Application Process Overview

The county administration, HES (Palm Beach County Department of Housing & Economic Sustainability), PZB (Dept. of Planning and Zoning), Municipalities and Property Managers can update and edit the housing information.

The Countywide Housing Dashboard can be accessed at https://pbcgov.com/housingdashboard

1. Each Administrator to The Countywide Housing Dashboard portal must enter a user ID and password.

2. Upon successful login, the Housing Dashboard Data Entry screen will display

The Dashboard displays two menu items, "Data Entry" and "Dashboard."
Affordable Housing Program

1. Click on the down arrow to see the two types of Dashboard

2. Select "Affordable Housing Program," the Housing Dashboard Data Entry displays
3. The Dashboard provides the following search capability
   - Dashboard
     - Project name
- Project Status

- Public View

- City

- Activity Type
4. Select the "City" filter and enter Delray Beach. The Dashboard shows only projects related to Delray Beach.

5. Click on the "Add New" button the Affordable Housing Program – Add New Data Element Form displays.
6. Enter data in all the textboxes that are marked with a red asterisk (*)

7. Check the "Public View" if you need the data to be viewed by the Public

8. Click on "Save" to save the data

9. Click on "Close" to close the window

10. Click on button the pop-up menu displays

11. Click on "Update" the Update data Element window displays
12. Make the changes necessary, then click on "Save."

13. Click on "Close" to close the window

**Workforce Housing Program**

1. The Property Manager and Municipalities can update specific fields in the application

2. Click on the down arrow to see the two types of Dashboard

![Dashboard](image)

3. Choose "Workforce Housing Program" the following window displays
4. Click on the down arrow under the "Action" column then click on "Update." The Property Manager and Municipalities can update specific fields as indicated below.
The Dashboard
The Agencies can access the Dashboard in the following way:

1. Click on the "Dashboard." from the top menu, the Housing Dashboard displays

2. The Dashboard displays the interactive BI report where you can filter by Municipality and Commission District
3. The report provides information for residents to see the Pre-construction, Under-Construction, and completed units. Also, the total number of projects, housing units, and acres.

4. The Project table lists the Project Name, Address, Housing Units, Contact Phone#, Status, Bcc District, Dashboard Type, Development Cost, Palm Beach County Funding, City Funding, and Website link to get more information on the project.
5. For example, if you "Click Here" under the Website Column on the "Coleman Park Renaissance" project website link, the site will display for you to get more information on the units for rent or sale.
6. Click on a project city to see the location on the map

7. Choose a status to see that the map is color-coded. Click on "Under-Construction" status, notice that the pop-up status window appears, and all the locations are in yellow as the status color.
8. Click on any yellow dots to see additional details on that specific project on the map.
9. Click on the "Reset" button to clear your selection.
Palm Beach County Residents can access the Dashboard from [https://discover.pbcgov.org/stateofhousing/Pages/default.aspx](https://discover.pbcgov.org/stateofhousing/Pages/default.aspx) and click on the "Countywide Housing Dashboard".

The following screen appears.