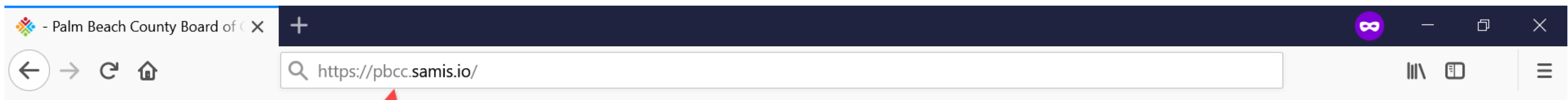


# HOW TO REVIEW PROPOSAL SUBMISSIONS IN WEBAUTHOR



*If you need assistance with the system, please contact  
Michael R. Wright, MPA, Contracts Manager at [mwright@pbc.gov](mailto:mwright@pbc.gov)  
Or Elcana Dantzler, NOFO Coordinator at [edantzler@pbc.gov](mailto:edantzler@pbc.gov)*



Please go to  
**https://pbcc.samis.io/**  
and  
Enter your **email address** and  
**password** to **Sign In**

### Palm Beach County Board of County Commissioners

Login to get started

Remember Me [Forgot your password?](#)

[Having trouble? Contact Support](#)



Welcome

PROPOSALS



When you arrive to the landing page, please click on **PROPOSALS**

Proposals - Dashboard - Palm B X

https://pbcc.samis.io/modules/fx\_proposals/default.cfm

60%

Proposals + New Proposal

Home / Proposals / Dashboard

Proposals

New ...

Recent

Search

MY RECENT RECORDS

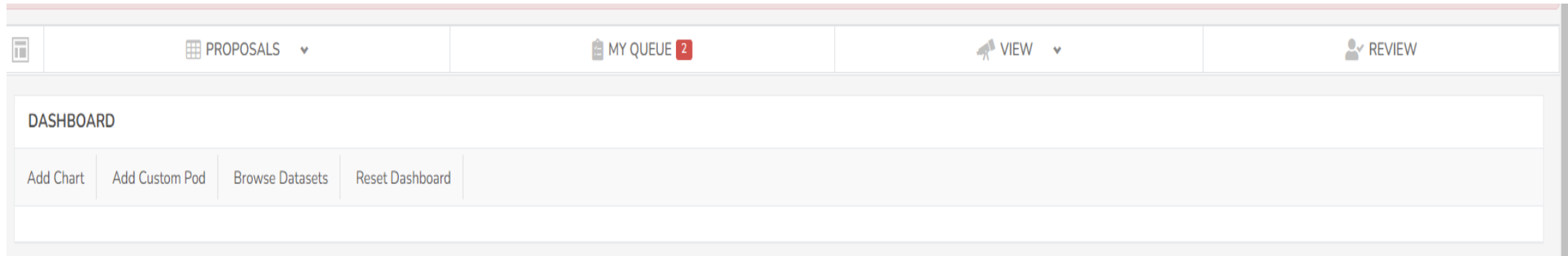
SC TEST PROGRAM (#1354)

(#1269)

VIEWS

Click on **PROPOSALS** to access the "grid" containing all of the proposal submissions that have been assigned to you, the **Reviewer**

The “MY QUEUE” tab will show the number of Proposals available for review



Proposals - Proposals - Palm Beach County

https://pbcc.samis.io/modules/fx\_proposals/records.cfm?explorer\_view=Grid&t=fx\_proposals

Proposals + New Proposal

PROPOSALS View Review

Advanced Search 0 Keyword Search... Cached 0 12

Drag a column here to group by that column

	Status...	Program Name	NOFO/RFP	Date Submitted	
1	View	Submitte	ESG Test Program 2	ESG FY 2021 NOFO	March, 20 2020 10:56:...
2	View	Submitte	PBCHA Resident Services	FAA FY 2021-2022 Securing Our Future Initiative (SOFI) NOFO	November, 09 2020 20:...
3	View	Submitte	Family Support Team - Apprenticeship Program	FAA FY 2021-2022 Securing Our Future Initiative (SOFI) NOFO	November, 09 2020 21:...
4	View	Submitte	WORKS: Work Opportunities, Reapplied Knowledge & Sk...	FAA FY 2021-2022 Securing Our Future Initiative (SOFI) NOFO	November, 09 2020 14:...
5	View	Submitte	Community Health Advocacy for Minority Communities	RW MAI GY 2020 NOFO and Application	June, 29 2020 11:43:45
6	View	Submitte	SC TEST PROGRAM	FAA FY 2025-2027 Housing and Homelessness Application NOFO	
7	View	Submitte	Financial Capability - Building Prosperity	FAA FY 2021-2022 Securing Our Future Initiative (SOFI) NOFO	November, 09 2020 21:...
8	View	Pending		COSSAP FY 2020 NOFO & Application	
9	View	Pending		ESG FY 2021 NOFO	
10	View	Pending	STESSY TEST PROGRAM	RWHAP-CV GY 2020 NOFO and Application	
11	View	Pending		ESG FY 2021 NOFO	
12	View	Pending		ESG FY 2021 NOFO	

https://pbcc.samis.io/modules/fx\_proposals/records.cfm?t=fx\_proposals&actionxm=Detail&id=1354

On the grid page, you should only have access to the proposals that have been assigned to you, the **Reviewer**, to review. You can start with whichever proposal you'd like. Click on the **View** button next to the proposal you'd like to start with.

SC TEST PROGRAM

Detail History Create New ... **Review** Download Applications (Zip)

1354 Submitted SC TEST AGENCY 00 days 00:00:00

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
Proposals					
Federal ID	65-1115689	Agency Name	SC TEST AGENCY		
Doing Business As (DBA)	Please indicate name(s) by which agency is known or does business.				
Address					
City	Boca Raton				
State	FL				
Zip Code	33428				
NOFO/RFP	FAA FY 2025-2027 Housing and Homelessness Application NOFO				
Additional Editors					
Program Name	SC TEST PROGRAM				
FAA Required FY 2021-2022 Cover Sheet	Click <a href="#">HERE</a> to download the REQUIRED FY 2021-2022 Cover Sheet Template. Please upload once you have completely filled it out. Please upload your document in the same format as the template: doc OR docx				

Section

- 100%
- Proposals
- General Contact Information
- I. Project Narrative (25 pts)
- II. Evaluation Approach (15 pts)
- III. Prior Outcomes and Response to Community Data
- IV. Data Management (10 pts)
- V. Partnerships, Resources and Collaboration
- VI. Budget (20 pts)
- VII. Scope of Work

Files

Add File

LOGOS\_BOTH\_6.25.20.png  
Uploaded On 11/10/2020 09:49 AM By Stessy Cocerez

You can review the proposal directly in the WebAuthor system OR you can click on **Download Applications (Zip)** to save a copy of the proposal narrative and attached documents directly to your computer.

Once you have reviewed the proposal narrative and accompanying documents, please click on **Review** to enter your comments.



SC TEST PROGRAM

1354 Submitted SC TEST AGENCY 00 days 00:00:00

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining	Review Team	Team Leader
----	--------	-------------	----------	----------	----------------	-------------	-------------

Reviews [Add New Review](#)

Proposal	Title	Modified By	Modified
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Click on **Add New Review** to enter your proposal comments and section scores.\*

\* scores should only be entered on the day of the proposal review





ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining	Review Team	Team Leader
----	--------	-------------	----------	----------	----------------	-------------	-------------

Review

NOFO

FAA FY 2025-2027 Housing and Homelessness Application NOFO

Proposal

SC TEST PROGRAM

Service Category

Homelessness

Score

Reviewer Designation \*

Select One

Score Signature

Use Existing Signature

Save

Clear

Date Signed Score

Ranking Signature

Save

Cancel

The **NOFO**, **Proposal** name, and **Service Category** will be automatically populated. The **Score** field will be grayed out as this will automatically be summed up once each of the section scores are entered.

Please select your **Reviewer Designation** from the dropdown.

The **Score Signature**, **Date Signed Score**, **Ranking Signature**, and **Date Signed Priority Ranking** will become available on the day of the Review Panels.

Please **DO NOT** attempt to score or sign your proposal reviews prior to the day of the Review Panels.



Criteria 1. Project Narrative (25 pts)

Project Narrative Strengths

Applicant demonstrates an understanding and use of a system of care and describes examples of coordination with the system of care and how they are involved or plan to be involved with system of care

Described Key Staff

Described Capacity of Organization

Applicant is knowledgeable about addressing racial equity and provides examples of integrating racial equity in policies and other organizational work

Described prior and/or planned efforts to ensure staff receive the following training and how this is/would be incorporated into service delivery:

- Racial Equity training
- Trauma Informed Care,
- ACEs (Adverse Childhood Experiences) training, Motivational Interviewing training
- Cultural competency training/humility training
- Lesbian, Gay, Bi-Sexual, Transgender, Questioning (LGBTQ) Cultural Competency

Provided thorough description and response to questions regarding SOFI. Describes a process of selecting clients for service and how they will follow the eligibility process.

Please note the Project Narrative Strengths -

Project Narrative Weaknesses

Please note the Project Narrative Weaknesses -

Project Narrative Score

Please enter scores during the Review Committee Meeting ONLY.

Criteria 2. Evaluation Approach (15 pts)

Evaluation Approach Strengths

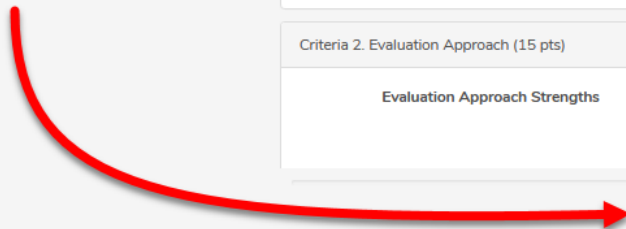
A completed ROMA logic model with outcomes that are SMART and reflective of the outcomes in the FAA NOFO Guidance

Demonstration of using program evaluation and best practice models to develop and implement programs

Described overall approach to building evaluation practices into program. Provided example of a change made to an existing program or a time

Save Cancel

Once you complete the Strengths and Weaknesses for each section (not required), please scroll to the bottom of the page and click on Save



SC TEST PROGRAM

1354 Submitted 00 days 06:27:38

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining	Review Team	Team Leader
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Reviews [Add New Review](#)

Proposal	Title	Modified By	Modified
1354	SC TEST PROGRAM		

Once you've saved your review, you will be taken to the Reviewer landing page again.

If you need to modify your review at any time, you can follow the aforementioned instructions to arrive to this page; from here, you will click on the row representing the proposal review you'd like to modify.



ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining	Review Team	Team Leader
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SC TEST PROGRAM

< > Detail Create New ... **Modify Review** Download Applications (Zip)

Review

Reviewer [User Icon]

NOFO [FAA FY 2025-27 Housing & Homelessness Application NOFO](#)

Proposal [SC TEST PROGRAM](#)

Service Category Homelessness

Score

Reviewer Designation CSD Staff

Score Signature

Date Signed Score

Ranking Signature

Date Signed Priority Ranking

FAA SOFI FY 2021-2022

Criteria 1. Project Narrative (25 pts)

**Project Narrative Strengths** Applicant demonstrates an understanding and use of a system of care and describes examples of coordination with the system of care and how they are involved or plan to be involved with system of care

Described Key Staff

On the proposal review page, click on **Modify Review** to edit/amend your previous review entry. Make sure to save any changes that you make.