general ledger?			
15. Are detailed property records periodically checked by physical inventory?			
16. Are differences between book records and physical counts reconciled and are the records adjusted to reflect shortages?			
17. Are there procedures governing the use of property and equipment?			

INDIRECT COSTS	YES	NO	N/A
1. Does the organization have an indirect cost allocation plan or a negotiated indirect cost rate?			
2. Is the plan prepared in accordance with the provisions of 2 CFR 200?			
3. Has audit cognizance for the plan been established and are the rates accepted by all participating Federal and State agencies?			
2. Does the organization have procedures which provide assurance that consistent treatment is applied in the distribution of charges as direct or indirect costs to all grants?			

ATTACHMENT 8: ROMA LOGIC MODEL

	COMMUNITY SERVICES DEPARTMENT **FY 20XX** Financially Assisted Agencies (FAA) ROMA Logic Model *All INFO MUST FIT ON THIS PAGE*			

Agency Name			**Program Name**		
Name of person completing this logic model:			**Email of person completing this logic model:**		**Phone # of person completing this logic model:**

Identified Problem, Need, or Situation	**Service or Activity**	**Outcome** *General statement of results expected*	**Projected Indicator** *# to achieve/# to be served; %; time frame*	**Actual Indicator** *# achieved/# served; %; time frame*	**Measurement Tool**	**Data Procedures**	**Frequency** *Data Collection and Reporting*
					Output Tool:	**Who does it?:**	**Data Collection:**
					Outcome Tool:	**What is the process?:**	
					Where is the data stored?:		**Data Reporting:**

Mission Statement:

Logic Model Checklist

- ❑ Was the <u>mission</u> of the organization or program identified? (foundation)

- ❑ Is the <u>need</u> statement clear? (not a "need for a service" but the identification of what is needed or lacking) (Column 1)

- ❑ Does the <u>service or activity match the need</u>? (Columns 1-2)

- ❑ Does the outcome (column 3) match the need (column 1)? Can the outcome be produced by the identified service? (column 2) Ensure the outcomes are the required outcomes listed in the guidance (column 3)?

- ❑ Is the outcome <u>realistic, clear, and attainable</u>? (Column 3) *(does the outcome avoid words like "received" as this makes the statement appear to relate only to the receipt of a service and not an outcome – rather say what has changed)*

- ❑ Does the projected indicator provide a way to measure the outcome? Are the indicators <u>realistic, clear, and attainable/ SMART?</u> (column 4)

- ❑ Does the projected indicator include number to <u>achieve the outcome</u>, number to be <u>served</u>, the <u>percent</u> that represents the relationship between these two numbers and a <u>timeframe</u>? (column 4)

- ❑ If this is a logic model created after services have been delivered, identify the actual indicator, including <u>actual numbers who achieved</u>, <u>actual number who were served</u>, <u>the percent</u> that represents the relationship between the actual numbers, and the <u>time frame</u> (column 5). (This section is usually left blank).

  - ❑ *Analysis guidance: Are the <u>actual results consistent with the projected numbers?</u> What is the agency's ability to target its performance? Note: this is the percent that represents the relationship between the number who actually achieved and the number projected to achieve.*

- ❑ Was a specific <u>measurement tool(s) identified</u>? Were both <u>output</u> and <u>outcome</u> measurement tools identified? (Column 6)

- ❑ Are the data <u>collection procedures and personnel specific</u>? (Column 7)

- ❑ Is the <u>frequency</u> of <u>data collection</u> sufficient to support monitoring progress and outcomes? Are the <u>intervals of reporting</u> clearly identified? (Column 8)

#1ATTACHMENT 9: BUDGET WORKSHEET

FY 2023 PROGRAM BUDGET WORKSHEET

FAA Budget Items	FAA Program Name	Palm Beach County FAA	FAA Program Funder #2	FAA Program Funder #3	FAA Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2020		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =						
Program Expenses	Narrative	Total	Total	Total	Total	Total
Personnel						
Program Manager						
Program Assistant						
Fringe Benefits - Program Assistant						
Community Educator						
Building /Occupancy						
Rent/Lease						
Building Maintenance						
Insurance						
Utilities						
Electric						
Water						
Telephone						
Project Supplies/Equipment						
Office Supplies						
Postage/Shipping						
Printing						
Materials/Program Supplies						
Equipment Rental						
Professional Fees						
Conference Registration Fees						
Training						
Travel/Mileage						
TOTAL PROGRAM EXPENSES =		$ -				
Administrative Expenses	Narrative					
Personnel						
Executive Position #1 (JL)						
Consulting Fees						
XYZ Consultants						
TOTAL ADMINISTRATIVE EXPENSES =						
Administrative % of PBC Award		#DIV/0!				

PROGRAM BUDGET WORKSHEET (SAMPLE)

Budget Items — Program Period: FY 2021	Program Name — Narrative	Palm Beach County — Proposed — Amount	Program Funder #2 — Confirmed — Amount	Program Funder #3 — Pending — Amount	Program Funder #4 — Pending — Amount	Total Program Funding (all Sources) — Pending — Amount
TOTAL PROGRAM FUNDING AMOUNT =		$ 129,500.00	$ 45,000.00	$ 17,500.00	$ 7,500.00	$ 199,500.00
Personnel		$ 89,900.00	$ 25,000.00	$ 10,000.00	$ -	$ 124,500.00
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	$ 60,000.00				$ 60,000.00
Program Assistant*	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC award. Total salary expense is $15,000 , with 50% allocated to PBC ($7,500). (Salary expense does not include fringe benefits)	$ 25,000.00	$ 25,000.00			$ 50,000.00
Fringe Benefits - Program Assistant	Fringe benefits expense for Program Assistant. Fringe benefits for this position total ($1,800), with 50% allocated to Palm Beach County in the amount of $900.	$ 900.00				$ 110,000.00
Community Educator	Community Educator position is the primary interface with local schools, charities and support groups. Total Salary (including fringe benefits) billed to Palm Beach County = $39,045. pays .8 FTE	$ 4,000.00		$ 10,000.00		$ 14,000.00
Building / Occupancy		$ 27,050.00	$ -	$ -	$ -	$ 27,050.00
Programmatic Rent/Lease	*Note: Rent for areas that house admin staff should be listed separately under admin section* Rent expense for Lake Worth facility. Total rental expense for FY16 = $35,000. Allocation to Palm Beach County award= $20,000. Remaining $15,000 will be paid by other operating income.	$ 20,000.00				$ 20,000.00
Building Maintenance	Maintenance expense for building XYZ	$ 3,800.00				$ 3,800.00
Insurance	Commercial, General, Liability Insurance	$ 3,250.00				$ 3,250.00
Utilities		$ 2,400.00	$ -	$ 1,500.00	$ -	$ 3,900.00
Electric	Electric Utility Services expense for location X	$ 1,200.00		$ 3,000.00		$ 2,200.00
Water	Water Utility service for location X	$ 650.00		$ 500.00		$ 1,350.00
Telephone	Telephone expense for landline at location X	$ 350.00				$ 350.00
Project Supplies/Equipment		$ 4,900.00	$ -	$ -	$ -	$ 4,900.00
Office Supplies	Office supplies for program staff	$ 500.00				$ 500.00
Postage/Shipping	Postage expense for client related mailing	$ 750.00				$ 750.00
Printing	Printing expense for program brochures	$ 650.00				$ 650.00
Material/Program Supplies	Program related supplies used to support client base	$ -				$ -
Equipment Rental	Monthly Equipment rental fee for use of X = $500 ($6000 per year). Palm Beach County to cover 50% of this expense ($3000).	$ 3,000.00				$ 3,000.00
Professional Fees		$ 2,950.00	$ -	$ -	$ -	$ 2,950.00
Conference Registration Fees	Professional development program fee	$ 350.00				$ 350.00
Training	Staff training expense for program/medical/intervention training for client support	$ 1,500.00				$ 1,500.00

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Budget Items / Program Name	Palm Beach County Proposed	Program Funder #2 Confirmed	Program Funder #3 Pending	Program Funder #4 Pending	Total Program Funding (All Sources) Pending
Program Period: FY 2021					
Travel/Mileage — Program staff mileage reimbursement for client and training related meetings.	$ 1,100.00				$ 1,100.00
TOTAL PROGRAM EXPENSES =	$ 122,300.00	$ 25,000.00	$ 11,500.00	$ -	$ 158,800.00
Administrative Expenses — Narrative					
Personnel	$ 4,250.00	$ -	$ -	$ -	$ 4,250.00
Executive Position #1 (JL) — A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County. Executive Director total salary expense = $85,000. 5% allocation to Palm beach County = % $4,250	$ 4,250.00				$ 4,250.00
Consulting Fees	$ 2,950.00	$ -	$ -	$ -	$ 2,950.00
XYZ Consultants — Accounting and audit expenses for program. Annual Accounting fee = $950, Annual Audit fee = $2,000. Total expense = $2,950.	$ 2,950.00				$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =	$ 7,200.00	$ -	$ -	$ -	$ 7,200.00
Administrative % of PBC Award	6%				

UNIT RATE — Insert Unit Rate Amount: $350/night

Please Describe Proposed Unit Rate or Bed Night Rate Below. Include Detailed Calculations of How Rate Was Determined

Unit rate is equal to (insert description). OR Unit Rate is 1 bed night and will be $350. This was calculated by determining the total number of beds in the facility (XXX) and maximum occupancy; OR Unit/Bed rate is a standard rate as determined by (insert agency/funder).

ATTACHMENT 10: SCOPE OF WORK

**2025 – 2027 FINANCIALLY ASSISTED AGENCIES
SCOPE OF WORK AND SERVICES**

Agency Name:
Program Name:
Location: Palm Beach County
Priority Population: *Example: Individuals and Families who are homeless in Palm Beach County*
Funding Priority:

<u>Overview:</u>
Example: AGENCY through Coordinated Entry will assess clients for housing needs. Clients will be placed in a Rapid Rehousing program to include rental assistance, housing location and case management services.

<u>Services:</u>

<u>Number of (unduplicated) Clients Served through FAA:</u>
Indicate if you will be serving Individuals or Families: (if Families the number above should be the number of households you will serve).

EXHIBIT 1: INSURANCE

Prior to execution of the agreement by the COUNTY, the AGENCY must obtain all insurance required under this article and have such insurance approved by the COUNTY's Risk Management Department.

A. AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the term of the agreement, insurance coverage and limits (including endorsements), as described herein. AGENCY shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY's review or acceptance of insurance maintained by AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the Agreement. Where permitted by the policy, coverage shall apply on a primary and non-contributory basis.

B. **Commercial General Liability** AGENCY shall maintain Commercial General Liability at a limit of liability not less than **$500,000** Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by COUNTY's Risk Management Department.

C. **Business Automobile Liability** AGENCY shall maintain Business Automobile Liability at a limit of liability not less than **$500,000** Each Accident for all owned, non-owned and hired automobiles. In the event AGENCY does not own any automobiles, the Business Auto Liability requirement shall be amended allowing AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form.

D. **Workers' Compensation Insurance & Employers Liability** AGENCY shall maintain Workers' Compensation & Employers Liability in accordance with Florida Statute Chapter 440.

E. **Professional Liability** AGENCY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds **$10,000**, COUNTY reserves the right, but not the obligation, to review and request a copy of AGENCY's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, AGENCY shall maintain a Retroactive Date prior to or equal to the effective date of the agreement. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of the agreement, AGENCY shall purchase a SERP with a minimum reporting period not less than three (3) years.

F. **Additional Insured** AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents."

G. **Waiver of Subrogation** AGENCY hereby waives any and all rights of Subrogation against the

COUNTY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss contract to waive subrogation without an endorsement to the policy, then AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should AGENCY enter into such a contract on a pre-loss basis.

H. **Certificate(s) of Insurance**   No later than the execution of the agreement, AGENCY shall deliver to the COUNTY's representative as identified in Article 24, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by the agreement have been obtained and are in full force and effect. The Certificate of Insurance shall be issued to

> Palm Beach County Board of Commissioners
> c/o Community Services Department
> 810 West Datura Street
> West Palm Beach, FL 33401
> ATTN: Office of Behavioral Health and Substance Use Disorders

I. **Umbrella or Excess Liability** If necessary, AGENCY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

J. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverage, or endorsements, herein from time to time throughout the term of the agreement. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

EXHIBIT 2: QUALITY MANAGEMENT / IMPROVEMENT REQUIREMENT

Overview:

Quality Management is a systematic, structured, and continuous approach to meet or exceed established professional standards and user expectations. Quality management is implemented by using tools and techniques to measure performance and improve processes through three main components: quality infrastructure, performance measurement and quality improvement.

Quality infrastructure is the structure and supports that allow the organization to measure performance and improve processes. Quality infrastructure components include leadership, quality improvement teams, quality related training/capacity building, and a written quality management plan. It is often difficult to sustain a success quality management program if the infrastructure components are missing or weak.

When most people think about quality management, performance measurement and quality improvement come to mind. Performance measurement is the routine collection and analysis of data. The analysis is completed by defining the data elements used to calculate the numerator and denominator. Performance measures must be based on established professional standards and/or evidenced based research, when possible.

Quality improvement is a method that uses the tools of quality in an effective, logical and systematic process to solve problems, improve efficiency and eliminate non-value adding steps in the work flow. There are many methods for quality improvement process, but in general they all involve and ongoing cycle of planning, implementation, analysis, improvement. It is important to conduct performance measurement and quality improvement activities in balance. Regularly measuring performance to see if the project is having an impact is critical.

A successful quality management program should:

- Have identified leadership, accountability, and dedicated resources available to the program.
- Use data and measurable outcomes to determine progress toward evidenced-based benchmarks.
- Focus on linkages, efficiencies, and provider and client expectations in addressing outcome improvement.
- Be adaptive to change and fit within the framework of other programmatic quality assurance and quality improvement activities (i.e., Joint Commission on the Accreditation of Healthcare Organizations [JCAHO], Medicaid, and other HRSA programs).
- Ensure that data collected are fed back into the quality improvement process so that goals are accomplished and improved outcomes are realized

WHY:

In order to continuously improve systems of care, evaluations of the quality of care should consider the service delivery process, quality of personnel and resources available, and the outcomes. The overall purpose of a quality management program is to ensure that:

- Services adhere to established service standards, treatment guidelines and established clinical practice, if applicable.
- Strategies are developed for improvement of services provided, including clinical services and supportive services.
- Demographic, clinical and utilization data are used to evaluate service trends and quality of care.
- Appropriate leaders and stakeholders are included throughout the quality improvement process.
- Continuous processes to improve quality of care are in motion.

Ensuring service effectiveness through evaluation has long been a priority of CSD. Over the past several years CSD has worked with funded agencies and key stakeholders to establish measurable outputs and outcomes. Extensive training has been provided on the value of and process to implement a quality management plan. Data collection and performance

reports have led to recommendations supporting program improvements. This next phase of CSD's efforts to improve the quality of services is to add additional structure and contractual requirements, as well as dedicated financial resources. With providing additional funding support it is anticipated that CSD funded agencies through CQM will develop and deliver community trainings to translate knowledge from their research, planning and evaluation to improve quality.

HOW:

Funded agencies' expenses for Continuous Quality Improvement (CQI) activities are administrative and may be budgeted up to 5% of the contract amount.

Funded service providers must have:
- An active CQM project during the entire length of the contract; this can be one project that spans the length of the contract or multiple projects.
- Established processes for ensuring that services are provided in accordance with established treatment guidelines and standards of care, if applicable.
- Incorporated quality improvement activities into funding proposals (NOFO) and adhere to quality management contractual requirements

PLAN:

CQM Projects will follow the Plan-Do-Study-Act (PDSA) cycle, which is a systematic process for gaining valuable learning and knowledge for the continual improvement of a product, process, or service. The cycle begins with the Plan step. This involves identifying a goal or purpose, formulating a theory, defining success metrics and putting a plan into action. These activities are followed by the Do step, in which the components of the plan are implemented, such as making a product. Next comes the Study step, where outcomes are monitored to test the validity of the plan for signs of progress and success, or problems and areas for improvement. The Act step closes the cycle, integrating the learning generated by the entire process, which can be used to adjust the goal, change methods, reformulate a theory altogether, or broaden the learning – improvement cycle from a small-scale experiment to a larger implementation Plan. These four steps can be repeated over and over as part of a never-ending cycle of continual learning and improvement (definitions come from the Deming Institute). Training and templates for projects will be provided by CSD staff.

AMENDMENT 3
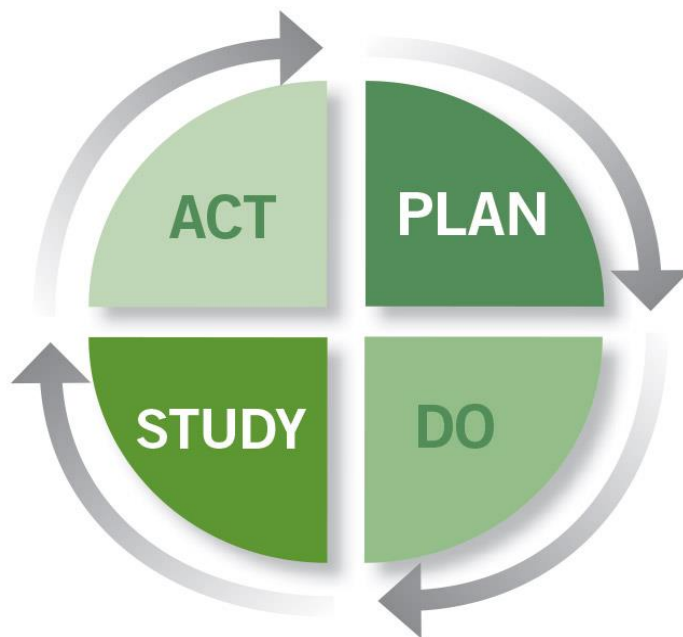
Continuous Quality Management Project
Plan Do Study Act (PDSA) Form

Start Date: **End Date:**

Project Title:

Agency Name: **Project Lead:**

Aim Statement (What you are trying to accomplish?):

- **Specific**- targeted population
- **Measurable**- what to measure and clearly stated goal
- **Achievable**- brief plan to accomplish it
- **Relevant**- why is it important to do now
- **Time Specific**- anticipated length of cycle

PLAN

Test/Implementation Plan (Think about what changes you can make that will result in an improvement):

What change are you testing with the PDSA cycle(s)? Who will be involved in this PDSA? How long will the change take to implement? What resources will you need? List your action steps along with person(s) responsible and timeline.

....

Prediction:

....

Data Collection Plan (Think about how you will know the change is an improvement):

What data/measures will be collected? Who will collect the data? When will the collection of data take place? How will the data (measures or observations) be collected and displayed? What decisions will be made based on the data?

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