

Financially Assisted Agencies

FY 2022 – 2024

Bidder's Conference

March 24, 2021

**Palm Beach County
Community Services Department**



WELCOME

Please put questions in the chat
This meeting is being recorded

FAA Homelessness NOFO Bidders Conference

March 24, 2021

10:00am – 12:00pm

AGENDA

1. Welcome
Wendy Tippett, Director of Human Services
2. Timeline, Proposed Strategies & Priorities, Logic Model & Application Tips
Meghan Parnell, Manager of Planning and Evaluation
3. Budget
Thomas Eaton, Fiscal Manager I
4. WebAuthor Application Process
Jade Green, Grants Contracts Coordinator
5. Questions & Answers



Overview of Homelessness Guidance

Meghan Parnell, Manager of Planning & Evaluation

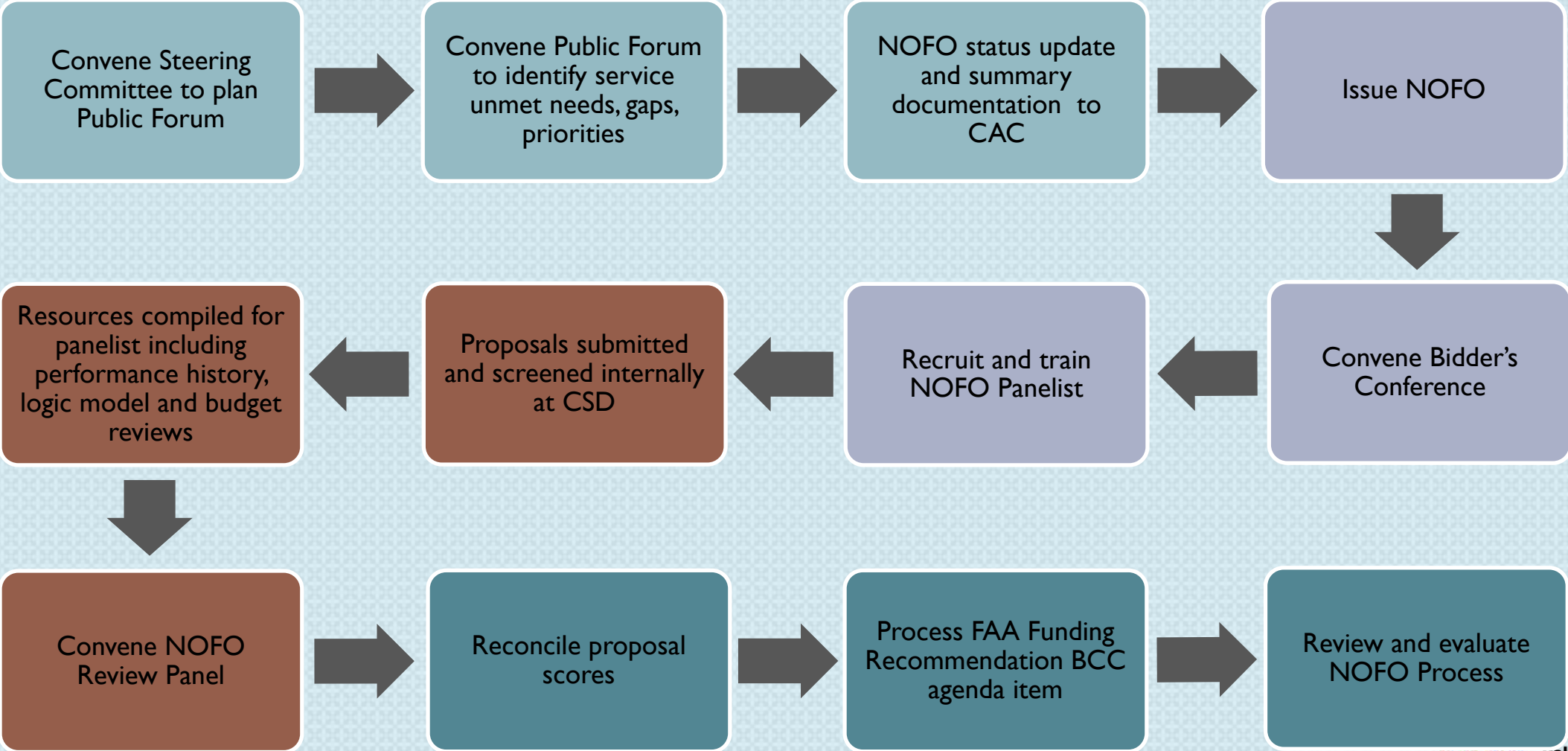
FAA Funding Cycle

FY 2022 NOFO Category:
Homelessness

Subcategories:
Domestic Violence, Seniors, Special Needs

FY 2022 – 2024
Oct 1, 2021 – Sept 30, 2024

FAA NOFO Process



CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the date the NOFO is due, which is April 20, 2021, until the final FAA contracts are approved by the Board of County Commissioners.

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://www.pbcgov.com/legislativeaffairs/pdf/Lobbyist_Registration_Ordinance.pdf is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. **"Cone of Silence" means a prohibition on any non-written communication regarding this RFP between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a contract.** A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action which ends the solicitation process.

Ethics Commission

If anyone has a question regarding ethics they should not be addressed to our department, but should be addressed directly with the Ethics Commission – <http://www.palmbeachcountyethics.com/>



FINANCIALLY ASSISTED AGENCIES FY2022 – 2024
Notice of Funding Opportunity
TIMELINE

Schedule of Events — 2021

February 11 / March 11: Citizens Advisory Committee on Health and Human Services (CAC/HHS) information update on NOFO process

March 22: NOFO available for the Public

April 20 – 12:00 PM NOON: PROPOSAL SUBMISSION DEADLINE

May 18 – 20: Review Panels meet to review and score proposals. Panelists in person; public can attend virtually.

Homelessness – May 18th & 19th

Subcategories – May 20th

May 24 – 28: Staff reconciles review panel rankings and funding availability to develop recommended allocations

June 10: Funding recommendations posted on FAA website after CAC/HHS meeting

June 21: Final date to file a Funding Grievance

September 14, 2021: BCC Contract Approval



Funding Available

FY 2022 Allocation \$1,945,988 *

- Homelessness – \$1,127,573
- Domestic Violence & Sheltering Subcategory – \$421,234
- Seniors Subcategory – \$144,047
- Special Needs Subcategory – \$253,134

* Funding availability/recommendations are subject to BCC approval

Proposal Components

- 1. Project Narrative:** (25 points)
 - Description of client/population served
 - Description of Organization
 - Specific questions related to priority areas
- 2. Evaluation Approach:** (15 points)
 - Complete Logic Model- New ROMA Logic Model
 - Use of Program Evaluation
- 3. Prior Outcomes and Response to Community Data** (10 points)
 - Discussion of Prior outcomes
 - Respond to Community Data
- 4. Data Management** (10 points)
 - Quality data collection, data entry and reporting
 - Use of data to inform program changes
- 5. Partnerships, Resources and Collaboration:** (20 points)
 - Relationship to larger system of care
 - Formal partnerships
 - Address need after funding ends
- 6. Budget:** (20 points)
 - Follow directions in the budget template.
 - Unit cost service description and Unit cost of service.
- 7. Scope of Work**
 - Target Population
 - Overview
 - Services

Homelessness Recommendations

HOMELESSNESS

Strategy:

- a. Permanent Supportive Housing or Rapid-Re Housing with Housing-Focused Case Management
- b. Permanent Supportive Housing or Rapid-Re Housing in Western Communities
Western communities are defined as communities west of 20-Mile Bend (Intersection of State Road 80 and State Road 880)
- c. Homeless Prevention programs that provide financial assistance

Required Outcomes:

- **Rapid Rehousing** – 80% of clients exit to Permanent Housing locations and % of clients that do not return to homelessness
- **Permanent Supportive Housing** - % of clients exit to Permanent Housing locations and % of clients that do not return to homelessness
- **Prevention** - % of individuals who maintain their housing after receiving financial assistance for 6 months or more

Homelessness Recommendations

DOMESTIC VIOLENCE AND SHELTERING – SUBCATEGORY

- a) Emergency Shelter to Rapid Re-Housing Program
- b) Emergency Shelter

Required Outcome:

Provide a transition from emergency shelter to housing resulting in 80% of clients exiting to safe violence free housing

Homelessness Recommendations

SENIORS – SUBCATEGORY

- a) Permanent Supportive Housing/Rapid Re-Housing for Homeless Seniors
- b) Homeless Prevention that provides financial assistance for Seniors

Required Outcomes:

% of individuals who maintain their housing after receiving financial assistance for 6 months or more

% of individuals who move from homelessness into permanent housing and maintain housing for 6 months or more

Homelessness Recommendations

SPECIAL NEEDS – SUBCATEGORY

- a) Housing (Group Homes) for individuals or families with documented disabilities to prevent homelessness

Required Outcome:

% of residents that achieve at least one (1) goal from their plan during the program year.

REQUIREMENTS

Homeless and Housing Alliance (HHA) Agencies that are awarded funding will be expected to participate in coordinated entry in collaboration with the Continuum of Care Homeless and Housing Alliance. Any agency receiving FAA funding will be expected to adhere to the Standards of Care for their component as adopted by the Palm Beach County Homeless and Housing Alliance. Funded agencies must also become a member in good standing of the Homeless and Housing Alliance within the first year of their project. To qualify as a member in good standing organizations must meet the HHA attendance requirements - 60% attendance at the general HHA meetings and 70% attendance at sub-committee meetings as defined in the HHA Bylaws, Article 3, Section 2 found at www.hhapbc.org.

Homeless Management Information System (HMIS) All agencies awarded FAA funds must participate in HMIS. All clients served with FAA funds must be entered into HMIS. Funding requires that all clients served be entered and exited in HMIS during the applicable fiscal year. Agencies must execute the required partner and user agreements with Palm Beach County and must participate in the data sharing of HMIS on an ongoing basis throughout the term of their FAA contract in order to maintain eligibility for reimbursement. Provisions are in place within HMIS to protect client confidentiality, yet still report statistical data. **Domestic Violence Agencies are exempt** from this requirement and will be required to enter into SAMIS.

Participate in Annual Point in Time Count (PIT) and Housing Inventory Chart (HIC) The point in Time Count is an annual count of those experiencing homelessness on the streets and in shelters. The PIT is a community wide undertaking that requires a large amount of volunteers and coordination to accomplish the goal of accurately counting all unsheltered homeless in Palm Beach County.

Non Profits First Certification-County recognizes the certification process for nonprofit agencies through Nonprofits First: www.nonprofitsfirst.com. Non-Profits First Certification may be exempt for agencies that provide documentation of certification from another funding or oversight body recognized by their industry or if their agency has received two (2) consecutive monitoring reports from FAA with no findings. Exemptions must be requested and approved by the Department of Community Services each contract year. **Requests for exemption must be indicated in the proposal Cover Page- Non Profits First section.** All non-exempted agencies contracting with the County will be required to maintain certification or be certified within 18 months of their initial contract date.



Priority Area Score

The Review Panel will rank all proposals based on how critical they deem the program is for the system of care.

The SCORE awarded to a proposal is reflective of how competitive the proposal is.

The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.

Please review the ranking guide in the NOFO

Ranking Guide and Process

- Please review the ranking guides in the NOFO for each of the categories.
- There is a separate guide for Homelessness, Domestic Violence and Sheltering, Seniors and Special Needs
- Each application will be scored and ranked.
- The proposals considered the most critical to the system of care will be ranked #1. All proposals will be ranked.
- No two proposals will be ranked the same, as a tie.
- If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

Logic Model

ROMA Logic Model – Please use format found in WebAuthor

Identified Problem, Need or Situation	Service or Activity	Outcome General statement of results expected	Projected Indicator # to achieve/# to be served; %; time frame	Actual Indicator # achieved/# served; %; time frame	Measurement Tool	Data Procedures	Frequency Data Collection and Reporting
<ul style="list-style-type: none"> • Clients experiencing homelessness need a safe, affordable place to live 	<ul style="list-style-type: none"> • Rapid Rehousing including housing location, Case Management and Financial Assistance 	<ul style="list-style-type: none"> • Clients will exit to Permanent Housing locations 	<ul style="list-style-type: none"> • 80 clients of 100 clients or 80% of clients will exit to a permanent housing location 	<p>DO NOT FILL OUT FOR APPLICATION</p>	<p>Output Tool:</p> <p>Outcome Tool:</p>	<p>Who does it?</p> <p>What is the process?</p> <p>Where is data stored?</p>	
<p>Mission: Your Agency Mission</p>							

Keys to Creating A Good Logic Model/Evaluation Plan



Read The Description For Each Section



Use Specific & Concise **Bullet Points**



Provide Only What Is Asked For In Each Section

Tips for a Successful Application

- Read the NOFO 4 times
 - For understanding
 - For requirements
 - For writing response
 - For review
- Make sure to review all of the resource documents that have been posted online
- Make sure that your Partner Letters / MOUs:
 - ✓ Are well-written
 - ✓ Outline the partnership(s) between community agencies as detailed as possible
 - ✓ Are as updated as possible

Tips for a Successful Application

- Use the total work time allotted to complete your grant application. Do not wait until the last minute to submit.
- Answers should be simple, concise, and to the point, while still informing the reviewer of what your program does.
- While going through your grant application, please keep in mind that this is a highly competitive grant and we often receive more applications than we can fund.

Tips for a Successful Application

- Start as soon as possible and assemble a team
- Review all the questions
- Review the Ranking Guide
- Submit the Application in advance of the deadline in case of technology challenges

If you have questions use the email CSD-FAARFP@pbcgov.org and review the FAQ often on the FAA Website!



Community Services Department Fiscal NOFO Review

Thomas Eaton, Fiscal Manager

Budgets

- Initial Submission with NOFO
 - Project program expenses to the best of your knowledge
 - Include proposed funding for this program and any other proposed or confirmed funding sources that may share the program's expenses
- Update with final award amount at contracting
- Examples on next slide

Budget Template – Program Expenses

Budget Items	Program Name	Palm Beach County	Program Funder #2	Program Funder #3	Total Program Funding (All Sources)
Program Period: FY 2021		Proposed	Confirmed	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$ 129,500.00	\$ 45,000.00	\$ 17,500.00	\$ 199,500.00
Program Expenses	Narrative	Amount	Amount	Amount	Amount
Personnel		\$ 89,900.00	\$ 25,000.00	\$ 10,000.00	\$ 124,900.00
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	\$ 60,000.00	\$ -		\$ 60,000.00
Program Assistant	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 50,000.00
Fringe Benefits - Program Assistant	Fringe benefits expense for Program Assistant. Fringe benefits for this position total (\$1,800), with 50% allocated to Palm Beach County in the amount of \$900.	\$ 900.00			\$ 110,000.00
Community Educator	Community Educator position is the primary interface with local schools, charities and support groups. Total Salary (including fringe benefits) billed to Palm Beach County = \$39,045. pays .8 FTE	\$ 4,000.00		\$ 10,000.00	\$ 14,000.00

- Simplified and easier to use
- No macros
- Includes clearly defined sections for programmatic and admin expenses
- Will allow for better transparency and understanding of each program


Budget Template – Program Expenses

Program Expenses	Narrative	Amount	Amount	Amount	Amount
Personnel		\$ 89,900.00	\$ 25,000.00	\$ 10,000.00	\$ 124,900.00
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	\$ 60,000.00	\$ -		\$ 60,000.00
Program Assistant`	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC award. Total salary expense is \$15,000 , with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 50,000.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ 27,050.00
Programmatic Rent/Lease	*Note: Rent for areas that house admin staff should be listed seperately under admin seciton* Rent expense for Lake Worth facility. Total rental expense for FY16 = \$35,000. Allocation to Palm Beach County award= \$20,000. Remaining \$15,000 will be paid by other operating income.	\$ 20,000.00			\$ 20,000.00
Building Maintenance	Maintenance expense for building XYZ	\$ 3,800.00			\$ 3,800.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ 3,900.00
Electric	Electric Utility Services expense for location X	\$ 1,200.00		\$ 1,000.00	\$ 2,200.00
Telephone	Telephone expense for landline at location X	\$ 350.00			\$ 350.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ 4,900.00
Office Supplies	Office supplies for program staff	\$ 500.00			\$ 500.00
Postage/Shipping	Postage expense for client related mailing	\$ 750.00			\$ 750.00
Equipment Rental	Monthly Equipment rental fee for use of X = \$500 (\$6000 per year). Palm Beach County to cover 50% of this expense (\$3000).	\$ 3,000.00			\$ 3,000.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ 2,950.00
Training	Staff training expense for program/medical/intervention training for client support	\$ 1,500.00			\$ 1,500.00
Travel/Mileage	Program staff mileage reimbursement for client and training related meetings	\$ 1,100.00			\$ 1,100.00
TOTAL PROGRAM EXPENSES =		\$ 122,300.00	\$ 25,000.00	\$ 11,500.00	\$ 158,800.00

Budget Template

Administrative Expenses	Narrative				
Personnel		\$ 4,250.00	\$ -	\$ -	\$ 4,250.00
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County . Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County = % \$4,250	\$ 4,250.00			\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for program. Annual Accounting fee = \$950, Annual Audit fee = \$2,000. Total expense = \$2,950	\$ 2,950.00			\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 7,200.00	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award		6%			
UNIT RATE	Insert Unit Rate Amount: \$350/night				
Please Describe Proposed Unit Rate or Bed Night Rate Below. Include Detailed Calculations of How Rate Was Determined	Unit rate is equal to (insert description); OR Unit Rate is 1 bed night and will be \$350. This was calculated by determining the total number of beds in the facility (XXX) and maximum occupancy; OR Unit/Bed rate is a standard rate as determined by (insert agency/funder).				

- Sheet will tally your program and admin expenses and show what your budgeted % is at
- Will allow us to review and discuss with you any items that may be questionable before approving contracts
- Narratives should be completed for each item with details about the cost to clarify
- Unit Rate/Bed Rate Descriptions



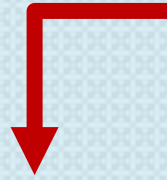
Completing the FAA Homelessness NOFO In WebAuthor

Jade Green, Grants Contracts Coordinator

Completing the FAA Homelessness NOFO

Enter link (<https://pbcc.samis.io/go/nofo/>) to access NOFO proposal page

Please note there may be other applications on the page so be sure to select the correct application: **FAA Homelessness FY 2022-2024 NOFO**

A screenshot of a web browser showing the NOFO proposal page. The browser's address bar is highlighted with a red box and contains the URL <https://pbcc.samis.io/go/nofo/>. The page header includes the Palm Beach County Florida logo and the user name "STESSY COCEREZ". The main content area is titled "NOFO" and displays the following information:

FAA FY 2022-24 Homelessness Application NOFO	
Open Date	3/22/2021
Application Deadline	4/20/2021
Start New Application or Continue a Previous Application	

The "Start New Application or Continue a Previous Application" button is highlighted with a red box. At the bottom of the page, there is a footer with the text: "COPYRIGHT 2021. POWERED BY WEBAUTHOR.COM. PRIVACY POLICY. ALL RIGHTS RESERVED. LX-135-125 (EXECUTION TIME: 0.04 SECONDS)".

Click here to begin a new application or continue to complete an application already started

Completing the FAA Homelessness NOFO

Existing User

Email *

Password *

Log In

New User

First Name *

Last Name *

Email *

Register

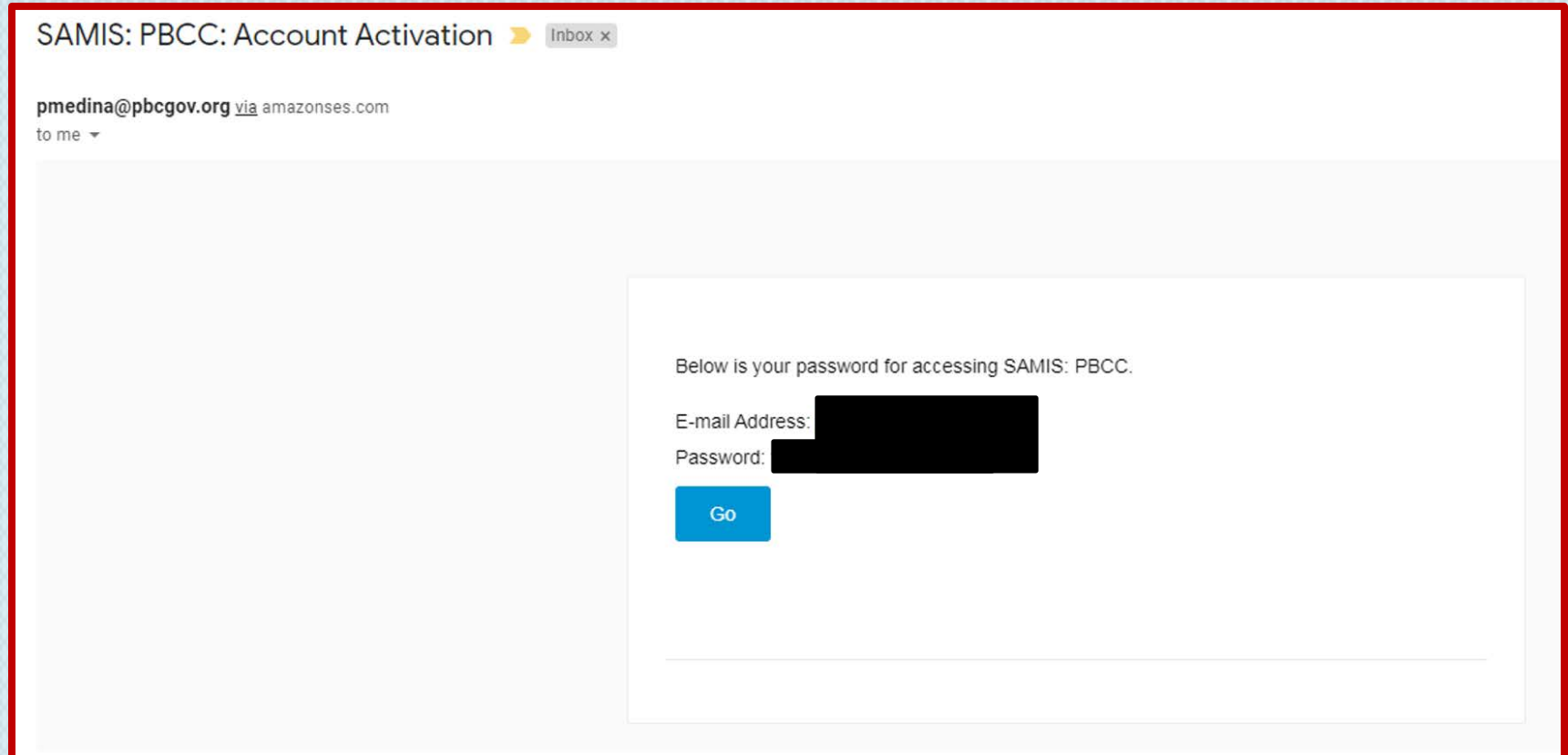
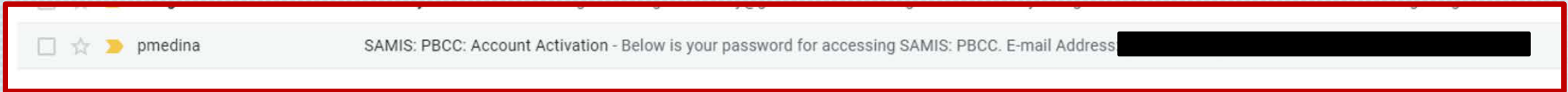
COPYRIGHT 2021. POWERED BY WEBAUTHOR.COM. PRIVACY POLICY. ALL RIGHTS RESERVED. LX-135-125 (EXECU)

If previously submitted an application through SAMIS, you will use the email and password you created to log in under “Existing User.”

If you are a brand new SAMIS user, you will type in your first name, last name and email under “New User” to begin the process for creating an account. By creating an account, you will be able to return to an application you have started and apply for future grants using your previously created account.

Completing the FAA Homelessness NOFO

For new users, you will receive an email with subject line:
SAMIS: PBCC: Account Activation



This email will contain your password to sign into SAMIS to complete the application



Completing the FAA Homelessness NOFO

Before using this site, you must agree to the terms and conditions of use.

Terms of Use - 1/18/2011 - Version 2.0

BY CLICKING A BOX OR PRESSING A BUTTON INDICATING YOUR ACCEPTANCE YOU AGREE TO THESE TERMS OF USE. IF YOU ARE USING THIS WEB SITE ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS OF USE, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT UNDERSTAND AND AGREE WITH THESE TERMS OF USE, YOU SHOULD SEEK LEGAL COUNSEL, NOT ACCEPT THE TERMS OF USE, AND NOT USE THE SERVICES.

Definitions

"Affiliate" means, with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party.

"Agreement" means this Terms of Use

I Agree

I Do Not Agree

You will be asked to accept the terms of use for SAMIS...

Reset Password

Your password has either expired or is a temporary one. Please enter a new password below to access the system.

Change Password

New Password *

Confirm Password *

Change My Password

...and to change your password

Completing the FAA Homelessness NOFO

This NOFO requires the displayed password: home2022

Please insert this password at beginning of the application.

This allows the user to return to the application until completion.

Proposals

NOFO Invitation Code * home2022

Federal ID *

Agency Name *

Doing Business As (DBA) * Please indicate name(s) by which agency is known or does business.

Address

Address

City

State Select State

Zip Code

NOFO/RFP * FAA FY 2022-24 Homelessness Application NOFO

Additional Editors

Program Name *

SECTIONS

0%

*	Proposals
✗	General Contact Information
✗	I. Homelessness Project Narrative (25 Points)
✗	II. Evaluation Approach (15 Points)
✗	III. Prior Outcomes and Response to Community Data
✗	IV. Data Management (10 Points)
✗	V. Partnerships, Resources and Collaboration
✗	VI. Budget (20 pts)
✗	VII. Scope of Work (No Points)

Completing the FAA Homelessness NOFO

The application will appear.

A valid Federal ID will populate the applicant's agency name and address.

Check the NOFO/RFP field to confirm you are in the correct application

Proposals

NOFO Invitation Code * home2022

Federal ID *

Agency Name *

Doing Business As (DBA) * Please indicate name(s) by which agency is known or does business.

Address

Address

City

State Select State

Zip Code

NOFO/RFP * FAA FY 2022-24 Homelessness Application NOFO

Additional Editors

Program Name *

SECTIONS	
0%	
*	Proposals
X	General Contact Information
X	I. Homelessness Project Narrative (25 Points)
X	II. Evaluation Approach (15 Points)
X	III. Prior Outcomes and Response to Community Data
X	IV. Data Management (10 Points)
X	V. Partnerships, Resources and Collaboration
X	VI. Budget (20 pts)
X	VII. Scope of Work (No Points)

Use this status panel to track your application's progress. A green "✓" (checkmark) means the section is completed. A red "X" means the section is not completed.

Completing the FAA Homelessness NOFO

Throughout the application, an “*” (asterisk) next to an item indicates that the field is required.

To add another reviewer/editor to the application, go to the “Additional Editors” field in the first section of the application (first page)

Proposals

NOFO Invitation Code *

Federal Agency *

Agency Name *

Doing Business As (DBA) * Please indicate name(s) by which agency is known or does business.

Address

Address

City

State

Zip Code

NOFO/RFP *

Additional Editors

Program Name *

Completing the FAA Homelessness NOFO

You can select up to two (2) additional editors. Each additional editor must have already registered on the SAMIS system.

Click on the drop-down box to type in the name of the additional reviewer/editor

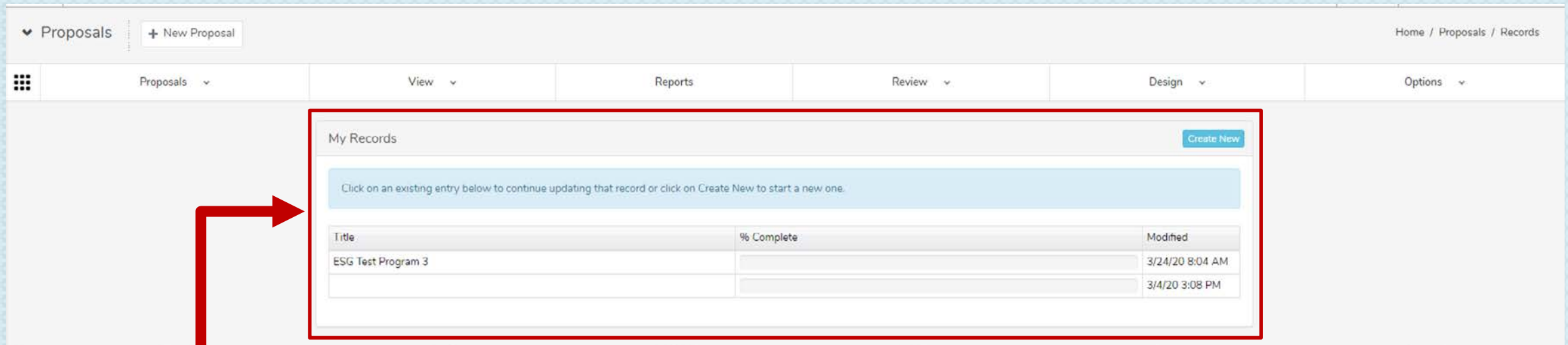


Federal ID *	<input type="text"/>
Agency Name *	<input type="text"/>
Doing Business As (DBA) *	Please indicate name(s) by which agency is known or does business. <input type="text"/>
Address	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	Select State <input type="text"/>
Zip Code	<input type="text"/>
NOFO/RFP *	FAA FY 2022-24 Homelessness Application NOFO <input type="text"/>
Additional Editors	<input type="text" value="Type name here"/>
Program Name *	No results found

FAA Required FY 2022 Cover Sheet * [Click HERE](#) to download the REQUIRED FY 2022 Cover Sheet Template. Please upload once you have completely filled it out.

<input checked="" type="checkbox"/>	General Contact Information
<input checked="" type="checkbox"/>	I. Homelessness Project Narrative (25 Points)
<input checked="" type="checkbox"/>	II. Evaluation Approach (15 Points)
<input checked="" type="checkbox"/>	III. Prior Outcomes and Response to Community Data
<input checked="" type="checkbox"/>	IV. Data Management (10 Points)
<input checked="" type="checkbox"/>	V. Partnerships, Resources and Collaboration
<input checked="" type="checkbox"/>	VI. Budget (20 pts)
<input checked="" type="checkbox"/>	VII. Scope of Work (No Points)

Completing the FAA Homelessness NOFO



The screenshot shows a web application interface for managing proposals. At the top, there is a navigation bar with 'Proposals' and a '+ New Proposal' button. Below this is a secondary navigation bar with tabs for 'Proposals', 'View', 'Reports', 'Review', 'Design', and 'Options'. The main content area is titled 'My Records' and includes a 'Create New' button. A light blue instruction box states: 'Click on an existing entry below to continue updating that record or click on Create New to start a new one.' Below this is a table with three columns: 'Title', '% Complete', and 'Modified'. The table contains two rows of data.

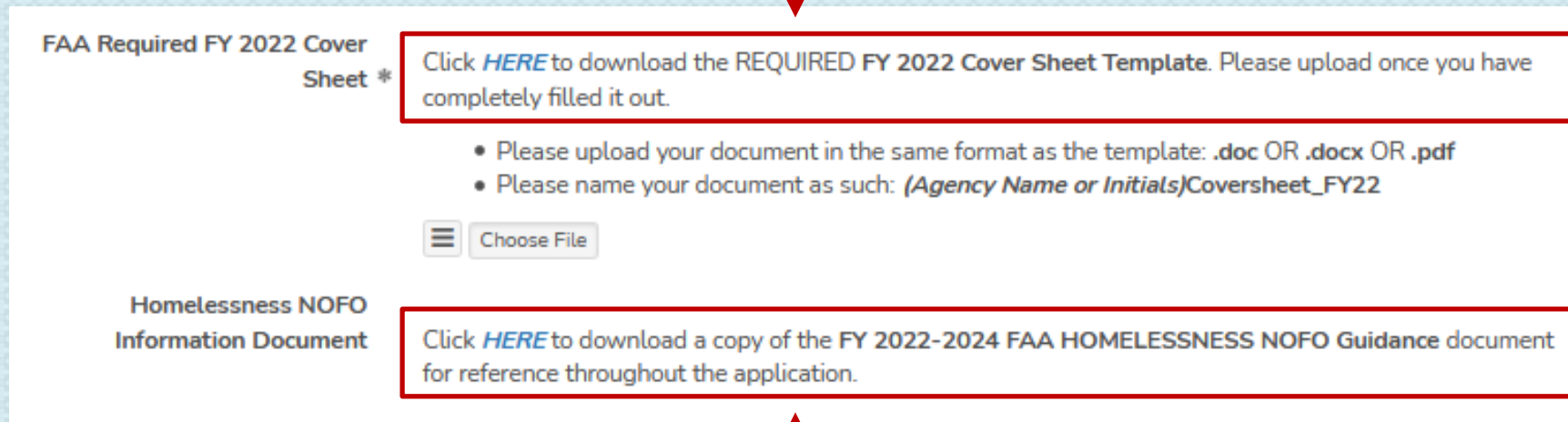
Title	% Complete	Modified
ESG Test Program 3		3/24/20 8:04 AM
		3/4/20 3:08 PM

The application will then appear in the additional reviewer's list of applications.

Completing the FAA Homelessness NOFO

Throughout the application, there will be several documents that you will be required to download, complete, and re-upload to the application.

Click on the link to preview and download the document. Re-upload the document in the suggested document formats and with the naming convention indicated.



FAA Required FY 2022 Cover Sheet *

Click [HERE](#) to download the REQUIRED FY 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 OR .pdf
- Please name your document as such: *(Agency Name or Initials)Coversheet_FY22*

Homelessness NOFO Information Document

Click [HERE](#) to download a copy of the FY 2022-2024 FAA HOMELESSNESS NOFO Guidance document for reference throughout the application.


Download the FY 2022-2024 FAA Homelessness NOFO Guidance Document for details on the program and reference throughout the application.

Completing the FAA Homelessness NOFO

FY2022_REQUIRED_COVER_SHEET.DOC
Posted 3/16/21 by Gillian Moxey

Back **Download File**

REQUIRED COVER SHEET



**PALM BEACH COUNTY
DEPARTMENT OF COMMUNITY SERVICES
FINANCIALLY ASSISTED AGENCIES FY 2022**

PLEASE RESPOND TO ALL QUESTIONS LISTED BELOW:
(NOTE: This form is formatted using MS Word, Cambria, and 10pt font)

QUESTIONS:	AGENCY RESPONSES:
NAME OF AGENCY:	
SERVICE CATEGORY (identify the service category for which the proposal is being submitted):	
PROGRAM TITLE:	
PRIORITY POPULATION (include the unduplicated number to be served annually):	
GEOGRAPHIC AREA TO BE SERVED:	
COMMISSION DISTRICT(S) TO BE SERVED:	
PROGRAM STATUS (existing or new program):	
PROGRAM START DATE (if new program):	
TOTAL PROGRAM BUDGET:	\$
AMOUNT OF FUNDING REQUEST (how much you are requesting in the proposal):	\$
UNIT COST SERVICE DESCRIPTION:	
UNIT COST OF SERVICE:	
IDENTIFY IF AGENCY IS CURRENTLY CERTIFIED BY NONPROFITS FIRST: (Yes or No)	

Click here to download the previewed document, then click 'Back' to return to the application

Completing the FAA Homelessness NOFO

At the bottom of each section of the application, you will find this checkbox and accompanying text “Mark this Section Completed”.

Check the box only after you have completed the section.

You can move between sections if this box is unchecked. The application will default to a checked box.

All boxes at the end of each section will need to be checked in order to submit the application.

The “Next” button at the end of each section will take you to the next section of the application.

The “Back” button will take you to the previous section.

The screenshot displays the FAA Required FY 2022 Cover Sheet section. It includes instructions to download a template and upload a completed document. Below the instructions is a 'Choose File' button. Further down, there is a section for the Homelessness NOFO Information Document with similar instructions. At the bottom of the section, there is a checkbox labeled 'MARK THIS SECTION COMPLETED' which is checked. Below the checkbox are two buttons: 'Next' and 'Save & Continue Later'. A blue horizontal line is positioned above these buttons.

The “Save & Continue Later” button at the end of each section will take you to the application preview/ summary page.

You will be able to save your application there and return to complete the application at a later time.

Completing the FAA Homelessness NOFO

The screenshot shows the top of the FAA Homelessness NOFO application interface. A red box highlights the top status bar, which contains the following information:

- 1368
- Pending
- FAA FY 2022-24 Homelessness Application NOFO
- 4/20/2021 12:00 PM
- 27 days 20:13:38

Below the status bar is a table with the following columns:

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

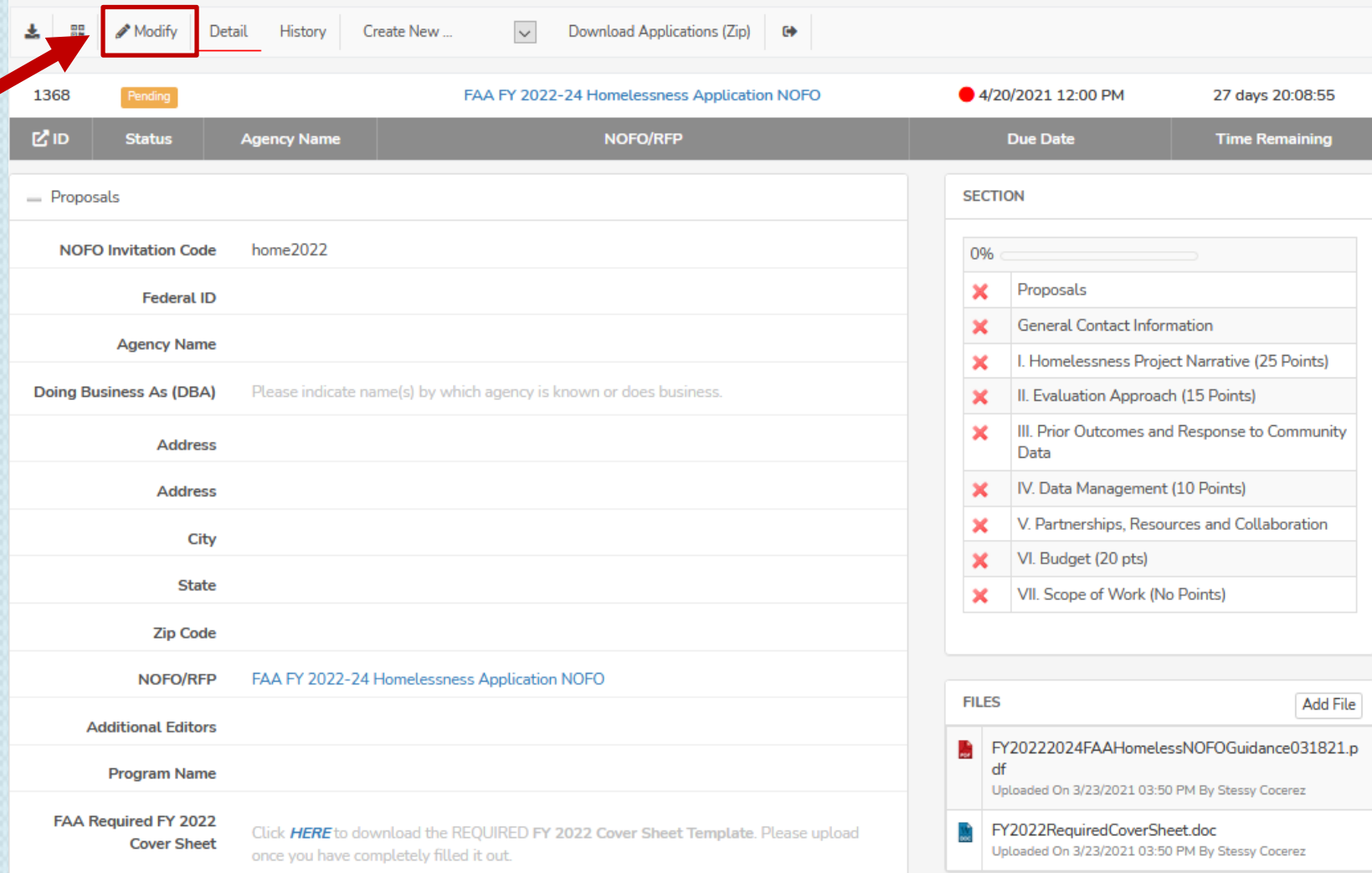
The main content area is divided into two sections:

- Proposals**: A form with fields for NOFO Invitation Code (home2022), Federal ID, Agency Name, Doing Business As (DBA) (Please indicate name(s) by which agency is known or does business.), and Address.
- SECTION**: A progress bar showing 78% completion. Below the bar is a list of sections with green checkmarks indicating completion:
 - Proposals
 - General Contact Information
 - I. Homelessness Project Narrative (25 Points)
 - II. Evaluation Approach (15 Points)
 - III. Prior Outcomes and Response to Community Data

After you have completed the first section of the application, you will see this status bar at the top of each application section which will include your agency name, the name of the proposal, and a countdown to the application deadline date.

Completing the FAA Homelessness NOFO

Once you have pressed “Save and Continue Later,” you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.



The screenshot displays the FAA Homelessness NOFO application summary page. At the top, there is a navigation bar with buttons for 'Modify', 'Detail', 'History', and 'Create New ...'. A red arrow points to the 'Modify' button. Below the navigation bar, the application ID '1368' is shown with a 'Pending' status. The application title is 'FAA FY 2022-24 Homelessness Application NOFO', and it was last updated on '4/20/2021 12:00 PM' with '27 days 20:08:55' remaining.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
Proposals					
NOFO Invitation Code		home2022			
Federal ID					
Agency Name					
Doing Business As (DBA)		Please indicate name(s) by which agency is known or does business.			
Address					
Address					
City					
State					
Zip Code					
NOFO/RFP		FAA FY 2022-24 Homelessness Application NOFO			
Additional Editors					
Program Name					
FAA Required FY 2022 Cover Sheet		Click HERE to download the REQUIRED FY 2022 Cover Sheet Template. Please upload once you have completely filled it out.			

On the right side, there is a 'SECTION' panel showing a progress bar at 0% and a list of sections, all marked as incomplete with red 'X' icons:

- Proposals
- General Contact Information
- I. Homelessness Project Narrative (25 Points)
- II. Evaluation Approach (15 Points)
- III. Prior Outcomes and Response to Community Data
- IV. Data Management (10 Points)
- V. Partnerships, Resources and Collaboration
- VI. Budget (20 pts)
- VII. Scope of Work (No Points)

At the bottom right, there is a 'FILES' panel with an 'Add File' button and two uploaded files:

- FY20222024FAAHomelessNOFOGuidance031821.pdf (Uploaded On 3/23/2021 03:50 PM By Stessy Cocerez)
- FY2022RequiredCoverSheet.doc (Uploaded On 3/23/2021 03:50 PM By Stessy Cocerez)

If you forget to mark a section completed, you will have the opportunity to return to the application by clicking the “Modify” button, then press “Next” until you reach the section you need to mark completed.

Click on the “Save and Continue Later” button to return to the summary page.

Completing the FAA Homelessness NOFO

On the summary page, you will have one more opportunity to review your completed application before you submit.

Click on the “Submit” button to submit your application.

Note:
You cannot make changes to your application once you have submitted the application

When you are done editing, click the Submit button above to complete your entry.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1368	Pending	FOUNDATION OF PALM BEACH COUNTY, INC.	FAA FY 2022-24 Homelessness Application NOFO	4/20/2021 12:00 PM	27 days 2

NOFO Invitation Code: home2022

SECTION: 100%

ID	Status	Agency Name
1172	Submitted	

When you have submitted your application, you will see a black “Submitted” box on the status bar.

Completing the FAA Homelessness NOFO

TEST

When you are done editing, click the Submit button above to complete your entry.

ID	Status	Agency Name	NOFO/RFP	Date	Time Remaining
1368	Pending	FOUNDATION OF PALM BEACH COUNTY, INC.	FAA FY 2022-24 Homelessness Application NOFO	4/20/2021 12:00 PM	27 days 20:01:36

Proposals

NOFO Invitation Code
home2022

Federal ID

Agency Name
FOUNDATION OF PALM BEACH COUNTY, INC.
Doing Business As (DBA)
Please indicate name(s) by which you are known to do business.
N/A

Address

City
West Palm Beach

FL

Zip Code
33407

NOFO/RFP
FAA FY 2022-24 Homelessness Application NOFO

Additional Editors

Program Name
Test

FAA Required FY 2022 Cover Sheet

Click [HERE](#) to download the REQUIRED FY 2022 Cover Sheet Template. Please upload once you have

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1 of 11

Print 11 sheets of paper

Destination
CSD-ADMIN-DAT-TOSH...

Copies
1

Orientation
Portrait Landscape

Pages
All

Color mode
Black and white

Fewer settings

Paper size
Letter (8 1/2 x 11")

Scale
 Fit to page width
 Scale 100

Pages per sheet
1

Margins
Custom (inches)

0.50 0.50
Top Bottom

0.3 0.3
Left Right

Print Cancel

You can print your application for your record by using your browser's system options or by right-clicking your computer mouse and selecting "Print".

QUESTIONS?



Information

All questions must be emailed to:

CSD-FAARFP@pbcgov.org

All questions and answers will be posted on the FAA website:

[http://discover.pbcgov.org/communityservices/financiallyassisted/
Pages/default.aspx](http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/default.aspx)

All proposals must be submitted electronically to:

<https://pbcc.samis.io/go/nofo>

by

**Tuesday, April 20, 2021
before 12:00PM – NOON**