



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



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**READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS**

## **I. GENERAL INFORMATION**

The purpose of this Notice of Funding Opportunity (NOFO) is for the Palm Beach County Board of County Commissioners' (BCC) Youth Services Department (YSD) to solicit proposals from qualifying non-profit agencies and public entities serving Palm Beach County's youth to provide services related to certain Action Area(s) identified in the Youth Master Plan.

YSD, along with the other youth-serving partner agencies of *Birth to 22: United for Brighter Futures* (Birth to 22), participated in a collaborative process employing a collective impact framework to develop a Youth Master Plan (YMP) for Palm Beach County. This YMP is entitled "Strengthening the Steps to Success." The YMP and all its appendices are available for review at [www.pbcbirthto22.com](http://www.pbcbirthto22.com) and [www.pbcbirthto22.com/communitydata.htm](http://www.pbcbirthto22.com/communitydata.htm), respectively. YSD encourages all those interested in submitting proposals to familiarize themselves with the YMP.

### **Applicant/Proposer requirements**

- Proposers will clearly identify how their service/program(s) address the Action Area(s) identified in the YMP.
- Proposers seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one (1) agency fiscal year, and have provided services for at least six (6) months in Palm Beach County.
- All Proposers must hold current and valid 501(c)(3) status as determined by the Internal Revenue Service, or be public entities.
- All Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.
- Mentor Network requirements -- Regardless of Action Area, **all** mentoring programs are required to become part of the United Way of Palm Beach County Mentor Network. For more information go to <https://unitedwaypbc.org/mentor/>.

### **Contact Person**

The Contact Person for this NOFO is Ike Powell, Senior Program Specialist. His contact information is as follows:

Palm Beach County Youth Services Department  
50 S. Military Trail, Suite 203  
West Palm Beach, FL 33415  
Email – [YSD-rfp@pbcgov.org](mailto:YSD-rfp@pbcgov.org)

Except during the **mandatory** Pre-Proposal Conference, any explanations/clarifications desired by Proposers must be requested in writing and emailed to the Contact Person no later than the date specified in the NOFO Timeline (Section III). The questions or comments must contain the Proposer's name, address, phone number and email address. All requested explanations, responses, or clarifications, including those posed at the **mandatory** Pre-Proposal Conference, will be posted on the YSD website under a tab titled "Notice of Funding Opportunity" at [www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx).

### **Amendments to NOFO**

No oral interpretation of this NOFO shall be considered binding. Any interpretation, clarification, correction or change to this NOFO will be made only by written Amendment(s) issued prior to the Electronic Submission Deadline Date for receipt of proposals. As they are issued, all Amendments to this 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>. Interpretations, corrections or changes made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections or changes. It is the sole responsibility of the Proposer to routinely check VSS for any Amendments that may have been issued prior to the Electronic Submission Deadline Date for receipt of proposals. The Proposer should verify with the designated Contact Person prior to entering a proposal that all Amendments have been received. The County shall not be responsible for the completeness of any NOFO package not downloaded from VSS.

When there is a conflict between the NOFO and any Amendment issued, the last Amendment issued shall prevail.

### **Review of Proposals**

Each Proposal will be reviewed to determine if the Proposal is responsive to the NOFO. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive Proposal is one which is completed on-line, electronically signed, contains all the required documents uploaded by the specific electronic submission deadline date and time, provides the information required to be submitted with the Proposal, and meets all Proposal Guidelines as stated in Section VI below. While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to reject a Proposal without evaluation, such substandard submissions may adversely impact the evaluation of your Proposal. Proposers who fail to comply with all required and/or desired elements of this NOFO, run the risk of rejection of the Proposal or receipt of a low score.

### **Selection Process**

Each Proposal will be reviewed first by the Director, Youth Services Department, or designee, to determine if each Proposer has submitted the required information and if each Proposal meets all Proposal Guidelines (as stated in Section VI). Those proposals fulfilling the Proposal Guidelines and deemed responsive shall be referred to the Review Panel(s) for review and further consideration.

The Review Panel(s) will evaluate all responses to this NOFO that meet the Proposal Guidelines and are deemed responsive. The Review Panel(s) will evaluate all responsive proposals based on the information submitted with the Proposal. Accordingly, Proposers are urged to ensure that their Proposal contains all the necessary information for the Review Panel(s) to fairly and accurately evaluate each of the criteria listed in Section VI-3.

The Review Panel(s) shall meet in a public session to score each responsive Proposal by reviewing each Proposal against the evaluation criteria listed in Section VI-3. Upon completion of the Review Panel(s)' review and discussion of all the responsive proposals submitted, each Review Panel member shall score each Proposal and total the scores for each Proposal. Score Cards will be reviewed for completion and accuracy prior to the end of the Review Panel(s) meeting.

After the Review Panel(s) scores each Proposal, the Review Panel(s) will then assign the Priority Area Score for each Proposal. The Review Panel(s)' evaluations will then be submitted to the Director, YSD for consideration and selection.

A virtual link to the Review Panel(s) meeting will be provided for anyone wishing to attend the process virtually.

The Recommended Contract Awards will be posted on the YSD website under a tab titled "Notice of Funding Opportunity" at [www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx).

### **Right of Appeal/Protest**

Any Proposer may protest a recommendation for contract award by submitting a written protest to the Director, Youth Services Department within five (5) business days of the posting of the Recommended Contract Awards. A Proposer may protest only the process utilized in arriving at the Recommended Contract Awards, and not the amount of those awards. The filing of a protest will not delay consideration of contracts by the BCC based on the recommended awards. The protest shall be submitted in writing, shall identify the protestor and the solicitation, shall include a factual summary of the basis for the protest, and shall be addressed to the Director, Youth Services Department, via hand-delivery or mail to 50 S. Military Trail, Suite 203, West Palm Beach, FL 33415, or via email to [tfields@pbcgov.org](mailto:tfields@pbcgov.org) and reference in the subject line: NOFO FY 2022 Protest. A protest is considered filed when it is received by the Director, Youth Services Department. Failure to file a protest within five (5) business days of the posting of the Recommended Contract Awards shall constitute a waiver of the Proposer's right to protest.

### **Contractual insurance requirements, if a Proposal is selected**

If a Proposal is approved for funding, the Proposer must agree to language substantially similar to the following regarding insurance requirements:

"The AGENCY shall, at its sole expense maintain in full force and effect at all times during the term of this Contract, at least the insurance coverage and minimum limits (including endorsements), as described herein. The AGENCY shall agree to provide the COUNTY with at least ten (10) days' prior notice of any cancellation, non-renewal or material change to the insurance coverage. Failure to maintain the required insurance shall be a basis for termination of this Contract. The requirements contained herein, as well as the COUNTY'S review or acceptance of insurance maintained by the AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the AGENCY under this Contract. Where applicable, coverage shall apply on a primary and non-contributory basis.

- A. **Commercial General Liability** – The AGENCY shall maintain Commercial General Liability insurance at a limit of not less than **\$500,000** each occurrence. Policy shall not contain any endorsement(s) limiting or excluding coverage for Contractual Liability, or Cross Liability.
- B. **Sexual Abuse and Molestation** – The AGENCY shall maintain coverage for Sexual Abuse and Molestation at a limit of not less than **\$250,000** each occurrence. Coverage may be provided by endorsement to the Commercial General Liability policy.

- C. **Business Automobile Liability** – The AGENCY shall maintain Business Automobile Liability at a limit of liability not less than **\$500,000** each accident for all owned, non-owned and hired automobiles. In the event the AGENCY does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form.
- D. **Workers’ Compensation Insurance & Employers Liability** – The AGENCY shall maintain Workers’ Compensation & Employers Liability in accordance with Chapter 440, Florida Statutes.
- E. **Only for agencies providing licensed professional services –Professional Liability coverage will be required –**
- Professional Liability** – The AGENCY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds **\$10,000**, the COUNTY reserves the right, but not the obligation, to review and request a copy of the AGENCY’S most recent annual report or audited financial statement. For policies written on a “Claims-Made” basis, the AGENCY shall maintain a Retroactive Date prior to or equal to the effective date of this Contract. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an “occurrence” or “claims-made” form. If coverage is provided on a “claims-made” form the Certificate of Insurance must also clearly indicate the “retroactive date” of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the term of this Contract, the AGENCY shall purchase a SERP with a minimum reporting period not less than three (3) years.
- F. **Additional Insured** – The AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read “Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents.”
- G. **Waiver of Subrogation** – The AGENCY hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement to the policy, then the AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should the AGENCY enter into such an agreement on a pre-loss basis.
- H. **Certificates of Insurance** – Prior to execution of this Contract or within forty-eight (48) hours of a request by the COUNTY, and at least five (5) days prior to the expiration of any required coverage, the AGENCY shall provide to the below address a signed Certificate(s) of Insurance evidencing that

all of the insurance coverage required by this Contract are in full force and effect. Said Certificate(s) of Insurance shall include a project description, and, to the extent allowable by the insurer, include a minimum thirty (30) day endeavor to notify due to cancellation (ten (10) days for non-payment of premium) or non-renewal of coverage. The **Certificate Holder** shall read:

Palm Beach County Board of County Commissioners  
c/o Youth Services Department  
50 S. Military Trail, Suite 203  
West Palm Beach, FL 33415

- I. **Umbrella or Excess Liability** – If necessary, the AGENCY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer’s Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest “each occurrence” limit for either Commercial General Liability, Business Auto Liability, or Employer’s Liability. The COUNTY shall be specifically endorsed as an “Additional Insured” on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.
  
- J. **Right to Review** – The COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverage, or endorsements, herein from time to time throughout the term of this Contract. The COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.”

## II. OFFICIAL NOTICE OF FUNDING OPPORTUNITY

**PALM BEACH COUNTY  
YOUTH SERVICES DEPARTMENT  
COMMUNITY BASED AGENCY FY 2022  
NOTICE OF FUNDING OPPORTUNITY (NOFO)**

Palm Beach County Youth Services Department (YSD) will be 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 below 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 will be available on March 15, 2021.

### COMMUNITY BASED AGENCY FY 2022

#### Eligible Proposers

Not-for-profit agencies holding current and valid 501(c)(3) status as determined by the Internal Revenue Service or public entities serving Palm Beach County's youth.

#### Action Area(s)

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. 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.

For a complete description of the Action Area(s) eligible activities, please refer to the NOFO attachments.

#### Monitoring and Quality Control

If selected, Proposers agree to participate in further evaluation, conducted by YSD, or on behalf of YSD. In addition to monitoring, this may include assessment to investigate program effectiveness. Accordingly, Proposers must agree to:

- Collect individual participant pre and post-implementation data, if applicable.
- Submit enrollment, attendance, and any necessary data and reports to the YSD program monitor and/or evaluator, or to other data collector working on behalf of YSD.
- Administer client satisfaction surveys provided by the County.
- Review the accuracy of their program information listed on the *Birth to 22: United for Brighter Futures* directory and ensure information is maintained current.

### **Proposals and Amount of Funds Requested**

Each proposal must be specific to one (1) Action Area. If a Proposer believes their proposal fits into more than one (1) Action Area, they should submit a proposal in each applicable Action Area. Proposers are not limited in the number of proposals submitted. The funding available for this NOFO will be approximately \$1.13 million. Proposers should request only the amounts necessary to implement the proposed program and are encouraged to seek funding from other sources. Funds will be awarded using an all-inclusive approach that takes into account points awarded, available funding, and community needs. Awards may be made in an amount less than requested.

### **Mandatory Pre-Proposal Conference**

There will be a **mandatory** Pre-Proposal Conference held virtually via Zoom, on March 17, 2021, at 10:00 a.m., for all Proposers submitting Proposals.

Join Zoom Meeting:

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

Phone: 786-635-1003  
Meeting ID 828 7866 9614  
Passcode 543708

Any change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

YSD is not responsible for Internet or connectivity issues of the Proposer. A recording of the mandatory Pre-Proposal Conference will be available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at [www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx) and viewing of the entire recording of the Pre-Proposal Conference shall be considered attendance. At the time of submitting a proposal, each proposer will be required to attest to having either participated in the entire live Zoom Pre-Proposal Conference or viewed the entire recording of the mandatory Pre-Proposal Conference, as explained under Section VI. 2. below.

### **Proposal Guidelines**

The NOFO will be available on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Registered agencies can sign in, or proposers may choose Public Access. For assistance, agencies/users can view the reference guides available on the website.

In order to be considered for funding, all proposals must be submitted by the Electronic Submission Deadline Date and time stated below.

Additional resources and information will be available on the YSD website at [www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices) and on the Birth to 22 website at [www.pbcbirthto22.com/](http://www.pbcbirthto22.com/).

### **Proposal Submission and Electronic Submission Deadline Date**

The Proposal must be completed and submitted no later than 5:00 p.m., EST on April 12, 2021. All proposals shall be completed and submitted per the guidelines cited within this NOFO.

**Technical Assistance**

Any request for technical assistance or questions regarding the NOFO must be in writing and emailed to the Contact Person at [YSD-rfp@pbcgov.org](mailto:YSD-rfp@pbcgov.org) by April 5, 2021, at 5:00p.m. EST. All questions and answers will be posted on the YSD website under a tab titled “Notice of Funding Opportunity” at [www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx). The YSD Contact Person will not be available to respond to questions after April 5, 2021, at 5:00 p.m., which is five (5) work days before the Electronic Submission Deadline Date.

**IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS NOFO DOCUMENT AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH REASONABLE NOTICE (CONTACT YSD AT (561) 242-5700 or THE CONTACT PERSON).**

**PUBLISH: March 14, 2021**

### III. TIMELINE

<u>DATE</u>	<u>ACTIVITY</u>
March 14, 2021	NOFO advertised
March 15, 2021	NOFO available to public
March 17, 2021	<b><u>Mandatory</u></b> Pre-Proposal Conference via Zoom or attestation of review
April 1, 2021	Reviewer Training via Zoom
April 5, 2021	Final day to submit written questions
April 12, 2021	Electronic Submission Deadline Date @ 5:00 p.m. EST
April 26 – April 30, 2021	Review Panel(s) 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 Opportunity” at <a href="http://www.pbcgov.com/youthservices/Pages/NOFO.aspx">www.pbcgov.com/youthservices/Pages/NOFO.aspx</a>
May 18, 2021	Final date to submit written Protest @ 5:00 p.m. EST

#### IV. CRITERIA FOR ACTION AREA(S)

1. Economic Access: Building education to employment pathways for disconnected youth, as described in **Attachment 1**.
2. Parenting and Role Models: Increase outreach to parents through communications, natural support system network, and mentors, as described in **Attachment 2**.
3. 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, as described in **Attachment 3**.

#### V. CONE OF SILENCE

**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.

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

##### **Lobbying - "Cone of Silence."**

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](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.

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

## VI. PROPOSAL CONTENTS, GUIDELINES AND INSTRUCTIONS

### 1. Summary

Please submit a Proposal by completing all fields in the on-line YSD NOFO Dashboard and uploading all required documents where specified and in the stated file format and file name:

- by the Electronic Submission Deadline Date;
- written in plain language, but that includes a narrative that fully addresses all questions in this NOFO, and that provides citations for all data sources;
- that specifically addresses the Action Area(s) set out in this NOFO.

### 2. NOFO Dashboard access

- Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at:

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)

- A. Each Proposer new to YSD CBA portal will be required to create a user id and password.
- B. Upon successful login, select the NOFO Dashboard from the left side of the screen.
- C. Attendance of the **mandatory** Pre-proposal Conference is required to be able to submit a Proposal.
  - Under the *ELIGIBILITY TAB*, each Proposer shall attest to attendance – having either participated in the entire live Zoom meeting, or viewed the entire recording of the **mandatory** Pre-proposal Conference, which will be posted on the YSD website under a tab titled “Notice of Funding Opportunity” at [www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx).
  - Should the Proposer not be able to attest to attendance, an error message will appear.
  - Once attested, the NOFO Dashboard will allow the Proposer to continue with submittal.
- Upon completion of all the NOFO Dashboard fields, and upload of the required documents, the Proposer will *submit* the Proposal. If all the requirements are not met, an error message will appear.

### 3. Guidelines/Requirements Scoring for Proposals include:

**Under the *GENERAL INFORMATION TAB*, please complete the following fields:**

- Legal Name of Agency, from SunBiz;
- Fictitious Name, (d/b/a), if applicable;
- Program title;
- Select applicable Action Area
- Select Program Status (existing or new)
- Mailing address; City, State, Zip Code;
- Contact Person’s Name;
- Contact Person’s phone number and email address;
- Name/Title of Person(s) Authorized to Legally Bind Agency (sign contract);
- Commission Districts;
- 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 request from Palm Beach County;
- Select if Agency is certified by Non-Profits First, Inc. **Note:** If certified by Non-Profits First, Inc., Agency will upload certification only and will not need to provide the following documents:
  - IRS Form 990 – Return of Organization Exempt from Income Tax for 501(c)(3) corporations
  - Independent Audit Report
  - Year-End Financial Statements;
- Program 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 BCC and various publications).

Under the *PROPOSAL TAB*, please complete the following:

### 3.1 Description of Need (up to 10 points)

- 3.1.1 What is the need in Palm Beach County that you are proposing to address?
- 3.1.2 Clearly define and identify who is impacted by the need, including identified subpopulations, if applicable.
- 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/cwgis/mygeonav.html>
  - <http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator>
  - <http://pbcgov.org/countycommissioners/DistrictMaps/map.pdf>
- 3.1.4 Clearly define demographics and important socio-economic characteristics of your priority population.
- 3.1.5 Report the estimated number of the priority population your program will serve.
- 3.1.6 Detail how the priority population was involved in determining the need for the program.
- 3.1.7 Specify how the priority population was involved or will be involved in the development and/or implementation of the program.

### 3.2 Local Data (up to 10 points)

- 3.2.1 What local Palm Beach County data or evidence exists to document the need?
- 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.
- 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.

### 3.3 Approach and Design (up to 25 points)

- 3.3.1 Explain what your program will do to meet the identified need.
- 3.3.2 Detail the services and specific activities your program will provide.
- 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.
- 3.3.4 Demonstrate how your program will accomplish its goals.
- 3.3.5 Relate how your Proposal is in line with the Action Area as established by the Youth Master Plan (YMP).
- 3.3.6 Describe how the program assesses clients' needs and links them to identified services.
- 3.3.7 Explain why you think this approach is the best way to engage the target population and to help them achieve the intended results. Include the research your agency did to identify and design the best approach to serve the target population and address the need.
- 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, as opposed to merely receiving the services.
- 3.3.9 Under the *SCOPE OF WORK 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.

- 3.3.11 Indicate prior and/or planned efforts to ensure staff receive cultural competency training and how this is/would be incorporated into service delivery.
- 3.3.12 Describe prior and/or planned efforts to ensure staff receive adverse childhood experiences (ACEs) and resiliency training and how this is/would be incorporated into service delivery.
- 3.3.13 Describe how your agency participates/or will participate in Birth to 22: United for Brighter Futures.
- 3.3.14 Identify and explain, if any, an evidence-based approach or promising practice your program will implement. Alternatively, describe supporting theoretical model, theory of change, or research-based rationale for the program.

### 3.4 Evaluation Methods (up to 15 points)

- 3.4.1 Evidence-based or promising practice programs and services **must** address outcomes and performance measures from the applicable Action Area. Based upon the proposed program outcomes identified in Section 3.3, please describe in detail the methods to be utilized in evaluating the progress in meeting each outcome identified.
- 3.4.2 Clearly describe the evaluation methodology of the program being proposed.
- 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.

- 3.4.5 Illustrate how evaluation processes are incorporated into agency policy and procedures.

### **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.

### **3.6 Available Resources and Sustainability (up to 15 points)**

- 3.6.1 Disclose other funding that your agency has received to address this need.
- 3.6.2 Identify other funding that is available to support your agency in addressing this need.
- 3.6.3 Describe how your agency will continue to address this need if current funding ends.
- 3.6.4 Explain how awarded funds will allow you to leverage additional dollars, if any.
- 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.

- 3.6.6 Describe your use of volunteers in support of program and other agency activities.
- 3.6.7 Detail the process to ensure Level II background checks are performed for the staff and volunteers working with minors.
- 3.6.8 Describe the experience and expertise of your agency and your program partners (if applicable) in working with the target population (Why your agency and your program partners, if applicable, are the right agencies to address the need).

3.6.9 Describe the experience and expertise of your agency and your program partners (if applicable) in successfully implementing and sustaining programs of similar scope and size (Why your agency and your program partners, if applicable, are the right agencies to work with the target population).

3.6.10 Describe the roles, responsibilities, expertise, and experience of key program staff (including individuals from your agency, your partners, and consultants).

**Under the *BUDGET TAB*, please complete the following:**

### **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 15%. Ensure the requested fund justifications are complete. Include a Budget Justification that describes 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 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.

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 includes the proposed number of units to be provided. (Is this an industry standard? If so, 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.

3.7.5 Upload the most recent audit report. If there were findings, describe corrective actions taken.

Please [upload](#) most recent audit report as a single file in PDF format.

3.7.6 Upload Year-end financial statements.

Please [upload](#) year-end financials as a single file in PDF format.

3.7.7 Upload appropriate IRS Form 990 – Return of Organization Exempt from Income Tax for 501(c)(3) corporations or Comprehensive Annual Financial Report (CAFR) for public entities.

Please **upload** IRS Form 990 or CAFR as a single file in PDF file format.

**Under the *ACKNOWLEDGEMENT TAB*, please complete the following:**

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](http://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.
- IRS Form 990 or CAFR -- I certify that the IRS Form 990 or Comprehensive Annual Financial Report uploaded to this Proposal is a true unaltered copy of the document submitted to the IRS or otherwise audited by an independent Certified Public Accounting firm. If certified by Non-Profits First, Inc. this is not applicable.

Acknowledgements:

- I acknowledge that I have reviewed 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](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx).

Signature:

Title:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **VII. TERMS AND CONDITIONS**

1. The YSD main office is located at 50 S. Military Trail, Suite 203, West Palm Beach and will have paper copies of the NOFO together with any Amendments, if issued.
2. **Proposal Guarantee**  
Proposer guarantees their commitment, compliance and adherence to all requirements of the NOFO by submission of their Proposal, as indicated by acknowledgment in the YSD NOFO Dashboard.
3. **Modified Proposals**  
Proposals can be revised prior to final submission. Once submitted, proposals cannot be modified in any way.
4. **Late Proposals, Late Modified Proposals**  
Proposals submitted after 5:00 p.m., EST on the Electronic Submission Deadline Date shall not be considered.
5. **NOFO Amendment/Postponement/Cancellation**  
YSD staff will post all associated NOFO documents on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

All interested Proposers are responsible for monitoring both the YSD website [www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx) and the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService> closely for Amendments to the NOFO and answers to any questions posed by Proposers.

6. **Costs Incurred by Proposers**  
All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer. No payment will be made for proposals received, or for any other effort required of or made by the Proposers prior to commencement of work as defined by a contract approved by the BCC.
7. **Public Record Disclosure**  
Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law" respectively.

**8. Palm Beach County Office of the Inspector General Audit Requirements**

Pursuant to Palm Beach County Code, Sections 2-421 - 2-440, as may be amended, Palm Beach County's Office of Inspector General is authorized to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General's authority includes, but is not limited to, the power to audit, investigate, monitor, and inspect the activities of entities contracting with the County, or anyone acting on their behalf, in order to ensure compliance with contract requirements and detect corruption and fraud.

**9. Commencement of Work**

The County's obligation will commence when the contract is approved by the Board of County Commissioners, and upon written notice to the Proposer. The County may set a different starting date for the contract. The County will not be responsible for any work done by the Proposer, even work done in good faith, if it occurs prior to the contract start date set by the County. Each Proposer shall acknowledge they have read the sample contract, which is available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at [www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx).

**10. Non-Discrimination**

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

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

#### **11. Funding Levels, if a Proposal is selected**

All Proposers awarded funding must agree to the following language, which will be contained in each CBA Contract:

The annual contract funding for the delivery of services may be reduced depending upon the anticipated rate of Unit of Service completion.

The AGENCY may be subject to a decrease of funds if units are not being claimed at the anticipated rate. The anticipated rate of units claimed should be consistent over the term of this Contract, unless otherwise provided. The formula for reduction of funds/Units of Service shall be as follows:

- At one quarter of the annual service period the AGENCY shall have claimed a minimum twenty percent (20%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by ten percent (10%) of the Units of Service allocated for that service period.
- At one half of the annual service period the AGENCY shall have claimed a minimum forty percent (40%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by fifty percent (50%) of the Units of Service allocated for that service period.
- At three quarters of the annual service period the AGENCY shall have claimed a minimum seventy-five percent (75%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by one hundred percent (100%) of the unspent units allocated for that service period.

Any decrease of funding for any of the AGENCY'S contracted programs for failure to utilize at anticipated rate may be approved by the DEPARTMENT'S Director.

# ATTACHMENTS

## ATTACHMENT 1

### Action Area Eligible Activities

#### Economic Access: Building education to employment pathways for disconnected youth

Evidence-based or promising practice programs and services in this category **must** address as many outcomes and performance measures from the list below associated with the applicable Action Area (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.

#### Rationale:

“Disconnected” youth are primarily out-of-school, out-of-the-workforce youth, ages 16-22. Most are significantly off-track to complete the higher education credential that can enhance their life-long earnings potential. Often they have personal challenges that have interfered with school. Additionally, they are more likely than their peers to be English language learners, pregnant or parenting, homeless, adjudicated, minority, disadvantaged, LGBTQ or have mental health concerns. Below is a compilation of the many recommendations for services:

#### *Requested Uses of Available Funds for disconnected youth (based on recommendations included in the Youth Master Plan):*

- Provide foundational career education such as financial literacy, vision boarding, Dress for Success, time-management, college tours and interview skills.
- Offer career exploration utilizing progressive, age-appropriate skill and interest inventories, guest speakers, and visits to local businesses as a means to broaden youth awareness of employment opportunities and careers.
- Provide personal guidance and coaching support for post-secondary education, including but not limited to certificate programs and trade apprenticeships and career development.
- Provide exposure/access to structured entry-level employment in areas of potential career interest to

increase employability and work readiness.

- Provide access to job readiness and employability training to prepare youth to compete for and excel in entry-level jobs.
- Increase knowledge/experience on post-secondary education- standardized testing, the application process and financial aid assistance, including but not limited to completion of the Free Application for Federal Student Aid (FAFSA).
- Provide coaching and apprenticeship/internships within and outside the agency to include summer opportunities.
- Assist in obtaining entry-level employment with local agencies/business.
- Facilitate youth participation in employment pathways through outreach efforts with schools including clubs and cities.
- Offer interventions and training to educators to seek and develop strengths in students in all educational settings making it easier for young people to stay in school.
- Provide opportunities in nontraditional school settings.
- Create opportunities for young offenders with felonies to be able to qualify for federal grants and scholarships.
- 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.

Please review the Birth to 22 Appendix, Section 3, subsection 3.3.2 (<http://pbcbirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf>) for a list of Evidence-Based and emerging programs.

## ATTACHMENT 2

### Action Area Eligible Activities

#### **Parenting and Role Models: Increase outreach to parents through communications, natural support system network, and parent mentors**

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

- 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.

#### **Rationale:**

High quality, enduring relationships with caring adults can lead to a range of positive outcomes for young people. All families need resources in order to be supportive of their children. Families that struggle with poverty, illness or violence within or outside of their homes often need extra assistance. This does not diminish their desire to support their children, and it should not reduce our expectations that families can and must play this critical role. To this end, natural supports found in local neighborhoods, the faith community, and social networks need to be the first resources and the first responders when it comes to supporting, coaching, information and making connections for families in Palm Beach County.

#### ***Requested Uses of Available Funds (based on recommendations included in the Youth Master Plan):***

- 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 parent 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.

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

## ATTACHMENT 3

### Action Area Eligible Activities

**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**

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

- 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 3<sup>rd</sup> and 10<sup>th</sup> 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.

#### **Rationale:**

Students who demonstrate a proficiency in reading on grade level by the end of 3<sup>rd</sup> and 10<sup>th</sup> grades, are more likely to be on track to graduate high school. Children who have developed early reading and math skills are more likely to achieve these educational milestones. In Palm Beach County, Middle and High School achievement scores for Math and English Language show a large discrepancy among different groups of students achieving at grade level.

Students that miss more than ten (10) days of school are less likely to succeed compared to their peers and out of school suspensions account for a percentage of those absences.

Youth surveyed in Palm Beach County reported that their top areas of concern were access to educational supports, incidence of violence and safety and the need for additional family support (YMP p.24). In recent years, there has been increased violence in schools and the community adding to traumatic experiences in environments that are dedicated to engaging and educating our youth.

Birth to 22 will focus on the following indicators for academic achievement: entering school ready to learn, reading and math proficiency, attendance and absenteeism, suspensions and graduation rate.

For more information on how PBC youth are doing on Meeting Educational Standards, please review the Birth to 22 appendix 3.1.3, p.48-58.

Below is a compilation of the many recommendations for services:

***Suggested Uses of Available Funds (based on recommendations included in the Youth Master Plan):***

- 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.

Please review the Birth to 22 appendix, Section 3, subsection 3.3.2

(<http://pbcbirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf>), for an additional list of Evidence-Based and emerging programs.

## ATTACHMENT 4

### SCOPE OF WORK

**Contract Period:** October 1, 2021 – September 30, 2024

**Agency Name:** XYZ Agency, Inc.

**Program Name:** Youth Excel & Succeed

**Target Population:** Middle and High School Youth Ages 12-18

**Geographic area(s) served:** West Palm Beach and Riviera Beach

**Commission District(s):** Districts 2 and 7

#### **Overview:**

Youth Excel & Succeed is a community based mentoring program that will support 30 mentor/mentee matches. The program targets youth residing in the low-income area of West Palm Beach and Riviera Beach through academic enrichment, life skills building activities coupled with connecting youth (mentees) to mentors. The Youth Excel & Succeed program is based on *The Elements of Effective Practice for Mentoring* established by The National Mentoring Partnership (MENTOR).

#### **Evidence-based model or promising practice:**

The Elements of Effective Practice for Mentoring

#### **Observed Need/Risk Factor(s) that will be addressed:**

Need for high quality mentoring program and related services to support youth development.

#### **Services:**

The Youth Excel & Succeed program will offer:

- Recruitment, screening, training, matching, monitoring and support for youth and mentors.
- Homework assistance and tutoring for youth participants.
- Skills building workshops and activities for youth participants.
- Mentor training including effective interactions, equity and trauma.
- Leadership development opportunities including but not limited to community service and reflection opportunities.

#### **Outcomes:**

- 30 of 30 (100%) recruited mentors are successfully matched with mentees as evidenced by the number of matches;
- 25 of 30 (83%) mentors are trained and supported in effective mentor/mentee interactions, equity and trauma as evidenced by training records;

- 23 of 30 (76%) youth achieve and/or maintain academic achievements as evidenced by report cards.

**Reports Submission:**

The AGENCY shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit A, Form 1
- Quarterly Report format, Exhibit A, Form 2
- Logic Model, Exhibit A, Form 3
- Annual Report format, Exhibit A, Form 4

**Projected number of clients served:**

30 youth and 30 mentors

Sample

## ATTACHMENT 5 Program Budget Guidelines

Item #	Guidelines
1	A separate budget worksheet must be completed for each CBA funded program.
2	Please complete each column for each funder in detail. Please use Column A to describe in detail each expense.
3	The budget worksheet is not locked. Add line items and insert rows as appropriate for your program.
4	Do not enter data in cells that are grayed out.
5	Comments (notes) have been entered in various cells to help guide your entries.
6	Keep to the general format of the template.
7	You can format/auto sum cells that require totals to be entered.
8	If you wish to add your Agency name to the header/footer section, please do so.
9	Be sure that you list the relevant program name in cell B1.
10	If you have numerous funders for your program, insert additional columns to capture that summary data.

## Program Budget

CBA Budget Items	CBA Program Name	Palm Beach County CBA	CBA Program Funder #2	CBA Program Funder #3	CBA Program Funder #4	Total Program Funding (All Sources)
		Proposed	Confirmed	Pending	Pending	Pending
Program Period: FY 2022						
TOTAL PROGRAM FUNDING AMOUNT =		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Expenses</b>						
	<u>Narrative</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>
Program Manager						\$ -
Program Assistant						\$ -
Fringe Benefits - Program Assistant						\$ -
Community Educator						\$ -
<b>Personnel</b>		\$ -	\$ -	\$ -	\$ -	\$ -
Rent/Lease						\$ -
Building Maintenance						\$ -
Insurance						\$ -
<b>Building /Occupancy</b>		\$ -	\$ -	\$ -	\$ -	\$ -
Electric						\$ -
Water						\$ -
Telephone						\$ -
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies						\$ -
Postage/Shipping						\$ -
Printing						\$ -
Materials/Program Supplies						\$ -
Equipment Rental						\$ -
<b>Project Supplies/Equipment</b>		\$ -	\$ -	\$ -	\$ -	\$ -
Conference Registration Fees						\$ -
Training						\$ -
Travel/Mileage						\$ -
<b>Professional Fees</b>		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROGRAM EXPENSES =		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Administrative Expenses</b>						
	<u>Narrative</u>					
Executive Position #1 (JL)						\$ -
<b>Personnel</b>		\$ -	\$ -	\$ -	\$ -	\$ -
XYZ Consultants						\$ -
<b>Consulting Fees</b>		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE EXPENSES =		\$ -	\$ -	\$ -	\$ -	\$ -
Administrative % of PBC Award			0%			

## Program Budget

CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
		Proposed	Confirmed	Pending	Pending	Pending
Program Period: FY 2022						
<b>TOTAL PROGRAM FUNDING AMOUNT =</b>		<b>\$ 116,945.00</b>	<b>\$ 45,000.00</b>	<b>\$ 19,000.00</b>	<b>\$ 7,500.00</b>	<b>\$ 188,445.00</b>
<b>Program Expenses</b>	<b>Narrative</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC CBA award and includes fringe benefits.	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 35,000.00
Program Assistant	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC CBA award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 7,500.00	\$ 37,500.00
Fringe Benefits - Program Assistant	Fringe benefits expense for Program Assistant. Fringe benefits for this position total (\$1,800), with 50% allocated to Palm Beach County CBA in the amount of \$900.	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00
Community Educator	Community Educator position is the primary interface with local schools, charities and support groups. Total Salary (including fringe benefits) billed to Palm Beach County CBA = \$39,043	\$ 39,043.00	\$ -	\$ 10,000.00	\$ -	\$ 49,043.00
<b>Personnel</b>		<b>72,445.00</b>	<b>\$ 45,000.00</b>	<b>\$ 17,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 142,445.00</b>
Programmatic Rent/Lease	*Note: Rent for areas that house admin staff should be listed separately under admin section* Rent expense for Lake Worth facility. Total rental expense for FY22 = \$35,000. Allocation to Palm Beach County CBA award= \$20,000. Remaining \$15,000 will be paid by other operating income.	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
Building Maintenance	Maintenance expense for Building XYZ	\$ 3,800.00	\$ -	\$ -	\$ -	\$ 3,800.00
Insurance	Commercial, General, Liability Insurance	\$ 3,250.00	\$ -	\$ -	\$ -	\$ 3,250.00
<b>Building /Occupancy</b>		<b>27,050.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,050.00</b>
Electric	Electric Utility Services expense for location X	\$ 2,200.00	\$ -	\$ 1,000.00	\$ -	\$ 2,200.00
Water	Water Utility service for location X	\$ 830.00	\$ -	\$ 500.00	\$ -	\$ 1,330.00
Telephone	Telephone expense for landline at location X	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
<b>Utilities</b>		<b>2,400.00</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>\$ 3,900.00</b>
Office Supplies	Office supplies for program staff	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
Postage/Shipping	Postage expense for client materials	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00
Printing	Printing expense for program materials	\$ 630.00	\$ -	\$ -	\$ -	\$ 630.00
Materials/Program Supplies	Program related supplies used to support program	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Rental	Monthly Equipment rental fee for use of X = \$3,000 (per year). Palm Beach County CBA award for 20% of this expense = \$600	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
<b>Project Supplies/Equipment</b>		<b>\$ 4,900.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,900.00</b>
Conference Registration Fees	Professional development expense for staff	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
Training	Staff training expense for convention training for client services	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Travel/Mileage	Program manager travel reimbursement and training related meetings	\$ 1,100.00	\$ -	\$ -	\$ -	\$ 1,100.00
<b>Professional Fees</b>		<b>\$ 2,950.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,950.00</b>
<b>TOTAL PROGRAM EXPENSES =</b>		<b>\$ 109,745.00</b>	<b>\$ 45,000.00</b>	<b>\$ 19,000.00</b>	<b>\$ 7,500.00</b>	<b>\$ 181,245.00</b>
<b>Administrative Expenses</b>	<b>Narrative</b>					
Executive Position #1 (1L)	Executive Director salary expense (including fringe benefits) billed to Palm Beach County CBA. Executive Director total salary expense = \$83,000. 5% allocation to Palm Beach County CBA = \$4,250	\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
<b>Personnel</b>		<b>\$ 4,250.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,250.00</b>
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
<b>Consulting Fees</b>		<b>\$ 2,950.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,950.00</b>
<b>TOTAL ADMINISTRATIVE EXPENSES =</b>		<b>\$ 7,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,200.00</b>
Administrative % of PBC Award			6%			

## 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:

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

# ATTACHMENT 7 Logic Model

## XYZ Agency, Inc.

### □ Family Agency □ Community □ Community

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Problem/Need/Situation	Service Activity	Outcome	Indicator	Results	Measurement Tool	Data Source	Frequency
<p><b>Instruction: Need/Problem Situation</b></p> <p>Youth need access to a caring adult that provides emotional support, encouragement and inspiration.</p>	<p><b>Instruction: What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Served</b></p> <p>Recruiting and training mentors for youth and adults.</p>	<p><b>Instruction: Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions</b></p> <p>Mentors will provide support and encouragement to youth and adults.</p>	<p><b>Instruction: Number (#) and Percent (%) of Clients Expected to Achieve Outcome (# of Clients = by = Served)</b></p> <p>30 of 30 (100%) recruited mentors are successfully matched with mentees as evidenced by the number of matches</p>	<p><b>Instruction: Actual Number (#) and Percent (%) of Clients who Achieve the Outcome (# of Clients who achieved the outcome = # Served)</b></p> <p>25 of 30 (83%) supported interaction documented</p>	<p><b>Instruction: Evidence Collected (provide specific name of tool, examples of tools include: pre/post surveys or assessments, progress reports)</b></p> <p>Documentation to support and track the number of mentor-mentee matches</p>	<p><b>Instruction: Collection Procedure &amp; Personnel Responsible</b></p> <p>Program Coordinator will maintain documentation of mentors recruited, screened and matched</p>	<p><b>Instruction: Time &amp; Frequency of Evaluation/Outcome Measurement</b></p> <p>Weekly, Monthly &amp; Quarterly</p>
<p>Youth need connectivity to a caring adult that is trained to provide them support as a mentor.</p>	<p>Mentors are trained and supported with mentor-mentee interactions, and trauma informed for 30 youth.</p>	<p>Mentors will provide support and encouragement to youth and adults.</p>	<p>25 of 30 (83%) supported interaction documented</p>	<p>23 of 30 (77%) youth achievement report card</p>	<p>Attendance logs and training records for mentors</p>	<p>Program Coordinator will utilize, collect and file attendance logs and training records.</p>	<p>At start and completion of each training</p>
<p>Youth need assistance that supports their academic enrichment and positive academic achievements.</p>	<p>Homework assistance, tutoring and skills building for 30 youth.</p>	<p>Youth will maintain academic achievements.</p>	<p>23 of 30 (77%) youth achievement report card</p>	<p>Student progress reports and report cards</p>	<p>Program Coordinator will obtain, review and file student progress reports and report cards</p>	<p>Program Coordinator will obtain, review and file student progress reports and report cards</p>	<p>Every nine weeks, semester and school year end.</p>
<p><b>Mission Statement:</b></p>	<p>Enriching youth development towards healing, thriving and growing.</p>						

## Logic Model Checklist

- ❑ Was the mission of the organization or program identified? (foundation)
- ❑ Is the need statement clear? (not a “need for a service” but the identification of what is needed or lacking) (Column 1)
- ❑ Does the service or activity match the need? (Columns 1-2)
- ❑ Does the service include the number to be served and the timeframe?  
Is the timeframe realistic? (Column 2)
- ❑ Does the outcome (Column 3) match the need (Column 1)? Can the outcome be produced by the identified service? (Column 2) Ensure the outcomes are the required outcomes listed in this Information Guidance (Column 3)?
- ❑ Is the outcome realistic, clear, and attainable? (Column 3) (*does the outcome avoid words like “received” as this makes the statement appear to relate only to the receipt of a service and not an outcome – rather say what has changed*)
- ❑ Does the projected outcome indicator provide a way to measure the outcome? Are the indicators realistic, clear, and attainable? (Column 4)
- ❑ Does the **projected indicator** include number to achieve the outcome, number to be served, the percent that represents the relationship between these two numbers and a timeframe? (Column 4)
- ❑ Was a specific measurement tool(s) identified? (Column 6)
- ❑ Are the data collection procedures and personnel specific? (Column 7)
- ❑ Is the frequency of data collection sufficient to support monitoring progress and outcomes? Are the intervals of reporting clearly identified? (Column 8)