



DIVISION OF SENIOR AND VETERAN SERVICES

Older Americans Act (OAA) Notice of Funding Opportunity (NOFO)

***Home Delivered Meals (HDM)
Congregate Meals (CNML)***



**Palm Beach County
COMMUNITY
SERVICES**

Helping People Build Better Communities



WELCOME

Reminder to please put all questions in the chat to everyone. Questions will be answered at the end of the presentation. Please note this meeting is being recorded.



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML NOFO

Michael Wright, MPA
Contract Manager

Elcana Dantzler
NOFO Coordinator

Tammy Lampi
Program Manager

Susan Koester
Operations Supervisor

Thomas Eaton
Fiscal Manager

Tony Moore
Financial Analyst II





FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML NOFO TECHNICAL ASSISTANCE MEETING

AUGUST 19, 2024

10:00 AM - 12 PM

AGENDA

Welcome & Introductions

Michael Wright, MPA, Contracts, Compliance and Program Performance Manager CSD

Overview of FY 2025-2027 DSVS NOFO Process and Guidance

Michael Wright, MPA, Contracts, Compliance and Program Performance Manager CSD

Fiscal Overview for NOFO Budget

Tony Moore, Fiscal Analyst II, CSD

Thomas Eaton, Fiscal Manager, CSD

SAMIS Application Website Overview

Elcana Dantzler, NOFO Coordinator, CSD

Questions & Answers

Adjournment & Distribution of NOFO Invitation Code





FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

CATEGORIES

Home Delivered Meals (HDM)

Meal that is delivered to client residence. Seniors being provided this service receive meals on a regularly scheduled basis. Client residences are located throughout Palm Beach County, North of Hypoluxo Rd and West to the Glades area. HDM meals consist of refrigerated or frozen meal tray plus milk, bread and fruit packaged in a sanitary fashion separate from meal tray. Each delivery will contain multiple meals.

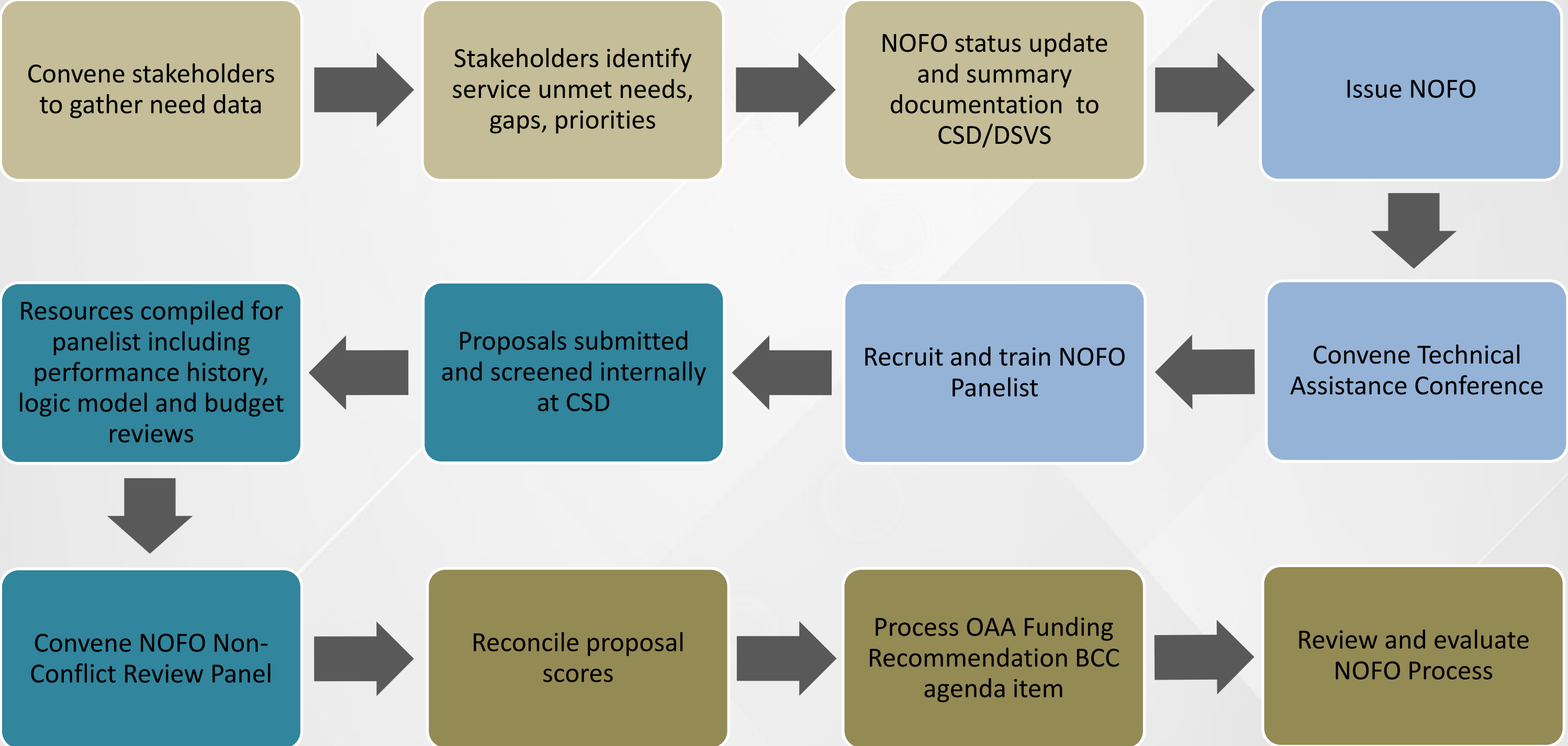
Congregate Meals (CNML)

Meal that is delivered to a DSVS location.





NOFO PROCESS





CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the date the NOFO is due, which is November 5, 2024, until the final FAA contracts are approved by the Board of County Commissioners.

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here.

"Cone of Silence" means a prohibition on any non-written communication regarding this NOFO between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a contract. A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action, which ends the solicitation process.

Ethics Commission

If anyone has a question regarding ethics they should not be addressed to our department, but should be addressed directly with the Ethics Commission – <http://www.palmbeachcountyethics.com/>



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity



TIMELINE

Schedule of Events August 14-November 5, 2024

August 14, 2024	DSVS Congregate Meals NOFO Release Day - Available for Public	CSD
August 19, 2024	Technical Assistance Conference 10:00 AM - 12:00 PM EST	CSD Applicants
September 11, 2024	DSVS Congregate Meals NOFO Reviewer Training	CSD Reviewers
September 13, 2024	Final day to submit written questions 12:00 PM (Noon) EST	Applicants
September 16, 2024	DSVS CONGREGATE MEALS NOFO PROPOSAL SUBMISSION DEADLINE – 11:59 PM EST	Applicants
September 16, 2024	Cone of Silence Begins for DSVS Congregate Meals NOFO	CSD, Applicants, Reviewers, BCC



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML

Notice of Funding Opportunity



TIMELINE

Schedule of Events August 14-November 5, 2024

September 23, 2024	Review Panels meet to review and score proposals	CSD
September 23, 2024	Staff reconciles review panel rankings and funding availability to develop recommended allocations	CSD Applicants
September 24, 2024	Funding Recommendations Posted on CSD Website	CSD Reviewers
October 4, 2024	Final date to file a Funding Grievance	Applicants
November 5, 2024	DSVS Congregate Meals Contracts Presented to the BCC for Approval	Applicants
November 5, 2024	Cone of Silence Ends DSVS Congregate Meals NOFO	CSD, Applicants, Reviewers, BCC



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

• FUNDING AVAILABILITY •

Anticipated FY 2025 Total Allocation
\$1,617,920

Funding availability/recommendations are subject to BCC approval





FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML

Notice of Funding Opportunity



RECOMMENDATIONS FOR SERVICES

Focus Population:

Older adults, 60 and older, who have the greatest economic or social need with attention to low-income minority and rural clients

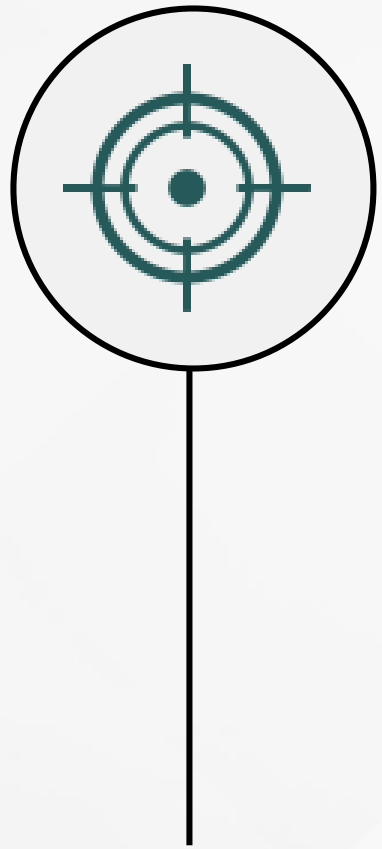
Strategies:

1. Reduce hunger and food insecurity. (Food insecurity occurs when an individual has a limited or uncertain availability of nutritionally adequate and safe food or ability to acquire acceptable foods in socially acceptable ways.
2. Promote socialization.
3. Promote health and well-being of older individuals by assisting them in gaining access to nutrition and other disease prevention and health-promotion services. The intent is to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.
4. Nutrition services to older clients at community dining centers or in their homes include the following:
Procurement, preparation, transportation, and service of meals



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

PROPOSAL COMPONENTS



1. Project Narrative: (25 points)
2. Evaluation Approach: (15 points)
3. Prior Outcomes and Response to Community Data: (10 points)
4. Data Management: (10 points)
5. Partnerships, Resources, and Collaborations: (20 points)
6. Budget: (20 points)
7. Scope of Work: (No points)



Palm Beach County
**COMMUNITY
SERVICES**

Helping People Build Better Communities



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

TIPS FOR A SUCCESSFUL APPLICATION

Dr. James Green, Director

Read the NOFO (4) times 😊😊😊

- For understanding
 - For requirements
 - For writing response
 - For review
-
- Make sure to review all of the resource documents that have been posted online
 - Make sure that your Partner Letters / MOUs:
 - ✓ Are well-written
 - ✓ Outline the partnership(s) between community agencies as detailed as possible
 - ✓ Updated within the last 12 months





FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

TIPS FOR A SUCCESSFUL APPLICATION Continues...

- Use the total work time allotted to complete your grant application. Do not wait until the last minute to submit.
- Answers should be simple, concise, and to the point, while still informing the reviewer of what your program does.
- While going through your grant application, please keep in mind that this is a highly competitive grant and we often receive more applications than we can fund.



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

TIPS FOR A SUCCESSFUL APPLICATION Continues...

- Start as soon as possible and assemble a team
- Review all the questions
- Review the Ranking Guide
- Submit the Application in advance of the deadline in case of technology challenges

If you have questions use the email CSD-FAARFP@PBC.GOV
and review the FAQ often on the CSDWebsite!



**FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML
Notice of Funding Opportunity**

Community Services Department Fiscal NOFO Review

Tony Moore, Financial Analyst II





FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

BUDGET

Initial Submission with NOFO

- Project/program expenses are justified
- Include proposed funding for this program and any other proposed or confirmed funding sources that may share the program's expenses

Update with final award amount at contracting

Examples on next slide



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

EXAMPLE OF THE COMPLETED BUDGET TEMPLATE – PROGRAM EXPENSES

Budget Items	Program Name	Palm Beach County	Program Funder #2	Program Funder #3	Total Program Funding (All Sources)
Program Period: FY 2021		Proposed	Confirmed	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$ 129,500.00	\$ 45,000.00	\$ 17,500.00	\$ 199,500.00
Program Expenses	Narrative	Amount	Amount	Amount	Amount
Personnel		\$ 89,900.00	\$ 25,000.00	\$ 10,000.00	\$ 124,900.00
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	\$ 60,000.00	\$ -		\$ 60,000.00
Program Assistant`	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC award. Total salary expense is \$15,000 , with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 50,000.00
Fringe Benefits - Program Assistant	Fringe benefits expense for Program Assistant. Fringe benefits for this position total (\$1,800), with 50% allocated to Palm Beach County in the amount of \$900.	\$ 900.00			\$ 110,000.00
Community Educator	Community Educator position is the primary interface with local schools, charities and support groups. Total Salary (including fringe benefits) billed to Palm Beach County = \$39,045. pays .8 FTE	\$ 4,000.00		\$ 10,000.00	\$ 14,000.00

- Simplified and easier to use
- No macros
- Includes clearly defined sections for programmatic and admin expenses
- Will allow for better transparency and understanding of each program





FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

BUDGET TEMPLATE – PROGRAM EXPENSES

<u>Program Expenses</u>	<u>Narrative</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Personnel		\$ 89,900.00	\$ 25,000.00	\$ 10,000.00	\$ 124,900.00
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	\$ 60,000.00	\$ -		\$ 60,000.00
Program Assistant`	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC award. Total salary expense is \$15,000, with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 50,000.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ 27,050.00
Programmatic Rent/Lease	*Note: Rent for areas that house admin staff should be listed seperately under admin seciton* Rent expense for Lake Worth facility. Total rental expense for FY16 = \$35,000. Allocation to Palm Beach County award= \$20,000. Remaining \$15,000 will be paid by other operating income.	\$ 20,000.00			\$ 20,000.00
Building Maintenance	Maintenance expense for building XYZ	\$ 3,800.00			\$ 3,800.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ 3,900.00
Electric	Electric Utility Services expense for location X	\$ 1,200.00		\$ 1,000.00	\$ 2,200.00
Telephone	Telephone expense for landline at location X	\$ 350.00			\$ 350.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ 4,900.00
Office Supplies	Office supplies for program staff	\$ 500.00			\$ 500.00
Postage/Shipping	Postage expense for client related mailing	\$ 750.00			\$ 750.00
Equipment Rental	Monthly Equipment rental fee for use of X = \$500 (\$6000 per year). Palm Beach County to cover 50% of this expense (\$3000).	\$ 3,000.00			\$ 3,000.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ 2,950.00
Training	Staff training expense for program/medical/intervention training for client support	\$ 1,500.00			\$ 1,500.00
Travel/Mileage	Program staff mileage reimbursement for client and training related meetings	\$ 1,100.00			\$ 1,100.00
TOTAL PROGRAM EXPENSES =		\$ 122,300.00	\$ 25,000.00	\$ 11,500.00	\$ 158,800.00





FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML

Notice of Funding Opportunity

BUDGET TEMPLATE

Administrative Expenses	Narrative				
Personnel		\$ 4,250.00	\$ -	\$ -	\$ 4,250.00
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County . Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County = % \$4,250	\$ 4,250.00			\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for program. Annual Accounting fee = \$950, Annual Audit fee = \$2,000. Total expense = \$2,950	\$ 2,950.00			\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 7,200.00	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award		6%			
UNIT RATE	Insert Unit Rate Amount: \$350/night				
Please Describe Proposed Unit Rate or Bed Night Rate Below. Include Detailed Calculations of How Rate Was Determined	Unit rate is equal to (insert description); OR Unit Rate is 1 bed night and will be \$350. This was calculated by determining the total number of beds in the facility (XXX) and maximum occupancy; OR Unit/Bed rate is a standard rate as determined by (insert agency/funder).				

- Sheet will tally your program and admin expenses and show what your budgeted % is at
- Will allow us to review and discuss with you any items that may be questionable before approving contracts
- Narratives should be completed for each item with details about the cost to clarify
- Unit Rate/Unit Cost



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML
Notice of Funding Opportunity

SAMIS APPLICATION

Elcana Dantzler, NOFO Coordinator

FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML
Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO

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

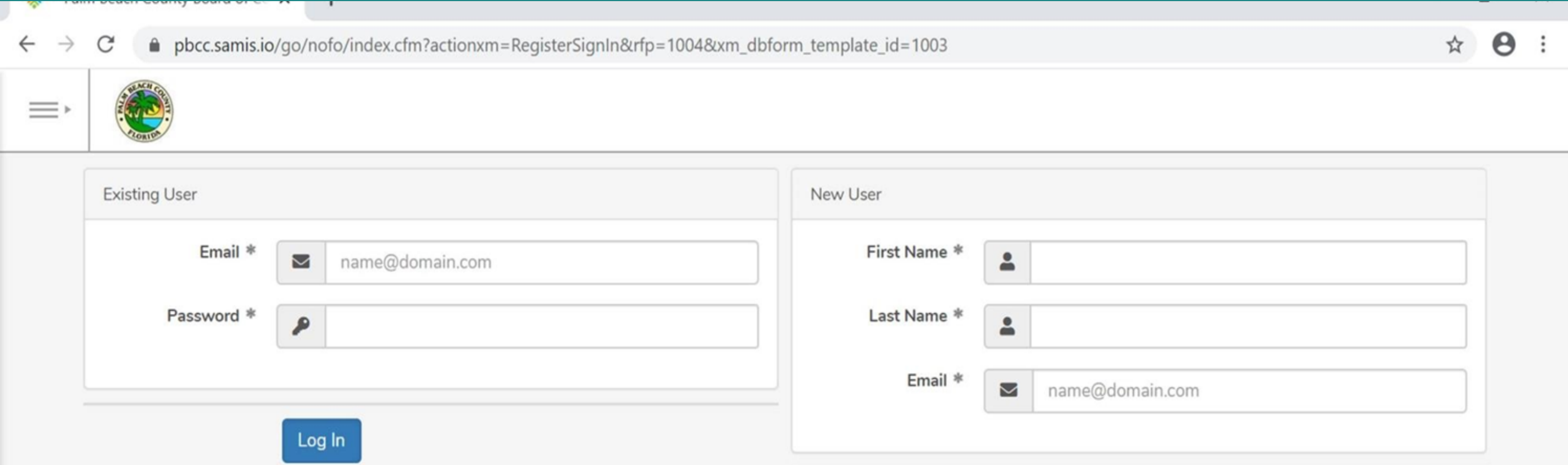
Application Deadline 5/9/2022

Start New Application or Continue a Previous Application

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

FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML
Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO



The screenshot shows a web browser window with the URL `pbcc.samis.io/go/nofo/index.cfm?actionxm=RegisterSignIn&rfp=1004&xm_dbform_template_id=1003`. The page features the Palm Beach County logo and two main sections: "Existing User" and "New User".

Existing User: This section contains two input fields: "Email *" with the placeholder `name@domain.com` and "Password *". A blue "Log In" button is positioned below these fields.

New User: This section contains three input fields: "First Name *", "Last Name *", and "Email *" with the placeholder `name@domain.com`. A blue "Register" button is positioned below these fields.

Instructions:

- Existing User:** If previously submitted an application through SAMIS, you will use the email and password you created to log in under "Existing User."
- New 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.

FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML
Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO

For new users, you will receive an email with subject line :SAMIS:PBCC: Account Activation.

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


SAMIS: PBCC: Account Activation - Below is your password for accessing SAMIS: PBCC. E-mail Address:

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](#)



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO

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.

Reset Password

Your password has either expired or is a temporary one. Please enter a new password before you access the system.




Change Password

New Password *

Confirm Password *

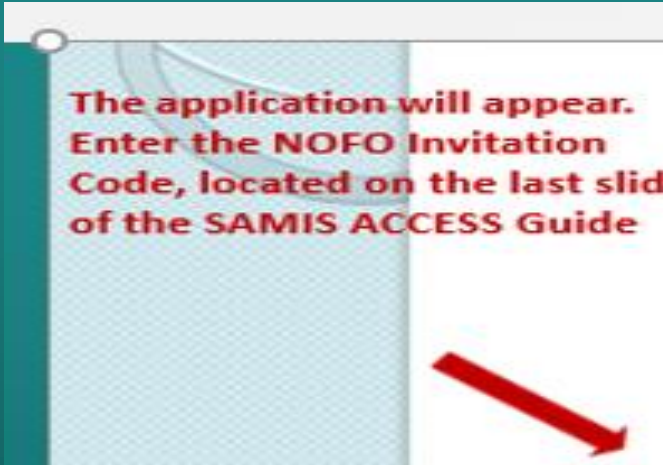
You will be asked to accept the terms of use for SAMIS...

...and, to change your password

FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML
Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO



Due Date	Time Remaining
Proposals	
NOFO Invitation Code *	<input type="text" value="FY2527OAA"/>



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO



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

2nd Address line is a mandatory field; Enter N/A as applicable

Check the NOFORFP to confirm you are in the correct application

The screenshot shows a web-based application form for 'Proposals'. It includes fields for Federal ID, Agency Name, Doing Business As (DBA), Address (with a 2nd line), City, State, Zip Code, NOFORFP, Additional Editors, and Program Name. A 'SECTIONS' panel on the right shows progress tracking with a green checkmark for 'Proposals' and red 'X' marks for other sections. A red arrow points to the Federal ID field, another to the second address line, and a third to the NOFORFP dropdown menu.

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.



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO

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)

The screenshot shows a web-based application form titled "Proposals". The form contains several required fields, each marked with an asterisk (*):

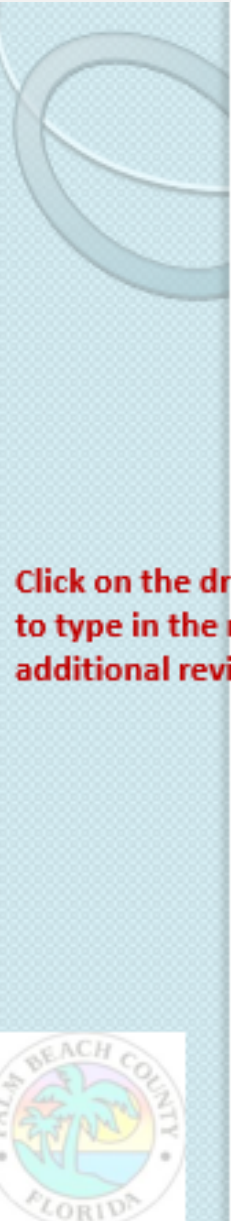
- Federal ID * (with a red error message "Federal ID is required")
- Agency Name *
- Doing Business As (DBA) (with a note: "Please indicate name(s) by which agency is known or does business.")
- Address * (multiple lines)
- City *
- State * (dropdown menu)
- Zip Code *
- NOFO/RFP * (dropdown menu)
- Additional Editors (highlighted with a red box)
- Program Name *

At the bottom, there is a link to "NOFO Guidance Document" and a note: "Click HERE ESG NOFO Guidance to download a copy of the [redacted] -2023 NOFO Application Guidance Document for reference throughout the application." A sidebar on the right shows a progress indicator for "Proposals" with a 0% completion rate and a list of sections, each with a red 'X' next to it.



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO



Click on the drop-down box
to type in the name of the
additional reviewer/editor



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 * FY2023 NOFO Application

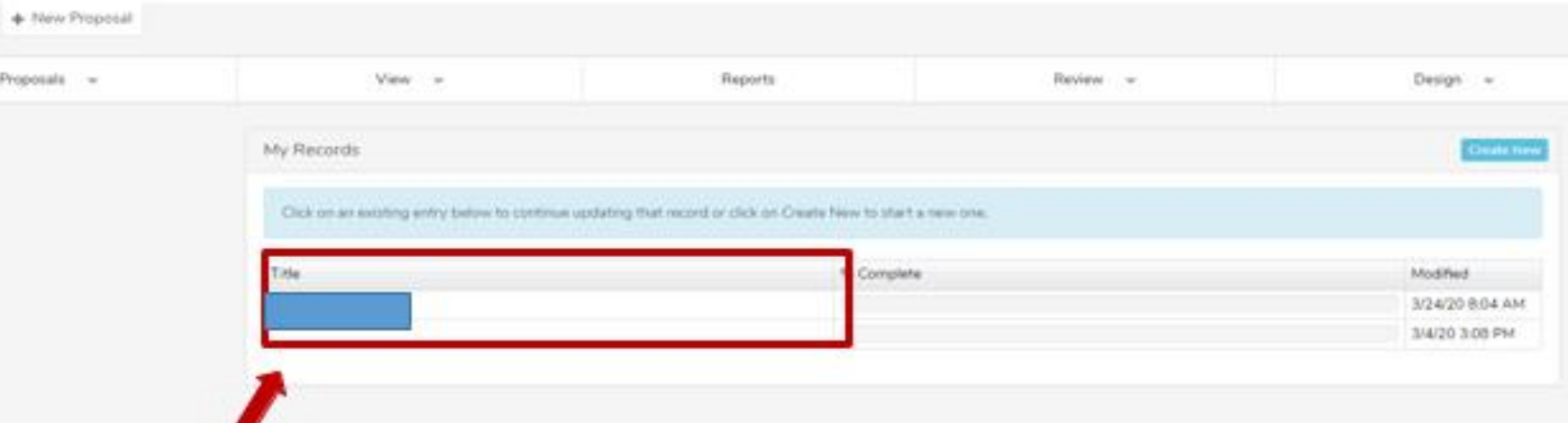
Additional Editors Type Name Here

Program Name * No results found



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO



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



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML
Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO



NOFO Information Document
OAA

Click [HERE](#) to download the FY 2025-2027 OAA HOME DELIVERED AND/OR CONGREGATE SUBCATEGORIES NOFO Guidance document for reference throughout the application

FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML
Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO

Throughout the application, there will be several documents that you will be required to download, complete and re-upload to the application.

CSD Required FY 2025 Cover Sheet *

Click [HERE](#) to download the REQUIRED FY 2025-2027 Cover Sheet Template. See ATTACHMENT 1 of the NOFO guidance. Please upload once you have completely filled it out.

- Please upload your document in the same format as the template: .doc OR .docx OR .pdf
- Please name your document as such: *(Agency Name or Initials)Coversheet_FY25*

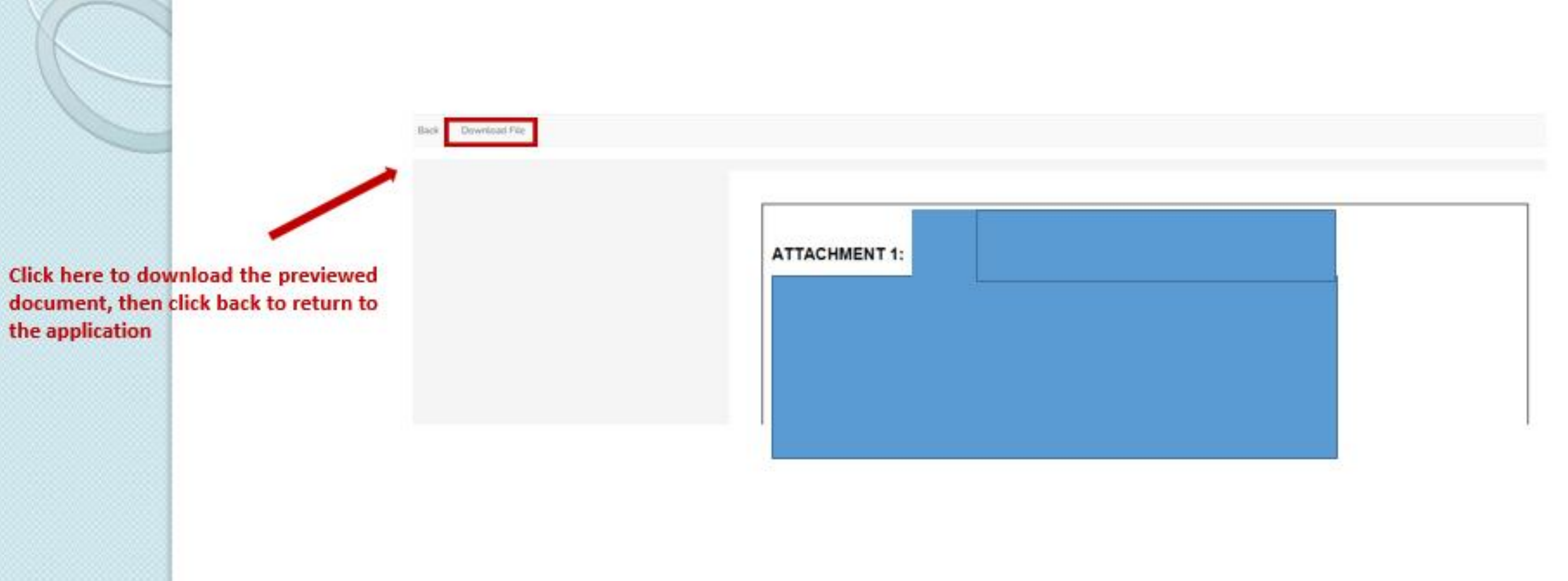
☰ Choose File

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.



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML
Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO



The screenshot displays a web application interface. On the left, there is a vertical sidebar with a light blue background and a magnifying glass icon. The main content area is white and contains a document preview. At the top of the preview area, there are two buttons: 'Back' and 'Download File'. The 'Download File' button is highlighted with a red rectangular box. A red arrow points from the 'Download File' button to a text box on the left. The text box contains the instruction: 'Click here to download the previewed document, then click back to return to the application'. Below the document preview, there is a section labeled 'ATTACHMENT 1:' followed by a large blue rectangular area, likely representing a redacted attachment.

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



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO

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 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)

MARK THIS SECTION COMPLETED

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.



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO

This is a sample 😊

1907	Pending		FAA FY 2025 - 2027 Housing and Homelessness NOFO	4/16/2024 12:00 PM	27 days 22:10:36
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.



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO

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 funding opportunity. At the top, there are tabs for 'Modify', 'Detail', and 'History'. Below the tabs, the application ID '1172' is displayed, along with the status 'Pending', the agency name, 'FY 2021 NOFO', the date '4/10/2020 12:00 PM', and the time remaining '21 days 01:05:05'. A table lists the sections of the application, with 'Proposals' highlighted and a progress bar at 88%. Below the table, there are fields for 'Federal ID', 'Agency Name', 'Address', 'City', 'State', 'Zip Code', 'NOFO/RFP', and 'Program Name'. At the bottom, there is a 'Files' section with two uploaded PDFs: 'Attachment 3 - YHDP Grantee HHA Certification.Pdf'.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Pending	[Redacted]	FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:05:05

Section	Progress
Proposals	88%

Files

- Attachment 3 - YHDP Grantee HHA Certification.Pdf
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey
- Attachment 3 - YHDP Grantee HHA Certification.Pdf
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey

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.



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO

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 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	
Address	810 Datura Street

Section

100%	
✓	Proposals
✓	

Note: You cannot make changes to your application once you have submitted the application

ESG TEST PROGRAM 2

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Submitted	ESG Test		4/10/2020 12:00 PM	21 days 01:03:18

Proposals

Federal ID	83-1439572
------------	------------

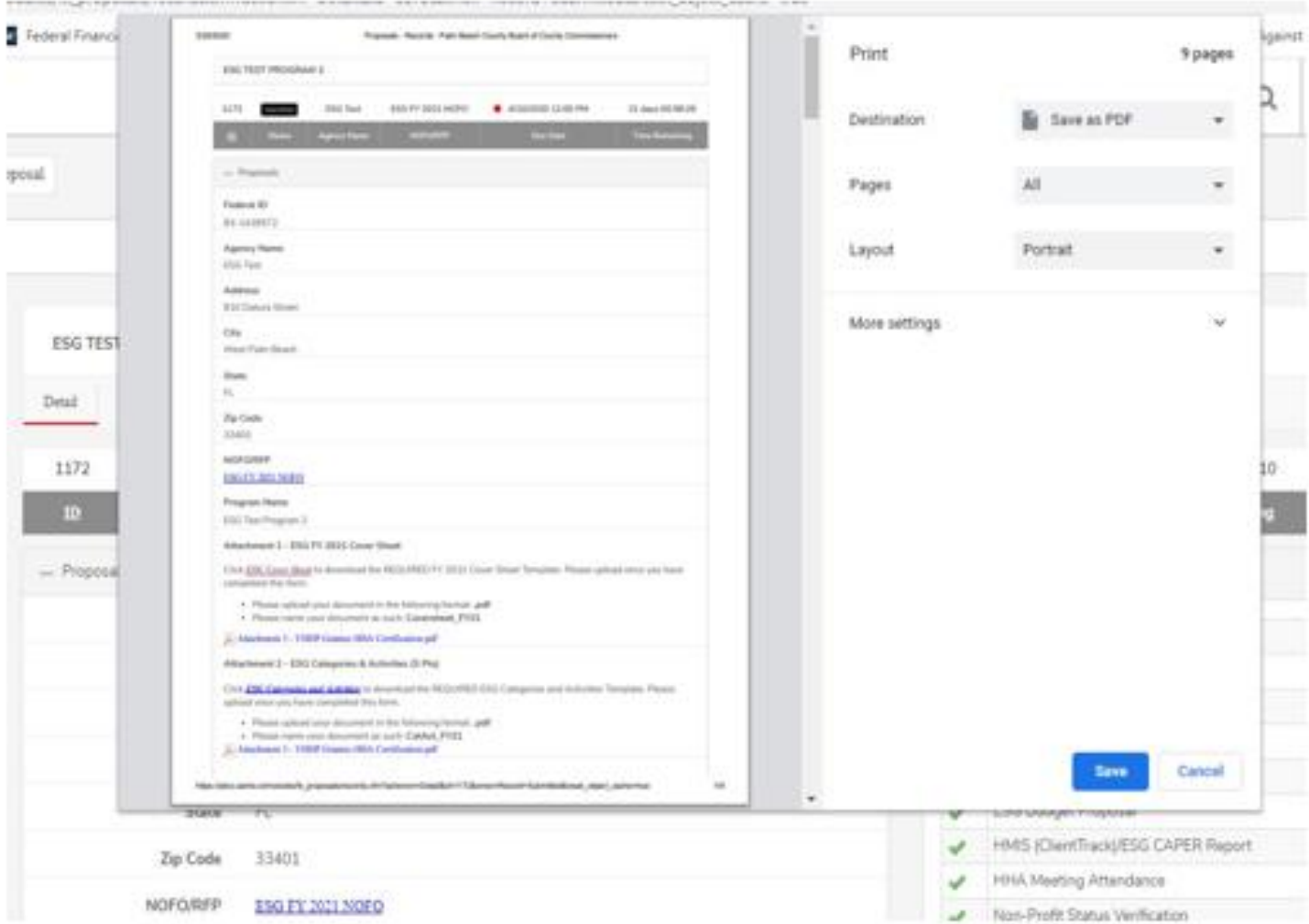
Section

When you have submitted your application, you will see a black "Submitted" box on the status bar.



FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML Notice of Funding Opportunity

COMPLETING THE DSVS OAA NOFO



You can print your application for your record by clicking the right button on your computer's mouse



**FY 2025-2027 DSVS OLDER AMERICANS ACT (OAA) HDM/CNML
Notice of Funding Opportunity**

APPLICATION PASSWORD:

FY2527OAA



INFORMATION

All questions must be emailed to: CSD-FAARFP@PBC.GOV

All questions and answers will be posted on the CSD website:

<http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/default.aspx>

All proposals must be submitted electronically in:

<https://pbcc.samis.io/go/nofo>

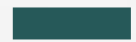
by

Monday, September 16, 2024

by 11:59 PM



QUESTIONS?





DIVISION OF SENIOR AND VETERAN SERVICES

Thank You For Attending

**Older Americans Act (OAA) Notice of
Funding Opportunity (NOFO)**

*Home Delivered Meals (HDM)
Congregate Meals (CNML)*

