NOTICE OF FUNDING OPPORTUNITY INFORMATION GUIDANCE

Financially Assisted Agencies FY 2020- FY 2022
October 1, 2019 - September 30, 2022

Released: February 25, 2019
Due date: March 25, 2019 5:00:00 p.m. EST

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

2.22.2019 MP

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READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS

I.   GENERAL INFORMATION

The purpose of this Notice of Funding Opportunity (NOFO) is for the Community Services Department (CSD) to receive proposals from qualifying non-profit organizations to provide services related to the approved Service Categories. Further information can be found in the Palm Beach County Administrative Code Section 305.07 "Payments to Financially Assisted Agencies." The Health and Human Services 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 its residents. In conjunction with the HHS Element, the Board of County Commissioners adopted Resolution R-2013-1563, which created the Citizens Advisory Committee on Health & Human Services (CAC/HHS). An additional guiding document is "A Report of Health & Human Services in Palm Beach County – Based on Key Community Indicators 2017". You can find these documents at: http://discover.pbcgov.org/communityservices/Pages/Publications.aspx.

Applicant requirements:
- Organizations will clearly identify how their service/program(s) address the Service Categories and system of care as approved by the Board of County Commissioners.
- All applicants seeking County assistance must 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.
- All applicant agencies must hold current and valid 501(c) (3) status as determined by the Internal Revenue Service.
- All applicants must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.

Contractual insurance requirements if applicants are selected:

Commercial General Liability

> The AGENCY agrees to maintain Commercial General Liability at a limit of liability not less than $500,000 Each Occurrence. Coverage shall not contain any endorsement(s) excluding nor limiting Premises/Operations, Personal Injury, Product/Completed Operations, Contractual Liability, Severability of Interests or Cross Liability. Coverage shall be provided on a primary basis.

Business Automobile Liability

> The AGENCY agrees to maintain Business Automobile Liability at a limit of liability not less than $500,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event AGENCY does not own automobiles, AGENCY agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. Coverage shall be provided on a primary basis.

Worker's Compensation Insurance & Employers Liability

> The AGENCY shall maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440. AGENCY shall provide coverage on a primary basis.

Professional Liability

> The AGENCY shall agree to maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than $1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds $10,000, the County reserves the right, but not the obligation, to review and request a copy of AGENCY most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, AGENCY warrants the Retroactive Date equals or precedes the effective date of

this contract. 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 Supplemental Extended Reporting Period (SERP) during the life of this contract, AGENCY shall agree to purchase a SERP with a minimum reporting period not less than two (2) years. The requirement to purchase a SERP shall not relieve AGENCY of the obligation to provide replacement coverage.

Additional Insured

The AGENCY agrees to endorse COUNTY as an Additional Insured with a CG026 Additional Insured or its equivalent – Designated Person or Organization endorsement to the Commercial General Liability. The additional insured shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents. Coverage shall be provided on a primary basis.

Waiver of Subrogation

The AGENCY agrees by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit AGENCY to enter into an pre-loss agreement to waive subrogation without an endorsement, then AGENCY agrees 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 includes a condition specifically prohibiting such an endorsement, or voids coverage should AGENCY enter into such an agreement on a pre-loss basis.

Right to Review

COUNTY reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, the COUNTY reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein or any insurer providing coverage due to its poor financial condition or failure to operating legally.

Umbrella or Excess Liability

The AGENCY may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. AGENCY agrees to endorse COUNTY as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a pure/true "Follow-Form" basis.

Certificate of Insurance

The AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages 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 contract. Simultaneously with the AGENCY execution of this Contract, it shall be the responsibility of the AGENCY to provide initial evidence of the following minimum amounts of insurance coverage to the COUNTY.

Subsequently, the AGENCY shall, during the term of this Contract and prior to each renewal thereof, provide such evidence to the COUNTY, prior to the expiration date of each and every insurance required herein.

II.   OFFICIAL NOTICE OF FUNDING OPPORTUNITY

PALM BEACH COUNTY
COMMUNITY SERVICES DEPARTMENT
FINANCIALLY ASSISTED AGENCIES FY 2020-2022
NOTICE OF FUNDING OPPORTUNITY

Palm Beach County, Community Services Department (CSD), will be accepting proposals for the Financially Assisted Agencies program for Fiscal Years 2020 - 2022 (October 1, 2019 – September 30, 2022). Contracts will be issued as a one (1) year contract with two (2), one (1) year renewal periods dependent on BCC allocations each year unless otherwise noted in the funding priority description. Guidelines for proposals will be available on February 25, 2019.

FINANCIALLY ASSISTED AGENCIES FY 2020-2022

Eligible Applicants: Not-for-Profit agencies holding current and valid 501(c) (3) status as determined by the Internal Revenue Service.

Service Categories:
● Economic Stability/Poverty
● Seniors

For a complete description of Service Category eligible activities, please refer to the recommendations for services section.

Proposals and Amount of Funds Requested: All proposals must be category-specific in service categories that are accepting NOFOs. Applicants are not limited in the number of proposals submitted. The funding available for this NOFO will be determined by the Board of County Commissioners.

Mandatory Bidder's Conference:
There will be a mandatory bidder's conference held on March 4, 2019 for all agencies submitting proposals. Confirmation of attendance must be received no later than March 1, 2019 at 5:00 p.m. Please confirm your reservation and Service Category (ies) that you will be submitting proposals for at the department through *Stessy Cocerez* at **scocerez@pbcgov.org**. Verification of attendance will be sent via email. Please let Stessy Cocerez know if you do not receive a timely confirmation. Agencies are asked to limit their reservations to three (3) attendees due to space limitations.

MANDATORY BIDDER'S CONFERENCE
Monday March 4, 2019
1:30 p.m.
Mayme Fredericks Building- Conference Room
1440 MLK Boulevard
Riviera Beach, FL 33404

Proposal Guidelines
The NOFO Guidance is 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.

All proposals will have to be submitted through the Community Services Financially Assisted Agencies (FAA) NOFO Submission website, which is located at the following link:

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

Submission through the website must be completed by **March 25, 2019 at 5:00 PM** in order for a proposal to be considered.

Additional resources and information are available at:

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

http://discover.pbcgov.org/communityservices/Pages/Citizens-Advisory-Committee.aspx

The FAA NOFO Guidance is for reference purposes only, as the proposal must be submitted through the Palm Beach County Financially Assisted Agencies (FAA) NOFO Submission website.

DEADLINE DATE: Completed proposals, submitted through the online application website must be completed and received by **5:00 p.m. on March 25, 2019**. Proposals submitted after 5:00 p.m. to the website will not be accepted or reviewed.

Technical Assistance: Any requests for technical assistance must be requested 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

Staff will not be available to answer questions after 12:00 pm (noon) on March 22, 2019, which is one working day before the submission deadline.

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS AD 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 *Stessy Cocerez* **at scocerez@pbcgov.org**.

PUBLISH DATE: February 24, 2019

III. SCHEDULE OF EVENTS

FINANCIALLY ASSISTED AGENCIES FY 2020
Schedule of Events

2018

October:	Conduct Community Conversations and surveys as part of the 'Securing Our Future' initiative
November	Write NOFO and Convene Steering Committees
December 13:	Citizens Advisory Committee on Health and Human Services (CAC/HHS) information update on NOFO process

2019

February 12- 19	Draft of NOFO guidance available via web for public comment
February 14	Citizens Advisory Committee on Health and Human Services (CAC/HHS) information update on NOFO process
February:	Memo to BCC updating on NOFO process for FY 2020-2022
February 25:	NOFO available for public
March 4:	Mandatory Bidder's Conference
March 5:	Reviewer Training
March 22 12:00 PM (noon):	Final day to submit written questions
March 25 5:00 PM:	NOFO Proposal submission deadline
April 15 -17:	**Economic Stability/Poverty** Review Panel meets to review and score proposals. Community Services Department, 810 Datura Street, Basement Conference Room in West Palm Beach, 33401 **Seniors** Review Panel meets to review and score proposals. Community Services Department, 810 Datura Street, Basement Conference Room in West Palm Beach, 33401
April 18-May 1:	Staff reconciles review panel rankings and funding availability to develop recommended allocations
May 9:	CAC/HHS meeting presentation
May:	County Administration reviews FAA recommendations
May 20:	Final date to file a Funding Grievance
July 2:	Presentation of FY 2020 -2022 FAA recommendations to BCC
October:	BCC Contract Approval

IV.   CRITERIA FOR SERVICE CATEGORIES

Financially Assisted Agencies NOFO FY 2020 – FY 2022
Criteria for Service Categories

3-Year Funding Cycle:
The following service categories that will be up for competitive proposals will be issued a one (1) year contract with two (2), one (1) year renewal periods unless otherwise noted in the funding recommendations. Funding is dependent on BCC allocations each year.

1.   **Economic Stability/Poverty**
2.   **Seniors**

V.   CONE OF SILENCE

CONE OF SILENCE
FINANCIALLY ASSISTED AGENCIES
FY 2020

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 March 25, 2019 until the final FAA allocations are approved by the Board of County Commissioners.

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), a copy of which can be accessed at: http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx is in effect. 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 terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action, which ends the solicitation process.

VI.   PROPOSAL GUIDELINES

FY 2020-22 Financially Assisted Agencies
Proposal Guidelines

START A NEW APPLICATION – DO NOT USE AN OLD ONE

General Information – complete the "Cover Page" document with the following information:

1.   Name of Applicant Agency
2.   Service Category - identify the service category in which the proposal is being submitted.
3.   Program Title
4.   Specific Target Population – including number to be served
5.   Geographic Area Served
6.   Commission Districts Served
7.   Program Status (existing or new program)
8.   Program Start Date (if a new program)
9.   Total Program Budget (program's total budget during the time period for which you are requesting funding)
10.   Amount of Funding Request (how much you are requesting in the proposal)
11.   Unit Cost Service Description
12.   Unit Cost of Service
13.   Identify if agency is currently certified by Nonprofits First or another accreditation entity approved by CSD
14.   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)

Summary
Please submit a proposal:
- Addressing all components of the Community Services FAA website: https://pbcc.samis.io/go/nofo/. All applicants attending the mandatory bidder's conference will be approved to access the full proposal. The full proposal can be revised prior to final submission, which is due no later than *March 25, 2019 at 5:00 p.m.*
- Written in plain language; a narrative that fully addresses all questions in the FAA NOFO Guidelines.
- That is understandable to people unfamiliar with your organization or your area of expertise.
- That specifically addresses the funding priorities set out in this Notice of Funding Opportunity.

Please refer to the FAA NOFO guidance provided in the website for further description or definition of any of the required areas.

Guidelines for Proposals include:

1. **Project Narrative (25 pts)**
   A. Describe the clients/population that will be served: (1500 Characters)
      Economic Stability/Poverty Category:
      - Economic Stability
      - Economic Mobility-Securing our Future Initiative (SOFI)
      Senior Category:
      - Seniors – age 60 and over
   B. List the total number of unduplicated persons that will be served. Specify the number on a monthly and annual basis. (500 Characters)
   C. How will your proposed activity coordinate with the current system of care? If your agency has not been involved, please describe your willingness and timeline for participation. (1500 Characters)
   D. 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. (1500 Characters)
   E. Describe the capacity of your organization. Include the following in your description: (4000 Characters)
      - 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
   F. Describe how your agency is (or is working to become more) inclusive and equitable, both in terms of internal practices and programming, and in terms of external partnerships and within the community. (4000 Characters)
   G. What steps has your agency 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? (4000 Characters)
   H. Describe prior or planned efforts to ensure staff receives the following trainings and how they would be incorporated into service delivery: (4000 Characters)
      - Racial Equity Training
      - Adverse Childhood Experiences Training (ACE's)
      - Cultural Competency Training
      - Trauma Informed Care Training
   I. For Economic Stability and Economic Mobility- Securing our Future (SOFI) category include the following information: (8,000 Characters)
      - How clients will be selected for service(s), describe how you will follow the required eligibility guidelines
      - How will the agency partner within the other agencies providing a similar service
      - Types of services to be offered
      - Who will provide the service(s)
   J. For Seniors category include the following information: (8,000 Characters)
      - How clients will be selected for service(s), describe how you will follow the required eligibility guidelines
      - The maximum amount of assistance to be provided per individual/family
      - The maximum period to receive such assistance
      - Types of services to be offered

- Who will provide the service(s)
- For housing programs:
  - ✓ The process for procuring rental property for clients
  - ✓ The process for roommate matching
  - ✓ How the Continuum of Care (CoC) Homeless and Housing Alliance (HHA) Housing Focused Case Management standards have been utilized in establishing/operating the program

2. **Evaluation Approach (15 pts)**
   A. Complete the 2020-22 Financially Assisted Agencies (FAA) Evaluation Plan/Logic Model and upload into the designated section.
      - Ensure outcomes are SMART (specific, measurable, achievable, realistic, time bound).
      - Ensure outcomes are reflective of the required outcomes stated in the FAA NOFO Guidance.
   B. How does your agency use program evaluation and best practice program models to develop and implement the programs that you operate? (4000 characters)
   C. 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 practice or the results of an evaluation. (4000 characters)

3. **Prior Outcomes and Response to Community Data (10 pts)**
   A. Discuss prior outcomes and other relevant data that demonstrates success of the services in this proposal. (4000 characters)

      For Economic Stability and Economic Mobility, include data for:
      - The percent of clients that have increased or maintained their household income in the last year of the program
      - The percent of clients that are 100% below the Federal poverty level (FPL)
      - Describe the demographics and characteristics of the previous population served. Describe where services are provided and the area in which clients live and travel from to receive services.

      For Seniors, include data for:
      - The percent of clients that have met your proposed program outcomes
      - The percent of clients that you have served that are homeless, at risk of homelessness or experiencing dementia.
      - Describe the demographics and characteristics of the previous population served. Describe where services are provided and the area in which clients live and travel from to receive services.

   B. Review the data sources provided that demonstrate a need for services in the category you are applying for. Describe how your proposal will respond to the need demonstrated by the data provided. (4000 characters)

4. **Data Management (10 points)**
   A. **Only For Economic Stability and Economic Mobility-Securing our Future (SOFI) Category and Senior Category- Strategies #1-3**: How does your agency ensure quality data collection, data entry, and reporting for service programs in ClientTrack, the Homeless Management Information System (HMIS)? If your program is not currently participating in ClientTrack, describe your plan for increasing agency capacity to quickly begin collecting and entering data. (**All agencies awarded FAA funds must participate in ClientTrack/HMIS. All clients served with FAA funds must be entered into ClientTrack/HMIS. Funding requires that all clients served be entered and exited in ClientTrack/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 ClientTrack/HMIS on an ongoing basis throughout the term of their FAA contract in order to maintain eligibility for reimbursement. Provisions are in place within ClientTrack/HMIS to protect client confidentiality, yet still report statistical data.) (4000 characters)

    B. **For Senior Category- Dementia Priority -Strategy #4 & #5 only**: How does your agency ensure quality data collection, data entry, and reporting for programs in SAMIS? (4000 characters)

    C. Provide a specific example of program changes your agency has made based on data collected. 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 ClientTrack/HMIS as well as other data sources such as participant feedback and staff observations. (4000 characters)

5.   **Partnerships, Resources and Collaboration (20 pts)**

    A. Describe how your agency is part of the larger system of care. Give an example of how your agency is connected to other organizations that are or have supported your agency's program participants. (4000 characters)

    B. 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) or subcontract. (4000 characters)

    C. How will your organization continue to address this need (or solve this problem) if current funding ends? (4000 characters)

6.   **Budget (20 pts)**

*Guidelines***:**

- 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.
- Ensure FAA requested funding is not more than 25% of the Total Agency Budget

    A. Total Agency Budget – to 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.

    B. Submit most recent audit report. If there were findings, describe corrective actions.

    C. Submit Year-End Financial Statements and IRS Form 990. If not submitted explain why.

    D. 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. (4000 characters)

    E. Is FAA funding being used as match for another funding source? If so please explain. (1000 characters)

7.   **Scope of Work** – This section will be used to develop your contract if your program is funded. These items will be monitored by contract monitors.

a. Target Population
b. Funding Priority – choose one Economic Stability, Economic Mobility or Seniors
c. Overview (400 characters or less)
d. Services: List in bullet points which services you will be providing to clients.
e. Number of unduplicated clients served through this program:

Priority Area Score
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 established through the Birth to 22 meetings, community conversations in October 2018 and the community conversations that occurred with seniors in 2017. Each category will be ranked separately: Economic Stability, Economic Mobility-Securing our Future (SOFI) and Seniors.

See attachment #2, #3 and #4 for the priority guidance that the reviewers will use for the review process.

VII. 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 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. **Costs Incurred by Proposers:**
    All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the proposer. No payment will be made for proposals received, or for any other effort required of or made by the proposers, prior to commencement of work as defined by a contract approved by the Board of County Commissioners.

5. **Public Record Disclosure:**
    Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.

6. **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.

7.   **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.

8.   **Non- Discrimination:** The proposer must warrant and represent that 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 and expression, or genetic information.

VIII. Recommendations for Services: Economic Stability/Poverty Palm Beach County

There are two funding areas in this category: Economic Stability and Economic Mobility-Securing our Future (SOFI). Agencies may apply for one or both categories; however, they must apply with separate applications.

Funding priorities for the FY 2020-2022 NOFO
Priority #1. Economic Stability
Strategy #1 Financial Assistance with Emergency Payments to maintain housing (example; rental, electric, water) or financial assistance to remove barriers to employment (example; car repair, work uniform). Applicant must specify the type of financial assistance they will provide in their application.

Strategy #2 Case Management and direct services to maintain or increase economic stability.
This strategy can include transportation directly or through a voucher, Budgeting and Navigation.

Priority #2. Economic Mobility -Securing Our Future Initiative (SOFI)
Strategy #1 build or create pathways for economic mobility for families with children ages 0-18 that increase wages and maintain the increase over time.

PRIORITY DESCRIPTIONS

Priority #1- Economic Stability:

REQUIREMENTS:
Agencies that are serving households and individuals in this priority must:
- Serve individuals at or below 100% of the Federal Poverty Level (FPL) (https://aspe.hhs.gov/2019-poverty-guidelines)
- Serve individuals regardless of their employment status; Can be employed, unemployed or underemployed
- Ensure the client is enrolled in the Homeless Management Information System (HMIS)
- Ensure the client receives a follow up contact to measure outcomes

It is not required to have a youth ages 0-18 in the household for this priority.

Examples of services for this priority:
- Transportation directly or through a voucher

- Emergency Services Payments (rental, electric, water, car repairs or work uniforms)
- Budgeting
- Case Management
- Navigation

Required Outcome Indicator for logic model:
1. % of individuals served who increase disposable income for basic living expenses and maintain an increase for 90 days or more

Priority #2 – Economic Mobility:Securing Our Future Initiative (SOFI):

VISION: A system of care that maximizes opportunities for economic mobility

MISSION: To collaborate with community stakeholders to create an ecosystem that supports innovative systemic change leading to increased economic mobility for low-income families

GUIDING PRINCIPLES
We believe:
1. Poverty is everyone's problem
2. In finding solutions WITH people not FOR people
3. That Poverty is a moral AND economic imperative
4. In shared prosperity for all

GOALS:
The Securing Our Future initiative (SOFI) seeks to build or create pathways for economic mobility for families with children ages 0-18 who are living below 200% the federal poverty level (FPL) **with a special emphasis on families that are 100% or below FPL.**
The goals for this initiative are to:
1. Assist 188 households annually with services that will increase their household income above 100% of FPL and to maintain or improve this income level for a minimum of two years.

2. To create a path that enables families who are earning above 100% of poverty but below the living wage (200% FPL/ALICE Threshold) to increase their household income above the living wage.

3. To accelerate the building of an integrated Health and Human Services System of Care to create more seamless, effective and sustainable interventions which will assist stakeholders in identifying and removing structural & systemic barriers (i.e. fiscal cliff) that prevent families from advancing economically.

Programmatic Description:

See attachment # 5 for program description and chart.

REQUIREMENTS
Agencies that are serving households participating in this initiative must:
- Serve Households with a child between 0-18 within the household.
- Serve households below 200% of Federal Poverty Level (FPL); with emphasis on 100% and below.
- Ensure the client is enrolled in the Employ Florida Database.
- Ensure the client is enrolled in the Homeless Management Information System (HMIS).
- Ensure that clients participate in orientation/community group sessions.

FEATURES

The ranking guide will give priority to agencies that- indicate on their proposal they will serve families
- earning 100% **and** below FPL
- families who reside in high poverty neighborhoods (See attachment #6 for details) and
- families who are users of multiple systems (i.e. TANF, SNAPS, Housing Subsidies, Homeless Families or Families at risk of homelessness, Medicaid)

EXAMPLES OF PROJECTS THAT MAY BE CONSIDERED UNDER THE SECURING OUR FUTURE INITIATIVE (SOFI):
1. A strategic collaboration with agencies that work with families receiving TANF benefits offering support services that will assist them in gaining and maintaining employment
2. Developing or expanding a social enterprise that will create new jobs for individuals with families living in eligible households (not to supplant existing funding)
3. An initiative assisting families who are/were receiving unemployment benefits to find gainful employment
4. Creating strategic partnerships with a private sector employer that provides employment opportunities for eligible households
5. Assisting individuals within the eligible household to start their own businesses

These are examples only and project proposals are not limited to the above examples. We encourage innovative projects that will accomplish the goals of the initiative.

Examples of Services for this initiative:
- Case Management (i.e. job placement, employment support etc.)
- Training that would position the client to increase their wages (excluding trainings offered by CAP and CareerSource-) See attachment #6 for details regarding existing training provided.
- Adult Basic Education, ESOL training
- Transportation

Services not allowable for this initiative:
- Childcare
- Trainings offered by CareerSource, CAP or Palm Beach County School District (unless there is a gap)
- Health Care

Please see the data sources located at
http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx.
Proposals should include strategies and interventions that respond to the data provided.

Required Outcome Indicators – use for logic model
A. % of households served who increase wages through entrepreneurship or gaining employment and maintain for 90 days or more

Other outputs and outcomes that are required to be tracked:
B. % of households served who earn job-relevant licenses, certificates, and/or credentials
C. % of households served who increase their self-sufficiency over a period of 3 year contract, as indicated by the self sufficiency matrix
D. % of households served who gain employment

DEFINITIONS:
Economic Stability: Increase financial stability for vulnerable populations.

Economic Mobility: Increase wages and maintain wage increase over a period of time so that household income is above the living wage.

Disposable Income: Any income above what is needed for basic living expenses for housing, food and transportation. For vulnerable populations the deficit for basic living expenses would be lessened; however, there still may not be enough income to meet basic living expenses.

IX.   Recommendations for Services: Seniors

In anticipation of the FY 2020 Financially Assisted Agencies (FAA) Notice of Funding Opportunity (NOFO) process, the Palm Beach County, Community Services Department, Division of Senior Services (DOSS) completed an assessment of the current needs among senior citizens living within the county. Needs were documented and recommendations developed after a review of quantitative data from 211 Palm Beach/Treasure Coast and the Area Agency on Aging (AAAPB/TC) and qualitative data, gathered through several focus groups conducted by DOSS and AAAPB/TC. Between April and August 2017 seven (7) focus groups were held throughout the County. Over two-hundred (200) seniors participated.

Please see the data sources located at
http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx.
Proposals should include strategies and interventions that respond to the data provided.

Funding priorities for the FY 2020-2022 NOFO

1. Maintain housing for seniors (2 year contracts- will be reissued for competition under homelessness NOFO in 2 years)
Strategy #1 Financial assistance to relocate or to avoid eviction
For relocation services-this strategy should include short term case management to assist the senior in need with housing location, assistance setting up a new residence to include physical assistance with moving and transport of current belongings to their new home. Eviction prevention can include financial assistance to pay rent in arrears.

Strategy #2 Housing for homeless seniors
This strategy should include housing location, case management, rental assistance and a roommate matching element

Strategy #3 Transportation vouchers or financial assistance for transportation to assist seniors that are homeless or at risk of homelessness. Transportation vouchers or financial assistance for transportation to assist seniors that are homeless or at risk of homelessness to medical appointments and housing related appointments

2. Dementia (1 year contract - will be reissued for competition under behavioral health NOFO in 1 year)
Strategy #4 Provide Adult Day Care services to seniors with Dementia

Strategy #5 Provide support services to caregivers of seniors with Dementia

REQUIREMENTS:

Required Outcome Indicators – use for logic model

1. Maintain Housing

Strategy #1:   % of individuals who maintain their housing after receiving financial assistance for 6 months or more

Strategy #2:   % of individuals who move from homelessness into permanent housing and maintain housing for 6 months or more

Strategy #3:   % of individuals served who have increased access to medical appointments and housing related appointments through transportation vouchers and or financial assistance

2. Dementia

Strategy #4:   % of seniors with dementia served who delay or eliminate the need for nursing home placement

Strategy #5:   % of individual caregivers who improve or maintain likelihood of continuing home based care for a senior with dementia

DEFINITIONS:

Senior – Any person over the age of 60

Grievance Notice

<div align="center">

Grievance Notice Form

Palm Beach County Community Services Department-

FAA Program

</div>

Grievances may be filed by an entity submitting an 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 May 9, 2019. 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:

<div align="center">

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

</div>

Entity Filing Grievance: _____

Which process was allegedly deviated from? _____

_____

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

_____

_____

_____

_____

Economic Stability/Poverty Category
Funding Priority #1
FAA NOFO FY19 Ranking Guide for Review Panelist

As stated in the FAA NOFO Guidance FY20 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.

<u>Economic Stability/Poverty to Consider in Ranking</u>

Funding priorities for the FY 2020-2022 NOFO are ranked in order of priority below:

1. Economic Stability
   Strategy #1 Financial Assistance with Emergency Payments to maintain housing (example; rental, electric, water) or financial assistance to remove barriers to employment (example; car repair, work uniform)

   Strategy #2 Case Management and direct services to maintain or increase economic stability
      This strategy can include transportation directly or through a voucher, Budgeting and Navigation.

Economic Stability/Poverty Category
Funding Priority #2
FAA NOFO FY19 Ranking Guide for Review Panelist

As stated in the FAA NOFO Guidance FY20 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.

Economic Stability/Poverty to Consider in Ranking

Funding priorities for the FY 2020-2022 NOFO are ranked in order of priority below:

2. Economic Mobility -Securing Our Future Initiative (SOFI)
   Strategy #1 Build or create pathways for economic mobility for families with children ages 0-18 that increase wages and maintain the increase over time.

   Proposals will be ranked the highest for those using strategy #1 and also are:
      2. *Serving families earning below 100% of the Federal Poverty Level*
      3. *Serving families who reside in high poverty neighborhoods (see attachment #6)*
      4. *Serving families who are users of multiple systems (TANF, SNAPS, Housing Subsidies, Homeless, those at risk of homelessness and Medicaid)*

Seniors
FAA NOFO FY20 Ranking Guide for Review Panelist

As stated in the FAA NOFO Guidance FY20 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.

Seniors to Consider in Ranking

Funding priorities for the FY 2020-2022 NOFO are ranked in order of priority below:

1. Maintain housing for seniors

Strategy #1: Financial assistance to relocate or to avoid eviction
For relocation services-this strategy should include short term case management to assist the senior in need with housing location, assistance setting up a new residence to include physical assistance with moving and transport of current belongings to their new home. Eviction prevention can include financial assistance to pay rent in arrears.

Strategy #2: Housing for homeless seniors
This strategy should include housing location, case management, rental assistance and a roommate-matching element

Strategy #3: Transportation vouchers or financial assistance for transportation to assist seniors that are homeless or at risk of homelessness. Transportation vouchers or financial assistance for transportation to assist seniors that are homeless or at risk of homelessness to medical appointments and housing related appointments

2. Dementia
Strategy #4: Provide Adult Day Care services to seniors with Dementia

Strategy #5: Provide support services to caregivers of seniors with Dementia

Economic Mobility-Securing our Future (SOFI) - Program Description

The chart below outlines the flow through the system that is being formed as part of the initiative.
Step 1: Starting at the top are the two groups guiding the work- Birth to 22 United for Brighter Futures and the Citizens Advisory Committee on Health and Human Services. These groups currently serve as the two System of Cares collaborating with this initiative.
Step 2: The next row of agencies shows the agencies that we will work with to **Improve Access to Services**. Staff are currently working on Memorandums of Agreements to enhance access to services for the families enrolled in this initiative. Organizations that provide critical emergency services will also be asked to prioritize participating families. Many of these organizations may asked to participate in periodic community sessions where services can be provided directly to families.

Step 3: After nonprofit agencies have received their award and contract, each participating family will complete a Employ Florida Application. The Employ Florida application will enable clients that are participating in this poverty reduction initiative to be matched with businesses that are participating in this initiative. These applications are online and will be coded in the Employ Florida system so that data can be gathered and analyzed. This information also enables us to utilize an asset-based approach to service delivery. Assistance with these applications will be available for clients either through CareerSource, Community Action or the agency's Case Manager.

Step 4: Next the AGENCY will enter the client's demographic information in HMIS. An electronic self-sufficiency matrix will be completed with the client which will be used to establish the baseline for the client's progress through the program. The agency serving the client will then use the matrix to build a service plan for the client and start working with the client to reach the goal of increasing their income. The agency will be encouraged to collaborate within the system to meet the client's needs.

Step 5: Community Action will be responsible for reviewing the data for all families in HMIS/CMIS/Client track and providing periodic reports. As part of the initiative, agencies will encourage their clients to attend orientation and subsequent community sessions. During this orientation, the client will find out about the purpose of the program, connect with other clients in the program and find out about resources beyond the agency serving them. These sessions will be held regionally at least 2 times per year.
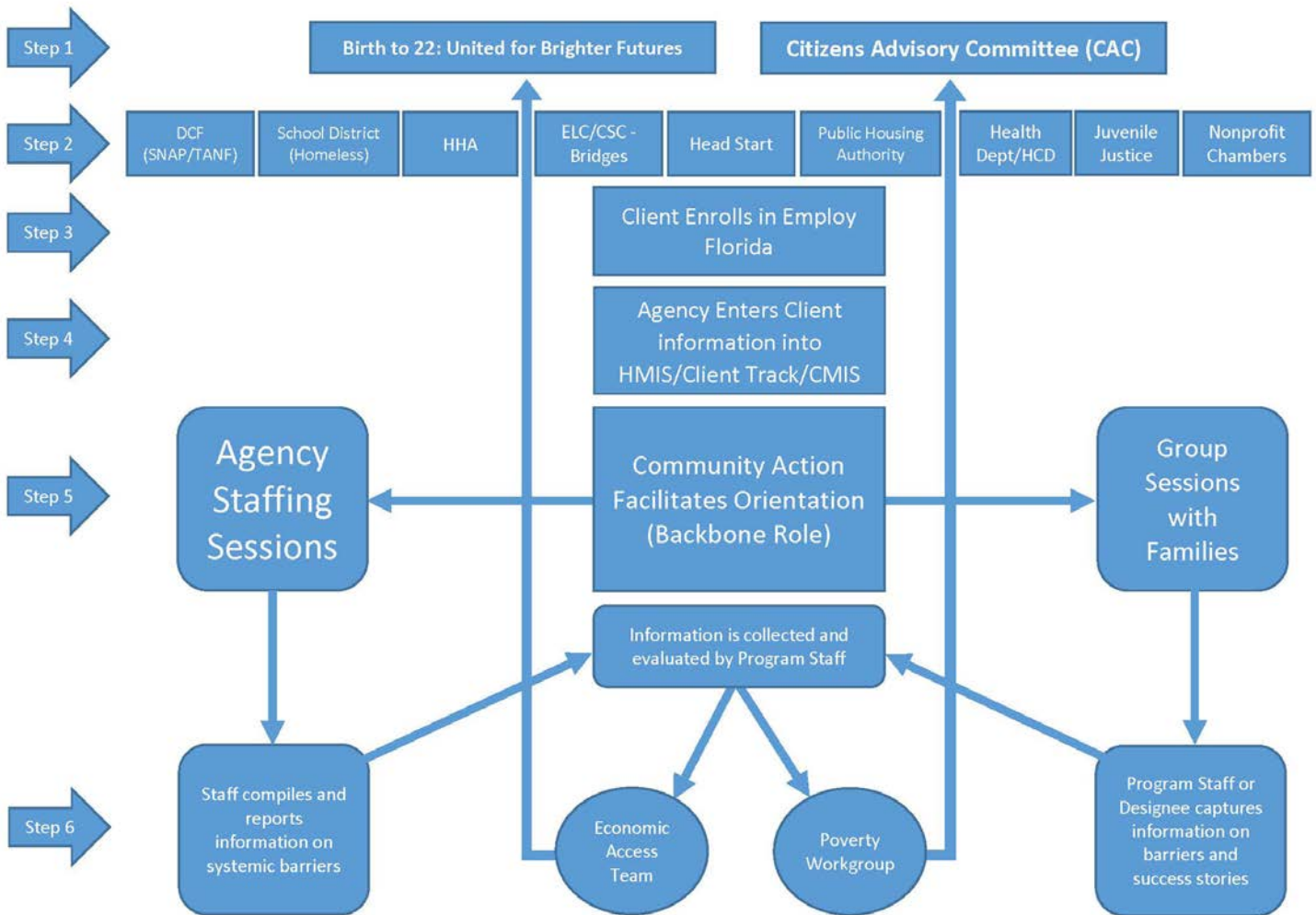
After initially meeting altogether, the sessions will then split into two groups (which are the two boxes to the left and right of the orientation). To the right is the meeting for the group of clients to encourage their supporting one another and building natural support networks. During these sessions, staff (or hired consultant) will be listening to better understand barriers that the clients may be facing. The sessions will also focus on advocacy, resilience and other life skills. Staff (or consultant) will compile the information for the Poverty workgroup and Economic Access Team.

The agency staffing sessions will also take place after the groups splits to discuss client barriers and staff cases where they may assist each other and problem solve. This information will also be brought to the Poverty workgroup and the Economic Access Team.

Step 6: Finally once the Economic Access Team and Poverty Workgroup receives the feedback from the sessions and the they will bring it back to their respective groups who will continue to work on further developing the system of care- thus creating a full feedback loop to the entire process.

Program Evaluation Component-Data sharing will be necessary in order to conduct an independent evaluation of the Securing Our Future initiative (SOFI). Data will be made available to ThinkSpot organization for analysis. An analysis will be conducted on groups of families that increase their household income to determine which variable or combination of variables significantly contributed to the increase. Agreements with other organizations will be made to determine if the increase in household income correlates with improved educational, health and delinquency outcomes.

Flowchart Outlining the Economic Mobility Initiative

Step 1

Birth to 22: United for Brighter Futures

Citizens Advisory Committee (CAC)

Step 2

| DCF (SNAP/TANF) | School District (Homeless) | HHA | ELC/CSC - Bridges | Head Start | Public Housing Authority | Health Dept/HCD | Juvenile Justice | Nonprofit Chambers |

Step 3

Client Enrolls in Employ Florida

Step 4

Agency Enters Client information into HMIS/Client Track/CMIS

Step 5

Agency Staffing Sessions

Community Action Facilitates Orientation (Backbone Role)

Group Sessions with Families

Information is collected and evaluated by Program Staff

Step 6

Staff compiles and reports information on systemic barriers

Economic Access Team

Poverty Workgroup

Program Staff or Designee captures information on barriers and success stories

Community Services Department is currently working on coordination agreement with the following entities to streamline service provision:

Service	Agency
Child Care	Children's Services Council
Child Care	Early Learning Coalition
Child Care	Head Start
Child Care (summer)	Youth Services Department
Employment & Employment Skills	Career Source PBC (contract with businesses and municipalities) and host job fairs
Employment	A & A and Temp Agencies
Employment & Employment Skills	Community Action Agency
Education (coordination)	School District
Food	United Way
Healthcare	Health Care District
Housing	Homeless and Housing Alliance
Housing	PBC Housing Authorities
Housing	Community Land Trust
Housing	Habitat for Humanity
Transportation	Palm Tran & Palm Tran Connection

High Poverty Neighborhood Details

The following chart should be considered when determining areas to serve that are in high poverty neighborhoods:

Indicator: Families with children in Poverty (%)

Top 5 Zip codes:

#	Municipality	Zip Codes	Percentage of Families with children in Poverty
1	Pahokee/Canal Point	33476/33438	48.1%
2	West Palm Beach	33403	46%
3	Belle Glade/South Bay	33430/33493	36.1%
4	West Palm Beach	33407	35.2%
5 tie	Riviera Beach and Lake Worth	33404 and 33460	33.4%

Source:
https://trustedpartner.azureedge.net/docs/library/ChildrensServicesCouncil2011/PBCZipCodeReportSept2017.pdf

Economic Mobility- Securing our Future Initiative (SOFI)

Trainings offered by CAP, Career Source and School District Adult Education Programs

CAP trainings:

- CDL
- Childcare
- Computer Skills
- Construction Trades: Welding, Plumbing, HVAC, Electrician
- D License
- Debt Reduction
- Entrepreneurship
- Financial Management
- Food Certification
- Food Prep
- Fork lift
- G License
- Home Health Aide
- Licensed Practical Nursing
- Patient Care Technician
- Retail
- Work Readiness

Career Source Trainings: https://careersourceflorida.com/career-assistance/

School District:
https://www.palmbeachschools.org/students_parents/adult_and_community_education/career_and_technical_education