



**COMMUNITY  
PARTNERSHIP  
PROGRAM**

**Information  
Sessions**

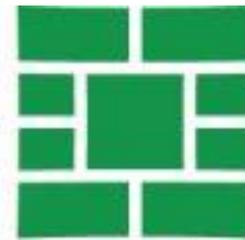
***July 22, 2020***

***2 p.m.***

***6 p.m.***

***July 25, 2020***

***10 a.m.***



**SAVANNAH**  
Human Services Department

# OVERVIEW

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- Request for Proposals
- Agency eligibility
- Evaluation and Scoring criteria
- Helpful Tips
- On-line application process



# REQUEST FOR PROPOSALS

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## Purchase of programs and services

- Assist in achieving the goals and priorities identified by the City of Savannah
- Support and specifically benefit the residents of Savannah, Georgia

## Successful proposals will be recommended for funding

- \$5,000 to \$50,000 for Community Services Contracts
- Up to \$200,000 for Homeless Continuum of Care Management





# AGENCY ELIGIBILITY

## **Agencies submitting proposals must meet the following requirements:**

- Be a legally formed (provide documentation) not-for-profit located within the city and providing services which support and directly benefit residents of Savannah.
- Provide proof of the non-profit entity's legal formation. Both non-profit and for-profit corporations are formed in Georgia by filing with the Corporations Division of the Office of Secretary of State.
- Agencies must submit a Management Letter/Review Report of their profit and loss statement, or financial statements prepared by an Independent Auditor or Certified Public Accountant in accordance with generally accepted auditing principals.

**NOTE:** Agencies approved for 2021 must provide proof of IRS federal tax exemption prior to contract execution.

# EVALUATION

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- The Community Partnership Program is a competitive process.
- Proposals will be evaluated by one or more selection committees according to the criteria outlined in the Request for Proposals.
- Proposals may or may not be recommended for funding; therefore, agencies should not rely upon or have an expectation of funding from the City of Savannah.



# SCORING CRITERIA

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- ▶ **ABILITY TO ADDRESS COMMUNITY NEEDS** **15 points**

Proposed Programs must clearly demonstrate the ability to assist the City of Savannah in addressing community needs as outlined in the Community Partnership Program Request for Proposal.
- ▶ **BUDGET/FINANCIALS** **25 points**

The organization budget must reflect diverse funding sources and a strong capacity to manage resources. It is important that the City of Savannah is not the primary funding source.
- ▶ **BENEFIT OF PROGRAM/SERVICE TO PARTICIPANTS** **20 points**

The proposed program or service must result in outcomes that addresses community needs.



# SCORING CRITERIA (cont'd)

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- ▶ **PROGRAM DESIGN** **10 points**  
The program/service must be fully developed and well-defined.
- ▶ **COST PER PROGRAM PARTICIPANT** **10 Points**  
This ratio is determined by dividing the total program funding request by the number of participants to be served who reside within the city of Savannah.
- ▶ **OPERATIONAL CAPACITY AND PROGRAM EXPERIENCE** **15 points**  
Agencies must demonstrate the capacity to deliver the proposed program or service as evidenced by the agency's years in operation and experience.
- ▶ **COLLABORATIONS/PARTNERSHIPS** **5 Points**  
Collaborations and partnerships which benefit program participants and connect participants to additional resources is a City priority.

# HELPFUL TIPS

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- **Agencies must select a community need identified by the City of Savannah that most closely aligns with the proposed program.**
  - Housing
  - Homeless CoC Administration
  - Youth Development
  - Public Safety
  - Economic Development
  - Poverty Reduction
  - Workforce Development
  - Neighborhood Improvement
  - Other Public Services/Community Need

# HELPFUL TIPS

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## ➤ BUDGET/FINANCIALS

- Detailed, clear and consistent throughout the application
- If your budget is in the red-explain why (question 25 &26 provides space)

## ➤ COST PER PROGRAM PARTICIPANT

- Use formulas built into application
- Total program cost divided by # served

## ➤ DIVERSE FUNDING SOURCES

- The City of Savannah should not be the sole funding source

# HELPFUL TIPS

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## HOMELESS ASSISTANCE SERVICES

If your agency is seeking a grant for homeless assistance services, your application **must be submitted through the Emergency Solutions Program (ESG) application process** at <http://savannahga.gov/grants>.



**APPLICATIONS CLOSE AUGUST 14<sup>TH</sup>**

**NOTE:** The Community Partnership Program **does not fund** homeless assistance programs and activities.

# HELPFUL TIPS

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## APPLICATION SUBMISSION TECHNICAL ASSISTANCE

**July 10 – August 3 by email ONLY at: [support@neighborlysoftware.com](mailto:support@neighborlysoftware.com)**

- Identify Case ID# in subject line
- Include contact name and phone #
- Response usually within 24 hours



**NOTE:** The software provider will follow-up directly with applicants to resolve any technical issues with the on-line application portal.

# ON-LINE APPLICATION OVERVIEW



# GENERAL INSTRUCTIONS

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The Portal is hosted by Neighborly Software and is available via any internet connected device. The recommended browser is **Google Chrome**, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

**Application Portal Link:**

<https://portal.neighborlysoftware.com/savannah/Participant/Login>

# NEW USERS **MUST** REGISTER FIRST



Welcome to the City of Savannah  
Housing and Community Development  
Participant Portal

New users must first register their account  
before signing in to the portal.

Technical issues email: [support@neighborlysoftware.com](mailto:support@neighborlysoftware.com)

Sign In

Register

Email Address

Password

Remember my email address

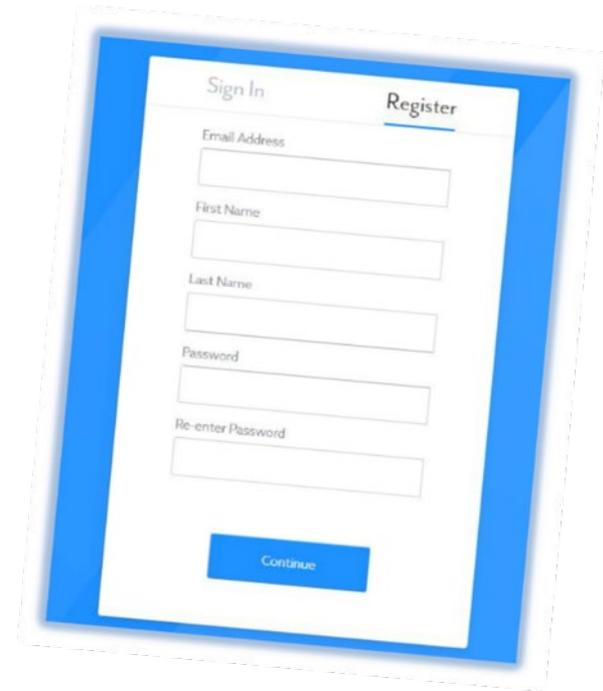
Sign In

[Forgot your Password?](#)

# ACCESSING THE PORTAL

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- Register your account by clicking on the Register link.
- Registration will create a username (which is your email address) and password that will be used for future logins. ***The email address you choose will be used for system emails/notifications, so it is recommended you use your work email.***
- The system will validate that you own the registered email by sending a validation link email/code.



The image shows a registration form with a blue border. At the top, there are two links: "Sign In" and "Register". The "Register" link is underlined. Below the links are five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". At the bottom of the form is a blue button labeled "Continue".

**NOTE:** If you do not receive the system email within two minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate “Not Junk” or “Not Spam” to ensure you receive any other system notifications.

# LOGGING IN

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- Once registered, you may login (using the same link) by entering the email address and password used during registration.
- By checking “Remember Me?”, your web browser will remember your email address for future logins (depending on browser and security settings).



# CREATING A NEW APPLICATION

Once logged in, you will see options for creating a new application.



Welcome to the City of Savannah Housing and Community Development Participant Portal  
Neighborly Software is committed to accessibility for all applicants. If you require this material in an alternate format, please contact [REDACTED] 912-651-6520

## Start a New Application

Down Payment	Select this option if you are applying for down payment assistance towards the purchase of a home.	<a href="#">Click here to start a new application</a>
Community Partnerships	Select this option if you are applying for Community Partnerships grant funds <i>*Expires 8/10/2020 5:00:00 PM Eastern Standard Time</i>	<a href="#">Click here to start a new application</a>
Art and Cultural Enrichment	Click to download the <a href="#">2020 Guidelines for the 2020 Art and Cultural Enrichment Program</a>	<a href="#">Click here to start a new application</a>
WEAVE-A-DREAM	Applications for the Weave-A-Dream Program are due no later than November 1st, 2020 at 5 PM Eastern Standard Time. <i>*Expires 11/1/2020 5:00:00 PM Eastern Standard Time</i>	<a href="#">Click here to start a new application</a>
ESG Grants	Select this option if you are applying for ESG grant funds as a subrecipient <i>*Expires 8/14/2020 4:00:00 PM Eastern Standard Time</i>	<a href="#">Click here to start a new application</a>



# Application Review

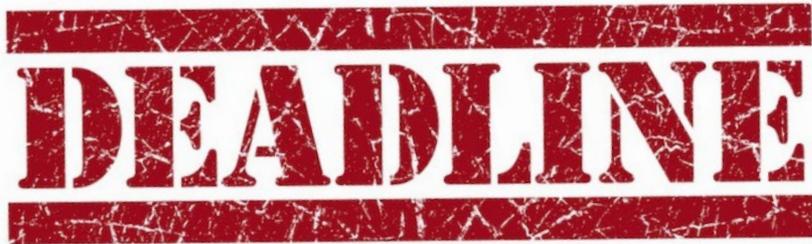
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# PLEASE NOTE

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1. This is a competitive process and proposals may/may not be recommended for funding.
2. Proposals will be evaluated by selection committees.
3. Programs and services should address the community needs and benefit Savannah residents.
4. Recommendations must be approved by City Council in accordance with the final 2021 Budget.
5. Contracts for services will be executed with selected providers.
6. The deadline is the deadline!



**DEADLINE**

**ALL proposal materials must be completed and received at the electronic address listed below by 5 p.m.**

**AUGUST 10, 2020**

**<https://portal.neighborlysoftware.com/savannah/Participant/Login>**