Financially Assisted Agencies (FAA)
Request for Proposals (RFP)
FY2019
Frequently Asked Questions

1. Under Domestic Abuse / Sheltering, is exploitation also included as a priority?

   - No, exploitation is not included.

2. Is Emergency Shelter a priority under Homelessness?

   - No, Emergency Shelter is not a funding priority in the homelessness category. See page 15 of the RFP guidance.

3. For Homelessness, do "at-risk" individuals also have to go through the Lewis Center?

   - At-risk individuals should go through the established Coordinated Entry process for the continuum of care.

4. Are services such as job coaching, rental assistance, etc. considered under Homeless Prevention?

   - Rental Assistance is a strategy that should be used a part of a Rapid Re- Housing program, which is listed as Strategy #2 in the funding Priorities. Housing Focused Case Management could include job coaching under strategy #3 and #4.

5. Do we need to address ALL of the identified outcomes in our program?

   - You should list all of the identified outcomes in your proposal. The Logic Model should only include one project outcome that will be tracked through the FAA program.

6. For size and scope of activities, should Emergency Shelter just indicate shelter capacity?

   - Indicate the **appropriate and accurate description** of the size and/or scope of the activity or activities.

7. For Emergency Shelters, do all specific activities need to be noted?

    - All activities that lead to the outcome should be noted.

8. Will the Logic Model information replace the database reporting system?

    - The Logic Model information does not replace database reporting system. Information in the Logic Model should have a logical connection to information in the database reporting system. The database reporting system should capture clients being served, baseline (or pre) measurements for clients and further (post)outcome measurement for clients.

9. If a program is currently being funded under FAA, could there be changes to their current outcome for this new year?

    - Yes, the logic model could change and the outcome for FY19 should align with outcomes in the RFP Guidance.

10. What is the difference between an output and an outcome?

    - ***Output*** is the size and/or scope of the activity; timeframe for completing the activity and/or total participants provided the activity. Measures the volume of work accomplished.
    - ***Outcome*** measures a ***change*** in knowledge, attitude, skills, behavior or condition, in the participant receiving the activity.

11. What is an example of a Logic Model activity? What is the difference between an activity and an output?

    - ***Activity Example* – Housing Focused Case Management**
    - ***Output Example– Monthly Housing Focused case management (example plan review and follow-up) for 25 clients.***

12. If currently providing Homeless services but entering into a database outside of CMIS, will we need to transfer to CMIS?

    - Yes, all agencies awarded FAA funds for Homeless Services will be required to use CMIS.

13. Is the Logic Model factored into the proposal scoring? Are chosen targets considered in point allocation? Is there an established percentage already expected of agencies?

    - Yes, see FY19 RFP guidance under section 2A titled "Evaluation".

14. Will quarterly internal reports need to be submitted for all service categories?

    - Yes

15. In the 2017 Housing Plan document posted online, the action under Goal #4 states a desire to link housing residents in Permanent Supportive Housing with Federally Qualified Health Centers (FQHC); is that one of FAA's priorities under Homelessness?

    - No, this is not a funding priority in the homelessness category. See page 15 of the RFP guidance.

16. Does FAA want individual line items for additional funding sources, or just the total amount of funding received?

    - Individual line items for additional funding sources are not required but can be added if desired. Only the total funding amount received is required.

17. What is the total dollar amount in the two service categories: Domestic Abuse / Sheltering and Homelessness?

    - The current funding available in Homelessness is $764,798
    - The current funding available for Domestic/Abuse Sheltering is $487,155

18. Where can we find a list of previously funded agencies in these categories?

    - On the FAA website: http://discover.pbcgov.org/communityservices/financiallyassisted/PDF/BCC-8-16-2016.pdf

19. Need clarification on the current RFP; based on what was discussed at the bidder's conference yesterday, will The Salvation Army Emergency Shelter for families be considered. Not all of our families will receive money for RRH, nor is the selection made by our agency. We provide Case Management and Supportive services to families in our Emergency Shelter.
   #2 strategy 4 may fit, however we do not support a Rapid Rehousing Program our clients may be eligible, but Adopt a Family decides on who actually gets the RRH dollars.

   Below is the priority-funded categories:
   1. End Homelessness through Affordable Housing
   Strategy #1 Permanent Supportive Housing
   Strategy #2 Rapid Re-Housing

   2. Housing Focused Case Management
   Strategy #3 Housing Focused Case Management supporting a Permanent Supportive Housing program
   Strategy #4 Housing Focused Case Management supporting a Rapid Re-Housing program

   - Thank you for your question. The applications received will be reviewed by a grant review panel. The review panel will review and score the applications. The score awarded to a proposal is reflective of how competitive the proposal is. The ranking will be based on the priorities established through the collective impact meetings on January 30 and 31, 2018. The funding priorities are listed on page 15 of the guidance. Funding recommendations will be based on the score and ranking of the proposals.

20. Can you clarify what this priority is defining: Strategy #4 Housing Focused Case Management supporting a Rapid Re-Housing program.

   - Please see the definitions on Page 15 of the FAA RFP guidance that define Housing Focused Case Management and Rapid Re-Housing.

21. The upload section for MOUs indicates that it is a required field. Are agencies required to have at least one MOU or letter of support with another agency in order to qualify for the grant?

    - A MOU or Letter of support is not required to qualify for the grant. However, please see Page 12, Section 5 of the RFP guidance, which includes details about partnerships, resources and collaboration. The section is worth 20 points in the application. If you do not have any MOU's, please upload a word document that says "N/A".

22. On the RFP webpage, under Data Resources, there is a link to the 2018 PIT Count Data draft.
    The document outlines the number of chronically homeless households that are sheltered. The types of housing that are considered as shelter for this count are specific forms of housing. It does not include chronically homeless households residing in permanent supportive housing. That number is documented on a separate report called the Housing Inventory Report, which is not posted as a data resource. Can this point be explained to the review panel during training, so they understand that there are many more chronically homeless households that are "sheltered" in permanent supportive housing, and that the 2018 PIT Count draft's number of "sheltered chronically homeless households" is limited to certain forms of housing and does not convey the whole scope of our community's efforts to assist the chronically homeless population?

    - Thank you for your question. The 2018 Pit Data draft will be updated to indicate that the sheltered data only includes Emergency Shelter and Transitional beds. In addition, a data source will be added – the 2017 HIC. The 2018 HIC data is not yet available for release. The review panel will be updated on the PIT draft data and on the HIC data during their training.

23. Should the funding amount requested on the cover page be the amount for three years, or just the first year? Thank you.

    - The funding amount on the cover page should be the amount for one year and match your annual budget.

24. Can you tell me where to access the trainings that are mentioned in the RFP? Thank you.

    - FAA agencies will be notified of trainings in the community when they become available. PBC Youth Services offers ACES training and PBC Community Services will make Racial Equity Training available to FAA agencies.

25. Having problems uploading external Audit. Website says file too big. Had no issues uploading same size file last year.

    - The file upload capacity has been increased. Please try again. Thank you.

26. I have a couple of questions regarding the FAA grant for Homelessness:
    – The Annual Budget that is requested – do you want the current annual budget or projected one for the 18-19 fiscal year even if it is not approved yet by the Board of Directors. If you want the current annual budget, would it be a problem if program budget would be less then the projected program budget for next fiscal year?
    – Do you want the unaudited Year End Financial Statements (Income and Balance Sheets) to be uploaded with the 990 for fiscal year-end?
    – Do you require a work plan that has time lines to be uploaded with the Scope of work document?

    - You can use your current budget. It will be fine to show the program budget as increasing for the next year.
    - Please provide the last complete audited version.
    - If a contract is awarded, the timeline for services will be finalized during contract negotiations.

27. I have a question about CyberGrants. Is there a reason that for Question 1I, there is a 10,000-character limit, but for Question 1J, there is a 1,500-character limit?

    - We apologize for the inconvenience. After further review of the questions, we have increased the allowable character limit to 4,000.

28. The logic model indicates that all answers must fit on "this page". Yet the only thing that seems to fit on the page are the headings. Is it really intended that the answers would be short enough to fit on the same page as the headings? It even appears there is a page break between the headings and the answer section. Is it intended that all answers will fit on ONE page? Thank you.

- Attached is a screenshot of a sample logic model with text entered in all areas. Different font sizes were used to show that if more space is needed, a smaller font might be needed. Some text were bolded to show how that makes a difference in available space.

Palm Beach County COMMUNITY SERVICES
Helping People Build Better Communities

Page 1 FY 2019 (Contract Year 2019-21) Financially Assisted Agencies (FAA) Logic Model/Evaluation Plan
All INFO MUST FIT ON THIS PAGE

Agency Name	XYZ Agency	Program Name	Much Needed Rapid Rehousing
Problem Statement	The quick brown fox ran down the hill. Jack be nimble, Jack be quick, Jack jumped over the candle stick. The end		
Program Goals	Program goals are to place homeless familes in stable and safe housing and to provide case management to help family maintain the housing.		

ACTIVITIES	OUTPUTS	OUTCOME STATEMENT	OUTCOME INDICATOR
The activities or interventions provided to the target population in order to achieve the outcome.	(1) The size and scope of the activities (interventions, treatments, workshops, classes, services, etc.) that result in a change in the participant (successful outcome). (2) Timeframe for completion of the activity. (3) Total # of participants provided the activity/intervention.	The qualitative statement of positive change in knowledge, attitude, skills, behavior, or condition of the participant(s) receiving the activity/intervention for the specified timeframe. The statement does not include numbers. **Example: Participants will move to stable (or violence free) housing.**	The quantitative measure of the projected number/percentage of participants to achieve the outcome in the expected timeframe during the contract period. Enter the outcome indicator in the following format example: 25 out of 50 participants, or 50%, will move to stable (or violence free) housing upon exiting the program.
Now is the time for all good men to come to the aid of their country. Mary had a little lamb, it's fleece was white as snow. And everywhere that Mary went the lamb was sure to go. It followed her to school one day; it was against the rules. It made the children laugh and play to see a lamb at school. Now is the time for all good men to come to the aid of their country. Mary had a little lamb, it's fleece was white as snow. And everywhere that Mary went thelamb was sure to go. It followed her to school one day; it was against the rules. It made the children laugh and play to see a lamb at school. Now is the time for all good men to come to the aid of their country. Mary had a little lamb, it's fleece was white as snow. And everywhere that Mary went thelamb was sure to go. It followed her to school one day; it was against the rules. It made the children laugh and play to see a lamb at school. FONT SIZE 9	1. Now is the time for all good men to come to the aid of their country. 2. Mary had a little lamb, it's fleece was white as snow. 3. And everywhere that Mary went the lamb was sure to go. 4. It followed her to school one day; it was against the rules. 5. It made the children laugh and play to see a lamb at school. 6. Now is the time for all good men t come to the aid of their country. 7. Mary had a little lamb, it's fleece was white as snow. And everywhere that Mary went thelamb was sur eto go. It followed her to school one day; it was against the rules. It made the children laugh and play to see a lamb at school. FONT SIZE 10 BOLD	Now is the time for all good men to come to the aid of their country. Mary had a little lamb, it's fleece was white as snow. And everywhere that Mary went the lamb was sure to go. It followed her to school one day; it was against the rules. It made the children laugh and play to see a lamb at school. FONT SIZE 11	Mary had a little lamb, it's fleece was white as snow. And everywhere that Mary went the lamb was sure to go. It followed her to school one day; it was against the rules. It made the children laugh and play to see a lamb at school. Mary had a little lamb, it's fleece was white as snow. And everywhere that Mary went the lamb was sure to go. It followed her to school one day; it was against the rules. It made the children laugh and play to see a lamb at school. FONT SIZE 12 BOLD

View page 2 on next page.

Palm Beach County COMMUNITY SERVICES
Helping People Build Better Communities

Page 2 FY 2019 (Contract Year 2019-21) Financially Assisted Agencies (FAA) Logic Model/Evaluation Plan
All INFO MUST FIT ON THIS PAGE

| Agency Name:	**XYZ Agency**	Program Name:	**Much Needed Rapid Rehousing**
TRACKING	**MEASURING**	**INTERNAL REPORTING**	**INTERNAL EVALUATION**
Describe the process for tracking or documenting clients, from program entry to exit, that will be served by FAA funds. Describe how data is maintained. If a data management system is used include the name of the data system.	(1) Describe the method (when, how, any requirements and/or exceptions) for measuring clients, beginning with baseline data when clients enter program, and additional measurement periods (example - quarterly, after 6 months, upon exiting program). (2) Enter name of the tool (survey, instrument, attendance log, case record, pre/post test, etc.) used to measure achievement of outcome.	(1) Identify staff, by name and title, responsible for compiling an INTERNAL FAA outcome report. (2) Describe the content and frequency of the report. Include program accomplishments and/or challenges. (3) Submit the INTERNAL FAA Outcome Report to vblackmo@pbcgov.org by the 15th of the month following the end of the preceeding quarter as shown below: Qtr 1: Oct - Dec (Report by Jan 15) Qtr 2: Jan - Mar (Report by Apr 15) Qtr 3: Apr - Jun (Report by July 15) Qtr 4: Jul - Sep (Report by Oct 15)	Describe the process for internal evaluation of the FAA program outcome including, but not limited to the following: (1) When and by whom are FAA data reports reviewed. (2) Determination if program is on track for achievement. The program must define the requirements for being on track. If not on track for achievement provide explanation and/or strategy for improving.
Mary had a little lamb; its fleece was white as snow, and everywhere that Mary went the lamb was sure to go. It followed her to school one day; it was against the rules. It made the children laugh and play to see a lamb at school. FONT SIZE 9	1. Mary had a little lamb; its fleece was white as snow. 2. And everywhere that Mary went the lamb was sure to go. 3. It followed her to school one day; it was against the rules. 4. It made the children laugh nd play to see a lamb at school. FONT SIZE 10 BOLD	Mary had a little lamb; its fleece was white as snow, and everywhere that Mary went the lamb was sure to go. It followed her to school one day; it was against the rules. It made the children laugh and play to see a lamb at school. FONT SIZE 11	1. Mary had a little lamb; its fleece was white as snow, and everywhere that Mary went thelamb was sure to go. 2. It followed her to school one day; it was against the rules. 3. It made the children laugh and play to see the lamb at school. FONT SIZE 12

EXTERNAL REPORTING: Following the FAA Program Data Reporting Instructions, quarterly reports from Client Track and SAMIS CDG will be run by Community Services staff on the 15th of the month as shown above for Internal Reporting. For Behavioral Health programs submit the FAA Outcome reports based on the same quarterly schedule shown in Internal Reporting above.

29. The Logic Model (first page) that I downloaded has a very large top margin. Much larger than the one shown on the screen. I am not sure how to get rid of it. If I could do that then I could fit on one page. You do not see it on the screen, but look at print preview and you will see what I mean. Thanks.

    - Here is the link for the Bidder's Conference presentation – http://discover.pbcgov.org/communityservices/financiallyassisted/PDF/RFP/2018/FY19_BiddersConferencePresentation.pdf
    Please review the Logic Model section, which begins at slide 21 – Specifically review slides 26 and 30.
    In order to view the logic model correctly in "Print Preview", just change the scaling settings on the page setup column as shown below:
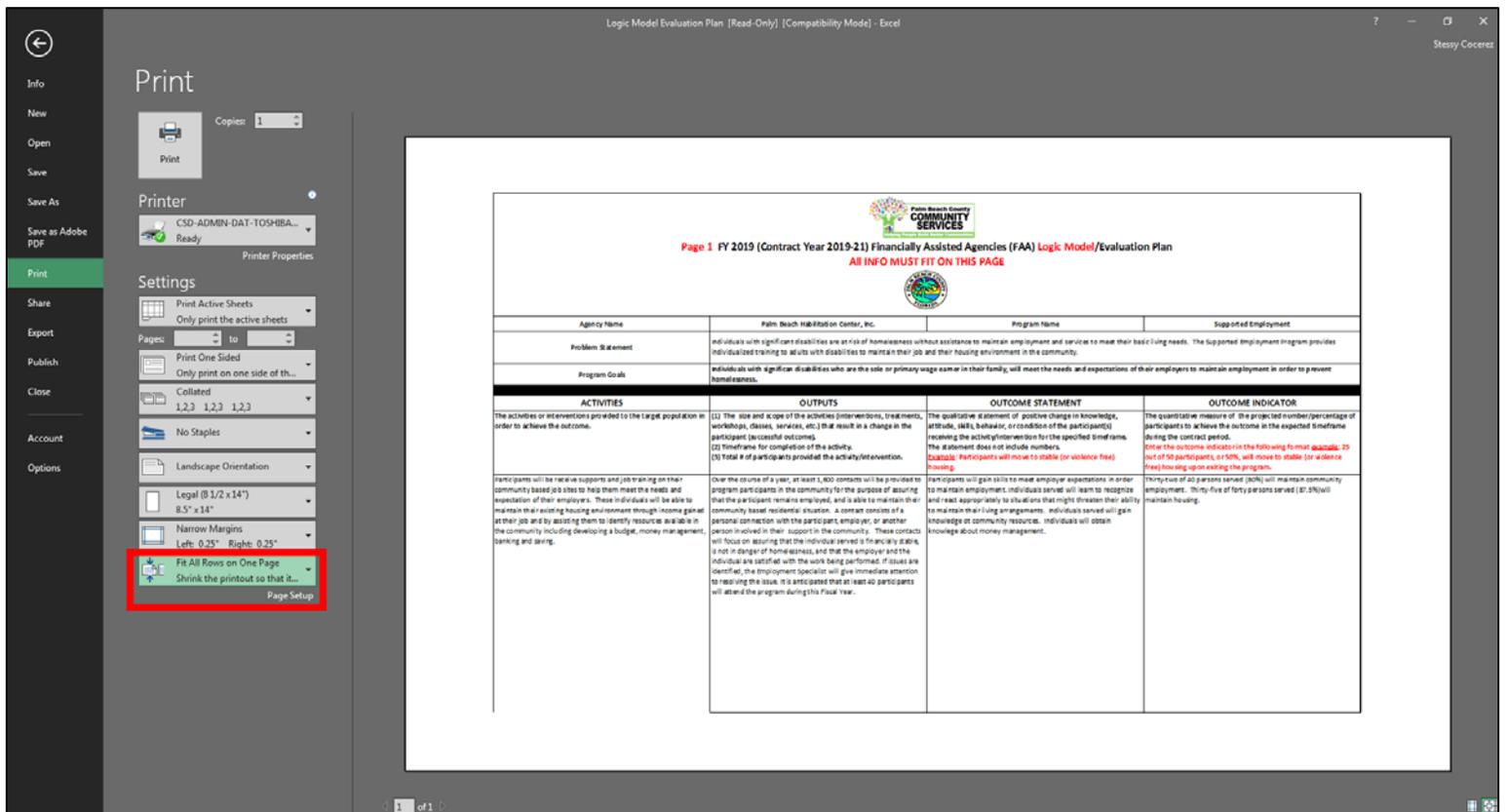
30. For question 1J, I cannot find the highlighted standards through the County's website. I did, however, find their Housing First standards. Is this what is referred to by PSH Standards, or might there be another document I am not seeing? Thank you in advance for your help.
    PS - this seems like it would have been the best chance for finding the document: http://discover.pbcgov.org/communityservices/humanservices/HHADocuments/Forms/AllItems.aspx

- The HHA does have permanent supportive housing (PSH) standards and they have been posted to the FAA RFP Page. They can be found here: http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx
  Additionally, PSH programs can use the Housing First Standards as well, which have also been posted to the same page.

31. Thank you, now I understand better. But we cannot figure out how to make a bullet point list in one cell of an Excel spreadsheet. Can you help?

    - The terminology referring to "bullet points" in the Bidder's Conference presentation is referring to short, concise responses, not actual bullet point formatting. You can use numbers or just put separated information on a separate line.

32. I just attempted to reach this link – http://discover.pbcgov.org/communityservices/financiallyassisted/PDF/Reports/FINAL_FAA_RFP_Guidance_2019_UpdatedLinks.pdf from the updated RFP and I was given an error message stating that the webpage cannot be found. This link is found on page 9 of the RFP. I received the same error message when clicking on this link – http://www.pbcgov.com/communityservices/programs/financiallyassisted/ This link is located on page 6 at the top. I know that this is the RFP, but I thought I would mention it while writing about the one above.

    - Thank you for letting us know. We will update the RFP Guidance document and post a new version with the updated links.

33. The application 1I and 1J both indicate they are required questions for Housing Focused Case Management. I is located with Rapid Rehousing and J is located under with Permanent Housing Projects. One gives room for a 10,000-character response, the other for a 4,000-character response. I am guessing that which one I complete has to do with whether we want to provide Housing Focused Case Management to a Rapid Rehousing project (1I) or a Permanent Housing Project 1(J). Is this correct? Thanks.

    - You are correct. Question 1I is for projects that are proposing a Rapid Re-Housing project AND/OR Housing Focused Case Management that supports RRH. Question 1J if for projects that are proposing Permanent Supportive Housing projects AND/OR Housing Focused Case Management that supports PSH.

34. Can clients who are currently enrolled in one of our active FAA grants also be enrolled in another FAA-funded grant related to homelessness or domestic violence/sheltering (contingent upon successful award of a grant in one of these categories)?
    - For example, for a client who is enrolled in our FAA Day Program for Palm Beach Adults with Developmental Disabilities/Special Needs, would they also be able to enroll in an FAA funded grant related to domestic violence/sheltering (contingent upon successful award of a grant in this category) if client services offered by each grant are different?

    Also, which of the following trainings will be provided through Palm Beach County?
    - Racial Equity Training
    - Adverse Childhood Experiences Training (ACE's)
    - Cultural Competency Training
    - Trauma Informed Care Training

    If any of the above trainings will be provided through Palm Beach County, what dates will these trainings be held and how would we register to attend?

    - If you are able to show through documentation that the specific services for each program were completed separately, then a client could potentially be enrolled in two FAA programs. Additionally, the client would need to meet the eligibility for the service in each program. If awarded funding, this would be discussed further during contract negotiation.
    PBC Youth Services offers ACES training and PBC Community Services will make Racial Equity Training available to FAA agencies. Dates and registrations details are not yet available but when they are FAA agencies will be notified of trainings in the community when they become available.

35. We have been entering data in SAMIS. Is this a different system from CMIS? If so, will we be required to enter data into both systems? Is there information about CMIS available to be reviewed before answering question number 4A? Thank you.

    - For agencies that are awarded funding in the Homelessness Category, CMIS is required. Please see page 12 of the FAA RFP guidance regarding the requirements for CMIS. If awarded funding, detailed information regarding CMIS will be provided during contract negotiation.

36. For agencies awarded Homelessness grants, will CMIS replace SAMIS as the database or will we use both? Thank you.

    - Yes, for Homelessness grants, CMIS will replace SAMIS CDG.

37. In the RFP guidance, it states that between April 16 – April 18, 2018 the Review Panel will meet to review and score proposals. Would you provide the specific days and times the reviewing and scoring of the proposals will take place for each service area? Or should agencies plan to send staff to cover the full three days from 8a – 5p (April 16, 17, and 18)?

    - Monday, April 16, 2018 will be for Homelessness, Tuesday, April 17, 2018 will be for Domestic Abuse, and Wednesday, April 18, 2018 is the backup day that we will use if we cannot finish the reviews on Monday and Tuesday. We should know before the end of Monday and Tuesday if Wednesday will need to be utilized. The times are from 9:00AM to 4:00PM.