



NOTICE OF FUNDING OPPORTUNITY
(NOFO)
INFORMATION GUIDANCE
for
Community Based Agencies
FY 2023

NOFO available to the public: March 7, 2022
Electronic Submission Deadline Date: April 4, 2022, 5:00 p.m. EST

MANDATORY Pre-Proposal Conference: March 10, 2022

Zoom Link: <https://pbcgov.zoom.us/j/82889870160>

For more information visit:
<https://discover.pbcgov.org/youthservices/Pages/NOFO.aspx>

Palm Beach County Board of County Commissioners
Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, Florida 33415
(561) 242-5700



TABLE OF CONTENTS

I. GENERAL INFORMATION 3

II. OFFICIAL NOTICE OF FUNDING OPPORTUNITY 8

III. TIMELINE..... 11

IV. CRITERIA FOR ACTION AREA(S)..... 12

V. CONE OF SILENCE 12

VI. PROPOSAL CONTENTS, GUIDELINES AND INSTRUCTIONS..... 13

VII. TERMS AND CONDITIONS 22

Attachment 1: Recommendations for Action Area:
Health and Wellness Supports: Ensure access to healthy foods and exercise options; address teen youth
physical and mental health risks/issues 26

Attachment 2: Recommendations for Action Area:
Ensure Safety and Justice: A) Providing intervention and alternatives to crime; and B) Strengthen prevention
efforts to deter entry into the delinquency system..... 28

Attachment 3: Recommendations for Action Area:
Social and Emotional Learning Supports through quality out-of-school time programs. 31

Attachment 4: Scope of Work Sample..... 33

Attachment 5: Program Budget Template..... 35

Attachment 6: Unit Cost of Service Rate and Definition 38

Attachment 7: Logic Model Sample 39

Attachment 8: Hyperlinks as listed in NOFO 41

READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS

I. GENERAL INFORMATION

The purpose of this Notice of Funding Opportunity (NOFO) is for the Palm Beach County Board of County Commissioners' (BCC) Youth Services Department (YSD) to solicit proposals from qualifying non-profit agencies and public entities serving Palm Beach County's youth to provide services related to certain Action Area(s) identified in the Youth Master Plan.

YSD, along with the other youth-serving partner agencies of *Birth to 22: United for Brighter Futures* (Birth to 22), participated in a collaborative process employing a collective impact framework to develop a Youth Master Plan (YMP) for Palm Beach County. This YMP is entitled "Strengthening the Steps to Success." The YMP and all its appendices are available for review at www.pbcbirthto22.com and www.pbcbirthto22.com/communitydata.htm, respectively. YSD encourages all those interested in submitting proposals to familiarize themselves with the YMP.

Applicant/Proposer requirements

- Proposers will clearly identify how their service/program(s) address the Action Area(s) identified in the YMP.
- Proposers seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one (1) agency fiscal year, and have provided services for at least six (6) months in Palm Beach County.
- All Proposers must hold current and valid 501(c)(3) status as determined by the Internal Revenue Service, or be public entities.
- All Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.
- Mentor Network requirements -- Regardless of Action Area, **all** mentoring programs are required to become part of the United Way of Palm Beach County Mentor Network. For more information go to <https://unitedwaypbc.org/mentor/>.

Contact Person

The Contact Person for this NOFO is Ike Powell, Senior Program Specialist. His contact information is as follows:

Palm Beach County Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415
Email – YSD-rfp@pbcgov.org

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.

Amendments to NOFO

No oral interpretation of this NOFO shall be considered binding. Any interpretation, clarification, correction or change to this NOFO will be made only by written Amendment(s) issued prior to the Electronic Submission Deadline Date for receipt of proposals. As they are issued, all Amendments to this NOFO will be posted under the applicable solicitation on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Interpretations, corrections or changes made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections or changes. It is the sole responsibility of the Proposer to routinely check VSS for any Amendments that may have been issued prior to the Electronic Submission Deadline Date for receipt of proposals. The Proposer should verify with the designated Contact Person prior to entering a proposal that all Amendments have been received. The County shall not be responsible for the completeness of any NOFO package not downloaded from VSS.

When there is a conflict between the NOFO and any Amendment issued, the last Amendment issued shall prevail.

Review of Proposals

Each Proposal will be reviewed to determine if the Proposal is responsive to the NOFO. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive Proposal is one which is completed on-line, electronically signed, contains all the required documents uploaded by the specific electronic submission deadline date and time, provides the information required to be submitted with the Proposal, and meets all Proposal Guidelines as stated in Section VI below. While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to reject a Proposal without evaluation, such substandard submissions may adversely impact the evaluation of the Proposal. Proposers who fail to comply with all required and/or desired elements of this NOFO, run the risk of rejection of the Proposal or receipt of a low score.

Selection Process

Each Proposal will be reviewed first by the YSD to determine if each Proposer has submitted the required information and if each Proposal meets all Proposal Guidelines (as stated in Section VI). Those proposals fulfilling the Proposal Guidelines and deemed responsive shall be referred to the Review Panel(s) for review and further consideration.

The Review Panel(s) will evaluate all responses to this NOFO that meet the Proposal Guidelines and are deemed responsive. The Review Panel(s) will evaluate all responsive proposals based on the information submitted with the Proposal. Accordingly, Proposers are urged to ensure that their Proposal contains all the necessary information for the Review Panel(s) to fairly and accurately evaluate each of the criteria listed in Section VI-3.

The Review Panel(s) shall meet in a public session to score each responsive Proposal by reviewing each Proposal against the evaluation criteria listed in Section VI-3. Upon completion of the Review Panel(s)' review and discussion of all the responsive proposals submitted, each Review Panel member shall score each Proposal and total the scores for each Proposal. Score Cards will be reviewed for completion and accuracy prior to the end of the Review Panel(s) meeting.

After the Review Panel(s) scores each Proposal, the Review Panel(s) will then assign the Priority Area Score for each Proposal. The Review Panel(s)' evaluations will then be submitted to the Director, YSD for consideration and selection.

A virtual link to the Review Panel(s) meeting will be provided for anyone wishing to attend the process virtually.

The Recommended Contract Awards will be posted on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

Right of Appeal/Protest

Any Proposer may protest a recommendation for contract award by submitting a written protest to the Director, Youth Services Department within five (5) business days of the posting of the Recommended Contract Awards. A Proposer may protest only the process utilized in arriving at the Recommended Contract Awards, and not the amount of those awards. The filing of a protest will not delay consideration of contracts by the BCC based on the recommended awards. The protest shall be submitted in writing, shall identify the protestor and the solicitation, shall include a factual summary of the basis for the protest, and shall be addressed to the Director, Youth Services Department, via hand-delivery or mail to 50 S. Military Trail, Suite 203, West Palm Beach, FL 33415, or via email to tfields@pbcgov.org and reference in the subject line: NOFO FY 2023 Protest. A protest is considered filed when it is received by the Director, Youth Services Department. Failure to file a protest within five (5) business days of the posting of the Recommended Contract Awards shall constitute a waiver of the Proposer's right to protest.

Contractual insurance requirements, if a Proposal is selected

If a Proposal is approved for funding, the Proposer must agree to language substantially similar to the following regarding insurance requirements:

"The AGENCY 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 AGENCY'S review or acceptance of insurance maintained by the AGENCY, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the AGENCY under the Contract. The AGENCY 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: The AGENCY 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. Sexual Abuse and Molestation: The AGENCY shall maintain coverage for Sexual Abuse and Molestation at a limit of not less than \$250,000 each occurrence. Coverage may be provided by endorsement to the Commercial General Liability policy.
- C. Business Automobile Liability: The AGENCY shall maintain Business Automobile Liability at a limit of liability not less than \$500,000 each accident for all owned, non-owned and hired automobiles. In the event the AGENCY does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form.
- D. Workers’ Compensation Insurance & Employer’s Liability: The AGENCY shall maintain Workers’ Compensation & Employer’s Liability in accordance with Chapter 440 of the Florida Statutes..

Only for agencies providing licensed professional services –Professional Liability coverage will be required –

- E. Professional Liability – Professional Liability: The AGENCY 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, the COUNTY reserves the right, but not the obligation, to review and request a copy of the AGENCY’S most recent annual report or audited financial statement. For policies written on a “claims-made” basis, the AGENCY 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, the AGENCY 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 AGENCY 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.
- F. Waiver of Subrogation: Except where prohibited by law, the AGENCY 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 the AGENCY 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 the AGENCY enter into such an agreement on a pre-loss basis.

- G. Certificates of Insurance: On execution of this Contract, renewal, within forty-eight (48) hours of a request by the COUNTY, and upon expiration of any of the required coverage throughout the term of this Contract, the AGENCY 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
c/o Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

- H. Right to Revise or Reject: the 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.

II. OFFICIAL NOTICE OF FUNDING OPPORTUNITY

PALM BEACH COUNTY YOUTH SERVICES DEPARTMENT COMMUNITY BASED AGENCIES FY 2023 NOTICE OF FUNDING OPPORTUNITY (NOFO)

Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agencies program for Fiscal Years (FY) 2023-2025 (October 1, 2022 – September 30, 2025). Contracts issued will be for one (1) three (3) year period. Proposers must clearly identify how their service/program(s) address the below Action Area(s) identified in the Youth Master Plan for Palm Beach County entitled "Strengthening the Steps to Success" (YMP).

NOTE: Not all Action Area(s) identified in the YMP will be eligible for funding under this NOFO.

The Notice of Funding Opportunity will be available on March 7, 2022.

COMMUNITY BASED AGENCIES FY 2023

Eligible Proposers

Not-for-profit agencies holding current and valid 501(c)(3) status as determined by the Internal Revenue Service or public entities serving Palm Beach County's youth.

Action Area(s)

1. Health and Wellness Supports: Ensure access to healthy foods and exercise options; address teen youth physical and mental health risks/issues.
2. Ensure Safety and Justice: A) Providing intervention and alternatives to crime; and B) Strengthen prevention efforts to deter entry into the delinquency system.
3. Social and Emotional Learning Supports through quality out-of-school time programs.

For a complete description of the Action Area(s) eligible activities, please refer to the NOFO attachments.

Monitoring and Quality Control

If selected, Proposers agree to participate in further evaluation, conducted by YSD, or on behalf of YSD. In addition to monitoring, this may include assessment to investigate program effectiveness. Accordingly, Proposers must agree to:

- Collect individual participant pre and post-implementation data, if applicable.
- Submit enrollment, attendance, and any necessary data and reports to the YSD program monitor and/or evaluator, or to other data collector working on behalf of YSD.
- Administer client satisfaction surveys provided by the County.

Proposals and Amount of Funds Requested

Each proposal must be specific to one (1) Action Area. If a Proposer believes their proposal fits into more than one (1) Action Area, they should submit a proposal in each applicable Action Area. Proposers are not limited in the number of proposals submitted. The funding available for this NOFO will be

approximately \$2 million. Proposers should request only the amounts necessary to implement the proposed program and are encouraged to seek funding from other sources. Funds will be awarded using an all-inclusive approach that takes into account points awarded, available funding, and community needs. Awards may be made in an amount less than requested.

Mandatory Pre-Proposal Conference

There will be a **mandatory** Pre-Proposal Conference held virtually via Zoom, on March 10, 2022, at 9:00 a.m., for all Proposers submitting Proposals.

Join Zoom Meeting: <https://pbcgov.zoom.us/j/82889870160>

Phone: 786-635-1003
Meeting ID 828 898 70160
Passcode 976847

Any change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

YSD is not responsible for Internet or connectivity issues of the Proposer. A recording of the mandatory Pre-Proposal Conference will be 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. below.

Proposal Guidelines

The NOFO will be 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. For assistance, agencies/users can view the reference guides available on the website.

In order to be considered for funding, all proposals must be submitted by the Electronic Submission Deadline Date and time stated below.

Additional resources and information will be available on the YSD website at www.pbcgov.com/youthservices and on the Birth to 22 website at www.pbcbirthto22.com/.

Proposal Submission and Electronic Submission Deadline Date

The Proposal must be completed and fully submitted no later than 5:00 p.m., EST on April 4, 2022. All proposals shall be completed and submitted per the guidelines cited within this NOFO. YSD is not responsible for Internet or connectivity issues of the Proposer when submitting proposals. Proposers are encouraged to not wait until the last hour to submit their Proposal.

Questions

Any questions regarding the NOFO must be in writing and emailed to the Contact Person at YSD-rfp@pbcgov.org by March 28, 2022, at 5:00 p.m. EST. All questions and answers will be posted on the YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx. The YSD Contact Person will not be available to respond to questions after March 28, 2022, at 5:00 p.m., which is five (5) business days before the Electronic Submission Deadline Date.

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS NOFO DOCUMENT AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH REASONABLE NOTICE (CONTACT YSD AT (561) 242-5700 or THE CONTACT PERSON).

PUBLISH: March 6, 2022

III. TIMELINE

| <u>DATE</u> | <u>ACTIVITY</u> |
|------------------------------|---|
| March 6, 2022 | NOFO advertised |
| March 7, 2022 | NOFO available to public |
| March 10, 2022 | <u>Mandatory</u> Pre-Proposal Conference via Zoom or attestation of review |
| March 24, 2022 | Reviewer Training via Zoom |
| March 28, 2022 | Final day to submit written questions |
| April 4, 2022 | Electronic Submission Deadline Date @ 5:00 p.m. EST |
| April 25 – April 27, 2022 | Review Panel(s) meet to finalize reviews and proposal scoring |
| May 4, 2022 | YSD staff posts Recommended Contract Awards on YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx |
| May 11, 2022 | Final date to submit written Protest @ 5:00 p.m. EST |

IV. CRITERIA FOR ACTION AREA(S)

1. Health and Wellness Supports: Ensure access to healthy foods and exercise options; address youth physical and mental health risks/issues, as described in **Attachment 1**.
2. Ensure Safety and Justice: A) Providing intervention and alternatives to crime; and B) Strengthen prevention efforts to deter entry into the delinquency system, as described in **Attachment 2**.
3. Social and Emotional Learning Supports through quality out-of-school time programs, as described in **Attachment 3**.

V. CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the Electronic Submission Deadline Date and terminate at the time the awards are approved by the Board of County Commissioners.

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

Lobbying - "Cone of Silence."

Proposers are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which https://pbcgov.org/legislativeaffairs/Misc_Documents/Lobbyist_Registration_Ordinance.pdf is in effect. The Proposer shall read and familiarize themselves with all of the provisions of said Ordinance, but only for convenience, the provisions relating to the Cone of Silence are summarized here. **"Cone of Silence" means a prohibition on any non-written communication regarding this NOFO between any Proposer or Proposer's representative and any County Commissioner or Commissioner's staff.** A Proposer's representative shall include, but not be limited to, the Proposer's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Proposer.

The Cone of Silence is in effect as of the Electronic Submission Deadline Date. The provisions of the Ordinance shall not apply to oral communications at any public proceeding, including pre-proposal 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.

VI. PROPOSAL CONTENTS, GUIDELINES AND INSTRUCTIONS

1. Summary

Please 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:

- by the Electronic Submission Deadline Date;
- written in plain language, but that includes a narrative that fully addresses all questions in this NOFO, and that provides citations for all data sources;
- that specifically addresses the Action Area(s) set out in this NOFO.

2. NOFO Dashboard access

- Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at:

https://www.pbcgov.org/cba_monitoring

- A. Each Proposer new to YSD CBA portal will be required to create a user ID and password.
- B. Upon successful login, select the NOFO Dashboard from the left side of the screen.
- C. Attendance at the **mandatory** Pre-proposal Conference is required to be able to submit a Proposal.
 - Under the *ELIGIBILITY TAB*, each Proposer shall attest to attendance – having either participated in the entire live Zoom meeting, or viewed the entire recording of the **mandatory** Pre-proposal Conference, which will be posted on the YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx.
 - Should the Proposer not be able to attest to attendance, an error message will appear.
 - Once attested, the NOFO Dashboard will allow the Proposer to continue with submittal.
- Upon completion of all the NOFO Dashboard fields, and upload of the required documents, the Proposer will *submit* the Proposal. If all the required elements are not addressed, an error message will appear.

3. Guidelines/Requirements Scoring for Proposals include:

Under the *GENERAL INFORMATION TAB*, please complete the following fields:

- Legal Name of Agency as recorded with the Division of Corporations (SunBiz);
- Fictitious Name, (d/b/a), if applicable;
- Federal Employer Identification Number (FEIN)
- Program title;
- Select applicable Action Area;
- Select Program Status (existing or new)
- Mailing address; City, State, Zip Code;
- Contact Person’s Name;
- Contact Person’s phone number and email address;
- Name/Title of Person(s) Authorized to Legally Bind Agency (sign contract);
- Commission District(s);

- Total program budget (program’s total budget during the time period for which you are requesting funding, but not more than one (1) year);
- Amount of funding request from Palm Beach County;
- Select if Agency is accredited by Nonprofits First, Inc.
 - Levels of accreditation:
 - Excellence in Nonprofit Management
 - Sound Nonprofit Management
 - Core Nonprofit Management
 - **Note:** If accredited by Nonprofits First, Inc., Agency will upload proof of accreditation and will not need to provide the following documents, which must be provided if Agency is not accredited by Nonprofits First, Inc.:
 - IRS Form 990 – Return of Organization Exempt from Income Tax for 501(c)(3) corporations or other official governmental documentation proving IRS tax exempt status
 - Independent Audit Report
 - Year-End Financial Statements;
 - **Note:** If awarded funding, annual Independent Audits Reports will be required for each contracted year.
- Program Overview (three (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 BCC and in various publications).

Under the *PROPOSAL TAB*, please complete the following:

3.1 Description of Need (up to 10 points)

- 3.1.1 What is the need in Palm Beach County that you are proposing to address?
- 3.1.2 Clearly define and identify who is impacted by the need, including identified subpopulations, if applicable.
- 3.1.3 What areas of the County will be served? Include zip codes and confirm Board of County Commissioner's Commission District information. Please confirm through these resources:
 - <http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html>
 - <http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator>
 - <http://pbcgov.org/countycommissioners/DistrictMaps/map.pdf>
- 3.1.4 Clearly define demographics and important socio-economic characteristics of your priority population.
- 3.1.5 Report the estimated number of the priority population individuals your program will serve.
- 3.1.6 Detail how the priority population was involved in determining the need for the program.
- 3.1.7 Specify how the priority population was involved or will be involved in the development and/or implementation of the program.

3.2 Local Data (up to 10 points)

- 3.2.1 What local Palm Beach County data or evidence exists to document the need?
- 3.2.2 Underserved Population(s) Served: provide clear descriptive data showing a group needing services that are currently not provided to them. This should be documented by data that show that a subgroup of the population being served is underrepresented among service recipients.
- 3.2.3 Underserved Area(s) Served: provide a clearly defined zip code or census tract area with underserved population that lacks providers in the identified area or close proximity to the area.

3.3 Approach and Design (up to 25 points)

- 3.3.1 Explain what your program will do to meet the identified need.
- 3.3.2 Detail the services and specific activities your program will provide.
- 3.3.3 Indicate all program's proposed outcomes from the applicable Action Area for the funding period. For this Proposal, choose at least one and no more than four within the chosen Action Area. Choose only one Action Area per Proposal.
- 3.3.4 Demonstrate how your program will accomplish the proposed outcomes.
- 3.3.5 Relate how your Proposal is in line with the Action Area as established by the Youth Master Plan (YMP).
- 3.3.6 Describe how the program assesses clients' needs and links them to identified services.
- 3.3.7 Explain why you think this approach is the best way to engage the target population and to help them achieve the intended results. Include the research your agency did to identify and design the best approach to serve the target population and address the need.
- 3.3.8 Collective Impact: The YMP was developed utilizing a collective impact approach, which included a great deal of community participation. Accordingly, please describe how the community will be involved in the design, delivery and evaluation of services, as opposed to merely receiving the services.
- 3.3.9 Under the *SCOPE OF WORK TAB*, please complete all fields. Refer to NOFO **Attachment 4** for sample. Include the services to be completed (including when, where, and how often they are provided), the timeline for completing each component of the implementation, the target population, the roles and responsibilities of your agency and your program partners.
- 3.3.10 Program Innovation and Anticipated Challenges: provide a concise but detailed narrative that highlights particular program components that are innovative or ground-breaking and any anticipated challenges and plans to address challenges.

- 3.3.11 Indicate prior and/or planned efforts to ensure staff receive cultural competency training and how this is/would be incorporated into service delivery.
- 3.3.12 Describe prior and/or planned efforts to ensure staff receive adverse childhood experiences (ACEs) and resiliency training and how this is/would be incorporated into service delivery.
- 3.3.13 Describe how your agency participates/or will participate in Birth to 22: United for Brighter Futures.
- 3.3.14 Identify and explain, if any, an evidence-based approach or promising practice your program will implement. Alternatively, describe supporting theoretical model, theory of change, or research-based rationale for the program.

3.4 Evaluation Methods (up to 15 points)

- 3.4.1 Evidence-based or promising practice programs and services **must** address outcomes and performance measures from the applicable Action Area. Based upon the proposed program outcomes identified in Section 3.3, please describe in detail the methods to be utilized in evaluating the progress in meeting each outcome identified.
- 3.4.2 Clearly describe the evaluation methodology of the program being proposed.
- 3.4.3 Under the *LOGIC MODEL* TAB, please complete all fields and ensure outcomes are SMART (specific, measurable, achievable, realistic and time-bound). Refer to **NOFO Attachment 7** for sample.
- 3.4.4 Identify applicable evaluation measurement tools and explain how it appropriately measures and tracks outcomes. Upload examples if available.

Please [upload](#) any examples as a single file in PDF format.

- 3.4.5 Illustrate how evaluation processes are incorporated into agency policy and procedures.

3.5 Performance History (up to 5 points)

- 3.5.1 Discuss prior outcomes, expenditure of award, and other relevant data that demonstrate success of the services in your Proposal.

3.6 Available Resources and Sustainability (up to 15 points)

- 3.6.1 Disclose other funding that your agency has received to address this need.
- 3.6.2 Identify other funding that is available to support your agency in addressing this need.
- 3.6.3 Describe how your agency will continue to address this need if current funding ends.
- 3.6.4 Explain how awarded funds will allow you to leverage additional dollars, if any.
- 3.6.5 Partners - Upload to your Proposal, the names of any partners that will assist your agency in addressing this need with partner letter(s) of support, and/or existing/proposed Memoranda of Understanding or Memoranda of Agreement. Explain the responsibility of each partnering agency. If Proposal includes mentoring, please upload documentation of membership with the United Way of Palm Beach County Mentor Center.
- If any, please [upload](#) as a single file in PDF format.
- 3.6.6 Describe your use of volunteers in support of program and other agency activities.
- 3.6.7 Detail the process to ensure Level II background checks are performed for the staff and volunteers working with minors.
- 3.6.8 Describe the experience and expertise of your agency and your program partners (if applicable) in working with the target population (Why your agency and your program partners, if applicable, are the right agencies to address the need).

- 3.6.9 Describe the experience and expertise of your agency and your program partners (if applicable) in successfully implementing and sustaining programs of similar scope and size (Why your agency and your program partners, if applicable, are the right agencies to work with the target population).
- 3.6.10 Describe the roles, responsibilities, expertise, and experience of key program staff (including individuals from your agency, your partners, and consultants).

Under the *BUDGET TAB*, please complete the following:

3.7 Budget (up to 20 points)

- 3.7.1 Please complete a budget for the program for which you are submitting this Proposal. For this section, budget refers to a one year budget. Review the ‘sample’ and ‘guidelines’ spreadsheet tabs provided before completing the template. Refer to NOFO **Attachment 5** for sample.
- Ensure administrative expenses are limited to no more than 15%.
 - Ensure the requested fund justifications are complete. Include a Budget Justification that describes 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 percentage fee, then you must remove any other line items related to indirect/administrative expenses. If an indirect cost percentage is requested, an approved cost plan from a cognizant agency must be included.

Click to download the required program budget worksheet. Refer to NOFO **Attachment 5** for sample.

Please [upload](#) the completed program budget worksheet as a single file in PDF format.

- 3.7.2 Please upload a Total Agency Budget - The budget forms that are part of the Proposal do not need to be utilized for your agency’s total budget. Ensure CBA portion of the budget (amount of funding request from Palm Beach County) is not more than 25% of the Total Agency Budget.

Please [upload](#) Total Agency Budget as a single file in PDF format.

3.7.3 Under the *UNIT COST TAB*, please complete all Unit Cost of Service Rate and Definition fields. Refer to NOFO **Attachment 6**.

- Ensure the Unit Cost of Service Rate Definition is clearly stated and includes the proposed number of units to be provided. (Is this an industry standard? If so, please state source).
- Provide the Unit Cost of Service Rate (Is this an industry standard? If so, please state source). Ensure the Unit Cost of Service Rate is accurately calculated and that formulas used to arrive at the cost are included.
- Select which Deliverables option will be relied upon to support the number of units to be claimed by your agency on a monthly basis (ie, payroll reports, activity logs, attendance records, et al).

If based on ‘Service’

Proof of Service (examples include client sign in sheets, attendance records, schedule)

Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)

If based on ‘Staff Time’

Proof of Payroll Expense (examples include copies of paystubs, automated payroll reports)

Timesheet (including time attendance records, activity log)

Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)

3.7.4 Upload proof of Nonprofits First, Inc. Accreditation, if applicable.

Please [upload](#) most recent proof of accreditation as a single file in PDF format.

3.7.5 If not accredited by Nonprofits First, Inc. upload the most recent Independent Audit report. If there were findings, describe corrective actions taken.

Please [upload](#) most recent Independent Audit report as a single file in PDF format.

3.7.6 If not accredited by Nonprofits First, Inc. upload Year-end financial statements.

Please [upload](#) year-end financials as a single file in PDF format.

- 3.7.7 If not accredited by Nonprofits First, Inc. upload appropriate IRS Form 990 – Return of Organization Exempt from Income Tax for 501(c)(3) corporations or other official governmental documentation proving IRS tax exempt status, or Comprehensive Annual Financial Report (CAFR) for public entities.

Please [upload](#) IRS Form 990 or other official governmental documentation proving IRS tax exempt status, or CAFR as a single file in PDF file format.

Under the *ACKNOWLEDGEMENT TAB*, please complete the following:

Attestations:

- I attest that a member of my agency attended the Mandatory Pre-Proposal Conference by:
 - Zoom meeting attended at time of live broadcast; or
 - Recorded Zoom meeting viewed in its entirety as posted on the YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

Certifications:

- I certify that I am authorized to submit this Proposal on behalf of the agency.
- I certify that the information provided in the Proposal and the information provided in all supporting documents and forms is true and accurate.
- I certify that the Agency agrees that all awards and funding pursuant to this NOFO are within the sole and absolute discretion of the Palm Beach County Board of County Commissioners without recourse.
- IRS Form 990 or CAFR -- I certify that the IRS Form 990 or other official governmental documentation proving IRS tax exempt status, or Comprehensive Annual Financial Report uploaded to this Proposal is a true signed unaltered copy of the document submitted to the IRS or otherwise audited by an independent Certified Public Accounting firm. If accredited by Nonprofits First, Inc. this is not applicable.

Acknowledgements:

- I acknowledge that I have reviewed the Standard CBA Contract sample posted on the YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

Signature:

Title:

Date:

VII. TERMS AND CONDITIONS

1. Proposal Guarantee

Proposer guarantees their commitment, compliance and adherence to all requirements of the NOFO by submission of their Proposal, as indicated by acknowledgment in the YSD NOFO Dashboard.

2. Modified Proposals

Proposals can be revised prior to final submission. Once submitted, proposals cannot be modified in any way.

3. Late Proposals, Late Modified Proposals

Proposals submitted after 5:00 p.m., EST on the Electronic Submission Deadline Date shall not be considered.

4. NOFO Amendment/Postponement/Cancellation

YSD staff will post all associated NOFO documents on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

All interested Proposers are responsible for monitoring both the YSD website www.pbcgov.com/youthservices/Pages/NOFO.aspx and the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService> closely for Amendments to the NOFO and answers to any questions posed by Proposers.

5. Costs Incurred by Proposers

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

6. Public Record Disclosure

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law" respectively.

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

Pursuant to Palm Beach County Code, Sections 2-421 - 2-440, as may be amended, Palm Beach County's Office of Inspector General is authorized to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General's authority includes, but is not limited to, the power to audit, investigate, monitor, and inspect the activities of entities contracting with the County, or anyone acting on their behalf, in order to ensure compliance with contract requirements and detect corruption and fraud.

8. Commencement of Work

The County's obligation will commence when the contract is approved by the Board of County Commissioners, 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. Each Proposer shall acknowledge they have read the sample contract, which is available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

9. 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 AGENCY warrants and represents that throughout the term of the Contract, 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 Contract.

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

10. **Funding Levels, if a Proposal is selected**

All Proposers awarded funding must agree to the following language, which will be contained in each CBA Contract:

The annual contract funding for the delivery of services may be reduced depending upon the anticipated rate of Unit of Service completion.

The AGENCY may be subject to a decrease of funds if units are not being claimed at the anticipated rate. The anticipated rate of units claimed should be consistent over the term of this Contract, unless otherwise provided. The formula for reduction of funds/Units of Service shall be as follows:

- At one quarter of the annual service period the AGENCY shall have claimed a minimum twenty percent (20%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by ten percent (10%) of the Units of Service allocated for that service period.
- At one half of the annual service period the AGENCY shall have claimed a minimum forty percent (40%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by fifty percent (50%) of the Units of Service allocated for that service period.
- At three quarters of the annual service period the AGENCY shall have claimed a minimum seventy-five percent (75%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by one hundred percent (100%) of the unspent units allocated for that service period.

Any decrease of funding for any of the AGENCY'S contracted programs for failure to utilize at anticipated rate may be approved by the DEPARTMENT'S Director.

ATTACHMENTS

ATTACHMENT 1

Action Area Eligible Activities

Health & Wellness Supports: Ensure access to healthy foods and exercise options; address youth physical and mental health risks/issues

Evidence-based or promising practice programs and services in this category **must** address at least one and no more than four outcomes and performance measures from the list below associated with the applicable Action Area:

- (1) Youth will benefit physically by participating in structured indoor and outdoor exercise as evidence by pre-post assessment.
- (2) Youth will increase their knowledge of stress reduction techniques as evidence by pre-post assessment.
- (3) Parents will increase participation in healthy lifestyle activities with their families as evidence by tracking log.
- (4) Youth will be connected to wellness opportunities including mental health, medical and/or nutritional services via agency referral system as evidence by completed referrals and follow-up documentation.
- (5) Youth will demonstrate improvement in self- acceptance, coping skills, and connectivity within the community, as evidenced by pre-post assessments.
- (6) Parents will show increased knowledge of trauma and inclusivity and the impact on their family and community, as evidenced by pre-post assessment.
- (7) Youth will demonstrate an increase in awareness and connection to positive behaviors, activities and life skills to reduce health risks as evidenced by pre-post assessments.

Rationale:

Children struggle to succeed in learning, living or giving when their basic needs are not met. Disparities in accessing basic needs such as healthy foods, safe homes and health care can have a lifelong impact.

Physical inactivity and bad dietary behaviors contribute to child and adolescent obesity, which have immediate and long-term effects on health and well-being. When compared to high school students in the U.S., high schoolers in Palm Beach County were more likely to report physical inactivity for at least one hour a day for 5 or more days and that they did not eat healthy foods. They were also less likely to report that they were overweight or obese.

Safe, secure children are much more likely to be emotionally, socially and academically ready for school, and for life. Children who are exposed to adverse childhood experiences are at higher risks for learning difficulties, emotional problems, developmental issues and long-term problems. It is important that older youth have a trusted adult in their life that they can turn to. High school youth are more likely to turn to friends when feeling sad, empty, hopeless, angry, or anxious. Birth to 22 will enhance adult supports through addressing mental health needs.

For more information on how Palm Beach County youth are doing on Lack of Physical activity, dietary behaviors, overweight and obese, substance abuse, teen pregnancy, career ready, connected and contributing, see Birth to 22 Youth Master Plan Appendix 3.1.3, p.40-44; 74-81 and 60-66.

Below is a compilation of the many recommendations for services:

Suggested Uses of Available Funds (based on recommendations included in the Youth Master Plan):

- Business investment in food banks and other access programs.
- Community garden initiative.
- Availability of physical check-up to include vision, hearing, cholesterol, blood pressure and diabetes.
- Family healthy eating education.
- Community exercise.
- Demonstrate good nutrition-learning healthy swaps i.e. water vs. soda, salad vs. fries.
- Making healthy foods available- green markets, food banks, vending machines.
- Education- teen pregnancy, self-love, and sexually transmitted diseases.
- Referral system for navigation of services.
- Available substance abuse and mental health services.
- Access to screening for Adverse Childhood Experiences (ACEs) and appropriate follow-up care.
- Provide education on and access to stress reduction activities.
- Provide access to safe and clean parks and recreational spaces.
- Increase training for parents and youth to promote equitable practices, including:
 - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
 - Racial and gender equity training
 - Special needs awareness and inclusivity training
 - Trauma Informed Care

Please review:

Birth to 22 Youth Master Plan Appendix, Section 3, subsection 3.3.2
(<http://pbcbirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf>), for an additional list of Evidence-Based and emerging programs

Robert Wood Johnson Foundation: Healthy Children and Families, <https://www.rwjf.org/en/our-focus-areas/focus-areas/healthy-children-and-families.html>

American Academy of Pediatrics Policy Statement: The Impact of Racism on Child and Adolescent Health, <https://doi.org/10.1542/peds.2019-1765>

Substance Abuse and Mental Health Services Administration: Evidence-Based Practices Resource Center, <https://www.samhsa.gov/resource-search/ebp>

ATTACHMENT 2

Action Area Eligible Activities

**Ensure Safety and Justice: A) Providing intervention and alternatives to crime; and
B) Strengthen prevention efforts to deter entry into the delinquency system**

Evidence-based or promising practice programs and services in this category **must** address at least one and no more than four outcomes and performance measures from the list below associated with the applicable Action Area:

- (1) Youth will receive trauma-informed assessment and ongoing intervention to address needs as evidenced by the assessment and service plan.
- (2) Youth will demonstrate increased knowledge in gang prevention, academic success, peer pressure, anger management, and life skills as evidenced by pre-post assessment.
- (3) Youth will build positive relationships with adults and each other and feel a sense of connectedness/belonging to their school and community as evidenced by pre-post assessment.
- (4) Youth will remain active in the program for a minimum of 6 months and not reoffend during that time as evidenced by tracking log and juvenile justice documentation.
- (5) Youth will engage in an impact project to improve community safety and/or community relationships over a period of at least six months to include planning, organizing, implementing and reflecting on project as evidenced by project plan and completed project.
- (6) Youth will increase engagement in youth leadership groups focused on promoting equity, inclusion, violence prevention, anti-bullying and social justice efforts as evidenced by attendance log.
- (7) Youth will receive comprehensive, multi-component intensive support and intervention aimed at reducing risk of juvenile justice involvement or recidivism as evidence by service plan and tracking log.
- (8) Youth will receive ongoing academic support including tutoring, goal setting, post-secondary education preparation as evidenced by attainment of goals identified in service plan.
- (9) Parents will receive education and interventions to increase positive family support and stable family home environment as evidenced by pre-post assessment.

Rationale:

Issues involving safety and justice continue to be an area of concern for youth throughout Palm Beach County. Many of the youth who are involved in the child welfare system have lower academic achievement and higher involvement with the criminal justice system as teenagers and adults. Below is a compilation of the many recommendations for services:

Suggested Uses of Available Funds (based on recommendations included in the Youth Master Plan):

- Programs proposing to provide services aligned to DJJ's Supervised Release Continuum of Care** for Alternative to Secure Detention Programming aka supervised release. Program must maintain minimum contact requirement and supervision as determined by Detention Risk Assessment Instrument (DRAI) score/ supervised release requirement from DJJ or per court-order.
- Address family violence issues, including domestic violence, as well as gang education/awareness training and community intervention.
- Provide highly structured out of school pro-social activities for middle and high school students with a strong focus on crime prevention, youth violence prevention and intervention with youth involved or with an enhanced risk of being involved in the juvenile justice system.
- Staff complete in-home visitation and supportive family programming.
- Parent support and education on the juvenile justice and court system.
- Provide opportunities for young people to get involved in their community and assume leadership roles. Development of youth leadership groups and linkage to PBCs B22 Future Leaders United for Change, focused on promoting youth voice, equity, inclusion, violence prevention, anti-bullying and social justice efforts.
- Deploy prevention programs, which provide early identification and prevention activities that educate parents and youth and provide alternatives to violent behaviors such as pro-social activities, tutoring, community service and other healthy options.
- Provide support and services to meet the mental health and behavioral health needs of youth and families for court-involved youth our youth at risk of becoming court-involved.
- Wraparound or case management systems that include a community liaison connecting youth and families to all justice/DJJ resources; utilizing a system of care model.
- Programs that incorporate innovative opportunities to access transportation.
- Provide academic support and assist youth to set and achieve individualized educational goals.
- Community-wide initiatives addressing crime and gang prevention.
- Programming that creates a connection between youth and positive role models from their community.

Please review:

Birth to 22 Youth Master Plan Appendix, Section 3, subsection 3.3.2

(<http://pbcbirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf>), for an additional list of Evidence-Based and emerging programs

Annie E. Casey Foundation Transforming Juvenile Probation: A Vision For Getting it Right, (<https://www.aecf.org/m/resourcedoc/aecf-transformingjuvenileprobation-2018.pdf>) for programmatic framework on juvenile justice reform practices

Annie E. Casey Foundation: Publications on Youth Probation, Well-Being and Data-Driven Problem Solving, <https://www.aecf.org/blog/content-on-juvenile-probation-data-and-economic-opportunity>

Research has demonstrated that minority youth are disproportionately involved with the Juvenile Justice System. To learn more about the disproportionate involvement of minority youth with the juvenile justice system, visit <http://www.djj.state.fl.us/research/reports/reports-and-data/interactive-data-reports/disproportionate-minority-contact-reports>.

Council of Juvenile Correctional Administrators Toolkit: Positive Youth Development (<http://cjja.net/wp-content/uploads/2018/02/CJCA-Toolkit-final-doc-Aug.-9-2017.pdf>)

**Supervised Release Continuum of Care (<http://www.djj.state.fl.us/research/latest-initiatives/detention-risk-assessment-instrument>); (<http://www.djj.state.fl.us>).

National Crime Prevention Council Strategy: Youth-Led Community Service Projects, [Strategy: Youth-Led Community Service Projects — National Crime Prevention Council \(ncpc.org\)](http://www.ncpc.org)

ATTACHMENT 3

Action Area Eligible Activities

Social and Emotional Learning (SEL) Supports through quality out-of-school time programs

Evidence-based or promising practice programs and services in this category **must** address at least one and no more than four outcomes and performance measures from the list below associated with the applicable Action Area:

- (1) Providers will demonstrate increased knowledge through training and professional learning opportunities to promote equitable practices as evidence by pre-post assessment.
- (2) Youth will demonstrate growth in leadership, life skills and problem solving knowledge as evidence by pre-post assessment.
- (3) Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment.
- (4) Youth will benefit from positive social interactions as evidenced by tracking log.
- (5) Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan.
- (6) Youth will demonstrate improvement in connectivity within the community, self-concept, and decreased isolation as evidenced by pre-post survey.
- (7) Youth will be provided opportunities to get involved in their community and assume leadership roles as evidenced by service plan and tracking log.
- (8) Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records.
- (9) Parents will demonstrate social and emotional skill building through at least three peer-support groups or educational sessions as evidenced by pre-post assessment.
- (10) Youth will increase knowledge of healthy relationships and awareness of bullying, dating and domestic violence as evidenced by pre-post assessment.
- (11) Youth will increase awareness of how identity is shaped by the media, peers, technology and the community by planning, organizing, implementing and reflecting on an impact project as evidenced by project plan and completed project.

Rationale:

Children's ability to be empathetic, manage emotions, manage their time, solve problems, and persist when challenged depends on the opportunities they have had to name, practice and be rewarded for these skills. Physical well-being and social and emotional development are crucial factors in being ready for learning – both when first entering school and at each stage along the way, up to and including post-secondary education entry.

Safe, secure children are much more likely to be emotionally, socially and academically ready for school- and for life. Children who are exposed to adverse childhood experiences are at higher risk for learning difficulties, emotional problems, developmental issues and long-term health problems.

While attachment to a caregiver is essential in the early years, it is equally important that older youth have a trusted adult in their life. High school youth in Palm Beach County are more likely to turn to friends when feeling sad, empty, hopeless, angry, or anxious than to an adult. Social and emotional skill development is essential for knowledge development in academic content areas and for avoiding risky behaviors. Below is a compilation of the many recommendations for services:

Suggested Uses of Available Funds (based on recommendations included in the Youth Master Plan):

Programming resulting in development of social and emotional skills in youth.

- Programming resulting in youth’s cognitive, behavioral and social and emotional engagement. Youth will learn problem-solving; have opportunities to exercise collaboration, leadership, and choice; identify things of interest; and, feel socially supported within the environment.
- Provide opportunities for young people to get involved in their community and assume leadership roles.
- Build SEL skillsets of parents to influence their effectiveness in supporting youth SEL.
- After school and OST activities for middle and high school students that enable staff to support SEL and that builds a relationship with the community.
- Increase training and professional learning opportunities for all frontline professionals working with SEL development and/or providing OST supports to promote equitable practices, including:
 - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
 - Racial and gender equity training
 - Special needs awareness and inclusivity training
 - Trauma Informed Care

Please review:

Birth to 22 Youth Master Plan Appendix, Section 3, subsection 3.3.2

(<http://pbcbirthto22.com/pdf/APPENDIX%20YMP%20SECTION%203%20ONLINE.pdf>), for an additional list of Evidence-Based and emerging programs

Annie E. Casey Foundation: Supporting Social-Emotional Learning with Evidence-Based Programs: <https://www.aecf.org/resources/supporting-social-emotional-learning-with-evidence-based-programs>

Wallace Foundation: Navigating Social and Emotional Learning from the Inside Out, <https://www.wallacefoundation.org/knowledge-center/pages/navigating-social-and-emotional-learning-from-the-inside-out.aspx>

Stanford Social Innovation Review: Integrating School and Out-of-School Time Toward Equity, https://ssir.org/articles/entry/integrating_school_and_out_of_school_time_toward_equity

ATTACHMENT 4

SCOPE OF WORK

Contract Period: October 1, 2022 – September 30, 2025

Agency Name: XYZ Agency, Inc.

Program Name: Youth Excel & Succeed

Target Population: Middle and High School Youth Ages 12-18

Geographic area(s) served: West Palm Beach and Riviera Beach

Commission District(s): Districts 2 and 7

Overview:

Youth Excel & Succeed is a community based mentoring program that will support 30 mentor/mentee matches. The program targets youth residing in the low-income area of West Palm Beach and Riviera Beach through academic enrichment, life skills building activities coupled with connecting youth (mentees) to mentors. The Youth Excel & Succeed program is based on *The Elements of Effective Practice for Mentoring* established by The National Mentoring Partnership (MENTOR).

Evidence-based model or promising practice:

The Elements of Effective Practice for Mentoring

Observed Need/Risk Factor(s) that will be addressed:

Need for high quality mentoring program and related services to support youth development.

Services:

The Youth Excel & Succeed program will offer:

- Recruitment, screening, training, matching, monitoring and support for youth and mentors.
- Homework assistance and tutoring for youth participants.
- Skills building workshops and activities for youth participants.
- Mentor training including effective interactions, equity and trauma.
- Leadership development opportunities including but not limited to community service and reflection opportunities.

Outcomes:

- 30 of 30 (100%) recruited mentors are successfully matched with mentees as evidenced by the number of matches;
- 25 of 30 (83%) mentors are trained and supported in effective mentor/mentee interactions, equity and trauma as evidenced by training records;

- 23 of 30 (76%) youth achieve and/or maintain academic achievements as evidenced by report cards.

Reports Submission:

The AGENCY shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit A, Form 1
- Quarterly Report format, Exhibit A, Form 2
- Logic Model, Exhibit A, Form 3
- Annual Report format, Exhibit A, Form 4

Projected number of clients served:

30 youth and 30 mentors

Sample

ATTACHMENT 5 Program Budget Guidelines

| Item # | Guidelines |
|--------|--|
| 1 | A separate budget worksheet must be completed for each CBA funded program. |
| 2 | Please complete each column for each funder in detail. Please use Column A to describe in detail each expense. |
| 3 | The budget worksheet is not locked. Add line items and insert rows as appropriate for your program. |
| 4 | Do not enter data in cells that are grayed out. |
| 5 | Comments (notes) have been entered in various cells to help guide your entries. |
| 6 | Keep to the general format of the template. |
| 7 | You can format/auto sum cells that require totals to be entered. |
| 8 | If you wish to add your Agency name to the header/footer section, please do so. |
| 9 | Be sure that you list the relevant program name in cell B1. |
| 10 | If you have numerous funders for your program, insert additional columns to capture that summary data. |

Program Budget

| CBA Budget Items | CBA Program Name | Palm Beach County CBA | CBA Program Funder #2 | CBA Program Funder #3 | CBA Program Funder #4 | Total Program Funding (All Sources) |
|--|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------------------------|
| Program Period: FY 2023 | | Proposed | Confirmed | Pending | Pending | Pending |
| TOTAL PROGRAM FUNDING AMOUNT = | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Program Expenses | <u>Narrative</u> | <u>Total</u> | <u>Total</u> | <u>Total</u> | <u>Total</u> | <u>Total</u> |
| Program Manager | | | | | | \$ - |
| Program Assistant | | | | | | \$ - |
| Fringe Benefits - Program Assistant | | | | | | \$ - |
| Community Educator | | | | | | \$ - |
| Personnel | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Rent/Lease | | | | | | \$ - |
| Building Maintenance | | | | | | \$ - |
| Insurance | | | | | | \$ - |
| Building /Occupancy | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Electric | | | | | | \$ - |
| Water | | | | | | \$ - |
| Telephone | | | | | | \$ - |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Office Supplies | | | | | | \$ - |
| Postage/Shipping | | | | | | \$ - |
| Printing | | | | | | \$ - |
| Materials/Program Supplies | | | | | | \$ - |
| Equipment Rental | | | | | | \$ - |
| Project Supplies/Equipment | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Conference Registration Fees | | | | | | \$ - |
| Training | | | | | | \$ - |
| Travel/Mileage | | | | | | \$ - |
| Professional Fees | | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL PROGRAM EXPENSES = | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Administrative Expenses | <u>Narrative</u> | | | | | \$ - |
| Executive Position #1 (JL) | | | | | | \$ - |
| Personnel | | \$ - | \$ - | \$ - | \$ - | \$ - |
| XYZ Consultants | | | | | | \$ - |
| Consulting Fees | | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL ADMINISTRATIVE EXPENSES = | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Administrative % of PBC Award | | | #DIV/0! | | | |

Program Budget

| CBA Budget Items | CBA Program Name | Palm Beach County CBA | Program Funder #2 | Program Funder #3 | Program Funder #4 | Total Program Funding (All Sources) |
|--|---|-----------------------|---------------------|---------------------|--------------------|-------------------------------------|
| | | Proposed | Confirmed | Pending | Pending | Pending |
| Program Period: FY 2023 | | | | | | |
| TOTAL PROGRAM FUNDING AMOUNT = | | \$ 116,945.00 | \$ 45,000.00 | \$ 19,000.00 | \$ 7,500.00 | \$ 188,445.00 |
| Program Expenses | Narrative | Amount | Amount | Amount | Amount | Amount |
| Program Manager | Program manager position for community support service. Salary expense is 100% funded by PBC CBA award and includes fringe benefits. | \$ 25,000.00 | \$ 30,000.00 | | | \$ 55,000.00 |
| Program Assistant | Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC CBA award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits) | \$ 7,500.00 | \$ 7,500.00 | | | \$ 15,000.00 |
| Fringe Benefits - Program Assistant | Fringe benefits expense for Program Assistant. Fringe benefits for this position total (\$1,900) with 50% allocated to Palm Beach County CBA in the amount of \$950. | \$ 950.00 | | | | \$ 950.00 |
| Community Educator | Community Educator position is the primary interface with local schools, charities and support groups. Total salary (including fringe benefits) billed to Palm Beach County CBA = \$39,045. | \$ 39,045.00 | | \$ 1,000.00 | | \$ 40,045.00 |
| Personnel | | \$ 72,445.00 | \$ 37,500.00 | \$ 1,000.00 | \$ 7,500.00 | \$ 118,445.00 |
| Programmatic Rents/Lease | *Note: Rent for areas that house admin staff should be billed separately under administrative* Rent expense for Lake Worth facility. Total rental expense for FY22 = \$35,000. Allocation to Palm Beach County CBA award = \$20,000. Remaining \$15,000 will be paid by other operating income. | \$ 20,000.00 | | | | \$ 20,000.00 |
| Building Maintenance | Maintenance expense for building XYZ | \$ 3,800.00 | | | | \$ 3,800.00 |
| Insurance | Commercial, General, Liability Insurance | \$ 3,250.00 | | | | \$ 3,250.00 |
| Building/Occupancy | | \$ 27,050.00 | \$ - | \$ - | \$ - | \$ 27,050.00 |
| Electric | Electric Utility Services expense for location X | \$ 2,200.00 | | \$ 1,000.00 | | \$ 3,200.00 |
| Water | Water Utility service for location X | \$ 850.00 | | \$ 500.00 | | \$ 1,350.00 |
| Telephone | Telephone expense for landline at location X | \$ 250.00 | | | | \$ 250.00 |
| Utilities | | \$ 3,900.00 | | \$ 1,500.00 | | \$ 5,400.00 |
| Office Supplies | Office supplies for program staff | \$ 500.00 | | | | \$ 500.00 |
| Postage/Shipping | Postage expense for client related mailing | \$ 750.00 | | | | \$ 750.00 |
| Printing | Printing expense for program brochures | \$ 650.00 | | | | \$ 650.00 |
| Materials/Program Supplies | Program related supplies used to support base | \$ - | | | | \$ - |
| Equipment Rental | Monthly Equipment rental fee for (10,000 per year). Palm Beach County to cover 50% | \$ 3,000.00 | | | | \$ 3,000.00 |
| Project Supplies/Equipment | | \$ 4,900.00 | \$ - | \$ - | \$ - | \$ 4,900.00 |
| Conference Registration Fees | Professional development program fee | \$ 350.00 | | | | \$ 350.00 |
| Training | Staff training expense for (medical) intervention on client support | \$ 1,500.00 | | | | \$ 1,500.00 |
| Travel/Mileage | Program staff mileage for client and training related meetings | \$ 1,100.00 | | | | \$ 1,100.00 |
| Professional Fees | | \$ 2,950.00 | \$ - | \$ - | \$ - | \$ 2,950.00 |
| TOTAL PROGRAM EXPENSES = | | \$ 109,745.00 | \$ 45,000.00 | \$ 19,000.00 | \$ 7,500.00 | \$ 181,245.00 |
| Administrative Expenses | Narrative | Amount | Amount | Amount | Amount | Amount |
| Executive Position #6 (1) | Allocation of the Executive Position #6 salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$4,250. Allocation to Palm Beach County CBA = \$4,250. | \$ 4,250.00 | | | | \$ 4,250.00 |
| Personnel | for CBA program. Annual budget = \$950, Annual audit fee = \$2,000. Total expense = | \$ 2,950.00 | | | | \$ 2,950.00 |
| XYZ Consultants | Suppor | \$ 2,950.00 | | | | \$ 2,950.00 |
| Consulting Fees | | \$ 2,950.00 | | | | \$ 2,950.00 |
| TOTAL ADMINISTRATIVE EXPENSES = | | \$ 7,200.00 | \$ - | \$ - | \$ - | \$ 7,200.00 |
| Administrative % of PBC Award | | | 0% | | | |

ATTACHMENT 6

UNIT COST OF SERVICE RATE AND DEFINITION

The Scope of Work to be completed by the AGENCY as defined in Exhibit A consist of submission to the COUNTY of certain “deliverables” as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Unit Cost of Service Rate and Definition:

| | | | |
|---|----------------------------------|------------------------------|-----------|
| Program: | Community Based Agency: | | |
| Contract Period: | | | |
| Unit Cost of Service Rate Definition | Unit Cost of Service Rate | Total Cost of Service | |
| | \$ | \$ annually | |
| TOTAL CONTRACT | | | \$ |
| Deliverables Description: | | | |
| If Unit Cost is based on Hours of Service: | | | |
| <ul style="list-style-type: none"> • Proof of Service (examples include client sign in sheets, attendance records, schedule) • Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work) | | | |
| If Unit Cost is based on Hours of Staff Time: | | | |
| <ul style="list-style-type: none"> • Proof of Payroll Expense (examples include copies of paystubs, automated payroll reports) • Timesheet (including time attendance records, activity log) • Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work) | | | |

ATTACHMENT 7 Logic Model

XYZ Agency, Inc.

□ Family Agency □ Community □ Community

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 |
|--|--|--|--|---|--|---|--|
| Problem/Need/Situation | Service Activity | Outcome | Indicator | Results | Measurement Tool | Data Source | Frequency |
| <p>Instruction: Need/Problem/Situation</p> <p>Youth need access to a caring adult that provides emotional support, encouragement and inspiration.</p> | <p>Instruction: What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Served</p> <p>Recruiting and training mentors for youth and adults.</p> | <p>Instruction: Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions</p> <p>Mentors will provide support and encouragement to youth and adults.</p> | <p>Instruction: Number (#) and Percent (%) of Clients Expected to Achieve Outcome (# of Clients = by = Served)</p> <p>30 of 30 (100%) recruited mentors are successfully matched with mentees as evidenced by the number of matches</p> | <p>Instruction: Actual Number (#) and Percent (%) of Clients who Achieve the Outcome (# of Clients who achieved the outcome = # Served)</p> <p>25 of 30 (83%) supported mentees interactions as evidenced by records</p> | <p>Instruction: Evidence Collected (provide specific name of tool, examples of tools include: pre/post surveys or assessments, progress reports)</p> <p>Documentation to support and track the number of mentors/mentee matches</p> | <p>Instruction: Collection Procedure & Personnel/Responsible</p> <p>Program Coordinator will maintain documentation of mentors recruited, screened and matched</p> | <p>Instruction: Time & Frequency of Evaluation/Outcome Measurement</p> <p>Weekly, Monthly & Quarterly</p> |
| <p>Youth need connectivity to a caring adult that is trained to provide them support as a mentor.</p> | <p>Mentors are provided with effective trainings, equipping and trauma informed for 20 matched mentors.</p> | <p>Mentors will provide support and encouragement to youth and adults.</p> | <p>25 of 30 (83%) supported mentees interactions as evidenced by records</p> | <p>25 of 30 (83%) supported mentees interactions as evidenced by records</p> | <p>Attendance logs and training records for mentors</p> | <p>Program Coordinator will utilize, collect and file attendance logs and training records.</p> | <p>At start and completion of each training</p> |
| <p>Youth need assistance that supports their academic enrichment and positive academic achievements.</p> | <p>Homework assistance, tutoring and skills building for 30 youth</p> | <p>Youth achieve and maintain academic achievements</p> | <p>23 of 30 (77%) youth achieved academic achievements as reported by report card</p> | <p>23 of 30 (77%) youth achieved academic achievements as reported by report card</p> | <p>Student progress reports and report cards</p> | <p>Program Coordinator will obtain, review and file student progress reports and report cards</p> | <p>Every nine weeks, semester and school year end.</p> |
| <p>Mission Statement:</p> | <p>Enriching youth development towards healing, thriving and growing.</p> | | | | | | |

Logic Model Checklist

- ❑ Was the mission of the organization or program identified? (foundation)
- ❑ Is the need statement clear? (not a “need for a service” but the identification of what is needed or lacking) (Column 1)
- ❑ Does the service or activity match the need? (Columns 1-2)
- ❑ Does the service include the number to be served and the timeframe?
Is the timeframe realistic? (Column 2)
- ❑ Does the outcome (Column 3) match the need (Column 1)? Can the outcome be produced by the identified service? (Column 2) Ensure the outcomes are the required outcomes listed in this Information Guidance (Column 3)?
- ❑ Is the outcome realistic, clear, and attainable? (Column 3) (*does the outcome avoid words like “received” as this makes the statement appear to relate only to the receipt of a service and not an outcome – rather say what has changed*)
- ❑ Does the projected outcome indicator provide a way to measure the outcome? Are the indicators realistic, clear, and attainable? (Column 4)
- ❑ Does the **projected indicator** include number to achieve the outcome, number to be served, the percent that represents the relationship between these two numbers and a timeframe? (Column 4)
- ❑ Was a specific measurement tool(s) identified? (Column 6)
- ❑ Are the data collection procedures and personnel specific? (Column 7)
- ❑ Is the frequency of data collection sufficient to support monitoring progress and outcomes? Are the intervals of reporting clearly identified? (Column 8)

ATTACHMENT 8

Hyperlinks listed in NOFO

| | |
|---|-----------------|
| Mandatory Pre-Proposal Conference Zoom link | 1, 9 |
| YSD NOFO for the Community Based Agencies Program | 1, 3, 5, 9, 11, |
| | 13, 21, 22, 23 |
| Birth to 22 and Community Data..... | 3 |
| United Way of Palm Beach County Mentor Network..... | 3 |
| County’s on-line Vendor Self Service (VSS) system | 4, 9, 22 |
| Lobbying – “Cone of Silence” | 12 |
| YSD NOFO Dashboard (to apply)..... | 13 |
| BCC Commission District and zip code maps | 15 |

Hyperlinks listed in Attachment 1..... 27

- Birth to 22 Youth Master Plan Appendix, Section 3, subsection 3.3.2
- Robert Wood Johnson Foundation: Healthy Children and Families
- American Academy of Pediatrics Policy Statement: The Impact of Racism on Child and Adolescent Health
- Substance Abuse and Mental Health Services Administration: Evidence-Based Practices Resource Center

Hyperlinks listed in Attachment 2..... 29, 30

- Birth to 22 Youth Master Plan Appendix, Section 3, subsection 3.3.2
- Annie E. Casey Foundation Transforming Juvenile Probation: A Vision For Getting it Right
- Annie E. Casey Foundation: Publications on Youth Probation, Well-Being and Data-Driven Problem Solving
- Florida Department of Juvenile Justice: Disproportionate Minority Contact Reports
- Council of Juvenile Correctional Administrators Toolkit: Positive Youth Development
- Supervised Release Continuum of Care
- National Crime Prevention Council Strategy: Youth-Led Community Service Projects

Hyperlinks listed in Attachment 3..... 32

- Birth to 22 Youth Master Plan Appendix, Section 3, subsection 3.3.2
- Annie E. Casey Foundation: Supporting Social-Emotional Learning with Evidence-Based Programs
- Wallace Foundation: Navigating Social and Emotional Learning from the Inside Out
- Stanford Social Innovation Review: Integrating School and Out-of-School Time Toward Equity