

**2022 CONTINUUM OF CARE (COC)  
UNSHELTERED AND RURAL HOMELESS  
PROGRAM COMPETITION  
(NOFO) Technical Assistance Presentation**



# Completing the CoC Unsheltered NOFO

**Enter link (<https://pbcc.samis.io/go/nofa/>) 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
<a href="#">Start New Application or Continue a Previous Application</a>	

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



# Completing the CoC Unsheltered NOFO

Existing User

Email \*

Password \*

[Log In](#)

New User

First Name \*

Last Name \*

Email \*

[Register](#)

**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.**

# Completing the CoC Unsheltered NOFO



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

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](mailto:gillianmoxey@gmail.com)

Password: f7GewRA5639

Go

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



# Completing the CoC Unsheltered 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.

I Agree

I Do Not Agree

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

**...and, to change your password**

## Reset Password

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

Change Password

New Password \*

Confirm Password \*

Change My Password



# Completing the CoC Unsheltered NOFO

The application will appear.  
Enter the NOFO Invitation  
Code, located on the last slide  
of the SAMIS ACCESS Guide



Proposals

NOFO Invitation Code \*

NOFO Invitation Code is required



# Completing the CoC Unsheltered NOFO

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

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 \* NOFO Application

Additional Editors

Program Name \*

NOFO Guidance Document \* Click [HERE](#) NOFO Guidance to download a copy of the [FY 2022-2023 NOFO Application Guidance Document](#) for reference throughout the application.

SECTIONS

0%

\* Proposals

X

X

X

X

X

X

X

X

**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.**

**Check the NOFORFP to confirm you are in the correct application**



# Completing the CoC Unsheltered 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)



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 \* ESG FY2022-FY2023 NOFO Application

Additional Editors

Program Name \*

NOFO Guidance Document \* Click [HERE](#) ESG NOFO Guidance to download a copy of the  FY 2022-2023 NOFO Application Guidance Document for reference throughout the application.

SECTIONS

0%

\* Proposals

X

X

X

X

X

X

X

X



# Completing the CoC Unsheltered NOFO

Proposals

Federal ID is required

Federal ID \*

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 \* FY2022-FY2023 NOFO Application

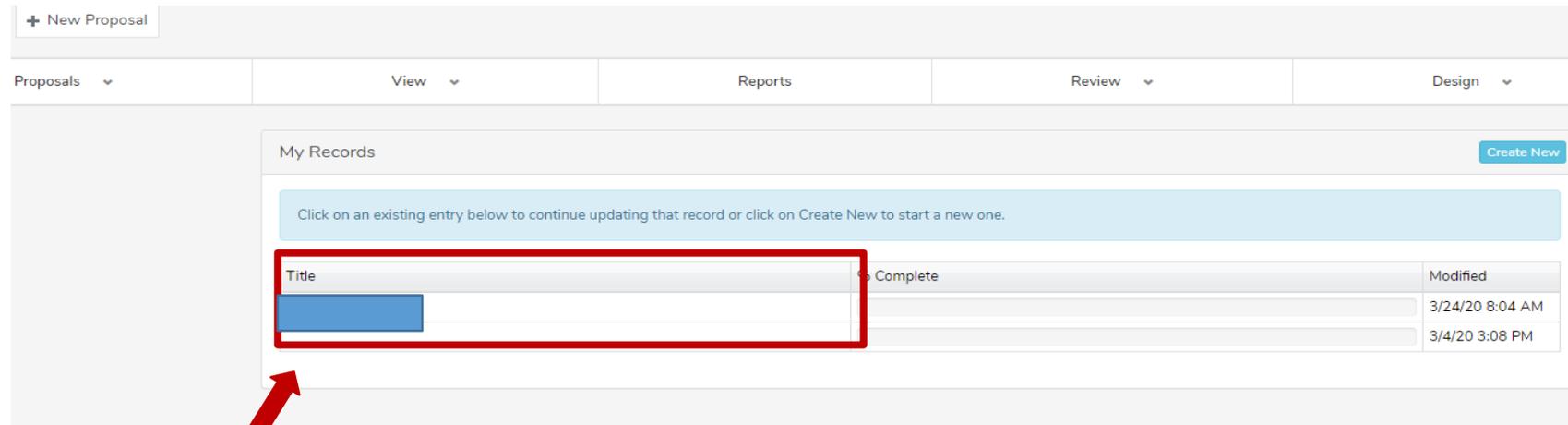
Additional Editors Type Name Here

Program Name \* No results found

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



# Completing the CoC Unsheltered NOFO



The screenshot shows a web application interface with a navigation bar at the top containing '+ New Proposal', 'Proposals', 'View', 'Reports', 'Review', and 'Design'. Below the navigation bar is a 'My Records' section with a 'Create New' button. A light blue instruction box reads: 'Click on an existing entry below to continue updating that record or click on Create New to start a new one.' Below this is a table with the following structure:

Title	to Complete	Modified
[Redacted]		3/24/20 8:04 AM
		3/4/20 3:08 PM

A red box highlights the 'Title' column, and a red arrow points from the text below to the first row of the table.

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



# Completing the CoC Unsheltered NOFO

Download the ESG FY 2022-2023 NOFO Guidance Document for details on the program and reference throughout the application.



 NOFO Guidance Document

Click [HERE](#)  NOFO Guidance to download a copy of the  FY 2022-2023 NOFO Application Guidance Document for reference throughout the application.



# Completing the CoC Unsheltered NOFO

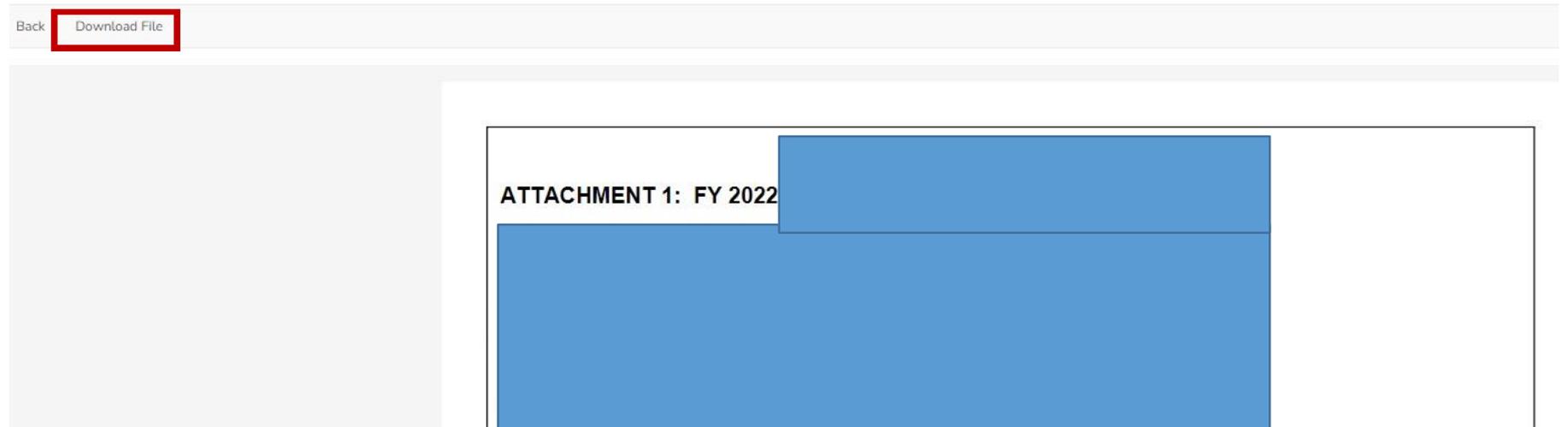
Throughout the application, there will be several documents that you will be required to download, complete and re-upload to the application.

A screenshot of a web application interface. It features a white background with a thin grey border. At the top, there is a header area with two columns. The left column contains the text 'ESG NOFO Guidance Document' in a grey font. The right column contains the text 'Click [HERE](#) ESG NOFO Guidance to download a copy of the ESG FY 2022-2023 NOFO Application Guidance Document for reference throughout the application.' Below this header is a large, solid blue rectangular area, likely representing a document preview or a placeholder for a document. The entire screenshot is framed by a thin grey border.

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.



# Completing the CoC Unsheltered NOFO



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



# Completing the CoC Unsheltered 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**

The screenshot shows a web form interface. At the top, there is a blue header bar. Below it, a text instruction reads: "Click [HERE](#) to download the REQUIRED [redacted] Template. Please upload once you have completed this form." Below this are two bullet points: "Please upload your document in the following format: .pdf" and "Please name your document as such: (Agency Name or Initials) [redacted]". A "Choose File" button is visible. The main content area is a large blue rectangle. At the bottom of this area, there is a checkbox labeled "MARK THIS SECTION COMPLETED" which is checked. Below the checkbox are two buttons: "Next" and "Save & Continue Later".

**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.**



# Completing the CoC Unsheltered NOFO

1598	Pending		FY2022-FY2023 NOFO Application	5/9/2022 12:00 PM	30 days 19:32:56
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.



# Completing the CoC Unsheltered 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.

Modify Detail History

1172 Pending [Agency Name] FY 2021 NOFO 4/10/2020 12:00 PM 21 days 01:05:05

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
Proposals					
Federal ID	83-1439572	Agency Name	ESG Test	Address	810 Datura Street
City	West Palm Beach	State	FL	Zip Code	33401
NOFO/RFP	[Redacted]	Program Name	[Redacted]		

Section

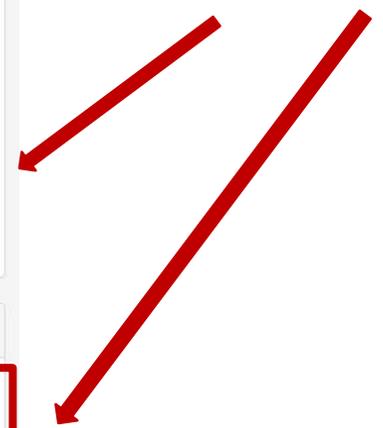
88% [Progress Bar]

Proposals [Green Checkmark]

Files [Add File]

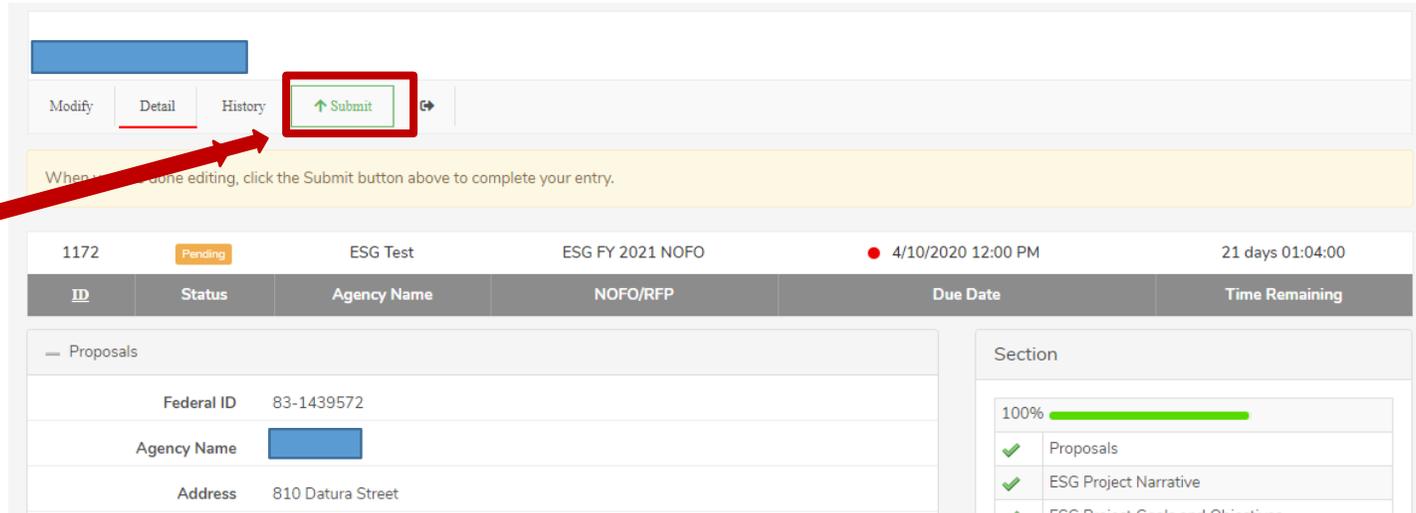
- Attachment 3 - YHDP Grantee HHA Certification.Pdf  
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey
- Attachment 3 - YHDP Grantee HHA Certification.Pdf  
Uploaded On 3/20/2020 10:52 AM By Gillian Moxey

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.



# Completing the CoC Unsheltered 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 you are done 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
- ✓ ESG Project Narrative
- ESG Project Goals and Objectives

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



ESG TEST PROGRAM 2

Detail History

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Submitted	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:03:18

Proposals

Section

Federal ID 83-1439572

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



# Completing the CoC Unsheltered NOFO

The screenshot displays a web application interface for managing proposals. The main content area shows details for a proposal titled "ESG TEST PROGRAM 2" with ID 1172. The proposal is in "Submitted" status, dated 4/10/2020 12:00 PM, with 21 days 00:58:29 remaining. The agency is "ESG Test" at 810 Datura Street, West Palm Beach, FL 33401. The program name is "ESG Test Program 2".

Attachments include:

- Attachment 1 - ESG FY 2021 Cover Sheet
- Attachment 2 - ESG Categories & Activities (5 Pts)
- Attachment 3 - YHDP Grantee HHA Certification.pdf

A print dialog box is open on the right side of the screen, showing the following settings:

- Print: 9 pages
- Destination: Save as PDF
- Pages: All
- Layout: Portrait
- More settings: (dropdown arrow)

Buttons for "Save" and "Cancel" are visible at the bottom of the print dialog.

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



# CoC Unsheltered NOFO Invitation Code:

## CoC2022

