

**FY 2023-2025 CSD ERA ENDING HOMELESSNESS  
HOUSING PLUS**

**NOTICE OF FUNDING OPPORTUNITY (NOFO)**

**Technical Assistance Presentation**



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

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

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



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

Existing User

Email \*

Password \*

Log In

New User

First Name \*

Last Name \*

Email \*

Register

**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 CSD ERA ENDING HOMELESSNESS HOUSING PLUS



**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: [gillianmoxey@gmail.com](mailto:gillianmoxey@gmail.com)

Password: f7GewRA5639

Go

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



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

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 \*



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

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



Proposals

NOFO Invitation Code \*

NOFO Invitation Code is required



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

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

The screenshot shows a web-based application form for 'Proposals'. The form includes several required fields: Federal ID (with a red error message 'Federal ID is required'), Agency Name, Doing Business As (DBA), Address, City, State (a dropdown menu), and Zip Code. There is also a dropdown for 'NOFO/RFP' currently set to 'NOFO Application'. At the bottom, there are links for 'NOFO Guidance Document' and 'NOFO Application'. A red arrow points from the text on the left to the Federal ID field. Another red arrow points from the text on the left to the NOFO/RFP dropdown. To the right of the form is a 'SECTIONS' panel with a progress bar at 0%. Below the progress bar is a list of sections: 'Proposals' (highlighted in yellow with a green asterisk) and several other sections (represented by blue bars) each with a red 'X' next to it. A red arrow points from the text on the right to this 'SECTIONS' panel.

**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.**



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

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-based application form titled "Proposals". The form includes several required fields marked with an asterisk (\*):

- Federal ID \* (with a red error message "Federal ID is required")
- 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 \* (dropdown menu with "Select State")
- Zip Code \*
- NOFO/RFP \* (dropdown menu with "ESG FY2022-FY203 NOFO Application")
- Additional Editors
- Program Name \*

A red box highlights the "Additional Editors" field. Below the form, there is a link to "NOFO Guidance Document" with the text: "Click HERE ESG NOFO Guidance to download a copy of the [redacted]-2023 NOFO Application Guidance Document for reference throughout the application."

On the right side of the form, there is a "SECTIONS" sidebar showing a progress bar at 0% and a list of sections. The "Proposals" section is highlighted in yellow and has an asterisk next to it. Below it, several other sections are listed with red 'X' marks, indicating they are not yet completed.





# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

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 \* FY2023 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



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

The screenshot shows a web application interface with a navigation bar at the top containing a '+ New Proposal' button and several menu items: 'Proposals', 'View', 'Reports', 'Review', and 'Design'. Below the navigation bar is a 'My Records' section with a 'Create New' button. A light blue instruction box reads: '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 the following structure:

Title	Complete	Modified
[Redacted]		3/24/20 8:04 AM
[Redacted]		3/4/20 3:08 PM

A red rectangular box highlights the 'Title' column of the table, and a red arrow points from the text below to this box.

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



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

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



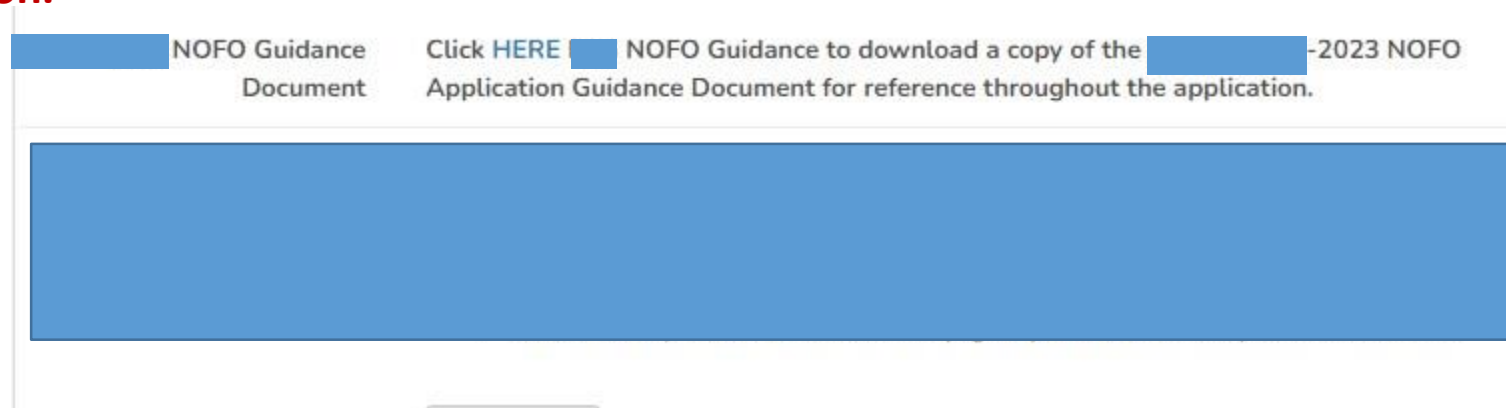
[redacted] NOFO Guidance Document

Click [HERE](#) [redacted] NOFO Guidance to download a copy of the [redacted] 2023 NOFO Application Guidance Document for reference throughout the application.



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

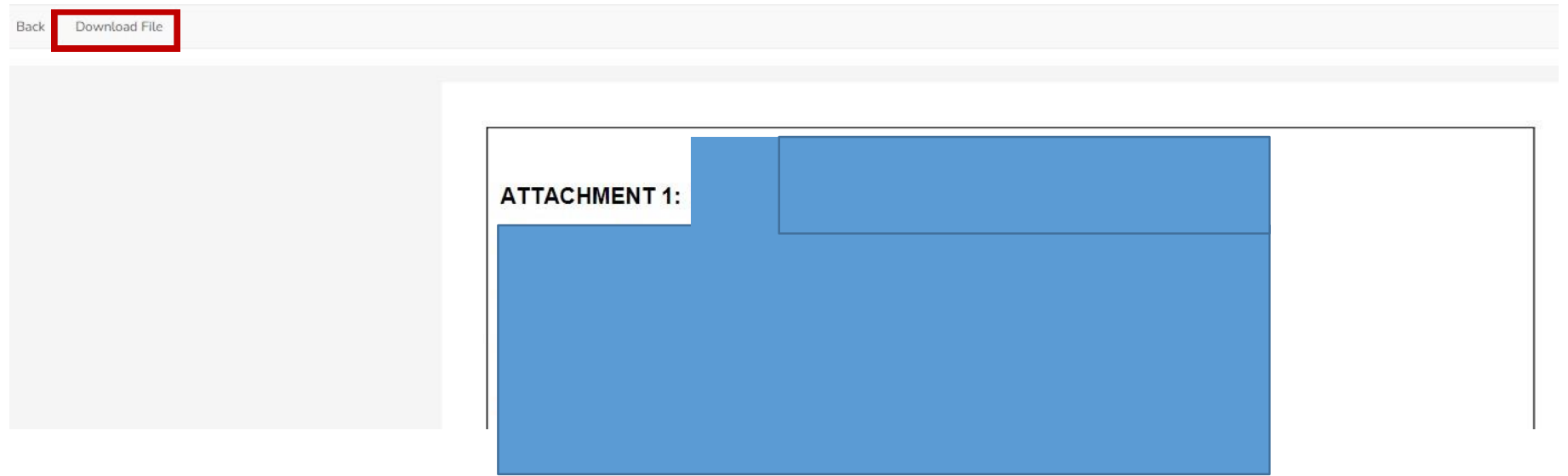
Throughout the application, there will be several documents that you will be required to download, complete and re-upload to the application.



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.



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS



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



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

**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. A large blue rectangular area represents the document upload zone. 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.**



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

1598	Pending	[Redacted]	[Redacted]-FY2023 NOFO Application	5/9/2022 12:00 PM	30 days 19:32:56
ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
Proposals			SECTION		

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.



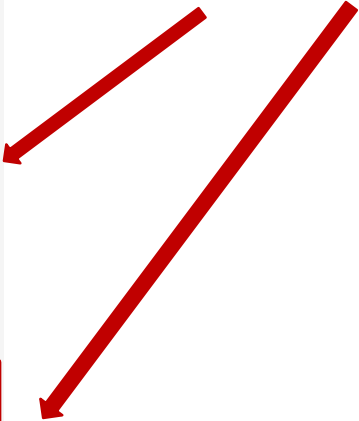
# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

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 shows the application interface with the following elements:

- Buttons: **Modify** (highlighted with a red box), Detail, History, and a right arrow.
- Summary Row: ID 1172, Status Pending, Agency Name [redacted], NOFO/RFP FY 2021 NOFO, Due Date 4/10/2020 12:00 PM, Time Remaining 21 days 01:05:05.
- Table: A table with columns ID, Status, Agency Name, NOFO/RFP, Due Date, and Time Remaining.
- Proposals Section: A list of proposals with fields for Federal ID (83-1439572), Agency Name, Address (810 Datura Street), City (West Palm Beach), State (FL), Zip Code (33401), NOFO/RFP, and Program Name.
- Section Progress: A progress bar for 'Proposals' at 88% completion, with a green checkmark and a blue box below it.
- Files Section: A list of files with an 'Add File' button. Two files are listed: 'Attachment 3 - YHDP Grantee HHA Certification.Pdf', both uploaded on 3/20/2020 10:52 AM by Gillian Moxey.

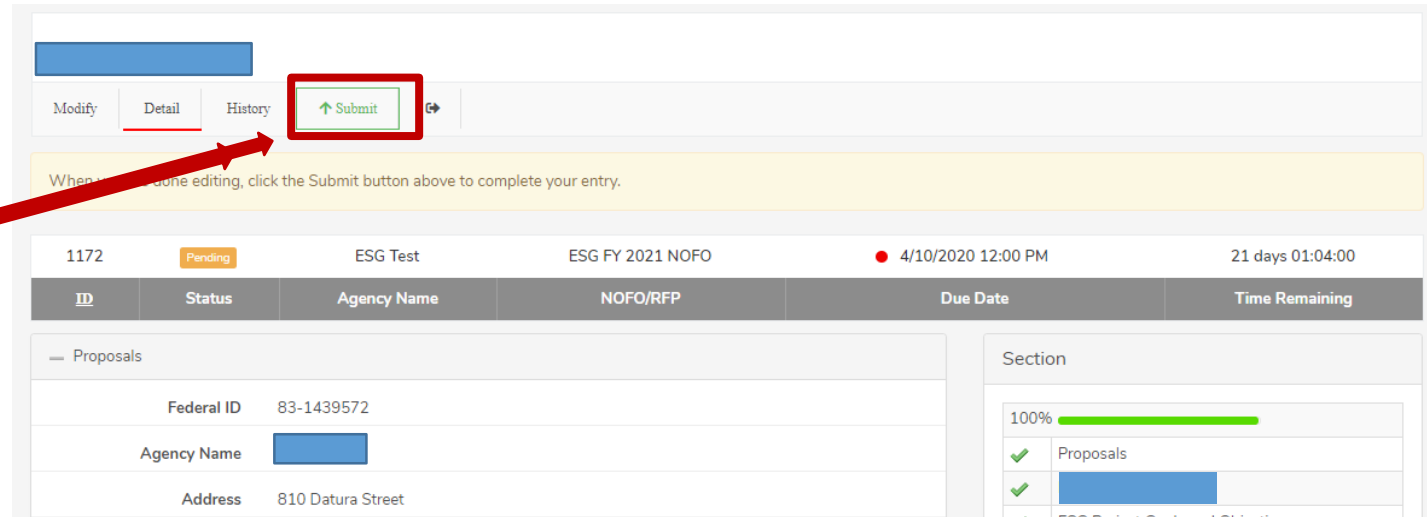
Once you have pressed “Save and Continue Later,” you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.





# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

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	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:04:00

Proposals

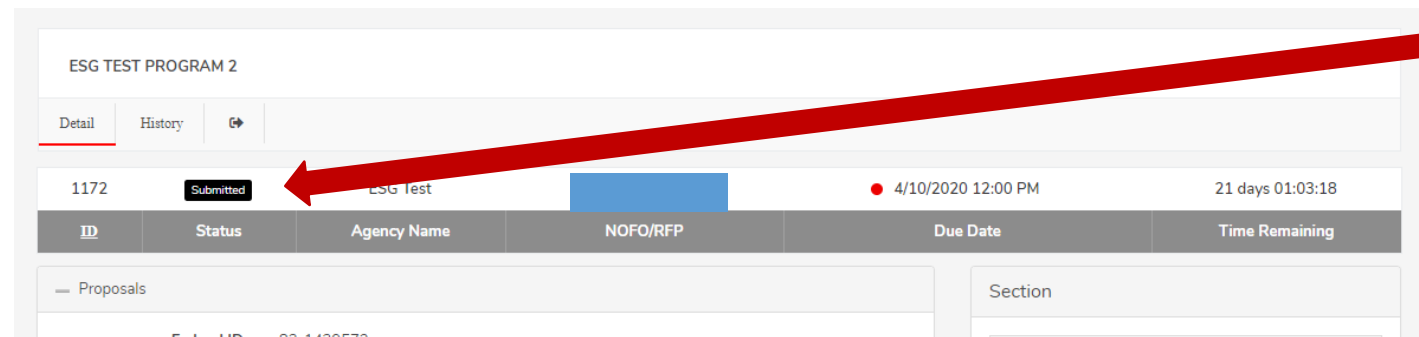
Federal ID	83-1439572
Agency Name	[Redacted]
Address	810 Datura Street

Section

100% 

- ✓ Proposals
- ✓ [Redacted]
- ✓ ESG Budget Categories 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	[Redacted]	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.



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

The screenshot shows a web application interface for managing proposals. The main content area displays details for a proposal titled "ESG TEST PROGRAM 2" with ID 1172. The proposal is in "Submitted" status, submitted on 4/10/2020 at 12:00 PM, with 21 days and 00:58:29 remaining. The form includes fields for Federal ID (83-1439572), Agency Name (ESG Test), Address (810 Datura Street), City (West Palm Beach), State (FL), and Zip Code (33401). It also lists attachments: "Attachment 1 - ESG FY 2021 Cover Sheet" and "Attachment 2 - ESG Categories & Activities (5 Pts)". A "Print" overlay is visible on the right side of the screen, showing options to print 9 pages, save as PDF, and select all pages in portrait layout. A "Save" button is located at the bottom of the print overlay.

ID	Status	Agency Name	NOFO/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 - Records - Palm Beach County Board of County Commissioners

ESG TEST PROGRAM 2

1172 **Submitted** ESG Test ESG FY 2021 NOFO 4/10/2020 12:00 PM 21 days 00:58:29

ID	Status	Agency Name	NOFO/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

NOFO/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

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

- ✓ ESG Budget Proposal
- ✓ HMIS (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



# Completing the CSD ERA ENDING HOMELESSNESS HOUSING PLUS

NOFO Invitation Code:

CSDERAHOUSINGPLUS2023

