Palm Beach County Youth Services Department
NOFO For Community Based Agencies FY2023

QUESTIONS & ANSWERS	DATE RECEIVED

Q1. **What changes were included in Amendments 1 and 2 to the VSS solicitation?**   3/7/2022

A1. Amendment 1 to the VSS solicitation was necessary to post and reposition the NOFO Information Guidance attachment to the header section of the VSS system.   There were no changes to the NOFO Information Guidance attachment associated with Amendment 1.   Amendment 2 to the VSS solicitation was necessary to remove the duplicate posting of the NOFO Information Guidance attachment from the Publishing section of the VSS system.   There were no changes to the NOFO Information Guidance attachment associated with Amendment 2.

Q2. **What time is the Zoom for the NOFO on March 10? I see the link but not the time. I plan to attend, please advise if pre-registration is necessary.**   3/8/2022

A2. There will be a mandatory Pre-Proposal conference held virtually via Zoom, on March 10, 2022, at 9:00am, for all Proposers submitting Proposals. Pre-registration is not necessary.

Q3. **When I try to log onto my account I can't get in. Says my log in is invalid. Won't let me change my password. I can't register. When I click to register the screen turns blank. And when I try to click on public access all we get is a blank screen. All roads seem to lead to these blank screens. I had a teammate try on her computer from a different location using a different browser but she got the same result. Anyone else having trouble? Is there a secret? Is were a pdf of the NOFO somewhere?**   3/82022

A3. We are sorry to hear that you experienced issues logging on to your account. We confirmed that the system is operating properly and is accessible. The NOFO (including a PDF) is available on the County's on-line Vendor Self Service (VSS) system at **https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService** . Palm Beach County VSS Assistance is available Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at **PBCVendor@pbcgov.org**.

Q4. **I am aware that there is a mandatory meeting scheduled for tomorrow morning, March 10, 2022, at 9 AM for any agency interested in applying for the new NOFO that was released on Monday. What I do not see is if one needs to pre-register for this meeting. If we need to pre-register, where can I find the link to register? I see the link on the website to join the NOFO meeting tomorrow morning via Zoom, but I don't see a link to pre-register for this meeting. Please advise.**   3/9/2022

A4. Pre-registration is not necessary.

QUESTIONS Q5 - Q26 ARE FROM MANDATORY PRE-PROPOSAL CONFERENCE ON MARCH 10, 2022

Q5. **This year will we be able to copy and paste responses from word? Last year we were not able to do that.**   3/10/2022

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A5. The portal does allow you to copy and paste. The problem is that content becomes misaligned when you copy and paste. You may preview your proposal before submitting and correct any misalignments before submitting.

Q6 **Will the text be misaligned when pasted into the portal if pasted from RTF not WORD?** | 3/10/2022

A6 The text will be misaligned when copied and pasted into the portal. A suggestion is to take information from Word, put it into Notepad, then take it from the Notepad and put it into the browser. Notepad has a feature that will allow you to make formatting corrections. Rich text can be an issue which is why we have chosen plain text, also it allows us to control the printed format. You may preview your proposal before submitting and correct any misalignments before submitting.

Q7 **If the text is misaligned when we copy/paste into the portal do you prefer we do not copy/paste?** | 3/10/2022

A7 The text will be misaligned when copied and pasted into the portal. A suggestion is to take information from Word, put it into Notepad, then take it from the Notepad and put it into the browser. Notepad has a feature that will allow you to make formatting corrections. You may preview your proposal before submitting and correct any misalignments before submitting.

Q8 **Can you address our options for copy/paste to avoid the misalignment issue? My apologies if this has already been addressed.** | 3/10/2022

A8 A suggestion is to take information from Word, put it into Notepad, then take it from the Notepad and put it into the browser. Notepad has a feature that will allow you to make formatting corrections. Rich text can be an issue which is why we have chosen plain text, also it allows us to control the printed format.

Q9 **Is it correct that you cannot print a copy until after it has been submitted?** | 3/10/2022

A9 No, that is not correct. You can preview and print the documents (however, not attachments) prior to submitting.

Q10 **Is there a save button? I only see a preview and submit button? Is your work saved and does it bring you back to where you left off?** | 3/10/2022

A10 There is a save function. It automatically saves periodically. When you go back into the document, you have to find the desired location - it does not take you to where you left off.

Q11 **Our agency is a registered vendor, but only certain individuals are authorized through this. Can we add additional staff members who are specifically working on this grant?** | 3/10/2022

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A11 If you are experiencing difficulty with the VSS system, please contact Palm Beach County VSS Assistance Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at **PBCVendor@pbcgov.org**.

Q12 **If all of our staff completed the Trauma Informed Training with Center for Child Counseling in January, that fulfills this recommendation, right?**   3/10/2022

A12 Yes

Q13 **Is attending the TIC training through CCC required for submitting a proposal?**   3/10/2022

A13 It's not required for submitting a proposal. There is a question in the proposal that asks what it is that you do for Trauma Informed Care training.

Q14 **If an organization received funding from last year's Community Based NOFO, is it eligible for this funding for another program or for the same program in a different venue?**   3/10/2022

A14 Yes.

Q15 **Will you be emailing this PowerPoint or posting it on the YSD website?**   3/10/2022

A15 It will be available on the YSD website at **https://pbcgov.com/youthservices/Pages/NOFO.aspx** . We will not be emailing it.

Q16 **The attachments listed in the NOFO are PDF, can we obtain the Excel formats somewhere?**   3/10/2022

A16 The NOFO has PDFs; however, when you are completing the application, the excel spreadsheets will be available in the portal.

Q17 **Will you please clarify whether the 15% admin limit applies to the amount of the grant request that is on the admin line, or to the TOTAL organization budget?**   3/10/2022

A17 The 15% admin limit applies to the grant request.

Q18 **Is IRS form 990-N acceptable?**   3/10/2022

A18 Yes, typically any of the IRS form 990's are acceptable.

Q19 **If the budget submitted is for 1 year, will the next two years have funding to cover staff salary increase due to annual performance increases?**   3/10/2022

A19 Agencies have to take such increases into consideration when determining the unit cost. We keep the same negotiated unit cost throughout the contract period. Once we have that determined we do not track any increases. You want to make sure that any increases are built into the unit costs.

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Q20 | **If my organization is not currently a PBC vendor, do we need to become a vendor prior to going through the NOFO process?** | 3/10/2022

A20 | You do not have to be a county vendor to access and enter your proposal as a guest. If you are awarded a contract, you will need to register as a vendor. There is no cost to become a registered vendor. |

Q21 | **Is the NOFO open to elementary schools also?** | 3/10/2022

A21 | NOFO is open to any not for profit or government agency. If it is a public elementary school, it falls into the category of government agency. However all of the requirements for submission would come from the district level. |

Q22 | **If you start a NOFO by adding a new proposal can you delete it?** | 3/10/2022

A22 | You can leave it and it will eventually be deleted. Anything incomplete will be deleted later and will not be considered. |

Q23 | **It the agency is not accredited by Nonprofits First, is there a requirement for an internal audit from an outside firm.** | 3/10/2022
A23 | Yes. |

Q24 | **I see strategy one specifies "teens". Are the other strategies focused on a particular age group?** | 3/10/2022
A24 | The age group is 0-22 for anything being proposed under this NOFO. There may be certain strategies proposed that may refer to a particular age group and that is up to you. |

Q25 | **Can we enter table or create tables in the system?** | 3/10/2022

A25 | No, you can not enter nor create tables. |

Q26 | **Will there be CE's offered to any of our licensed staff?** | 3/10/2022

A26 | CE's are not offered for the Trauma Informed Training. |

Q27 | **I'm so sorry missed today proposal conference, how can I make up?** | 3/10/2022

QUESTIONS & ANSWERS	DATE RECEIVED

A27 To be eligible to submit a proposal, proposers must attend the Mandatory Pre-Proposal Conference. The Conference was held virtually via Zoom on Thursday, March 10, 2022 at 9:00 a.m. A recording of the mandatory Pre-Proposal Conference is available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at **www.pbcgov.com/youthservices/Pages/NOFO.aspx** and viewing of the entire recording of the Pre-Proposal Conference shall be considered attendance. At the time of submitting a proposal, each proposer will be required to attest to having either participated in the entire live Zoom Pre-Proposal Conference or viewed the entire recording of the mandatory Pre-Proposal Conference, as explained under Section VI. 2 of the NOFO Information Guidance.

Q28 **Is this something we need to apply for as an agency? Our Award Letter says we're funded until 2024 for our Time for Your Teen program.**

3/15/2022

A28 For any agency with a current contract that expires after September 30, 2022, no action in response to this NOFO is required to maintain the funding.

Q29 **Where in the NOFO documents can we find the specifics for budgeting line items - what is and is not allowable for reimbursement. Are there fiscal guidelines? We are trying to prepare the proposed budget for our response to the Youth Services NOFO.**

3/16/2022

A29 The NOFO Information Guidance document includes section 3.7 "Budget" as well as Attachment 5 "Program Budget Guidelines". Your program budget should include those salary and operating costs that support your calculated unit rate of service included with your proposal.

Q30 **In 3.7.1, ensure administration expenses are limited to no more than 15%. The next bullet point refers to "indirect/administrative expenses". Are these the same thing and, What is "an approved cost plan from a cognizant agency must be included mean"?**

3/16/2022

A30 Yes, these are the same thing. If your agency has an approved indirect cost plan from a cognizant agency, and a single percentage rate is being charged to the entire grant request, then you must include that approved cost plan with your proposal. However, if you are requesting indirect costs and those costs are clearly described within the related line items in your budget worksheet, under the Administrative Expenses section, then an approved cost plan will not be required.

Q31 **I am the owner of Soul Movement. We are a dance studio that provides classes in Ballet, Tap, Jazz, Hip Hop, and Modern. Our goal is to enrich our community through the art of dance. If possible, can I schedule a quick phone meeting to gain further information regarding the requirement of the funding opportunity and the next steps? Please advise on a time and date that will work for you.**

3/18/2022

QUESTIONS & ANSWERS	DATE RECEIVED

A31 Except during the mandatory Pre-Proposal Conference, any explanations/clarifications desired by Proposers must be requested in writing and emailed to the Contact Person no later than the date specified in the NOFO Timeline (Section III). The questions or comments must contain the Proposer's name, address, phone number and email address. All requested explanations, responses, or clarifications, including those posed at the mandatory Pre-Proposal Conference, will be posted on the YSD website under a tab titled "Notice of Funding Opportunity" at **www.pbcgov.com/youthservices/Pages/NOFO.aspx**. Thus, The NOFO is available on the County's on-line Vendor Self Service (VSS) system at **https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService**. Registered agencies can sign in, or proposers may choose Public Access.

Q32 **Unfortunately, the FFA only has Mac computers and has written the grant in Microsoft for Mac. I transferred the word doc to a PC and converted the doc to Notepad. However, the document is not showing the corrected Notepad format in the preview. I am not sure the Mac is the actual issue. I even converted the entire document to TXT and PDF. Any suggestions would be appreciated.** `3/19/2022`

A32 A suggestion is to take information from Word, put it into Notepad, then take it from the Notepad and put it into the browser. Notepad has a feature that will allow you to make formatting corrections. You may preview your proposal before submitting and correct any misalignments before submitting. Submit a proposal by completing all fields in the on-line YSD NOFO Dashboard and uploading all required documents where specified and in the stated file format and file name. Ensure the browser used is Chrome.

Q33 **Are we able to to repeat evidence-based or promising practice programs when selecting outcomes? For example, if we selected number 1 "Youth will benefit physically by participating in structured indoor and outdoor exercise as evidenced by pre-post assessment" twice could we? We would like to provide structured indoor physical exercise (fitness) and collect data via pre/post assessments AND provide structured outdoor exercises (in aquatics) and collect data via pre/post assessments, but make them two separate goals and outcomes. Is this possible?** `3/19/2022`

A33 The on-line NOFO Dashboard (portal) is designed such that a specific outcome can not be repeated (selected more than once) within a proposal application.   Additionally, each outcome is fixed as a standard outcome and can not be made as two separate goals and outcomes.

Q34 **When we go to type information in each section of the NOFO, there does not appear to be a character or word count limit. Are we seeing this correctly? Is there a character or word count associated with each section/question of the NOFO?** `3/21/2022`

QUESTIONS & ANSWERS	DATE RECEIVED

A34 There is no limit to the character nor word count. We recommend that agency's be concise and to the point while fully completing responses and submitting the proposal.

Q35 **How do I access the Feedback Survey for the Mandatory Pre-Proposal Conference and when does the survey close?** | 3/23/2022

A35 If you attended or viewed the mandatory pre-proposal conference, you can access the Feedback Survey at: https://www.surveymonkey.com/r/CMYB8VY. The survey will close on April 5, 2022. We appreciate everyone's feedback.

Q36 **For the 15% indirect admin fees do you want to see that in the budget as a specific line item?** | 3/22/2022

A36 The administrative expense should either be a percentage approved by a cognizant agency with an approved cost plan or be included in your proposed line item budget. Attachment 5 to the NOFO Information Guidance provides a sample.

Q37 **For the CBA Community Based Agency columns in the budget does this relate to CBA's funding the same services in Palm Beach County only or is it a broader net including any CBA's for any funded services regardless of service or county?** | 3/22/2022

A37

The program budget template includes columns titled "CBA Program Funder#". These columns are made available if your proposed program will be funded by more than your request to the County. The Program Budget Guidelines (Attachment 5, Item 2) explains this is where a program with multiple funders will complete each column for each funder in detail by line item, as applicable to your program. Your proposal should be for one program for services within Palm Beach County.

Q38 **The wording in the Portal for #3.3.3 and #3.4.1 seems inconsistent from the NOFO Information Guidance.** | 3/22/2022

A38 For this proposal, choose at least one and no more than four outcomes within the chosen Action Area. For any inconsistencies, Proposers should refer to and rely on the NOFO Information Guidance for correct verbiage.

Q39 **The Logic Model - Could indicator and outcome column need to be switched? Your sample logic model on page 39 states that the indicator is # or percentage of client who achieves outcomes.**

A39 The County's Information System Services Department (ISS) has addressed the request and proposers can log in and see the update which reflects outcomes selected in column 3 of the logic model document.

Q40 **I am unable to access the portal. When I click on the link, it goes to my email. I have tried to reset my password but it doesn't allow me to do that.**

QUESTIONS & ANSWERS	DATE RECEIVED

A40	If you are having difficulty logging in to the CBA portal, you may contact our ISS Department at (561) 355-4615. If you are having difficulty logging in to the Vendor Self-Service (VSS) system to view the NOFO, you may contact the Purchasing Department who manages the site at (561) 616-6800. Please remember you do not have to register in VSS to view the NOFO documents. You may access VSS as a guest user.	3/22/2022
Q41	**Problems with the logging in or resetting passwords with the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService.**	3/24/2022
A41	Please refer to A3 above for contact information. Please remember you do not have to register in VSS to view the NOFO Information Guidance document. You may access VSS as a guest user.	
Q42	**Can an organization apply for each of the 3 action areas?**	3/23/2022
A42	An organization can apply separately for all 3 action areas. Bear in mind that program should be reflective of services to meet the selected outcomes for each Action Area.	
Q43	**1) We have two grant writers at ACCF, and we are each working on a separate action area grant application. I want to make sure that you are able to see each of us separately (Karyn Keil and Karen Fay) so that our proposals will submit and be received properly.**	3/23/2022
	2) I am confused about the Scope of Work tab. I thought that we would be uploading a document into that tab, but I am not finding a template for that. At the bottom of the Scope of Work Tab (see screen shot below), the sections for Outcomes and Clients Served don't open. Please assist me with direction for how to complete this tab.	
	3) I am also unsure of how to complete the Logic Model Tab (see below). The NOFO application agencies manual says (on Page 22) to click on the edit button to complete the Logic Information Tab. However, I do not see an edit button. I had thought that this would also be an attachment, but I don't see the form/template to use. Please advise.	

QUESTIONS & ANSWERS	DATE RECEIVED

A43 1) The team at YSD cannot view any proposal priority to successful submission. Anyone with access to the portal, who successfully completes all items in an application can submit. The system does not limit anyone to one user per agency.

2) The scope of work does not require an upload, it can be completed within the portal. You can view as you work by using the view tab.

3) The logic model is created within the portal. Ensure you select an action area and outcomes within the proposal tab. The outcomes will pre-populate in column 3 of the logic model. You will be able to edit the logic model within the tab and add all other information. Refer to the Mandatory Pre-Proposal Conference, portal tutorial and the manual.

Q44 **The 'Questions and Answers" link is not working.** 3/23/2022

A44 The link has been tested and is working.   Please try again or use another browser.