Palm Beach County Youth Services Department
NOFO For Community Based Agencies FY2025

QUESTIONS & ANSWERS	DATE RECEIVED

Q1. **The Powerpoint presented at the mandatory pre-proposal conference references Attachment 9 and Attachment 10 as applying to the Foreign Country of Concern Attestation. The NOFO guidance document only requires one form. Please explain.**

2/29/2024

A1. Those two attachments have been combined into one attachment. All proposers are required to download Attachment 9 and complete either the top half or the bottom half of that Attachment before uploading. The NOFO Guidance contains accurate instructions for completing Attachment 9.

Q2. **I am trying to update information on VSS however I keep getting error messages: Under business information, it looks like several fields are pending review with updated information such as new address, etc.**

2/29/2024

A2. If your agency has modified the existing vendor account, you may be in need of the Palm Beach County Purchasing Department's assistance to submit the changes.
For assistance in registering, please use the VSS New Registration User Guide located at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService to guide you through the registration process. If you are a current vendor, but have not activated your VSS account, please use the VSS Activate Existing Account User Guide to complete your account activation.
If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at PBCVendor@pbcgov.org.

Q3. **I am trying to update information on VSS however I keep getting error messages: Also under the commodities tab, are we supposed to enter anything?**

2/29/2024

A3. Commodity codes are used by Purchasing to identify goods or services provided by a vendor. In order to receive upcoming notifications of County business opportunities/solicitations, the agency must click on Commodities under the Account Information tab and enter the commodity numbers for all goods and services you would like to receive notification of County business opportunities/solicitations related thereto. The commodity code associated with this NOFO is 95200 (Human Services).
For assistance in registering, please use the VSS New Registration User Guide located at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService to guide you through the registration process. If you are a current vendor, but have not activated your VSS account, please use the VSS Activate Existing Account User Guide to complete your account activation.
If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at PBCVendor@pbcgov.org.

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Q4. I am trying to update information on VSS however I keep getting error messages: Is it fair to assume that no ACH information needs to be entered until after being awarded a grant? — 2/29/2024

A4. ACH confirmations are set up between the County's financial institution and the Agency's Chief Executive Officer through County Finance.

For assistance in registering, please use the VSS New Registration User Guide located at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService to guide you through the registration process. If you are a current vendor, but have not activated your VSS account, please use the VSS Activate Existing Account User Guide to complete your account activation.

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Q5. Under the executive compensation, does that refer to board of directors (who are not compensated) or does this correspond to the Executive Director's salary or other employees? — 2/29/2024

A5. If no payments are being made to the Board of Directors, that expense would not be included in your program budget. If all, or any portion of another executive level employee is being included, it should be clearly stated on your program budget submission, along with any other salary expense for employees that will be charged to your general ledger for this program.

QUESTIONS 6-10 ARE FROM MANDATORY PRE-PROPOSAL CONFERENCE ON FEBRUARY 29, 2024

Q6. What is the difference between vendor access and public access? Should all potential applicants register as a vendor? — 2/29/2024

A6. Vendor access is a vendor already registered with the County. Public access can be used to search for this NOFO if you are not a vendor currently registered with Palm Beach County.

Q7. Can we get a copy of the NOFO Slides? If so, how? — 2/29/2024

A7. The PowerPoint presentation from the mandatory Pre-Proposal Conference is posted on the Youth Services Department's Website: https://discover.pbcgov.org/youthservices/Pages/NOFO.aspx

QUESTIONS & ANSWERS	DATE RECEIVED
Q8. **Where do we find the attachments mentioned in the NOFO. I can't "click" where it says to click?**	2/29/2024
A8. The NOFO guidance document can be found via the VSS website: (https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService). The PDF file posted on the YSD website will have hyperlinks that connect to the attachments, including how to navigate the VSS website: (https://discover.pbcgov.org/youthservices/PDF/NOFO/2024/NOFO_2025_Pre-Proposal_Conference_FINAL.pdf).	
Q9. **Does your organization have to be a non-profit?**	2/29/2024
A9. Page 8 of the NOFO guidance document states, "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." Under the ACKNOWLEDGEMENT TAB, Attestations, Attachment 9 states: "If you are a not-for-profit corporation, please complete the Foreign Country of Concern Attestation on the top half of the 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." The NOFO guidance document can be found via the VSS website: (https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService).	
Q10. **We currently have a contract with Palm Beach County YSD for our high school students at Milagro Center. Are we able to submit a new proposal for that population under this NOFO?**	2/29/2024
A10. Current CBAs are able to submit new proposals under this Notice of Funding Opportunity. The period that will be covered by the NOFO is October 1, 2024 – September 30, 2027.	
Q11. **Will any other NOFOs be released this year for the other ACTION AREAS from the Master plan? If not this year, do you know when?**	2/29/2024
A11. No, there will not be any additional NOFOs released for FY 2025 by the Youth Services Department for the other Action Areas. Information on the next NOFO will be released in Spring 2025.	

QUESTIONS & ANSWERS	DATE RECEIVED

Q12. I received the RFP details for the upcoming strengthening steps to success. I did not find any numbers for the amount of funding that can be applied for. Is there a guidance on what that number is? I know it will cover the three years for the program but I wondered if there is more guidance than that. — 2/29/2024

A12. This RFP includes approximately $1.1M of funding for all proposals recommended for funding collectively.   An agency should limit the amount of funding being requested to fill their need so we can fund as many programs as possible.   Please note the amount of funding requested from Palm Beach County is limited to no more than 25% of your Total Agency Budget.   Please see item 3.7.2 of NOFO guidance document for additional information.

Q13. Milagro Center has a contract for our high school students which runs until October 30, 2025. Would we be able to submit an application under this NOFO for this same population, or would it have to be for a different population? — 2/29/2024

A13. Current CBAs are able to submit new proposals under this Notice of Funding Opportunity. The period that will be covered by the NOFO is October 1, 2024 – September 30, 2027.

Q14. For the county contract a certificate of insurance is required. The non profit does not have insurance however, the individuals who we would contract with for services should all have their own private liability insurance. Can you tell me if the non profit itself has to have insurance and if so, what exactly would be needed to be covered? and where one would obtain the type of insurance you are looking for? — 2/29/2024

A14. Section I (General Information) of the NOFO Guidance Document under "Contractual insurance requirements, if a Proposal is selected" states: "The AGENCY shall maintin 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." It then lists the specific minimum coverage requirements for all types of coverage required.

QUESTIONS & ANSWERS	DATE RECEIVED

Q15. **We are a program funded based non profit. while we are small, we get program funding for specific programs and complete them by a program base only. we do not have paid employees or overhead of a location etc so our funding goes directly to the program we have in place. Example CSC gave us GII funding of $30,000 for a specific year, for a specific program and it was only used for that one time program. Does this exclude us from applying for a program because we don't have a budget for employees etc?**
2/29/2024

A15. No, the agency is not excluded from applying because you don't have a budget for employees. The NOFO Guidance document requires you to submit a complete budget for the program for which you are submitting your Proposal. At a minimum, you should include the program expense by category for at least the amount being requested from the County. The template provided (Attachment 5) provides sample entries, including a program that has additional funding sources for their program being submitted for consideration. The program expenses should be as clear and concise as possible.

Q16. **I wanted to inquire about the Mandatory Pre-Proposal Conference. Unfortunately, I wasn't able to attend on the 29th, but would like to see if another session will be offered.**
3/1/2024

A16. A recording of the mandatory Pre-Proposal Conference is available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at: https://discover.pbcgov.org/youthservices/Pages/NOFO.aspx

Q17. **I see that watching the zoom recording is allowed which is great! However, there is no sound on the video. I played it, fast forwarded through it and no sound.**
3/1/2024

A17. We have verified that the sound is working on the video. Please check your computer or browser settings and try again.

Q18. **I am unable to connect to the The Notice of Funding Opportunity is available at https://pbcvssp.co.palmbeach.fl.us/webapp/vssp/AltSelfService [pbcvssp.co.palmbeach.fl.us]. The deadline to submit a proposal is March 25, 2024.**
3/3/2024

A18. For assistance, agencies/users can view the reference guides available on the website. The NOFO guidance document can be found on the VSS website here: https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService.

For assistance in searching the VSS site for this NOFO please go to: https://discover.pbcgov.org/youthservices/PDF/2024/2025-NOFO-searching.pdf

QUESTIONS & ANSWERS	DATE RECEIVED

Q19. **I attended the mandatory NOFO zoom and have reviewed multiple resources provided. I cannot find an amount that the PBC Youth Services Division will be willing to fund. I have seen in previous years it is 82,000. Is this still accurate?** — 3/4/2024

A19. The amount $82,000 indicated in your question is not accurate. The total amount of funding to be distributed through 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. The amount of funding requested from Palm Beach County is limited to no more than 25% of your total agency budget. Please see item 3.7.2 of NOFO guidance document for additional information.

Q20. **I tried to register our organization, however we are already listed as a vendor. The contact administrator has not been with the organization for almost 4 years. How do I get access to the site to log in?** — 3/4/2024

A20. If your agency is a registered vendor, but has not activated your VSS account, please use the VSS Activate Existing Account User Guide to complete your account activation. If you need further assistance, or have questions, Palm Beach County VSS Assistance is available Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at PBCVendor@pbcgov.org.

Q21. **This is my first time trying to go through this process and am looking for information about where to find the actual grant application – so that I can begin preparing it.** — 3/4/2024

A21. The NOFO is available on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService. Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at https://www.pbcgov.org/cba_monitoring . Please see the NOFO Guidance Document - section VI. 2 NOFO Dashboard access for additional information.

Q22. **Do I need to log in to access the grant? Will it let me if I am not a registered user?** — 3/4/2024

A22. The NOFO is 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 addition, per the NOFO guidance document section VI. Proposal contents, Guidelines, and Instructions: Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring .

QUESTIONS & ANSWERS	DATE RECEIVED

Q23. **Can a community-based care lead agency could apply for the NOFO?** | 3/5/2024

A23. The NOFO guidance document states, 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. The NOFO guidance document can be found via the VSS website: (https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService).

Q24. **We need to be able to register in the below portal to submit the upcoming Palm Beach County Youth Services grant. Unfortunately, it looks like a former employee had a previous account. We need some help figuring out exactly how we get this changed over so we are able to get in, see the application and submit. Boys Town is registered although not under the current legal name; it won't let us create a new registration since it is the same EIN. We have clicked on the contact your administrator as the instructions state, and it is registered under Cathy Melendez, a former employee.** | 3/5/2024

A24. We recommend you contact, Palm Beach County VSS Assistance by calling (561) 616-6800 or email at PBCVendor@pbcgov.org. VSS assistance is available Monday through Friday, 8:00am-5:00pm EST.

Q25. **I am writing to request an exception to the Mandatory Pre-Proposal Conference in regards to the Palm Beach Community Based Agencies (CBA) FY 2025 Opportunity. We unfortunately did not receive notice of the opportunity until after the event had taken place. Nevertheless, I am confident that my organization is fully prepared to submit a proposed solution that will provide a unique value to the County and the citizens it serves. I am also happy to review any Conference recording, or Q&A Document, in order to comply with all guidance and requirements the county has expressed.** | 3/6/2024

A25.

No, we can not honor your request for an exception to the requirement regarding the mandatory Pre-Proposal meeting. A recording of the mandatory Pre-Proposal Conference is available for review on the YSD website under a tab titled "Notice of Funding opportunity" at https://discover.pbcgov.org/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.

QUESTIONS & ANSWERS	DATE RECEIVED

Q26. **Are applicants required to be accredited by Nonprofits First?** | 3/6/2024

A26. Applicants are not required to be accredited by Nonprofits First, Inc. If agency is not accredited by Nonprofits First, Inc. the following documents must be uploaded: 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. Please see the NOFO guidance document section VI.3. The NOFO document is available on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService.

Q27. **One of my clients is interested in the Palm Beach County Youth Services NoFO due March 25th. However, they are a small organization with a budget of $50,000. Do they still need to procure a financial audit for this opportunity?** | 3/8/2024

A27. Yes, all Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor. If the Agency is accredited by Nonprofits First, Inc., you will upload proof of accreditation and will not need to provide an Independent Audit Report.

Q28. **I noticed the grant period for this NOFO is from October 2024 to September 2027. Will there be another round of NOFO for those providers whose contracts end on 9/30/2025? Or do we need to apply for the same program under this grant period of 10/1/2024 to September 30, 2027?** | 3/11/2024

A28. Current CBAs are able to submit new proposals under this Notice of Funding Opportunity. The period that will be covered by the NOFO is October 1, 2024 – September 30, 2027. Information on the next NOFO will be released in Spring 2025. New proposal submissions need to align with the action area(s) offered in this NOFO.

Q29. **In the NOFO, the funding available is stated as $1.1 million dollars. Is this amount the total for the 3 year contract or just for year one?** | 3/11/2024

A29. The total amount of funding awarded as a result of this NOFO will be approximately $1.1 million per fiscal year.

Q30. **One of the outcomes under the Action Area "Educational Supports" is, "Youth build resiliency to overcome obstacles related to educational goals, life skills, and social skills as evidenced by resiliency assessment."** | 3/11/2024

Does the Youth Services have a specific resiliency assessment that they use or prefer or is it up to the agency to define the outcome measurement tool?

A30. YSD does not require use of a specific resiliency assessment. Any tools would need to be consistent with the program's evidence-based approach or promising practice being implemented.

QUESTIONS & ANSWERS	DATE RECEIVED

Q31. **I can't seem to find the application for the notice of funding. Can you help me please?** | 3/13/2024

A31. The NOFO is 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 addition, per the NOFO guidance document section VI. Proposal contents, Guidelines, and Instructions: Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring .

Q32. **Please advise if there is a published scoring section that we can refer to for the proposal for Community Based Agencies FY 2025 Notice of Funding Opportunity (February 26, 2024)** | 3/15/2024

A32. NOFO guidance document Section VI. PROPOSAL CONTENTS, GUIDELINES AND INSTRUCTIONS provides Guidelines/Requirements for Scoring of Proposals under header #3.

Q33. **Section 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" we are being asked to complete all fields however, we are finding we are unable to enter information in the reports submission section as it is greyed out and we are also not able to enter any information into the short description or outcomes sections. Are these sections not needed for this application? If they are, please advise on how this information is to be entered into the system.** | 3/15/2024

A33. In the Scope of Work section, the Outcomes and Short Descriptions are directly tied to the Action Area selected in section 3.3.3 and will be auto-populated by the system.

Q34. **Under Scope of Work, "Reports Submission, Monthly Report formant, Exhibit A, Form ; Quarterly Report format, Exhibit A, Form 2; Logic Model, Exhibit A, Form 3; Annual Report Format, Exhibit A, Form 4" we are unable to select an option as they are greyed out but marked as required. All are selected and we are unable to deselect. Please clarify what we are to do in this area.** | 3/15/2024

A34. The Reports Submission requirement is directly tied to the Action Area you selected and cannot be deselected.

QUESTIONS & ANSWERS	DATE RECEIVED

Q35. **Under Outcomes, which we are currently unable to add data to, there is also no "add new" button like in other sections. How should we add additional outcomes to this section?**

3/15/2024

A35. According to the NOFO guidance document 3.3.3, program's proposed outcomes from the applicable Action Area must choose at least one and no more than four outcomes within the chosen Action Area. REfer to NOFO **Attachments 1-3.** Agencies cannot create their own outcomes outside of the list provided.

Q36. **Under the Logic Model section, we are unclear as to how to enter information into the results column. Please advise on how you would like this information entered or if this information is not needed .**

3/15/2024

A36. As shown on the NOFO guidance document, page 40; column 5 (Results) will remain blank. See the Logic Model Checklist on page 41 for additional informtion on the Logic Model requirements.

Q37. **Under the Unit Cost Section, are we only able to enter unit costs as hours of service or hours of staff time? Would we be able to enter a monthly unit cost?**

3/15/2024

A37. Development of the Unit Cost of service is discussed in the Pre-Proposal meeting presentation available at: https://discover.pbcgov.org/youthservices/PDF/NOFO/2024/NOFO_2025_Pre-Proposal_Conference_FINAL.pdf - see pages 45-46. Unit cost should be developed using staff hours or client service hours.

Q38. **We are requesting an indirect cost rate of 15% however, under row 43 this is being changed to 13% versus the requested 15% due to tying to account row 3, total program funding. Please advise as to whether this is an error on the spreadsheet that needs to be adjusted, or whether this is meant to calculate in this manner.**

3/15/2024

A38. Please refer to Section 3.7.1 of the NOFO Guidance document.   If you are charging an indirect/administrative percentage fee, then you must remove any other line items related to indirect/administrative expenses.   You must also submit an approved cost plan from a congmizant agency.   Proposers are not required to use the formulas provided in the sample; however, calculations should be clear and easy to follow for the review panels.

Q39. **If the proposed Unit Cost is based on Staff Time, does the staff time have to be actual hours worked or does it include all hours paid to a salaried staff person during a pay period, which could be inclusive of eligible paid time off or a paid holiday.**

3/15/2024

A39. If the proposed Unit Cost is based on staff time, units to be claimed will be based on actual hours worked. Eligible paid time off and holiday hours should be considered when developing the number of units you will claim.

QUESTIONS & ANSWERS	DATE RECEIVED

Q40. **Since the funding is for three (3) years, are we required to submit just a one (1) year budget or should we include separate budgets for each of the three (3) years?**   3/15/2024

A40. A one-year program budget is required.   Please see section 3.7 of the NOFO guidance document.

Q41. **I'm having trouble finding the RFP. First time doing it through here. Who can I reach out to for assistance?**   3/18/2024

A41. To ensure all applicants receive consistent information during the Cone of Silence, there is not a point of contact you can speak with directly. Any questions regarding the NOFO must be in writing and emailed to the Contact Person at YSDrfp@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.

Here are some resources that may be of assistance:
The PowerPoint presentation from the mandatory Pre-Proposal Conference is posted on the Youth Services Department's Website:
https://discover.pbcgov.org/youthservices/Pages/NOFO.aspx
The NOFO is 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 addition, per the NOFO guidance document section VI. Proposal contents, Guidelines, and Instructions: Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring.

Q42. **I am having trouble using the portal to upload our answers to the Logic Model field. I'm unable to scroll to the right to see the entire logic model, I can only see until Column 6. Column 7 is cut off. And, I don't see a "+" button to add a response, like I did in the Scope of Work section. Could you please advise with technical help? Thank you. Here are some examples of my screen, I am unable to scroll further in either direction:**   3/18/2024

A42. You will need to zoom out to view the entire webpage. There is more information to the right of column 7.

Q43. **Are we able to submit more than one indicator for each of the outcomes selected? If so, how should be submit multiple indicators under the one outcome?**   3/18/2024

A43. No, only one indicator can be selected for each outcome.