

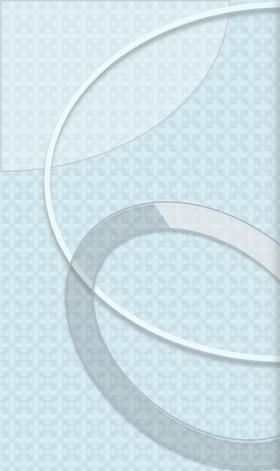


Financially Assisted Agencies FY 2019

Request for Proposals Bidder's Conference

June 6, 2018

**Palm Beach County
Community Services Department**



AGENDA
Financially Assisted Agency (FAA) Request for Proposals (RFP)
Bidder's Conference
June 6, 2018
1:00 p.m.

Sign In

Welcome & Introductions

Meghan Parnell, Manager of Planning and Evaluation, CSD

Overview of 2018 FAA RFP 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 RFP 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 Homelessness

Expected outcomes are listed in guidance.

Community Services Department FAA Program

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

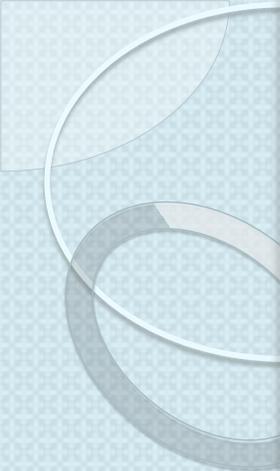
Response to Community Data This is a new section. Community data will be provided which support the need for the service categories. Describe how your program will respond to the provided data sources

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

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

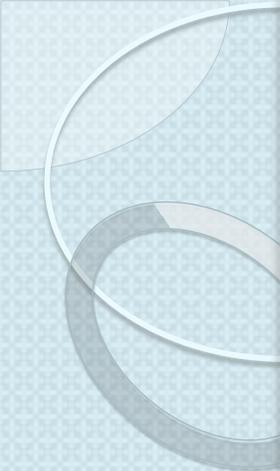
Applicant “Insider Tips”

- Make sure to review all of the resource documents that have been posted online for Homelessness
- 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
- Be mindful that FAA dollars are limited and we receive many proposals.
- Make sure to follow the proposal outline as written in the application so the reviewers can easily follow what is being asked for and what the responses are.
- Be very careful with copying and pasting sections; if sections are copied and pasted, make sure that any necessary updates are made to match what is being asked.
- Use the total work time allotted to complete your grant application. Do not wait until the last minute as rushing often leads to mistakes.
- Any incomplete or inconsistent proposals will not be reviewed or considered.
- 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 2019 FAA RFP Process and Guidance

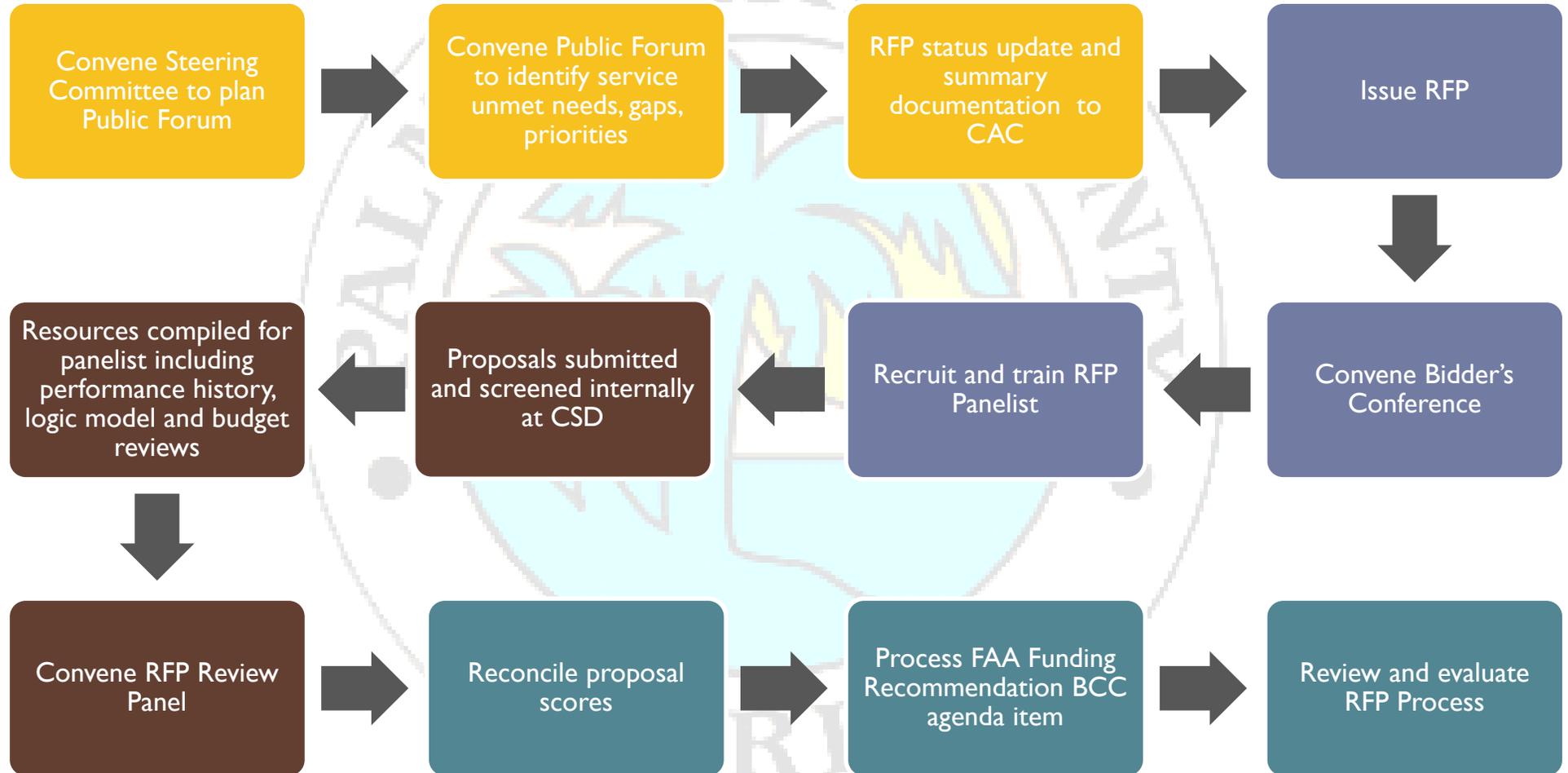
Meghan Parnell
Manager of Planning and Evaluation



FAA Funding Cycle

FY 2019 RFP Categories:
Homelessness

FAA RFP Process



FINANCIALLY ASSISTED AGENCIES FY 2019 REQUEST FOR PROPOSAL TIMELINE

- May 30:** RFP announced via email
June 4: RFP available for public
June 6: Bidder's Conference
June 11-15: Reviewer Training
June 14 - Noon: Final day to submit written questions

June 15 @ 11:59 PM: RFPs submission deadline

- July 2:** Homelessness Review Panel
CSD Administration, 810 Datura Street, Basement
- July 3-6:** Staff reconciles committee rankings, funding availability and develops recommended allocations
- July:** County Administration reviews FAA recommendations
- September:** Presentation of FY 2019-2021 FAA recommendations to BCC

CONE OF SILENCE

This RFP includes a Cone of Silence. The Cone of Silence will apply from the date the RFP is due, which is March 30, 2018, 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

June 15, 2018 at 11:59 p.m.

Proposals should:

- Address all components of the Community Services FAA RFP Submission website https://www.cybergrants.com/pbc/rfp_fy2019
- Be written in plain language; a narrative that fully addresses all questions in the FAA RFP Guidelines.
- Be understandable to people unfamiliar with your organization or your area of expertise.
- Specifically address the funding priorities set out in this Request for Proposal.

Proposal Components

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

Priority Area Score

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

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

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

Homelessness Recommendations

Resource Documents

Outcomes:

Funded programs are expected to perform in the following ways:

- Rapid Re Housing should ensure that 80% of clients remain permanently housed 1 year after exit from the program.
- Case Management should include support services to increase the number of clients served by the program and increase the capacity of the agency to house formerly homeless individuals/families.
- Homeless Families and Individuals including youth will be served through the acuity/chronicity lists currently managed at the senator Philip D Lewis Center.

Homelessness Recommendations

Funding Priorities

1. End Homelessness through Affordable Housing
Strategy #1 Rapid Re-Housing

2. Housing Focused Case Management

Strategy #2 Housing Focused Case Management supporting a Rapid Re-Housing program

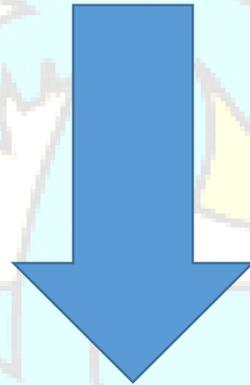
A project can be submitted that combine both of these priorities or only one.

FY 2019 Allocation \$ **254,435**

FAA Application Website Overview

**By:
Stessy Cocerez
Planner I**

Where do I go to access the
online grant application?



https://www.cybergrants.com/pbc/rfp_fy2019/



Enter the Grant Application website for FAA

First time user? [Create your password](#)

If you have never created an account with CyberGrants before, please click on "Create your password"

Please Log In

* indicates required field

* E-mail Address:

* Password:

Invitation Code (optional):

If you already have an account, type in your email address, your password, and the invitation code that has been provided to you today. Click "Log In" to proceed.

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

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Welcome, Stessy Cocerez!

The organization you are currently associated with is PALM BEACH COUNTY TEST ORGANIZATION.

If you work with multiple organizations, [click here to add a new organization to your account](#).

The Apply Online grant application consists of three main sections, each of which must be completed for your proposal to be considered.

1. Contact information pertaining to your organization.
2. Basic information pertaining to your organization.
3. The proposal your organization is submitting for approval.

Once completed, all applications created in Apply Online are immediately submitted to Palm Beach County Board of County Commissioners.

We recommend that you [familiarize yourself with the online application](#) before you begin. To create a new application, click the "Start a New Application" link at the bottom of this page. You may also save your applications now and return to work on them later. To continue work on an unsubmitted application, click the "Continue" link next to the application's Project Title. To view an application previously submitted to Palm Beach County Board of County Commissioners, click the "View" link next to the appropriate Project Title.

Each page will have a timeline like the one below to help you monitor your progress. The line and text will indicate your current position within the application process. If you have technical questions regarding this application, use the link located at the bottom of every page to contact our support team.

Make sure to read all of the instructions provided on the screen.
If possible, familiarize yourself with the links on how to "Add a new organization to your account" and "Familiarize yourself with the online application"



The bottom half of the screen will show any applications that you may have started or submitted in the past. You can see your project titles, application dates, and application amounts. If you have never used CyberGrants for a grant application before, this section will be blank.

Applications Requiring Action			
Action	Project Title	Application Date	Application Amount
	Financially Assisted Agencies	04/12/2016	\$500,000.00
Revise			
Continue	(No Project Title) 	02/24/2017	\$0.00
Start a New Application			

In order to begin, you will click on "Start a New Application".

Once you've started an application, you can save and proceed to work on it at a later time if need be. Just select "Continue" from this Welcome page.

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[Welcome Page](#)

Contact Information

[Organization Information](#)

[Request Information](#)

Contact Information

* indicates required field

Match: Check the box to associate this individual with this application.

Name: [STESSY COCEREZ](#)

Telephone Number: 561-355-4718

E-mail Address: scocerez@pbcgov.org

Contact Type: Primary Contact

Save and Proceed

Create New

[Need Support?](#)

On the Contact Information page, you will be prompted to select a main contact for the application from the available list IF you have already used CyberGrants before. If not, you will have to add new contacts by clicking on "Create New".

You will be able to navigate through the different tabs at your own pace and in the order that you desire. Just make sure that every required question from each section is completely filled out to the best of your ability. Make sure to press "Save and Proceed" every time that you wish to save your changes in each section and move onto a different tab to ensure that you do not lose any information.



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Welcome Page

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Request Information

* indicates required field

* **Project Title** Please enter the name of your project.

* **What service category are you applying for?**

Homelessness ▾

* **REQUIRED FY 2019 Cover Sheet**

[Click Here](#) to download the **REQUIRED** FY 2019 Cover Sheet template.

Please upload once you have completely filled it out.

NOTE: Please upload your document in the same format as the template: .doc or .docx

Upload File

* **1A. Clients/Population to be served**

Describe the clients/population that will be served:

- Homeless Families with Children
- Homeless Individuals
- Homeless Youth (Ages 18-24)

(1500 character maximum)

* **1B. Number Served**

List the total number of unduplicated persons that will be served. Specify the number on a monthly and annual basis.

(500 character maximum)

Be very meticulous during this section. This is the MEAT of your grant sandwich. Many important details about your program will be outlined in this section. Many important documents will need to be downloaded and re-uploaded in this section.

* **1C. Coordinated Entry**

How will your proposed activity coordinate with the Senator Philip D. Lewis Center (Homeless Resource Center)?

How has your agency been involved with Coordinated Entry?

If your agency has not been involved, please describe your willingness and timeline for participation.

(1500 character maximum)

* **1D. Staff**

Describe key staff that will be working on your project.

The description should include position titles, education and experience required.

Including specific staff names is optional.

(1500 character maximum)

* **1E. Capacity**

Describe the capacity of your organization. Include the following in your description:

- Length of time in business
- Length of time undertaking activity for which funding is being requested
- Number of full-time, paid administrative and/or fiscal staff
- Number of full-time, paid programmatic staff
- Number of active volunteers

(1500 character maximum)

* **1F. Inclusivity**

Describe how your agency is (or is working to become more) inclusive and equitable, both in terms of internal practices and programming, and in terms of external partnerships and other with community.

(1500 character maximum)

*** 1G. Racial Equity** What steps has your agency taken or plans to take in order to establish, develop or continue policies, practices, and procedures that increase racial equity in the following areas:

- Training
- Hiring and retention
- Board development
- Community engagement and partnerships and
- Other organizational work?

(1500 character maximum)

**If a section has an asterisk, it is a REQUIRED field.
If a required field does not apply to your service category, please type "N/A" in the box.**

*** 1H. Trainings** Describe prior or planned efforts to ensure staff receives the following trainings and how they would be incorporated into service delivery:

- Racial Equity Training
- Adverse Childhood Experiences Training (ACE's)
- Cultural Competency Training
- Trauma Informed Care Training

(1500 character maximum)

**There are several sections throughout the application that ask you to download a template and re-upload the file. Please make sure to DOWNLOAD THE ATTACHED TEMPLATE AND RE-UPLOAD THE SAME COMPLETED TEMPLATE.
If certain formats are required, the section will let you know.**

*** 1I. For Rapid Re-housing & Housing Focused Case Management -**

For Rapid Re- Housing Projects (RRH) and Housing Focused Case Management that supports RRH, include the following information:

- How clients will be selected for service(s)
- The maximum amount of assistance to be provided per individual/family
- The maximum period to receive such assistance
- Types of services to be offered
- Who will provide the service(s)
- The process for procuring rental property for clients
- How the Continuum of Care (CoC) Homeless and Housing Alliance (HHA) RRH standards and Housing Focused Case Management standards have been utilized in establishing/operating the program

(10000 character maximum)

*** 2A. Evaluation Plan / Logic Model**

Complete the 2019-21 Financially Assisted Agencies (FAA) Evaluation Plan/Logic Model and upload into the designated section.

- Ensure outcomes are SMART (specific, measurable, achievable, realistic, time bound).
- Ensure outcomes are reflective of those stated in the FAA RFP Guidance.

[Click here](#) for the FY2019 FAA Evaluation Plan/Logic Model template and instructions (refer to different tabs).

NOTE: Uploaded documents should be in the same format as Evaluation Plan/Logic Model template: **.xls or .xlsx**

Upload File

*** 2B. Program Evaluation and Best Practices**

How does your agency use program evaluation and best practice program models to develop and implement the programs that you operate?

(1500 character maximum)

2C. Overall Evaluation Approach

What is your agency's overall approach to building these practices into your programs?
Please give an example of a change made to an existing program or a time your agency developed a new program based on a best practice or the results of an evaluation.

(1500 character maximum)

*** 3A. Prior Outcomes**

Discuss prior outcomes and other relevant data that demonstrates success of the services in this proposal.

For RRH include data that can be supported in CMIS:

- The percent of clients that have increased or maintained their income in the last year of the program
- The percent of leavers that exited to Permanent housing
- The percent of returns to homelessness within the last two years

(1500 character maximum)

*** 3B. Data Sources**

Review the data sources provided that demonstrate a need for services in the category you are applying for. Describe how your proposal will respond to the need demonstrated by the data provided.

(1500 character maximum)

*** 4A. Data Management for Homelessness Only**

For homelessness category only:

- How does your agency ensure quality data collection, data entry, and reporting for homeless services programs in ClientTrack, the Client Management Information System (CMIS)?
- If your program is not currently participating in ClientTrack, describe your plan for increasing agency capacity to quickly begin collecting and entering data.

NOTE: All agencies awarded FAA funds must participate in CMIS. All clients served with FAA funds must be entered into CMIS. Funding requires that all clients served be entered and exited in CMIS during the applicable fiscal year. Agencies must execute the required partner and user agreements with Palm Beach County and must participate in the data sharing of CMIS on an ongoing basis throughout the term of their FAA contract in order to maintain eligibility for reimbursement. Provisions are in place within CMIS to protect client confidentiality, yet still report statistical data.

(1500 character maximum)

Character maximums have been established for each section. The maximum number of allowed characters is visible under the section. Yes, it does include spaces.

*** 4C. Program Changes** Provide an example of program changes your agency has made based on data collected.

For each example, describe briefly:

- How the problem was identified
- What steps your agency took to make the improvement and
- The measurable impacts of these changes.

Examples may come from CMIS as well as other data sources such as participant feedback and staff observations.

(1500 character maximum)

Make sure to read through the Budget sections very carefully. Don't forget to upload the necessary files BUT please keep your documents as concise as possible.

*** 5A. Partnerships** Describe how your agency is part of the larger system of care and/or housing resources for people experiencing homelessness and/or domestic violence. Give an example of how your agency is connected to other organizations that are or have supported your agency's program participants.

(1500 character maximum)

*** 5B. Collaboration** How will your agency work collaboratively to support exits to permanent housing or other services as needed in a seamless, person friendly way? Describe any key, formal partnerships that are jointly designed with other agencies and indicate whether they are formalized through a Memorandum of Understanding (MOU) or subcontract.

(1500 character maximum)

*** 5C. Resources** How will your organization continue to address this need (or solve this problem) if current funding ends?

(750 character maximum)

*** 6A. Proposed Program Budget** Complete proposed program budget using the template provided below. Review the "sample" and "guidelines" tabs provided before completing the template. Ensure the requested fund justifications are complete.

[Click here](#) for FY19 FAA Budget Template.

NOTE: Please submit budget in one of the following formats: .xls, .xlsx, or .pdf - While .pdf is acceptable, note that if changes must be made, this format will make it more difficult for you to make adjustments.

Please read through the bottom guidelines prior to completing the template.

Upload File

6B. Budget Guidelines Ensure administration expenses are limited to 15%. The Budget Justification must be thoroughly completed. (Please describe 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 cost rate then you must remove any other line items related to indirect/administrative expenses. If an indirect cost rate is being requested, an approved cost plan from a cognizant agency must be included.

*** 6C. Total Agency Budget** Total Agency Budget - to be attached to the proposal. The Budget forms that are part of the proposal do not need to be utilized for this budget as it can be in any form, but it should include all agency funding sources as well as expenditures by program.

Please note the additional information below.

Upload File

6D. Total Agency Budget Guidelines Ensure FAA requested funding is not more than 25% of the Total Agency Budget.

*** 6E. Audit Report** Submit most recent audit report.

Upload File

*** 6E. Audit Report (cont.)** If there were findings, describe corrective actions.

(500 character maximum)

6F. Year-End Financial Statement and IRS Form 990

Submit Year-End Financial Statements and IRS Form 990

Upload File

*** 6F. Year-End Financial Statement and IRS Form 990 (cont.)**

If Year-End Financial Statement and/or IRS Form 990 are not submitted, explain why.

(500 character maximum)

*** 6G. Unit Cost**

What is your proposed Unit Cost service description?
What is your proposed Unit Cost of service rate?
Is this an industry standard? If so, please state source.

Please note the guidelines below.

(500 character maximum)

6H. Unit Cost (cont.)

Ensure both the unit cost service description and cost rate are clear and accurately calculated.
Formulas used to arrive at the cost rate should be included.

*** 6I. FAA Funding**

Is FAA funding being used as match for another funding source? If so please explain.

(500 character maximum)

Please read through the official proposal authorization section AND the section about sharing your proposal VERY CAREFULLY.

*** Scope Of Work Template**

Describe project activities and services and include a timeline and work plan as part of a Scope of Work for the project.
The scope of work should establish an organized and logical series of project activities, services, and expected results that are specific, measurable, achievable, realistic, and time sensitive.
Please upload a completed [Scope of Work Template](#) for the project.

Upload File

*** Partner Letter or MOU**

Please upload a letter of support or MOU from all project partners.
Each letter of support (or MOU) must include detail regarding:

- Partner roles and responsibilities
- Partner capacity to assist your organization with this project
- Resources the partner brings to the project

Upload File

Official Proposal Authorization By submitting this proposal, I certify that:

- I have the authority or I have been given authority to legally bind and represent the organization(s) with which I am associated, to this proposal.
- The information contained in this application is true and correct to the best of my knowledge.
- If I used information that was from a previous grant application, I reviewed and updated it.
- I understand that the submission of information that is not current and valid may nullify my organization's application.
- I am the sole user of the user name and password provided and that I will not share my user name and password.

Sharing of Proposal

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.

Save and Proceed

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[Welcome Page](#)[Contact Information](#)[Organization Information](#)[Request Information](#)

Request Information

* indicates required field

Your work has been saved, however, you must address the following item(s) before you can submit your application:

- "Sharing of Application" is required.

NOTE: If you try to save and proceed in a section without filling out all the required fields, you will get a notice at the top of the screen that will inform you of the required sections still needing a response.

Once all the required questions have been answered, you can then "Save and Proceed" to move onto the next section OR to move onto the final application Review.



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[Review Your Application](#)

Please review your proposal information. If you are not ready to submit your proposal at this time, click the "Save Only" button. The proposal will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the application to Palm Beach County Board of County Commissioners and you will then be unable to perform further editing.

[Contact Information](#)

[Organization Information](#)

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The final page will allow you to Review your application.

You can either "Save Only" to save your responses and come back to work on the application at a later time OR click "Submit" to submit your application.

Any questions ?



Information

All questions must be emailed to:

CSD-FAARFP@pbcgov.org

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

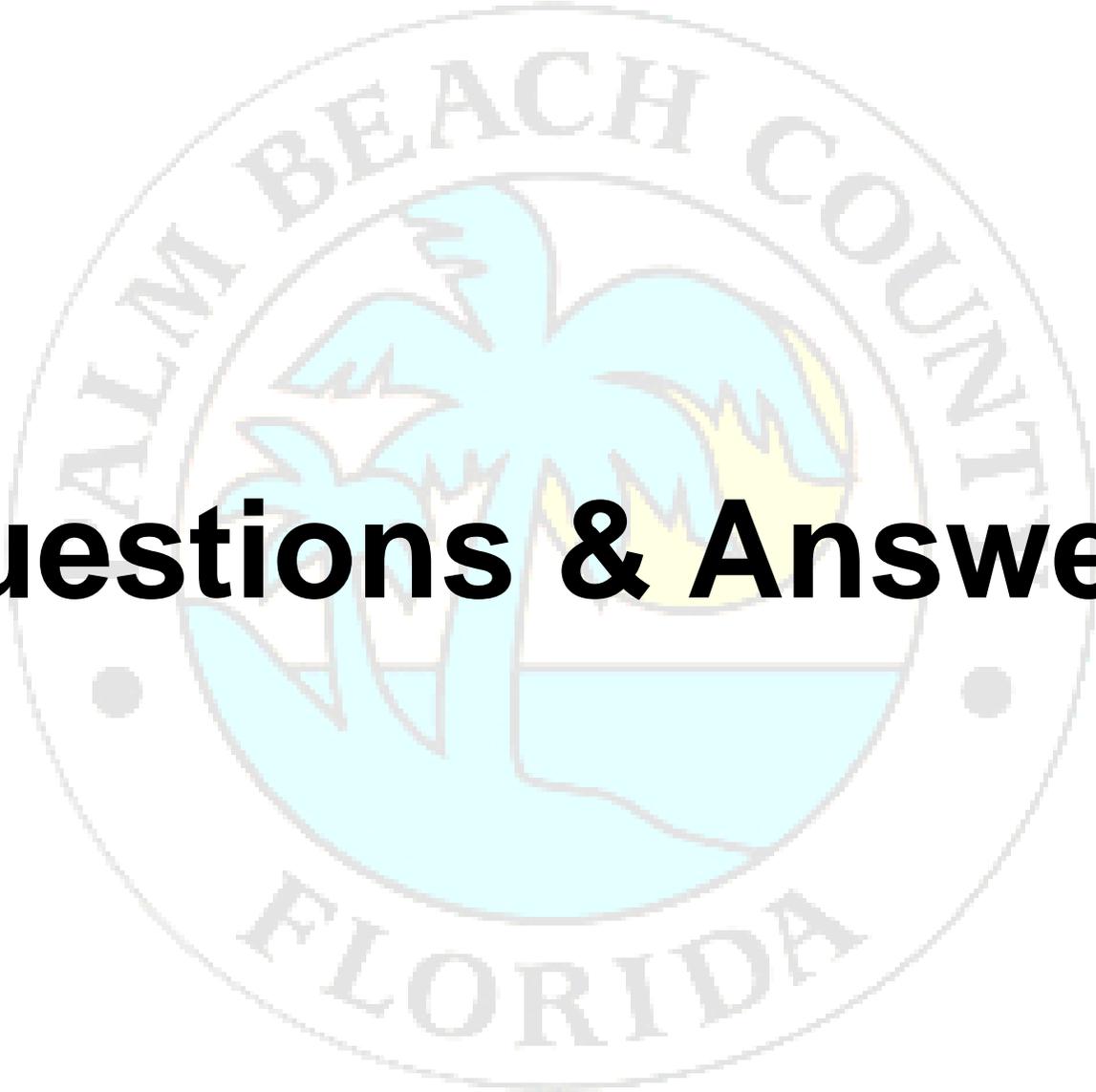
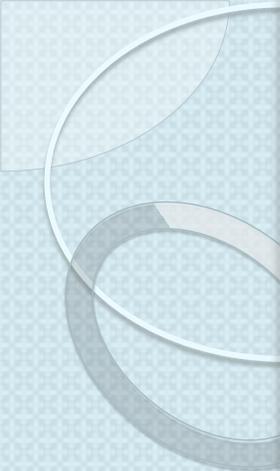
**[http://discover.pbcgov.org/communityservices/financiallyassisted/
Pages/default.aspx](http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/default.aspx)**

All proposals must be submitted electronically to

https://www.cybergrants.com/pbc/rfp_fy2019/

by

Friday, June 15, 2018 before 11:59 PM



Questions & Answers

Remember to like us on Facebook



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