

# FY 2025



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## Community Based Agency FY 2025

# Notice of Funding Opportunity (NOFO)

## Pre-Proposal Conference

**Thursday, February 29, 2024 at 9:00 am**

Via Zoom: <https://pbcgov.zoom.us/j/85144003971?pwd=TWJuRldTeWVMVnRUNWZXZm9JWjBVQT09>

# AGENDA



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## Welcome & Introductions

- Elisa Cramer, Interim Director, Youth Services Department

## Cone of Silence

- Helene Hvizd, Senior Assistant County Attorney

## Overview of FY2025 CBA NOFO Process and Guidance

- Ike Powell III, Director of Outreach & Community Programming

## Scope of Work and Logic Model

- Valerie Messineo, Senior Program Specialist

## Contract Preparation & Process

- Michelle Liska, Director of Finance, Contracting, and Administrative Services

## Fiscal Overview for NOFO Budgets & Website Page Overview

- Tyrell Hall, Financial Analyst II

## Evaluation Methodology

- Donna Goodwin, Program Evaluator

## NOFO Dashboard Demo

- Ike Powell III, Director of Outreach & Community Programming

## Questions & Answers

- Elisa Cramer, Interim Director, Youth Services Department

# WELCOME & INTRODUCTIONS

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**Elisa Cramer**

*Interim Director,*

*Palm Beach County Youth Services Department*

# HOUSEKEEPING



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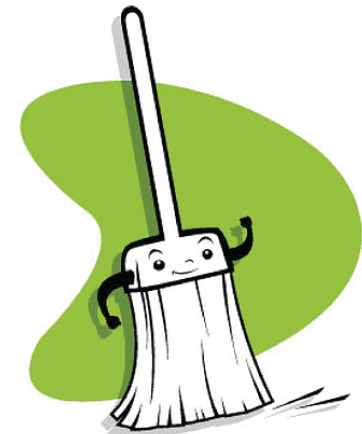


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- Session is being recorded
- Put your name and agency name in the chat
- Participants on Mute
- Put questions in the chat
- Website Q & A



# SIGN IN



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## Mandatory Pre-Proposal Conference

The NOFO requires a proposer's attendance at today's ***mandatory Pre-Proposal Conference*** or an attestation that the recording of this conference has been reviewed.

Each proposer will be asked to confirm attendance or review when submitting a proposal, and the application cannot be submitted without such attestation.

**For those attending, please add your name and agency in the Chat.**

**The PowerPoint and recording of this meeting will be available at:**

**[www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx)**

# RESOURCES



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- NOFO Proposal Portal
- Community Based Agencies Portal
- Outcome selection list



# VENDOR SELF SERVICE (VSS) AMENDMENTS TO NOFO



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## 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.

### Solicitation CBA2023

Procurement Folder: 1226303

Solicitation: CBA2023

Solicitation Type: Request for Proposals

Description: Notice of Funding Opportunity for CBA FY2023

On Behalf Of Office: Palm Beach County

Preparer Office: Palm Beach County

Category: COMM BASE AGENCY

#### Mail Responses To:

IKE POWELL

YOUTH SERVICES DEPARTMENT (561) 242-5713

OUTREACH & COMMUNITY PROGRAMMING

Solicitation Version Number: 2

Amendment: 1

Status: Open

Issued Date: 3/7/2022

Closing Date: 4/4/2022

Closing Time: 5:00 PM

Time Left: 28 Days

Public Bid Open Date:

Public Bid Open Time:

Phone: 561-242-5713

Phone: 561-242-5716

Online Responses Prohibited: Yes



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](mailto:PBCVendor@pbcgov.org).

# YOUTH MASTER PLAN



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## Strengthening the Steps to Success



Youth Master Plan  
for Palm Beach County



# CONE OF SILENCE



**Helene Hvizd**

*Senior Assistant County Attorney*

# 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.

Proposers are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at [https://pbcgov.org/legislativeaffairs/Misc\\_Documents/Lobbyist\\_Registration\\_Ordinance.pdf](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.

# CONE OF SILENCE



## When Does the Cone of Silence End?

The Cone of Silence is in effect as of the Electronic Submission Deadline Date. The Cone of Silence shall terminate at the time that the BCC approves awards or contracts, all proposals are rejected, or other action is taken which ends the solicitation process.

## When Oral Communications are Allowed

The provisions of this Ordinance shall not apply to oral communications at any public meeting, including but not limited to pre-proposal conferences, and selection committee meetings. The Cone of Silence shall not apply to contract negotiations between any employee and the intended awardee.

## Ethics Commission

If anyone has a question regarding ethics they should not be addressed to our department, but should be addressed directly with the Ethics Commission.

<http://www.palmbeachcountyethics.com/>

# FOREIGN COUNTRY OF CONCERN ATTESTATION



## Foreign Country of Concern Attestation (Form PUR 1355)

- New Florida State Law, effective January 1, 2024, section 287.138, Florida Statutes imposes a new requirement concerning proposals, bids, and contracts
- Requires an entity submitting a proposal to a governmental entity for a contract which would grant the entity access to an individual's Personal Identifying Information to submit the Foreign Country of Concern Attestation, Form PUR 1355
- Entity cannot be owned by, controlled by, or organized under the laws of the government of a Foreign Country of Concern
- We are asking for this form to be completed and submitted out of an abundance of caution, because we do not know the specifics of each contract at this time. Complete and upload Attachment 9
- If the proposer is a governmental entity, such as a municipality, or a special district, you will complete and uploaded Attachment 10, which simply states that you are a governmental entity or special district. Attachment 10 may be signed by the person who submits the proposal on behalf of the municipality or special district. It does not require approval by the governmental entity or special district's board or council.

# OVERVIEW OF NOFO PROCESS & GUIDANCE



**Ike Powell III**

*Director,*

*Outreach and Community Programming*

# CBA FUNDING CYCLE



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## 3-Year Funding Cycle:

The following Action Area(s) will be issued a three (3) year contract which will be dependent on annual budget allocation from the BCC.

## FY 2025 NOFO Categories:

- 1. Economic Access:** Building education to employment pathways for opportunity youth
- 2. Parenting & Role Models:** Increase outreach to parents through communications, natural support system network, and parent mentors
- 3. Educational Supports:** Promote equitable access to and success in higher education for pre-k through post-secondary students, by increasing parent, community, and business involvement in education

# CBA NOFO PROCESS



START

Birth to 22



Identify Action Areas in Youth Master Plan



Prepare and Issue NOFO



Convene Pre-Proposal Conference



Convene NOFO Review panels



Resources available for Reviewers include performance history, evaluation method, and budget reviews



Proposals submitted and screened internally at YSD for responsiveness



Recruit and train NOFO Reviewers



Develop staff recommendations



Post recommendations



Protests, if any



Recommendations presented to BCC for approval

FINISH



# NOFO TIMELINE



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DATE	ACTIVITY
February 25, 2024	NOFO advertised
February 26, 2024	NOFO available to public
February 29, 2024	<u>Mandatory</u> Pre-Proposal Conference ←
March 12, 2024	Reviewer Training via Zoom
March 18, 2024	Final day to submit written questions ( <a href="mailto:YSD-rfp@pbcbgov.org">YSD-rfp@pbcbgov.org</a> )
March 19, 2024	All questions to be answered, and posted on YSD website
March 25, 2024	<b>Electronic Submission Deadline Date @5:00p.m. EST</b> Cone of Silence Begins
April 9-11, 2024	Review Panels meet to finalize reviews and proposal scoring
April 22, 2024	YSD staff posts Recommended Contract Awards on YSD website under a tab titled “Notice of Funding Opportunities” at <a href="http://www.pbcgov.com/youthservices/Pages/NOFO.aspx">www.pbcgov.com/youthservices/Pages/NOFO.aspx</a>
April 29, 2024	Final date to submit written protest



# PROPOSAL HIGHLIGHTS



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All applicants attending the mandatory Pre-Proposal conference or who have attested that they have viewed the recording of today's conference are approved to submit a full proposal.

The full written proposal must be completed online and submitted according to NOFO guidelines and is due no later than ***March 25<sup>th</sup>, 2024 by 5:00 p.m. EST***

# PROPOSAL HIGHLIGHTS



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## Proposal should:

- Address all components of the YSD CBA NOFO
- Be written in plain language, AND include a narrative that fully addresses all questions in THIS NOFO
- Provide citations for all data sources
- Specifically address the Action Area
- Select outcomes provided in the menu
- Submit proposals and required documents through the YSD NOFO Dashboard



# PROPOSAL HIGHLIGHTS



## Proposal components:

- Description of Need *(up to 10 points)*
- Local Data *(up to 10 points)*
- Approach and Design *(up to 25 points)*
- Evaluation Methods *(up to 15 points)*
- Performance History *(up to 5 points)*
- Available Resources and Sustainability *(up to 15 points)*
- Budget *(up to 20 points)*



# PRIORITY AREA SCORE



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The Review Panel will rank all proposals based on service's critical need, and on ensuring service availability and access to youth in need in Palm Beach County (e.g. If there are ten proposals, the top-ranked proposal will be awarded 10 points and so on).

The SCORE awarded to a proposal is reflective of how competitive the proposal is. The maximum scoring for each component was shown on the prior slide.

The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access. It is **not** based on the score for the rest of the proposal. For example, If there are ten proposals in an action area, the top-ranked proposal will be awarded 10 points and so on.

# ECONOMIC ACCESS:

Building education to employment pathways for opportunity youth



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**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:**

- Youth gain employability skills and are workforce ready to include interview skills, résumé writing, communication, and budgeting as evidenced by pre-/post-tests
- Youth attain employment/internships as evidenced by job placements
- Youth gain self-confidence for career visioning and planning through career planning as evidenced by pre-/post-tests
- Youth acquire contextual learning related to post-secondary education and/or trade school as evidenced by pre-/post-tests
- Community Based Agency provides access to transportation services and incentives for youth as evidenced by tracking logs
- Youth earn job relevant licenses, certifications and/or credentials as evidenced by completed courses, certificates and licenses



# ECONOMIC ACCESS:

Building education to employment pathways for opportunity youth



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## Suggested Uses of Available Funds:

- Provide foundational career education such as financial literacy, vision boarding, Dress for Success, time-management, college tours and interview skills.
- Offer career exploration utilizing progressive, age-appropriate skill and interest inventories, guest speakers, and visits to local businesses as a means to broaden youth awareness of employment opportunities and careers.
- Provide personal guidance and coaching support for post-secondary education, including but not limited to certificate programs and trade apprenticeships and career development.
- Provide exposure/access to structured entry-level employment/internships in areas of potential career interest to increase employability and work readiness.
- Provide access to job readiness and employability training to prepare youth to compete for and excel in entry-level jobs.
- Increase knowledge/experience on post-secondary education, standardized testing, the application process and financial aid assistance, including but not limited to completion of the Free Application for Federal Student Aid (FAFSA).
- Provide coaching and apprenticeship/internships within and outside the agency to include summer opportunities.
- Assist in obtaining entry-level employment/internships with local agencies/businesses.
- Facilitate youth participation in employment pathways through outreach efforts with municipalities and schools including clubs.
- Create opportunities for young offenders, including with felonies, to be able to qualify for federal grants and scholarships.
- Increase training and professional learning opportunities for all frontline professionals working with opportunity 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
  - Adverse Childhood Experiences (ACEs) and Resilience training



# PARENTING & ROLE MODELS:

Increase outreach to parents through communications, natural support system network, and parent mentors



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**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:**

- Parents acquire coping skills and enhance their ability to engage in positive relationships with their children as evidenced by pre-/post-assessments.
- Incarcerated parents demonstrate increased attachment as evidenced by bonding assessment tools.
- Children (birth to five) of incarcerated parents will demonstrate increased developmental milestones as evidenced by Ages and Stages Questionnaire (ASQ).
- Children of incarcerated parents demonstrate decreased anti-social behavior as evidenced by pre-/post-assessments.
- Parents gain knowledge of the impact of trauma on child development as evidenced by pre-/post-assessments.
- Parents/caregivers increase their ability to initiate conversations with youth as evidenced by pre-/post-assessments.
- Parents/caregivers increase knowledge about equitable practices relevant to special needs, cultural diversity, and gender identity as evidenced by pre-/post-assessments.
- Parents gain awareness of how to seek relevant community resources as evidenced by pre-/post-assessments.
- Community Based Agency provides access to respite care for parents of children with disabilities, domestic violence involvement, or facing a temporary crisis with the goal of reunifying as evidenced placement records.



# PARENTING & ROLE MODELS:

Increase outreach to parents through communications, natural support system network, and parent mentors



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## Suggested Uses of Available Funds:

- Expand parent mentoring and support networks for parents of young children through young adults.
- Develop and provide trainings aimed at both parents and parent mentors to include parenting skills, coping skills, relationship building, and/or communication.
- Develop communications campaigns aimed at both parents and parent mentors. Increase awareness of the range of services available. Get youth/students involved in development and delivery of outreach campaigns.
- Reduce barriers to access by increasing transportation options, internet and computer access, and providing more mobile services that bring the services closer to home or into the home.
- Engage diverse and culturally competent parent mentors, volunteers, and professional staff.
- Increase training and professional learning opportunities for all frontline professionals working with parents, mentors 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
  - Adverse Childhood Experiences (ACEs) and resiliency





# EDUCATIONAL SUPPORTS:

Promote equitable access to and success in higher education for pre-k through post-secondary students, by increasing parent, community, and business involvement in education.



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**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:**

- Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment.
- Youth reduce school absences and behavior referrals through educational supports in supervised and structured learning environments after school and during out-of-school time as evidenced by school attendance and behavior records.
- Youth will demonstrate proficiency in reading on grade level by the end of 3rd and 10th grades as evidenced by reading assessment and academic records.
- Parents of special needs students obtain educational supports as evidenced by pre-/post- surveys.
- Parents gain understanding of school system resources and supports, and are more engaged in supporting their children's academic success as evidenced by pre-/post-assessment.
- Youth attain college readiness as evidenced by pre-/post-assessment results.
- Youth receive coaching and achieve acceptance to post-secondary institutions (college, university, trade/vocational school, military, etc.) as evidenced by letters of acceptance.
- Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records.



# EDUCATIONAL SUPPORTS:

Promote equitable access to and success in higher education for pre-k through post-secondary students, by increasing parent, community, and business involvement in education.



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## Suggested Uses of Available Funds:

- Provide accessible personal guidance and mentoring support to parents to encourage engagement and navigation of the school system, including but not limited to certificate programs, trade apprenticeships and career development opportunities.
- Improve education and training to parents through provision of free books, parenting classes with cultural inclusivity, and use of social media to provide parenting tips.
- Engage businesses to provide learning opportunities in a nontraditional school setting to include life skills, building social skills, and financial literacy.
- Provide post-secondary support to students, including but not limited to mentorship, coaching, 1<sup>st</sup> year GPA goal achievement, 2<sup>nd</sup> year retention, and emergency scholarship support.
- Provide educational support to improve proficiency in math, reading, and/or English, as well as mental health support, and other wrap-around services for youth who have been suspended or expelled from school.
- Offer interventions and training to educators to seek and develop strengths in students in all educational settings, making it easier for youth to stay in school.
- Increase training and professional learning opportunities for all frontline professionals working with opportunity 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;
  - Adverse Childhood Experiences (ACEs) and Resiliency training



# SCOPE OF WORK & LOGIC MODEL

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**Valerie Messineo**

*Senior Program Specialist,*

*Outreach & Community Programming*

# SCOPE OF WORK



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The Scope of Work specifies the work that will be performed.

It is based on the information that is presented in the NOFO proposal and provides a thorough picture of what is expected.

## SCOPE OF WORK

**Contract Period**

**Agency Name:**

**Program Name:**

**Target Population:**

**Geographic area(s) served:**

**Commission Districts:**

**Overview:**

**Evidence-based model or promising practice:**

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

**Services:**

**Outcomes:**

**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
- Final/Annual Report format, Exhibit A, Form 4

**Projected number of clients served:**

# TARGET POPULATION VS. GEOGRAPHIC AREA



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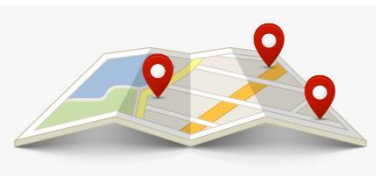
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The **Target Population** should highlight the demographics and characteristics of the individuals you seek to serve.



The **Geographic Area\*** should tell us what communities or neighborhoods you will serve.

**\*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>

# OVERVIEW



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The Overview section gives essential information about the content of the services to be provided. The overview only summarizes the provisions of the services. It is not intended to cover every aspect of the services to be provided.

In the overview, explain the area of need or the problem that you are trying to solve and how the problem is connected to the designated Action Area. Then, explain how your Agency can fill that need or provide a solution.



# EVIDENCE-BASED MODEL OR PROMISING PRACTICE



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Simply cite the evidence-based model or promising practice your agency will use to implement your program with fidelity.



# SERVICES



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As the Agency entering into the contract, you are responsible for a particular type of activity and for providing a particular service to meet client/participant needs.

**List the services your program will provide.**





# NUMBER OF CLIENTS SERVED



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Provide only the total number of participants that will receive the proposed service/activity under this proposal. If population is mixed, clearly indicate so, as in the below example.

## Projected Number of Clients Served:

30 adults/parents

20 youth



# KEYS TO CREATING A GOOD LOGIC MODEL



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 Read the description for each section of the provided template

 Use specific & concise bullet points

 Answer only what is asked for in each section

## Logic Model Tutorial Video:

<https://discover.pbcgov.org/SiteAssets/helpers/videoplayer.htm?videoid=youth/Logic Model Tutorial NOFO>

# CONTRACT PREPARATION

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**Michelle Liska**

*Director*

*Finance, Contracting, and Administrative Services*

# CONTRACT FOR COMMUNITY BASED AGENCY



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The Contract is made up of the terms and conditions required by the County. Also included in the contract will be:

- REPORTING REQUIREMENTS
- SCOPE OF WORK
- SCHEDULE OF PAYMENTS / PAYMENT TERMS
- UNIT COST OF SERVICE RATE AND DEFINITION
- STANDARD COUNTY CONTRACT PROVISIONS, including:
  - Non-Discrimination
  - Inspector General
  - E-Verify
  - Certificates of Insurance (COI)
  - Signature Authority
  - Foreign Country of Concern Affidavit or Attachment

## COMMUNITY BASED AGENCY CONTRACT

This Contract is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and (LEGAL NAME OF ENTITY), a (TYPE OF ENTITY) authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is \_\_\_\_\_.

WHEREAS, the AGENCY is a not-for-profit agency providing services to residents of Palm Beach County; and

WHEREAS, the AGENCY has agreed to assure access to funded services for the COUNTY departments, divisions and/or programs; and to assure that individuals referred from the COUNTY departments, divisions and/or programs will receive services on a timely basis.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

### ARTICLE 1 - SERVICES

The AGENCY agrees to provide services to residents of Palm Beach County as set forth in the attached Exhibit A (Scope of Work). The AGENCY agrees to provide the following services, including reports, as specified in Article 2. No changes in the Scope of Work or services are to be conducted without the written approval of the Palm Beach County Youth Services Department (DEPARTMENT). The AGENCY receiving funding shall be accountable with the COUNTY in Palm Beach County and the AGENCY'S services, with the COUNTY'S funding, are limited to meeting the needs of Palm Beach County residents.

No part of the funding is intended to benefit any specific individual or recipient. All funding is intended for the overall benefit of the recipients of the services provided by the programs being funded herein.

The COUNTY'S representative/agent during the performance of this Contract shall be Geeta Loach-Jacobson, County Outreach & Community Programming (telephone no. 561-242-5702).

The AGENCY'S representative/liaison during the performance of this Contract shall be \_\_\_\_\_, (telephone no. \_\_\_\_\_).

### ARTICLE 2 - SCHEDULE

# CONTRACT PROCESS



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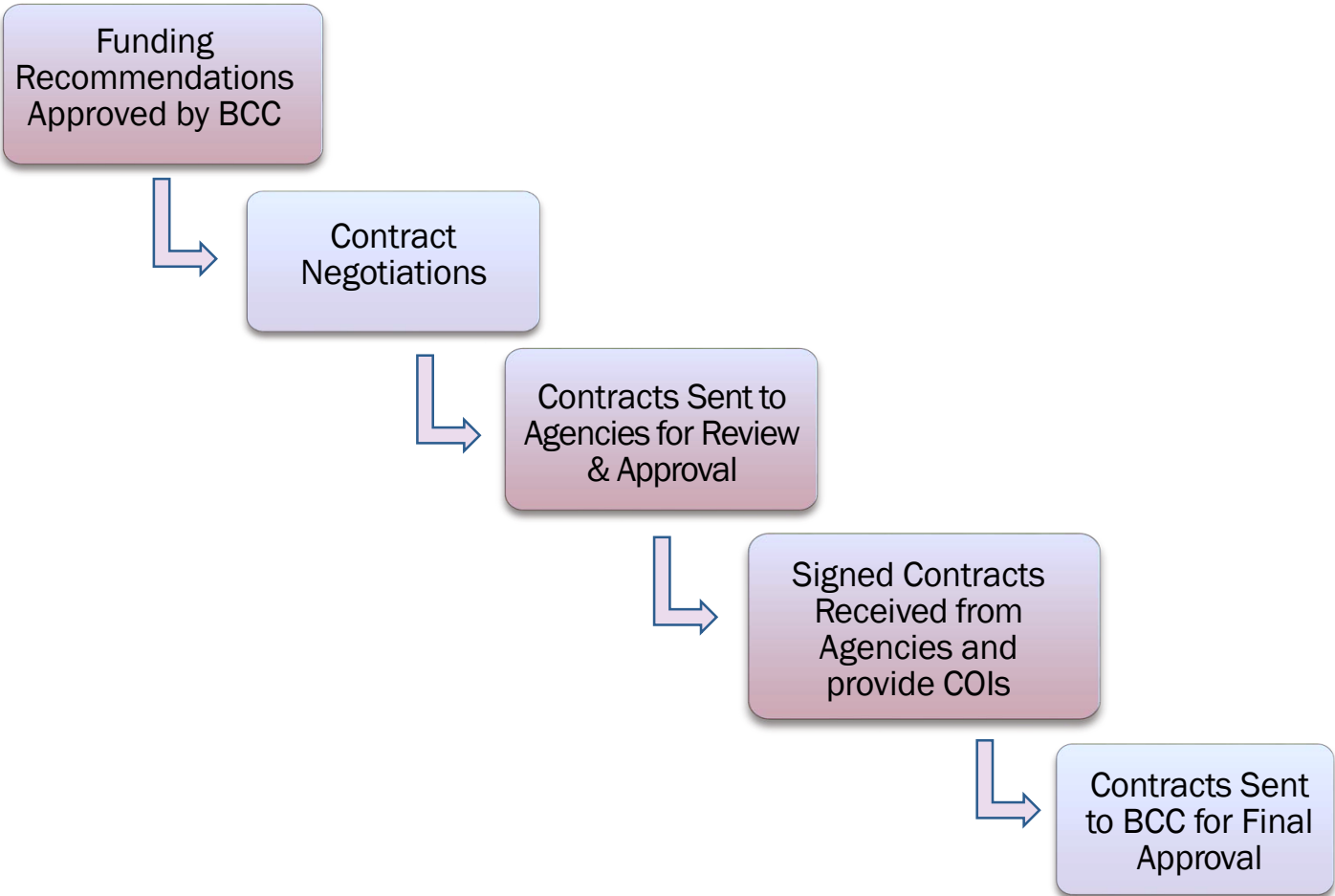
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# FISCAL OVERVIEW FOR NOFO BUDGETS



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**Tyrell Hall**

Financial Analyst II,

*Finance, Contracting & Administrative Services*

# NOFO SUBMISSION REQUIREMENTS



- **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 Requested** (how much you are requesting in the proposal)
- **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 Board of County Commissioners and various publications)

# NOFO SCORING

## Budget (up to 20 points)



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Complete proposed program budget using the template/worksheet provided - **Attachment 5**.

Review the 'sample' and 'guidelines' tabs provided before completing the template.

Ensure the requested fund justifications are complete.

Ensure administrative expenses *are limited to no more than 15%*.

Provide a *Budget Justification* by describing 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 being requested, an approved cost plan must be included.



# NOFO SCORING

## Budget (up to 20 points)



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[PBCYSD](https://www.instagram.com/PBCYSD)

Upload a *Total Agency Budget* to the proposal. 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 requested from Palm Beach County) is not more than 25% of the Total Agency Budget.***

Upload proof of Nonprofits First accreditation, or submit most recent completed Independent Audit report. If there were findings, describe corrective actions.

Submit Year-End Financial Statements and IRS Form 990 (if not accredited by Nonprofits First). If not submitted explain why.

Submit Unit Cost of service rate definition.

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

Ensure both the unit cost of service definition and rate are clear and accurately calculated.

Formulas used to arrive at the unit cost of service rate should be included.

# BUDGET TEMPLATE

## Attachment 5 to the NOFO



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- Formulas will sum program expense categories & admin percentage
- Must be completed with all FY25 submissions
- Includes clearly defined sections for programmatic and admin expenses
- Ensure expense narrative is clearly defined
- Will allow for better transparency and understanding of each program

CBA Budget Item	CBA Program Name	Palm Beach County CBA				TOTAL PROGRAM FUNDING (All Sources)
		Proposed	Confirmed	Pending	Pending	
<b>TOTAL PROGRAM FUNDING AMOUNT</b>		\$ 112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
<b>Program Expenses</b>						
	<b>Narrative</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Program Manager	Program manager position for community support service. Salary expense is 500% funded by PBC CBA award and includes fringe benefits.	\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
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)	\$ 25,000.00	\$ 30,000.00			\$ 55,000.00
Program Assistant - Program Assistant	Fringe benefits expense for Program Assistant. Fringe benefits for this position total (\$7,500), with 50% allocated to Palm Beach County CBA in the amount of \$3,750.	\$ 7,500.00	\$ 19,000.00	\$ 7,500.00	\$ 7,500.00	\$ 37,500.00
Community Educator	Community Educator position is the primary interface with local churches, charities and support groups. Total salary (including fringe benefits) billed to Palm Beach County CBA = \$39,045	\$ 900.00				\$ 900.00
Program Occupancy	*Note: Rent for areas that house admin staff should be listed separately under admin section. Rent expense for Lake Worth Beach County CBA award = \$20,000. Allocation to Palm by other operating income. Maintenance expense for building xyz	\$ 39,045.00		\$ 10,000.00		\$ 49,045.00
Programatic Rent/Lease	Commercial, General, Liability Insurance	\$ 27,050.00				\$ 27,050.00
Programatic Maintenance	Electric Utility service for location x	\$ 20,000.00				\$ 20,000.00
Programatic Telephone	Water Utility service for location x	\$ 3,800.00				\$ 3,800.00
Programatic Telephone	Telephone expense for location x	\$ 2,400.00		\$ 1,500.00		\$ 3,900.00
Programatic Telephone	Telephone expense for location x	\$ 1,200.00		\$ 1,000.00		\$ 2,200.00
Programatic Telephone	Telephone expense for location x	\$ 890.00		\$ 500.00		\$ 1,390.00
Programatic Telephone	Telephone expense for location x	\$ 350.00				\$ 350.00
<b>Professional Fees</b>						
Professional Fees	Professional development program fee	\$ 1,500.00				\$ 1,500.00
Professional Fees	Staff training expense for program/medical/intervention training for client support	\$ 1,100.00				\$ 1,100.00
Professional Fees	Program staff mileage reimbursement for client and training related meetings	\$ 350.00				\$ 350.00
<b>Administrative Expenses</b>						
	<b>Narrative</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Executive Position as CEO	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$85,000. 5% allocation to Palm Beach County CBA = \$4,250	\$ 4,250.00				\$ 4,250.00
Accounting Fees	Accounting and audit services for CBA program. Annual Accounting fee = \$90. Annual Audit fee = \$2,000. Total expense = \$2,090	\$ 2,090.00				\$ 2,090.00
2 Consultants		\$ 2,850.00				\$ 2,850.00

# BUDGET TEMPLATE



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CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2020		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT = \$		112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
<u>Program Expenses</u>	<u>Narrative</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Personnel		\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ -	\$ 27,050.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ -	\$ 4,900.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL PROGRAM EXPENSES = \$		104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00
<u>Administrative Expenses</u>	<u>Narrative</u>					
Personnel		\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County CBA = % \$4,250	\$ 4,250.00				\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for CBA program. Annual Accounting fee = \$950, Annual Audit fee = \$2,000. Total expense = \$2,950	\$ 2,950.00				\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES = \$		7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award			6%			

- Sheet will tally your **program** and **administrative expenses** and calculate the % of administrative cost.
- Remember to ensure CBA portion of the budget is not more than 25% of the Total Agency Budget.

# ADMINISTRATIVE COSTS

CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2018		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$ 112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
<b>Program Expenses</b>	<b>Narrative</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Personnel		\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ -	\$ 27,050.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ -	\$ 4,900.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL PROGRAM EXPENSES =		\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00
<b>Administrative Expenses</b>	<b>Narrative</b>					
Personnel		\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award		6%				

- Must be approved in your submitted budget
- Must be tracked separately on your General Ledger
- 15% cap on administrative costs
- Cost allocation plan or activity logs needed for split funded/dual responsibility staff members
- If submitting an indirect cost rate for admin costs, you must also include the approved cost plan

# DEVELOPMENT OF UNIT COST OF SERVICE RATE



Agency should determine all costs that will be incurred to run the program (including administrative costs) and how much of those will be charged to the CBA program.



Agency should review historical outputs (if available) to determine the total amount of units they expect to produce.



The total dollar amount of the program divided by the number of units expected should be your proposed unit rate.

Units claimed will require the agency to submit deliverables depending on whether units are based on hours of service (client service) or hours of staff time. See Attachment 6 for deliverables such as proof of service or payroll, timesheets, attendance records, activity logs.

# DEVELOPMENT OF UNIT COST OF SERVICE RATE

## Attachment 6 to the NOFO



- Program, Agency, and Contract Period fields will be filled with data entered into the Dashboard
- Provide the Unit Cost of Service Rate Definition. Ensure the Unit Cost of Service Rate Definition is clearly stated and includes the proposed number of units to be provided
- 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.
- Provide the Total Contract amount
- Select the Deliverables option (Service or Staff Time) that 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, etc).

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

# FISCAL BACKUP DOCUMENTATION



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- General ledgers should be kept for each program, split by administrative and program costs.
- Expenditures in the general ledger should align to the costs included in the submitted budget and any significant changes to the budget should be submitted to the County for review before they are incurred.
- General ledgers should not include excess costs above the revenue being earned for the program year. If it is not being paid for with CBA funds it should not be in the general ledger.
- Submitted units must have backup documentation readily available for review upon request or at time of annual monitoring. Units being submitted should be for services and employees that are paid for by the CBA funding when at all possible.



# SERVICES AND ACTIVITIES MANAGEMENT INFORMATION SYSTEM (SAMIS)



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SAMIS is a web-based reporting system which we currently use for processing reimbursement requests. It is supported by multiple web browsers such as Firefox and Chrome.

Agencies that are funded through programs such as those proposed under this NOFO will create and submit their monthly reimbursement requests through SAMIS. It is beneficial in many ways:

- Quickens the reimbursement process
- Fiscal workflow accountability and tracking
- Provides an audit trail from creation through approval





# WHERE DO I GO TO ACCESS THE NOFO DOCUMENTS & POSTED INFO?



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<http://www.pbcgov.org/youthservices>

## Youth Services

Home Outreach & Community Programming Residential & Family Coun

### Outreach & Community Programming

The Outreach and Community Programming Division (OCP) coordinates and plans programs and initiatives throughout Palm Beach County (PBC). The division evaluates and allocates resources to support Evidence Based Programs and promising practices serving youth (ages 0 to 22) and their families, and tracks outcomes. These programs promote healthy children, the reduction of youth violence, educational success and builds opportunities to reconnect youth to education, trade, trainings, and employment. The division collaborates with community organizations to achieve the goals and recommendations of the Palm Beach County Youth Master Plan.

The following programs are administered by the OCP Division:

- ➔ [Summer Food](#)
- ➔ [Summer Camp Scholarship](#)
- ➔ [Community Based Agencies](#)
- ➔ [NOFO](#)
- ➔ [Youth Empowerment Centers](#)
- ➔ [My Brother's Keeper Network of Palm Beach County](#)
- ➔ [Birth to 22: United for Brighter Futures](#)
- ➔ [Future Leaders United for Change](#)

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## Notice of Funding Opportunity for Community Based Agencies

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 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 (NOFO) was made available on Monday, March 7, 2022, at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

Click here to visit VSS

For assistance in searching for this NOFO, [click here](#).

Click here for guidance

To be eligible to submit a proposal, proposers must attend the Mandatory Pre-Proposal Conference. The Conference will be held virtually on Thursday, March 10, at 9:00 a.m.

### Mandatory Pre-Proposal Conference Information:

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

Meeting ID: 828 8987 0160

Passcode: 976847

Tap for mobile

7866351003,,82889870160# US (Miami)

**SAMPLE ONLY**  
Dates/Documents  
do not apply to this  
NOFO

# VENDOR SELF SERVICE (VSS) Business Opportunities/Solicitations



Beginning February 26<sup>th</sup>, the 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>.

All required documents will be found at the VSS site for viewing, printing and downloading.

The VSS system allows registered users and public access to view, print and download the solicitations but you **will not** be able to “apply” to the Request for Proposals/Notice of Funding Opportunity or submit your proposals through VSS.

Start by visiting the site at:

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

# VENDOR SELF SERVICE (VSS) Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



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**Welcome to Palm Beach County's Vendor Self-Service (VSS) Registration System**

As a registered vendor with Palm Beach County, VSS provides you with the following features:

- Business Opportunities:** Construction & Non-Construction Solicitations; Email Notifications of Business Opportunities; Public Access to Business Opportunities
- Financial Transactions:** View Payment History; Review Currently Held Master Agreements
- Vendor Account Maintenance:** Addresses; Contacts; Commodity Code Selections (Vendors must select NIGP Commodity Codes for the goods and/or service(s) they provide in order to receive email notifications of business opportunities with Palm Beach County.)
- Office of Equal Business Opportunity:** Small/Minority/Woman Owned Business Enterprise (S/M/WBE) are encouraged to click on the Office of Equal Opportunity (OEBO) link above to learn how to certify their business with Palm Beach County. ALL vendors must be registered as a **BLACK TO** beginning the S/M/WBE Certification process.

For best utilization of the VSS Registration System, please ensure pop-up blockers are disabled and you are using one of the following certified browsers: Microsoft Edge, Firefox, Safari, or Google Chrome to complete the Vendor Registration.

For assistance in registering, please use the *VSS New Registration User Guide* to guide you through the registration process. If you are a current vendor, but have not activated your VSS account, please use the *VSS Activate Existing Account User Guide* to complete your account activation.

If you need further assistance, or have questions, **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](mailto:PBCVendor@pbcgov.org).

Thank you for your interest in doing business with Palm Beach County. We look forward to working with you.

**Announcements**

06/02/2021  
ATTENTION VENDORS -  
If you are a landlord working with the Community Services Department for rental assistance on behalf of your tenant, please contact 355-4792 or e-mail [CSDLandlord@pbcgov.org](mailto:CSDLandlord@pbcgov.org) for assistance.

04/23/2020  
ATTENTION VENDORS -  
Beginning February 3, 2020, ALL Vendors are REQUIRED to enter the following information when registering and/or modifying their VSS Account: (1) attach a current, signed W-9 IRS Tax form. OR if you are a foreign vendor, a current, signed W-8 IRS Tax Form; and (2) add the Commodity Code(s) associated with the goods or services your organization provides.

04/23/2020  
EFT/ACH Information: If you would like to set up or update your EFT/ACH Information, please contact The ACH Onboarding team via email at [pbcpaymentmgr@mypalmbeachclerk.com](mailto:pbcpaymentmgr@mypalmbeachclerk.com) to complete the EFT/ACH enrolment. Further questions or concerns regarding EFT/ACH should also be directed to said email.

**User Guides and Forms**

Click on a form below to either save it to your desktop or open it in Adobe.

[VSS Quick Reference Guide for Solicitations](#)

[How to Complete Form W-9](#)

[VSS Activate Existing Account User Guide](#)

[VSS New Vendor Registration User Guide](#)

[W-8 BEN](#)

[W-8 IMY](#)

[W-8 EXP](#)

[W-8 ECI](#)

[W-8 BEN-E](#)

[W-8 CE](#)

[Commodity Service Code Book\\_25th Edition](#)

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Navigating Solicitations in VSS Video



User ID

Password

Login

Password Reset

Click the Register button to register a new or existing account.

Register

Public Access

Registered vendors

Vendor registration browser!!

Public Access

Site navigating video

Help options!

# VENDOR SELF SERVICE (VSS) ADVANCED SEARCH OPTIONS



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Keyword Search:   [Advanced Search](#)

**ADVANCED SEARCH**

Solicitation	Doc Dept/Buyer/Category/Solicitation Type	Dates	Status
THERMALINFRARED IMAGING/ULTRASOUND,MECH EQUIP, TO(RE-QUOTE) RFQ - 680 - 151001R/CC <a href="#">Summary</a> <a href="#">Details</a>	Purchasing Colleen Cardillo Goods & Service Request for Quotes(RFQ)	Published On: 1/10/22 Amended On: Closing On: 1/28/22 4:00 PM EST Time Left: 05:07:15 Intent Posted On:	Open
VACTOR TRUCK, RENTAL OF, TERM CONTRACT RFQ - 680 - 555570/SS <a href="#">Summary</a> <a href="#">Details</a>	Purchasing Sandy Shea Request for Quotes(RFQ)	Published On: 1/6/22 Amended On: Closing On: 1/31/22 4:00 PM EST Time Left: 3 Days, 05:07:15 Intent Posted On:	Open
Qualification Annual Contract/Painting & Weatherproofing RFPQ - 410 - 18340 <a href="#">Summary</a> <a href="#">Details</a>	Facilities Dev & Ops Cathy Choban Construction Request for Prequalifications(RPQ)	Published On: 11/30/17 Amended On: 5/19/20 Closing On: 2/1/22 2:00 PM EST Time Left: 4 Days, 03:07:15 Intent Posted On:	Open
Prequalification for Annual Contract - Demolition RFPQ - 410 - 18341 <a href="#">Summary</a> <a href="#">Details</a>	Facilities Dev & Ops Cathy Choban Construction Request for Prequalifications(RPQ)	Published On: 11/30/17 Amended On: 5/19/20 Closing On: 2/1/22 2:00 PM EST Time Left: 4 Days, 03:07:15 Intent Posted On:	Open

From the list of solicitations and opportunities, you may use the **ADVANCED SEARCH** option to find the NOFO for Youth Services.

# VENDOR SELF SERVICE (VSS) ADVANCED SEARCH OPTIONS



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Business Opportunities | Vendor Registration

Solicitations | Purchase History

Welcome, New

Search for Solicitations

Show Me ... All Solicitations | Open Solicitations | Closing Soon | Recently Published | Recent Amendments | Recent Intentions | Recent Awards

KEYWORD: \*YOUTH SERVICES\*

KEYWORD Search : \*YOUTH SERVICES\*

CATEGORY: Comm Based Agency

TYPE: Request for Proposals

CATEGORY: Comm Based Agency

You may refine your search by any of the following:

KEYWORD: Enter \*YOUTH SERVICES\*

CATEGORY: Comm Based Agency

TYPE: Request for Proposals

The advanced search criteria is not required but may be helpful to more easily located this NOFO.

# VENDOR SELF SERVICE (VSS) Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



CGI Advantage | [Purchasing Website](#) | [OEBO Website](#) | [PBC Vendor Directory](#) | Home

Business Opportunities | Vendor Registration

Solicitations | Purchase History | [New Search](#)

**Solicitation: CBA2022 Notice of Funding Opportunity for CBA FY2022**  
 Issued: 3/15/21 Last Amended: Current Status: Open

Closing Date:	4/12/21 5:00 PM EDT	Doc Dept:	Youth Services Department
Application Close Date:		Buyer Name:	Ike Powell
Time Left:	28 Days, 08:18:58	Coordinator Name:	Comm Base Agency
		Category:	Request for Proposals(RFP)
		Type:	

Buyer Information: [Ike Powell \(vsd-rfp@pbcgov.org\)](mailto:Ike.Powell@pbcgov.org)  
 Phone: 561-242-5713 Fax: [Redacted]

Additional Dates: Federal Public Bid Opening Date: [Redacted]  
 Application Open Date: [Redacted] Award Date: [Redacted]  
 Intent Posted Date: [Redacted] More... [see Events tab](#)

Response Options: [Respond Online](#) [Print for Mailing](#)

[Print Solicitation Details](#) | **PRINT VIEW**

**CLICK THESE TABS FOR MORE INFORMATION**

Attachments | Additional Information | Terms | Criteria | Events | Amendment History

Once you have located the NOFO, you may click on any of the following tabs:

- LOTS / LINES
- ATTACHMENTS – this is where you can view, print or download the NOFO document
- ADDITIONAL INFORMATION – for links to additional resources / information
- EVENTS – for list of events related to this NOFO

**Reminder:** Mandatory Pre-Proposal meeting attendance is required to be eligible to submit a proposal under this solicitation. See NOFO Information Guidance for more details.

**SAMPLE ONLY**  
Dates/Documents do not apply to this NOFO

# WHERE DO I GO TO ACCESS ADDITIONAL INFORMATION?



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



[pbcyouthservices](https://www.facebook.com/pbcyouthservices)



[PBCYSD](https://twitter.com/PBCYSD)



[PBCYSD](https://www.instagram.com/PBCYSD)

[www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx)

## FY 2023 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 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 (NOFO) was made available on Monday, March 7, 2022, at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

For assistance in searching for this NOFO, [click here](#).

The Request for Proposals (RFP) submission deadline was April 4, 2022.

Funding Recommendations will be submitted to the Palm Beach County Board of County Commissioners on June 14, 2022.

## FY 2023 NOFO Information

- [Recommended Funding – NOFO for CBA's FY2023](#) - May 4, 2022
- [Panel Review Meeting – Action Area 3](#) - April 28, 2022
- [Panel Review Score Form – Action Area 3](#) - April 28, 2022
- [Panel Review Meeting – Action Area 2](#) - April 26, 2022
- [Panel Review Score Form – Action Area 2](#) - April 26, 2022
- [Panel Review Meeting – Action Area 1](#) - April 25, 2022
- [Panel Review Score Form – Action Area 1](#) - April 25, 2022
- [Questions and Answers – NOFO for CBA FY 2023](#) - March 28, 2022
- [Feedback Survey - Mandatory Pre-Proposal Conference](#) - March 10, 2022
- [CBA FY 2023 NOFO Pre-Proposal Conference Presentation](#) - March 10, 2022
- [CBA Pre-Proposal Conference Zoom Recording](#) - March 10, 2022

**SAMPLE**  
Page View from  
FY2023 NOFO  
Dates/Documents  
do not apply to this  
NOFO



# DON'T FORGET TO FOLLOW US ON SOCIAL MEDIA!



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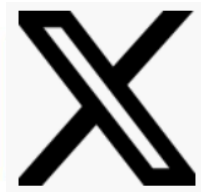


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## YSD Scoop!



To sign up for the Department Newsletter, please send an email to:

Tevin Ali, Outreach & Public Information Coordinator  
[tali@pbcbgov.org](mailto:tali@pbcbgov.org)

# EVALUATION METHODOLOGY

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**Donna Goodwin**

*Program Evaluator,*

*Youth Services Administration*

# EVALUATION METHODOLOGY



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Proposals will be pre-screened for their evaluation approach.

- Evidence-based and promising practices
  - Continuum of Evidence
- Methodology
- Validity and Reliability
- Instruments
- Logic Model

Program evaluator will provide notes to the panel regarding evaluation approach of each proposal.

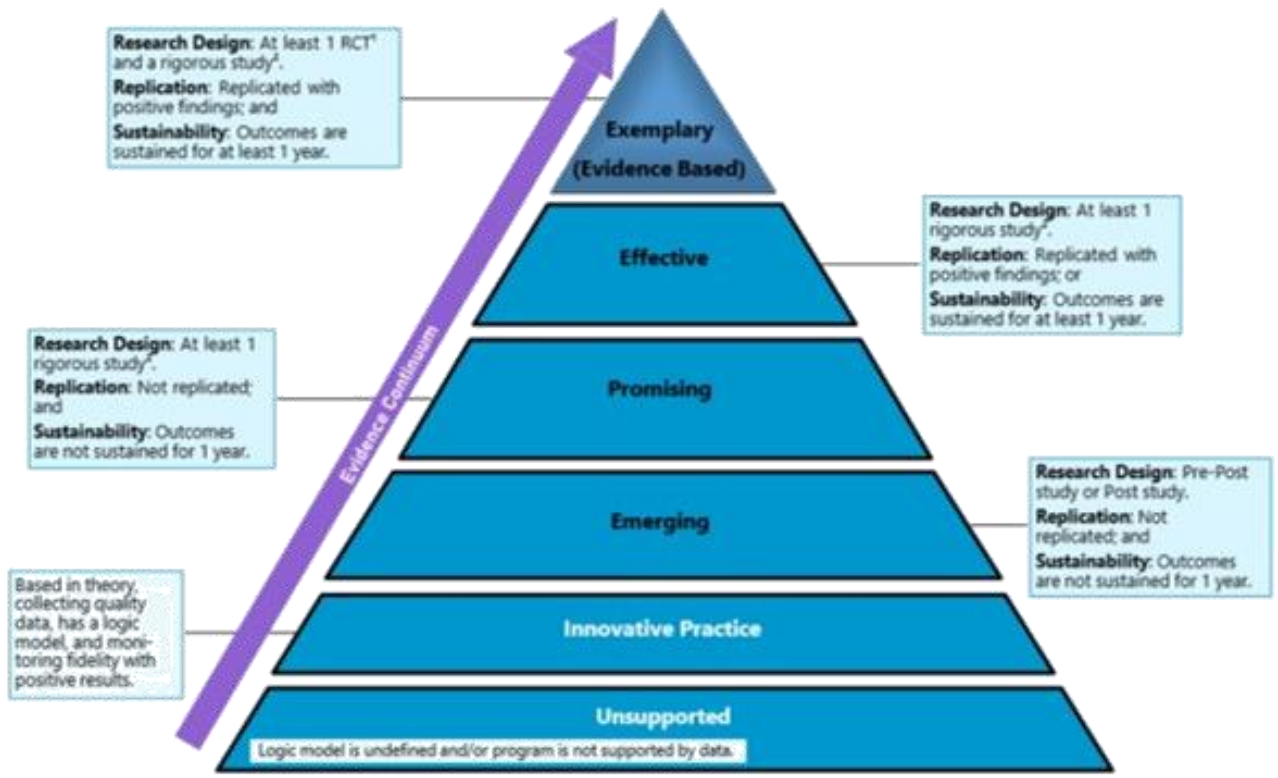
The goal is to fund programs that can demonstrate possibility of positive change.

## EVALUATION



# EVALUATION METHODOLOGY

## Continuum of Evidence



Adapted from: Brownson, Fielding and Mayhew. Evidence-based public health: A fundamental concept for public health practice. Annual Review of Public Health. 2009.

\*RCT- Randomized Controlled Trial  
<sup>1</sup>Rigorous Study- Randomized Controlled Trial or Quasi-Experimental Study

# EVALUATION METHODOLOGY - VIDEO



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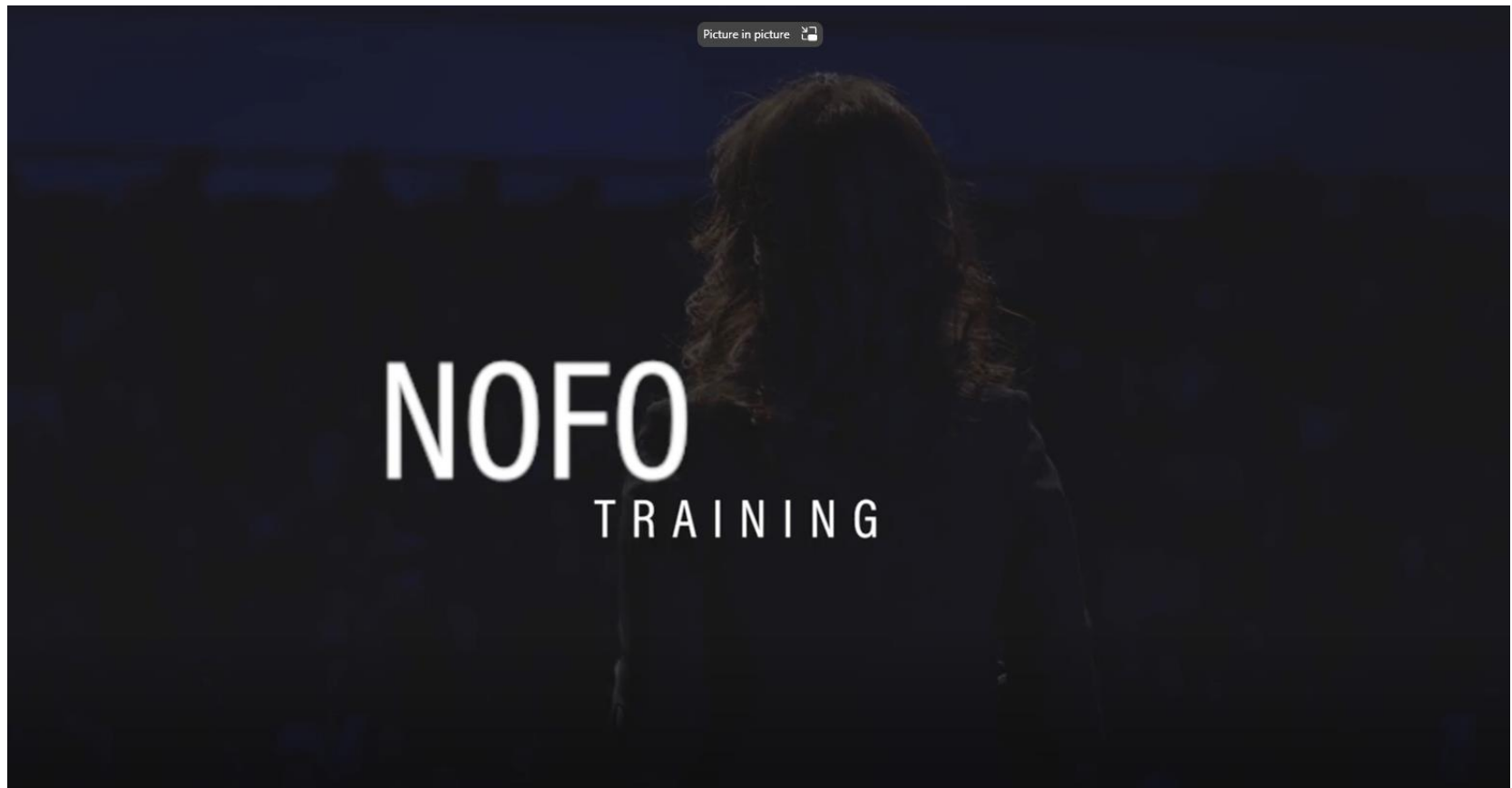


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Continuum of Evidence [CLICK HERE](#) video



# RESOURCE DOCUMENTS



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**Birth to 22 Palm Beach County Indicators of Child, Family and Community Risk, Well-being and Access to Supports (July 2023)** ([https://pbcbirthto22.com/pdf/2023\\_Birth\\_to\\_22\\_Indicators.pdf](https://pbcbirthto22.com/pdf/2023_Birth_to_22_Indicators.pdf))

**For evidence-based tools and resources, please review the following websites & video:**

**The Community Guide:**

<https://www.thecommunityguide.org/index.html>

**Blueprints for Healthy Youth Development:**

<https://www.blueprintsprograms.org/program-search/>

**Federal Understanding of the Evidence Base:**

<https://youth.gov/evidence-innovation/evidence-based-program-directories>

**Continuum of Evidence (Refer to NOFO Attachment 8 and video):**

**[CLICK HERE](#)** TO VIEW THE CONTINUUM OF EVIDENCE VIDEO

*Visit Section 3.3.13 of the NOFO Information Guidance to copy & past link in your browser.*



# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



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**Ike Powell III**

*Director,*

*Outreach and Community Programming*

# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



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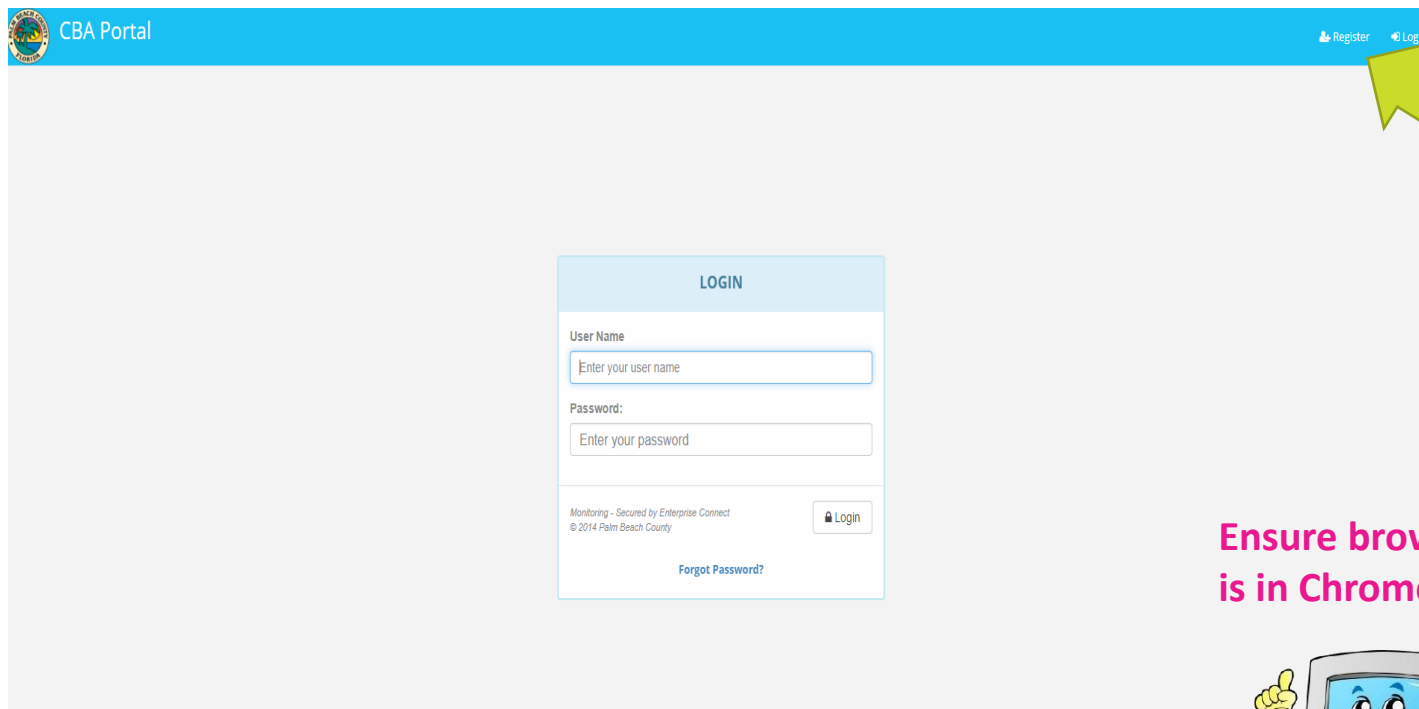


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Sign in or select *Register* at top right



Ensure browser is in Chrome



If you are having difficulty logging in to the CBA portal, you may contact our ISS Department at (561) 355-4615.



# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



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Set up user account, then *Sign In*

A screenshot of a web form titled "Palm Beach County - External User Registration". The form includes several input fields: "User ID" (with a placeholder "Please enter valid email address. Ex:john@example.com" and a red error message "The User ID field is required."), "First Name" (filled with "Barbara"), "Last Name" (filled with "Wheeler"), "Contact Phone" (filled with "561-242-5734"), "Password" (masked with dots), and "Confirm Password" (masked with dots). At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a "Save" button. A yellow arrow points from the text "Email address- User ID" to the User ID field.

# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



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[PBCYSO](#)



[PBCYSO](#)

For a registered agency – the default is the Monitoring Dashboard

The screenshot shows the 'Agency Dashboard' in the CBA Portal. The dashboard lists three contracts for 'Boys and Girls Clubs of Palm Beach County, Inc.' Each entry includes contract details and action buttons for monitoring and reporting.

Contract#	Agency Name	Contract Status	Program Name(s)	Contract Term Date	Type	Desk Audit Status	Onsite Audit Status	CAP Status	Actions
R2020-1293	Boys and Girls Clubs of Palm Beach County, Inc.	Approved	BGCPBC Great Futures Program	10/01/2020 - 09/30/2021	CONTRACT	Submitted			<a href="#">View/Edit Desk Audit</a> <a href="#">On-Site Audit</a> <a href="#">Reports</a>
R2019-1578	Boys and Girls Clubs of Palm Beach County, Inc.	Approved	BGCPBC Great Futures	10/01/2019 - 09/30/2020	CONTRACT	Approved	Approved	Approved	<a href="#">View/Edit Desk Audit</a> <a href="#">On-Site Audit</a> <a href="#">Corrective Action Plan</a> <a href="#">Reports</a>
R2018-1668	Boys and Girls Clubs of Palm Beach County, Inc.	Approved	BGCPBC Bright Futures Youth Volunteer Corp (YVC)	10/01/2018 - 09/30/2019	CONTRACT	Approved	Approved		<a href="#">View/Edit Desk Audit</a> <a href="#">On-Site Audit</a> <a href="#">Reports</a>

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# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



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Then, select NOFO Dashboard on left side

**CBA Portal** Log out

Malav Madhukar Patel ▾

- Dashboard
- NOFO Dashboard**
- Help

**NOFO Dashboard** + Add New Proposal

<b>Program#:</b> NOFO-FY2022-009	<b>Agency Name:</b> Praveen - Boys and Girls Clubs of Palm Beach County ( BGCPBC)
<b>Status:</b> Submitted	<b>Program Duration:</b> 10/01/2021 - 09/30/2024
<b>Program#:</b> NOFO-FY2022-007	<b>Agency Name:</b> Carlton Kids
<b>Status:</b> Submitted	<b>Program Duration:</b> 10/01/2021 - 09/30/2024
<b>Program#:</b> NOFO-FY2022-010	<b>Agency Name:</b> Ridell and Praveen Company
<b>Status:</b> Submitted	<b>Program Duration:</b> 10/01/2021 - 09/30/2024
<b>Program#:</b> NOFO-FY2022-000	<b>Agency Name:</b>
<b>Status:</b> Pending	<b>Program Duration:</b> 10/01/2021 - 09/30/2024

# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



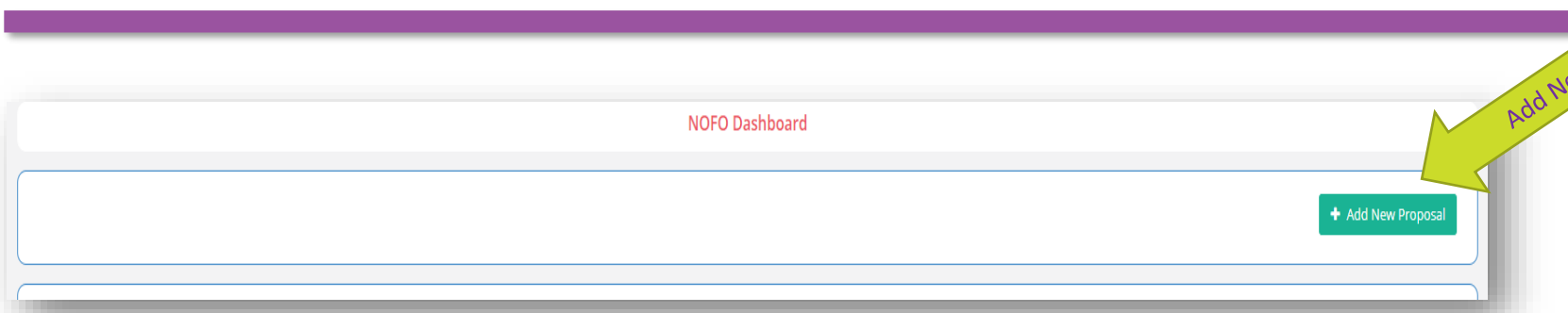
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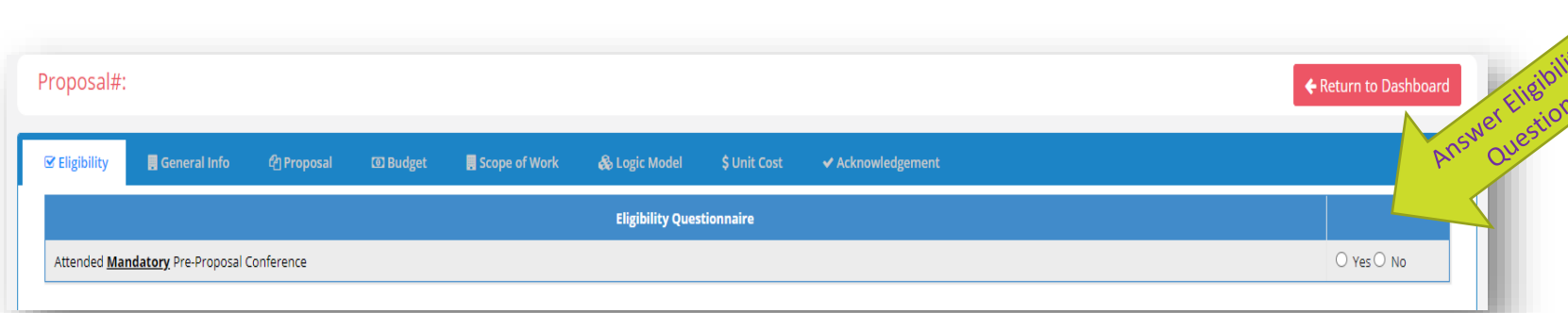
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Select the Add New Proposal button



Answer the Eligibility Questionnaire

# GENERAL INFORMATION TAB



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If accredited by Nonprofits First, Inc., select level

**CBA Portal** Log out

NOFO-FY2023-000 Return to Dashboard

**General Info** | Eligibility | Proposal | Budget | Scope of Work | Logic Model | Unit Cost | Acknowledgement

**Legal Name of Agency as recorded with the Division of Corporations (SunBiz):\***

**Federal Employer Identification Number (FEIN):\*** **Program Title:\***

**Program Start Date:\*** 10/01/2022 **Program End Date:\*** 09/30/2025

**Mailing Address:\***

**Contact Person Name:\*** **Contact's Phone Number:\***

**Name/Title of Person(s) Authorized to Legally Bind Agency (sign contract):\***

**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 PBC:\***

**Fictitious Name, (d/b/a), if applicable:**

**Action Area:\*** Ensure Safety & Justice

**Program Status (existing or new):\*** --Select Any--

**State:\*** Florida **Zip Code:\***

**Contact's Email Address:\***

**Commission District(s):\*** Search for District(s)

**Is the Agency accredited by Nonprofits First, Inc.?** Yes

**Levels of accreditation:\***

- Select Any--
- Excellence in Nonprofit Management
- Sound Nonprofit Management
- Core Nonprofit Management

**Program Overview:\*** (three (3) sentence overview of the program - this must be short and concise, and will be used to communicate the purpose of the programs and services)

Go Back Save Continue

# PROPOSAL TAB



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Under the *PROPOSAL TAB*, ***please*** complete each of these. Click on teal color and the questions will expand for your responses.

The screenshot shows the CBA Portal interface. At the top, there is a blue header with the CBA Portal logo and a 'Log out' link. Below the header, the current grant application is identified as 'NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling'. A 'Return to Dashboard' button is visible in the top right. The main navigation bar includes tabs for Eligibility, General Info, Proposal (which is highlighted in teal), Budget, Scope of Work, Logic Model, Unit Cost, and Acknowledgement. Under the Proposal tab, there is a section titled 'Proposal Templates' containing six expandable items, each with a teal bar and a dropdown arrow. A yellow arrow points to the first item, '3.1 Description of Need (up to 10 points)', with the text 'Click to Expand'. At the bottom of the interface, there are 'Go Back' and 'Continue' buttons.

# DESCRIPTION OF NEED



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CBA Portal Log out

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NOFO Dashboard Help

NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling Return to Dashboard

Eligibility General Info **Proposal** Budget Scope of Work Logic Model Unit Cost Acknowledgement

Proposal Templates

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?	Maybe the meat of the story you heard was interesting, but for some reason you just couldn't stay engaged. Or perhaps you heard an anecdote that completely blew you away, but when you tried to retell it, it didn't have nearly the same impact. Why was that?
3.1.2	Clearly define and identify who is impacted by the need, including identified subpopulations, if applicable.	youth, parents/guardians, and others
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: <a href="http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html">http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html</a> <a href="http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator">http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator</a> <a href="http://www.pbcgov.org/countycommissioners/DistrictMaps/map.pdf">http://www.pbcgov.org/countycommissioners/DistrictMaps/map.pdf</a>	West Palm Beach, Belle Glade, Pahokee, and South Bay
3.1.4	Clearly define demographics and important socio-economic characteristics of your priority population.	Parents, students
3.1.5	Report the estimated number of the priority population individuals your program will serve.	50

GIS Map

Go Back Continue

# LOCAL DATA



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NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling Return to Dashboard

Eligibility General Info **Proposal** Budget Scope of Work Logic Model Unit Cost Acknowledgement

3.2 Local Data (up to 10 points)

3.2.1	What local Palm Beach County data or evidence exists to document the need?	Information on how to tell a good story.
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.	Nobody teaching anyone how to tell a good story
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.	All Palm Beach County could use help

3.3 Approach and Design (up to 25 points)

3.4 Evaluation Methods (up to 15 points)

3.5 Performance History (up to 5 points)

Go Back Continue



# APPROACH AND DESIGN



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Eligibility General Info **Proposal** Budget Scope of Work Logic Model Unit Cost Acknowledgement

3.3 Approach and Design (up to 25 points)

3.3.1	Explain what your program will do to meet the identified need.	Chances are whether you are not the person was using dynamic storytelling elements. We are all have stories to tell. And even if you are a professional author or speaker, we still need to learn to tell our stories well. Because in hearing other people's stories (and telling our own), we often find understanding and acceptance. Stories help us feel better about our place in this world.
3.3.2	Detail the services and specific activities your program will provide.	1) Use a hook: A hook is your opener. It's the attention-getter, the question or quote that immediately hooks the listener or reader. The more off-the-wall or mysterious, the better. Dare your audience to get lost in the story. 2) Tell the Story: A story has natural momentum to it. If you simply state what happened in chronological order (many people actually neglect doing this), you will captivate your audience. Ira Glass calls this "story in its purest form."
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.	<ul style="list-style-type: none"><li><input type="checkbox"/> Providers will demonstrate increased knowledge through training and professional learning opportunities to promote equitable practices as evidence by pre-post assessment.</li><li><input type="checkbox"/> Youth will demonstrate growth in leadership, life skills and problem solving knowledge as evidence by pre-post assessment.</li><li><input checked="" type="checkbox"/> Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment.</li><li><input type="checkbox"/> Youth will benefit from positive social interactions as evidenced by tracking log.</li><li><input checked="" type="checkbox"/> Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan.</li><li><input type="checkbox"/> Youth will demonstrate improvement in connectivity within the community, self-concept, and decreased isolation as evidenced by pre-post survey.</li><li><input type="checkbox"/> Youth will be provided opportunities to get involved in their community and assume leadership roles as evidenced by service plan and tracking log.</li><li><input checked="" type="checkbox"/> Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records.</li></ul>

2/29/2024 Go Back Continue

*Choose at least 1 (no more than 4)*

*List of Outcomes*

# APPROACH AND DESIGN (continued)



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CBA Portal Log out

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NOFO Dashboard Help

NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling Return to Dashboard

Eligibility General Info Proposal Budget Scope of Work Logic Model Unit Cost Acknowledgement

3.3.6	Describe how the program assesses client's needs and links them to identified services.	On-line through Zoom or other social media platforms.
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.	Challenge them and provide incentives.
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.	Community participation is a m...
3.3.9	Under the <i>SCOPE OF WORK TAB</i> , please complete all fields. Refer to NOFO <b>Attachment 4</b> 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.	Not putting the audience to sleep is a good start.

Go Back Continue

Scope of Work

Scope of Work

# APPROACH AND DESIGN (continued)



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Monitoring Portal (DB: webqa) Log out Return to Dashboard

Baldwin Innovative In

- Dashboard
- NOFO Dashboard
- Help

Eligibility | General Info | **Proposal** | Budget | Scope of Work | Logic Model | Unit Cost | Acknowledgement

**3.3.13** Identify which category your agency's program is in on the Continuum of Evidence (Refer to NOFO Attachment 8 and [https://SiteAssets/helpers/vidoplayer.htm?videoid=youth/Nofo\\_Continuum\\_Of\\_Evidence\\_Video](https://SiteAssets/helpers/vidoplayer.htm?videoid=youth/Nofo_Continuum_Of_Evidence_Video)). Within the Proposal, you are obligated to prove how your agency meets the criteria of the category. **IMPORTANT:** By choosing a level lower than Exemplary, you are still eligible to receive funding; however, higher points may be awarded for Approach and Design for programs that document placement higher on the Continuum of Evidence.

Please enter your response here

- Exemplary
- Effective
- Promising
- Emerging
- Innovative Practice
- Unsupported

**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. Please consider the NOFO Continuum of Evidence to determine an appropriate description of your Proposal and the evidence required to be submitted. (Refer to NOFO Attachment 8 and [https://SiteAssets/helpers/vidoplayer.htm?videoid=youth/Nofo\\_Continuum\\_Of\\_Evidence\\_Video](https://SiteAssets/helpers/vidoplayer.htm?videoid=youth/Nofo_Continuum_Of_Evidence_Video)). (Optional Upload)

Please enter your response here

Go Back Save Continue

Choose Continuum of Evidence Category

Upload Supporting Document

# EVALUATION METHODS



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NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling Return to Dashboard

Eligibility General Info **Proposal** Budget Scope of Work Logic Model Unit Cost Acknowledgement

3.4 Evaluation Methods (up to 15 points)

3.4.1	Evidence-based or promising practice programs and services <b>must</b> address as many 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.	Pre and Post Surveys after story telling session
3.4.2	Clearly describe the evaluation methodology of the program being proposed.	I already said pre and post surveys
3.4.3	Under the <i>LOGIC MODEL TAB</i> , please complete all fields and ensure outcomes are SMART (specific, measurable, achievable, realistic and time-bound). Refer to NOFO <b>Attachment 7</b> for sample.	
3.4.4	Identify applicable evaluation measurement tools and explain how it appropriately measures and tracks outcomes. Upload examples if available.  Please <b>upload</b> any examples as a single file in PDF format.	it just does it magically!!  <a href="#">Evaluation Samples.pdf</a> <b>Upload</b>
3.4.5	Illustrate how evaluation processes are incorporated into agency policy and procedures.	Concrete decisions

Go Back Continue

2/29/2024

# PERFORMANCE HISTORY



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

## 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.

Nobody falls asleep and someone gets a chuckle out of the story.

# AVAILABLE RESOURCES & SUSTAINABILITY



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- Disclose other funding that your agency has received to address this need.
- Identify other funding that is available to support your agency in addressing this need.
- Describe how your agency will continue to address this need if current funding ends.

CBA Portal Log out

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NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling Return to Dashboard

Eligibility General Info **Proposal** Budget Scope of Work Logic Model Unit Cost Acknowledgement

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.	Always looking for cash.
3.6.2	Identify other funding that is available to support your agency in addressing this need.	local banks
3.6.3	Describe how your agency will continue to address this need if current funding ends.	We will fold; no more story telling.
3.6.4	Explain how awarded funds will allow you to leverage additional dollars, if any.	Money Money Money makes the world go around.
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.	Please enter your response here if applicable

Go Back Upload Continue

# BUDGET TAB



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Eligibility General Info Proposal **Budget** Scope of Work Logic Model Unit Cost Acknowledgement

## Proposal Templates

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 administrative 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.

see attachment

Budget.pdf

Upload

see attachment

Total Agency Budget.pdf

Upload

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# BUDGET TAB (continued)



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Eligibility	General Info	Proposal	Budget	Scope of Work	Logic Model	Unit Cost	Acknowledgement
3.7.3	<p>Under the <i>UNIT COST TAB</i>, please complete all Unit Cost of Service Rate and Definition fields. Refer to NOFO <b>Attachment 6</b>.</p> <ul style="list-style-type: none"><li>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).</li><li>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.</li><li>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).</li></ul> <ul style="list-style-type: none"><li>If based on 'Service' <b>Proof of Service</b> (examples include client sign in sheets, attendance records, schedule) <b>Cover Memo/Invoice</b> (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)</li><li>If based on 'Staff Time' <b>Proof of Payroll Expense</b> (examples include copies of paystubs, automated payroll reports) <b>Timesheet</b> (including time attendance records, activity log) <b>Cover Memo/Invoice</b> (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)</li></ul>						
3.7.4	<p>If not accredited by Nonprofits First, Inc. upload the most recent Independent Audit report. If there were findings, describe corrective actions taken.</p> <p>Please <a href="#">upload</a> most recent Independent Audit report as a single file in PDF format.</p>						<p>Please enter your response here if applicable</p>

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# SCOPE OF WORK TAB



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- If Parent is selected, pay attention to Subcategories on the SOW
- Geographic areas, if no options in the specific bullet, use other and fill in

CBA Portal

Paul J Picard III

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Eligibility General Info Proposal Budget **Scope of Work** Logic Model Unit Cost Acknowledgement

**Target Population\***

- Agencies
- Elementary Age Youth
- High School Age Youth
- Middle School Age Youth
- Parents
- Youth ages 18-22
- Other

**Geographic area(s) served\***

Municipality  Zipcode  Countywide  Other

Districts 2 and 6

**Reports Submission\***

- 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

**Overview:\***

The difference between writing and story telling

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# LOGIC MODEL TAB



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- Eligibility
- General Info
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- Budget
- Scope of Work
- Logic Model**
- Unit Cost
- Acknowledgement

Logic\* (3)

Column 1 Problem/Situation <i>Instruction: Need/Problem/Situation</i>	Column 2 Service/Activity <i>Instruction: What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Served, Timeframe &amp; # of Units</i>	Column 3 Outcome <i>Instruction: Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions</i>	Column 4 Indicator <i>Instruction: Number (#) and Percent (%) of Clients Expected to Achieve Outcome (# of Clients ÷ by # Served)</i>	Column 5 Results <i>Instruction: Actual Number (#) and Percent (%) of Clients who Achieve the Outcome(# of Clients who achieved the outcome ÷ # Served)</i>	Column 6 Measurement Tool <i>Instruction: Evidence Collected (provide specific name of tool; examples of tools include: pre/post surveys or assessments, progress reports</i>	Column 7 Data Source <i>Instruction: Collection Procedure &amp; Personnel Responsible</i>	Column 8 Frequency <i>Instruction: Time &amp; Frequency of Evaluation/Outcome Measurement</i>
Lack of Story telling skills	Learn the ABC's of Story telling	Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment	Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment.		Pre/post Assessments	Story Teller	When stories are told
Beginning with once upon a time	Learning not to begin your story with the above phras	Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan	Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan.		Pre/post Assessments	Story Teller	Often
No one understands there are rules to story telling	22 Rules of Story telling by Pixar	Youth will increase engagement in out of school time activities as evidenced by	Youth will increase engagement in out of school time activities as evidenced by		Pre/post Assessments	Story Teller 2	Monthly or when necessary

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# ACKNOWLEDGEMENT TAB



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- Eligibility
- General Info
- Proposal
- Budget
- Scope of Work
- Logic Model
- Unit Cost
- Acknowledgement**

## Certifications

<input type="checkbox"/>	I certify that I am authorized to submit this Proposal on behalf of the agency.
<input type="checkbox"/>	I certify that the information provided in the Proposal and the information provided in all supporting documents and forms is true and accurate.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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

<input type="checkbox"/>	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 <a href="http://www.pbcgov.com/youthservices/Pages/NOFO.aspx">www.pbcgov.com/youthservices/Pages/NOFO.aspx</a> .
--------------------------	--

**Signature:\***  **Title:\***  **Date:\***

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# PRINT INFORMATION



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- Print PDF attachment (complete proposal package available the next day)
- Tab related generated documents (Scope of Work, Logic Model and Budget) - the section number will be printed at the top
- Other attachments and uploads will have an identifier



# NOFO EMAIL NOTIFICATION



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Once Submitted, an acknowledgement notification email will be received.

**No edits can be made at that time – it is final**

Notification(s) for your review



50 S. Military Trail, Suite 203, West Palm Beach, FL 33415

**NOFO Notification**

Date : 3/11/2021 12:20:18 PM

Thank you for your interest in YSD's NOFO for Community Based Agency FY 2022 Your Proposal has been successfully submitted.

*kindest Regards,*



Youth Services Department  
Outreach & Community Programming Division|Palm Beach County  
50 South Military Trail, Suite 203 | West Palm Beach, FL 33415

**SAMPLE ONLY**  
Dates/Documents  
from FY2023 NOFO

# CLOSING / Q & A



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**Elisa Cramer**

*Interim Director,*

*Palm Beach County Youth Services Department*

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**You MUST attend or attest that you have viewed the Mandatory Pre-Proposal Conference recording to be eligible to submit a proposal in response to this NOFO for Community Based Agency!**



# EVALUATIONS



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<https://www.surveymonkey.com/r/6PNHVS7>



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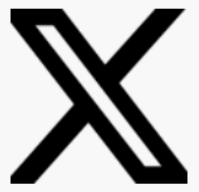


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## YSD Scoop!



To sign up for the Department Newsletter, please send an email to:

Tevin Ali, Outreach & Public Information Coordinator  
[tali@pbcgov.org](mailto:tali@pbcgov.org)

# QUESTIONS



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