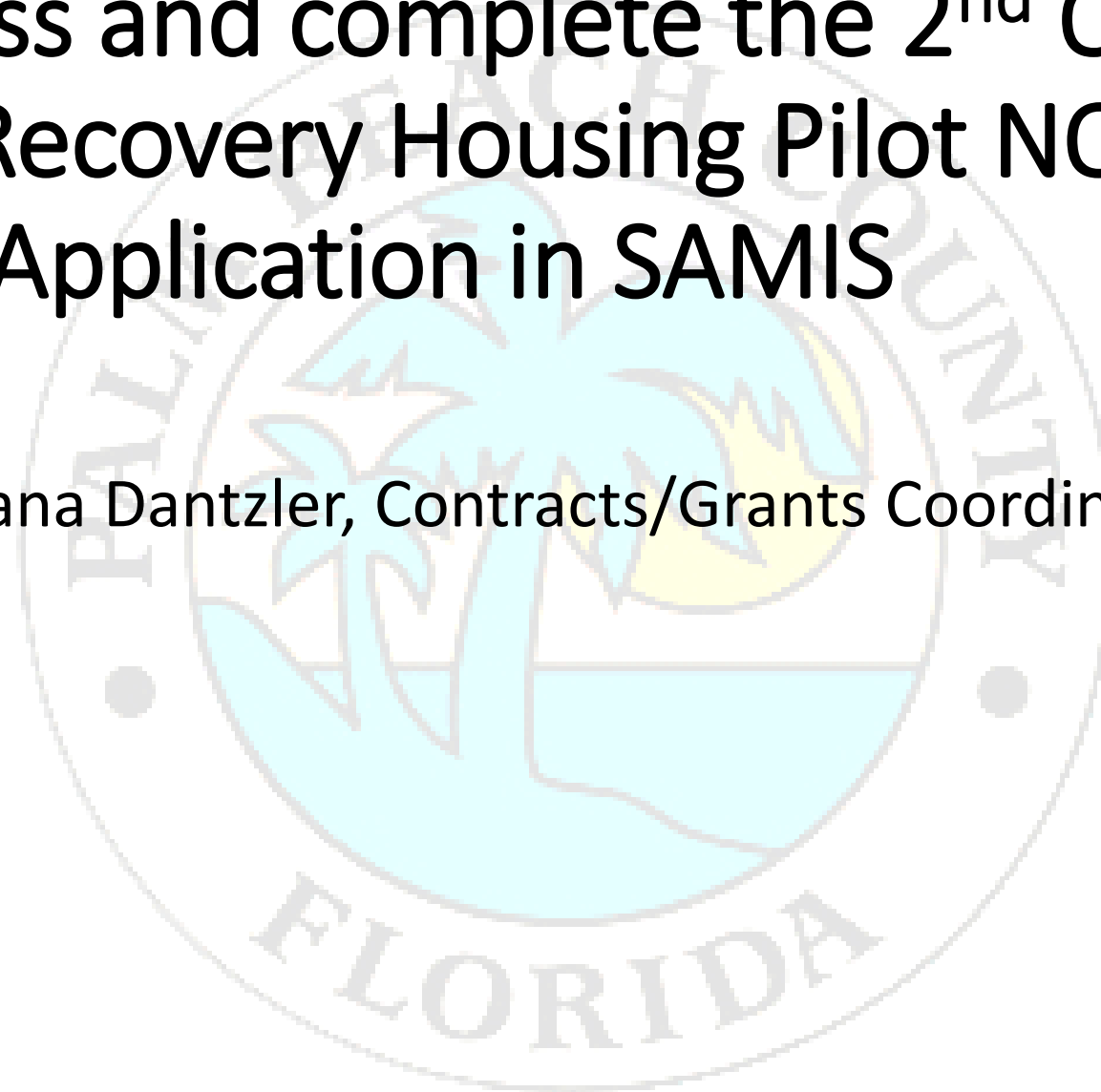


How to access and complete the 2nd OSF Tiny Homes Recovery Housing Pilot NOFO Application in SAMIS

Elcana Dantzler, Contracts/Grants Coordinator



Completing the 2nd OSF Tiny Homes Pilot NOFO

Enter link (<https://pbcc.samis.io/go/nofa/>) 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 2nd OSF Tiny Homes Pilot NOFO (cont'd)

The screenshot shows a web browser window with the URL `pbcc.samis.io/go/nofo/index.cfm?actionxm=RegisterSignIn&rfp=1004&xm_dbform_template_id=1003`. The page features the Palm Beach County logo and two main sections: "Existing User" and "New User".

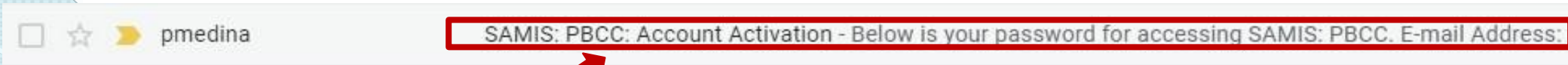
Existing User: This section contains two input fields: "Email *" with the placeholder `name@domain.com` and "Password *" with a key icon. A blue "Log In" button is positioned below these fields.

New User: This section contains three input fields: "First Name *" with a person icon, "Last Name *" with a person icon, and "Email *" with the placeholder `name@domain.com`. A blue "Register" button is positioned below these fields.

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 2nd OSF Tiny Homes Pilot NOFO



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

Completing the 2nd OSF Tiny Homes Pilot 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.

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 2nd OSF Tiny Homes Pilot NOFO

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

The screenshot shows a web form titled "Proposals" with several input fields. A red arrow points to the "Federal ID *" field, which has a red error message above it that says "Federal ID is required". Another red arrow points to the "NOFO/RFP *" dropdown menu, which is currently set to "2025 - 2026 COC Program Competition". 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, each with a status icon: a green checkmark for "Proposals" and red "X" marks for several other sections. A red arrow points from the explanatory text on the right to this status 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 2nd OSF Tiny Homes Pilot 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

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

X

Completing the 2nd OSF Tiny Homes Pilot NOFO

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



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

Completing the 2nd OSF Tiny Homes Pilot 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 2nd OSF Tiny Homes Pilot NOFO

Download the 2025 – 2026 CoC Program Local Renewal Project NOFO Guidance Document for details on the program and reference throughout the application.



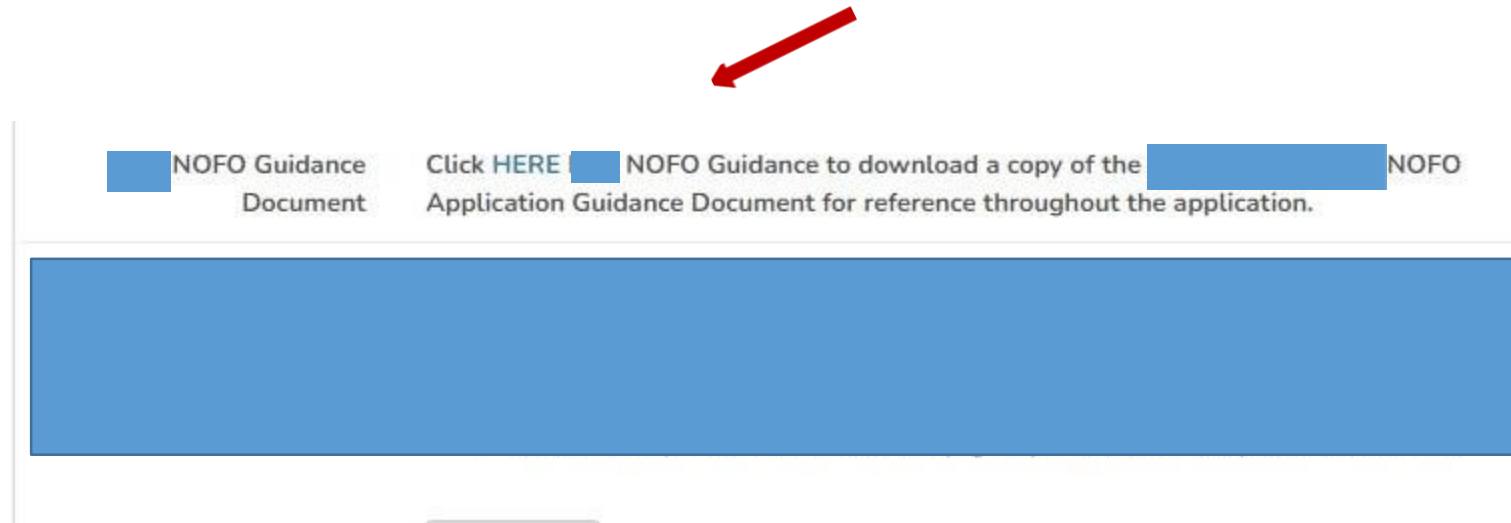
 NOFO Guidance Document

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



Completing the 2nd OSF Tiny Homes Pilot NOFO

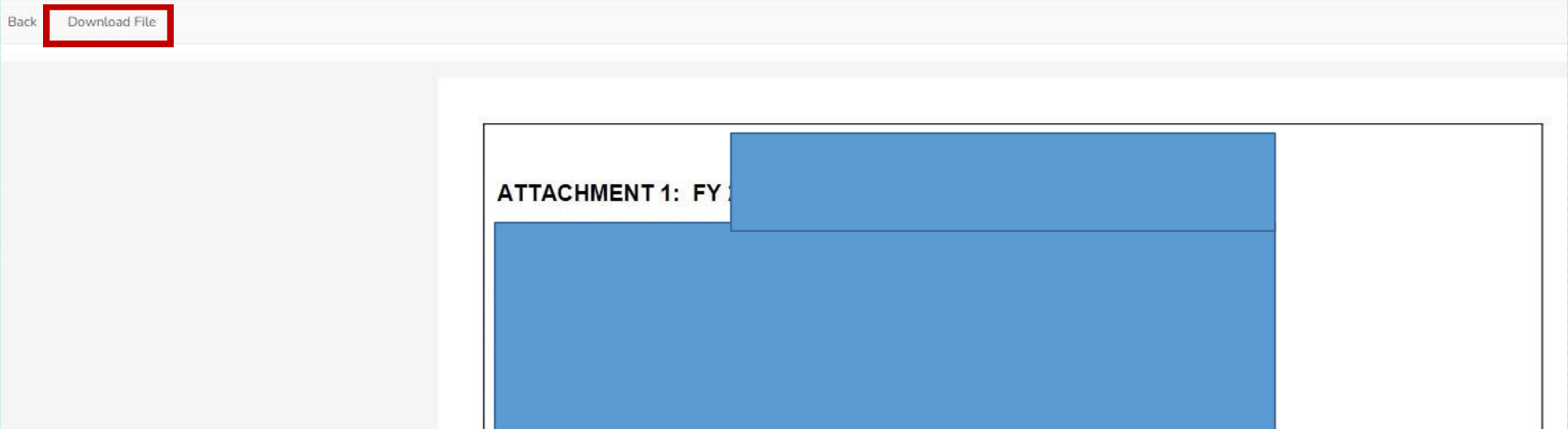
*****Throughout the application, there will be several documents that you will be required to download, complete and re-upload to the application.**

A screenshot of a web page interface. A red arrow points from the top center towards a text block. The text block contains a blue rectangular button labeled "NOFO Guidance Document" on the left and a text link "Click HERE" followed by another blue rectangular button labeled "NOFO Guidance Document" on the right. Below this text is a large, solid blue rectangular area, likely a placeholder for a document or image.

NOFO Guidance Document Click HERE NOFO Guidance Document to download a copy of the NOFO Application Guidance Document for reference throughout 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 2nd OSF Tiny Homes Pilot NOFO



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

Completing the 2nd OSF Tiny Homes Pilot 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 screenshot shows a form section with a blue header bar. Below the header, there is a text instruction: "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 2nd OSF Tiny Homes Pilot 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 2nd OSF Tiny Homes Pilot 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 displays the application interface for the 2nd OSF Tiny Homes Pilot NOFO. At the top, there are navigation tabs: 'Modify' (highlighted with a red box), 'Detail', and 'History'. Below the tabs, the application ID '1172' is shown, along with a 'Pending' status, the agency name, 'FY 2021 NOFO', the submission date '4/10/2020 12:00 PM', and the time remaining '21 days 01:05:05'. A table below lists the application details:

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

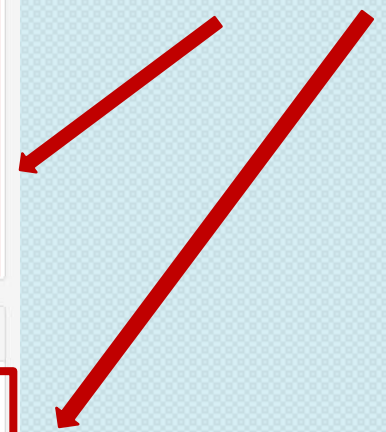
The main content area is divided into two panels. The left panel, titled 'Proposals', shows the following information:

- 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]

The right panel, titled 'Section', shows a progress bar at 88% and a green checkmark next to 'Proposals'. Below this, there is a large blue redacted area. At the bottom of the right panel, there is a 'Files' section with an 'Add File' button. Two PDF attachments are listed:

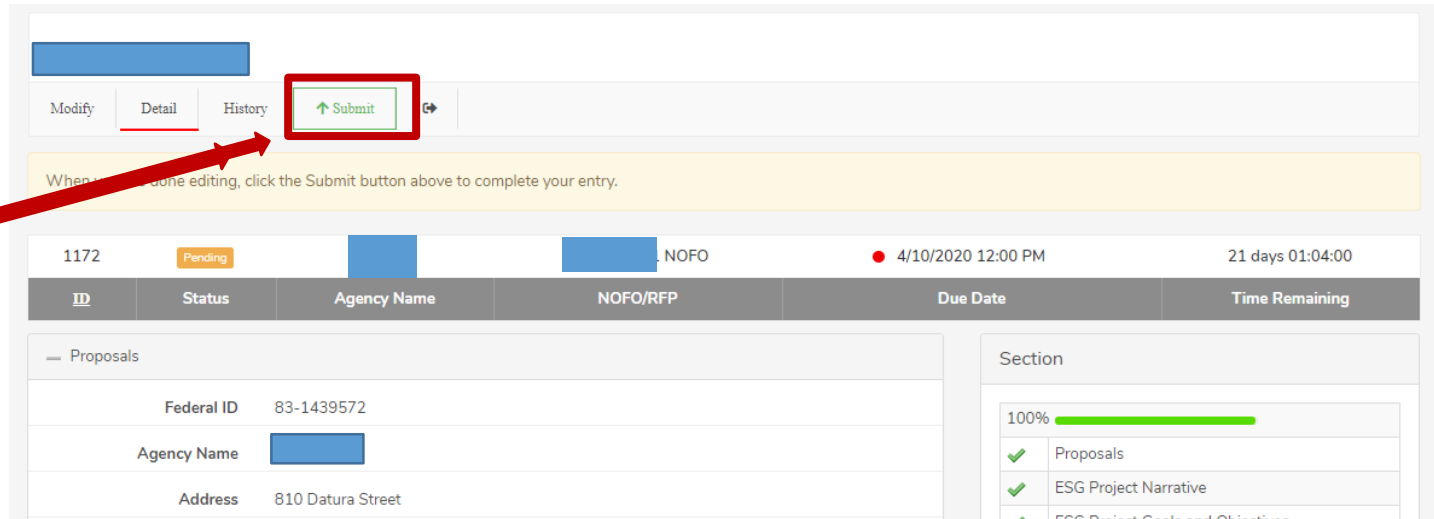
- Attachment 3 - YHDP Grantee HHA Certification.Pdf
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey
- Attachment 3 - YHDP Grantee HHA Certification.Pdf
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey

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.



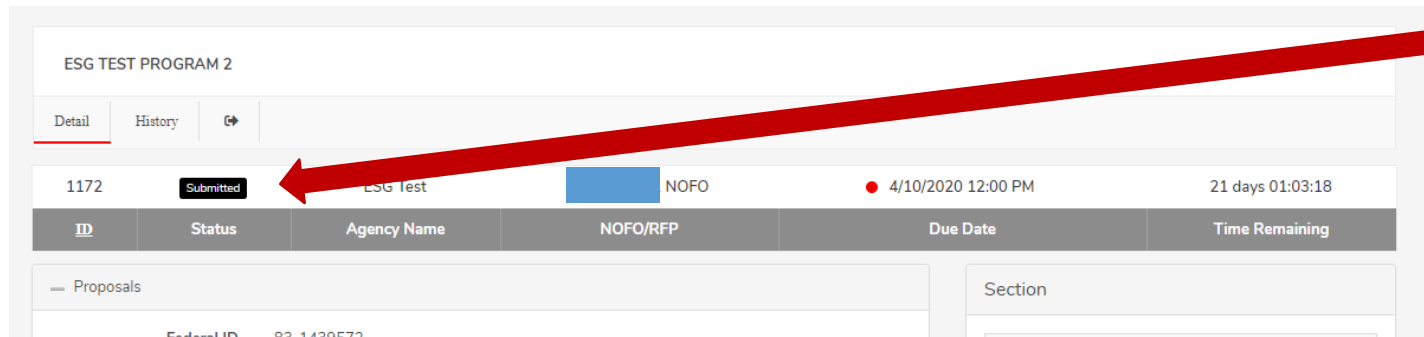
Completing the 2nd OSF Tiny Homes Pilot NOFO

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.



The screenshot shows the application summary page for a NOFO. At the top, there are tabs for 'Modify', 'Detail', 'History', and a green 'Submit' button with an upward arrow, which is highlighted with a red box. A red arrow points from the text on the left to this button. Below the tabs is a yellow banner with the text: "When you are done editing, click the Submit button above to complete your entry." Below this is a summary bar for application ID 1172, status 'Pending', agency name, NOFO/RFP, due date '4/10/2020 12:00 PM', and time remaining '21 days 01:04:00'. Below the summary bar is a table with columns: ID, Status, Agency Name, NOFO/RFP, Due Date, and Time Remaining. The table contains one row with the application details. To the right of the table is a 'Proposals' section with a 'Section' column and a progress bar showing 100% completion. The sections listed are 'Proposals', 'ESG Project Narrative', and 'ESG Project Goals and Objectives', each with a green checkmark.

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



The screenshot shows the application summary page after submission. The status bar now shows 'Submitted' in a black box. A red arrow points from the text on the right to this box. The rest of the page content, including the table and proposals section, remains the same as in the previous screenshot.

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

Completing the 2nd OSF Tiny Homes Pilot NOFO

The screenshot displays a web application interface for managing proposals. The main content area shows details for proposal 1172, titled 'ESG TEST PROGRAM 2'. The proposal is in 'Submitted' status, with a due date of 4/10/2020 12:00 PM and 21 days 00:58:29 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 they should be uploaded as PDF files with specific naming conventions. A print dialog box is open on the right side of the screen, showing options to print 9 pages, save as PDF, print all pages, and in portrait layout. The dialog also includes 'Save' and 'Cancel' buttons.

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

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