

**NOTICE OF FUNDING OPPORTUNITY (NOFO)
INFORMATION GUIDANCE**

**RYAN WHITE HIV/AIDS PROGRAM (RWHAP) &
MINORITY AIDS INITIATIVE (MAI)**

GY 2024- 2026 (March 1, 2024 through February 28, 2027)

SAMIS ACCESS GUIDE



Completing the RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)



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

Password: f7GewRA5639

Go

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



Completing the RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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



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.

Check the NOFORFP to confirm you are in the correct application



SECTIONS

0%

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

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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 * ESG FY2022-FY203 NOFO Application

Additional Editors

Program Name *

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

SECTIONS

0%

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



Completing the RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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. 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 the instruction is a table with the following structure:

Title	to 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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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

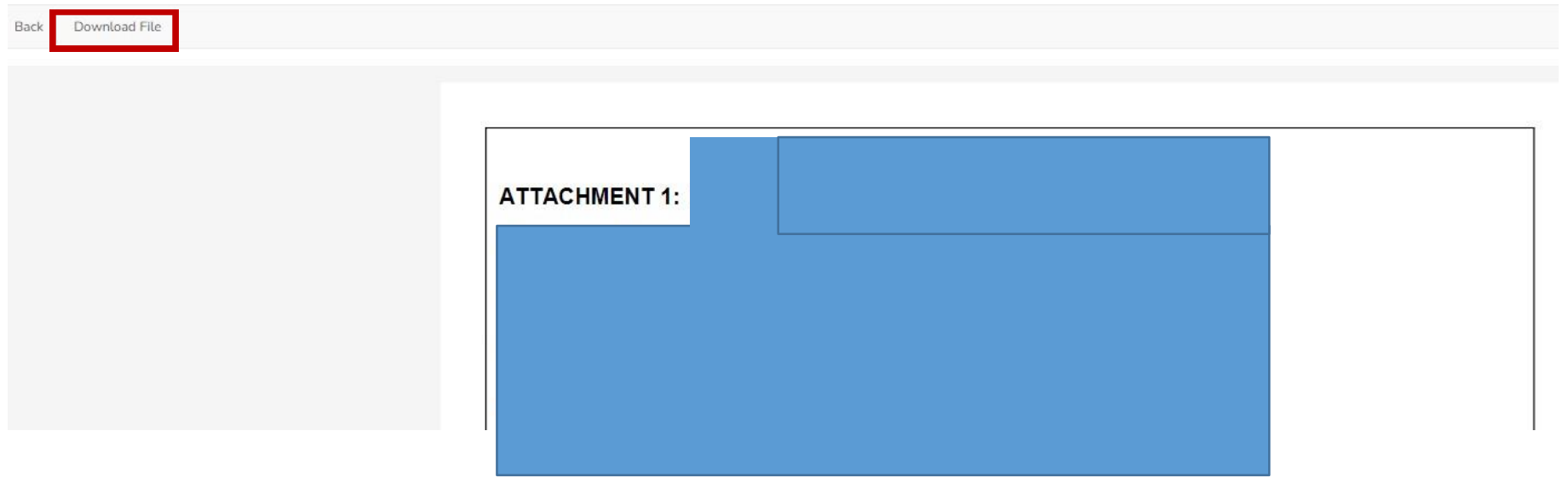
Click [HERE](#) ; NOFO Guidance to download a copy of the NOFO Application Guidance Document for reference throughout the application.

A large blue rectangular redaction box covering the content of the document.

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)



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



Completing the RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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.



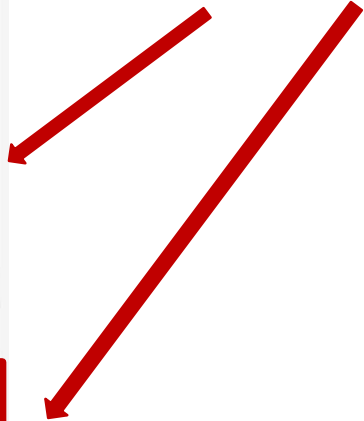
Completing the RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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 the RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI). The interface is divided into several sections:

- Top Navigation:** Includes buttons for 'Modify', 'Detail', and 'History'. The 'Modify' button is highlighted with a red box.
- Summary Panel:** Shows the proposal ID '1172', status 'Pending', agency name, 'FY 2021 NOFO', due date '4/10/2020 12:00 PM', and time remaining '21 days 01:05:05'.
- Proposals Section:** A table with columns for ID, Status, Agency Name, NOFO/RFP, Due Date, and Time Remaining. Below the table, there are input 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 Panel:** Shows a progress bar at 88% and a green checkmark next to 'Proposals'. This panel is highlighted with a red box.
- Files Panel:** Shows two uploaded PDF attachments: 'Attachment 3 - YHDP Grantee HHA Certification.Pdf', both uploaded on 3/20/2020 10:52 AM by Gillian Moxey. This panel is also highlighted with a red box.

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

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]

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 RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

The screenshot shows a web portal interface for proposal management. The main content area displays details for proposal 1172, titled 'ESG TEST PROGRAM 2'. The details include:

- 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

Below the details, there are instructions for attachments:

- 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 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

A print menu is overlaid on the right side of the screen, showing options for printing 9 pages. The menu includes:

- Print:** 9 pages
- Destination:** Save as PDF
- Pages:** All
- Layout:** Portrait
- More settings:** (dropdown arrow)
- Buttons:** Save, Cancel

At the bottom of the page, there is a checklist of requirements:

- ✓ 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



Completing the RYAN WHITE HIV/AIDS PROGRAM (RWHAP) & MINORITY AIDS INITIATIVE (MAI)

NOFO Invitation Code:

RWHAPGY24@

