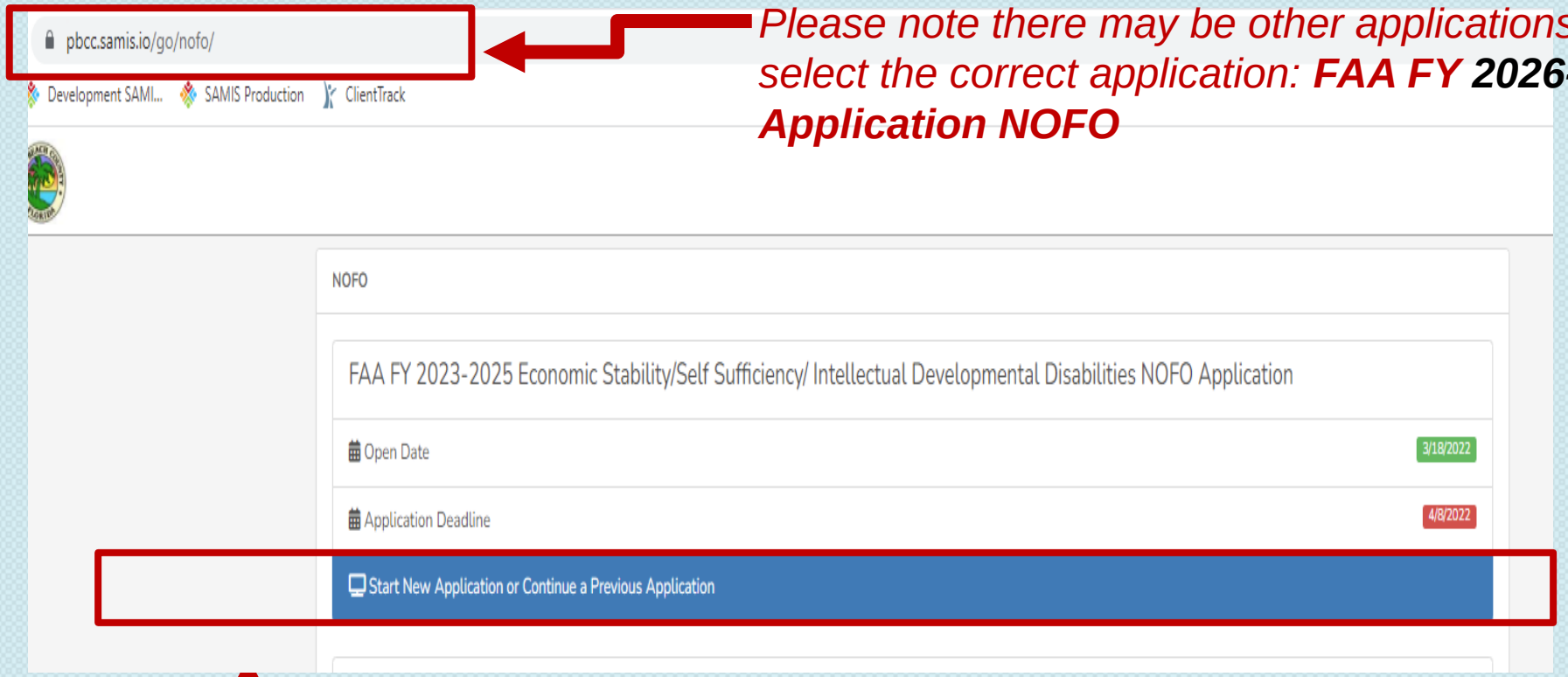
Completing the FAA Economic Stability/Self-Sufficiency NOFO

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: ***FAA FY 2026-2028 Economic Stability Application NOFO***



Click on "Start New Application" to begin a new application or to continue work on an application already started

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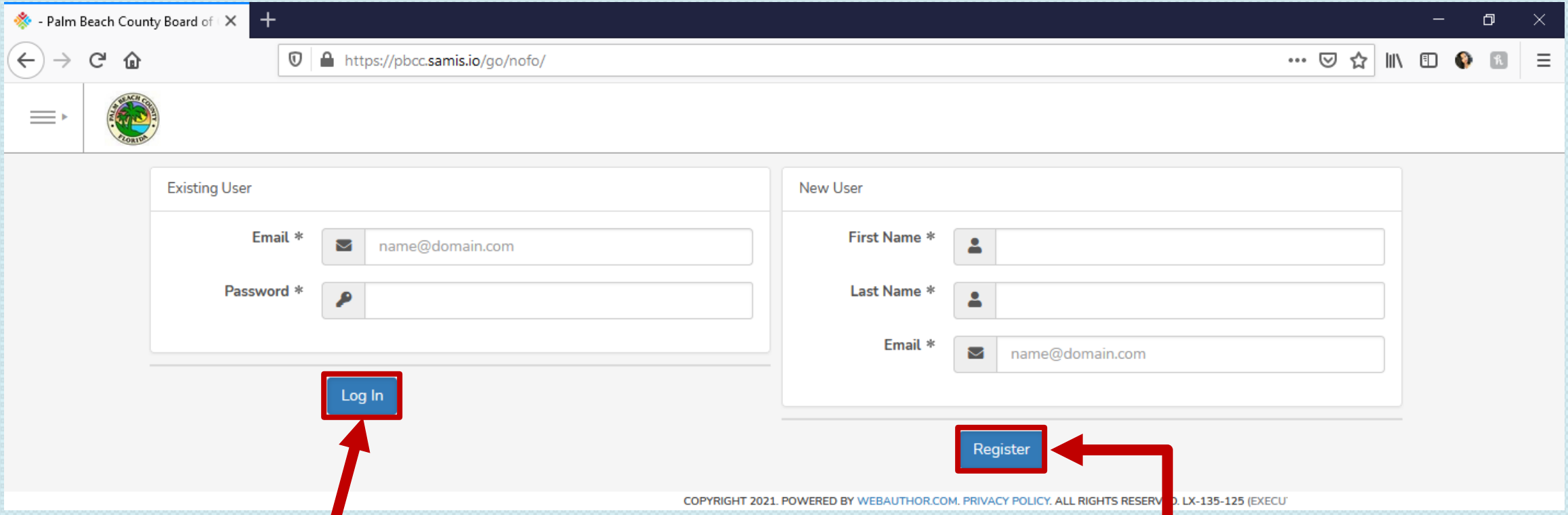

If previously submitted an application through SAMIS, you will use the email and password you created to log in under "Existing User."

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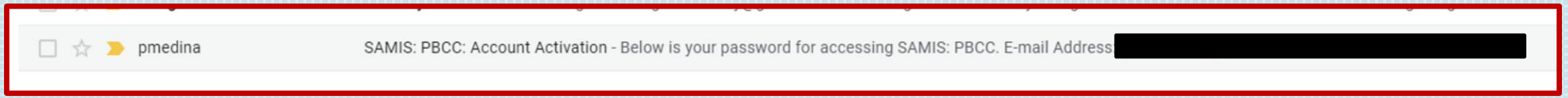
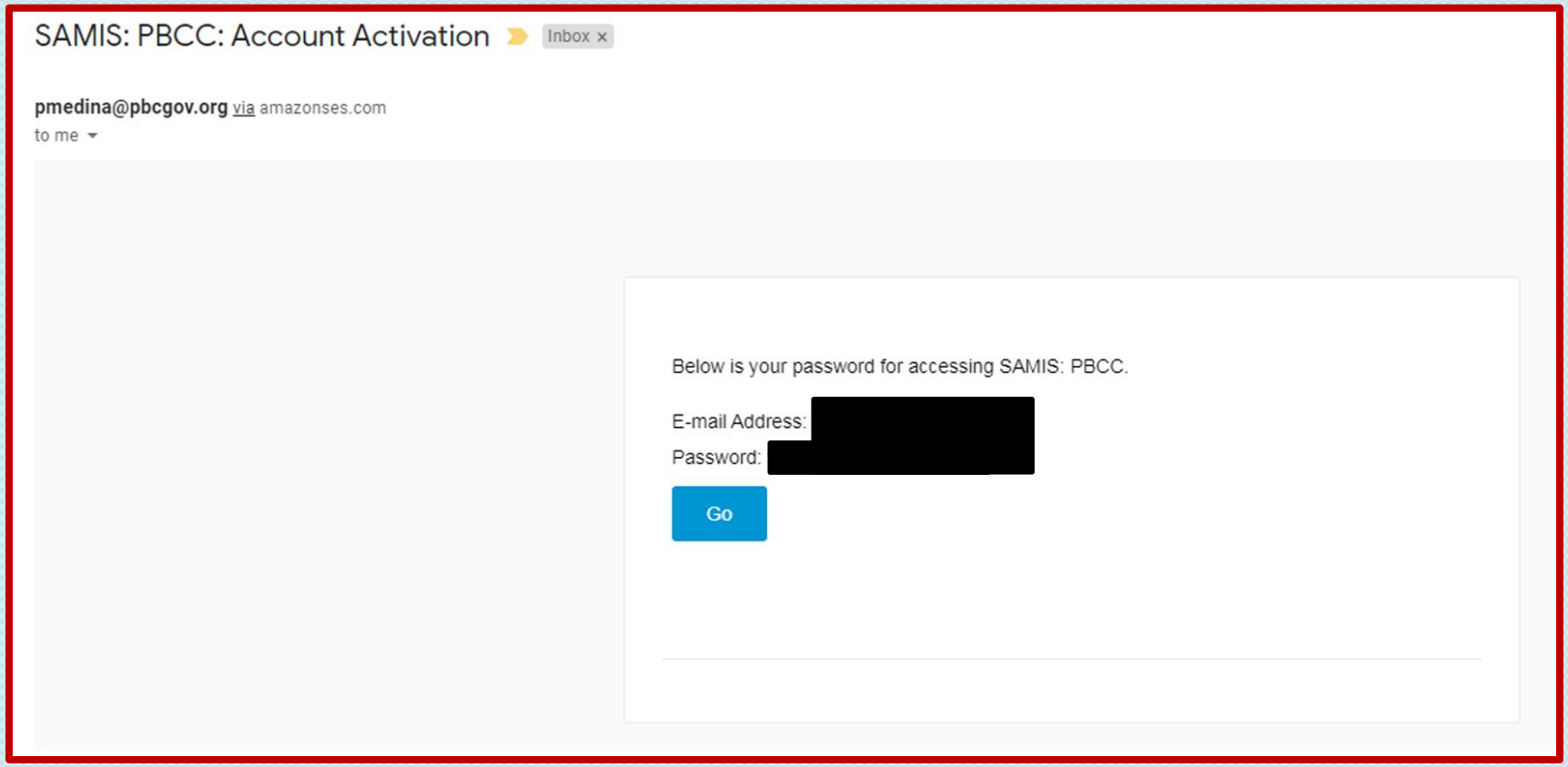
For new users, you will receive an email with subject line:
SAMIS: PBCC: Account Activation



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



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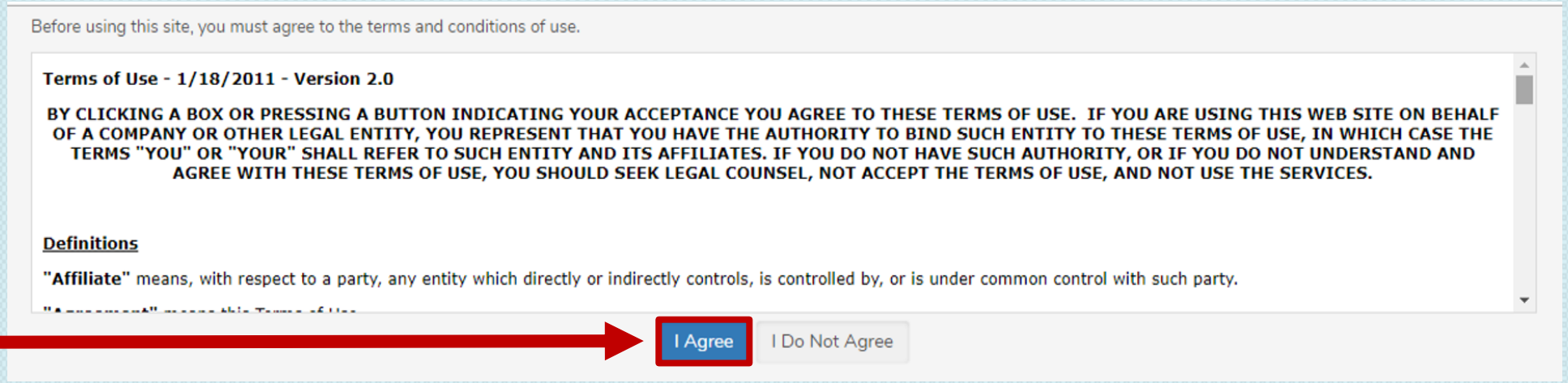
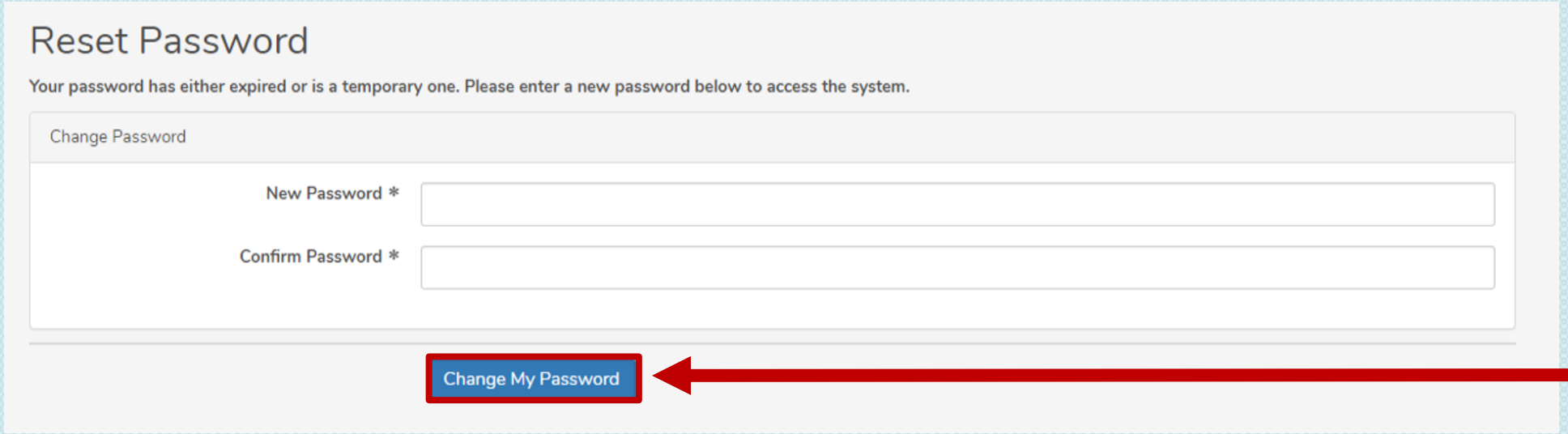
You will be asked to accept the terms of use for SAMIS…





…and to change your password

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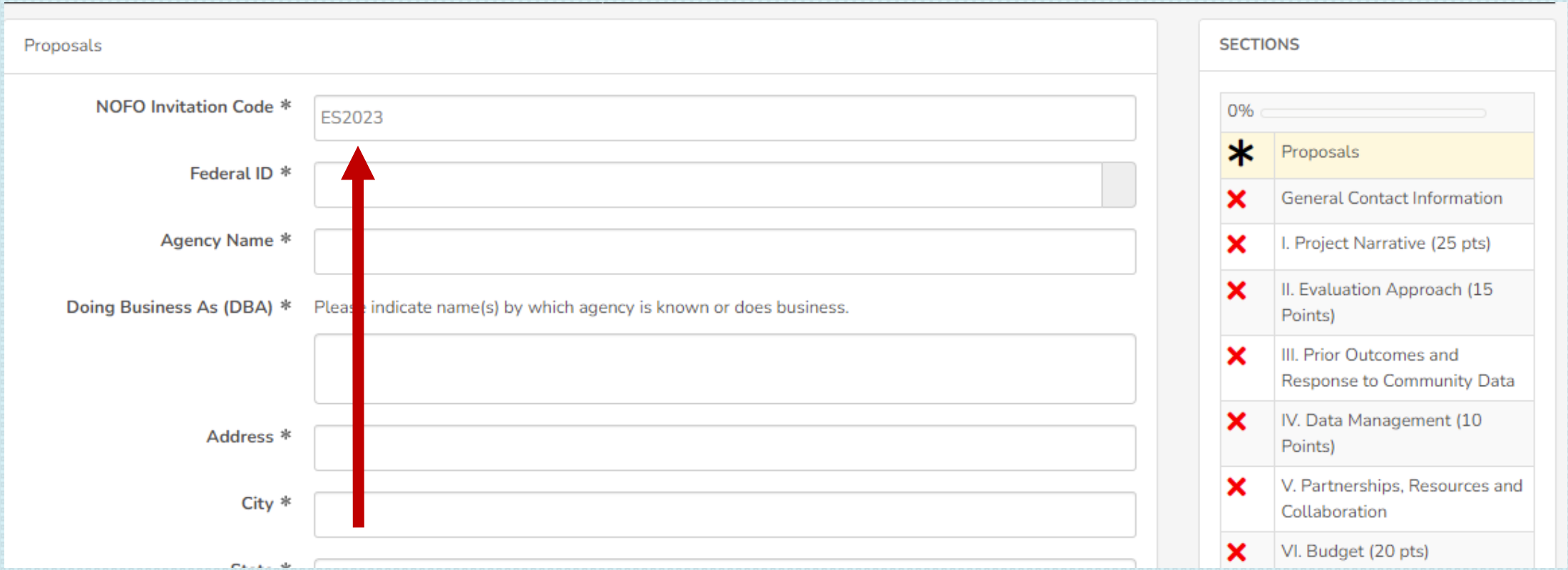

The application will appear once user has signed in.

This NOFO requires an invitation code or password: ES2026

Please insert this password at beginning of the application.

This allows the user to navigate the application, and to return to the application for completion.

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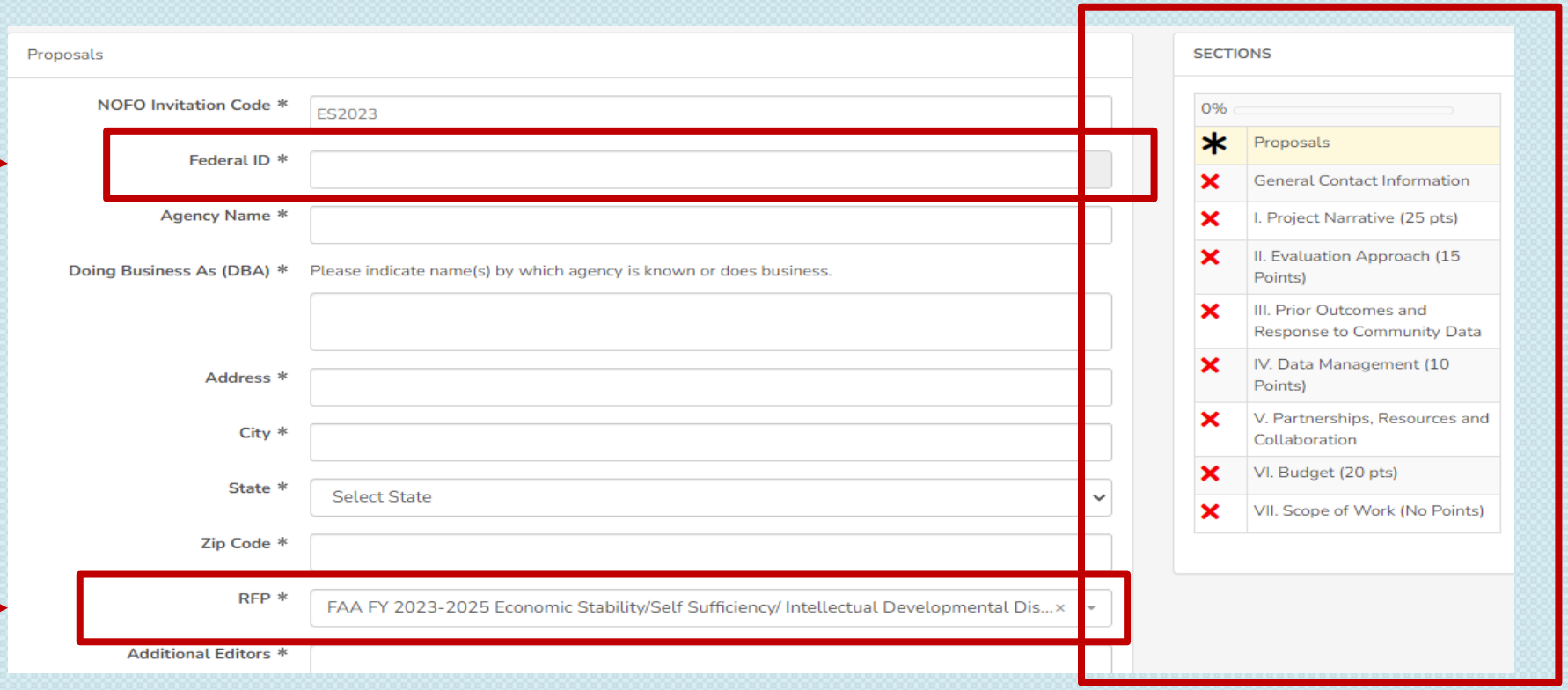
A valid Federal ID will populate the applicant's agency name and address.

Check the NOFO/RFP field 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.

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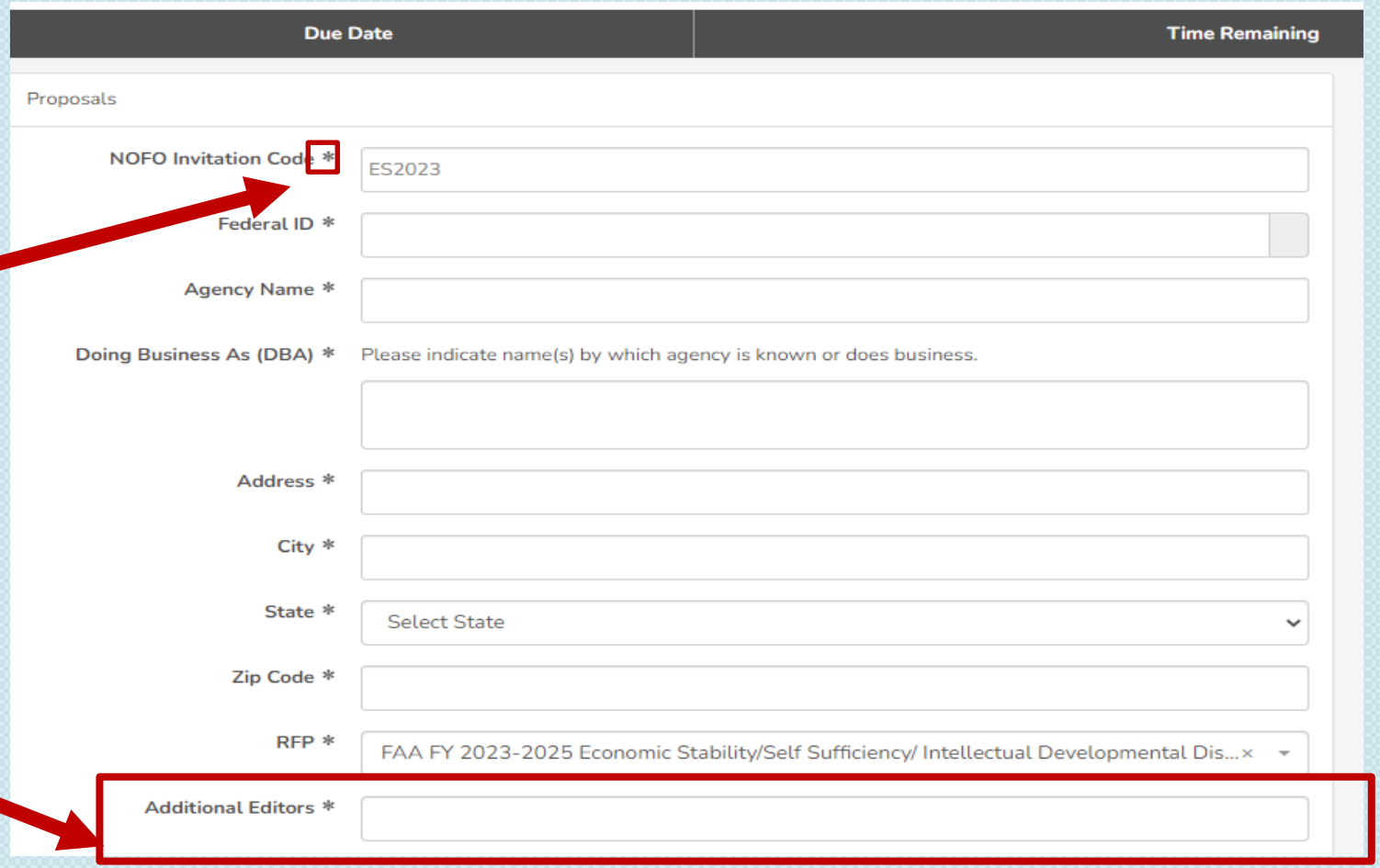
Throughout the application, an "*" (asterisk) next to an item indicates that the field is required.

To add another reviewer/editor to the application, go to the "Additional Editors" field in the first section of the application (first page)



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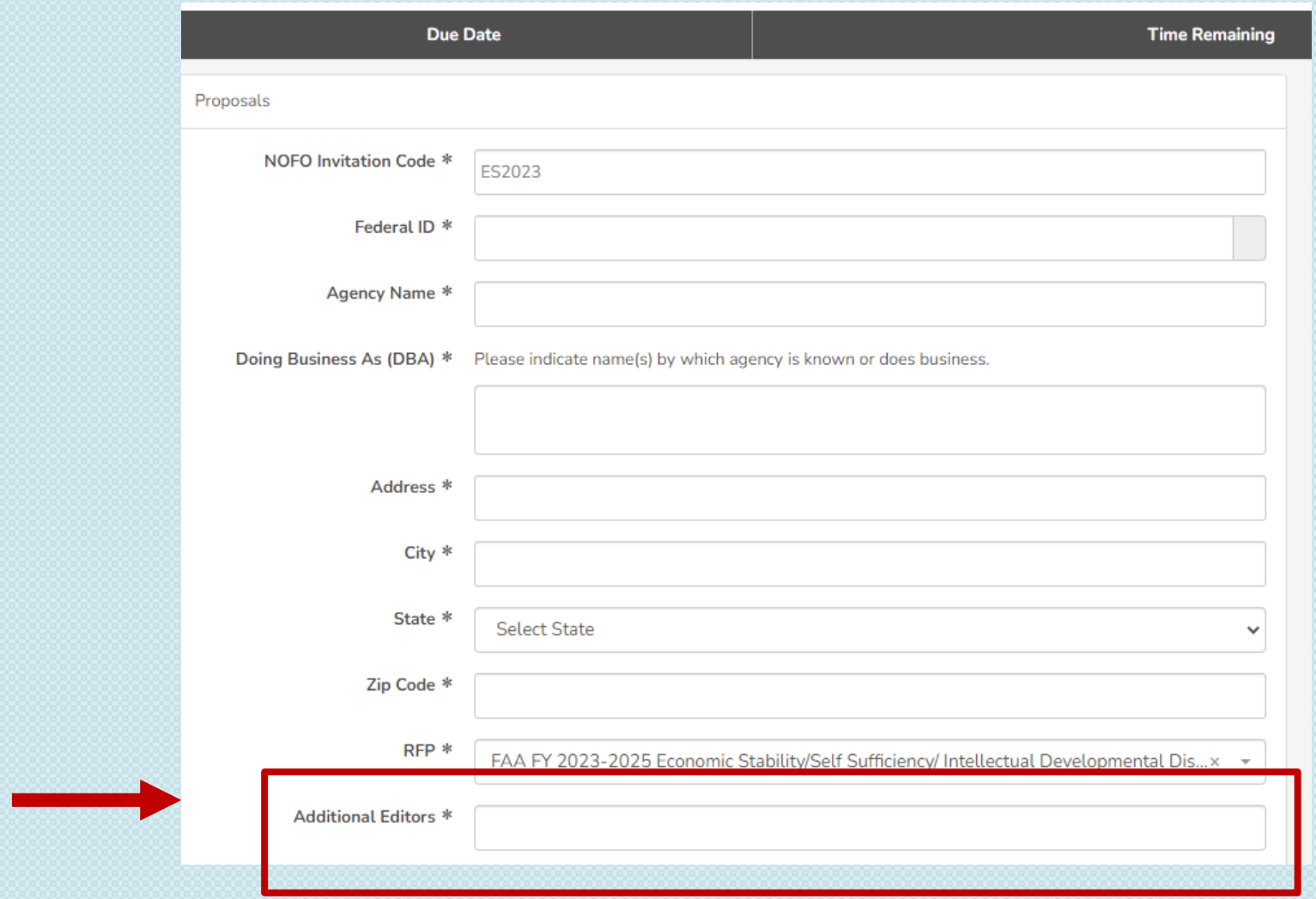
You can select up to two (2) additional editors. Each additional editor must have already registered on the SAMIS system.

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



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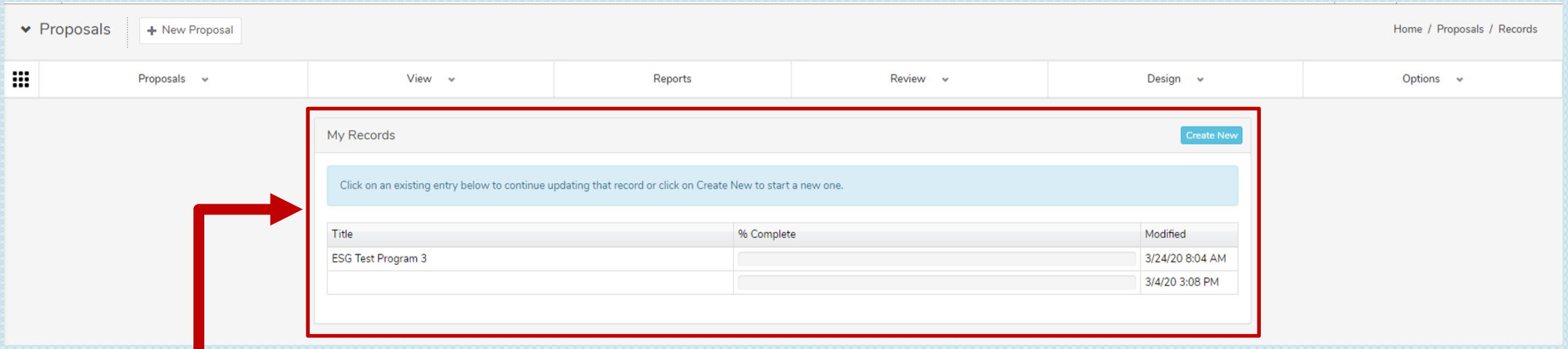

The application will then appear in the additional reviewer's list of applications.

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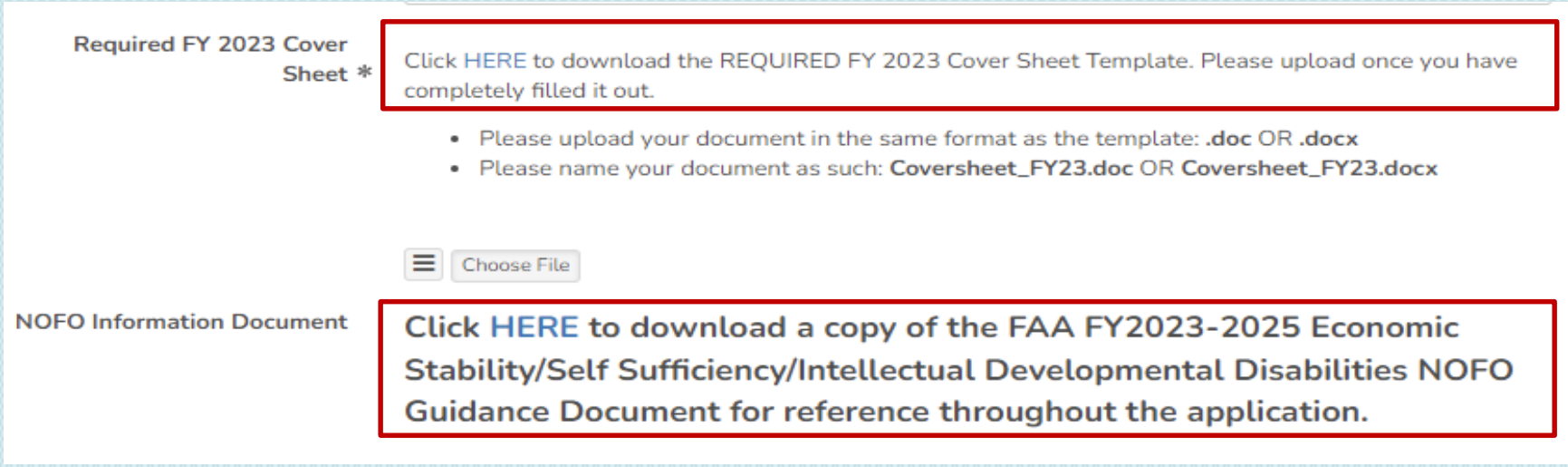
Throughout the application, there will be several documents that you will be required to download, complete, and re-upload to the application.

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.



Download the FY 2026-2028 FAA Economic Stability NOFO Guidance Document for details on the program and reference throughout the application.

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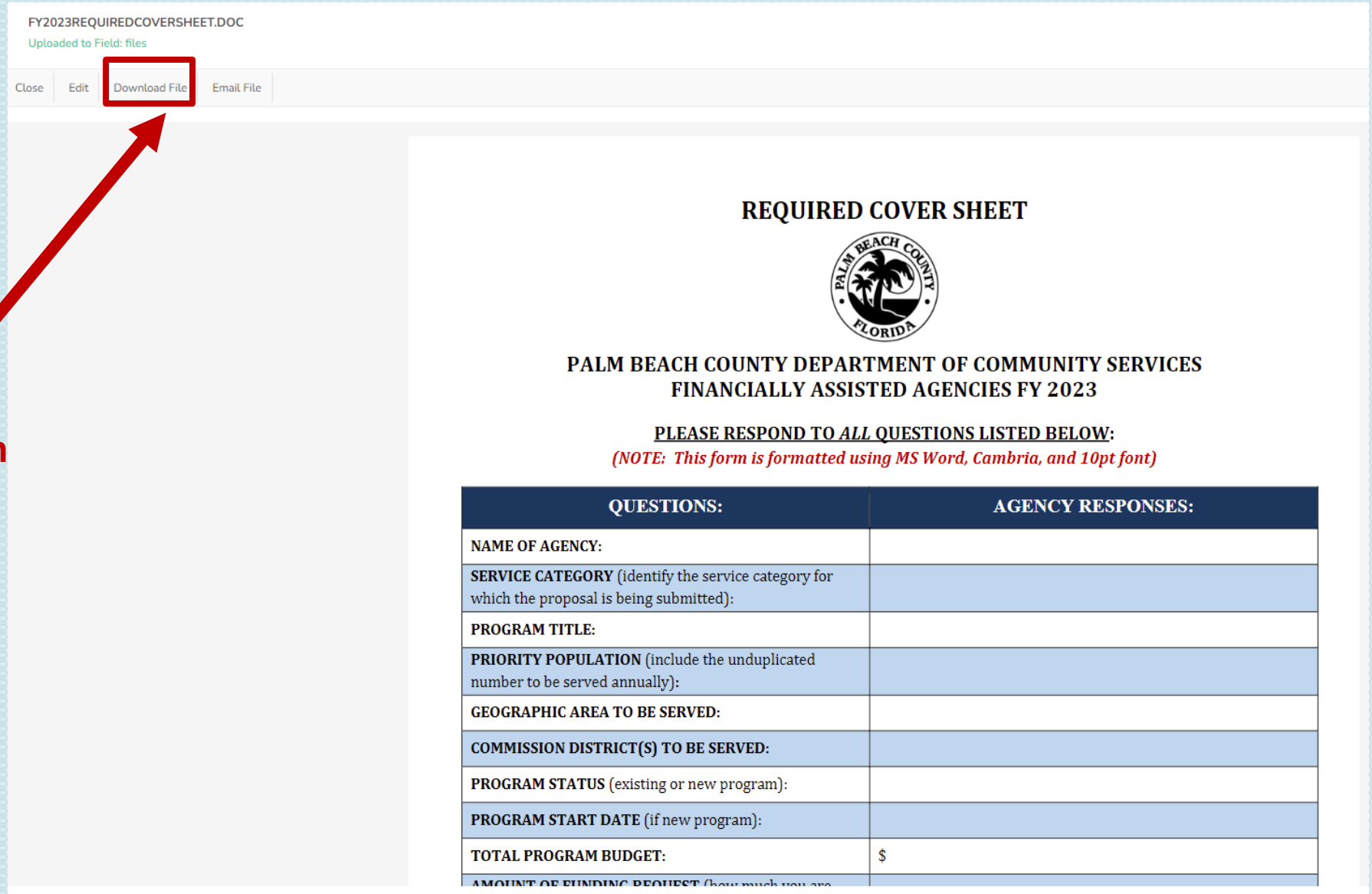
Click here to download the previewed documen then click 'Close' to return to the application



REQUIRED COVER SHEET

PALM BEACH COUNTY DEPARTMENT OF COMMUNITY SERVICES
FINANCIALLY ASSISTED AGENCIES FY 2023

PLEASE RESPOND TO *ALL* QUESTIONS LISTED BELOW:
(NOTE: This form is formatted using MS Word, Cambria, and 10pt font)

QUESTIONS:	AGENCY RESPONSES:
NAME OF AGENCY:	
SERVICE CATEGORY (identify the service category for which the proposal is being submitted):	
PROGRAM TITLE:	
PRIORITY POPULATION (include the unduplicated number to be served annually):	
GEOGRAPHIC AREA TO BE SERVED:	
COMMISSION DISTRICT(S) TO BE SERVED:	
PROGRAM STATUS (existing or new program):	
PROGRAM START DATE (if new program):	
TOTAL PROGRAM BUDGET:	$
AMOUNT OF FUNDING REQUEST (how much you are	

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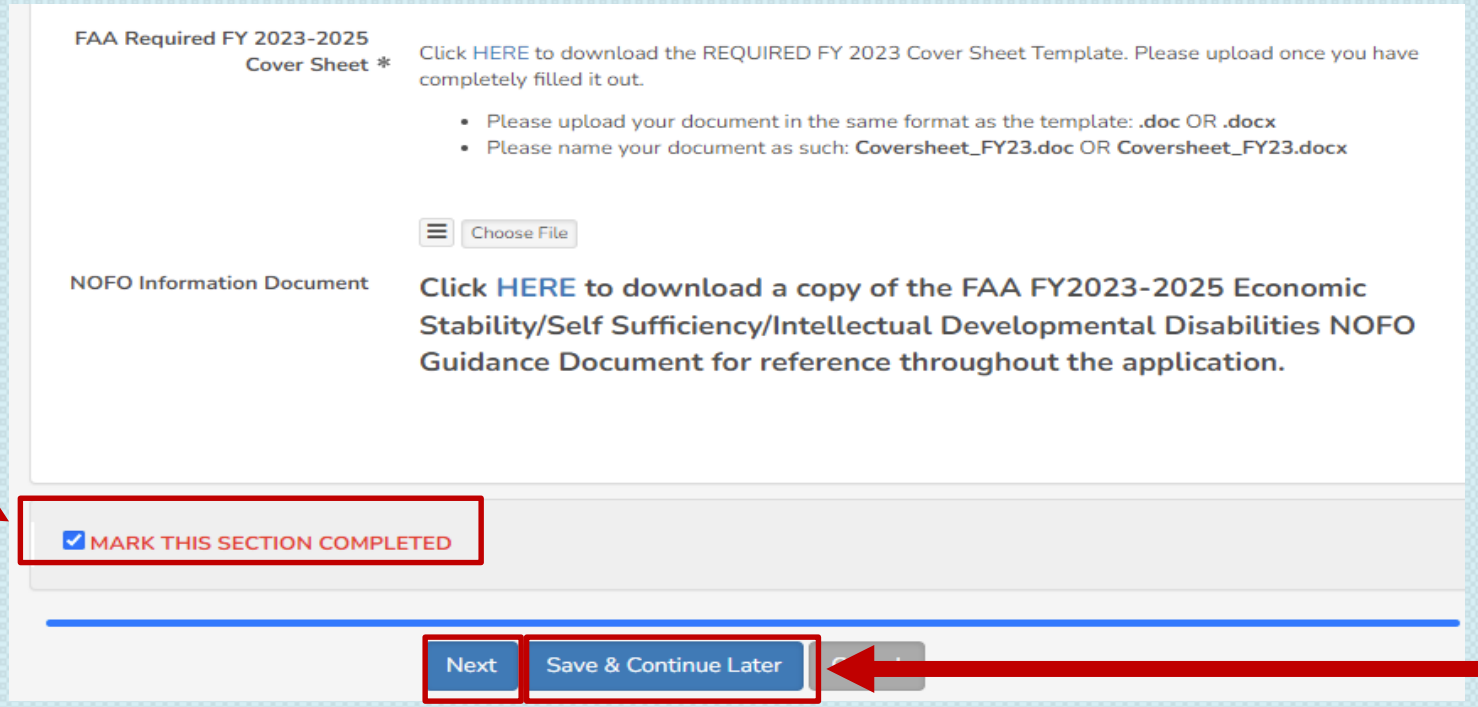
At the bottom of each section of the application, you will find this checkbox and accompanying text "Mark this Section Completed".

Check the box only after you have completed the section.

You can move between sections if this box is un-checked. 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 "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.

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.

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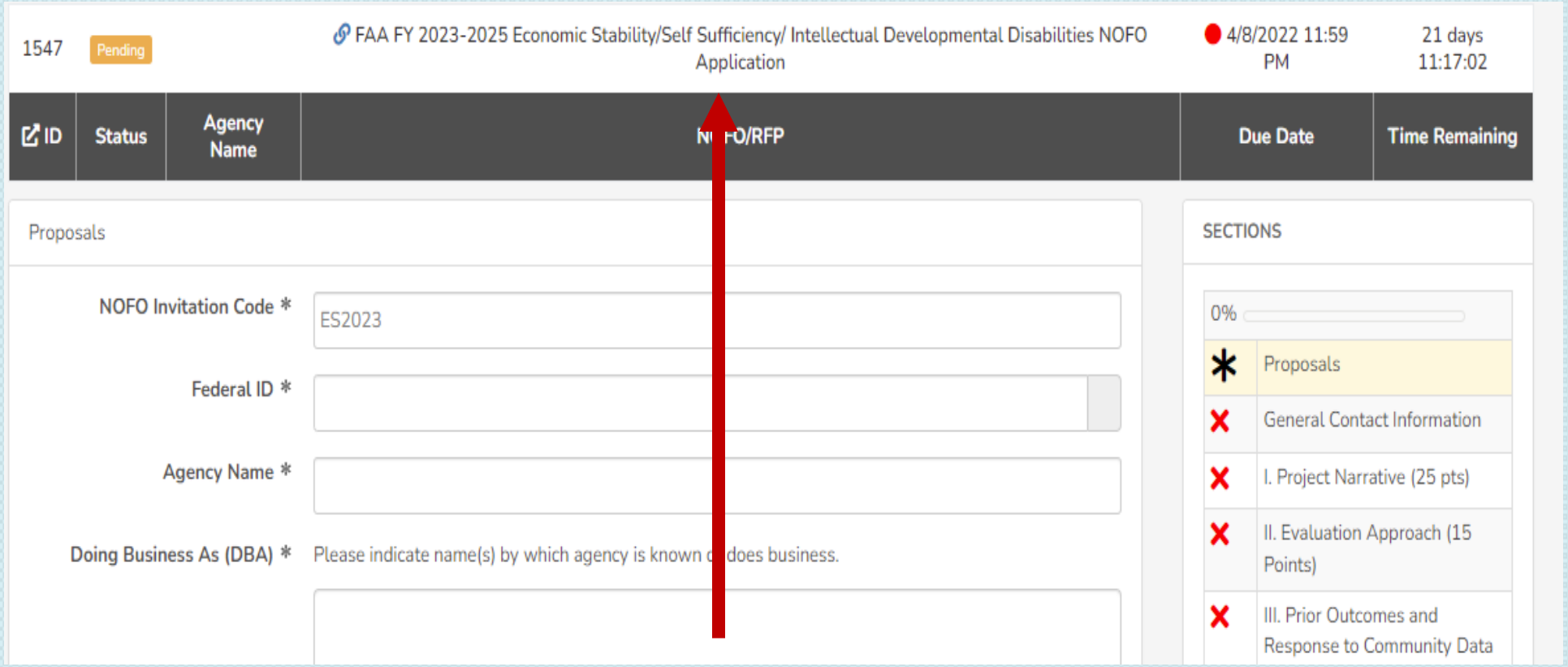

After you have completed the first section of the application, you will see this status bar at the top of each application section which will include your agency name, the name of the proposal, and a countdown to the application deadline date.

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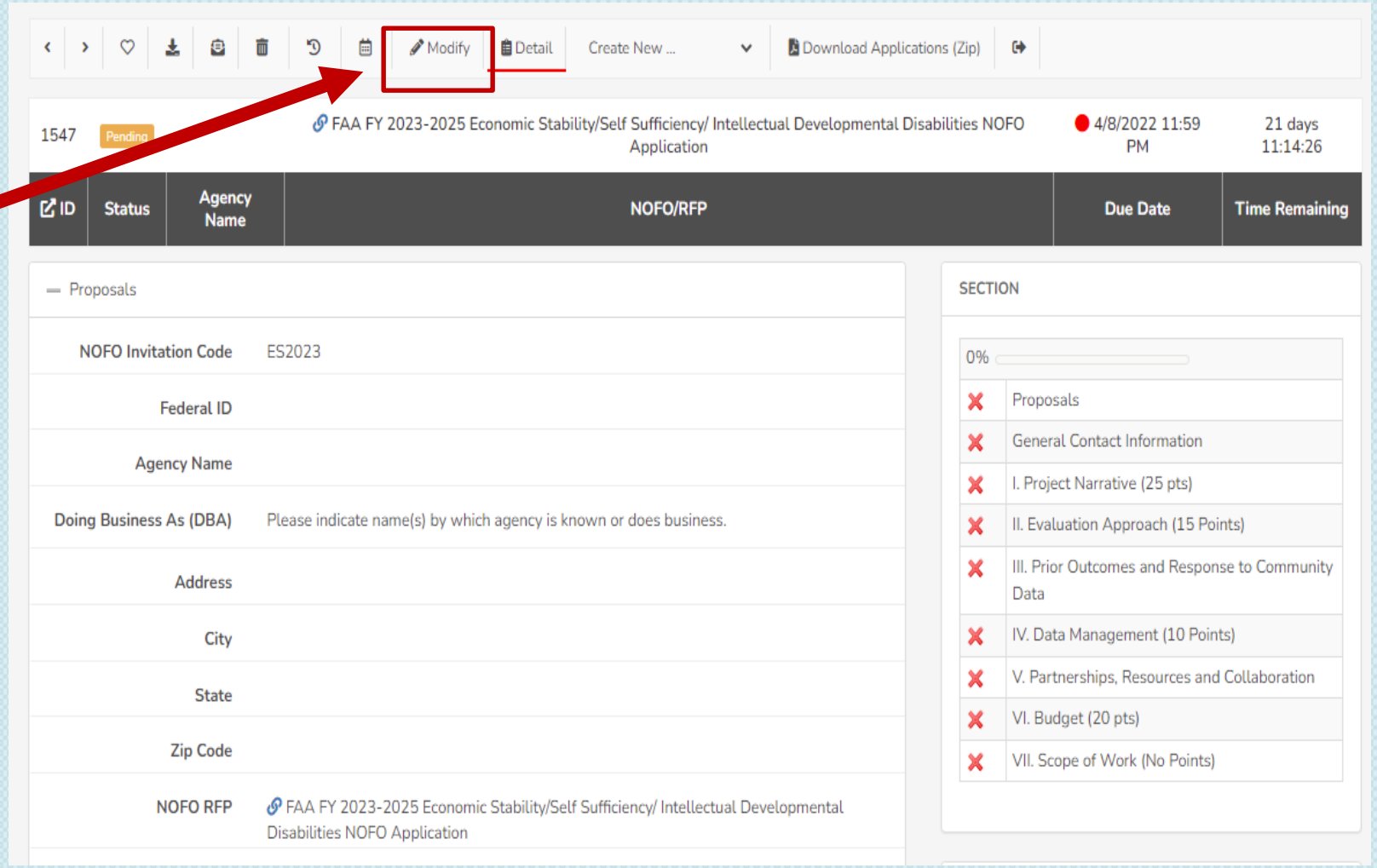
Once you have pressed "Save and Continue Later," you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.

If the user missed marking a section completed or to make changes and updates, the user 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 or to update.

Click on the "Save and Continue Later" button to return to the summary page.



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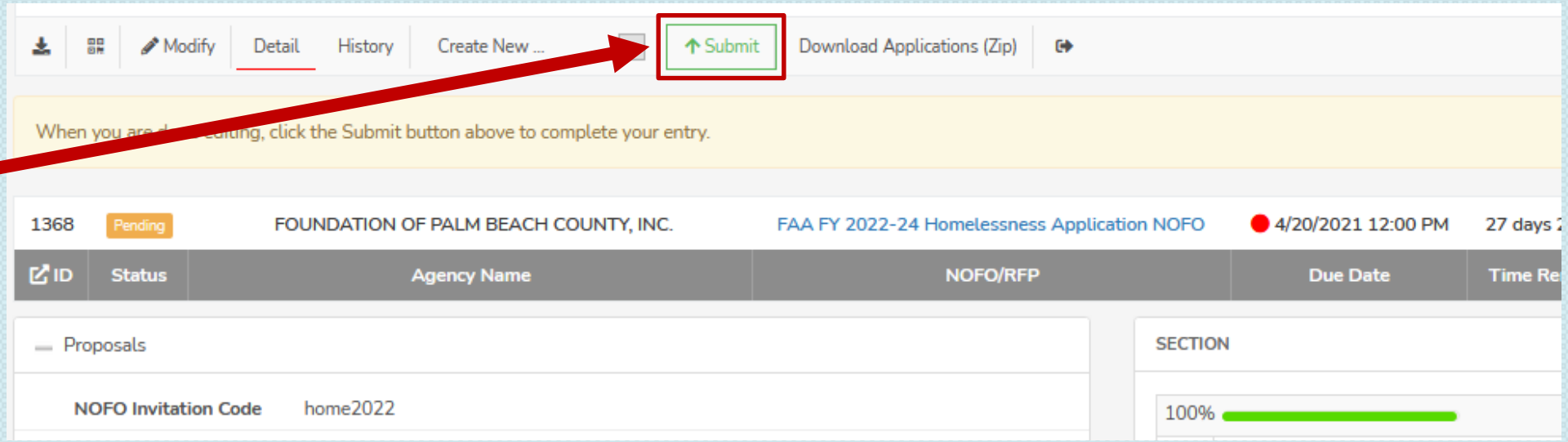
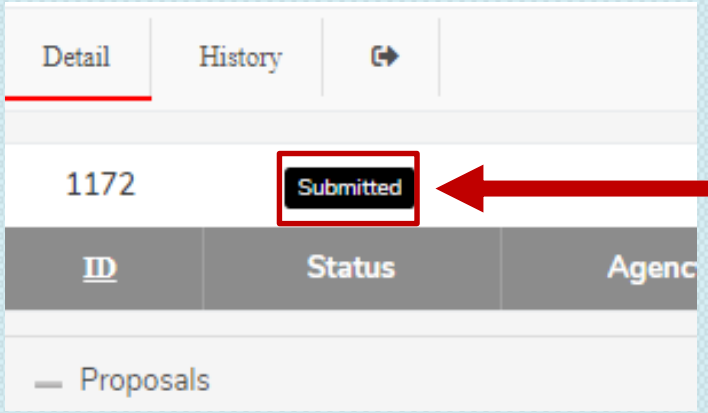
On the summary page, you will have one more opportunity to review your completed application before you submit.

Click on the "Submit" button to submit your application.

Note:
Be sure the application is complete and have the most updated information because changes cannot be made to the application once it has been submitted





When submitted, the application will display a black "Submitted" box on the status bar.

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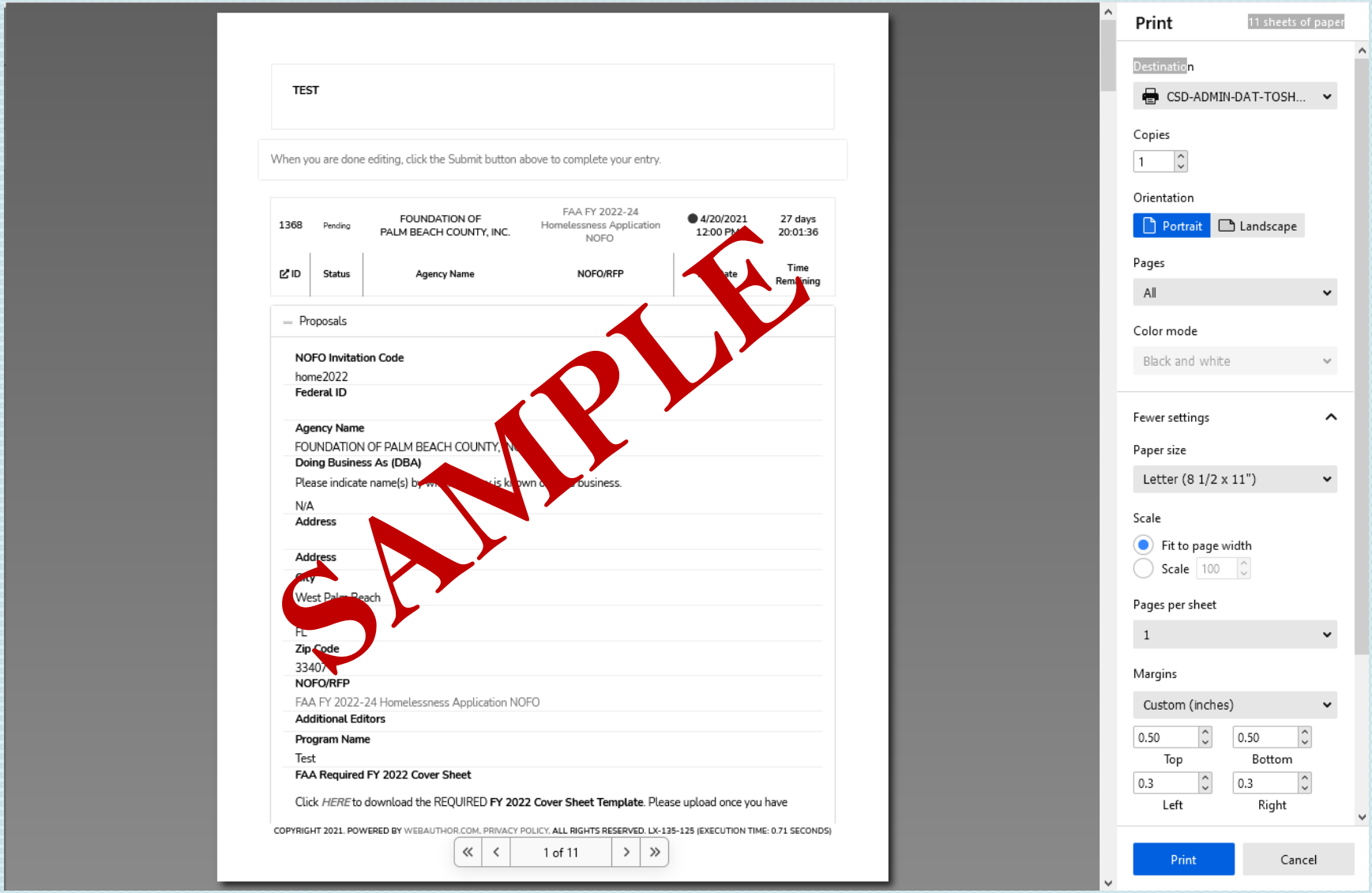

You can print your application for your record by using your browser's system options or by right-clicking your computer mouse and selecting "Print".