NOTICE OF FUNDING OPPORTUNITY (NOFO) INFORMATION GUIDANCE

Financially Assisted Agencies
FY 2023- FY 2025

October 1, 2022 - September 30, 2025

Released: March 18, 2022
Due date: April 8, 2022 12:00 p.m. (Noon) EST

Palm Beach County Board of County Commissioners
Community Services Department
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READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS

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

SECTION I: GENERAL INFORMATION

INTRODUCTION

Palm Beach County Board of County Commissioners (BCC), Community Services Department (CSD) invites eligible entities to submit proposals for the Financially Assisted Agencies (FAA) Economic Stability and Self Sufficiency Category, including the Subcategory of Intellectual/Developmental Disabilities, for Fiscal Years (FY) 2023 - 2025 (October 1, 2022 – September 30, 2025). Proposed Economic Stability and Self Sufficiency programs and services in this category should address outcomes and performance measures that demonstrate positive change toward the Department's goal of stabilizing clients in crisis and moving clients along the self-sufficiency continuum towards increasing income.

BACKGROUND

The purpose of this Notice of Funding Opportunity (NOFO) is for the Community Services Department (CSD) to receive proposals from qualifying non-profit organizations to provide services related to the approved Service Categories. Further information can be found in the Palm Beach County Administrative Code Section 305.07 "Payments to Financially Assisted Agencies." The Health and Human Services Element of the *Comprehensive Plan of Palm Beach County* delineates goals and objectives that address the availability of health and human services necessary to protect the health, safety and welfare of its residents. In conjunction with the HHS Element, the Board of County Commissioners adopted Resolution R-2013-1563, which created the Citizens Advisory Committee on Health & Human Services (CAC/HHS). An additional guiding document is "A Report of Health & Human Services in Palm Beach County – Based on Key Community Indicators 2017".

You can find these documents at: http://discover.pbcgov.org/communityservices/Pages/Publications.aspx.

CSD administers FAA for Health and Human Services on behalf of the County.

PROGRAM OVERVIEW

Securing Our Future Initiative (SOFI) seeks to build or create pathways for economic mobility for families with children ages 0-17 who are living below 50% of the Area Median Income (AMI) with a special emphasis on families that are 30% of AMI. This program is designed to remove barriers families have to gaining willful employment that will pay for what they need and want. The Self-Sufficiency category maintains the same goal as SOFI, however, the program is designed to support households without children.

Economic Stability designed to ensure households (with and without children) remain stable in their homes with the emergency support provided. This emergency support is not intended to be long-term programming or case management but rather provide short-term activities to stabilize the household financially. This could include providing emergency payments or managing a day-labor or migrant worker program.

The Economic Stability Sub-Category, Intellectual and Developmental Disabilities, is designed to maintain or increase independence of individuals experiencing an intellectual or developmental disability. This could include

assisting the individual with achieving one or more of their personal goals through day-programming, skills training, employment placement, and more.

FUNDING AVAILABILITY

All proposals must be category-specific in service categories that are accepting NOFOs. Applicants are not limited in the number of proposals submitted but must submit one application for each program. The funding available for this NOFO will be determined by the Board of County Commissioners.

The total funding estimated to be available for Fiscal Year (FY) 2023 is $2,286,590 for the three (3) Strategies and the Subcategory under this Service Category. Funding will be distributed as followed:

- Economic Stability/Self Sufficiency: $1,050,691
- Subcategory- Intellectual/Developmental Disabilities: $1,235,899
- Continuous Quality Improvement Projects: Apply for up to 5% of the requested budget

ELIGIBILITY

Qualified entities submitting applications for FAA funding shall meet all statutory and regulatory requirements.

The purpose of this Notice of Funding Opportunity (NOFO) is for the Community Services Department (CSD) to receive proposals from qualifying non-profit organizations to provide services related to the approved Service Categories. Further information can be found in the Palm Beach County Administrative Code Section 305.07 "Payments to Financially Assisted Agencies."

Organizations will clearly identify how their service/program(s) address the Service Categories and system of care as approved by the Board of County Commissioners.

Nonprofit Applicants must:

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

SECTION II: PROPOSAL SUBMISSION

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

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

All documents must be submitted by **April 8, 2022 12:00 p.m. EST** per application instructions.

Late applications will not be accepted or reviewed.

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

SERVICE CATEGORY

Economic Stability/ Self Sufficiency Category Strategies: Economic Stability, Subcategory- Intellectual/Developmental Disabilities and Self Sufficiency (SOFI) - Only households with children ages 0-17, Self Sufficiency- Only individuals and households without children, Continuous Quality Management/Improvement Projects.

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

PUBLISH/RELEASE DATE

Friday, March 18, 2022

DEADLINE DATE

Proposals, submitted through the online application website, must be completed and received by **12:00 p.m. EST on April 8, 2022**. Proposals submitted after 12:00 p.m. EST on April 8, 2022, to the website will not be accepted or reviewed.

TECHNICAL ASSISTANCE

CSD will hold a REQUIRED Bidder's Conference for Applicants from 1:00 pm- 2:30 pm on Tuesday, March 22, 2022. There will be two (2) options for Applicant Agencies to meet the Required Bidder's Conference requirement: 1) A Hybrid In-Person/Virtual Bidder's Conference; and a web link to view the Bidder's Conference will be provided for all agencies submitting proposals; 2) Viewing the recorded In-Person/Virtual Bidder's Conference. To ensure safe in-person meeting conditions, confirmation of In-Person/Virtual attendance must be received no later than March 21, 2022 at 5:00 p.m.

To attend virtually or to view the recorded In-Person/Virtual Bidder's Conference, please visit the FAA NOFO Website at:

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

Technical assistance questions must be made in writing and emailed to CSD-FAARFP@PBCGOV.ORG. All questions and answers will be made available for the public to review at:

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

The deadline for submitting questions to CSD is 12:00 p.m. (Noon) on April 6, 2022, which is two (2) business days before the submission deadline.

CONTACT PERSON

This NOFO is issued, as with any addenda, for the BCC by CSD. The contact for all FAA Economic Stability/Self Sufficiency application inquiries is by email at CSD-FAARFP@PBCGOV.ORG.

SCHEDULE OF EVENTS/TIMELINE

FY 2023 FAA ECONOMIC STABILITY/SELF-SUFFICIENCY

DATE	ITEM	RESPONSIBLE
September 2021	Conduct Public Forums	CSD & CAC/HHS
December 2021	Write NOFO and Convene Steering Committees	CSD & CAC/HHS
February 10, 2022	Citizens Advisory Committee on Health and Human Services (CAC/HHS) information update on NOFO process	CSD CAC/HHS
March 10, 2022	Citizens Advisory Committee on Health and Human Services (CAC/HHS) information update on NOFO process	CSD CAC/HHS
March 18, 2022	NOFO/RFP available for public	CSD
March 22, 2022	Required Bidder's Conference	CSD Applicants
April 4, 2022	Reviewer Training	CSD Reviewers
April 6, 2022	Final day to submit written questions 12:00 p.m. (Noon) EST	Applicants
April 8, 2022	**NOFO Proposal submission deadline 12:00 p.m. EST**	**Applicants**
April 8, 2022	Cone of Silence Begins for FAA Economic Stability/Intellectual/Developmental Disabilities/Self-Sufficiency (SOFI) NOFO	CSD, Applicants, Reviewers, BCC
May 2, 2022	Strategy- Economic Stability Review Panel meet to review and score proposals	CSD Reviewers
May 4, 2022	Subcategory- Intellectual/Developmental Disabilities Review Panel meet to review and score proposals	CSD Reviewers
May 5, 2022	Strategy- Self-Sufficiency/SOFI; Self-Sufficiency (Households without children) Review Panel meet to review and score proposals	CSD Reviewers
May 6, 2022 – May 10, 2022	Staff reconciles review panel rankings and funding availability to develop recommended allocations	CSD
May 12, 2022	CAC/HHS meeting presentation (scheduled when needed)	CSD CAC/HHS
May 20, 2022	Final date to file a Funding Grievance	Applicants
June 14, 2022	Presentation of FY 2023 -2025 recommendations to BCC	CSD BCC
September 13, 2022	BCC Contract Approval	CSD BCC
September 13, 2022	Cone of Silence Ends for FAA Economic Stability/Self-Sufficiency	CSD, Applicants, Reviewers, BCC

EXPENSE OF PROJECT APPLICATION

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

PROJECT APPLICATIONS OPEN TO THE PUBLIC

Applicants are hereby notified that all information submitted as part of, or in support of, FAA Economic Stability/Self Sufficiency applications will be available for public inspection in compliance with the Florida Public Records Act.

CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the date the NOFO is due back to the department, which is April 8, 2022 at 12:00 p.m. EST, until the final FAA allocations are approved by the Board of County Commissioners.

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

Lobbying - "Cone of Silence"

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here.

"Cone of Silence" means a prohibition on any non-written communication regarding this NOFO between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a contract. A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action, which ends the solicitation process.

SECTION III: SCOPE OF SERVICES

TERMS OF SERVICES

FAA Economic Stability/Self Sufficiency Funding Term:	12 months, automatically renewable for up to two (2) additional 12-month terms
FAA Economic Stability/Self Sufficiency Start Date:	October 1, 2022
FAA Economic Stability/Self Sufficiency End Date:	September 30, 2025

Contracts shall be dependent on BCC allocations each year.

TERMS AND CONDITIONS

1. **Proposal Guarantee:**
   Proposer guarantees their commitment, compliance and adherence to all requirements of the NOFO by submission of their proposal.

2. **Modified Proposals:**
   Proposer may save any unfinished proposal and continue to modify the proposal until the proposal is submitted. Once submitted, the proposal is final.

3. **Late Proposals, Late Modified Proposals:**
   Proposals and/or modifications to proposals submitted after the deadline are late and shall not be considered.

4. **Experiencing Unforeseen Technical Issues:**
   An applicant that experiences unforeseen technical issues beyond its control with the WebAuthor/SAMIS system, which prevents it from submitting its application by the deadline, must contact the CSD-FAARFP@PBCGOV.ORG to report the technical issue, Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m., Eastern Time (ET **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

   The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts.

   Note: CSD does not automatically approve requests to submit a late application even in the event of technological difficulties. After CSD reviews the applicant's request, and verifies the reported technical issues, CSD will inform the applicant whether the request to submit a late application has been approved or denied. If CSD determines that the late application submission was due to the applicant's failure to follow all required procedures, CSD will deny the applicant's request to submit its application.

   The following conditions generally are insufficient to justify late submissions:
   - Failure to follow each instruction in the CSD NOFO.
   - Failure to complete all required questions within the application.
   - Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

5. **Costs Incurred by Proposers:**
   No payment will be made for proposals received, or for any other effort required of or made by the proposers, prior to commencement of work as defined by a contract approved by the Board of County Commissioners.

6. **Public Record Disclosure:**
   Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.

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

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2- 421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

8. **Commencement of Work:**
The County's obligation will commence when the contract is approved by the Board of County Commissioners or their designee and upon written notice to the proposer. The County may set a different starting date for the contract. The County will not be responsible for any work done by the proposer, even work done in good faith, if it occurs prior to the contract start date set by the County.

9. **Non- Discrimination:** The proposer must warrant and represent that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information.

RECOMMENDATIONS FOR SERVICES: ECONOMIC STABILITY/SELF SUFFICIENCY

Qualified entities are invited to submit applications to provide Economic Stability/Self Sufficiency services to Palm Beach County residents. The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access. Ranking will be based on priorities established through the Community Conversations held in August 2021, The United Way- COVID 19 Impact Survey, and Palm Beach County: Sociodemographic Barriers to Economic Mobility and FAA Demographic Report. Each category will be ranked separately: Economic Stability, Self-Sufficiency- Securing Our Future Initiative (SOFI) - Only households with children, Self-Sufficiency- Only individuals and households without children, and Intellectual/Developmental Disabilities.

See attachment #1, #2, #3 and #4 for the priority guidance that the reviewers will use for the review process.

Funding for FAA FY 2023-2025 Economic Stability/Self Sufficiency Strategies and Subcategory is as follows:

Service Category	Services include but are not limited to:	Estimated Funds Available
Economic Stability Target Population:	Emergency Financial Assistance	$1,050,691
	Skills Training & Employment (limited to Day or Seasonal Migrant Workers Target Pop.)	
	SNAP Assistance	
	Applications/Unemployment Applications	
	Childcare Financial Assistance	
	Car Repairs	
	Transportation Vouchers	
	Tax Preparation Services	
	Legal Services	
	Case Management	
	Apprenticeship Programs	

Self Sufficiency (SOFI)- Only households with children age 0-17 Self Sufficiency- Only individuals and households without children	Job Training & Employment Services	
	Vocational Training	
	Financial Literacy	
	Legal Services	
	Job Development & Placement	
	Open Tables®	
	Self-Sufficiency Workshops	
	Wrap-Around Supportive Services (only in combination with other self-sufficiency services listed above)	
Subcategory- Intellectual/Developmental Disabilities Target Population:	Supported Employment Services/Career Planning/Computer Skills	$1,235,899
	Life and Employment Skills Training	
	Day Programming	
	Supported Living Services	
	Residential Services with Case Management	
	Legal Services	
	Retirement Services needed to remain active in the community	
	Financial Literacy	
	Respite for Caregivers	
	Applications/Unemployment Applications	
	SNAP Assistance	
	Childcare Financial Assistance	
	Car Repairs	
	Transportation Vouchers	
	Tax Preparation Services	
Continuous Quality Management / Improvement Projects		5% of the requested budget
	FAA Subtotal:	$2,286,590

PRIORITY DESCRIPTIONS

Priority #1- Economic Stability:

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

- Check OSCARSS when determining eligibility for individuals/households up to 50% AMI with a prioritization for up to 30% AMI
- Enroll client(s)/household(s) into CMIS, and document all service(s) provided
- Complete County approved self-sufficiency matrix upon enrollment on client/household(s) to determine if a referral to self-sufficiency services is appropriate
- Provide referral to self-sufficiency services/employment services agency(s) as appropriate
- Accept referrals from Palm Beach County Community Services Department (CSD)
- Participate in CSD events that will increase collaboration and enhance agency skills to achieve outcomes
- Submit Quarterly Programmatic, Outcomes and Utilization Reports (January 15, April 15, July 15, October 15)

It is not required to have a youth ages 0-17 in the household for this priority.

Examples of services for this priority:

- One time Emergency Financial Assistance- unexpected costs
- Day Labor program
- Day Program for individuals with developmental disabilities
- Seasonal Farm Worker program- basic needs
- One time assistance- SNAP Benefits application, food pantry assistance
- Child Care Financial Assistance
- Transportation financial assistance- Uber/Lyft, Car repairs
- Tax preparation services
- Legal Services

Required Outcome Indicator for Logic Model:

Stability (Please select 1)

1. Percent (%) of individuals that maintain or increase their self-sufficiency in one or more categories such as transportation, childcare, housing, employment, income, and education as measured on the self-sufficiency matrix.
2. Number of individuals that avoid eviction or utility shut off.

Proxy Outcomes <u>(Required Outcomes):</u>

1. Number of individuals that obtain financial resources that will lead to stability.

Proxy Outcomes <u>for Day Labor/Seasonal Workers Only (Required Outcomes):</u>

1. Number of services provided to the number of clients served.*

*****Services must match the services and strategies outlined in this NOFO guidance

Sub-Category- Intellectual/Developmental Disabilities

REQUIREMENTS:
Agencies that are serving households that are made up of at least one youth (age 0-22) or adult individuals in this priority must:

- The FAA program defines an intellectual/developmental disability as a disorder or syndrome that is attributable to intellectual disability, cerebral palsy, autism, spina bifida, Down syndrome, Phelan-McDermid syndrome, or Prader-Willi syndrome; that manifests before the age of 22 or has been documented as an established condition by a medical professional after the age of 22 and that constitutes a substantial impact that can reasonably be expected to continue indefinitely
- Enroll client(s)/household(s) into CMIS, and document all service(s) provided
- Complete Individualized Education Program (IEP) or an Individual Service plan
- Accept referrals from Palm Beach County Community Services Department (CSD)
- Participate in CSD events that will increase collaboration and enhance agency skills to achieve outcomes
- Submit Quarterly Programmatic, Outcomes and Utilization Reports (January 15, April 15, July 15, October 15)
- Services will be provided consistent with F.S. Chapter 393.13 defining the rights of persons with developmental disabilities.

Examples of services for this priority:

- Emergency payments to maintain household stability
- Supported Employment Services/Career Planning/Computer Skills for vulnerable populations such as individuals with developmental and intellectual disabilities
- Life and Employment Skills Training
- Day program for individuals with intellectual and developmental disabilities
- Supported Living services
- Residential Services with Case Management
- Legal Services
- Retirement services needed to remain active in community
- Financial Literacy
- Respite for Caregivers
- One time assistance for SNAP applications/unemployment application, etc.
- Childcare financial assistance
- Car repairs
- Uber/Lyft vouchers
- Tax preparation services, supplementing agency transportation services

Required Outcome Indicator for Logic Model:

1. Percent (%) of individuals that achieve one objective on the Individualized Educational Program (IEP) or Individual Service Plan.

Priority #2- Self Sufficiency/Securing Our Future Initiative (SOFI) - Limited to households with children ages 0-17:

VISION: A system of care that maximizes opportunities for economic mobility

MISSION: To collaborate with community stakeholders to create an ecosystem that supports innovative systemic change leading to increased economic mobility for low-income families

GUIDING PRINCIPLES

We believe:

1. Poverty is everyone's problem
2. In finding solutions WITH people not FOR people
3. That Poverty is a moral AND economic imperative
4. In shared prosperity for all

GOALS:

The Securing Our Future initiative (SOFI) seeks to build or create pathways for economic mobility for families with children ages 0-17 who earn below 50% AMI with prioritization for up to 30% AMI.

The goals for the SOFI initiative are to:

1. Assist 188 households annually with services that will increase their household income above 80% of AMI and to maintain or improve this income level for a minimum of two years.
2. To create a path that enables families who are earning above 80% of AMI but below the living wage (200% FPL/ALICE Threshold) to increase their household income above the living wage.

3. To accelerate the building of an integrated Health and Human Services System of Care to create more seamless, effective and sustainable interventions which will assist stakeholders in identifying and removing structural & systemic barriers (i.e. fiscal cliff) that prevent families from advancing economically.

Programmatic Description:
See attachment # 5 for program description and chart.

Self-Sufficiency/Securing Our Future Initiative (Households with children ages 0-17)

REQUIREMENTS
Agencies that are serving households with children participating in this initiative must:

- Check OSCARSS when determining eligibility
- Household earns below 50% AMI with a prioritization for up to 30% AMI. Households that surpass 50% AMI through programming will be eligible to continue receiving services.
- Lives in Palm Beach County
- Has at least one child under the age of 18 in the household
- Head of household has the interest in and capacity to gain or improve employment situation
- Enroll all family members in CMIS and complete an initial Self-Sufficiency Matrix and Financial Assessment upon enrollment
- Attend monthly coordination meetings:
    - SOFI Agency Meeting
    - SOFI Workgroup Meeting
- Update employment assessments in CMIS each quarter (January 15, April 15, July 15, October 15)
- Update Self-Sufficiency Matrix in CMIS each quarter (January 15, April 15, July 15, October 15)
- Update financial assessment annually (Entry into the program and on the anniversary of their program entrance)
- Submit Quarterly Programmatic, Outcomes and Utilization Reports (January 15, April 15, July 15, October 15)
- Ensure all clients have completed an EmployFlorida application and are interacting with CareerSource or Dress for Success for the purposes of career development
- Submit regular referrals for needs identified on each self-sufficiency matrix
- Participate in SOFI orientations and recruitment activities
- Accept referrals from Community Services Department
- Participate in community conversations and survey collection
- Participate in quarterly activities for SOFI families (Operation Santa, BBQs, etc.)

Examples of services for this priority:

- Case Management
- Job Training and Employment Services
- Vocational Training
- Financial Literacy
- Legal Services
- Job Development and Placement
- Open Tables®
- Apprenticeship Programs
- Self-Sufficiency Workshops
- Wrap-around supportive services only in combination with other self-sufficiency services listed above

Required Outcome Indicators for Logic Model:

1. Percent (%) of households that obtain employment or better* their employment.
    a. *Better is defined under the methodology section
2. Percent (%) of households that increase their self-sufficiency in one or more categories such as transportation, childcare, housing, employment, income, and education as measured on the self-sufficiency matrix.

Self-Sufficiency (Households without children)

REQUIREMENTS:

- Check OSCARSS when determining
- Households earns below 50% AMI with a prioritization for up to 30% AMI. Households that surpass 50% AMI through programming will be eligible to continue receiving services.
- Lives in Palm Beach County
- Head of household has the interest in and capacity to gain or improve employment situation
- Enroll all family members in CMIS and complete an initial Self-Sufficiency Matrix and Financial Assessment upon enrollment
- Update employment assessments in CMIS each quarter (January 15, April 15, July 15, October 15)
- Update Self-Sufficiency Matrix in CMIS each quarter (January 15, April 15, July 15, October 15)
- Update financial assessment annually (Entry into the program on the anniversary of their program entrance)
- Submit Quarterly Programmatic, Outcomes and Utilization Reports (January 15, April 15, July 15, October 15)
- Ensure all clients have completed an EmployFlorida application and are interacting with CareerSource or Dress for Success for the purposes of career development
- Submit regular referrals for needs identified on each self-sufficiency matrix
- Accept referrals from Community Services Department
- Participate in community conversations and survey collection

Examples of services for this priority:

- Case Management
- Job Training and Employment Services
- Vocational Training
- Financial Literacy
- Legal Services
- Job Development and Placement
- Open Tables®
- Apprenticeship Programs
- Self-Sufficiency Workshops
- Wrap-around supportive services only in combination with other self-sufficiency services listed above

Select one of the required Outcome Indicators for Logic Model:

1. Percent (%) of households that obtain employment or better* their employment
    a. *Better is defined under the methodology section
2. Percent (%) of households that increase their self-sufficiency in one or more categories such as transportation, childcare, housing, employment, income, and education as measured on the self-sufficiency matrix.

FEATURES

The ranking guide will give priority to agencies that-

- Earning below 50% AMI with a prioritization for up to 30% AMI.
- Families who reside in high poverty neighborhoods (See attachment #5 for details) and families who are users of multiple systems (i.e. TANF, SNAPS, Housing Subsidies, Homeless Families or Families at risk of homelessness, Medicaid)

SECTION IV: CONTENTS OF PROPOSAL AND INSTRUCTIONS

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

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

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

http://discover.pbcgov.org/communityservices/Pages/Citizens-Advisory-Committee.aspx

Paper copies are available upon request.

The FAA NOFO Guidance is for reference purposes only, as the proposal must be submitted through the Palm Beach County Community Services Department Submission website.

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

The deadline for application package submission is **Monday, April 8, 2022 by 12:00 p.m. EST** For consideration, Application Packages shall be submitted on the Palm Beach County, Community Services Department NOFO Application Submission Website:

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

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

Applications must (be):

- Written in plain language in a narrative that fully addresses all questions in the FAA Economic Stability/Self Sufficiency NOFO Guidelines.
- Understandable to people unfamiliar with the agency or its area of expertise.
- Specifically addresses the funding priorities set out in this NOFO

Please refer to this FAA Economic Stability/Self Sufficiency NOFO guidance for further description or definitions.

FAA Review Committee meetings are scheduled to take place on **Monday, May 2, 2022, Wednesday, May 4, 2022 and Thursday, May 5, 2022 from 8:00 AM to 5:00 PM** at **Palm Beach County Community Services Department, Basement Conference Room, 810 Datura Street West Palm Beach, Florida 33401.**

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

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

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

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

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

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

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

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

FY 2023 - 2025 FAA ECONOMIC STABILITY/SELF SUFFICEICNY APPLICATION COMPONENTS

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

Proposal

Federal ID
Agency Name

Doing Business As (DBA)
Please indicate name(s) by which agency is known or does business.

Address
City
State
Zip Code
NOFO/RFP
Additional Editors
Program Name

FAA Required FY 2023 - 2025 Cover Sheet
Click to download the REQUIRED **FAA FY 2023 - 2025 Cover Sheet Template.** See **Attachment 7**. Please upload once you have completed the form.

Please upload your document in the same format as the template: **.doc** OR **.docx**
Please name your document as such: ***(Agency Name or Initials)*** **Coversheet_FY22.doc** OR ***(Agency Name or Initials)*** **Coversheet_FY22.docx**

NOFO Information Document

Click to download the **FY 2023 - 2025 FAA Economic Stability/Self Sufficiency NOFO Guidance** document for reference throughout the application.

General Contact Information

CEO/Executive Director Name and Title
CEO/Executive Director Email
Agency Contract Person Name and Title
Agency Contract Person Phone
Agency Contract Person Email

Total Funding Amount Requested

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

Total People Expected to Serve

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

Internal Control Questionnaire

Click to download the REQUIRED **Internal Control Questionnaire**. Please upload once you have completed the form. See **Attachment 8**.

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

Policies and Procedures
Please upload your agency's policies and procedures.

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

Performance Improvement Plan (2000 Characters)
Please describe how your agency responds to requests for a performance improvement plan.

Guidelines for Proposal:

I. Project Narrative (25 Points)

A. Describe the Target Population that will be served: (1500 Characters)
   - Economic Stability
   - Subcategory- Intellectual/Developmental Disabilities
   - Self-Sufficiency/Securing Our Future Initiative (SOFI)- Only households with children
   - Self-Sufficiency- Only individuals and households without children
   - Continuous Quality Improvement Projects

B. List the total number of unduplicated persons that will be served. Specify the number on a monthly and annual basis. (500 Characters)

C. How will your proposed activity coordinate with the current system of care? For Economic Stability Proposal, describe how you will submit referrals to Self-Sufficiency Agencies. For SOFI Proposals, describe how your program will use the Whole Family/Two Generation Approach. If your agency has not been involved, please describe your willingness and timeline for participation. (1500 Characters)
D. Describe key staff that will be working on your project. The description should include position titles, education and experience required. Including specific staff names is optional. (1500 Characters)
E. Describe the capacity of your organization. Include the following in your description: (4000 Characters)
    - Length of time in business
    - Length of time undertaking activity for which funding is being requested
    - Number of full-time, paid administrative and/or fiscal staff
    - Number of full-time, paid programmatic staff
    - Number of active volunteers
F. Describe how your agency is (or is working to become more) inclusive and equitable, both in terms of internal practices and programming, and in terms of external partnerships and within the community. (4000 Characters)
G. What steps has your agency taken or plans to take in order to establish, develop or continue policies, practices, and procedures that increase racial equity in the following areas: Training, hiring and retention, board development, community engagement and partnerships, and other organizational work? (4000 Characters)
H. Describe prior or planned efforts to ensure staff receives the following trainings and how they would be incorporated into service delivery: (4000 Characters)
    - Racial Equity Training or Racial Wealth Gap Training
    - Adverse Childhood Experiences Training (ACE's)
    - Cultural Competency Training
    - Lesbian, Gay, Bi-Sexual, Transgender, Questioning (LGBTQ)Cultural Competency
    - Trauma Informed Care Training
I. For Economic Stability Category, include the following information: (8,000 Characters)
    - How clients will be selected for service(s), describe how you will utilize OSCARSS to follow the required eligibility guidelines
    - How will the agency partner within the other agencies providing a similar service
    - Types of services to be offered
    - Who will provide the service(s)
J. For Intellectual/Developmental Disabilities Subcategory, include the following information: (8,000 Characters)
    - How clients will be selected for service(s), describe how you will follow the required eligibility guidelines
    - Types of services to be offered
    - Who will provide the service(s)
K. For Self-Sufficiency/Securing Our Future Initiative (SOFI) (Limited to households with children 0-17) Category, include the following information: (8,000 Characters)
    - How clients will be selected for service(s), describe how you will utilize OSCARSS to follow the required eligibility guidelines
    - How will the agency partner within the other agencies providing a similar service
    - Types of services to be offered
    - Who will provide the service(s)
L. For Self-Sufficiency (Only individuals and households without children) Category include the following information: (8,000 Characters)
    - How clients will be selected for service(s), describe how you will utilize OSCARSS to follow the required eligibility guidelines

- How will the agency partner within the other agencies providing a similar service
- Types of services to be offered
- Who will provide the service(s)

M. For Continuous Quality Improvement Projects - Category include the following information: (8,000 Characters)

- Describe a project that can be implemented in collaboration with the proposed FAA program, that will improve the delivery and/or outcome of services for clients

II. Evaluation Approach (15 Points)

a. Complete the 2023-25 Financially Assisted Agencies (FAA) Evaluation Plan/Logic Model and upload into the designated section.
   1. Ensure outcomes are SMART (specific, measurable, achievable, realistic, time bound).
   2. Ensure outcomes are reflective of the required outcomes stated in the FAA NOFO Guidance.

b. How does your agency use program evaluation and best practice program models to develop and implement the programs that you operate? (4000 Characters)

c. What is your agency's overall approach to building these practices into your programs? Please give an example of a change made to an existing program or a time your agency developed a new program based on a best practice or the results of an evaluation. (4000 Characters)

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

a. Discuss prior outcomes and other relevant data that demonstrates success of the services in this proposal. (4000 Characters)

For Economic Stability, include data for:

1. The percent of clients that have increased or maintained their household income in the last year of the program
2. The percent of clients that are 100% below the Federal poverty level (FPL)
3. Describe the demographics and characteristics of the previous population served. Describe where services are provided and the area in which clients live and travel from to receive services.

For Self Sufficiency- Securing Our Future Initiative (SOFI), include data for:

1. The percent of clients that have increased or maintained their household income in the last year of the program
2. The percent of clients that are 100% below the Federal poverty level (FPL)
3. Describe the demographics and characteristics of the previous population served. Describe where services are provided and the area in which clients live and travel from to receive services.

For Intellectual Developmental Disabilities, include data for:

1. The percent of clients that have met your proposed program outcomes
2. Describe the demographics and characteristics of the previous population served. Describe where services are provided and the area in which clients live and travel from to receive services.

b. Review the data sources provided that demonstrate a need for services in the category you are applying for. Describe how your proposal will respond to the need demonstrated by the data provided. (4000 Characters)

IV. Data Management (10 Points)

a. **For Economic Stability Category, Self Sufficiency- Securing Our Future Initiative (SOFI) Category and Intellectual/Developmental Disabilities Category- Strategies #1-3**: How does your Agency ensure quality data collection, data entry, and reporting for service programs in Client Management Information System (CMIS). If your program is not currently participating in CMIS, describe your plan for increasing Agency capacity to quickly begin collecting and entering data. (**All agencies awarded FAA funds must participate in CMIS. All clients served with FAA funds must be entered into CMIS. Funding requires that all clients served be entered and exited in CMIS during the applicable fiscal year. Agencies must execute the required** partner and user agreements with Palm Beach County and must participate in the data sharing of CMIS on an ongoing basis throughout the term of their FAA contract in order to maintain eligibility for reimbursement. Provisions are in place within CMIS to protect client confidentiality, yet still report statistical data.) (4000 Characters)
b. Provide a specific example of program changes your agency has made based on data collected. For each example, describe briefly (a) how the problem was identified, (b) what steps your Agency took to make the improvement and (c) the measurable impacts of these changes. Examples may come from CMIS as well as other data sources such as participant feedback and staff observations. (4000 Characters)

V. Partnerships, Resources and Collaboration (20 Points)

a. Describe how your agency is part of the larger system of care. For SOFI Proposals, describe how you currently are or will be part of the SOFI Network. Give an example of how your Agency is connected to other organizations that are or have supported your agency's program participants. (4000 Characters)
b. How will your agency work collaboratively to support program outcomes as needed in a seamless, person friendly way? Describe any key, formal partnerships that are jointly designed with other agencies and indicate whether they are formalized through a Memorandum of Understanding (MOU) or subcontract. (4000 Characters)
c. How will your organization continue to address this need (or solve this problem) if current funding ends? (4000 Characters)

VI. Budget (20 Points)

Guidelines:

- Complete proposed Program Budget using the template provided in the online application. Review the "sample" and "guidelines" tabs provided before completing the template. Ensure the requested fund justifications are complete.
- Ensure administration expenses are limited to 15%. The Budget Justification must be thoroughly completed. (Please describe in detail each of the line items requested in the budget. Employee positions should include brief descriptions of their duties in the program). If you are charging an indirect/administrative cost rate then you must remove any other line items related to indirect/administrative expenses. If an indirect cost rate is being requested, an approved cost plan from a cognizant agency must be included.
- Ensure FAA requested funding is not more than 25% of the Total Agency Budget.

- Total Agency Budget – to be attached to the proposal. The Budget forms that are part of the proposal do not need to be utilized for this budget as it can be in any form, but it should include all agency funding sources as well as expenditures by program.
- Submit most recent audit report. If there were findings, describe corrective actions.
- Submit Year-End Financial Statements and IRS Form 990. If not submitted explain why.
- Submit proposed Unit Cost service description and unit cost of service rate. (Is this an industry standard? If so, please state source) Ensure both the unit cost service description and cost rate are clear and accurately calculated. Formulas used to arrive at the cost rate should be included. (4000 Characters)
- Is FAA funding being used as match for another funding source? If so please explain. (1000 Characters)

VII. Scope of Work

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

a. Target Population
b. Funding Priority – choose one Economic Stability, Sub-Category-Intellectual/Developmental Disabilities, Self Sufficiency-Securing Our Future Initiative (SOFI)-Only households with children, Self Sufficiency- Only individuals and households without children, or Continuous Quality Improvement Projects
c. Overview (400 Characters or less)
d. Services: List in bullet points which services you will be providing to clients.
e. Number of unduplicated clients served through this program

SECTION V: APPLICATION REVIEW PROCESS

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

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

SECTION VI: GRIEVANCE NOTICE FORM

Grievance Notice Form

Palm Beach County Community Services Department- FAA Program

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

If you wish to file a grievance with the Palm Beach County Community Services Department, Financially Assisted Agencies Program, this Grievance Notice Form must be completed, submitted, and received by the Director of the Community Services Department by May 20, 2022. You will receive a written response within fifteen (15) business days of the receipt of this form by the Director of the Community Services Department. There is no administrative fee associated with filing this grievance.

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

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

Entity Filing Grievance _____

Which process was allegedly deviated from?

_____

_____

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

_____

_____

SECTION VII: DEFINITIONS

Economic Self-Sufficiency - Economic Self-Sufficiency is defined as the ability of individuals or households to maintain sufficient income consistently to meet their basic needs, without economic subsidies. The role of an Economic Self-Sufficiency agency is to provide services or linkages that enable individuals/households to earn and/or maintain income that covers all its basic needs consistently, independently.

Economic Stability - An Economic Stability agency serves individuals/households of low to moderate income, including vulnerable populations, with an economic subsidy/service/resource that will enable them to meet their basic needs consistently. The role of an economic stability agency is to be the supportive system for dependent individuals/households**.**

Family Household – A household of at least one (1) Adult and one (1) child age 0-17.

Household - All the people who occupy a single housing unit regardless of their relationship to one another.

Individual Household – A household of at least one (1) Adult age 18 or over.

Intellectual/Developmental Disabilities – Intellectual/Developmental Disabilities – Financially Assisted Agencies, an Intellectual/Developmental Disabilities agency (formerly Special Needs agency) serves individuals with an intellectual or developmental disability. The FAA program defines an intellectual/developmental disability as a disorder or syndrome that is attributable to intellectual disability, cerebral palsy, autism, spina bifida, Down syndrome, Phelan-McDermid syndrome, or Prader-Willi syndrome; that manifests before the age of 22 or has been documented as an established condition by a medical professional after the age of 22 and that constitutes a substantial impact that can reasonably be expected to continue indefinitely.

FAA IDD funds may be used to serve persons who can document one of the following: school board records – ESE certificate that identifies a qualifying condition, a medical record or has qualified for services under the APD HCBS Medicaid Waiver program.

Open Tables®: In the central Open Table model, through a "Table," individuals are trained to use their vast relational capital and social networks (Open Table has named them Relational Assets™) to impact the social determinants of health for an individual or family. A group of volunteers forms a "Table," guided by a "life plan" that outlines goals specific to individuals and families requesting assistance, and that are defined by the individuals and families. Over the course of a year, Open Table volunteers meet on a weekly basis to work with the person or family seeking support to create positive change.

The Table model operates with a theory of change, evidence base, online training and fidelity tools (funded by the Substance Abuse and Mental Health Services Administration – SAMHSA, foundations, faith communities and others). Open Table research shows that an individual or family can implement a plan to achieve their own vision for a better life with the support of a small group of volunteers who develop reciprocal relationships and invest their relational and social capital in the plan. More information on this model can be found: https://www.theopentable.org/

Quality Improvement- A method that uses the tools of quality in an effective, logical and systemic process to solve problems, improve efficiency and eliminate non-value adding steps in the work flow to improve services and outcomes.

Self-Sufficiency Continuum- A framework within which an organization provides access to succession of education, training, and employment-related services-along with an array of wrap-around support services-through the duration of an individual's or family's journey from poverty to economic self-sufficiency.

Self-Sufficiency Matrix- A grouping of outcome scales arranged side by side that measure incremental change in various categories such as education, income, employment, housing, transportation, childcare, and others.

Securing Our Future Initiative (SOFI): The Securing Our Future Initiative an economic self-sufficiency collective impact initiative that is designed to reduce poverty in Palm Beach County by 10% over 10 years. This goal is achieved by focusing on *People, Partnerships, and Policy.* SOFI collaborates directly with families to eliminate barriers families may have in terms of obtaining purposeful employment that will pay their bills. Funded and unfunded direct service agencies provide direct employment preparation services such as job placement, self-sufficiency seminars while also attending to the immediate basic needs of families, which may be preventing them from obtaining employment, including providing childcare vouchers, transportation (Uber/Lyft) vouchers, car repairs, and more. In addition to our direct service agencies, SOFI achieves its goal by building partnerships with over 50 community organizations that support the economic self-sufficiency of families. Lastly, SOFI conducts original research to identify the barriers, gaps, and needs of families experiencing poverty. This data is translated into potential institutional, local, state, and federal policy options for which community agencies can educate the community and advocate.

Target Population – the target population refers to a description the persons/households the service category is designed to serve.

Two-Generation Approach - An approach that builds family well-being by intentionally and simultaneously working with children and the adults within a household together. It integrates services and supports to move the whole family forward, benefiting both the child (ren) and the adults. (From: https://ascend.aspeninstitute.org/2gen-approach/)

Wrap Around Supportive Services – the combination of strategies/services that are most effective in helping to change lives and support movement out of poverty and towards self-sufficiency. Examples of wrap-around support strategies may include financial resources (government benefits, grants, or scholarships), access to other basic needs (transportation, safety, shelter/housing, internet or computer access), multigenerational focus (childcare, youth development, geriatrics), and other supports (case management, mentoring, coaching, life skills, legal aid).

ATTACHMENT #1

Economic Stability/Self Sufficiency Category
Funding Priority #1
FAA NOFO FY23 Ranking Guide for Review Panelist

As stated in the FAA NOFO Guidance FY23 all scored proposals will be ranked. The Guidance states the following: *The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.*

The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.
The proposal considered the most critical to the system of care will be ranked #1. All proposals shall be ranked.
No two proposals shall be ranked the same, as a tie. If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

Economic Stability

Funding priorities for the FY 2023-2025 NOFO are ranked in order of priority below:

1. Economic Stability

Priority #1: Proposes a system of referrals to SOFI/Self-Sufficiency
Tie Breaker: Rank in order of strongest system

ATTACHMENT #2

Economic Stability/Self Sufficiency Category
Subcategory Intellectual/ Development Disabilities
Priority #1
FAA NOFO FY23 Ranking Guide for Review Panelist

As stated in the FAA NOFO Guidance FY20 all scored proposals will be ranked. The Guidance states the following: *The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.*

The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.
The proposal considered the most critical to the system of care will be ranked #1. All proposals shall be ranked. No two proposals shall be ranked the same, as a tie. If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

Economic Stability- Intellectual/Development Disabilities

Funding priorities for the FY 2023-2025 NOFO are ranked in order of priority below:

1. Economic Stability- Intellectual/Developmental Disabilities

Priority #1: Programs that propose to serve individuals with Intellectual/Developmental Disabilities to promote independence through community based services that increase life skills and provide support services.

Tie Breaker: Rank in order of services most critical to the system of care for those with Intellectual/Developmental Disabilities

ATTACHMENT #3

Economic Stability/Self Sufficiency Category
Funding Priority #2
FAA NOFO FY23 Ranking Guide for Review Panelist

As stated in the FAA NOFO Guidance FY23 all scored proposals will be ranked. The Guidance states the following: *The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.*

The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.
The proposal considered the most critical to the system of care will be ranked #1. All proposals shall be ranked. No two proposals shall be ranked the same, as a tie. If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

Self Sufficiency - Households with at least on child 0-17

Funding priorities for the FY 2023-2025 NOFO are ranked in order of priority below:

2. Economic Self Sufficiency -Securing Our Future Initiative (SOFI)

Priority #1: Agencies that propose a three-year case management project in high priority zip codes: 33476, 33438, 33403, 33430, 33493, 33407, 33404, 33460. (must be evident in the proposal and budget)
Priority #2: Proposes the use of Open Tables®.
Priority #3: Agencies that propose a two-year case management project: in high priority zip codes: 33476, 33438, 33403, 33430, 33493, 33407, 33404, 33460. (must be evident in the proposal and budget)
Priority #4: Agencies that propose a one-year case management project: in high priority zip codes: 33476, 33438, 33403, 33430, 33493, 33407, 33404, 33460. (must be evident in the proposal and budget)

ATTACHMENT #4

Economic Stability/Self Sufficiency Category
Funding Priority #3
FAA NOFO FY23 Ranking Guide for Review Panelist

As stated in the FAA NOFO Guidance FY23 all scored proposals will be ranked. The Guidance states the following: *The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.*

The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.
The proposal considered the most critical to the system of care will be ranked #1. All proposals shall be ranked. No two proposals shall be ranked the same, as a tie. If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

Self Sufficiency – Adult households without children

Funding priorities for the FY 2023-2025 NOFO are ranked in order of priority below:

3. Economic Self Sufficiency - (Only individuals and households without children)

Priority #1: Agencies that propose a three-year case management project in high priority zip codes: 33476, 33438, 33403, 33430, 33493, 33407, 33404, 33460. (must be evident in the proposal and budget)
Priority #2: Agencies that propose a two-year case management project: in high priority zip codes: 33476, 33438, 33403, 33430, 33493, 33407, 33404, 33460. (must be evident in the proposal and budget)
Priority #3: Agencies that propose a one-year case management project: in high priority zip codes: 33476, 33438, 33403, 33430, 33493, 33407, 33404, 33460. (must be evident in the proposal and budget)

ATTACHMENT #5

Self Sufficiency -Securing Our Future Initiative (SOFI) - Program Description

The chart below outlines the flow through the system that is being formed as part of the initiative.

Step 1: Starting at the top are the two groups guiding the work- Birth to 22 United for Brighter Futures and the Citizens Advisory Committee on Health and Human Services. These groups currently serve as the two Systems of Care collaborating with this initiative.

Step 2: The next row of agencies shows the agencies that we will work with to **Improve Access to Services**. Staff are currently working on Memorandums of Agreements to enhance access to services for the families enrolled in this initiative. Organizations that provide critical emergency services will also be asked to prioritize participating families. Many of these organizations may asked to participate in periodic community sessions where services can be provided directly to families.

Step 3: After Nonprofit Agencies have received their award and contract, each participating family will complete an Employ Florida Application. The Employ Florida application will enable clients that are participating in this poverty reduction initiative to be matched with businesses that are participating in this initiative. These applications are online and will be coded in the Employ Florida system so that data can be gathered and analyzed. This information also enables us to utilize an asset-based approach to service delivery. Assistance with these applications will be available for clients either through CareerSource, Community Action or the Agency's Case Manager.

Step 4: Next the AGENCY will enter the client's demographic information in CMIS. An electronic Self- Sufficiency Matrix will be completed with the client which will be used to establish the baseline for the client's progress through the program. The Agency serving the client will then use the matrix to build a service plan for the client and start working with the client to reach the goal of increasing their income. The Agency will be encouraged to collaborate within the system to meet the client's needs.

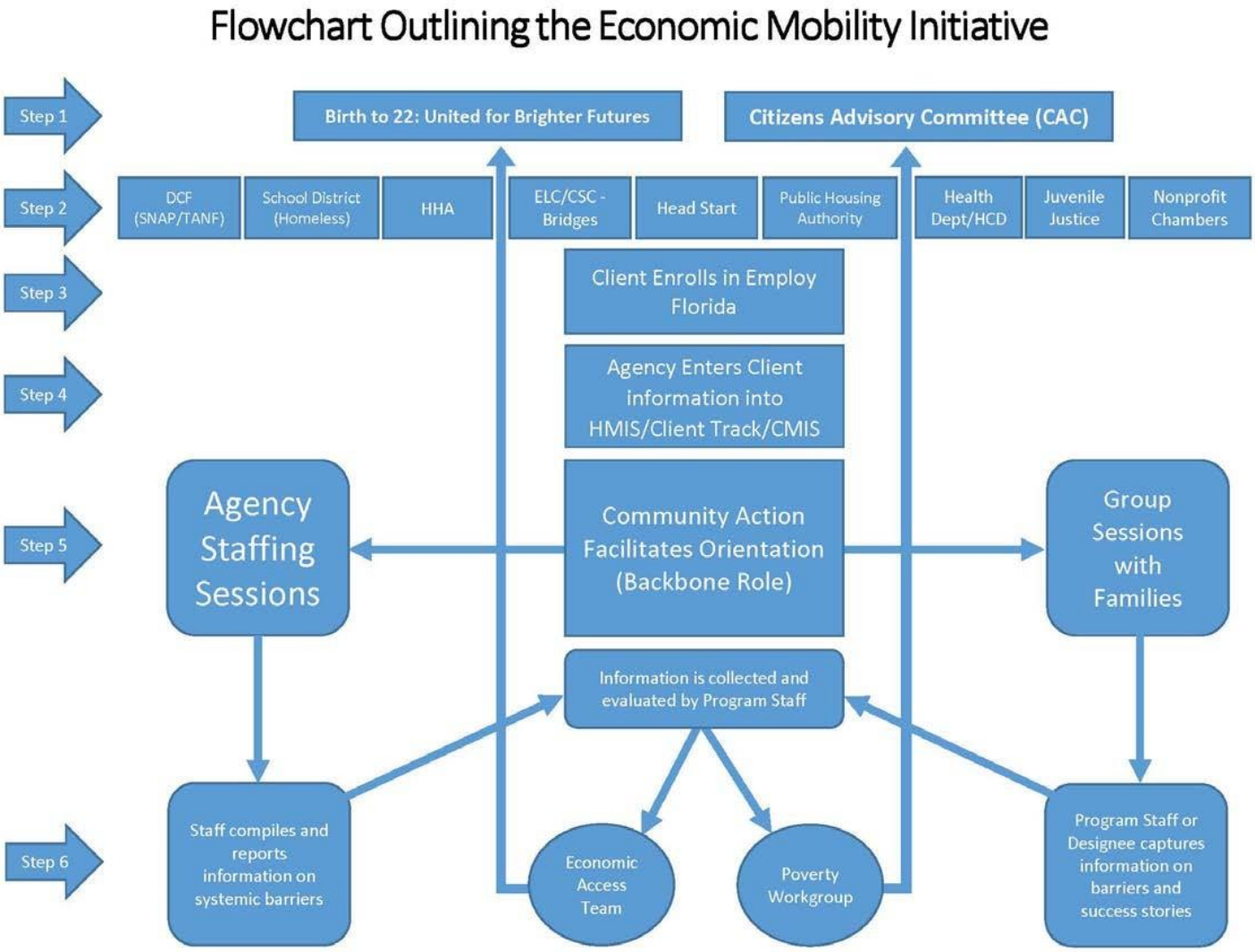
Step 5: Community Action will be responsible for reviewing the data for all families in CMIS and providing periodic reports. As part of the initiative, Agencies will encourage their clients to attend orientation and subsequent community sessions. During this orientation, the client will find out about the purpose of the program, connect with other clients in the program and find out about resources beyond the agency serving them. These sessions will be held regionally at least two (2) times per year.

After initially meeting altogether, the sessions will then split into two groups (which are the two boxes to the left and right of the orientation). To the right is the meeting for the group of clients to encourage their supporting one another and building natural support networks. During these sessions, staff (or hired consultant) will be listening to better understand barriers that the clients may be facing. The sessions will also focus on advocacy, resilience and other life skills. Staff (or consultant) will compile the information for the Poverty workgroup and Economic Access Team.

The Agency staffing sessions will also take place after the groups' splits to discuss client barriers and staff cases where they may assist each other and problem solve. This information will also be brought to the Poverty workgroup and the Economic Access Team.

Step 6: Finally once the Economic Access Team and Poverty Workgroup receives the feedback from the sessions and the they will bring it back to their respective groups who will continue to work on further developing the system of care- thus creating a full feedback loop to the entire process.

Program Evaluation Component- Data sharing will be necessary in order to conduct an independent evaluation of the Securing Our Future Initiative (SOFI). An analysis will be conducted on groups of families that increase their household income to determine which variable or combination of variables significantly contributed to the increase. Agreements with other organizations will be made to determine if the increase in household income correlates with improved educational, health and delinquency outcomes.



ATTACHMENT #6

High Poverty Neighborhood Details

The following chart should be considered when determining areas to serve that are in high poverty neighborhoods:

Indicator: Families with children in Poverty (%)

Top 5 Zip codes:

#	Municipality	Zip Codes	Percentage of Families with children in Poverty
1	Pahokee/Canal Point	33476/33438	48.1%
2	West Palm Beach	33403	46%
3	Belle Glade/South Bay	33430/33493	36.1%
4	West Palm Beach	33407	35.2%
5 tie	Riviera Beach and Lake Worth	33404 and 33460	33.4%

ATTACHMENT #7

Self Sufficiency- Securing Our Future Initiative (SOFI)

Trainings offered by CAP, Career Source and School District Adult Education Programs

CAP Trainings:

a. CDL
b. Childcare
c. Computer Skills
d. Construction Trades: Welding, Plumbing, HVAC, Electrician
e. D License
f. Debt Reduction
g. Entrepreneurship
h. Financial Management
i. Food Certification
j. Food Prep
k. Fork lift
l. G License
m. Home Health Aide
n. Licensed Practical Nursing
o. Patient Care Technician
p. Retail
q. Work Readiness
r. Culinary Certification
s. Warehouse Certification

Career Source Trainings: https://careersourceflorida.com/career-assistance/

School District:
https://www.palmbeachschools.org/students_parents/adult_and_community_education/career_and_technical_education

ATTACHMENT 8: REQUIRED COVER SHEET

REQUIRED COVER SHEET

PALM BEACH COUNTY
DEPARTMENT OF COMMUNITY SERVICES
FINANCIALLY ASSISTED AGENCIES FY 2023

PLEASE RESPOND TO *ALL* QUESTIONS LISTED BELOW:

(NOTE: This form is formatted using MS Word, Cambria, and 10pt font)

QUESTIONS:	AGENCY RESPONSES:
NAME OF AGENCY:	
SERVICE CATEGORY (identify the service category for which the proposal is being submitted):	
PROGRAM TITLE:	
TARGET POPULATION (include the unduplicated number to be served annually)**:**	
GEOGRAPHIC AREA TO BE SERVED:	
COMMISSION DISTRICT(S) TO BE SERVED:	
PROGRAM STATUS (existing or new program):	
PROGRAM START DATE (if new program):	
TOTAL PROGRAM BUDGET:	$
AMOUNT OF FUNDING REQUEST (how much you are requesting in the proposal):	$
UNIT COST SERVICE DESCRIPTION:	
UNIT COST OF SERVICE:	
IDENTIFY IF AGENCY IS CURRENTLY CERTIFIED BY NONPROFITS FIRST: (Yes or No)	
OVERVIEW (3 sentence overview of the program – this must be short and concise and will be used to communicate the purpose of programs and services to the Board of County Commissioners and various publications):	

SPECIAL NOTICE:

Contracted agencies must comply with the current Health Insurance Portability and Accountability Act (HIPAA). If your agency does not provide services that fall under HIPAA Privacy Rules, please state that in the above overview.

ATTACHMENT 9

INTERNAL CONTROL QUESTIONNAIRE (to be completed by applicant)

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

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

PURCHASING, RECEIVING, AND ACCOUNTS PAYABLE

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

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

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

PURCHASING

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

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

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

CASH DISBURSEMENTS

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

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

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

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

PAYROLL

The following conditions are indicative of satisfactory controls of payroll.

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

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

PROPERTY AND EQUIPMENT

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

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

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

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

	YES	NO	N/A
13. Are detailed property records periodically balanced to the general ledger?			
14. Are detailed property records periodically checked by physical inventory?			
15. Are differences between book records and physical counts reconciled and are the records adjusted to reflect shortages?			
16. Are there procedures governing the use of property andequipment?			

INDIRECT COSTS	YES	NO	N/A
1. Does the organization have an indirect cost allocation plan or a negotiated indirect cost rate?			
2. Is the plan prepared in accordance with the provisions of 2CFR 200?			
3. Has audit cognizance for the plan been established and are the rates accepted by all participating Federal and State agencies?			
4. Does the organization have procedures which provide assurance that consistent treatment is applied in the distribution of charges as direct or indirect costs to all grants?			

ATTACHMENT 10: BUDGET WORKSHEET

FY 2023 PROGRAM BUDGET WORKSHEET

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

ATTACHMENT 11: NOFO SCORING GUIDE

Economic Stability and Intellectual and Development Disabilities
Self-Sufficiency and Securing Our Future Initiative
NOFO Scoring Guide

Project Narrative (25 Points)

Insufficient Response (0- 9 Points)	Does not completely answer most questions.
Moderate Response (10-19 Points)	**Population: Targets clients in only some of the priority populations.** - Economic Stability: households with at least one (1) adult) and one (1) child age 0-17) under 50% AMI - Self-Sufficiency without children: Families under 50% AMI with the capacity and interest in improving their employment situation. - Securing Our Future Initiative: Families with children under the age of 18 under 50% AMI in the following zip codes: 33476, 33438, 33403, 33430, 33493, 33407,33404, 33460 **Coordination proposed is minimal.** **Racial Equity and Inclusivity:** Agency describes current or proposed programs or policies that may lead to inclusivity. The agency only discusses inclusivity with one population (only focusing on race, gender, disability status, etc.). The agency does not demonstrate external partners that will support the agency on their journey to inclusivity. **Services Offered:** Clearly describes what services will be provided but the services do not match what is requested in the NOFO. Economic Stability • Services include: emergency payments to maintain household stability; skills training and employment for vulnerable populations such as day labor, seasonal farm workers, seniors, etc.; one time assistance for SNAP applications/unemployment application, etc.; childcare financial assistance; car repairs; Uber/Lyft vouchers; tax preparation services; legal services • Sub-Category: Individuals with intellectual and development disabilities: Services include: emergency payments to maintain household stability; supported employment services/career planning/computer skills for intellectually and developmentally disabled individuals; life and employment skills training; day programing; supported Living services; residential services with case management; legal services; retirement services needed to remain active in community; financial literacy; respite for caregivers one time assistance for SNAP applications/unemployment application, etc.; childcare financial assistance; car repairs; Uber/Lyft vouchers; tax preparation services preparation services, supplementing agency transportation services Self-Sufficiency/Securing Our Future Initiative (SOFI) (**Only households with at least one (1) adult) and one (1) child age 0-17**) • Services include: case management; job training and employment services; vocational training; financial literacy; legal services; job development and placement; Open

	Tables®; apprenticeship programs; self-sufficiency workshops; wrap-around supportive services only in combination with other self-sufficiency services listed above (childcare, transportation, Uber/Lyft, etc.). Consider longer-term programming by serving families for the full 3-year grant cycle. Self-Sufficiency (**Only adult (age 18 and over) individuals and adult (age 18 and over)households without children)** • Services include: case management; job training and employment services; vocational training; financial literacy; legal services; job development and placement; Open Tables®; apprenticeship programs; self-sufficiency workshops; wrap-around supportive services only in combination with other self-sufficiency services listed above (childcare, transportation, Uber/Lyft, etc.).
Excellent Response (20-25 Points)	**Population: targeting all of our priority populations.** - Economic Stability: Families with at least one (1) adult and one (1) child age 0-17 under 50% AMI - Self-Sufficiency without children: Adult individuals (age 18 or over) under 50% AMI with the capacity and interest in improving their employment situation. - Securing Our Future Initiative: with at least one (1) adult and one (1) child age 0-17, and under 50% AMI in the following zip codes: 33476, 33438, 33403, 33430, 33493, 33407,33404, 33460 **Coordination:** If the agency has coordinated with the Community Services Department, they describe having participated in the following activities: - Economic Stability: Submitting referrals to Community Services funded agencies for additional services. - Self-Sufficiency without children: Submitting referrals to Community Services funded agencies for additional services. - Securing Our Future Initiative: Submitting referrals to Community Services funded agencies for additional services; participated in the activities of the workgroup; supported SOFI current SOFI clients by accepting referrals and providing wrap-around services that SOFI clients need. If the agency has not coordinated with the Community Services Department, the proposed coordination includes: - Economic Stability: Submitting referrals to Community Services funded agencies for additional services; submitting referrals to SOFI agencies as appropriate - Self-Sufficiency without children: Submitting referrals to Community Services funded agencies for additional services. Securing Our Future Initiative: Submitting referrals to Community Services funded agencies for additional services; participates in the activities of the workgroup **Racial Equity and Inclusivity:** Agency is currently performing practices with inclusivity in mind. The agency has clearly articulated how they are (or will be) inclusive to all families (including race, ethnicity, gender, disability status, LGBTQ status, class, etc.). The agency lists relationships they have in the community that have or will support their journey to inclusivity and how those partnerships have or will support them. Agency has participated in Racial Equity Training, Racial Wealth Gap Learning Simulation, and/or Advancing the Mission. **Services:** Clearly describes what services will be offered and those services match what is requested in the NOFO.

	Economic Stability • Services include: emergency payments to maintain household stability; skills training and employment for vulnerable populations such as day labor, seasonal farm workers, seniors, etc.; one time assistance for SNAP applications/unemployment application, etc.; childcare financial assistance; car repairs; Uber/Lyft vouchers; tax preparation services; legal services • Sub-Category: Individuals with intellectual and development disabilities: Services include: emergency payments to maintain household stability; supported employment services/career planning/computer skills for intellectually and developmentally disabled individuals; life and employment skills training; day programing; supported Living services; residential services with case management; legal services; retirement services needed to remain active in community; financial literacy; respite for caregivers one time assistance for SNAP applications/unemployment application, etc.; childcare financial assistance; car repairs; Uber/Lyft vouchers; tax preparation services preparation services, supplementing agency transportation services Self-Sufficiency/Securing Our Future Initiative (SOFI) (**Only households with at least one (1) adult and one (1) child age 0-17**) • Services include: case management; job training and employment services; vocational training; financial literacy; legal services; job development and placement; apprenticeship programs; self-sufficiency workshops; wrap-around supportive services only in combination with other self-sufficiency services listed above (childcare, transportation, Uber/Lyft, etc.). Consider longer-term programming by serving families for the full 3-year grant cycle. Self-Sufficiency (**Only adult (age 18 and over) individuals and adult (age 18 and over) households without children)** • Services include: case management; job training and employment services; vocational training; financial literacy; legal services; job development and placement; apprenticeship programs; self-sufficiency workshops; wrap-around supportive services only in combination with other self-sufficiency services listed above (childcare, transportation, Uber/Lyft, etc).

Evaluation Approach (15 Points)

Insufficient Response (0-4 Points)	Did not submit a logic model; uploaded the wrong logic model (uploaded a logic model from a different program than what is being proposed), or did not complete the logic model correctly.
Moderate Response (5-9 Points)	Uploaded the correct logic model and the logic model is completed correctly. The logic model seems reasonable given the program design. Agency currently uses data in a minimal way.
Excellent Response (10-15 Points)	The logic model provides a detailed story of how the program will be managed and evaluated. Agency currently uses data in an extensive way or articulates an excellent way to integrate data into every day decisions.

Prior Outcomes and Response to Community Data (10 Points)

Insufficient Response (0-3 Points)	Did not answer the question completely.

Moderate Response (4-7 Points)	If the agency has prior experience and outcomes with Community Services Department: The agency describes prior outcomes clearly; outcome descriptions do not match what is on record with Community Services. (A CSD representative will be present at the reviewer discussion to describe past performance of the agency) If the agency does not have prior experience and outcomes with Community Services Department: The agency describes how they use community data to make decisions on programmatic design and implementation. The use of community data is not clear or not reasonable. The agency does not use resources that are applicable or relevant to their proposed program or does not use the resources in a way that would benefit their proposed program.
Excellent Response (8-10 Points)	If the agency has prior experience and outcomes with Community Services Department: The agency met 50% of their prior outcomes and the outcomes match what is on record with Community Services Department. (A CSD representative will be present at the reviewer discussion to describe past performance of the agency) If the agency does not have prior experience and outcomes with Community Services Department: The agency describes how they use community data to make decisions on programmatic design and implementation. The use of community data is clear and reasonable. The agency uses reasonable, applicable, and relevant resources and clearly describes how they will use that data to make programmatic decisions.

Data Management (10 Points)

Insufficient Response (0-3 Points)	Did not answer the question completely.
Moderate Response (4-7 Points)	The client ensures the use of ClientTrack but does not clearly describe their ability to ensure quality data collection, entry, and reporting.
Excellent Response (8-10 Points)	The agency clearly describes their use of ClientTrack, or their willingness to enter into ClientTrack, as well as their ability and experience in ensuring quality data collection, entry, and reporting.

Partnerships, Resources, and Collaboration (20 Points)

Insufficient Response (0-5 Points)	Did not answer the question completely.
Moderate Response (6-14 Points)	The agency lists the partners they have but does not clearly describe the roles and relationships from those partnerships. For Securing Our Future Only: Agency describes minimal current participation in the Securing Our Future Initiative. The agency lists the partners they have but does not clearly describe the roles and relationships from those partnerships. For Securing Our Future Initiative Only: The agency clearly does not describe how they will engage with partners to utilize the Whole Family/Two Generation Approach.

Excellent Response (15-20 Points)	The agency lists the partners they have and clearly describes the roles and relationships from those partnerships. For Securing Our Future Only: Agency describes extensive current participation in the Securing Our Future Initiative. (Including attending monthly meetings, accepting referrals, providing wrap-around services to SOFI clients, participating in special projects etc.). The agency lists the partners they have and clearly describes the roles and relationships from those partnerships. For Securing Our Future Initiative Only: The agency clearly describes how they will engage with partners to utilize the Whole Family/Two Generation Approach. The agency provides a clear plan including additional potential funding streams if the current funding ends. This may include listing additional grantors that may fund the program, expanding the major gifts department to include the program, etc.

Budget (20 Points)

Insufficient Response (0-4 Points)	Did not provide a complete budget.
Moderate Response (5-14 Points)	The budget is provided but does not meet all of the requirements in the detailed question above.
Excellent Response (15-20 Points)	Budget is correct and addresses all of the requirements in the above question.

ATTACHMENT 12: HMIS OUTCOME DETERMINATION FOR ECONOMIC STABILITY & SELF-SUFFICIENCY NOFO – FY 2023-2026

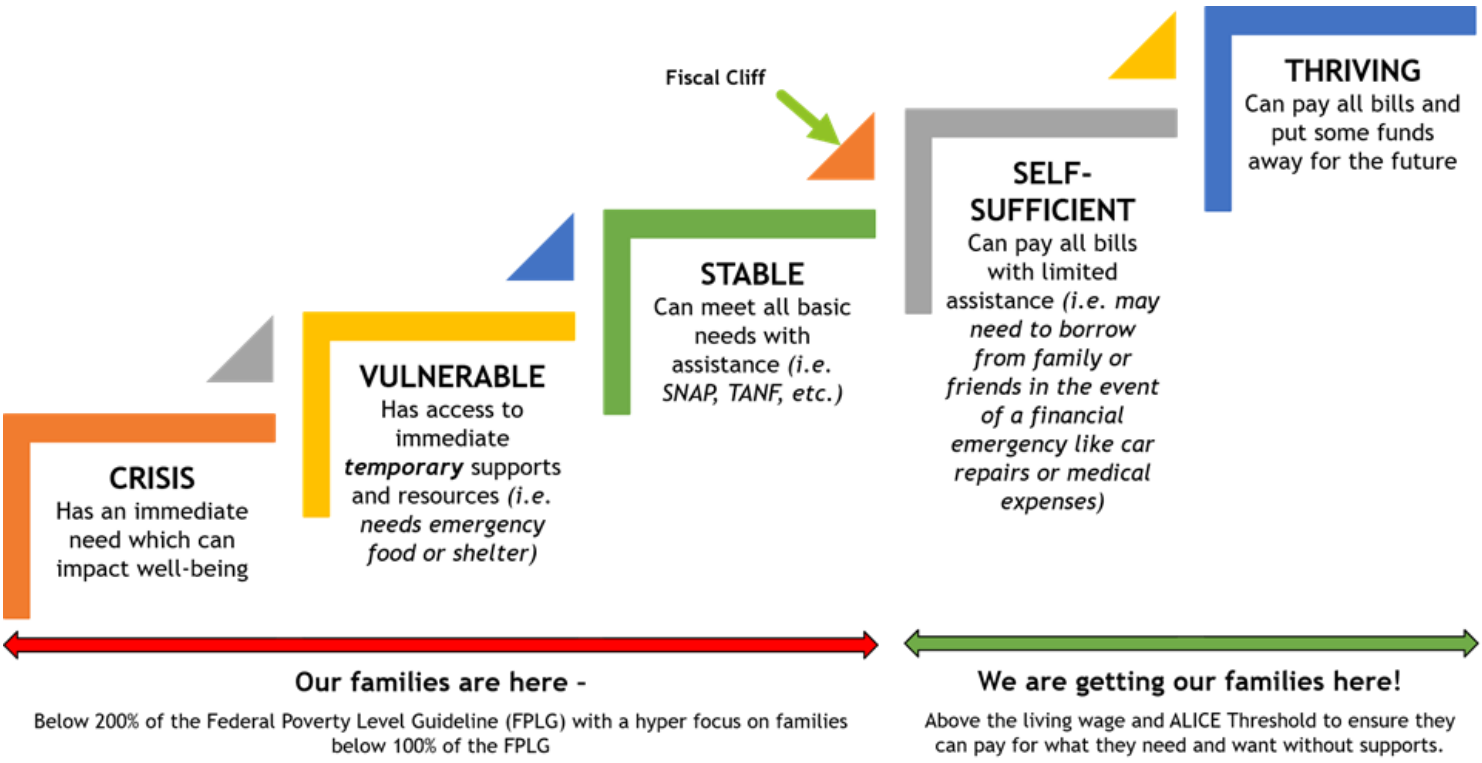
Category	Outcome #1	Outcome #2	Outcome #3
Economic Stability *(choose 1 'outcome' from row)*	*Percent of individuals maintain or increase their self-sufficiency in one or more categories such as transportation, childcare, housing, employment, income, and education as measured on the self-sufficiency matrix* – • How the outcome will be determined: o Pull a pre self-sufficiency matrix at program entry and compare the results to the post self-sufficiency matrix (prior to Client exiting program or the end of the fiscal year – whichever comes first) to determine if maintenance or increase occurred.	**PROXY OUTCOME**: *Number of Individuals that received rental or utility assistance* – • How the outcome will be determined: o A report will be pulled to identify which of the below services were provided and how many Clients received one or more of the services listed below: ➢ "Rental payment assistance" ➢ "First Month Rent – Move-in" ➢ "Last Month Rent – Move-in" ➢ "Rental deposit assistance (security)" ➢ "Utility-electric" ➢ "Utility-water" ➢ "Utility-gas" ➢ "Utility deposits"	**PROXY OUTCOME:** *Number of individuals that obtain financial resources that will lead to stability* – • How the outcome will be determined: o A report will be pulled to identify which of the below services were provided and how many Clients received one or more of the services listed below: ➢ Assistance with SNAP application ➢ Assistance with PBC CSD Rental application ➢ Assistance with PBC CSD Utility application ➢ Assistance with unemployment application ➢ Assistance with other application ➢ Uber/Lyft Vouchers ➢ Car repair vouchers ➢ Other
Day Labor/ Seasonal Workers Proxy Outcomes	**PROXY OUTCOME:** *Number of services provided to the number of Clients served* – • How the outcome will be determined: o A report will be pulled to identify which of the below services were provided and how many Clients received one or more of the services listed below: ➢ Day labor registration		

Self-Sufficiency/ SOFI (HHs with Children)	*Percent of households obtain employment or better their employment* –
	• How the outcome will be determined:
	  ○ A report on employment will be pulled quarterly (based on the fiscal year) to identify changes in Client employment. The outcome will be achieved if the client indicates better employment at least once through the year.
	  ○ Better employment is defined as one or more of the following:
	  ➢ Increase in salary
	  ➢ Increase in status (temporary to part-time to full-time)
	  ➢ More benefits (health/dental/vision insurance, vacation time, sick time, parental leave, 401K/retirement, disability insurance, flexible schedules, work from home options)
	  ➢ Increase in hours
		Percent of households increase their self-sufficiency in one or more categories such as transportation, childcare, housing, employment, income, and education as measured on the self-sufficiency matrix –
		• How the outcome will be determined:
		  ○ Pull an initial self-sufficiency matrix report at program entry and compare the results to the post self-sufficiency matrix (prior to Client exiting program or the end of the fiscal year – whichever comes first) to determine if maintenance or increase occurred.	

Matrix continued on next page

Category	Outcome #1	Outcome #2	Outcome #3
Self-Sufficiency (HHs without Children)	*Percent of households obtain employment or better their employment* – • How the outcome will be determined: o A report on employment will be pulled quarterly (based on the fiscal year) to identify changes in Client employment. The outcome will be achieved if the client indicates better employment at least once through the year. o Better employment is defined as one or more of the following: ➢ Increase in salary ➢ Increase in status (temporary to part-time to full-time) ➢ More benefits (health/dental/vision insurance, vacation time, sick time, parental leave, 401K/retirement, disability insurance, flexible schedules, work from home options) ➢ Increase in hours	*Percent of households increase their self-sufficiency in one or more categories such as transportation, childcare, housing, employment, income, and education as measured on the self-sufficiency matrix* – • How the outcome will be determined: o Pull an initial self-sufficiency matrix report at program entry and compare the results to the post self-sufficiency matrix (prior to Client exiting program or the end of the fiscal year – whichever comes first) to determine if maintenance or increase occurred.	
Sub-category: Intellectual/ Developmental Disabilities	*Percent of individuals that achieve at least one (1) objective on the Individualized Educational/Support Plan (IEP/ISP)* – • How the outcome will be determined: o Upon completion of the objective OR at the end of the fiscal year (whichever comes first), agencies will answer a brief assessment that will indicate one of the following responses to the achievement of the objective: ➢ "Yes" ➢ "No" ➢ "Unable to measure" o A positive outcome will have a "Yes" answer to this assessment.		

ATTACHMENT 13: SELF-SUFFICIENCY MATRIX



ATTACHMENT 14: QUALITY MANAGEMENT / IMPROVEMENT REQUIREMENT

Community Services Department's (CSD) Funded Agencies
Quality Management / Improvement Requirement

WHO:
All agencies with a CSD FAA contract.

WHAT:
Quality Management is a systematic, structured, and continuous approach to meet or exceed established professional standards and user expectations. Quality management is implemented by using tools and techniques to measure performance and improve processes through three main components: quality infrastructure, performance measurement and *quality improvement*.

Quality infrastructure is the structure and supports that allow the organization to measure performance and improve processes. Quality infrastructure components include leadership, quality improvement teams, quality related training/capacity building, and a written quality management plan. It is often difficult to sustain a success quality management program if the infrastructure components are missing or weak.

When most people think about quality management, performance measurement and *quality improvement* come to mind. Performance measurement is the routine collection and analysis of data. The analysis is completed by defining the data elements used to calculate the numerator and denominator. Performance measures must be based on established professional standards and/or evidenced based research, when possible.

Quality improvement is a method that uses the tools of quality in an effective, logical and systematic process to solve problems, improve efficiency and eliminate non-value adding steps in the work flow. There are many methods for quality improvement process, but in general they all involve and ongoing cycle of planning, implementation, analysis, improvement.

It is important to conduct performance measurement and quality improvement activities in balance. Regularly measuring performance to see if the project is having an impact is critical.

A successful quality management program should:

- Have identified leadership, accountability, and dedicated resources available to the program.
- Use data and measurable outcomes to determine progress toward evidenced-based benchmarks.
- Focus on linkages, efficiencies, and provider and client expectations in addressing outcome improvement.
- Be adaptive to change and fit within the framework of other programmatic quality assurance and quality improvement activities (*i.e.,* Joint Commission on the Accreditation of Healthcare Organizations [JCAHO], Medicaid, and other HRSA programs).
- Ensure that data collected are fed back into the ***quality improvement*** process so that goals are accomplished and improved outcomes are realized

WHY:
In order to continuously improve systems of care, evaluations of the quality of care should consider the service delivery process, quality of personnel and resources available, and the outcomes. The overall purpose of a quality management program is to ensure that:

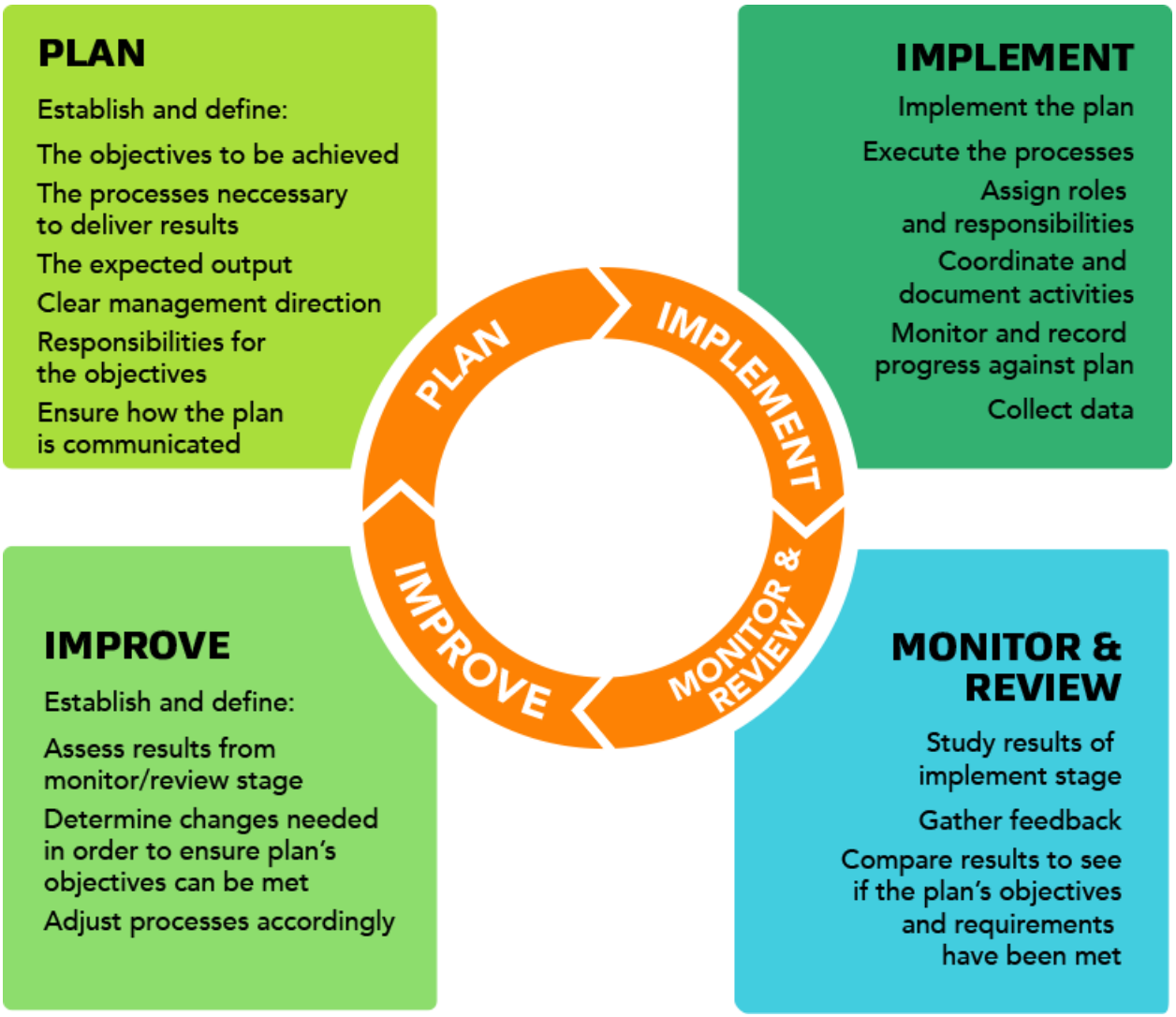
• Services adhere to established service standards, treatment guidelines and established clinical practice, if applicable.
• Develop strategies for improvement of services provided, including clinical services and supportive services.
• Demographic, clinical and utilization data are used to evaluate service trends and quality of care.
• Appropriate leaders and stakeholders are included throughout the quality improvement process.
• Continuous processes to improve quality of care are in motion.

Ensuring service effectiveness through evaluation has long been a priority of CSD. Over the past several years CSD has worked with funded agencies and key stakeholders to establish measurable outputs and outcomes. Extensive training has been provided on the value of and process to implement a quality management plan. Data collection and performance reports have led to recommendations supporting program improvements.

This next phase of CSD's efforts to improve the quality of services is to add additional structure and contractual requirements, as well as dedicated financial resources. With providing additional funding support it is anticipated that CSD funded agencies through CQM will develop and deliver community trainings to translate knowledge from their research, planning and evaluation to improve quality.

HOW:
Funded agencies expenses for *Continuous Quality Improvement (CQI)* activities are administrative and may be budgeted up to 5% of the contract amount.

Funded service providers must have:
• Established and implemented a quality management plan with annual updates.
• Established processes for ensuring that services are provided in accordance with established treatment guidelines and standards of care, if applicable.
• Incorporated ***quality improvement*** activities into funding proposals (RFPs) and adhere to quality management contractual requirements.



http://www.think.edu.au/about-us/think-quality-assurance-framework

EXHIBIT #1: INSURANCE

Contractual Insurance Requirements if applicants are selected:

Commercial General Liability
The AGENCY agrees to maintain Commercial General Liability at a limit of liability not less than $500,000 Each Occurrence. Coverage shall not contain any endorsement(s) excluding nor limiting Premises/Operations, Personal Injury, Product/Completed Operations, Contractual Liability, Severability of Interests or Cross Liability. Coverage shall be provided on a primary basis.

Business Automobile Liability
The AGENCY agrees to maintain Business Automobile Liability at a limit of liability not less than $500,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event AGENCY does not own automobiles, AGENCY agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. Coverage shall be provided on a primary basis.

Worker's Compensation Insurance & Employers Liability
The AGENCY shall maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440. AGENCY shall provide coverage on a primary basis.

Professional Liability
The AGENCY shall agree to maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than $1,000,000 Per Occurrence and $2,000,000 Per Aggregate. When a self-insured retention (SIR) or deductible exceeds $10,000, the County reserves the right, but not the obligation, to review and request a copy of AGENCY most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, AGENCY warrants the Retroactive Date equals or precedes the effective date of this contract. In the event the policy is canceled, non- renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract, AGENCY shall agree to purchase a SERP with a minimum reporting period not less than two (2) years. The requirement to purchase a SERP shall not relieve AGENCY of the obligation to provide replacement coverage.

Additional Insured
The AGENCY agrees to endorse COUNTY as an Additional Insured with a CG026 Additional Insured or its equivalent – Designated Person or Organization endorsement to the Commercial General Liability. The additional insured shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents." Coverage shall be provided on a primary basis.

Waiver of Subrogation
The AGENCY agrees by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit AGENCY to enter into an pre-loss agreement to waive subrogation without an endorsement, then AGENCY agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should AGENCY enter into such an agreement on a pre-loss basis.

Right to Review

COUNTY reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, the COUNTY reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein or any insurer providing coverage due to its poor financial condition or failure to operating legally.

Umbrella or Excess Liability

The AGENCY may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. AGENCY agrees to endorse COUNTY as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a pure/true "Follow-Form" basis.

Certificate of Insurance

The AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein. AGENCY shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the contract. Simultaneously with the AGENCY execution of this Contract, it shall be the responsibility of the AGENCY to provide initial evidence of the following minimum amounts of insurance coverage to the COUNTY.