

FY 2023 FAA and Transportation Administration Services

Notice of Funding Opportunity (NOFO)

Technical Assistance Presentation



Completing the FY 2023 FAA and Transportation Administration Services

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: [redacted] NOFO

NOFO Application	Open Date	Application Deadline
[redacted] NOFO Application	4/7/2022	5/9/2022

Start New Application or Continue a Previous Application

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



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Existing User

Email *

Password *

Log In

New User

First Name *

Last Name *

Email *

Register

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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.



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

SAMIS: PBCC: Account Activation Inbox x

pmedina@pbcgov.org via amazonses.com
to me

Below is your password for accessing SAMIS: PBCC.

E-mail Address: [REDACTED]

Password: f7GewRA5639

Go

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



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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.

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

...and, to change your password

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 *



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The application will appear.
Enter the NOFO Invitation
Code, located on the last slide
of the SAMIS ACCESS Guide



Proposals

NOFO Invitation Code is required

NOFO Invitation Code *



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

The screenshot shows a web-based application form titled "Proposals". The form includes several input fields: "Federal ID *" (with a red error message "Federal ID is required" above it), "Agency Name *", "Doing Business As (DBA)" (with a note: "Please indicate name(s) by which agency is known or does business."), "Address *", "Address", "City *", "State *" (a dropdown menu showing "Select State"), "Zip Code *", "NOFO/RFP *" (a dropdown menu showing "NOFO Application"), "Additional Editors", and "Program Name *". At the bottom, there is a link for "NOFO Guidance Document" and a note: "Click HERE NOFO Guidance to download a copy of the FY 2022-2023 NOFO Application Guidance Document for reference throughout the application." Two red arrows point to the "Federal ID *" and "NOFO/RFP *" fields.

Check the NOFORFP to confirm you are in the correct application

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.

SECTIONS	
0%	
* Proposals	
X	
X	
X	
X	
X	
X	
X	
X	



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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

Federal ID * Federal ID is required

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 * NOFO Application

Additional Editors

Program Name *

NOFO Guidance Document * Click HERE NOFO Guidance to download a copy of the NOFO Application Guidance Document for reference throughout the application.

SECTIONS

0%

- * Proposals
- X
- X
- X
- X
- X
- X
- X



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Proposals

Federal ID is required

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 * NOFO Application

Additional Editors Type Name Here

Program Name * No results found

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



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The screenshot shows a web application interface with a navigation bar at the top containing '+ New Proposal', 'Proposals', 'View', 'Reports', 'Review', and 'Design'. Below this is a 'My Records' section with a 'Create New' button and a light blue instruction box: 'Click on an existing entry below to continue updating that record or click on Create New to start a new one.' A table with three columns is visible: 'Title', 'to Complete', and 'Modified'. The first row of the table has a blue box in the 'Title' column, which is highlighted by a red rectangle. A red arrow points from the text below to this red rectangle. The second row of the table shows the date '3/24/20 8:04 AM' in the 'Modified' column. The third row shows the date '3/4/20 3:08 PM' in the 'Modified' column.

Title	to Complete	Modified
[Redacted]		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



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Download the [redacted] NOFO Guidance Document for details on the program and reference throughout the application.



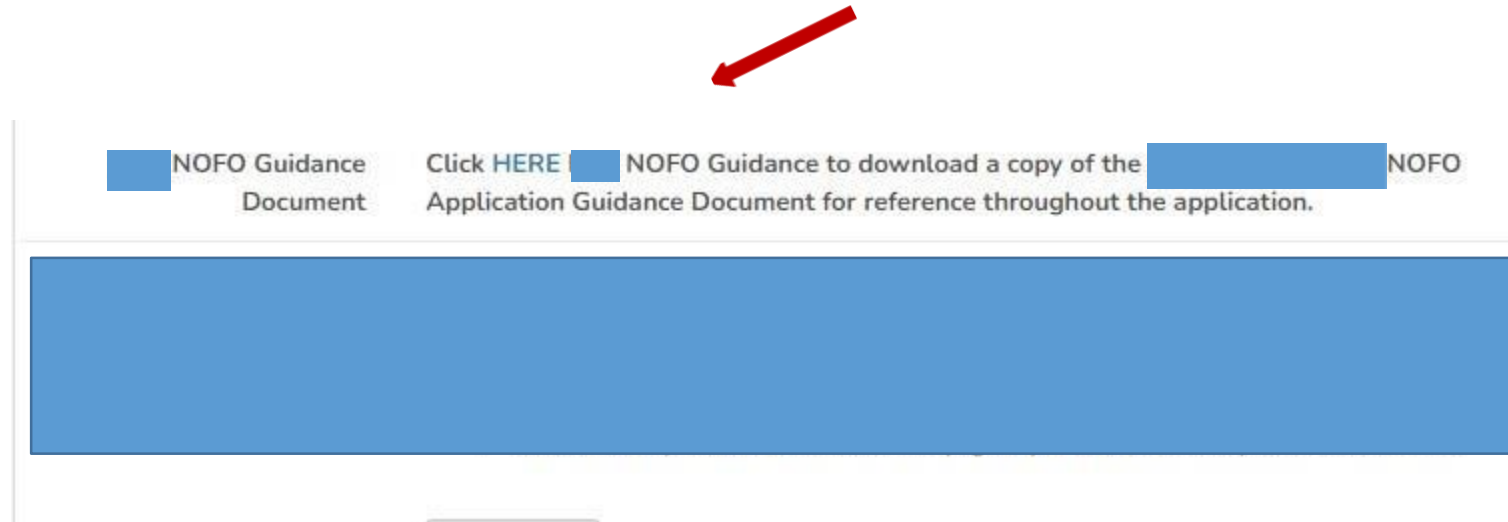
[redacted] NOFO Guidance Document

Click [HERE](#) [redacted] NOFO Guidance to download a copy of the [redacted] NOFO Application Guidance Document for reference throughout the application.



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*****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.**



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Back [Download File](#)

ATTACHMENT 1: FY [REDACTED]

[REDACTED]



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



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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 screenshot shows a web form interface. At the top, there is a blue header bar. Below it, a text instruction reads: "Click [HERE](#) to download the REQUIRED [redacted] Template. Please upload once you have completed this form." Below this are two bullet points: "Please upload your document in the following format: .pdf" and "Please name your document as such: (Agency Name or Initials) [redacted]". A "Choose File" button is visible. The main content area is a large blue rectangle. At the bottom of the form, there is a checkbox labeled "MARK THIS SECTION COMPLETED" which is checked. Below the checkbox are two buttons: "Next" and "Save & Continue Later".

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.

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.



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1598	Pending	[Redacted]	[Redacted] NOFO Application	5/9/2022 12:00 PM	30 days 19:32:56
ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining

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.



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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.

The screenshot displays a web application interface for a proposal. At the top, there are tabs for 'Modify', 'Detail', and 'History'. The 'Modify' tab is highlighted with a red box. Below the tabs, the proposal details are shown: ID 1172, Status Pending, Agency Name [redacted], NOFO/RFP FY 2021 NOFO, Due Date 4/10/2020 12:00 PM, and Time Remaining 21 days 01:05:05. A table below shows the proposal details with columns for ID, Status, Agency Name, NOFO/RFP, Due Date, and Time Remaining. The 'Section' panel on the right shows a progress bar at 88% and a blue box representing the section content. The 'Files' panel below shows two uploaded PDF attachments, also highlighted with a red box.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Pending	[redacted]	FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:05:05

Proposals

Federal ID 83-1439572

Agency Name [redacted]

Address 810 Datura Street

City West Palm Beach

State FL

Zip Code 33401

NOFO/RFP [redacted]

Program Name [redacted]

Section

88% [progress bar]

Proposals

Files

Attachment 3 - YHDP Grantee HHA Certification.Pdf
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey

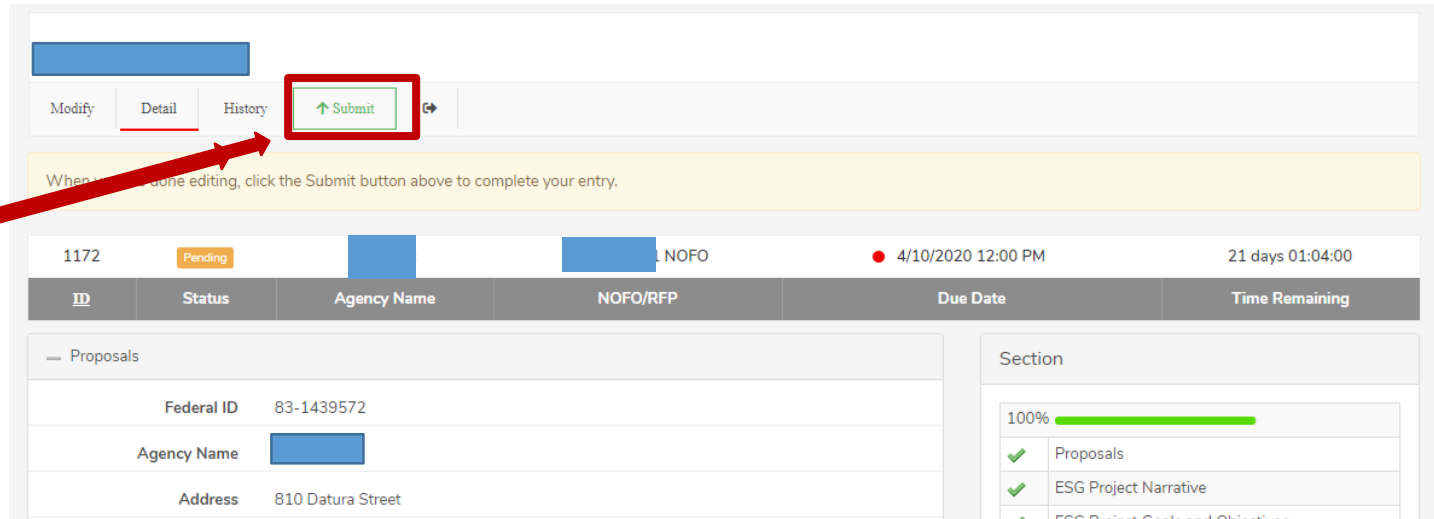
Attachment 3 - YHDP Grantee HHA Certification.Pdf
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey

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.



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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.



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

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Pending	[Redacted]	NOFO	4/10/2020 12:00 PM	21 days 01:04:00

Proposals

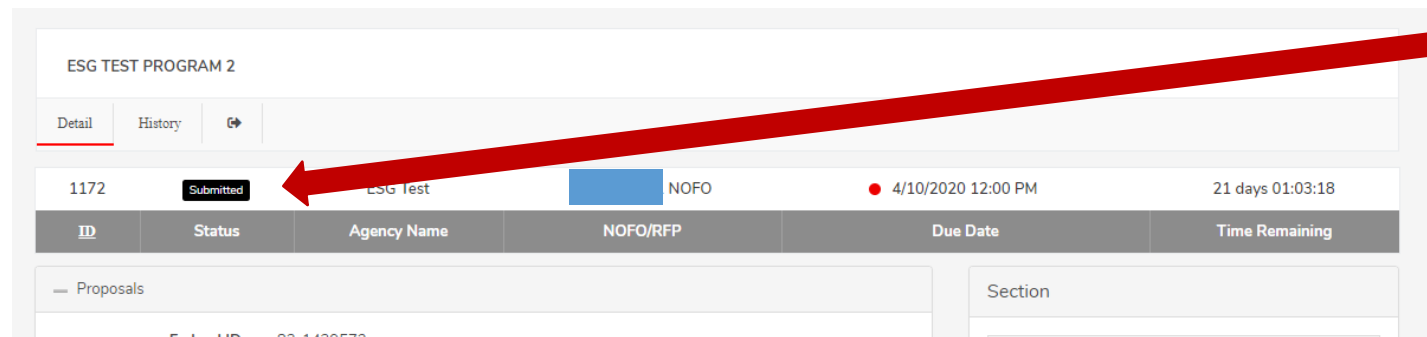
Federal ID	83-1439572
Agency Name	[Redacted]
Address	810 Datura Street

Section

100%

- ✓ Proposals
- ✓ ESG Project Narrative
- ESG Project Goals and Objectives

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



ESG TEST PROGRAM 2

Detail History

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Submitted	ESG Test	NOFO	4/10/2020 12:00 PM	21 days 01:03:18

Proposals

Section

Federal ID 83-1439572

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



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The screenshot shows a web application interface for managing proposals. The main content area displays details for proposal ID 1172, titled 'ESG TEST PROGRAM 2'. It includes a table with columns for ID, Status, Agency Name, NOFOR/RFP, Due Date, and Time Remaining. Below the table, there are sections for 'Proposals', 'Federal ID', 'Agency Name', 'Address', 'City', 'State', 'Zip Code', 'NOFOR/RFP', 'Program Name', and 'Attachments'. A 'Print' overlay is visible on the right side of the screen, showing options for 'Destination' (Save as PDF), 'Pages' (All), and 'Layout' (Portrait). The overlay also includes a 'More settings' dropdown and 'Save' and 'Cancel' buttons.

ID	Status	Agency Name	NOFOR/RFP	Due Date	Time Remaining
1172	Submitted	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 00:58:29

Proposals

Federal ID
83-1439572

Agency Name
ESG Test

Address
810 Datura Street

City
West Palm Beach

State
FL

Zip Code
33401

NOFOR/RFP
[ESG FY 2021 NOFO](#)

Program Name
ESG Test Program 2

Attachment 1 - ESG FY 2021 Cover Sheet

Click [ESG Cover Sheet](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: Coversheet_FY21

Attachment 3 - YHDP Grantee HHA Certification.pdf

Attachment 2 - ESG Categories & Activities (5 Pts)

Click [ESG Categories and Activities](#) to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: CatAct_FY21

Attachment 3 - YHDP Grantee HHA Certification.pdf

Print 9 pages

Destination Save as PDF

Pages All

Layout Portrait

More settings

Save Cancel

State FL

Zip Code 33401

NOFOR/RFP [ESG FY 2021 NOFO](#)

- ✓ ESG Budget Proposal
- ✓ HHS (ClientTrack)/ESG CAPER Report
- ✓ HHA Meeting Attendance
- ✓ Non-Profit Status Verification

You can print your application for your record by clicking the right button on your computer's mouse



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Application Password: FAA\$\$2023

