

# Palm Beach County Youth Services Department

## RFP For Community Based Agencies FY2019

Last updated:  
5/3/2018

QUESTIONS & ANSWERS		DATE RECEIVED
<b>Q1.</b>	<b>Does the mandatory meeting on 4/13/18 at the Clayton Hutchinson Agricultural Center apply to currently funded organizations?</b>	4/9/2018
	<b>I just read this on the CSC weekly release, do I need to participate in the Pre-proposal conference on the 13th of April?</b>	4/9/2018
<b>A1.</b>	All agencies wishing to request funding under this RFP must attend the Pre-Proposal Conference. Agencies seeking renewal of existing contracts do not need to attend.	
	<p>Mandatory Pre-Proposal Conference</p> <p>There will be a mandatory Pre-Proposal Conference held at the Clayton Hutcheson Agricultural Center, Exhibit Hall A&amp;B, 559 N. Military Trail, West Palm Beach, Florida 33415, on April 13, 2018, at 1:00 p.m., for all Proposers submitting proposals. Confirmation of attendance must be received no later than Noon on April 12, 2018, to have your name on the confirmed list. Walk-in registrations will be accepted; however, space is limited so pre-registration is highly recommended and attendance by multiple representatives of the same agency is discouraged. Please reserve and confirm attendance by registering online at <a href="https://ysdrfp2019.eventbrite.com">https://ysdrfp2019.eventbrite.com</a>. Please let our staff know if you do not receive a timely confirmation of your registration.</p>	
<b>Q2.</b>	<b>Trying to access the RFP on the link you provide in the email and that is on line. However, it leads to an old page about vendors, with last year's announcements. How can I access the RFP?</b>	4/9/2018
	<b>I'm having trouble accessing your new RFP. Has it been posted yet today?</b>	4/9/2018
	<b>I sent an email this AM because when you follow the link on your website to the RFP you are taken to a vendor registration page. It doesn't seem correct to have to register as a vendor to view an RFP. Please advise.</b>	4/9/2018
	<b>I am attempting to view the RFP for Youth Services and unable to gain access to the PBC Vendor Self Services. Is this something you can assist with? Or are you able to provide an overview of the RFP so I can determine if it is something we may be a good a fit for?</b>	4/12/2018

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<p><b>A2.</b> The RFP and all associated documents are available on the County's on-line Vendor Self Service (VSS) system at <a href="https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService">https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService</a>. Registered agencies can sign in, <b>or user may choose Public Access.</b></p> <p>If you choose <b>Public Access</b>, wait for the page to fully load. In the Keyword Search field, search for <b>youth services</b>. The solicitation for <i>Request for Proposals for Community Based Agencies FY 2019</i> will appear. Click the <b>details button</b>, then click on the <b>Attachments</b> tab. The second to last file is the complete RFP, titled <i>Request for Proposal – FY2019</i>.</p> <p>Paper copies of the RFP package may also be obtained without charge from the YSD, 50 S. Military Trail, Suite 203, West Palm Beach, Florida 33415; Monday through Friday, 8:00 a.m. to 5:00 p.m.</p>		
<p><b>Q3. Will this RFP be requiring a Non-Profits First endorsement for the requesting agency.</b></p>		4/9/2018
<p><b>A3.</b> No.</p>		
<p><b>Q4. How much funding was available for last RFP and is there a list of how much funded agencies received?</b></p>		4/10/2018
<p><b>A4.</b> The Recommended Funding list from last year's RFP can be found on the Youth Services Website under the Archived RFP FY2018 information.</p>		
<p><b>Q5. We run an after-school program for youth/young adults with disabilities partially funded by Palm Beach County Community Services, is it possible to be funded by Youth Services and Community Services?</b></p>		4/10/2018
<p><b>We currently run an afterschool program partially funded by Community Services. Can 1 program be funded by 2 different county funding streams?</b></p>		4/11/2018
<p><b>A5.</b> Your Agency is not prohibited from applying for funding under this RFP, but funding cannot be duplicated for the same clients and services.</p>		
<p><b>Q6. Do we have to fit into all 9 items or choose which number to apply under?</b></p>		4/10/2018
<p><b>A6.</b> <i>Requester is referring to the performance measures listed in Attachment 2 of the RFP; page 22.</i> No.</p>		
<p><b>Q7. If we apply under a mental health services category, do services need to be provided by a licensed clinical therapist or can doctoral and masters level students in training provide the services?</b></p>		4/10/2018
<p><b>A7.</b> This is not a required criteria of the RFP.</p>		
<p><b>Q8. I received the email below today and we are truly interested in applying for this grant. However, I am unable to be at this meeting Friday due to another commitment that I cannot cancel. Is there any other options or available dates? Please advise, we wouldn't want to miss out on this opportunity.</b></p>		4/10/2018

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**A8.** All agencies wishing to request funding under this RFP must attend the Pre-Proposal Conference.

**Mandatory Pre-Proposal Conference**

There will be a mandatory Pre-Proposal Conference held at the Clayton Hutcheson Agricultural Center, Exhibit Hall A&B, 559 N. Military Trail, West Palm Beach, Florida 33415, on April 13, 2018, at 1:00 p.m., for all Proposers submitting proposals.

Confirmation of attendance must be received no later than Noon on April 12, 2018, to have your name on the confirmed list. Walk-in registrations will be accepted; however, space is limited so pre-registration is highly recommended and attendance by multiple representatives of the same agency is discouraged. Please reserve and confirm attendance by registering online at <https://ysdrfp2019.eventbrite.com>. Please let our staff know if you do not receive a timely confirmation of your registration.

**Q9. Does our existing grant eliminate us from applying under the new RFP?** 4/10/2018

**A9.** No; however there can be no duplication of funding.

**Q10. I would like to register for the Mandatory Pre-Proposal Conference at the Clayton Hutcheson Ag Center for Friday, April 13th, on behalf of the South Florida Science Center.** 4/11/2018

**A10.** Please reserve and confirm attendance by registering online at <https://ysdrfp2019.eventbrite.com>. Please let our staff know if you do not receive a timely confirmation of your registration.

**Q11. I am preparing the Community Based Agency FY 2019 RFP for Healthy Aquatics Marine Institute. We are a nonprofit in Boynton Beach, having obtained our 501c3 license in 2016. Some RFP's I have looked into have required 3 years, and we are only on our second. Would we still be eligible to submit a grant?** 4/11/2018

**A11.** Proposers seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one (1) agency fiscal year, and have provided services for at least six (6) months.

**Q12. I've tried accessing the RFP using Mozilla, but I cannot find it. I've reviewed the PowerPoint presentation and used those suggestions. Is it possible that it is not available until after the mandatory meeting tomorrow?** 4/12/2018

**A12.** CERTIFIED BROWSERS---- Please do NOT use Google Chrome to activate or register your account. The following browsers are certified for VSS: Internet Explorer (IE 8, 9, 10 or 11) and Mozilla Firefox 3.5 or 3.6 for Windows (ESR 24).

MOBILE APPS CERTIFIED----Apple Safari on Apple iPad with iOS 6.1 and 7.1, Apple iPhone 4 or higher with iOS 6.1 or iOS 7.1, Android phone device with Android 2.3.4+ Gingerbread or later.

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<b>QUESTIONS &amp; ANSWERS</b>		<b>DATE RECEIVED</b>
<b>Q13.</b>	<b>I would like to attend but, I can't stay until 5 pm – I have a meeting at 3:30 p.m. May I still register?</b>	4/12/2018
<b>A13.</b>	Yes. Please reserve and confirm attendance by registering online at <a href="https://ysdrfp2019.eventbrite.com">https://ysdrfp2019.eventbrite.com</a> . Please let our staff know if you do not receive a timely confirmation of your registration.	
<b>Q14.</b>	<b>If an agency is awarded another RFP, will they be able to be combined to streamline SAMIS billing, Monthly/Quarterly/Annual Reporting, etc. or must they remain separate even if serving same youth and at same program location/site? Obviously, the Scope of Work and Logic Model would be completely different.</b>	4/13/2018
<b>A14.</b>	If selected for funding under this RFP, all billing and reporting of each contract will be separate.	
<b>Q15.</b>	<b>Our Agency has been around for a long time, but has never completed an audit. We recently got our 1st grant from United Way. Is an audit still a requirement?</b>	4/13/2018
<b>A15.</b>	Yes. All Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.	
<b>Q16.</b>	<b>My organization does not have a dedicated space, but co-locates with other organizations to provide services. Do I need to submit an MOU for each co-location site?</b>	4/13/2018
<b>A16.</b>	Attach 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 Memorandums of Understanding or Memorandums of Agreement. Explain the responsibility of each partnering agency.	
<b>Q17.</b>	<b>Access to vision and dental screenings and services via mobile systems is suggested as an activity in the RFP. Would access to vision and dental screenings and services that are clinic-based be an allowable activity?</b>	4/16/2018
<b>A17.</b>	Programs and services in the Health & Wellness Supports Action Area should address outcomes and performance measures that demonstrate positive change towards the County's goals as described in Attachment 2. The outcomes and performance measures in Attachment 2 are listed as examples; it is inclusive, but not an exhaustive list.	

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<b>QUESTIONS &amp; ANSWERS</b>		<b>DATE RECEIVED</b>
<p><b>Q18.</b> In the Master Plan, the % of children without health insurance in PBC, is highlighted and related outcomes assessed include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase Positive Birth Outcomes</li> <li><input type="checkbox"/> Improve Physical Health</li> <li><input type="checkbox"/> Improve Behavioral/Mental Health</li> </ul> <p><b>In addition to providing physical check-ups (as suggested in the RFP) to uninsured children living in poverty - would ongoing medical care including dental, vision, mental health so that the child (and family) have a medical home be acceptable?</b></p>		4/16/2018
<p><b>A18.</b> Programs and services in the Health &amp; Wellness Supports Action Area should address outcomes and performance measures that demonstrate positive change towards the County's goals as described in Attachment 2. The outcomes and performance measures in Attachment 2 are listed as examples; it is inclusive, but not an exhaustive list.</p>		
<p><b>Q19.</b> In the interest of family stability and positive birth outcomes, would the provision of free health care to the uninsured, poor, parents of children receiving services be allowable?</p> <p><b>In the same vein, would free prenatal healthcare to poor, uninsured pregnant women be allowable under this RFP?</b></p>		4/16/2018
<p><b>A19.</b> Programs and services in the Health &amp; Wellness Supports Action Area should address outcomes and performance measures that demonstrate positive change towards the County's goals as described in Attachment 2. The outcomes and performance measures in Attachment 2 are listed as examples; it is inclusive, but not an exhaustive list.</p>		
<p><b>Q20.</b> Would the provision of emergency food assistance to families with children be considered an allowable activity under this proposal?</p>		4/16/2018
<p><b>A20.</b> Programs and services in the Health &amp; Wellness Supports Action Area should address outcomes and performance measures that demonstrate positive change towards the County's goals as described in Attachment 2. The outcomes and performance measures in Attachment 2 are listed as examples; it is inclusive, but not an exhaustive list.</p>		
<p><b>Q21.</b> Called and stated they missed the Mandatory Pre-Proposal Meeting on Friday the 13th. Is there another way they can access the PowerPoint or will there be another meeting? What do they have to do to still be able to submit their RFP?</p>		4/16/2018
<p><b>A21.</b> The pre-proposal conference was mandatory, and we will not be holding another one. If you wish to submit a proposal, it is suggested that you may partner with an agency that did attend the conference. The agency that attended the pre-proposal conference must be the lead agency on the proposal.</p>		
<p><b>Q22.</b> What is the deadline for submitting this request?</p>		4/11/2018

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<b>A22.</b>	Completed original signed proposals must be received at the YSD reception desk by 5:00 p.m. on May 4, 2018. The Proposer must have entered the YSD main entrance before 5:00 p.m., when the door automatically locks, and after which there is no access. <b>In addition</b> , upload of the single PDF electronic file to YSD's file transfer protocol (FTP) site must be completed no later than midnight on May 4, 2018, and must not vary from the signed paper submission. All proposals shall be in a sealed envelope clearly marked on the outside "RFP Community Based Agencies FY 2019," and delivered per the guidelines cited within this RFP. The Proposal shall be marked on the outside of the envelope with the date and time of receipt by YSD staff.	4/17/2018
<b>Q23.</b>	<b>Just wondering where and when answers will be posted?</b>	4/17/2018
<b>A23.</b>	All questions and answers will be posted on a weekly basis on the YSD website at <a href="http://www.pbcgov.com/youthservices">www.pbcgov.com/youthservices</a> .	
<b>Q24.</b>	<b>Can you provide a place where we can find a place to learn about industry standards on unit costs?</b>	4/17/2018
<b>A24.</b>	No – we do not have any place to refer you for this information. The agency should be the expert in its own industry standards.	
<b>Q25.</b>	<b>When completing attachment 5, are we to keep the headings and subheadings in the document for each section or is this just a guide so that we are making sure to include this information?</b>	4/17/2018
<b>A25.</b>	Do not modify Attachment 5 - Proposal Template. Only <i>Click or Tap</i> where indicated to add your text.	
<b>Q26.</b>	<b>Please clarify what is meant by the CBA portion of the budget being no more than 25% of the total agency budget. Is it 25% of the overall budget for the agency or 25% of the project/program budget?</b>	4/13/2018
<b>A26.</b>	Requested amount cannot be more than 25% of the total agency budget.	
<b>Q27.</b>	<b>Please clarify if the 15% cap on administration is applied to the agency budget or when using an indirect cost. Are you allowed to have a budget line for indirect cost?</b>	4/13/2018
<b>A27.</b>	Regardless of what the agency uses, the 15% cap is applied; in no case will the agency be provided more than 15% of the program budget for administrative purposes.	
<b>Q28.</b>	<b>Please clarify unit cost rate. Unit cost is based on total project cost or only on the amount requested by the County?</b>	4/13/2018

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<b>QUESTIONS &amp; ANSWERS</b>		<b>DATE RECEIVED</b>
<b>A28.</b>	Unit cost varies and will be developed on a case by case basis during the contract negotiation if the agency is awarded funding. You would take the dollar amount of the program and divide it by the number of units expected. For example, if your agency is requesting \$50,000, and it will be used to pay for a part-time staff person at 1040 hours, you would divide the total hours (1040) by the requested amount (\$50,000) to come up with a unit cost. In addition, if your agency already uses an accepted standardized billable rate, you can use this as your unit cost.	
<b>Q29.</b>	<b>Is there a page limit or a margin restriction for the proposal?</b>	4/13/2018
<b>A29.</b>	No page limit or margin restriction, but use a reasonable margin for future copying and be mindful that if the proposal is too long you lose the reader's attention. Be concise, but thorough.	
<b>Q30.</b>	<b>When it comes to providing mental health services, do the services have to be provided by a licensed mental health counselor, or can they be done by student trainees, licensed social workers', etc.</b>	4/13/2018
<b>A30.</b>	While these standards have not been established in the RFP, when the proposal is being evaluated, the Review Panels may consider the level of services based on qualifications of those providing the services.	
<b>Q31.</b>	<b>Please explain the process any agency will need to go through in order to speak at the appropriate Review Panel evaluation meeting. Will each agency be provided two minutes to speak?</b>	4/13/2018
<b>A31.</b>	Speaking time may vary based on the number of proposals to review and evaluate. No need to sign up in advance. Proposers will be notified of the Review Panel meetings. Public comment cards will be available at the Review Panel meeting, so just attend, fill out a comment card and when called upon, speak within the timeframe allowed.	
<b>Q32.</b>	<b>Does an agency have to meet all the outcomes listed in the Pre-Proposal Conference PowerPoint presentation for each action area?</b>	4/13/2018
<b>A32.</b>	No. The list was just a targeted list of possible outcomes. Staff knows not all the outcomes listed can be met and agencies are not expected to meet all of them. Specific outcomes for the agencies will be shown in the Scope of Work.	
<b>Q33.</b>	<b>Is an audit required?</b>	4/13/2018
<b>A33.</b>	Yes.	
<b>Q34.</b>	<b>What is the amount available under this RFP?</b>	4/13/2018
<b>A34.</b>	Approximately \$800,000. It will be dependent upon the number of proposals received and recommended, as well as approval by the Board of County Commissioners.	

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<b>Q35.</b>	<b>Must you be a registered to apply for this RFP?</b>	4/13/2018
<b>A35.</b>	No. If you are not a registered vendor with the County, you can access the RFP through the Public Access button. You also need not be a registered vendor in order to submit a proposal, which will be done through a file transfer protocol (FTP) site. A link to the site can be found on the Youth Services website.	
<b>Q36.</b>	<b>Going back to the previous audit question, does the audit have to be a specific year?</b>	4/13/2018
<b>A36.</b>	The RFP indicates it must be the most recent audit report. Remember to also include an explanation for any findings. If you are successful and awarded a contract, the agency is required to have an annual audit.	
<b>Q37.</b>	<b>If an agency is referencing more than one service, does the County want more than one Scope of Work one service, or can it be compiled into one?</b>	4/13/2018
<b>A37.</b>	As long as the services are under the same Action Area, one Scope of Work is sufficient. In your budget make the services clear.	
<b>Q38.</b>	<b>How many proposals were funded in previous years?</b>	4/13/2018
<b>A38.</b>	Last year was the first time Youth Services issued an RFP and awarded funding. In that case, there were four Action Areas and more funding, so it will vary. Twenty-one agencies were funded last year.	
<b>Q39.</b>	<b>If an agency already receives funding under last year's RFP, and provides monthly, quarterly and annual reports, are those same types of reporting requirements be similar under this RFP?</b>	4/13/2018
<b>A39.</b>	Yes. Also, keep in mind, that if you are currently receiving CBA funding, and wanting to simply renew that contract, the existing contract has two (2) options for renewal. You need not reapply under this RFP if you are currently being funded under the previous one and not requesting additional services or additional funding.	
<b>Q40.</b>	<b>Is the funding you have available from last year's money?</b>	4/13/2018
<b>A40.</b>	No, this is new money. Of the money awarded last year, it is anticipated those contracts will be renewed. Of course, should one or more of those agencies not be renewed, there could be additional money awarded under this RFP.	
<b>Q41.</b>	<b>Must a program be totally new or can an existing program apply for funding under this RFP?</b>	4/13/2018
<b>A41.</b>	Both are eligible.	
<b>Q42.</b>	<b>Is it okay to request partial funding for a program/services or must the agency request the full funding for the program/services?</b>	4/13/2018



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<b>A42.</b>	Partial is fine. Shows support of the program/services from others. In your budget portion, show how much you are requesting by the County, and how much is being contributed by other agencies.	
<b>Q43.</b>	<b>If an agency is currently receiving County funding, but wants to add a new component to the same program, can they apply for new CBA funding? And, do you have to show what the County is currently providing the agency for the existing program?</b>	4/13/2018
<b>A43.</b>	Yes and yes.	
<b>Q44.</b>	<b>So just to clarify, it's 25% of total operating budget, plus within that 25%, it's 15% for administration use.</b>	4/13/2018
<b>A44.</b>	Correct. The County will provide no more than 15% for administrative services.	
<b>Q45.</b>	<b>If the agency is already being funded and it's the exact same program, the agency just want to add services or locations, is it okay that the proposal may look similar to last year's proposal?</b>	4/13/2018
<b>A45.</b>	Yes. The evaluation is going to come down to need and the program.	
<b>Q46.</b>	<b>Clarify trauma-training and equity training, and that it would be under the Educational activity.</b>	4/13/2018
<b>A46.</b>	It would be for any program rendered to youth in Palm Beach County, it simply means that you're accepting the kids where they're at without blame and shame and approaching them in a trauma sensitive manner. In addition, equity and making sure that an agency's employment based understands that kids are coming from different places with equity is important.	
<b>Q47.</b>	<b>Where will these questions and answers be posted?</b>	4/13/2018
<b>A47.</b>	<u><a href="http://www.pbcgov.com/youthservices">On the YSD website: www.pbcgov.com/youthservices</a></u>	
<b>Q48.</b>	<b>Can you please assist me in finding the updated Birth to 22 information that came out?</b>	4/18/2018
<b>A48.</b>	<u><a href="http://www.pbcbirthto22.com">www.pbcbirthto22.com</a></u> <u><a href="http://www.pbcbirthto22.com/communitydata.htm">www.pbcbirthto22.com/communitydata.htm</a></u>	
<b>Q49.</b>	<b>Are proposers allowed to include charts/graphs in the application Attachment 5 itself? Are we allowed to include attachments, e.g., examples of assessment tools, flow charts? If so, is there a limit?</b>	4/18/2018
<b>A49.</b>	Yes and yes. There is no page limit.	
<b>Q50.</b>	<b>I was reviewing the RFP for the community based grant, and I downloaded the RFP under Proposal Documents from <a href="http://discover.pbcgov.org/youthservices/Pages/FY-2018-RFP.aspx">http://discover.pbcgov.org/youthservices/Pages/FY-2018-RFP.aspx</a>. The cover page and fiscal year is listed as 2017(page 7) . Did I download the right one?</b>	4/18/2018

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<b>QUESTIONS &amp; ANSWERS</b>		<b>DATE RECEIVED</b>
<b>A50.</b>	You downloaded last year's RFP. The <b>current</b> RFP for FY2019 can be found on the County's on-line Vendor Self Service (VSS) system at the following link: <a href="https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService">https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService</a>	
<b>Q51.</b>	<b>If the organization has multiple sites that provide programming, can we submit a request for each site? Or do we have to submit as one? Also do we use the same vendor code for the system?</b>	4/18/2018
<b>A51.</b>	Proposers are not limited in the number of proposals submitted. Each proposal must be specific to one (1) Action Area. If a Proposer believes their proposal fits into more than one (1) Action Area, they should submit a proposal in each applicable Action Area.	
<b>Q52.</b>	<b>Our company budget is a little under \$125,000. We have great financial documentation from a CPA, and also an up to date Form 990. Due to the fact, our budget is so small it makes it hard to receive an independent audit. Would a company with a small budget still be required to submit an independent audit? Would the audit be required before or after the submission of the RFP?</b>	4/20/2018
<b>A52.</b>	Yes and yes. Audit is required before the RFP submission. All Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.	
<b>Q53.</b>	<b>Do the audited financial statements need footnotes?</b>	4/21/2018
<b>A53.</b>	No. The audit should comply with the applicable accounting principles: A. The annual financial audit report shall include all management letters and the AGENCY'S response to all findings, including corrective actions to be taken. B. The annual financial audit report shall include a schedule of financial assistance specifically identifying all contracts, agreements and grant revenue by sponsoring agency and contract/agreement/grant number.	
<b>Q54.</b>	<b>Can you please give an example of what is meant by: This should be documented by data that show that a subgroup of the population being served is underrepresented among service recipients. <u>(Section 3.2 Local Data)</u></b>	4/22/2018
<b>A54.</b>	Local data should clearly identify, and provide relevant statistics, studies, or evaluations on the specific/targeted subgroup you seek to serve. For example, if your proposal presents that families lack financial literacy skills as a broad need, the subgroup could be the percentage of families from a specific area that are living below the poverty level or who are unemployed.	
<b>Q55.</b>	<b>Are the Indemnification terms negotiable (Article 8)? As a state agency, FAU can't agree to these terms.</b>	4/23/2018
<b>A55.</b>	Indemnification terms in the final contract will comply with state law. Any exceptions proposer may take to the indemnification provision based on state law should be clearly stated with relevant legal citation.	

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**Q56.** I am applying as a charter school, are there any areas of either priority that are not allowed to be offered during school hours? 4/23/2018

**A56.** No. The RFP does not stipulate when services should be offered.

**Q57.** 3.7.2 of the proposal template says:

**3.7.2 Attach to your Proposal:**

-a Total Agency Budget - The budget forms that are part of the Proposal do not need to be utilized for this 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.

-a Unit Cost Service Description (Is this an industry standard? If so, please state source). Ensure the Unit Cost Service Description is clear.

-a Unit Cost of Service (Is this an industry standard? If so, please state source). Ensure the Unit Cost of Service is accurately calculated and that formulas used to arrive at the cost are included.

There is space on the cover sheet to provide the Unit Cost Description and Cost of Service. Are we supposed to include another attachment that includes the same information or does what is provided on the cover sheet meet the requirements of 3.7.2?

**A57.** Yes. Please include a separate attachment, other than the cover sheet, detailing your agency's Unit Cost Description and Cost of Service.

**Q58.** 4/26/2018

**My program is very new and we have not conducted a full financial audit. I have been told by our CPA that it would not be possible to have one completed before May 5th. Is it possible to compile our financial statements together and any other info you need as our program is just one year old in lieu of an audit? If not, perhaps I could find a fiscal agent for this grant. We are a United Way Mentoring program and I am sure they would help facilitate this. I am just not sure what I would need to do to make that happen. Any help you can give is greatly appreciated.**

**A58.** No. All Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.

Should you choose to work with a fiscal agent, the lead agency on proposal must be chartered or registered with the Florida Department of State, have been incorporated for at least one (1) agency fiscal year, and have provided services for at least six (6) months; All Proposers must hold current and valid 501(c)(3) status as determined by the Internal Revenue Service or be public entities; and All Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.

# Palm Beach County Youth Services Department

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**Q59.** What is the maximum file size that can be uploaded to YSD's file transfer protocol site? 4/27/2018

**A59.** The maximum file size is 20MB. Avoid scanning PDFs wherever possible; instead, we recommend using *Save As PDF*, which significantly reduces the size of your file.

**Q60.** 3.1.1 says: 4/27/2018

**Complete and attach to your Proposal, a program budget using the template as provided hereto as Attachment 7. Review the 'sample' and 'guidelines' tabs provided before completing the template.**

- ensure administrative expenses are limited to no more than 15%.
- ensure the requested fund justifications are complete.
- include a Budget Justification that describes in detail each of the line items requested in the budget. Employee positions should include brief descriptions of their duties in the program. If you are charging an indirect/administrative percentage fee, then you must remove any other line items related to indirect/administrative expenses. If an indirect cost percentage is being requested, an approved cost plan from a cognizant agency must be included.

**Is the narrative section of the budget template sufficient to meet the third criteria regarding the Budget Justification or does this have to be a separate document?**

**A60.** The narrative section of the budget template is sufficient. You do not have to submit a separate budget justification document. All required attachments are listed on the Submittal Checklist in Attachment 1.

**Q61.** We read the checklist. We sent in a 990. This is our first time applying for a large donation to help our non-profit. Can we put N/A for Independent Audit report and Year end financial statement because our 990 has the one time small donation already reported by the IRS? 4/29/2018

**A61.** The audit is a required attachment. All Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.

**Q62.** For question 3.2.3 of the RFP: **Underserved Areas(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.** 4/30/2018

**Can you kindly recommend a website or resource where we can find this information? We're not sure how to answer this correctly.**

**A62.** Additional resources and information are available at:

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<a href="http://www.pbcgov.com/youthservices">www.pbcgov.com/youthservices</a> <a href="http://www.pbcbirthto22.com/">www.pbcbirthto22.com/</a>		
<b>Q63.</b>	<b>Is the 25% operating budget limitation for the current budget year?</b>	4/30/2018
<b>A63.</b>	Yes.	
<b>Q64.</b>	<b>When calculating the 25% of allowable grant request, do I need to take into account all other current grants receive from County whether FAA or Youth Services? If these grants are 25% of our existing agency annual budget, does that make us ineligible to apply?</b>	4/28/2018
<b>A64.</b>	The CBA portion of the budget (amount of funding request from Palm Beach County) cannot not be more than 25% of the Total Agency Budget, regardless of the source of funding.	
<b>Q65.</b>	<b>Is the logic model based on our agency as a whole or specific to the program we are applying for? It is a new program so we do not have outcomes, do we use projected outcomes?</b>	4/30/2018
<b>A65.</b>	The logic model should focus on the specific program for which funding is being requested. Your outcomes should be clearly defined and your outcome indicators should be a projection of what you aim to achieve.	
<b>Q66.</b>	<b>Under Budget 3.7.1, what does the following statement mean?</b>	4/30/2018
	<b>If an indirect cost percentage is being requested, an approved cost plan from a cognizant agency must be included.</b>	
<b>A66.</b>	If your agency has an approved indirect cost plan from a cognizant agency, and a single percentage rate is being charged to the entire grant request, then you must include that approved cost plan with your proposal. However, if you are requesting indirect costs and those costs are clearly described within the related line items in your budget worksheet, under the Administrative Expenses section, then an approved cost plan will not be required.	
<b>Q67.</b>	<b>How many letters of support are we allowed?</b>	4/30/2018
<b>A67.</b>	There is no restriction on the number of letters of support you can include with your proposal.	
<b>Q68.</b>	<b>Reviewed Sample Contract form (Attachment 10)</b>	5/1/2018
	<b>This Page is blank. What do you need to be placed in the proposal to show that the contract form was reviewed?</b>	
<b>A68.</b>	The page you are referring to serves as a cover page only. The Sample Contract Form is found on the subsequent pages 41 - 75 of the RFP, which would make up your entire contract, if selected for funding.	