City of Tallahassee

Bridge Program Grant

Neighborly Software Portal

Instructions

To access the Bridge Program Portal, go to:

https://portal.neighborlysoftware.com/tallahassee/Participant

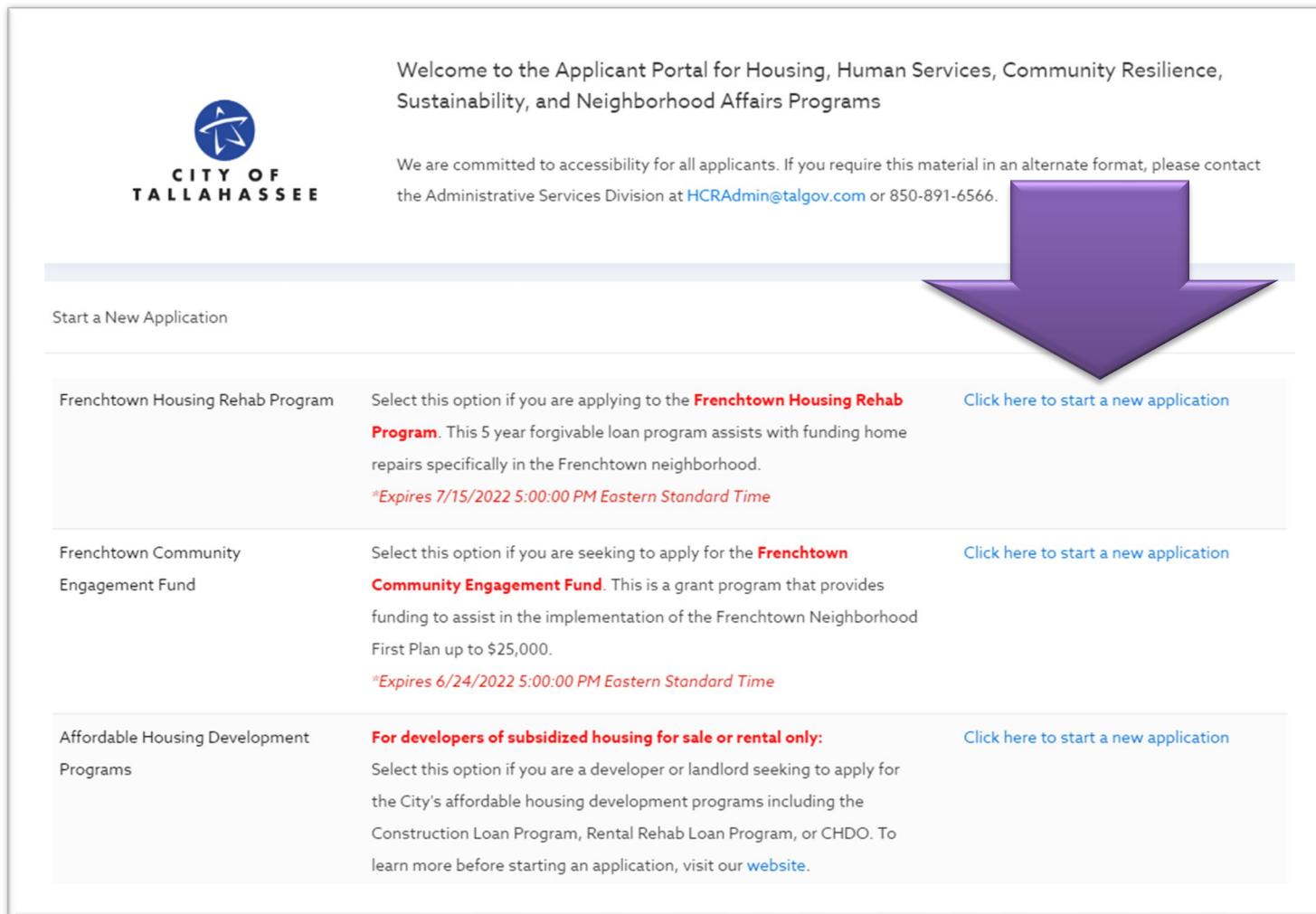# Signing Into Neighborly Software:

- If this is your first time signing into the City of Tallahassee's Neighborly Software system, you will need to **Register**.

- If you have an existing City of Tallahassee account, please **Sign In**.

Please note: You only have five attempts to sign-in with an incorrect password before getting locked out of your account (click the "**Forgot your Password**" link before this happens)

Once You Sign into Neighborly Software:

- A list of the available applications available will generate.

- To start a new application, select the blue hyperlink to the far right-hand side, and follow the instructions.

Bridge Program Application Sections:

The Bridge Program application has ten (10) required sections:

1. **ESIGN Notice**
   - Carefully read and acknowledgement the following notices involving the United States Electronic Signatures in Global and National Commerce (ESIGN) Act, the Uniform Electronic Transactions Act (UETA) and Uniform Real Property Electronic Recording Act.

2. **Program Overview**
   - Carefully read the Bridge Program Manual before acknowledging and moving to the next section.
     - This section provides the Minimum Eligibility Requirements.

3. **A. Eligibility**
   - There are four (4) prequalification questions in this section. Pay attention, based on your answer the system may generate an automatic "**not eligible**" message. If this occurs, please follow the instructions.

4. **B. Contact Information**
   - This section includes basic contact, agency, board, and staff information. Make sure that each question is completed before proceeding to the next section.
     - For the *Staff Level* and *Board of Directors* you will click *Add Row* to add additional Staff and/or Board Members. To delete any rows, click on the red X in the upper right-hand side of the appropriate row.
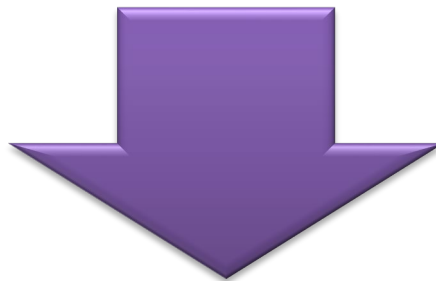
B.11. Staff Level (Paid and Unpaid)

STAFF MEMBER NAME   POSITION IN AGENCY

Add Row

B.12. Board of Directors

BOARD MEMBER NAME   BOARD MEMBER POSITION

Add Row

5. **C. Proposed Program Description**
   - This section includes program operation-based questions. Make sure to accurately answer/complete each question before proceeding to the next section.

6. **D. Proposed Program Populations**
   - Select the proposed program's specific target populations including: (a) Census Tract, (b) Neighborhood, (c) Race, and (d) Age. Check all that apply or use the last box for "*All of the above.*"

7. **E. Agency Standards Checklist**
   - This section includes documentation that is not required to apply for Bridge funding, however, will be required to apply for CHSP funding. This section is important for Bridge staff, allowing us to forecast the growth and/or assistance the agency will need for the funding cycle.
     - **<u>Please be aware</u>**, if you respond Yes, an automatic response will generate "Upload a copy to section G. Required Documents"

8. **F. Financials**
   - This section includes two (2) different budget charts, make sure they are correctly completed.
     - For the **Bridge Funding Request**, to provide a detailed budget that specifies how the Bridge funds (up to $10,000.00) will be used to support the activities of the proposed program.
     - For the **Agency's Overall Annual Budget**, describe the revenue and expenses of the agency's current fiscal year.

9. **G. Required Documents**
   - This section is used for document upload only.
     - Please note, there is a *Required document upload in this section: 501(c) (3) Determination Letter.
     - The remaining documents are not required to apply for Bridge funding, however, will be required to apply for CHSP funding. This section is important for Bridge staff, allowing us to forecast the growth and/or assistance the agency will need for the funding cycle.

10. **Submit**
    - Carefully read and acknowledge the provided statements before completing the electronic **Authorized Signature.**

Application Submitted

We have received your application, which will be reviewed by the Bridge Review Committee in August.

Thank you for your interest in the City of Tallahassee's Bridge program.

For all questions related to your application, please contact the City of Tallahassee's Human Services Division at bridge@talgov.com or 850-891-6566.

Please note the application period opens 8am on July 1st and closes 5pm on July 31st. Support is available Monday - Friday 8am - 5pm. Our office is closed on the weekends.

Please note: Completion of a Bridge Program application **does not** guarantee eligibility or assistance.

Each section will need to be completed before you can Submit. A completed section will result in a green check mark

☑ ESIGN Notice
☑ Program Overview
☑ A. Eligibility
☐ B. Inquiry Form
☐ C. Proposed Program Description
☐ D. Proposed Program Target Populations
☐ E. Agency Standards Checklist
☐ F. Financials
☐ G. Required Documents
☐ Submit
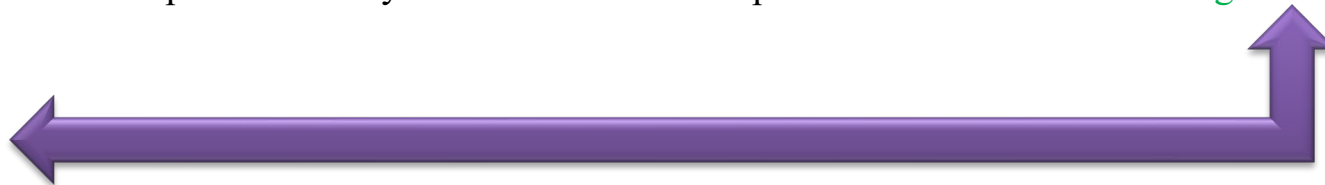
Please note: As you complete the application, make sure to save your work. For activities completed, clicking **Save** will turn the section into a partial blue circle, by selecting the **Complete & Continue** button moves you to the next section of the application, and marks the completed section with a blue circle.

Save

Complete & Continue

Reporting Requirement (REPORTS Tab):

- All funded agencies are required to submit a Bridge Annual Report.
- This report will cover the timeframe from October 1st of the funded year to September 30th of the funded year.
- Agencies will be able to access the report October 1st to 31st of the following funding year.
- The Bridge Program Annual report is due by November 1st, the following funding year.
- Neighborly Software will send the agency reminders, based on the email address provided within the application.

For example:
- Agency "Example123" is awarded *FY22 Bridge Program Grant Funding* the amount of $8,000.
- The Bridge Annual Report will then cover October 1, 2022, to September 30, 2023.
- The report will become available on October 1, 2023.
- The report will close October 31, 2023.
- The report is due by November 1, 2023.

Please Note: Agencies that have received Bridge funds for one year and are applying for funding for the second year will be held to a higher standard than in the first year of funding. The Committee will evaluate both the agency's progress towards meeting CHSP requirements as well as its overall potential.

Completing the Bridge Program Annual Report:

1. Sign into the City of Tallahassee Neighborly Software application: https://portal.neighborlysoftware.com/tallahassee/Participant
2. A list of applications submitted will auto populate, select the appropriate Bridge Program application
3. On the left-hand side of the screen select **REPORTS**
4. On the right-hand side of the screen there are three horizontal dots, click on the three dots, select Start and verify that you would like to Proceed with the report.
5. Answer the following questions:

    1. **Specific Achievements and Shortfalls:** Provide specific program activities, frequency of activities, etc. Describe, in detail specific program achievement and shortfalls for this reporting period.

    2. **Highlight specific challenges and needs the program faced or is facing during this grant funding period and actions taken to rectify those.**

    3. **List major collaborative accomplishments and capacity building initiatives completed during this grant funding period.**

    4. What was the total Number of Unduplicated Clients Serviced in this reporting period?

    5. Certification:
        i. Report Prepared by
        ii. Agency Contact Name
        iii. Agency Contact Phone Number
        iv. Agency Contact Email
        v. Complete an Authorized Signature

Please note: As you complete the report, make sure to save your work. If you wish to save what you have but are not finished select **Save**. If you are done with the report and wish to submit select **Complete & Continue**.

Save   Complete & Continue

Questions:

If you have a disability requiring accommodations, please call (850) 891-6566 or the TDD telephone number, 711, at least 24-hours (excluding weekends and holidays)

If you have questions, please contact Bridge staff at Bridge@talgov.com

OR

If you need technical assistance, please contact United Partners for Human Services (UPHS) at (850) 518-6092.