



**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

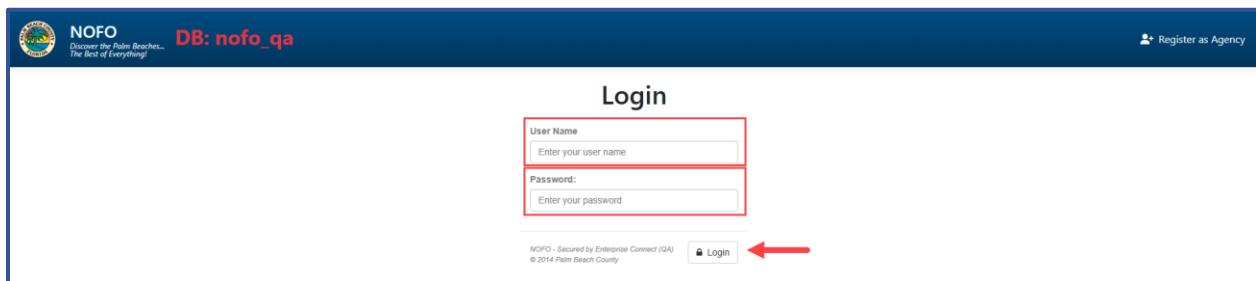
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## Access and Login

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.

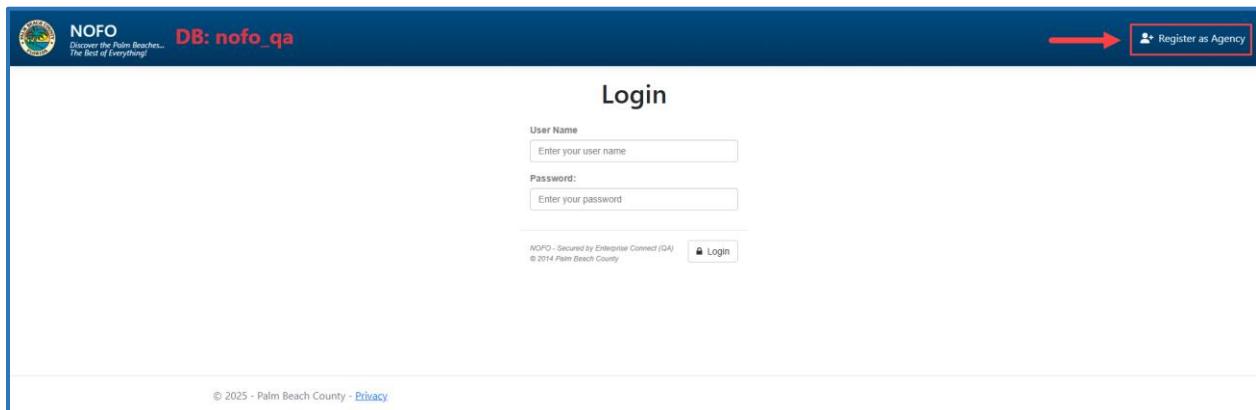


The screenshot shows the NOFO login page. At the top, there is a logo for NOFO (Discover the Palm Beaches... The Best of Everything!) and the text 'DB: nofo\_qa'. On the right side, there is a link 'Register as Agency' with a red arrow pointing to it. The main area is titled 'Login' and contains two input fields: 'User Name' and 'Password', both of which are highlighted with a red box. Below the fields is a link 'NOFO - Secured by Enterprise Connect (QA) © 2014 Palm Beach County' and a 'Login' button with a lock icon. A red arrow points to the 'Login' button.

## Register

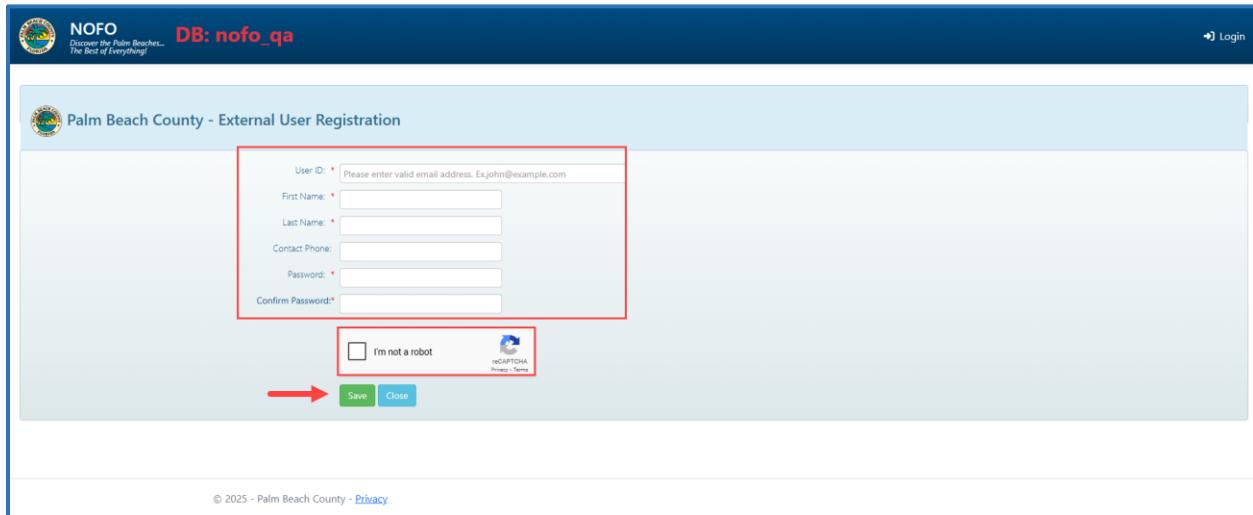
New users may register through the Register as Agency login page.

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



The screenshot shows the NOFO login page. At the top, there is a logo for NOFO (Discover the Palm Beaches... The Best of Everything!) and the text 'DB: nofo\_qa'. On the right side, there is a link 'Register as Agency' with a red arrow pointing to it. The main area is titled 'Login' and contains two input fields: 'User Name' and 'Password'. Below the fields is a link 'NOFO - Secured by Enterprise Connect (QA) © 2014 Palm Beach County' and a 'Login' button with a lock icon. A red arrow points to 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.



Palm Beach County - External User Registration

User ID: \* Please enter valid email address. Ex:john@example.com

First Name: \*

Last Name: \*

Contact Phone:

Password: \*

Confirm Password: \*

I'm not a robot reCAPTCHA

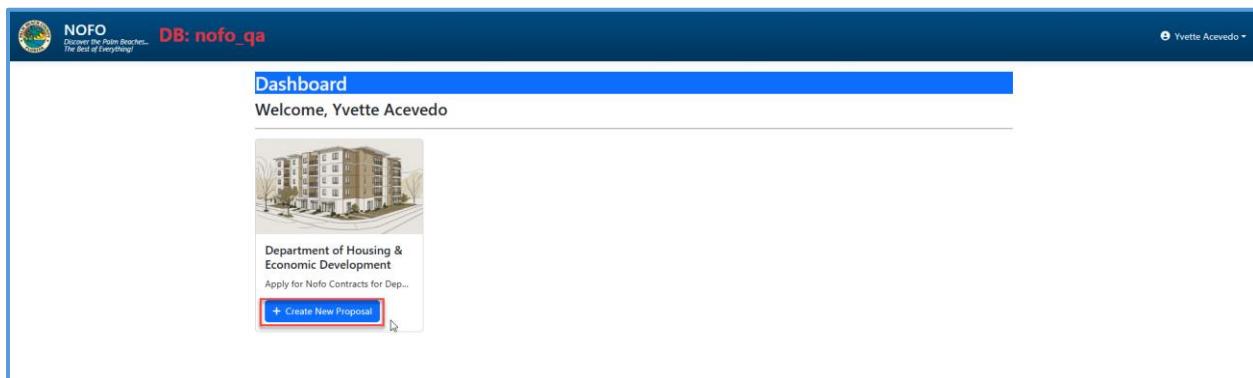
→ Save Close

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**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**.



Dashboard

Welcome, Yvette Acevedo



Department of Housing & Economic Development

Apply for Nofo Contracts for Dep...

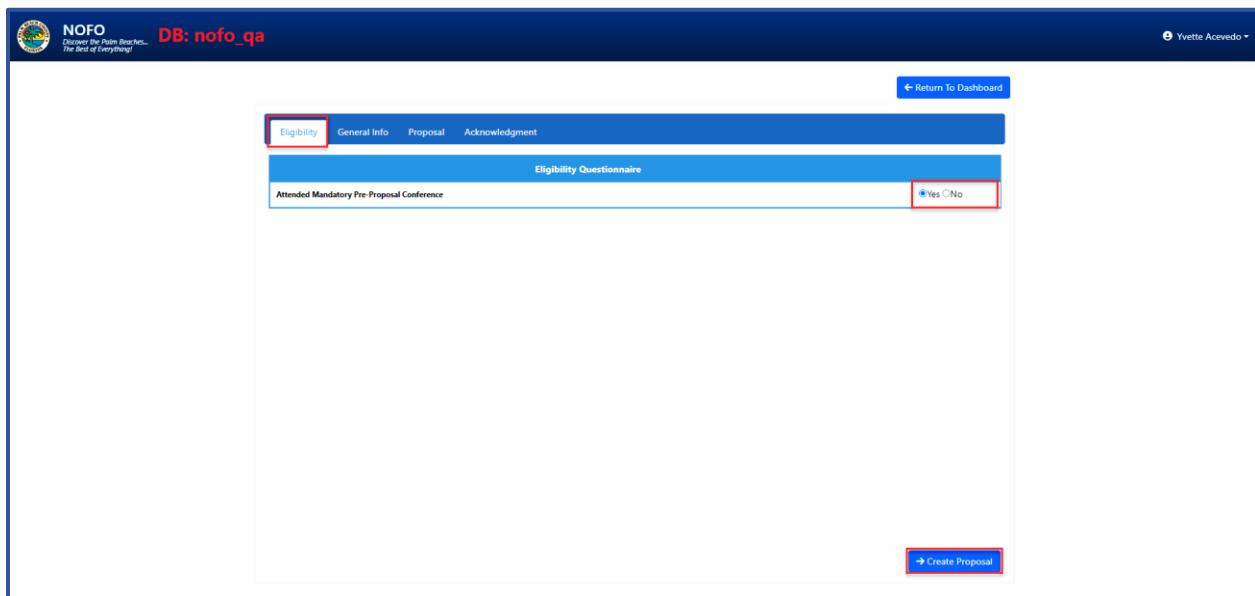
+ Create New Proposal

## Proposal

In the **Dashboard**, Click on + Create New Proposal :

## Eligibility Tab

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



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Eligibility General Info Proposal Acknowledgment

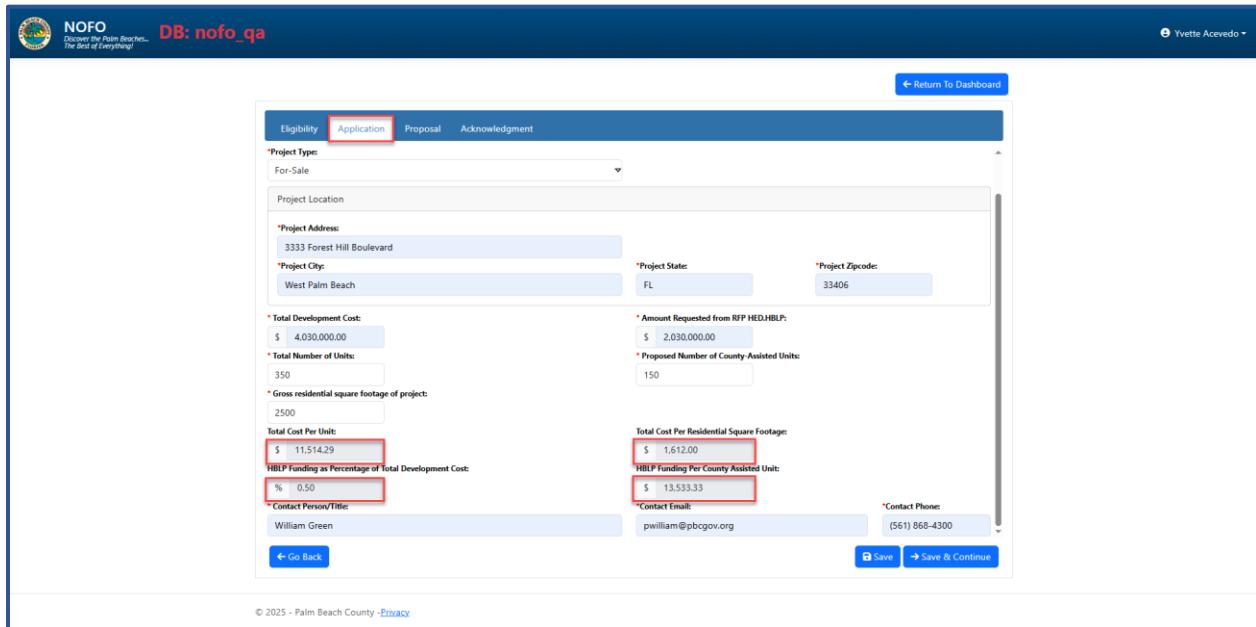
Eligibility Questionnaire

Attended Mandatory Pre-Proposal Conference  Yes  No

→ 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



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Eligibility Application Proposal Acknowledgment

\*Project Type: For-Sale

Project Location

\*Project Address: 3333 Forest Hill Boulevard

\*Project City: West Palm Beach

\*Project State: FL

\*Project Zipcode: 33406

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

\*Total Number of Units: 350

\*Gross residential square footage of project: 2500

Total Cost Per Unit: \$ 11,514.29

HBLF Funding as Percentage of Total Development Cost: % 0.50

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

HBLF Funding Per County Assisted Unit: \$ 13,533.33

\*Contact Person/Title: William Green

\*Contact Email: pwiliam@pbegov.org

\*Contact Phone: (561) 868-4300

Go Back Save Save & Continue

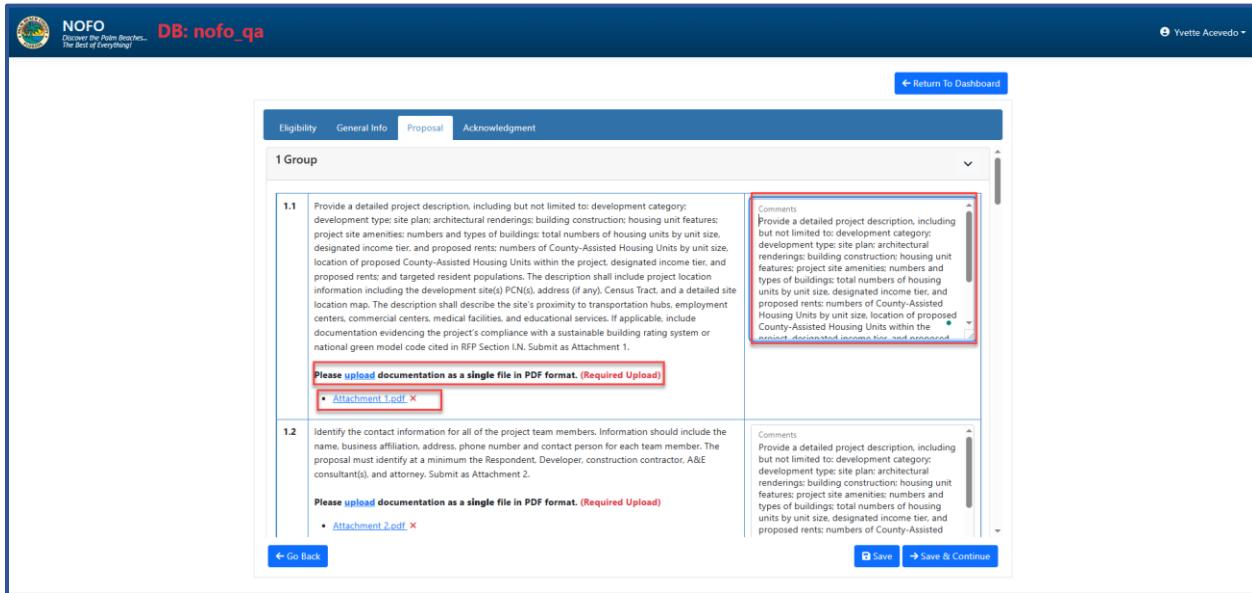
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Click on **Save** to save the data in the form if all the data has not been entered.

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

## Proposal Tab

### 6. The Proposal Tab displays



The screenshot shows a web-based application for a housing proposal. At the top, there is a header with the logo 'NOFO' and the text 'Discover the Palm Beaches... The Easy Way'. To the right of the logo is the database identifier 'DB: nofo\_qa'. On the far right, there is a user profile icon with the name 'Yvette Acevedo'. Below the header, there is a navigation bar with tabs: 'Eligibility', 'General Info', 'Proposal' (which is the active tab), and 'Acknowledgment'. The main content area is titled '1 Group'. It contains two items, each with a 'Comments' section and an 'Attachments' section. Item 1.1 has a comment box with a red border and a red arrow pointing to it, indicating it is the current focus. Item 1.1 also has an 'Attachments' section with a red border and a red arrow pointing to it, containing a link to 'Attachment 1.pdf'. Item 1.2 has a similar structure. At the bottom of the page are two buttons: '← Go Back' and 'Save' (with a red arrow pointing to it) and 'Save & Continue'.

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:

<input checked="" type="checkbox"/> <b>Fair Market Rents (FMR):</b> 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. <a href="#">Link to FL HUD Metro FMR Area</a>
<input checked="" type="checkbox"/> <b>Demonstrated Community Impact:</b> Proposals that include measurable benefits to underserved populations, including but not limited to the homeless and persons at-risk of homelessness.
<input checked="" type="checkbox"/> <b>Sustainability and Long-Term Viability:</b> Projects that provide clear plans for long-term financial and operational sustainability.
<input checked="" type="checkbox"/> <b>Other County Funding:</b> Total amount of funding from all County sources committed to the project.
<input checked="" type="checkbox"/> <b>Development Unit Costs:</b> 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:  \*Title:  \*Date:

[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
<a href="#">33401</a>	\$1,590	\$1,770	\$2,120	\$2,770	\$3,310
<a href="#">33402</a>	\$1,640	\$1,830	\$2,190	\$2,860	\$3,420
<a href="#">33403</a>	\$1,340	\$1,500	\$1,790	\$2,340	\$2,800
<a href="#">33404</a>	\$1,250	\$1,400	\$1,670	\$2,180	\$2,610
<a href="#">33405</a>	\$1,330	\$1,480	\$1,770	\$2,310	\$2,760
<a href="#">33406</a>	\$1,480	\$1,660	\$1,980	\$2,590	\$3,090
<a href="#">33407</a>	\$1,490	\$1,670	\$1,990	\$2,600	\$3,110
<a href="#">33408</a>	\$1,630	\$1,820	\$2,170	\$2,830	\$3,390
<a href="#">33409</a>	\$1,580	\$1,770	\$2,110	\$2,760	\$3,290
<a href="#">33410</a>	\$1,990	\$2,220	\$2,650	\$3,460	\$4,140
<a href="#">33411</a>	\$1,660	\$1,860	\$2,220	\$2,900	\$3,470

<a href="#">33478</a>	\$1,760	\$1,920	\$2,290	\$3,060	\$3,550
<a href="#">33480</a>	\$1,840	\$2,050	\$2,450	\$3,200	\$3,830
<a href="#">33481</a>	\$1,640	\$1,830	\$2,190	\$2,860	\$3,420
<a href="#">33482</a>	\$1,640	\$1,830	\$2,190	\$2,860	\$3,420
<a href="#">33483</a>	\$2,230	\$2,490	\$2,980	\$3,890	\$4,650
<a href="#">33484</a>	\$1,530	\$1,710	\$2,040	\$2,660	\$3,190
<a href="#">33486</a>	\$2,050	\$2,290	\$2,740	\$3,580	\$4,280
<a href="#">33487</a>	\$2,080	\$2,330	\$2,780	\$3,630	\$4,340
<a href="#">33488</a>	\$1,640	\$1,830	\$2,190	\$2,860	\$3,420
<a href="#">33493</a>	\$1,060	\$1,180	\$1,410	\$1,840	\$2,200
<a href="#">33496</a>	\$2,310	\$2,580	\$3,080	\$4,020	\$4,810
<a href="#">33497</a>	\$1,640	\$1,830	\$2,190	\$2,860	\$3,420
<a href="#">33498</a>	\$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=120999999](http://www.huduser.gov/portal/datasets/fmr/fmrs/FY2025_code/2025summary.odn?&year=2025&fmrtype=Final&selection_type=county&fips=120999999)

**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:

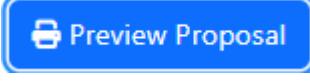
**Select a different area**

Press below to select a different county within the same state (same primary state for metropolitan areas):

Press below to select a different state:

Select a Final FY 2025 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@pbegov.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.

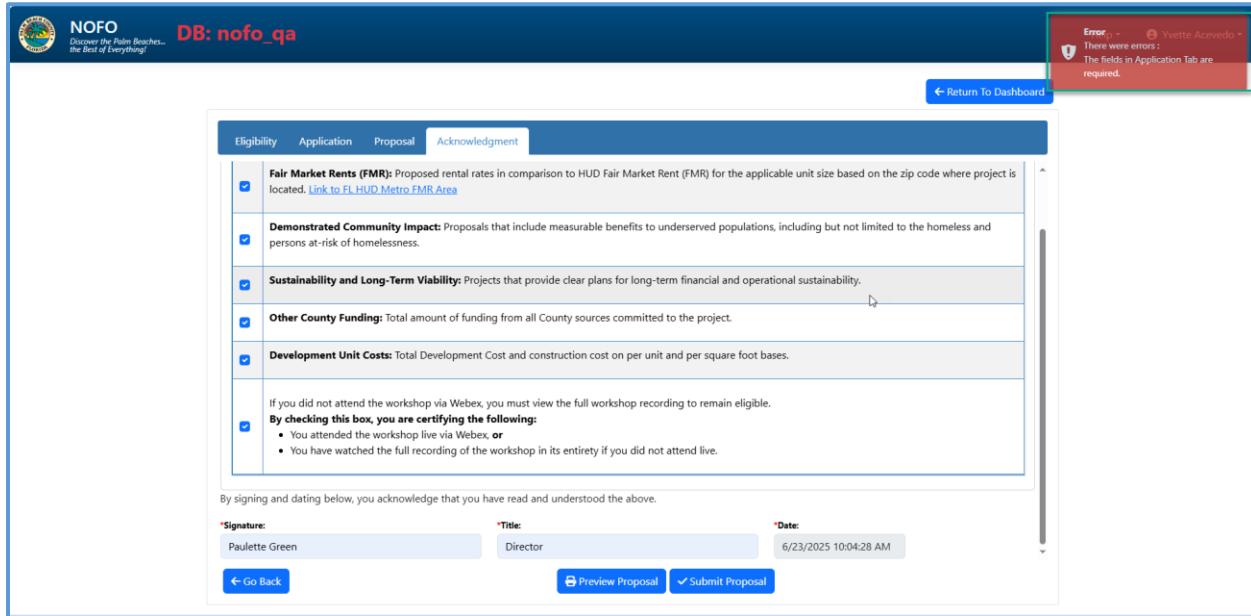
**1.3** Provide an organizational chart that details the ownership structure of the project, including the membership of the Respondent and Developer. **Submit as Attachment 3.**

Please [upload](#) documentation as a single file in PDF format. **(Required Upload)**

	<ul style="list-style-type: none"><li>• Attachment 3.pdf</li></ul> <p><b>Comments:</b> 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&amp;E consultant(s), and attorney.</p>
1.4	<p>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. <b>Submit as Attachment 4.</b></p> <p>Please <a href="#">upload</a> documentation as a single file in PDF format. <b>(Required Upload)</b></p> <ul style="list-style-type: none"><li>• Attachment 4.pdf</li></ul> <p><b>Comments:</b> 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&amp;E consultant(s), and attorney.</p>
1.5	<p>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. <b>Submit as Attachment 5.</b></p> <p>Please <a href="#">upload</a> documentation as a single file in PDF format. <b>(Required Upload)</b></p> <ul style="list-style-type: none"><li>• Attachment 5.pdf</li></ul> <p><b>Comments:</b> 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&amp;E consultant(s), and attorney.</p>

Click on **✓ Submit Proposal** 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



The screenshot shows a web-based application for submitting proposals. At the top, there is a header with the NOFO logo and the text "Discover the Palm Beaches... the Best of Everything!" and "DB: nofo\_qa". Below the header, there are four tabs: "Eligibility", "Application", "Proposal", and "Acknowledgment". The "Application" tab is currently selected. On the right side of the screen, there is a red error message box with the following text: "Error" with a shield icon, "Yvette Acevedo", "There were errors:", and "The fields in Application Tab are required." The main content area contains several sections with checkboxes and descriptions. One section is titled "Fair Market Rents (FMR)" and includes a link to "Link to FL HUD Metro FMR Area". Another section is titled "Demonstrated Community Impact" and describes proposals that include measurable benefits to underserved populations. A third section is titled "Sustainability and Long-Term Viability" and describes projects that provide clear plans for long-term financial and operational sustainability. A fourth section is titled "Other County Funding" and describes the total amount of funding from all County sources committed to the project. A fifth section is titled "Development Unit Costs" and describes the total Development Cost and construction cost per unit and per square foot bases. Below these sections, there is a note about attending a workshop via Webex and a checkbox for certifying attendance. At the bottom of the page, there is a section for signing and dating, with fields for "Signature" (Paulette Green), "Title" (Director), and "Date" (6/23/2025 10:04:28 AM). There are also buttons for "Go Back", "Preview Proposal", and "Submit Proposal".

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



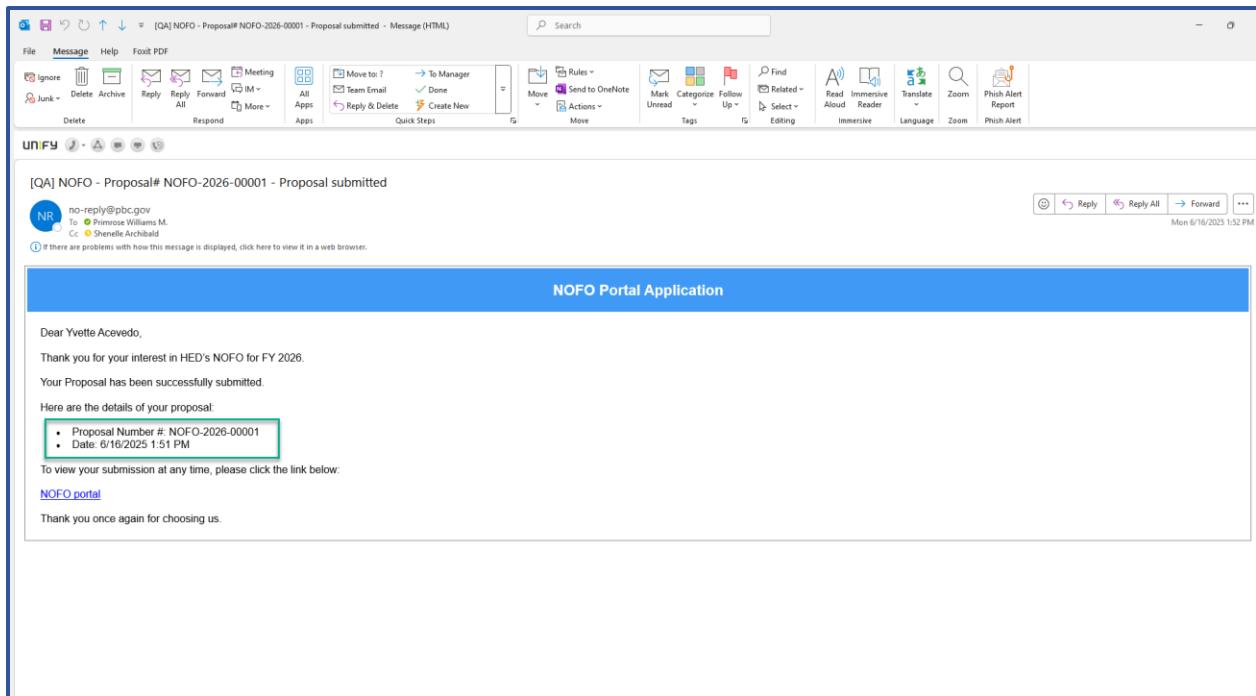
Click on **OK** to return to the Dashboard to see the listing of your proposal.

A screenshot of the NOFO dashboard. The top navigation bar shows the NOFO logo and the database name "DB: nofo\_qa". The dashboard header says "Welcome, Yvette Acevedo". Below the header is a thumbnail image of a multi-story apartment building. The text "Department of Housing & Economic Development" and "Apply for Nofo Contracts for Dep..." is visible. A blue button "+ Create New Proposal" is present. At the bottom, there is a summary box for the submitted proposal:

Proposal:	NOFO-FY2026-00001
Status:	Submitted
Name of Proposal:	Single Family Homes
Applicant:	David Green

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



The screenshot shows an email client interface with a message titled "[QA] NOFO - Proposal# NOFO-2026-00001 - Proposal submitted". The message content is as follows:

Dear Yvette Acevedo,

Thank you for your interest in HED's NOFO for FY 2026.

Your Proposal has been successfully submitted.

Here are the details of your proposal:

- Proposal Number #: NOFO-2026-00001
- Date: 6/16/2025 1:51 PM

To view your submission at any time, please click the link below:

[NOFO portal](#)

Thank you once again for choosing us.