

Palm Beach County Youth Services Department NOFO For Community Based Agencies FY2026

Last updated:

3/18/2025

QUESTIONS & ANSWERS		DATE RECEIVED
Q1.	I am unable to find the NOFO on the indicated page, when I search it, I finds no results. Is there another keyword I should be using?	2/24/2025
A1.	The NOFO was made available on February 24, 2025 on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService . Registered agencies can sign in, or Proposers may choose Public Access. For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800.	
Q2.	How do I reset my Login and Password? I don't see a place to do that and I cannot remember it.	2/24/2025
A2.	To reset your login and password, please access the YSD NOFO Dashboard at https://www.pbcgov.org/cba_monitoring and select "Forgot Password".	
Q3.	Thank you for being so helpful in the past. This is my first time going into the VSS system. I was able to sign up and access our Organization – Hispanic Human Resources Council. As you can see below – is already active. In order to associate my name to the agency, it says to contact my administrator. However, the Account Administrator is someone who worked at the organization four years ago and has no access any more to the VSS system. Is there someone I can speak to that can help me manage this issue? The options listed in the picture below does not address my need for access. I hope you can direct me to someone or provide me some guidance on best to manage the VSS system.	2/24/2025
A3.	For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800.	
Q4.	I went into Advantage to search for the new NOFO opportunity, and wasn't able to find it. Is there a PDF online somewhere?	2/24/2025
A4.	The NOFO was made available on February 24, 2025 on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService . Registered agencies can sign in, or Proposers may choose Public Access. For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800.	
Q5.	How do we get registered for the mandatory pre-proposal meeting? Do we have to create a vendor account through the link?	2/24/2025
A5.	Registration is not required for the mandatory pre-proposal conference. There will be a mandatory Pre-Proposal Conference held virtually via Zoom, on February 27, 2025, at 9:00 a.m., for all Proposers submitting Proposals. Join Zoom Meeting: https://pbcgov.zoom.us/j/85291986325?pwd=gifJm6cX1dZpLntHqFisPuWhFm2kL8.1 Phone: (786) 635-1003 Meeting ID: 852 9198 6325 Passcode: 064582 Any change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService The NOFO was made available on February 24, 2025 on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService . Registered agencies can sign in, or Proposers may choose Public Access. For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800.	
Q6.	We logged into the YSD portal to view the NOFO information that was released today, but I am not able to locate it under "Public Solicitations." Where else would this information be located? We also plan to attend the mandatory information meeting on Thursday ahead of applying for the upcoming grant cycle, but we did not receive a link and are unable to find one online. Is this something you could provide me with?	2/24/2025

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<p>A6. The NOFO was made available on February 24, 2025 on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService. Registered agencies can sign in, or Proposers may choose Public Access. For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800. There will be a mandatory Pre-Proposal Conference held virtually via Zoom, on February 27, 2025, at 9:00 a.m., for all Proposers submitting Proposals. Join Zoom Meeting: https://pbcgov.zoom.us/j/85291986325?pwd=gifJm6cX1dZpLntHqFisPuWhFm2kL8.1 Phone: (786) 635-1003 Meeting ID: 852 9198 6325 Passcode: 064582 Any change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService</p>	
<p>Q7. Do we have to register to attend this meeting? I do not see a link to it and it has indicated that it is virtual.</p>	2/24/2025
<p>A7. Registration is not required for the mandatory pre-proposal conference. There will be a mandatory Pre-Proposal Conference held virtually via Zoom, on February 27, 2025, at 9:00 a.m., for all Proposers submitting Proposals. Join Zoom Meeting: https://pbcgov.zoom.us/j/85291986325?pwd=gifJm6cX1dZpLntHqFisPuWhFm2kL8.1 Phone: (786) 635-1003 Meeting ID: 852 9198 6325 Passcode: 064582 Any change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService</p>	
<p>Q8. I received the information below from Christina Barone, our Director of Operations. I tried to find the information for the zoom meeting on Thursday April 27 but can't find it. Can you advise how I can locate this information?</p>	2/24/2025
<p>A8. Registration is not required for the mandatory pre-proposal conference. There will be a mandatory Pre-Proposal Conference held virtually via Zoom, on February 27, 2025, at 9:00 a.m., for all Proposers submitting Proposals. Join Zoom Meeting: https://pbcgov.zoom.us/j/85291986325?pwd=gifJm6cX1dZpLntHqFisPuWhFm2kL8.1 Phone: (786) 635-1003 Meeting ID: 852 9198 6325 Passcode: 064582 Any change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService</p>	
<p>Q9. Our team was reviewing the youth services NOFO that was set but we do not see any link to this Thursday's Pre-proposal meeting. Is there a link that has been released as of yet?</p>	2/25/2025
<p>A9. There will be a mandatory Pre-Proposal Conference held virtually via Zoom, on February 27, 2025, at 9:00 a.m., for all Proposers submitting Proposals. Join Zoom Meeting: https://pbcgov.zoom.us/j/85291986325?pwd=gifJm6cX1dZpLntHqFisPuWhFm2kL8.1 Phone: (786) 635-1003 Meeting ID: 852 9198 6325 Passcode: 064582 Any change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService</p>	
<p>Q10. Has there been an addendum issued to this NOFO?</p>	2/25/2025
<p>A10. The Palm Beach County Youth Services Department has issued Addendum #1 dated February 25, 2025 to this NOFO. The addendum is on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService. Registered agencies can sign in, or Proposers may choose Public Access. For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800.</p>	

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Q11.	<p>I own a Martial Arts and fitness/Dance company in downtown West Palm Beach. I have my program in about 40 schools both private and public across Palm Beach County. I'm a vendor for the public school system where we offer martial arts and cheer dance. I'm wondering if the NOFO is only for nonprofits or if it's for local businesses because we deal with a lot of title one public schools and we're trying to get funding to help more and I know that there are a few private schools that also deal with funding and get grants from primetime and other grant companies we're just trying to get the grants ourselves to go in because we're already in the schools and we have to do it for free in order to get in there because they're full for their budgets.</p>	2/25/2025
A11.	<p>Proposers seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one (1) agency fiscal year, and have provided services for at least six (6) months in Palm Beach County. All Proposers must hold current and valid 501(c)(3) status as determined by the Internal Revenue Service, or be public entities. <i>Note: The School District of Palm Beach County has many programs and services available to students during the regular school day. Priority will be given to programs that address needs in out-of-school time.</i></p>	2/25/2025
Q12.	<p>Thank you for directing me to the appropriate person. I do not see the Pre-Proposal conference posted. Is there a time and date for this meeting?</p>	2/25/2025
A12.	<p>There will be a mandatory Pre-Proposal Conference held virtually via Zoom, on February 27, 2025, at 9:00 a.m., for all Proposers submitting Proposals. Join Zoom Meeting: https://pbcgov.zoom.us/j/85291986325?pwd=gifJm6cX1dZpLntHqFisPuWhFm2kL8.1</p> <p>Meeting ID: 852 9198 6325 Passcode: 064582 Phone: (786) 635-1003</p> <p>Any change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService</p> <p>The NOFO was made available on February 24, 2025 on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService Registered agencies can sign in, or Proposers may choose Public Access. For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800.</p>	
Q13.	<p>The NOFA announcement does not contain the link to Thursday's virtual bidders conference. I also need help accessing the Palm Beach portal to access the NOFA. Although we are registered, I do not know my user name or password.</p>	2/25/2025
A13.	<p>There will be a mandatory Pre-Proposal Conference held virtually via Zoom, on February 27, 2025, at 9:00 a.m., for all Proposers submitting Proposals. Join Zoom Meeting: https://pbcgov.zoom.us/j/85291986325?pwd=gifJm6cX1dZpLntHqFisPuWhFm2kL8.1</p> <p>Meeting ID: 852 9198 6325 Passcode: 064582 635-1003</p> <p style="text-align: right;">Phone: (786) Any</p> <p>change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService</p> <p>The NOFO was made available on February 24, 2025 on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService. Registered agencies can sign in, or Proposers may choose Public Access. For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800.</p>	

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<p>Q14. Please advise of additional details regarding the pre-planning webinar scheduled for 2/27. In an email we received on 2/24, it advised the NOFO would become available on 2/24 (attached). However, the VSS Announcement mentions 2/26 the NOFO will be posted. Please clarify.</p>		2/25/2025
<p>A14. There will be a mandatory Pre-Proposal Conference held virtually via Zoom, on February 27, 2025, at 9:00 a.m., for all Proposers submitting Proposals. Join Zoom Meeting: https://pbcgov.zoom.us/j/85291986325?pwd=gifJm6cX1dZpLntHqFisPuWhFm2kL8.1 Meeting ID: 852 9198 6325 Passcode: 064582 635-1003</p> <p style="text-align: right;">Phone: (786) Any</p> <p>change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService</p> <p>The NOFO was made available on February 24, 2025 on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService. Registered agencies can sign in, or Proposers may choose Public Access. For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800.</p>		
<p>Q15. We are attempting to register for the upcoming mandatory pre-proposal meeting to be held on 02.27.25, however the link provided for more information, does not seem to work. Is there another way to register and obtain the meeting information? Any assistance and guidance you could provide would be greatly appreciated.</p>		2/26/2025
<p>A15. There will be a mandatory Pre-Proposal Conference held virtually via Zoom, on February 27, 2025, at 9:00 a.m., for all Proposers submitting Proposals. Join Zoom Meeting: https://pbcgov.zoom.us/j/85291986325?pwd=gifJm6cX1dZpLntHqFisPuWhFm2kL8.1 Meeting ID: 852 9198 6325 Passcode: 064582 Phone: (786) 635-1003</p> <p>Any change to the virtual meeting link will be issued as an addendum to this NOFO Information Guidance and posted on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService</p> <p>The NOFO was made available on February 24, 2025 on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService Registered agencies can sign in, or Proposers may choose Public Access. For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800.</p> <p>There is no registration for the Pre-Proposal Conference.</p>		
<p>Q16. Can you please send me direct link? I am Zoom link that was sent to me and when I tried to log on I mean or just click the link to make sure you know I'm in the right link it's saying error.</p>		2/27/2025
<p>A16. A recording of the mandatory Pre-Proposal Conference will be available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO/asp and viewing the entire recording of the Pre-Proposal 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.</p>		
<p>Q17. During the conference, I understood the facilitator to indicate that only public companies or not-for-profit 501(c)(3) organizations are eligible proposers. Could you please confirm whether public companies are also required to be not-for-profit? I would appreciate further clarification on the eligibility criteria.</p>		2/27/2025

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A17.	Proposers seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one (1) agency fiscal year, and have provided services for at least six (6) months in Palm Beach County. All Proposers must hold current and valid 501(c)(3) status as determined by the Internal Revenue Service, or be public entities.	
Q18.	Thank you for the presentation today. Will you share it with the attendees? Or post it on your website?	2/27/2025
A18.	The NOFO Pre-Proposal Conference presentation will be posted on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx .	
Q19.	We received the below Notice of Funding opportunity yesterday afternoon and upon opening the RFP this morning saw that there was a mandatory zoom meeting at 9am this morning. Is there any way to still apply if we were not in that zoom meeting? We think we are an excellent fit for this opportunity and are willing to take any steps necessary to get the information given at this morning's meeting.	2/27/2025
A19.	A recording of the mandatory Pre-Proposal Conference will be available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx and viewing the entire recording of the Pre-Proposal 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. Additionally, the NOFO Pre-Proposal Conference presentation will be posted on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx .	
Q20.	Thank you so much for the comprehensive meeting this morning - it really was extremely helpful! My questions - when will the NOFO meeting recording be available? Before the cone of silence is in place, can we call and speak with or schedule meetings with the BCC, or does all communication have to occur by writing, except for public meetings?	2/27/2025
A20.	A recording of the mandatory Pre-Proposal Conference will be available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx and viewing the entire recording of the Pre-Proposal 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. Additionally, the NOFO Pre-Proposal Conference presentation will be posted on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx . Oral communication with Commissioners regarding this NOFO can occur until the electronic submission date of March 24, 2025.	
Q21.	I was just made aware of this morning's mandatory Zoom meeting for the CBA NOFO. Will we be able to view the meeting and still apply if we missed the ZOOM Meeting?	2/27/2025
A21.	A recording of the mandatory Pre-Proposal Conference will be available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx and viewing the entire recording of the Pre-Proposal 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. Additionally, the NOFO Pre-Proposal Conference presentation will be posted on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx .	
Q22.	If we missed the Pre-proposal Conference, are we still able to apply?	2/28/2025
A22.	A recording of the mandatory Pre-Proposal Conference will be available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx and viewing the entire recording of the Pre-Proposal 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. Additionally, the NOFO Pre-Proposal Conference presentation will be posted on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx .	
Q23.	Do you have a list of previous recipients of grant funding,	2/28/2025

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A23.	The YSD website lists the Community-Based Agencies who are receiving funding. The information is available at https://discover.pbcgov.org/youthservices/Pages/Agencies.aspx	
Q24.	I am looking for the recording of the Preproposal Conference? I have the presentation but do not see the video on the YSD NOFO Page/	2/28/2025
A24.	A recording of the mandatory Pre-Proposal Conference will be available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx and viewing the entire recording of the Pre-Proposal 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.	
Q25.	Thank you for an incredibly informative session last Thursday morning! I did not register but used the link from the forwarded email from the Black Chamber of Commerce the morning of in case there was a follow up email to "registered" participants. I did join the initial link and then the second link after. I entered my name and org in the chat box but wanted to make sure I was accounted for since I did not "officially register". Could you kindly let me know if Rohi's Liberation Station was confirmed?	3/4/2025
A25.	We reviewed the chat recording and see your name was entered. A recording of the mandatory Pre-Proposal Conference is available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx and viewing the entire recording of the Pre-Proposal 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.	
Q26.	We would like to clarify how to count students in our afterschool program, which offers multiple activities year-round. If we commit to serving 100 unduplicated students in our contract, can these same students be counted under multiple outcomes if they participate in different program components? For example, under Attachment 2: Ensure Safety and Justice, we might report 100 unduplicated students served. However, if a student participates in Outcome #6 (Impact Project Planning) for six months and also engages in Outcome #9 (Academic Support, including tutoring and post-secondary planning), can they be counted in both outcomes? Since these services are distinct but part of the same program, we want to ensure our reporting aligns with your expectations. We appreciate your guidance on this.	3/4/2025
A26.	The students enrolled in a program can be counted in multiple outcomes of that program, as long as they receive the specified services, achieve the outcome, and the agency has the evidence (required documentation) as stated in the contract. Please be advised that the outcomes must be under the same Action Area. In addition, a single program cannot receive funding in multiple Action Areas for the same youth served.	
Q27.	Would a program that provides mentorship and educates High School Aged Youth in career options. With services that transport youth during school hours to their mentor at the mentor's place of employment, qualify under SLL and a quality out-of-school time (OST) program. As written in the NOFO Presentation: 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	3/6/2025
A27.	Note: The School District of Palm Beach County has many programs and services available to students during the regular school day. Priority will be given to programs that address needs in out-of-school time.	
Q28.	For the Action Area of Health and Wellness- On page 29 of the NOFO the asterisk for pre-post assessments says they may refer to data as measured by CFARS/FARS/PHQ9. I wanted to ensure that other pre-post assessments, such as those used previously for our YSD grants, are acceptable for the outcomes we choose.	3/7/2025

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A28.	The asterisk (*) indicates "Pre-post assessments may refer to data as measured by the Children's Functional Assessment Rating Scale (CFARS)/ Functional Assessment Rating Scale (FARS) and /or the Pediatric PHQ9 (Patient Health Questionnaire) and the PHQ9 Modified for Teens, and/or the Behavioral Health Assessment as appropriate for all children receiving individual and small group services; and, pre-post assessment data on all children receiving a classroom based prevention curriculum and/or small group skill building or intervention services." Thus, other pre-post assessments may be acceptable pending YSD review and approval which would occur at the time of contract negotiations. Moreover, Item 3.4.2 of the NOFO indicates "Clearly describe the evaluation methodology of the program being proposed. Identify applicable performance measurement tools and explain how they appropriately measure and track outcomes. Examples may include pre-/post-test samples, log record templates, etc. If any, please upload documentation as a single file in PDF format."	
Q29.	When reading through attachment 3 it seems that our Head Start/Early Head Start infant mental health program could meet criteria in that the focus is developing social emotional skills. Social emotional screening tools are used as well as classroom observation tools Pre-Post in order to evaluate social emotional skills development and progress. The note stating that priority will be given to programs that address needs in out of school time. Since this is Pre-K, does that count as out of school time? Thank you for clarifying for us.	3/7/2025
A29.	Pre-K (Pre-Kindergarten) is not considered "out-of-school time" as it is considered a form of early childhood education that takes place during typical school hours, therefore, Pre-K does not count as out-of-school time.	
Q30.	Have proposers been advised to not include extraneous research?	3/10/2025
A30.	Proposers are encouraged to demonstrate the need, data and research for their proposed program or service in the most efficient way possible, without attaching multiple reports that establish the same point and without extraneous or redundant material. Relevant, concise citations of evidence and support are encouraged. Voluminous pages of attachments are not helpful for reviewers and may not reflect favorably on the proposals.	
Q31.	Our question is regarding the requirement that applicants either be audited or Nonprofits First accredited. In the NOFO it says an audit is required (page 3, bullet 4). In the presentation document it also says either an audit or accreditation from Nonprofits First is required (page 43, 2nd blue box). In the zoom presentation, staff confirmed one or the other was required. We are finishing up our first accreditation with Nonprofits First, which will go to Nonprofits First ARAC for approval at the end of April. The Nonprofits First folks have offered to submit a letter attesting to our current status. With this letter, are we eligible to apply for this NOFO?	3/10/2025
A31.	If accredited by Nonprofits First, Inc. (NPF), Agency will upload proof of accreditation and will not need to provide the following documents, which must be provided if Agency is not accredited by Nonprofits First, Inc.: IRS Form 990 – Return of Organization Exempt from Income Tax for 501(c)(3) corporations or other official governmental documentation proving IRS tax exempt status; Independent Audit Report; Year-End Financial Statements; If accredited by NPF, please note applicable Attestation under the ACKNOWLEDGEMENT TAB. Note: If awarded funding, annual Independent Audit Reports will be required for each contracted year.	
Q32.	I am having technical issues accessing the NOFO in the Vendor Self-Service System (VSS).	3/11/2025
A32.	For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800.	
Q33.	This is a follow up question to the question posted as Q31. Here is that question and answer: The follow up question is: Our first Nonprofits First accreditation is going to the ARAC board for approval in April 2025; after ARAC approval we will be accredited. Since this is after the NOFO deadline, can the Nonprofits First folks submit a letter attesting to our status to satisfy the accreditation requirement? We have not completed an independent audit. We do have an IRS Form 990 and Year-End Financial Statements. If we have the 990, year-end financial statements, letter from Nonprofits First attesting that our first accreditation will go before the ARAC board for approval in April 2025, but no complete independent audit, are we eligible to apply for this NOFO?	3/12/2025

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A33.	Based on the scenario described in your question, the actual NonProfits First, Inc. (NPF) accreditation would occur after the NOFO electronic submission deadline date of March 24, 2025 @ 5:00pm EST. Thus, your agency would need to provide (upload) the required documentation as listed in NOFO Guidance section VI.3 for agencies not accredited by NPF: including IRS Form 990 – Return of Organization Exempt from Income Tax for 501 (c)(3) corporations or other official governmental documentation proving IRS tax exempt status; Independent Audit Report; Year-End Financial Statements. Thus, given the scenario described in your question, you would not be eligible to apply.	
Q34.	I noticed for both the Outcomes (under Scope of Work) and Logic Model, there is no “add new” or similar button, as with so many other sections. So I’m not able to add any outcomes or complete the logic model. Please let me know what I’m missing!	3/12/2025
A34.	Proposers are required to choose at least one and no more than four outcomes from the drop down list included under "Proposal" tab sub-section 3.3 "Approach and Design" item 3.3.3. The "Proposal" and "Scope of Work" tab including sub-sections must be completed prior to the Logic Model. The Logic Model outcomes are pre-populated based on the outcomes selected under "Proposal" tab sub-section 3.3 "Approach and Design" item 3.3.3.	
Q35.	We are trying to begin our submission in VSS, but for some reason, I can’t click the “Respond” button, its grayed out. Is there another way to submit a solicitation? Is there another way to contact the VSS assistance line? I’ve called (561) 616-6800 several times today and can’t get through to anyone and there is no option to leave a message as it says the system doesn’t recognize my “extension.”	3/12/2025
A35.	Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring . Please see NOFO Information Guidance document section VI.2. for additional information regarding NOFO Dashboard access. The VSS is used to access the NOFO Information Guidance document. For assistance with accessing the NOFO in the VSS please see https://discover.pbc.gov/youthservices/PDF/NOFO/Vendor%20Self%20Service%20Search%20Assistance.pdf	
Q36.	I was wondering if the attached opportunity will need any public involvement assistant.	3/12/2025
A36.	We do not have a need for a public involvement assistant.	
Q37.	I need to gain access to the application portal and am not sure how to do that. I have access to the FAA SAMIS portal, but not the CBA. Can you direct me on how to do that and if anything has to be submitted to be able to use the portal.	3/12/2025
A37.	Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring . Please see NOFO Information Guidance document section VI.2. for additional information regarding NOFO Dashboard access.	
Q38.	I am a registered user on the county website, and attended the mandatory conference. I cannot find the RFP. Only the Notice is on the county site. I have worked with the purchasing department who verified the document is not; he says to contact Ike Powell.	3/13/2025
A38.	We refer to the solicitation as "Notice of Funding Opportunity (NOFO) Information Guidance". The NOFO is accessible for download at https://pbcvssp.pbc.gov/vssprd/Advantage4 . Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring . Please see NOFO Information Guidance document section VI.2. for additional information regarding NOFO Dashboard access. For more information, please see YSD NOFO website at www.pbcgov.com/youthservices/Pages/NOFO.aspx	
Q39.	I’m having difficulty and need assistance logging into the NOFO Dashboard (portal), please advise me?	3/25/2025
A39.	For assistance with logging into the NOFO Dashboard (portal), you may contact our Information Systems Services (ISS) help desk team at (561) 355-4357. Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring . Please see NOFO Information Guidance document section VI.2. for additional information regarding NOFO Dashboard access.	

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Q40.	What is considered equitable practices?	3/13/2025
A40.	Equitable practices aim to empower students to recognize and develop their own talents and skills, and to become agents of change for their futures. Equitable practices ensure an environment where all individuals have the resources and support they need to reach their full potential.	
Q41.	I am trying to locate the budget template for the NOFO for Palm Beach County Youth Service through the system. Can you please assist me with this?	3/13/2025
A41.	The program budget worksheet for this NOFO is included in the application item 3.7.1 and must be downloaded, completed and uploaded in the NOFO Dashboard. Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring . Please see NOFO Information Guidance document section VI.2. for additional information regarding NOFO Dashboard access and section VI.3.7.1 regarding budget. For more information, please see YSD NOFO website at www.pbcgov.com/youthservices/Pages/NOFO/asp	
Q42.	Will the organizations submitting applications to the Youth Services Department's NOFO be told about new DJJ data?	3/13/2025
A42.	Resources for organizations to use as they prepare applications are listed on Attachments 1-3 of the Notice of Funding Opportunity (NOFO) Information Guidance for Community Based Agencies (CBA) FY2026. For Safety and Justice program proposers, the URLs to the Florida Department of Juvenile Justice's website that were identified in Attachment 2 on page 37 and listed as a hyperlink in Attachment 10 on page 53 of the NOFO Information Guidance document are now obsolete. To learn more about the data on arrests and dispositions of youth involved in the juvenile justice system, visit the Florida Department of Juvenile Justice's School Delinquency Profile and the Delinquency Profile Dashboard . The interactive reports provide data from the Florida Department of Juvenile Justice at several points along the juvenile justice continuum (intake, disposition, court diversion programs, juvenile probation, residential commitment, and transfers to the adult court system). Data may be filtered by circuit (Palm Beach County is Circuit 15), gender, race, ethnicity, offense type, age, and felony or misdemeanor. The links are: https://www.djj.state.fl.us/research/reports-and-data/interactive-data-reports/delinquency-in-schools/school-delinquency-profile https://www.djj.state.fl.us/research/reports-and-data/interactive-data-reports/delinquency-profile/delinquency-profile-dashboard	
Q43.	We are in the process of finalizing our budget submission for the Youth Service Department NOFO and would like to clarify how we should present our budget figures in accordance with the NOFO Budget Guidelines. As an example, lets assume the 20% of our total budget is \$20,000. Could you please confirm whether we should allocate \$20,000 for each year (totaling \$60,000 over three years) in our application, or if we should reflect the total budget as \$20,000 for the entire three-year period? We appreciate your guidance on this matter to ensure our submission aligns with the required budgeting format.	3/14/2025
A43.	Total program budget (program's total budget during the time period for which you are requesting funding, but not more than one (1) year). Ensure CBA portion of the budget (amount of funding request from Palm Beach County) is not more than 25% of the Total Agency Budget. Please complete a budget for the program for which you are submitting this Proposal. For this section, budget refers to a one year budget. See NOFO Guidance document section VI.3.7 for instructions on budget. Review the 'sample' and 'guidelines' spreadsheet tabs provided before completing the template. Refer to NOFO Attachment 5 for sample.	
Q44.	On Attachment 5, the directions say not to fill out any information in the gray areas. However, on the example I see some budget numbers are filled out in sections where other funders are listed. Are we to only fill out the budget information for the proposed funding with total funders at the top, or do you want us to complete which funders are paying for what in total program budget.	3/14/2025

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A44.	The attachment 5 Budget Worksheet Guidelines have been updated to remove the guideline that indicated " Do not enter data in cells that are grayed out." Proposers are asked to enter data in the grayed out cells. Additionally, the "Program Budget Worksheet" has been updated to indicate "Program Period: FY2026" on the top left side under the first column. All proposers that have started populating the "Program Budget Worksheet" will need to download attachment 5 and utilize the revised Budget Worksheet Guidelines and complete the revised "Program Budget Worksheet". Proposers will need to complete the updated Program Budget Worksheet including all column entries designated as "CBA Program Funder"	
Q45.	Should the proposer complete the grayed out cells in Attachment 5, program budget worksheet?	3/17/2025
A45.	If the Agency will have multiple funding sources for the proposed program, you are encouraged to complete the shaded/gray columns in the Attachment 5 download (Budget Worksheet). The download for Attachment 5 in the NOFO Dashboard was updated to clarify the guideline tab in the spreadsheet regarding the grayed out cells. More information about the budget requirements, please refer to the NOFO Information Guidance document (see Section 3.7.1 - Budget).	
Q46.	Regarding the NOFO through YSD, I have a question – Does the agency applying already have to be a YSD funded agency (CBA or FAA?) Also, is there information available as to the amount of funding available, and the likely award amounts?	3/17/2025
A46.	Agencies applying to the NOFO do not have to be YSD or County funded Community Based Agency (CBA) or Financially Assisted Agency (FAA). The funding available for this NOFO will be approximately \$3 million. Proposers should request only the amounts necessary to implement the proposed program and are encouraged to seek additional funding from other sources. Funds will be awarded using an all-inclusive approach that takes into account points awarded, available funding, and community needs. Awards may be made in an amount less than requested.	
Q47.	Good morning, I hope you had a grate weekend for some reason our Respond button is grayed out. We cannot access. Can you please advise.	3/17/2025
A47.	The "Respond" button referenced in your email statement is included in the Vendor Self Service System (VSS) on the right side of the specific Notice of Funding (NOFO). The NOFO Information Guidance" document is accessible for download on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService . Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring . Please see NOFO Information Guidance document section VI.2. for additional information regarding NOFO Dashboard access. For more information, please see YSD NOFO website at www.pbcgov.com/youthservices/Pages/NOFO.aspx .	
Q48.	We are in the process of applying for the YSD NOFO grant and understand that part of the application requires us to register as mentors on United Way's platform. However, we have noticed that the registration process only allows for individual mentor registration, without an option to register as an agency. Could you kindly clarify how we should proceed with registering as mentors on behalf of our organization rather than as individuals? If there is a specific process or additional steps we need to take, we would appreciate your guidance. Thank you for your assistance. We look forward to your response.	3/17/2025
A48.	Per the NOFO Information Guidance document section I. General Information - Applicant/Proposer requirements included on page 3, Mentor Network requirements -- Regardless of Action Area, all mentoring programs are required to become part of the United Way of Palm Beach County Mentor Network. For more information go to https://unitedwaypbc.org .	
Q49.	Hello, I spoke with tech support. They advised using a different email. I was unable to log in. I tried resetting the password and user name I still cannot gain access	3/17/2025
A49.	Subsequent to agency submitting the above question/statement, we've confirmed that applicant is able to log-in and access the application in the NOFO Dashboard (portal).	
Q50.	I am trying to find the guidelines that include the full overview for this application but unable to review anything in the portal. Am I still able to apply for this funding opportunity if I watch the mandatory training video? I know the due date is one week away and believe our organization is the perfect fit for this opportunity.	3/17/2025

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<p>A50. The "Notice of Funding Opportunity (NOFO) Information Guidance" document is accessible for download on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService. Registered agencies can sign in, or Proposers may choose Public Access. For assistance, with the Palm Beach County Vendor Self-Service System (VSS), please contact, Vendor Self Service Assistance at (561) 616-6800. Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring. Please see NOFO Information Guidance document section VI.2. for additional information regarding NOFO Dashboard access. For more information, please see YSD NOFO website at www.pbcgov.com/youthservices/Pages/NOFO.aspx. A recording of the mandatory Pre-Proposal Conference is available for review on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx and viewing the entire recording of the Pre-Proposal 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. Additionally, the NOFO Pre-Proposal Conference presentation is posted on the YSD website under a tab titled "Notice of Funding Opportunity" at www.pbcgov.com/youthservices/Pages/NOFO.aspx.</p>	
<p>Q51. We are a human services agency. At this time, we do not receive funds approved by the Palm Beach County Board of County Commissioners through the Youth Services Department. That is to say, we are neither a current FAA nor CBA. Are we eligible to submit a proposal to Palm Beach County Youth Services Department (YSD) for Fiscal Years (FY) 2026-2028 (October 1, 2025 – September 30, 2028) in support of a program that trains parents, teachers, and others who work with youth to identify, understand and respond effectively to signs of mental health and/or substance use challenges among adolescents in the age group of 12-18?</p>	3/17/2025
<p>A51. Agencies applying to the NOFO do not have to be YSD or County funded Community Based Agency (CBA) or Financially Assisted Agency (FAA).</p>	
<p>Q52. I hope you both are well. I have completed the vendor application on the county's website and via the system (please see below). Additionally, I have found a notice of award that we as an organization would like to apply to. However, today after being allowed to get into the system, it doesn't appear to allow me to apply for different grant opportunities. Moreover, I received the following information below. I am asking due to the timeline of the grant I'd like to apply for. When will I be able to apply for said grant, it has 6 days remaining?</p>	3/17/2025
<p>A52. The NOFO was made available on February 24, 2025 on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService. Registered agencies can sign in, or Proposers may choose Public Access. For assistance with the Palm Beach County Vendor Self-Service System (VSS), please contact Vendor Self Service Assistance at (561) 616-6800. Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring. Please see NOFO Information Guidance document section VI.2. for additional information regarding NOFO Dashboard access.</p>	
<p>Q53. We are trying to complete the Scope of Work tab in the YSD NOFO application. It appears that the percentages in the far right column should auto-populate, but they are not auto-populating in our application. Please advise.</p>	3/17/2025
<p>A53. We reviewed the Scope of Work tab in the NOFO Dashboard (portal) and concluded the percentages are auto-populating.</p>	
<p>Q54. Has there been updates to NOFO item 3.7.1 attachment 5 including the Budget Worksheet Guidelines and Program Budget Worksheet?</p>	3/17/2025
<p>A54. Yes, attachment 5 Budget Worksheet Guidelines have been updated to remove the guideline that indicated "Do not enter data in cells that are grayed out." Proposers are asked to enter data in the grayed out cells. Additionally, the "Program Budget Worksheet" has been updated to indicate "Program Period: FY2026" on the top left side under the first column. All proposers that have started populating the "Program Budget Worksheet" will need to download attachment 5 and utilize the revised Budget Worksheet Guidelines and complete the revised "Program Budget Worksheet".</p>	

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Q55.	I am experiencing difficulty logging into the VSS system (link below), because my organization's administrator is a former employee. (https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService) . I have emailed and called to no avail. Is there a name and/or extension of someone at Purchasing who can assist with the VSS system?	3/17/2025
A55.	Registered agencies can sign in, or Proposers may choose Public Access. For assistance with the Palm Beach County Vendor Self-Service System (VSS), please contact Vendor Self Service Assistance at (561) 616-6800 or PBCVendor@pbc.gov . Proposers shall submit proposals, along with required documents, through the YSD NOFO Dashboard at: https://www.pbcgov.org/cba_monitoring . Please see NOFO Information Guidance document section VI.2. for additional information regarding NOFO Dashboard access.	
Q56.	Understood, thank you! I am asking question regarding the VSS system. Should I direct the question regarding the VSS system to YSD-rfp@pbcgov.org?	3/17/2025
A56.	If you have questions regarding the VSS, please contact Palm Beach County Purchasing at (561) 616-6800 or PBCVendor@pbc.gov . Please be reminded that registered agencies can sign into the VSS, or Proposers may choose Public Access. For more information visit: https://discover.pbcaov.org/youthservices/Paaes/NOFO.aspx	
Q57.	Has there been an addendum issued to this NOFO?	3/17/2025
A57.	The Palm Beach County Youth Services Department has issued Addendum 2 dated March 18, 2025 to this NOFO. The addendum is on the County's on-line Vendor Self Service (VSS) system at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService . Registered agencies can sign in, or Proposers may choose Public Access. For assistance with the Palm Beach County Vendor Self-Service System (VSS), please contact Vendor Self Service Assistance at (561) 616-6800 or PBCVendor@pbc.gov .	