

**Division of Senior and Veterans
Services(DSVS)
Older Americans Act (OAA)
FY 2025 - 2026
Notice of Funding Opportunity
(NOFO)
Reviewer Orientation**

September 19, 2024

Palm Beach County
Department Of Community Services

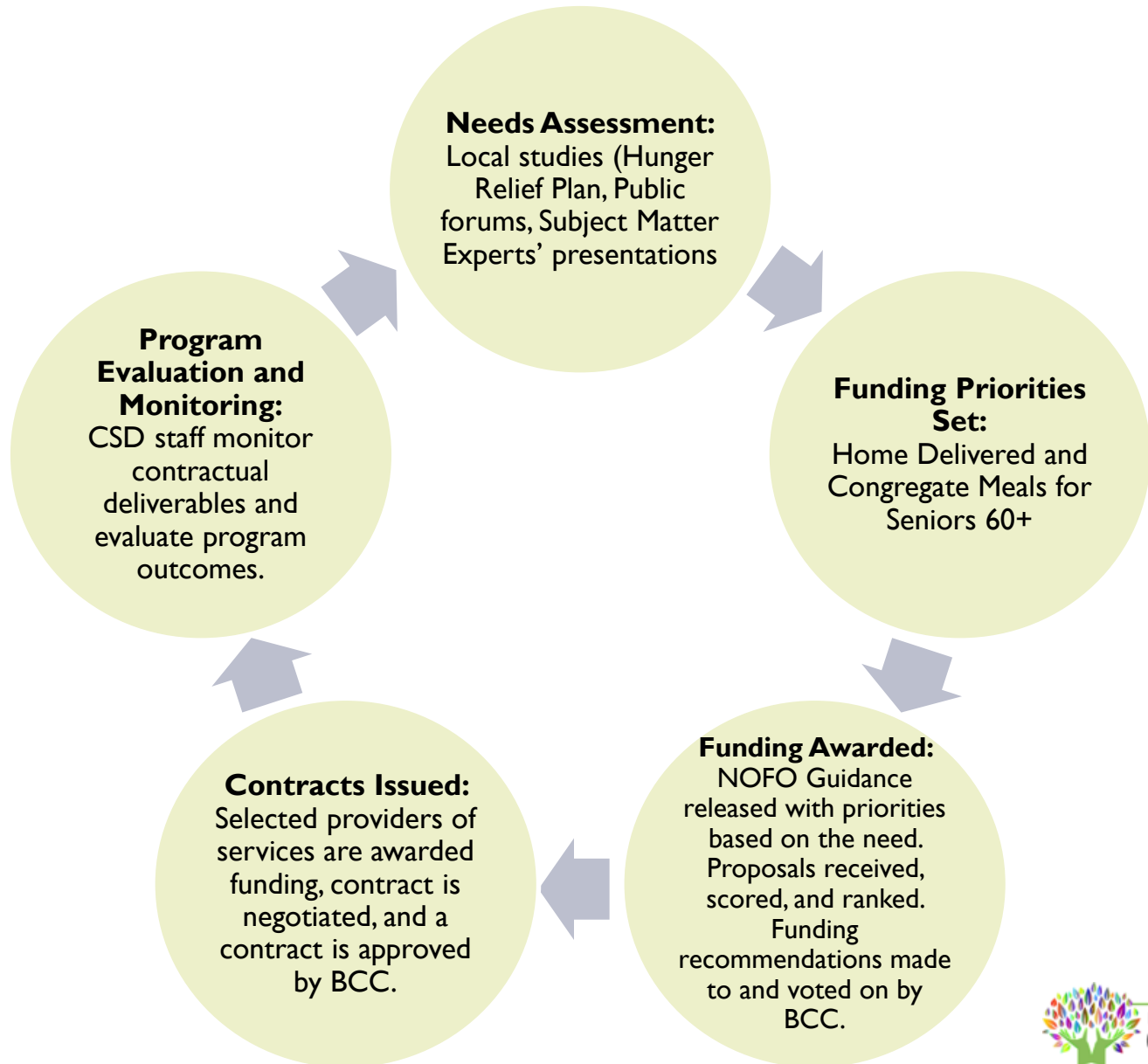


Overview

- Financially Assisted Agencies Program and NOFO Process
- DSVS OAA NOFO Guidance
- Reviewer Responsibilities
- Proposal Review Process

DSVS Program and NOFO Process

DSVS NOFO Planning/Contracting Process



DSVS Funding Cycle

FY 2025 - 2026 Older Americans Act (OAA) NOFO – Estimated Total: \$1,617,920

Subcategories:

- ***Home Delivered Meals***– Meal that is delivered to client residence. Seniors being provided this service receive meals on a regularly scheduled basis. Client residences are located throughout Palm Beach County, North of Hypoluxo Rd and West to the Glades area. HDM meals consist of refrigerated or frozen meal tray plus milk, bread and fruit packaged in a sanitary fashion separate from meal tray. Each delivery will contain multiple meals.
- ***Congregate Meals***- meal that is delivered to a DSVS location.

FY 2025 – 2026 DSVS
Older Americans Act (OAA)
NOFO Guidance



FY 2025 – 2026 DSVS OAA NOFO TIMELINE

- August 14:** OAA Home Delivered Meals / Congregate Meals NOFO release day – Available for public
- August 19:** Technical Assistance Conference
- September 19:** DSVS Home Delivered Meals / Congregate NOFO Reviewer Training
- September 13:** Final day to submit written questions
- September 16:** NOFO Proposal Submission Deadline – 12:00 PM
- September 16:** Cone of Silence Begins for DSVS Home Delivered Meals/ Congregate Meals NOFO
- September 26:** Reviewer Scoring and Ranking
- September 27:** Staff reconciles Review Panel rankings and funding availability to develop recommended allocations

**FY 2025 – 2026 DSVS OAA
NOFO TIMELINE continue...**

- September 27 :** **Funding Recommendations Posted on FAA Website**
- October 7:** **Final date to file a Funding Grievance**
- November 5:** **DSVS Home Delivered Meals / Congregate Meals
Contracts Presented to the BCC for approval**
- November 5:** **Cone of Silence Ends for DSVS Home Delivered Meals /
Congregate Meals NOFO**

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 September 16, 2024, until the final OAA 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://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.

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/>



SUNSHINE LAW

A NOFO Review Panel is subject to Florida's Sunshine Law because it is engaged in the formal governmental action of sorting through various proposals and scoring and/or ranking them. The NOFO Review Panel is engaged in a governmental decision-making function, in essence doing the work of the Board of County Commissioners.

Review Panels must meet to discuss proposals in the sunshine. This requires:

- Meeting is publicly noticed
- Meeting is recorded – all comments concerning the scoring and/or ranking of proposals must be recorded. Do not discuss any aspect of the proposals when you are “off the record” such as during breaks or in private conversations with another Review Panel member
- Members of the public, including proposers, are afforded an opportunity for public comment, this is not a question and answer period
- Each proposal presented to the Review Panel must be scored by each member of the Panel, and generally Review Panel members will sign one scoresheet per proposal
- The proposals review will be an electronic process and all documents will be saved. Additional documents and notes taken for the scoring must be submitted to Community Services Department after the proposals are scored. These documents are public records subject to disclosure on request

Conflict of Interest

- If the reviewer or a member of the reviewer's immediate family serves as an officer, director, trustee, partner, or employee of the applicant organization.
- If the reviewer or a member of the reviewer's immediate family has a past, present, or anticipated employment or financial interest with the applicant organization.
- If any other connection exists that would cause an unbiased observer to believe that the reviewer's impartiality is jeopardized.

Proposal Components

- 1. Project Narrative:** (25 points)
Description of client/population served
Description of Organization
- 2. Evaluation Approach:** (15 points)
Complete Logic Model
- 3. Prior Outcomes and Response to Community Data** (10 points)
Discussion of Prior outcomes
- 4. Data Management** (10 points)
Quality data collection, data entry and reporting
- 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** (No points assigned)

Priority Area Score

The proposal's SCORE is reflective of how competitive the proposal is.

The Review Panel will rank all proposals based on how critical they deem the program is for the system of care.

The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.

Recommendations for Services OAA Home Delivered Meals / Congregate Meals

Proposals are being accepted for the following services:

1. Home Delivered Meals (HDM): Meal that is delivered to client residence. Seniors being provided this service receive meals on a regularly scheduled basis. Client residences are located throughout Palm Beach County, North of Hypoluxo Rd and West to the Glades area. HDM meals consist of refrigerated or frozen meal tray plus milk, bread and fruit packaged in a sanitary fashion separate from meal trays per the approved cycle menu.
2. Congregate Meal (CNML): meal that is delivered to a DSVS location (does not include home delivered meals).

Targeting/Outreach to clients

Procedure

Each Request for Proposal released for Older Americans Act Services will require each potential provider to assure activities are aimed at the following targeted groups: Older Americans Act Section 306(a)(4)

1. Providers will be providing services to:
 - a. older individuals with greatest economic need (BPL = 100% of the Federal Poverty Level & Low-Income = 125% of the Federal Poverty Level).
 - b. older individuals with greatest social need,
 - c. older individuals at risk for institutional placement,
 - d. low-income minority older individuals,
 - e. older individuals with limited English proficiency,
 - f. older individuals residing in rural areas.
2. Include in each OAA Service Provider Application how the provider intends to meet the service needs of targeted populations. FY 2025-2027 Older Americans Act (OAA) Home Delivered / Congregate Meals NOFO Page 12 In order to comply with the above requirements of the Older Americans Act and the Department of Elder Affairs, and to continue targeting efforts of previous years, service providers are required to include, in the Service Provider Application, the following information regarding services to each of the targeted categories using the below Target Numbers grid format. Although "Minority" category is no longer included in the targeting criteria, it is recommended service provider tracks and addresses "Minority" targeting goals. *NOTE: the number of persons served will be based on client referrals from OAA via DSVS.

Reviewer Responsibilities

Reviewing Proposals

- ✧ Conflict of Interest
 - Report any conflicts of interest.
 - Properly complete, sign, and return conflict of interest.
- ✧ Review the Resource Documents
- ✧ Read and Understand Evaluation Criteria
- ✧ Read Proposals
- ✧ Analyze the Contents of the Proposals
- ✧ Determine Strengths and Weaknesses
- ✧ Do Not Discuss your Proposals with other Review Panel and/or CAC Members

Reviewing Proposals

- ✧ Highlight/note language that aligns with criteria in the proposal guidance.
- ✧ Review budget, attachments, and other supporting documentation.
- ✧ Evaluate proposals independently on its own merit against the evaluation criteria only.
- ✧ Please review all assigned proposals prior to the review panel and complete the Comment Form.
- ✧ The Comment Form will be part of the Public Record.
- ✧ Please do not score proposal until after the panel discussion meeting.
- ✧ Applications must be considered in a manner that is:
 - Complete
 - Fair
 - Objective
- ✧ Review Comment Writing Guide.

Evaluative Feedback

Use “evaluative” feedback in the discussion.

Evaluative feedback during the panel discussion that provides value, worth, or quality of the information in the application.

Evaluative feedback is important.

- ✧ This assists staff in the funding process
- ✧ It serves as technical assistance to applicants – future proposals
- ✧ Recordings of this meeting will be online for applicants to listen to and they will use information that you provide when developing future proposals.

Participation

- ✧ Reviewer etiquette should be respectful, sensitive and tactful.
- ✧ Contribute to review discussions of each proposal's strengths and weaknesses.
- ✧ Be ready to discuss each proposal fully.
- ✧ Be mindful of the time allocated for the discussion.
- ✧ Try not to over-discuss a proposal to the detriment of the other proposals.
- ✧ Each reviewer is required to stay for the whole panel review meeting.

Proposal Review Process

Review Process Summary

- Proposal eligibility requirements are reviewed internally by Department staff.
- Eligible proposals are posted in SAMIS/WebAuthor.
- Proposals are reviewed by panelists.
- Brief presentation by Fiscal Staff and Evaluation Staff.
- Panels convene and score proposals.
- Once all proposals are scored, proposals are ranked.
- Panel reviews are recorded and posted online for in accordance with public record requirements.

Eligibility Requirements

All proposals were reviewed for the following Eligibility Requirements prior to making them accessible to you.

The Eligibility Requirements include:

- Demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.
- Applicants are a registered non-profit entity, verified in Sunbiz, provided services for 6 months.
- The proposal was submitted no later than September 16, 2024 at 11:59 p.m.

Reviewing Budgets - Tips

- Budget items should be detailed by the applicant:
 - ✓ Don't - "3 employees.....\$75,000"
 - ✓ Do – Specify positions and roles, what they do for the program, and how funds are allocated to pay for each
 - ✓ Don't – "supplies" or "consultants"
 - ✓ Do – detailed list of supplies and what they will be used for
 - ✓ Do – clearly articulate how OAA funds will be used to match eligible activities
- Other funding sources should be listed:
 - ✓ Confirmed or pending – how much of the program is funding requested for?
 - ✓ Weight should be given to programs with other community resources and/or grant funding is being used. If OAA is the only funder, budget should also be examined closely. Being the only funder is not necessarily something to deduct points for but it should be examined and questioned

Reviewing Budgets - Tips

- Reviewers should review the listed personnel and review positions for an admin roles.

Can discuss moving position to admin – may put them over the 15%.

- Some agencies may put the 3 years total in the budget instead of 1 year.

This is fine but it should be considered in discussions.

Reviewing Budgets – Tips continue...

- If the agency intends to use FAA funds to match an existing grant, the budget proposal and narrative should clearly identify which eligible grant activity(ies) FAA funds are being requested to match.

Comment Form Guide Review

Score Sheet Review

- Department staff will guide review process. Try to keep review of proposals to 20 minutes each.
- Complete your comments in SAMIS/WebAuthor system.
- Come prepared to discuss comments.
- All notes and score sheets will be turned in and are subject to public record requests.

Staff Contacts

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The seal of Palm Beach County, Florida, is a circular emblem. It features a central illustration of a palm tree with a yellow sun rising behind it, set against a light blue background representing the sky and a darker blue area representing the water. The words "PALM BEACH COUNTY" are written in a serif font along the top inner edge of the circle, and "FLORIDA" is written along the bottom inner edge. Two small black dots separate the top and bottom text on the left and right sides of the circle.

Questions & Answers