

Completing the NOFO Application In WebAuthor

Completing the ESG NOFO

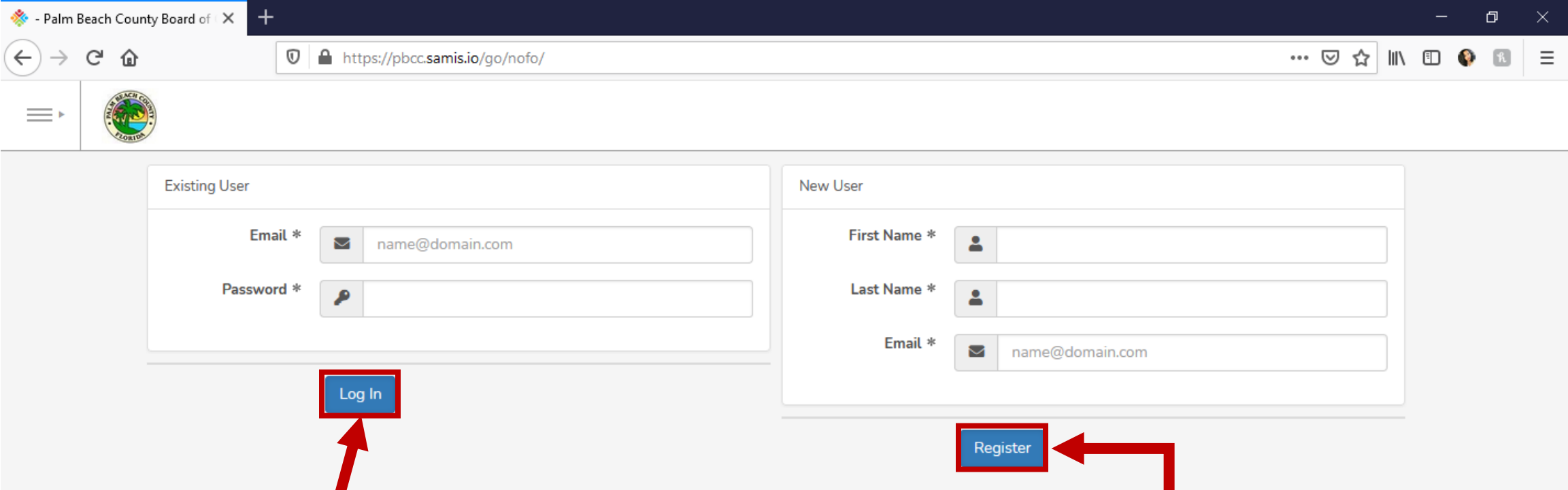
Enter link (<https://pbcc.samis.io/go/nofo/>) to access NOFO proposal page

The screenshot shows a web browser window with the address bar containing pbcc.samis.io/go/nofo/. Below the address bar are tabs for 'Development SAML...', 'SAMIS Production', and 'ClientTrack'. The main content area displays the 'NOFO' section with the title 'Emergency Solutions Grant Program (ESG) FY 2026-2027'. Below the title, there are two rows of information: 'Open Date' with a green date '3/18/2022' and 'Application Deadline' with a red date '4/8/2022'. At the bottom of the NOFO section is a blue button labeled 'Start New Application or Continue a Previous Application'. Red arrows and boxes highlight the address bar, the application title, and the blue button.

Please note there may be other applications on the page so be sure to select the correct application: **Emergency Solutions Grant Program (ESG) FY 2026-2027**

Click on “Start New Application” to begin a new application or to continue work on an application already started

Completing the ESG NOFO



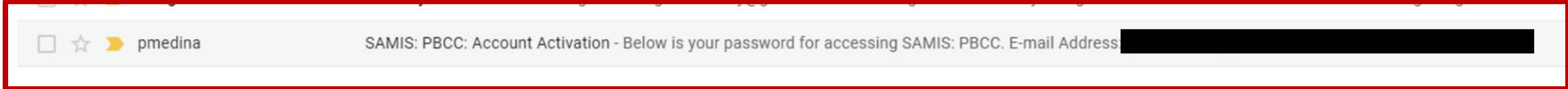
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If previously submitted an application through SAMIS, you will use the email and password you created to log in under “Existing User.”

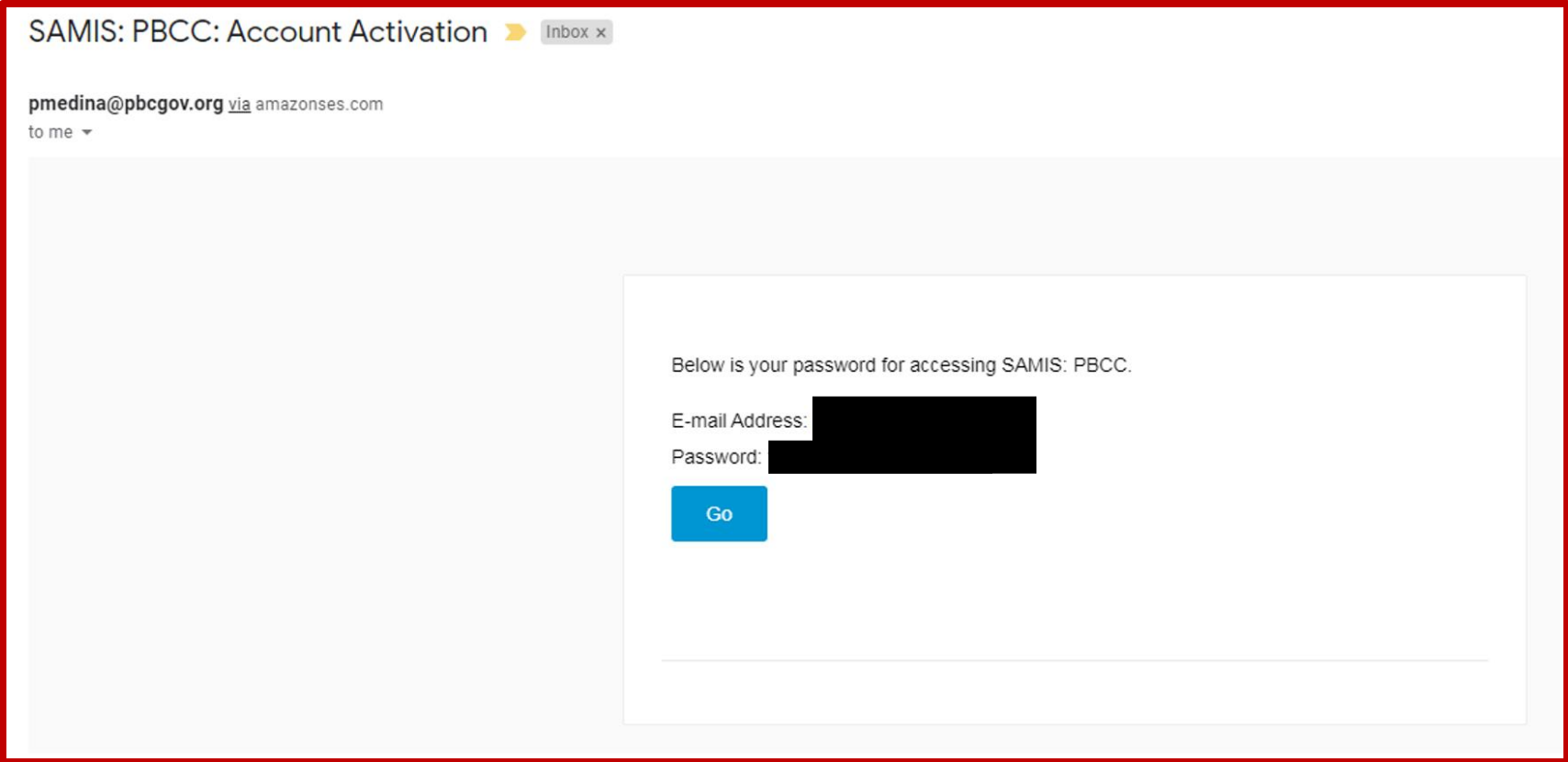
If you are a brand new SAMIS user, you will type in your first name, last name and email under “New User” to begin the process for creating an account. By creating an account, you will be able to return to an application you have started and apply for future grants using your previously created account.

Completing the ESG 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 ESG 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.

"Assessment" 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 ESG NOFO

Proposals

NOFO Invitation Code *

Federal ID *

Agency Name *

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

Address *

City *

State *

SECTIONS

0%

*	Proposals
✗	General Contact Information
✗	I. Project Narrative (25 pts)
✗	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)

The application will appear once user has signed in.

This NOFO requires an invitation code or password: **ESG2026**

Please insert this password at beginning of the application.

This allows the user to navigate the application, and to return to the application for completion.

Completing the ESG NOFO

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



Proposals

NOFO Invitation Code *

Federal ID *

Agency Name *

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

Address *

City *

State *

Zip Code *

RFP *

Additional Editors *

SECTIONS

0%

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

Check the NOFO/RFP field 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.

Completing the ESG 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)

The screenshot shows a web form titled "Proposals" with a dark header bar containing "Due Date" and "Time Remaining". The form fields are as follows:

- NOFO Invitation Code ***: A text input field containing "ESG2026". A red box highlights the asterisk, and a red arrow points from the explanatory text on the left to it.
- Federal ID ***: An empty text input field.
- Agency Name ***: An empty text input field.
- Doing Business As (DBA) ***: A text input field with the instruction "Please indicate name(s) by which agency is known or does business."
- Address ***: An empty text input field.
- City ***: An empty text input field.
- State ***: A dropdown menu with "Select State" and a downward arrow.
- Zip Code ***: An empty text input field.
- RFP ***: A dropdown menu with "FAA FY 2023-2025 Economic Stability/Self Sufficiency/ Intellectual Developmental Dis... x" and a downward arrow.
- Additional Editors ***: An empty text input field. A red box highlights this field, and a red arrow points from the explanatory text on the left to it.

Completing the ESG NOFO

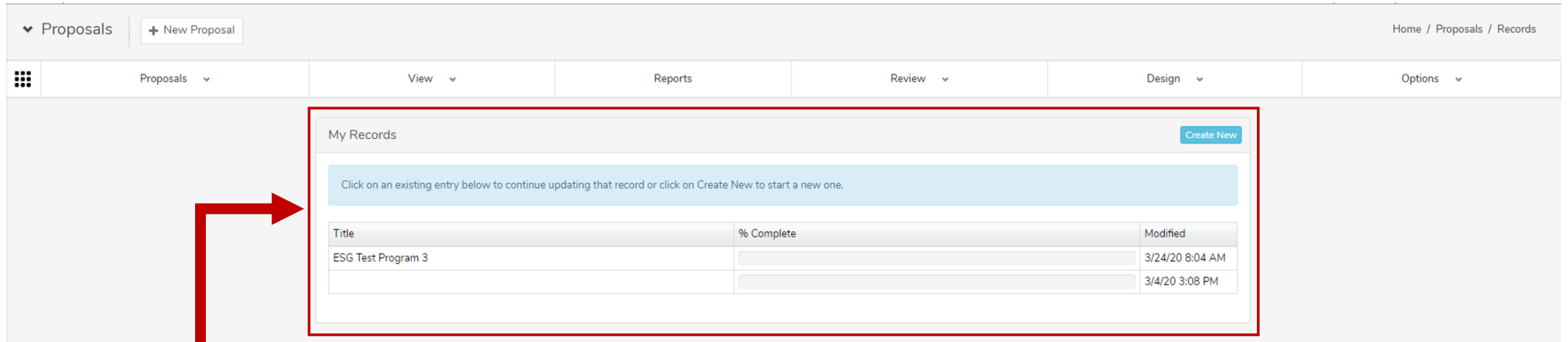
You can select up to two (2) additional editors. Each additional editor must have already registered on the SAMIS system.

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



Due Date	Time Remaining
Proposals	
NOFO Invitation Code *	<input type="text" value="ESG2026"/>
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"/>
City *	<input type="text"/>
State *	Select State ▼
Zip Code *	<input type="text"/>
RFP *	FAA FY 2023-2025 Economic Stability/Self Sufficiency/ Intellectual Developmental Dis...x ▼
Additional Editors *	<input type="text"/>

Completing the ESG NOFO



The screenshot shows a web application interface with a navigation bar at the top. The main content area is titled 'My Records' and contains a table with the following data:

Title	% Complete	Modified
ESG Test Program 3	<input type="text"/>	3/24/20 8:04 AM
	<input type="text"/>	3/4/20 3:08 PM

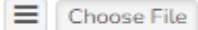
A red arrow points from the text below to the table.

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

Completing the ESG 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.

Required FY 2023 Cover Sheet *	Click HERE to download the REQUIRED FY 2023 Cover Sheet Template. Please upload once you have completely filled it out.
	<ul style="list-style-type: none">• Please upload your document in the same format as the template: .doc OR .docx• Please name your document as such: Coversheet_FY23.doc OR Coversheet_FY23.docx
	
NOFO Information Document	Click HERE to download a copy of the FAA FY2023-2025 Economic Stability/Self Sufficiency/Intellectual Developmental Disabilities NOFO Guidance Document for reference throughout the application.




Download the Emergency Solutions Grant Program (ESG) FY 2026-2027 NOFO Guidance Document for details on the program and reference throughout the application.

Completing the ESG NOFO

FY2023REQUIREDCOVERSHEET.DOC
Uploaded to Field: files

Close Edit **Download File** Email File

REQUIRED COVER SHEET



**PALM BEACH COUNTY DEPARTMENT OF COMMUNITY SERVICES
FINANCIALLY ASSISTED AGENCIES FY 2023**

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	

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

Completing the ESG 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 un-checked. 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 displays the application interface for the ESG NOFO. It features two main sections for document uploads:

- FAA Required FY 2023-2025 Cover Sheet ***: Includes instructions to click [HERE](#) to download the template and upload it. It lists requirements: upload in .doc or .docx format and name the file as Coversheet_FY23.doc or Coversheet_FY23.docx. A "Choose File" button is present.
- NOFO Information Document**: Includes instructions to click [HERE](#) to download the guidance document for reference.

At the bottom of the form, there is a navigation bar with a blue line above it. It contains three buttons: "Next", "Save & Continue Later", and a grey "Back" button. A checkbox labeled "MARK THIS SECTION COMPLETED" is also visible, which is currently checked.


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.

Completing the ESG NOFO



1547 Pending

Emergency Solutions Grant Program (ESG) FY 2026-2027

4/8/2022 11:59 PM 21 days 11:17:02

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

NOFO Invitation Code *

Federal ID *

Agency Name *

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

SECTIONS

0%

- * Proposals
- ✗ General Contact Information
- ✗ I. Project Narrative (25 pts)
- ✗ 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 ESG 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.

1547 Pending FAA FY 2023-2025 Economic Stability/Self Sufficiency/ Intellectual Developmental Disabilities NOFO Application 4/8/2022 11:59 PM 21 days 11:14:26

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
— Proposals					
NOFO Invitation Code	ESG2026				
Federal ID					
Agency Name					
Doing Business As (DBA)	Please indicate name(s) by which agency is known or does business.				
Address					
City					
State					
Zip Code					
NOFO RFP	FAA FY 2023-2025 Economic Stability/Self Sufficiency/ Intellectual Developmental Disabilities NOFO Application				

SECTION

0%

- Proposals
- General Contact Information
- I. Project Narrative (25 pts)
- 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)

If the user missed marking a section completed or to make changes and updates, the user 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 or to update.

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

Completing the ESG 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:
Be sure the application is complete and have the most updated information because changes cannot be made to the application once it has been submitted

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

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

Proposals

NOFO Invitation Code home2022

SECTION

100%

1172	Submitted	
ID	Status	Agency

Proposals

When submitted, the application will display a black “Submitted” box on the status bar.

Completing the ESG NOFO

The screenshot shows a web application interface for completing an ESG NOFO. At the top, there is a text input field containing the word "TEST". Below it, a message states: "When you are done editing, click the Submit button above to complete your entry." A table below displays application details:

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

Below the table is a "Proposals" section with a form for "NOFO Invitation Code" and "Agency Name". The form fields include:

- NOFO Invitation Code: home2022
- Federal ID: [empty]
- Agency Name: FOUNDATION OF PALM BEACH COUNTY, INC.
- Doing Business As (DBA): [empty]
- Address: [empty]
- City: West Palm Beach
- FL: [empty]
- Zip Code: 33407
- NOFO/RFP: FAA FY 2022-24 Homelessness Application NOFO
- Additional Editors: [empty]
- Program Name: Test
- FAA Required FY 2022 Cover Sheet: [empty]

At the bottom of the page, there is a footer: "COPYRIGHT 2021. POWERED BY WEBAUTHOR.COM. PRIVACY POLICY. ALL RIGHTS RESERVED. LX-135-125 [EXECUTION TIME: 0.71 SECONDS]" and a pagination control showing "1 of 11".

Overlaid on the right side of the screenshot is a "Print" dialog box with the following settings:

- Destination: CSD-ADMIN-DAT-TOSH...
- Copies: 1
- Orientation: Portrait
- Pages: All
- Color mode: Black and white
- Paper size: Letter (8 1/2 x 11")
- Scale: Fit to page width
- Pages per sheet: 1
- Margins: Custom (inches) with values of 0.50 (Top), 0.50 (Bottom), 0.3 (Left), and 0.3 (Right).

Buttons for "Print" and "Cancel" are visible at the bottom of the dialog.

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".