

## Notice of Funding Opportunity (NOFO) Frequently Asked Questions

**Q.** What is the correct website to access the NOFO?

**A.**

[https://discover.pbcgov.org/communityservices/humanservices/PDF/ESG/ESG\\_FY2024\\_NOFO-Grant\\_Application.pdf](https://discover.pbcgov.org/communityservices/humanservices/PDF/ESG/ESG_FY2024_NOFO-Grant_Application.pdf)

**Q.** Does the budget form is from a previous period, can an updated form be provided

**A.** The issue has been corrected and an updated form has been provided.

**Q.** Can County funds be used as a match to ESG funds?

**A.** Yes, as long as the funds are not federal.

**Q.** Where can Attachment 7 be found?

**A.** It is found on page 45 of the NOFO.

**Q.** What is the correct email address?

**A.** PBC-ESGNOFO@pbcgov.org

**Q.** Page 3 indicates that additional contracts for up to two years may be made. Is this correct?

**A.** There will be an option for renewal for up to two (2) subsequent years, at the County's discretion. Renewals will be contingent upon successful completion of all contract goals and requirements and BCC approval each year.

**Q.** Page 15 under Policies and Procedures states "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. Can the documents be uploaded as pdf?

**A.** Yes

**Q.** How will the 70% attendance for at least one subcommittee be verified? Is there a form they need to submit?

**A.** Attendance will be verified during the review process.

**Q.** If participant's income at entry into RRH was 30% AMI or below, and their income increases to above 30% AMI, must we stop serving them?

**A.** The agency is required to reevaluate income annually unless there has been a decrease in income from entry.

**Q.** Should the naming convention for documents be FY 2024 or FY2023?

**A.** FY 2024

**Q.** When will recording of TA meeting be posted on the website?

**A.** It is currently posted

**Q.** Street Outreach is one of the eligible services under ESG funding. However, the Palm Beach County's priorities for the NOFO are Emergency Shelter and Rapid Rehousing. Can agencies respond to this NOFO and request funding for Street Outreach or is it restricted to Emergency Shelter and Rapid Rehousing only.

**A.** An agency may apply for any eligible ESG service. However, proposals will be ranked according to priorities chosen by the HHA.

**Q.** Is it possible to expand the narrative section Question 2 Category Description from 3000 characters to 5000 characters?

**A.** We have expanded the narrative section Question 2 Category Description from 3000 to 5000 characters.

**Q.** I am a grant writer for a non profit that would like to apply for the ESG grant in PBC. I am registered as a vendor in your system. Is that platform the only way to submit the RFP? Am I able to submit it for them or would they be required to register as a vendor. Also, are there any documents to the announcement. I did not see any attachments to download.

**A.** Unfortunately, as the NOFO states, we are only able to answer questions through a specialized email. The email address is [PBC-ESGNOFO@PBCGOV.ORG](mailto:PBC-ESGNOFO@PBCGOV.ORG). This process ensures that everyone has access to the same information fairly. To ensure we are following the rules, I will be posting this question in the FAQ section on the website. Any further communication must be done through the email.

The NOFO can be found

at: [https://discover.pbcgov.org/communityservices/humanservices/PDF/ESG/ESG\\_FY2024\\_Amendment\\_1\\_NOFO-Grant\\_Application.pdf#page21](https://discover.pbcgov.org/communityservices/humanservices/PDF/ESG/ESG_FY2024_Amendment_1_NOFO-Grant_Application.pdf#page21) and contains all of the

information to submit your proposal. The platform that proposals are submitted is called SAMIS and includes all of the documents that need to be uploaded.

**Q.** Are there salary limits for the ESG Nofo Budget?

**A.** I don't believe there are salary limits. I believe they should be reasonable, but those are some things that the Non-Conflict Grant Review Panel will be reviewing within the budget portion of the review.

**Q.** Can you please clarify the labeling of the documents? Some are asking for FY23 and some are asking for FY24. Are they all to be FY24?

**A.** All of the documents should be labeled FY24 and have been updated in SAMIS

**Q.** For Attachment 3 do you want it labeled "subrecipientCert\_FY23 or GrantCert\_FY24?

**A.** For Attachment 3, it should be labeled GrantCert\_FY24 and has been updated in SAMIS.

**Q.** On the Palm Beach County website, it states:

Eligible Categories:

Palm Beach County makes ESG funds available to area non-profit agencies for activities within the major eligibility categories as described below. Be advised that the County will not fund staff costs.

\* Operations and Maintenance of Shelter Facilities: Provides for the operation and maintenance cost of a homeless shelter. These costs may include such expenses as general maintenance, operation, insurance, utilities, furnishings, rent/lease, telephone, program supplies, repair, security, fuels, food, and equipment. No maximum percentage of the annual ESGP grant is required in this category.

In the Scope of Services in the RFP it States:

Emergency shelter component. Subject to the expenditure limit in 24 CFR § 576.100(b), ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelter, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters. This consists of Essential Services, Renovations, Shelter Operations and Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

Essential Services includes providing case management, child care, education, counseling etc. according to 24 CFR 576.100(b) which would necessitate to include staff costs in the grant budget if applying under this area.

Please advise if we are allowed to include staff costs in the budget for this RFP.

**A. ESG funds are available for the following categories:**

Street Outreach

Emergency Shelter

Homeless Prevention

Rapid Re-Housing

Client Management Information System

The HHA, Palm Beach County's CoC has determined the priority for ESG Funding to go to Emergency Shelter, Rapid Re-Housing and Client Management Information System. If you plan to apply for the Emergency Shelter component for essential services you may do so. However, the HHA has decided that since the amount of money Palm Beach County receives for ESG is such a small amount, they want the money to go to direct services which would not allow any dollars to go towards staff salaries. So while 24 CFR 576.100(b) states that staff costs could be included if applying for essential services under Emergency Shelter, PBC has determined in their NOFO that salaries would not be allowable.

