

FY 2022



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Community Based Agency FY 2022 Notice of Funding Opportunities (NOFO) Pre-Proposal Conference

Wednesday, March 17, 2021 @ 10:00am

Via Zoom:

[https://pbcgov.zoom.us/j/82878669614?pwd=MWRR
OEp2N3pLWTFZM2h3Q01BZ3JBZz09](https://pbcgov.zoom.us/j/82878669614?pwd=MWRR
OEp2N3pLWTFZM2h3Q01BZ3JBZz09)



AGENDA



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Welcome, Housekeeping and Introductions

Tammy K. Fields, Director, Youth Services Department (YSD)

Cone of Silence

Helene Hvizd, Senior Assistant County Attorney

Overview of FY CBA NOFO Process and Guidance

Geeta Loach-Jacobson, Director, Outreach and Community Programming (OCP)

Scope of Work and Logic Model

Ike Powell III, Senior Program Specialist

Contract Preparation & Process

Barbara Wheeler, Contract Manager

Fiscal Overview for NOFO Budgets and Website Page Overview

Tyrell Hall, Financial Analyst II

NOFO Dashboard Demo

Geeta Loach-Jacobson, Director, Outreach and Community Programming (OCP)

Closing/ Questions & Answers

Tammy K. Fields, Director, Youth Services Department (YSD)



WELCOME, INTRODUCTIONS, AND OVERVIEW



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Tammy K. Fields, *Director*
Palm Beach County Youth Services Department



HOUSEKEEPING



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- Session is being recorded
- Put your name and agency name in the chat
- Participants on Mute
- Put questions in the Chat
- Website Q & A



SIGN IN



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Mandatory Pre-Proposal Conference

The NOFO requires a proposer's attendance at today's ***mandatory Pre-Proposal Conference*** or an attestation that the recording of this conference has been reviewed.

Each proposer will be asked to confirm attendance or review when submitting proposal, and the application cannot be submitted without such attestation.

For those attending, please add your name and agency in the chat.

The powerpoint and recording of this meeting will be available at:

www.pbcgov.com/youthservices/Pages/NOFO.aspx



CBA NOFO PROCESS IS NOT THE SAME AS THE FAA NOFO PROCESS



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This is **NOT** the Financially Assisted Agency (FAA) Process.

Please read the NOFO requirements carefully!



NOTICE OF FUNDING OPPORTUNITY (NOFO) INFORMATION GUIDANCE for Community Based Agency FY 2022

NOFO available to the public: March 15, 2021
Electronic Submission Deadline Date: April 12, 2021, 5:00 p.m. EST

MANDATORY Pre-Proposal Conference: March 17, 2021

Zoom Link: <https://pbcgov.zoom.us/j/82878669614?pwd=MWRROEp2N3pLWTFZM2h3Q01BZ3JBZz09>

Palm Beach County Board of County Commissioners
Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, Florida 33415
(561) 242-5700



WHAT'S NEW



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- NOFO Proposal Portal
- Community Based Agency Portal
- Outcome selection list



YOUTH MASTER PLAN



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Strengthening the Steps to Success



Youth Master Plan
for Palm Beach County



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Helene Hvizd, *Senior Assistant County Attorney*



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This NOFO includes a Cone of Silence. The Cone of Silence will apply from the Electronic Submission Deadline Date and terminate at the time the awards are approved by the Board of County Commissioners.

Proposers are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at https://pbcgov.org/legislativeaffairs/Misc_Documents/Lobbyist_Registration_Ordinance.pdf, is in effect. The Proposer 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 Proposer or Proposer's representative and any County Commissioner or Commissioner's staff. A Proposer's representative shall include, but not be limited to, the Proposer's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Proposer.



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When Does the Cone of Silence End?

The Cone of Silence is in effect as of the Electronic Submission Deadline Date. The Cone of Silence shall terminate at the time that the BCC approves awards or a contract, all proposals are rejected, or other action is taken which ends the solicitation process.

When Oral Communications are Allowed

The provisions of this Ordinance shall not apply to oral communications at any public meeting, including but not limited to pre-proposal conferences, and selection committee meetings. The Cone of Silence shall not apply to contract negotiations between any employee and the intended awardee.

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/>



PROCESS AND GUIDELINE OVERVIEW



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Geeta Loach-Jacobson, *Director*
Palm Beach County Youth Services Department
Outreach and Community Programming



CBA FUNDING CYCLE



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3-Year Funding Cycle:

The following Action Area(s) will be issued a three (3) year contract which will be dependent on annual budget allocation from the BCC.

FY 2022 NOFO Categories:

- 1. Economic Access:** Building education to employment pathways for disconnected youth
- 2. Parenting and Role Models:** Increase outreach to parents through communications, natural support system network, and parent mentors
- 3. Education Supports:** Promote educational equity for all students- from pre-K through post-secondary; support access to and success in higher education for middle school through post-secondary students; and increase parent, community and business involvement in education



CBA NOFO PROCESS



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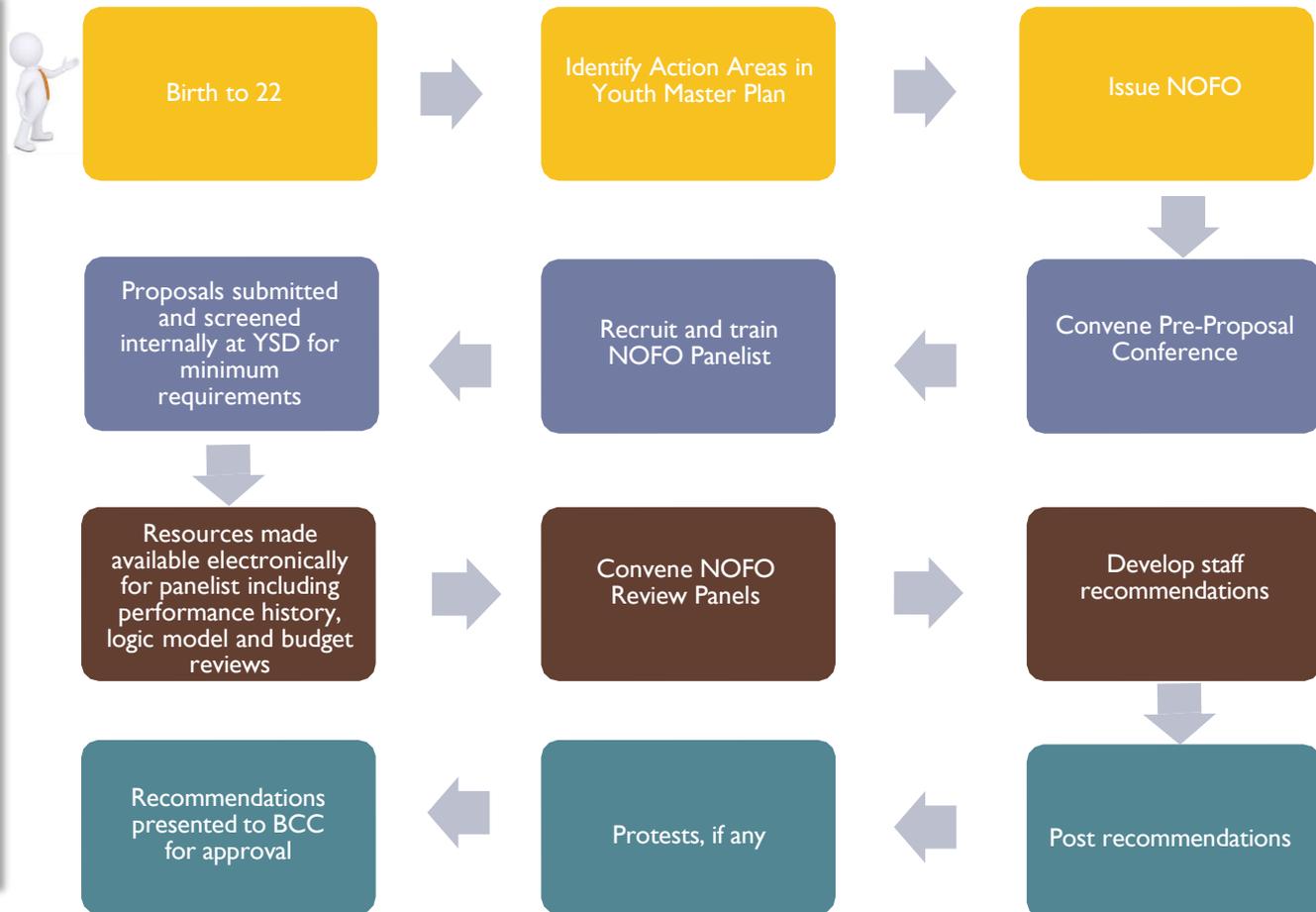
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NOFO TIMELINE



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SUBMISSION DEADLINE IS APRIL 12, 2021 @ 5:00 PM!



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DATE	ACTIVITY
March 14, 2021	NOFO advertised
March 15, 2021	NOFO available to public
March 17, 2021	<u>Mandatory</u> Pre-Proposal Conference
April 1, 2021	Reviewer Training via Zoom
April 5, 2021	Final day to submit written questions
April 6, 2021	All questions to be answered, and posted on YSD website
April 12, 2021	Electronic Submission Deadline Date
April 26 – 30, 2021	Review Panels meet to finalize reviews and proposal scoring
May 11, 2021	YSD staff posts Recommended Contract Awards on YSD website under a tab titled “Notice of Funding Opportunities” at www.pbcgov.com/youthservices/Pages/NOFO.aspx
May 18, 2021	Final date to submit written protest



PROPOSAL HIGHLIGHTS



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All applicants attending the mandatory Pre-Proposal conference or have attested that they have viewed the recording of today's conference are approved to submit a full proposal.

The full written proposal must be completed online and submitted according to NOFO guidelines and is due no later than **April 12, 2021 by 5PM.**



PROPOSAL HIGHLIGHTS



Proposals should:

- Address all components of the YSD CBA NOFO
- Be written in plain language, AND include a narrative that fully addresses all questions in THIS NOFO
- Provide citations for all data sources
- Specifically address the Action Area
- Select outcomes provided in the menu
- Submit proposals and required documents through the YSD NOFO Dashboard



PROPOSAL HIGHLIGHTS



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Proposals components:

- Description of Need - up to 10 points
- Local Data - up to 10 points
- Approach and Design - up to 25 points
- Evaluation Methods - up to 15 points
- Performance History - up to 5 points
- Resources and Sustainability - up to 15 points
- Budget - up to 20 points



PRIORITY AREA SCORE



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The Review Panel will rank all proposals based on service's critical need, and on ensuring service availability and access to youth in need in Palm Beach County (e.g. If there are ten proposals, the top-ranked proposal will be awarded 10 points and so on).

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. It is not based on the score for the rest of the proposal.



ECONOMIC ACCESS:

Building education to employment pathways for disconnected youth



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Evidence-based or promising practice programs and services in this category must address as many outcomes and performance measures from the list (Choose all that apply):

- Youth gain employability skills and are workforce ready as evidenced by pre and post tests.
- Youth gain employment as evidence by job placements.
- Career and job coached youth and parents/guardians gain self-confidence for career visioning and planning as evidenced by pre and post tests.
- Youth acquire contextual learning related to post-secondary education and/or trade school as evidenced by pre and post tests.
- Youth meet post-secondary academic standards as evidenced by Letter of Acceptance from colleges, universities, vocational-technical schools/ programs, special interests schools, etc.
- Youth have access to service and/or training through direct transportation or a voucher system as evidenced by internal tracking records.
- Youth earn job relevant licenses, certifications and/or credentials as evidenced by completed courses, certificates and licenses.
- Youth become job ready through career training to include: interview skills, and budgeting as evidenced by pre and post tests.



ECONOMIC ACCESS:

Building education to employment pathways for disconnected youth



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Requested Uses of Available Funds:

- Provide foundational education in career development.
- Offer career exploration.
- Provide personal guidance and mentoring support for post-secondary education.
- Provide exposure/access to structured entry-level employment.
- Provide access to job readiness and employability training.
- Increase knowledge on standardized testing and financial aid assistance.
- Provide coaching and apprenticeship/internships within and outside the agency.
- Assist in obtaining entry-level employment with local agency/business.
- Facilitate youth participation in employment pathways through outreach efforts.
- Offer interventions and training to educators to develop strengths in students.
- Provide opportunities in nontraditional school settings.
- Create opportunities for young offenders with felonies- grants and scholarships.
- Increase training and professional learning opportunities for all frontline professionals working with parents, mentors and youth to promote equitable practices, including:
 - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
 - Racial and gender equity training
 - Special needs awareness and inclusivity training
 - Adverse Childhood Experiences (ACES) and Resiliency training



PARENTING & ROLE MODEL:

Increase outreach to parents through communications, natural support network and parent mentors



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Evidence-based or promising practice programs and services in this category must address as many outcomes and performance measures from the list below:

- Parents acquire coping skills and enhance their ability to engage in positive relationships with their children as evidenced by pre-post assessments.
- Incarcerated parents and their children demonstrate increased attachment and decreased anti-social behavior as evidenced by bonding assessment tools and child anti-social behavioral tools.
- Parents gain knowledge of the impact of trauma on child development as evidenced by pre-post assessments.
- Youth demonstrate improvement in social skills due to effective mentor/mentee interactions, as evidenced by pre-post assessments.
- Parents/caregivers/coaches increase their ability to initiate conversations with youth as evidenced by pre-post assessments,
- Parents/caregivers/coaches increase knowledge about equitable practices relevant to special needs, cultural diversity and gender identity as evidenced by pre-post assessments.
- Parents gain awareness of how to seek relevant community resources as evidenced by pre-post assessments.
- Parents of children with disabilities have access to respite care as evidenced by placement records.



PARENTING & ROLE MODEL:

Increase outreach to parents through communications, natural support network and parent mentors



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Requested Uses of Available Funds:

- Expand parent mentoring and support networks for parents of young children through young adults.
- Develop communications campaigns aimed at both parents and parent mentors. Increase awareness of the range of services available. Get young people involved in development and delivery of outreach campaigns.
- Develop trainings aimed at both parents and parent mentors.
- Reduce barriers to access by increasing transportation options, internet and computer access, and providing more mobile services that bring the services closer to home or into the home.
- Engage diverse and culturally competent mentors, volunteers and professional staff
- Increase training and professional learning opportunities for all frontline professionals working with parents, mentors and youth to promote equitable practices, including:
 - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
 - Racial and gender equity training
 - Special needs awareness and inclusivity training
 - Adverse Childhood Experiences (ACES) and Resiliency training



EDUCATIONAL SUPPORTS: Promote educational equity for all students- from pre-K through post-secondary; support access to and success in higher education for middle through post-secondary students; and increase parent, community and business involvement in education



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Evidence-based or promising practice programs and services in this category must address as many outcomes and performance measures from the list below :

- Parents of special needs students obtain educational supports as evidenced by pre- and post-surveys.
- Parents achieve proficiency in navigation of the school system and are more engaged in supporting their children's academic success as evidenced by pre-post assessment.
- Youth will demonstrate proficiency in reading on grade level by the end of 3rd and 10th grade as evidenced by reading assessment and academic records.
- Youth attain college readiness as evidenced by pre-post assessment results and grades.
- Youth receive coaching and achieve acceptance to posts-secondary institutions as evidenced by letters of acceptance.
- Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by transcripts and grades.
- Youth achieve career readiness through experiential learning as evidenced by completion certificate or certification.
- Youth build resiliency to overcome obstacles while achieving educational goals as evidenced by resiliency assessment.
- Youth reduce school absences and behavior referrals through educational supports in supervised and structured learning environments after school and out of school time as evidenced by school attendance and behavior records.



EDUCATIONAL SUPPORTS:

Promote educational equity for all students- from pre-K through post-secondary; support access to and success in higher education for middle school through post-secondary; and increase parent, community and business involvement in education



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Requested Uses of Available Funds:

- Provide accessible personal guidance and mentoring support to parents to encourage engagement and navigation of the school system, including but not limited to certificate programs, trade apprenticeships and career development opportunities.
- Improve education and training to parents through provision of free books, parenting classes with cultural inclusivity, and use of social media to provide parenting tips.
- Provide experiential learning opportunities for students with local businesses to train, coach, and educate on practical job skills.
- Engage businesses to provide learning opportunities in a nontraditional school setting.
- Linking School District Initiative with Post-Secondary initiatives (1st year GPA, 2nd year persistence and emergency scholarship support).
- Provide educational support, mental health support and other wrap-around services for youth who have been suspended or expelled from school.
- Increase training and professional learning opportunities for all frontline professionals working with disconnected youth to promote equitable practices, including:
 - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth;
 - Racial and gender equity training;
 - Special needs awareness and inclusivity training;
 - Adverse Childhood Experiences (ACEs) and Resiliency training.



RESOURCE DOCUMENTS



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Please review the Birth to 22 appendix, Section 3, subsection 3.3.2 (<http://pbcirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf>) for an additional list of Evidence-Based and emerging programs.

Blueprints for healthy youth development- registry of experimentally proven programs, (<https://www.blueprintsprograms.org/>)

The center for evidence-based mentoring, (<https://www.mentoring.org/program-resources/the-center-for-evidence-based-mentoring/>)

Compilation of Evidenced-Based Family Skills Training Programmes, United Nations Office on Drugs and Crime, (<https://www.unodc.org/documents/prevention/family-compilation.pdf>)

What Works, Wisconsin Evidence-Based Parenting Program Directory, (https://fyi.extension.wisc.edu/whatworkswisconsin/files/2014/04/whatworks_08.pdf)

National Institute of Corrections, (<https://nicic.gov/children-of-incarcerated-parents>)



Birth to 22 Data Deck



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Birth to 22 Palm Beach County United for Brighter Futures

Palm Beach County Indicators of Child, Family and
Community Risk, Well-being and Access to Supports



June 2020



http://pbcbirthto22.com/pdf/PBC_Indicatos_of_Child_Family_and_Community_Risk_Well-being_and_Access_to_Supports-2019.pdf

SCOPE OF WORK & LOGIC MODEL



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Ike Powell III

Senior Program Specialist

Outreach & Community Programming



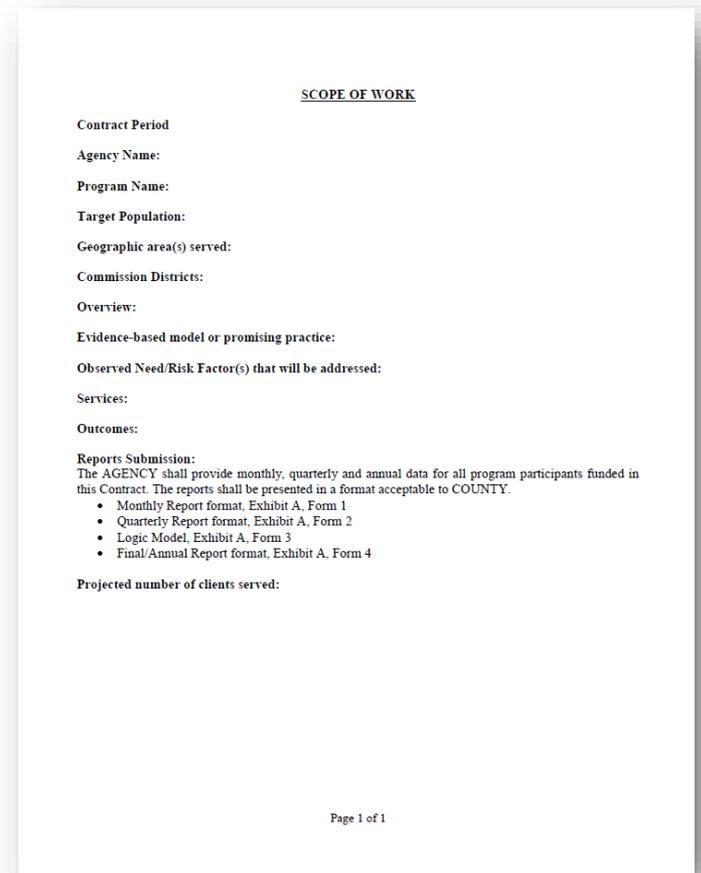
SCOPE OF WORK



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The Scope of Work specifies the work that will be performed. It is based on the information presented in the NOFO and paints a thorough picture of what is expected.



TARGET POPULATION VS. GEOGRAPHIC AREA



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The **Target Population** should highlight the demographics and characteristics of the individuals you seek to serve.

The **Geographic Area*** should tell us what communities or neighborhoods you will serve.

[*Please confirm through these resources:](#)

<http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html>

<http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator>

<http://pbcgov.org/countycommissioners/DistrictMaps/map.pdf>



OVERVIEW



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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 and how the problem is connected to the designated Action Area. Then, explain how your Agency can fill that need or provide a solution.



EVIDENCE-BASED MODEL OR PROMISING PRACTICE



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Simply cite the evidence-based model or promising practice your agency will use to implement program with fidelity.



SERVICES



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As the Agency entering into the contract, you are responsible for a particular type of activity and for providing a particular service to meet client/participant needs.

List the services your program will provide.



NUMBER OF CLIENTS SERVED



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Provide only the total number of participants that will receive the proposed service/activity under this proposal. If population is mixed, clearly indicate so, as in the below example.

Projected Number of Clients Served:

30 adults/parents

20 youth



KEYS TO CREATING A GOOD LOGIC MODEL



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Read the Description For Each Section of the provided Template



Use Specific & Concise Bullet Points



Answer Only What Is Asked For In Each Section



Logic Model Tutorial Video:

<https://pbcgov.org/youthservices/Pages/NOFO.aspx>

CONTRACT PREPARATION



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Barbara Wheeler, *Contract Manager*

*Youth Services Department
Finance, Contracting and Administrative Services*



CONTRACT FOR COMMUNITY BASED AGENCY



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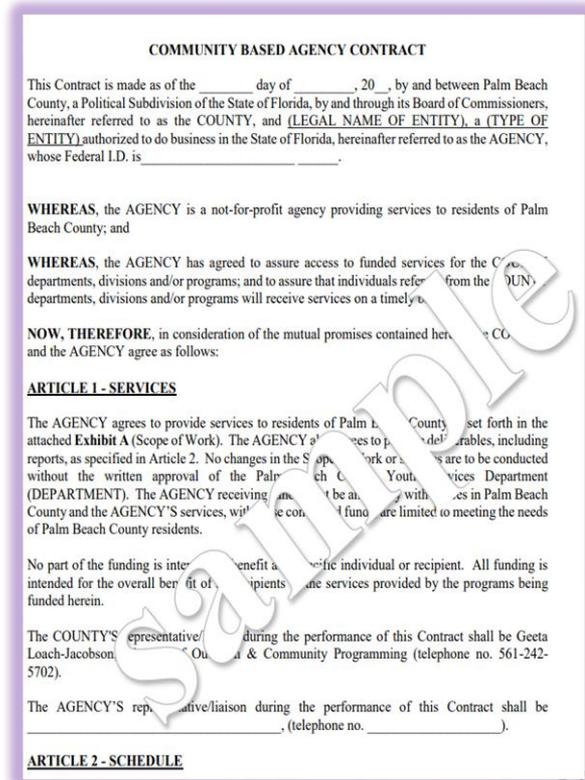
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The Contract is made up of the terms and conditions required by the County. Also included in the contract will be:

- REPORTING REQUIREMENTS
- SCOPE OF WORK
- SCHEDULE OF PAYMENTS / PAYMENT TERMS
- UNIT COST OF SERVICE RATE AND DEFINITION
- STANDARD COUNTY CONTRACT PROVISIONS, including:
 - Non-Discrimination
 - Inspector General
 - E-Verify
 - Certificates of Insurance (COI)
 - Signature Authority



3/18/2021



CONTRACT PROCESS



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NOFO
Received/Reviewed



Review Panel(s) Meet
to finalize Proposal
Review & Scoring



Recommendations
for Contract Awards
on YSD webpage



Contract
Negotiations



Funding
Recommendations
to BCC for approval



Protests,
If any



Contracts Sent to
Agencies for Review
& Approval



Signed Contracts
Received from
Agencies



Contracts Sent
to BCC for Final
Approval



FISCAL OVERVIEW FOR NOFO BUDGETS



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Tyrell Hall, Financial Analyst II

*Youth Services Department
Finance, Contracting & Administrative Services*



NOFO SUBMISSION REQUIREMENTS



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- **Total Program Budget** (program's total budget during the time period for which you are requesting funding, but not more than one (1) year)
- **Amount of Funding Requested** (how much you are requesting in the proposal)
- **Overview** (three (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)



NOFO SCORING

Budget (up to 20 points)



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Complete proposed program budget using the template/worksheet provided - Attachment 5.

Review the 'sample' and 'guidelines' tabs provided before completing the template.

Ensure the requested fund justifications are complete.

Ensure administrative expenses *are limited to no more than 15%*.

Provide a *Budget Justification* by describing 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 percentage fee, then you must remove any other line items related to indirect/administrative expenses. If an indirect cost percentage is being requested, an approved cost plan must be included.



NOFO SCORING

Budget (up to 20 points)



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Upload a *Total Agency Budget* to the proposal. The budget forms that are part of the proposal do not need to be utilized for your agency's total budget. Ensure ***CBA portion of the budget (amount of funding requested from Palm Beach County) is not more than 25% of the Total Agency Budget.***

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

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

Submit Unit Cost of service rate definition.

Submit Unit Cost of service rate (Is this an industry standard? If so, please state source).

Ensure both the unit cost of service definition and rate are clear and accurately calculated.

Formulas used to arrive at the unit cost of service rate should be included.



BUDGET TEMPLATE

Attachment 5 to the NOFO

- Formulas will sum program expense categories & admin percentage
- Must be completed with all FY22 submissions
- Includes clearly defined sections for programmatic and admin expenses
- Ensure expense narrative is clearly defined
- Will allow for better transparency and understanding of each program



CBA Budget Item	CBA Program Name	Palm Beach County CBA				TOTAL PROGRAM FUNDING (All Sources)
		Proposed	Confirmed	Pending	Pending	
TOTAL PROGRAM FUNDING AMOUNT =		\$ 112,845.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,845.00
Program Expenses						
	Narrative	Amount	Amount	Amount	Amount	Amount
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC CBA award and includes fringe benefits.	\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
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 CBA award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 30,000.00			\$ 55,000.00
Program Assistant - Fringe Benefits	Fringe benefits expense for Program Assistant. Fringe benefits for this position total \$15,000, with 50% allocated to Palm Beach County CBA in the amount of \$7,500.	\$ 7,500.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 37,500.00
Community Educator	Community Educator position is the primary interface with local schools, churches and support groups. Total salary (including fringe benefits) billed to Palm Beach County CBA = \$39,045	\$ 800.00				\$ 92,500.00
Office Occupancy	*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 FY22 = \$95,000. Allocation to Palm Beach County CBA award = \$20,000. Remaining \$75,000 will be paid by other operating income.	\$ 27,050.00		\$ 10,000.00		\$ 49,045.00
Programmatic Rent/Lease	Commercial, General, Liability Insurance	\$ 20,000.00				\$ 3,850.00
Program Maintenance	Electric Utility Service expense for location x	\$ 3,800.00				\$ 3,350.00
Program	Water Utility Service for location x	\$ 3,250.00				\$ 2,000.00
Program	Telephone expense for location x	\$ 2,400.00		\$ 1,500.00		\$ 2,200.00
Program	Telephone expense for location x	\$ 1,200.00		\$ 1,000.00		\$ 1,350.00
Program	Telephone expense for location x	\$ 850.00		\$ 500.00		\$ 350.00
Program	Telephone expense for location x	\$ 350.00				\$ 1,350.00
Professional Fees	Professional development program fee	\$ 1,000.00				\$ 2,200.00
Program	Staff training expense for program/medical intervention training for client support	\$ 1,100.00				\$ 1,350.00
Program	Program staff mileage reimbursement for client and training related meetings	\$ 350.00				\$ 350.00
Administrative Expenses						
	Narrative	Amount	Amount	Amount	Amount	Amount
Executive Position #1 (DU)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$85,000. 5% allocation to Palm Beach County CBA = \$4,250	\$ 4,250.00				\$ 4,250.00
Executive Position #2 (DU)	Accounting and audit expenses for CBA program. Annual accounting fee = \$90, Annual Audit fee = \$2,000. Total expense = \$2,950	\$ 2,950.00				\$ 4,250.00
2 Consultants		\$ 2,850.00				\$ 2,850.00
TOTAL PROGRAM EXPENSES		\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00

BUDGET TEMPLATE



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CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2020		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
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County CBA = % \$4,250	\$ 4,250.00				\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for CBA 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%			

Sheet will tally your **program** and **administrative expenses** and calculate the % of administrative cost.

Remember to ensure CBA portion of the budget is not more than 25% of the Total Agency Budget.



ADMINISTRATIVE COSTS



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CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2018		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%				

- Must be approved in your submitted budget
- Must be tracked separately on your General Ledger
- 15% cap on administrative costs
- 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



DEVELOPMENT OF UNIT COST OF SERVICE RATE



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[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)



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 CBA program.



Agency should review historical outputs (if available) to determine the total amount of units they expect to produce.



The total dollar amount of the program divided by the number of units expected should be your proposed unit rate.

Units claimed will require the agency to submit deliverables depending on whether units are based on hours of service (client service) or hours of staff time. See Attachment 6 for deliverables such as proof of service or payroll, timesheets, attendance records, activity logs.



UNIT COST OF SERVICE RATE & DEFINITION

Attachment 6 to the NOFO



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- Program, Agency, and Contract Period fields will be filled with data entered into the Dashboard
- Provide the Unit Cost of Service Rate Definition. Ensure the Unit Cost of Service Rate Definition is clearly stated and includes the proposed number of units to be provided
- Provide the Unit Cost of Service Rate (Is this an industry standard? If so, please state source). Ensure the Unit Cost of Service Rate is accurately calculated and that formulas used to arrive at the cost are included.
- Provide the Total Contract amount
- Select the Deliverables option (Service or Staff Time) that will be relied upon to support the number of units to be claimed by your agency on a monthly basis (ie, payroll reports, activity logs, attendance records, etc).



ATTACHMENT 6

UNIT COST OF SERVICE RATE AND DEFINITION

The Scope of Work to be completed by the AGENCY as defined in Exhibit A consist of submission to the COUNTY of certain "deliverables" as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Unit Cost of Service Rate and Definition:

Program:		Community Based Agency:	
Contract Period:			
Unit Cost of Service Rate Definition	Unit Cost of Service Rate	Total Cost of Service	
	\$	\$ annually	
TOTAL CONTRACT			\$
Deliverables Description:			
If Unit Cost is based on Hours of Service:			
<ul style="list-style-type: none"> • Proof of Service (examples include client sign in sheets, attendance records, schedule) • Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work) 			
If Unit Cost is based on Hours of Staff Time:			
<ul style="list-style-type: none"> • Proof of Payroll Expense (examples include copies of paystubs, automated payroll reports) • Timesheet (examples include time attendance records, activity log) • Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work) 			

FISCAL BACKUP DOCUMENTATION



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PBCYSD



PBCYSD



- General ledgers should be kept for each program, split by administrative and program costs.
- Expenditures in the general ledger should align to the costs included in the submitted budget and any significant 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 CBA 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 CBA funding when at all possible.



SERVICES AND ACTIVITIES MANAGEMENT INFORMATION SYSTEM (SAMIS)



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PBCYSD



PBCYSD

SAMIS is a web-based reporting system which we currently use for processing reimbursement requests. It is supported by multiple web browsers such as Firefox and Chrome.

Agencies that are funded through programs such as those proposed under this NOFO will create and submit their monthly reimbursement requests through SAMIS. It is beneficial in many ways:

- quickens the reimbursement process
- fiscal workflow accountability and tracking
- provides an audit trail from creation through approval



WHERE DO I GO TO ACCESS THE NOFO DOCUMENTS & POSTED INFO?



www.pbcgov.com/youthservices



<http://www.pbcgov.org/youthservices>

Youth Services

Home Outreach & Community Programming Residential & Family Coun

Outreach & Community Programming

The Outreach and Community Programming Division (OCP) coordinates and plans programs and initiatives throughout Palm Beach County (PBC). The division evaluates and allocates resources to support Evidence Based Programs and promising practices serving youth (ages 0 to 22) and their families, and tracks outcomes. These programs promote healthy children, the reduction of youth violence, educational success and builds opportunities to reconnect youth to education, trade, trainings, and employment. The division collaborates with community organizations to achieve the goals and recommendations of the Palm Beach County Youth Master Plan.

The following programs are administered by the OCP Division:

- ➔ [Summer Food](#)
- ➔ [Summer Camp Scholarship](#)
- ➔ [Community Based Agencies](#)
- ➔ [NOFO](#)
- ➔ [Youth Empowerment Centers](#)
- ➔ [My Brother's Keeper Network of Palm Beach County](#)
- ➔ [Birth to 22: United for Brighter Futures](#)
- ➔ [Future Leaders United for Change](#)



[Notice of Funding Opportunity](#)

[Annual Report](#)

WHERE DO I GO TO ACCESS THE NOFO DOCUMENTS & POSTED INFORMATION?



www.pbcgov.com/youthservices



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PBCYSD



PBCYSD

Notice of Funding Opportunity for the Community Based Agency Program

Palm Beach County Youth Services Department is accepting proposals for the Community Based Agency program for Fiscal Years (FY) 2022-2024 (October 1, 2021 – September 30, 2024). Contracts issued will be for one (1) three (3) year period. Proposers must clearly identify how their service/program(s) address the Action Area(s) identified in the Youth Master Plan for Palm Beach County entitled "Strengthening the Steps to Success" (YMP).

NOTE: Not all Action Area(s) identified in the YMP will be eligible for funding under this NOFO.

The Notice of Funding Opportunity (NOFO) was made available on Monday, March 15, 2021, at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

Click here to visit VSS

For assistance in searching for this NOFO, [click here](#).

Click here for guidance

To be eligible to submit a proposal, proposers must attend the Mandatory Pre-Proposal Conference. The Conference will be held virtually on Wednesday, March 17, at 10:00 a.m.

Mandatory Pre-Proposal Conference Information:

Zoom: <https://pbcgov.zoom.us/j/82878669614?pwd=MWRROEp2N3pLWTFZM2h3Q01BZ3JBZz09>

Phone: 786-635-1003

Meeting ID 828 7866 9614

Passcode 543708



VENDOR SELF SERVICE (VSS)

Business Opportunities/Solicitations



www.pbcgov.com/youthservices



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PBCYSD



PBCYSD

Beginning March 15th, the NOFO will be posted under the applicable solicitation on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

All required documents will be found at the VSS site for viewing, printing and downloading.

The VSS system allows registered users and public access to view, print and download the solicitations but you **will not** be able to “apply” to the Request for Proposals/Notice of Funding Opportunity or submit your proposals through VSS.

Start by visiting the site at:

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.



VENDOR SELF SERVICE (VSS)

Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



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[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)



User ID

Password

[Password Reset](#)

[Click the Register button to register a new or existing account.](#)

Welcome to Palm Beach County's Vendor Self-Service (VSS) Registration System

As a registered vendor with Palm Beach County, VSS provides you with the following features:

Business Opportunities: Construction & Non-Construction Solicitations; Email Notifications of Business Opportunities; Public Access to Business Opportunities

Financial Transactions: View Payment History; Review Currently Held Master Agreements

Vendor Account Maintenance: Addresses; Contacts; Commodity Code Selections (Vendors must select NIGP Commodity Codes for the good(s) and/or service(s) they provide in order to receive email notifications of business opportunities with Palm Beach County.)

Registered Vendors: Small/Minority/Woman Owned Business Enterprise (S/M/WBE) are encouraged to click on the Office of Equal Opportunity to learn how to certify their business with Palm Beach County. ALL vendors must be registered in VSS **PRIOR TO** beginning the S/M/WBE Certification process.

For best utilization of the VSS Registration System, please ensure pop-up blockers are disabled and you are using one of the following certified browsers: Internet Explorer, Firefox, Microsoft Edge, Safari, iOS, or Android. Please **DO NOT USE** Google Chrome to complete the Vendor Registration.

For assistance in registering, please use the [VSS New Registration User Guide](#) to guide you through the registration process. If you are a current vendor, but have not activated your VSS account, please use the [VSS Activate Existing Account User Guide](#) to complete your account activation.

If you need further assistance, or have questions, **Palm Beach County VSS Assistance** is available Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at PBCVendor@pbcgov.org.

Thank you for your interest in doing business with Palm Beach County. We look forward to working with you.

**DO NOT USE
GOOGLE
CHROME**

Help!

04/23/2020
ATTENTION VENDORS -

Beginning February 3, 2020, ALL Vendors are REQUIRED to enter the following information when registering and/or modifying their VSS Account: (1) attach a current, signed W-9 IRS Tax form, OR if you are a foreign vendor, a current, signed W-8 IRS Tax Form; and (2) add the Commodity Code(s) associated with the goods or services your organization provides.

04/23/2020
EFT/ACH Information: If you would like to set up or update your EFT/ACH Information, please contact The ACH Onboarding team via email at pbcpaymentmgr@mypalmbeachclerk.com to complete the EFT/ACH enrollment. Further questions or concerns regarding EFT/ACH should also be directed to said email.

04/23/2020
VSS will be available with limited access to Vendor Payment Information for Maintenance: Monday-Friday 7:00pm-9:30pm.
[View All Announcements](#)

User Guides and Forms

Click on a form below to either save it to your desktop or open it in Adobe.

 [VSS Quick Reference Guide for Solicitations](#)

[VSS Activate Existing Account User Guide](#)

[VSS New Vendor Registration User Guide](#)

[W-8BEN](#)

[W-8IMY](#)

[W-8EXP](#)

[W-8ECI](#)

[W-8BEN-E](#)

[Commodity Service Code Book_25th Edition](#)

[Access forms](#)



VENDOR SELF SERVICE (VSS) ADVANCED SEARCH OPTIONS



www.pbcgov.com/youthservices



CGI Advantage | PBC Purchasing | PBC OEBO | PBC Vendor Directory

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Business Opportunities | Vendor Registration

Solicitations | Purchase History

Welcome, New

Search for Solicitations

Show Me ... All Solicitations | Open Solicitations | Closing Soon | Recently Published | Recent Amendments | Recent Intentions | Recent Awards

Keyword Search : [Advanced Search](#)

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates
Legal Counsel Services relating to PIP Insurance Claims RFP - 280 - CA2019-01 Summary Details	County Attorney Elizabeth Requeny Prof Services Request for Proposals(RFP)	Published On : 2/20/19 Amended On : 2/28/19 Closing On : 3/6/19 4:00 PM EST Time Left: 23:27:57 Intent Posted On:
Daggerwing Nature Center - Boardwalk Repairs - REBID IFB - 410 - 18526A. Summary Details	Facilities Dev & Ops Cathy Choban Construction Invitation for Bids(IFB)	Published On : 1/28/19 Amended On : Closing On : 3/7/19 2:00 PM EST Time Left: 1 Day, 21:27:57 Intent Posted On:
Clayton Hutcheson Agriculture Center-Asphalt Repairs Re-bid IFB - 410 - 16505B Summary Details	Facilities Dev & Ops Cathy Choban Construction Invitation for Bids(IFB)	Published On : 12/17/18 Amended On : 2/28/19 Closing On : 3/7/19 2:00 PM EST Time Left: 1 Day, 21:27:57 Intent Posted On:
MJC PUBLIC DEFENDER - Interior Renovations (EXTENDED) IFB - 410 - 18321. EXTENDED Summary Details	Facilities Dev & Ops Cathy Choban Construction Invitation for Bids(IFB)	Published On : 2/4/19 Amended On : Closing On : 3/7/19 2:00 PM EST Time Left: 1 Day, 21:27:57 Intent Posted On:

ADVANCED SEARCH

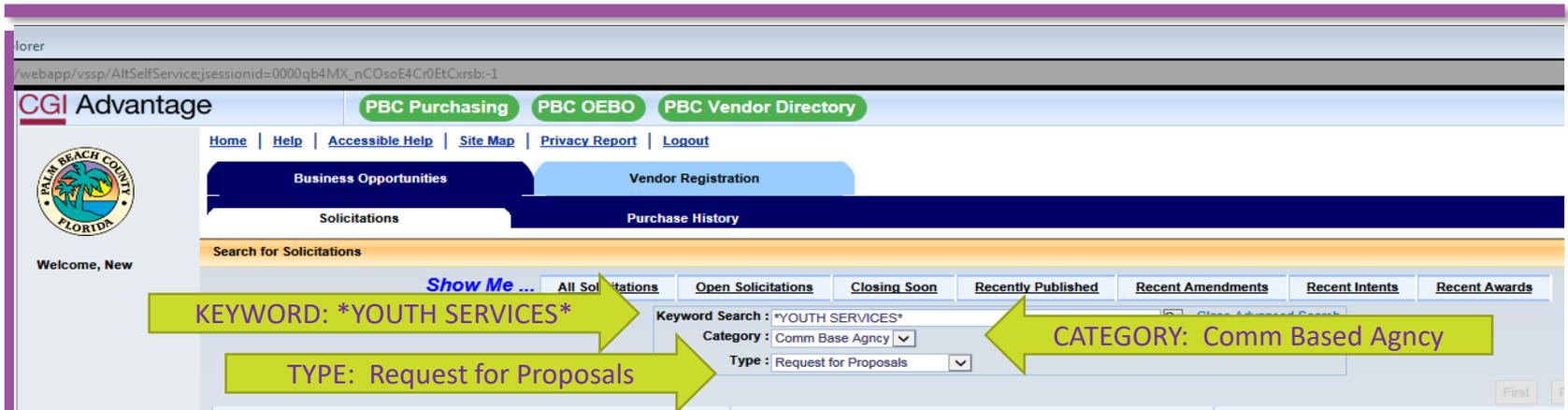


From the list of solicitations and opportunities, you may use the ADVANCED SEARCH option to find the NOFO for Youth Services.

VENDOR SELF SERVICE (VSS) ADVANCED SEARCH OPTIONS



www.pbcgov.com/youthservices



You may refine your search by any of the following:

KEYWORD: Enter *YOUTH SERVICES*

CATEGORY: Comm Based Agency

TYPE: Request for Proposals

The advanced search criteria is not required but may be helpful to more easily located this NOFO.



VENDOR SELF SERVICE (VSS)

Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



www.pbcgov.com/youthservices



CGI Advantage Purchasing Website OEBO Website PBC Vendor Directory Home

Business Opportunities Vendor Registration

Solicitations Purchase History [New Search](#)

Solicitation: CBA2022 Notice of Funding Opportunity for CBA FY2022 Current Status: Open

Issued: 3/15/21 Last Amended: Response Options: [Respond Online](#) [Print for Mailing](#)

Closing Date:	4/12/21 5:00 PM EDT	Doc Dept:	Youth Services Department
Application Close Date:		Buyer Name:	Ike Powell
Time Left:	28 Days, 08:18:58	Coordinator Name:	Comm Base Agency
		Category:	Request for Proposals(RFP)
		Type:	

Buyer Information: [Ike Powell \(vsd-rfp@pbcgov.org\)](mailto:Ike.Powell@pbcgov.org)
 Coordinator Information: Phone: 561-242-5713 Fax:

Additional Dates: Federal Public Bid Opening Date: Award Date:
 Application Open Date: Intent Posted Date: More... [see Events tab](#)

[Print Solicitation Details](#) **PRINT VIEW**

CLICK THESE TABS FOR MORE INFORMATION

[Lots/Lines](#) [Attachments](#) [Additional Information](#) [Terms](#) [Criteria](#) [Events](#) [Amendment History](#)

Once you have located the NOFO, you may click on any of the following tabs:

- LOTS / LINES
- ATTACHMENTS – this is where you can view, print or download the NOFO document
- ADDITIONAL INFORMATION – for links to additional resources / information
- EVENTS – for list of events related to this NOFO

Reminder: Mandatory Pre-Proposal meeting attendance is required to be eligible to submit a proposal under this solicitation. See NOFO for more details.



WHERE DO I GO TO ACCESS ADDITIONAL INFORMATION?



www.pbcgov.com/youthservices



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PBCYSD



PBCYSD

www.pbcgov.com/youthservices/Pages/NOFO.aspx

FY 2020 RFP

Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agencies program for Fiscal Year (FY) 2019 (October 1, 2018 – September 30, 2019). Contracts issued will be for one (1) year, with two (2) one-year extensions at the option of the County. Proposers must clearly identify how their service/program(s) address the below Action Areas identified in the Youth Master Plan for Palm Beach County entitled "Strengthening the Steps to Success" (YMP).

NOTE: Only two of the Action Areas identified in the YMP will be eligible for funding under the RFP (Educational Supports and Health and Wellness Supports).

The Request for Proposals (RFP) submission deadline was May 4, 2018.

Funding recommendations will be submitted to the Palm Beach County Board of County Commissioners on July 10, 2018.

For assistance in searching for this RFP, [click here](#)

FY 2020 RFP Information

- [Questions and Answers – CBA RFP 2019](#) (Rev. 4-27-2018)
- [CBA FY 2019 RFP Pre-Proposal Conference Presentation](#) – April 13, 2018
- [CBA Pre-Proposal Conference](#) – April 13, 2018
- [Review Panel Meeting – Action Area 1](#) – May 24, 2018
- [Review Panel Meeting – Action Area 2](#) – May 25, 2018
- [Panel Review Score Form – Action Area 1](#) – May 24, 2018
- [Panel Review Score Form – Action Area 2](#) – May 25, 2018
- [Recommended Funding – RFP for CBA's FY2019](#)



SAMPLE
Page View from
FY2020 NOFO
Dates/Documents do
not apply to this
NOFO

DON'T FORGET TO FOLLOW US ON SOCIAL MEDIA!



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Connect with us!



pbcyouthservices



PBCYSD

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YSD Scoop!



To sign up for the Department Newsletter, please send an email to:

Erin Baker, Public Relations Specialist
ebaker@pbcgov.org



NOFO Dashboard Demo

https://www.pbcgov.org/cba_monitoring



www.pbcgov.com/youthservices



pbcyouthservices



PBCYSD



PBCYSD



ENSURE BROWSER IS IN CHROME

NOFO Dashboard Demo



www.pbcgov.com/youthservices



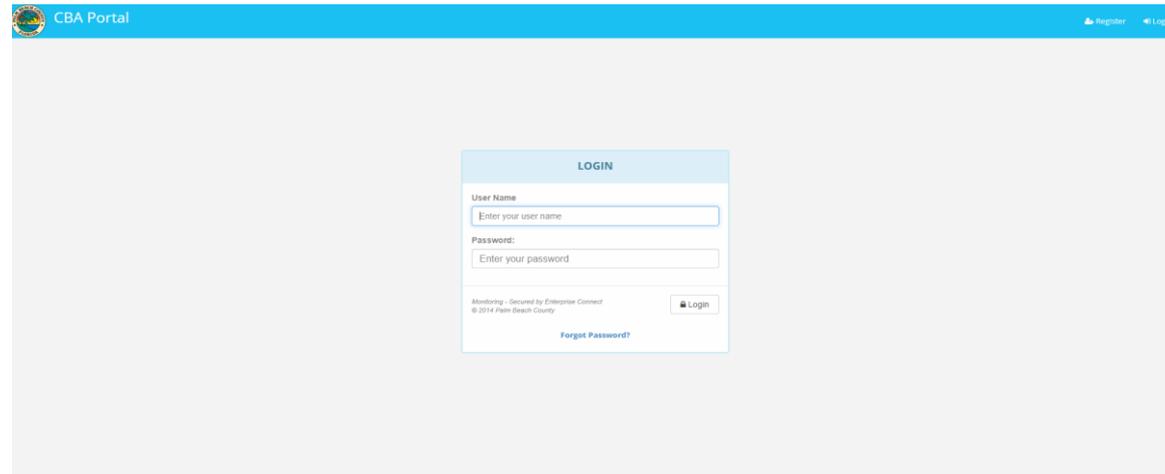
pbcyouthservices



PBCYSD



PBCYSD



Sign in or select *Register* at top right



NOFO Dashboard Demo



www.pbcgov.com/youthservices



Palm Beach County - External User Registration

User ID : *
The User ID field is required.

First Name : *

Last Name : *

Contact Phone :

Password : *

Confirm Password : *

I'm not a robot 

Set up user account, then *Sign In*



NOFO Dashboard Demo



www.pbcgov.com/youthservices



The screenshot displays the 'Agency Dashboard' within the 'CBA Portal'. The user is logged in as Malav Madhukar Patel. The dashboard lists three contracts:

Contract ID	Agency Name	Contract Status	Contract Term Date	Type	On-site Audit Status	On-site Audit Status
R2020-1293	Boys and Girls Clubs of Palm Beach County, Inc.	Approved	10/01/2020 - 09/30/2021	CONTRACT	Submitted	Submitted
R2019-1578	Boys and Girls Clubs of Palm Beach County, Inc.	Approved	10/01/2019 - 09/30/2020	CONTRACT	Approved	Approved
R2018-1668	Boys and Girls Clubs of Palm Beach County, Inc.	Approved	10/01/2018 - 09/30/2019	CONTRACT	Approved	Approved

Each contract entry includes a 'View/Edit Desk Audit' button, an 'On-Site Audit' button, and a 'Reports' button. The 'On-site Monitoring Tool' link is visible below each entry.

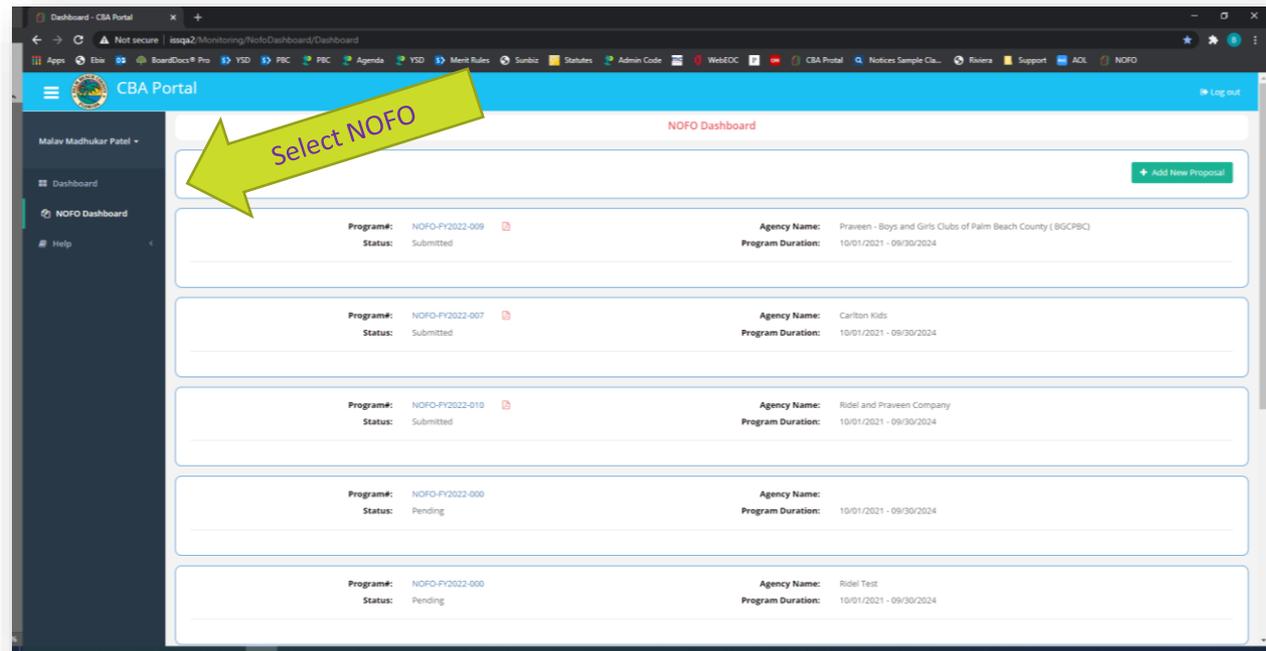
For a registered agency – the default is the Monitoring Dashboard



NOFO Dashboard Demo



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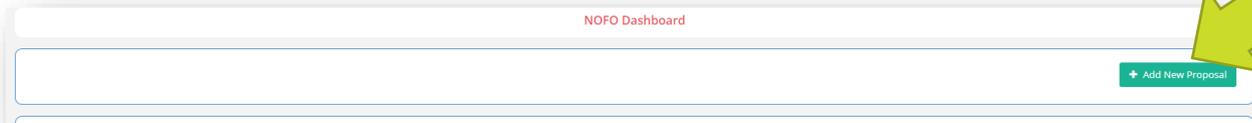
Then, select NOFO Dashboard on left side



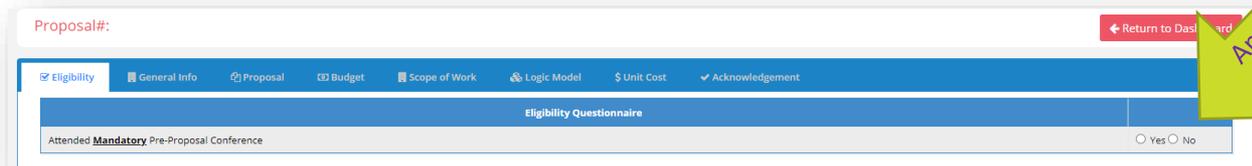
NOFO Dashboard Demo



www.pbcgov.com/youthservices



Select the Add New Proposal button



Answer the Eligibility Questionnaire



GENERAL INFORMATION TAB



Proposal#: NOFO-FY2022-008 Parent Mentoring Skills

Legal Name of Agency, from SunBiz: IJK

Program Title: Parent Mentoring Skills

Program Start Date: 10/01/2021 Program End Date: 09/30/2024

Mailing Address: 1515 SW 8th Street Belle Glade

Contact Person Name: Ike Powell Contact's Phone Number: (561) 242-5704

Name/Title of Person Authorized: George Jeff

Fictitious Name, (d/b/a), Applicant: MNO, Inc.

Action Area: Parenting & Role Models

Program Status (existing or new): New

State: Florida Zip Code: 33430

Contact's Email Address: ipowell@pbcgov.org

Commission Districts: District 6

Total Program Budget: \$100,000.00 Amount of funding request from PBC: \$75,000.00

Is the Agency currently certified by Nonprofits First, Inc.? Yes

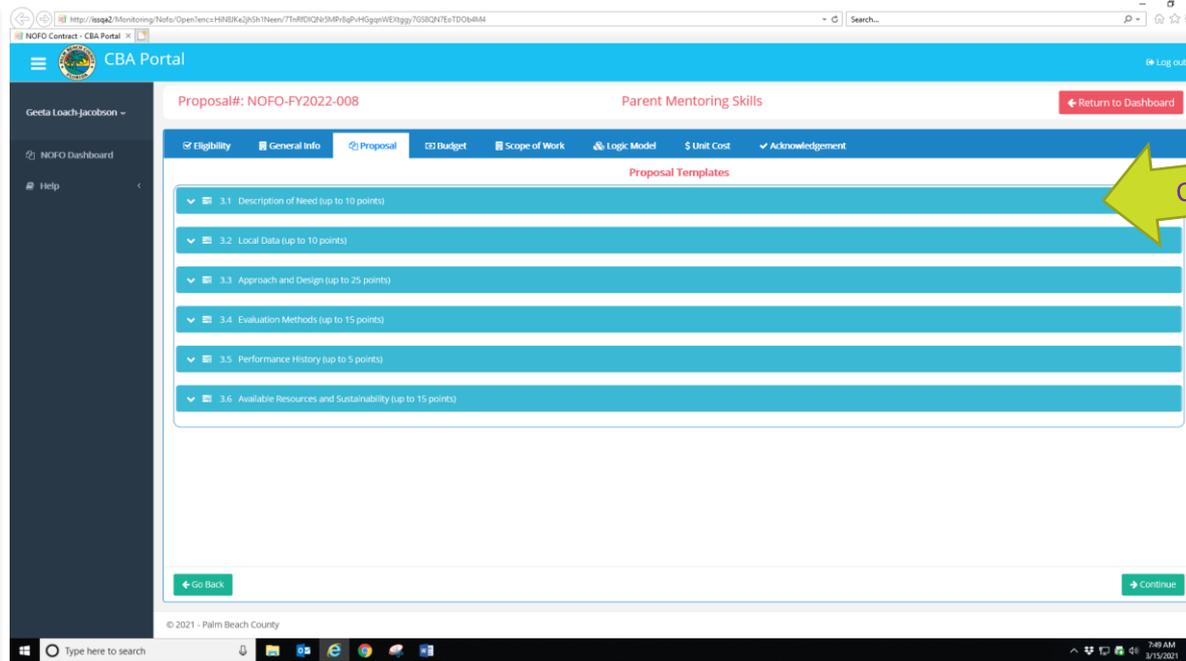


Proceed with completing all the fields and uploading all the files

PROPOSAL TAB



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Under the *PROPOSAL TAB*, please complete each of these. Click on teal color and the questions will expand for your responses.

DESCRIPTION OF NEED



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Browser window showing the CBA Portal for proposal NOFO-FY2022-008, titled "Parent Mentoring Skills". The page includes a navigation menu on the left and a main content area with a table of questions and answers.

Question ID	Question	Answer
3.1.1	What is the need in Palm Beach County that you are proposing to address?	parenting skills
3.1.2	Clearly define and identify who is impacted by the need, including identified subpopulations, if applicable.	parents
3.1.3	What areas of the County will be served? Include zip codes and confirm Board of County Commissioner's Commission District information. Please confirm through these resources: http://maps.co.palm-beach.fl.us/cwgs/mygeonav.html http://maps.co.palm-beach.fl.us/cwgs7/app=districlocator http://www.pbcgov.org/countycommissioners/DistrictMaps/map.pdf	33430 Belle Glade 
3.1.4	Clearly define demographics and important socio-economic characteristics of your priority population.	underserved low-income parents
3.1.5	Report the estimated number of the priority population your program will serve.	40

LOCAL DATA



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Browser window showing the CBA Portal for proposal NOFO-FY2022-008, Parent Mentoring Skills. The page displays a table for '3.2 Local Data (up to 10 points)' with three rows of questions and answers.

Question	Answer
3.2.1 What local Palm Beach County data or evidence exists to document the need?	B22 data and other
3.2.2 Underserved Population(s) Served: provide clear descriptive data showing a group needing services that are currently not provided to them. This should be documented by data that show that a subgroup of the population being served is underrepresented among service recipients.	underserved population
3.2.3 Underserved Area(s) Served: provide a clearly defined zip code or census tract area with underserved population that lacks providers in the identified area or close proximity to the area.	33430

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APPROACH AND DESIGN



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NOFO Contract - CBA Portal

Proposal#: NOFO-FY2022-008 Parent Mentoring Skills

Return to Dashboard

Eligibility General Info Proposal Budget Scope of Work Logic Model Unit Cost Acknowledgement

3.3 Approach and Design (up to 25 points)

3.3.1 Explain what your program will do to meet the identified need.	provide interactive workshops
3.3.2 Detail the services and specific activities your program will provide.	mentorship training, resource sharing, etc.
3.3.3 Indicate all program's proposed outcomes from the applicable Action Area for the funding period. For this Proposal, choose as many as may be applicable within the chosen Action Area. Choose only one Action Area per Proposal.	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Parents acquire coping skills and enhance their ability to engage in positive relationships with their children as evidenced by pre-post assessments<input type="checkbox"/> Incarcerated parents and their children demonstrate increased attachment and decreased anti-social behavior as evidenced by bonding assessment tools and child anti-social behavioral tools<input type="checkbox"/> Parents gain knowledge of the impact of trauma on child development as evidenced by pre-post assessments<input type="checkbox"/> Youth demonstrate improvement in social skills due to effective mentor/mentee interactions, as evidenced by pre-post assessments<input checked="" type="checkbox"/> Parents/caregivers/coaches increase their ability to initiate conversations with youth as evidenced by pre-post assessments<input type="checkbox"/> Parents/caregivers/coaches increase knowledge about equitable practices relevant to special needs, cultural diversity and gender identity as evidenced by pre-post assessments<input checked="" type="checkbox"/> Parents gain awareness of how to seek relevant community resources as evidenced by pre and post tests

Go Back Continue

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7:50 AM 3/15/2021



APPROACH AND DESIGN CON'T



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The screenshot shows a web browser window displaying the 'CBA Portal' for proposal NOFO-FY2022-008. The page title is 'Parent Mentoring Skills'. A navigation bar includes tabs for Eligibility, General Info, Proposal (selected), Budget, Scope of Work, Logic Model, Unit Cost, and Acknowledgement. A table lists proposal items 3.3.6 through 3.3.11. A large green arrow labeled 'Scope of Work' points upwards from item 3.3.9 towards item 3.3.6. The table content is as follows:

Item ID	Description	Response
3.3.6	Describe how the program assesses client's needs and links them to identified services.	assessments and interviews
3.3.7	Explain why you think this approach is the best way to engage the target population and help them achieve the intended results. Include the research your agency used to identify and design the best approach to serve the target population and add...	hands-on
3.3.8	Collective Impact: The YMP was developed utilizing a collective impact approach which included a great deal of community participation. Accordingly, please describe how the community will be involved in the delivery and evaluation of services, beyond merely receiving the services.	community conversations
3.3.9	Under the <i>SCOPE OF WORK</i> TAB please complete all fields. Refer to NOFO Attachment 4 for sample. Include the services to be completed (including when, where, and how often they are provided), the timeline for completing each component of the implementation, the target population, the roles and responsibilities of your agency and your program partners.	
3.3.10	Program Innovation and Anticipated Challenges: provide a concise but detailed narrative that highlights particular program components that are ground-breaking and/or challenging.	use a combination of in-person and virtual workshops along with mobile apps
3.3.11	Indicate prior and/or planned efforts to ensure staff receive cultural competency training.	scheduled annual cultural competency trainings

At the bottom of the table are 'Go Back' and 'Continue' buttons. The footer of the page reads '© 2021 - Palm Beach County'.



EVALUATION METHODS



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The screenshot displays the 'CBA Portal' interface for a proposal titled 'Parent Mentoring Skills' (NOFO-FY2022-008). The navigation bar includes tabs for Eligibility, General Info, Proposal, Budget, Scope of Work, Logic Model, Unit Cost, and Acknowledgement. The 'Proposal' tab is active, showing a section for '3.4 Evaluation Methods (up to 15 points)'. This section contains four numbered items:

- 3.4.1 Evidence-based or promising practice programs and services **must** address outcomes and performance measures from the applicable Action Area. For the proposed program outcomes identified in Section 3.3, please describe the methods to be utilized in evaluating the progress in meeting each outcome.
- 3.4.2 Clearly describe the evaluation methodology of the program.
- 3.4.3 Under the **LOGIC MODEL TAB** please complete all fields and ensure outcomes are SMART (specific, measurable, achievable, realistic and time-bound). Refer to NOFO **Attachment 7** for sample.
- 3.4.4 Identify applicable evaluation measurement tools and explain how it appropriately measures and tracks outcomes. Upload examples if available. Please **upload** any examples as a single file in PDF format.

Below the text, there is a text input field containing 'surveys, pre/post assessments' and an 'Upload' button. A yellow arrow points to the 'Logic Model Tab' in the navigation bar, and another yellow arrow points to the 'Upload' button. The footer of the page includes '© 2021 - Palm Beach County' and a URL.

PERFORMANCE HISTORY



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Proposal#: NOFO-FY2022-008 Parent Mentoring Skills

3.5 Performance History (up to 5 points)

3.5.1 Discuss prior outcomes, expenditure of award, and other relevant data that demonstrate success of the services in your Proposal. exceeded outcomes, see annual reports

Discuss prior outcomes, expenditure of award, and other relevant data that demonstrate success of the services in your Proposal.



AVAILABLE RESOURCES & SUSTAINABILITY



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PBCYSD



PBCYSD

A screenshot of a web-based form titled "3.6 Available Resources and Sustainability (up to 15 points)". The form is divided into three sections:

- 3.6.1** Disclose other funding that your agency has received to address this need. The input field contains "local and state grants".
- 3.6.2** Identify other funding that is available to support your agency in addressing this need. The input field contains "cash reserves".
- 3.6.3** Describe how your agency will continue to address this need if current funding ends. The input field contains "fundraising".

At the bottom of the form, there are two buttons: "Go Back" on the left and "Continue" on the right. The footer of the page reads "© 2021 - Palm Beach County". The screenshot also shows a Windows taskbar at the bottom with the search bar and various application icons.

- Disclose other funding that your agency has received to address this need.
- Identify other funding that is available to support your agency in addressing this need.
- Describe how your agency will continue to address this need if current funding ends.



AVAILABLE RESOURCES & SUSTAINABILITY CON'T



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PBCYSD



PBCYSD

The screenshot displays the 'CBA Portal' interface for proposal # NOFO-FY2022-008. The page title is 'Parent Mentoring Skills'. The user is logged in as Geeta Loach-Jacobson. The main content area shows a table of proposal questions and answers:

Question ID	Question	Answer
3.6.4	Explain how awarded funds will allow you to leverage additional dollars, if any.	matching funds
3.6.5	Partners - Upload to your Proposal, the names of any partners that will assist your agency in addressing this need with partner letter(s) of support, and/or existing proposed Memoranda of Understanding or Memoranda of Agreement. Explain the responsibility of each partnering agency. If Proposal includes mentoring, please upload documentation of membership with the United Way of Palm Beach County Mentor Center. If any, please upload as a single file in PDF format.	Please enter your response here - Not Required Partners.pdf
3.6.6	Describe your use of volunteers in support of program and other agency activities.	volunteer guest speakers
3.6.7	Detail the process to ensure Level II background checks are performed for the staff and volunteers working with minors.	performed at pre-hire phase
3.6.8	Describe the experience and expertise of your agency and your program partners (if	

Navigation buttons include 'Go Back' and 'Continue'.



BUDGET TAB



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NOFO Contract - CBA Portal

Proposal#: NOFO-FY2022-008 Parent Mentoring Skills

Eligibility | General Info | Proposal | **Budget** | Scope of Work | Logic Model | Unit Cost | Acknowledgement

Proposal Templates

3.7 Budget (up to 20 points)

3.7.1 Please complete a budget for the program for which you are submitting this Proposal. Review the 'sample' and 'guidelines' spreadsheet tabs provided before completing the template. Refer to **NOFO Attachment 5** for sample.

- Ensure administrative expenses are limited to no more than 5%.
- Ensure the requested fund justifications are complete.
- Include a Budget justification that describes in detail all items requested in the budget. Employee positions should include descriptions of their duties in the program. If you are charging administrative expenses, you must include a description of the administrative fee, then you must remove the administrative fee from the indirect/administrative expenses. If an administrative fee percentage is being requested, an approved cost plan from a cognizant agency must be included.

Click to download the required [program budget worksheet](#). Refer to **NOFO Attachment 5** for sample.

Please **upload** the completed program budget worksheet as a single file in PDF format.

3.7.2 Please upload a Total Agency Budget - The budget forms that are part of the Proposal do not need to be utilized for your agency's total budget. Ensure CBA portion of the budget (amount of funding request from Palm Beach County) is not more than 25% of the Total Agency Budget.

Please **upload** Total Agency Budget as a single file in PDF format.

Buttons: Go Back, Upload, Continue

BUDGET TAB CON'T



www.pbcgov.com/youthservices



CBA Portal | Proposal#: NOFO-FY2022-008 | Parent Mentoring Skills | Return to Dashboard

Geeta Loach-Jacobson - NOFO Dashboard - Help

Budget | Eligibility | General Info | Proposal | Scope of Work | Logic M | Unit Cost | Acknowledgement

3.7.3 Under the *UNIT COST TAB*, please complete all Unit Cost of Service Rate and Definition fields. Refer to NOFO Attachment 6.

- Ensure the Unit Cost of Service Rate Definition is clearly stated and include the proposed number of units to be provided (is this an industry standard? Please state source).
- Provide the Unit Cost of Service Rate (is this an industry standard? If so, please state source). Ensure the Unit Cost of Service Rate is accurately calculated and that formulas used to arrive at the cost are included.
- Select which Deliverables option will be relied upon to support the number of units to be claimed by your agency on a monthly basis (ie, payroll reports, activity logs, attendance records, et al).
 - If based on 'Service'
 - Proof of Service** (examples include client sign in sheets, attendance records, schedule)
 - Cover Memo/Invoice** (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)
 - If based on 'Staff Time'
 - Proof of Payroll Expense** (examples include copies of paystubs, automated payroll reports)
 - Timesheet** (including time attendance records, activity log)
 - Cover Memo/Invoice** (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)

3.7.4 Upload Non-Profits First, Inc. Certification. Please **upload** most recent Certification as a single file in PDF format. **Non-Profit.pdf** | Upload

Go Back | Continue

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SCOPE OF WORK TAB



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The screenshot shows the 'CBA Portal' interface for proposal NOFO-FY2022-008, titled 'Parent Mentoring Skills'. The 'Scope of Work' tab is active, displaying several sections:

- Target Population:** Includes checkboxes for Agencies, Elementary Age Youth, High School Age Youth, Middle School Age Youth, Parents (checked), Youth ages 18-22, and Other.
- Sub Categories:** A dropdown menu showing 'Elementary Age Youth' and 'Middle School Age Youth'. A green arrow points to this field with the label 'Subcategories'.
- Geographic area(s) served:** Includes radio buttons for Municipality, Zipcode (selected), Countywide, and Other. A text box contains '33407'. A green arrow points to this field.
- Reports Submission:** Includes checkboxes for Monthly Report format, Exhibit A, Form 1; Quarterly Report format, Exhibit A, Form 2; Logic Model, Exhibit A, Form 3; and Annual Report format, Exhibit A, Form 4.
- Overview:** A text block describing the Parent Adept Mentoring (PAM) program.

Navigation buttons include 'Go Back' and 'Continue'. The footer shows '© 2021 - Palm Beach County'.



SCOPE OF WORK TAB CON'T



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NOFO Contract - CBA Portal

Proposal#: NOFO-FY2022-008 Parent Mentoring Skills

Log out

Return to Dashboard

Eligibility General Info Proposal Budget **Scope of Work** Logic Model Unit Cost Acknowledgement

Evidence-based model or promising practice:
Elements of Effective Practices for Mentoring

Observed Need/Risk Factor(s) that will be addressed:
Parents need skills to effectively communicate with their children and connect with resources and support.

Services (3)

Note: List and describe each specific service separately

Short Desc	Description		
	Parent workshops on communication skills for effectively interacting with their children and youth.		
	Parent workshops on finding resources and supports.		
	[Parent workshops on mentoring and abcdefghijklmnopqrstuvwxyz		

Service Description:

Go Back Continue

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SCOPE OF WORK TAB CON'T



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NOFO Contract - CBA Portal

Geeta Loach-Jacobson

NOFO Dashboard

Help

Proposal#: NOFO-FY2022-008

Parent Mentoring Skills

Return to Dashboard

Eligibility | General Info | Proposal | Budget | **Scope of Work** | Logic Model | Unit Cost | Acknowledgement

Service Description

Outcomes - (3)

Outcome Indicator	Projected # to Attain Outcome	Projected # to be Served	
Parents acquire coping skills and enhance their ability to engage in positive relationships with their children as evidenced by pre-post assessments	36	40	(90.00 %)
Parents/caregivers/coaches increase their ability to initiate conversations with youth as evidenced by pre-post assessments	36	40	(90.00 %)
Parents gain awareness of how to seek relevant community resources as evidenced by pre and post tests	32	40	(80.00 %)

Clients Served - (1)

Description	Qty #
Parents/Caregivers	50

Go Back | Continue

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LOGIC MODEL TAB



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NOFO Contract - CBA Portal

CBA Portal

Geeta Loach-Jacobson ~

NOFO Dashboard

Help

Proposal#: NOFO-FY2022-008

Parent Mentoring Skills

Return to Dashboard

Eligibility | General Info | Proposal | Budget | Scope of Work | **Logic Model** | Unit Cost | Acknowledgement

Serving Type*
 Family Agency Community

Mission Statement*
 To equip parents with skills that yield exceptional results for their families.

Logic* (3)

Column 1 Problem/Situation Instruction: Need/Problem/Situation	Column 2 Service/Activity Instruction: What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Served, Timeframe & # of Units	Column 3 Outcome Instruction: Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions	Column 4 Indicator Instruction: Number (#) and Percent (%) of Clients Expected to Achieve Outcome (# of Clients + by # Served)	Column 5 Results Instruction: Actual Number (#) and Percent (%) of Clients who Achieve the Outcome (# of Clients who achieved the outcome + # Served)	Column 6 Measurement Tool Instruction: Evidence Collected (provide specific name of tools include: pre/post surveys or assessments, progress reports)	Column 7 Data Source Instruction: Collection Procedure & Personnel Responsible	Column 8 Frequency Instruction: Time & Frequency of Evaluation/Outcome Measurement
Parents need to enhance coping skills and techniques to foster positive relationships with children.	Parents will be provided with workshops	Parents acquire coping skills and enhance their ability to engage in positive relationships with their children as evidenced by pre-post assessments	Parents acquire coping skills and enhance their ability to engage in positive relationships with their children as evidenced by pre-post assessments		pre/post assessments	Program Coordinator will collect pre/post assessments	At beginning and end of workshops
Parents need to learn how	Parents will be provided	Parents/careivers/coaches increase	Parents/careivers/coaches increase		pre/post assessments	Program	At beginning and end of

Go Back Continue

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UNIT COST TAB



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Proposal#: NOFO-FY2022-008 Parent Mentoring Skills

Eligibility | General Info | Proposal | Budget | Scope of Work | Logic Model | **Unit Cost** | Acknowledgement

Scope of Work

Unit Cost: (1)	Unit Cost of Service Rate Definition	Unit Cost of Service Rate	Number of Units Estimated	Total Cost of Service
	A unit of service is defined as one-hour of staff time providing direct or indirect services and activities including workshops, and other related ac...	\$100.00	750	\$75,000 (annually)
Total Contract:				\$225,000.00

Deliverables

- Proof of Payroll Service (example include copies of paystubs, automated payroll reports)
- Timesheet (example include time attendance records, activity log)
- Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)

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ACKNOWLEDGEMENT TAB



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CBA Portal Log out

Proposal#: NOFO-FY2022-008 Parent Mentoring Skills Return to Dashboard

Eligibility | General Info | Proposal | Budget | Scope of Work | Logic Model | Unit Cost | **Acknowledgement**

Attestations

- I attest that a member of my agency attended the Mandatory Pre-Proposal Conference by:
 - Zoom meeting attended at time of live broadcast; OR
 - Recorded Zoom meeting viewed in its entirety as posted on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

Certifications

- I certify that I am authorized to submit this Proposal on behalf of the agency.
- I certify that the information provided in the Proposal and the information provided in all supporting documents and forms is true and accurate.
- I certify that the award/funding are subject to the sole and absolute discretion of the Palm Beach County Board of County Commissioners without recourse.

Acknowledgements

- I acknowledge that I have read the standard CBA Contract Sample posted on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

Signature:* Title:* Date:*

Go Back

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PRINT INFORMATION



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PBCYSD



PBCYSD

- Print button (for a complete document)
- Tab related generated documents- the section number will be printed at the top
- All other attachments will not have an identifier- agency may add a cover page
- Copy/ Paste misalignment



NOFO EMAIL NOTIFICATION



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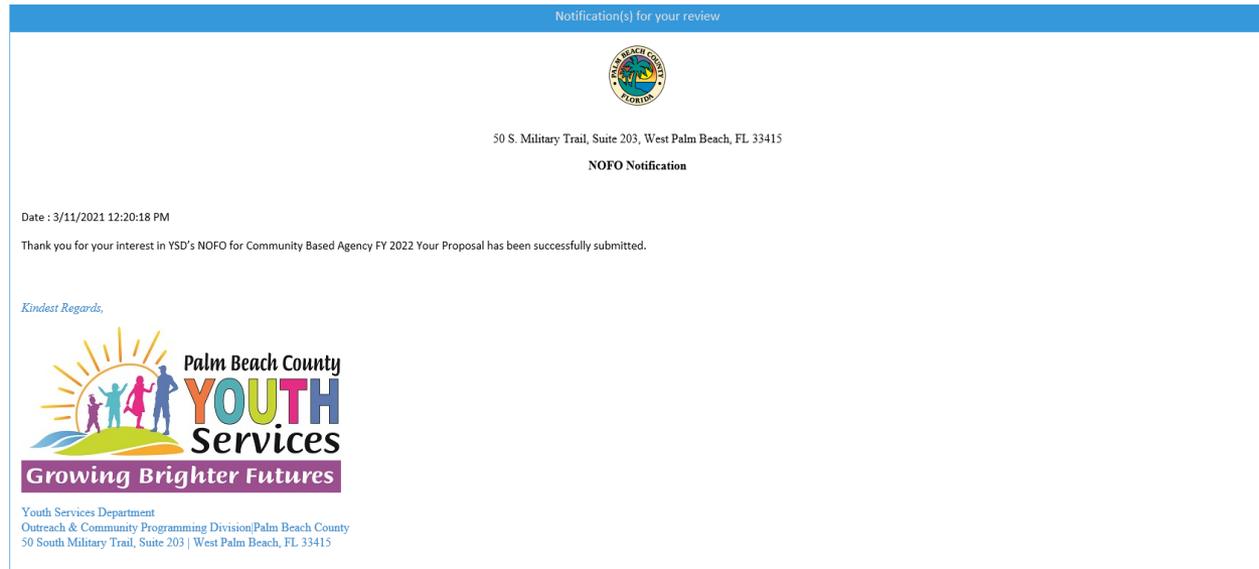
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Once Submitted, an acknowledgement email will be received.

No edits can be made at that time – it is final



CLOSING / Q & A



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Tammy K. Fields, *Director*
Palm Beach County Youth Services Department



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**YOU MUST ATTEND OR ATTEST
THAT YOU HAVE VIEWED THE
MANDATORY PRE-PROPOSAL
CONFERENCE RECORDING TO BE
ELIGIBLE TO SUBMIT A PROPOSAL
IN RESPONSE TO THIS NOFO FOR
COMMUNITY BASED AGENCY!**



EVALUATIONS



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<https://www.surveymonkey.com/r/YYKXBYP>



QUESTIONS & ANSWERS



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