

# FY 2026



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## Community Based Agency FY 2026 Notice of Funding Opportunity (NOFO) Pre-Proposal Conference

Thursday, February 27, 2025 at 9:00 am

Via Zoom: <https://pbcgov.zoom.us/j/85291986325?pwd=gifJm6cX1dZpLntHqFisPuWhFm2kL8.1>

# AGENDA



<b>Welcome &amp; Introductions</b>	<ul style="list-style-type: none"><li>• Elisa Cramer, Director, Youth Services Department</li></ul>
<b>Cone of Silence</b>	<ul style="list-style-type: none"><li>• Helene Hvizd, Senior Assistant County Attorney</li></ul>
<b>Overview of FY2026 CBA NOFO Process and Guidance</b>	<ul style="list-style-type: none"><li>• Ike Powell III, Director of Outreach &amp; Community Programming</li></ul>
<b>Scope of Work and Logic Model</b>	<ul style="list-style-type: none"><li>• Ike Powell III, Director of Outreach &amp; Community Programming</li></ul>
<b>Contract Preparation &amp; Process</b>	<ul style="list-style-type: none"><li>• Michelle Liska, Director of Finance, Contracting, and Administrative Services</li></ul>
<b>Contracts, the Insurance Article, and the COI</b>	<ul style="list-style-type: none"><li>• Liz Plaska, Property &amp; Casualty Insurance and Claims Manager</li></ul>
<b>Fiscal Overview for NOFO Budgets &amp; Website Page Overview</b>	<ul style="list-style-type: none"><li>• Ty Hall, Financial Analyst III</li></ul>
<b>Evaluation Methodology</b>	<ul style="list-style-type: none"><li>• Donna Goodwin, Program Evaluator</li></ul>
<b>NOFO Dashboard Demo</b>	<ul style="list-style-type: none"><li>• Ike Powell III, Director of Outreach &amp; Community Programming</li></ul>
<b>Questions &amp; Answers</b>	<ul style="list-style-type: none"><li>• Elisa Cramer, Director, Youth Services Department</li></ul>

# WELCOME & INTRODUCTIONS

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**Elisa Cramer**  
*Department Director,*  
*Palm Beach County Youth Services Department*

# HOUSEKEEPING



- Session is being recorded
- Put your name and agency name in the chat
- Participants on Mute
- Put questions in the chat
- Website Q & A



# SIGN IN



## **Mandatory Pre-Proposal Conference**

The NOFO requires a proposer's attendance at today's ***mandatory Pre-Proposal Conference*** or an attestation that the recording of this conference has been reviewed.

Each proposer will be asked to confirm attendance or review when submitting a proposal, and the application cannot be submitted without such attestation.

**For those attending, please add your name and agency in the Chat.**

**The PowerPoint and recording of this meeting will be available at:**  
[www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx)

# RESOURCES



- NOFO Proposal Portal
- Community Based Agencies Portal
- Outcome selection list



# VENDOR SELF SERVICE (VSS) AMENDMENTS TO NOFO



## 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.

<b>Solicitation CBA2023</b> Procurement Folder: 1226303 Solicitation: CBA2023 Solicitation Type: Request for Proposals Description: Notice of Funding Opportunity for CBA FY2023	Solicitation Version Number: 2 Amendment: 1 Status: Open Issued Date: 3/7/2022 Closing Date: 4/4/2022 Closing Time: 5:00 PM Time Left: 28 Days Public Bid Open Date: Public Bid Open Time: Phone: 561-242-5713 Phone: 561-242-5716
On Behalf Of Office: Palm Beach County Preparer Office: Palm Beach County Category: COMM BASE AGENCY <b>Mail Responses To:</b> IKE POWELL YOUTH SERVICES DEPARTMENT (561) 242-5713 OUTREACH & COMMUNITY PROGRAMMING	Online Responses Prohibited: Yes

If you are experiencing difficulty with the VSS system, please contact Palm Beach County VSS Assistance Monday through Friday, 8:00am-5:00pm EST and can be reached by calling (561) 616-6800 or email at [PBCVendor@pbcgov.org](mailto:PBCVendor@pbcgov.org).

# YOUTH MASTER PLAN



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



Palm Beach County  
Board of County Commissioners

## Strengthening the Steps to Success



Youth Master Plan  
for Palm Beach County

2/27/2025

## Palm Beach County Birth to 22:

### United for Brighter Futures Youth Master Plan 2.0 2024





# CONE OF SILENCE



**Helene Hvizd**

*Senior Assistant County Attorney*

# 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.

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](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.

# CONE OF SILENCE



## When Does the Cone of Silence End?

The Cone of Silence is in effect as of the Electronic Submission Deadline Date. The Cone of Silence shall terminate at the time that the BCC approves awards or contracts, all proposals are rejected, or other action is taken which ends the solicitation process.

## When Oral Communications are Allowed

The provisions of this Ordinance shall not apply to oral communications at any public meeting, including but not limited to pre-proposal conferences, and selection committee meetings. The Cone of Silence shall not apply to contract negotiations between any employee and the intended awardee.

## Ethics Commission

If anyone has a question regarding ethics they should not be addressed to our department, but should be addressed directly with the Ethics Commission.

<http://www.palmbeachcountyethics.com/>

# HUMAN TRAFFICKING AFFIDAVIT AND FOREIGN COUNTRIES OF CONCERN ATTESTATION



## **New and Edited Proposal Requirements Based on Amendments to Florida Law**

### **Nongovernmental Entity Human Trafficking Affidavit**

- All proposers must download the Human Trafficking Affidavit, and either state that it is a governmental entity and exempt from the Human Trafficking Affidavit requirement,  
OR
- Complete the Human Trafficking Affidavit and have it notarized before uploading the document. In the affidavit, the proposer must attest that it does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

### **Foreign Countries of Concern Attestation**

- Section 287.138, Florida Statutes imposes a new requirement concerning proposals, bids, and contracts, requiring an entity submitting a proposal to attest that it is not owned by, controlled by, or organized under the laws of the government of a Foreign Country of Concern, and that it has not received a gift from such a Country. Those Countries include: the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro, or the Syrian Arab Republic.

# OVERVIEW OF NOFO PROCESS & GUIDANCE

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**Ike Powell III**

*Director,*

*Outreach and Community Programming*

# CBA FUNDING CYCLE

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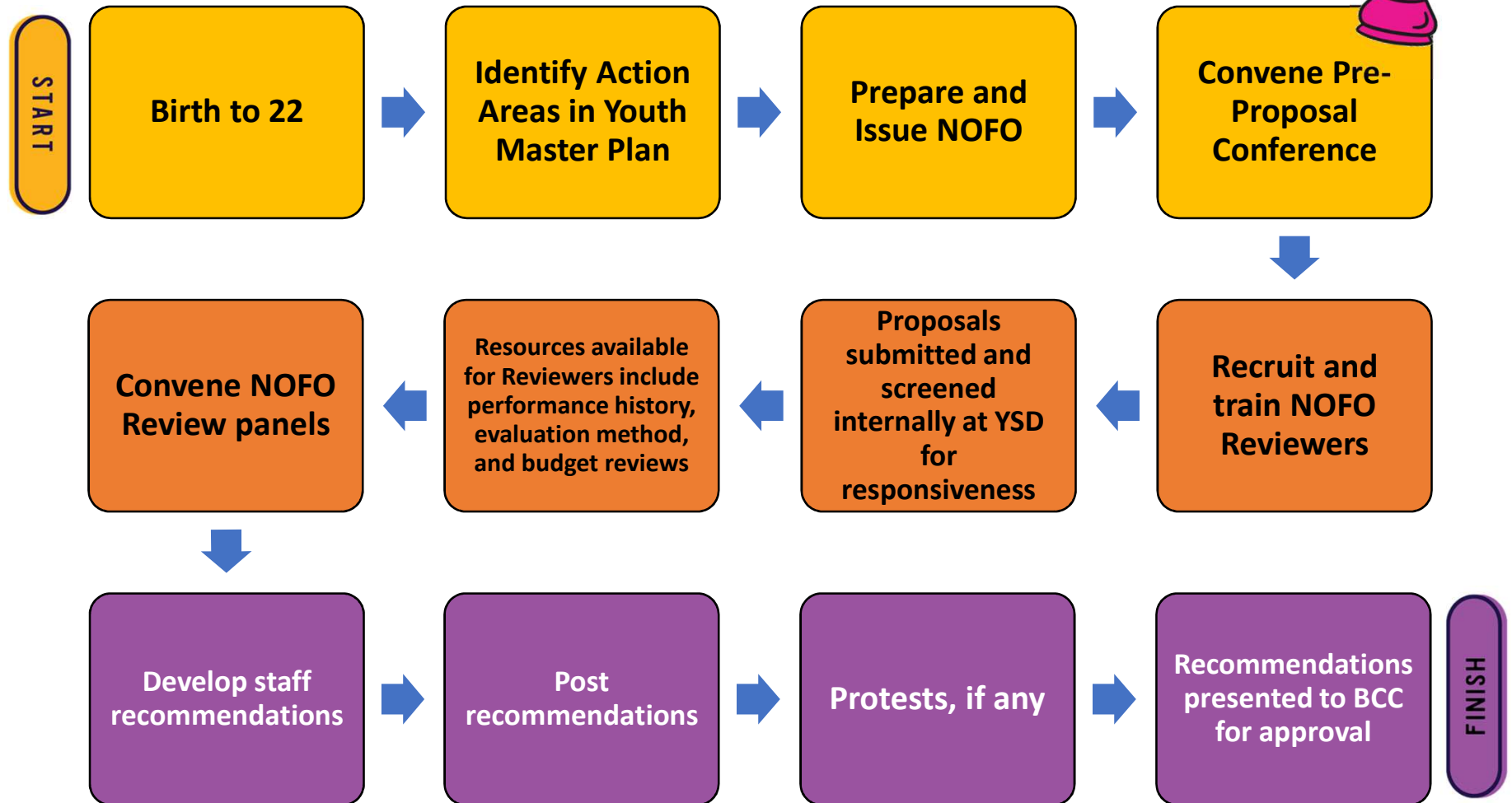
## **3-Year Funding Cycle:**

The following Action Area(s) will be issued a three (3) year contract which will be dependent on annual budget allocation from the Board of County Commissioners (BCC).

## **FY 2026 NOFO Categories:**

- 1. Health & Wellness Supports:** Ensure access to healthy foods and exercise options; address youth physical and mental health risks/barriers.
- 2. Ensure Safety & Justice:** A) Provide intervention and alternatives to crime; B) Strengthen prevention efforts to deter entry into the delinquency system; and C) Promote healthy relationships, respect, communication, and conflict resolution in family and social interactions.
- 2. Skills for Learning and Life (SLL):** Strengthen life skills that build confidence, support mental and emotional health, and enable youth to overcome challenges through quality out-of-school time (OST) programs

# CBA NOFO PROCESS



# NOFO TIMELINE



DATE	ACTIVITY
February 23, 2025	NOFO advertised
February 24, 2025	NOFO available to public
February 27, 2025	<u>Mandatory</u> Pre-Proposal Conference ←
March 10, 2025	Reviewer Training via Zoom
March 17, 2025	Final day to submit written questions ( <a href="mailto:YSD-rfp@pbcgov.org">YSD-rfp@pbcgov.org</a> )
March 18, 2025	All questions to be answered, and posted on YSD website
March 24, 2025	<b>Electronic Submission Deadline Date @5:00p.m. EST</b> Cone of Silence Begins
April 14-21, 2025	Review Panels meet to finalize reviews and proposal scoring
May 9, 2025	YSD staff posts Recommended Contract Awards on YSD website under a tab titled “Notice of Funding Opportunities” at <a href="http://www.pbcgov.com/youthservices/Pages/NOFO.aspx">www.pbcgov.com/youthservices/Pages/NOFO.aspx</a>
May 16, 2025	Final date to submit written protest



# PROPOSAL HIGHLIGHTS



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.

Proposers meeting this requirement can submit a full proposal as long as they meet the eligible proposer requirements listed in the NOFO section I.

The full written proposal must be completed online and submitted according to NOFO guidelines and is due no later than **March 24<sup>th</sup>, 2025 by 5:00pm EST**

# PROPOSAL HIGHLIGHTS



## Proposal should:

- Address all components of the YSD CBA NOFO
- Be written in plain language, AND include a narrative that fully addresses all questions in THIS NOFO
- Provide citations for all data sources
- Specifically address the Action Area
- Select outcomes provided in the drop-down menu
- Submit proposals and required documents through the YSD NOFO Dashboard



# PROPOSAL HIGHLIGHTS



## Proposal components:

- Description of Need *(up to 10 points)*
- Local Data *(up to 10 points)*
- Approach and Design *(up to 25 points)*
- Evaluation Methods *(up to 15 points)*
- Performance History *(up to 5 points)*
- Available Resources and Sustainability *(up to 15 points)*
- Budget *(up to 20 points)*



# PRIORITY AREA SCORE



Palm Beach County  
Board of County Commissioners

The Review Panel will rank all proposals based on service's critical need, and on ensuring service availability and access to youth in need in Palm Beach County (e.g. If there are ten proposals, the top-ranked proposal will be awarded 10 points and so on).

The SCORE awarded to a proposal is reflective of how competitive the proposal is. The maximum scoring for each component was shown on the prior slide.

The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access. It is **not** based on the score for the rest of the proposal. For example, If there are ten proposals in an action area, the top-ranked proposal will be awarded 10 points and so on.

# HEALTH & WELLNESS SUPPORTS

Ensure access to healthy foods and exercise options; address youth physical and mental health risks/barriers.



**Programs and services in this category must address at least one and no more than four outcomes and performance measures from the list provided in Attachments 1 – 3 of the applicable Action Area:**

**Examples of outcomes may include:**

- Youth will increase their knowledge of mindfulness and stress reduction techniques as evidenced by pre-post assessment
- Youth will demonstrate improvement in self-acceptance, coping skills, and connectivity within the community as evidenced by pre-post assessment
- Parents/caregivers will show increased knowledge of trauma, mental health challenges, and the need for self-care as evidenced by pre-post assessment

**Examples of Suggested Uses of Available Funds:**

- Provide education on and access to mindfulness and stress reduction activities.
- Provide opportunities for youth to talk about mental health openly and safely. Encourage open communication to support mental wellness.
- Provide Mental Health First Aid training to parents/caregivers and youth.



# ENSURE SAFETY & JUSTICE

A) Provide intervention and alternatives to crime; B) Strengthen prevention efforts to deter entry into the delinquency system; and C) Promote healthy relationships, respect, communication, and conflict resolution in family and social interactions.



**Programs and services in this category must address at least one and no more than four outcomes and performance measures from the list provided in Attachments 1 – 3 of the applicable Action Area:**

## **Examples of outcomes may include:**

- Youth will demonstrate increased knowledge in gang prevention, academic success, peer pressure, anger management, and life skills as evidenced by pre-post assessment
- Youth will receive trauma-informed assessment and ongoing intervention to address needs as evidenced by the assessment and service plan.
- Youth will increase knowledge of healthy relationships and awareness of bullying, dating and domestic violence as evidenced by pre-post assessment.

## **Examples of Suggested Uses of Available Funds:**

- Provide gang education/awareness training and community intervention.
- Address family violence issues, including domestic violence and challenges that may affect the mental health of young people.
- Provide parent support and education on the juvenile justice and court system.



# SKILLS FOR LEARNING AND LIFE (SLL)

Strengthen life skills that build confidence, support mental and emotional health, and enable youth to overcome challenges through quality out-of-school time (OST) programs



**Programs and services in this category must address at least one and no more than four outcomes and performance measures from the list provided in Attachments 1 – 3 of the applicable Action Area:**

## Examples of outcomes may include:

- Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan.
- Youth will demonstrate growth in leadership, life skills, and problem solving knowledge as evidenced by pre-post assessment.
- Parents/caregivers will demonstrate an increase in skills for learning and life through peer-support groups or educational sessions as evidenced by pre-post assessment.

## Examples of Suggested Uses of Available Funds:

- Programming resulting in development of social and emotional skills in youth
- Youth will learn problem-solving; have opportunities to exercise collaboration, leadership, and choice; identify things of interest; and feel socially supported within the env
- Provide peer-supported groups for parents/caregivers that address/improve life



# SCOPE OF WORK & LOGIC MODEL

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**Ike Powell III**

*Director,*

*Outreach and Community Programming*



# SCOPE OF WORK



The Scope of Work specifies the work that will be performed.

It is based on the information that is presented in the NOFO proposal and provides a thorough picture of what is expected.

## SCOPE OF WORK

**Contract Period**

**Agency Name:**

**Program Name:**

**Target Population:**

**Geographic area(s) served:**

**Commission Districts:**

**Overview:**

**Evidence-based model or promising practice:**

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

**Services:**

**Outcomes:**

**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
- Final/Annual Report format, Exhibit A, Form 4

**Projected number of clients served:**

# TARGET POPULATION VS. GEOGRAPHIC AREA



The **Target Population** should highlight the demographics and characteristics of the individuals you seek to serve.



The **Geographic Area\*** should tell us what communities or neighborhoods you will serve.

**\*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>

# OVERVIEW



The Overview section gives essential information about the content of the services to be provided. The overview only summarizes the provisions of the services. It is not intended to cover every aspect of the services to be provided.

In the overview, explain the area of need or the problem that you are trying to solve and how the problem is connected to the designated Action Area. Then, explain how your Agency can fill that need or provide a solution.



# EVIDENCE-BASED MODEL OR PROMISING PRACTICE



Simply cite the evidence-based model or promising practice your agency will use to implement your program with fidelity.



# SERVICES



As the Agency entering into the contract, you are responsible for a particular type of activity and for providing a particular service to meet client/participant needs.

**List the services your program will provide.**



# NUMBER OF CLIENTS SERVED



Provide only the total number of participants that will receive the proposed service/activity under this proposal. If population is mixed, clearly indicate so, as in the below example.

## Projected Number of Clients Served:




30 adults/parents

20 youth



# KEYS TO CREATING A GOOD LOGIC MODEL



-  Read the description for each section of the provided template
-  Use specific & concise bullet points
-  Answer only what is asked for in each section

## Logic Model Tutorial Video:

<https://discover.pbcgov.org/SiteAssets/helpers/videoplayer.htm?videoid=youth/Logic Model Tutorial NOFO>

2/27/2025

# CONTRACT PREPARATION

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**Michelle Liska**

*Director*

*Finance, Contracting, and Administrative Services*



# CONTRACT FOR COMMUNITY BASED AGENCY



Palm Beach County  
Board of County Commissioners

The Contract is made up of the terms and conditions required by the County. Also included in the contract will be:

- REPORTING REQUIREMENTS
- SCOPE OF WORK
- SCHEDULE OF PAYMENTS / PAYMENT TERMS
- UNIT COST OF SERVICE RATE AND DEFINITION
- STANDARD COUNTY CONTRACT PROVISIONS, including:
  - Non-Discrimination
  - Inspector General
  - E-Verify
  - Certificates of Insurance (COI)
  - Signature Authority
  - Foreign Country of Concern Affidavit or Attachment

2/27/2025

**COMMUNITY BASED AGENCY CONTRACT**

This Contract is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and (LEGAL NAME OF ENTITY), a (TYPE OF ENTITY) authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is \_\_\_\_\_.

**WHEREAS**, the AGENCY is a not-for-profit agency providing services to residents of Palm Beach County; and

**WHEREAS**, the AGENCY has agreed to assure access to funded services for the COUNTY departments, divisions and/or programs; and to assure that individuals referred from the COUNTY departments, divisions and/or programs will receive services on a timely basis.

**NOW, THEREFORE**, in consideration of the mutual promises contained hereon, the COUNTY and the AGENCY agree as follows:

**ARTICLE 1 - SERVICES**

The AGENCY agrees to provide services to residents of Palm Beach County set forth in the attached **Exhibit A** (Scope of Work). The AGENCY agrees to provide the following: (list variables, including reports, as specified in Article 2. No changes in the Scope of Work or any other terms are to be conducted without the written approval of the Palm Beach County Youth Services Department (DEPARTMENT). The AGENCY receiving funding shall be limited to the amount of funding available in Palm Beach County and the AGENCY'S services, with the exception of funding, are limited to meeting the needs of Palm Beach County residents.

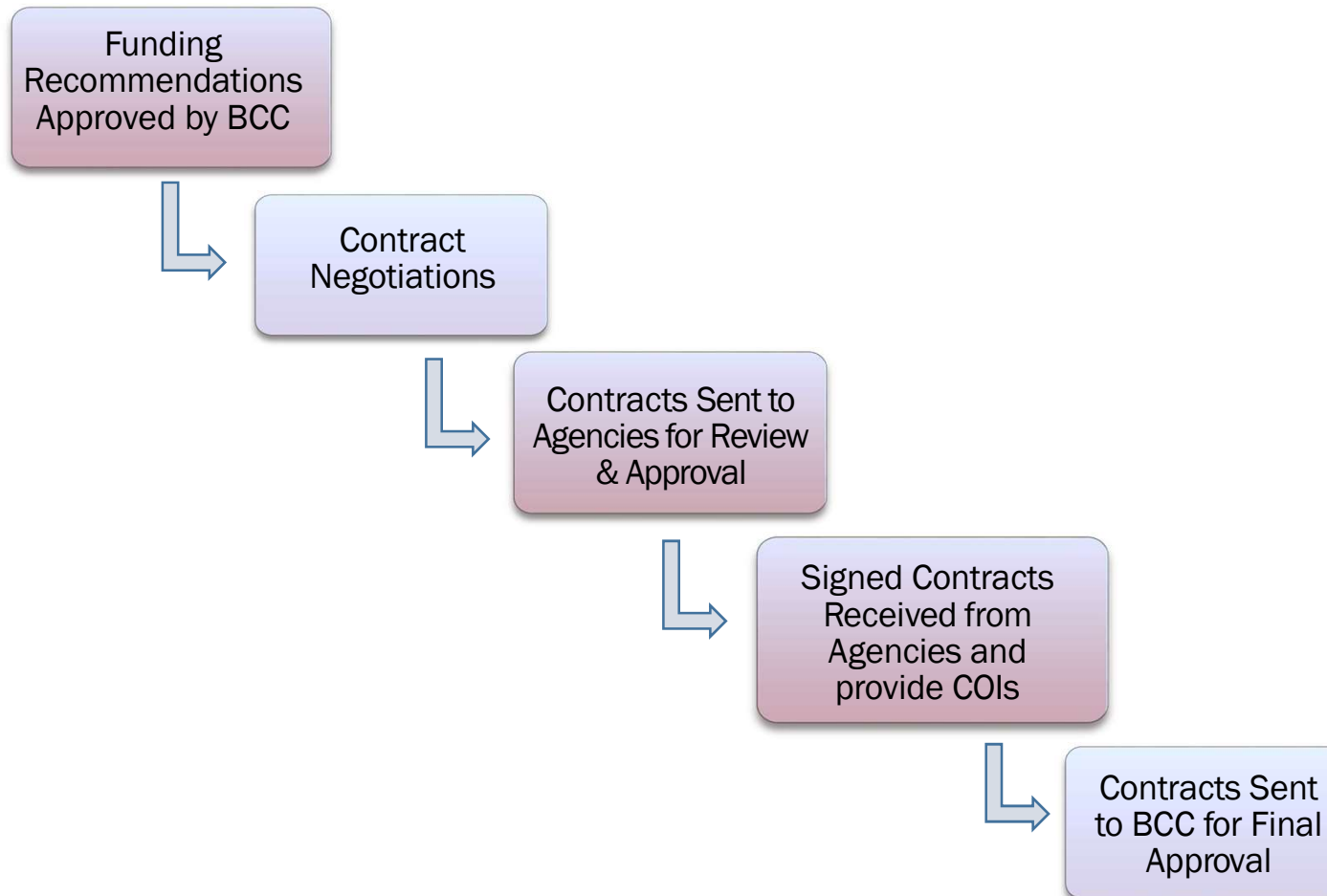
No part of the funding is intended to benefit any specific individual or recipient. All funding is intended for the overall benefit of the recipients and the services provided by the programs being funded herein.

The COUNTY'S representative during the performance of this Contract shall be Geeta Loach-Jacobson, Director of Outreach & Community Programming (telephone no. 561-242-5702).

The AGENCY'S representative/liaison during the performance of this Contract shall be \_\_\_\_\_, (telephone no. \_\_\_\_\_).

**ARTICLE 2 - SCHEDULE**

# CONTRACT PROCESS



# CONTRACTS, THE INSURANCE ARTICLE, THE COI, AND YOU!



**Liz Plaska**

Property & Casualty Insurance and Claims Manager  
*Risk Management Department*

# PURPOSE OF THE INSURANCE ARTICLE



- All contracts have two sides.
- Both parties seek the side that is most beneficial to them, financially and through the limitation of Liability.
- The agreement's Insurance Article looks to mitigate the exposure to financial loss to the County.
- Or in the event of a loss looks to the other party via their insurance policies to recover the financial loss.
- A clear scope of work, and a true understanding of the risks are essential to creating an Insurance Article.
- Verification of the Insurance Article via the vender submission of a Certificate of Insurance.
- Refer to PPM CW-F-076.

# COMMONLY REQUIRED INSURANCES



- **Commercial General Liability – damages to the property or bodily injury**
- **Commercial Auto Liability – damages or injury for a MVA**
- **Workers Compensation – employee or volunteer injuries**
- **Professional Liability – expertise**
- **Cyber Liability/ Technical Error and Omissions**
- **Builders Risk – construction**
- **Inland Marine – transportation and housing of materials**

# ADDITIONAL INSURANCE POLICIES



- **Aircraft Liability – project is on the tarmac or near aircraft**
- **Marine Liability – project is on water**
- **Crime and Fidelity – handling money or other valuables**
- **Sexual Molestation – when working with minors**
- **Unmanned Aircraft – drones**
- **Pollution – property damage and clean-up**
- **Liquor Liability**
- **Garagekeepers Liability**

# REQUIRED DETAILS FOUND ON A COI



- **Verification of the named insured**
- **Insurance Carrier**
- **Insurance policies, coverage limits and policy dates**
- **Additional Insured – extremely important – all County agreements require that the County be named as an additional insured when allowed by the policy**
- **Waiver of Subrogation**
- **Description of Operations**
- **Certificate Holder**
- **Cancellation notice and Signature**

# FISCAL OVERVIEW FOR NOFO BUDGETS



**Ty Hall**

Financial Analyst III,

*Finance, Contracting & Administrative Services*



# NOFO SUBMISSION REQUIREMENTS



- **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** (how much you are requesting in the proposal)
- **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 Board of County Commissioners and various publications)

# NOFO SCORING

## Budget (up to 20 points)



Complete proposed program budget using the template/worksheet provided - **Attachment 5**.

Review the 'sample' and 'guidelines' tabs provided before completing the template.

Ensure the requested fund justifications are complete.

Ensure administrative expenses *are limited to no more than 15%*.

Provide a *Budget Justification* by describing 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 being requested, an approved cost plan must be included.

# NOFO SCORING

## Budget (up to 20 points)



Upload a *Total Agency Budget* to the proposal. 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 requested from Palm Beach County) is not more than 25% of the Total Agency Budget.***

Upload proof of Nonprofits First accreditation, or submit most recent completed Independent Audit report. If there were findings, describe corrective actions.

Submit Year-End Financial Statements and IRS Form 990 (if not accredited by Nonprofits First). If not submitted explain why.

Submit Unit Cost of service rate definition.

Submit Unit Cost of service rate (Is this an industry standard? If so, please state source).

Ensure both the unit cost of service definition and rate are clear and accurately calculated.

Formulas used to arrive at the unit cost of service rate should be included.

# BUDGET TEMPLATE

## Attachment 5 to the NOFO



www.pbcgov.com/youthservices



Palm Beach County Board of County Commissioners

- Formulas will sum program expense categories & admin percentage
- Must be completed with all FY26 submissions
- Includes clearly defined sections for programmatic and admin expenses
- Ensure expense narrative is clearly defined
- Will allow for better transparency and understanding of each program

CBA Budget Item	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	Pending	Pending	Pending		
<b>TOTAL PROGRAM FUNDING AMOUNT</b>		\$ 112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00					\$ 182,045.00	
<b>Program Expenses</b>											
	<b>Salaries</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC CBA award and includes fringe benefits.	\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00					\$ 142,445.00	
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)	\$ 25,000.00	\$ 30,000.00							\$ 55,000.00	
Program Assistant - Fringe Benefits	Program benefits expense for Program Assistant. Fringe benefits for this position total \$15,000, with 50% allocated to Palm Beach County CBA in the amount of \$7,500.	\$ 7,500.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00					\$ 37,500.00	
Community Educator	Community Educator position is the primary interface with local jobbers, charities and support groups. Total salary (including fringe benefits) billed to Palm Beach County CBA = \$39,045	\$ 900.00								\$ 92,500.00	
Office Occupancy	Master Rent for areas that house admin staff should be listed separately under admin section. Rent expense for Lake Worth facility. Total rental expense for FY26 = \$95,000. Allocation to Palm Beach County CBA award = \$20,000. Remaining \$75,000 will be paid by other operating income.	\$ 27,050.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,050.00	
Programmatic Materials	Maintenance expense for building xyz	\$ -	\$ -	\$ 10,000.00						\$ 10,000.00	
Office	Commercial, General, Liability Insurance	\$ 20,000.00								\$ 20,000.00	
Office	Electric Utility Services expense for location x	\$ 3,800.00								\$ 3,800.00	
Office	Water Utility Services for location x	\$ 3,250.00								\$ 3,250.00	
Office	Telephone expense for location x	\$ 2,400.00		\$ 1,500.00						\$ 3,900.00	
Office	Telephone expense for location x	\$ 1,250.00		\$ 1,000.00						\$ 2,250.00	
Office	Telephone expense for location x	\$ 850.00		\$ 900.00						\$ 1,750.00	
Office	Telephone expense for location x	\$ 350.00								\$ 350.00	
<b>Professional Fees</b>											
Professional Fees	Professional development program fee	\$ -								\$ 1,100.00	
Professional Fees	Staff training expense for programmatic/retention training for client support	\$ 1,900.00								\$ 1,900.00	
Professional Fees	Program staff mileage reimbursement for client and training-related meetings	\$ 1,100.00								\$ 1,100.00	
<b>Administrative Expenses</b>											
Administrative Expenses	<b>Salaries</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Executive Position #1 (1)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$85,000. 5% allocation to Palm Beach County CBA = \$4,250	\$ 4,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,250.00	
Accounting Fees	Accounting and audit expenses for CBA program. Annual accounting fee = \$80. Annual audit fee = \$2,000. Total expense = \$2,080	\$ 4,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,250.00	
Consultants	Accounting and audit expenses for CBA program. Annual accounting fee = \$80. Annual audit fee = \$2,000. Total expense = \$2,080	\$ 2,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,080.00	
		\$ 2,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,950.00	

# BUDGET TEMPLATE



Palm Beach County  
Board of County Commissioners

CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2020		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT = \$		112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
<u>Program Expenses</u>	<u>Narrative</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Personnel		\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ -	\$ 27,050.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ -	\$ 4,900.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL PROGRAM EXPENSES = \$		104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00
<u>Administrative Expenses</u>	<u>Narrative</u>					
Personnel		\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County CBA. Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County CBA = % \$4,250	\$ 4,250.00				\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for CBA program. Annual Accounting fee = \$950, Annual Audit fee = \$2,000. Total expense = \$2,950	\$ 2,950.00				\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES = \$		7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award			6%			

- Sheet will tally your **program** and **administrative expenses** and calculate the % of administrative cost.
- Remember to ensure CBA portion of the budget is not more than 25% of the Total Agency Budget.

# ADMINISTRATIVE COSTS



Palm Beach County Board of County Commissioners

CBA Budget Items	CBA Program Name	Palm Beach County CBA	Program Funder #2	Program Funder #3	Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2018		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$ 112,045.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 182,045.00
<b>Program Expenses</b>	<b>Narrative</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Personnel		\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ -	\$ 27,050.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ -	\$ 3,900.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ -	\$ 4,900.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL PROGRAM EXPENSES =		\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00
<b>Administrative Expenses</b>	<b>Narrative</b>					
Personnel		\$ 4,250.00	\$ -	\$ -	\$ -	\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 7,200.00	\$ -	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award		6%				

- Must be approved in your submitted budget
- Must be tracked separately on your General Ledger
- 15% cap on administrative costs
- Cost allocation plan or activity logs needed for split funded/dual responsibility staff members
- If submitting an indirect cost rate for admin costs, you must also include the approved cost plan

# DEVELOPMENT OF UNIT COST OF SERVICE RATE



Agency should determine all costs that will be incurred to run the program (including administrative costs) and how much of those will be charged to the CBA program.



Agency should review historical outputs (if available) to determine the total amount of units they expect to produce.



The total dollar amount of the program divided by the number of units expected should be your proposed unit rate.

Units claimed will require the agency to submit deliverables depending on whether units are based on hours of service (client service) or hours of staff time. See Attachment 6 for deliverables such as proof of service or payroll, timesheets, attendance records, activity logs.

# DEVELOPMENT OF UNIT COST OF SERVICE RATE

## Attachment 6 to the NOFO



- Program, Agency, and Contract Period fields will be filled with data entered into the Dashboard
- Provide the Unit Cost of Service Rate Definition. Ensure the Unit Cost of Service Rate Definition is clearly stated and includes the proposed number of units to be provided
- 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.
- Provide the Total Contract amount
- Select the Deliverables option (Service or Staff Time) that will be relied upon to support the number of units to be claimed by your agency on a monthly basis (ie, payroll reports, activity logs, attendance records, etc).

### ATTACHMENT 6

#### UNIT COST OF SERVICE RATE AND DEFINITION

The Scope of Work to be completed by the AGENCY as defined in Exhibit A consist 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		\$	
<b>Deliverables Description:</b>			
If Unit Cost is based on Hours of Service:			
<ul style="list-style-type: none"> <li>• Proof of Service (examples include client sign in sheets, attendance records, schedule)</li> <li>• Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)</li> </ul>			
If Unit Cost is based on Hours of Staff Time:			
<ul style="list-style-type: none"> <li>• Proof of Payroll Expense (examples include copies of paystubs, automated payroll reports)</li> <li>• Timesheet (examples include time attendance records, activity log)</li> <li>• Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)</li> </ul>			



# FISCAL BACKUP DOCUMENTATION



- General ledgers should be kept for each program, split by administrative and program costs.
- Expenditures in the general ledger should align to the costs included in the submitted budget and any significant changes to the budget should be submitted to the County for review before they are incurred.
- General ledgers should not include excess costs above the revenue being earned for the program year. If it is not being paid for with CBA funds it should not be in the general ledger.
- Submitted units must have backup documentation readily available for review upon request or at time of annual monitoring. Units being submitted should be for services and employees that are paid for by the CBA funding when at all possible.



# SERVICES AND ACTIVITIES MANAGEMENT INFORMATION SYSTEM (SAMIS)



SAMIS is a web-based reporting system which we currently use for processing reimbursement requests. It is supported by multiple web browsers such as Firefox and Chrome.

Agencies that are funded through programs such as those proposed under this NOFO will create and submit their monthly reimbursement requests through SAMIS. It is beneficial in many ways:

- Quickens the reimbursement process
- Fiscal workflow accountability and tracking
- Provides an audit trail from creation through approval



# WHERE DO I GO TO ACCESS THE NOFO DOCUMENTS & POSTED INFO?



<http://www.pbcgov.org/youthservices>

## Youth Services

Home Outreach & Community Programming Residential & Family Coun

### Outreach & Community Programming

The Outreach and Community Programming Division (OCP) coordinates and plans programs and initiatives throughout Palm Beach County (PBC). The division evaluates and allocates resources to support Evidence Based Programs and promising practices serving youth (ages 0 to 22) and their families, and tracks outcomes. These programs promote healthy children, the reduction of youth violence, educational success and builds opportunities to reconnect youth to education, trade, trainings, and employment. The division collaborates with community organizations to achieve the goals and recommendations of the Palm Beach County Comprehensive Community Plan.

Connect With Us:   

#### The following programs are administered by the OCP Division:

- ➔ [Summer Food](#)
- ➔ [Summer Camp Scholarship](#)
- ➔ [Community Based Agencies](#)
- ➔ [NOFO](#) ← Click here for guidance
- ➔ [Youth Empowerment Centers](#)
- ➔ [My Brother's Keeper Network of Palm Beach County](#)
- ➔ [Birth to 22: United for Brighter Futures](#)
- ➔ [Future Leaders United for Change](#)



# WHERE DO I GO TO ACCESS THE NOFO DOCUMENTS & POSTED INFO?



## Notice of Funding Opportunity for Community Based Agencies

Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agencies Program for Fiscal Years (FY) 20XX-20XX (October 1, 20XX – September 30, 20XX). Contracts issued will be for one (1) three (3) year period. Proposers must clearly identify how their service/program(s) address the 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 (NOFO) was made available on Monday, March 7, 20XX at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>

Click here to visit VSS

Click here for guidance

For assistance in searching for this NOFO, [click here](#).

To be eligible to submit a proposal, proposers must attend the Mandatory Pre-Proposal Conference. The Conference will be held virtually on Thursday, March 10, at 9:00 a.m.

### Mandatory Pre-Proposal Conference Information:

Zoom: <https://pbcgov.zoom.us/j/82889870160>

Meeting ID: 828 8987 0160

Passcode: 976847

Tap for mobile

2/27/2025  
+17866331003,,82889870160# US (Miami)

**SAMPLE ONLY**  
Dates/documents do not apply to this NOFO

# VENDOR SELF SERVICE (VSS) Business Opportunities/Solicitations



Beginning February 24<sup>th</sup>, the 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>.

All required documents will be found at the VSS site for viewing, printing and downloading.

The VSS system allows registered users and public access to view, print and download the solicitations but you **will not** be able to “apply” to the Request for Proposals/Notice of Funding Opportunity or submit your proposals through VSS.

Start by visiting the site at:

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.

# VENDOR SELF SERVICE (VSS) Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



WELCOME TO PALM BEACH COUNTY  
Discover the Palm Beaches...  
the best of everything

User ID  Password  Need an Account?

Welcome to Palm Beach County's Vendor Self-Service (VSS) Registration System

What would you like to do ?

- Register Your Vendor Account
- Download Vendor Forms & Guides
- View Latest Announcements
- VSS Video Tutorials
- View Published Solicitations

Register a new vendor account, or find and activate your existing vendor account already on file.

Once you complete the registration process, you'll enjoy having immediate access to your account information, and being notified of our latest business opportunities. You can also register for our business opportunities process now by signing up as a user.

For Registration Tips click **Tips before signing up**

# VENDOR SELF SERVICE (VSS) ADVANCED SEARCH OPTIONS



Palm Beach County  
Board of County Commissioners

Welcome to Palm Beach County's Vendor Self-Service (VSS) Registration System

From the list of solicitations and opportunities, you may use the **ADVANCED SEARCH** option to locate the NOFO for Youth Services.

# VENDOR SELF SERVICE (VSS) ADVANCED SEARCH OPTIONS



What would you like to do ?

- Register Your Vendor Account
- Download Vendor Forms & Guides
- View Latest Announcements
- VSS Video Tutorials
- View Published Solicitations

Published Solicitations

Search

Show Me: Open

Category: Comm Base Agency

Type: Request for Proposals

Keyword Search: \*YOUTH SERVICES\*

Status: [dropdown]

Show Less

Search Reset

Annotations in image:  
- Arrow pointing to Keyword Search: KEYWORD: \*YOUTH SERVICES\*  
- Arrow pointing to Category: CATEGORY: Comm Based Agency  
- Arrow pointing to Type: TYPE: Request for Proposals

You may refine your search by any of the following:

KEYWORD: Enter \*YOUTH SERVICES\*

CATEGORY: Comm Based Agency

TYPE: Request for Proposals

The advanced search criteria is not required but may be helpful to more easily locate this NOFO.



# VENDOR SELF SERVICE (VSS) Business Opportunities/Solicitations

<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>



Solicitation View Page (RFP)

Document ID: RFP-150-CBA2023-3 | Time Left: Expired

Print Solicitation ← Back

General Information | Commodity Lines | Attachments | Additional Information | Events

Click these tabs for more information

Print view

Buyer Information

Buyer Name  
Ike Powell

Buyer Phone  
561-242-5713

Buyer Email  
ysd-rfp@pbcgov.org

Buyer Fax  
-

Important Dates

Issue Date  
03/07/2022

Bid Opening Date  
-

Closing Date  
04/04/2022 05:00 PM EDT

Last Amended  
03/07/2022

Department Information

Category  
Comm Base Agency

Document Department  
150

Description  
Notice of Funding Opportunity for CBA FY2023

Type  
Request for Proposals

Status  
Closed

Once you have located the NOFO, you may click on any of the following tabs:

- Commodity Lines
- ATTACHMENTS – this is where you can view, print or download the NOFO document
- ADDITIONAL INFORMATION – for links to additional resources / information
- EVENTS – for list of events related to this NOFO
- Amendment History

**Reminder:** Mandatory Pre-Proposal meeting attendance is required to be eligible to submit a proposal under this solicitation. See NOFO Information Guidance for more details.

**SAMPLE ONLY**  
Dates/Documents  
do not apply to this  
NOFO

# WHERE DO I GO TO ACCESS ADDITIONAL INFORMATION



[www.pbcgov.com/youthservices/Pages/NOFO.aspx](http://www.pbcgov.com/youthservices/Pages/NOFO.aspx)

## FY 2025 NOFO

Palm Beach County Youth Services Department (YSD) will be accepting proposals for the Community Based Agencies Program for Fiscal Years (FY) 2026-2028 (October 1, 2025 – September 30, 2028). Contracts issued will be for one (1) three (3) year period. Proposers must clearly identify how their service/program(s) address the 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 (NOFO) was made available on Monday, February 26, 2024, at <https://pbcvssp.pbc.gov/vssprd/Advantage4>.

The Notice of Funding Opportunity (NOFO) submission deadline was March 25, 2024.

Funding Recommendations will be submitted to the Palm Beach County Board of County Commissioners on July 2, 2024.

For assistance in searching for this NOFO, [click here](#).

### FY 2025 NOFO Information

- [Recommended Funding – NOFO for CBA's FY2025 - May 3, 2024](#)
  - [Questions and Answers – NOFO for CBA FY 2025 - March 19, 2024](#)
  - [Feedback Survey - Mandatory Pre-Proposal Conference - February 29, 2024](#)
  - [CBA FY 2025 NOFO Pre-Proposal Conference Presentation – February 29, 2024](#)
  - [CBA Pre-Proposal Conference Zoom Recording FY2025 – February 29, 2024](#)
  - [Review Panel Meeting – Action Area 1 Part 1– April 8, 2024](#)
  - [Review Panel Meeting – Action Area 1 Part 2– April 8, 2024](#)
  - [Review Panel Meeting – Action Area 2 – April 10, 2024](#)
  - [Review Panel Meeting – Action Area 3 – April 11, 2024](#)
- Due to technical difficulties, the audio starts at approximately 13:42 into the video.*
- [Panel Score Form – Action Area 1](#)
  - [Panel Score Form – Action Area 2](#)
  - [Panel Score Form – Action Area 3](#)

**SAMPLE**  
Page View from  
FY2025 NOFO

Dates/documents  
do not apply to this  
NOFO

# DON'T FORGET TO FOLLOW US ON SOCIAL MEDIA!



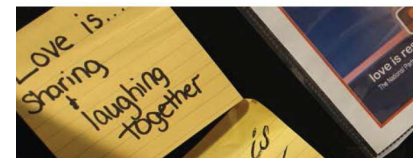
Connect with us!



[www.pbcgov.com/youthservices](http://www.pbcgov.com/youthservices)



# YSD Scoop!



To sign up for the Department Newsletter, please scan here:



# EVALUATION METHODOLOGY

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**Donna Goodwin**  
*Program Evaluator,*  
*Youth Services Administration*

# EVALUATION METHODOLOGY



Proposals will be pre-screened for their evaluation approach.

- Evidence-based and promising practices
  - Continuum of Evidence
- Methodology
- Validity and Reliability
- Instruments
- Logic Model

Program evaluator will provide notes to the panel regarding evaluation approach of each proposal.

The goal is to fund programs that can demonstrate possibility of positive change.



# EVALUATION METHODOLOGY

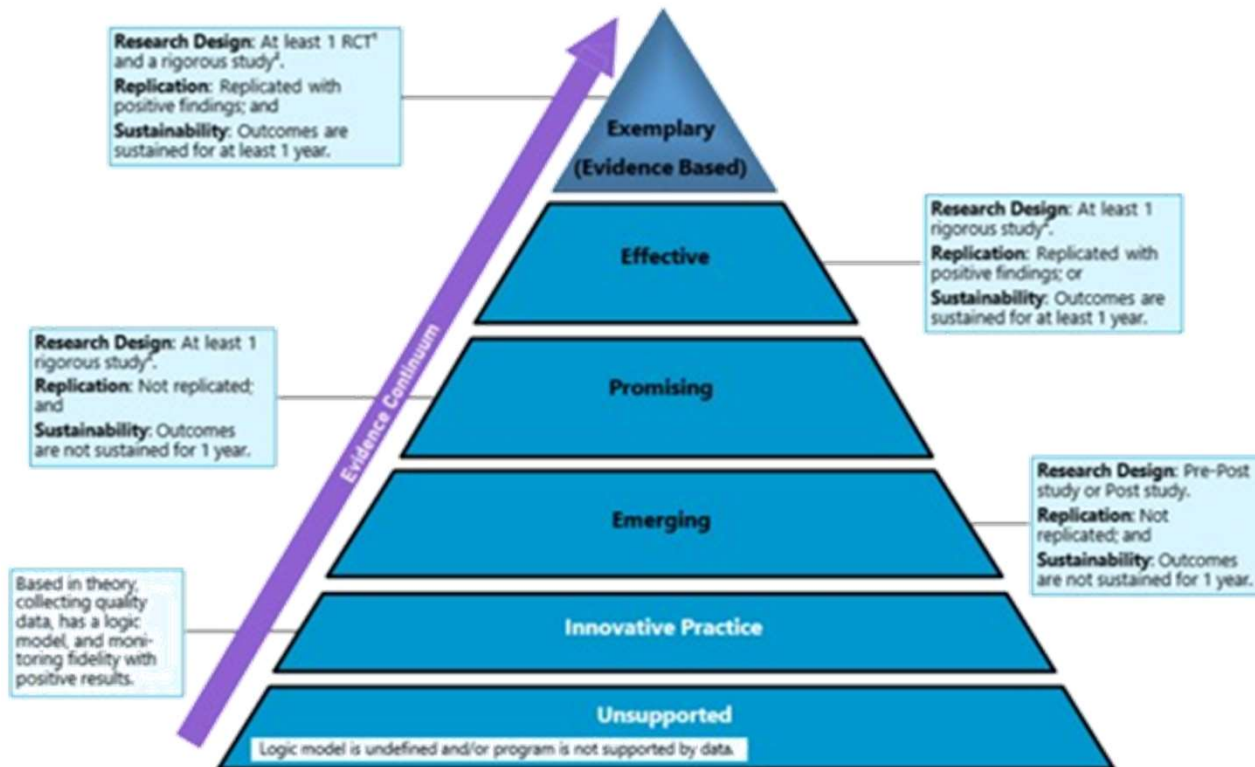


www.pbcgov.com/youthservices



Palm Beach County  
Board of County Commissioners

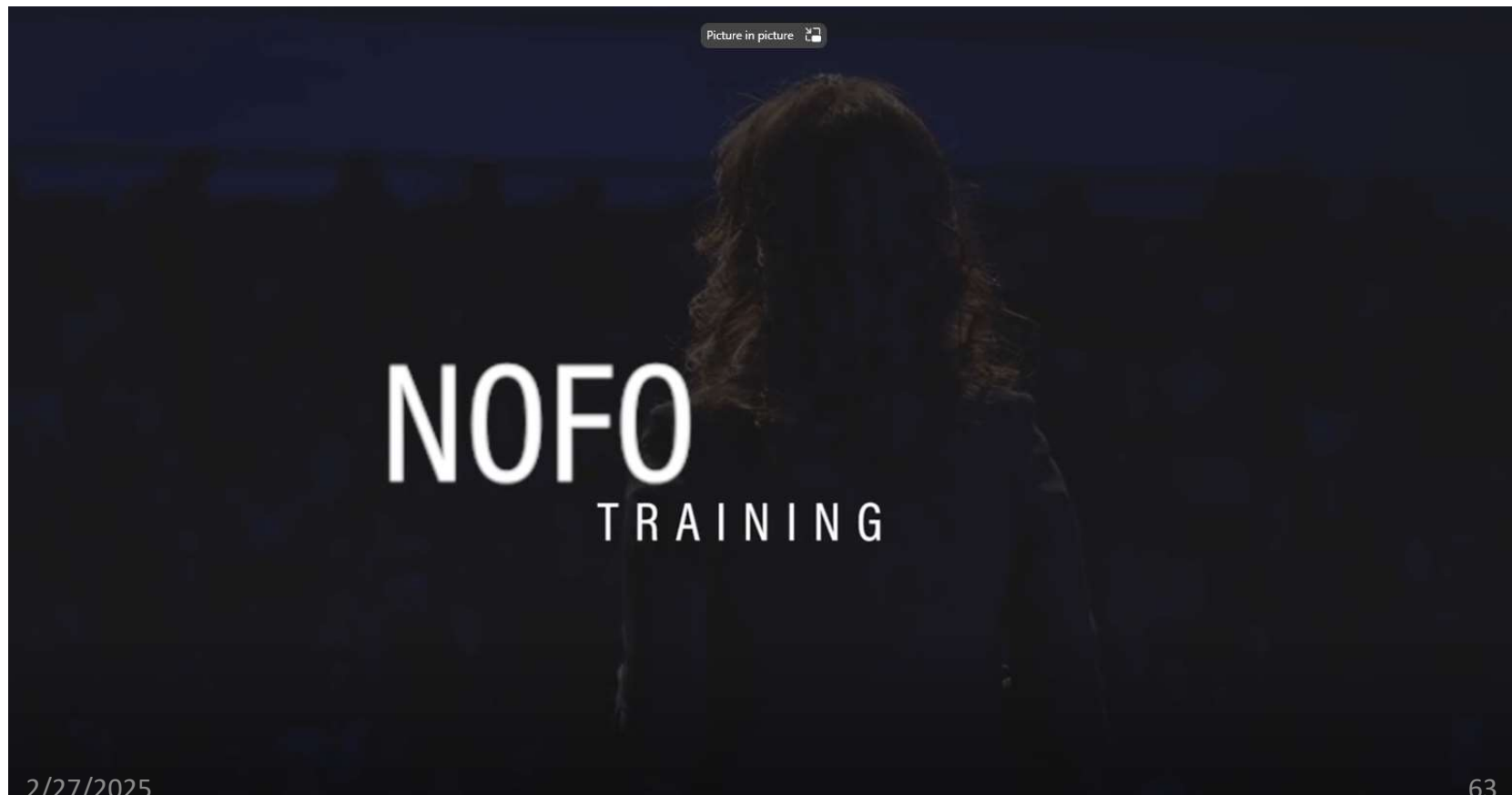
## Continuum of Evidence



# EVALUATION METHODOLOGY



Continuum of Evidence [CLICK HERE](#) video



# RESOURCE DOCUMENTS



## Birth to 22 Palm Beach County Youth Master Plan 2.0:

[https://pbcbirthto22.com/pdf/Birth to 22 Youth Master Plan 2.0.pdf](https://pbcbirthto22.com/pdf/Birth%20to%2022%20Youth%20Master%20Plan%202.0.pdf)

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

**The Community Guide:** <https://www.thecommunityguide.org/index.html>

**Blueprints for Healthy Youth Development:** <https://www.blueprintsprograms.org/program-search/>

**Substance Abuse and Mental Health Services Administration: Evidence-Based Practices Resource Center:**  
<https://www.samhsa.gov/resource-search/ebp>

**Continuum of Evidence** (Refer to NOFO **Attachment 8** and video):

CLICK [HERE](#) TO VIEW THE CONTINUUM OF EVIDENCE VIDEO

Visit Section 3.3.13 of the NOFO Information Guidance  
to copy & past link in your browser.





# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



**Ike Powell III**

*Director,*

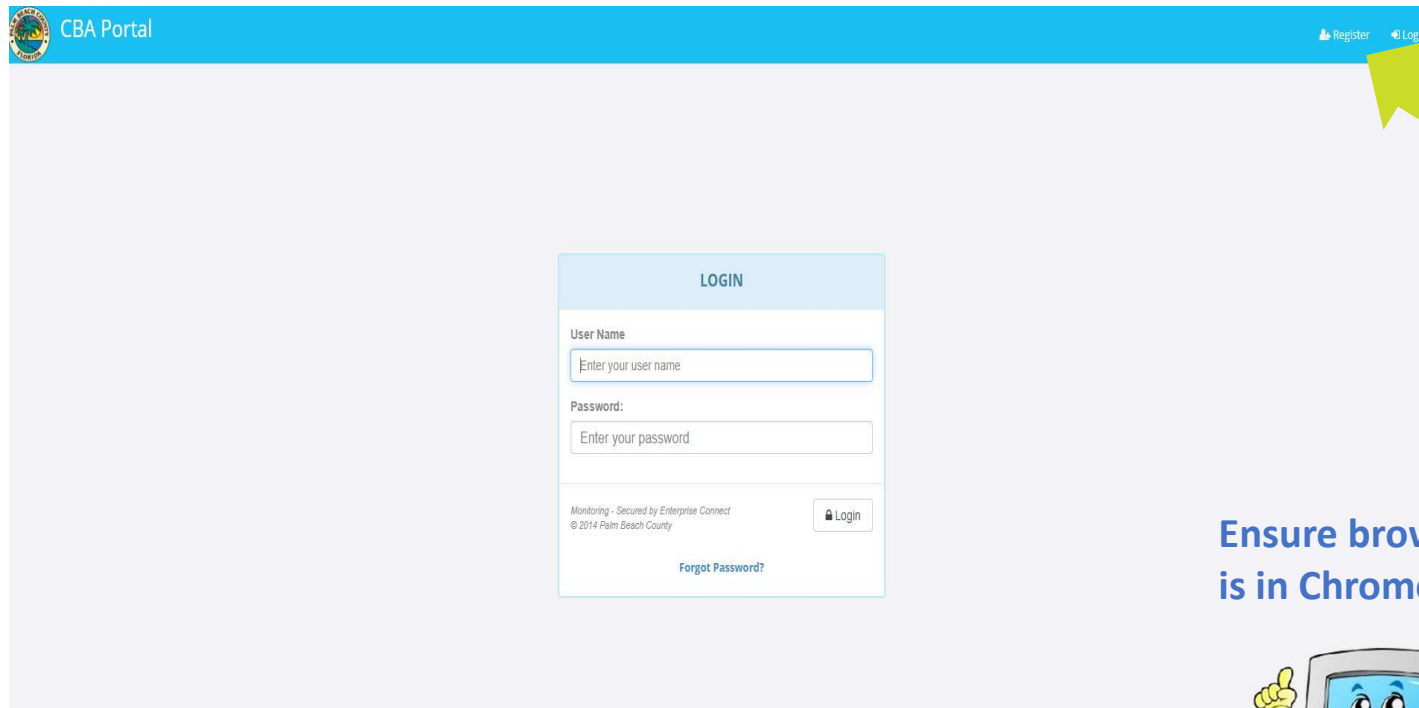
*Outreach and Community Programming*

# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



Sign in or select *Register* at top right



Ensure browser  
is in Chrome



If you are having difficulty logging in to the CBA portal,  
you may contact our ISS Department at  
(561) 355-4615.

2/27/2025

# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



Set up user account, then *Sign In*

**Palm Beach County - External User Registration**

User ID : \*   
The User ID field is required.


First Name : \*

Last Name : \*

Contact Phone :

Password : \*

Confirm Password: \*

I'm not a robot   
reCAPTCHA  
Privacy - Terms

# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



For a registered agency – the default is the Monitoring Dashboard

**Agency Dashboard**

Contract#	Agency Name	Contract Status
R2019-1293	Boys and Girls Clubs of Palm Beach County, Inc.	Approved
<b>Program Name(s):</b> BGCPCB Great Futures Program	<b>Contract Term Date:</b> 10/01/2020 - 09/30/2021	<b>Type:</b> CONTRACT
<b>Desk Audit Status:</b> Submitted		
<b>On-site Monitoring Tool</b>		
<a href="#">View/Edit Desk Audit</a> <a href="#">On-Site Audit</a> <a href="#">Reports</a>		
Contract#	Agency Name	Contract Status
R2019-1578	Boys and Girls Clubs of Palm Beach County, Inc.	Approved
<b>Program Name(s):</b> BGCPCB Great Futures	<b>Contract Term Date:</b> 10/01/2019 - 09/30/2020	<b>Type:</b> CONTRACT
<b>Desk Audit Status:</b> Approved	<b>Onsite Audit Status:</b> Approved	<b>CAP Status:</b> Approved
<b>On-site Monitoring Tool</b>		
<a href="#">View/Edit Desk Audit</a> <a href="#">On-Site Audit</a> <a href="#">Corrective Action Plan</a> <a href="#">Reports</a>		
Contract#	Agency Name	Contract Status
R2018-1668	Boys and Girls Clubs of Palm Beach County, Inc.	Approved
<b>Program Name(s):</b> BGCPCB Bright Futures Youth Volunteer Corp (YVC)	<b>Contract Term Date:</b> 10/01/2018 - 09/30/2019	<b>Type:</b> CONTRACT
<b>Desk Audit Status:</b> Approved	<b>Onsite Audit Status:</b> Approved	
<b>On-site Monitoring Tool</b>		
<a href="#">View/Edit Desk Audit</a> <a href="#">On-Site Audit</a> <a href="#">Reports</a>		

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# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



Then, select NOFO Dashboard on left side

**CBA Portal** | NOFO Dashboard | Log out

Malav Madhukar Patel

- Dashboard
- NOFO Dashboard**
- Help

**+ Add New Proposal**

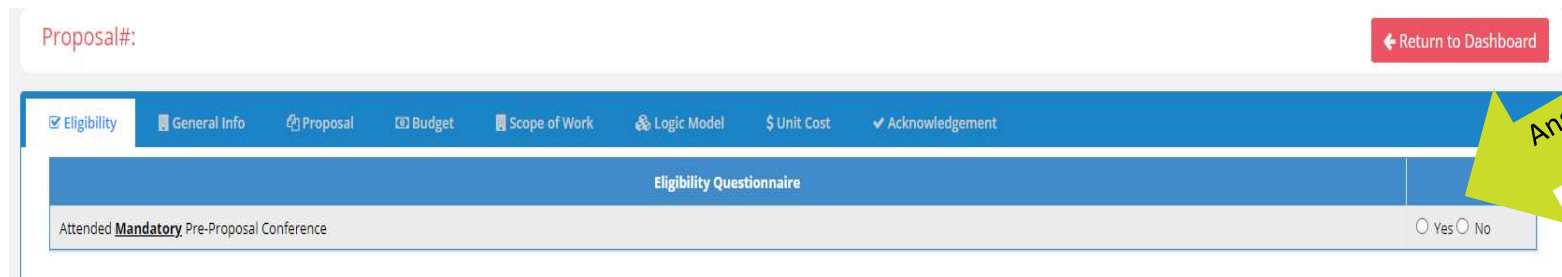
Program#	Status	Agency Name	Program Duration
NOFO-FY2022-009	Submitted	Praveen - Boys and Girls Clubs of Palm Beach County (BGCPBC)	10/01/2021 - 09/30/2024
NOFO-FY2022-007	Submitted	Carlton Kids	10/01/2021 - 09/30/2024
NOFO-FY2022-010	Submitted	Ridel and Praveen Company	10/01/2021 - 09/30/2024
NOFO-FY2022-010	Submitted	Ridel and Praveen Company	10/01/2021 - 09/30/2024
NOFO-FY2022-000	Pending		10/01/2021 - 09/30/2024

# NOFO DASHBOARD DEMO

[https://www.pbcgov.org/cba\\_monitoring](https://www.pbcgov.org/cba_monitoring)



Select the Add New Proposal button



Answer the Eligibility Questionnaire

# GENERAL INFORMATION TAB



Palm Beach County Board of County Commissioners

If accredited by Nonprofits First, Inc., select level

**CBA Portal** | Log out

NOFO-FY2023-000 | Return to Dashboard

Eligibility | **General Info** | Proposal | Budget | Scope of Work | Logic Model | Unit Cost | Acknowledgement

Legal Name of Agency as recorded with the Division of Corporations (SunBiz):\*

Federal Employer Identification Number (FEIN):\*

Program Start Date:\*

Mailing Address:\*

Contact Person Name:\*

Name/Title of Person(s) Authorized to Legally Bind Agency (sign contract):\*

Total Program Budget:\*

Program Overview:\*

Fictitious Name, (d/b/a), if applicable:

Action Area:\*

Program Status (existing or new):\*

State:\*

Zip Code:\*

Contact's Email Address:\*

Commission District(s):\*

Is the Agency accredited by Nonprofits First, Inc.?  Yes

Levels of accreditation:\*

Go Back | Save | Continue

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2/27/2025

71

board of County Commissioners

# PROPOSAL TAB



Palm Beach County Board of County Commissioners

Under the *PROPOSAL TAB*, please complete each of these. Click on teal color and the questions will expand for your responses.

CBA Portal

Paul J Picard III

NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling

Return to Dashboard

Eligibility General Info **Proposal** Budget Scope of Work Logic Model Unit Cost Acknowledgement

Proposal Templates

- 3.1 Description of Need (up to 10 points)
- 3.2 Local Data (up to 10 points)
- 3.3 Approach and Design (up to 25 points)
- 3.4 Evaluation Methods (up to 15 points)
- 3.5 Performance History (up to 5 points)
- 3.6 Available Resources and Sustainability (up to 15 points)

Click to Expand

2/27/2025

Go Back Continue



# DESCRIPTION OF NEED



CBA Portal Log out

Paul J Picard III

NOFO Dashboard Help

NOFO-FY2023-006 Boring Your Audience to Tears The Art of Story Telling Return to Dashboard

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Proposal Templates

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?	Maybe the meat of the story you heard was interesting, but for some reason you just couldn't stay engaged. Or perhaps you heard an anecdote that completely blew you away, but when you tried to retell it, it didn't have nearly the same impact. Why was that?
3.1.2	Clearly define and identify who is impacted by the need, including identified subpopulations, if applicable.	youth, parents/guardians, and others
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: <a href="http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html">http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html</a> <a href="http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator">http://maps.co.palm-beach.fl.us/cwgis/?app=districtlocator</a> <a href="http://www.pbcgov.org/countycommissioners/DistrictMaps/map.pdf">http://www.pbcgov.org/countycommissioners/DistrictMaps/map.pdf</a>	West Palm Beach, Belle Glade, Pahokee, and South Bay
3.1.4	Clearly define demographics and important socio-economic characteristics of your priority population.	Parents, students
3.1.5	Report the estimated number of the priority population individuals your program will serve.	50

**GIS Map**

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# LOCAL DATA



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3.2 Local Data (up to 10 points)

3.2.1	What local Palm Beach County data or evidence exists to document the need?	Information on how to tell a good story.
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.	Nobody teaching anyone how to tell a good story
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.	All Palm Beach County could use help

3.3 Approach and Design (up to 25 points)

3.4 Evaluation Methods (up to 15 points)

3.5 Performance History (up to 5 points)

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# APPROACH AND DESIGN



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3.3 Approach and Design (up to 25 points)

3.3.1	Explain what your program will do to meet the identified need.	Chances are whether you are not the person was using dynamic storytelling elements. We are all have stories to tell. And even if you are a professional author or speaker, we still need to learn to tell our stories well. Because in hearing other people's stories (and telling our own), we often find understanding and acceptance. Stories help us feel connected to the world in this world.
3.3.2	Detail the services and specific activities your program will provide.	1) Use a hook: A hook is your opener. It's the attention-getter, the question or quote that immediately hooks the listener or reader. The more off-the-wall or mysterious, the better. Dare your audience to get lost in the story. 2) Tell the Story: A story has natural momentum to it. If you simply state what happened in chronological order (many people actually neglect doing this), you will captivate your audience. Ira Glass calls this "story in its purest form."
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.	<ul style="list-style-type: none"><li><input type="checkbox"/> Providers will demonstrate increased knowledge through training and professional learning opportunities to promote equitable practices as evidence by pre-post assessment.</li><li><input type="checkbox"/> Youth will demonstrate growth in leadership, life skills and problem solving knowledge as evidence by pre-post assessment.</li><li><input checked="" type="checkbox"/> Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment.</li><li><input type="checkbox"/> Youth will benefit from positive social interactions as evidenced by tracking log.</li><li><input checked="" type="checkbox"/> Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan.</li><li><input type="checkbox"/> Youth will demonstrate improvement in connectivity within the community, self-concept, and decreased isolation as evidenced by pre-post survey.</li><li><input type="checkbox"/> Youth will be provided opportunities to get involved in their community and assume leadership roles as evidenced by service plan and tracking log.</li><li><input checked="" type="checkbox"/> Youth will increase engagement in out of school time activities as evidenced by programmatic attendance records.</li></ul>

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*Choose at least 1 (no more than 4)*

*List of Outcomes*

# APPROACH AND DESIGN (continued)



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3.3.6	Describe how the program assesses client's needs and links them to identified services.	On-line through Zoom or other social media platforms.
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.	Challenge them and provide incentives.
3.3.8	Collective Impact: The YMP was developed utilizing a collective impact approach, which included a great deal of community participation. Accordingly, please describe how the community will be involved in the design, delivery and evaluation of services, as opposed to merely receiving the services.	Community participation is a m
3.3.9	Under the <i>SCOPE OF WORK TAB</i> , 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.	Not putting the audience to sleep is a good start.

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# APPROACH AND DESIGN (continued)



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Eligibility | General Info | **Proposal** | Budget | Scope of Work | Logic Model | Unit Cost | Acknowledgement

**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](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.

Please enter your response here

- 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 NOFO Attachment 8 and [https://SiteAssets/helpers/VideoPlayer.htm?videoid=youth/Nofo\\_Continuum\\_Of\\_Evidence\\_Video](https://SiteAssets/helpers/VideoPlayer.htm?videoid=youth/Nofo_Continuum_Of_Evidence_Video)). (Optional Upload)

Please enter your response here

[Upload File](#)

[Go Back](#) [Save](#) [Continue](#)

*Choose Continuum of Evidence Category*

*Upload Supporting Document*

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# EVALUATION METHODS



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3.4 Evaluation Methods (up to 15 points)

3.4.1	Evidence-based or promising practice programs and services <b>must</b> address as many outcomes and performance measures from the applicable Action Area. Based upon the proposed program outcomes identified in Section 3.3, please describe in detail the methods to be utilized in evaluating the progress in meeting each outcome identified.	Pre and Post Surveys after story telling session
3.4.2	Clearly describe the evaluation methodology of the program being proposed.	I already said pre and post surveys
3.4.3	Under the <i>LOGIC MODEL TAB</i> , 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	Identify applicable evaluation measurement tools and explain how it appropriately measures and tracks outcomes. Upload examples if available.  Please <b>upload</b> any examples as a single file in PDF format.	it just does it magically!!  Evaluation Samples.pdf
3.4.5	Illustrate how evaluation processes are incorporated into agency policy and procedures.	Concrete decisions

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# PERFORMANCE HISTORY



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

3.5 Performance History (up to 5 points)

<p>3.5.1 Discuss prior outcomes, expenditure of award, and other relevant data that demonstrate success of the services in your Proposal.</p>	<p>Nobody falls asleep and someone gets a chuckle out of the story.</p>
---	---

# AVAILABLE RESOURCES & SUSTAINABILITY



- Disclose other funding that your agency has received to address this need.
- Identify other funding that is available to support your agency in addressing this need.
- Describe how your agency will continue to address this need if current funding ends.

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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.	Always looking for cash.
3.6.2	Identify other funding that is available to support your agency in addressing this need.	local banks
3.6.3	Describe how your agency will continue to address this need if current funding ends.	We will fold; no more story telling.
3.6.4	Explain how awarded funds will allow you to leverage additional dollars, if any.	Money Money Money makes the world go around.
3.6.5	Partners - Upload to your Proposal, the names of 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.	Please enter your response here if applicable

Upload

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# BUDGET TAB



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### Proposal Templates

3.7 Budget (up to 20 points)

<p><b>3.7.1</b> 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 <b>NOFO Attachment 5</b> for sample.</p> <ul style="list-style-type: none"><li>• Ensure administrative expenses are limited to no more than 15%.</li><li>• Ensure the requested fund justifications are complete.</li><li>• Include a Budget Justification that describes in detail each of the line items requested in the budget. Employee positions should include 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 administrative percentage is requested, an approved cost plan from a cognizant agency must be included.</li></ul> <p>Click to download the required <a href="#">program budget worksheet</a>. Refer to <b>NOFO Attachment 5</b> for sample.</p> <p>Please <b>upload</b> the completed program budget worksheet as a single file in PDF format.</p>	<p>see attachment</p> <p>Budget.pdf <span style="font-size: 2em;">← Upload</span></p>
<p><b>3.7.2</b> 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.</p> <p>Please <b>upload</b> Total Agency Budget as a single file in PDF format.</p>	<p>see attachment</p> <p>Total Agency Budget.pdf <span style="font-size: 2em;">← Upload</span></p>

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# BUDGET TAB (continued)



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Eligibility	General Info	Proposal	Budget	Scope of Work	Logic Model	Unit Cost	Acknowledgement
3.7.3	<p>Under the <i>UNIT COST TAB</i>, please complete all Unit Cost of Service Rate and Definition fields. Refer to NOFO <b>Attachment 6</b>.</p> <ul style="list-style-type: none"><li>Ensure the Unit Cost of Service Rate Definition is clearly stated and include proposed number of units to be provided (Is this an industry standard? If so, please state source).</li><li>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.</li><li>Select which Deliverables option will be relied upon to support the number of units to be claimed by your agency on a monthly basis (ie, payroll reports, activity logs, attendance records, et al).</li></ul> <ul style="list-style-type: none"><li>If based on 'Service' <b>Proof of Service</b> (examples include client sign in sheets, attendance records, schedule) <b>Cover Memo/Invoice</b> (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)</li><li>If based on 'Staff Time' <b>Proof of Payroll Expense</b> (examples include copies of paystubs, automated payroll reports) <b>Timesheet</b> (including time attendance records, activity log) <b>Cover Memo/Invoice</b> (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)</li></ul>						<p>Unit Cost</p>
3.7.4	<p>If not accredited by Nonprofits First, Inc. upload the most recent Independent Audit report. If there were findings, describe corrective actions taken.</p> <p>Please <a href="#">upload</a> most recent Independent Audit report as a single file in PDF format.</p>						<p>Please enter your response here if applicable</p> <p>Upload</p>

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# SCOPE OF WORK TAB



- If Parent is selected, pay attention to Subcategories on the SOW
- Geographic areas, if no options in the specific bullet, use other and fill in

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Target Population\*

- Agencies
- Elementary Age Youth
- High School Age Youth
- Middle School Age Youth
- Parents
- Youth ages 18-22
- Other

Geographic area(s) served\*

Municipality  Zipcode  Countywide  Other

Districts 2 and 6

Reports Submission\*

- 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

Overview\*

The difference between writing and story telling

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# LOGIC MODEL TAB



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Logic\* (3)

Column 1 Problem/Situation <i>Instruction: Need/Problem/Situation</i>	Column 2 Service/Activity <i>Instruction: What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Served, Timeframe &amp; # of Units</i>	Column 3 Outcome <i>Instruction: Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions</i>	Column 4 Indicator <i>Instruction: Number (#) and Percent (%) of Clients Expected to Achieve Outcome (# of Clients ÷ # Served)</i>	Column 5 Results <i>Instruction: Actual Number (#) and Percent (%) of Clients who Achieve the Outcome (# of Clients who achieved the outcome ÷ # Served)</i>	Column 6 Measurement Tool <i>Instruction: Evidence Collected (provide specific name of tool; examples of tools include: pre/post surveys or assessments, progress reports</i>	Column 7 Data Source <i>Instruction: Collection Procedure &amp; Personnel Responsible</i>	Column 8 Frequency <i>Instruction: Time &amp; Frequency of Evaluation/Outcome Measurement</i>
Lack of Story telling skills	Learn the ABC's of Story telling	Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment	Youth will increase feeling socially supported within their environment as evidenced by pre-post assessment.		Pre/post Assessments	Story Teller	When stories are told
Beginning with once upon a time	Learning not to begin your story with the above phras	Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan	Youth will receive social skills assessment and ongoing intervention as evidenced by assessment and service plan.		Pre/post Assessments	Story Teller	Often
No one understands there are rules to story telling	22 Rules of Story telling by Pixar	Youth will increase engagement in out of school time activities as evidenced by	Youth will increase engagement in out of school time activities as evidenced by		Pre/post Assessments	Story Teller 2	Monthly or when necessary

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# UNIT COST TAB



Eligibility  
  General Info  
  Proposal  
  Budget  
  Scope of Work  
  Logic Model  
  **\$ Unit Cost**  
  Acknowledgement

Scope of Work



Unit Cost\* (1) + Add New

Unit Cost of Service Rate Definition	Unit Cost of Service Rate	Number of Units Estimated	Total Cost of Service		
We issue an offer letter for all new staff; volunteers receive a volunteer agreement. After we receive the signed offer or volunteer agreement back, ...	\$150.00	660	\$99,000 (annually)		
<b>Total Contract:</b>			\$297,000.00		

**Deliverables**

If Unit Cost is based on Hours of Service:  
  If Unit Cost is based on Hours of Staff Time:

- **Proof of Payroll Service** (examples include copies of paystubs, automated payroll reports)
- **Timesheet** (example include 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)

# ACKNOWLEDGEMENT TAB



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Board of County Commissioners

Eligibility | General Info | Proposal | Budget | Scope of Work | Logic Model | Unit Cost | **Acknowledgement**

### Attestations

<input checked="" type="checkbox"/>	I attest that a member of my agency attended the Mandatory Pre-Proposal Conference by: <ul style="list-style-type: none"><li>Zoom meeting attended at time of live broadcast; <b>OR</b></li><li>Recorded Zoom meeting viewed in its entirety as posted on the YSD website under a tab titled "Notice of Funding Opportunity" at <a href="http://www.pbcgov.com/youthservices/Pages/NOFO.aspx">www.pbcgov.com/youthservices/Pages/NOFO.aspx</a>.</li></ul>
<input checked="" type="checkbox"/>	Attachment 9, Nongovernmental Entity Human Trafficking Affidavit is required to be completed, executed, and uploaded by all Proposers. If you are a not-for-profit corporation, please complete the first page of Attachment 9. If you are a governmental entity or special district, please complete the second page of Attachment 9. <ul style="list-style-type: none"><li>Click to download the required <a href="#">Attachment 9</a>.</li><li>Please <a href="#">upload</a> completed and executed Attachment 9.</li></ul>

### Certifications

<input checked="" type="checkbox"/>	I certify that I am authorized to submit this Proposal on behalf of the agency.
<input checked="" type="checkbox"/>	I certify that the information provided in the Proposal and the information provided in all supporting documents and forms is true and accurate.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	IRS Form 990 or CAFR -- I certify that the IRS Form 990 or other official governmental documentation proving IRS tax exempt status, or Comprehensive Annual Financial Report 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.

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# ACKNOWLEDGEMENT TAB



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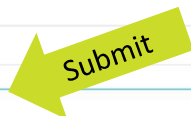
**Certifications**

<input type="checkbox"/>	I certify that I am authorized to submit this Proposal on behalf of the agency.
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<input type="checkbox"/>	IRS Form 990 or CAFR -- I certify that the IRS Form 990 or other official governmental documentation proving IRS tax exempt status, or Comprehensive Annual Financial Report 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**

<input type="checkbox"/>	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 <a href="http://www.pbcgov.com/youthservices/Pages/NOFO.aspx">www.pbcgov.com/youthservices/Pages/NOFO.aspx</a> .
--------------------------	--

Signature:\*  Title:\*  Date:\*



Submit

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# PRINT INFORMATION



- Print PDF attachment (complete proposal package available the next day)
- Tab related generated documents (Scope of Work, Logic Model and Budget) - the section number will be printed at the top
- Other attachments and uploads will have an identifier






# NOFO EMAIL NOTIFICATION



Once Submitted, an acknowledgement notification email will be generated.

**No edits can be made at that time – it is final**

Notification(s) for your review




50 S. Military Trail, Suite 203, West Palm Beach, FL 33415

**NOFO Notification**

Date : 3/11/2021 12:20:18 PM

Thank you for your interest in YSD's NOFO for Community Based Agency FY 2022 Your Proposal has been successfully submitted.

*Kindest Regards,*



Youth Services Department  
Outreach & Community Programming Division|Palm Beach County  
50 South Military Trail, Suite 203 | West Palm Beach, FL 33415

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**SAMPLE ONLY**  
Dates/documents  
from FY2023 NOFO

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# CLOSING / Q & A



**Elisa Cramer**  
*Department Director,*  
*Palm Beach County Youth Services Department*

# REMEMBER...



**You MUST attend or attest that you have viewed the Mandatory Pre-Proposal Conference recording to be eligible to submit a proposal in response to this NOFO for Community Based Agency!**



# QUESTIONS



Palm Beach County  
Board of County Commissioners



# EVALUATIONS



<https://www.surveymonkey.com/r/VXL693L>

# DON'T FORGET TO FOLLOW US ON SOCIAL MEDIA!



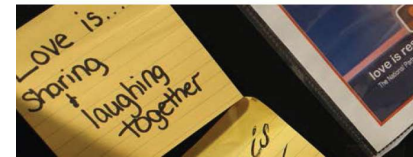
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