



**Financially Assisted Agencies
FY 2019
Notice of Funding Opportunity
Bidder's Conference**

July 15, 2019

Palm Beach County
Community Services Department

AGENDA
Financially Assisted Agency (FAA)
Notice of Funding Opportunity (NOFO)
Bidder's Conference
July 15, 2019
2:00 p.m.

Sign In

Welcome & Introductions

Meghan Parnell, Manager of Planning and Evaluation, CSD

Overview of 2019 FAA NOFO Process and Guidance

Meghan Parnell, Manager of Planning and Evaluation, CSD

FAA Application Website Overview

Stessy Cocerez, Planner I, CSD

Questions & Answers

Adjournment & Distribution of NOFO Invitation Code



WELCOME & INTRODUCTIONS

Meghan Parnell

Manager of Planning and Evaluation

Community Services Department FAA Objectives and Performance Measures

FAA Goal

To follow the Health and Human Services Element of the *Comprehensive Plan of Palm Beach County* goals and objectives and the recommendations of the Citizens Advisory Committee that address the availability of health and human services necessary to protect the health, safety and welfare of its residents, by providing funding to qualifying non-profit organizations to provide health and human services related to the approved service categories.

FAA Objectives

- Provide monitoring, evaluation and technical assistance to contracted providers to improve program effectiveness and performance.
- Enhance quality management activities to measure the quality of services and program effectiveness utilizing the newly implemented network of client databases.

FAA Performance Measures for Seniors - Housing

Expected outcomes are listed in the guidance document.

Community Services Department FAA Program

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

Collaboration

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

Applicant “Insider Tips”

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



Overview of 2020 FAA NOFO Process and Guidance

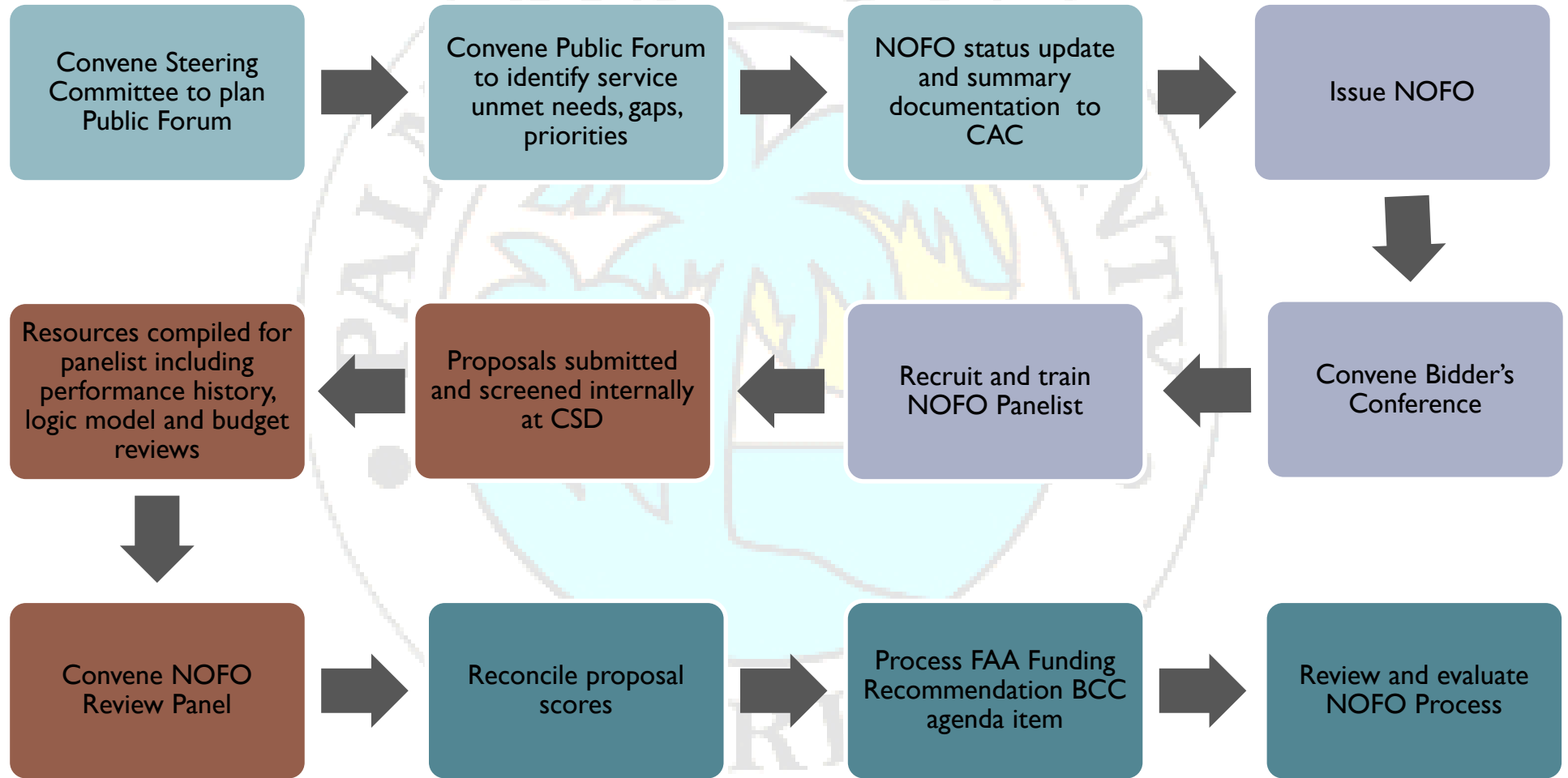
Meghan Parnell
Manager of Planning and Evaluation



FAA Funding Cycle

FY 2020 NOFO Categories:
Seniors

FAA NOFO Process



FINANCIALLY ASSISTED AGENCIES FY 2020

Schedule of Events

2019

- July 1:** Interest Meeting
- July 11:** Citizens Advisory Committee on Health and Human Services(CAC/HHS) information update on RFP process
- July 15:** NOFO available for public
- July 15:** Bidder's Conference
- July:** Reviewer Training
- July 26 12:00 PM (noon):** Final day to submit written questions
- July 29 5:00 PM:** **NOFO Proposal submission deadline**
- August 12:** Review Panel meets to finalize review and score proposals.
CSD Administration, 810 Datura Street, Basement Conference Room in West Palm Beach
- August:** Staff reconciles review panel scores, funding availability and develops recommended allocations
- August:** County Administration reviews FAA recommendations
- TBD:** Final date to file a Funding Grievance
- October:** BCC Contract Approval

CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the date the NOFO is due, which is July 29, 2019, until the final FAA contracts are approved by the Board of County Commissioners.

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://www.pbcgov.com/legislativeaffairs/pdf/Lobbyist_Registration_Ordinance.pdf is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. **"Cone of Silence" means a prohibition on any non-written communication regarding this RFP between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a contract.** A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action which ends the solicitation process.

Ethics Commission

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

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

Non Profits First Certification and Exemption Process

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

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

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

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

Proposal Highlights

The full proposal is due no later than

July 29, 2019 at 5:00 p.m.

Proposals should:

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

Proposal Components

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

The seal of Palm Beach County, Florida, is centered in the background. It features a circular border with the text "PALM BEACH COUNTY" at the top and "FLORIDA" at the bottom. Inside the circle is a stylized palm tree with a yellow sun behind it, set against a light blue background.

Priority Area Score

The Review Panel will score all proposals.

The SCORE awarded to a proposal is reflective of how competitive the proposal is.

There will be no RANKING of the proposals.

Senior Housing Recommendations

Strategy #1 Housing for Seniors and/or Financial assistance to relocate or to avoid eviction Services should be provided to those who are homeless or at risk of homelessness:

Homeless Prevention - For relocation services-this strategy should include short term housing focused case management to assist the senior in need with housing location, assistance setting up a new residence to include physical assistance with moving and transport of current belongings to their new home. Eviction prevention can include financial assistance to pay rent in arrears.

Homelessness - Housing should include housing location, housing focused case management, rental assistance and a roommate matching element. **Roommate matching element is required when serving homeless clients if client income doesn't support the rental/living expenses.**

FY 2020 Allocation **\$100,000.00**

Senior - Housing Recommendations

Required Outcome Indicators:

Use for Logic Model:

Homeless Prevention: % of individuals who maintain their housing for 6 months or more after receiving financial assistance

Homelessness: % of individuals who maintain their housing for 6 months or more after moving from homelessness into permanent housing

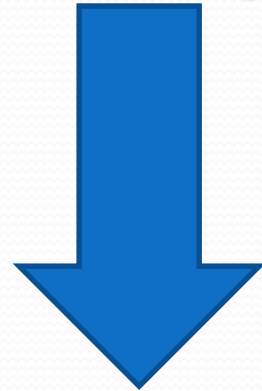
FAA Application Website Overview

By:

Stessy Cocerez

Planner I

Where do I go to access the online grant application?



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



Enter link to access NOFO proposal page

NOFO

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

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

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

Click here to begin or continue the application process





Existing User

Email *

Password *

Log In



New User

First Name *

Last Name *

Email *

Register



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

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





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

Proposals

NOFO Invitation Code * NOFO2020

Federal ID * 31-1626706 ACTIVE

Agency Name * EARLY CHILDHOOD INITIATIVE, INC.

Address 3250 SW 3rd Ave

City Miami

State Florida

Zip Code 33129

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

Program Name * Test Program

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

Next Save & Continue Later

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

Sections

0%

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

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



STESSY COCEREZ



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

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

Choose File

Service Category *

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

- Serve individuals at or below 100% of the Federal Poverty Level (FPL); with emphasis on 100% and below
- Serve individuals regardless of their employment status - can be employed, unemployed or underemployed
- Ensure the client is enrolled in the Homeless Management Information System (HMIS)
- Ensure the client receives a follow-up contact to measure outcomes

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

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

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

Select One

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

[Next](#) [Save & Continue Later](#)

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



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

Back Download File

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



REQUIRED COVER SHEET



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

PLEASE RESPOND TO ALL QUESTIONS LISTED BELOW:
(NOTE: This form is formatted using MS Word, Cambria, and 10pt font)

QUESTIONS:	AGENCY RESPONSES:
NAME OF AGENCY:	
SERVICE CATEGORY (identify the service category for which the proposal is being submitted):	





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

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

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

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

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

Mark this Section Completed

Next

Save & Continue Later

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

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



Proposals

View

Design

Rules

WIKI

TEST PROGRAM

Details

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

Project Narrative

1. Project Narrative (25 Points)

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

Describe the clients/population that will be served.

Economic Stability/Poverty Category:

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

Senior Category:

- Seniors - age 60 and over

Back Next Save & Continue Later Cancel

Sections

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

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



Scope of Work

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

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

B. Funding Priority Economic Stability

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

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

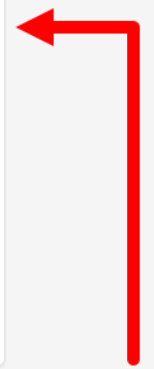
E. Unduplicated Clients (#) * Number of unduplicated clients served through this program:
100

Mark this Section Completed

Back **Save & Continue Later** Cancel

Sections

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



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



TEST PROGRAM

Modify Delete History Data **Submit**

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

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

Proposals

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

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

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

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





TEST PROGRAM

Modify Delete History Data **Submit**

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

Are you sure you want to submit this record?

1043	Pending	EARLY CHILDHOOD INITIATIVE, INC.	FY 2020-22	Funding Opportunity	3/25/2019 5:00 PM	21 days 06:35:11
ID	Status	Agency Name			Due Date	Time Remaining

Proposals

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

One last time....

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

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





Proposals

+ New Proposal

Home / Proposals / Records

Proposals

View

Design

Rules

WIKI

TEST PROGRAM

Delete History Data

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

ID	Status	Agency Name	RFP	Due Date	Time Remaining
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✓ Notice
Record Submitted

Proposals

NOFO Invitation Code NOFO2020

Federal ID 31-1626706

Agency Name EARLY CHILDHOOD INITIATIVE, INC.

Address 3250 SW 3rd Ave

City Miami

State FL

Zip Code 33129

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

Program Name Test Program

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



Any questions?

Information

All questions must be emailed to:

CSD-FAARFP@pbcgov.org

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

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

All proposals must be submitted electronically to

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

by

Monday, July 29, 2019 before 5:00 PM

The background features a large, faded seal of Palm Beach County, Florida. The seal is circular and contains a palm tree, a sun, and a body of water. The text "PALM BEACH COUNTY" is arched across the top, and "FLORIDA" is arched across the bottom.

Questions & Answers

Remember to like us on Facebook



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