

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 blue 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 blue 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 forms include a small icon in the top right corner.

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 will generate.
 - The Bridge Program application will be available from July 1st to July 31st.
- 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 .	 Start Application
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	
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

Bridge Program Application Sections:

The Bridge Program application has ten (10) required 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 section provides minimum eligibility requirements.

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.



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, it will be required to apply for CHSP funding. This section is vital for Bridge staff, allowing us to forecast the growth and assistance the agency will need for the funding cycle.
 - **Please be aware** that 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; 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.

- 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, they will be required to apply for CHSP funding. This section is vital for Bridge and UPHS 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.

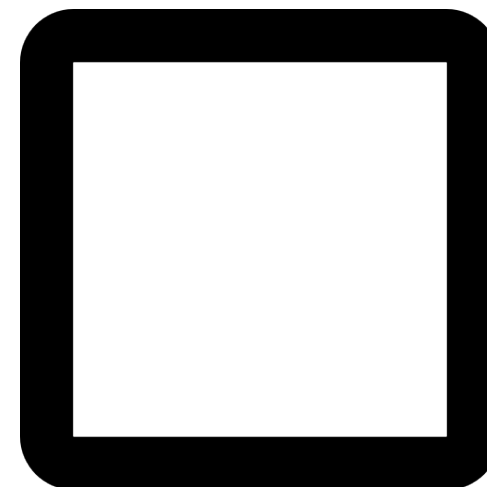
For all questions related to your application, please contact the City of Tallahassee's Human Services Division at bridge@talgov.com or 850-891-6566.

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. 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.

Each section must be completed before you can submit your grant proposal. 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 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

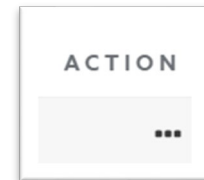
Complete & Continue

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.
 - **For example**, Fiscal Year 2026 will cover October 1, 2025, to September 30, 2026.
- Agencies can access the report from October 1st to 31st of the following funding year.
 - **For example**, Fiscal Year 2026 will be available from October 1, 2026, to October 31, 2026.
- The Bridge Program Annual report is due by November 1st of the following funding year.
 - **For example**, Fiscal Year 2026 is due by November 1, 2026.
- Neighborly Software will send the agency reminders based on the email address provided within the application.

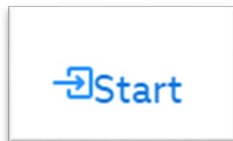
Completing the Bridge Program Annual Report:

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**.

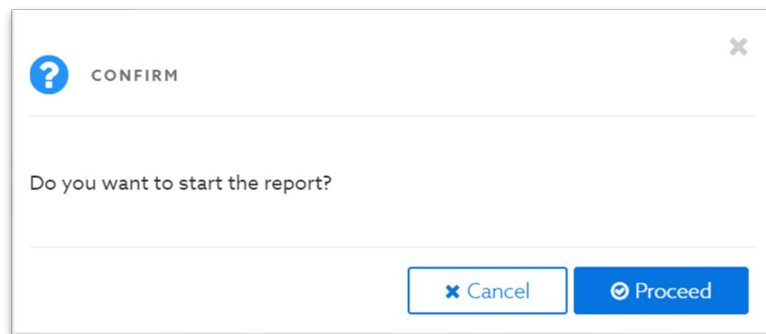


4. Three horizontal dots appear on the right side of the screen.

Click on the three dots, select **Start**



, and verify that 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 telephone number, 711, at least 24 hours (excluding weekends and holidays).

If you have questions, please get in touch with 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.