



COMMUNITY SERVICES DEPARTMENT  
NOTICE OF FUNDING OPPORTUNITY  
(NOFO) INFORMATION GUIDANCE

For Economic Stability, Homelessness and  
Transportation Administration Services  
FY 2023 - FY 2024  
(October 1, 2022 - September 30, 2024)

**Released: November 1, 2022**

**Due date: November 18, 2022 at 12:00 PM EST**

Palm Beach County Board of County Commissioners (BCC)  
Community Services Department (CSD)  
810 Datura Street, Suite 200  
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# Table of Contents

SECTION I: FAA FUNDING GENERAL INFORMATION .....	4
INTRODUCTION.....	4
BACKGROUND.....	4
PROGRAM OVERVIEW .....	4
FUNDING AVAILABILITY .....	5
ELIGIBILITY .....	5
SECTION II: PROPOSAL SUBMISSION.....	6
SERVICE CATEGORY.....	6
PUBLISH/RELEASE DATE.....	7
DEADLINE DATE .....	7
TECHNICAL ASSISTANCE.....	7
CONTACT PERSON .....	8
SCHEDULE OF EVENTS/TIMELINE.....	8
EXPENSE OF PROJECT APPLICATION .....	9
PROJECT APPLICATIONS OPEN TO THE PUBLIC.....	9
CONE OF SILENCE.....	9
SECTION III: SCOPE OF SERVICES.....	10
TERMS OF SERVICE .....	10
TERMS AND CONDITIONS .....	10
RECOMMENDATIONS FOR SERVICES: HOMELESSNESS AND SUBCATEGORIES PALM BEACHCOUNTY.....	14
SECTION IV: CONTENTS OF PROPOSAL AND INSTRUCTIONS .....	19
FY 2022 - 2024 FAA HOMELESSNESS AND SUBCATEGORIES APPLICATION COMPONENTS.....	20
SECTION V: APPLICATION REVIEW PROCESS.....	28
SECTION VI: GRIEVANCE NOTICE FORM .....	29
SECTION VII: DEFINITIONS.....	30
ATTACHMENT 1: REQUIRED COVER SHEET.....	33
ATTACHMENT 2: FY 2022 – 2024 CSD NOFO RANKING GUIDE FOR REVIEW PANELIST – HOMELESSNESS (P2W) .....	34
ATTACHMENT 3: FY 2022 – 2024 CSD NOFO RANKING GUIDE FOR REVIEW PANELIST – HOMELESSNESS (P4S).....	35
ATTACHMENT 4: FY 2022 – 2024 CSD NOFO RANKING GUIDE FOR REVIEW PANELIST – ECONOMIC STABILITY (MOS).....	36
ATTACHMENT 5: FY 2022 – 2024 CSD NOFO RANKING GUIDE FOR REVIEW PANELIST – HOMELESSNESS (LTWTP).....	37
ATTACHMENT 6: FY 2022 – 2024 CSD NOFO RANKING GUIDE FOR REVIEW PANELIST – HTA .....	38
ATTACHMENT 7: INTERNAL CONTROL QUESTIONNAIRE .....	39
ATTACHMENT 8: LOGIC MODEL.....	47
ATTACHMENT 9: BUDGET.....	49

ATTACHMENT 10: SOW.....50  
EXHIBIT 1: INSURANCE.....51

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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 SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE (3) DAYS NOTICE. PLEASE CONTACT CSD AT (561) 355-4777 OR AT [CSD-FAAREP@PBCGOV.ORG](mailto:CSD-FAAREP@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) Homelessness Notice of Funding Opportunity (NOFO) for Fiscal Years 2023 - 2024 (October 1, 2022 – September 30, 2024). Proposed Homelessness programs are required to participate in the Continuum of Care to provide housing and support services for individuals and families experiencing homelessness.

#### BACKGROUND

BCC established the FAA program within the Palm Beach County Administrative Code, Section 305.07 - Payments to Financially Assisted Agencies, in the early 1980s to augment the County's own service mix to address human service needs by providing financial assistance to community-based organizations. The Health and Human Services (HHS) 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 County residents. The BCC adopted Resolution R90-1978 on November 13, 1990, which established the Citizens Advisory Committee on Health & Human Services (CAC/HHS) to provide input on FAA processes.

CSD administers FAA in furtherance of the Health and Human Services Element on behalf of the County.

#### NOFO PROGRAMS OVERVIEW

In line with the Leading the Way Home Plan ([https://discover.pbcgov.org/communityservices/humanservices/PDF/News/Leading\\_the\\_Way\\_Home\\_Report\\_Final.pdf](https://discover.pbcgov.org/communityservices/humanservices/PDF/News/Leading_the_Way_Home_Report_Final.pdf)), The Palm Beach County Human Services Homeless Section provides funding for a system of care that works to demonstrate positive change towards Palm Beach County's goal of ending homelessness through the provision of permanent housing interventions including rapid re-housing (RRH), permanent supportive housing (PSH), housing focused-case management, and employment activities. The Parks to Work (P2W) Subcategory program will provide participants with the skills and resources necessary to end their homelessness. The Pay for Success (P4S) Subcategory program will provide emergency placement in hotels/motels and provide housing focused comprehensive case management that leads to permanent housing placement. The Mobile Outreach Services (MOS) Subcategory program will Mobile Unit equipped with computers and internet access to assist vulnerable residents such as older adults, individuals with language barriers, and/or those with special needs with applying for emergency rental and utility assistance. The Transportation Administration Services for both the Leading the Way Home Transportation Program (LWHTP) and the Healthcare Transportation Access program (HTA) Subcategories will administrate transportation services for eligible persons to or from homeless shelters, or from the individual's current location. Transportation Services will also include transportation between shelters, or to and from medical appointments or clinics, detoxification facilities, public assistance offices and other local service providers

such as Career Source. Healthcare transportation access to meet the target population's need for rides in the moment, utilizing rideshare, taxi, or other licensed and insured car service providers, prioritizing cost effectiveness and efficiency of the service. The goal of the Transportation Service is to ensure clients make it to their appointments on time.

## FUNDING AVAILABILITY

All proposals must be specific to the Subcategories described within this NOFO. Applicants are not limited in the number of proposals they may submit, but must submit one application for each program. The funding available for this NOFO is determined by the BCC each year for each of the two (2) fiscal years covered by this NOFO.

The total funding estimated to be available for Fiscal Year (FY) 2023 is \$1,153,500 for the five (5) Subcategories, and will be distributed for each Subcategory as follows:

- Parks to Work (P2W) Subcategory - \$475,000
- Pay for Success (P4S) Subcategory - \$305,000
- Mobile Outreach Services (MOS) Subcategory - \$75,000

### Transportation Administration Services

- Leading the Way Home Transportation Program (LWHTP) Subcategory \$150,000
- Healthcare Transportation Access (HTA) Subcategory \$148,500

## ELIGIBILITY

Qualified entities submitting applications for FAA /Human Services (HS) Ad Valorem funds and/or HTA federal funds under The Public Health Service Act, Section 311(c) (42 U.S.C. 243(c)) and Subchapter XXIV (42 U.S.C. § 300ff, et seq.) shall meet all applicable statutory and regulatory requirements.

FAA Applicants must be nonprofit organizations. For-profit and government entities **are not eligible** to apply for FAA grants or to be sub-recipients of grant funds. All sub-recipients must also meet the eligibility standards as described below.

FAA Eligible Nonprofit Applicants must:

- Hold current and valid 501(c)(3) status as determined by the Internal Revenue Service.
- 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.
- Demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.
- 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>.
- Maintain contractual liability insurance substantially similar to the terms listed in **EXHIBIT 1: INSURANCE**, if awarded FAA funding.
- For the P2W Program, clients must minimally be paid the Florida Minimum Wage.
- Be a member of the Homeless and Housing Alliance of Palm Beach County.

**HTA Applicants** can be nonprofit organizations, states, local governments, and instrumentalities of state and local governments. For-profit entities are **not eligible** to apply for funding opportunities or to be sub-recipients

of an Applicant. All Applicant sub-recipients must also meet the eligibility standards as described in this NOFO.

HTA Proposers must:

- If a nonprofit organization, hold current and valid 501(c)(3) status as determined by the Internal Revenue Service.
- If a nonprofit organization, 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 Proposers intend to use sub-recipients, Proposers 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.
- If Proposers are awarded HTA funding, maintain contractual liability insurance as listed in [Exhibit 1, Required Insurance](#), or be self-insured if a state, local government, or instrumentality of state or local government.
- Demonstrate ability to adhere to administrative guidelines, including but not limited to, the implementation of a sliding fee scale and the reporting of program income.

Organizations will clearly identify how their service/program(s) address the Service Category and system of care as approved by the BCC.

## 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/>

- To begin the application, applicants must first review the SAMIS Access Guide in its entirety, to obtain the NOFO Invitation Code.
- All documents must be submitted by the deadline date per application instructions.
- **Late applications will not be accepted or reviewed.**

Unless previously approved by the Community Services Department due to a SAMIS technological issue, Applicants must submit at least one (1) online application package to be considered for funding.

## SERVICE CATEGORIES

1. FAA Services Subcategories: Parks to Work (P2W), Pay for Success (P4S), Mobile Outreach Services (MOS); and
2. Transportation Administration Services Subcategories:

Leading the Way Home Transportation Program (LWHTP); and Healthcare Transportation Access

(HTA).

For a complete description of Service Categories eligible activities, please refer to the [Recommendations for Services](#) section (page 14).

### **PUBLISH/RELEASE DATE**

Tuesday, November 1, 2022, 12:00 pm EST

### **DEADLINE DATE**

Proposals, submitted through the online application website, must be completed and received by **12:00 PM EST on November 18, 2022**. Proposals submitted after 12:00 pm to the website will not be accepted or reviewed.

### **TECHNICAL ASSISTANCE**

CSD will hold a **Technical Assistance Conference** for Applicants from 10:00 am to 12:00 pm on **Friday, November 4, 2022** using WebEx (Online). Please check the FAA website for changes to the meeting location.

#### **Webinar topic:**

Community Services Department NOFO Technical Assistance Meeting

#### **Date and time:**

Friday, Nov 4, 2022 10:00 am | (UTC-04:00) Eastern Time (US & Canada)

#### **Join link:**

<https://pbc-gov.webex.com/pbc-gov/j.php?MTID=me5c8711978970912825357f41c124478>

#### **Webinar number:**

2304 691 0294

#### **Panelist password:**

jjR22Mawh5E (55722629 from phones and video systems)

#### **Join by video system**

Dial 23046910294@pbc-gov.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

#### **Join by phone**

+1-904-900-2303 United States Toll (Jacksonville)

1-844-621-3956 United States Toll Free

Access code: 230 469 10294

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 NOFO Coordinator by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at [CSD-FAARFP@PBCGOV.ORG](mailto:CSD-FAARFP@PBCGOV.ORG) or by phone at (561) 355-4777.

Also, those wishing to make public comments may contact FAA NOFO Coordinator by sending your comments email: [CSD-FAARFP@PBCGOV.ORG](mailto: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](mailto: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](mailto:CSD-FAARFP@PBCGOV.ORG) at least three (3) business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

NOFO technical assistance questions **must** be made in writing and emailed to [CSD-FAARFP@PBCGOV.ORG](mailto: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 NOFO Technical Assistance questions to CSD is 12:00 PM EST on November 17, 2022, which is one (1) business day before the submission deadline.

## CONTACT PERSON

This NOFO is issued, as with any addenda, for the BCC by CSD. The contact for all FAA / Ad Valorem Homelessness and Subcategories application inquiries is by email at [CSD-FAARFP@PBCGOV.ORG](mailto:CSD-FAARFP@PBCGOV.ORG).

## SCHEDULE OF EVENTS/TIMELINE

### FY 2023 - 2024 FAA HOMELESSNESS AND SUBCATEGORIES NOFO TIMELINE

Please check the FAA website for **updates** to the time, date, and location of the following meetings:

DATE	ITEM	RESPONSIBLE
November 1, 2022	FAA Homeless and Subcategories NOFO Release Day - Available for Public	CSD
November 4, 2022	Technical Assistance Conference 10:00 AM EST	CSD Applicants
November 7, 2022	Homeless and Subcategories NOFO Non-Conflict Review Panel Training	CSD Reviewers
November 17, 2022	Final day to submit written questions 12:00 PM (Noon) EST	Applicants
November 18, 2022	<b>FAA HOMELESSNESS NOFO PROPOSAL SUBMISSION DEADLINE - 12:00 PM (Noon) EST</b>	Applicants
November 18, 2022	Cone of Silence Begins for FAA / Ad Valorem Homeless NOFO	CSD, Applicants, Reviewers, BCC



November 28, 2022	Homeless Non-Conflict Review Panel meet to review and score proposals	CSD Reviewers
November 28, 2022	Staff reconciles Non-Conflict Review Panel rankings and funding availability to develop recommended allocations	CSD
November 28, 2022	Funding Recommendations Posted on FAA Website	CSD
December 5, 2022	Final date to file a Funding Grievance – 7 Business Days following Funding Recommendations Posted on FAA Website	Applicants
February 15, 2023	FAA Contracts Presented to the BCC for Approval	CSD BCC
February 15, 2023	Cone of Silence Ends for FAA Homelessness and Subcategories NOFO	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 Homelessness 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 November 18, 2022 at 12:00 pm EST, until the final FAA allocations are approved by the BCC, approximately February 15, 2023.

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](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 SERVICE**

FAA Subcategories Funding Term:	12 months, automatically renewable for up to one (1) additional 12-month periods
FAA Subcategories Start Date:	Date of Execution
FAA Subcategories End Date:	September 30, 2023
HTA Subcategory Funding Term:	12 month, automatically renewable for up to one (1) additional 12-month periods
HTA Subcategory Start Date:	Date of Execution
HTA Subcategory End Date:	February 28, 2024

All contracts are contingent upon annual appropriations by the BCC and Congress.

### **TERMS AND CONDITIONS – FAA**

- 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 online 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. 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.

**5. 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.

**6. Non- Discrimination**

The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the Applicants warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, 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 or expression, or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

As a condition of entering into the agreement, the Applicants represents and warrants that it will comply with the County’s Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the Applicants shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of sub-contractors, vendors, suppliers, or commercial customers, nor shall the Applicants retaliate against any person for reporting instances of such discrimination. The Applicants shall provide equal opportunity for sub-contractors, vendors and suppliers to participate in all of its public sector and private sector sub-contracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County’s relevant marketplace in Palm Beach County. The Applicants understands and agrees that a material violation of this clause shall be considered a material breach of the agreement and may result in termination of the agreement, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Applicants shall include this language in its sub-contracts.

**7. Homeless and Housing Alliance (HHA)**

Agencies that are awarded funding are required to participate in coordinated-entry in collaboration with the Palm Beach County Continuum of Care (CoC) - Homeless and Housing Alliance (HHA). Any agency receiving FAA funding will be expected to adhere to the Standards of Care for their component, as adopted by the HHA. Funded agencies must also become a member in good standing of the HHA within the first year of their project. To qualify as a member in good standing, organizations must meet the HHA attendance requirements – sixty percent (60%) attendance at the general HHA meetings and seventy percent (70%) attendance at sub-committee meetings, as defined in the HHA Government Charter, Article 3, Section 2 found at [www.hhapbc.org](http://www.hhapbc.org).

**8. Homeless Management Information System (HMIS) / Client Management Information System (CMIS)**

All agencies awarded FAA funds must participate in HMIS/CMIS. All clients served with FAA funds must be entered into HMIS/CMIS. Funding requires that all clients served be entered and exited (if applicable) in HMIS during the respective fiscal year. Agencies must execute the required partner and user agreements with Palm Beach County and must participate in the data sharing of HMIS/CMIS on an on-going basis throughout the term of their FAA agreement in order to maintain eligibility for

reimbursement. Provisions are in place within HMIS/CMIS to protect client confidentiality, yet still report statistical data. Domestic Violence Agencies are exempt from this requirement and will be required to enter into SAMIS.

**9. Participate in Annual Point in Time (PIT) Count and Housing Inventory Chart (HIC)**

The PIT Count is an annual count of those experiencing homelessness in Palm Beach County on the streets and in shelters. The PIT Count is a community-wide undertaking that requires a large amount of volunteers and coordination to accomplish the goal of accurately counting all unsheltered homeless in Palm Beach County. FAA recipients are required to assign staff volunteers in outreach teams or fixed locations to help complete surveys with homeless individuals.

The Homeless Inventory Chart (HIC) is a required report by the U.S. Department of Housing and Urban Development (HUD) that counts every bed available (Permanent Supportive Housing, Hotel/Motel, Emergency Shelter, Transitional Housing and Safe Haven) in the CoC. It is completed by the CSD Division of Human and Veteran Services with input from every agency in the CoC. Reporting for the HIC will be required of all FAA Agencies.

Additional terms and conditions will be included in the program agreement and are contained on the FAA website, as **FAA Standard Terms and Conditions**, located at:

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

**TERMS AND CONDITIONS – HTA**

The following HTA terms and conditions applicable to all proposers who receive awards under this NOFO include, but are not limited to:

**1. RIGHT TO INSPECT**

All Provider books and records, as they relate to the grant, must be made available for inspection and/or audit by the County, HRSA, and any organization conducting reviews on behalf of the CARE Council without notice. In addition, all records pertaining to the grant must be retained in proper order by the Provider for at least seven (7) years following the expiration of the agreement, or until the resolution of any questions, whichever is later.

**2. ASSIGNMENT**

Providers shall not assign, transfer, convey, sublet or otherwise dispose of any of its rights or obligations to any person, company or corporation without prior written consent of the County.

**3. RULES, REGULATIONS AND LICENSING REQUIREMENTS**

Providers and their staff must possess all required State of Florida licenses, as well as, all required Palm Beach County occupational licenses. In addition, Providers shall comply with all laws, ordinances and regulations applicable to the contracted services, especially those applicable to conflict of interest. Providers are presumed to be familiar with all Federal, State and local laws, ordinances, codes, rules, and regulations that may in any way affect the delivery of services.

**4. PERSONNEL**

In submitting their proposals, the Proposers are representing that the personnel described in their proposal shall be available to perform services described, barring illness, accident or other unforeseeable events of a similar nature, in which case, the Provider must be able to provide a qualified replacement. The County must be notified of all changes in key personnel within five (5) working days

of the change. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the Provider under its sole direction, and not employees or agents of the County.

## **5. INDEMNIFICATION**

AGENCY shall protect, defend, reimburse, indemnify, save and hold the COUNTY, its agents, employees, officers and elected officials harmless from and against any and all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Agreement or due to the acts or omissions of AGENCY.

AGENCY will hold the COUNTY harmless and will indemnify the COUNTY for any funds that the COUNTY is obligated to refund the Federal Government based on the AGENCY's provision of services, or failure to provide services, pursuant to this Agreement, including but not limited to, determinations of client eligibility for Ryan White HIV/AIDS Treatment Extension Act of 2009 funds. The AGENCY also agrees that funds made available pursuant to this Agreement shall not be used by the AGENCY for the purpose of initiating or pursuing litigation against the COUNTY.

## **6. CERTIFICATIONS, ASSURANCES, CASH FLOW COMMITMENT AND PUBLIC ENTITY CRIMES**

No Proposer shall be awarded or receive a County contract or management agreement for procurement of goods or services (including professional services) unless such Proposer has submitted the completed Certifications, Assurances and Cash Flow Commitment forms.

In accordance with Sections 287.132-133, F.S., a Provider, its affiliates, suppliers, subcontractors and consultants who will perform under this grant, shall not have been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date of contract.

## **7. AMERICANS WITH DISABILITIES (ADA)**

Providers must meet all the requirements of the Americans with Disabilities Act (ADA), which shall include, but not be limited to, posting a notice informing service recipients and employees that they can file any complaints of ADA violations directly with the Equal Employment Opportunity Commission (EEOC), One Northeast First Street, Sixth Floor, Miami, Florida 33132.

## **8. NON-EXPENDABLE PROPERTY**

Non-expendable property is defined as tangible property of a non-consumable nature that has an acquisition cost of \$1000 or more per unit, and an expected useful life of a least one year (including books). All such property purchase requested in your proposal shall include a description of the property, the model number, manufacturer, and cost. An inventory of all property purchased with Ryan White funds must be attached to your proposal.

## **9. STANDARDS OF CONDUCT FOR EMPLOYEES**

Provider organizations must establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business or other ties. Therefore, each institution receiving financial support must have written policy guidelines on conflict of interest and the avoidance thereof. These guidelines should reflect State and local laws and must cover financial interests, gifts, gratuities and favors, nepotism, and other areas such as political participation and bribery. These rules must also indicate the conditions under which outside activities, relationships or financial interest are proper or improper, and provide

for notification of these kinds of activities, relationships or financial interests to a responsible and objective institution official. For the requirements of code of conduct applicable to procurement under grants, see the procurement standards prescribed by 45 CFR Part 74, Subpart P and 45 CFR Part 92.36.

The rules of conduct must contain a provision for prompt notification of violations to a responsible and objective Recipient official and must specify the type of administrative action that may be taken against an individual for violations. Administrative actions, which would be in addition to any legal penalty (ies), may include oral admonishment, written reprimand, reassignment, demotion, suspension or separation. Suspension or separation of a key official must be reported promptly to the County.

A copy of the rules of conduct must be given to each officer, employee, board member and consultant of the Provider organization who is working on the grant supported project or activity and the rules must be enforced to the extent permissible under state and local law or to the extent to which the Recipient determines it has legal and practical enforcement capacity. The rules need not be formally submitted to and approved by the County; however, they must be made available for a review upon request, for example, during a site visit.

## **10. HIPAA PRIVACY RULES**

Proposers must describe how they are complying with the Health Insurance Portability and Accountability Act (HIPAA). Providers will need to detail their efforts to comply with HIPAA regulations to the extent that such regulations are applicable to the Provider. If the Provider does not provide services that fall under HIPAA Privacy Rules, a statement to that effect may be provided.

Additional terms and conditions are contained in the RW Standard Terms and Conditions, as amended, which are located at <https://discover.pbcgov.org/communityservices/Pages/Ryan-White-CARE.aspx>.

## **RECOMMENDATIONS FOR SERVICES: NOFO SUBCATEGORIES PALM BEACH COUNTY**

Qualified entities are invited to submit applications to provide FAA and HTA Subcategories 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 innovative and competitive the proposal is in relation to other proposal(s) submitted in the applicable subcategory. The RANKING of the proposals is reflective of how imperative and critical the services are to the Continuum of Care and to ensure availability and access by the target population. Ranking will be based on priorities developed using data gathered by CSD's Division of Human and Community Action (HSCA). Data include the annual 2022 Point-In-Time (PIT) Count, *Leading the Way Home – Palm Beach County's Plan to End Homelessness* (located at: <http://www.thehomelessplan.org/ourgoals/endhomelessness.htm>), and Community Summit on Unsheltered Homelessness held in August 2022.

### **Point-in-Time (PIT) Count**

The PIT Count is an annual measurement required by the U.S. Department of Housing and Urban Development (HUD) for data gathering purposes. The results of the 2022 PIT Count indicated that 1,404 people were experiencing homelessness in Palm Beach County at the time of the count in February 2022. The results further indicated that family homelessness has increased by almost six percent (6%) senior homelessness increased by 14 percent (14%), and persons experiencing chronic homelessness increased by four percent (4%).

## Leading the Way Home, Palm Beach County’s Plan to End the Cycle of Homelessness

In 2008, a community-based, multi-stakeholder leadership group launched an ambitious strategy to end homelessness in Palm Beach County within ten years. The Ten-Year Plan, provided a blueprint for ending homelessness through seven (7) goals and sixty-three (63) action steps that focused on the development of a robust, coordinated service delivery system to ensure that every homeless person has a place to call home. *Leading the Way Home, Palm Beach County’s Plan to End the Cycle of Homelessness* was developed after the Ten-Year Plan to End Homelessness concluded in 2018. The new Plan outlines six (6) key areas of focus: 1. Engage Healthcare/Primary Care/Behavioral Health entities in Homelessness efforts; 2. Increase access to Permanent Supportive and other Permanent Housing; 3. Align Funding and Investments; 4. Expand Support Services; 5. Expand Engagement and Advocacy; and 6. Enhance Homeless System of Care.

### Community Summit on Unsheltered Homelessness

On August 26, 2022, the HHA held a Community Summit on Unsheltered Homelessness attended by people experiencing homelessness, local government, and providers of services to people experiencing homelessness, health care providers, housing authorities, law enforcement, domestic abuse shelters, veteran’s services, education, first responders, public transportation, the justice system, faith-based entities and many others. The summit produced an enormous amount of information, regarding issues of concern as well as suggestions and ideas for system improvement. The top five issues identified were: affordable housing, access to medical care, access to behavioral health care, evictions due to rent increases, and the need for immediate housing placement from the street.

See [ATTACHMENT 2](#), [ATTACHMENT 3](#), [ATTACHMENT 4](#), [ATTACHMENT 5](#) and [ATTACHMENT 6](#) for the priority guidance that proposal reviewers will use for the review process. See [SECTION VII](#) for definitions.

### ***FUNDING PRIORITY FOR CSD ECONOMIC STABILITY, HOMELESSNESS AND TRANSPORTATION SUBCATEGORIES NOFO***

#### **Annual Funding for FAA Ad Valorem Homeless**

<b>Service Subcategory</b>	<b>Services include but are not limited to:</b>	<b>Estimated Funds Available</b>
Parks to Work (P2W)	Supportive Services (obtaining birth certificates and licenses, access to counseling, substance abuse services, behavioral health care, health care etc.	\$475,000
	Access to Job Training, mainstream resources and shelter	
	Access to shelter and food for each day of P2W work (Shelter must be inspected by certified HUD inspector prior to placement)	
	Salary paid for daily work (up to 22 weeks)	
	Transportation to and from job sites	
	Tools, uniforms and shoes	

	Connection to Career Source Employment Specialist	
Pay for Success (P4S)	Referrals	\$305,000
	Case Management	
	Hotel Placement	
	Move-In Costs	
	Permanent Housing Placement Bonus paid upon the successful completion of 90-days of permanent housing	
Mobile Outreach Services (MOS)	Provide computers and internet access	\$75,000
	Assistance with applying for emergency rental and utility assistance	
	Community outreach/engagement	
Transportation Administration Services – Prefer One (1) Administrative/Fiscal Agent to administer these services		
Leading the Way Home Transportation Program (LWHTP)	Client transportation Services – Administration capped at 10%, Direct Service Costs to coordinate transportation services via Rideshare and/or Taxi services, etc.	\$150,000
Healthcare Transportation Access (HTA)	Client transportation Services. - Administration capped at 10%, Direct Service Costs to coordinate transportation services via Rideshare and/or Taxi services, etc.	\$148,500
	FAA and Transportation Subtotal:	\$1,153,500

***FUNDING PRIORITY FOR FAA ECONOMIC STABILITY, HOMELESSNESS AND TRANSPORTATION SUBCATEGORIES NOFO***

***1. Homeless - Parks to Work (P2W) Subcategory***

Target Population: Households consisting of individual persons age 18 or over, experiencing literal (Category 1) homelessness in Palm Beach County with a preference for unsheltered persons

Strategies:

- a. Employment – job training, linkage with appropriate social services and main stream resources; and healthcare.
- b. Emergency Shelter – short-term emergency shelter and supportive services.

***2. Homeless - Pay for Success (P4S) Performance Based Subcategory***

Target Population: Households defined as unsheltered Individual Persons and Unsheltered Families (as defined by HUD) experiencing literal (Category 1) homelessness in Palm Beach County

Strategies:



- a. Housing First Emergency Shelter via Hotel/Motel and supplies with Housing-Focused Case Management Permanent Supportive Housing or Rapid-Re Housing with Housing-Focused Case Management.
- b. \$2,000 Permanent Housing placement performance bonus paid upon the Client's completion of 90-day retention in permanent housing.
- c. Referrals for Homeless Outreach Team services will come through Coordinated Entry.

### **3. *Economic Stability - Mobile Outreach Services (MOS)***

Target Population: County-wide low-income (50% or less Area Median Income (AMI)) neighborhoods that include, but are not limited to Belle Glade, Pahokee, South Bay, Boca Raton (Pearl City), Delray Beach, Boynton Beach, Lake Worth, West Palm Beach, Riviera Beach, Lake Park, Jupiter (Limestone Creek/Kennedy Estates).

Strategies:

- A. Mobile Unit equipped with computers and internet access to assist vulnerable residents such as older adults, individuals with language barriers, and/or those with special needs with applying for emergency rental and utility assistance.
- B. Coordination with local funders, municipalities, key business leaders and partners, civic / grassroots leaders, non-profit groups, and faith-based leaders.
- C. Referrals for MOS services will come from community outreach.

## **Transportation Administration Services Subcategory**

### **4. *Leading the Way Home Transportation Program (LWHTP) Services***

Target Population: Households defined as unsheltered Individual Persons and Unsheltered Families (as defined by HUD) experiencing literal (Category 1) homelessness in Palm Beach County.

Strategies:

- A. LWHTP will provide and/or coordinate transportation services for eligible persons (as determined by the referring Agency) experiencing homelessness to or from homeless shelters, or from the individual's current location. The LWHTP will also include transportation between shelters, or to and from medical appointments or clinics, detoxification facilities, public assistance offices and other local service providers such as Career Source. The goal of the service is to ensure clients make it to their appointments on time.
- B. Referrals for transportation will come from the Homeless Outreach Teams, and/or the Emergency Shelters. In rare instances, transportation may be needed from Palm Beach County government buildings to emergency shelter or hotels. The LWHTP is expected to respond within 30 minutes of referral and provide a time of pick up based on the urgency and priority of the referral.

### **5. *Healthcare Transportation Access (HTA) Services***

Target Population: Clients of Palm Beach County Community Services or contracted agencies, their families, and their care givers who are residents of Palm Beach County.

Strategies:

- A. HTA will provide healthcare transportation access to meet the target population’s need for rides in the moment, utilizing rideshare, taxi, or other licensed and insured car service providers, prioritizing cost effectiveness and efficiency of the service. The goal of the service is to ensure clients make it to their appointments on time.
  
- B. Referrals for transportation will come from Community Outreach, Response and Engagement (CORE) teams and community partners. After establishing eligibility for the service, clients will be able to request rides directly. The Healthcare Transportation Access provider is expected to be able to respond to requests immediately during regular business hours and have a mechanism in place to accommodate after hours requests. The provider is also expected to be able to accommodate needs for rides in the moment, utilizing rideshare, taxi, or car service providers, prioritizing cost effectiveness and efficiency of the service. The goal of the service is to ensure clients make it to their appointments on time.

NOTE: P2W and P4S services in the Homelessness Service Category should address outcomes and performance measures that demonstrate positive change toward the County’s goal of ending homelessness. All efforts should align with the following:

- *Palm Beach County Leading the Way Home, Palm Beach County’s Plan to End the Cycle of Homelessness* <https://discover.pbcgov.org/communityservices/humanservices/Pages/default.aspx>.
  
- 2022 PIT Count Data <https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>

Proposals should include strategies and interventions that respond to the data provided.

***REQUIRED OUTCOMES***

**Required Outcomes for Logic Models for the Homelessness Service Category**

*For Agency-provided percentages, please use prior data and outcomes to choose an appropriate percentage*

Homeless - Parks to Work (P2W)

A minimum of **18** unduplicated clients served  
\_\_\_% of Clients will become permanently housed  
\_\_\_% of Clients will maintain employment

Homeless - Pay for Success (P4S)

A minimum of 20 unduplicated clients served  
\_\_\_% of Clients served will be placed in hotel/motel emergency shelters  
\_\_\_% of Clients will be placed in sustainable permanent housing

Economic Stability - Mobile Outreach Services (MOS)

\_\_\_% of Clients referred for to receive assistance with applying for emergency services  
\_\_\_% of Clients that receive assistance applying for emergency services

## 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>

Paper copies are available upon request.

The CSD NOFO Subcategories NOFO Guidance is for reference purposes only as the proposal must be submitted through the CSD NOFO Application 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 **Tuesday, November 18, 2022 at 12:00 PM (Noon) EST**. In order to be considered for funding, Application Packages shall be timely submitted on the CSD NOFO Application Submission Website:

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

Applications may 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 Homelessness and Subcategories NOFO Guidelines.
- Understandable to people unfamiliar with the agency or its area of expertise.
- Specifically address the funding priorities set out in this NOFO.

Please refer to this FAA Homelessness and Subcategories NOFO guidance for further description or definitions.

The Non-Conflict Review Panel meetings, during which the Review Panel will review and score all applications, is scheduled as follows. The meeting will be held in-person at 810 Datura Street, West Palm Beach, FL. 33401, Human Services Conference Room, and online for the public using WebEx, from 9 am to 4 pm (end time is dependent on the number of applications received). Please check the FAA website for changes to the meeting location.

Webinar topic:

FY2023 NOFO for Economic Stability, Homelessness, and Transportation Administration Services Review Panel Meeting

Date and time:

Monday, Nov 28, 2022 9:00 am | (UTC-05:00) Eastern Time (US & Canada)

Join link:

<https://pbc-gov.webex.com/pbc-gov/j.php?MTID=mdfc3c7d63821d7735e6e1996dba40255>

Webinar number:

2312 524 7586

Webinar password:

YuppdWtN843 (98773986 from phones)

Join by phone

+1-904-900-2303 United States Toll (Jacksonville)

1-844-621-3956 United States Toll Free

Access code: 231 252 47586

Members of the public who plan to attend the meeting in person are asked to please notify FAA NOFO Coordinator, as soon as possible at [CSD-FAARFP@PBCGOV.ORG](mailto: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, Human Services Conference Room.

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

Anyone interested in additional information may contact FAA NOFO Coordinator by mail at 810 Datura Street, West Palm Beach, FL 33401, by email at [CSD-FAARFP@PBCGOV.ORG](mailto: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](mailto: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](mailto: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](mailto:CSD-FAARFP@PBCGOV.ORG) at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

## FAA ECONOMIC STABILITY, HOMELESSNESS AND TRANSPORTATION ADMINISTRATION SERVICES SUBCATEGORIES APPLICATION COMPONENTS

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

### Proposal

**CSD NOFO Invitation Code**

**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

## NOFO Required Cover Sheet

Click to download the REQUIRED NOFO Cover Sheet Template. See [ATTACHMENT 1](#). 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\_FY23

## CSD NOFO Information Document

Click to download the FAA SUBCATEGORY 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 7](#).

- 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

## 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

## Performance Improvement Plan (2000 Characters)

Please describe how your agency responds to requests for performance improvement plan.

## **I. CSD NOFO Project Narrative (25 Points)**

### **Economic Stability, Homelessness and Transportation Administration Services Subcategories**

#### **1. Program (Subcategory) Type**

Select the program type from the following options:

- Homeless - Parks to Work (P2W)
- Homeless - Pay for Success (P4S)
- Economic Stability - Mobile Outreach Services (MOS)

Transportation Administration Services:

- Homeless - Leading the Way Home Transportation Program (LWHTP)
- Healthcare Access Transportation (HTA)

#### **2. Target Client Population**

Select the client population proposed to be served from the following options:

- P2W ONLY - Households consisting of individual persons age 18 or over, experiencing literal (Category 1) homelessness in Palm Beach County with a preference for unsheltered persons.
- P4S - Households defined as unsheltered Individual Persons and Unsheltered Families (as defined by HUD) experiencing literal (Category 1) homelessness in Palm Beach County.
- MOS ONLY - low-income (50% or less Area Median Income (AMI)) neighborhoods that include, but are not limited to Belle Glade, Pahokee, South Bay, Boca Raton (Pearl City), Delray Beach, Boynton Beach, Lake Worth, West Palm Beach, Riviera Beach, Lake Park, Jupiter (Limestone Creek/Kennedy Estates).
- Not Applicable to Transportation Administration Services Subcategory

#### **3. Target/Clients/Population to be served (1500 Characters)**

Describe the clients/population that the Proposal will serve.

#### **4. Number Served (500 Characters)**

Specify if agency will be serving individuals or families households. List the total number of unduplicated households/persons in the households that will be served. Specify the number on a monthly and annual basis.

#### **5. Coordination (1500 Characters)**

How will your proposed activity coordinate with the County's Homeless Resource Centers and the current system of care? How has your agency been involved with Coordinated Entry? If your agency has not been involved, please describe your willingness to become involved and timeline for participation. How will your proposed activity coordinate with other mainstream systems of care to ensure the target population has access to additional resources?

#### **6. Key Staff (1500 Characters)**

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.

#### **7. Organizational Capacity (4000 Characters)**

Describe the capacity of your organization. Include the following in your description:

- 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

### **8. Inclusivity (4000 Characters)**

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.

### **9. Racial Equity (4000 Characters)**

Describe the steps your agency has 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?

### **10. Trainings (4000 Characters) – Not Applicable to Transportation Administration Services Subcategory**

Describe on-going or planned efforts to ensure staff receives the following trainings and how they would be incorporated into service delivery:

Required:

- Trauma-Informed Care (TIC), Adverse Childhood Experiences (ACEs), Motivational Interviewing (MI) training
- Cultural Competency/Humility Training

Optional (for all Subcategories):

- Racial Equity Training
- Lesbian, Gay, Bi-Sexual, Transgender, Questioning (LGBTQ) Cultural Competency

### **11. How Clients Selected (4000 Characters)**

Describe how clients will be selected for service(s).

### **12. Type of Service (2000 Characters)**

Describe the types of services to be offered.

### **13. COC-HHA Standards (3000 Characters) – Not Applicable to Transportation Administration Services Subcategory**

Describe how the HHA Emergency Shelter, RRH, PSH, Housing First, and/or Housing-Focused Case Management standards have been utilized in establishing/operating the program.

### **14. Parks to Work (P2W) (6000 Characters)**

#### **FOR P2W PROJECTS ONLY**

For P2W Projects, provide a means of employment to homeless persons who are 1) difficult to employ or 2) have not been employed consistently in several years.

- a. How will clients be selected for service(s); describe how you will follow the required eligibility guidelines?
- b. Describe how the Agency will provide the service(s)?
- c. How will the Agency partner with the other Agencies providing similar services to the target

- population and/or permanent housing interventions?
- d. How will the Agency comply with HHA's Standards?

**15. Pay for Success (P4S) (6000 Characters)**  
**FOR P4S PROJECTS ONLY**

For P4S Projects, provide emergency placement into hotels/motels and provide comprehensive case management that leads to permanent housing placement.

- a. How will clients be selected for service(s); describe how you will follow the required eligibility guidelines
- b. Describe how the Agency will provide the service(s)?
- c. How will the Agency partner with the other Agencies providing similar services and/or permanent / permanent supportive housing interventions?
- d. How will the Agency comply with HHA's Standards?

**16. Mobile Outreach Services (MOS) (6000 Characters)**  
**FOR MOS PROJECTS ONLY**

For MOS Projects, a mobile unit equipped with computers and internet access to assist vulnerable residents such as older adults, individuals with language barriers, and/or those with special needs with applying for emergency rental and utility assistance.

- a. How will clients be selected for service(s); describe how you will follow the required eligibility guidelines?
- b. Describe how the Agency will provide/coordinate the service(s)?
- c. How will the Agency partner with the other Agencies providing similar services?

**17. Leading the Way Home Transportation Program (LWHTP) (6000 Characters)**  
**FOR LWHTP PROJECTS ONLY**

For LWHTP Projects, provide transportation administration services for the persons experiencing homelessness to or from homeless shelters, from an established site or by appointment from the individual's current location

- a. Describe how the Agency will provide the service(s)?
- b. How will the Agency partner within the other Agencies providing similar services?

**18. Healthcare Transportation Access (HTA)**  
**FOR HTA PROJECTS ONLY**

For HTA Projects, provide transportation administration services for clients to or from medical and support services appointments that contribute to their healthcare success. This service will also provide transportation to services like driver's licenses, vehicle registration, insurance offices, traffic court, polling places, grocery shopping, job interviews, classes, and similar services or by appointment from the individual's current location (within Palm Beach County).

- a. Describe how the Agency will provide the service(s)?
- b. How will the Agency partner within the other Agencies providing similar services?



## II. Evaluation Approach (15 Points)

### 19. FAA Logic Model- Not Applicable to Transportation Administration Services Subcategories

Click to download the ROMA Plan/Logic Model. Please upload once you have completed the form. See [ATTACHMENT 8](#).

- Ensure outcomes are SMART (specific, measurable, achievable, realistic, time bound).
- Ensure outcomes are reflective of the required outcomes stated in the FAA NOFO Guidance.
- **Please upload your document in the same format as the template: doc OR .docx**
- **Please name your document as such: (Agency Name or Initials)ROMALM\_FY23**

### 20. Program Evaluation and Best Practices (4000 Characters) - Not Applicable to Transportation Administration Services Subcategories

How does your agency use program evaluation and best practice program models to develop and implement the programs that you operate?

### 21. Overall Evaluation Approach (4000 Characters) - Not Applicable to Transportation Administration Services Subcategories

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.

## III. Prior Outcomes And Response To Community Data (10 Points)

### 22. Prior Outcomes (4000 Characters) - Not applicable to Transportation Administration Services Subcategories

Discuss prior outcomes and other relevant data that demonstrates the Applicant's success in providing these or similar services in this proposal.

### 23. Data Sources (4000 Characters) - Not applicable to Transportation Administration Services Subcategories

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

## IV. Data Management (10 Points)

### 24. HMIS / CMIS (4000 Characters)

**ONLY 4 P2W, P4S, and MOS - Not applicable to Transportation Administration Services Subcategories**

How does your agency ensure quality data collection, data entry, and reporting for service programs in the HMIS/CMIS? If your program is not currently participating in HMIS/CMIS, describe your plan for increasing agency capacity to quickly begin collecting and entering data.

**Unless otherwise articulated in this CSD NOFO, all agencies awarded FAA funds must participate in HMIS. All clients served with FAA funds must be entered into HMIS/CMIS. Funding requires that all clients served be entered and exited (if applicable) in HMIS/CMIS during the respective fiscal year. Agencies must execute the required partner and user agreements with Palm Beach County and must participate in the data sharing of HMIS/CMIS on an on-going basis throughout the term of their FAA contract in order to maintain eligibility for reimbursement. Provisions are in place within HMIS/CMIS**

**to protect client confidentiality, yet still report statistical data.**

**25. Data Collection (4000 Characters) - Not applicable to Transportation Administration Services Subcategories**

How does your agency ensure quality data collection, data entry, and reporting for programs in HMIS/CMIS, Provide Enterprise and/or your data management system?

**26. Program Changes (4000 Characters) - Not Applicable to Transportation Administration Services Subcategories**

Provide a specific example of program changes your agency has made based on data collection, analysis and program evaluation. 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.

**V. Partnerships, Resources And Collaboration (20 Points)**

**27. Partnerships (4000 Characters)**

Describe how your agency is part of the local CoC, also known as HHA. Give an example of how your agency is connected to other organizations that are currently supporting, or will supported your agency's proposed program participants.

**28. PIT and HIC (3000 Characters)- Not applicable to Transportation Administration Services Subcategories**

Describe your agency's previous participation in the Point in Time (PIT) Count and Housing Inventory Chart (HIC) data collection. If your agency did not participate previously, describe your agency's plan for participation in the PIT and HIC if awarded FAA funding.

**29. Collaboration (4000 Characters)**

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.

**30. Resources (4000 Characters)**

How will your organization continue to address this need (or solve this problem) if current funding ends?

**VI. Budget (20 Points)**

**31. FY 2023 Proposed Program Budget**

- Complete proposed total annual program budget from all sources, 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.
- For all CSD NOFO subcategories, the administration expenses are limited to 10%. 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 - **Not Applicable to HTA Transportation Administration Services Subcategories.**

Click to download the **REQUIRED FY 2023 Budget Worksheet Template**. See [ATTACHMENT 9](#). Please upload once you have completed the form.

- **Please submit budget in one of the following formats: .xls OR .xlsx OR .pdf**
- **Please name your budget as such: (Agency Name or Initials)Budget\_FY23**

### **32. Total Agency Budget**

The Total Agency Budget must 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.

- **Please submit Total Agency Budget in one of the following formats: .pdf OR .xls OR .xlsx**
- **Please name your Total Agency Budget as such: (Agency Name or Initials)TAB\_FY23**

### **33. Audit Report**

Submit most recent audit report. If there were findings, describe corrective actions.

- **Please submit Audit Report in the following format: .pdf**
- **Please name your Audit Report as such: (Agency Name or Initials)Audit\_FY(Year of most recent audit).pdf**

### **34. Audit Report Corrective Actions Explanation (1000 Characters)**

Please provide any Audit Report Corrective Actions Explanation, if applicable.

### **35. Year End Financials**

Please submit agency's Year-End Financial Statements. If not submitted explain why.

- **Please submit Year-End Financial Statements in the following format: .pdf**
- **Please name your Year-End Financial Statements as such: (Agency Name or Initials)YEFS\_FY20\_\_.pdf**

### **36. IRS Form 990**

Please submit agency's IRS Form 990. If not submitted, explain why.

- **Please submit IRS Form 990 in the following format: .pdf**
- **Please name your IRS Form 990 as such: (Agency Name or Initials)IRS990\_FY20\_\_.pdf**

### **37. YEF/IRS 990 Explanation (1000 Characters)**

Please provide any Year End Financials/IRS Form 990 explanation, if applicable.

### **38. Unit Cost (4000 Characters)**

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.

### **39. FAA Funding**

Is FAA funding being used as match for another funding source? If so, please explain.

Indicate Yes or No

#### **40. FAA Funding Match Explanation (1000 characters)**

Please provide the program/source of funding that the requested FAA Funding will be used to meet the match requirement. (Only applicable if "YES" was selected for Question 39).

### **VII. Scope of Work (No Points) - Not Applicable to Transportation Administration Services Subcategories**

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

#### **41. Target Population (200 Characters)**

Briefly explain your target population.

#### **42. Overview (400 Characters)**

Please provide a brief overview of the proposed program.

#### **43. Services (1000 Characters)**

List in bullet points the services you will be providing to clients.

#### **44. Scope of Work (SOW) Template**

Click to download the REQUIRED FY 2023 Scope of Work Template. See [ATTACHMENT 10](#). Please upload once you have completed the form.

- Specific activity to be completed (including when, where, and how often they are provided)
- The timeline for completing each component of the implementation
- The target population
- The roles and responsibilities of your organization and your project partners (if any)
  
- **Please submit SOW in one of the following formats: .doc OR .docx OR .pdf**
- **Please name your budget as such: (Agency Name or Initials)SOWFY23.doc**

## **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) 355-4777 or [CSD-FAARFP@pbcgov.org](mailto:CSD-FAARFP@pbcgov.org).

- CSD shall recruit CSD NOFO Non-Conflict Review Panel members.
- Review Committee members shall be trained, as appropriate, and receive submitted applications.
- Applications shall be reviewed, discussed and scored by the CSD NOFO Review Committee.
- Staff reconciles Non-Conflict Review Panel rankings and funding availability to develop recommended allocations.  
Funding recommendations are posted to the CSD NOFO websites.
- Applicant(s) have seven (7) business days following the posting of funding recommendations to file a grievance notice.
- Funding recommendations are submitted to the BCC for final approval.
- Contract agreements, based on the funding recommendations, are submitted to the BCC for final approval.

## SECTION VI: GRIEVANCE NOTICE FORM

### NOFO Grievance Notice Form Palm Beach County Community Services Department

Grievances may be filed by an entity submitting a NOFO (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 within seven (7) business days of posted funding recommendations. 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](mailto:JGreen1@pbcgov.org)

Entity Filing Grievance: \_\_\_\_\_

Which process was allegedly deviated from? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What remedy does the applicant seek?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Agency Representative Name and Title

\_\_\_\_\_  
Agency Filing Grievance

\_\_\_\_\_  
Authorized Agency Representative Signature

\_\_\_\_\_  
Date

## SECTION VII: DEFINITIONS

**Centralized or Coordinated Assessment System** – A centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

**Coordinated Entry** – A process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

**Disability:** Defined under the Americans with Disabilities Act, is a person who has a physical or mental impairment that substantially limits one or more major life activity, a person who has a history or record of such and impairment OR a person who is perceived by others as having such an impairment. A disability does not require a formal medical diagnosis. Self-disclosure of a disability and how it may impact a person's major life activities is the only requirement to document a disability.

**Domestic Violence:** Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

**Family or Household Member:** Spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

### **Homeless:**

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground;
  - b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals); or
  - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
  - a. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - b. No subsequent residence has been identified; and
  - c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- a. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. § 5732a), section 637 of the Head Start Act (42 U.S.C. § 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. § 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. § 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. § 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11434a);
  - b. Have not had a lease, ownership interest or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - c. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - d. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
4. Any individual or family who:
- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - b. Has no other residence; and
  - c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

**Housing-Focused Case Management:** A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's housing and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost effective interventions and outcomes.

**Permanent Housing:** Subsidized or unsubsidized permanent housing with indefinite leasing or rental assistance, which may include short to medium term supportive services.

**Permanent Supportive Housing (PSH):** Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

**Rapid Re-Housing (RRH):** An intervention designed to help individuals and families exit homelessness as quickly as possible, return them to permanent housing, and achieve long-term housing stability. Rapid Re-Housing is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of each household. The core components of a Rapid Re-Housing program are housing identification and relocation, short and/or medium term rental assistance, move-in (financial) assistance, case management and housing stabilization services.

**Seniors:** Persons over the age of 60.

Additional Resources Applicants may find useful:

HHA Emergency Shelter Standards of Care:

<https://discover.pbcgov.org/communityservices/humanservices/HHADocuments/2015-PBC-Emergency-Shelter-Standards.pdf>

HHA Housing First Standards:

<https://discover.pbcgov.org/communityservices/humanservices/HHADocuments/PBC%20Housing%20First%20Standards.pdf>

HHA Rapid Rehousing Standards:

<https://discover.pbcgov.org/communityservices/humanservices/HHADocuments/PBC%20RRH%20Standards.pdf>

Homeless Definition and Recordkeeping requirements:

[https://files.hudexchange.info/resources/documents/HomelessDefinition\\_RecordkeepingRequirementsandCriteria.pdf](https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf)



# ATTACHMENT 1: REQUIRED COVER SHEET

## REQUIRED COVER SHEET



**PALM BEACH COUNTY  
DEPARTMENT OF COMMUNITY SERVICES  
FINANCIALLY ASSISTED AGENCIES FY 2023 - 2025**

**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 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 2: FY 2023 – 2024 CSD NOFO RANKING GUIDE FOR REVIEW PANELIST – HOMELESSNESS**

As stated in the FY 2023 - 2024 CSD NOFO Subcategories Guidance document, 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 (2) 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.

### **PRIORITIES TO CONSIDER IN RANKING**

Funding priorities for the FY 2023 - 2024 CSD NOFO are ranked in order of priority below:

#### ***Parks to Work (P2W) Subcategory***

- a. Employment
- b. New Emergency Shelter Beds

**Tie Breaker:** Rank by the creation of new Emergency Shelter Beds

## **ATTACHMENT 3: FY 2023 – 2024 CSD NOFO RANKING GUIDE FOR REVIEW PANELIST – HOMELESSNESS**

As stated in the FY 2023 - 2024 CSD NOFO Subcategories Guidance document, 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 (2) 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.

### **PRIORITIES TO CONSIDER IN RANKING**

Funding priorities for the FY 2023 - 2024 CSD NOFO are ranked in order of priority below:

#### ***Pay for Success (P4S) Subcategory***

- a. Placement in Emergency Shelter
- b. Exits to Permanent House

**Tie Breaker:** Rank by the exits to Permanent Housing

## **ATTACHMENT 4: FY 2023 – 2025 CSD NOFO RANKING GUIDE FOR REVIEW PANELIST – ECONOMIC STABILITY**

As stated in the FY 2023 - 2025 CSD NOFO Subcategories Guidance document 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 (2) 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.

### **PRIORITIES TO CONSIDER IN RANKING**

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

#### ***Mobile Outreach Services (MOS) Subcategory***

- a. Increased engagement with vulnerable residents by providing access to emergency assistance

**Tie Breaker:** Rank by enrollment in main stream health care options

## **ATTACHMENT 5: FY 2023 – 2024 CSD NOFO RANKING GUIDE FOR REVIEW PANELIST – HOMELESSNESS**

As stated in the FY 2023 - 2024 CSD NOFO Subcategories Guidance document, 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 (2) 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.

### **TRANSPORTATION ADMINISTRATION SERVICES PRIORITIES TO CONSIDER IN RANKING**

Funding priorities for the FY 2023 - 2024 CSD NOFO are ranked in order of priority below:

#### ***Leading the Way Home Transportation Program (LWHTP) Subcategory***

- a. Increase in targeted transportation services for persons experiencing homelessness

**Tie Breaker:** Rank by hours of operation and/or county-wide coverage of the proposed service

## **ATTACHMENT 6: FY 2023 – 2024 CSD NOFO RANKING GUIDE FOR REVIEW PANELIST –HEALTHCARE TRANSPORTATION ACCESS (HTA)**

As stated in the FY 2023 - 2024 CSD NOFO Subcategories Guidance document, 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 (2) 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.

### **TRANSPORTATION ADMINISTRATION SERVICES PRIORITIES TO CONSIDER IN RANKING**

Funding priorities for the FY 2023 - 2024 CSD NOFO are ranked in order of priority below:

#### ***Healthcare Transportation Access (HTA) Subcategory***

- a. Increase in access to transportation services for clients

**Tie Breaker:** Rank by hours of operation and/or county-wide coverage of the proposed service

# ATTACHMENT 7: INTERNAL CONTROL QUESTIONNAIRE

INTERNAL CONTROL QUESTIONNAIRE (to be completed by applicant)

GENERAL	YES	NO	N/A
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?			
<b>CASH RECEIPTS</b>			
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 unvoiced amounts for goods and services received are properly accrued or recorded in the books or controlled through worksheet entries.







	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 not 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 covering capitalization and depreciation?
9. Does the organization charge depreciation or use allowances on property and equipment against any grant programs which it administers?
10. Is historical cost the basis for computing depreciation or use allowances?
11. Are the organization's depreciation policies or methods of computing use allowances in accordance with the standards outlined 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 and equipment?


**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 8: ROMA LOGIC MODEL

**ROMA Logic Model – Family Level Example**  
 National ROMA Peer-To-Peer Training Program

Identified Problem, Need or Situation	Service or Activity	Outcome <i>General statement of results expected</i>	Projected Indicator <i># to achieve/# to be served, %, time frame</i>	Actual Indicator <i># achieved/# served, %, time frame</i>	Measurement Tool	Data Procedures	Frequency <i>Data Collection and Reporting</i>
					Output Tool:	Who does it?	
					Outcome Tool:	What is the process?	
						Where is data stored?	

**Mission:**

Calculating Agency's Targeting Success Rate:  
 Actual number achieving outcome/Projected number to achieve outcome=

# Logic Model Checklist

- ❑ Was the mission of the organization or program identified? (foundation)
- ❑ Was a Family, Agency, or Community box checked? (Note: in Introduction this will be a Family Level Logic Model. Community and Agency will come in RNG)
- ❑ Is the need statement clear? (not a “need for a service” but the identification of what is needed or lacking) (Column 1)
- ❑ Does the service or activity match the need? (Columns 1-2)
- ❑ Does the service include the number to be served and the timeframe?  
Is the timeframe realistic? (Column 2)
- ❑ Does the outcome (column 3) match the need (column 1)? Can the outcome be produced by the identified service? (column 2) Ensure the outcomes are the required outcomes listed in the guidance (column 3)?
- ❑ Is the outcome realistic, clear, and attainable? (Column 3) (does the outcome avoid words like “received” as this makes the statement appear to relate only to the receipt of a service and not an outcome – rather say what has changed)
- ❑ Does the projected outcome indicator provide a way to measure the outcome? Are the indicators realistic, clear, and attainable? (column 4)
- ❑ Does the **projected indicator** include number to achieve the outcome, number to be served, the percent that represents the relationship between these two numbers and a timeframe? (column 4)
- ❑ If this is a logic model created after services have been delivered, identify the **actual indicator**, including actual numbers who achieved, actual number who were served, the percent that represents the relationship between the actual numbers, and the time frame (column 5)
  - ❑ *Analysis guidance: Are the actual results consistent with the projected numbers? What is the agency’s ability to target its performance? Note: this is the percent that represents the relationship between the number who actually achieved and the number projected to achieve.*
- ❑ Was a specific measurement tool(s) identified? Were both output and outcome measurement tools identified? (Column 6)
- ❑ Are the data collection procedures and personnel specific? (Column 7)
- ❑ Is the frequency of data collection sufficient to support monitoring progress and outcomes? Are the intervals of reporting clearly identified? (Column 8)



ATTACHMENT 9: 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 =						
<b>Program Expenses</b>	<b>Narrative</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
<b>Personnel</b>						
Program Manager						
Program Assistant						
Fringe Benefits - Program Assistant						
Community Educator						
<b>Building /Occupancy</b>						
Rent/Lease						
Building Maintenance						
Insurance						
<b>Utilities</b>						
Electric						
Water						
Telephone						
<b>Project Supplies/Equipment</b>						
Office Supplies						
Postage/Shipping						
Printing						
Materials/Program Supplies						
Equipment Rental						
<b>Professional Fees</b>						
Conference Registration Fees						
Training						
Travel/Mileage						
TOTAL PROGRAM EXPENSES =		\$ -				
<b>Administrative Expenses</b>	<b>Narrative</b>					
<b>Personnel</b>						
Executive Position #1 (JL)						
<b>Consulting Fees</b>						
XYZ Consultants						
TOTAL ADMINISTRATIVE EXPENSES =						
Administrative % of PBC Award			#DIV/0!			

# ATTACHMENT 10: SCOPE OF WORK – NOT APPLICABLE TO TRANSPORTION ADMINISTRATION SUBCATEGORIES

## AGREEMENT FOR THE PROVISION OF SERVICES FY 2023 SCOPE OF WORK

**Agency Name:**

**Program Name:**

**Location:** Palm Beach County

**Target Population:** *Example: Individuals and Families experiencing homelessness in Palm Beach County (Clients).*

**Funding Priority:**

**Overview:**

*Example: AGENCY through Coordinated Entry will assess Clients for housing needs. Clients will be placed in a Rapid Rehousing program to include rental assistance, housing location and case management services.*

**Services:**

**Number of (unduplicated) Clients Served through FAA:**

*Indicate if you will be serving Individuals or Families: (if Families the number above should be the number of households you will serve and the projected total number of persons in those households).*

## EXHIBIT 1: INSURANCE

Prior to execution of the agreement by the COUNTY, the AGENCY must obtain all insurance required under this article and have such insurance approved by the COUNTY's Risk Management Department.

- A. AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the term of the agreement, insurance coverage 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 Agreement. Where permitted by the policy, coverage shall apply on a primary and non-contributory basis.
- B. **Commercial General Liability** AGENCY shall maintain Commercial General Liability at a limit of liability not less than **\$500,000** Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by COUNTY's Risk Management Department.
- C. **Business Automobile Liability** AGENCY shall maintain Business Automobile Liability at a limit of liability not less than **\$500,000** Each Accident for all owned, non-owned and hired automobiles. In the event AGENCY does not own any automobiles, the Business Auto Liability requirement shall be amended allowing AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form.
- D. **Workers' Compensation Insurance & Employers Liability** AGENCY shall maintain Workers' Compensation & Employers Liability in accordance with Florida Statute Chapter 440.
- E. **Professional Liability** AGENCY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds **\$10,000**, COUNTY reserves the right, but not the obligation, to review and request a copy of AGENCY's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, AGENCY shall maintain a Retroactive Date prior to or equal to the effective date of the agreement. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. 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 Supplement Extended Reporting Period (SERP) during the life of the agreement, AGENCY shall purchase a SERP with a minimum reporting period not less than three (3) years.
- F. **Additional Insured** AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents."
- G. **Waiver of Subrogation** AGENCY hereby waives any and all rights of Subrogation against the

COUNTY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss contract to waive subrogation without an endorsement to the policy, then AGENCY shall agree 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 specifically prohibits such an endorsement, or which voids coverage should AGENCY enter into such a contract on a pre-loss basis.

- H. **Certificate(s) of Insurance** No later than the execution of the agreement, AGENCY shall deliver to the COUNTY's representative as identified in Article 24, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by the agreement have been obtained and are in full force and effect. The Certificate of Insurance shall be issued to

Palm Beach County Board of Commissioners  
c/o Community Services Department  
810 West Datura Street  
West Palm Beach, FL 33401  
ATTN: Office of Behavioral Health and Substance Use Disorders

- I. **Umbrella or Excess Liability** If necessary, AGENCY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- J. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverage, or endorsements, herein from time to time throughout the term of the agreement. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.