

FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO Technical Assistance Meeting

March 15, 2023

**Palm Beach County
Community Services Department**



WELCOME

Reminder to please put questions in the chat to everyone.
Questions will be answered at the end of the presentation
This meeting is being recorded

FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO Technical Assistance Meeting

March 15, 2023
10:00am - 12:00pm

AGENDA

Welcome & Introductions

Michael Wright, MPA, Contracts, Compliance and Program Performance Manager, CSD

Overview of 2023 CSD NOFO Process and Guidance

Michael Wright, MPA, Contract Manager, CSD

Outcomes Overview of ROMA Logic Model and Evaluation Plan

Adam Reback, Strategic Planning and Performance Analyst II, CSD

Fiscal Overview for NOFO Budgets

Gabe Donadio, Financial Analyst II, CSD

CSD Application Website Overview

Shantel M. Drayton, MPA, Contract Analyst, CSD

Questions & Answers

Adjournment & **Distribution of NOFO Invitation Code**



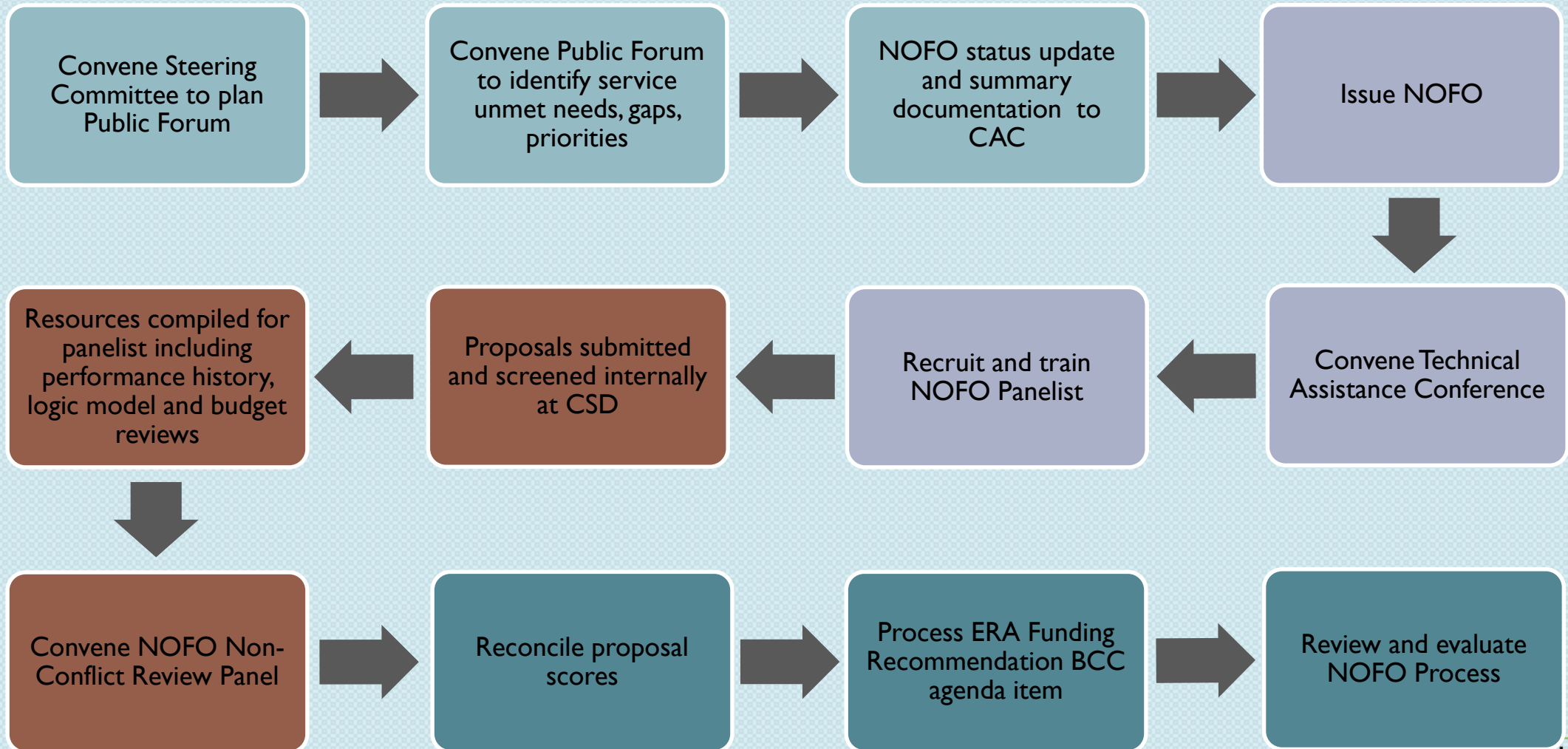
FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

Michael Wright, MPA, Contract Manager

FY 2023-2025 CSD ERA NOFO Category

Homelessness

CSD 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 March 24, 2023, until the final ERA 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://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx 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 NOFO 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 technical assistance conferences, 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/>

**FY 2023-2025 CSD ERA Ending Homelessness Housing Plus
Notice Of Funding Opportunity**

TIMELINE

Schedule of Events — 2023

March 10, 2023	NOFO/RFP available for public	CSD
March 15, 2023	Technical Assistance Conference	CSD Applicants
March 17, 2023	CSD ERA NOFO Non-Conflict Review Panel Training	CSD Reviewers
March 22, 2023	Final day to submit written questions 12:00 PM (Noon) EST	Applicants
March 24, 2023	Cone of Silence Begins for FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO	CSD, Applicants, Reviewers, BCC



FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

TIMELINE

Schedule of Events — 2023

April 10, 2023	Non-Conflict Review Panel meet to review and score proposals	CSD Reviewers
April 11, 2023	Staff reconciles Non-Conflict Review Panel rankings and funding availability to develop recommended allocations	CSD
April 12, 2023	Funding Recommendations Posted on CSD FAA/NOFO Website	CSD
April 19, 2023	Final date to file a Funding Grievance- 7 Business Days following Funding Recommendations Posted on FAA/NOFO Website	Applicants
August 22, 2023	ERA Contracts Presented to the BCC for Approval	CSD BCC
August 22, 2023	Cone of Silence Ends for FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO	CSD, Applicants, Reviewers, BCC

Funding Available

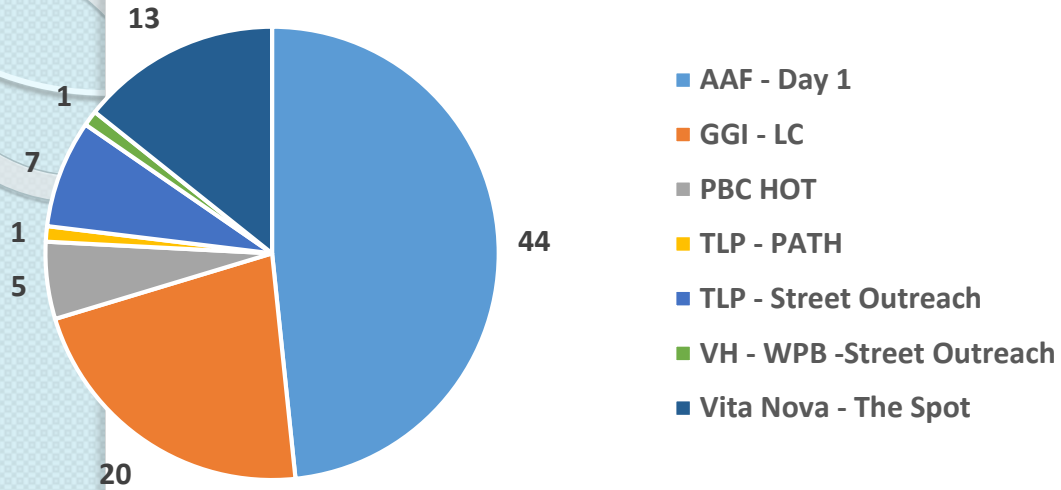
FY 2023-2025 Total Allocation \$2,500,000

- Year 1: \$1,250,000
- Year 2: \$1,250,000

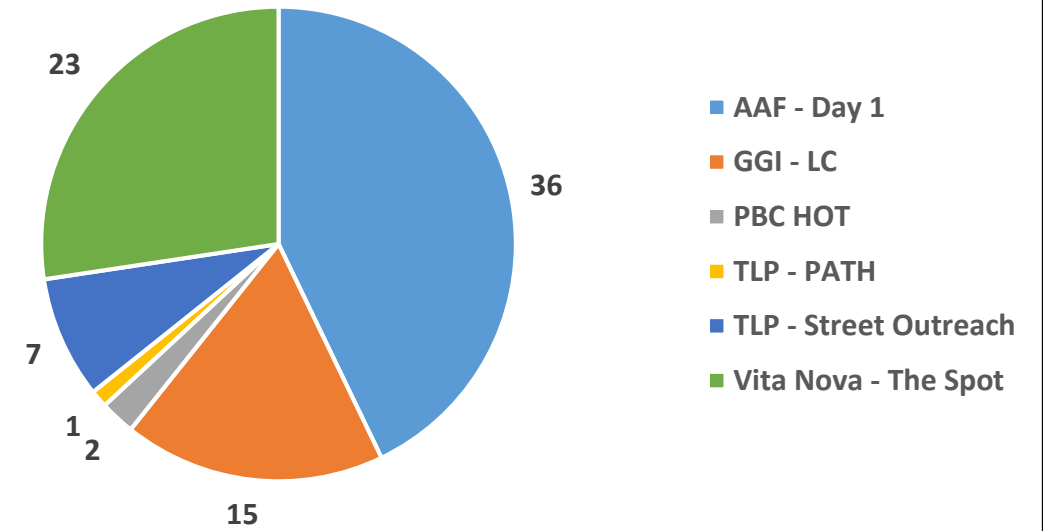
* Funding availability/recommendations are subject to BCC approval

Data

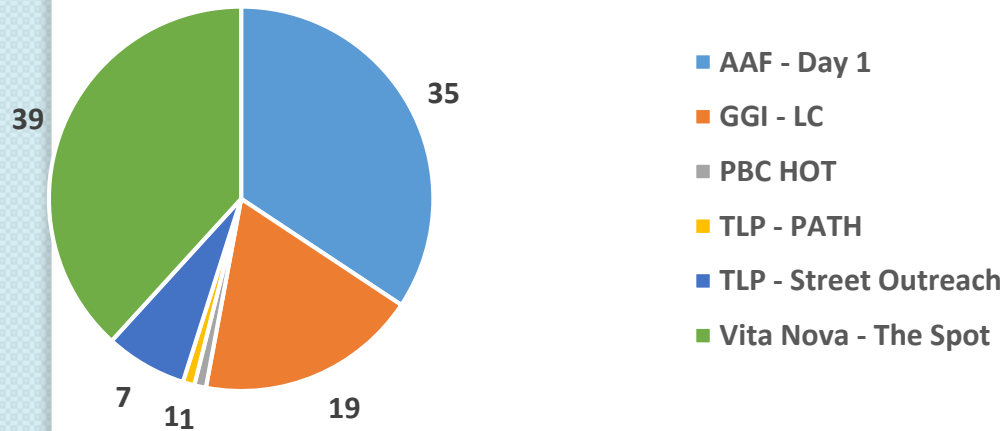
11/28/22 Acuity List Report



1/24/23 Acuity List Report



2/23/23 Acuity List Report



Barriers Report

- 11/28/22
 - 55 of 91 persons have at least (1) barrier
 - 28 of 55 have at least (2) barriers
 - 15 of 55 have at least (3) barriers
 - 7 of 55 have at least (4) barriers
- 1/24/23
 - 38 of 84 persons have at least (1) barrier
 - 14 of 38 persons have at least (2) barriers
 - 5 of 38 persons have at least (3) barriers
 - 1 of 38 have at least (4) barriers
- 2/23/23
 - 44 of 102 persons have at least (1) barrier
 - 13 of 44 persons have at least (2) barriers
 - 4 of 44 persons have at least (3) barriers
 - 1 of 44 persons have at least (4) barriers

Recommendations for Services Homelessness

Target Population:

Eligibility is limited to individuals and families who are experiencing documented literal homelessness, who have been assessed via Coordinated Entry, and have an acuity list score of 0-5 (Clients), and are currently on the acuity list are prioritized for this short-term permanent housing program.

Strategies:

- a. Rental Assistance utilizing rent reasonableness standard, capped at six (6) months or eighteen (18) months in total ERA assistance and must be paid via OSCARSS
- b. Housing-Focused Case Management (reimbursable)

EMERGENCY RENTAL AND UTILITY ASSISTANCE

PPM# CS-E-005

MAJOR POLICY POINTS:

Eligible Palm Beach County households is a renter household in which at least one or more individuals meets all of the following criteria:

- i. For ERA-1-qualifies for unemployment or experienced a reduction of household income, incurred significant costs, or experienced other financial hardships due to COVID-19 (either directly or indirectly), or for ERA-2 qualifies for unemployment or experienced other financial hardships during or due to (either directly or indirectly) COVID-19. Amount of assistance requested must be reasonable in relation to the significant costs or other financial hardship. Case Manager or Supervisor will determine reasonableness and may reduce request based on the client's loss/hardship.
- ii. Demonstrates a risk of homelessness or housing instability; and
- iii. Has a household income at or below 80% of the area median.
- iv. For ERA-2, households may receive up to 18 months of assistance, inclusive of any assistance provided under ERA-1
- v. For relocation assistance only-Homeless Verification Letter for clients in unstable housing

Required Outcomes

Homelessness

Rapid Re-Housing

For Agency-provided percentages, please use prior data and outcomes to choose an appropriate percentage

A minimum of _ unduplicated clients served

__ percent (_%) of clients will exit to Permanent Housing locations

__ percent (_%) of clients that do not return to homelessness within six (6) months of program exit

Proposal Components

- 1. Project Narrative:** (25 points)
- 2. Evaluation Approach:** (15 points)
- 3. Prior Outcomes and Response to Community Data:** (10 points)
- 4. Data Management:** (10 points)
- 5. Partnerships, Resources, and Collaborations:** (20 points)
- 6. Budget:** (20 points)
- 7. Scope of Work:** (No points)

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 guide in the NOFO for the category.
- 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.





Outcomes Overview of ROMA Logic Model and Evaluation Plan

Adam Reback, Strategic Planning and Performance Analyst II

Logic Model

ROMA Logic Model – Please use format found in WebAuthor

  <p style="text-align: center;"> COMMUNITY SERVICES DEPARTMENT FY 20XX Financially Assisted Agencies (FAA) ROMA Logic Model All INFO MUST FIT ON THIS PAGE </p>							
Agency Name				Program Name			
Name of person completing this logic model:				Email of person completing this logic model:		Phone # of person completing this logic model:	
Identified Problem, Need, or Situation	Service or Activity	Outcome	Projected Indicator	Actual Indicator	Measurement Tool	Data Procedures	Frequency
		<i>General statement of results expected</i>	<i># to achieve/# to be served; %; time frame</i>	<i># achieved/# served; %; time frame</i>			<i>Data Collection and Reporting</i>
Clients need permanent housing Clients are in danger of returning to homelessness		Clients will become permanently housed Clients will not return to homelessness	__ percent (__%) of clients will exit to Permanent Housing locations. __ percent (__%) of clients will not return to homelessness within six (6) months of program exit.		<u>Output Tool:</u>	<u>Who does it?:</u>	<u>Data Collection:</u>
					<u>Outcome Tool:</u>	<u>What is the process?:</u>	
						<u>Where is the data stored?:</u>	<u>Data Reporting:</u>
Mission Statement:							
Logic Model Approved by / on: <i>XX on XX/XX/XXXX</i>							
Logic Model Reviewed by / on: <i>XX on XX/XX/XXXX</i>							

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
 - ✓ Updated within the last 12 months

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!

The seal of Palm Beach County, Florida, is centered in the background. It features a palm tree, a sun, and a banner with the text "PALM BEACH COUNTY FLORIDA".

Community Services Department Fiscal NOFO Review

Gabriel Donadio, Financial Analyst II

Budgets

- Initial Submission with NOFO
 - Project/program expenses are justified
 - 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

Example of the completed 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



SAMIS Application

Shantel M. Drayton, MPA, Contract Analyst, CSD

Completing the FY 2023-2025 CSD ERA Ending Homelessness Housing Plus 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: [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 FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

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.



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□ ☆ ▶ pmedina

SAMIS: PBCC: Account Activation - Below is your password for accessing SAMIS: PBCC. E-mail Address:

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.

I Agree

I Do Not Agree

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 *

Change My Password



Completing the FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

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 *



Completing the FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

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 is titled "Proposals" and includes several required fields: Federal ID *, Agency Name *, Doing Business As (DBA), Address *, Address, City *, State *, Zip Code *, NOFO/RFP *, Additional Editors, and Program Name *. A red arrow points to the Federal ID field, which has a red error message "Federal ID is required" above it. Another red arrow points to the NOFO/RFP dropdown menu, which is currently set to "NOFO Application". Below the form, there are links for "NOFO Guidance Document" and "FY 2022-2023 NOFO Application". To the right of the form is a "SECTIONS" panel with a progress bar at 0% and a list of sections. The "Proposals" section is highlighted in yellow and has a green checkmark next to it, while other sections have red X marks.

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.



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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



Completing the FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

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



Completing the FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

+ New Proposal

Proposals View Reports Review Design

My Records [Create New](#)

Click on an existing entry below to continue updating that record or click on Create New to start a new one.

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



Completing the FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

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.

[redacted]



Completing the FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

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



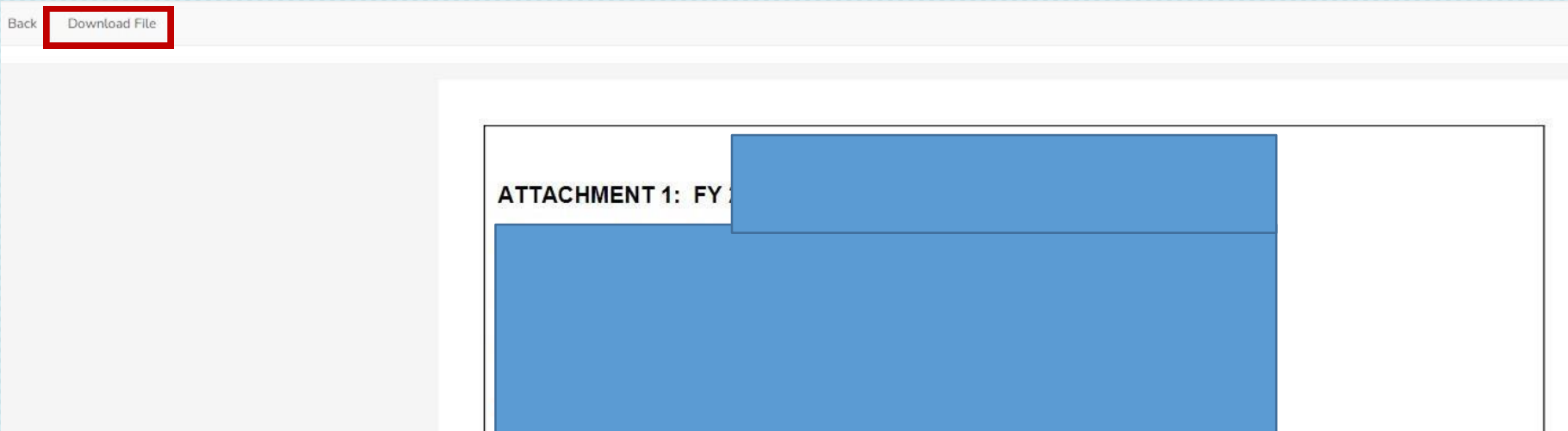
NOFO Guidance Document Click [HERE](#) NOFO Guidance to download a copy of the NOFO Application Guidance Document for reference throughout the application.

A large, solid blue rectangular area that serves as a placeholder for a document or image. It is positioned below the text and is partially enclosed by a thin grey border.

**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 FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO



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



Completing the FY 2023-2025 CSD ERA Ending Homelessness Housing Plus 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

Click [HERE](#) to download the REQUIRED [redacted] Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: (Agency Name or Initials) [redacted]

Choose File

MARK THIS SECTION COMPLETED

Next 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 FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

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
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.

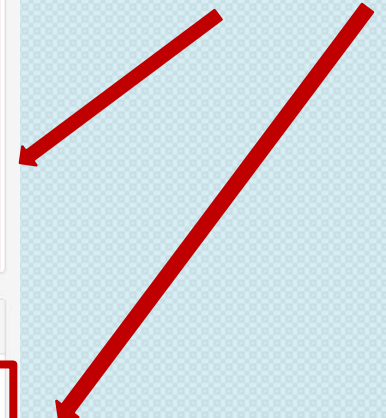


Completing the FY 2023-2025 CSD ERA Ending Homelessness Housing Plus NOFO

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.

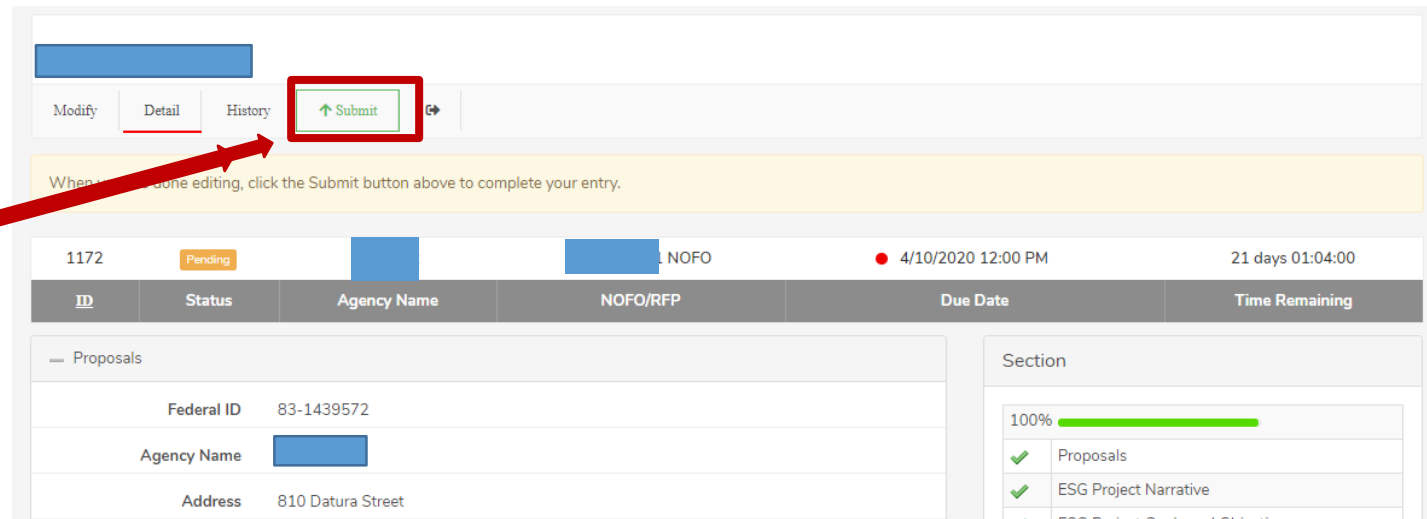
The screenshot shows a web application interface for a grant application. At the top, there are tabs for 'Modify', 'Detail', and 'History'. The 'Modify' tab is highlighted with a red box. Below the tabs, there is a summary bar with the following information: ID 1172, Status Pending, Agency Name [redacted], NOFO/RFP FY 2021 NOFO, Due Date 4/10/2020 12:00 PM, and Time Remaining 21 days 01:05:05. Below this is a table with columns: ID, Status, Agency Name, NOFO/RFP, Due Date, and Time Remaining. The table contains one row with the same information as the summary bar. To the left of the table is a 'Proposals' section with a minus sign icon. Below this is a form with the following fields: Federal ID (83-1439572), Agency Name ([redacted]), Address (810 Datura Street), City (West Palm Beach), State (FL), Zip Code (33401), NOFO/RFP ([redacted]), and Program Name ([redacted]). To the right of the table is a 'Section' panel with a progress bar at 88% and a 'Proposals' section with a green checkmark and a blue box. Below this is a 'Files' panel with an 'Add File' button and two uploaded PDF attachments, both highlighted with a red box. The attachments are: 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.



Completing the FY 2023-2025 CSD ERA Ending Homelessness Housing Plus 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.




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]	[Redacted] NOFO	4/10/2020 12:00 PM	21 days 01:04:00

Proposals

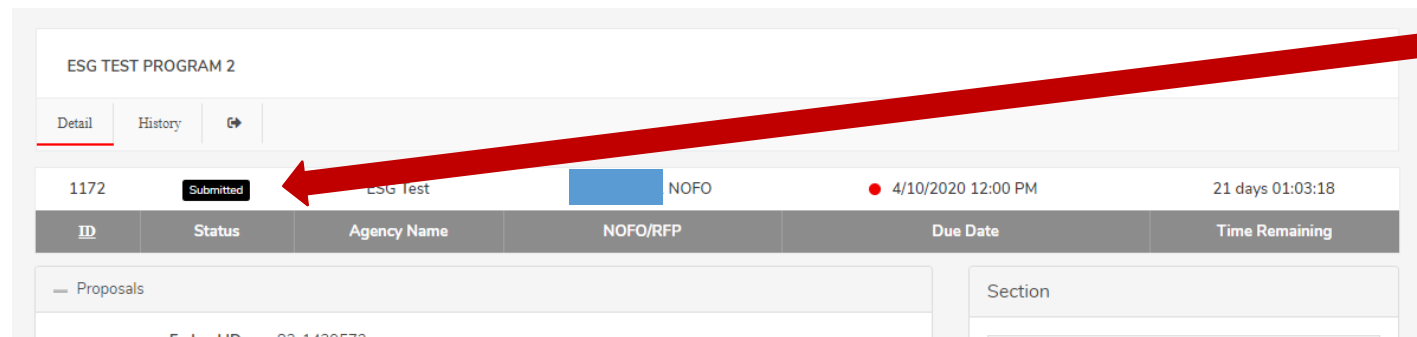
Federal ID	83-1439572
Agency Name	[Redacted]
Address	810 Datura Street

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	[Redacted] 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'. The proposal is in 'Submitted' status, with a due date of 4/10/2020 at 12:00 PM and 21 days remaining. The agency is 'ESG Test' at 810 Datura Street, West Palm Beach, FL 33401. The program name is 'ESG Test Program 2'. There are two attachments: 'Attachment 1 - ESG FY 2021 Cover Sheet' and 'Attachment 2 - ESG Categories & Activities (5 Pts)'. Instructions for each attachment specify that users should download a template and upload their completed form in PDF format with specific naming conventions. A 'Print' overlay is active on the right side of the screen, showing options to print 9 pages, save as PDF, print all pages, and use a portrait layout. 'Save' and 'Cancel' buttons are visible at the bottom of the print overlay.

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



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Application Password: CSDERAHOUSINGPLUS2023



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

**Friday, March 24, 2022
by 12:00PM**

CSDERAHOUSINGPLUS2023