

City of Tallahassee

Bridge Program

Neighborhoodly Software Portal

Instructions



**CITY OF  
TALLAHASSEE**

Participant Version

**To access the Bridge Program Portal, go to:**

**[City of Tallahassee Neighborhoodly Software Portal \(Participant\)](#)**

# Signing Into Neighborly Software:

- If this is your first time signing into the [City of Tallahassee Neighborly Software Portal \(Participant\)](#), you must **Register**.
- If you have an existing City of Tallahassee account, please **Sign In**.

The image displays two side-by-side screenshots of the Neighborly Software Portal interface. The left screenshot shows the 'Sign In' page, with the 'Sign In' tab highlighted by a purple box. It features input fields for 'Email Address' and 'Password', a 'Remember my email address' checkbox, a blue 'Sign In' button, a 'Forgot your Password?' link, a 'Sign in with Microsoft' button, and a 'Data Privacy' link. The right screenshot shows the 'Register' page, with the 'Register' tab highlighted by a purple box. It features input fields for 'Email Address', 'Re-enter Email Address', 'First Name', 'Last Name', 'Password', and 'Re-enter Password', followed by a blue 'Continue' button. Both pages include a small accessibility icon in the top right corner.

**Please note:** You only have 5 attempts to sign in with an incorrect password before your account is locked out (click the "**Forgot your Password**" link before this happens).

# Once You Sign into Neighborly Software:

1. A list of the available applications will be generated.
  - a. The Bridge Program application will be available from July 1<sup>st</sup> to July 31<sup>st</sup>.
2. To start a new application, select the **blue box** on the appropriate application and follow the instructions.

 Start a New Application

| Application Name                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Action                                                                               |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Multifamily Development Program         | Select this option if you are a developer or landlord seeking to apply for the City's Multifamily Development Program. To learn more before starting an application, visit our website.                                                                                                                                                                                                                                                                                                                       | <a href="#">Start Application</a>                                                    |
| Affordable Housing Development Programs | <b>For developers of subsidized housing for sale or rental only:</b><br>Select this option if you are a developer or landlord seeking to apply for the City's affordable housing development programs including the Construction Loan Program, Rental Rehab Loan Program, or CHDO. To learn more before starting an application, visit our <a href="#">website</a> .                                                                                                                                          |  |
| Bridge Program                          | Select this option if you are a Human Service 501(c)(3) Nonprofit applying for Bridge Funds. <b>Please note</b> 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. To learn more before starting an application, visit our <a href="#">website</a> .<br><b>When starting a new application, please enter the Agency's Legal Name as per Dept. of State.</b><br><b>*Expires 7/31/2024 5:00 PM</b> | <a href="#">Start Application</a>                                                    |
| Down Payment Assistance Program         | Select this option to pre-qualify for the Down Payment Assistance Program. To learn more before starting an application, visit our <a href="#">website</a> .                                                                                                                                                                                                                                                                                                                                                  | <a href="#">Start Application</a>                                                    |

## Before you begin:

1. The system will now ask you to enter a name in the Case Name field. Please enter the Agency Legal Name, as noted in the Division of Corporations.
2. On the left-hand side of the screen, select the Users tab.
  - a. Add any staff that requires access to this application.
    - i. If this is their first time signing into the [City of Tallahassee Neighborly Software Portal \(Participant\)](#), they must **Register**.
    - ii. If they have an existing City of Tallahassee account, please **Sign In**.

The screenshot shows a web application interface. On the left is a vertical sidebar with three items: a document icon labeled 'Application', a blue square button with a white person icon labeled 'Users', and a printer icon labeled 'Print'. The 'Users' button is highlighted. To the right of the sidebar is a modal dialog box titled 'Add User to Case' with a 'Close X' button in the top right corner. Inside the dialog, there are three input fields: 'First Name', 'Last Name', and 'Email'. At the bottom of the dialog are two buttons: 'Cancel' and 'Add User'.

3. Make sure you have access to electronic copies of agency documents (e.g., 501(c)(3) Determination Letter, Sales Tax Exemption, IRS Form 990/990-EZ/Postcard, or Extension Filing, etc.).
  - a. You will be asked to upload a copy of any listed document to which you respond yes.

Each section must be completed before you can submit your grant proposal. A completed section will result in a round blue check mark.

✓

ESIGN Notice

✓

Program Overview

●

A. Eligibility

●

B. Contact Information

●

C. Proposed Program Description

●

D. Agency Standards Checklist

●

E. Financials

●

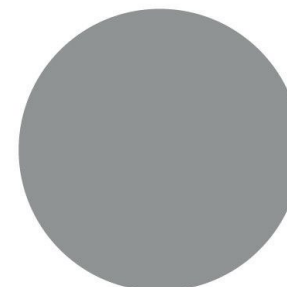
F. Required Documents

Submit



This section of the application is complete.

This section of the application is not complete.  
Please note that there might be information in  
this section that has been saved.



**Please note:** As you complete the report, 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 want to submit it, select **Complete & Continue**.

Save

Complete & Continue

# Bridge Program Application Sections:

## 1. ESIGN Notice

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

## 2. Program Overview

- Carefully read the Bridge Program Manual before acknowledging and moving to the next section.
- This document describes the program requirements and expectations.

## 3. A. Eligibility

- There are prequalification questions in this section. Pay attention: based on your answer, the system may generate an automatic **not eligible** flag message. If this occurs, please follow the instructions.

## 4. B. Contact Information

- This section includes contact, agency, board, and staff information. Ensure each question is completed before proceeding to the next section.
  - For the *Staff Level* and *Board of Directors*, click **Add Row** to add additional rows.
  - To delete any rows, click on the red **X** in the upper right-hand side of the appropriate row.

The screenshot displays two sections of the application form. Section B.11, titled 'Staff Level (Paid and Unpaid)', contains a table with two columns: 'STAFF MEMBER NAME' and 'POSITION IN AGENCY'. Below the first row is a blue 'Add Row' button. Section B.12, titled 'Board of Directors', contains a table with two columns: 'BOARD MEMBER NAME' and 'BOARD MEMBER POSITION'. Below the first row is also a blue 'Add Row' button. In both sections, a blue arrow points from the 'Add Row' button to the first row, and another blue arrow points from the first row to a red 'X' icon in the top right corner of the table, indicating the delete function.

## 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. Agency Standards Checklist

- This section includes documentation that is not required to apply for Bridge funding; however, it will be required to apply for CHSP funding. This section is vital for Bridge staff, as it allows us to forecast the agency's growth and the assistance it will need for the funding cycle.
  - **Please be aware** that if you respond Yes, you will need to upload a copy of the document.

## 7. E. Financials

- This section includes two (2) different budget charts; ensure they are correctly completed.
  - For the **Bridge Funding Request**, provide a detailed budget that specifies how the Bridge funds, up to \$10,000.00, will be used to support the proposed program's activities.
    - Requests over \$10,000.00 will be administratively withdrawn.
  - For the **Agency's Overall Annual Budget**, describe the revenue and expenses of the agency's current fiscal year.
    - If the agency enters a Revenue and/or Expense for Miscellaneous/Other Income, they will need to utilize the text box to describe.

## 8. F. Required Documents

- This section is used to house documents uploaded and additional documents, to show that specific legal documents and policy and procedures are established (e.g., 501(c)(3) Determination Letter, Sales Tax Exemption, IRS Form 990/990-EZ/Postcard, or Extension Filing, Records Retention Policy, etc.)

## 9. Submit

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

## Application Submitted

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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](mailto: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.

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**Please note:** Completion of a Bridge Program application **does not** guarantee eligibility or assistance. Agencies applying for the second year of Bridge funds will be held to a higher standard. The committee will evaluate the agency's progress toward meeting CHSP requirements and its overall potential.



# Reporting Requirement (REPORTS Tab):

- All funded agencies are required to submit a Bridge annual report.
- This report will cover the timeframe from October 1<sup>st</sup> of the funded year to September 30<sup>th</sup> of the funded year.
  - **For example**, Fiscal Year 2027 will cover October 1, 2026, to September 30, 2027.
- Agencies can access the report from October 1<sup>st</sup> to 31<sup>st</sup> of the following funding year.
  - **For example**, Fiscal Year 2027 will be available from October 1, 2027, to October 31, 2027.
- The Bridge Program Annual report is due by November 1<sup>st</sup> of the following funding year.
  - **For example**, Fiscal Year 2027 is due by November 1, 2027.
- Neighborly Software will send the agency reminders based on the email address provided within the application.

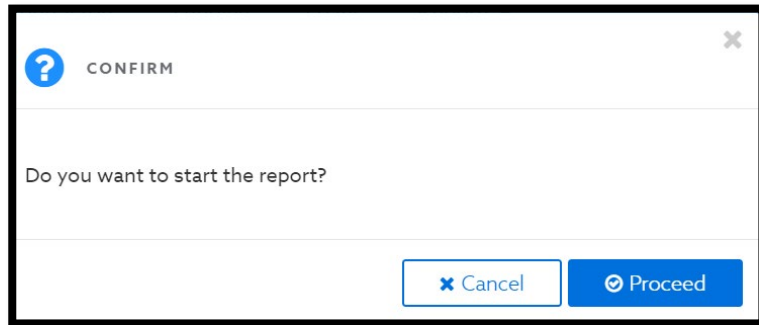
| DATE RANGE          | AVAILABLE ? | DUE ?     |
|---------------------|-------------|-----------|
| 10/1/2026-9/30/2027 | 10/1/2027   | 11/1/2027 |

# Completing the Bridge Program Annual Report:

1. Sign in to the City of Tallahassee Neighborly Software application: [City of Tallahassee Neighborly Software Portal \(Participant\)](#).
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. Three horizontal dots appear on the right side of the screen. Click the three dots, select Start, and confirm you want 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 achievements 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 collaborative accomplishments and capacity building initiatives completed during this grant funding period.**
  4. What was the total number of unduplicated clients serviced during this reporting period?

6. Certification:

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

I hereby certify that the information contained in this Annual Report is accurate.

Authorized Signature

Click here to electronically sign

No save history

Save

Submit Annual Report

**Please note:** As you complete the report, 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 want to submit it, select **Submit Annual Report**.

# Questions:

If you have a disability requiring accommodations, please call (850) 891-6566 or the TDD number 711 at least 48 hours in advance (excluding weekends and holidays).

If you have questions, please contact the Bridge staff at [Bridge@talgov.com](mailto:Bridge@talgov.com).

or

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