

**FY 2026 NOFO
for
Opioid Settlement Funds (OSF) Recovery
Supports
Applicant Technical Assistance Conference**

July 7, 2026

Palm Beach County
Community Services Department



WELCOME

Please put questions in the chat to everyone
This meeting is being recorded

Behavioral Health & Substance Use Disorders
NOFO Bidders Conference

July, 7, 2026
10:00 - 12:00 am

AGENDA

Welcome, Introductions & Overview

Dr. Joanna Reid-Enoise, Senior Program Manager, CSD

Overview of 2026 NOFO Process and Guidance

Michael R. Wright, MPA, Contracts Manager, CSD

Elena Klimenko, Contracts/Grants Coordinator, CSD

Overview of OSF Categories & Strategies

Dr. Joanna Reid-Enoise, Senior Program Manager, CSD

Outcomes Overview of ROMA Logic Model

Dr. Tammy Thomas, Program Evaluator, CSD

Fiscal Overview of NOFO Budgets

Ginger Barao-Lew, Financial Analyst II, CSD

Overview NOFO Application Tips & More

Michael R. Wright, MPA, Contracts Manager, CSD

Application Website Overview

Elena Klimenko, Contracts/Grants Coordinator, CSD

Questions & Answers

Adjournment & Distribution of NOFO Invitation Code



Overview of Opioid Settlement Funding

**Dr. Joanna Reid-Enoise, Senior Program Manager,
CSD**

ADVANCING A RESILIENCE AND RECOVERY ECOSYSTEM OF CARE ONE INITIATIVE, ONE INDICATOR AT A TIME

Behavioral Health and Substance Use Disorder Plan 2024

Palm Beach County
Advisory Committee on
Behavioral Health, Substance Use
and Co-Occurring Disorders

It is time we ... stopped focusing on brief episodes of biopsychosocial stabilization. It is time for national, state, and local initiatives to create recovery-oriented systems of care that can promote this model of sustained recovery management.

William L. White, MA
*Recovery Management and Recovery Oriented
Systems of Care: Scientific Rationale and
Promising Approaches*

Mission

To ensure access to individualized person-centered, recovery-oriented care and supports through integrated and coordinated services using a “no-wrong door” approach for all Palm Beach County residents in need.

Vision

To have a fully integrated and coordinated person-centered, recovery-oriented system of care that employs neutral care coordination and recovery as well as peer supports that focus on:

- Individual needs and assessment of each person holistically.
- Evaluation of personal resiliency and risk factors utilizing recovery capital indexing.
- Strength-based, accessible and available services to any person seeking improved outcomes for mental illness, substance use and/or co-occurring disorders.

ADVANCING A RESILIENCE AND RECOVERY ECOSYSTEM OF CARE ONE INITIATIVE, ONE INDICATOR AT A TIME

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Issues – Opioid Settlement
1. Palm Beach County and its residents were harmed by acts of the pharmaceutical industry causing an opioid epidemic. 2. Ensure Settlement funds are appropriately leveraged to address these harms.
Why
1. Settlement funds can effectuate establishment of person-centered, recovery-oriented system of care.
How (strategies)
1. Provide sustainable resources (essential services) including housing, peer support, care coordination, and flex funds which mirrors the federal COSSUP program. 2. Housing should be focused on stable placement as well as affordability and should include transitional, recovery, supportive living and permanent opportunities for individuals with substance use and mental disorders, returning individuals with justice placements, seniors who are under strict financial pressures and living on fixed incomes and youth aging out of foster care.. 3. Coordination with the Department of Housing and Economic Development, municipalities and other housing funding sources to support expanding housing opportunities for individuals with substance use and behavioral disorders.. 4. Establish a non-conflicted neutral care coordination entity serving as a single point of contact providing assessment, level of care determination, referral, prior authorization and payment of certain care, and, care monitoring across clinical and non-clinical recovery support and social services. 5. Expand Syringe Services Program capacity and opportunities.

ADVANCING A RESILIENCE AND RECOVERY ECOSYSTEM OF CARE ONE INITIATIVE, ONE INDICATOR AT A TIME

Behavioral Health and Substance Use Disorder Plan 2024

Palm Beach County
Advisory Committee on
Behavioral Health, Substance Use
and Co-Occurring Disorders

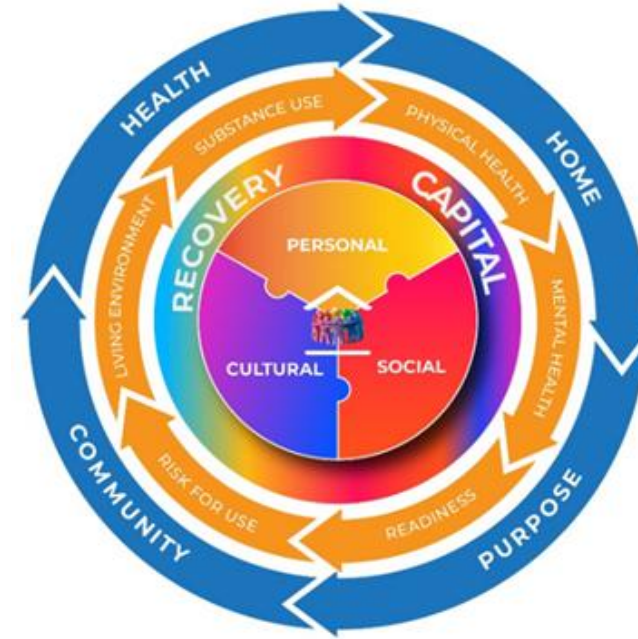
It is time we ... stopped focusing on brief episodes of biopsychosocial stabilization. It is time for national, state, and local initiatives to create recovery-oriented systems of care that can promote this model of sustained recovery management.

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6. Expand comprehensive recovery and treatment services, including MAT, for populations with substance use and co-occurring disorders demonstrating high need and prioritizing pregnant and parenting women.
7. Promote recovery-ready work environments and expand transportation and employment opportunities for individuals with SUD and co-occurring MH conditions.
8. Create public awareness campaigns that promote recovery-ready communities focused on improving mental as well as overall health and wellness in order to build resilience in individuals and communities.
9. Create and/or support community-based education or support services for families, youth, and adolescents at risk for SUD, mental health disorders and any co-occurring MH conditions which builds resilience, recognizes adverse child experiences and is trauma-informed.
10. Expand County's MH/SUD research capacity and enhance its monitoring, surveillance, data collection, and evaluation capabilities in conformance with SAMHSA quality assurance guidelines and other evidence-based methodologies..
11. Create and/or support community based education to increase awareness and ability to recognize warning signs of different stages for both behavioral and substance use issues.
12. Opioid settlement funds should be spent as follows: 90% on social determinants of health prioritizing housing, recovery supports, care coordination and environmental strategies to include youth, families and community education 10% on deep-end and crisis care.

ADVANCING A RESILIENCE AND RECOVERY ECOSYSTEM OF CARE ONE INITIATIVE, ONE INDICATOR AT A TIME

- Programs and services provided within the County's Resilience and Recovery Ecosystem of Behavioral Health and Substance Use Disorder Care
- Emphasizes resilience and social determinants of health with the aim toward building resilient and recovery-ready individuals and communities
- Clear system of care path that is person-centered and recovery-oriented care.
- Focused on improved long-term recovery outcomes and increased resiliency rather than solely on acute- and crisis-centric care.



- **Macro level** is concerned with interaction and interdependence of individuals with their surrounding physical, social, and cultural systems.
- **Meso level** provides a non-conflicted entity serving as a single point of contact providing assessment, level of care determination.
- **Micro level** aims to increase an individual's recovery capital through network of "recovery hubs" and other support services providing nonclinical resources.

ADVANCING A RESILIENCE AND RECOVERY ECOSYSTEM OF CARE

ONE INITIATIVE, ONE INDICATOR AT A TIME

Personal Capital

General Health
Mental Wellbeing
Nutrition
Employment
Education
Housing Situation
Transportation
Clothing
Financial

Social Capital

Family Support
Significant Other
Social Support
Social Mobility
Healthy Lifestyle
Access to Healthcare
Safety

Cultural Capital

Beliefs
Spirituality
Sense of Purpose
Cultural Relevance
Sense of Community
Values

Measure initiatives through a resilience and recovery capital framework because of its ability to capture resilience, health, well-being, social determinants of health, and risk factors.

Resilience Indicators	Mean Score	Median	Risk Indicators	Mean Score	Median
Sense of Purpose	81.0	87.5	Financial Well-Being	41.2	41.7
Beliefs	76.3	77.1	Knowledge and Skills	48.9	50.0
Spirituality (Component)	73.6	75.0	Employment	50.6	50.0
Healthy Lifestyle	72.2	75.0	Basic Needs (Component)	55.8	50.0
Safety	72.2	75.0	Transportation	56.9	54.2

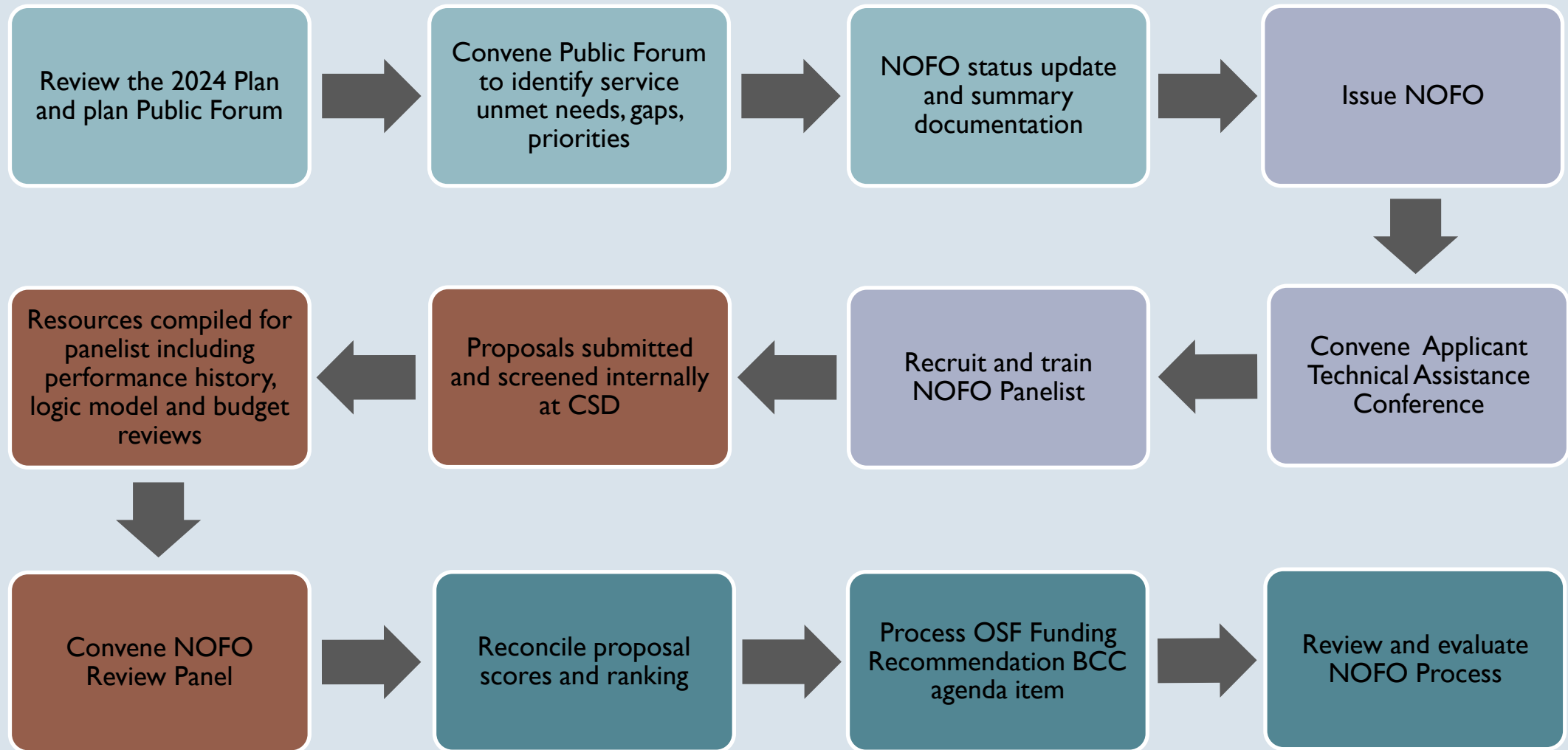
Improvements in **Social Capital** (especially healthy lifestyle, social safety) and **Cultural Capital** (sense of purpose, beliefs/values, spirituality) are the strongest hallmarks of high total recovery capital.

In contrast, low scoring and closely associated components include:
Personal Financial Well-Being
Personal Employment
Personal Knowledge & Skills
Personal Basic Needs
Personal Transportation

Overview of Behavioral Health & Substance Use Disorders NOFO Process & Guidance

Michael R. Wright, MPA, Contract Manager
Elena Klimenko, Contracts/Grants Coordinator
Contract Compliance & Program Performance Team, CSD

OSF 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 July 20, 2026, until the final OSF contracts are approved by the Board of County Commissioners.

Respondents (Applicants) are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://www.pbcgov.com/legislativeaffairs/pdf/Lobbyist_Registration_Ordinance.pdf is in effect. Applicants 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 Applicant or Applicant'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.** An Applicant's representative shall include but not be limited to the Applicant's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Applicant.

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. 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/>



BEHAVIORAL HEALTH & SUBSTANCE USE DISORDERS

Notice of Funding Opportunity Timeline

DATE	ITEM	RESPONSIBLE
July 6, 2026	FY 2026 NOFO for OSF is posted for release on October 10, 2025, in Advantage	CSD
July 6, 2026	FY 2026 NOFO for OSF is posted on the FAA NOFO Website: https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx	CSD
July 6, 2026	OSF NOFO Release Day - Available for Public at 5:00 PM EST	CSD
July 7, 2026	Virtual Technical Assistance Conference 10:00 AM EST	CSD and Applicants
July 14, 2026	OSF NOFO Review Panelists Training	CSD
July 15, 2026	Final day to submit written questions 12:00 PM (Noon) EST	Applicants
July 20, 2026	OSF NOFO PROPOSAL SUBMISSION DEADLINE – 12:00 (Noon) PM EST	Applicants
July 20, 2026	Cone of Silence Begins for OSF NOFO	CSD, Applicants, Reviewers, BCC

BEHAVIORAL HEALTH & SUBSTANCE USE DISORDERS

Notice of Funding Opportunity Timeline

July 27, 2026	Recovery Supports – HUB Review Panels meet to review and score proposals	Contracts, BHSUD and Reviewers
July 27, 2026	Staff reconciles review panel scoring, ranking, and funding availability to develop recommended allocations	CSD
July 28, 2026	Staff posts scoring results on the Webpage	CSD
July 31, 2026	Final date to file a Funding Grievance	Applicants
August 13, 2026	Presentation of FY 2026-2028 OSF Funding Recommendations to BHSUCOD	CSD BHSUD
October 6, 2026	OSF Contracts Presented to the BCC for Approval	CSD
October 6, 2026	Cone of Silence Ends for FY 2026 NOFO for OSF	CSD, Applicants, Reviewers, BCC

Opioid Settlement Funds

Funding Allocation

Category	Subcategory	Estimated Funds Available*
Recovery Supports Focus Population: Young Adults, Adults, and Families	Recovery Hub	\$1,300,000.00
	Total	\$1,300,000.00

* Funding availability/recommendations are subject to BCC approval

Eligibility Requirements

Nonprofit Applicants must:

- Hold current and valid 501(c)(3) status as determined by the Internal Revenue Service.
- Be chartered or registered with the Florida Department of State.
- Be incorporated for at least one agency fiscal year.
- Have provided the services for at least six (6) months.
- Demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor. If unable to provide an acceptable financial audit performed by an independent auditor, a fiscal agent will be considered as applicable.
- Create a Vendor Registration Account OR activate an existing Vendor Registration Account through Palm Beach County Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at:
 - <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.
 - Maintain contractual liability insurance substantially similar to the terms listed in **Attachment 12: INSURANCE**, if awarded funding.

Overview of Category & Subcategories

Dr. Joanna Reid-Enoise, Senior Program Manager,
CSD

OSF

Behavioral Health and Substance Use Disorders Categories

Category

- Recovery Supports

Subcategory

- Recovery Hub

Priority Populations,

- Priority Population: Individuals (Young adults, adults, and Families) with substance use and/or co-occurring disorders. Individuals who are involved in multiple systems of care (i.e. Justice System, Child Welfare, Homelessness) should be given priority.
Page 9
- In addition, priority will be given to Applicants that provide services to Marginalized Communities within the following areas: Tri-city Glades, Riviera Beach, West Palm Beach, Lake Worth Beach, and Delray Beach. Substance use and behavioral health disorders are significant public health issues that impact people across all demographics. Marginalized groups, including those involved in the criminal justice system, living in poverty, individuals who are uninsured and/or underinsured, and people with disabilities, disproportionately face high rates of substance use and/or co-occurring disorders. Also, marginalized communities have disproportionately lower rates of access to treatment and healthcare services and higher rates of incarceration and recidivism

Sub-Category: Recovery Hub

- The County is seeking qualified applicants with demonstrated experience in the development, implementation, management, and support of peer-led Recovery Community Organizations (RCOs) and Recovery Community Centers (RCCs), collectively referred to as Recovery Hubs, throughout Palm Beach County.
- Applicants must demonstrate expertise in recovery-oriented systems of care and a comprehensive understanding of the critical role that peer-led services play in promoting long-term recovery for individuals with substance use disorders (SUD) and co-occurring mental health disorders. Proposed Recovery Hubs should provide person-centered, recovery-focused services that enhance access to care, reduce barriers to treatment and recovery, and improve community integration and long-term recovery outcomes.

Sub-Category: Recovery Hub

- Applicants shall also demonstrate a clear strategy for developing and sustaining collaborative partnerships with key stakeholders across Palm Beach County, including, but not limited to, the Healthcare District of Palm Beach County, Southeast Florida Behavioral Health Network (SEFBHN), licensed treatment providers, community-based organizations, healthcare systems, specialty courts, the criminal justice system, law enforcement, fire rescue agencies, transportation providers, CareerSource Palm Beach County, legal service organizations, housing providers, and other recovery support partners.
- The proposal should describe how these partnerships will create an integrated, coordinated, and efficient system of care that strengthens referral pathways, eliminates duplication of services, improves care coordination, and ensures individuals can access the full continuum of behavioral health, substance use, recovery support, and social determinants of health services. Applicants should further demonstrate their ability to leverage community resources and establish sustainable collaborative networks that advance a "no wrong door" approach to service delivery for Palm Beach County residents experiencing behavioral health, substance use, and co-occurring disorders

Sub-Category: Recovery Hub

- Recovery Hubs shall function as non-clinical, peer-driven environments and shall not provide clinical treatment services or any services requiring county, state, or federal licensure. Instead, Recovery Hubs shall offer recovery support services designed to assist individuals at all stages of recovery and to strengthen community-based recovery networks
- At a minimum, Recovery Hubs should provide:
 - Peer-led recovery support services and recovery coaching;
 - Recovery-focused programming and mutual aid opportunities;
 - Assistance with employment, housing, transportation, education, and other social determinants of health;
 - Training, workforce development, and leadership opportunities for individuals in recovery;
 - Community outreach, engagement, and recovery advocacy activities;
 - Family support and recovery education opportunities; and
 - Additional community-driven services that reflect the unique needs, strengths, and priorities of the populations and neighborhoods being served.

Outcomes

Recovery Supports Category

Programs and services in the Recovery Supports Category shall address the following outcomes, outputs, and performance measures:

Recovery Supports – Outputs

Outcome	Participants will maintain engagement at the Recovery Community Center
Indicator	Number of new RCC participant visits
Indicator	Number of returning RCC participant visits
Indicator	Number of RCC participants who attended training
Indicator	Number of RCC participants attended social community events

Recovery Supports- Outcomes

Outcome	Participants will improve resilience as evidenced by a 1 (one) point increase on the RCI from baseline to the last recorded RCI within the fiscal year
Indicator (Year 1)	70% of participants will improve resilience as evidenced by a 1 (one) point increase on the RCI from baseline to the last recorded RCI within the fiscal year.
Indicator (Year 2)	70% of participants will improve resilience as evidenced by a 1 (one) point increase on the RCI from baseline to last recorded RCI within the fiscal year.

Outcome	Participants will remain engaged in services for program duration (as defined by Agency).
Indicator (Year 1)	70% of Participants will remain engaged in services for program duration (as defined by the Agency).
(Year 2 & 3)	80% of Participants will remain engaged in services for program duration (as defined by the Agency).

Outcome	Participants will gain employment.
Indicator	% of participants will gain employment within xx months from program enrollment.

Outcomes

Outcome	Participants will enroll in college/ vocational education.
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Indicator	% of participants will enroll in college/ vocational education within xx months from program enrollment.
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Outcome	Participants will acquire housing.
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Indicator	% of participants will acquire housing within xx months from program enrollment.
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PROGRAMMATIC REQUIREMENTS

(include but not limited to the following):

- Demonstrate alignment with Palm Beach County's Resilience and Recovery Ecosystem of Behavioral Health and Substance Use Disorder Care. (**See Attachment I**)
<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>)
- Demonstrate integration of SAMHSA's best practice guides and evidence-based practices manuals, or evidence-informed practices, as well as clearly articulate defined standards, outcomes and measures. (**See Resources**)
<https://discover.pbcgov.org/communityservices/financiallyassisted/Pages/RFP.aspx>)
- Demonstrate alignment with the 2024 Plan.

PROGRAMMATIC REQUIREMENTS (cont'd)

- Agree to utilize evidence-based or evidence-informed practices with fidelity.
- Agree to measure individual and/or community resilience through regular administration of the Resiliency/Recovery Capital Index Survey.
- Agree to participate in the County's *Shaping a Healthier Palm Beach County campaign*.
- Agree to participate in research related to initiatives.
- Comply with the OSF Programmatic Requirements.
- Comply with State and County reporting requirements for OSF funds. (**See Attachment 3**)
- Comply with 2 CFR Part 200 (Code of Federal Regulations (CFR) which contains uniform administrative requirements, cost principles and audit requirements). [2 CFR Part 200 \(up to date as of 1-22-2025\).pdf](#).

Outcomes Overview of ROMA Logic Model and Evaluation Plan

**Dr. Tammy Thomas, Program Evaluator,
CSD**

Outcomes and Tools

Measurement Tools

The RCI is expected to be utilized with the Young Adult and Adult population experiencing substance use and/or co-occurring disorders.

Outcomes

Program Outcomes are required in the logic models. By submitting a proposal, the Applicant Agency agrees to address and measure the outcomes noted in this NOFO Guidance document. Additionally, Applicants are to provide at least one appropriate indicator per outcome in each proposal submitted.

Data Collection and Tools

Applicant Agencies serving individuals with Substance Use and Co-Occurring Disorders must agree to utilize and adhere to protocols for on-going use of the RCI to measure resiliency (recovery) capital.

Applicant Agencies serving Individuals are required to administer Satisfaction Surveys, at minimum, at the time of discharge. Survey results are to be reported on a rolling quarterly basis via email to the Grant Compliance Specialist for OSF.

Applicant Agencies are required to submit utilization and outcomes reports quarterly via email to the Grant Compliance Specialist for OSF and also include as an attachment to Agency's quarterly invoices.

Outcomes and Tools

Data Software

Applicant Agencies applying for funding will be required to enter data into the Client Management Information Services (CMIS) or other County approved system.

Applicant Agencies will be required to register on the OSCARSS system and utilize the Resource & Referral Portal.

Logic Model

 Palm Beach County COMMUNITY SERVICES Helping People Build Better Communities COMMUNITY SERVICES DEPARTMENT FY 20XX Opioid Settlement Fund (OSF) ROMA Logic Model <i>All INFO MUST FIT ON THIS PAGE</i> 							
Agency Name			Program Name				
Name of person completing this logic model:			Email of person completing this logic model:			Phone # of person completing this logic model:	
Identified Problem, Need, or Situation	Service or Activity	Outcome <i>General statement of results expected</i>	Projected Indicator <i># to achieve/# to be served; %; time frame</i>	Actual Indicator <i># achieved/# served; %; time frame</i>	Measurement Tool	Data Procedures	Frequency <i>Data Collection and Reporting</i>
					<u>Output Tool:</u>	<u>Who does it?:</u>	<u>Data Collection:</u>
					<u>Outcome Tool:</u>	<u>What is the process?:</u>	
						<u>Where is the data stored?:</u>	<u>Data Reporting:</u>
Mission Statement: 							

Keys to Creating A Good Logic Model/Evaluation Plan



Read The Description For Each Section



Use Specific & Concise **Bullet Points**



Provide Only What Is Asked For In Each Section



Please Do Not Cut and Paste Language From The NOFO Without Applying The Information To Your Narrative

Continuous Quality Management Projects (CQM)

Applicant Agencies applying for OSF funding will be required to submit a Continuous Quality Management Project. This CQM submission is not a scored section.

Quality Management is a systematic, structured, and continuous approach to meet or exceed established professional standards and user expectations. Quality management is implemented by using tools and techniques to measure performance and improve processes through three main components: quality infrastructure, performance measurement, and quality improvement.

Potential Proposals Topics

Subcategory- Recovery Supports

- Methods of improving participant resiliency using the RCI Tool

Community Services Department Fiscal NOFO Review

Thomas Eaton, Fiscal Manager, CSD
Ginger Barao-Lew, Financial Analyst II, CSD

Budgets

- Initial Submission with NOFO
 - Project program expenses to the best of your knowledge
 - 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
- NOTE: OSF Admin Expenses are limited to 5%

Budget Template – Program Expenses

FY 2026 PROGRAM BUDGET WORKSHEET

PBCCSD Funded Budget Items	Proposed Program Name	Palm Beach County Program	PBC Program Funder #2	PBC Program Funder #3	PBC Program Funder #4	Total Program Funding (All Sources)
Program Period: FY 2026		Proposed	Confirmed	Pending	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$ 115,595.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 185,595.00
Program Expenses	Narrative	Amount	Amount	Amount	Amount	Amount
Personnel		\$ 72,445.00	\$ 45,000.00	\$ 17,500.00	\$ 7,500.00	\$ 142,445.00
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC FAA award and includes fringe benefits.	\$ 25,000.00	\$ 30,000.00			\$ 55,000.00
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 FAA award. Total salary expense is \$15,000 , with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 7,500.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 37,500.00
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 FAA in the amount of \$900.	\$ 900.00				\$ 92,500.00
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 FAA = \$39,045	\$ 39,045.00		\$ 10,000.00		\$ 49,045.00

- 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

Budget Template – Program Expenses

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 FAA 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
Insurance	Commercial, General, Liability Insurance	\$ 3,250.00				\$ 3,250.00
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
Water	Water Utility service for location X	\$ 850.00		\$ 500.00		\$ 1,350.00
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
Printing	Printing expense for program brochures	\$ 650.00				\$ 650.00
Materials/Program Supplies	Program related supplies used to support client base	\$ -				\$ -
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
Conference Registration Fees	Professional development program fee	\$ 350.00				\$ 350.00
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 =		\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00

Budget Template

TOTAL PROGRAM EXPENSES =		\$ 104,845.00	\$ 45,000.00	\$ 19,000.00	\$ 7,500.00	\$ 176,345.00
Administrative Expenses	Narrative					
Personnel		\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County FAA. Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County FAA = % \$4,250	\$ 7,500.00				\$ 7,500.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for FAA program. Annual	\$ 2,950.00				\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 10,450.00	\$ -	\$ -	\$ -	\$ 10,450.00
Administrative % of PBC Award		9.97%				

- 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/Bed Rate Descriptions

NOFO Application Tips & More

Michael R. Wright, MPA, Contracts Manager

Proposal Components

- I. Program Implementation and Design (30 Points)
- II. Evaluation Approach (30 Points)
- III. Organizational Capacity (25 Points)
- IV. Budget (15 Points)

NOTE: Submission of a Scope of Work and a Unit Rate and Definition Exhibit is required but isn't scored.

Scoring

- Qualified entities are invited to submit applications to provide services to Palm Beach County residents. The Review Panel will score all proposals based on how clear the proposal is, how comprehensively it addresses the subcategory, including what was noted in terms of what the County is looking to fund, and overall, how responsive it is to the requirements that have been outlined in this NOFO. Although scoring is done individually by each panelist, part of the scoring process includes discussing amongst the panelists, each proposal's strengths, missed opportunities and overall quality.
- The SCORE awarded to a proposal is reflective of how competitive the proposal is. (**See Attachment 4**)

Attachment 4 – Scoring and Ranking Guide

Program Implementation and Design Questions (30 Points)				
	Criteria	0-10 points	11-21 points	21-30 points
8. Description of the proposed program	Clarity, completeness, relevance	The proposal is vague, missing key components, or unclear	The proposal is mostly clear, covers the main components, but lacks detail	The proposal is detailed, clear, and fully explains all key components of the program
9. Description of System of Care Service Delivery	Alignment with person-centered recovery principles, clarity of the delivery plan	The delivery plan is unclear or not aligned with recovery-oriented care. Service delivery within the person-centered recovery-oriented ecosystem of care is not at all integrated throughout the proposal	The delivery plan is somewhat clear and partially addresses the alignment of the system. Service delivery within the person-centered recovery-oriented ecosystem of care is not as integrated throughout the proposal.	The delivery plan is clear, actionable, and addresses the alignment of the system. Service delivery within the person-centered recovery-oriented ecosystem of care is integrated throughout the proposal.
10. Description of Evidence-Based/Promising Practices and Tools	Appropriateness, justification, and understanding of selected practices	Practices are poorly justified, and do not include at least one evidence-based or promising. and the explanation of why the strategies chosen were selected and how it is linked to the desired outcomes is incomplete, missing, or does not seem reasonable for achieving the <u>identified program</u> goals and outcomes	Practices are somewhat justified with at least one evidence-based and/or promising practice, and the explanation of why chosen strategies were selected and how it is linked to the desired outcomes is incomplete, missing, or does not seem reasonable for achieving identified program goals and outcomes.	Practices are well-justified, clearly evidence-based, evidence-informed, or promising, with a strong <u>rationale</u> and cohesive explanation for the selection of why the practices were selected and why these choices are best for this proposal.
11. Description of Alignment with SAMHSA Principles	Connection to SAMHSA Recovery principles and 4 dimensions	Little or no connection to SAMHSA Recovery principles.	Some connection to SAMHSA Recovery <u>principles</u> , but does not connect activities from the proposal to Recovery and Resilience, and/or explain how the proposal will align with the	Strong, clear alignment with SAMHSA Recovery principles and all 4 dimensions explained.

Attachment 4 – Scoring and Ranking Guide

			CDC's social determinants of health.	
12. Description of Person-Centered resiliency and recovery-oriented ecosystem of care experience	Relevance, depth, demonstrated experience	Minimal or no relevant experience; unclear. Recovery and Resiliency are superficially addressed with little substance or context to the actual proposal.	Some relevant experience with partial explanation. Recovery and Resiliency are addressed with some substance and context to the actual proposal.	Extensive relevant experience clearly articulated. Recovery and Resiliency are addressed comprehensively and are well integrated into the proposal.
13. Incorporation of the RCI	Understanding and application of RCI requirements	Does not address RCI or incorrectly applies it	Addresses RCI partially or superficially	Fully addresses RCI, clearly explains integration into program design
14-A. Strategies and Services	Appropriateness, justification, expected outcomes	Strategies unclear, not justified, outcomes not defined, not responsive to what the County is seeking in the category.	Some strategies are described with partial rationale and expected outcomes, partially responsive to what County is seeking in the category.	Strategies are clear, justified, evidence-informed, with well-defined expected outcomes, and clearly aligned and responsive to what the County is seeking in the category.
-B. Description Menu of Services	Comprehensiveness, relevance, inclusion of beneficiaries, and outreach	Services are incomplete, missing key elements, or unclear	Services are described with moderate clarity and some focus on beneficiaries	Comprehensive, clearly described services, including all intended beneficiaries, family, community, and outreach strategies.
15. Tools/assessments	Appropriateness, frequency, standards, expected outcomes	Tools/assessments vague or inappropriate; outcomes unclear	Some tools are described with a partial explanation of standards and outcomes	Tools/assessments clearly described, standards defined, frequency and expected outcomes fully articulated
16. Collaborations/Partnerships	Clarity of partners, roles, and responsibilities; documentation completeness	Partners are unclear, roles poorly defined, and no MOA/MOU or MOU/MOA are not connected to the proposal to make an impact.	Partners identified with partial role clarification and MOU or MOA is somewhat connected to the proposal to make an impact. It somewhat clearly states the	Partners clearly identified, roles/responsibilities well-defined. MOU or MOA is directly connected to the proposal to make an

Attachment 4 – Scoring and Ranking Guide

		It does not clearly state the joint planning and mentoring throughout the process of preparation and through implementation. The MOU/MOA does not provide a clear role and responsibility delineation and does not provide appropriate financial remuneration to the smaller non-profit, grass-roots organization. /MOA attached or	joint planning and mentoring throughout the process of preparation and through implementation. The MOU/MOA somewhat provides a clear role and responsibility delineation and somewhat provides appropriate financial remuneration to the smaller non-profit, grass-roots organization.	impact and starts at the beginning of the proposal's planning and development process. It also includes joint planning and mentoring throughout the process of preparation and through implementation. The MOU/MOA provides clear role and responsibility delineation and provides appropriate financial remuneration to the smaller non-profit, grass-roots organization.
17. Program Barriers	Realism, completeness, and clarity of mitigation strategies	Barriers unaddressed or a mitigation plan missing	Some barriers were identified with the partial mitigation plan. The plan seems reasonable, with strategies not clearly developed, and the feasibility is questionable.	Barriers were clearly identified, and mitigation strategies are well-developed, realistic, and feasible.

Evaluation Approach (30 Points)				
	Criteria	0-10 points	11-21 points	21-30 points
18. Evaluation Methods	Completeness, clarity, integration of RCI, use of tools, fidelity, and plan for modifying activities	Evaluation methods are unclear, lack integration with RCI, or do not include tools/fidelity considerations	Evaluation methods are partially described, including some integration with RCI, basic use of tools, and a modification plan	Evaluation methods are thorough, clearly integrate RCI, include appropriate tools, fidelity monitoring, and well-defined modification strategies
19. Data Collection	Frequency, types, and ongoing use of data	The data collection plan is unclear, insufficient, or unrealistic	The data collection plan is partially described, frequency or types of data incomplete	The data collection plan is comprehensive, clearly describes frequency, types of data, and ongoing use to inform program decisions

Attachment 4 – Scoring and Ranking Guide

Evaluation Approach (30 Points)				
	Criteria	0-10 points	11-21 points	21-30 points
20. Data Utilization	Practical application, clarity, relevance to program goals	Examples unclear or irrelevant; does not demonstrate use of data for improvement	Example partially demonstrates the use of data to improve outcomes	An example clearly demonstrates how data will be used to plan with individuals and improve outcomes
21. Logic Model	Specific, Measurable, Achievable, Realistic, Time-bound Alignment with NOFO requirements	Outcomes vague, not SMART Outcomes not aligned with NOFO	Outcomes are somewhat SMART but partially defined Outcomes partially aligned	Outcomes are fully SMART and clearly aligned with program goals Outcomes clearly align with all required NOFO outcomes
22. Continuous Quality Management/Improvement	Not scored	N/A	N/A	N/A
Organizational Capacity (25 Points)				
	Criteria	0-8points	9-17 points	18-25 points
23. Key Personnel	Clarity, completeness, identification of staffing needs, and inclusion of partners	Roles unclear or missing, staffing needs not addressed	Roles are mostly described, with partial clarity on staffing and partners	Roles are clearly described, staffing needs are addressed, partner roles are included, and well-defined
24. Trainings	Relevance, incorporation into service delivery, and coverage of required training	Training not addressed or irrelevant, no connection to service delivery	Some <u>training</u> (s) were described and partially integrated into service delivery	Training is clearly described, relevant, and fully integrated into service delivery
25. No Wrong Door Approach	Clarity, feasibility, demonstration of barrier reduction	Approach <u>unclear</u> , not feasible, barriers not addressed	Approach partially described, some barriers addressed	Approach clearly described, feasible, and effectively addresses barriers
26. Warm hand-offs	Practicality, clarity, participant focus	Hand-offs unclear, insufficient, or impractical	Hand-offs partially described limited focus on participants	Hand-offs clearly described, practical, and centered on participant

Attachment 4 – Scoring and Ranking Guide

				needs
27. Population Expertise	Relevance, expertise, capacity to serve population	Organization/partners not clearly qualified or appropriate	Organization/partners partially appropriate, limited explanation	Organization/partners clearly appropriate, demonstrated expertise and capacity to serve population
28. Prior Outcomes	Evidence of program success, relevance, and clarity	Minimal or no data; unclear outcomes	Some relevant data with partial explanation	Clear, relevant, and well-documented outcomes demonstrating success
29. Monitoring	Identification of findings, responses, and resolution	Findings not described or not addressed	Findings are partially described with a limited response	Findings clearly identified, responses well-articulated, and resolution demonstrated
30. Accreditation and Certification	Not Scored	N/A	N/A	N/A
31. Referrals	Plans for connecting individuals to recovery resources	No or unclear referral plan	Referral plan partially described	Clear, actionable plan for referring individuals to appropriate services
32. Program sustainability	Clarity, feasibility, long-term planning	Sustainability <u>plan</u> unclear or missing	Sustainability plan partially described	Clear, feasible, and detailed plan for sustaining the program beyond funding period
Budget (15 Points)				
	Criteria	0-5 Points	6-10 Points	11-15 Points
33. FY 2026 Proposed Program Budget	Completeness, accuracy, justification, adherence to OSF guidelines	Budget incomplete, unclear, or non-compliant	Budget mostly complete, partial justification, minor guideline issues	Budget complete, accurate, fully justified, and fully compliant with OSF guidelines
34. Total Agency Budget	Completeness and inclusion of all funding sources	Budget missing or incomplete	Budget mostly complete, minor omissions	Comprehensive budget including all agency funding sources and expenditures
35. Audit Report (Fiscal)	Submission, clarity, explanation of findings	Audit not submitted or findings unexplained	Audit submitted with partial explanation of findings	Audit submitted, findings addressed, corrective actions clearly explained
36. Audit Report Corrective	Completeness, clarity,	Explanation missing or	Partial explanation provided	Clear, thorough

Attachment 4 – Scoring and Ranking Guide

Actions Explanation	effectiveness	unclear		explanation of corrective actions and effectiveness
37. Year-End Financials	Submission, format, explanation	Not submitted or unclear	Submitted with partial explanation	Submitted in the correct format with clear explanation
38. IRS Form 990	Submission and explanation	Not submitted or unclear	Submitted with partial explanation	Submitted with clear explanation if applicable
39. YEFA/IRS 990 Explanation	Clarity and relevance	Missing or unclear	Partially explained	Clear and complete explanation provided
40. Unit Cost	Accuracy, clarity, industry standard, methodology	Unclear, inaccurate, or missing methodology	Partially clear and justified	Accurate, clearly calculated, methodology explained, industry standards cited if applicable
41. OSF Funding	Explanation, clarity	Not explained or unclear	Partially explained	Clear, complete explanation if OSF funding replaces another source
42. Scope of Work	Not Scored	N/A	N/A	N/A
43. Unit of Service Rate and Definition	Not Scored	N/A	N/A	N/A

Ranking

- After all proposals in the subcategories are scored, the panel of reviewers will rank all proposals based on how critical the services are to the ecosystem of care. The order of ranking must be by consensus of all reviewers on the panel. (**See Attachment 4**)

Ranking Guide

FY2026-FY2028 OSF RECOVERY SUPPORTS NOFO Ranking Guide for Review Panelists

Behavioral Health and Substance Use Disorder OSF Funding

As stated in this NOFO Guidance Document, all scored proposals will be ranked. The Guidance states the following:

- The Review Panel will rank all proposals based on how critical they deem the program is for the system of care. The SCORE awarded to a proposal is reflective of how competitive the proposal is. The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.
- The following data and information should be considered when ranking the proposals. This is to serve as a guide to ensure the ranking decisions are data driven.
- All proposals shall be ranked. The Review Panel must achieve consensus before Ranking is finalized. The proposal considered the most critical to the system of care and have the components described below within each category will be ranked #1.
- No two proposals shall be ranked the same. There cannot be a tie. If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.

Tips for a Successful Application

- 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 is proposing to accomplish
- Review and use Attachment 4 – Scoring and Ranking Tool
- 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.

Tips for a Successful Application

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

If you have questions, please email **CSD-FAARFP@PBC.GOV**
and review the FAQ often on the FAA Website!

Review Day

- Applicants will have the opportunity to introduce themselves and provide a 3-minute overview of proposal during public comments (the NOFO Process does not include Questions and Answers during Public Comments).
- Making a Public Comment is not required.

Completing the NOFO Application In WebAuthor

Elena Klimenko, Contract/Grants Coordinator

Completing the NOFO in SAMIS

pbcc.samis.io/go/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: **FY 2026 OSF Recovery Supports NOFO**

ESG FY 2022 NOFO

Open Date

3/8/2021

Application Deadline

4/12/2021

Start New Application or Continue a Previous Application

FY 2026 - 2028 Opioid Settlement Funds (OSF) and Financially Assisted Agencies (FAA)
Behavioral Health and Substance Use Disorder

Open Date

3/29/2021

Application Deadline

4/26/2021

Start New Application or Continue a Previous Application

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

Completing the NOFO in SAMIS

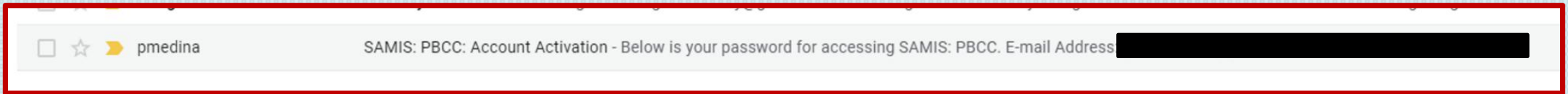
The screenshot shows a web browser window with the address bar displaying "https://pbcc.samis.io/go/nofo/". The page features the Palm Beach County logo on the left. There are two main sections: "Existing User" and "New User". The "Existing User" section has fields for "Email *" (containing "name@domain.com") and "Password *" (with a key icon). Below these is a blue "Log In" button. The "New User" section has fields for "First Name *" (with a person icon), "Last Name *" (with a person icon), and "Email *" (containing "name@domain.com"). Below these is a blue "Register" button. A red arrow points from the "Log In" button to the explanatory text on the left, and another red arrow points from the "Register" button to the explanatory text on the right. At the bottom, a copyright notice reads: "COPYRIGHT 2021. POWERED BY WEBAUTHOR.COM. PRIVACY POLICY. ALL RIGHTS RESERVED. LX-135-125 (EXECU)".

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

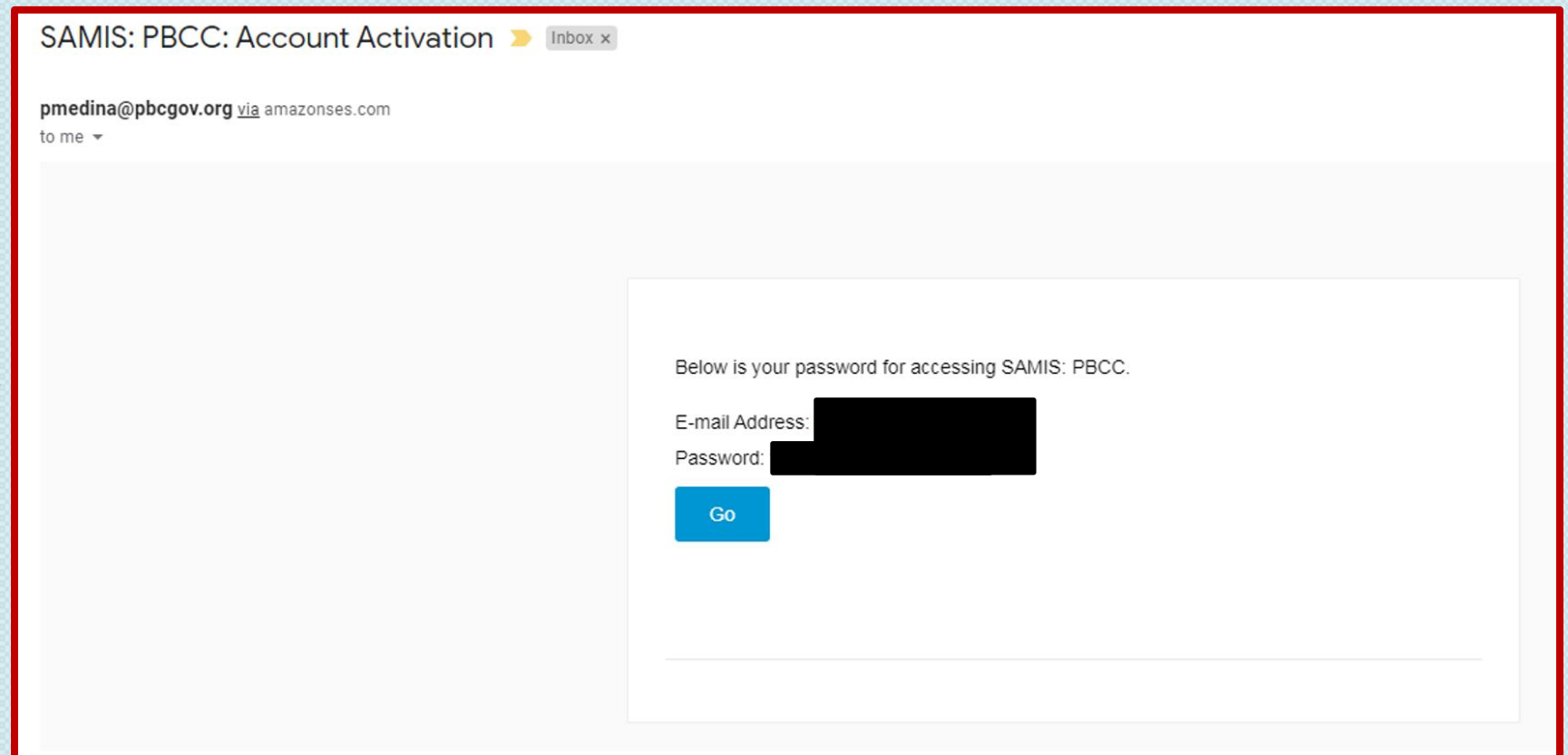
If you are a brand new SAMIS user, you will type in your first name, last name and email under “New User” to begin the process for creating an account. By creating an account, you will be able to return to an application you have started and apply for future grants using your previously created account.

Completing the NOFO in SAMIS

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



Completing the NOFO in SAMIS

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

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.

"Agreement" means this Terms of Use

I Agree

I Do Not Agree

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

...and to change your password

Completing the NOFO in SAMIS

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
Proposals					
NOFO Invitation Code		FY2026OSFRS			
Federal ID					
Agency Name					
Doing Business As (DBA)		Please indicate name(s) by which agency is known or does business.			
Address					
Address					
City					
State					

SECTION

0%

- Proposals
- General Contact Information
- FAA FY2022 Behavioral Health Application

AWARD Edit

Allocation Amount:	\$5,806,415.00
Available Amount:	\$5,806,415.00

The application will appear once user has signed in.

This NOFO requires an invitation code or password: FY2026OSFRS

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.

Completing the NOFO in SAMIS

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

Proposals

NOFO Invitation Code

FY2026OSFRS

Federal ID

Agency Name

Doing Business As (DBA)

Please indicate name(s) by which agency is known or does business.

Address

Address

City

State

Zip Code

NOFO/RFP

FY 2026 OSF RECOVERY SUPPORTS NOFO

Additional Editors

Program Name

FAA Required FY 2022 Cover Sheet

Click [HERE](#) to download the REQUIRED FY 2022 Cover Sheet Template. Please upload once you have completely filled it out.

SECTION

0%

Proposals

General Contact Information

FAA FY2022 Behavioral Health Application

AWARD

Edit

Allocation Amount:

\$5,806,415.00

Available Amount:

\$5,806,415.00

Amount Applied:

Amount Recommended:

Amount Awarded:

Division:

Prior Contract Award:

Prior Program Award:

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.

Completing the NOFO in SAMIS

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

NOFO Invitation Code * **FY2026OSFRS**

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 * **FY 2026 OSF RECOVERY SUPPORTS NOFO**

Additional Editors

Program Name *

Completing the NOFO in SAMIS

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

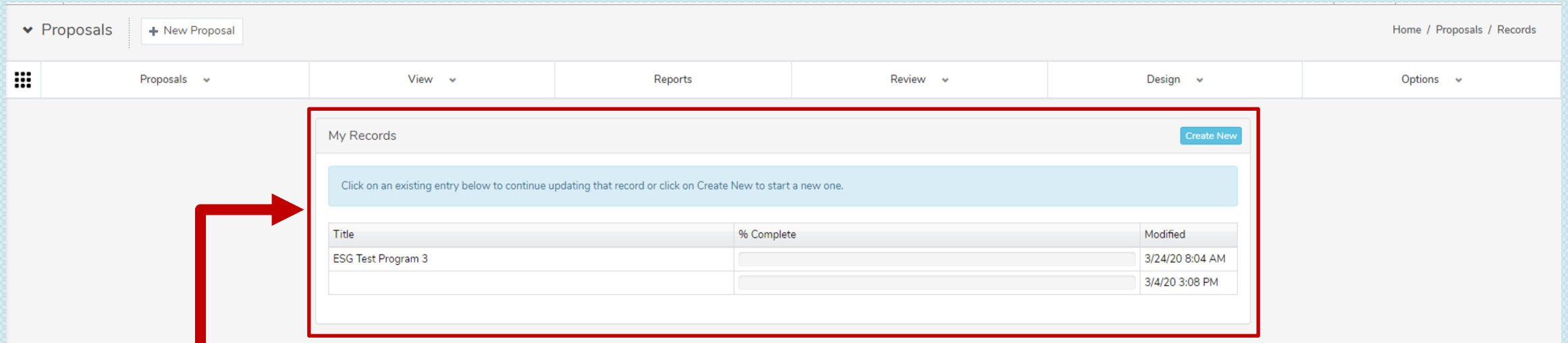
Click on the drop-down box to type in the name of the additional reviewer/editor



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 *	FY 2026 OSF RECOVERY SUPPORTS NOFO
Additional Editors	Type name here No results found
Program Name *	
FAA Required FY 2022 Cover Sheet *	Click HERE to download the REQUIRED FY 2022 Cover Sheet Template. Please upload once you have completely filled it out.

✗	General Contact Information
✗	I. Homelessness Project Narrative (25 Points)
✗	II. Evaluation Approach (15 Points)
✗	III. Prior Outcomes and Response to Community Data
✗	IV. Data Management (10 Points)
✗	V. Partnerships, Resources and Collaboration
✗	VI. Budget (20 pts)
✗	VII. Scope of Work (No Points)

Completing the NOFO in SAMIS



▼ Proposals [+ New Proposal](#) Home / Proposals / Records

Proposals ▼ View ▼ Reports Review ▼ Design ▼ Options ▼

My Records [Create New](#)

Click on an existing entry below to continue updating that record or click on Create New to start a new one.

Title	% Complete	Modified
ESG Test Program 3		3/24/20 8:04 AM
		3/4/20 3:08 PM

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

Completing the NOFO in SAMIS

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.



OSF Application Required FY 2026 - 2028 Cover Sheet *	Click HERE to download the REQUIRED OSF FY 2026 - 2028 Cover Sheet Template. See Attachment 5. 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: <i>(Agency Name or Initials)Coversheet_FY26</i>
	Choose File
	☐ Delete File TEST DOCUMENT 1.docx (11 KB)
NOFO Information Document *	Click HERE to download a copy of the FY 2026-2028 OSF NOFO Guidance document for reference throughout the application.



Download the FY 2026 NOFO for OSF Guidance Document for details on the program and reference throughout the application.

Completing the NOFO in SAMIS

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

FY2022_REQUIRED_COVER_SHEET.DOC
Posted 3/16/21 by Gillian Moxey

Back Download File

REQUIRED COVER SHEET



**PALM BEACH COUNTY
DEPARTMENT OF COMMUNITY SERVICES
FINANCIALLY ASSISTED AGENCIES FY 2022**

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 requesting in the proposal):	\$
UNIT COST SERVICE DESCRIPTION:	
UNIT COST OF SERVICE:	
IDENTIFY IF AGENCY IS CURRENTLY CERTIFIED BY NONPROFITS FIRST: (Yes or No)	

Completing the NOFO in SAMIS

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.

OSF Application Required FY 2026 - 2028 Cover Sheet *

Click [HERE](#) to download the REQUIRED OSF FY 2026 - 2028 Cover Sheet Template. See Attachment 5. 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_FY26*

☒ MARK THIS SECTION COMPLETED

[Next](#) [Save & Continue Later](#) [Cancel](#)

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.

Completing the NOFO in SAMIS

The screenshot displays the SAMIS interface for completing a NOFO application. At the top, a status bar shows the application ID '1382', status 'Pending', the proposal title 'FY 2026 OSF RECOVERY SUPPORTS NOFO', the date '4/26/2021 12:00 PM', and a countdown of '26 days 20:36:49'. Below this is a table with columns: ID, Status, Agency Name, NOFO/RFP, Due Date, and Time Remaining. The main content area is titled 'Proposals' and contains several input fields: 'NOFO Invitation Code *' (filled with 'OSF2026'), 'Federal ID *', 'Agency Name *', 'Doing Business As (DBA) *' (with a placeholder text), and two 'Address' fields. A red arrow points to the top status bar of this section. On the right, a 'SECTIONS' sidebar shows a progress bar at '0%' and a list of sections: 'Proposals' (marked with an asterisk), 'General Contact Information' (marked with a red X), and 'FAA FY2022 Behavioral Health Application' (marked with a red X).

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1382	Pending		FY 2026 OSF RECOVERY SUPPORTS NOFO	4/26/2021 12:00 PM	26 days 20:36:49

Proposals

NOFO Invitation Code * OSF2026

Federal ID *

Agency Name *

Doing Business As (DBA) * Please indicate name(s) by which agency is known or does business.

Address

Address

SECTIONS

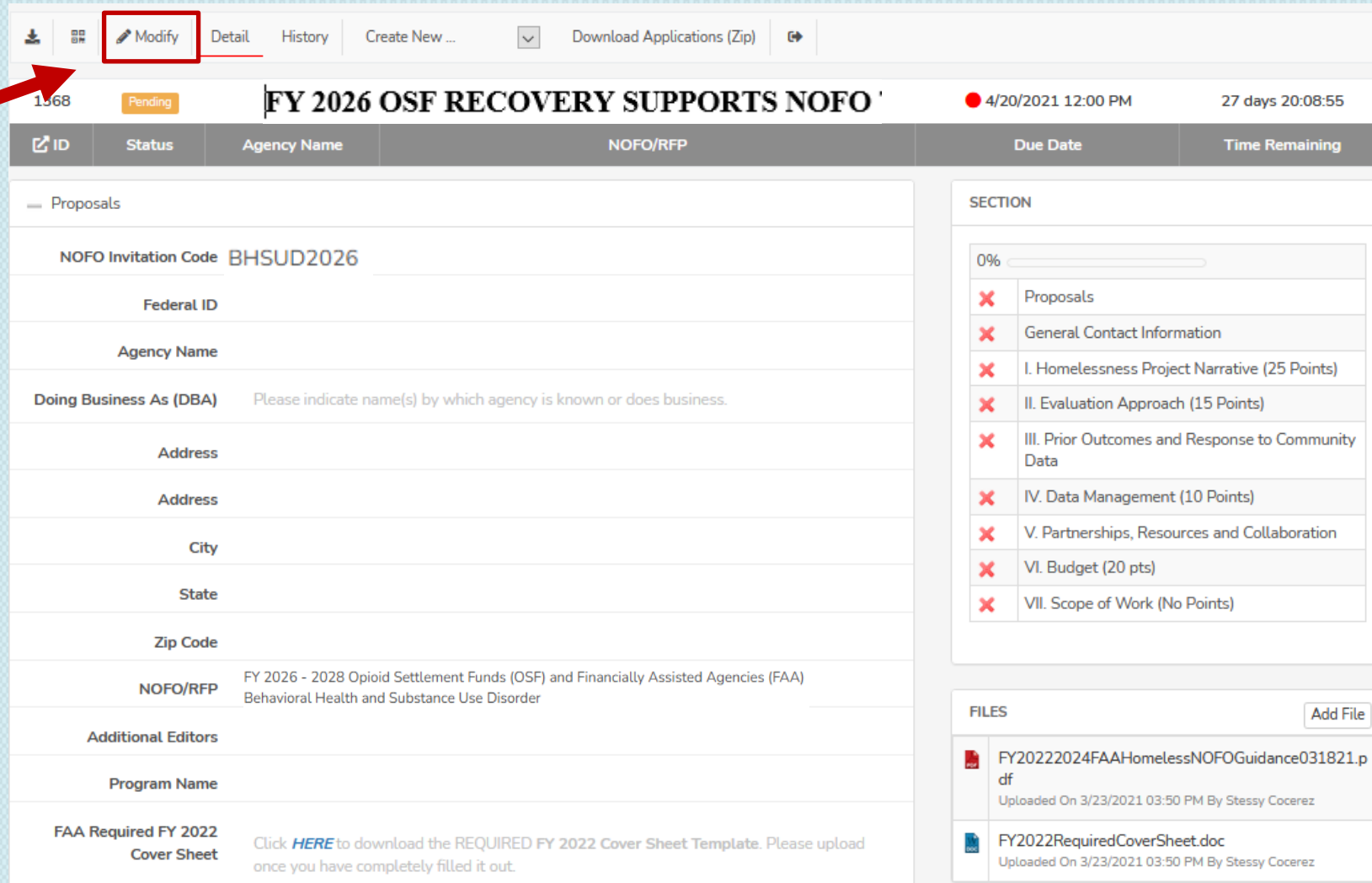
0%

- * Proposals
- ✗ General Contact Information
- ✗ FAA FY2022 Behavioral Health Application

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 NOFO in SAMIS

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.



The screenshot shows the SAMIS application summary page. At the top, there is a navigation bar with buttons: 'Modify' (highlighted with a red box and a red arrow), 'Detail', 'History', 'Create New ...', 'Download Applications (Zip)', and a share icon. Below the navigation bar, the application title is 'FY 2026 OSF RECOVERY SUPPORTS NOFO'. To the left of the title is the ID '1568' and a 'Pending' status tag. To the right is the date '4/20/2021 12:00 PM' and the time remaining '27 days 20:08:55'. Below this is a table with columns: ID, Status, Agency Name, NOFO/RFP, Due Date, and Time Remaining. The table has one row with the ID '1568', Status 'Pending', Agency Name 'BHSUD2026', NOFO/RFP 'FY 2026 - 2028 Opioid Settlement Funds (OSF) and Financially Assisted Agencies (FAA) Behavioral Health and Substance Use Disorder', Due Date '4/20/2021 12:00 PM', and Time Remaining '27 days 20:08:55'. Below the table is a 'Proposals' section with a 'NOFO Invitation Code' of 'BHSUD2026'. To the right of the 'Proposals' section is a 'SECTION' panel with a progress bar at 0% and a list of sections: 'Proposals', 'General Contact Information', 'I. Homelessness Project Narrative (25 Points)', 'II. Evaluation Approach (15 Points)', 'III. Prior Outcomes and Response to Community Data', 'IV. Data Management (10 Points)', 'V. Partnerships, Resources and Collaboration', 'VI. Budget (20 pts)', and 'VII. Scope of Work (No Points)'. At the bottom right is a 'FILES' panel with an 'Add File' button and two uploaded files: 'FY20222024FAAHomelessNOFOGuidance031821.pdf' and 'FY2022RequiredCoverSheet.doc'.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1568	Pending	BHSUD2026	FY 2026 - 2028 Opioid Settlement Funds (OSF) and Financially Assisted Agencies (FAA) Behavioral Health and Substance Use Disorder	4/20/2021 12:00 PM	27 days 20:08:55

SECTION

0%

- Proposals
- General Contact Information
- I. Homelessness Project Narrative (25 Points)
- II. Evaluation Approach (15 Points)
- III. Prior Outcomes and Response to Community Data
- IV. Data Management (10 Points)
- V. Partnerships, Resources and Collaboration
- VI. Budget (20 pts)
- VII. Scope of Work (No Points)

FILES

Add File

- FY20222024FAAHomelessNOFOGuidance031821.pdf
Uploaded On 3/23/2021 03:50 PM By Stessy Cocerez
- FY2022RequiredCoverSheet.doc
Uploaded On 3/23/2021 03:50 PM By Stessy Cocerez

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.

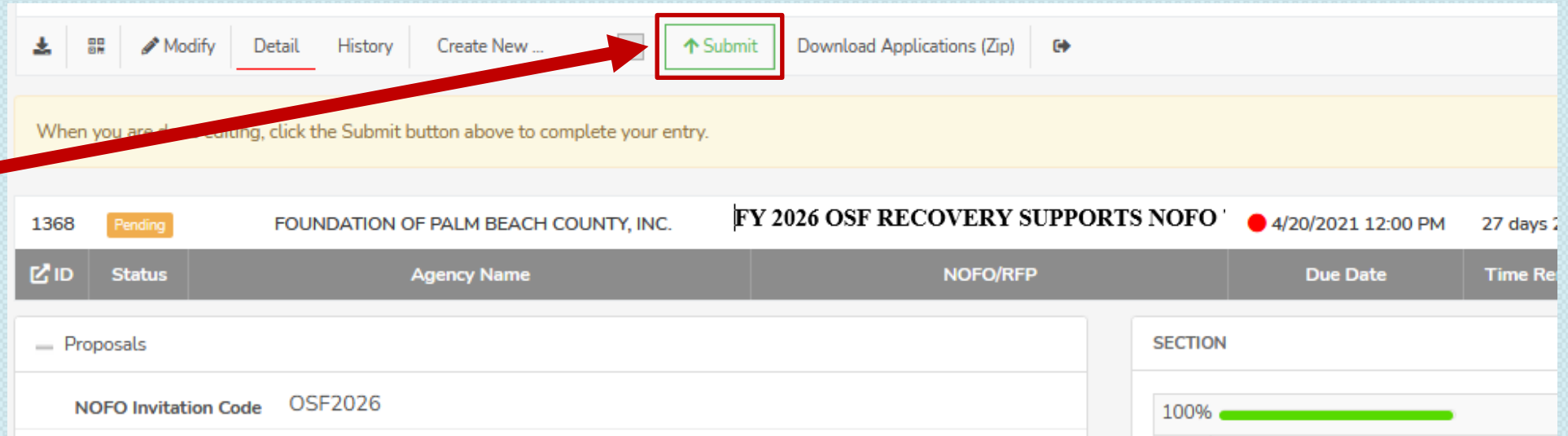
Click on the “Save and Continue Later” button to return to the summary page.

Completing the NOFO in SAMIS

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.

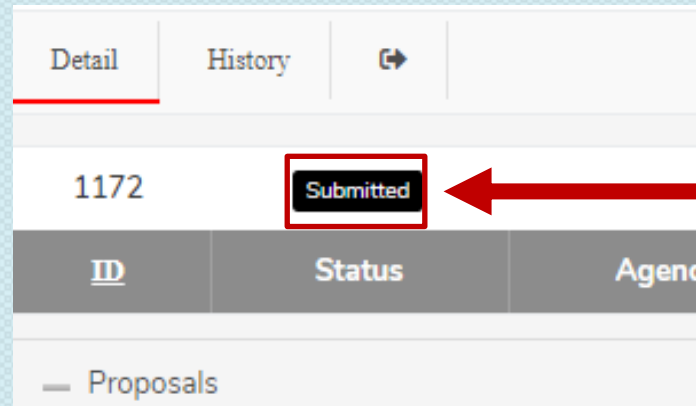
Note:
Be sure the application is complete and have the most updated information because changes cannot be made to the application once it has been submitted



The screenshot shows the application summary page in SAMIS. At the top, there is a navigation bar with buttons: Download, Modify, Detail (selected), History, Create New..., and a green 'Submit' button with an upward arrow icon, which is highlighted with a red box. A red arrow points from the 'Submit' button to the text below. Below the navigation bar is a yellow banner with the text: "When you are finished editing, click the Submit button above to complete your entry." Below the banner is a table with the following data:

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1368	Pending	FOUNDATION OF PALM BEACH COUNTY, INC.	FY 2026 OSF RECOVERY SUPPORTS NOFO	4/20/2021 12:00 PM	27 days 2

Below the table, there is a section for "Proposals" with a "NOFO Invitation Code" of "OSF2026". To the right, there is a "SECTION" progress bar showing 100% completion.



The screenshot shows the application status page in SAMIS. At the top, there is a navigation bar with buttons: Detail (selected), History, and a share icon. Below the navigation bar is a table with the following data:

ID	Status	Agency Name
1172	Submitted	

Below the table, there is a section for "Proposals".

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

Completing the NOFO in SAMIS

TEST

When you are done editing, click the Submit button above to complete your entry.

1368 Pending FOUNDATION OF PALM BEACH COUNTY, INC. FAA FY 2022-24 Homelessness Application NOFO 4/20/2021 12:00 PM 27 days 20:01:36

ID	Status	Agency Name	NOFO/RFP	Date	Time Remaining
Proposals					
NOFO Invitation Code home2022					
Federal ID					
Agency Name FOUNDATION OF PALM BEACH COUNTY, INC.					
Doing Business As (DBA) Please indicate name(s) by which you are known to do business.					
N/A					
Address					
Address					
City West Palm Beach					
FL					
Zip Code 33407					
NOFO/RFP FAA FY 2022-24 Homelessness Application NOFO					
Additional Editors					
Program Name Test					
FAA Required FY 2022 Cover Sheet					
Click HERE to download the REQUIRED FY 2022 Cover Sheet Template. Please upload once you have					

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<< < 1 of 11 > >>

Print 11 sheets of paper

Destination
CSD-ADMIN-DAT-TOSH...

Copies
1

Orientation
Portrait Landscape

Pages
All

Color mode
Black and white

Fewer settings

Paper size
Letter (8 1/2 x 11")

Scale
☒ Fit to page width
☐ Scale 100

Pages per sheet
1

Margins
Custom (inches)
0.50 0.50
Top Bottom
0.3 0.3
Left Right

Print Cancel

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".

QUESTIONS?



Information

All questions must be emailed to:

CSD-FAARFP@PBC.GOV

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

**[http://discover.pbcgov.org/communityservices/financiallyassisted/
Pages/default.aspx](http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/default.aspx)**

All proposals must be submitted electronically to:

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

by

**July 20, 2026
before 12:00PM – NOON**