Financially Assisted Agencies
FY 2026 – FY 2028
Technical Assistance Conference

March 19, 2025

Palm Beach County
Community Services Department

WELCOME

Please put questions in the chat “to everyone.”

Questions will be answered at the end of the presentation, and this meeting is being recorded.

Palm Beach County COMMUNITY SERVICES
Helping People Build Better Communities

FAA ES/M NOFO Technical Assistance Conference
March 19, 2025
10:00 am
AGENDA

Welcome & Introductions

Natalie Vazquez, Senior Program Manager, CSD

Overview of Economic Stability/Mobility

Natalie Vazquez, Senior Program Manager, CSD

Overview of 2026 -2028 FAA NOFO Process and Guidance

Michael Wright, MPA, Contract Manager, CSD
Elcana Dantzler, MPA, Contracts/Grants Coordinator, CSD

Overview of Behavioral Health Categories & Sub-Categories

Angela Cruz, MPA, Program Evaluator, CSD
Dr. Poulomy Chakraborty, Program Evaluator, CSD

Outcomes Overview of ROMA Logic Model

Natalie Vazquez, Senior Program Manager, CSD
Angela Cruz, MPA, Program Evaluator, CSD
Dr. Poulomy Chakraborty, Program Evaluator, CSD

Fiscal Overview of NOFO Budgets

Thomas Eaton, Fiscal Manager, CSD

Overview of Scoring & Ranking

Michael Wright, MPA, Contract Manager, CSD

Application Website Overview

Elcana Dantzler, Contracts/Grants Coordinator, CSD

Questions & Answers

Adjournment & Distribution of NOFO Invitation Code

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Overview of Economic Stability/Mobility

Natalie Vazquez, Senior Program Manager, CSD

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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 to provide short-term activities to stabilize the household financially. This could include providing emergency payments or managing a day-labor or migrant worker program.

Mobility

- 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 Mobility Framework

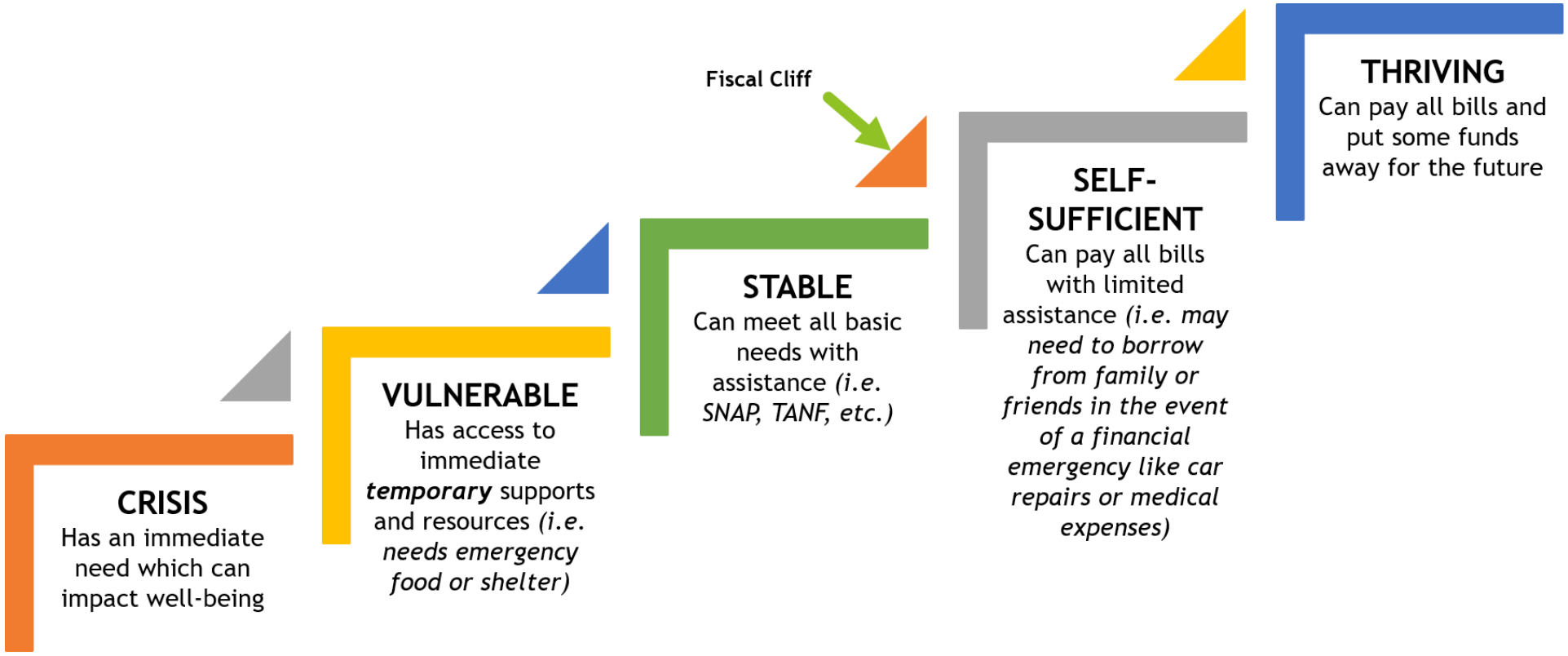
FAMILY STABILITY		WELL-BEING		FINANCIAL MANAGEMENT		EDUCATION & TRAINING	EMPLOYMENT & CAREER
Housing	Family	Physical & Mental Health	Networks	Debts	Savings	Educational Attainment	Earnings Levels*
No subsidy, housing costs 1/3 or less of household gross pay	Fully able to engage in work, school, and family life; children or family needs don't get in the way (OR) No children or dependent family members	Fully able to engage in work, school, and family life; health and mental health needs don't get in the way	Can always rely on networks to provide useful advice, guidance, and support; advocates for others	No debt other than mortgage, education, and/or car loans, and current in all debts	Savings of 3 months' expenses or more	Bachelor's degree or higher complete	Earnings ≥ 80% AMI (Family-Sustaining Wage) Household Size of: 1: ≥ $82,950 2: ≥ $94,800 3: ≥ $106,650 4: ≥ $118,450
No subsidy, housing costs exceed 1/3 household gross pay	Mostly able to engage in work, school, and family life; children or family needs rarely get in the way	Mostly able to engage in work, school, and family life; health or mental health needs rarely get in the way	Can often rely on networks to provide useful advice, guidance, and support	Current in all debts and making more than minimum payments on one or more debts	Savings of more than 2 months' expenses, but less than 3 months' expenses	Associate's degree or professional certification complete	Earnings = 50% - 79% AMI Household Size of: 1: $51,950 - $82,949 2: $59,400 - $94,799 3: $66,800 - $106,649 4: $74,200 - $118,449
Subsidized Housing - pays $300+ towards rent	Somewhat able to engage in work, school, and family life because of children or family needs	Somewhat able to engage in work, school, and family life because of health or mental health needs	Can sometimes rely on networks to provide useful advice, guidance, and support	Making minimum payments on all debts	Savings of at least one month's and up to 2 months' expenses	Job training or certificate complete (beyond high school)	Earnings = 30% - 49% AMI Household Size of: 1: $31,150 - $51,949 2: $35,600 - $59,399 3: $40,050 - $66,799 4: $44,500 - $74,199
Subsidized Housing - pays $0 - $299 towards rent	Barely able to engage in work, school, and family life because of children or family needs	Barely able to engage in work, school, and family life because of health or mental health needs	Can rarely rely on networks to pro-vide useful advice, guidance, and support	Behind in payments of 1 or more debts and making payments on at least 1 debt	Savings of less than one month's expenses	High School Diploma or GED/HiSET complete	Earnings < 30% AMI Household Size of 1: < $31,150 2: < $35,600 3: < $40,050 4: < $44,500
Not permanently housed	Not able to engage in work, school, and family life because of children or family needs	Not able to engage in work, school, and family life because of health or mental health needs	Can never rely on networks to provide useful advice, guidance, and support	Has debts; currently not making any payments	No savings	Less than High School Diploma or GED/HiSET	Not currently employed

THINKING ABOUT THE FUTURE

*Income ranges from HUD's FY2023 Income Limits for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area

MAKING DECISIONS IN CONTEXT

Self-Sufficiency Continuum



Our families are here -

Below 200% of the Federal Poverty Level Guideline (FPLG) with a hyper focus on families below 100% of the FPLG

We are getting our families here!

Above the living wage and ALICE Threshold to ensure they can pay for what they need and want without supports.

Overview of FAA FY 2026 – FY 2028

Michael Wright, MPA, Contract Manager, CSD

Elcana Dantzler, Contracts/Grants Coordinator, CSD

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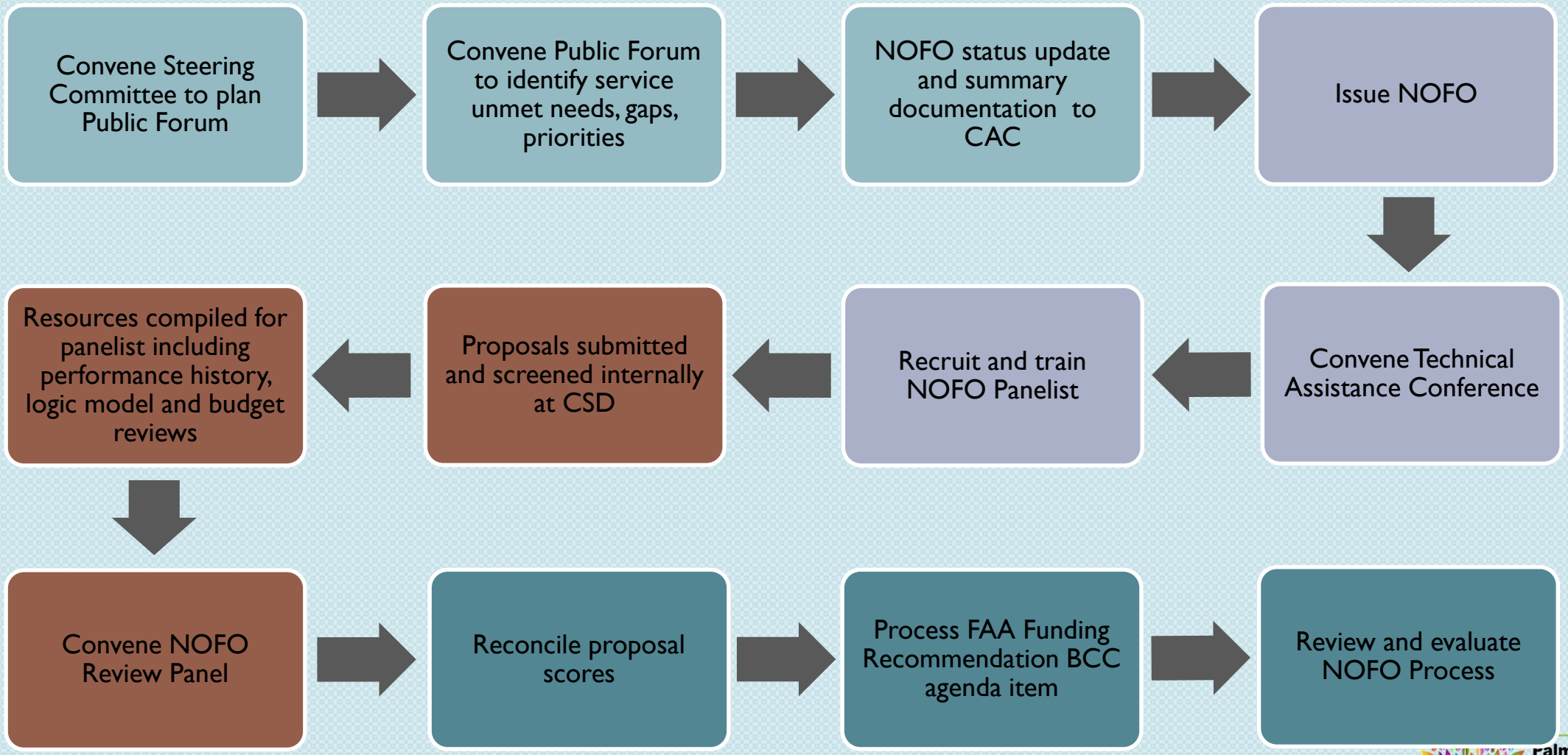
FAA NOFO Process



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CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the date the NOFO is due, which is April 10, 2025, until the final FAA contracts are approved by the Board of County Commissioners.

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://www.pbcgov.com/legislativeaffairs/pdf/Lobbyist_Registration_Ordinance.pdf
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.

Ethics Commission
If anyone has a question regarding ethics they should not be addressed to our department, but should be addressed directly with the Ethics Commission – http://www.palmbeachcountyethics.com/

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FINANCIALLY ASSISTED AGENCIES FY 2026 – FY 2028 ECONOMIC STABILITY/MOBILITY

Notice of Funding Opportunity

TIMELINE

December 2024-January 2025	Stakeholder & Community Conversations	CSD & CAC/HHS
February 13, 2025	Citizens Advisory Committee on Health and Human Services (CAC/HHS) information update on the NOFO process	CSD CAC/HHS
March 10, 2025	NOFO/RFP available for the public	CSD
March 19, 2025	Technical Assistance Conference	CSD Applicants
March 26, 2025	Reviewer Training	CSD Reviewers
April 9, 2025	Final day to submit written questions 12:00 p.m. (Noon) EST	Applicants
April 10, 2025	**NOFO Proposal submission deadline 12:00 p.m. (Noon) EST**	**Applicants**
April 10, 2025	Cone of Silence Begins for FAA Economic Stability/Mobility Intellectual/Developmental Disabilities/Self-Sufficiency (SOFI) NOFO	CSD, Applicants, Reviewers, BCC
April 28, 2025	Strategy- Economic Stability Review Panel meets to review and score proposals	CSD Reviewers
April 29, 2025	Subcategory- Intellectual/Developmental Disabilities/Seniors Review Panel meets to review and score proposals	CSD Reviewers
April 30, 2025	Strategy- Economic Mobility/SOFI; Self-Sufficiency (Households without children) Review Panel meets to review and score proposals	CSD Reviewers

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FINANCIALLY ASSISTED AGENCIES FY 2026 – FY 2028 ECONOMIC STABILITY/MOBILITY
Notice of Funding Opportunity
TIMELINE

May 1, 2025	Staff reconciles review panel rankings and funding availability to develop recommended allocations	CSD
May 7, 2025	Funding Recommendations are posted on the FAA website	CSD CAC/HHS
May 8, 2025	CAC/HHS meeting presentation (scheduled if needed)	Applicants
May 17, 2025	Final date to file a Funding Grievance	Applicants
July 8, 2025	Presentation of FY 2026 funding recommendations to BCC	CSD BCC
September 16, 2025	BCC Contract Approval	CSD BCC
September 16, 2025	Cone of Silence Ends for FAA Economic Stability/Mobility	CSD, Applicants, Reviewers, BCC

Palm Beach County COMMUNITY SERVICES
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Economic Stability/Mobility Funding Availability

Category	Services	Focus Area	Funding
Economic Stability **Population of Focus:** Households with and without children	**Emergency Financial Assistance** includes but not limited to Rental Assistance, Utility Assistance, Childcare Assistance, Transportation Voucher Assistance	Boynton Beach/ Lake Worth Beach Delray Beach/ Pearl City The Glades Riviera Beach/ Jupiter/ Limestone/ Kennedy West Palm Beach	$790,590.00
	Safety Net Navigation & Linkage Services includes but not limited to SNAP Application Assistance, Medicaid Application Assistance, Unemployment Application Assistance		
	Tax Preparation Services		
	Legal Services (Eviction Prevention)		
	Temporary Employment Services		
Economic Mobility: **Population of Focus:** **Securing our Future Initiative:** Households with children	**Securing Our Future Initiative (Families and Children)** includes but not limited to : ● Case Management ● Apprenticeship Programs ● Job Training & Employment Services ● Vocational Training ● Financial Literacy ● Legal Services ● Job	Boynton Beach/ Lake Worth Beach Delray Beach/ Pearl City The Glades Riviera Beach/ Jupiter/ Limestone/ Kennedy West Palm Beach	$285,814.00
Self-Sufficiency: Households without children.	● **Self- Sufficiency (Young Adults with no Children)** includes but not limited to ● Case Management ● Apprenticeship Programs ● Job Training & Employment Services ● Vocational Training ● Financial Literacy ● Legal Services ● Job Development & Placement Development & Placement	Boynton Beach/ Lake Worth Beach Delray Beach/ Pearl City The Glades Riviera Beach/ Jupiter/ Limestone/ Kennedy West Palm Beach	$94,500.00

* Funding availability/recommendations are subject to BCC approval

Economic Stability/Mobility Funding Availability

Category	Services	Focus Area	Funding
Subcategory-Intellectual/Developmental Disabilities **Population of Focus:** Individuals experiencing 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	**Emergency Financial Assistance** Rental Assistance, Utility Assistance, Childcare Assistance, Transportation Voucher Assistance		$1,690,429.00
	Safety Net Navigation & Linkage Services (SNAP Application Assistance, Medicaid Application Assistance, Unemployment Application Assistance)		
	Case Management		
	Supported Employment Services/Career Planning/center-based employment training		
	Life Skills (Financial Literacy/Computer Skills Training/ Employment Skills Training)		
	Day Programming		
	Supported Living Services		
	Retirement Services		
	Respite for Caregivers		
Subcategory: Seniors Individuals over the age of 60 with Dementia, Alzheimer's, or cognitive related conditions.	**Adult Day Care Services**		$563,721.00
	Caregiver Services		
CQM (5% of Service Category)			
Total Service Category			**$3,425,054**

Overview of Behavioral Health & Substance Use Disorders
Categories & Sub-Categories

Angela Cruz, Program Evaluator, CSD

Dr. Poulomy Chakraborty, Program Evaluator, CSD

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Economic Stability/Mobility Categories

- Economic Stability
  - Emergency Financial Assistance
  - Safety Net Navigation & Linkage Services
  - Tax Preparation Services
  - Legal Services (Eviction Prevention)
  - Temporary Employment Services

- Economic Mobility
  - Securing Our Future Initiative
  - Self-Sufficiency

Economic Stability/Mobility Categories

- Sub-category- Intellectual Development Disabilities
  - Emergency Financial Assistance
  - Safety Net Navigation & Linkage Services
  - Case Management (Services can be used as an add on)
  - Supported Employment/Career Planning/center-based employment training
  - Life Skills
  - Day Programming
  - Supported Living Services
  - Retirement Services
  - Respite for Caregivers

- Sub-category- Seniors
  - Adult Day Care Services
  - Caregiver Services

Economic Stability Sub-Category

Population: Households with or without children

- **Emergency Financial Assistance-** this subcategory seeks to help an individual in crisis. Services may include but not limited to rental, utilities, transportation vouchers, and childcare.

- **Safety Net Navigation and Linkage services-** provide support to people who are experiencing limited resources. Services may include but are not limited to SNAP Application Assistance, Medicaid Application Assistance, and Unemployment Application Assistance.

- **Tax Preparation Services**
- **Legal Services (Eviction Prevention)**
- **Temporary Employment Services**

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 all family members in CMIS, upload eligibility documents (ensure clients are document ready)
- 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
- Complete a financial assessment on CMIS
- Provide referral to self-sufficiency services/employment services agency(s) as appropriate
- Accept referrals from Palm Beach County Community Services Department through the Resource & Referral Portal (R&R portal)
- 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 Sub-Category.

Economic Mobility Sub-Category

Population: Households with Children

Securing Our Future Initiative (Families and Children) includes services but not limited to:

- Case Management
- Apprenticeship Programs
- Job Training & Employment Services
- Vocational Training
- Financial Literacy
- Legal Services
- Job

Economic Mobility Sub-Category

Population: Households with no Children

Self- Sufficiency (Young Adults with no Children) services includes but not limited to:

- Case Management
- Apprenticeship Programs
- Job Training & Employment Services
- Vocational Training
- Financial Literacy
- Legal Services
- Job Development & Placement Development & Placement

REQUIREMENTS

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

- Check OSCARSS when determining eligibility
- Households earn 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, upload eligibility documents (ensure clients are document ready) 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 or at program exit)
- Submit Quarterly Programmatic, Outcomes and Utilization Reports (January 15, April 15, July 15, October 15)

REQUIREMENTS CONTINUE

- Ensure all clients have completed an EmployFlorida application and are interacting with CareerSource or Dress for Success for the purpose of career development
- Submit regular referrals through Resource & Referral portal for needs identified on each self- sufficiency matrix
- Participate in SOFI orientations and recruitment activities
- Accept referrals from Palm Beach County Community Services Department through the Resource & Referral Portal (R&R portal)
- Participate in community conversations and survey collection
- Participate in quarterly activities for SOFI families (Operation Santa, BBQs, etc.)

Sub-population- Intellectual Development Disabilities (IDD)

Population: Individuals experiencing 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

IDD services includes but are not limited to:

- Emergency Financial Assistance
- Safety Net Navigation & Services
- Case Management
- Supported Employment Services/Career Planning/Center-Based Employment Training
- Life Skills (Financial Literacy/Computer Skills Training/Employment Skills Training)
- Day Programming
- Supported Living Services
- Retirement Services
- Respite for Caregivers

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 Implementation Plan
- Accept referrals from Palm Beach County Community Services Department through the Resource & Referral Portal (R&R portal)
- 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.

Sub-population- Seniors

- **Adult Day Care Services**
- **Caregiver Services**

REQUIREMENTS:

Agencies that are serving households that are made up of at least an adult (age 60+) in this priority must:

- Check OSCARSS when determining eligibility for individuals/households up to 50% AMI with a prioritization for up to 30% AMI
- The Client must have Dementia, Alzheimer's or related conditions.
- Enroll client(s)/household(s) into CMIS, and document all service(s) provided
- Accept referrals from Palm Beach County Community Services Department through the Resource & Referral Portal (R&R portal)
- Submit Quarterly Programmatic, Outcomes and Utilization Reports (January 15, April 15, July 15, October 15)

Outcomes Overview of ROMA Logic Model and Evaluation Plan

Angela Cruz, Program Evaluator, CSD
Dr. Poulomy Chakraborty, Program Evaluator, CSD
Natalie Vasquez, Senior Program Manager, CSD

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Economic Stability Outcomes

Potential Services	Required Outcomes
Emergency Financial Assistance (Rental Assistance, Utility Assistance, Childcare Assistance, Transportation Voucher Assistance)	% of eligible clients will have their crisis resolved through emergency financial assistance up to 45 days from completed intake.
Safety Net Navigation & Linkage Services (SNAP Application Assistance, Medicaid Application Assistance, Unemployment Application Assistance)	% of clients will be successfully linked to safety net services within 7 days from program intake.
	% of clients will be satisfied with the linkage to services as evidenced by a customer service survey after services are rendered.
Temporary Employment Services	% of clients will be successfully connected to the employment services within the fiscal year.
	% of clients who obtained employment with a living wage or higher at the day labor service.
Legal Services	% of households who prevented eviction during the fiscal year
Tax Preparation Services	% of households who Earned Income Tax Credit (EITC) at the time of service.
	% of households who Claimed Child Tax Credit at the time of service.

Economic Mobility Outcomes

Potential Services:	Required Outcomes
• 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	% of clients will increase their self-sufficiency in at least one or more categories such as family stability, well-being, financial management, education & training, and employment & Career, income domains as evidenced by 1 point on the self-sufficiency matrix quarterly.
	% of clients will obtain, maintain or better employment as evidenced by the employment assessments quarterly.
	% of clients will increase their household income as evidence on the financial assessment at program entry and exit.

Sub-population-
Intellectual Development Disabilities Outcomes

Potential Services	Required Outcomes
Emergency Financial Assistance (Rental Assistance, Utility Assistance, Childcare Assistance, Transportation Voucher Assistance)	% of eligible clients will have their crisis resolved through emergency financial assistance up to 45 days from completed intake.
Safety Net Navigation & Linkage Services (SNAP Application Assistance, Medicaid Application Assistance, Unemployment Application Assistance)	% of clients will be successfully linked to safety net services within 7 days from program intake.
	% of clients will be satisfied with the linkage to services as evidenced by a customer service survey after services are rendered.

Sub-population-
Intellectual Development Disabilities Outcomes

Case Management	% of individuals will achieve at least two (2) objectives on the Individualized Implementation Plan within the fiscal year.
Supported Employment Services/Career Planning/center-based employment training	% of individuals will achieve at least two (2) objectives on the Individualized Implementation Plan within the fiscal year.
	% of individuals will maintain or increase their self-sufficiency in one (1) or more categories such as transportation, childcare, housing, employment, income, and education, as measured on the self-sufficiency matrix
Life Skills (Financial Literacy/Computer Skills Training/ Employment Skills Training)	% of individuals will achieve at least two (2) objectives on the Individualized Implementation Plan within the fiscal year.
Day Programming	
Supported Living Services	
Retirement Services	
Respite for Caregivers	

Sub-population- Seniors Outcomes

Potential Services	Required Outcomes
Adult Day Care Services	% of seniors with Dementia, Alzheimer's, or cognitive-related conditions served will delay or eliminate the need for nursing home placement
Caregiver Services	% of individual caregivers who improve or maintain home-based care for a senior with Dementia, Alzheimer's, or cognitive-related conditions

Logic Model

ROMA Logic Model – Please use format found in WebAuthor

COMMUNITY SERVICES DEPARTMENT
FY 20XX Financially Assisted Agencies (FAA)
ROMA Logic Model
All INFO MUST FIT ON THIS PAGE

Agency Name			**Program Name**				
Name of person completing this logic model:			**Email of person completing this logic model:**			**Phone # of person completing this logic model:**	
Identified Problem, Need, or Situation	**Service or Activity**	**Outcome** *General statement of results expected*	**Projected Indicator** *# to achieve/# to be served; %; time frame*	**Actual Indicator** *# achieved/# served; %; time frame*	**Measurement Tool**	**Data Procedures**	**Frequency** *Data Collection and Reporting*
					Output Tool:	**Who does it?:**	**Data Collection:**
					Outcome Tool:	**What is the process?:**	
						Where is the data stored?:	**Data Reporting:**
Mission Statement:							
Logic Model Approved by / on:	*XX on XX/XX/XXXX*						
Logic Model Reviewed by / on:	*XX on XX/XX/XXXX*						

Keys to Creating A Good Logic Model/Evaluation Plan

Read The Description For Each Section

Use Specific & Concise Bullet Points

Provide Only What Is Asked For In Each Section

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Continuous Quality Management Projects (CQM)

Applicant Agencies applying for FAA funding will be required to submit a Continuous Quality Management Project. This CQM submission is not a scored section.

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.

The project could focus on:

- Enhancing programmatic outcomes;
- Improving data management practices

Palm Beach County COMMUNITY SERVICES
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Community Services Department
Fiscal NOFO Review

Thomas Eaton, Fiscal Manager

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Budgets

- Initial Submission with NOFO
  - Project/program expenses are justified
  - Include proposed funding for this program and any other proposed or confirmed funding sources that may share the program's expenses
- Update with final award amount at contracting
- Examples on next slide

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Example of the completed Budget Template – Program Expenses

Budget Items	Program Name	Palm Beach County	Program Funder #2	Program Funder #3	Total Program Funding (All Sources)
Program Period: FY 2021		Proposed	Confirmed	Pending	Pending
	TOTAL PROGRAM FUNDING AMOUNT =	**$ 129,500.00**	$ 45,000.00	$ 17,500.00	$ 199,500.00
Program Expenses	**Narrative**	**Amount**	**Amount**	**Amount**	**Amount**
Personnel		**$ 89,900.00**	**$ 25,000.00**	**$ 10,000.00**	**$ 124,900.00**
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	$ 60,000.00	$ -		$ 60,000.00
Program Assistant`	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC award. Total salary expense is $15,000 , with 50% allocated to PBC ($7,500). (Salary expense does not include fringe benefits)	$ 25,000.00	$ 25,000.00	$ -	$ 50,000.00
Fringe Benefits - Program Assistant	Fringe benefits expense for Program Assistant. Fringe benefits for this position total ($1,800), with 50% allocated to Palm Beach County in the amount of $900.	$ 900.00			$ 110,000.00
Community Educator	Community Educator position is the primary interface with local schools, charities and support groups. Total Salary (including fringe benefits) billed to Palm Beach County = $39,045. pays .8 FTE	$ 4,000.00		$ 10,000.00	$ 14,000.00

- Simplified and easier to use
- No macros
- Includes clearly defined sections for programmatic and admin expenses
- Will allow for better transparency and understanding of each program

Palm Beach County COMMUNITY SERVICES
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Budget Template – Program Expenses

Program Expenses	Narrative	Amount	Amount	Amount	Amount
Personnel		**$ 89,900.00**	**$ 25,000.00**	**$ 10,000.00**	**$ 124,900.00**
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	$ 60,000.00	$ -		$ 60,000.00
Program Assistant`	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC award. Total salary expense is $15,000 , with 50% allocated to PBC ($7,500). (Salary expense does not include fringe benefits)	$ 25,000.00	$ 25,000.00	$ -	$ 50,000.00
Building /Occupancy		**$ 27,050.00**	**$ -**	**$ -**	**$ 27,050.00**
Programmatic Rent/Lease	*Note: Rent for areas that house admin staff should be listed seperately under admin seciton* Rent expense for Lake Worth facility. Total rental expense for FY16 = $35,000. Allocation to Palm Beach County award= $20,000. Remaining $15,000 will be paid by other operating income.	$ 20,000.00			$ 20,000.00
Building Maintenance	Maintenance expense for building XYZ	$ 3,800.00			$ 3,800.00
Utilities		**$ 2,400.00**	**$ -**	**$ 1,500.00**	**$ 3,900.00**
Electric	Electric Utility Services expense for location X	$ 1,200.00		$ 1,000.00	$ 2,200.00
Telephone	Telephone expense for landline at location X	$ 350.00			$ 350.00
Project Supplies/Equipment		**$ 4,900.00**	**$ -**	**$ -**	**$ 4,900.00**
Office Supplies	Office supplies for program staff	$ 500.00			$ 500.00
Postage/Shipping	Postage expense for client related mailing	$ 750.00			$ 750.00
Equipment Rental	Monthly Equipment rental fee for use of X = $500 ($6000 per year). Palm Beach County to cover 50% of this expense ($3000).	$ 3,000.00			$ 3,000.00
Professional Fees		**$ 2,950.00**	**$ -**	**$ -**	**$ 2,950.00**
Training	Staff training expense for program/medical/intervention training for client support	$ 1,500.00			$ 1,500.00
Travel/Mileage	Program staff mileage reimbursement for client and training related meetings	$ 1,100.00			$ 1,100.00
	TOTAL PROGRAM EXPENSES =	**$ 122,300.00**	**$ 25,000.00**	**$ 11,500.00**	**$ 158,800.00**

Palm Beach County COMMUNITY SERVICES
Helping People Build Better Communities

Budget Template

Administrative Expenses	Narrative				
Personnel		**$ 4,250.00**	**$ -**	**$ -**	**$ 4,250.00**
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County . Executive Director total salary expense = $85,000. 5% allocation to Palm beach County = % $4,250	$ 4,250.00			$ 4,250.00
Consulting Fees		**$ 2,950.00**	**$ -**	**$ -**	**$ 2,950.00**
XYZ Consultants	Accounting and audit expenses for program. Annual Accounting fee = $950, Annual Audit fee = $2,000. Total expense = $2,950	$ 2,950.00			$ 2,950.00
	TOTAL ADMINISTRATIVE EXPENSES =	**$ 7,200.00**	**$ -**	**$ -**	**$ 7,200.00**
Administrative % of PBC Award		6%			
UNIT RATE	Insert Unit Rate Amount: $350/night				
Please Describe Proposed Unit Rate or Bed Night Rate Below. Include Detailed Calculations of How Rate Was Determined	Unit rate is equal to (insert description); OR Unit Rate is 1 bed night and will be $350. This was calculated by determining the total number of beds in the facility (XXX) and maximum occupancy; OR Unit/Bed rate is a standard rate as determined by (insert agency/funder).				

- Sheet will tally your program and admin expenses and show what your budgeted % is at
- Will allow us to review and discuss with you any items that may be questionable before approving contracts
- Narratives should be completed for each item with details about the cost to clarify
- Unit Rate/Bed Rate Descriptions

Palm Beach County COMMUNITY SERVICES
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Overview of Scoring and Ranking

Michael Wright, MPA, Contract Manager, CSD

Palm Beach County COMMUNITY SERVICES
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Tips for a Successful Application

- Read the NOFO 4 times
  - For understanding
  - For requirements
  - For writing response
  - For review
- Make sure to review all of the resource documents that have been posted online
- Make sure that your Partner Letters / MOUs:
  - ✓ Are well-written
  - ✓ Outline the partnership(s) between community agencies as detailed as possible
  - ✓ Are as updated as possible

Palm Beach County COMMUNITY SERVICES
Helping People Build Better Communities

Tips for a Successful Application

- Use the total work time allotted to complete your grant application. Do not wait until the last minute to submit.
- Answers should be simple, concise, and to the point, while still informing the reviewer of what your program does.
- While going through your grant application, please keep in mind that this is a highly competitive grant and we often receive more applications than we can fund.

Palm Beach County
COMMUNITY SERVICES
Helping People Build Better Communities

Tips for a Successful Application

- Start as soon as possible and assemble a team
- Review all the questions
- Review the Ranking Guide
- Submit the Application in advance of the deadline in case of technology challenges

If you have questions use the email **CSD-FAARFP@PBC.GOV** and review the FAQ often on the FAA Website!

Palm Beach County COMMUNITY SERVICES
Helping People Build Better Communities

Proposal Components

1. **Project Narrative:** (25 points)
2. **Evaluation Approach**: (15 points)
3. **Prior Outcomes and Response to Community Data:** (10 points)
4. **Data Management**: (10 points)
5. **Partnerships, Resources, and Collaborations:** (20 points)
6. **Budget:** (20 points)
7. **Scope of Work:** (No points)

Palm Beach County COMMUNITY SERVICES
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Priority Area Score

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.

Please review the ranking guide in the NOFO

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Ranking Guide and Process

- Please review the ranking guides in the NOFO for each of the categories.
- Each application will be scored and ranked.
- The proposals considered the most critical to the system of care will be ranked #1. All proposals will be ranked.
- No two proposals will be ranked the same, as in a tie.
- If there are 10 proposals, then the ranking should ultimately have the 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

Palm Beach County
COMMUNITY SERVICES
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Completing the NOFO Application In WebAuthor

Elcana Dantzler, Contracts/Grants Coordinator, CSD

Palm Beach County COMMUNITY SERVICES
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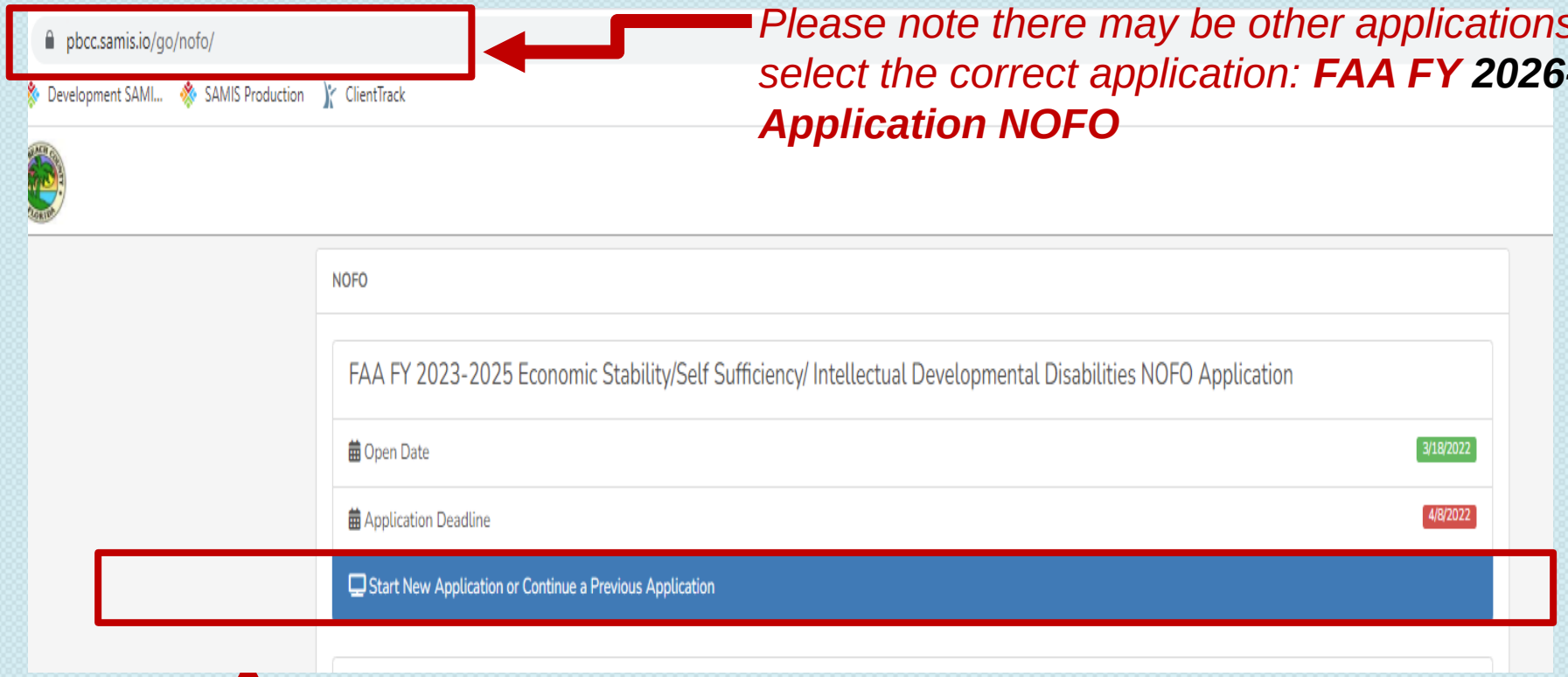
Completing the FAA Economic Stability/Self-Sufficiency NOFO

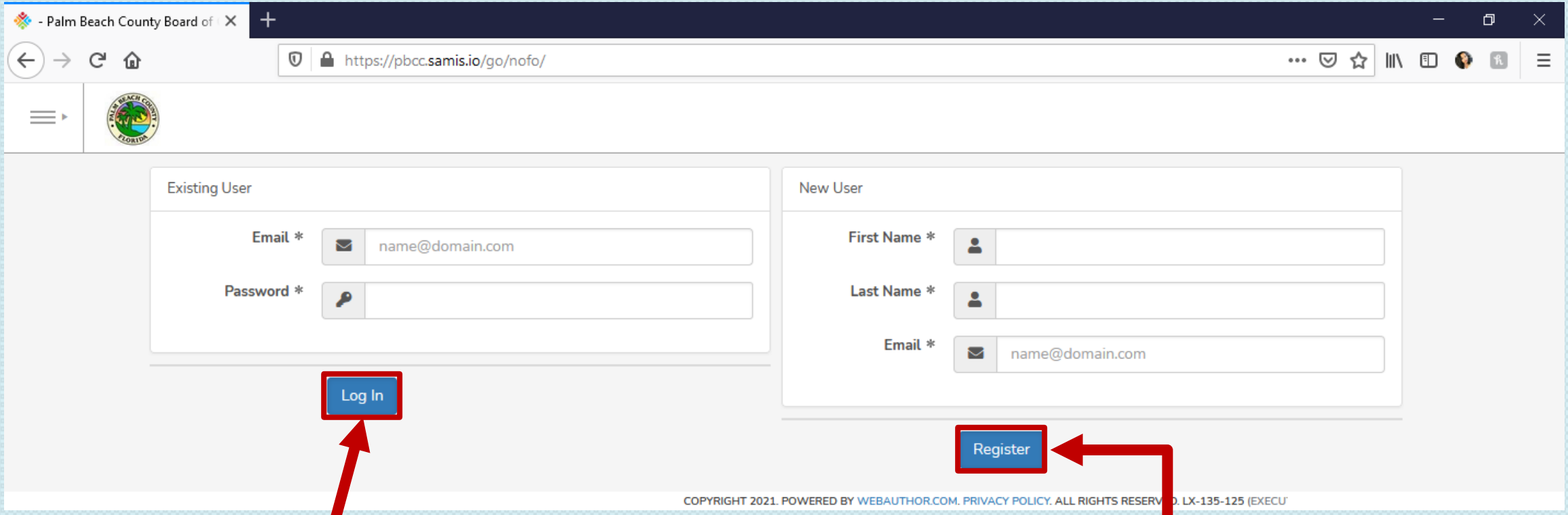
Enter link (*https://pbcc.samis.io/go/nofo/*) to access NOFO proposal page

Please note there may be other applications on the page so be sure to select the correct application: ***FAA FY 2026-2028 Economic Stability Application NOFO***



Click on "Start New Application" to begin a new application or to continue work on an application already started

Completing the FAA Economic Stability/Self-Sufficiency NOFO

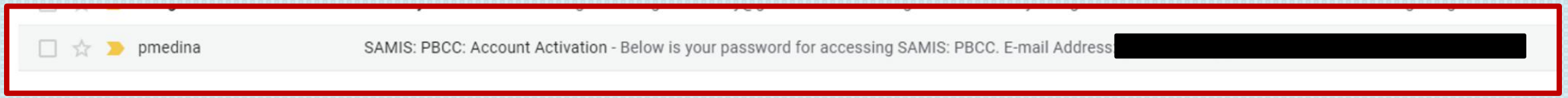


If previously submitted an application through SAMIS, you will use the email and password you created to log in under "Existing User."

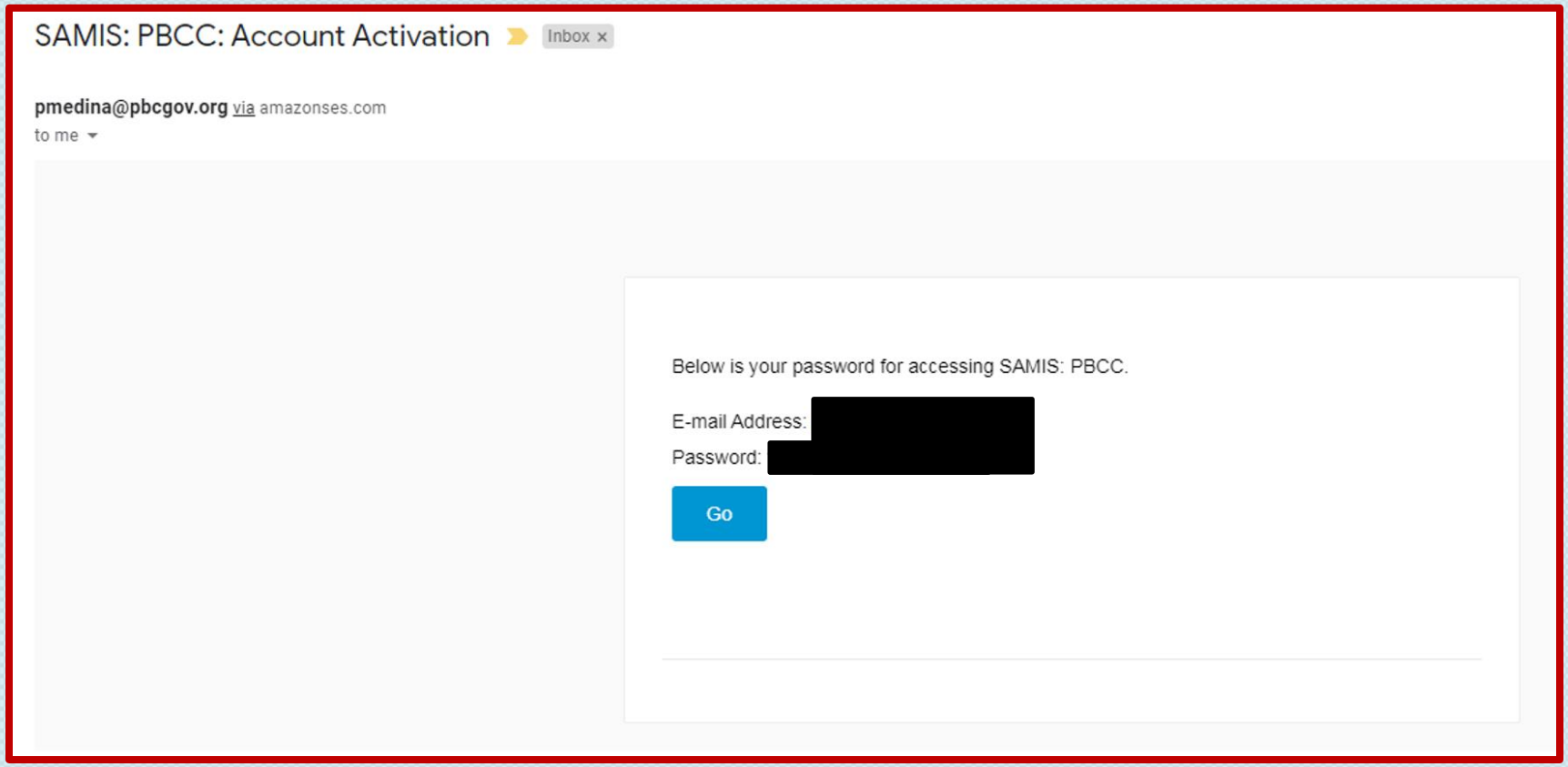
If you are a brand new SAMIS user, you will type in your first name, last name and email under "New User" to begin the process for creating an account. By creating an account, you will be able to return to an application you have started and apply for future grants using your previously created account.

Completing the FAA Economic Stability/Self-Sufficiency NOFO

For new users, you will receive an email with subject line:
SAMIS: PBCC: Account Activation

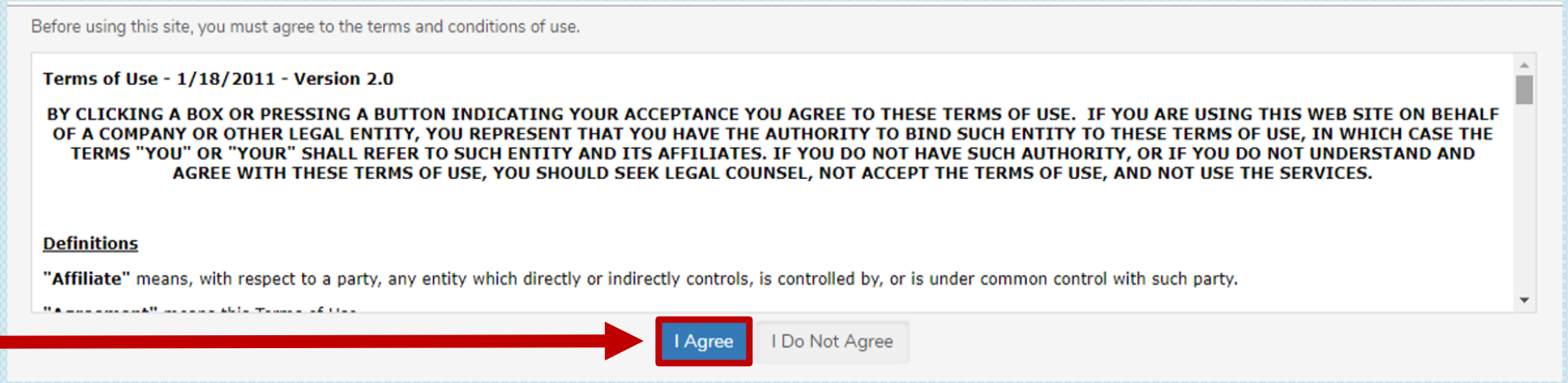


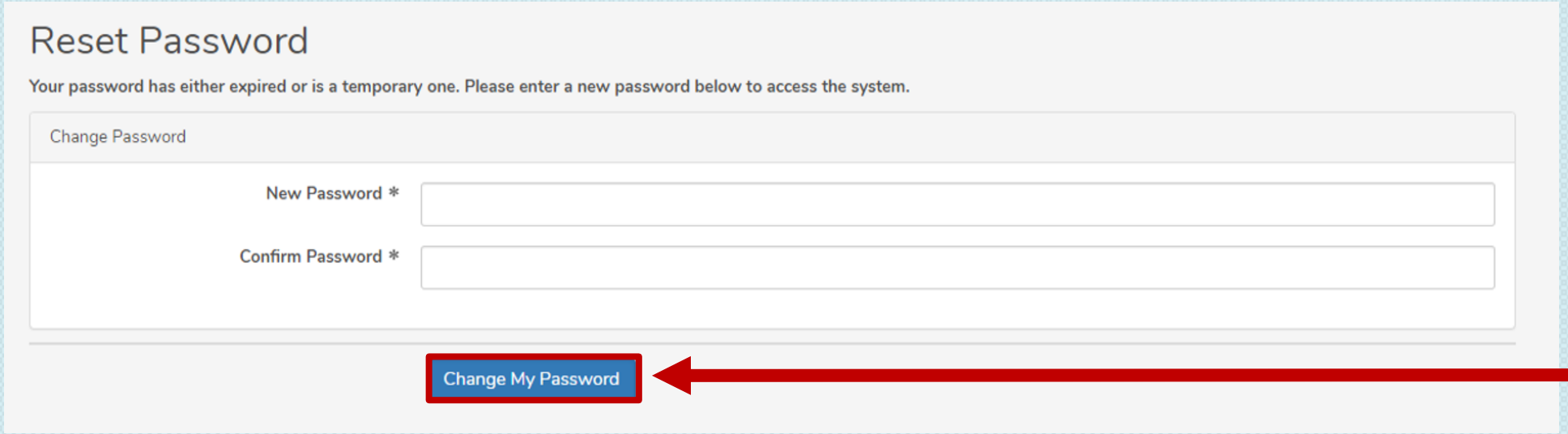
This email will contain your password to sign into SAMIS to complete the application



Completing the FAA Economic Stability/Self-Sufficiency NOFO

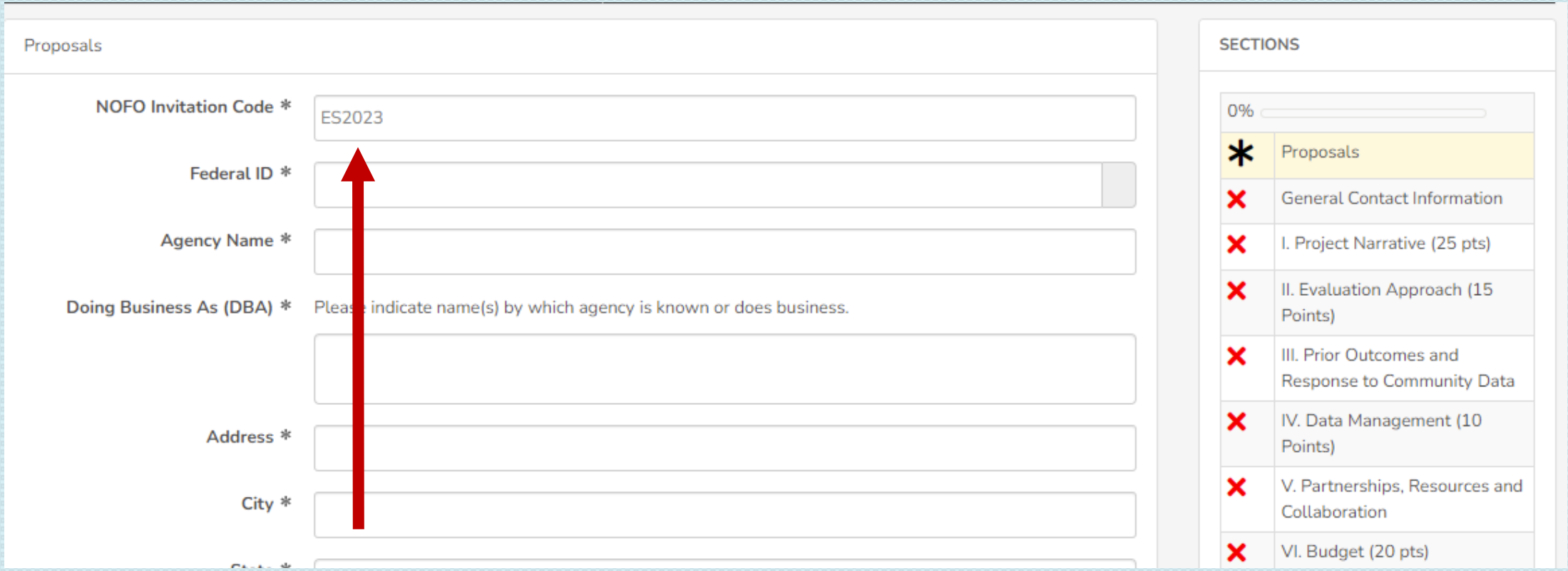
You will be asked to accept the terms of use for SAMIS…





…and to change your password

Completing the FAA Economic Stability/Self-Sufficiency NOFO



The application will appear once user has signed in.

This NOFO requires an invitation code or password: ES2026

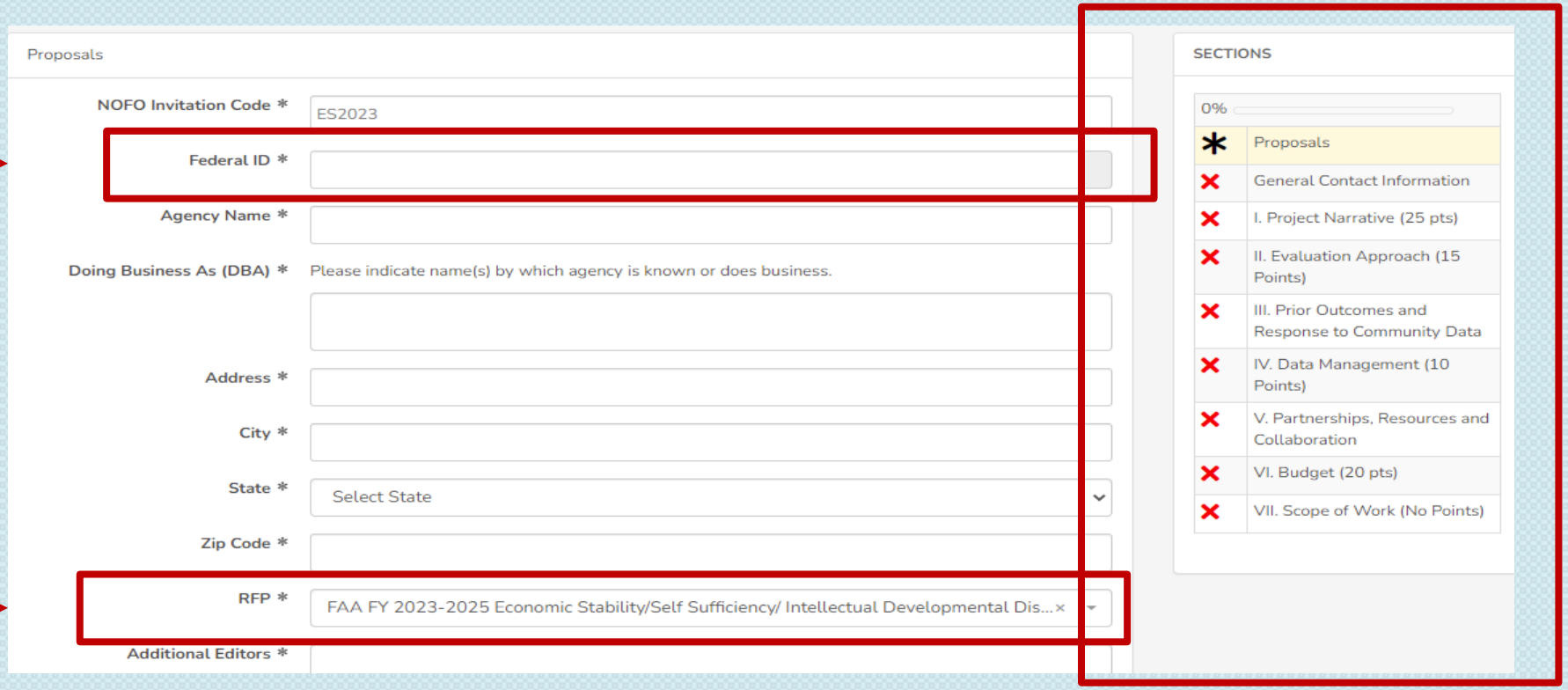
Please insert this password at beginning of the application.

This allows the user to navigate the application, and to return to the application for completion.

Completing the FAA Economic Stability/Self-Sufficiency NOFO

A valid Federal ID will populate the applicant's agency name and address.

Check the NOFO/RFP field to confirm you are in the correct application

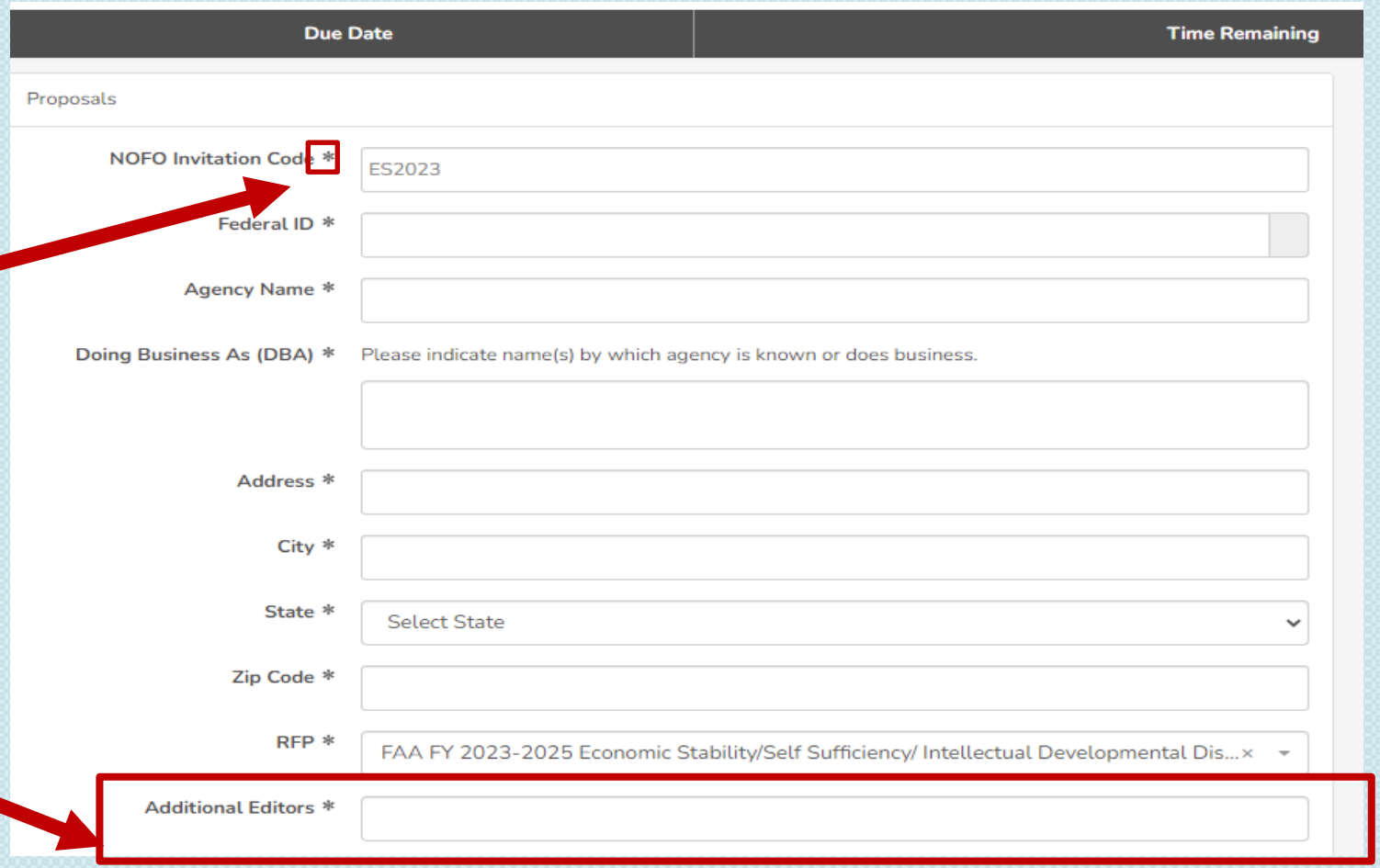


Use this status panel to track your application's progress. A green "✓" (checkmark) means the section is completed. A red "X" means the section is not completed.

Completing the FAA Economic Stability/Self-Sufficiency NOFO

Throughout the application, an "*" (asterisk) next to an item indicates that the field is required.

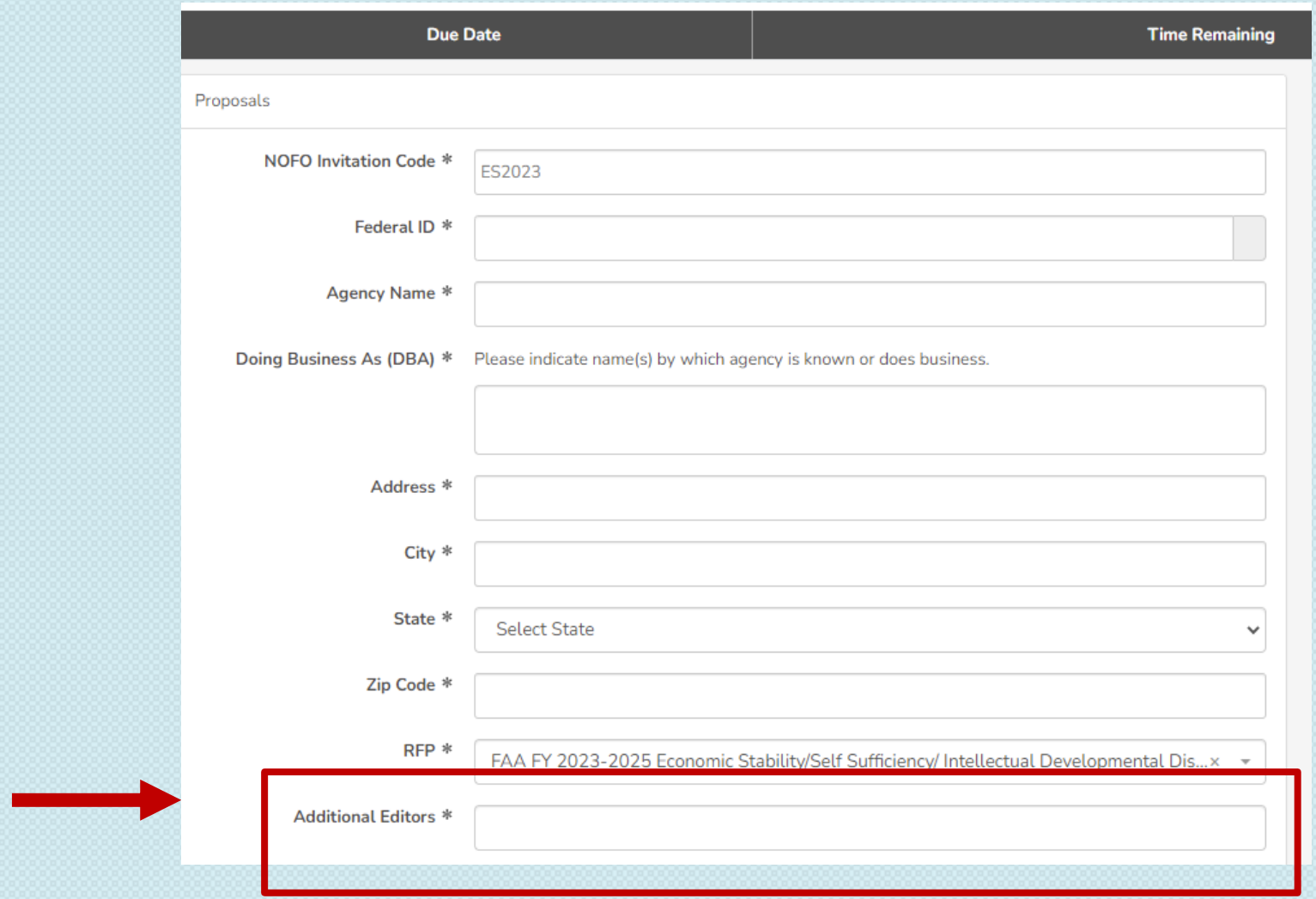
To add another reviewer/editor to the application, go to the "Additional Editors" field in the first section of the application (first page)



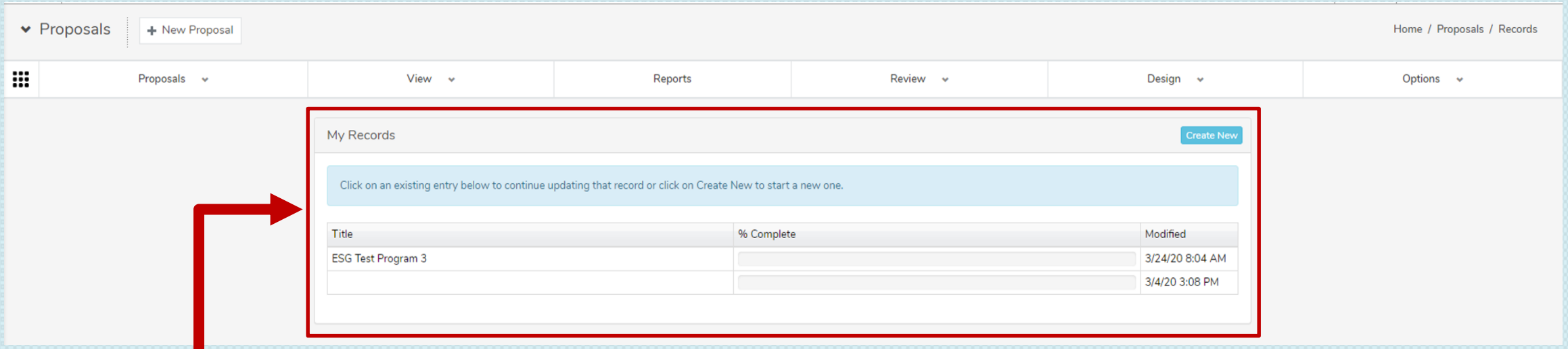
Completing the FAA Economic Stability/Self-Sufficiency NOFO

You can select up to two (2) additional editors. Each additional editor must have already registered on the SAMIS system.

Click on the drop-down box to type in the name of the additional reviewer/editor



Completing the FAA Economic Stability/Self-Sufficiency NOFO

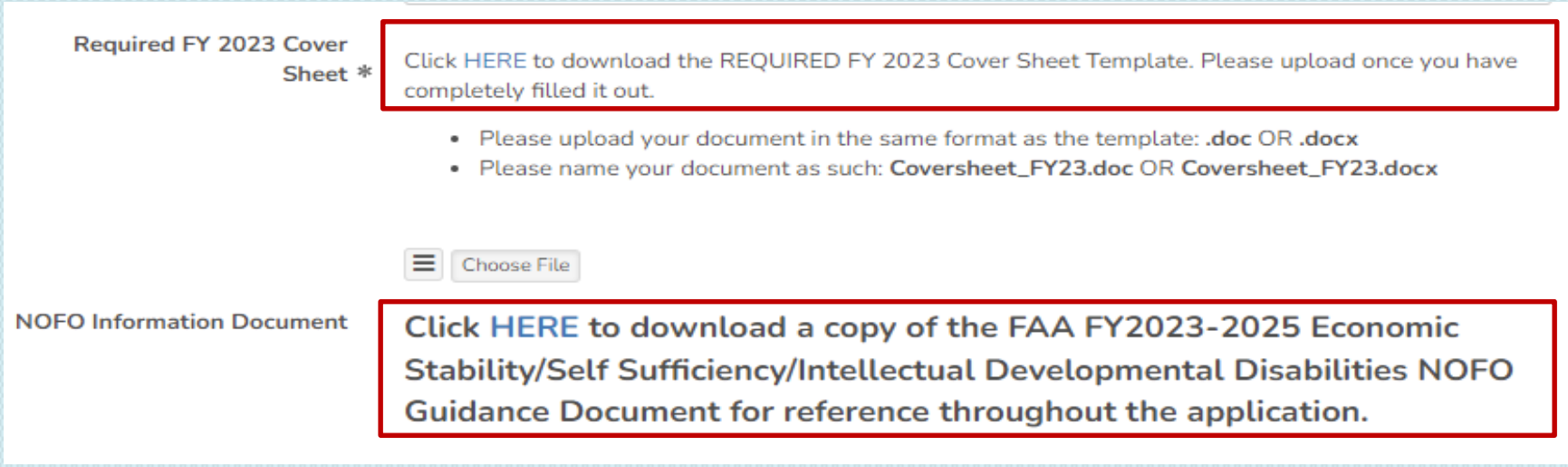


The application will then appear in the additional reviewer's list of applications.

Completing the FAA Economic Stability/Self-Sufficiency NOFO

Throughout the application, there will be several documents that you will be required to download, complete, and re-upload to the application.

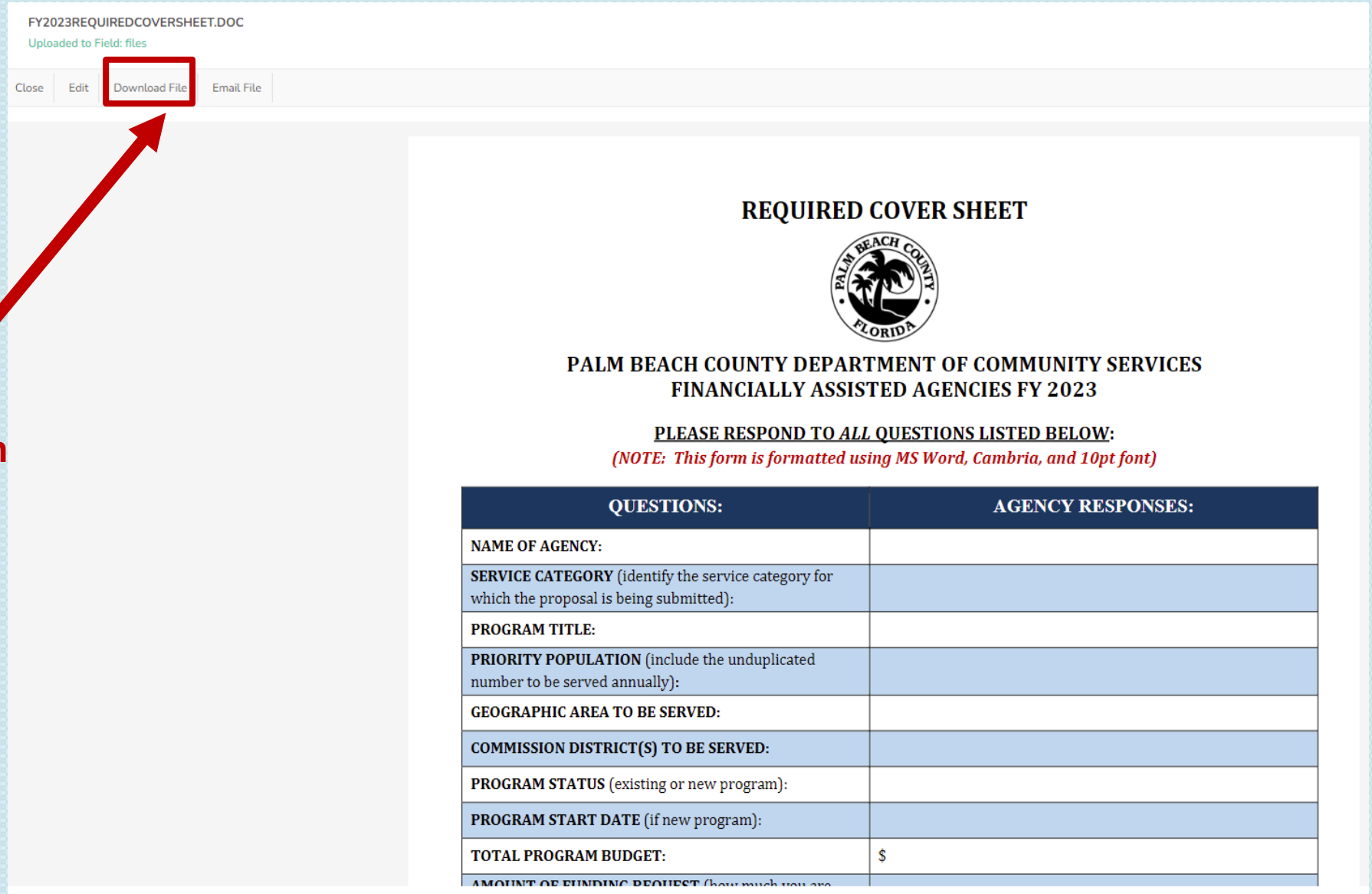
Click on the link to preview and download the document. Re-upload the document in the suggested document formats and with the naming convention indicated.



Download the FY 2026-2028 FAA Economic Stability NOFO Guidance Document for details on the program and reference throughout the application.

Completing the FAA Economic Stability/Self-Sufficiency NOFO

Click here to download the previewed documen then click 'Close' to return to the application



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:	
PRIORITY 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	

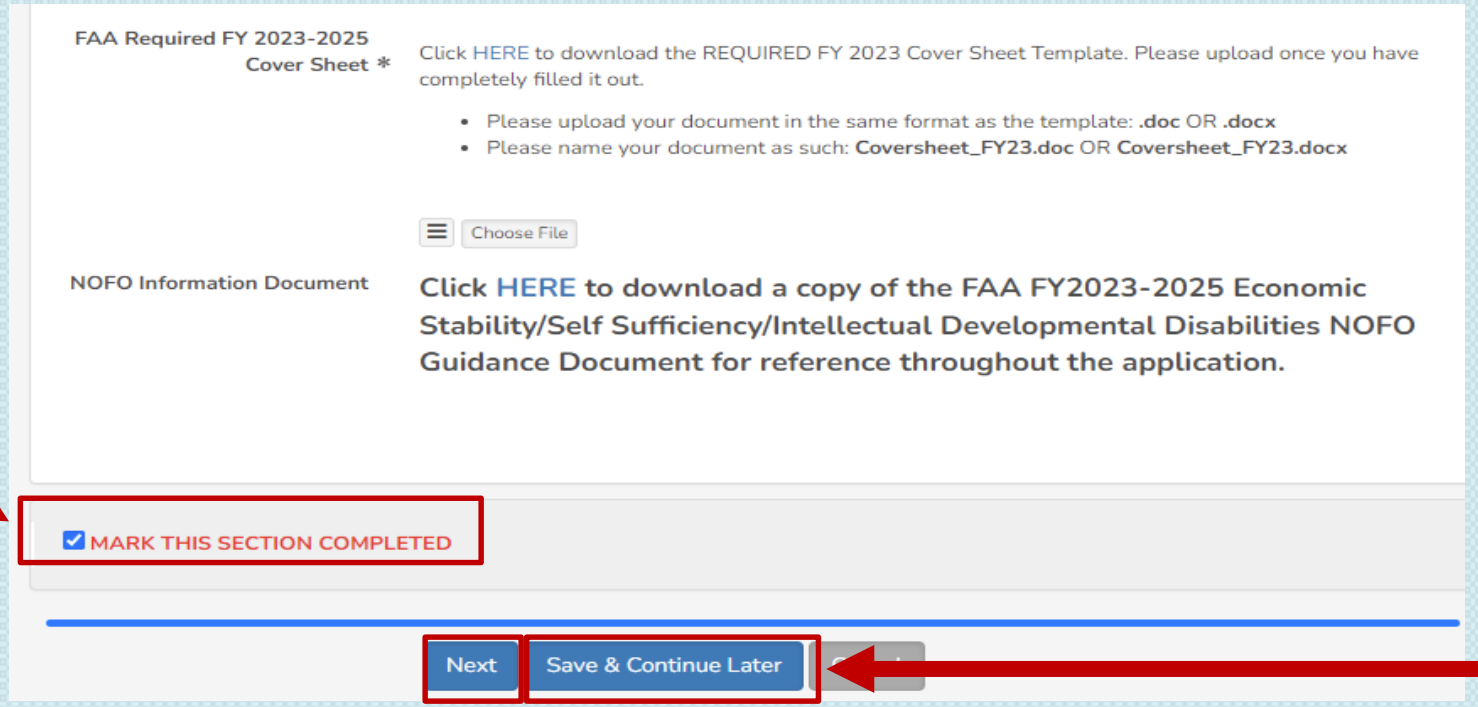
Completing the FAA Economic Stability/Self-Sufficiency NOFO

At the bottom of each section of the application, you will find this checkbox and accompanying text "Mark this Section Completed".

Check the box only after you have completed the section.

You can move between sections if this box is un-checked. The application will default to a checked box.

All boxes at the end of each section will need to be checked in order to submit the application.



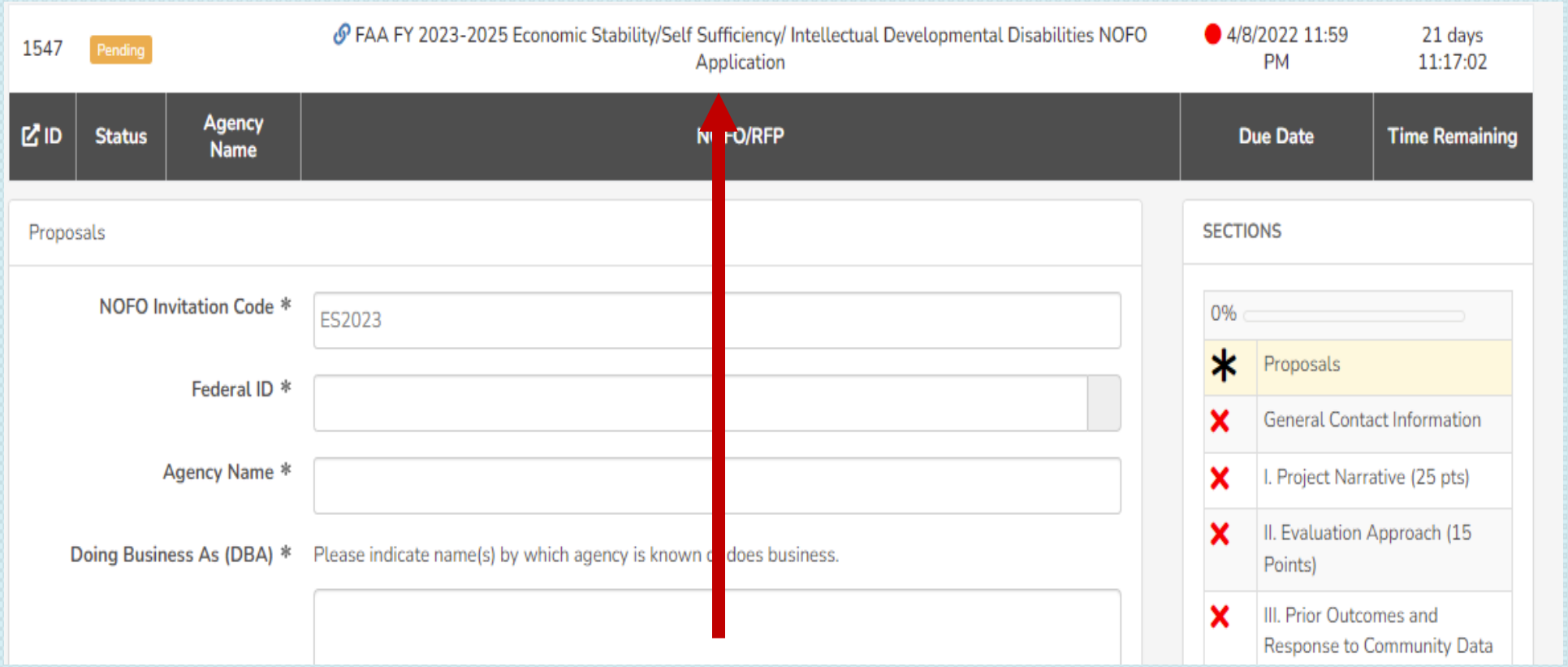
The "Next" button at the end of each section will take you to the next section of the application.

The "Back" button will take you to the previous section.

The "Save & Continue Later" button at the end of each section will take you to the application preview/ summary page.

You will be able to save your application there and return to complete the application at a later time.

Completing the FAA Economic Stability/Self-Sufficiency NOFO



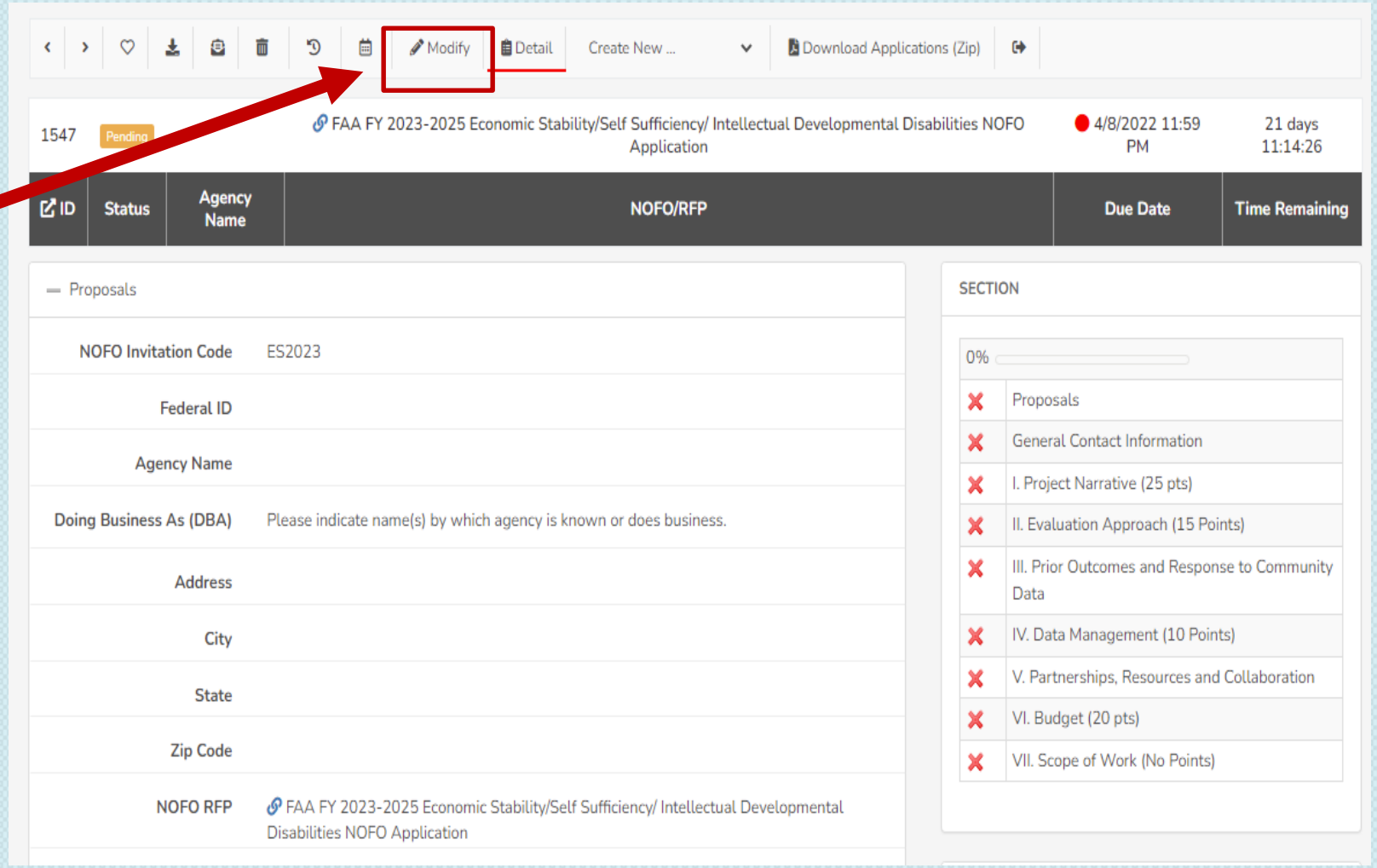
After you have completed the first section of the application, you will see this status bar at the top of each application section which will include your agency name, the name of the proposal, and a countdown to the application deadline date.

Completing the FAA Economic Stability/Self-Sufficiency NOFO

Once you have pressed "Save and Continue Later," you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.

If the user missed marking a section completed or to make changes and updates, the user will have the opportunity to return to the application by clicking the "Modify" button, then press "Next" until you reach the section you need to mark completed or to update.

Click on the "Save and Continue Later" button to return to the summary page.

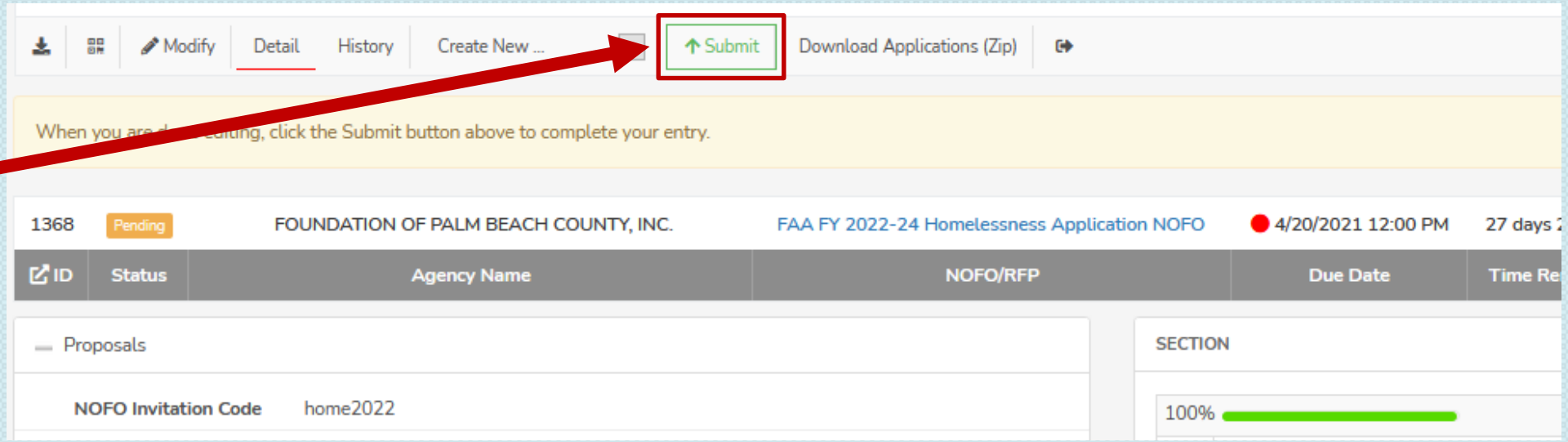


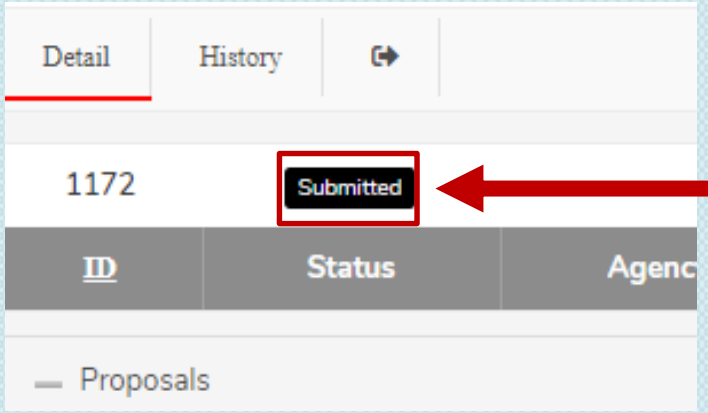
Completing the FAA Economic Stability/Self-Sufficiency NOFO

On the summary page, you will have one more opportunity to review your completed application before you submit.

Click on the "Submit" button to submit your application.

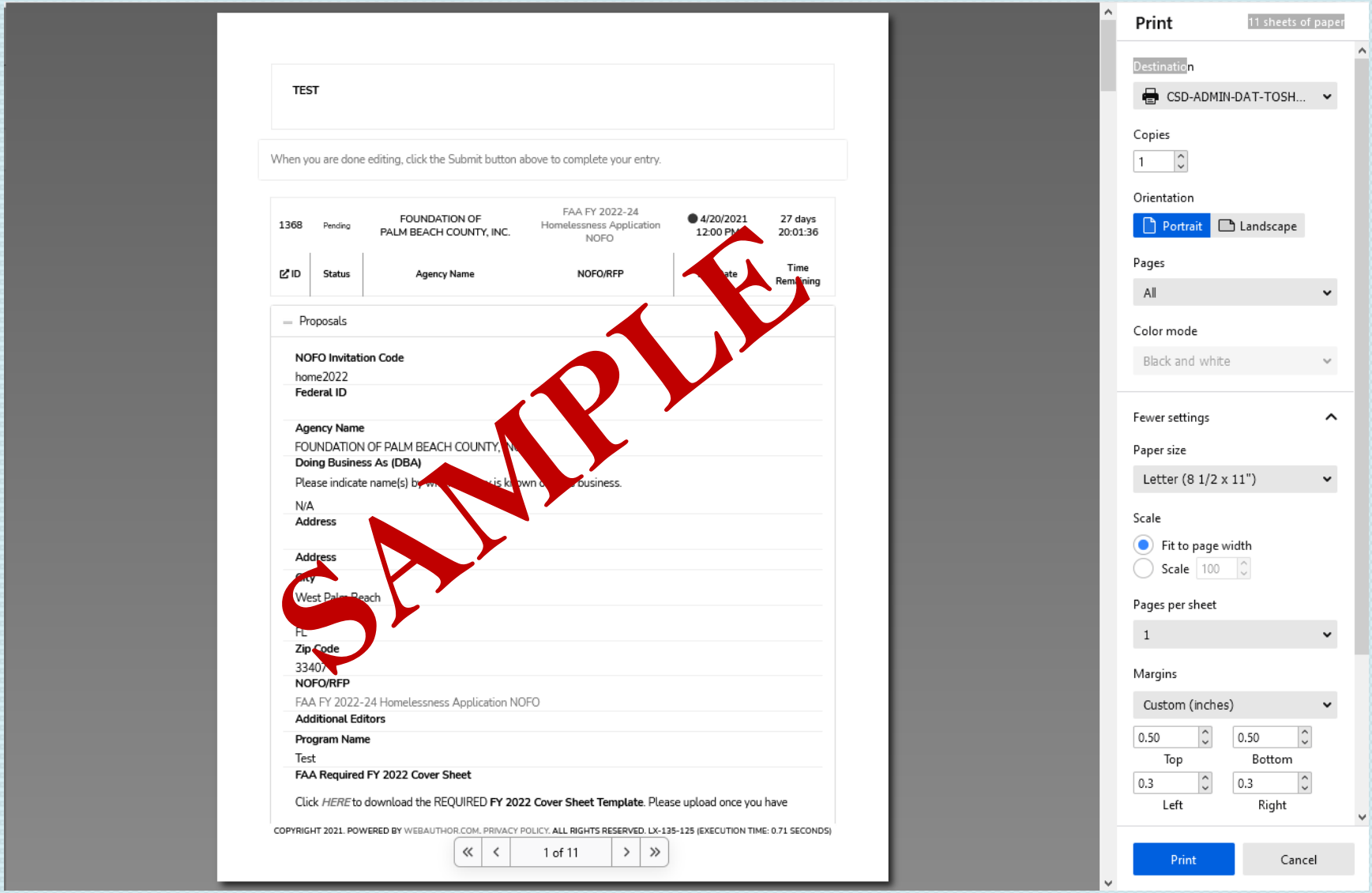
Note:
Be sure the application is complete and have the most updated information because changes cannot be made to the application once it has been submitted





When submitted, the application will display a black "Submitted" box on the status bar.

Completing the FAA Economic Stability/Self-Sufficiency NOFO



You can print your application for your record by using your browser's system options or by right-clicking your computer mouse and selecting "Print".

QUESTIONS?

NOFO INVITATION CODE:

ES2026

Information

All questions must be emailed to: **CSD-FAARFP@PBC.GOV**

All questions and answers will be posted on the FAA website:
http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/default.aspx

All proposals must be submitted electronically to:
https://pbcc.samis.io/go/nofo

by

Thursday, April 10, 2025
by 12:00PM

Palm Beach County COMMUNITY SERVICES
Helping People Build Better Communities

SAMIS/TAPS NOFO

INVITATION CODE:

ES2026

Palm Beach County
COMMUNITY SERVICES
Helping People Build Better Communities