

**Financially Assisted Agencies
FY 2020
Notice of Funding Opportunity
Bidder's Conference**

March 4, 2019

Palm Beach County
Community Services Department

AGENDA
Financially Assisted Agency (FAA) Notice of Funding Opportunity (NOFO)
Bidder's Conference
March 4, 2019
1:30 p.m.

Sign In

Welcome & Introductions

Overview of FAA Service Category Alignment

James Green, Director, CSD

Overview of 2019 FAA NOFO Process and Guidance

Meghan Parnell, Manager of Planning and Evaluation, CSD

Outcomes Overview of Logic Model and Evaluation Plan

Vivian Blackmon-Taylor, Program Evaluator, CSD

Developing the Scope of Work

Amalia Hernandez, Contracts Manager, CSD

Fiscal Overview for RFP Budgets

Thomas Eaton, Fiscal Manager, CSD

FAA Application Website Overview

Stessy Cocerez, Planner I, CSD

Questions & Answers

Adjournment & Distribution of NOFO Invitation Code





WELCOME & INTRODUCTIONS

James Green
Department Director



**A Proposal to Align Funding Categories
for Financial Assisted Agencies with the
Priorities Adopted by the Board of County
Commissioners**



OBJECTIVE:

To align the Financially Assisted Agency funding categories with the priorities identified by the Board of County Commissioners without causing a major disruption in the Health and Human Services System of Care.



WHY ALIGN CATEGORIES?

- 1. TO HAVE GREATER IMPACT ON BCC PRIORITY AREAS**
- 2. TO FACILITATE A PROCESS THAT IS MORE OUTCOME DRIVEN**
- 3. TO BETTER ALIGN WITH THE NEEDS WITHIN THE COMMUNITY**



STRATEGY FOR ALIGNMENT

- 1. ALIGNMENT FOR HOUSING/HOMELESSNESS HAS ALREADY OCCURRED**
- 2. SERVICES PROVIDED BY THE AGENCY WILL BE MATCHED TO RESPECTIVE BCC PRIORITY AREA**
- 3. ONE OR TWO YEAR CONTRACTS WILL BE RECOMMENDED TO FACILITATE ALIGNMENT**
- 4. SPECIAL CONSIDERATION WILL BE GIVEN TO AGENCIES THAT ARE ALREADY FUNDED TO PREVENT THE CREATION OF SERVICES GAPS WITHIN THE HHS SYSTEM OF CARE**

Priorities Adopted by the Board of County Commissioners (related to CSD)

- **Economic Development-** *To promote economic revitalization by driving the creation of employment opportunities while reducing disparities and improving quality of life for everyone.*
- **Housing/Homelessness-** *To promote the quality of life through targeted programs that address the housing and homelessness needs of the residents of Palm Beach County.*
- **Behavioral Health and Substance Use Disorders-** *To address the heroin/opioid and substance abuse crisis by providing evidence-based prevention, medication-assisted treatment, and recovery support services.*

PRIORITIES BELOW ARE NOT DIRECTLY RELATED TO THE COMMUNITY SERVICES DEPARTMENT:

- **Environmental Protection**
- **Infrastructure**
- **Public Safety**



Overview of 2020 FAA NOFO Process and Guidance

Meghan Parnell
Manager of Planning and Evaluation

FAA Funding Cycle

FY 2020 NOFO Categories:
Economic Stability/Poverty
Seniors

Applicant “Insider Tips”

- Read the NOFO
- Make sure to review all of the resource documents that have been posted online for both Economic Stability/Poverty and Special Needs
- Make sure that your Partner Letters / MOUs:
 - ✓ Are well-written
 - ✓ Outline the partnership(s) between community agencies as detailed as possible
 - ✓ Are as updated as possible
- Use the total work time allotted to complete your grant application. Do not wait until the last minute to submit.
- Answers should be simple, concise, and to the point, while still informing the reviewer of what your program does.
- While going through your grant application, please keep in mind that this is a highly competitive grant and we often receive more applications than we can fund.

Community Services Department FAA Program

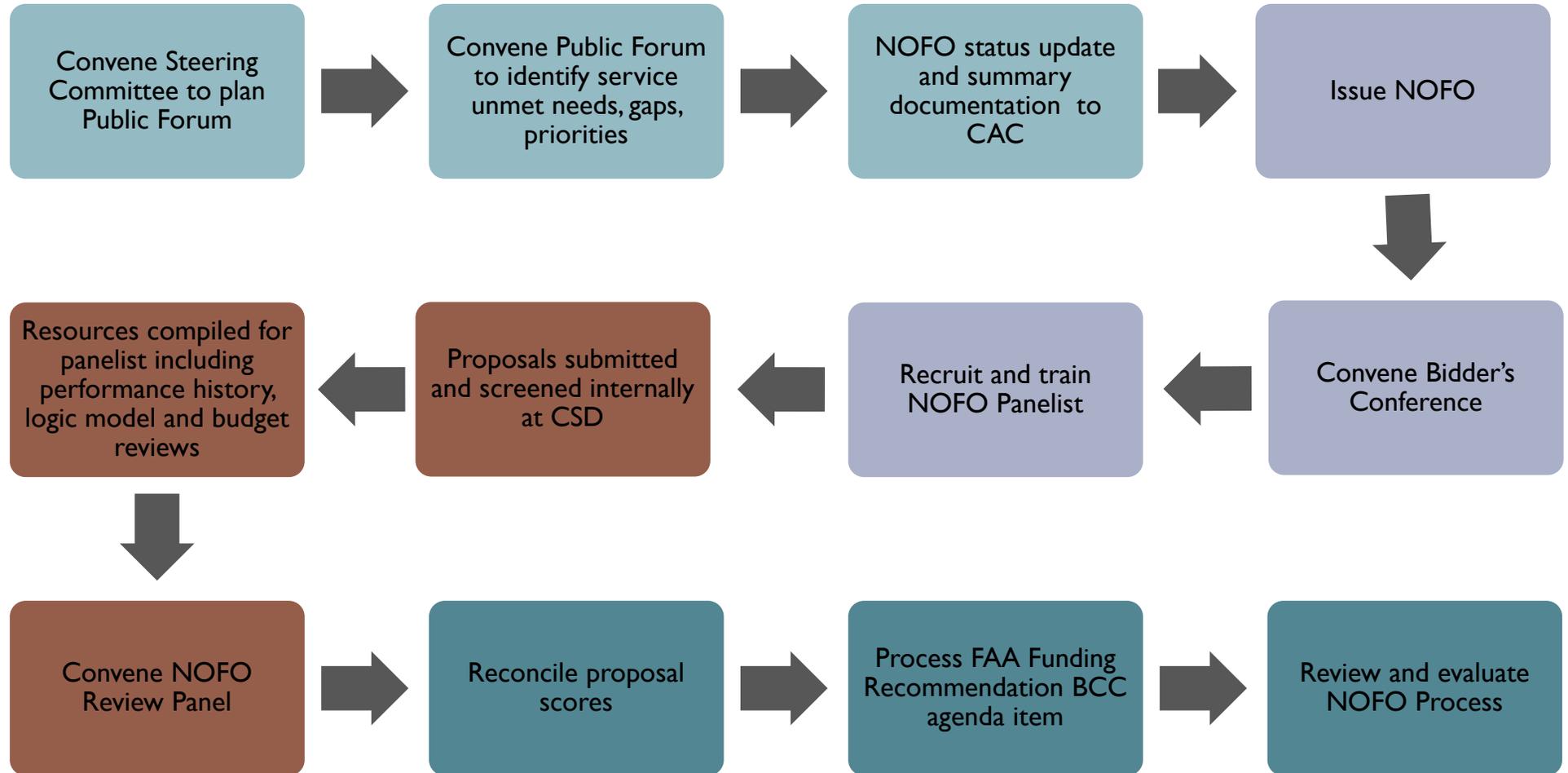
There will be additional details throughout today's presentation regarding the proposal components. There are a few that I would like to highlight. It will be critical in this year's proposals to:

Response to Community Data This is a new section. Community data will be provided which support the need for the service categories. Describe how your program will respond to the provided data sources

Avoid Duplication To emphasize proposed services are not a duplication of what other agencies provide. It is encouraged that the FAA funding only be used when there are no other existing resources.

Collaboration Strong community collaboration and service linkage will be important in the success of your proposal. Describing how your program will leverage community resources and link clients to the broad array of health and human services within Palm Beach County will be important.

FAA NOFO Process



**FINANCIALLY ASSISTED AGENCIES FY 2020
Notice of Funding Opportunity
TIMELINE**

- February 24:** NOFO advertised
February 25: NOFO available for public
March 4: Mandatory Bidder's Conference
March: Reviewer Training
March 22 - Noon: Final day to submit written questions

March 25 @ 5:00 PM: NOFO submission deadline

- April 15-17:** Economic Stability/Poverty Review Panel
CSD Administration, 810 Datura Street, Basement

Seniors Review Panel
CSD Administration, 810 Datura Street, Basement
- April 18-May 1:** Staff reconciles committee rankings, funding availability and develops recommended allocations
- May:** County Administration reviews FAA recommendations
- July:** Presentation of FY 2020 FAA recommendations to BCC

CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the date the NOFO is due, which is March 25, 2019, until the final FAA contracts are approved by the Board of County Commissioners.

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://www.pbcgov.com/legislativeaffairs/pdf/Lobbyist_Registration_Ordinance.pdf 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 RFP 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.

Ethics Commission

If anyone has a question regarding ethics they should not be addressed to our department, but should be addressed directly with the Ethics Commission.

<http://www.palmbeachcountyethics.com/>



Non Profits First Certification and Exemption Process

County recognizes the certification process for nonprofit agencies through Nonprofits First: www.nonprofitsfirst.com.

Non-Profits First Certification may be exempt for agencies that provide documentation of certification from another funding or oversight body recognized by their industry or if their agency has received two (2) consecutive monitoring reports from FAA with no findings. Exemptions must be requested and approved by the Department of Community Services each contract year.

Requests for exemption must be indicated in the proposal Cover Page- Non Profits First section.

All non-exempted agencies contracting with the County will be required to maintain certification or be certified within 18 months of their initial contract date.

Proposal Highlights

All applicants attending the mandatory bidder's conference will be approved to submit a full proposal.

The full proposal is due no later than

March 25, 2019 at 5:00 p.m. .

Proposals should:

- Address all components of the Community Services FAA NOFO Submission website
Be written in plain language; a narrative that fully addresses all questions in the FAA NOFO Guidelines.
- Be understandable to people unfamiliar with your organization or your area of expertise.
- Specifically address the funding priorities set out in this Notice of Funding Opportunity.

Proposal Components

- 1. Project Narrative:** (25 points)
Description of client/population served
Description of Organization
Specific questions related to priority areas
- 2. Evaluation Approach:** (15 points)
Complete Logic Model
Use of Program Evaluation
- 3. Prior Outcomes and Response to Community Data** (10 points)
Discussion of Prior outcomes
Respond to Community Data
- 4. Data Management** (10 points)
Quality data collection, data entry and reporting
Use of data to inform program changes
- 5. Partnerships, Resources and Collaboration:** (20 points)
Relationship to larger system of care
Formal partnerships
Address need after funding ends
- 6. Budget:** (20 points)
Follow directions in the budget template.
Unit cost service description and Unit cost of service.
- 7. Scope of Work**
Target Population
Overview
Services

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.

Please review the ranking guide in the NOFO

Economic Stability/Poverty Recommendations

Economic Stability/Poverty Funding Priorities

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.

FY 2020 Allocation \$685,008*

* Current funding level, will request additional funding and if approved will allocate a portion to the Economic Mobility section

Economic Stability/Poverty Recommendations

Economic Stability/Poverty Funding Priorities

1. 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:

1. Serving families earning below 100% of the Federal Poverty Level
2. Serving families who reside in high poverty neighborhoods (see attachment #6)
3. Serving families who are users of multiple systems (TANF, SNAPs, Housing Subsidies, Homeless, those at risk of homelessness and Medicaid)

Seniors Recommendations

Funding Priorities

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

FY 2020 Allocation: \$749,629*

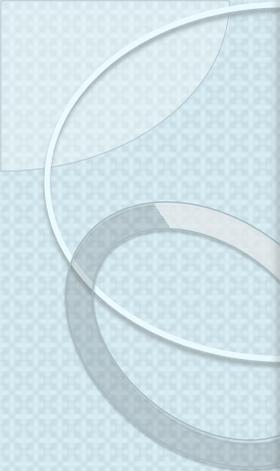
*Current funding allocation





Logic Model / Evaluation Plan

Presented by
Vivian Blackmon-Taylor, MPA
Program Evaluator

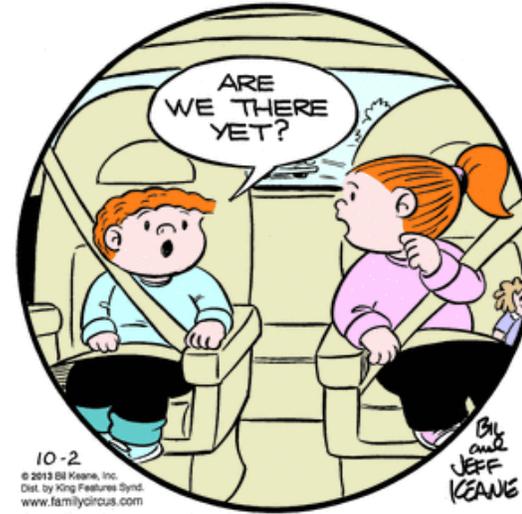


Logic Model/Evaluation Plan

The **FY20 Logic Model/Evaluation Plan** will establish the foundation for evaluating FAA funded programs.

- The template has been revised!
- **Be sure to use the FY20 template!**
- FY20 template is a two page document.

Logic Model/Evaluation Plan



"It depends on where you think we're going."

Program Outcome
Program Procedures
Program Performance



Keys to Creating A Good Logic Model/Evaluation Plan

Who What Where When Why & How

Who, What, Where, When, Why, How?

- Who are you helping?
- What activities, interventions, services will be provided?
What **CHANGE** (outcome) is expected from participation in the program?
- When will the program begin and end? When are clients expected to accomplish the program outcome?
- Where are activities conducted? (agency, job site, client's home, etc.)
- Why are you running this program? Does the need exist?
- How is the program outcome measured?

Keys to Creating A Good Logic Model/Evaluation Plan



Read The Description For Each Section



Use Specific & Concise **Bullet Points**



Provide Only What Is Asked For In Each Section

Page 1 - Logic Model



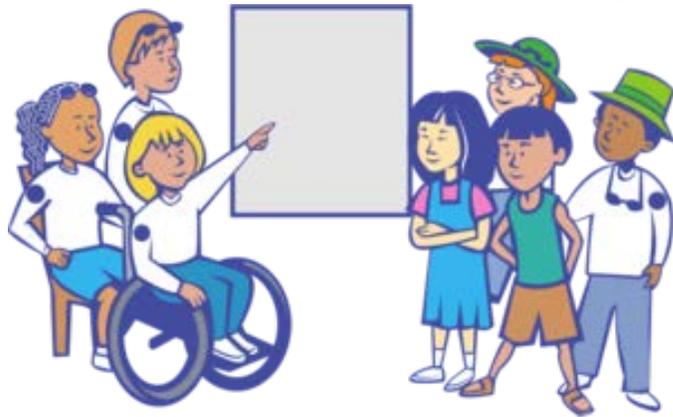
Page 1 FY 2020 (Contract Year 2020-22) Financially Assisted Agencies (FAA) Logic Model/Evaluation Plan
ALL INFO MUST FIT ON THIS PAGE



Agency Name	ENTER AGENCY NAME		Program Name	ENTER PROGRAM NAME
Problem Statement	ENTER A CONCISE PROBLEM STATEMENT THAT FITS IN THIS SPACE			
Program Goals	ENTER PROGRAM GOAL(S) TO FIT IN THIS SPACE			
ACTIVITIES	OUTPUTS	OUTCOME STATEMENT	OUTCOME INDICATOR	
<p>he activities or interventions provided to the target population in order to achieve the outcome.</p>	<p>(1) The size and scope of the activities (interventions, treatments, workshops, classes, services, etc.) that result in a change in the participant (successful outcome). (2) Timeframe for completion of the activity. (3) Total # of participants provided the activity/intervention.</p>	<p>The qualitative statement of positive change in knowledge, attitude, skills, behavior, or condition of the participant(s) receiving the activity/intervention for the specified timeframe. The statement does not include numbers. <u>Example:</u> Participants will live in stable, violence free housing.</p>	<p>The quantitative measure of the projected number/percentage of participants to achieve the outcome in the expected timeframe during the contract period. Enter the outcome indicator in the following format <u>example:</u> 25 out of 50 participants, or 50%, will live on stable, violence free housing upon exiting the program.</p>	



YOUR
Learning
Journey

A cartoon illustration of a group of diverse people walking on a path. There are six people in total, including men, women, and children of various ethnicities. They are walking towards the right. The path is grey and has a white shadow underneath. The background is white.



ACTIVITIES

The activities or interventions provided to the target population in order to achieve the outcome.

ACTIVITIES

NO

- 10 households will be provided case management to assist the participants in securing and maintaining employment.

YES

Case management to include:

- Job Search
- Resume development
- Interviewing



OUTPUTS

The size and scope of the activities

Timeframe for completion of the activity

Number of participants

Output defines size, scope, and/or timeframe of activity

ACTIVITY

- 1. Job Search
- 2. Resume Development

OUTPUT

- 1a. Job search class to be held every other Monday
- 1b. Participants will complete 4 hour job search techniques class.
- 1c. Participants will apply for at least 2 jobs per week.
- 2a. Participants will complete 3 hour resume development class



OUTCOME STATEMENT

The qualitative statement of positive change in knowledge, attitude, skills, behavior, or condition of participants for the specified timeframe.

Outcome Statement Example:

Individuals served will increase disposable monthly income for basic living expenses for 90 days or more by the end of the fiscal year.

Outcome Indicator

- The quantitative measure of the projected number of participants to achieve the outcome in the expected timeframe during the contract period, written in the following format:

25 out of 50 participants, or 50%, will increase disposable monthly income for basic living expenses for 90 days or more

Page 2 - Evaluation Plan



Page 2 FY 2020 (Contract Year 2020-22) Financially Assisted Agencies (FAA) Logic Model/Evaluation Plan
All INFO MUST FIT ON THIS PAGE



Agency Name:	Program Name:	
TRACKING	MEASURING	INTERNAL EVALUATION
<p>Describe the process for tracking or documenting clients, from program entry to exit, that will be served by FAA funds. Describe how data is maintained. If a data management system is used include the name of the data system.</p>	<p>(1) Describe the method (when, how, any requirements and/or exceptions) for measuring clients, beginning with baseline data when clients enter program, and additional measurement periods (example - quarterly, after 6 months, upon exiting program). (2) Enter name of the tool (survey, instrument, attendance log, case record, pre/post test, etc.) used to measure achievement of outcome.</p>	<p>Describe the agency's policy and procedure for the internal evaluation of the FAA program outcome including, but not limited to the following: (1) Title of the staff person(s) responsible for internal evaluation of the FAA program. (2) The frequency of internal evaluation (3) Determination if program is on track for achievement. The program must define the requirements for being on track. If not on track for achievement provide explanation and/or strategy for improving. (4) Attach a copy of the agency's internal evaluation policy procedure.</p>

Tracking

Describe the process for tracking or documenting the clients, from program entry to exit, that will be served by the FAA funds.



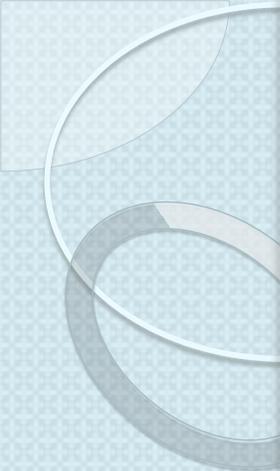
© marketoonist.com

Measuring

Describe the method (when, how and any requirements and/or exceptions) for measuring clients beginning with baseline data, when clients enter program, and additional measurement periods (please identify).

Enter name of the tool (scale, survey, instrument, attendance log, case record, pre/post test, etc.) used to measure achievement of outcome.

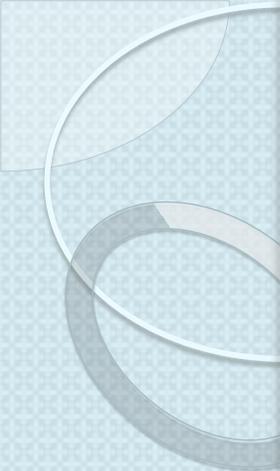




Internal Evaluation

Describe the process for internal evaluation of the FAA program outcomes including, but not limited to the following:

- 1. When and by whom are reports reviewed.**
- 2. Determination if program is on track for achievement. The program must define the requirements for being on track.**
- 3. If not on track for achievement provide explanation and/or strategy for improving.**



Benefit of Internal Evaluation

EFFECTIVE INTERNAL PROGRAM EVALUATION:

- Is a formative and summative tool that will help manage your organization.
- Will help identify when to change tactics, expand, or cut your losses.

Questions







GUIDELINES TO A SUCCESSFUL CONTRACT (Scope of Work)

Presented by
Amalia Hernandez
FAA Contracts Manager



GOAL: Avoid any ambiguity

The problem with most Scopes of Work (SOW) is a lack of specificity; namely, when the two parties disagree on what should have been delivered between the overview and services section of the SOW, there should be no ambiguity as to what is expected of the performing party.

Together, these elements should paint a thorough picture of what is expected, when, and in what form, while noting any special requirements.



Contract

The Contract is made up of the terms and conditions required by the County. Also included in the contract is the Scope of Work and Payment Terms.*

Contract will be for a 3 year period until the next NOFO Cycle.*

**Note: A Logic Model is also required prior to the approval of the final contract and will be part of the contract negotiations; however, it is not part of the contract going to BCC for approval.*

** Please read the NOFO to review contract year period for Seniors Category*





Scope of Work

The Scope of Work (SOW) is the section in the contract specifying the work that will be performed. This information will be on Exhibit A of the contract.

The information contained in the SOW will be included in the yearly monitoring. A good SOW must include an overview of the program and the services within the program that each Agency will perform for the clients they serve.

The SOW can be written as deliverable based or by cost units. This information will be on Exhibit B of the contract.





Overview

The Overview section gives essential information about the content of the services to be provided. The overview only summarizes the provisions of the services. It is not intended to cover every aspect of the services to be provided.

In the overview, explain the area of need or the problem that you are trying to solve. Then, explain how your Agency can fill that need or provides a solution.





Overview - Example

Service Housing Program (SEP) innovative affordable housing program for low-income families with children with monthly earnings below 80% of Area Median Income (AMI). SEP provides this vulnerable target population with a path to long-term stability through affordable housing, financial literacy training, and a unique rent structure that allows residents to save a portion of their monthly rent payment in an escrow account. The program empowers the residents to address the financial barriers threatening their stability by increasing their financial literacy, building a savings account, reducing their debt, and improving their credit score so the households can pursue financial self-sufficiency and homeownership.





Services

In this section, please describe the services that your agency will provide for the clients. A service is a means of delivering value to clients by facilitating want needs to be achieve.

As the Agency entering into the contract, you are responsible for a particular type of activity or for providing a particular service that the client needs.

Identifying the service enables both the client and the service provider to know what to expect and not to expect from a service. This clearly defines the services provided and enables each party to understand what is being offered.

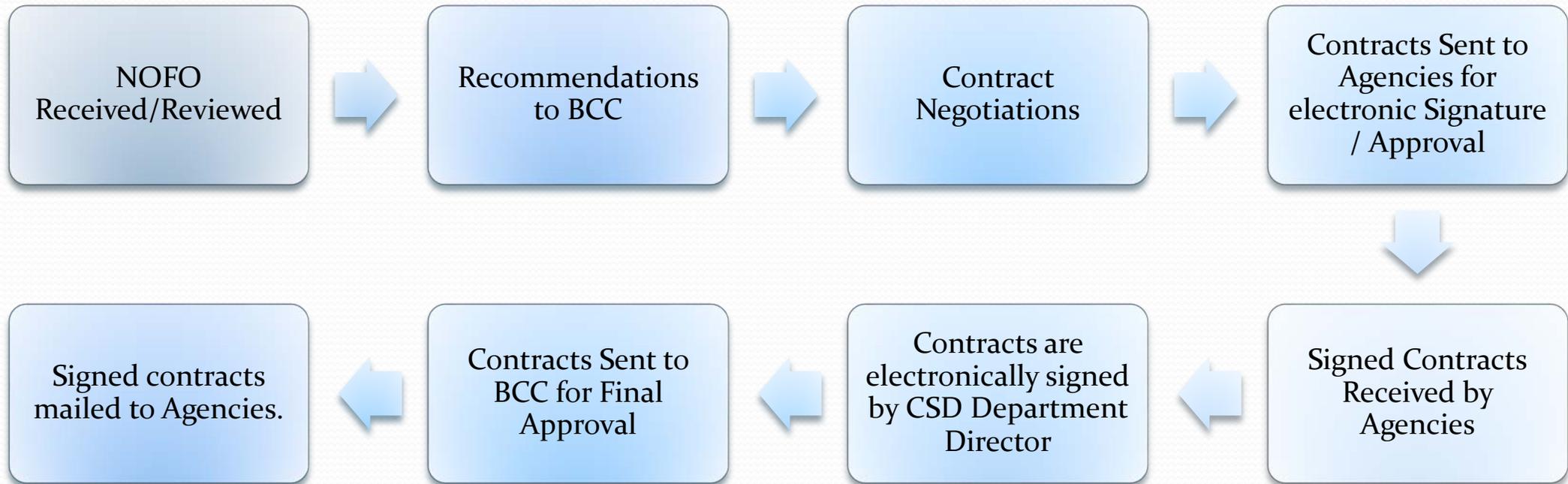


Overview - Services



The Agency will provide each client case management by a Program Manager. This will include the following:

- Perform eligibility assessments for each household
- Create an Action Plan for each household
- A monthly face-to-face meeting in the resident's apartment or the AAF office to provide an update to the Action Plan
- Provide financial literacy training
- Assist with credit repair services
- Assist with the home buying process
- Referral to community resources



Fiscal Overview for NOFO

Thomas Eaton
Fiscal Manager

FAA Budget Items	FAA Program Name	Palm Beach County FAA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
		Proposed	Confirmed	Pending	Pending	Pending
Program Period: FY 2019						
TOTAL PROGRAM FUNDING AMOUNT =		\$112,045.00	\$45,000.00	\$17,500.00	\$7,500.00	\$ 182,045.00
Program Expenses	Narrative	Amount	Amount	Amount	Amount	Amount
Personnel		\$ 72,445.00	\$45,000.00	\$17,500.00	\$7,500.00	\$ 142,445.00
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC FAA award and includes fringe benefits.	\$ 25,000.00	\$30,000.00			\$ 55,000.00
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 FAA award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 7,500.00	\$15,000.00	\$ 7,500.00	\$7,500.00	\$ 37,500.00
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 FAA in the amount of \$900.	\$ 900.00				\$ 92,500.00
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 FAA = \$39,045	\$ 39,045.00		\$10,000.00		\$ 49,045.00
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. All location to Palm Beach County FAA 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		\$ 1,000.00		\$ 2,200.00
Water	Water Utility service for location X	\$ 850.00		\$ 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
Materials/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
Travel/Mileage	Program staff mileage reimbursement for client and training related meetings	\$ 1,100.00				\$ 1,100.00
TOTAL PROGRAM EXPENSES =		\$104,845.00	\$45,000.00	\$19,000.00	\$7,500.00	\$ 176,345.00
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 FAA. Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County FAA = % \$4,250	\$ 4,250.00				\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for FAA 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%				

Budget Template

- To be completed with all FY20 submissions
- Includes clearly defined sections for programmatic and admin expenses
- Will allow for better transparency and understanding of each program
- Please be as descriptive as possible for each section.

Budget Template

- Sheet will tally your **program** and **admin** expenses and show what your **budgeted %** is at

FAA Budget Items	FAA Program Name	Palm Beach County FAA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2019		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$112,045.00	\$45,000.00	\$17,500.00	\$7,500.00	\$ 182,045.00
Program Expenses	Narrative	Amount	Amount	Amount	Amount	Amount
Personnel		\$ 72,445.00	\$45,000.00	\$17,500.00	\$7,500.00	\$ 142,445.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ -	\$ 27,050.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ -	\$ 4,900.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL PROGRAM EXPENSES =		\$104,845.00	\$45,000.00	\$19,000.00	\$7,500.00	\$ 176,345.00
Administrative Expenses	Narrative					
Personnel		\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award		6%				

- Will allow us to review and discuss with you any items that may be questionable before approving contracts
- Narratives should be completed for each item with details about the cost to clarify

Other Funders

FAA Budget Items	FAA Program Name	Palm Beach County FAA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2019		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$112,045.00	\$45,000.00	\$17,500.00	\$7,500.00	\$ 182,045.00
<u>Program Expenses</u>	<u>Narrative</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Personnel		\$ 72,445.00	\$45,000.00	\$17,500.00	\$7,500.00	\$ 142,445.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ -	\$ 27,050.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ -	\$ 4,900.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL PROGRAM EXPENSES =		\$104,845.00	\$45,000.00	\$19,000.00	\$7,500.00	\$ 176,345.00
<u>Administrative Expenses</u>	<u>Narrative</u>					
Personnel		\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award		6%				

- The form has been further revised from prior versions to include columns for other funders of your program
- Please complete as much detail as you are able to in order to allow reviewers to have a full scope of the program
- If funding is not confirmed you can list is as pending

Administrative Costs

- Must be approved in your submitted budget.
- Must be tracked separately in your General Ledger.
- 15% cap on admin costs.
- Program staff work directly with clients or supervise staff who work directly with clients. All other positions are admin.
- Cost allocation plan or activity logs needed for split funded/dual responsibility staff members.
- If submitting an indirect cost rate for admin costs, you must also include the approved cost plan from a cognizant agency.

Development of Unit Rates

- Agency should determine all costs that will be incurred to run the program (including administrative costs) and how much of those will be charged to the FAA program.
- Agency should review historical outputs (if available) and expected outcomes/client totals to determine the total amount of units they plan to produce.
- The total dollar amount of the program divided by the number of units expected should be your proposed unit rate.

Backup Documentation

- General ledgers should be kept for each program, split by admin and program costs.
- Costs in the general ledger should align to the costs in the submitted budget and any changes to the budget should be submitted to the County for review before they are incurred.
- General ledgers should not include excess costs above the revenue being earned for the program year. If it is not being paid for with FAA funds it should not be in the general ledger.
- Submitted units must have backup documentation readily available for review upon request or at time of annual monitoring. Units being submitted should be for services and employees that are paid for by the FAA funding when at all possible.

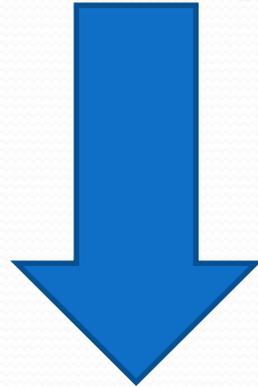
FAA Application Website Overview

By:

Stessy Cocerez

Planner I

Where do I go to access the online grant application?



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

Enter link to access NOFO proposal page

NOFO

FY 2020-22 Financially Assisted Agencies (FAA) Notice of Funding Opportunity (NOFO)

📅 Open Date	2/25/2019
📅 Application Deadline	3/25/2019

[🗨 Start New Application or Continue a Previous Application](#)

Click here to begin or continue the application process

Existing User

Email *

Password *

Log In



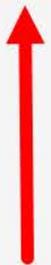
New User

First Name *

Last Name *

Email *

Register



If you already have a SAMIS login, you will log in with the same credentials under "Existing User"

If you are a brand new SAMIS user, you will create a new account for the proposal process by registering your first name, last name, and email address under "New User"

Throughout the proposal process, anything with an "*" (asterisk) is a required field

Proposals

+ New Proposal

Home / Proposals / Records

Proposals

View

Design

Rules

WIKI

Proposals

NOFO Invitation Code * NOFO2020

Federal ID * 31-1626706 ACTIVE

Agency Name * EARLY CHILDHOOD INITIATIVE, INC.

Address 3250 SW 3rd Ave

City Miami

State Florida

Zip Code 33129

RFP * FY 2020-22 Financially Assisted Agencies (FAA) Notice of Funding Opportunity (NOFO) x

Program Name * Test Program

Required FY 2020 Cover Sheet * [Click HERE](#) to download the REQUIRED FY 2020 Cover Sheet Template. Please upload once you have

Next Save & Continue Later

Sections

0%

*	Proposals
x	Project Narrative
x	Evaluation Approach
x	Prior Outcomes and Response to Community Data
x	Data Management
x	Partnerships, Resources and Collaboration
x	Budget
x	Scope of Work

In the first section, you will need to enter the provided invitation code AND Federal ID number in order to get started. If the Federal ID # is valid, the Agency name and address information will auto-populate.

Your progress on the different sections will be tracked off to the side of each page. A red "X" means the section is not complete; once complete, you will see a green checkmark



STESSY COCEREZ



Required FY 2020 Cover Sheet * Click [HERE](#) to download the REQUIRED FY 2020 Cover Sheet Template. Please upload once you have completely filled it out.

- Please upload your document in the same format as the template: **.doc OR .docx**
- Please name your document as such: **Coversheet_FY20.doc OR Coversheet_FY20.docx**

Service Category * **Economic Stability Category:** Increase financial stability for vulnerable populations; it is not required to have a youth ages 0-18 in the household for this category.

- Serve individuals at or below 100% of the Federal Poverty Level (FPL); with emphasis on 100% and below
- 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

Economic Mobility Category - Securing Our Future (SOFI): A system of care in which community stakeholders collaborate to maximize opportunities and create an ecosystem that supports innovative systemic change leading to increased economic mobility for low-income families.

- Serve households with a child between 0-18 within the household
- Serve households below 200% of the Federal Poverty Level (FPL)
- Ensure the client is enrolled in the Employ Florida database
- Ensure the client is enrolled in the Homeless Management Information System (HMIS)
- Ensure the clients participate in orientation/community group sessions

Senior Category: Any person over the age of sixty (60)

Select One

NOFO Information Document Click [HERE](#) to download a copy of the FAA FY2020 NOFO Guidance Document for reference throughout the application.

Throughout the proposal, there will be several documents that need to be downloaded, filled out, and re-uploaded to the application. When you click on the link, a preview page will open in a new tab that will allow you to download the template. Please upload your document in the same format as the template with the indicated naming convention.



FY2020_REQUIRED_COVER_SHEET.DOC
Posted 2/26/19 by Stessy Cocerez

Back Download File

When the template opens in a new tab, you will have the opportunity to preview the form prior to downloading it.



REQUIRED COVER SHEET



PALM BEACH COUNTY DEPARTMENT OF COMMUNITY SERVICES FINANCIALLY ASSISTED AGENCIES FY 2020

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):	





At the bottom of each section, you will see a checkbox and verbiage that says "Mark this Section Completed".

If you wish to skip around the different sections, you are free to do so as long as this checkbox is NOT selected. Please keep in mind that it will default to a selected checkbox.

When you are finished with a section, make sure to select this box or you will be unable to submit your

- Serve individuals at or below 100% of the Federal Poverty Level (FPL); with emphasis on 100% and below
- 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

Economic Mobility Category - Securing Our Future (SOFI): A system of care in which community stakeholders collaborate to maximize opportunities and create an ecosystem that supports innovative systemic change leading to increased economic mobility for low-income families.

- Serve households with a child between 0-18 within the household
- Serve households below 200% of the Federal Poverty Level (FPL)
- Ensure the client is enrolled in the Employ Florida database
- Ensure the client is enrolled in the Homeless Management Information System (HMIS)
- Ensure the clients participate in orientation/community group sessions

Senior Category: Any person over the age of sixty (60)

Select One

NOFO Information Document

Click [HERE](#) to download a copy of the FAA FY2020 NOFO Guidance Document for reference throughout the application.

Mark this Section Completed

Next Save & Continue Later

"Next" will take you to the next section in the proposal.

"Save & Continue Later" will take you to a preview page and will allow you to save your current progress and work on the proposal at a later time.



Proposals

View

Design

Rules

WIKI

TEST PROGRAM

Details

1043	Test Program	Pending	EARLY CHILDHOOD INITIATIVE, INC.	FY 2020-22 Financially Assisted Agencies (FAA) Notice of Funding Opportunity (NOFO)	3/25/2019 5:00 PM	21 days 06:41:21
ID	Title	Status	Agency Name	RFP	Due Date	Time Remaining

Project Narrative

1. Project Narrative (25 Points)

A. Clients/Population to be served (1500 Characters) *

Describe the clients/population that will be served.

Economic Stability/Poverty Category:

- Economic Stability
- Economic Mobility - Securing Our Future Initiative (SOFI)

Senior Category:

- Seniors - age 60 and over

Back Next Save & Continue Later Cancel

Sections

0%	
✗	Proposals
✳	Project Narrative
✗	Evaluation Approach
✗	Prior Outcomes and Response to Community Data
✗	Data Management
✗	Partnerships, Resources and Collaboration
✗	Budget
✗	Scope of Work

After you complete the first section, you will be able to see some proposal details AND a countdown to the due date.



Scope of Work

7. Scope Of Work This section will be used to develop your contract if your program is funded. The items will be monitored by contract monitors.

A. Target Population (1000 Characters) * Residents of our county

B. Funding Priority Economic Stability

C. Overview (400 Characters) * This question will give you the opportunity to write a brief overview of your program.

D. Services (1000 Characters) * List in bullet points which services you will be providing to clients.
List all of the services that you will be providing.

E. Unduplicated Clients (#) * Number of unduplicated clients served through this program:
100

Mark this Section Completed

Back **Save & Continue Later** Cancel

Sections

100%	<div style="width: 100%; height: 10px; background-color: green;"></div>
✓	Proposals
✓	Project Narrative
✓	Evaluation Approach
✓	Prior Outcomes and Response to Community Data
✓	Data Management
✓	Partnerships, Resources and Collaboration
✓	Budget
*	Scope of Work



After you complete all the sections, fill in all the required fields, and mark them as complete, your section progress should say "100%" and each of the sections (except the last one because you are on that page) should have a green checkmark. At this point, you will click "Save & Continue Later" to preview your proposal prior to final submission.



TEST PROGRAM

Modify Delete History Data **Submit**

When you are done editing, click the Submit button above to complete your entry.

1043	Pending	EARLY CHILDHOOD INITIATIVE, INC.	FY 2020-22 Financially Assisted Agencies (FAA) Notice of Funding Opportunity (NOFO)	3/25/2019 5:00 PM	21 days 06:35:30
ID	Status	Agency Name	RFP	Due Date	Time Remaining

Proposals

NOFO Invitation Code	NOFO2020
Federal ID	31-1626706
Agency Name	EARLY CHILDHOOD INITIATIVE, INC.
Address	3250 SW 3rd Ave
City	Miami
State	FL
Zip Code	33129

On the final preview page, you will get one last chance to scan your proposal and ensure everything has been completed to your liking.

If you need to make changes, click on "Modify".

When you are satisfied with your proposal, click on the green "Submit" button at the top of the screen.





TEST PROGRAM

Modify Delete History Data **Submit**

When you are done editing, click the Submit button above to complete you

Are you sure you want to submit this record?

ID	Status	Agency Name	Due Date	Time Remaining
1043	Pending	EARLY CHILDHOOD INITIATIVE, INC.	3/25/2019 5:00 PM	21 days 06:35:11

Proposals

NOFO Invitation Code	NOFO2020
Federal ID	31-1626706
Agency Name	EARLY CHILDHOOD INITIATIVE, INC.
Address	3250 SW 3rd Ave
City	Miami
State	FL
Zip Code	33129

One last time....

You'll be asked if you're sure that you want to submit this record.

If yes, click "OK", if no, click "Cancel" to return to the preview page.





Proposals

+ New Proposal

Home / Proposals / Records

Proposals

View

Design

Rules

WIKI

TEST PROGRAM

Delete History Data

1043 Submitted EARLY CHILDHOOD INITIATIVE, INC. FY 2020-22 Financially Assisted Agencies (FAA) Notice of Funding Opportunity (NOFO) 3/25/2019 5:00 PM 21 days 06:34:53

ID	Status	Agency Name	RFP	Due Date	Time Remaining
----	--------	-------------	-----	----------	----------------

✓Notice✕

Record Submitted

Proposals

NOFO Invitation Code NOFO2020

Federal ID 31-1626706

Agency Name EARLY CHILDHOOD INITIATIVE, INC.

Address 3250 SW 3rd Ave

City Miami

State FL

Zip Code 33129

RFP FY 2020-22 Financially Assisted Agencies (FAA) Notice of Funding Opportunity (NOFO)

Program Name Test Program

If submission is successful, you will see a pop-up letting you know your record was submitted!



Any questions ?

Information

All questions must be emailed to:

CSD-FAARFP@pbcgov.org

All questions and answers will be posted on the FAA website:

**[http://discover.pbcgov.org/communityservices/financiallyassisted/
Pages/default.aspx](http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/default.aspx)**

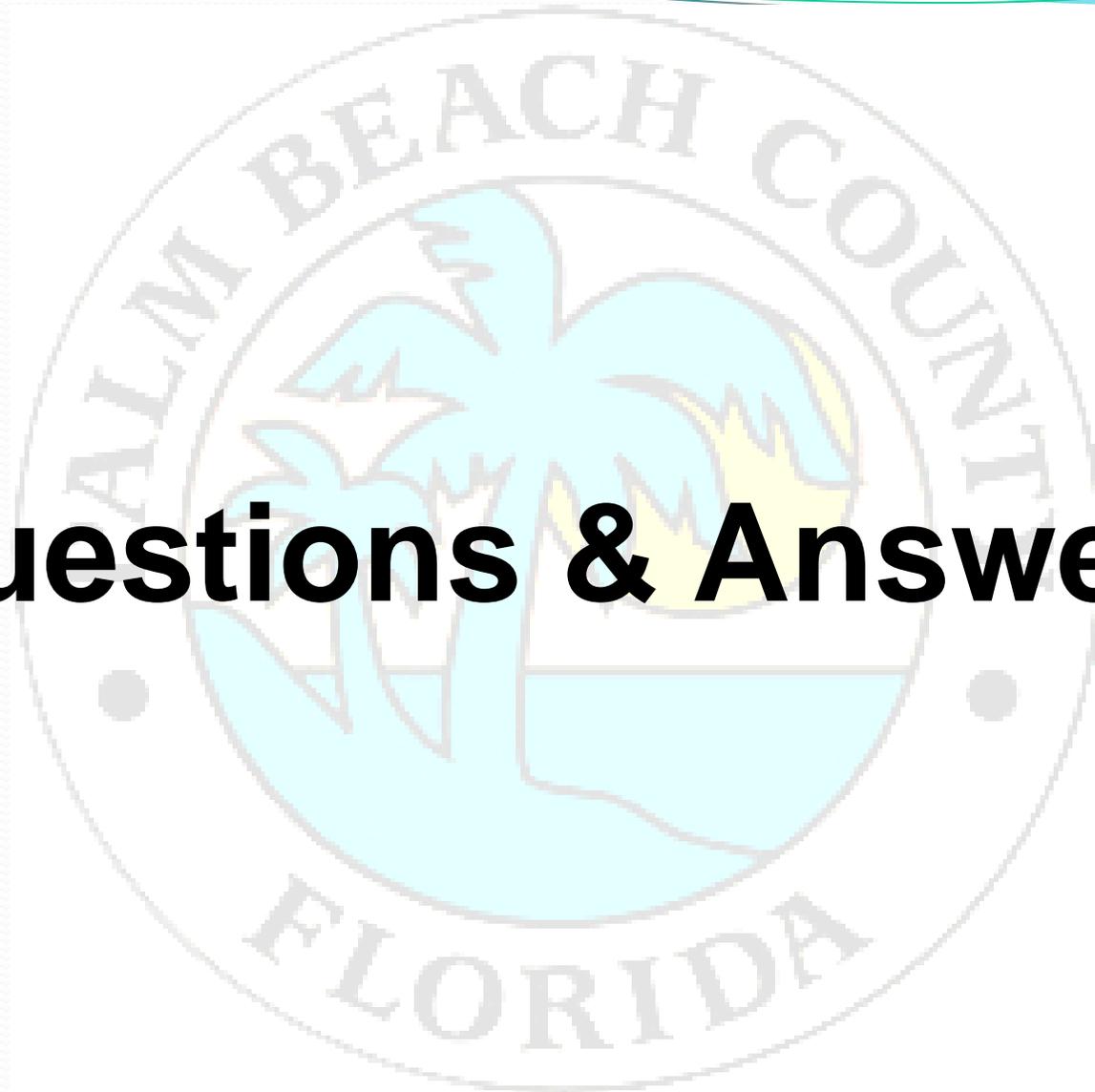
All proposals must be submitted electronically to

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

by

Monday, March 25, 2019 before 5:00 PM

Questions & Answers



Remember to like us on Facebook



<https://www.facebook.com/pbccsd/>