City of Tallahassee

Bridge Program

Neighborly Software Portal Instructions

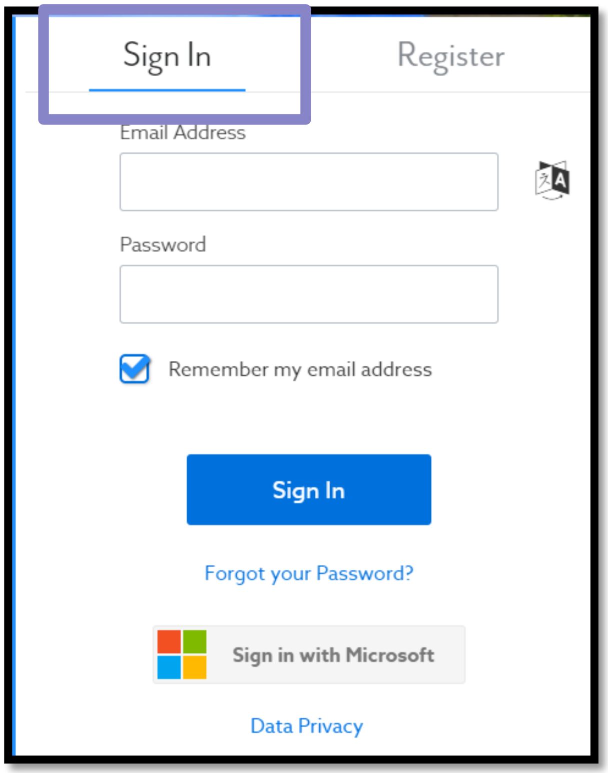
Participant Version

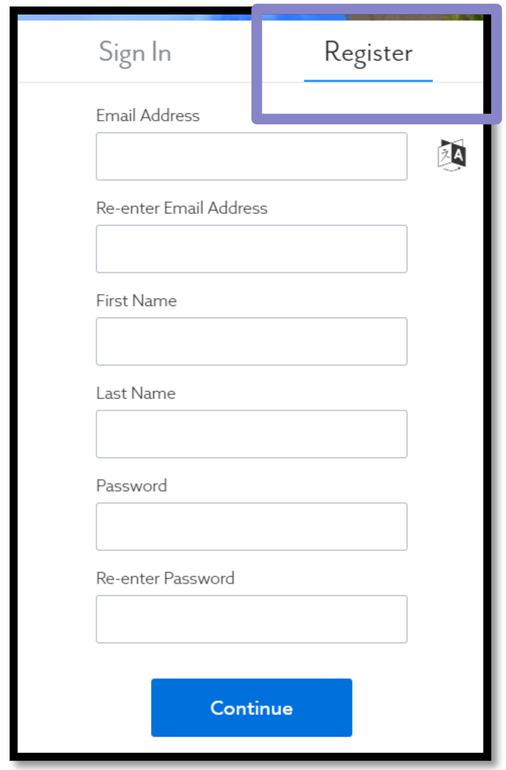
To access the Bridge Program Portal, go to:

City of Tallahassee Neighborly 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**.



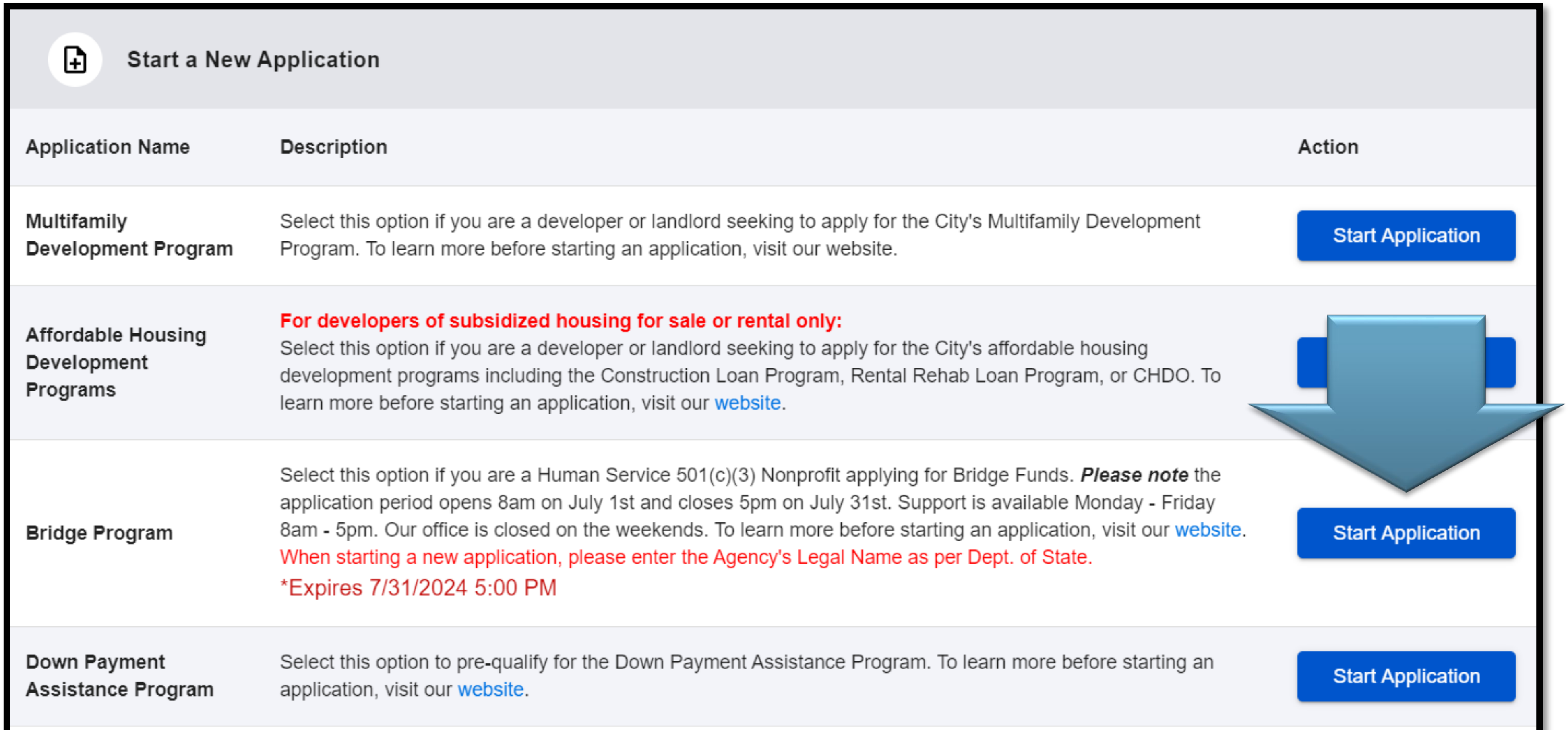


Please note: You only have 5 attempts to sign in with an incorrect password before your account is locked out (click the "**Forgot your Password**" link before this happens).

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 1st to July 31st.

2. To start a new application, select the blue box on the appropriate application and follow the instructions.



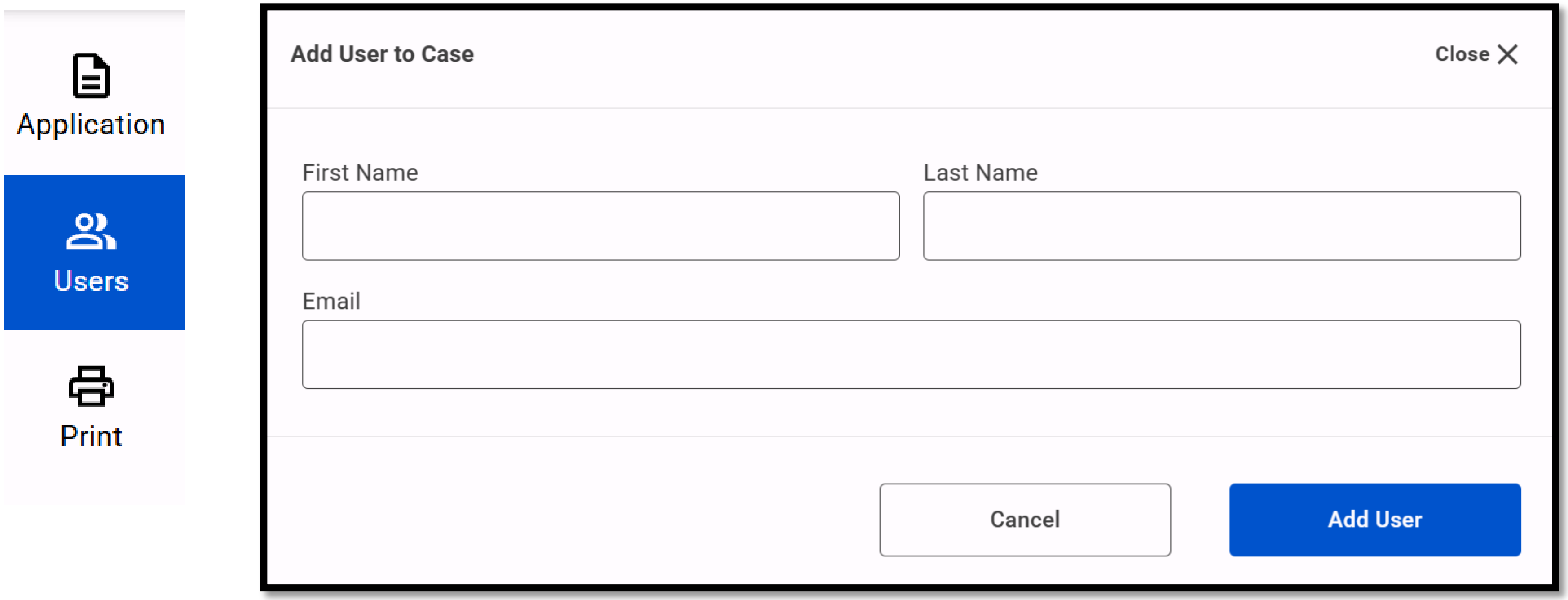
Start a New Application

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.	Start Application
Affordable Housing Development Programs	**For developers of subsidized housing for sale or rental only:** 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 website.	
Bridge Program	Select this option if you are a Human Service 501(c)(3) Nonprofit applying for Bridge Funds. ***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. To learn more before starting an application, visit our website. When starting a new application, please enter the Agency's Legal Name as per Dept. of State. *Expires 7/31/2024 5:00 PM	Start Application
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 website.	Start Application

Before you begin:

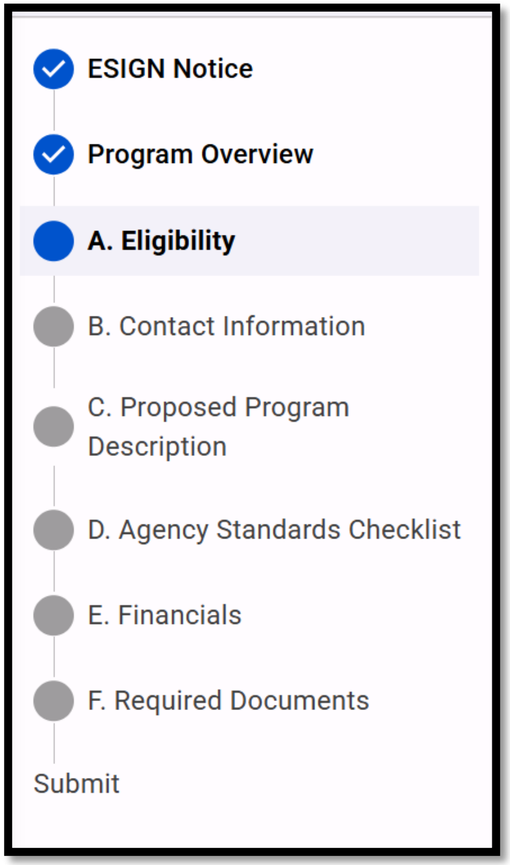
1. The system will now ask you to enter a name in the Case Name field. Please enter the Agency Legal Name, as noted in the Division of Corporations.

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**.



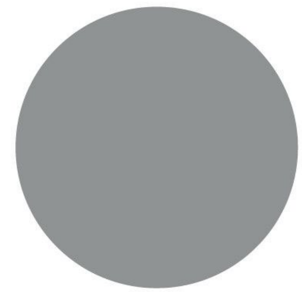
3. Make sure you have access to electronic copies of agency documents (e.g., 501(c)(3) Determination Letter, Sales Tax Exemption, IRS Form 990/990-EZ/Postcard, or Extension Filing, etc.).
    a. You will be asked to upload a copy of any listed document to which you respond yes.

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



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**.

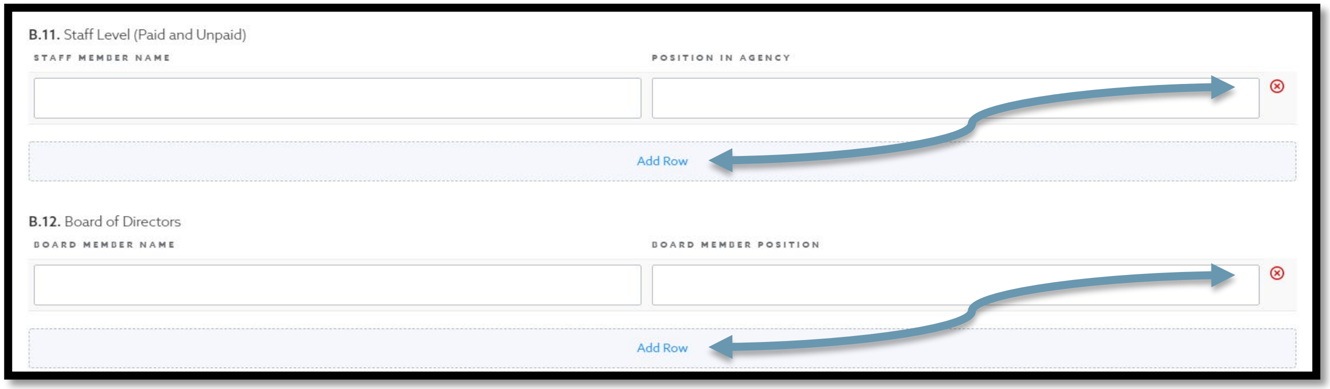
Bridge Program Application Sections:

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.



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

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. 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^{st} of the funded year to September 30^{th} 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^{st} to 31^{st} 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^{st} of the following funding year.
    - **For example,** Fiscal Year 2027 is due by November 1, 2027.

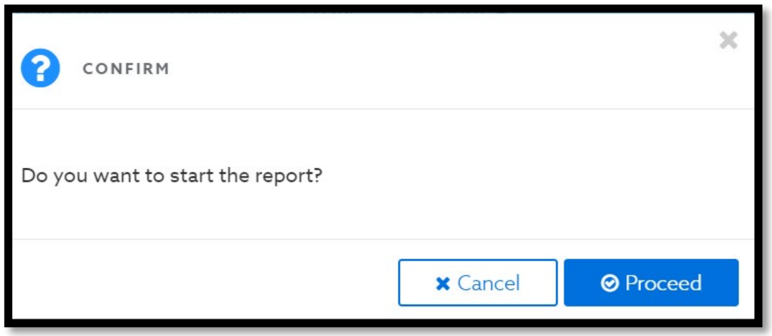
- Neighborly Software will send the agency reminders based on the email address provided within the application.

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.



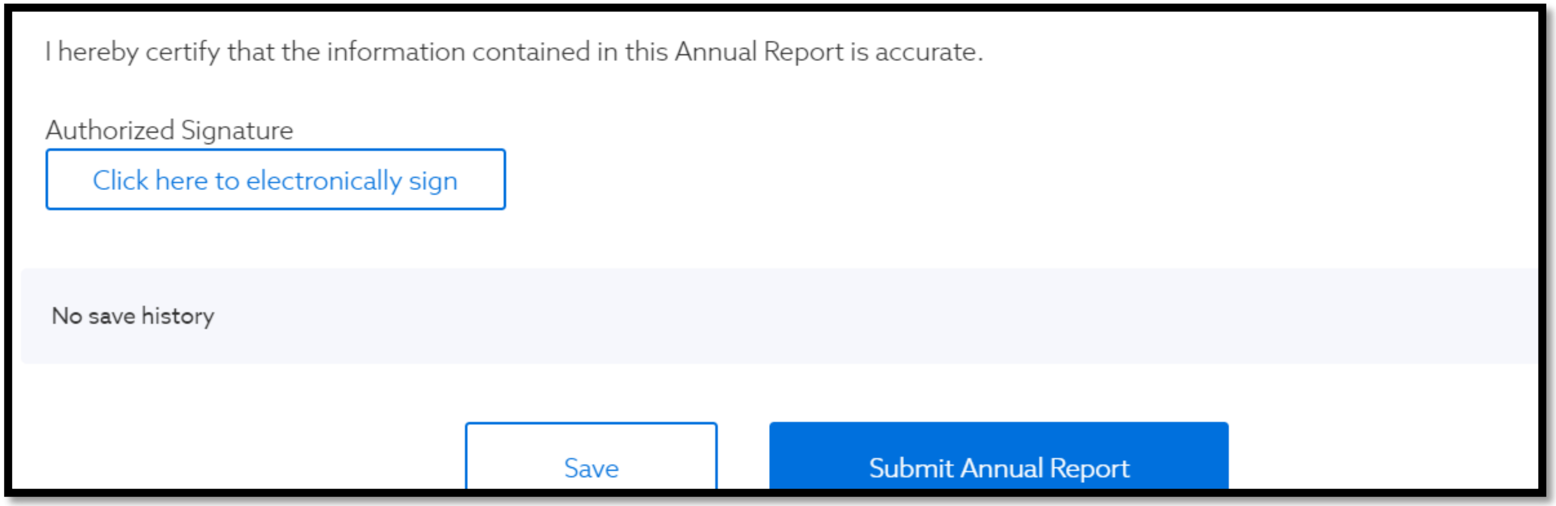
5. Answer the following questions:
   1. **Specific Achievements and Shortfalls:** Provide specific program activities, frequency of activities, etc. Describe, in detail, specific program achievements and shortfalls for this reporting period.

   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



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.

or

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