



NOTICE OF FUNDING OPPORTUNITY (NOFO) INFORMATION GUIDANCE

EMERGENCY RENTAL ASSISTANCE (ERA) ENDING HOMELESSNESS HOUSING PLUS PROGRAM

FY 2023-2025

(September 1, 2023 through September 30, 2025)

Release Date: March 10, 2023

Due Date: March 24, 2023 12:00 p.m. (Noon) EST

Palm Beach County Board of County Commissioners (BCC)
Community Services Department (CSD)
810 Datura Street, Suite 200
West Palm Beach, Florida 33401
(561) 355-4700

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READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS NOFO AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE (3) DAYS NOTICE. PLEASE CONTACT CSD AT (561) 355-4777 OR AT SDRAYTONNOFO@PBCGOV.ORG.

SECTION I: GENERAL INFORMATION

INTRODUCTION

Palm Beach County (PBC) Board of County Commissioners (BCC), Community Services Department (CSD) invites eligible entities to submit proposals for the CSD Emergency Rental Assistance (ERA) Homelessness Housing Plus Notice of Funding Opportunity (NOFO) for Fiscal Years (FY) 2023-2025 (Date of Execution – September 30, 2025). Proposed ERA Homelessness Housing Plus programs will participate in the Palm Beach County's Continuum of Care (CoC) to provide housing and case management support services to individuals and families with low acuity on the CoC Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) and Family Service Prioritization Decision Assistance Tool (F-SPDAT) experiencing literal (Category 1) homelessness.

BACKGROUND

On March 9, 2021, the Board of County Commissioners (BCC) allocated funding to the Community Services Department to provide rapid rehousing rental assistance and supportive services to individuals and families through ERAP – COVID-19. These funds are used to address the economic impact of the COVID-19 pandemic in Palm Beach County.

CSD administers federal, state and County Ad Valorem funding for Health and Human Services (HHS) on behalf of the County.

PROGRAM OVERVIEW

The Palm Beach County Homeless CoC works to demonstrate positive change towards Palm Beach County's goal of ending homelessness through the provision of Rapid Re-Housing (RRH) Permanent Housing, Permanent Supportive Housing (PSH), housing focused-case management, and homeless prevention activities.

The CSD ERA Homelessness Housing Plus program provides permanent housing and case management support services to individuals and families who are experiencing documented literal homelessness, who have been assessed via coordinated entry, and have an acuity list score of 0-5 (Clients) are prioritized for this program. Based on current data, there are approximately 100 Client households on the waitlist, and approximately 30 new Client households are added on a monthly basis.

Eligible Clients will be referred for Housing Plus program services via the Palm Beach County Homeless Continuum of Care (CoC) coordinated entry process. The Housing Plus program will fund rental security deposits, up to six (6) months rental assistance and case management support services, but in accordance with ERA Guidelines, not more than eighteen (18) months of total ERA funded rental assistance.

FUNDING AVAILABILITY

All proposals must be specific to the Homelessness Service Category described within the NOFO. To be considered for funding, Applicants must submit an application. If applicable, the funding available for this NOFO shall be

dependent on funding provided through/by the federal government under the Emergency Rental Assistance Program for the fiscal years covered by this NOFO.

The total funding estimated to be available for Fiscal Year (FY) 2023-2025 is \$2,500,000 for CSD Homelessness Permanent Housing Strategy under this Service Category. Funding will be distributed as followed:

Homelessness:	Year 1: July 1, 2023 –	September 30, 2024:	\$1,250,000
	Year 2: October 1, 2024 –	September 30, 2025:	<u>\$1,250,000</u>
		Total:	\$2,500,000

Administrative costs are capped at ten percent (10%), and the remaining funding must be expended on direct services resulting in a benefit to clients. All client rental assistance payments will be made through CSD’s OSCARSS system (refer to Exhibit #2: ERAP PPM, page 47).

FUNDING ELIGIBILITY

Qualified entities submitting applications for CSD ERA Ending Homelessness Housing Plus funding shall meet all statutory and regulatory requirements.

Applicants must be nonprofit organizations. For-profit and government entities are not eligible to apply for grants or to be sub-recipients of grant funds. All sub-recipients must also meet the eligibility standards as described below.

Organizations will clearly identify how their service/program(s) address the Service Category and homeless system of care as approved by the BCC.

Nonprofit Applicants must:

- Hold current and valid 501(c)(3) status as determined by the Internal Revenue Service (not applicable to state and local governmental entities).
- Be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year, and have provided services for at least six (6) months.
- Create a Vendor Registration Account OR activate an existing Vendor Registration Account through Palm Beach County Purchasing Department’s Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If Applicants intend to use sub-recipients, Applicants must also ensure that all sub-recipients are registered as agencies in VSS.
- Demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.
- Maintain contractual liability insurance as listed in [EXHIBIT #1: INSURANCE](#), if awarded ERA Ending Homelessness Housing Plus funding.

SECTION II: PROPOSAL SUBMISSION

Applicants shall submit project applications, along with required support materials, through the CSD NOFO submission website, located at:

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

- To begin the application, applicants must first review the SAMIS Access Guide in its entirety, to obtain the NOFO Invitation Code
- All documents must be submitted by **March 24, 2023 12:00 PM (Noon) EST** per application instructions.
- **Late applications will not be accepted or reviewed.**

Applicants must submit at least one (1) online application package to be considered for funding.

SERVICE CATEGORY

Homelessness

For a complete description of Service Category eligible activities, please refer to the RECOMMENDATION FOR SERVICES section.

PUBLISH/RELEASE DATE

Friday, March 10, 2023 5:00 PM EST

DEADLINE DATE

Proposals, submitted through the online application website, must be completed and received by **12:00 PM (Noon) EST on March 24, 2023**. Proposals submitted after 12:00 PM (Noon) EST on March 24, 2023, to the website will not be accepted or reviewed.

TECHNICAL ASSISTANCE

CSD will hold a REQUIRED Technical Assistance Conference for Applicants from 10:00 AM- 11:30 AM on Wednesday, March 15, 2023. There will be two (2) options for Applicant Agencies to meet the Required Technical Assistance Conference requirement: 1) A Hybrid In-Person/Virtual Technical Assistance Conference; and a web link to view the Technical Assistance Conference will be provided for all agencies submitting proposals; 2) Viewing the recorded In-Person/Virtual Bidder's Conference. To ensure safe in-person meeting conditions, confirmation of In-Person/Virtual attendance must be received no later than March 14, 2023 at 5:00 PM

To attend virtually or to view the recorded In-Person/Virtual Technical Assistance Conference, please visit the CSD NOFO Website at:

<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>

Technical assistance questions must be made in writing and emailed to the CSD NOFO Coordinator at CSD-FAARFP@PBCGOV.ORG The deadline for submitting written questions to CSD is 12:00 PM (Noon) on March 22, 2023, which is two (2) business days before the submission deadline.

All questions and answers will be made available for the public to review at:

<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>

CONTACT PERSON

This NOFO is issued, as with any addenda, for the BCC by CSD. The contact for the CSD ERA Homelessness Housing Plus application inquiries is by email at CSD-FAARFP@PBCGOV.ORG

SCHEDULE OF EVENTS/TIMELINE

FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

DATE	ITEM	RESPONSIBLE
February 2023	Conduct Public Forums	CSD & CAC/HHS
February 2023	Write NOFO and Convene Steering Committees	CSD & CAC/HHS
March 2023	Citizens Advisory Committee on Health and Human Services (CAC/HHS) information update on NOFO process	CSD CAC/HHS
March 10, 2023	NOFO/RFP available for public	CSD
March 15, 2023	Technical Assistance Conference	CSD Applicants
March 17, 2023	Non-Conflict Reviewer Training	CSD Reviewers
March 22, 2023	Final day to submit written questions 12:00 PM (Noon) EST	Applicants
March 24, 2023	NOFO Proposal submission deadline 12:00 (Noon) PM EST	Applicants
March 24, 2023	Cone of Silence Begins for CSD ERA Ending Homelessness Plus NOFO	CSD, Applicants, Reviewers, BCC
April 10, 2023	Non-Conflict Review Panel meet to review and score proposals	CSD Reviewers
April 11, 2023	Staff reconciles review panel rankings and funding availability to develop recommended allocations	CSD
April 12, 2023	Funding Recommendations Posted on FAA Website	CSD
April 19, 2023	Final date to file a Grievance	Applicants
August 22, 2023	Presentation of FY 2023 -2024 CSD ERA Ending Homelessness Housing Plus recommendations to BCC	CSD BCC
August 22, 2023	BCC Contract Approval	CSD BCC
August 22, 2023	Cone of Silence Ends for ERA Ending Homelessness Housing Plus NOFO	CSD, Applicants, Reviewers, BCC

EXPENSE OF PROJECT APPLICATION

All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by applicants. No payment will be made for proposals received or for any other effort required of or made by applicants prior to commencement of work as defined by an agreement approved by the BCC.

PROJECT APPLICATIONS OPEN TO THE PUBLIC

Applicants are hereby notified that all information submitted as part of, or in support of, CSD ERA Ending Homelessness Housing Plus NOFO applications will be available for public inspection in compliance with the Florida Public Records Act.

CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the date the NOFO is due back to the department, which is March 24, 2023 at 12:00 PM (Noon) EST, until the final CSD ERA Ending Homelessness Housing Plus allocations are approved by the BCC, approximately August 22, 2023.

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

Lobbying - "Cone of Silence"

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance) a copy of which can be accessed at: http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx 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 NOFO 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 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.

SECTION III: SCOPE OF SERVICES

TERMS OF SERVICES

CSD ERA Ending Homelessness Housing Plus Funding Term: 12 months
CSD ERA Ending Homelessness Housing Plus Start Date: July 1, 2023

Contracts shall be dependent on funding provided through/by the federal government under the Emergency Rental Assistance Program (ERAP).

TERMS AND CONDITIONS FOR FEDERALLY FUNDED ERA AGREEMENTS

Respondent agrees to comply with the following concepts reflected in the federal regulations and terms listed below:

1. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
4. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
5. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
6. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

7. Reporting. Respondent agrees to comply with any reporting obligations established by Treasury as related to this award. Respondent acknowledges that any such information required to be reported pursuant to this section may be publicly disclosed.
8. Maintenance of and Access to Records
 - a. Respondent shall maintain records and financial documents sufficient to support compliance with subsection (d) of section 3201 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (March 11, 2021) (“Section 3201”) and any guidance issued by Treasury regarding the Emergency Rental Assistance program established under Section 3201 (the “Guidance”).
 - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Respondent in order to conduct audits or other investigations.
 - c. Records shall be maintained by Respondent for a period of five (5) years after the period of performance.
9. Compliance with Applicable Law and Regulations
 - a. Respondent agrees to comply with the requirements of Section 3201 and the Guidance. Respondent also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Respondent shall provide for such compliance in any agreements it enters into with other parties relating to this award.
 - b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25 and pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180 including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury’s implementing regulation at 31 C.F.R. Part 19.
 - v. Respondent Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving federal financial assistance;
 - ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving or benefitting from federal assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

10. False Statements. Respondent understands that false statements or claims made in connection with this award is a violation of federal criminal law and may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

11. Conflict of Interest. Respondent understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c), and that such conflict of interest policy is applicable to each activity funded under this award. Respondent and subrecipients must disclose in writing to Treasury or the pass-through agency, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

12. Publications. Any publications produced with funds from this award must display the following language: “This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Respondent] by the U.S. Department of the Treasury.”

13. Debts Owed the Federal Government.

- a. Any funds paid to Respondent (1) in excess of the amount to which Respondent is finally determined to be authorized to retain under the terms of this award; or (2) that are determined by the Treasury Office of Inspector General to have been misused shall constitute a debt to the federal government.
- b. Any debts determined to be owed the federal government must be paid promptly by Respondent. A debt is delinquent if it has not been paid by the date specified in Treasury’s initial written demand for payment, unless other satisfactory arrangements have been made. Interest, penalties, and administrative charges shall be charged on delinquent debts in accordance with 31 U.S.C. §3717 and 31 C.F.R. § 901.9. Treasury will refer any debt that is more than 180 days delinquent to Treasury’s Bureau of the Fiscal Service for debt collection services.
- c. Penalties on any debts shall accrue at a rate of not more than 6 percent per year or such other higher rate as authorized by law. Administrative charges, that is, the costs of processing and handling a delinquent debt, shall be determined by Treasury.

14. Disclaimer

- a. The United States expressly disclaims any and all responsibility or liability to Respondent or third persons for the actions of Respondent or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Respondent does not in any way constitute an agency relationship between the United States and Respondent.

15. Protections for Whistleblowers

- a. In accordance with 41 U.S.C. § 4712, Respondent may not discharge, demote, or otherwise discriminate against an employee as a reprisal for disclosing information to any of the list of persons or entities provided below that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; and/or
 - vii. A management official or other employee of Respondent, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Respondent shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

16. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr.8, 1997), Respondent should and should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company owned, rented or personally owned vehicles.

17. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 1, 2009), Respondent should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Respondent should establish workplace safety policies to decrease accidents caused by distracted drivers.

PALM BEACH COUNTY COMMUNITY SERVICES DEPARTMENT STANDARD TERMS AND CONDITIONS

1. Proposal Guarantee:

Proposer guarantees their commitment, compliance and adherence to all requirements of the NOFO by submission of their proposal.

2. Modified Proposals:

Proposer may save any unfinished proposal and continue to modify the proposal until the proposal is submitted. Once submitted, the proposal is final.

3. Late Proposals, Late Modified Proposals:

Proposals and/or modifications to proposals submitted after the deadline are late and shall not be considered.

4. Palm Beach County Office of the Inspector General Audit Requirements

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2- 421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor,

and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

5. Commencement of Work

The County's obligation will commence when the contract is approved by the Board of County Commissioners or their designee 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.

6. 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 Applicants warrants and represents that throughout the term of the Agreement, 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 Agreement.

As a condition of entering into the agreement, the Applicants 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 Applicants 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 sub-contractors, vendors, suppliers, or commercial customers, nor shall the Applicants retaliate against any person for reporting instances of such discrimination. The Applicants shall provide equal opportunity for sub-contractors, vendors and suppliers to participate in all of its public sector and private sector sub-contracting 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 Applicants understands and agrees that a material violation of this clause shall be considered a material breach of the agreement and may result in termination of the agreement, 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. Applicants shall include this language in its sub-contracts.

7. Homeless and Housing Alliance (HHA)

Agencies that are awarded funding will be expected to participate in coordinated-entry in collaboration with the Palm Beach County Continuum of Care (CoC) - Homeless and Housing Alliance (HHA). Any agency receiving CSD funding will be expected to adhere to the Standards of Care for their component, as adopted by the HHA. Funded agencies must also become a member in good standing of the HHA within the first year of their project. To qualify as a member in good standing, organizations must meet the HHA attendance requirements – sixty percent (60%) attendance at the general HHA meetings and seventy percent (70%) attendance at sub-committee meetings, as defined in the HHA Governance Charter, Article 3, Section 2 found at www.hhapbc.org

8. Homeless Management Information System (HMIS)

All agencies contracting with CSD must participate in HMIS. All clients served with through CSD agreements must be entered into HMIS. Funding requires that all clients served be entered and exited in HMIS during the applicable fiscal year according to programmatic and/or HMIS Data standards. Agencies must execute the required partner and user agreements with Palm Beach County and must participate in the data sharing of HMIS on an on-going basis throughout the term of their FAA agreement in order to maintain eligibility for reimbursement. Provisions are in place within HMIS to protect client confidentiality, yet still report statistical data. Domestic Violence Agencies are exempt from this requirement and will be required to enter into SAMIS.

9. Participate in Annual Point in Time (PIT) Count and Housing Inventory Chart (HIC)

The PIT Count is an annual count of those experiencing homelessness in Palm Beach County on the streets and in shelters. The PIT Count is a community-wide undertaking that requires a large amount of volunteers and coordination to accomplish the goal of accurately counting all unsheltered homeless in Palm Beach County. CSD funded recipients are required to assign staff volunteers in outreach teams or fixed locations to help complete surveys with homeless individuals. The Homeless Inventory Chart (HIC) is a required report by the U.S. Department of Housing and Urban Development (HUD) that counts every bed available (Permanent Supportive Housing, Hotel/Motel, Emergency Shelter, Transitional Housing and Safe Haven) in the CoC. It is completed by the CSD Division of Human Services and Community Action (HSCA) with input from every agency in the CoC. Reporting for the HIC will be required of all CSD funded Agencies. Additional terms and conditions will be included in the program agreement and are contained on the FAA website, as FAA Standard Terms and Conditions, located at:

<http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>

RECOMMENDATIONS FOR SERVICES: CSD ERA ENDING HOMELESSNESS HOUSING PLUS

Qualified entities are invited to submit applications to provide Homelessness and Subcategories to Palm Beach County residents. The Non-Conflict 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. Ranking will be based on priorities developed using data gathered by CSD's Division of Human Services and Community Action (HSCA). Data include the annual 2020 Point-In-Time (PIT) Count, Leading the Way Home – Palm Beach County's Plan to End Homelessness (located at: <http://www.thehomelessplan.org/ourgoals/endhomelessness.htm>), and The Future of Homelessness: A System's Response to Eviction and Homelessness Community Meeting held in November 2020.

Point-in-Time (PIT) Count

The PIT Count is an annual measurement required by the U.S. Department of Housing and Urban Development (HUD) for data gathering purposes. The results of the 2022 PIT Count indicated that 1,404 people were experiencing homelessness in Palm Beach County at the time of the count in February 2022. The results further indicated that family homelessness has increased by fifteen percent (15%), senior homelessness increased by fourteen percent (14 %), and persons experiencing chronic homelessness was 57 percent (57%).

Leading the Way Home, Palm Beach County's Plan to End the Cycle of Homelessness

In 2008, a community-based, multi-stakeholder leadership group launched an ambitious strategy to end homelessness in Palm Beach County within ten years. The Ten-Year Plan, provided a blueprint for ending

homelessness through seven (7) goals and sixty-three (63) action steps that focused on the development of a robust, coordinated service delivery system to ensure that every homeless person has a place to call home. Leading the Way Home, Palm Beach County's Plan to End the Cycle of Homelessness was developed after the Ten-Year Plan to End Homelessness concluded in 2018. The new Plan outlines six (6) key areas of focus: 1. Engage Healthcare/Primary Care/Behavioral Health entities in Homelessness efforts; 2. Increase access to Permanent Supportive and other Permanent Housing; 3. Align Funding and Investments; 4. Expand Support Services; 5. Expand Engagement and Advocacy; and 6. Enhance Homeless System of Care. The Future of Homelessness: A Systems Response to Evictions and Homelessness Providers and collaborating partners gathered on November 19, 2020 for The Future of Homelessness: A Systems Response to Evictions and Homelessness community meeting. Common themes that emerged from the meeting included: Future evictions and their impact on Palm Beach County's homeless system of care in light of the COVID pandemic and end to the eviction moratorium; and the continued need for safe, decent, and affordable housing.

The Future of Homelessness: A Systems Response to Evictions and Homelessness

Providers and collaborating partners gathered on November 19, 2020 for The Future of Homelessness: A Systems Response to Evictions and Homelessness community meeting. Common themes that emerged from the meeting included: Future evictions and their impact on Palm Beach County's homeless system of care in light of the COVID pandemic and end to the eviction moratorium; and the continued need for safe, decent, and affordable housing.

See ATTACHMENT 2 for the priority guidance that the Non-Conflict Review Panel will use for the review process. See SECTION IX for definitions.

FUNDING PRIORITY FOR FY 2023 – 2025 CSD ERA ENDING HOMELESSNESS HOUSING PLUS NOFO HOMELESSNESS

Strategy:

Rapid-Re Housing with Housing-Focused Case Management

Programs and services in the Homelessness Service Category should address outcomes and performance measures that demonstrate positive change toward the County's goal of ending homelessness. All efforts should align with the following:

- Palm Beach County Leading the Way Home, Palm Beach County's Plan to End the Cycle of Homelessness
- 2022 PIT Count Data

Both documents are located at:

<http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>.

Proposals should include strategies and interventions that respond to the data provided.

REQUIRED OUTCOME INDICATOR for Logic Model:

Homelessness

Required Outcomes for Logic Models for the Homelessness Service Category

For Agency-provided percentages, please use prior data and outcomes to choose an appropriate percentage

Rapid Re-Housing

- ___ percent (___%) of clients will exit to Permanent Housing locations.
- ___ percent (___%) of clients that do not return to homelessness within six (6) months of program exit.

Funding for FY 2023-2025 ERA Ending Homelessness Housing Plus is as follows:

Service Category	Services include but are not limited to:	Estimated Funds Available
Homelessness Target Population: Individuals and families with low acuity on the CoC Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) and Family Service Prioritization Decision Assistance Tool (F-SPDAT) experiencing literal (Category 1) homelessness.	Rental Assistance Case Management	Year 1 - \$1,250,000
	Rental Assistance Case Management	Year 2 - \$1,250,000
	CSD ERA Total:	\$2,500,000

PRIORITY DESCRIPTIONS

Priority #1- Homelessness:

REQUIREMENTS:

Agencies that are serving households that are experiencing literal homelessness (Category 1) that are made up of at least one adult individual and families that are made up of at least one (1) adult and one (1) child age 0-17 in this priority must:

- Check OSCARSS when determining eligibility for individuals/households up to 50% AMI with a prioritization for up to 30% AMI
- Process **all** client rental assistance payments will be made through CSD's OSCARSS system.
- Enroll client(s)/household(s) into HMIS, and document all service(s) provided
- Provide referral to self-sufficiency services/employment services agency(s) as appropriate
- Accept referrals from Palm Beach County Community Services Department (CSD)
- Participate in CSD events that will increase collaboration and enhance agency skills to achieve outcomes
- Submit Quarterly Programmatic, Outcomes and Utilization Reports (January 15, April 15, July 15, October 15)

Examples of services for this priority:

- Rental Assistance
- Case Management

SECTION IV: CONTENTS OF PROPOSAL AND INSTRUCTIONS

The NOFO Guidance as well as additional resources and information are available at:

<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>

<http://discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx>

Paper copies available upon request.

The CSD ERA NOFO Guidance is for reference purposes only, as the proposal must be submitted through the Palm

Beach County Community Services Department Submission website.

Except where noted, all agencies applying for CSD ERA funds must complete and submit all items listed below.

The deadline for application package submission is Friday, March 24, 2023 by 12:00 p.m. EST For consideration, Application Packages shall be submitted on the Palm Beach County, Community Services Department NOFO Application Submission Website:

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

Applications can be revised prior to final submission. Once submitted, applications cannot be changed.

Applications must (be):

- Written in plain language in a narrative that fully addresses all questions in the CSD ERA Ending Homelessness Housing Plus NOFO Guidelines.
- Understandable to people unfamiliar with the agency or its area of expertise.
- Specifically addresses the funding priorities set out in this NOFO

Please refer to this CSD ERA Ending Homelessness Housing Plus guidance for further description or definitions.

CSD ERA Ending Homelessness Housing Plus Non-Conflict Review Committee meetings are scheduled to take place on Monday, April 10, 2023 from 9:30 AM to 5:00 PM at Palm Beach County Community Services Department, Basement Conference Room, 810 Datura Street West Palm Beach, Florida 33401.

Members of the public who plan to attend the meeting in person are asked to please notify FAA, as soon as possible at CSD-FAARFP@PBCGOV.ORG or call (561) 355-4777.

Communication Media Technology (CMT) may be accessed at the following location, which is normally open to the public at 810 Datura Street, West Palm Beach, FL 33401, Basement Conference Room.

People wishing to attend in person may do so at 810 Datura Street, West Palm Beach FL 33401, Basement Conference Room.

Anyone interested in additional information may contact the CSD NOFO Coordinator by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at CSD-FAARFP@PBCGOV.ORG or by phone at (561) 355-4777.

Also, those wishing to make public comments may send your comments via traditional mail to at 810 Datura Street, West Palm Beach, FL 33401 or email at CSD-FAARFP@PBCGOV.ORG.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status.

In accordance with the Americans with Disabilities Act (“ADA”), persons with disabilities requiring accommodations in order to participate in this public meeting can contact CSD-FAARFP@PBCGOV.ORG no later than three (3) business days prior to such meeting.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call (561) 355-4777 or email CSD-FAARFP@PBCGOV.ORG at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711

FY 2023- FY2025 ERA ENDING HOMELESSNESS HOUSING PLUS APPLICATION COMPONENTS

****START A NEW APPLICATION – DO NOT USE AN OLD ONE****

Proposal

Federal ID

Agency Name

Doing Business As (DBA)

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

Address

City

State

Zip Code

NOFO/RFP

Additional Editors

Program Name

CSD ERA Required FY 2023 Cover Sheet

Click to download the REQUIRED CSD ERA NOFO FY 2023 Cover Sheet Template. See [Attachment 1](#). Please upload once you have completed the form.

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

Please name your document as such: *(Agency Name or Initials) Coversheet_FY22.doc* OR *(Agency Name or Initials) Coversheet_FY23.docx*

NOFO Information Document

Click to download the **FY 2023 ERA Ending Homelessness Plus NOFO Guidance** document for reference throughout the application.

General Contact Information

CEO/Executive Director Name and Title

CEO/Executive Director Email

Agency Contract Person Name and Title

Agency Contract Person Phone

Agency Contract Person Email

Total Funding Amount Requested

Please enter total funding amount across all service categories that you are requesting.

Total People Expected to Serve

Please enter total number of unduplicated people expected to be served with the funding requested.

Internal Control Questionnaire

Click to download the REQUIRED **Internal Control Questionnaire**. Please upload once you have completed the form. See [Attachment 3](#).

Please upload your document in the same format as the template: **.doc** OR **.docx**
Please name your document as such: *(Agency Name or Initials) InternalControl.doc* OR *(Agency Name or Initials) InternalControl.docx*

Policies and Procedures

Please upload your agency's policies and procedures.

Please upload your document in the same format as the template: **.doc** OR **.docx**
Please name your document as such: *(Agency Name or Initials) Policies.doc* OR *(Agency Name or Initials) Policies.docx*

Performance Improvement Plan (2000 Characters)

Please describe how your agency responds to requests for a performance improvement plan.

Guidelines for Proposal:

I. Project Narrative (25 Points)

1. Program Type

- Rapid Re-Housing with case management support services

2. Client Population

- Homeless Families with Children
- Homeless Individuals

3. Clients/Population to be served (1500 Characters)

Describe the Target Population that will be served

4. Number Served (500 Characters)

List the total number of unduplicated households/persons that will be served. Specify the number on a monthly and annual basis. Specify if agency will be serving individuals or households (families).

5. Coordination (1500 Characters)

How will your proposed activity coordinate with the County's Homeless Resource Centers and the current system of care? How has your agency been involved with Coordinated Entry? If your agency has not been involved, please describe your willingness to become involved and timeline for participation.

6. Key Staff (1500 Characters)

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.

7. Organizational Capacity (4000 Characters)

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

8. Inclusivity (4000 Characters)

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 within the community.

9. Racial Equity (4000 Characters)

Describe the 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?

10. Trainings (4000 Characters)

Agency may provide Key Personnel, staff who are directly linked to the funded program, appropriate training according to their staff qualifications, in compliance with Section 760.10, Florida Statutes, as may be amended, including but not limited to:

- Racial Equity Training or Racial Wealth Gap Training
- Adverse Childhood Experiences Training (ACE's)
- Cultural Competency Training
- Lesbian, Gay, Bi-Sexual, Transgender, Questioning (LGBTQ) Cultural Competency
- Trauma Informed Care Training

Describe on-going or planned efforts to ensure staff receives the following trainings and how they would be incorporated into service delivery

11. How Are Clients Selected (4000 Characters)

Describe how clients will be selected for service(s).

12. Type of Service (2000 Characters)

Describe the types of services to be offered.

13. COC-HHA Standards (3000 Characters)

Describe how the CoC-HHA RRH and Housing-Focused Case Management standards have been utilized in establishing/operating the program.

14. Rapid Re-Housing (RRH) (6000 Characters)

For RRH Projects, Housing-Focused Case Management that supports RRH, describe the following information:

- a. The maximum amount of assistance to be provided per household (individual/family)
- b. The maximum period to receive assistance
- c. Who will provide the service(s)?
- d. The process for procuring rental property for clients (rent reasonableness, proximity to transportation, etc.)

II. Evaluation Approach (15 Points)

15. CSD ERA Logic Model

Click to download the ROMA Plan/Logic Model. Please upload once you have completed the form. See [ATTACHMENT 4](#) Complete the FY 2023 CSD ERA NOFO 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 the required outcomes stated in the CSD ERA NOFO Guidance.
- **Please upload your document in the same format as the template: doc OR .docx**
- **Please name your document as such: (Agency Name or Initials)ROMALM_FY22**

16. Program Evaluation and Best Practices (4000 Characters)

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

17. Overall Evaluation Approach (4000 Characters)

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.

III. Prior Outcomes and Response to Community Data (10 Points)

18. Discuss Prior Outcomes (4000 Characters)

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

- For RRH Program include data that can be supported in CMIS/HMIS
 - 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 six (6) months

19. Data Source (4000 Characters)

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.

IV. Data Management (10 Points)

20. ClientTrack- HMIS (4000 Characters)

How does your Agency ensure quality data collection, data entry, and reporting for service programs in Homeless Management Information System (HMIS)? If your program is not currently participating in HMIS, describe your plan for increasing Agency capacity to quickly begin collecting and entering data.

(All agencies awarded CSD funds must participate in HMIS. All clients served with CSD funds must be entered into HMIS. Funding requires that all clients served be entered and exited in HMIS 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 HMIS on an ongoing basis throughout the term of their CSD contract in order to maintain eligibility for reimbursement. Provisions are in place within HMIS to protect client confidentiality, yet still report statistical data.

21. Program Changes (4000 Characters)

Provide a specific example of program changes your agency has made based on data collected. For each example, describe briefly (a) how the problem was identified, (b) what steps your Agency took to make the improvement and (c) the measurable impacts of these changes.

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

V. Partnerships, Resources and Collaboration (20 Points)

22. Partnerships (4000 Characters)

Describe how your agency is part of the local CoC, also known as HHA. Give an example of how your Agency is connected to other organizations that are or have supported your agency's program participants/clients.

23. PIT and HIC (3000 Characters)

Describe your agency's previous participation in the Point in Time (PIT) Count and Housing Inventory Chart (HIC) data collection. If your agency did not participate previously, describe your agency's plan for participation in the PIT and HIC, if awarded CSD ERA funding.

24. Collaboration (4000 Characters)

How will your agency work collaboratively to support program outcomes 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.

25. Partner Letters or MOUs

Please upload a Partner Letter or MOU for all project partners. Each Partner Letter or MOU must include details regarding the following:

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

Please combine all Partner Letters into **ONE** (1) PDF document and name your document as such: **PartnerLettersMOU_FY23.pdf**

26. Resources (4000 Characters)

How will your organization continue to address this need (or solve this problem) if current funding ends?

VI. Budget (20 Points)

27. FY 2023 Proposed Budget

- Complete proposed Program Budget using the template provided in the online application. Review the “sample” and “guidelines” tabs provided before completing the template. Ensure the requested fund justifications are complete.
- Ensure administration expenses are limited to 10%. 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.

Click to download the [REQUIRED FY 2023 Budget Worksheet Template](#). See ATTACHMENT 8. Please upload once you have completed the form.

- **Please submit budget in one of the following formats: .xls OR .xlsx OR .pdf**
- **Please name your budget as such: (Agency Name or Initials)Budget_FY23**

28. 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 submit Total Agency Budget in one of the following formats; .pdf OR .xls OR .xlsx**
- **Please name your Total Agency Budget as such: (Agency Name or Initials)TAB_FY23**

29. Audit Report

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

- **Please submit Audit Report in the following format: .pdf**
- **Please name your Audit Report as such: (Agency Name or Initials)Audit_FY(Year of most recent audit).pdf**

30. Audit Report Corrective Actions Explanation (1000 Characters)

Please provide any Audit Report Corrective Actions Explanation, if applicable.

31. Year End Financials

Please submit agency’s Year End Financial Statements. If not submitted, explain why.

- **Please submit Year-End Financials Statement in the following format: .pdf**
- **Please name your Year-End Financials Statement as such: (Agency Name or Initials)YEFS_FY22.pdf**

32. IRS Form 990

Please submit agency’s IRS Form 990. If not submitted explain why.

- **Please submit IRS Form 990 in the following format: .pdf**
- **Please name your IRS Form 990 as such: (Agency Name or Initials)IRS990_FY22.pdf**

33. YEF/IRS 990 Explanation (1000 Characters)

Please provide any Year End Financials/IRS Form 990 explanation, if applicable.

34. Unit Cost (4000 Characters)

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

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.

35. CSD ERA Funding

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

Choose Yes or No

36. CSD ERA Match Explanation (1000 Characters)

Please provide any CSD ERA Funding Explanation (only applicable if “YES” was selected for Question 37)

VII. Scope of Work

This section will be used to develop your contract if your program is funded. These items will be monitored by contract monitors.

- a. Target Population
- b. Funding Priority
- c. Overview (400 Characters or less)
- d. Services: List in bullet points which services you will be providing to clients.
- e. Number of unduplicated individual/family households (Clients) served through this program

SECTION V: APPLICATION REVIEW PROCESS

The application review process is welcoming to persons with disabilities, persons who have experienced homelessness, and persons with limited English proficiency. If you need any accommodations, please contact (561) 355-4718 or CSD-FAARFP@pbcgov.org.

- CSD shall recruit Non-Conflict Review Committee members.
- Non-Conflict Review Committee members shall be trained, as appropriate, and receive submitted applications.
- Applications shall be reviewed, discussed and scored by the Non-Conflict Review Committee.
- Funding recommendations, based in part by the scoring, are submitted to the CSD Director.
- Funding recommendations are posted to the CSD FAA NOFO website
- Applicant(s) have seven (7) business days following the posting of funding recommendations to file a grievance notice.
- Contract agreements, based on the funding recommendations, are submitted to the BCC for final approval.

SECTION VI: AGREEMENT FOR PROVISION OF FINANCIAL ASSISTANCE

Failure to provide the information required by this Article in a timely fashion and in the format required, and to comply with the requirements of this Article will constitute a material breach of this Agreement and may result in termination of this Agreement.

The AGENCY agrees to specific programmatic requirements, including but not limited to, the following.

1. AGENCY shall maintain separate financial records for Financially Assisted Agencies (FAA) Agreement funds and account for all receipts and expenditures, including direct and indirect cost allocations in accordance with Generally Accepted Accounting Principles (GAAP), by individual service categories, and by administrative and program costs. FAA's cost allocations are to be completed and posted by service category, delineating program and administrative costs, to the general ledger on a monthly basis. The backup documentation, including copies of paid receipts, copies of checks, invoices, or any other applicable documents acceptable to the DEPARTMENT, will be requested as desk and/or on-site monitoring on a periodic basis. Allowable administrative expenses shall not exceed fifteen percent (15%) of expended Agreement funds and shall be inclusive with the unit cost of service. The administrative cost shall be maintained at individual service category, shall be available in the detailed general ledger, and shall support the unit rate and number of units billed.
2. The AGENCY shall submit quarterly EXHIBIT D - CASH FLOW COMMITMENT STATEMENT, along with the following financial statements:
 - a. Statement of Cash Flows
 - b. Statement of Activities
 - c. Statement of Financial Position
3. AGENCY shall be registered and have an Active Status with the Florida Department of State, have been incorporated for at least one AGENCY fiscal year, and have provided services for at least six months. COUNTY assistance shall not exceed twenty-five percent (25%) of the AGENCY'S total operating budget, unless otherwise approved by the Board of County Commissioners. If approved for funding, a formal agreement shall be executed, and payment will be made by reimbursement of documented expenses. The AGENCY shall remain within the cap of COUNTY assistance not exceeding twenty-five percent (25%) of the AGENCY'S total operating budget.
4. AGENCY shall promptly reimburse the COUNTY for any funds that are misused, misspent, unspent, or are for any reason deemed to have been spent on ineligible expenses.
5. AGENCY shall maintain records in accordance with the Public Records Law, Chapter 119, Florida Statutes.
6. AGENCY shall ensure that no private or confidential data collected, maintained or used during the course of the Agreement period or thereafter shall be disseminated, except as authorized by statute.
7. AGENCY shall allow COUNTY, through the DEPARTMENT, to both fiscally and programmatically monitor the AGENCY to assure that its fiscal and programmatic goals and conduct, as outlined in EXHIBIT A, EXHIBIT B, EXHIBIT G, and in this Article are adhered to. All contracted programs/services will be monitored at least yearly and possibly twice-yearly. The DEPARTMENT staff will utilize and review other Funder's licensing or accreditation monitoring results. A copy of all grant audits and monitoring reports by other funding entities are required to be provided to the COUNTY. Services will be monitored against administrative and programmatic standards designed to measure program efficiency and effectiveness. The AGENCY shall maintain business and accounting records detailing the performance of the Agreement. Authorized representatives or agents of the COUNTY and/or the DEPARTMENT shall have access to records upon reasonable notice for purposes of review, analysis, inspection and audit.
8. AGENCY shall be monitored by the information within the Agreement, EXHIBIT A, EXHIBIT B, EXHIBIT G, and current FAA monitoring tool.

9. AGENCIES with findings during the monitoring phase shall complete a Grant Compliance Agreement within 30 days outlining how and when findings will be resolved.

10. Data Entry:

AGENCY shall provide the DEPARTMENT with client level data as stated in the FAA Program Data Reporting Instructions, located on the FAA webpage. AGENCY shall attend data collection and reporting trainings as required by the DEPARTMENT. Data shall be entered for each program into the designated reporting system or, if approved by COUNTY, a spreadsheet as clients are served. Data submitted shall clearly document all client admissions and discharges under this Agreement, as well as all programs, program participants/clients, and strategies under this Agreement, as applicable. Data entered in the designated website reporting system or spreadsheet shall be consistent with the data maintained in the AGENCY'S client files. Data entered incorrectly shall be corrected within the timeframe designated by the DEPARTMENT upon discovery of error or notification of error, whichever occurs first. Failure to provide this information in a timely fashion and in the format required is a material breach of this Agreement and a basis for termination of this Agreement. AGENCY shall enter client data into the designated data reporting system or spreadsheet within ten (10) business days of the client activity in the program. Required data for collection include gender, veteran status, race-census categories, ethnicity-census categories, date of birth and age, and living arrangement at program entry and exit. More detailed data collection requirements can be found on the FAA website under the FAA Program Data Reporting Instructions section, located at: <http://discover.pbcgov.org/communityservices/financiallyassisted/>

Final client data entry shall be completed by October 15th of each year to ensure compliance with this Agreement, as well as to determine AGENCY'S progress in attaining its goals as outlined in EXHIBIT A.

AGENCY shall complete a Data Verification Form by the deadline provided after the end of the contract year. The Data Verification Form certifies that the data provided is final and can be published in the FAA annual report. The Data Verification Form is located on the FAA webpage.

11. AGENCY agrees to not use or disclose protected health information, defined as individually identifiable health information (IIHI), other than permitted or required by this Agreement or as required by law.

12. Required Data Systems for AGENCIES receiving COUNTY funds in the Homeless Category:

AGENCY agree to partner in the community's Client/Homeless Management Information System (CMIS/HMIS), to execute the necessary Partner and User Agreements, and to fully comply with the terms and conditions as set forth in the Partner and User Agreements, unless otherwise directed by the DEPARTMENT.

The CMIS/HMIS system and any other data reporting system designated by the COUNTY shall be the source for data collection and for all data used to determine compliance with programmatic contractual requirements. AGENCY shall submit to the Financially Assisted Agency (FAA) staff quarterly programmatic outcomes and fiscal reports using the templates provided by the DEPARTMENT by the following dates: January 15, April 15, July 15, October 15. The templates for these reports can be found on the FAA website, located at <http://discover.pbcgov.org/communityservices/financiallyassisted/>.

13. Service Category Specific Requirements for AGENCIES receiving COUNTY funds in the Homeless Service Category:

AGENCY shall have clearly written eligibility criteria and processes that include the following:

- a. Client must be a resident of Palm Beach County, as demonstrated through identification, paystubs, leases, or other documents that are in the clients' name listing a Palm Beach County residence. CMIS can be used verify that a person has been homeless in Palm Beach County six (6) or more months.

- b. Specific programmatic eligibility requirements.
- c. AGENCY shall maintain in its files proof that the client served was referred through the Coordinated Entry System, and came directly from the 0-5 range on the acuity scoring tool list.
- d. AGENCY shall remain a member in good standing of the Palm Beach County Homeless and Housing Alliance (HHA). To qualify as a member in good standing of the HHA, AGENCY shall meet the HHA attendance requirements: sixty percent (60%) attendance at the general HHA meetings and seventy percent (70%) attendance at the subcommittee meetings, as defined in the HHA Bylaws, Article 3, Section 2 found at www.hhapbc.org.
- e. If AGENCY is not a current member of the HHA, AGENCY shall join the HHA and attend the new member's orientation within the first three (3) months of this Agreement and maintain a certificate of its completed training.
- f. AGENCY programs shall comply with HHA Program Standards.
- g. Eligibility shall be in accordance to the U.S Department of Housing and Urban Development (HUD) Guidelines for individuals or families who are experiencing homelessness or are at risk of homelessness.
- h. AGENCY shall participate in the Homeless Inventory Chart (HIC) process on an annual basis and comply with requests for information from DEPARTMENT CMIS staff.
- i. AGENCY shall participate in the Point In Time (PIT) Count, which includes AGENCY staff volunteers conduct outreach or join fixed location teams during the appointed day of the PIT Count.

14. Disclosure of Incidents:

AGENCY shall inform COUNTY, by telephone and email to the HSCA staff, of all unusual incidents that involved any FAA Clients within four to eight (4 – 8) hours of the occurrence of the incidents, and follow up with EXHIBIT E – COMMUNITY SERVICES DEPARTMENT INCIDENT NOTIFICATION FORM, or a COUNTY-approved AGENCY incident report or investigation form, within twenty-four (24) hours of the occurrence of said incident. This includes incidents occurring in or out of the facilities or on approved trips away from the facility. An unusual incident is defined as any alleged, suspected, or actual occurrence of an incident that adversely affects the health and safety of any client served through the program funded in whole or part through FAA funds. All of the incidents require that immediate action is taken to protect FAA Clients from further harm, that an investigation is conducted to determine the cause of the incident and contributing factors, and that a prevention plan is developed to reduce the likelihood of further occurrences. Examples include but are not limited to physical, verbal or sexual abuse.

For FAA Clients who are children or adolescent, the AGENCY shall inform COUNTY, by telephone and email to the Division of HSCA staff, of all unusual incidents that involved any FAA Clients within two to four (2 – 4) hours of the occurrence of the incidents and follow up with the EXHIBIT E within twenty-four (24) hours of the occurrence of said incident. This includes incidents occurring in or out of the facilities or on approved trips away from the facility. A written report must follow within twenty-four (24) hours of the incidents. An unusual incident is defined as any alleged, suspected, or actual occurrence of an incident that adversely affects the health and safety of any client served through the program funded in whole or part through FAA funds. All of the incidents require that immediate action is taken to protect FAA Clients from further harm, that an investigation is conducted to determine the cause of the incident and contributing factors, and that a prevention plan is developed to reduce the likelihood of further occurrences. Examples include but are not limited to physical, verbal or sexual abuse.

AGENCIES that provide services to, or will be in the vicinity of children, the elderly and other vulnerable adult populations, will have and comply with a policy that requires them to conduct a Level 2 Criminal Background Check every five (5) years for applicants and volunteers being considered or currently in positions.

15. AGENCY shall have an approved Succession Plan indicating how the AGENCY will communicate to the DEPARTMENT if Key Personnel, staff who are directly linked to the funded program, or Senior Management plans to leave the AGENCY. AGENCY shall provide an action plan and timeline for replacement to the COUNTY for approval annually.
16. AGENCY shall notify COUNTY Division of HSCA staff through the DEPARTMENT'S Incident Notification Process and follow up with EXHIBIT E within five (5) business days of the following:
 - a. Resignation/Termination of CEO, President and/or CFO.
 - b. Resignation/Termination of Key FAA funded staff.
 - c. FAA Funded Staff vacancy position for 90 days or more.
 - d. Loss of funding from another Funder that could impact service delivery.
 - e. New credit lines established with creditors, or any other new debt incurred (including loans taken out on mortgages).
 - f. Inability to have three (3) month's cash flow on hand.
 - g. Temporary interruption/relocation of services' delivery due to emergency, natural or unnatural disaster.
 - h. Other incidents that may occur unexpectedly and are not covered above.
17. AGENCY may provide Key Personnel, staff who are directly linked to the funded program, appropriate training according to their staff qualifications, in compliance with Section 760.10, Florida Statutes, as may be amended, including but not limited to:
 - a. Racial Equity Training
 - b. Trauma-Informed Care (TIC), Adverse Childhood Experiences (ACEs), Motivational Interviewing (MI) training;
 - c. Cultural competency training;
 - d. Lesbian, Gay, Bi-Sexual, Transgender, Questioning (LGBTQ) Cultural Competency

AGENCY can obtain a list of training resources on the FAA webpage.

18. AGENCY shall provide its By-Laws, as well as a roster of Board of Directors with titles, addresses, and phone numbers.
19. AGENCY shall provide its revised budget if there are programmatic changes. This revised budget shall be reviewed and approved by the DEPARTMENT Program and Fiscal Staff.

20. AGENCY shall submit annually to 211 Palm Beach/Treasure Coast, Inc. information regarding available services and related information about Impact Partner and the funded program(s), as requested by 211 Palm Beach/Treasure Coast, Inc.

21. AGENCY Engagement

The DEPARTMENT and COUNTY relies on all agencies to help ensure that our community recognizes the importance of the work we do together. Palm Beach County residents should know about the specific work covered in this Agreement, and also know about the DEPARTMENT: who it is, its role in funding, how it works, and what they – the taxpayers – are funding.

The names and logos of the AGENCY or program funded under this Agreement and the DEPARTMENT and COUNTY are to be displayed in all communications, education and outreach materials. The DEPARTMENT is to be identified as the funder, or one of the funders if there are more than one. The two (2) logos approved are below:



Specific Activities – Mandatory:

- When AGENCY describes the DEPARTMENT in written material (including new releases), use the language provided below and available on the AGENCY'S website <http://discover.pbcgov.org/communityservices/Pages/default.aspx>

To promote independence and enhance the quality of life in Palm Beach County by providing effective and essential services to residents in need.

- Display the DEPARTMENT and COUNTY logo according to the guidelines at <http://discover.pbcgov.org/communityservices/Pages/Publications.aspx> on any printed promotional material paid for using the DEPARTMENT and COUNTY funds including stationery, brochures, flyers, posters, etc., describing or referring to a program or service funded by the DEPARTMENT and COUNTY.

Specific Activities – Recommended:

- Identify a funder in media interviews when possible, and
- Notify the DEPARTMENT staff of any news release or media interview relating to this Agreement or the program funded under this Agreement so the coverage can be promoted using appropriate media channels, and
- Place signage/LOGO in AGENCY'S main office/lobby and all additional work/service sites visible to the public, identifying the DEPARTMENT and COUNTY as a funder, and
- Display the DEPARTMENT and COUNTY logo according to this posted guideline <http://discover.pbcgov.org/communityservices/Pages/Publications.aspx> on AGENCY'S website with a hyperlink to the DEPARTMENT and COUNTY website <http://discover.pbcgov.org/communityservices/Pages/default.aspx>, and
- Display the DEPARTMENT logo on signs and banners at events open to the public (excluding fund-raising events) promoting funded programs that AGENCY sponsors or participates in.

22. The logic model, attached as EXHIBIT G, is incorporated into this Agreement, and may be amended during the term of this Agreement. AGENCY agrees to comply with the logic model as amended.
23. In accordance with section 119.0721(2), Florida Statutes, Social Security Numbers (SSN) may be disclosed to another governmental entity or its agents, employees, or contractors, if disclosure is necessary for the receiving entity to perform its duties and responsibilities. The receiving governmental entity, and its agents, employees, and contractors shall maintain the confidential and exempt status of such numbers.

SECTION VIII: GRIEVANCE NOTICE FORM

Grievance Notice Form

Palm Beach County Community Services Department- FAA Program

Grievances may be filed by an entity submitting a NOFO Proposal (Proposer) that is aggrieved in connection with deviations from the established PROCESS for reviewing proposals and making recommended awards. The amount of recommended awards may not be grieved through this procedure.

If you wish to file a grievance with the Palm Beach County Community Services Department, Financially Assisted Agencies Program, this Grievance Notice Form must be completed, submitted, and received by the Director of the Community Services Department by April 19, 2023. You will receive a written response within fifteen (15) business days of the receipt of this form by the Director of the Community Services Department. There is no administrative fee associated with filing this grievance.

When completed, submit this Grievance Notice Form via mail or email to:

Mr. James Green, Director Community Services Department 810 Datura Street, First Floor West Palm Beach, Florida 33401 JGreen1@pbcgov.org

Entity Filing Grievance _____

Which process was allegedly deviated from?

Describe in detail the alleged deviation; including how you were directly affected and what remedy you seek (add additional pages as needed):

SECTION IX: DEFINITIONS

Acuity List – A list that represents the prioritization of persons who are in need of homeless services or housing interventions, in rank order based on highest level of need to lowest.

Centralized or Coordinated Assessment System – A centralized or coordinated process designed to coordinate program participant/client intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

Coordinated Entry – A process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

Family or Household Member - Spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Homeless:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground;
 - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals); or
 - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - b. No subsequent residence has been identified; and
 - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a), section 637 of the Head Start Act (42 U.S.C. § 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. § 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a);

- b. Have not had a lease, ownership interest or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- d. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

4. Any individual or family who:

- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- b. Has no other residence; and
- c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Housing-Focused Case Management - A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's housing and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost effective interventions and outcomes.

Rapid Re-Housing (RRH) - An intervention designed to help individuals and families exit homelessness as quickly as possible, return them to permanent housing, and achieve long-term housing stability. Rapid Re-Housing is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of each household. The core components of a Rapid Re-Housing program are housing identification and relocation, short and/or medium term rental assistance, move-in (financial) assistance, case management and housing stabilization services.

ATTACHMENT 1: REQUIRED COVER SHEET

REQUIRED COVER SHEET



**PALM BEACH COUNTY DEPARTMENT OF
COMMUNITY SERVICES
FY 2023- FY 2025**

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:	
TARGET 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)	
OVERVIEW (3 sentence overview of the program – this must be short and concise and will be used to communicate the purpose of programs and services to the Board of County Commissioners and various publications):	

SPECIAL NOTICE:

As applicable, contracted agencies must comply with the current Health Insurance Portability and Accountability Act (HIPAA).

If your agency does not provide services that fall under HIPAA Privacy Rules, please state that in the above overview.

ATTACHMENT 2: FY 2023-2025 CSD ERA ENDING HOMELESSNESS HOUSING PLUS NOFO RANKING GUIDE FOR REVIEW PANELIST

As stated in the FY 2023 - 2025 FAA ERA Ending Homelessness Housing Plus NOFO Guidance, all scored proposals will be ranked. The Guidance states the following: 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.

The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.

The proposal considered the most critical to the system of care will be ranked #1. All proposals shall be ranked.

No two proposals shall 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.

PRIORITIES TO CONSIDER IN RANKING

Funding priorities for the FY 2023 - 2025 CSD ERA Ending Homelessness Housing Plus NOFO are ranked in order of priority below:

HOMELESSNESS

Strategy:

- a. Rapid Re-Housing with case management support services

ATTACHMENT 3: INTERNAL CONTROL QUESTIONNAIRE

INTERNAL CONTROL QUESTIONNAIRE (to be completed by applicant)

GENERAL	YES	NO	N/A
The following questions relate to the internal accounting controls of the overall organization.			
1. Are the duties for key employees of the organization defined?			
2. Is there an organization chart which sets forth the actual lines of responsibility?			
3. Are written procedures maintained covering the recording of transactions?			
a. Covering an accounting manual?			
b. Covering a chart of accounts?			
4. Do the procedures, chart of accounts, etc., provide for identifying receipts and expenditures of program funds separately for each grant?			
5. Does the accounting system provide for accumulating and recording expenditures by grant and cost category shown in the approved budget?			
6. Does the organization maintain a policy manual covering the following:			
a. approval authority for financial transactions?			
b. guidelines for controlling expenditures, such as purchasing requirements and travel authorizations?			
7. Are there procedures governing the maintenance of accounting records?			
a. Are subsidiary records for accounts payable, accounts receivable, etc., balanced with control accounts on a monthly basis?			
b. Are journal entries approved, explained and supported?			
c. Do accrual accounts provide adequate control over income and expense?			
d. Are accounting records and valuables secured in limited access areas?			
8. Are duties separated so that no one individual has complete authority over an entire financial transaction?			
9. Does the organization use an operating budget to control funds by activity?			

	YES	NO	N/A
10. Are there controls to prevent expenditure of funds in excess of approved, budgeted amounts? For example, are purchase requisitions reviewed against remaining amount in budget category?			
11. Has any aspect of the organization's activities been audited within the past 2 years by another governmental agency or independent public accountant?			
12. Has the organization obtained fidelity bond coverage for responsible officials?			
13. Has the organization obtained fidelity bond coverage in the amounts required by statutes or organization policy?			
14. Are grant financial reports prepared for required accounting periods within the time imposed by the grantors?			
15. Does the organization have an indirect cost allocation plan or a negotiated indirect cost rate?			
CASH RECEIPTS			
1. Does the organization have subgrant agreements which provide for advance payments and/or reimbursement of cost?			
2. If advance payments have been made to the organization:			
a. Are funds maintained in a bank with sufficient federal deposit insurance?			
b. Is there an understanding of the terms of the advance (i.e. to be used before costs can be submitted for reimbursement)?			

PURCHASING, RECEIVING, AND ACCOUNTS PAYABLE

The following conditions are indicative of satisfactory control over purchasing, receiving, and accounts payable.

1. Prenumbered purchase orders are used for all items of cost and expense.
2. There are procedures to ensure procurement at competitive prices.
3. Receiving reports are used to control the receipt of merchandise.
4. There is effective review by a responsible official following prescribed procedures for program coding, pricing, and extending vendors' invoices.
5. Invoices are matched with purchase orders and receiving reports.
6. Costs are reviewed for charges to direct and indirect cost centers in accordance with applicable grant agreements and applicable Federal Management circulars pertaining to cost principles.
7. When accrual accounting is required, the organization has adequate controls such as checklists for statement closing procedures to ensure that open invoices and uninvoiced amounts for goods and services received are properly accrued or recorded in the books or controlled through worksheet entries.

8. There is adequate segregation of duties in that different individuals are responsible for (a) purchase (b) receipt of merchandise or services, and (c) voucher approval.

		YES	NO	N/A
PURCHASING				
1.	Is the purchasing function separate from accounting and receiving?			
2.	Does the organization obtain competitive bids for items, such as rental or service agreements, over specified amounts?			
3.	Is the purchasing agent required to obtain additional approval on purchase orders above a stated amount?			
4.	Are there procedures to obtain the best possible price for items not subject to competitive bidding requirements, such as approved vendor lists and supply item catalogs?			
5.	Are purchase orders required for purchasing all equipment and services?			
6.	Are purchase orders controlled and accounted for by prenumbering and keeping a logbook?			
7.	Are the organization's normal policies, such as competitive bid requirements, the same as grant agreements and related regulations?			
8.	Is the purchasing department required to maintain control over items or dollar amounts requiring the Grantor to give advance approval?			
9.	Under the terms of 2 CFR 200, certain costs and expenditures incurred by units of State and local governments are allowable only upon specific prior approval of the grantor Federal agency. The grantee organization should have established policies and procedures governing the prior approval of expenditures in the following categories.			
	a. Automatic data processing costs.			
	b. Building space rental costs.			
	c. Costs related to the maintenance and operation of the organization's facilities.			
	d. Costs related to the rearrangement and alteration of the organization's facilities.			
	e. Allowances for depreciation and use of publicly owned buildings.			

	Yes	NO	N/A
f. The cost of space procured under a rental-purchase or a lease-with-option-to-purchase agreement.			
g. Capital expenditures.			
h. Insurance and indemnification expenses.			
i. The cost of management studies.			
j. Preagreement costs.			
k. Professional services costs.			
l. Proposal costs.			
10. Under the terms of 2 CFR 200 certain costs incurred by units of State and local governments are <u>not</u> allowable as charges to Federal grants. The grantee organization should have established policies and procedures to preclude charging Federal grant programs with the following types of costs.			
a. Bad debt expenses.			
b. Contingencies.			
c. Contribution and donation expenditures			
d. Entertainment expenses.			
e. Fines and penalties.			
f. Interest and other financial costs.			
g. Legislative expenses.			
h. Charges representing the nonrecovery of costs under grant agreements.			
RECEIVING			
1. Does the organization have a receiving function to handle receipt of all materials and equipment?			
2. Are supplies and equipment inspected and counted before acceptance for use?			
3. Are quantities and descriptions of supplies and equipment checked by the receiving department against a copy of the purchase order or some other form of notification?			
4. Is a logbook or permanent copy of the receiving ticket kept in the receiving department?			
ACCOUNTS PAYABLE			
1. Is control established over incoming vendor invoices?			
2. Are receiving reports matched to the vendor invoices and purchase orders, and are all of these documents kept in accessible files?			
3. Are charges for services required to be supported by evidence of performance by individuals other than the ones who incurred the obligations?			

	YES	NO	N/A
4. Are extensions on invoices and applicable freight charges checked by accounts payable personnel?			
5. Is the program to be charged entered on the invoice and checked against the purchase order and approved budget?			
6. Is there an auditor of disbursements who reviews each voucher to see that proper procedures have been followed?			
7. Are checks adequately cross referenced to vouchers?			
8. Are there individuals responsible for accounts payable other than those responsible for cash receipts?			
9. Are accrual accounts kept for items which are not invoiced or paid on a regular basis?			
10. Are unpaid vouchers totaled and compared with the general ledger on a monthly basis?			

CASH DISBURSEMENTS

The following conditions are indicative of satisfactory controls over cash disbursements.

1. Duties are adequately separated; different persons prepare checks, sign checks, reconcile bank accounts, and have access to cash receipts.
2. All disbursements are properly supported by evidence of receipt and approval of the related goods and services.
3. Blank checks are not signed.
4. Unissued checks are kept in a secure area.
5. Bank accounts are reconciled monthly.
6. Bank accounts and check signers are authorized by the board of directors or trustees.
7. Petty cash vouchers are required for each fund disbursement.
8. The petty cash fund is kept on an imprest basis.

	YES	NO	N/A
1. Are checks controlled and accounted for with safeguards over unused, returned, and voided checks?			
2. Is the drawing of checks to cash or bearer prohibited?			
3. Do supporting documents, such as invoices, purchase orders, and receiving reports, accompany checks for the check signers' review?			
4. Are vouchers and supporting documents appropriately cancelled (stamped or perforated) to prevent duplicate payments?			

	YES	NO	N/A
5. If check signing plates are used, are they adequately controlled (i.e., maintained by a responsible official who reviews and accounts for prepared checks)?			
6. Are two signatures required on all checks or on checks over stated amounts?			
7. Are check signers responsible officials or employees of the organization?			
8. Is the person who prepares the check or initiates the voucher other than the person who mails the check?			
9. Are bank accounts reconciled monthly and are differences resolved?			
10. Concerning petty cash disbursements:			
a. Is petty cash reimbursed by check and are disbursements reviewed at that time?			
b. Is there a maximum amount, reasonable in the circumstances, for payments made in cash?			
c. Are petty cash vouchers written in ink to prevent alteration?			
d. Are petty cash vouchers canceled upon reimbursement of the fund to prevent their reuse?			

PAYROLL

The following conditions are indicative of satisfactory controls of payroll.

1. Written authorizations are on file for all employees covering rates of pay, withholdings and deductions.
2. The organization has written personnel policies covering job descriptions, hiring procedures, promotions, and dismissals.
3. Distribution of payroll charges is based on documentation prepared outside the payroll department.
4. Payroll charges are reviewed against program budgets and deviations are reported to management for follow-up action.
5. Adequate timekeeping procedures, including the use of timeclock or attendance sheets and supervisory review and approval, are employed for controlling paid time.
6. Payroll checks are prepared and distributed by individuals independent of each other.
7. Other key payroll and personnel duties such as timekeeping, salary authorization and personnel administration are adequately separated.

	YES	NO	N/A
8. Are payroll and personnel policies governing compensation in accordance with the requirements of grant agreements?			
9. Are there procedures to ensure that employees are paid in accordance with approved wage and salary rates?			
10. Is the distribution of payroll charges checked by a second person and are aggregate amounts compared to the approved budget?			
11. Are wages paid at or above the Federal minimum wage?			
12. Are procedures adequate for controlling: (a) overtime wages, (b) overtime work authorization, and (c) supervisory approval of overtime?			
13. Are payroll checks distributed by persons not responsible for preparing the checks?			

PROPERTY AND EQUIPMENT

The following conditions are indicative of satisfactory control over property and equipment.

1. There is an effective system of authorization and approval of capital equipment expenditures.
2. Accounting practices for recording capital assets are reduced to writing.
3. Detailed records of individual capital assets are kept and periodically balanced with the general ledger accounts.
4. There are effective procedures for authorizing and accounting for disposals.
5. Property and equipment is stored in a secure place.

	YES	NO	N/A.
6. Are executive authorizations and approvals required for originating expenditures for capital items?			
7. Are expenditures for capital items reviewed for board approval before funds are committed?			

	YES	NO	N/A
8. Are payroll and personnel policies governing compensation in accordance with the requirements of grant agreements?			
9. Are there procedures to ensure that employees are paid in accordance with approved wage and salary rates?			
10. Is the distribution of payroll charges checked by a second person and are aggregate amounts compared to the approved budget?			
11. Are wages paid at or above the Federal minimum wage?			
12. Are procedures adequate for controlling: (a) overtime wages, (b) overtime work authorization, and (c) supervisory approval of overtime?			
13. Are payroll checks distributed by persons not responsible for preparing the checks?			

PROPERTY AND EQUIPMENT

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3. Detailed records of individual capital assets are kept and periodically balanced with the general ledger accounts.
4. There are effective procedures for authorizing and accounting for disposals.
5. Property and equipment is stored in a secure place.

	YES	NO	N/A.
6. Are executive authorizations and approvals required for originating expenditures for capital items?			
7. Are expenditures for capital items reviewed for board approval before funds are committed?			

8. Does the organization have established policies covering capitalization and depreciation?
9. Does the organization charge depreciation or use allowances on property and equipment against any grant programs which it administers?
10. Is historical cost the basis for computing depreciation or use allowances?
11. Are the organization's depreciation policies or methods of computing use allowances in accordance with the standards outlined in Federal circulars or agency regulations?
12. Are there detailed records showing the asset values of individual units of property and equipment?

YES NO N/A



13. Are detailed property records periodically balanced to the general ledger?
14. Are detailed property records periodically checked by physical inventory?
15. Are differences between book records and physical counts reconciled and are the records adjusted to reflect shortages?
16. Are there procedures governing the use of property and equipment?

INDIRECT COSTS

1. Does the organization have an indirect cost allocation plan or a negotiated indirect cost rate?
2. Is the plan prepared in accordance with the provisions of 2CFR 200?
3. Has audit cognizance for the plan been established and are the rates accepted by all participating Federal and State agencies?
4. Does the organization have procedures which provide assurance that consistent treatment is applied in the distribution of charges as direct or indirect costs to all grants?

YES NO N/A

ATTACHMENT 4: ROMA LOGIC MODEL

 							
COMMUNITY SERVICES DEPARTMENT FY 20XX Financially Assisted Agencies (FAA) ROMA Logic Model <i>All INFO MUST FIT ON THIS PAGE</i>							
Agency Name				Program Name			
Name of person completing this logic model:				Email of person completing this logic model:			
Name of person completing this logic model:				Phone # of person completing this logic model:			
Identified Problem, Need, or Situation	Service or Activity	Outcome	Projected Indicator	Actual Indicator	Measurement Tool	Data Procedures	Frequency
		<i>General statement of results expected</i>	<i># to achieve/# to be served; %; time frame</i>	<i># achieved/# served; %; time frame</i>			<i>Data Collection and Reporting</i>
					<u>Output Tool:</u>	<u>Who does it?:</u>	<u>Data Collection:</u>
					<u>Outcome Tool:</u>	<u>What is the process?:</u>	
						<u>Where is the data stored?:</u>	<u>Data Reporting:</u>

ATTACHMENT 5: ANNUALIZED BUDGET WORKSHEET

FY 2023 PROGRAM BUDGET WORKSHEET

FAA Budget Items	FAA Program Name	Palm Beach County FAA	FAA Program Funder #2	FAA Program Funder #3	FAA Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2020		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =						
Program Expenses	Narrative	Total	Total	Total	Total	Total
Personnel						
Program Manager						
Program Assistant						
Fringe Benefits - Program Assistant						
Community Educator						
Building /Occupancy						
Rent/Lease						
Building Maintenance						
Insurance						
Utilities						
Electric						
Water						
Telephone						
Project Supplies/Equipment						
Office Supplies						
Postage/Shipping						
Printing						
Materials/Program Supplies						
Equipment Rental						
Professional Fees						
Conference Registration Fees						
Training						
Travel/Mileage						
TOTAL PROGRAM EXPENSES =		\$ -				
Administrative Expenses	Narrative					
Personnel						
Executive Position #1 (JL)						
Consulting Fees						
XYZ Consultants						
TOTAL ADMINISTRATIVE EXPENSES =						
Administrative % of PBC Award			#DIV/0!			

EXHIBIT #1: INSURANCE

Contractual Insurance Requirements if applicants are selected:

The CONSULTANT shall maintain at its sole expense, in force and effect at all times during the term of this Contract, insurance coverage and limits (including endorsements) as described herein. Failure to maintain at least the required insurance shall be considered default of the Contract. The requirements contained herein, as well as COUNTY's review or acceptance of insurance maintained by CONSULTANT, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by CONSULTANT under the Contract. CONSULTANT agrees to notify the COUNTY at least ten (10) days prior to cancellation, non-renewal or material change to the required insurance coverage. Where the policy allows, coverage shall apply on a primary and non-contributory basis.

A. Commercial General Liability: CONSULTANT shall maintain Commercial General Liability at a limit of liability not less than \$500,000 combined single limit for bodily injury and property damage each occurrence. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.

Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include, "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents" as an Additional Insured. A copy of the endorsement shall be provided to COUNTY upon request.

B. Workers' Compensation Insurance & Employer's Liability: CONSULTANT shall maintain Workers' Compensation & Employer's Liability in accordance with Chapter 440 of the Florida Statutes.

C. Professional Liability: CONSULTANT shall maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than \$1,000,000 each occurrence, and \$2,000,000 per aggregate. When a self-insured retention (SIR) or deductible exceeds \$10,000, COUNTY reserves the right, but not the obligation, to review and request a copy of CONSULTANT's most recent annual report or audited financial statement. For policies written on a "claims-made" basis, CONSULTANT warrants the Retroactive Date equals or precedes the effective date of this Contract. 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, CONSULTANT shall purchase a SERP with a minimum reporting period not less than three (3) years after the expiration of the contract term. The requirement to purchase a SERP shall not relieve the CONSULTANT of the obligation to provide replacement coverage. 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.

D. Waiver of Subrogation: Except where prohibited by law, CONSULTANT hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy except Professional Liability. 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, then CONSULTANT shall 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 that includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should CONSULTANT enter into such an agreement on a pre-loss basis.

E. Certificates of Insurance: On execution of this contract, renewal, within forty-eight (48) hours of a request by COUNTY, and upon expiration of any of the required coverage throughout the term of this Agreement, the CONSULTANT shall deliver to the COUNTY or COUNTY's designated representative a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this Contract have been obtained and are in force and effect. Certificates shall be issued to:

Palm Beach County Board of County Commissioners

And may be addressed:

c/o Palm Beach County Community Services Department

Using the address as indicated in the "Notices" article or another address on agreement of the parties.

F. Right to Revise or Reject: 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.

EXHIBIT #2: ERAP PPM

TO: All Community Services Employees
FROM: Julie Dowe, Director of Finance and Support Services
PREPARED BY: Julie Dowe, Director of Finance and Support Services
SUBJECT: Emergency Rental and Utility Assistance (ERA Program)
PPM#: CS-E-005

ISSUE DATE

January 1, 2023

EFFECTIVE DATE

January 1, 2023

PURPOSE:

To establish policies and procedures to process client rental and utility assistance applications through the US Treasury Emergency Rental Assistance Program for Palm Beach County residents experiencing crisis due to COVID-19.

UPDATES:

Future updates to this PPM shall be the responsibility of the Assistant Department Director.

AUTHORITY

U.S. Department of Treasury Emergency Rental Assistance (ERA) Program 1 (as established by the Consolidated Appropriations Act, 2021) and 2 (as established by section 3201 of the American Rescue Plan Act of 2021)

BCC Agenda Item from March 9th, 2021

BCC Agenda Item from August 17th, 2021

POLICY:

On March 9, 2021, the Board of County Commissioners (BCC) approved ERA-1 funding to assist Palm Beach County residents affected by COVID-19 with rental and utility assistance. On August 17th, 2021, the BCC approved ERA-2 funding for the same purpose.

Eligible Palm Beach County households is a renter household in which at least one or more individuals meets all of the following criteria:

- i. For ERA-1-qualifies for unemployment or experienced a reduction of household income, incurred significant costs, or experienced other financial hardships due to COVID-19 (either directly or indirectly), or for ERA-2 qualifies for unemployment or experienced other financial hardships during or due to (either directly or indirectly)

COVID-19. Amount of assistance requested must be reasonable in relation to the significant costs or other financial hardship. Case Manager or Supervisor will determine reasonableness and may reduce request based on the client's loss/hardship.

- ii. demonstrates a risk of homelessness or housing instability; and
- iii. Has a household income at or below 80% of the area median.

Note: the difference in eligibility between ERA-1 and ERA-2 is with the financial hardship. For ERA-1, the hardship must be DUE TO COVID-19, but with ERA-2, the financial hardship can be due to OR DURING COVID-19. The remainder of this PPM applies to both programs, except where differences are specifically noted.

Maximum Assistance Prior to January 1, 2023

For ERA-1, households may receive up to 12 months of assistance, plus an additional 3 months if the grantee determines the extra months are needed to ensure housing stability and grantee funds are available. Payment of existing housing-related arrears that could result in eviction of an eligible household is prioritized. Assistance must be provided to reduce an eligible household's rental arrears before the household may receive assistance for future rent payments. Once a household's rental arrears are reduced, grantees may only commit to providing future assistance for up to three months at a time. Households may reapply for additional assistance at the end of the three-month period if needed and the overall time limit for assistance is not exceeded.

For ERA-2, households may receive up to 18 months of assistance, inclusive of any assistance provided under ERA-1.

Maximum Assistance after January 1, 2023

As of January 1, 2023, only past due and current due rent may be paid, with the exception of relocation assistance or clients of the Rapid Rehousing (RRH) program. Rental assistance may not exceed \$25,000 (inclusive of any assistance received from other funding sources after 03/01/2021). Utility assistance may not exceed 15 months for ERAP-1 or 18 months for ERAP-2 (inclusive of ERAP-1), but once client reaches their maximum for rental assistance, they can no longer apply for assistance under ERAP (they may apply under LIHEAP or LIHWAP).

Additional ERAP assistance

Applicants may also be assisted with relocation expenses, which may include deposits, rental fees, and application or screening fees. Applicants requesting relocation expenses must meet the eligibility criteria for the program. A lease and a balance statement for the new unit is recommended, but a letter of intent may be issued by CSD, which includes the amount of financial assistance committed and for a term of no less than six months. Security deposits should not exceed one month's rent, except in cases where a higher amount is reasonable and customary in the housing market. Case Manager will document where Security Deposit is higher

and due to ensuring to end the current crisis of the applicant. Prior Eviction Cases, Place Inhabitable that requires urgent move-in or a litigation case could be some cases where the higher amount is reasonable. The security deposit will need to be returned to CSD if the tenant vacates the premises within four months. Clients may receive a maximum of two (2) assistance for relocation assistance, and they should be a minimum of twelve (12) months apart. If a refund from the security deposit from the first relocation assistance has not been received, a formal request shall be sent to the previous landlord to return the deposit back to the county, or a full accounting of how the deposit was used if deposit was kept due to damages or rent owed. If the security deposits from both relocations have been refunded to the county, the client may be eligible for a third relocation (if needed) within thirty-six (36) months, based on funding availability. If the security deposit has not been returned by the landlord due to extensive documented damages by client, client is not eligible for additional relocation assistance. Security deposit should not be returned to client, but may be transferred to a new unit if needed and approved.

Additional Guidelines

An application for assistance may be submitted by either an eligible household or by a landlord on behalf of that eligible household.

Utility assistance includes electric, water, gas, sewer, trash removal and energy costs. If clients are eligible for LIHEAP or LIWAP assistance, the eligible utility portion will be paid using LIHEAP or LIWAP funding in order to conserve ERA funding for rental assistance. OSCARSS will automatically re-direct any eligible services to the appropriate funding.

A household is defined as any individual or group or individuals living together as one economic unit for whose residential energy is customarily purchased in common or who make undesignated payments for energy in the form of rent.

- A. A single dwelling unit may contain two ERA households only when the applicant can verify the following:
 - a. The applicant's ERA household is an economic unit separate from the other household
 - b. The applicant's ERA household occupies living space separate from the other household
 - c. The applicant has an obligation to pay for residential energy for his or her ERA household
 - d. The applicant is not the spouse of the landlord or, if the landlord is applying, the landlord is not the spouse of the roomer

- e. The applicant has a separate lease for a room and can demonstrate past payments to the property owner.
- B. Household income does not include persons whose cost of residence is partially or fully paid through a foster care or a residential program administered by the state as household members.

ERA Application Requirements

A household may be eligible if they meet the following criteria:

1. For ERA-1, one or more household members experience a financial crisis directly or indirectly caused by the COVID-19 Pandemic. Examples may include but are not limited to:

Directly Related to COVID-19:

- a. Reduction or loss of Income
- b. Loss of employment
- c. Qualified for unemployment

Indirectly Related to COVID-19:

- a. Increase in expenses due to COVID-19
- b. Responsible for caring for children/grandchildren at home
- c. Caring for or being a high risk individual
- d. Increase in rent (30% or more increase)

For ERA-2, one or more household members experience a financial crisis directly or indirectly caused by or occurred during the COVID-19 Pandemic. Examples may include those listed above for ERA-1 but may also expand to non-COVID related crisis. Amount of assistance requested must be reasonable in relation to the significant costs or other financial hardship. Case Manager or Supervisor will determine reasonableness and shall reduce request based on the client's loss/hardship. The rental assistance approved shall be the equivalent of the loss of income/increase in expenses or increase in rent, and in proportion to the crisis the client is experiencing. If the approved assistance is not proportional, the Case Manager must document the reason it is not in proportion.

2. One or more household members can demonstrate a risk of homelessness or housing instability. Examples of proof of risk are:
 - a. Eviction notice
 - b. Past due rent notice
 - c. Past due utility bill
 - d. Utility disconnect notice

3. Total household income must be at or below 80% of Area Median Income (AMI), with priority given to households with 50% or less of Area Median Income
 - a. Income \leq 30% AMI (Highest Priority)
 - b. Income 31% to 50% AMI (High Priority)
 - c. Income 51% to 80% AMI (Regular Priority)

NOTE: Priority shall also be given to households with at least one individual unemployed for 90 or more days.

Household Partial Eligibility

Households receiving funding or subsidy under any other federally funded rental assistance program (i.e. Section 8, HUD Housing, Public Housing etc.) may be eligible for ERA assistance. However, households will need to provide:

1. Proof of assistance received from such programs (new tenant portion identified)
2. Proof of rental reduction request to its Housing Authority

Staff shall confirm that no other entity using federal dollars has already paid for the rental payment during the same month(s) requested in the application. If a partial payment has been made but a balance remains for that month, payments may be authorized.

Household Income

Income for all adult household members ages 18 and over shall be collected to determine income eligibility (see above income limits and priorities). Income may be collected in the following manner:

- Total household income for most recent calendar year (Adjusted Gross Income under IRS form 1040 series) or
- Total household income for the two months prior to the submission of the application.
- Determination letter after January 1, 2021 from a local, state, or federal government assistance program

Written attestation without further documentation may be used ONLY for the cases where income cannot be determined through traditional methods. This action should be documented in the narrative section of the application.

To the extent that a household's income, or a portion thereof, is not verifiable due to the impact of COVID-19 (for example, because a place of employment has closed) or has been received in cash, or if the household has no qualifying income, grantees may accept a written attestation from the applicant regarding household income. The attestation must contain specific and documented proof as to why proof of income is not available. In appropriate cases, grantees may rely on an attestation from a caseworker or other professional with knowledge of a household's circumstances to certify that an applicant's household income qualifies for assistance.

Income and household composition must be recertified for each 3-month period after the initial assistance application.

Benefit Maximum

Prior to January 1, 2023:

There is not a maximum amount of assistance per household with ERA funding. However, for ERA-1, assistance paid may not exceed 12 months, unless deemed necessary to ensure housing stability. If deemed necessary by Case Manager to ensure housing stability, up to 15 months may be approved. For ERA-2, clients may receive up to 18 months' rent (inclusive of ERA-1) Rental assistance can be paid up to three (3) months in advance, and income must be recertified for each three (3) month period. If client is applying for future rent, the first month requested must be no less than 45 days of the application date.

After January 1, 2023

Maximum \$25,000. Relocation assistance limited to two requests that must be twelve months apart (exceptions to this rule may be approved by Senior Manager or above).

Clients may be referred to housing counseling services based on their application history, amount of rental history requested, or any other criteria deemed appropriate by the Department.

Clients Receiving Assistance from the State of Florida

Clients who are also receiving assistance from the State of Florida must not receive the same assistance from CSD. If clients are flagged as State clients, the assistance period must be verified to ensure services are not duplicated, and verification must be made that the client does not have any pending applications with the State. If client received duplicated benefits from the State and the County, verify how the duplicated benefits were applied by the landlord (they may be applied towards other months owed). In no instance shall client receive more than the Treasury benefit maximum between State payments and County payments.

Required Documentation

All Clients must present the following documentation in order to apply for services:

- Current (after January 1, 2022) Evidence of COVID-19 direct impact (see examples above) or
- Current (after January 1, 2022) Evidence of COVID-19 indirect impact (see examples above); or
- For ERA-2 only, documentation to demonstrate financial crisis during COVID
- For relocation assistance only-Homeless Verification Letter for clients in unstable housing (couch surfing, currently homeless, or in shelters)
- Evidence of risk of homelessness or housing instability (see examples above)
 - For Rental Assistance- Current Lease Agreement and Balance Statement completed by Landlord must be submitted
 - For Utility Assistance—copy of past due bill or disconnection notice must be submitted
- Evidence of Income Eligibility:

- For determining income, at the time of application, potential households may submit: wage statement, interest statement, unemployment compensation statement or a copy of Form 1040 as filed with the IRS for the household.
- Monthly Income: income from the past two months prior to the submission of the application (paystubs, tax returns, unemployment income, etc.)
- Determination letter after January 1, 2021 from a local, state, or federal government assistance program
- Valid government issued ID
- Most recent utility bill to verify residency
- Social security numbers for all household members. Applicant may provide a copy of social security card or another government issued ID with the social security number. Household members may need to provide copy if deemed necessary by the Case Manager.

For rental assistance, landlords must be registered as vendors with Palm Beach County. Landlords who have not yet registered shall receive a link to register. If a landlord does not register after at least 3 attempts to contact them, the payment may be made directly to the client. Tenant must certify that rent will be paid directly to landlord and tenant will be required to reimburse the County for any misuse of the funds. The link will be re-directed to the client to register as a vendor in the County's financial system.

PROCEDURE:

Clients submitting applications on behalf of themselves:

- Clients shall apply for services using the Online System for Community Access to Resources and Social Services (OSCARSS) and upload required documentation.
- OSCARSS shall pre-screen applicants to determine initial eligibility

Proxy Applications

All proxy applications require the following forms to be signed by the client:

1. Proxy Approval and Client Attestation Form
2. SSN Release Form
3. CoC/HMIS Release Form

Landlords/Property Owners/Agency Staff submitting applications on behalf of tenants/clients:

- Clients shall provide all required information and supporting documents to the person/entity applying on their behalf.
- Clients shall provide an Attestation Statement granting approval to the person/entity creating/submitting/managing their OSCARSS application.
- Tenant/Client's Attestation Form and Electronic Signature must be included in the OSCARSS application
- Person/entity creating/submitting/managing OSCARSS application on tenant/client's behalf shall provide application document to tenant/client.

CSD employees submitting applications on behalf of clients:

- Clients shall provide all required information and supporting documents to the person/entity applying on their behalf.
- Clients shall provide an Attestation Statement granting approval to the person/entity creating/submitting/managing their OSCARSS application.
- Tenant/Client's Attestation Form and Electronic Signature must be included in the OSCARSS application
- Person/entity creating/submitting/managing OSCARSS application on tenant/client's behalf shall written notice to the client indicating the application has been submitted, approved or denied.

Program/Supervisory Staff:

1. Program staff shall review OSCARSS COVID-19 ERA applications and screen for eligibility.
2. Program staff shall review supporting documents.
3. Program staff shall review and confirm vendor code in application. If vendor is not registered with Palm Beach County, program staff shall follow up with vendor to register and provide vendor code.
4. For rental assistance, staff shall confirm through Palm Beach County's Property Appraisers Website that landlord owns home being rented.
5. Once client is deemed eligible for services and vendor code is included in application, program staff shall approve application at Level 1.
6. Supervisors shall review and approve applications at Level 2. Approved applications shall be merged with OSCARSS Financials Web-based System and generate invoice.
7. Fiscal Staff shall review invoice generated from the approved application.

NOTE: Applications that are incomplete or include incorrect information shall be returned to the client for correction. Clients shall resubmit applications in OSCARSS after corrections are made.

If program staff discovers anomalies with documentation, they will refer the case to Supervisor or Manager, who will review application, along with any past applications of client and any other research deemed necessary. If necessary, applications will be denied and referred to Inspector General.

Fiscal Staff:

1. Fiscal Specialist or Financial Analyst shall retrieve approved applications for utility and rental assistance from the OSCARSS System and review to ensure:
 - a. Invoice has been approved by Supervisor
 - b. Supporting documentation attached
 - i. Client Application, which must include statement of how the household was directly or indirectly impacted by COVID-19 for ERA-1, or statement of financial crisis "during" COVID for ERA-2

- ii. Evidence of COVID-19 direct or indirect impact for ERA-1, or evidence of financial crisis “during” COVID for ERA-2
- iii. Rental Assistance—lease and balance sheet
- iv. Utilities—copy of past due bill supporting amount requested
- c. Supporting documentation matches invoice and all service dates falls within ERA funding requirements.
 - i. Client Application—name of client matches name on invoices and on all supporting documentation (note: utilities may be in another household member’s name); Client COVID-19 statement is present and is related to COVID-19; application is complete and includes client certification statement.
 - ii. Evidence of COVID-19 direct or indirect impact—is for the client or member of household for ERA-1, or evidence of financial crisis “during” COVID for ERA 2
 - iii. Rental Assistance—Lease: current active lease for current and future payment (may accept expired lease for arrears or if lease is now month to month); payee name matches; client name matches; client address (including apartment number) and payee address matches; monthly rent amount matches lease amount (could be less if Case Manager pro-rates rent)
 - iv. Rental Assistance—Balance Statement—past due amount requested on invoice is equal to or less than amount on Balance Statement and includes the months the client is requesting. For RRH clients approved for future months, the future months do not need to be on balance statement; Utility bill—past due bill/statement; Client name, account number, and service address (including apartment number) matches on invoice and utility bill (or is in the name of a household member); Utility bill may be in the name of any household member.
- d. Invoice includes active vendor code and:
 - i. name in Advantage Financial System matches the payee name of the invoice and supporting documentation
 - ii. payment address in Advantage Financial System matches the address on the invoice and supporting documentation
- 2. If not all the criteria above are met, Fiscal Specialist or Financial Analyst shall reject invoice. If all the criteria is met, Fiscal Specialist or Financial Analyst shall approve invoice. Approved invoices shall be forwarded by the system to Fiscal Manager.
- 3. Financial Manager shall review all invoices for proper documentation and budgetary sufficiency and shall approve or reject invoices. Rejected invoice shall go back to Fiscal Specialist or Financial Analyst to review. Approved invoices shall be electronically interfaced to the Clerk & Comptroller’s department for final approval. Invoices sent to the Clerk shall include the following:
 - a. Human Service’s Authorization and Billing Invoice
 - b. Copy of OSCARSS Client Application
 - c. Balance Statement (rent only)

If fiscal staff discovers anomalies with documentation, they will refer the case to Supervisor or Manager, who will review application, along with any past applications of client and any other research deemed necessary. If necessary, applications will be denied and referred to Inspector General.

Landlord/Vendor Registration

Landlord/vendor shall have 7 days to register as a vendor with Palm Beach County. If vendor does not comply with the established timeframe, the application shall be returned to the client. Agency staff shall make reasonable efforts to obtain the cooperation of landlords/vendors. Requests for participation shall be made in writing, by certified mail, to the landlords/vendors or a minimum of three (3) documented attempts over a 5 day period made by phone or email requesting participation.

If landlords do not participate in this program, payment may be made directly to the client.

Homeless Management Information System (HMIS)

Once application processing is complete, client data may be transmitted to HMIS.

Prioritization

OSCARSS assigns the priority level to each application based on the information submitted in the application. Documentation is required to show percentage of AMI, unemployment length, or proof of housing instability.

Applications with a higher priority are reviewed first, on a daily basis.

Timely processing of priority status applications is monitored on an ongoing basis.

Weekly reports are reviewed to ensure the applications with the highest priority are being processed first.

ERA Funding Reporting Requirements

The following information must be collected and submitted to the Treasury on a quarterly basis, or as otherwise requested, by the Treasury.

1. Name address, Social Security Number (SSN) for household members
2. Tax ID number for landlords/vendor
3. Amount and percentage of monthly rent covered by ERA
4. The number of Eligible Households who receive assistance
5. The Acceptance Rate of Applications for assistance
6. The Type(s) of assistance provided to each household
7. Amount of outstanding rental arrears for each household
8. The Average Amount of Funding provided to Each Household
9. Income of Eligible Households by Income Tier
 - a. 30% and Below AMI
 - b. 31% to 50% AMI
 - c. 51% to 80% AMI
10. The Average Number of Monthly Rental and Utility Payments
11. The data listed above must be disaggregated by the applicant's demographic data:

- a. Gender
- b. Race
- c. Ethnicity

ERA Funding Privacy and Security Requirements

Per Florida Statutes 119.071 (5) (f) 1.b and 15 U.S.C. § 9058a(4)(A), client personally identifiable information (including addresses) must be protected and is exempt from public records requests. Client's information must remain confidential and protected, and shall not be released to the public or any unauthorized individuals. Authorized individuals are either CSD or partner agencies authorized through a Security form, employees of the Clerk & Comptroller's Office processing payments, and U.S. Department of Treasury.

DocuSigned by:

 12/19/2022
BF3MEF228FDF492

James Green, Department Director
 Department of Community Services

Supersession History:
03/10/21
04/01/21
10/01/21
10/21/21
11/8/21