NOFO

Discover the Palm Beaches...
The Best of Everything!

Palm Beach County: Housing NOFO Application

User Manual

Prepared By: Palm Beach County Information System

Services Updated as of May 2025

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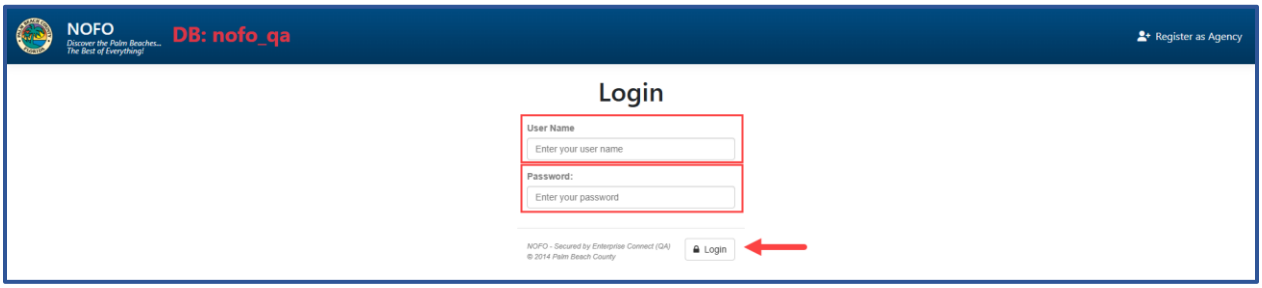
Access and Login

From an Internet browser window, go to https://pbc.gov/nofo to access **the Palm Beach County – Housing NOFO Application**.

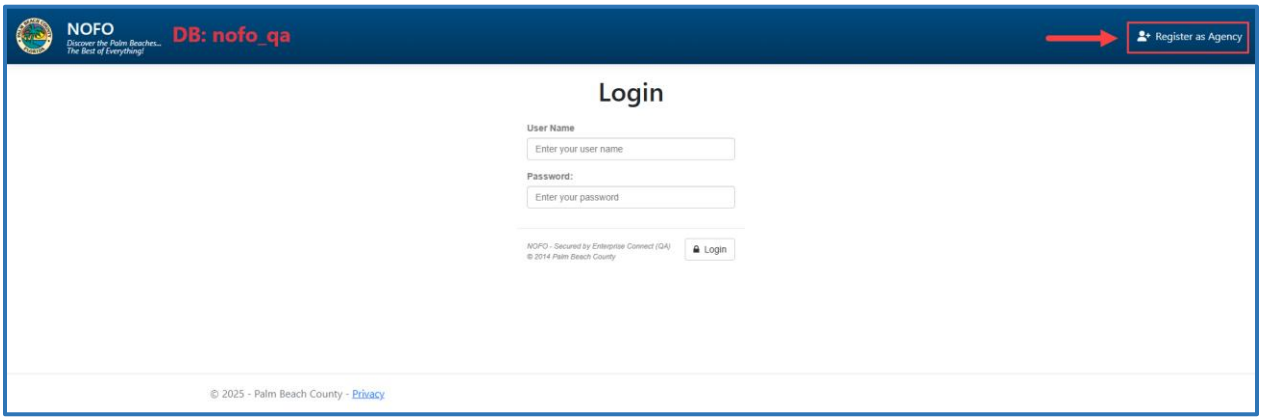
1. Click in the User Name field and enter your SIM User Name.
2. Click in the Password field and enter your SIM Password.
3. Click on the Login button.



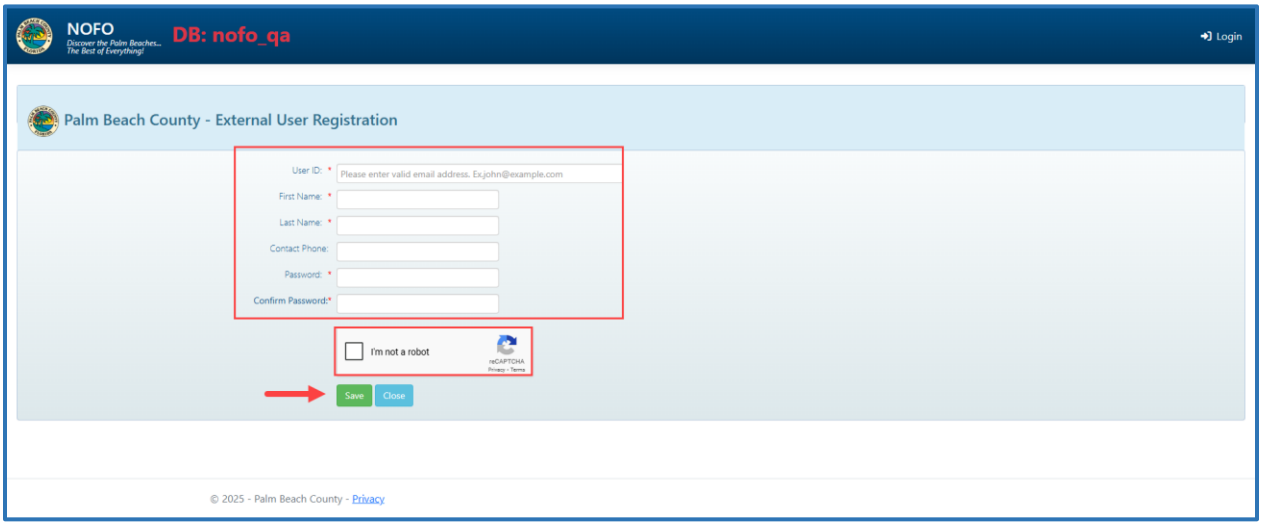
Register

New users may register through the Register as Agency login page.

1. On the login page, click the **Register as Agency** tab.



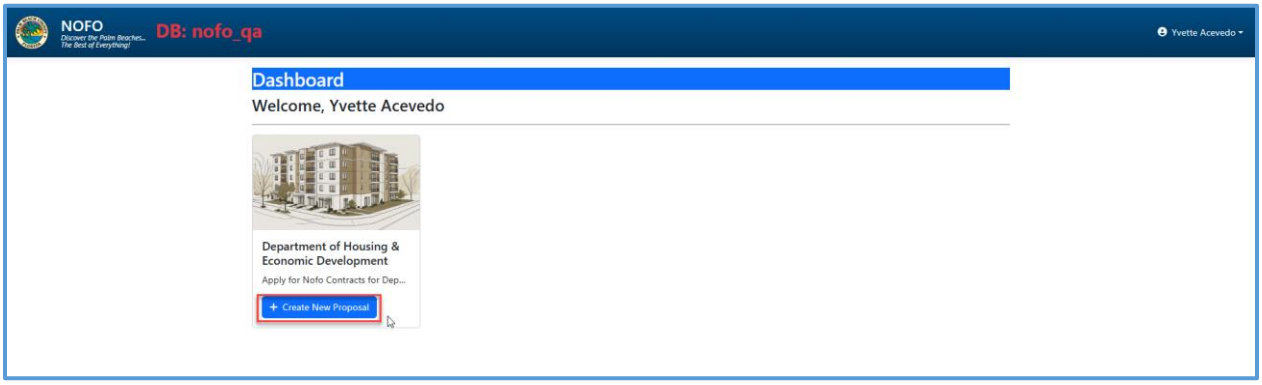
2. The **Palm Beach County – External User Registration** page will display. Complete all required fields before clicking the "**Save**" button.



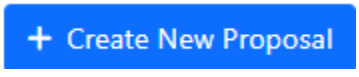
Note: If the user does not want to register, click either the **Login** tab at the top right corner or click the "**Close**" button.

Dashboard

The **Dashboard** page will display once the user has logged in. From here, the user can access application(s) in the **Dashboard's** table and **Create a New Proposal.**

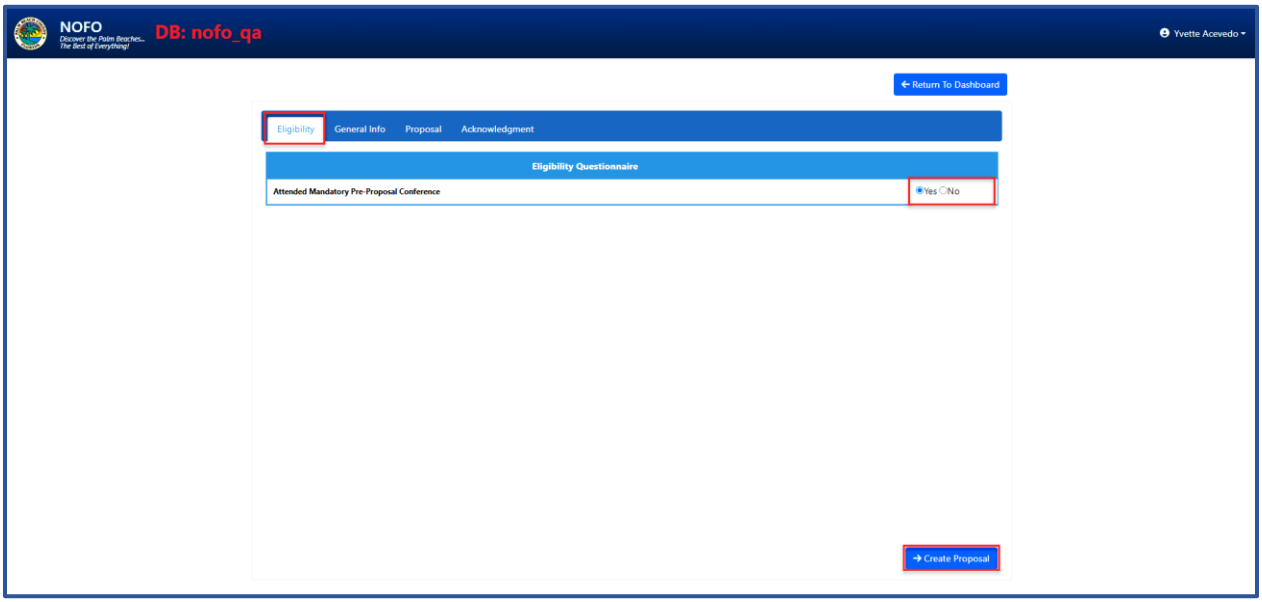


Proposal

In the **Dashboard**, Click on  :

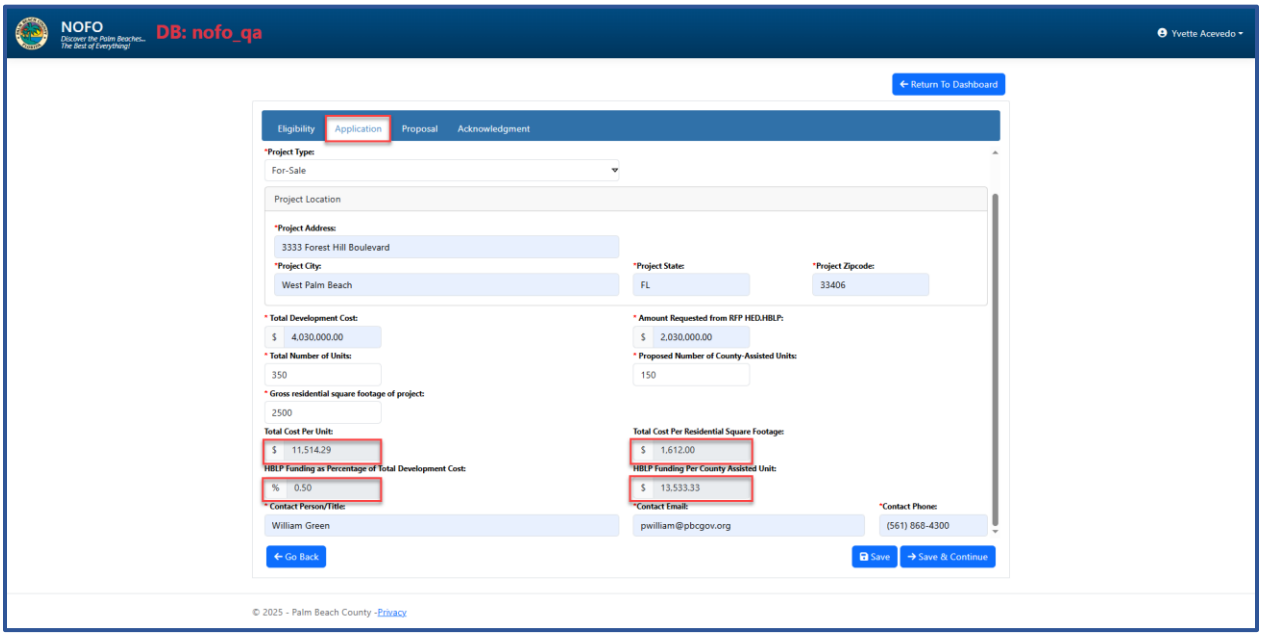
Eligibility Tab

1. The Eligibility Tab for the proposal displays. Answer the question and click on **Create Proposal.**



Application Tab

2. Enter the information for the fields marked with a red(*) asterisk in the **Application** Tab. The information is from the original cover sheet.
3. Depending on the Project Type, the cover sheet changes. The proposal and Acknowledgement tabs remain the same for all the project types.
4. For this manual, I will be choosing the **For Sale Project Type**
5. When you enter the **Gross residential square footage of the project,** the following fields will auto-populate
    a. Total Cost Per unit
    b. Total Cost Per Residential Square Footage
    c. HBLP Funding as Percentage of Total Development Cost
    d. HBLP Funding Per County Assisted Unit

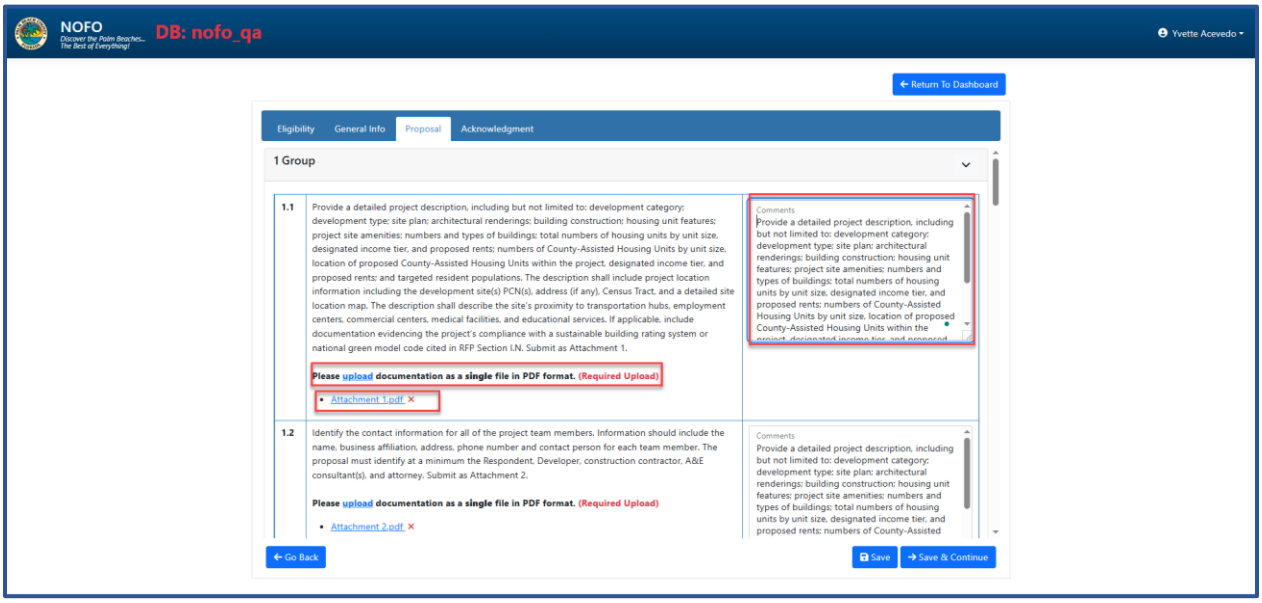


Click on **Save** to save the data in the form if all the data has not been entered.

Click on **Save & Continue** if all the data is entered.

Proposal Tab

6. **The Proposal** Tab displays

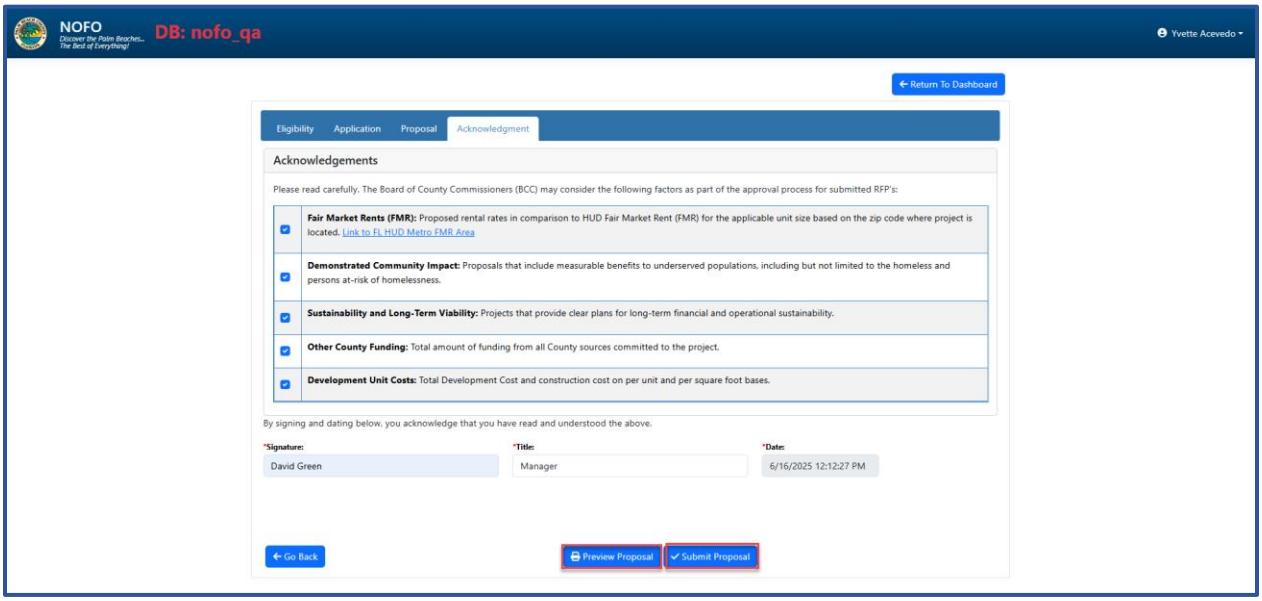


Enter the comments in the **Comment Box** and upload the required documents as requested in the proposal.

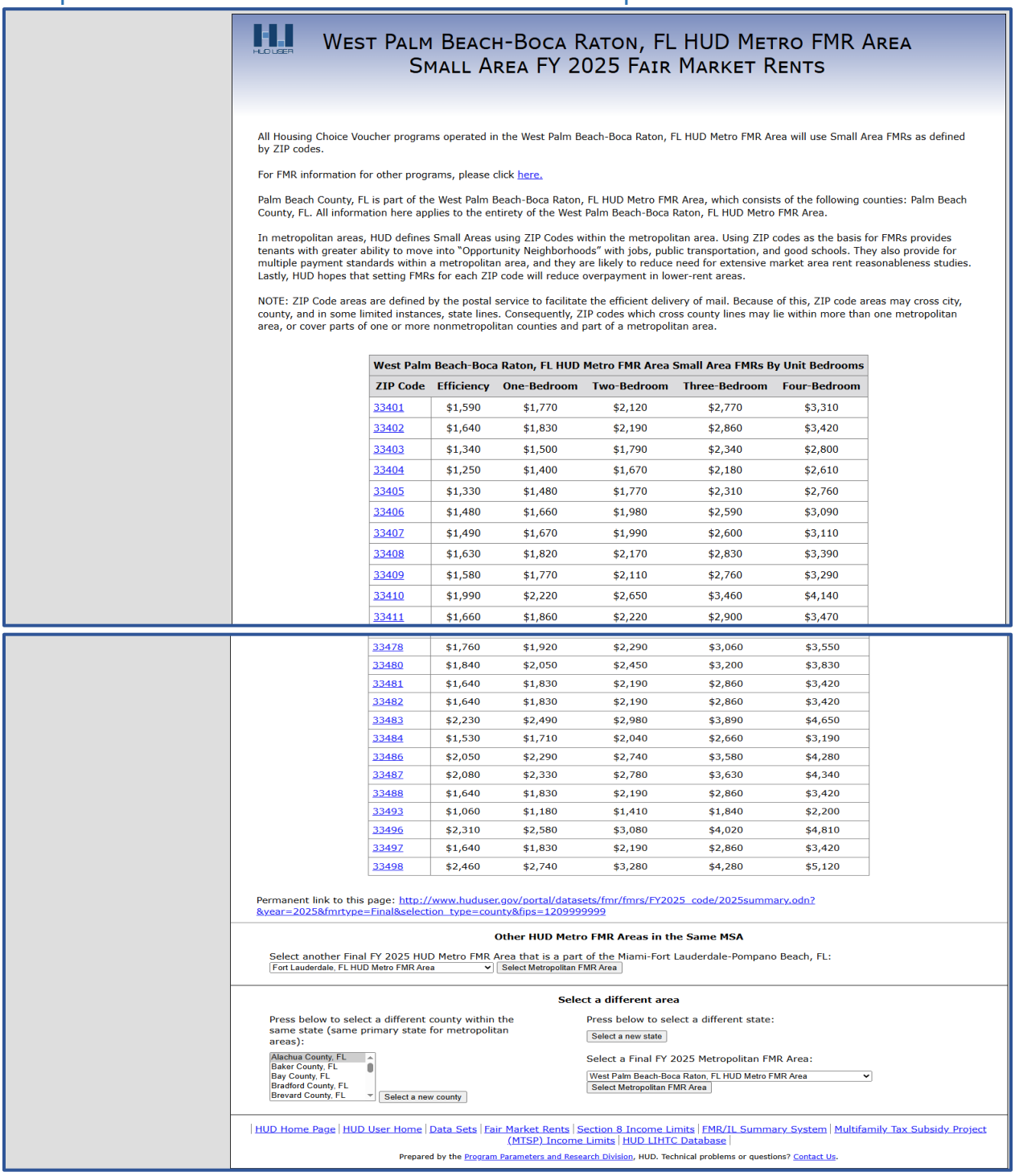
Click on **Save & Continue**

Acknowledgment Tab

7. The **Acknowledgement** Tab displays. Read and check each checkbox. Click on the link to see a copy of the 2025 Fair Market Rent Rate,
8. Sign the application and add your title.


NOFO
Discover the Palm Beaches... The Best of Everything!
DB: nofo_qa
Yvette Acevedo
Return To Dashboard
Eligibility
Application
Proposal
Acknowledgment
Acknowledgements
Please read carefully. The Board of County Commissioners (BCC) may consider the following factors as part of the approval process for submitted RFP's:
Fair Market Rents (FMR): Proposed rental rates in comparison to HUD Fair Market Rent (FMR) for the applicable unit size based on the zip code where project is located. Link to FL HUD Metro FMR Area
Demonstrated Community Impact: Proposals that include measurable benefits to underserved populations, including but not limited to the homeless and persons at-risk of homelessness.
Sustainability and Long-Term Viability: Projects that provide clear plans for long-term financial and operational sustainability.
Other County Funding: Total amount of funding from all County sources committed to the project.
Development Unit Costs: Total Development Cost and construction cost on per unit and per square foot bases.
By signing and dating below, you acknowledge that you have read and understood the above.
*Signature:
David Green
*Title:
Manager
*Date:
6/16/2025 12:12:27 PM
Go Back
Preview Proposal
Submit Proposal

Sample 2025 Fair Market Rental Rate based on Zipcodes



West Palm Beach-Boca Raton, FL HUD Metro FMR Area Small Area FY 2025 Fair Market Rents

All Housing Choice Voucher programs operated in the West Palm Beach-Boca Raton, FL HUD Metro FMR Area will use Small Area FMRs as defined by ZIP codes.

For FMR information for other programs, please click here.

Palm Beach County, FL is part of the West Palm Beach-Boca Raton, FL HUD Metro FMR Area, which consists of the following counties: Palm Beach County, FL. All information here applies to the entirety of the West Palm Beach-Boca Raton, FL HUD Metro FMR Area.

In metropolitan areas, HUD defines Small Areas using ZIP Codes within the metropolitan area. Using ZIP codes as the basis for FMRs provides tenants with greater ability to move into "Opportunity Neighborhoods" with jobs, public transportation, and good schools. They also provide for multiple payment standards within a metropolitan area, and they are likely to reduce need for extensive market area rent reasonableness studies. Lastly, HUD hopes that setting FMRs for each ZIP code will reduce overpayment in lower-rent areas.

NOTE: ZIP Code areas are defined by the postal service to facilitate the efficient delivery of mail. Because of this, ZIP code areas may cross city, county, and in some limited instances, state lines. Consequently, ZIP codes which cross county lines may lie within more than one metropolitan area, or cover parts of one or more nonmetropolitan counties and part of a metropolitan area.

West Palm Beach-Boca Raton, FL HUD Metro FMR Area Small Area FMRs By Unit Bedrooms

ZIP Code	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
33401	$1,590	$1,770	$2,120	$2,770	$3,310
33402	$1,640	$1,830	$2,190	$2,860	$3,420
33403	$1,340	$1,500	$1,790	$2,340	$2,800
33404	$1,250	$1,400	$1,670	$2,180	$2,610
33405	$1,330	$1,480	$1,770	$2,310	$2,760
33406	$1,480	$1,660	$1,980	$2,590	$3,090
33407	$1,490	$1,670	$1,990	$2,600	$3,110
33408	$1,630	$1,820	$2,170	$2,830	$3,390
33409	$1,580	$1,770	$2,110	$2,760	$3,290
33410	$1,990	$2,220	$2,650	$3,460	$4,140
33411	$1,660	$1,860	$2,220	$2,900	$3,470
33478	$1,760	$1,920	$2,290	$3,060	$3,550
33480	$1,840	$2,050	$2,450	$3,200	$3,830
33481	$1,640	$1,830	$2,190	$2,860	$3,420
33482	$1,640	$1,830	$2,190	$2,860	$3,420
33483	$2,230	$2,490	$2,980	$3,890	$4,650
33484	$1,530	$1,710	$2,040	$2,660	$3,190
33486	$2,050	$2,290	$2,740	$3,580	$4,280
33487	$2,080	$2,330	$2,780	$3,630	$4,340
33488	$1,640	$1,830	$2,190	$2,860	$3,420
33493	$1,060	$1,180	$1,410	$1,840	$2,200
33496	$2,310	$2,580	$3,080	$4,020	$4,810
33497	$1,640	$1,830	$2,190	$2,860	$3,420
33498	$2,460	$2,740	$3,280	$4,280	$5,120

Permanent link to this page: http://www.huduser.gov/portal/datasets/fmr/fmrs/FY2025_code/2025summary.odn?&year=2025&fmrtype=Final&selection_type=county&fips=1209999999

Other HUD Metro FMR Areas in the Same MSA

Select another Final FY 2025 HUD Metro FMR Area that is a part of the Miami-Fort Lauderdale-Pompano Beach, FL:
Fort Lauderdale, FL HUD Metro FMR Area | Select Metropolitan FMR Area

Select a different area

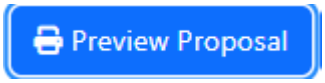
Press below to select a different county within the same state (same primary state for metropolitan areas):
Alachua County, FL
Baker County, FL
Bay County, FL
Bradford County, FL
Brevard County, FL
Select a new county

Press below to select a different state:
Select a new state

Select a Final FY 2025 Metropolitan FMR Area:
West Palm Beach-Boca Raton, FL HUD Metro FMR Area
Select Metropolitan FMR Area

HUD Home Page | HUD User Home | Data Sets | Fair Market Rents | Section 8 Income Limits | FMR/IL Summary System | Multifamily Tax Subsidy Project (MTSP) Income Limits | HUD LIHTC Database

Prepared by the Program Parameters and Research Division, HUD. Technical problems or questions? Contact Us.

9. Click on 

to review and print a copy of the pdf proposal if necessary.

Sample Preview Proposal PDF Copy

(HED) NOFO-FY2026-00000

APPLICATION COVER SHEET

NOFO-FY2026-00000

Name of Project: **Single Family Homes**

Project Developer/Applicant: **David Green**

Project Type: **For-Sale**

Project Location: **3333 Forest Hill Boulevard, West Palm Beach FL 33406**

Total Development Cost: **$4,030,000.00**

Amount Requested from RFP HED.HBLP: **$2,030,000.00**

Total Number of Units: **350**

Proposed Number of County-Assisted Units: **150**

Gross residential square footage of project:: **2500**

Total Cost Per Unit: **$11,514.29**

Total Cost Per Residential Square Footage: **$1,612.00**

HBLP Funding as Percentage of Total Development Cost: **50.37%**

HBLP Funding Per County Assisted Unit: **$13,533.33**

Contact Person/Title: **William Green**

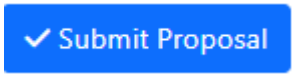
Contact Phone Number: **(561) 868-4300**

Contact Email Address: **pwilliam@pbcgov.org**

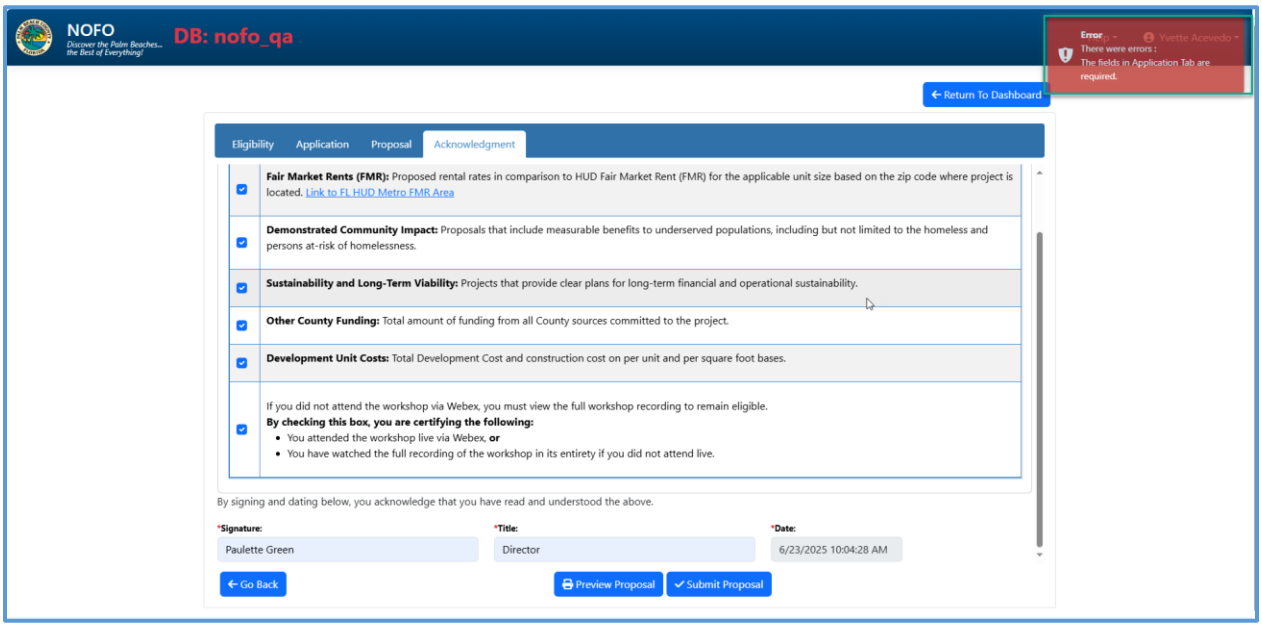
1 Attachments

1.1	Provide a detailed project description, including but not limited to: development category; development type; site plan; architectural renderings; building construction; housing unit features; project site amenities; numbers and types of buildings; total numbers of housing units by unit size, square footage, bedroom and bathroom count, income tier and specific sales category as show in Exhibit B, designated income tier, numbers of County-Assisted Housing Units by unit size, location of proposed County-Assisted Housing Units within the project, and designated income tier. The description shall include project location information including the development site(s) PCN(s), address (if any), Census Tract, and a detailed site location map. The description shall describe the site's proximity to transportation hubs, employment centers, commercial centers, medical facilities, and educational services. Please indicate whether any housing units will be offered for pre-sale If applicable, include documentation evidencing the project's compliance with a sustainable building rating system or national green model code cited in RFP Section I.M. **Submit as Attachment 1.** **Please upload documentation as a single file in PDF format. (Required Upload)** • Attachment 1.pdf **Comments:** Identify the contact information for all of the project team members. Information should include the name, business affiliation, address, phone number and contact person for each team member. The proposal must identify at a minimum the Respondent, Developer, construction contractor, A&E consultant(s), and attorney.
1.2	Identify the contact information for all of the project team members. Information should include the name, business affiliation, address, phone number and contact person for each team member. The proposal must identify at a minimum the Respondent, Developer, construction contractor, A&E consultant(s), and attorney. **Submit as Attachment 2.** **Please upload documentation as a single file in PDF format. (Required Upload)** • Attachment 2.pdf **Comments:** Identify the contact information for all of the project team members. Information should include the name, business affiliation, address, phone number and contact person for each team member. The proposal must identify at a minimum the Respondent, Developer, construction contractor, A&E consultant(s), and attorney.
1.3	Provide an organizational chart that details the ownership structure of the project, including the membership of the Respondent and Developer. **Submit as Attachment 3.** **Please upload documentation as a single file in PDF format. (Required Upload)**

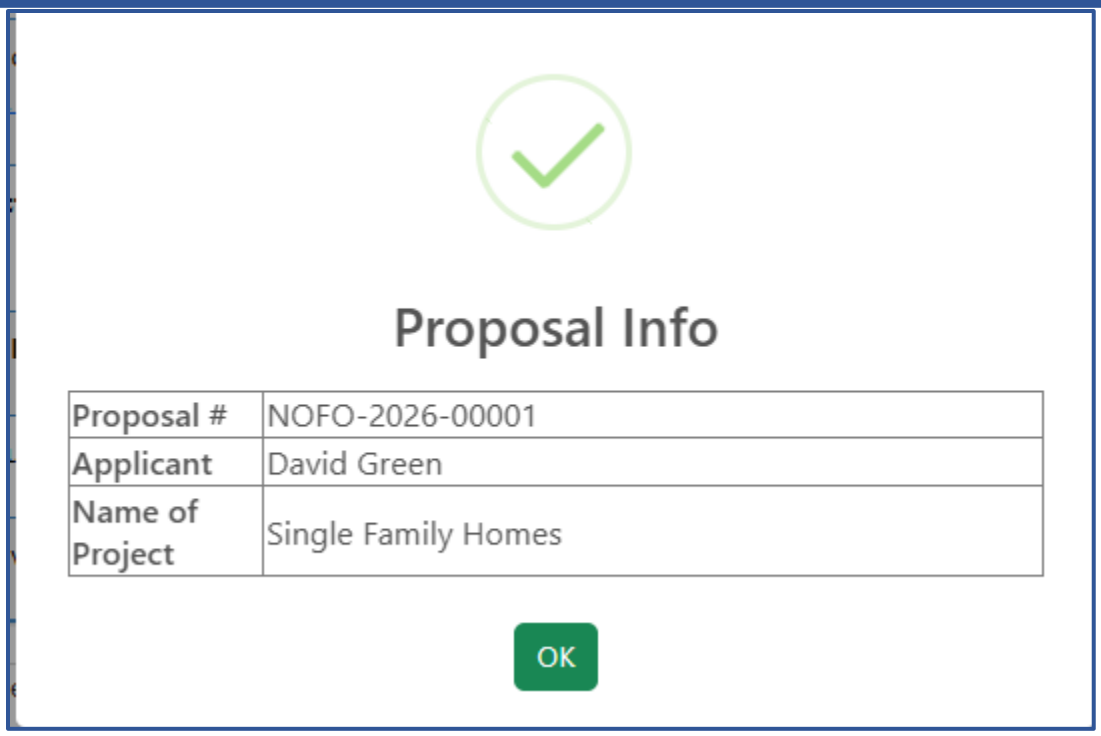
	• Attachment 3.pdf **Comments:** Identify the contact information for all of the project team members. Information should include the name, business affiliation, address, phone number and contact person for each team member. The proposal must identify at a minimum the Respondent, Developer, construction contractor, A&E consultant(s), and attorney.
1.4	Describe the experience of the Respondent in undertaking similar activities, including details of the last three (3) projects of similar scope and magnitude to the project proposed by the Respondent. The proposal shall include documentation of any audit findings, punitive sanctions, or adverse designations to which the Developer or its ownership entities have been subject within the past three (3) years. If the project was funded in whole or in part by the Federal Government, State Government or local government, a letter from the appropriate government agency must be provided to confirm the project was completed satisfactory or if the project is still in process, that the work to date has been completed satisfactory to the governmental agency. In addition, the proposal shall include individual résumés that identify each of the proposed team members' experience in similar roles. Principal owners involved in housing projects must document compliance with housing agreements issued by the Federal Government, State of Florida, as well as counties and municipalities within the State. **Submit as Attachment 4.** **Please upload documentation as a single file in PDF format. (Required Upload)** • Attachment 4.pdf **Comments:** Identify the contact information for all of the project team members. Information should include the name, business affiliation, address, phone number and contact person for each team member. The proposal must identify at a minimum the Respondent, Developer, construction contractor, A&E consultant(s), and attorney.
1.5	Provide evidence of site control for the entire project site(s) in the form of a fully executed contract for purchase of the property(ies), option to purchase, recorded deed, or recorded certificate of title, an official document evidencing formal action or approval by the governing body or authorized official of a local government agency. **Submit as Attachment 5.** **Please upload documentation as a single file in PDF format. (Required Upload)** • Attachment 5.pdf **Comments:** Identify the contact information for all of the project team members. Information should include the name, business affiliation, address, phone number and contact person for each team member. The proposal must identify at a minimum the Respondent, Developer, construction contractor, A&E consultant(s), and attorney.

Click on  to submit the proposal.

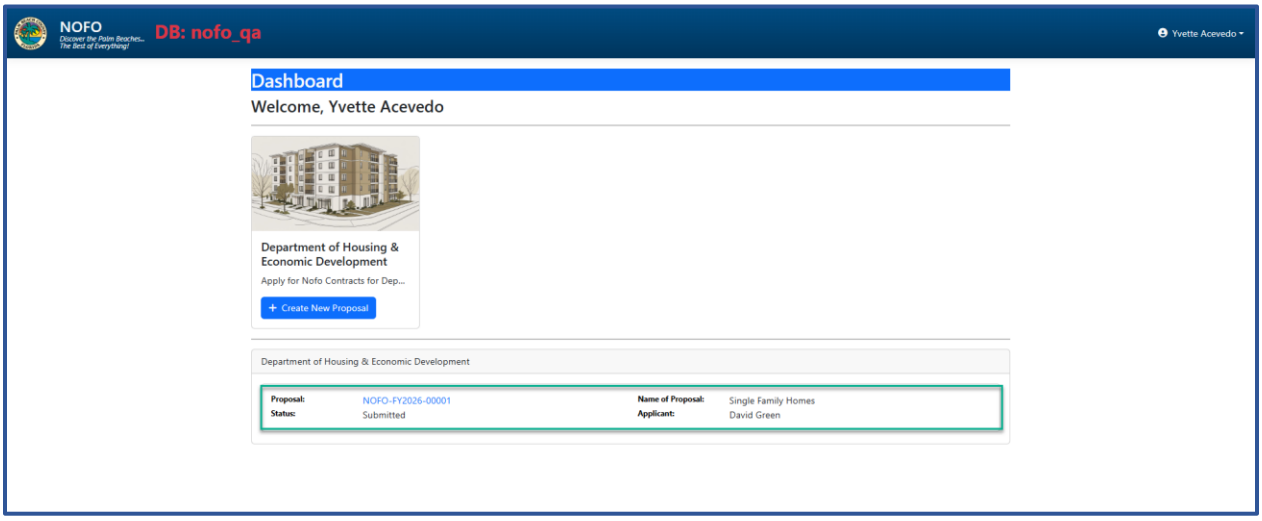
10. If there is an error(s) on any of the tabs, an error message will display in red to let you know when the tab has the error. See image below

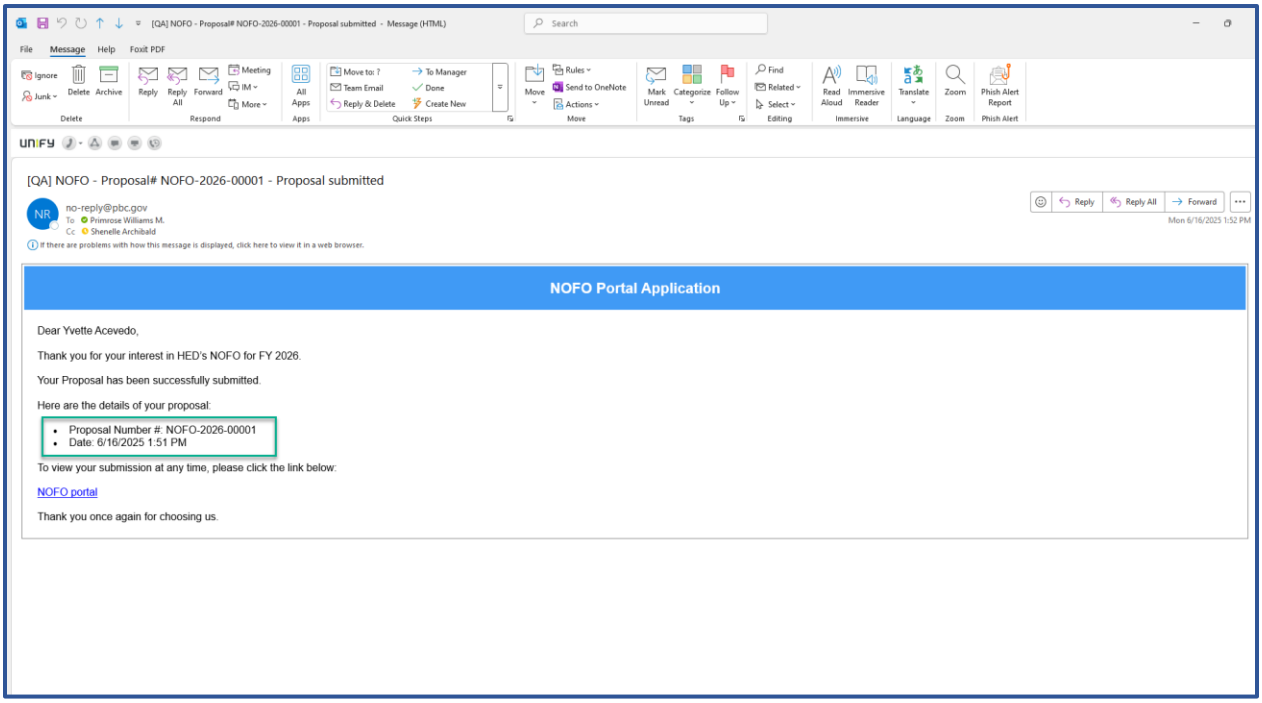


11. If there is no error, a pop-up window will display details about your submitted proposal.



Click on **OK** to return to the Dashboard to see the listing of your proposal.



After the proposal is submitted, an email will be sent to the submitter confirming the successful submission of the proposal. The email will contain the proposal number, the date and time it was submitted, and a link to the portal to check the status at any time.

Sample email below