



NOTICE OF FUNDING OPPORTUNITY
(NOFO)
INFORMATION GUIDANCE
for
Community Based Agencies (CBA)
FY 2025

NOFO available to the public: February 26, 2024
Electronic Submission Deadline Date: March 25, 2024, 5:00 p.m. EST

MANDATORY Pre-Proposal Conference: February 29, 2024 at 9:00 a.m.
Zoom Link: <https://pbcgov.zoom.us/j/85144003971?pwd=TWJuRldTeWVMVnRUNWZXZm9JWjBVQT09>

For more information visit:
<https://discover.pbcgov.org/youthservices/Pages/NOFO.aspx>

Palm Beach County Board of County Commissioners
Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, Florida 33415
(561) 242-5700



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READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS

I. GENERAL INFORMATION

The purpose of this Notice of Funding Opportunity (NOFO) is for the Palm Beach County Board of County Commissioners' (BCC) Youth Services Department (YSD) to solicit proposals from qualifying non-profit agencies and public entities serving Palm Beach County's youth to provide services related to certain Action Area(s) identified in the Youth Master Plan.

YSD, along with the other youth-serving partner agencies of *Birth to 22: United for Brighter Futures* (Birth to 22), participated in a collaborative process employing a collective impact framework to develop a Youth Master Plan (YMP) for Palm Beach County. This YMP is entitled "Strengthening the Steps to Success." The YMP and all its appendices are available for review at www.pbcbirthto22.com and www.pbcbirthto22.com/communitydata.htm, respectively. YSD encourages all those interested in submitting proposals to familiarize themselves with the YMP.

In addition, throughout 2023, YSD worked in partnership with the Birth to 22 alliance to conduct Community Conversations, launch a Youth and Young Adult Survey, and compile information from community-based agencies and community members to update the Youth Master Plan. The updated Youth Master Plan (commonly referred to as "YMP 2.0") is scheduled to be released in Spring 2024.

Applicant/Proposer requirements

- Proposers will clearly identify how their service/program addresses certain Action Area(s) identified in the YMP.
- Proposers seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one (1) agency fiscal year, and have provided services for at least six (6) months in Palm Beach County.
- All Proposers must hold current and valid 501(c)(3) status as determined by the Internal Revenue Service, or be public entities.
- All Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.
- Mentor Network requirements -- Regardless of Action Area, **all** mentoring programs are required to become part of the United Way of Palm Beach County Mentor Network. For more information go to <https://unitedwaypbc.org/mentor/>.

Contact Person

The Contact Person for this NOFO is Valerie Messineo, Senior Program Specialist. Her contact information is as follows:

Palm Beach County Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415
Email – YSD-rfp@pbcgov.org

Except during the **mandatory** Pre-Proposal Conference, any explanations/clarifications desired by Proposers must be requested in writing and emailed to the Contact Person no later than the date specified in the NOFO Timeline (Section III). The questions or comments must contain the Proposer's name, address, phone number

and email address. All requested explanations, responses, or clarifications, including those posed at the **mandatory** Pre-Proposal Conference, will be posted on the YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

Amendments to NOFO

No oral interpretation of this NOFO shall be considered binding. Any interpretation, clarification, correction or change to this NOFO will be made only by written Amendment(s) issued prior to the Electronic Submission Deadline Date for receipt of proposals. As they are issued, all Amendments to this NOFO will be posted under the applicable solicitation on the County’s on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Interpretations, corrections or changes made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections or changes. It is the sole responsibility of the Proposer to routinely check VSS for any Amendments that may have been issued prior to the Electronic Submission Deadline Date for receipt of proposals. The Proposer should verify with the designated Contact Person prior to entering a proposal that all Amendments have been received. The County shall not be responsible for the completeness of any NOFO package not downloaded from VSS.

When there is a conflict between the NOFO and any Amendment issued, the last Amendment issued shall prevail.

Government and Corporate Activism

In accordance with section 287.05701, Florida Statutes, Palm Beach County and YSD, including all members of any Review Panel team, will not (1) give preference to a Proposer based on the Proposer’s social, political, or ideological interest and (2) request any information or documentation relating to a Proposer’s social, political, or ideological interests.

Review of Proposals

Each Proposal will be reviewed to determine if the Proposal is responsive to the NOFO. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive Proposal is one which is completed on-line, electronically signed, contains all the required documents uploaded by the specific electronic submission deadline date and time, provides the information required to be submitted with the Proposal, and meets all Proposal Guidelines as stated in Section VI. While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to reject a Proposal without evaluation, such substandard submissions may adversely impact the evaluation of the Proposal. Proposers who fail to comply with all required and/or desired elements of this NOFO run the risk of rejection of the Proposal or receipt of a low score.

Selection Process

Each Proposal will be reviewed first by the YSD to determine if each Proposer has submitted the required information and if each Proposal meets all Proposal Guidelines as stated in Section VI. Those proposals fulfilling the Proposal Guidelines and deemed responsive shall be referred to the Review Panel(s) for review and further consideration.

The Review Panel(s) will evaluate all responses to this NOFO that meet the Proposal Guidelines and are deemed responsive. The Review Panel(s) will evaluate all responsive proposals based on the information submitted with the Proposal. Accordingly, Proposers are urged to ensure that their Proposal contains all the necessary information for the Review Panel(s) to fairly and accurately evaluate each of the criteria listed in Section VI-3.

The Review Panel(s) shall meet in a public session to score each responsive Proposal by reviewing each Proposal against the evaluation criteria listed in Section VI-3. Upon completion of the Review Panel(s)' review and discussion of all the responsive proposals submitted, each Review Panel member shall score each Proposal and total the scores for each Proposal. Score Cards will be reviewed for completion and accuracy prior to the end of the Review Panel(s) meeting.

After the Review Panel(s) scores each Proposal, the Review Panel(s) will then assign the Priority Area Score for each Proposal. The Review Panel(s)' evaluations will then be submitted to the Director, Youth Services Department, for consideration and selection.

A virtual link to the Review Panel(s) meeting will be provided for anyone wishing to attend the process virtually.

The Recommended Contract Awards will be posted on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

Right of Appeal/Protest

Any Proposer may protest a recommendation for contract award by submitting a written protest to the Director, Youth Services Department, within five (5) business days of the posting of the Recommended Contract Awards. A Proposer may protest only the process utilized in arriving at the Recommended Contract Awards, and not the amount of those awards. The filing of a protest will not delay consideration of contracts by the BCC based on the recommended awards. The protest shall be submitted in writing, shall identify the protestor and the solicitation, shall include a factual summary of the basis for the protest, and shall be addressed to the Director, Youth Services Department, via hand-delivery or mail to 50 S. Military Trail, Suite 203, West Palm Beach, FL 33415, or via email to ecramer@pbcgov.org and reference in the subject line: NOFO FY 2025 Protest. A protest is considered filed when it is received by the Director, Youth Services Department. Failure to file a protest within five (5) business days of the posting of the Recommended Contract Awards shall constitute a waiver of the Proposer's right to protest.

Contractual insurance requirements, if a Proposal is selected

If a Proposal is approved for funding, the Proposer must agree to language substantially similar to the following regarding insurance requirements:

“The AGENCY shall maintain at its sole expense, in force and effect at all times during the term of this Contract, insurance coverage and limits (including endorsements) as described herein. Failure to maintain at least the required insurance shall be considered default of the Contract. The requirements contained herein, as well as AGENCY’S review or acceptance of insurance maintained by the AGENCY, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the AGENCY under the Contract. The AGENCY agrees to notify the COUNTY at least ten (10) days prior to cancellation, non-renewal or material change to the required insurance coverage. Where the policy allows, coverage shall apply on a primary and non-contributory basis.

- A. Commercial General Liability: The AGENCY shall maintain Commercial General Liability at a limit of liability not less than \$500,000 combined single limit for bodily injury and property damage each occurrence. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.

Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include, “Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents” as an Additional Insured. A copy of the endorsement shall be provided to COUNTY upon request.

- B. Sexual Abuse and Molestation: The AGENCY shall maintain coverage for Sexual Abuse and Molestation at a limit of not less than \$250,000 each occurrence. Coverage may be provided by endorsement to the Commercial General Liability policy.
- C. Business Automobile Liability: The 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 the AGENCY does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the 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 & Employer’s Liability: The AGENCY shall maintain Workers’ Compensation & Employer’s Liability in accordance with Chapter 440 of the Florida Statutes.

Only for agencies providing licensed professional services –Professional Liability coverage will be required –

- E. Professional Liability: The AGENCY shall maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than \$1,000,000 each occurrence, and \$2,000,000 per aggregate. When a self-insured retention (SIR) or deductible exceeds \$10,000, the COUNTY reserves the right, but not the obligation, to review and request a copy of the AGENCY'S most recent annual report or audited financial statement. For policies written on a "claims-made" basis, the AGENCY warrants the Retroactive Date equals or precedes the effective date of this Contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the term of this Contract, the AGENCY shall purchase a SERP with a minimum reporting period not less than three (3) years after the expiration of the contract term. The requirement to purchase a SERP shall not relieve the AGENCY of the obligation to provide replacement coverage. 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.
- F. Waiver of Subrogation: Except where prohibited by law, the AGENCY hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy except Professional Liability. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then the AGENCY shall 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 that includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should the AGENCY enter into such an agreement on a pre-loss basis.
- G. Certificates of Insurance: On execution of this Contract, renewal, within forty-eight (48) hours of a request by the COUNTY, and upon expiration of any of the required coverage throughout the term of this Contract, the AGENCY shall deliver to the COUNTY or COUNTY'S designated representative a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this Contract have been obtained and are in force and effect. Certificates shall be issued to:
- Palm Beach County Board of County Commissioners
c/o Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415
- H. Right to Revise or Reject: The 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."

II. OFFICIAL NOTICE OF FUNDING OPPORTUNITY

**PALM BEACH COUNTY
YOUTH SERVICES DEPARTMENT
COMMUNITY BASED AGENCIES FY 2025
NOTICE OF FUNDING OPPORTUNITY (NOFO)**

Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agencies program for Fiscal Years (FY) 2025-2027 (October 1, 2024 – September 30, 2027). Contracts issued will be for one (1) three-year (3-year) period. Proposers must clearly identify how their service/program(s) addresses the below Action Area(s) identified in the Youth Master Plan for Palm Beach County entitled "Strengthening the Steps to Success" (YMP).

NOTE: Not all Action Area(s) identified in the YMP will be eligible for funding under this NOFO.

The Notice of Funding Opportunity will be available on February 26, 2024.

COMMUNITY BASED AGENCIES FY 2025

Eligible Proposers

Not-for-profit agencies holding current and valid 501(c)(3) status as determined by the Internal Revenue Service or public entities serving Palm Beach County's youth.

Action Area(s)

1. Economic Access: Building education to employment pathways for opportunity youth.
2. Parenting and Role Models: Increase outreach to parents through communications, natural support system network, and parent mentors.
3. Educational Supports: Promote equitable access to and success in higher education for pre-k through post-secondary students, by increasing parent, community, and business involvement in education.

For a complete description of the Action Area(s) eligible activities, please refer to the NOFO attachments.

Monitoring and Quality Control

If selected, Proposers agree to participate in further evaluation, conducted by YSD, or on behalf of YSD. In addition to monitoring, this may include assessment to investigate program effectiveness. Accordingly, Proposers must agree to:

- Collect individual participant pre- and post-implementation data, if applicable.
- Submit enrollment, attendance, and any necessary data and reports to the YSD program monitor and/or evaluator, or to other data collector working on behalf of YSD.
- Administer client satisfaction surveys provided by the County.

Proposals and Amount of Funds Requested

Each proposal must be specific to one (1) Action Area. If a Proposer believes their proposal fits into more than one (1) Action Area, they should submit a proposal in each applicable Action Area. Proposers are not limited in the number of proposals submitted. The funding available for this NOFO will be

approximately \$1.1 million. Proposers should request only the amounts necessary to implement the proposed program and are encouraged to seek additional funding from other sources. Funds will be awarded using an all-inclusive approach that takes into account points awarded, available funding, and community needs. Awards may be made in an amount less than requested.

Mandatory Pre-Proposal Conference

There will be a **mandatory** Pre-Proposal Conference held virtually via Zoom, on February 29, 2024, at 9:00 a.m., for all Proposers submitting Proposals.

Join Zoom Meeting:

<https://pbcgov.zoom.us/j/85144003971?pwd=TWJuRldTeWVMVnRUNWZXZm9JWjBVQT09>

Phone: (786) 635-1003

Meeting ID: 851 4400 3971

Passcode: 239540

Any change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

YSD is not responsible for Internet or connectivity issues of the Proposer. A recording of the mandatory Pre-Proposal Conference will be available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx and viewing of the entire recording of the Pre-Proposal Conference shall be considered attendance. At the time of submitting a proposal, each Proposer will be required to attest to having either participated in the entire live Zoom Pre-Proposal Conference or viewed the entire recording of the mandatory Pre-Proposal Conference, as explained under Section VI.2.

Proposal Guidelines

The NOFO will be available on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Registered agencies can sign in, or Proposers may choose Public Access. For assistance, agencies/users can view the reference guides available on the website.

In order to be considered for funding, all proposals must be submitted by the Electronic Submission Deadline Date and time stated below.

Additional resources and information will be available on the YSD website at www.pbcgov.com/youthservices and on the Birth to 22 website at www.pbcbirthto22.com/.

Proposal Submission and Electronic Submission Deadline Date

The Proposal must be completed and fully submitted no later than 5:00 p.m., EST on March 25, 2024. All proposals shall be completed and submitted per the guidelines cited within this NOFO. YSD is not responsible for Internet or connectivity issues of the Proposer when submitting proposals. Proposers are encouraged to not wait until the last hour to submit their Proposal.

Questions

Any questions regarding the NOFO must be in writing and emailed to the Contact Person at YSD-rfp@pbcgov.org by March 18, 2024, at 5:00 p.m. EST. All questions and answers will be posted on the YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx. The YSD Contact Person will not be available to respond to questions after March 18, 2024, at 5:00 p.m., which is five (5) business days before the Electronic Submission Deadline Date.

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS NOFO DOCUMENT AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH REASONABLE NOTICE (CONTACT YSD AT (561) 242-5700 or THE CONTACT PERSON).

PUBLISH: February 25, 2024

III. TIMELINE

<u>DATE</u>	<u>ACTIVITY</u>
February 25, 2024	NOFO advertised
February 26, 2024	NOFO available to public
February 29, 2024	<u>Mandatory</u> Pre-Proposal Conference via Zoom or attestation of review
March 12, 2024	Reviewer Training via Zoom
March 18, 2024	Final day to submit written questions
March 25, 2024	Electronic Submission Deadline Date @ 5:00 p.m. EST
April 8 – 12, 2024	Review Panel(s) meets to finalize reviews and proposal scoring
April 22, 2024	YSD staff posts Recommended Contract Awards on YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx
April 29, 2024	Final date to submit written Protest @ 5:00 p.m. EST

IV. CRITERIA FOR ACTION AREA(S)

1. Economic Access: Building education to employment pathways for opportunity youth, as described in **Attachment 1**.
2. Parenting and Role Models: Increase outreach to parents through communications, natural support system network, and parent mentors, as described in **Attachment 2**.
3. Educational Supports: Promote equitable access to and success in higher education for pre-k through post-secondary students, by increasing parent, community, and business involvement in education, as described in **Attachment 3**.

V. CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the Electronic Submission Deadline Date and terminate at the time the awards are approved by the Board of County Commissioners.

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

Lobbying - "Cone of Silence."

Proposers are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at https://pbcgov.org/legislativeaffairs/Misc_Documents/Lobbyist_Registration_Ordinance.pdf, is in effect. The Proposer shall read and familiarize themselves with all of the provisions of said Ordinance, but only for convenience, the provisions relating to the Cone of Silence are summarized here. **"Cone of Silence" means a prohibition on any non-written communication regarding this NOFO between any Proposer or Proposer's representative and any County Commissioner or Commissioner's staff.** A Proposer's representative shall include, but not be limited to, the Proposer's employee, partner, officer, director or consultant, lobbyist, or any actual or potential subcontractor or consultant of the Proposer.

The Cone of Silence is in effect as of the Electronic Submission Deadline Date. The provisions of the Ordinance shall not apply to oral communications at any public proceeding, including pre-proposal conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall not apply to contract negotiations between any employee and the intended awardee and any dispute resolution process following the filing of a protest. The Cone of Silence shall terminate at the time that the BCC approves awards or a contract, all proposals are rejected, or other action is taken which ends the solicitation process.

VI. PROPOSAL CONTENTS, GUIDELINES AND INSTRUCTIONS

1. Summary

Please submit a Proposal by completing all fields in the on-line YSD NOFO Dashboard and uploading all required documents where specified and in the stated file format and file name:

- by the Electronic Submission Deadline Date;
- written in plain language, but that includes a narrative that fully addresses all questions in this NOFO, provides citations for all data sources, and provides uploaded documentation where requested; and
- that specifically addresses the Action Area(s) set out in this NOFO.

2. NOFO Dashboard access

- Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at:

https://www.pbcgov.org/cba_monitoring

- A. Each Proposer new to YSD CBA portal will be required to create a user ID and password.
- B. Upon successful login, select the NOFO Dashboard from the left side of the screen.
- C. Attendance at the ***mandatory*** Pre-proposal Conference is required to be able to submit a Proposal.
 - Under the *ELIGIBILITY TAB*, each Proposer shall attest to attendance – having either participated in the entire live Zoom meeting, or viewed the entire recording of the ***mandatory*** Pre-proposal Conference, which will be posted on the YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx.
 - Should the Proposer not be able to attest to attendance, an error message will appear.
 - Once attested, the NOFO Dashboard will allow the Proposer to continue with submittal.
- Upon completion of all NOFO Dashboard fields, and upload of the required documents, the Proposer will *submit* the Proposal. If all the required elements are not addressed, an error message will appear.

3. Guidelines/Requirements for Scoring of Proposals include:

Under the ***GENERAL INFORMATION TAB***, please complete the following fields:

- Legal Name of Agency as recorded with the Division of Corporations (SunBiz)
- Fictitious Name (d/b/a), if applicable
- Federal Employer Identification Number (FEIN)
- Program title
- Select applicable Action Area
- Select Program Status (existing or new)
- Mailing address, City, State, Zip Code
- Contact Person’s Name
- Contact Person’s phone number and email address
- Name/Title of Person(s) Authorized to Legally Bind Agency (sign contract)
- Commission District(s)

- Total program budget (program’s total budget during the time period for which you are requesting funding, but not more than one (1) year)
- Amount of funding requested from Palm Beach County
- Select if Agency is accredited by Nonprofits First, Inc.
 - Levels of accreditation:
 - Excellence in Nonprofit Management
 - Sound Nonprofit Management
 - Core Nonprofit Management
 - **Note:** If accredited by Nonprofits First, Inc., Agency will upload proof of accreditation and will not need to provide the following documents, which must be provided if Agency is not accredited by Nonprofits First, Inc.:
 - IRS Form 990 – Return of Organization Exempt from Income Tax for 501(c)(3) corporations or other official governmental documentation proving IRS tax exempt status
 - Independent Audit Report
 - Year-End Financial Statements
 - **Note:** If awarded funding, annual Independent Audit Reports will be required for each contracted year.
- Program Overview (three (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 BCC and in various publications).

Under the *PROPOSAL TAB*, please complete the following:

3.1 Description of Need (up to 10 points)

- 3.1.1 What is the need in Palm Beach County that you are proposing to address?
If any, please **upload** documentation of the identified need as a single file in PDF format.
- 3.1.2 Clearly define and identify who is impacted by the need, including identified subpopulations, if applicable.
- 3.1.3 What areas of the County will be served? Include zip codes and confirm Board of County Commissioner's Commission District information. Please confirm through these resources:

<http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html>
<http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator>
<http://pbcgov.org/countycommissioners/DistrictMaps/map.pdf>
- 3.1.4 Clearly define demographics and important socio-economic characteristics of your priority population.
- 3.1.5 Report the estimated number of the priority population individuals your program will serve.
- 3.1.6 Detail how the priority population was involved in determining the need for the program.
- 3.1.7 Specify how the priority population was involved or will be involved in the development and/or implementation of the program.

3.2 Local Data (up to 10 points)

- 3.2.1 What local Palm Beach County data or evidence exists to document the need? For reference, see Birth to 22 Palm Beach County United for Brighter Futures Palm Beach County Indicators of Child, Family and Community Risk, Well-being and Access to Supports (https://pbcbirthto22.com/pdf/2023_Birth_to_22_Indicators.pdf), U.S. Census data

(https://data.census.gov/profile/Palm_Beach_County,_Florida?g=050XX00US12099), the 2023 United Way ALICE Report: Florida/ALICE in the Crosscurrents (<https://www.uwof.org/alicer>), etc.

If any, please **upload** data or evidence documenting the existing need as a single file in PDF format.

- 3.2.2 Underserved Population(s) Served: Provide clear descriptive data showing a group needing services that are currently not provided to them. This should be documented by data that show that a subgroup of the population being served is underrepresented among service recipients. For reference, see Birth to 22 Palm Beach County United for Brighter Futures Palm Beach County Indicators of Child, Family and Community Risk, Well-being and Access to Supports (https://pbcbirthto22.com/pdf/2023_Birth_to_22_Indicators.pdf), U.S. Census data (https://data.census.gov/profile/Palm_Beach_County,_Florida?g=050XX00US12099), and the 2023 United Way ALICE Report: Florida/ALICE in the Crosscurrents (<https://www.uwof.org/alicer>).

If any, please **upload** data as a single file in PDF format.

- 3.2.3 Underserved Area(s) Served: Provide a clearly defined zip code or census tract area with underserved population that lacks providers in the identified area or close proximity to the area.

3.3 Approach and Design (up to 25 points)

- 3.3.1 Explain what your program will do to meet the identified need.

If any, please **upload** documentation as a single file in PDF format.

- 3.3.2 Detail the services and specific activities your program will provide.

- 3.3.3 Indicate all program's proposed outcomes from the applicable Action Area for the funding period. For this Proposal, choose at least one and no more than four within the chosen Action Area. Choose only one Action Area per Proposal. Refer to NOFO **Attachments 1-3**.

3.3.4 Demonstrate how your program will accomplish the proposed outcomes.

If any, please [upload](#) documentation as a single file in PDF format.

3.3.5 Relate how your Proposal is in line with the applicable Action Area.

3.3.6 Describe how the program assesses clients' needs and links them to identified services.

If any, please [upload](#) the documentation as a single file in PDF format.

3.3.7 Explain why you think this approach is the best way to engage the target population and to help them achieve the intended results. Include the research your agency did to identify and design the best approach to serve the target population and address the need.

If any, please [upload](#) the documentation of your agency's research as a single file in PDF format.

3.3.8 Collective Impact: Birth to 22 utilizes a collective impact approach, which includes a great deal of community participation. Accordingly, please describe how the community will be involved in the design, delivery and/or evaluation of services, as opposed to merely receiving the services.

3.3.9 Under the *SCOPE OF WORK TAB*, please complete all fields. Refer to NOFO **Attachment 4** for sample. Include the services 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 agency and your program partners.

3.3.10 Program Innovation and Anticipated Challenges: Provide a concise but detailed narrative that highlights particular program components that are innovative or ground-breaking and any anticipated challenges and plans to address challenges.

3.3.11 Describe prior and/or planned efforts to ensure staff receive adverse childhood experiences (ACEs) and resiliency training and how this is/would be incorporated into service delivery.

3.3.12 Describe how your agency participates or will participate in Birth to 22: United for Brighter Futures.

3.3.13 Identify which category your agency’s program is in on the Continuum of Evidence (Refer to NOFO **Attachment 8** and https://SiteAssets/helpers/videoplayer.htm?videoid=youth/Nofo_Continuum_of_Evidence_Video). Within the Proposal, you are obligated to prove how your agency meets the criteria of the category. **IMPORTANT:** By choosing a level lower than Exemplary, you are still eligible to receive funding; however, higher points may be awarded for Approach and Design for programs that document placement higher on the Continuum of Evidence.

- Exemplary
- Effective
- Promising
- Emerging
- Innovative Practice
- Unsupported

3.3.14 Identify and explain, if any, an evidence-based approach or promising practice your program will implement. Alternatively, describe supporting theoretical model, theory of change, or research-based rationale for the program. Please consider the NOFO Continuum of Evidence to determine an appropriate description of your Proposal and the evidence required to be submitted. (Refer to **Attachment 8.**)

Please [upload](#) documentation as a single file in PDF format.

NOTE: Programs identified as Emerging, Promising, Effective or Exemplary are *required* to upload documentation.

3.4 Evaluation Methods (up to 15 points)

3.4.1 Evidence-based or promising practice programs and services **must** address at least one and no more than four outcomes and performance measures from the applicable Action Area. Based upon the proposed program outcomes identified in Section 3.3.3, please describe in detail the methods to be utilized in evaluating the progress in meeting each outcome identified.

3.4.2 Clearly describe the evaluation methodology of the program being proposed. Identify applicable performance measurement tools and explain how they

appropriately measure and track outcomes. Examples may include pre-/post-test samples, log record templates, etc.

If any, please [upload](#) documentation as a single file in PDF format.

- 3.4.3 Under the *LOGIC MODEL* TAB, please complete all fields and ensure outcomes are SMART (specific, measurable, achievable, realistic and time-bound). Refer to NOFO **Attachment 7** for sample.
- 3.4.4 Illustrate how evaluation processes are incorporated into agency policy and procedures.

3.5 Performance History (up to 5 points)

- 3.5.1 Discuss prior outcomes, expenditure of award, and other relevant data that demonstrate success of the services in your Proposal.

If any, please [upload](#) documentation as a single file in PDF format.

3.6 Available Resources and Sustainability (up to 15 points)

- 3.6.1 Disclose other funding that your agency has received to address this need.

If any, please [upload](#) letters of commitment or funding agreements as a single file in PDF format.

- 3.6.2 Identify other funding that is available to support your agency in addressing this need.
- 3.6.3 Describe how your agency will continue to address this need if current funding ends.
- 3.6.4 Explain how awarded funds will allow you to leverage additional dollars, if any.
- 3.6.5 Identify any partners that will assist your agency in addressing this need with partner letter(s) of support, and/or existing/proposed Memoranda of Understanding or Memoranda of Agreement. Explain the responsibility of each

partnering agency. If Proposal includes mentoring, please upload documentation of membership with the United Way of Palm Beach County Mentor Center.

If any, please [upload](#) documentation as a single file in PDF format.

- 3.6.6 Describe the experience and expertise of your agency and your program partners (if applicable) in working with the target population (why your agency and your program partners, if applicable, are the right agencies to work with the target population).
- 3.6.7 Describe the experience and expertise of your agency and your program partners (if applicable) in successfully implementing and sustaining programs of similar scope and size (why your agency and your program partners, if applicable, are the right agencies to address the need).
- 3.6.8 Describe your use of volunteers in support of program and other agency activities.
- 3.6.9 Detail the process to ensure Level II background checks are performed for the staff and volunteers working with minors.
- 3.6.10 Describe the roles, responsibilities, expertise, and experience of key program staff (including individuals from your agency, your partners, and consultants).

Under the *BUDGET TAB*, please complete the following:

3.7 Budget (up to 20 points)

- 3.7.1 Please complete a budget for the program for which you are submitting this Proposal. For this section, budget refers to a one year budget. Review the ‘sample’ and ‘guidelines’ spreadsheet tabs provided before completing the template. Refer to NOFO **Attachment 5** for sample.
 - Ensure administrative expenses are limited to no more than 15%.
 - Ensure the requested fund justifications are complete. Include a Budget Justification that describes 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 percentage fee, then you must remove any other line items related to indirect/administrative

expenses. If an indirect cost percentage is requested, an approved cost plan from a cognizant agency must be included.

- If salary expense is included in your proposed budget, please ensure the base rates meet Florida's minimum wage laws, which will gradually increase to \$15 an hour for non-tipped employees by September 30, 2026.

Click to download the required program budget worksheet. Refer to NOFO **Attachment 5** for sample.

Please [upload](#) the completed program budget worksheet as a single file in PDF format.

- 3.7.2 Please upload a Total Agency Budget - The budget forms that are part of the Proposal do not need to be utilized for your agency's total budget. Ensure CBA portion of the budget (amount of funding request from Palm Beach County) is not more than 25% of the Total Agency Budget.

Please [upload](#) Total Agency Budget as a single file in PDF format.

- 3.7.3 Under the *UNIT COST TAB*, please complete all Unit Cost of Service Rate and Definition fields. Refer to NOFO **Attachment 6**.

- Ensure the Unit Cost of Service Rate Definition is clearly stated and includes the proposed number of units to be provided. (Is this an industry standard? If so, please state source.)
- Provide the Unit Cost of Service Rate (Is this an industry standard? If so, please state source). Ensure the Unit Cost of Service Rate is accurately calculated and that formulas used to arrive at the cost are included.
- Select which Deliverables option will be relied upon to support the number of units to be claimed by your agency on a monthly basis (i.e., payroll reports, activity logs, attendance records, et al).

If based on 'Service'

Proof of Service (examples include client sign-in sheets, attendance records, schedule)

Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)

- If based on ‘Staff Time’

Proof of Payroll Expense (examples include copies of paystubs, automated payroll reports)

Timesheet (including time attendance records, activity log)

Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)

- 3.7.4 Upload proof of Nonprofits First, Inc. Accreditation, if applicable.

Please [upload](#) most recent proof of accreditation as a single file in PDF format.

- 3.7.5 If not accredited by Nonprofits First, Inc. upload the most recent Independent Audit report. If there were findings, describe corrective actions taken.

Please [upload](#) most recent Independent Audit report as a single file in PDF format.

- 3.7.6 If not accredited by Nonprofits First, Inc. upload Year-end financial statements.

Please [upload](#) year-end financials as a single file in PDF format.

- 3.7.7 If not accredited by Nonprofits First, Inc. upload appropriate IRS Form 990 – Return of Organization Exempt from Income Tax for 501(c)(3) corporations or other official governmental documentation proving IRS tax exempt status, or Comprehensive Annual Financial Report (CAFR) for public entities.

Please [upload](#) IRS Form 990 or other official governmental documentation proving IRS tax exempt status, or CAFR as a single file in PDF file format.

Under the *ACKNOWLEDGEMENT TAB*, please complete the following:

Attestations:

- I attest that a member of my agency attended the entire Mandatory Pre-Proposal Conference by:
 - Zoom meeting attended at time of live broadcast; or
 - Recorded Zoom meeting viewed in its entirety as posted on the YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

- Attachment 9, Foreign Country of Concern Attestation is required to be completed, executed, and uploaded by all Proposers. If you are a not-for-profit corporation, please complete the Foreign Country of Concern Attestation on the top half of Attachment 9. If you are a governmental entity or special district, please complete the Foreign Country of Concern Statement on the bottom half of Attachment 9.
 - Click to download the required Attachment 9.
 - Please **upload** completed and executed Attachment 9.

Certifications:

- I certify that I am authorized to submit this Proposal on behalf of the agency.
- I certify that the information provided in the Proposal and the information provided in all supporting documents and forms is true and accurate.
- I certify that the Agency agrees that all awards and funding pursuant to this NOFO are within the sole and absolute discretion of the Palm Beach County Board of County Commissioners without recourse.
- IRS Form 990 or CAFR -- I certify that the IRS Form 990 or other official governmental documentation proving IRS tax exempt status, or CAFR uploaded to this Proposal is a true signed unaltered copy of the document submitted to the IRS or otherwise audited by an independent Certified Public Accounting firm. If accredited by Nonprofits First, Inc., this is not applicable.

Acknowledgements:

- I acknowledge that I have reviewed the Standard CBA Contract sample posted on the YSD website under a tab titled “Notice of Funding Opportunity” at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

Signature:

Title:

Date:

VII. TERMS AND CONDITIONS

1. **Proposal Guarantee**

Proposer guarantees their commitment, compliance and adherence to all requirements of the NOFO by submission of their Proposal, as indicated by acknowledgment in the YSD NOFO Dashboard.

2. **Modified Proposals**

Proposals can be revised prior to final submission. Once submitted, proposals cannot be modified in any way.

3. **Late Proposals, Late Modified Proposals**

Proposals submitted after 5:00 p.m., EST on the Electronic Submission Deadline Date shall not be considered.

4. **NOFO Amendment/Postponement/Cancellation**

YSD staff will post all associated NOFO documents on the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

All interested Proposers are responsible for monitoring both the YSD website www.pbcgov.com/youthservices/Pages/NOFO.aspx and the County's on-line Vendor Self Service (VSS) system at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService> closely for Amendments to the NOFO and answers to any questions posed by Proposers.

5. **Costs Incurred by Proposers**

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

6. **Public Record Disclosure**

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law" respectively.

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

Pursuant to Palm Beach County Code, Sections 2-421 - 2-440, as may be amended, Palm Beach County's Office of Inspector General is authorized to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General's authority includes, but is not limited to, the power to audit, investigate, monitor, and inspect the activities of entities contracting with the County, or anyone acting on their behalf, in order to ensure compliance with contract requirements and detect corruption and fraud.

8. Commencement of Work

The County's obligation will commence when the contract is approved by the Board of County Commissioners, 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. Each Proposer shall acknowledge they have read the sample contract, which is available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx.

9. 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 AGENCY warrants and represents that throughout the term of the Contract, 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 Contract.

As a condition of entering into this Contract, the AGENCY 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 AGENCY 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 subcontractors, vendors, suppliers, or commercial customers, nor shall the AGENCY retaliate against any person for reporting instances of such discrimination. The AGENCY shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting 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 AGENCY understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, 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. The AGENCY shall include this language in its subcontracts.

10. Funding Levels, if a Proposal is selected

All Proposers awarded funding must agree to the following language, which will be contained in each CBA Contract:

The annual contract funding for the delivery of services may be reduced depending upon the anticipated rate of Unit of Service completion.

The AGENCY may be subject to a decrease of funds if units are not being claimed at the anticipated rate. The anticipated rate of units claimed should be consistent over the term of this Contract, unless otherwise provided. The formula for reduction of funds/Units of Service shall be as follows:

- At one quarter of the annual service period the AGENCY shall have claimed a minimum twenty percent (20%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by ten percent (10%) of the Units of Service allocated for that service period.
- At one half of the annual service period, the AGENCY shall have claimed a minimum forty percent (40%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by fifty percent (50%) of the Units of Service allocated for that service period.
- At three quarters of the annual service period the AGENCY shall have claimed a minimum seventy-five percent (75%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by one hundred percent (100%) of the unspent units allocated for that service period.

Any decrease of funding for any of the AGENCY'S contracted programs for failure to utilize at anticipated rate may be approved by the DEPARTMENT'S Director.

ATTACHMENTS

ATTACHMENT 1

Action Area Eligible Activities

Economic Access: Building education to employment pathways for opportunity youth

Programs and services in this category must address at least one and no more than four outcomes and performance measures from the list below associated with the applicable Action Area:

- Youth gain employability skills and are workforce ready to include interview skills, résumé writing, communication, and budgeting as evidenced by pre-/post-tests
- Youth attain employment/internships as evidenced by job placements
- Youth gain self-confidence for career visioning and planning through career planning as evidenced by pre-/post-tests
- Youth acquire contextual learning related to post-secondary education and/or trade school as evidenced by pre-/post-tests
- Community Based Agency provides access to transportation services and incentives for youth as evidenced by tracking logs
- Youth earn job relevant licenses, certifications and/or credentials as evidenced by completed courses, certificates and licenses

Rationale:

“Opportunity” youth are primarily out-of-school, out-of-the-workforce youth, often ages 14-22. Most are significantly off-track to complete the higher education credential that can enhance their life-long earnings potential. Often they have personal challenges that have interfered with school. Additionally, they are more likely than their peers to be English language learners, pregnant or parenting, homeless, in foster care or out-of-home care, adjudicated, minority, disadvantaged, LGBTQ+ or have mental health concerns.

Suggested Uses of Available Funds for opportunity youth (based on recommendations included in the Youth Master Plan):

- Provide foundational career education such as financial literacy, vision boarding, Dress for Success, time-management, college tours and interview skills.
- Offer career exploration utilizing progressive, age-appropriate skill and interest inventories, guest speakers, and visits to local businesses as a means to broaden youth awareness of employment opportunities and careers.
- Provide personal guidance and coaching support for post-secondary education, including but not limited to certificate programs and trade apprenticeships and career development.
- Provide exposure/access to structured entry-level employment/internships in areas of potential career interest to increase employability and work readiness.

- Provide access to job readiness and employability training to prepare youth to compete for and excel in entry-level jobs.
- Increase knowledge/experience on post-secondary education, standardized testing, the application process and financial aid assistance, including but not limited to completion of the Free Application for Federal Student Aid (FAFSA).
- Provide coaching and apprenticeship/internships within and outside the agency to include summer opportunities.
- Assist in obtaining entry-level employment/internships with local agencies/businesses.
- Facilitate youth participation in employment pathways through outreach efforts with municipalities and schools including clubs.
- Create opportunities for young offenders, including with felonies, to be able to qualify for federal grants and scholarships.
- Increase training and professional learning opportunities for all frontline professionals working with opportunity youth to promote equitable practices, including:
 - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ+ youth
 - Racial and gender equity training
 - Special needs awareness and inclusivity training
 - Adverse Childhood Experiences (ACEs) and Resilience training

Please review:

Birth to 22 Palm Beach County Indicators of Child, Family and Community Risk, Well-being and Access to Supports (July 2023)

(https://pbcbirthto22.com/pdf/2023_Birth_to_22_Indicators.pdf)

For evidence-based tools and resources, please review the following websites:

- **The Community Guide:** <https://www.thecommunityguide.org/index.html>;
- **Blueprints for Healthy Youth Development:** <https://www.blueprintsprograms.org/program-search/>; and
- **Federal Understanding of the Evidence Base:** <https://youth.gov/evidence-innovation/evidence-based-program-directories>.

ATTACHMENT 2

Action Area Eligible Activities

Parenting and Role Models: Increase outreach to parents through communications, natural support system network, and parent mentors

Programs and services in this category must address at least one and no more than four outcomes and performance measures from the list below associated with the applicable Action Area:

- Parents acquire coping skills and enhance their ability to engage in positive relationships with their children as evidenced by pre-/post-assessments.
- Incarcerated parents demonstrate increased attachment as evidenced by bonding assessment tools.
- Children (birth to five) of incarcerated parents will demonstrate increased developmental milestones as evidenced by Ages and Stages Questionnaire (ASQ).
- Children of incarcerated parents demonstrate decreased anti-social behavior as evidenced by pre-/post-assessments.
- Parents gain knowledge of the impact of trauma on child development as evidenced by pre-/post-assessments.
- Parents/caregivers increase their ability to initiate conversations with youth as evidenced by pre-/post-assessments.
- Parents/caregivers increase knowledge about equitable practices relevant to special needs, cultural diversity, and gender identity as evidenced by pre-/post-assessments.
- Parents gain awareness of how to seek relevant community resources as evidenced by pre-/post-assessments.
- Community Based Agency provides access to respite care for parents of children with disabilities, domestic violence involvement, or facing a temporary crisis with the goal of reunifying as evidenced by placement records.

Rationale:

High-quality, enduring relationships with caring adults can lead to a range of positive outcomes for young people. All families need resources in order to be supportive of their children. Families who struggle with poverty, illness, or violence within or outside of their homes often need extra assistance. This does not diminish their desire to support their children, and it should not reduce our expectations that families can and must play this critical role. To this end, natural supports found in local neighborhoods, the faith community, and social networks need to be the first resources and the first responders when it comes to supporting, coaching, providing information and making connections for families in Palm Beach County.

Suggested Uses of Available Funds (based on recommendations included in the Youth Master Plan):

- Expand parent mentoring and support networks for parents of young children through young adults.
- Develop and provide trainings aimed at both parents and parent mentors to include parenting skills, coping skills, relationship building, and/or communication.
- Develop communications campaigns aimed at both parents and parent mentors. Increase awareness of the range of services available. Get youth/students involved in development and delivery of outreach campaigns.
- Reduce barriers to access by increasing transportation options, internet and computer access, and providing more mobile services that bring the services closer to home or into the home.
- Engage diverse and culturally competent parent mentors, volunteers, and professional staff.
- Increase training and professional learning opportunities for all frontline professionals working with parents, mentors and youth to promote equitable practices, including:
 - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ+ youth
 - Racial and gender equity training
 - Special needs awareness and inclusivity training
 - Adverse Childhood Experiences (ACEs) and resiliency

Please review:

Birth to 22 Palm Beach County Indicators of Child, Family and Community Risk, Well-being and Access to Supports (July 2023)

(https://pbcbirthto22.com/pdf/2023_Birth_to_22_Indicators.pdf)

For evidence-based tools and resources, please review the following websites:

- **The Community Guide:** <https://www.thecommunityguide.org/index.html>;
- **Blueprints for Healthy Youth Development:** <https://www.blueprintsprograms.org/program-search/>; and
- **Federal Understanding of the Evidence Base:** <https://youth.gov/evidence-innovation/evidence-based-program-directories>.

ATTACHMENT 3

Action Area Eligible Activities

Educational Supports: Promote equitable access to and success in higher education for pre-k through post-secondary students, by increasing parent, community, and business involvement in education.

Programs and services in this category must address at least one and no more than four outcomes and performance measures from the list below associated with the applicable Action Area:

- Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment.
- Youth reduce school absences and behavior referrals through educational supports in supervised and structured learning environments after school and during out-of-school time as evidenced by school attendance and behavior records.
- Youth will demonstrate proficiency in reading on grade level by the end of 3rd and 10th grades as evidenced by reading assessment and academic records.
- Parents of special needs students obtain educational supports as evidenced by pre-/post-surveys.
- Parents gain understanding of school system resources and supports, and are more engaged in supporting their children's academic success as evidenced by pre-/post-assessment.
- Youth attain college readiness as evidenced by pre-/post-assessment results.
- Youth receive coaching and achieve acceptance to post-secondary institutions (college, university, trade/vocational school, military, etc.) as evidenced by letters of acceptance.
- Youth receive extracurricular support, and advance to the next grade level or achieve on-time graduation as evidenced by academic records.

Rationale:

Students who demonstrate a proficiency in reading on grade level by the end of 3rd and 10th grades are more likely to be on track to graduate high school. Children who have developed early reading and math skills are more likely to achieve these educational milestones. In Palm Beach County, middle and high school achievement scores for Math and English Language show a large discrepancy among different groups of students achieving at grade level.

Students who miss more than ten (10) days of school and out-of-school suspensions account for a percentage of those absences are less likely to succeed compared to their peers.

Palm Beach County youth engaged in the Birth to 22 Community Conversations in 2023 reported among their top areas of concern were access to educational and economic supports, and mental health resources with an additional focus on safety.

Birth to 22 will focus on the following indicators for academic achievement: entering school ready to learn, reading and math proficiency, attendance and absenteeism, suspensions and graduation rate.

For more information on how Palm Beach County youth are Meeting Educational Standards, please review the Birth to 22 Palm Beach County Indicators of Child, Family and Community Risk, Well-being and Access to Supports:

https://pbcbirthto22.com/pdf/2023_Birth_to_22_Indicators.pdf.

Suggested Uses of Available Funds (based on recommendations included in the Youth Master Plan):

- Provide accessible personal guidance and mentoring support to parents to encourage engagement and navigation of the school system, including but not limited to certificate programs, trade apprenticeships and career development opportunities.
- Improve education and training to parents through provision of free books, parenting classes with cultural inclusivity, and use of social media to provide parenting tips.
- Engage businesses to provide learning opportunities in a nontraditional school setting to include life skills, building social skills, and financial literacy.
- Provide post-secondary support to students, including but not limited to mentorship, coaching, 1st year GPA goal achievement, 2nd year retention, and emergency scholarship support.
- Provide educational support to improve proficiency in math, reading, and/or English, as well as mental health support, and other wrap-around services for youth who have been suspended or expelled from school.
- Offer interventions and training to educators to seek and develop strengths in students in all educational settings, making it easier for youth to stay in school.
- Increase training and professional learning opportunities for all frontline professionals working with opportunity youth to promote equitable practices, including:
 - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ+ youth;
 - Racial and gender equity training;
 - Special needs awareness and inclusivity training;
 - Adverse Childhood Experiences (ACEs) and Resiliency training.

Please review:

Birth to 22 Palm Beach County Indicators of Child, Family and Community Risk, Well-being and Access to Supports (July 2023)

(https://pbcbirthto22.com/pdf/2023_Birth_to_22_Indicators.pdf)

For evidence-based tools and resources, please review the following websites:

- **The Community Guide:** <https://www.thecommunityguide.org/index.html>;
- **Blueprints for Healthy Youth Development:** <https://www.blueprintsprograms.org/program-search/>; and
- **Federal Understanding of the Evidence Base:** <https://youth.gov/evidence-innovation/evidence-based-program-directories>.

ATTACHMENT 4

SCOPE OF WORK

Contract Period: October 1, 2024 – September 30, 2027

Agency Name: XYZ Agency, Inc.

Program Name: Youth Excel & Succeed

Target Population: Middle and High School Youth Ages 12-18

Geographic area(s) served: West Palm Beach and Riviera Beach

Commission District(s): Districts 2 and 7

Overview:

Youth Excel & Succeed is a community based mentoring program that will support 30 mentor/mentee matches. The program targets youth residing in the low-income area of West Palm Beach and Riviera Beach through academic enrichment, life skills building activities coupled with connecting youth (mentees) to mentors. The Youth Excel & Succeed program is based on *The Elements of Effective Practice for Mentoring* established by The National Mentoring Partnership (MENTOR).

Evidence-based model or promising practice:

The Elements of Effective Practice for Mentoring

Observed Need/Risk Factor(s) that will be addressed:

Need for high quality mentoring program and related services to support youth development.

Services:

The Youth Excel & Succeed program will offer:

- Recruitment, screening, training, matching, monitoring and support for youth and mentors.
- Homework assistance and tutoring for youth participants.
- Skills building workshops and activities for youth participants.
- Mentor training including effective interactions, equity and trauma.
- Leadership development opportunities including but not limited to community service and reflection opportunities.

Outcomes:

- 30 of 30 (100%) recruited mentors are successfully matched with mentees as evidenced by the number of matches;
- 25 of 30 (83%) mentors are trained and supported in effective mentor/mentee interactions, equity and trauma as evidenced by training records;

- 23 of 30 (76%) youth achieve and/or maintain academic achievements as evidenced by report cards.

Reports Submission:

The AGENCY shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit A, Form 1
- Quarterly Report format, Exhibit A, Form 2
- Logic Model, Exhibit A, Form 3
- Annual Report format, Exhibit A, Form 4

Projected number of clients served:

30 youth and 30 mentor

Sample

ATTACHMENT 5

Program Budget Guidelines

Item #	Guidelines
1	A separate budget worksheet must be completed for each CBA funded program.
2	Please complete each column for each funder in detail. Please use Column A to describe in detail each expense.
3	The budget worksheet is not locked. Add line items and insert rows as appropriate for your program.
4	Do not enter data in cells that are grayed out.
5	Comments (notes) have been entered in various cells to help guide your entries.
6	Keep to the general format of the template.
7	You can format/auto sum cells that require totals to be entered.
8	If you wish to add your Agency name to the header/footer section, please do so.
9	Be sure that you list the relevant program name in cell B1.
10	If you have numerous funders for your program, insert additional columns to capture that summary data.
11	If salary expense is included in your proposed budget, please ensure the base rates meet Florida's minimum wage laws, which will gradually increase to \$15 an hour for non-tipped employees by September 30, 2026.

Program Budget

CBA Budget Items	CBA Program Name	Palm Beach County CBA	CBA Program Funder #2	CBA Program Funder #3	CBA Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2023		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$ -	\$ -	\$ -	\$ -	\$ -
Program Expenses	<u>Narrative</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>
Program Manager						\$ -
Program Assistant						\$ -
Fringe Benefits - Program Assistant						\$ -
Community Educator						\$ -
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Rent/Lease						\$ -
Building Maintenance						\$ -
Insurance						\$ -
Building /Occupancy		\$ -	\$ -	\$ -	\$ -	\$ -
Electric						\$ -
Water						\$ -
Telephone						\$ -
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies						\$ -
Postage/Shipping						\$ -
Printing						\$ -
Materials/Program Supplies						\$ -
Equipment Rental						\$ -
Project Supplies/Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
Conference Registration Fees						\$ -
Training						\$ -
Travel/Mileage						\$ -
Professional Fees		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROGRAM EXPENSES =		\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Expenses	<u>Narrative</u>					\$ -
Executive Position #1 (JL)						\$ -
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
XYZ Consultants						\$ -
Consulting Fees		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE EXPENSES =		\$ -	\$ -	\$ -	\$ -	\$ -
Administrative % of PBC Award		#DIV/0!				

Program Budget

CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
		Proposed	Confirmed	Pending	Pending	Pending
Program Period: FY 2023						
TOTAL PROGRAM FUNDING AMOUNT		\$ 116,945.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 188,445.00
Program Expenses	Narrative	Amount	Amount	Amount	Amount	Amount
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC CBA award and includes fringe benefits.	\$ 25,000.00	\$ 30,000.00			\$ 55,000.00
Program Assistant	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC CBA award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)		15,000.00			\$ 37,500.00
Fringe Benefits - Program Assistant	Fringe benefits expense for Program Assistant. Fringe benefits for this position total (\$1,800) with 50% allocated to Palm Beach County CBA in the amount of \$900.		900.00			\$ 900.00
Community Educator	Community Educator position is the primary interface with local schools, churches and support groups. Total Salary (including Fringe benefits) billed to Palm Beach County CBA = \$39,045	\$ 39,045.00				\$ 49,045.00
Personnel		\$ 74,045.00	\$ 45,000.00	\$ 7,500.00	\$ 7,500.00	\$ 142,445.00
Programmatic Rent/Lease	*Note: Rent for areas that house admin staff should be listed separately under administrative. Rent expense for Lake Worth facility. Total rental expense for FY22 = \$35,000. Allocation to Palm Beach County CBA award = \$20,000. Remainder \$15,000 will be paid by other operating income.	\$ 20,000.00				\$ 20,000.00
Building Maintenance	Maintenance expense for building XYZ	\$ 3,000.00				\$ 3,000.00
Insurance	Commercial, General, Liability Insurance	\$ 3,250.00				\$ 3,250.00
Building/Occupancy		\$ 26,250.00				\$ 26,250.00
Electric	Electric Utility Services expense for location X	\$ 2,200.00		\$ 1,000.00		\$ 3,200.00
Water	Water Utility service for location X	\$ 850.00		\$ 500.00		\$ 1,350.00
Telephone	Telephone expense for landline at location X	\$ 350.00				\$ 350.00
Utilities		\$ 3,400.00		\$ 1,500.00		\$ 4,900.00
Office Supplies	Office supplies for program staff	\$ 500.00				\$ 500.00
Postage/Shipping	Postage expense for client related mailing	\$ 750.00				\$ 750.00
Printing	Printing expense for program brochures	\$ 650.00				\$ 650.00
Materials/Program Supplies	Program related supplies used to support client	\$ -				\$ -
Equipment Rental	Monthly Equipment rental fee for use of X - (\$5000) - (\$5000) - (\$5000)	\$ 3,000.00				\$ 3,000.00
Project Supplies/Equipment		\$ 4,900.00				\$ 4,900.00
Conference Registration Fees	Professional development program fees	\$ 350.00				\$ 350.00
Training	Staff training expense for program/medical client support	\$ 1,500.00				\$ 1,500.00
Travel/Mileage	Program staff mileage reimbursement for client and meetings	\$ 1,100.00				\$ 1,100.00
Professional Fees		\$ 2,950.00				\$ 2,950.00
TOTAL PROGRAM EXPENSES		\$ 109,745.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 181,245.00
Administrative Expenses						
Executive Position #6 (1)	15% allocated to program (including fringe benefits) allocated from Palm Beach County CBA = % 54,250	\$ 4,250.00				\$ 4,250.00
Personnel		\$ 4,250.00				\$ 4,250.00
XYZ Consultants	Accounting and legal expenses for program. Annual Accounting and Audit fee = \$2,950. Total expense =	\$ 2,950.00				\$ 2,950.00
Consulting Fees		\$ 2,950.00				\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES		\$ 7,200.00				\$ 7,200.00
Administrative % of PBC Award			0%			

ATTACHMENT 6

UNIT COST OF SERVICE RATE AND DEFINITION

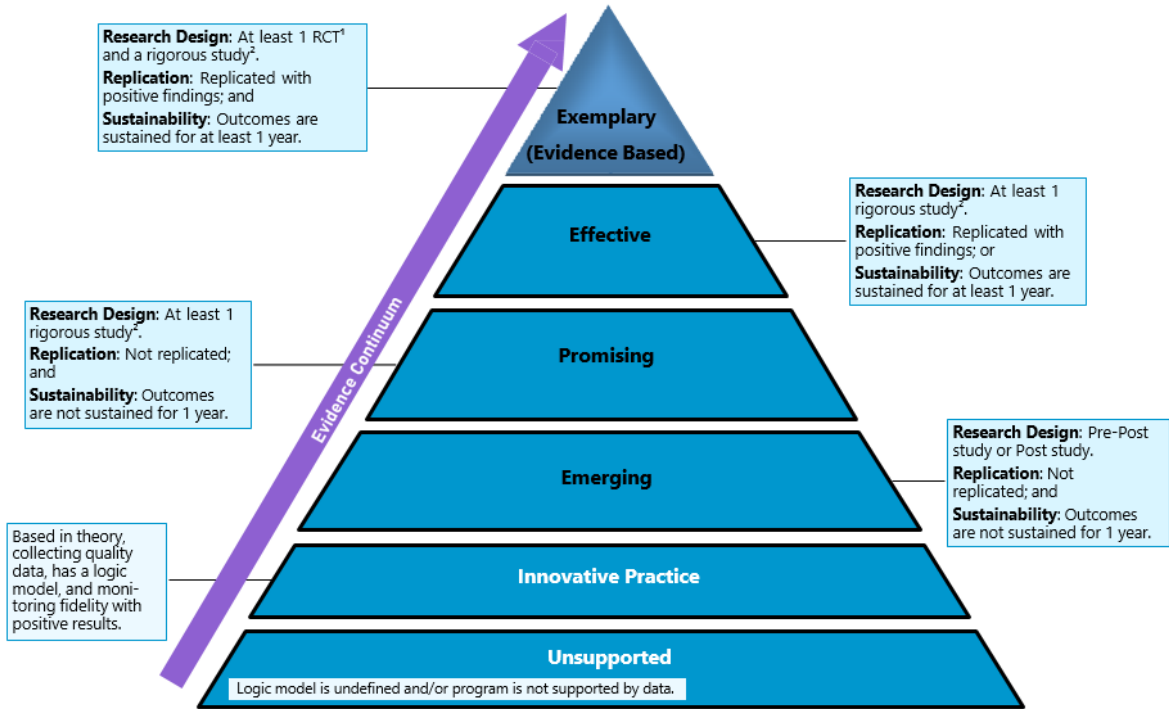
The Scope of Work to be completed by the AGENCY as defined in Exhibit A consists of submission to the COUNTY of certain “deliverables” as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Unit Cost of Service Rate and Definition:

Program:	Community Based Agency:	
Contract Period:		
Unit Cost of Service Rate Definition	Unit Cost of Service Rate	Total Cost of Service
	\$	\$ annually
TOTAL CONTRACT		\$
Deliverables Description:		
If Unit Cost is based on Hours of Service:		
<ul style="list-style-type: none"> • Proof of Service (examples include client sign in sheets, attendance records, schedule) • Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work) 		
If Unit Cost is based on Hours of Staff Time:		
<ul style="list-style-type: none"> • Proof of Payroll Expense (examples include copies of paystubs, automated payroll reports) • Timesheet (including time attendance records, activity log) • Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work) 		

Logic Model Checklist

- ❑ Was the mission of the organization or program identified? (foundation)
- ❑ 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 this Information Guidance (Column 3).
- ❑ Is the outcome realistic, clear, and attainable? (Column 3) *(Does the outcome avoid words such as “received” as this makes the statement appear to relate only to the receipt of a service and not an outcome? Instead, 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, and the percent that represents the relationship between these two numbers?
- ❑ Was a specific measurement tool(s) 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)

Continuum of Evidence



Adapted from: Brownson, Fielding and Maylahn. Evidence-based public health: A fundamental concept for public health practice. Annual Review of Public Health. 2009.

¹RCT- Randomized Controlled Trial
²Rigorous Study- Randomized Controlled Trial or Quasi-Experimental Study

Exemplary	Evidence-based - At least 1 rigorous study plus 1 Randomized Control Trial (RCT) - Replicated with positive findings - Outcomes are sustained for at least 1 year.
Effective	At least 1 rigorous study - Replicated with positive findings; or Outcomes are sustained for at least 1 year.
Promising	At least 1 rigorous study - Not replicated- Outcomes are not sustained for 1 year.
Emerging	Pre-/Post-study or Post-study - Not replicated - Outcomes not sustained for 1 year.
Innovative Practice	Based in theory - Collecting quality data - Has logic model - Monitoring fidelity with positive results.
Unsupported	Logic model is undefined and/or program is not supported by data.

ATTACHMENT 9

(To be completed by all proposers. Not-for-profit entities complete the top half of the form. Governmental entities and special districts, complete the bottom half of the form.)

FOREIGN COUNTRY OF CONCERN ATTESTATION

(PUR 1355)

This form must be completed by an officer or representative of all not-for-profit entities. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name:

Title:

Signature:

Date:

FOREIGN COUNTRY OF CONCERN STATEMENT
(GOVERNMENTAL ENTITY OR SPECIAL DISTRICT)

(To be submitted by proposers that are governmental entities or special districts)

Proposer is a governmental entity or special district.

Printed Name:

Title:

Signature:

Date:

ATTACHMENT 10

Hyperlinks listed in NOFO

Mandatory Pre-Proposal Conference Zoom link1, 9
YSD NOFO for the Community Based Agencies Program1, 4, 5, 9, 10,
.....11, 13, 23, 24,
.....25
Birth to 22 and Community Data.....3, 9, 15, 16
United Way of Palm Beach County Mentor Network.....3
County’s on-line Vendor Self Service (VSS) system4, 9, 24
YSD Home Page9
Lobbying – “Cone of Silence”12
YSD NOFO Dashboard (to apply).....13
BCC Commission District and zip code maps15
U.S. Census Data15, 16
Birth to 22 Palm Beach County Indicators of Child, Family and Community Risk,
Well-being and Access to supports (July 2023)15, 16
2023 United Way Alice Report: Florida/ALICE in the Crosscurrents16
Continuum of Evidence Video18

Hyperlinks listed in Attachment 1 29

- Birth to 22 Palm Beach County Indicators of Child, Family and Community Risk, Well-being and Access to Supports (July 2023)
- The Community Guide
- Blueprints for Healthy Youth Development
- Federal Understanding of the Evidence Base

Hyperlinks listed in Attachment 2 31

- Birth to 22 Palm Beach County Indicators of Child, Family and Community Risk, Well-being and Access to Supports (July 2023)
- The Community Guide
- Blueprints for Healthy Youth Development
- Federal Understanding of the Evidence Base

Hyperlinks listed in Attachment 3 33

- Birth to 22 Palm Beach County Indicators of Child, Family and Community Risk, Well-being and Access to Supports (July 2023)
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