

# **Financially Assisted Agencies**

**FY 2022 – 2023**

## **Bidder's Conference**

**April 1, 2021**

Palm Beach County  
Community Services Department



# WELCOME

Please put questions in the chat to everyone  
This meeting is being recorded

# FAA Behavioral Health NOFO Bidders Conference

April 1, 2021

3:00-4:30pm

## **AGENDA**

### **Welcome & Introductions**

John Hulick, Senior Program Manager, CSD

### **Overview of 2022 FAA NOFO Process and Guidance**

Joanna Reid, Grant Compliance Specialist III, CSD

### **Outcomes Overview of ROMA Logic Model and Evaluation Plan**

Meghan Parnell, Manager of Planning and Evaluation, CSD

### **Fiscal Overview for NOFO Budgets**

Thomas Eaton, Fiscal Manager, CSD

### **FAA Application Website Overview**

Gillian Moxey, Contract/Grant Coordinator, CSD

### **Questions & Answers**

### **Adjournment & Distribution of NOFO Invitation Code**





# **Overview of Behavioral Health Process & Guidance**

*Joanna Reid, Grant Compliance Specialist III*

# FAA Funding Cycle

FY 2022 NOFO Category:

**Behavioral Health**

Strategies:

**Support Services, Community-Based Treatment and  
Services, Deep-End Treatment**

Subcategories:

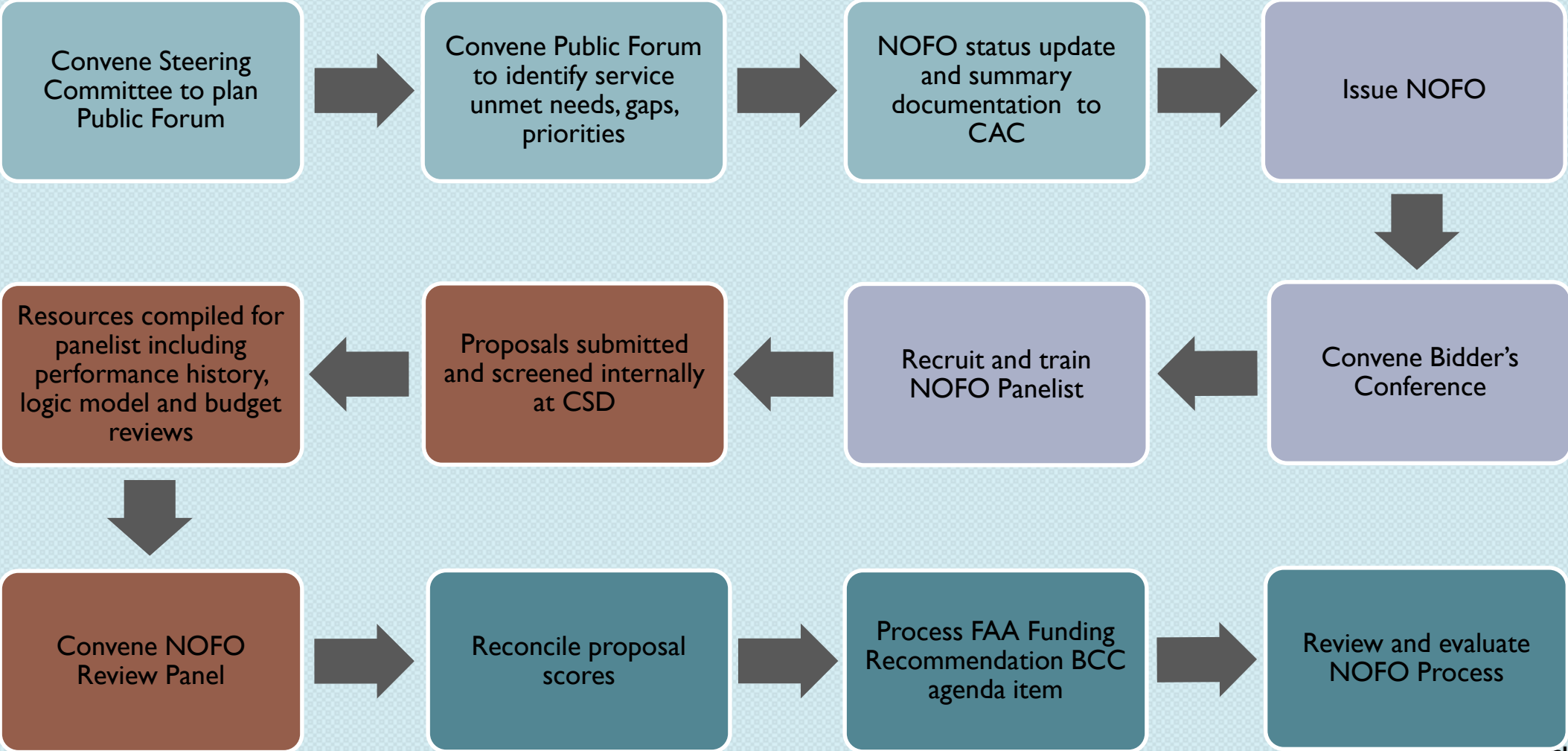
**Special Needs**

FY 2022 – 2023

Oct 1, 2021 – Sept 30, 2023



# FAA NOFO Process



# 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 April 26, 2021, 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](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/>



# FINANCIALLY ASSISTED AGENCIES FY2022 – 2024

## Notice of Funding Opportunity

### TIMELINE

#### Schedule of Events — 2021

- February 11 / March 11:** Citizens Advisory Committee on Health and Human Services (CAC/HHS) information update on NOFO process
- March 29:** NOFO available for the Public
- April 26 – 12:00 PM NOON:** **PROPOSAL SUBMISSION DEADLINE**
- May 25 – 28:** Review Panels meet to review and score proposals. Panelists in person; public can attend virtually.
- May 25, 2021 – Support Services
  - May 26, 2021 – Community Based Treatment & Services
  - May 27, 2021 – Deep-End Services
  - May 28, 2021 – Special Needs
- June 8 – 11:** Staff reconciles review panel rankings and funding availability to develop recommended allocations (Internal)
- June :** Funding recommendations posted on FAA website after CAC/HHS meeting
- June :** Final date to file a Funding Grievance-7 Business Days following Funding Recommendations Posted on FAA Website
- September 14, 2021:** BCC Contract Approval



# Funding Available

FY 2022 Total Allocation: \$5,806,415.00

- Behavioral Health: \$5,732,391.00
  - Strategy: Support Services
  - Strategy: Community-Based Treatment & Services
  - Strategy: Deep-End Services
- Subcategory- Special Needs : \$74,024.00

\* Funding availability/recommendations are subject to BCC approval



# Behavioral Health Strategies and Subcategory

## Strategies

- **Support Services** - includes *crisis support, case management, care coordination, mobile crisis, recovery support* (i.e. peer services, drop-in recovery community centers, recovery community organizations), supported housing, supported employment.
- **Community-Based Treatment and Services** - includes *outpatient-individual therapy, outpatient-group and/or family therapy, medical, Medication-Assisted Treatment (MAT)*
- **Deep-End Treatment** - includes crisis stabilization, detox, inpatient, residential, including, residential-levels 1, 2, and 4 and room and board-levels 2 and 3.

## Subcategory

- **Special Needs** -Respite Care Services

# Behavioral Health Strategies and Subcategory

## Support Services

Services
Crisis Support (i.e. Mobile Support)
Case Management / Care Coordination
Recovery Support
Supportive Housing
Supportive Employment

## Deep-End Treatment

Services
Crisis Stabilization
Medical Detox
Inpatient / Residential Services

## Community-Based Treatment & Services

Services
Outpatient Services (Therapy, Medical Services, Mental Health, Substance Use)
In-home or Onsite Day Treatment

## Special Needs

Services
Behavioral Respite Care

# Behavioral Health Outcomes and Tools

Program Outcomes are required in the logic models. By submitting a proposal, the Applicant Agency agrees to address and measure the following stated outcomes in the NOFO, and provide at least one appropriate indicator per outcome in proposals.

## *Tools*

Applicant Agencies serving Young Adults and Adults with Substance use and co-occurring disorders must agree to utilize and adhere to protocols for on-going use of the Recovery Capital Index™ (RCI™) tool.

Applicant Agencies serving Clients are required to administer Client Satisfaction Surveys at discharge. Survey results are to be reported on a quarterly basis.

# Proposal Components

1. **Need:** (5 points)
2. **Program Implementation & Design:** (50 points)
  - a. Program Narrative
  - b. Program Implementation
  - c. Collaboration and Partnership
3. **Evaluation Approach** (25 points)
4. **Organizational Capacity** (10 points)
  - a. Program History
  - b. Available Resources & Sustainability
5. **Budget:** (10 points)
6. **Scope of Work:** (No points)

# Priority Area Score

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

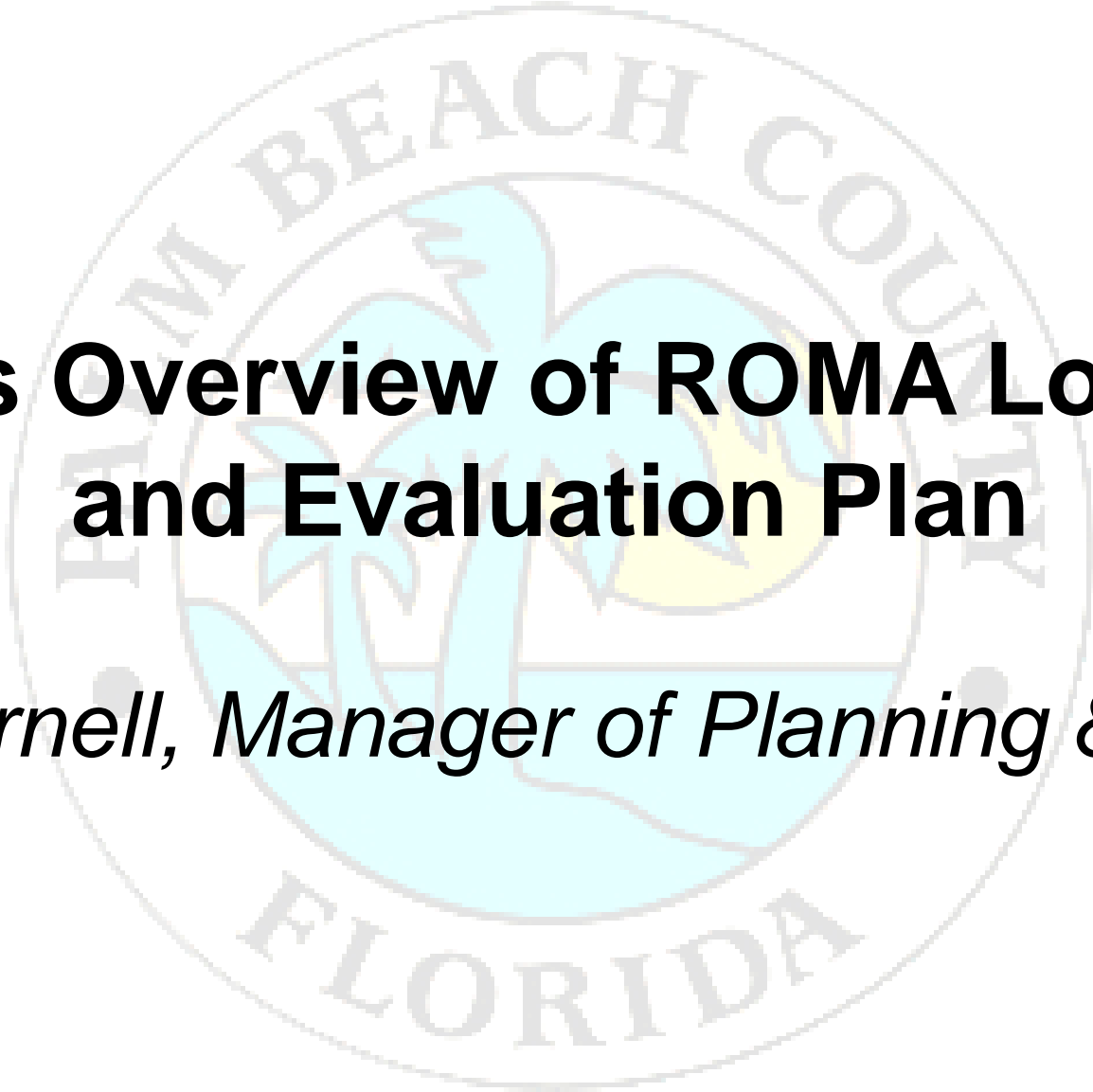

The SCORE awarded to a proposal is reflective of how competitive the proposal is.

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

Please review the ranking guide in the NOFO

# Ranking Guide and Process


- Please review the ranking guides in the NOFO for each of the categories.
- Each application will be scored and ranked.
- The proposals considered the most critical to the system of care will be ranked #1. All proposals will be ranked.
- No two proposals will be ranked the same, as a tie.
- If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.



# **Outcomes Overview of ROMA Logic Model and Evaluation Plan**

*Meghan Parnell, Manager of Planning & Evaluation*





# **Outcomes Overview of ROMA Logic Model and Evaluation Plan**

**Meghan Parnell, Manager of Planning  
and Evaluation, CSD**

# Logic Model

ROMA Logic Model – Please use format found in WebAuthor

Identified Problem, Need or Situation	Service or Activity	Outcome General statement of results expected	Projected Indicator # to achieve/# to be served; %; time frame	Actual Indicator # achieved/# served; %; time frame	Measurement Tool	Data Procedures	Frequency Data Collection and Reporting
<ul style="list-style-type: none"> <li>• Clients with BH, SUD, and/or Co-occurring need secure employment</li> </ul>	<ul style="list-style-type: none"> <li>• Supportive Employment</li> <li>• Employment Trainings</li> <li>• Job search</li> </ul>	<ul style="list-style-type: none"> <li>• Clients will secure employment</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of Clients will be competitively employed for at least 92 days per year</li> </ul>	<p>DO NOT FILL OUT FOR APPLICATION</p>	<p>Paystubs, Employment letter</p>	<p>Job Coach will provide one-on-one services to Clients. A skills test will be administered. Based on the results Client will work on goals-setting with Employment Coach.</p> <p>Once Client is ready for employment, coach will help search employment and track client progress in Client file.</p>	<p>Client progress and goals will be reviewed every 60 days.</p> <p>All Clients will be tracked and results will be submitted at Quarter Report deadline.</p>

Mission: Your Agency Mission

# Keys to Creating A Good Logic Model/Evaluation Plan



Read The Description For Each Section



Use Specific & Concise **Bullet Points**



Provide Only What Is Asked For In Each Section

# Tips for a Successful Application

- Read the NOFO 4 times
  - For understanding
  - For requirements
  - For writing response
  - For review
- 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

# Tips for a Successful Application

- 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.

# Tips for a Successful Application

- Start as soon as possible and assemble a team
- Review all the questions
- Review the Ranking Guide
- Submit the Application in advance of the deadline in case of technology challenges

If you have questions use the email [JREID2NOFO@pbcgov.org](mailto:JREID2NOFO@pbcgov.org) and review the FAQ often on the FAA Website!

The seal of Palm Beach County, Florida, is centered in the background. It features a palm tree, a sun, and a beach scene within a circular border containing the text "PALM BEACH COUNTY" and "FLORIDA".

# **Community Services Department Fiscal NOFO Review**

*Thomas Eaton, Fiscal Manager*

# Budgets

- Initial Submission with NOFO
  - Project program expenses to the best of your knowledge
  - Include proposed funding for this program and any other proposed or confirmed funding sources that may share the program's expenses
- Update with final award amount at contracting
- Examples on next slide



# Budget Template – Program Expenses

Budget Items	Program Name	Palm Beach County	Program Funder #2	Program Funder #3	Total Program Funding (All Sources)
Program Period: FY 2021		Proposed	Confirmed	Pending	Pending
<b>TOTAL PROGRAM FUNDING AMOUNT =</b>		<b>\$ 129,500.00</b>	<b>\$ 45,000.00</b>	<b>\$ 17,500.00</b>	<b>\$ 199,500.00</b>
<b><u>Program Expenses</u></b>	<b><u>Narrative</u></b>	<b><u>Amount</u></b>	<b><u>Amount</u></b>	<b><u>Amount</u></b>	<b><u>Amount</u></b>
<b>Personnel</b>		<b>\$ 89,900.00</b>	<b>\$ 25,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 124,900.00</b>
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	\$ 60,000.00	\$ -		\$ 60,000.00
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 award. Total salary expense is \$15,000 , with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 50,000.00
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 in the amount of \$900.	\$ 900.00			\$ 110,000.00
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 = \$39,045. pays .8 FTE	\$ 4,000.00		\$ 10,000.00	\$ 14,000.00

- Simplified and easier to use
- No macros
- Includes clearly defined sections for programmatic and admin expenses
- Will allow for better transparency and understanding of each program

# Budget Template – Program Expenses

<b>Program Expenses</b>	<b>Narrative</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
<b>Personnel</b>		\$ 89,900.00	\$ 25,000.00	\$ 10,000.00	\$ 124,900.00
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	\$ 60,000.00	\$ -		\$ 60,000.00
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 award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 50,000.00
<b>Building /Occupancy</b>		\$ 27,050.00	\$ -	\$ -	\$ 27,050.00
Programmatic Rent/Lease	*Note: Rent for areas that house admin staff should be listed seperately under admin seciton* Rent expense for Lake Worth facility. Total rental expense for FY16 = \$35,000. Allocation to Palm Beach County 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
<b>Utilities</b>		\$ 2,400.00	\$ -	\$ 1,500.00	\$ 3,900.00
Electric	Electric Utility Services expense for location X	\$ 1,200.00		\$ 1,000.00	\$ 2,200.00
Telephone	Telephone expense for landline at location X	\$ 350.00			\$ 350.00
<b>Project Supplies/Equipment</b>		\$ 4,900.00	\$ -	\$ -	\$ 4,900.00
Office Supplies	Office supplies for program staff	\$ 500.00			\$ 500.00
Postage/Shipping	Postage expense for client related mailing	\$ 750.00			\$ 750.00
Equipment Rental	Monthly Equipment rental fee for use of X = \$500 (\$6000 per year). Palm Beach County to cover 50% of this expense (\$3000).	\$ 3,000.00			\$ 3,000.00
<b>Professional Fees</b>		\$ 2,950.00	\$ -	\$ -	\$ 2,950.00
Training	Staff training expense for program/medical/intervention training for client support	\$ 1,500.00			\$ 1,500.00
Travel/Mileage	Program staff mileage reimbursement for client and training related meetings	\$ 1,100.00			\$ 1,100.00
<b>TOTAL PROGRAM EXPENSES =</b>		<b>\$ 122,300.00</b>	<b>\$ 25,000.00</b>	<b>\$ 11,500.00</b>	<b>\$ 158,800.00</b>

# Budget Template

Administrative Expenses	Narrative				
Personnel		\$ 4,250.00	\$ -	\$ -	\$ 4,250.00
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County . Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County = % \$4,250	\$ 4,250.00			\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for program. Annual Accounting fee = \$950, Annual Audit fee = \$2,000. Total expense = \$2,950	\$ 2,950.00			\$ 2,950.00
<b>TOTAL ADMINISTRATIVE EXPENSES =</b>		\$ 7,200.00	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award		6%			
<b>UNIT RATE</b>	Insert Unit Rate Amount: \$350/night				
Please Describe Proposed Unit Rate or Bed Night Rate Below. Include Detailed Calculations of How Rate Was Determined	Unit rate is equal to (insert description); OR Unit Rate is 1 bed night and will be \$350. This was calculated by determining the total number of beds in the facility (XXX) and maximum occupancy; OR Unit/Bed rate is a standard rate as determined by (insert agency/funder).				

- Sheet will tally your program and admin expenses and show what your budgeted % is at
- Will allow us to review and discuss with you any items that may be questionable before approving contracts
- Narratives should be completed for each item with details about the cost to clarify
- Unit Rate/Bed Rate Descriptions



# **Completing the FAA Behavioral Health NOFO In WebAuthor**

*Gillian Moxey, Contract/Grants Coordinator*

# Completing the FAA Behavioral Health NOFO

Enter link (<https://pbcc.samis.io/go/nofo/>) to access NOFO proposal page

Please note there may be other applications on the page so be sure to select the correct application: **FAA FY 2022-2023 Behavioral Health Application NOFO**

NOFO

FAA FY 2022-2023 Behavioral Health Application NOFO	
Open Date	3/29/2021
Application Deadline	4/26/2021

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

COPYRIGHT 2021. POWERED BY WEBAUTHOR.COM. PRIVACY POLICY. ALL RIGHTS RESERVED. LX-135-125 (EXECUTION TIME: 0.04 SECONDS)

Click here to begin a new application or continue to complete an application already started

# Completing the FAA Behavioral Health NOFO

Existing User

Email \*

Password \*

Log In

New User

First Name \*

Last Name \*

Email \*

Register

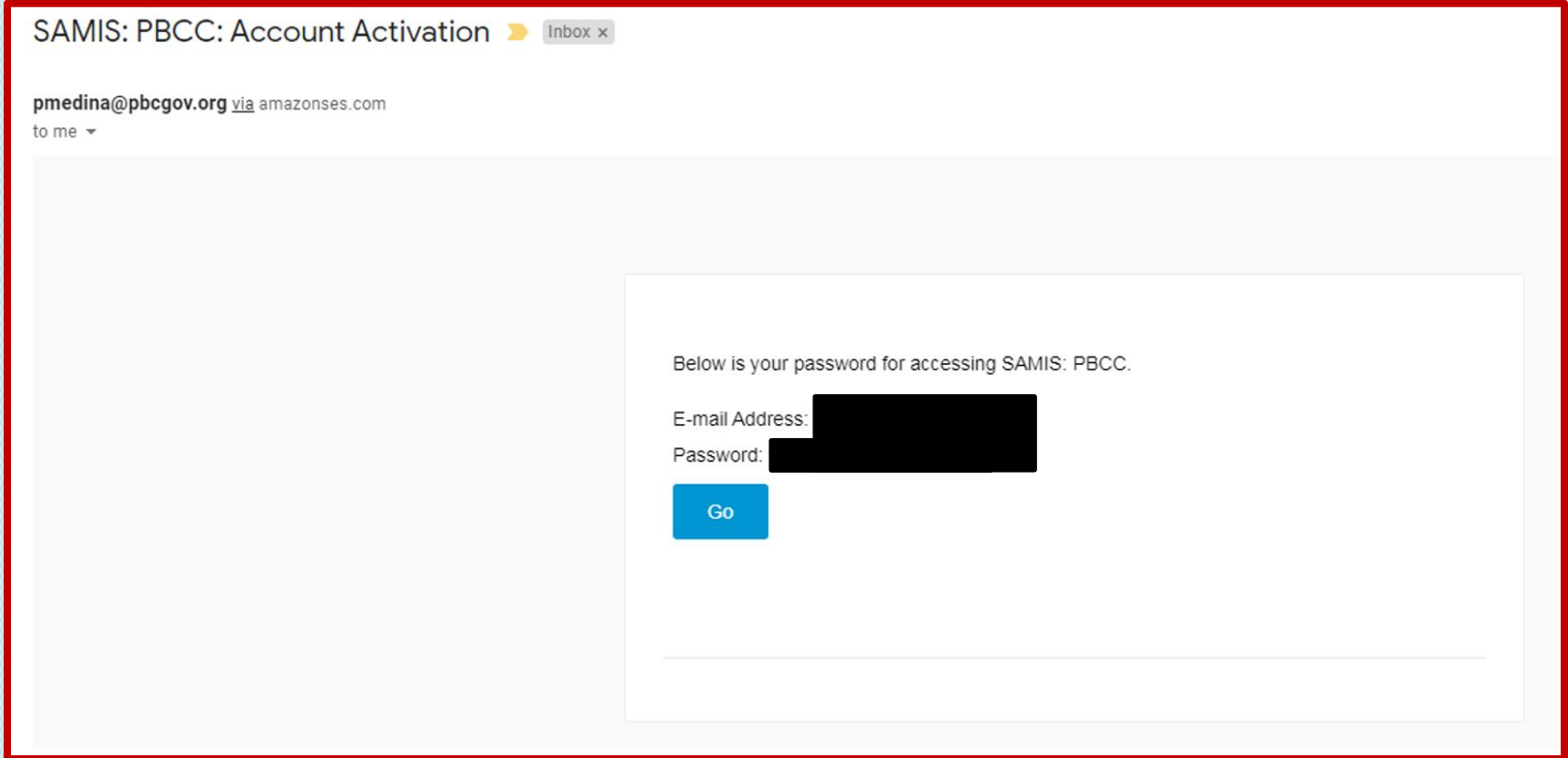
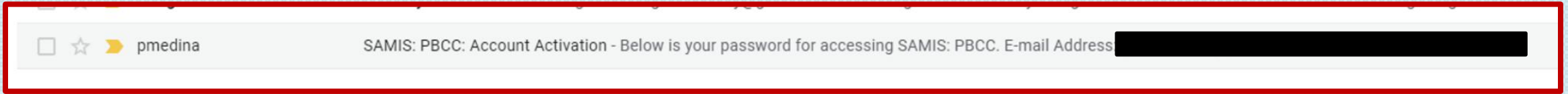
COPYRIGHT 2021. POWERED BY WEBAUTHOR.COM. PRIVACY POLICY. ALL RIGHTS RESERVED. LX-135-125 (EXECU)

**If previously submitted an application through SAMIS, you will use the email and password you created to log in under “Existing User.”**

**If you are a brand new SAMIS user, you will type in your first name, last name and email under “New User” to begin the process for creating an account. By creating an account, you will be able to return to an application you have started and apply for future grants using your previously created account.**

# Completing the FAA Behavioral Health NOFO

For new users, you will receive an email with subject line:  
**SAMIS: PBCC: Account Activation**



This email will contain your password to sign into SAMIS to complete the application



# Completing the FAA Behavioral Health NOFO

Before using this site, you must agree to the terms and conditions of use.

## Terms of Use - 1/18/2011 - Version 2.0

BY CLICKING A BOX OR PRESSING A BUTTON INDICATING YOUR ACCEPTANCE YOU AGREE TO THESE TERMS OF USE. IF YOU ARE USING THIS WEB SITE ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS OF USE, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT UNDERSTAND AND AGREE WITH THESE TERMS OF USE, YOU SHOULD SEEK LEGAL COUNSEL, NOT ACCEPT THE TERMS OF USE, AND NOT USE THE SERVICES.

### Definitions

"Affiliate" means, with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party.

"Assessment" means this Terms of Use

I Agree

I Do Not Agree

You will be asked to accept the terms of use for SAMIS...

## Reset Password

Your password has either expired or is a temporary one. Please enter a new password below to access the system.

Change Password

New Password \*

Confirm Password \*

Change My Password

...and to change your password



# Completing the FAA Behavioral Health NOFO

Proposals

NOFO Invitation Code	bh2022
Federal ID	
Agency Name	
Doing Business As (DBA)	Please indicate name(s) by which agency is known or does business.

SECTION

0%

×	Proposals
×	General Contact Information
×	FAA FY2022 Behavioral Health Application

**The application will appear once user has signed in.**

**This NOFO requires an invitation code or password: bh2022**

**Please insert this password at beginning of the application.**

**This allows the user to navigate the application, and to return to the application for completion.**

# Completing the FAA Behavioral Health NOFO

A valid Federal ID will populate the applicant's agency name and address.

Check the NOFO/RFP field to confirm you are in the correct application

The screenshot shows a web form for a proposal. On the left, a 'Proposals' sidebar is partially visible. The main form contains several fields: 'NOFO Invitation Code' (bh2022), 'Federal ID' (highlighted with a red box and arrow), 'Agency Name', 'Doing Business As (DBA)', 'Address' (two fields), 'City', 'State', 'Zip Code', 'NOFO/RFP' (FAA FY 2022-2023 Behavioral Health Application NOFO, highlighted with a red box and arrow), 'Additional Editors', 'Program Name', and 'FAA Required FY 2022 Cover Sheet'. On the right, there is a 'SECTION' progress panel with a 0% progress bar and a table of sections: 'Proposals', 'General Contact Information', and 'FAA FY2022 Behavioral Health Application', all marked with a red 'X'. Below this is an 'AWARD' section with a table of financial data and an 'Edit' button.

SECTION	
0%	<input type="text"/>
✗	Proposals
✗	General Contact Information
✗	FAA FY2022 Behavioral Health Application

AWARD	
Allocation Amount:	\$5,806,415.00
Available Amount:	\$5,806,415.00
Amount Applied:	
Amount Recommended:	
Amount Awarded:	
Division:	
Prior Contract Award:	
Prior Program Award:	

Use this status panel to track your application's progress. A green "✓" (checkmark) means the section is completed. A red "X" means the section is not completed.

# Completing the FAA Behavioral Health NOFO

Throughout the application, an “\*” (asterisk) next to an item indicates that the field is required.

To add another reviewer/editor to the application, go to the “Additional Editors” field in the first section of the application (first page)

Proposals

NOFO Invitation Code *	<input type="text" value="bh2022"/>
Federal ID *	<input type="text"/>
Agency Name *	<input type="text"/>
Doing Business As (DBA) *	Please indicate name(s) by which agency is known or does business. <input type="text"/>
Address	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Select State"/>
Zip Code	<input type="text"/>
NOFO/RFP *	<input type="text" value="FAA FY 2022-2023 Behavioral Health Application NOFO"/>
Additional Editors	<input type="text"/>
Program Name *	<input type="text"/>

# Completing the FAA Behavioral Health NOFO

You can select up to two (2) additional editors. Each additional editor must have already registered on the SAMIS system.

Click on the drop-down box to type in the name of the additional reviewer/editor

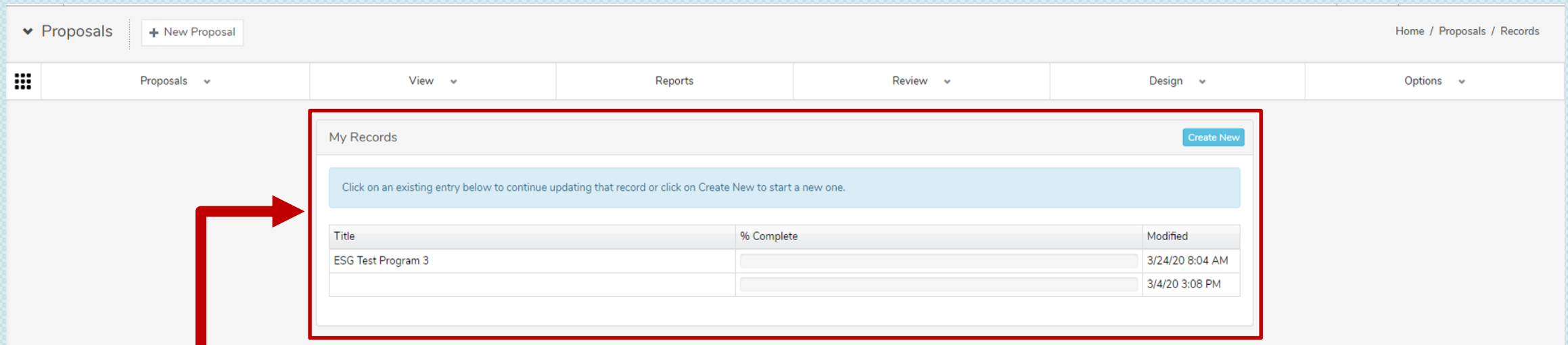


Federal ID *	<input type="text"/>
Agency Name *	<input type="text"/>
Doing Business As (DBA) *	Please indicate name(s) by which agency is known or does business. <input type="text"/>
Address	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	Select State <input type="text"/>
Zip Code	<input type="text"/>
NOFO/RFP *	FAA FY 2022-2023 Behavioral Health Application NOFO <input type="text"/>
Additional Editors	<input type="text" value="Type name here"/>
Program Name *	No results found

FAA Required FY 2022 Cover Sheet \* [Click HERE](#) to download the REQUIRED FY 2022 Cover Sheet Template. Please upload once you have completely filled it out.

<input checked="" type="checkbox"/>	General Contact Information
<input checked="" type="checkbox"/>	I. Homelessness Project Narrative (25 Points)
<input checked="" type="checkbox"/>	II. Evaluation Approach (15 Points)
<input checked="" type="checkbox"/>	III. Prior Outcomes and Response to Community Data
<input checked="" type="checkbox"/>	IV. Data Management (10 Points)
<input checked="" type="checkbox"/>	V. Partnerships, Resources and Collaboration
<input checked="" type="checkbox"/>	VI. Budget (20 pts)
<input checked="" type="checkbox"/>	VII. Scope of Work (No Points)

# Completing the FAA Behavioral Health NOFO



The screenshot shows a web application interface with a navigation bar at the top. The main content area is titled 'My Records' and contains a table with the following data:

Title	% Complete	Modified
ESG Test Program 3	<input type="text"/>	3/24/20 8:04 AM
	<input type="text"/>	3/4/20 3:08 PM

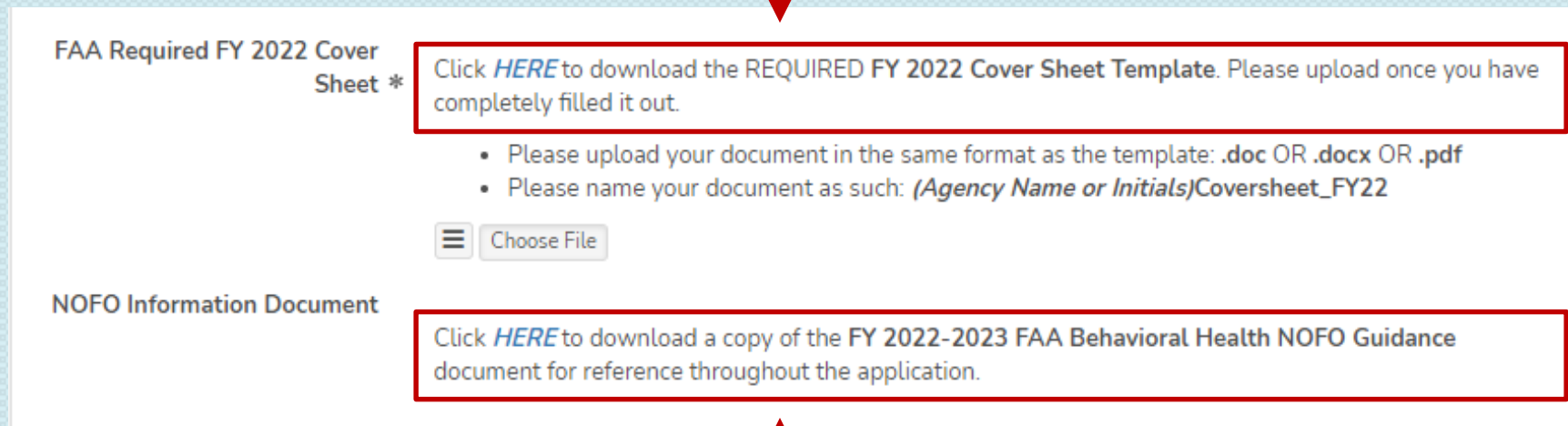
A red arrow points from the text below to the table.

**The application will then appear in the additional reviewer's list of applications.**

# Completing the FAA Behavioral Health NOFO

Throughout the application, there will be several documents that you will be required to download, complete, and re-upload to the application.

Click on the link to preview and download the document. Re-upload the document in the suggested document formats and with the naming convention indicated.



The screenshot shows a web interface with two main sections. The top section is titled "FAA Required FY 2022 Cover Sheet \*" and contains a text box with instructions: "Click [HERE](#) to download the REQUIRED FY 2022 Cover Sheet Template. Please upload once you have completely filled it out." Below this are two bullet points: "Please upload your document in the same format as the template: .doc OR .docx OR .pdf" and "Please name your document as such: (Agency Name or Initials)Coversheet\_FY22". A "Choose File" button is located below the instructions. The bottom section is titled "NOFO Information Document" and contains a text box with instructions: "Click [HERE](#) to download a copy of the FY 2022-2023 FAA Behavioral Health NOFO Guidance document for reference throughout the application." Two red arrows point to the text boxes in the screenshot: one pointing down to the top box and one pointing up to the bottom box.

FAA Required FY 2022 Cover Sheet \*

Click [HERE](#) to download the REQUIRED FY 2022 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 OR .pdf
- Please name your document as such: (Agency Name or Initials)Coversheet\_FY22

Choose File

NOFO Information Document

Click [HERE](#) to download a copy of the FY 2022-2023 FAA Behavioral Health NOFO Guidance document for reference throughout the application.


Download the FY 2022-2023 FAA Behavioral Health NOFO Guidance Document for details on the program and reference throughout the application.

# Completing the FAA Behavioral Health NOFO

FY2022\_REQUIRED\_COVER\_SHEET.DOC  
Posted 3/16/21 by Gillian Moxey

Back **Download File**

**REQUIRED COVER SHEET**



**PALM BEACH COUNTY  
DEPARTMENT OF COMMUNITY SERVICES  
FINANCIALLY ASSISTED AGENCIES FY 2022**

**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):	
PROGRAM TITLE:	
PRIORITY POPULATION (include the unduplicated number to be served annually):	
GEOGRAPHIC AREA TO BE SERVED:	
COMMISSION DISTRICT(S) TO BE SERVED:	
PROGRAM STATUS (existing or new program):	
PROGRAM START DATE (if new program):	
TOTAL PROGRAM BUDGET:	\$
AMOUNT OF FUNDING REQUEST (how much you are requesting in the proposal):	\$
UNIT COST SERVICE DESCRIPTION:	
UNIT COST OF SERVICE:	
IDENTIFY IF AGENCY IS CURRENTLY CERTIFIED BY NONPROFITS FIRST: (Yes or No)	

Click here to download the previewed document, then click 'Back' to return to the application

# Completing the FAA Behavioral Health NOFO

At the bottom of each section of the application, you will find this checkbox and accompanying text “Mark this Section Completed”.

Check the box only after you have completed the section.

You can move between sections if this box is unchecked. The application will default to a checked box.

All boxes at the end of each section will need to be checked in order to submit the application.

The screenshot displays a web form with two main sections. The first section is titled "FAA Required FY 2022 Cover Sheet \*" and includes instructions to click [HERE](#) to download the template and upload the completed document. It lists requirements for file format (.doc, .docx, or .pdf) and naming convention (Agency Name or Initials)Coversheet\_FY22. Below this is a "Choose File" button. The second section is titled "NOFO Information Document" and includes instructions to click [HERE](#) to download the guidance document. At the bottom of the form, there is a checkbox labeled "MARK THIS SECTION COMPLETED" which is currently checked. Below the checkbox are two buttons: "Next" and "Save & Continue Later".

The “Next” button at the end of each section will take you to the next section of the application.

The “Back” button will take you to the previous section.

The “Save & Continue Later” button at the end of each section will take you to the application preview/ summary page.

You will be able to save your application there and return to complete the application at a later time.



# Completing the FAA Behavioral Health NOFO

1382 Pending FAA FY 2022-2023 Behavioral Health Application NOFO 4/26/2021 12:00 PM 26 days 20:36:49

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
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Proposals

NOFO Invitation Code \*

Federal ID \*

Agency Name \*

Doing Business As (DBA) \* Please indicate name(s) by which agency is known or does business.

Address

Address

SECTIONS

0%

- \* Proposals
- ✗ General Contact Information
- ✗ FAA FY2022 Behavioral Health Application

**After you have completed the first section of the application, you will see this status bar at the top of each application section which will include your agency name, the name of the proposal, and a countdown to the application deadline date.**

# Completing the FAA Behavioral Health NOFO

Once you have pressed “Save and Continue Later,” you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.

1568 Pending FAA FY 2022-2023 Behavioral Health Application NOFO 4/20/2021 12:00 PM 27 days 20:08:55

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
Proposals					
NOFO Invitation Code		bh2022			
Federal ID					
Agency Name					
Doing Business As (DBA)		Please indicate name(s) by which agency is known or does business.			
Address					
Address					
City					
State					
Zip Code					
NOFO/RFP		FAA FY 2022-2023 Behavioral Health Application NOFO			
Additional Editors					
Program Name					
FAA Required FY 2022 Cover Sheet		Click <a href="#">HERE</a> to download the REQUIRED FY 2022 Cover Sheet Template. Please upload once you have completely filled it out.			

**SECTION**

0%

✗	Proposals
✗	General Contact Information
✗	FAA FY2022 Behavioral Health Application

**AWARD** [Edit](#)

Allocation Amount:	\$5,806,415.00
Available Amount:	\$5,806,415.00
Amount Applied:	
Amount Recommended:	
Amount Awarded:	
Division:	
Prior Contract Award:	
Prior Program Award:	

If the user missed marking a section completed or to make changes and updates, the user will have the opportunity to return to the application by clicking the “Modify” button, then press “Next” until you reach the section you need to mark completed or to update.

Click on the “Save and Continue Later” button to return to the summary page.

# Completing the FAA Behavioral Health NOFO

On the summary page, you will have one more opportunity to review your completed application before you submit.

Click on the “Submit” button to submit your application.

**Note:**  
Be sure the application is complete and have the most updated information because changes cannot be made to the application once it has been submitted

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

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Re
1368	Pending	FOUNDATION OF PALM BEACH COUNTY, INC.	FAA FY 2022-2023 Behavioral Health Application NOFO	4/20/2021 12:00 PM	27 days 2

NOFO Invitation Code bh2022

SECTION

100%

ID	Status	Agency
1172	Submitted	

When submitted, the application will display a black “Submitted” box on the status bar.

# Completing the FAA Behavioral Health NOFO

1382 Pending FAA FY 2022-2023 Behavioral Health Application NOFO 4/26/2021 12:00 PM 26 days 01:40:41

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
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## Proposals

### NOFO Invitation Code

bh2022

### Federal ID

### Agency Name

### Doing Business As (DBA)

Please indicate name(s) by which agency is known or does business.

### Address

### Address

### City

### State

### Zip Code

### NOFO/RFP

FAA FY 2022-2023 Behavioral Health Application NOFO

### Additional Editors

### Program Name

### FAA Required FY 2022 Cover Sheet

Click [HERE](#) to download the **REQUIRED FY 2022 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 OR .pdf
- Please name your document as such: **(Agency Name or Initials)Coversheet\_FY22**

### NOFO Invitation Document

Click [HERE](#) to download a copy of the **FY 2022-2023 FAA Behavioral Health NOFO Guidance** document for reference throughout the application.

## General Contact Information

### CEO/Executive Director Name and Title

Agency CEO/Executive Director

## Print

8 sheets of paper

### Destination

CSD-ADMIN-DAT-TOSHIBA...

### Copies

1

### Orientation

Portrait Landscape

### Pages

All

### Color mode

Black and white

### More settings

Print using the system dialog...

Print

Cancel

You can print your application for your record by using your browser's system options or by right-clicking your computer mouse and selecting "Print".

# QUESTIONS?



# Information

All questions must be emailed to:

[Jreid2NOFO@pbcgov.org](mailto:Jreid2NOFO@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, April 26, 2021  
before 12:00PM – NOON**