

FY 2023-2025 NOFO FOR ECONOMIC STABILITY AND SELF SUFFICIENCY NOTICE OF FUNDING OPPORTUNITY (NOFO)

Questions & Answers

UPDATED 04/06/2022

1. **QUESTION:** I attempted to access the link to register for the mandatory bidder's conference on 3/22/22. However, there is no link to register on the NOFO page. Can you please advise?

RESPONSE: The Bidder's Conference is being scheduled by the NOFO Coordinator, and the link will be available on Monday morning, March 21, 2022.

Please review the NOFO Guidance Document. It is required that all potential applicants attend the Bidder's Conference on March 22, 2022 at 1:00PM OR that they watch the recording of the Bidder's Conference to obtain the invitation code.

The link for the Required Bidders Conference can be accessed on the FAA website is: <https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>.

2. **QUESTION:** Are PBC residents who do not have US citizenship status eligible to receive services under these programs? Or what legal status is required to receive services under these grants?

RESPONSE: To be eligible for FAA funded services, Clients must be residents of Palm Beach County.

3. **QUESTION:** Would you be able to send the link to register for the FAA FY 2023-FY2025 NOFO for Economic Stability and Self Sufficiency Bidders Conference? I can't seem to find the link to register for the conference or the link to join tomorrow.

RESPONSE: The link for the Required Bidders Conference can be accessed on the FAA website is: <https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>.

4. **QUESTION:** What is the NOFO invitation code?

RESPONSE: Please review the NOFO Guidance Document. It is required that all potential applicants attend the Bidder's Conference on March 22, 2022 at 1:00PM OR that they watch the recording of the Bidder's Conference to obtain the invitation code.

The link for the Required Bidders Conference can be accessed on the FAA website is: <https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>.

5. **QUESTION:** In Section I, Part C the question does not reference what we should address for the Subcategory IDD. Can you please clarify?

RESPONSE: For IDD applicants ONLY, enter “N/A” for this question.

6. **QUESTION:** Can you please provide an example of the Self Sufficiency Matrix (SSM) we will be completing upon entry to CMIS? I see attachment 13, but that does not seem like the matrix we will be completing based on the NOFO guidelines.

RESPONSE: The actual SSM in ClientTrack (aka. CMIS or HMIS) has a series of questions with scores ranging from 0 to 6. Below is a screenshot of the SSM:

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

7. **QUESTION:** Is there any age requirement for the Intellectual and Developmental Disabilities (IDD) subcategory?

RESPONSE: No, there are no age requirements for the IDD subcategory.

8. **QUESTION:** What area should be used for the “Area Median Income” (AMI)?

RESPONSE: The AMI is a table updated annually by the U.S. Department of Housing and Urban Development (HUD). A link to the table will be posted on the FAA website:

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

9. **QUESTION:** Can agencies copy and paste or insert tables into the online application portal?

RESPONSE: The County does not recommend that Applicants copy and paste information/data from Word or Excel into the SAMIS/TAPS Application Module, because SAMIS/TAPS does not support these products.

10. **QUESTION:** Are the available estimated funds per year or over the three year contract period?

RESPONSE: The funds are annualized dollars. They are contingent upon program performance, the need for the service(s), and appropriation approval by the Board of County Commissioners (BCC).

11. **QUESTION:** Do proposals for Continuous Quality Improvement (CQI) projects need to be submitted as separate applications in the online application portal?

RESPONSE: There are questions about the Continuous Quality Improvement Projects embedded into the grant proposal. Separate applications do not need to be submitted for the Continuous Quality Improvement Projects.

12. **QUESTION:** Will this presentation (from the Bidder’s Conference) be available online?

RESPONSE: Yes, it will be posted on the FAA website:

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

13. **QUESTION:** Could the funding be used to cover case manager's salary/benefits at a residential program geared to financial stability?

RESPONSE: *If the position's role is directly supporting the proposed program and the services and the position directly aligns with the expected outcomes, then yes, FAA funds can be used. Please use the Logic Model as reference to guide your decision-making.*

14. **QUESTION:** If an agency provides child care, can they apply for funding to provide child care services?

RESPONSE: *All clients should go through the Early Learning Coalition for childcare services. If the Early Learning Coalition denies the client, your agency could pay for childcare services. If you are applying for SOFI or Self-Sufficiency, the primary goal of your program should be related to self-sufficiency in terms of employment not simply providing childcare solely. NOTE: Childcare is considered an employment supports service.*

15. **QUESTION:** When choosing category to apply for grant. Do you have to select SOFI with children OR SOFI w/o children or can one proposal target % of with children and % without children?

RESPONSE: *No, you will need to submit separate applications, as there are different pots of money for each of the service categories.*

16. **QUESTION:** Under attachment #6 the zip code for 33403 says West Palm Beach, but it's the zip code for Lake Park, is that a typo?

RESPONSE: *Zip Code 33403 is located in the state of Florida in the West Palm Beach metro area. The official US Postal Service name for 33403 is WEST PALM BEACH, Florida. However, portions of zip code 33403 are contained within or border the city limits of Lake Park, FL, Palm Beach Gardens, FL, North Palm Beach, FL, and Riviera Beach, FL.*

17. **QUESTION:** For IDD group, would a Support Plan from the Waiver Support Coordinator be adequate as the Service Plan?

RESPONSE: *Yes, the Client's Support Plan from the Waiver Support Coordinator can be used as a service plan. However, the Support Plan from the Waiver Support Coordinator must guide the plan for services for the client and should be kept in the client file.*

18. **QUESTION:** Just confirming that Attachment #5 does not apply to Priority #1: economic stability.

RESPONSE: *Correct. This does not apply to Economic Stability.*

19. **QUESTION:** Can you delete old applications in SAMIS like if you tried to start an application yesterday without the code given today and received a failed password check (we were over-eager)?

RESPONSE: *No, Applicants cannot delete an Application in SAMIS/TAPS. If an application is started but the agency no longer wishes to use it as their submission, then they*

can just start a new application and press “Submit” on the one they wish to submit for consideration.

20. QUESTION: To confirm any forms such as budget, etc. will be downloadable from the application

RESPONSE: Yes, they can be downloaded from the SAMIS/TAPS Application module.

21. QUESTION: Will the Area Median Income (AMI) tables and Self-Sufficiency Matrix (SSM) information be available to reference anywhere?

RESPONSE: Yes, it will be posted on the FAA website:
(<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>).

22. QUESTION: Where can we find the link to Open Tables?

RESPONSE: The link to Open Tables is <https://www.theopentable.org/>.

23. QUESTION: Does Economic Stability require that a household have at least one (1) child?

RESPONSE: No, children are not required in households for proposals that apply under Economic Stability. The same applies to the Securing Our Future Initiative (SOFI) Households without Children category.

24. QUESTION: Does the eligibility around income apply to Intellectual and Developmental Disabilities (IDD)?

RESPONSE: No, income eligibility does NOT apply to the IDD subcategory.

25. QUESTION: #1 - Is the Self-Sufficiency Matrix (SSM) referenced in the NOFO document required of all applicants? #2 - Can an agency’s internal Self-Sufficiency Matrix (SSM) be used in lieu of the provided SSM for Economic Stability? #3 - Can an agency use their own matrix for outcomes?

RESPONSE: #1 - Yes, if the agency is selecting an outcome related to increasing self-sufficiency, then the Self-Sufficiency Matrix in HMIS is required.

#’s 2-3 - Yes, if an agency is applying under Economic Stability for the Day Laborer/Seasonal Workers program and they select the Proxy outcome, the agency may use their own SSM as an internal measurement tool. However, if an agency is selecting the self-sufficiency outcome, they must use the SSM in HMIS.

Finally, an agency may use the SSM to refer a Client to a Self-Sufficiency (SS) / Securing Our Future Initiative (SOFI) agency for SS services.

26. QUESTION: At the bidders conference, it was explained that if we are not using a self-sufficiency outcome we don’t have to use the county self-sufficiency matrix (SSM). This is confirmed in the FAQ on the website. However, on page 11 of the NOFO the 3rd requirement for Priority #1 is to complete the county approved SSM to determine if a referral to self-sufficiency

services is appropriate. Can you please confirm that this requirement is not applicable when submitting for reimbursement, in the case of using the proxy outcome we have chosen. As part of our registration process we utilize our internal SSM which has been tailored to our client base. We will continue using this matrix as an internal tool, but do not plan on also filling out the county matrix.

RESPONSE: It is confirmed that if an applicant chooses the Proxy Outcome, the County's SSM matrix is optional for the Day Labor/Seasonal Workers Proxy Outcome. The intention is that if a family is looking for more permanent work and more long-term case management support, you would complete the County Self-Sufficiency Matrix in ClientTrack as part of the referral to a Self-Sufficiency program.

27. QUESTION: The 4th requirement on page 11 makes reference to providing referral to self-sufficiency services. Is self-referral within El Sol allowed? We refer our clients to our Day Labor Hall, Crisis funding, Educational programs etc. When appropriate we also refer to other agencies. We want to confirm that referring to our own services will be permitted.

RESPONSE: Confirming that in addition to external self-sufficiency programs, client referrals to an applicant agency's self-sufficiency programs is also permitted.

28. QUESTION: Our clients are registered/re-registered into our day labor program every 6 months. This allows us the opportunity to verify income, residential eligibility and progress towards personal goals. The amount of time spent at re-registration is almost the same as the initial visit. For a client to participate in our labor hall for a year, they must go through the case management/registration process twice. In determining our outcome will we be able to include the clients who re-register?

RESPONSE: No, just the total number of services served in the contract period. For the purposes of your outcome, the client count will be de-duplicated. The awarded agency will track the number of services and the number of de-duplicated clients in the program year. So, if you serve 10 clients and each of them receive 2 services, your outcome would reflect 20 services provided to 10 unduplicated clients.

29. QUESTION: Should we use the WPB-Boca Raton MSA to determine income limits even if we are in the northern part of the county?

RESPONSE: Yes, this MSA is used for all of Palm Beach County.

30. QUESTION: I didn't see in the NOFO that letters of support are required, but just checking as past NOFO's have required letters of support. Can you provide if letters of support are needed?

RESPONSE: Letters of Support are not required. However, in accordance with the Scoring Guide on pages 47-48, it is highly recommend that applicants provide Letters of Support for the proposed program.

31. QUESTION: On page 14 of the Notice of Funding Opportunity (NOFO) Information Guidance document, there are requirements described for the "Self-Sufficiency/Securing our Future Initiative (Households with children 0-17)" program including one stating the "head of household

has the interest in and capacity to gain or improve employment situation.”

The issue that we are considering is that just because we have a child that needs transition services, does not necessarily mean that their family (or specifically the head of household) is in need of employment services, their child might be the one that is in need of the transition services. Additionally, some head of households might not need to improve their employment situation because some might have a fixed income because they have a disability and have disability income.

With that being said, and considering this requirement, are we saying that the people that fall under the circumstances described above would be ineligible to participate this program?

RESPONSE: Individuals that are not seeking to improve their employment situation are not eligible for SOFI or Self-Sufficiency without children. Agencies that serve individuals with intellectual or development disabilities without income eligibility should apply under “Economic Stability – Intellectual and Developmental Disabilities”. Proposals should align with the services listed in the NOFO guidance.

32. **QUESTION:** We are proposing a three-year case management project. Should the budget be for three years or the first year? If the budget should encompass 3 years, should the figures all go on the first tab or should there be a tab for each year?

RESPONSE: a) No, the FY 2023 Proposal Budget should be an annual budget, as 2nd and 3rd Year funding are subject to BCC approval for FY 2024 and FY 2025; and b) No, the Proposal Budget should represent the FY 2023 October 1, 2022 – September 30, 2023 period.

33. **QUESTION:** Attachment 9 - Internal Control Questionnaire pg. 37 item #8 asks about ADECA. What does that acronym stand for?

RESPONSE: Please disregard the acronym ADECA used in Attachment 9-Internal Control Questionnaire. The correct term is grantor.

34. **QUESTION:** In working on the Logic Model there are two dropdown areas: (1) Identified Problem, Need or Situation and (2) Outcome. We are able to choose only one (1) selection. The NOFO has two (2) required indicators. How do we select the other option?

RESPONSE: To add a second outcome to the logic model, you will need to right click on the row number (to the left) and click “insert”. A new role will be inserted and you can then select a second outcome.

35. **QUESTION:** Attachment 14 – Quality Management/Improvement Requirement – is this provided as an FYI or is there a document that we are supposed to attach with the application detailing procedures?

RESPONSE: The Quality Management/Improvement (QMI) Project is required but you do not have to upload anything additional. The QMI projects are described within the proposal as questions embedded within the application.

36. QUESTION: We are applying for NOFO: FY 2023-25 Economic Stability/Self-Sufficiency (NOT SOFI). Looks like the application has all the categories together in one application. I just want to make sure I respond the questions to the right category we are applying for.

RESPONSE: Applicants are only required to answer questions that apply to their program category. Keep in mind that all agencies are required to have a Quality Improvement/Management Project so that question should always be answered.