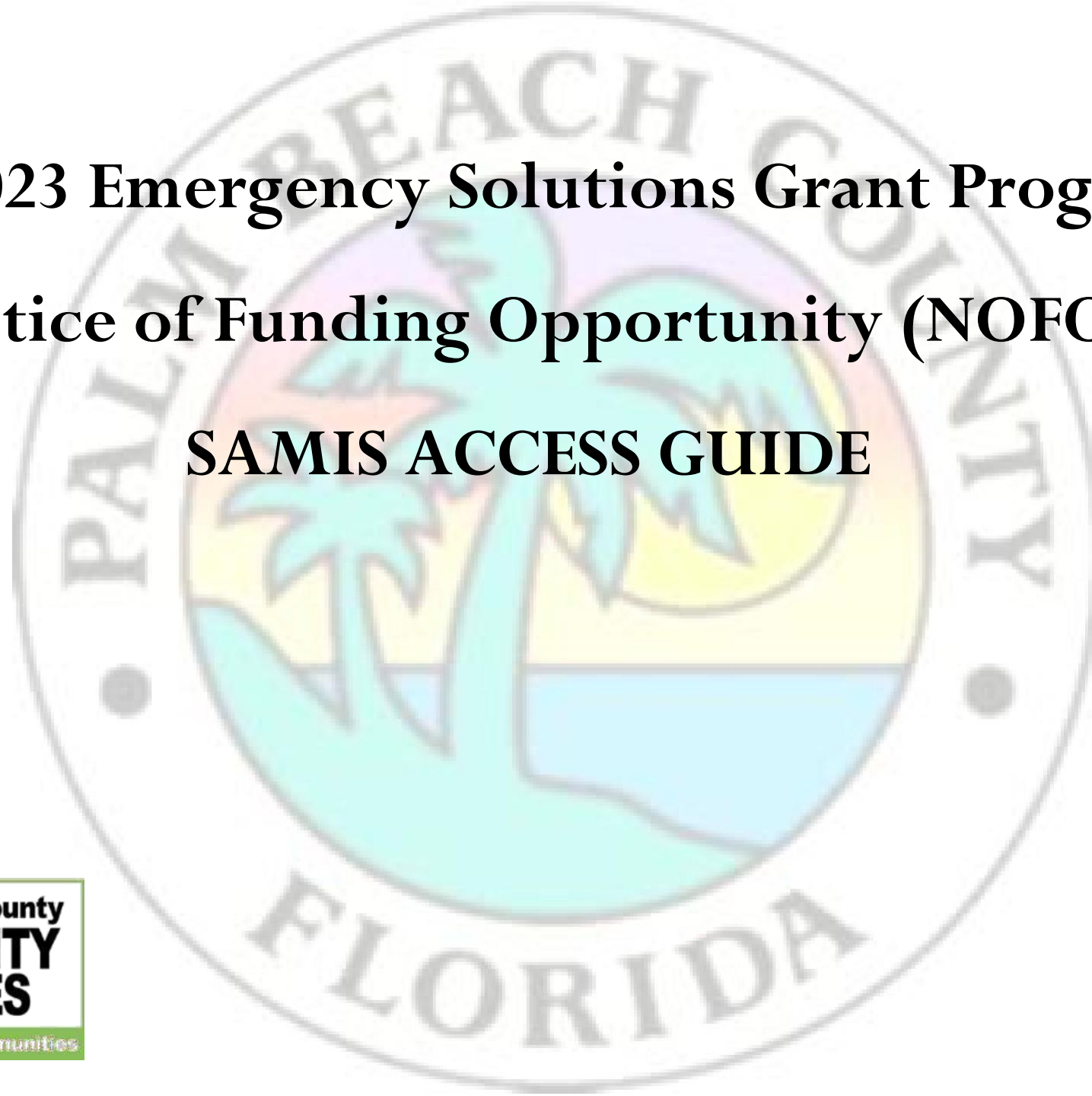


# FY 2023 Emergency Solutions Grant Program

## Notice of Funding Opportunity (NOFO)

### SAMIS ACCESS GUIDE



# Completing the FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM

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
<a href="#">Start New Application or Continue a Previous Application</a>	

Click here to begin a new application or continue to complete an application already started



# Completing the **FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM**

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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# Completing the **FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM**



**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 FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM

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 **FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM**

**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 FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM

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

The screenshot shows a web-based application form for the 'Proposals' section. 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), Zip Code, NOFO/RFP (a dropdown menu currently showing 'NOFO Application'), Additional Editors, and Program Name. At the bottom, there is a link to download the 'NOFO Guidance Document' for the 'FY 2022-2023 NOFO Application'. A large blue rectangular area is present at the bottom of the form. To the right of the form is a 'SECTIONS' panel with a progress indicator 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.



# Completing the FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM

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 EMERGENCY SOLUTIONS GRANT PROGRAM

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 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 EMERGENCY SOLUTIONS GRANT PROGRAM**

The screenshot shows a web application interface with a top navigation bar containing a '+ New Proposal' button and several menu items: '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. A red arrow points from the text below to the bottom-left corner of this box.

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



# Completing the **FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM**

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.



# Completing the **FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM**

**\*\*\*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 area, likely a placeholder for a document or image that is not visible in this view.

**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 EMERGENCY SOLUTIONS GRANT PROGRAM**

Back [Download File](#)

ATTACHMENT 1: FY [REDACTED]

[REDACTED]



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



# Completing the FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM

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 says "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. The main content area is a large blue rectangle. 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". Red arrows point from the text on the left to the checkbox and from the text on the right to the "Save & Continue Later" button.

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 EMERGENCY SOLUTIONS GRANT PROGRAM**

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

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 EMERGENCY SOLUTIONS GRANT PROGRAM

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 program. At the top, there are tabs for 'Modify', 'Detail', and 'History'. Below the tabs, a summary bar displays the application 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'. A table below the summary bar has columns for ID, Status, Agency Name, NOFO/RFP, Due Date, and Time Remaining. The main content area is divided into two sections: 'Proposals' and 'Section'. The 'Proposals' section contains a form 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. The 'Section' section shows a progress bar at 88% and a list of attachments. The 'Attachments' section is titled 'Files' and contains two entries: 'Attachment 3 - YHDP Grantee HHA Certification.Pdf', each with the upload date '3/20/2020 10:52 AM' and the user 'Gillian Moxey'. A large blue rectangular area is visible at the bottom of the form, likely representing a redacted or placeholder image.

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 EMERGENCY SOLUTIONS GRANT PROGRAM**

**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]	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	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.**



# Completing the **FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM**

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 a "Submitted" status and was submitted on 4/10/2020 at 12:00 PM, with 21 days and 00:58:29 remaining. The agency name is "ESG Test" and the address is "810 Datura Street, West Palm Beach, FL 33401". The program name is "ESG Test Program 2".

Two attachments are listed:

- Attachment 1 - ESG FY 2021 Cover Sheet: Includes instructions to download the "REQUIRED FY 2021 Cover Sheet Template" and upload a PDF document named "Coversheet\_FY21".
- Attachment 2 - ESG Categories & Activities (5 Pts): Includes instructions to download the "REQUIRED ESG Categories and Activities Template" and upload a PDF document named "CatAct\_FY21".

A "Print" overlay is visible on the right side of the screen, showing options to print 9 pages. The destination is set to "Save as PDF", pages to "All", and layout to "Portrait". There are "Save" and "Cancel" buttons at the bottom of the print overlay.

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

- ESG Budget Proposal
- HMS (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



# FY 2023 EMERGENCY SOLUTIONS GRANT PROGRAM

Application Password: ESG2023

