

## **CDBG Program Application**

### Neighborly Software User Guide

Genesee County Metropolitan Planning Commission

324 S Saginaw Street, Suite 8D, Flint, MI 48502

(810) 257-3010

[gcmipc@geneseecountymi.gov](mailto:gcmipc@geneseecountymi.gov)



**GENESEE COUNTY**  
METROPOLITAN PLANNING  
COMMISSION

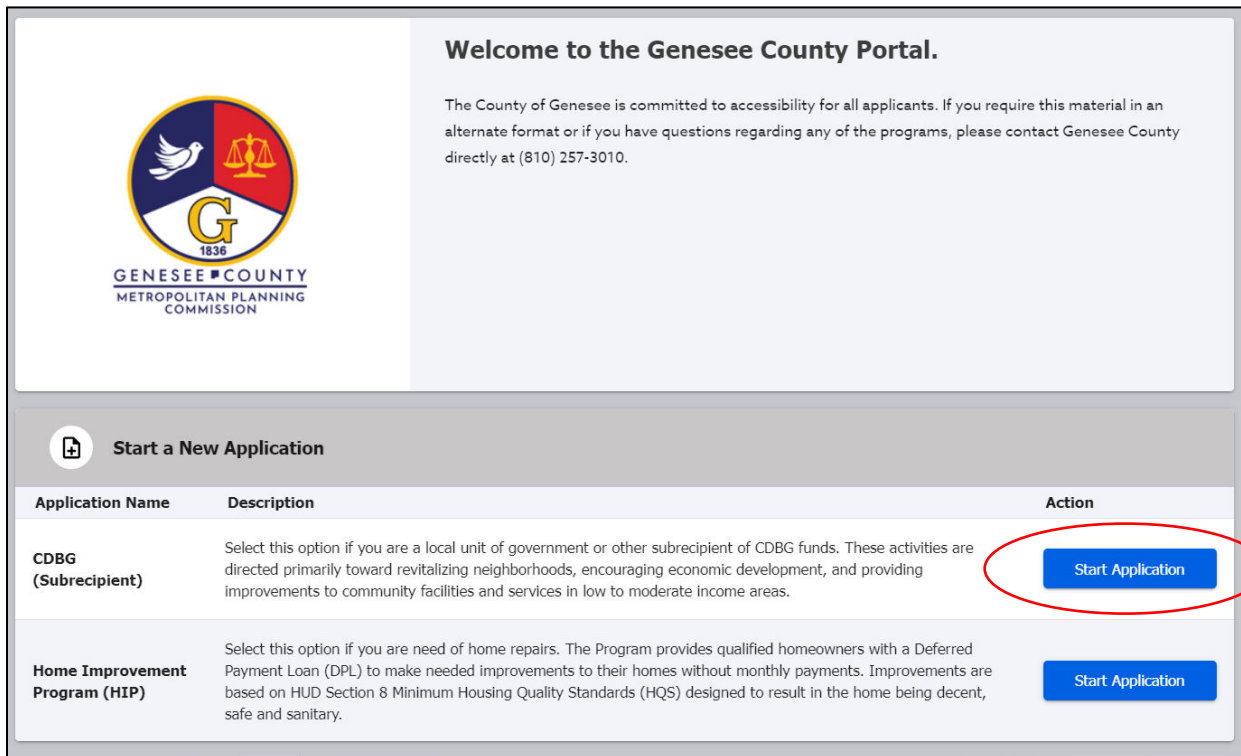


## Starting a New CDBG Application

To begin a new application, visit the Genesee County Portal at the following link: <https://portal.neighborlysoftware.com/GENESEECOUNTYMI/Participant>

If you have not already created an account with Neighborly, please see the "Registering Your Account" section of the User Guide.

From the Home Page, scroll to the bottom of the page to find the "Start a New Application" section. Click on "Click here to start a new application" next to CDBG as shown below:



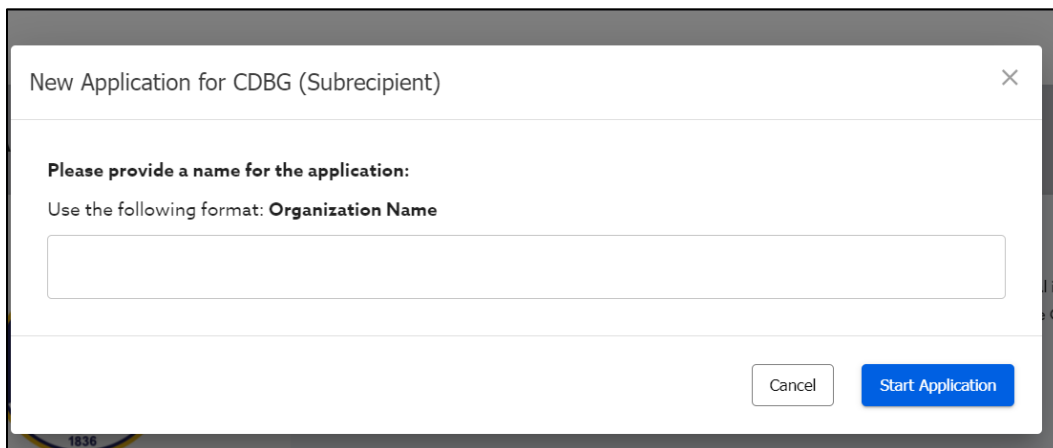
**Welcome to the Genesee County Portal.**

The County of Genesee is committed to accessibility for all applicants. If you require this material in an alternate format or if you have questions regarding any of the programs, please contact Genesee County directly at (810) 257-3010.

**Start a New Application**

Application Name	Description	Action
<b>CDBG (Subrecipient)</b>	Select this option if you are a local unit of government or other subrecipient of CDBG funds. These activities are directed primarily toward revitalizing neighborhoods, encouraging economic development, and providing improvements to community facilities and services in low to moderate income areas.	<a href="#">Start Application</a>
<b>Home Improvement Program (HIP)</b>	Select this option if you are need of home repairs. The Program provides qualified homeowners with a Deferred Payment Loan (DPL) to make needed improvements to their homes without monthly payments. Improvements are based on HUD Section 8 Minimum Housing Quality Standards (HQS) designed to result in the home being decent, safe and sanitary.	<a href="#">Start Application</a>

Next, enter your agency name to begin the application.



New Application for CDBG (Subrecipient) [X]

**Please provide a name for the application:**  
Use the following format: **Organization Name**

[Cancel] [Start Application]

## Completing and Saving Applications

The first section of the application will provide a Program Overview. It is recommended to click on the “Application Program Guide” link for detailed eligibility guidelines before proceeding with the application.

The screenshot shows the 'CDBG (Subrecipient) Application' interface. The left sidebar contains a navigation menu with the following items: **Program Overview\***, **A. Pre-Application Agency Information**, **B. Project Activity**, **C. Project Information**, **D. Funding Requests**, **E. Pre-Application Required Documents**, **Submit Pre-Application**, and **G. Objectives and Outcomes**. The main content area is titled 'Program Overview' and includes a 'Print Step' icon. A red arrow points to the 'Application Program Guide' link in the text: 'Please refer to the [Application Program Guide](#) for additional details prior to completing this application.' Below this is a note: '\*Note\* - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.' The page also features the Genesee County Metropolitan Planning Commission logo and contact information for the Community Development Block Grant (CDBG) Program, including the address: 1101 Beach Street, Flint, MI 48502, and email: [dfortney@geneseecountymi.gov](mailto:dfortney@geneseecountymi.gov). The text explains the CDBG program and lists national objectives, such as providing benefit to low- and moderate-income persons and households.

At the end of each section, at the bottom of the page will be a “Save” button and a “Complete & Continue” button. If you have not yet completed a section but wish to save and return to it later, click Save. Once you have entered all of the required fields, you may click Complete & Continue to finish the section.

The screenshot displays the 'AGENCY INFORMATION' form. It is divided into two columns: 'AGENCY INFORMATION' and 'AGENCY POINT OF CONTACT'. The 'AGENCY INFORMATION' column contains fields for: **A.1. Name of Agency**, **A.2. Address** (with sub-fields for Address Line 1, Address Line 2, City, and Zip), **A.3. Tax ID Number:**, **A.4. DUNS Number:**, **A.5. SAM Registration Name:**, and **A.6. SAM Expiration Date:**. The 'AGENCY POINT OF CONTACT' column contains fields for: **A.7. First Name**, **A.8. Last Name**, **A.9. Email**, and **A.10. Phone Number**. At the bottom of the form, there is a 'No save history' indicator and two buttons: 'Save' and 'Complete & Continue'.

On the left side, you will see the sections required to be completed. A checkbox will appear next to each section as they are completed.

## Uploading Documents

Section E and I of the application is where you will upload required attachments. All of these documents are required for your application to be approved. You will not be able to click Continue or Submit an application until all uploads are complete. Click the "Upload File" button next to each item to locate and upload a document.

E. Pre-Application Required Documents Print Step

**\*Note\*** - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

Documentation

- Public Hearing Documentation (includes minutes, attendance list, advertisement) **\*Required** Upload File
- SAM Registration Proof **\*Required** Upload File

## Submitting Applications

Once all sections are complete, the final step is the "Submit" page shown below. Here you will check each box to confirm you agree with each statement. Next, go to "Click here to electronically sign". Enter your name to continue, and finally click "Complete & Submit". GCMPC staff will be notified that a new application is available to review.

### Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.  
\*Note\* - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.

I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.

I/We understand that the all documents are subject to State public records laws.

Signature  
[Click here to electronically sign](#)

No save history

[Save](#) [Complete & Submit](#)

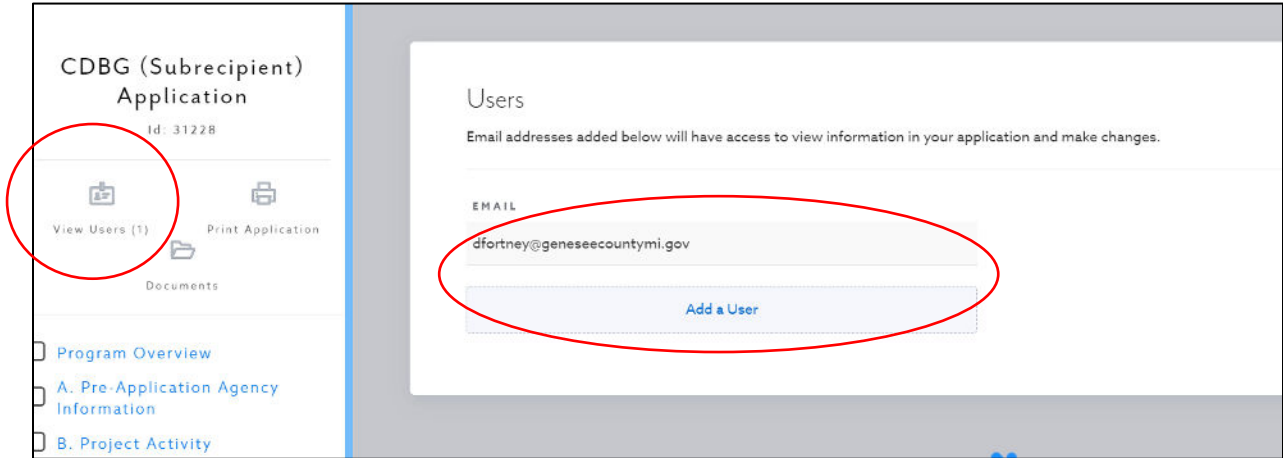
## Pre-Application and Full Application

Once staff have reviewed your pre-application, if approved, you will be notified that the remaining full application is now available. Prior to pre-application approval, steps G through I will not be available to complete. This is indicated by the lock symbol.

- Program Overview
- A. Pre-Application Agency Information
- B. Project Activity
- C. Project Information
- D. Funding Requests
- E. Pre-Application Required Documents\*
- Submit Pre-Application
- G. Objectives and Outcomes
- H. Additional Objectives and Outcomes
- I. Required Documents
- Submit

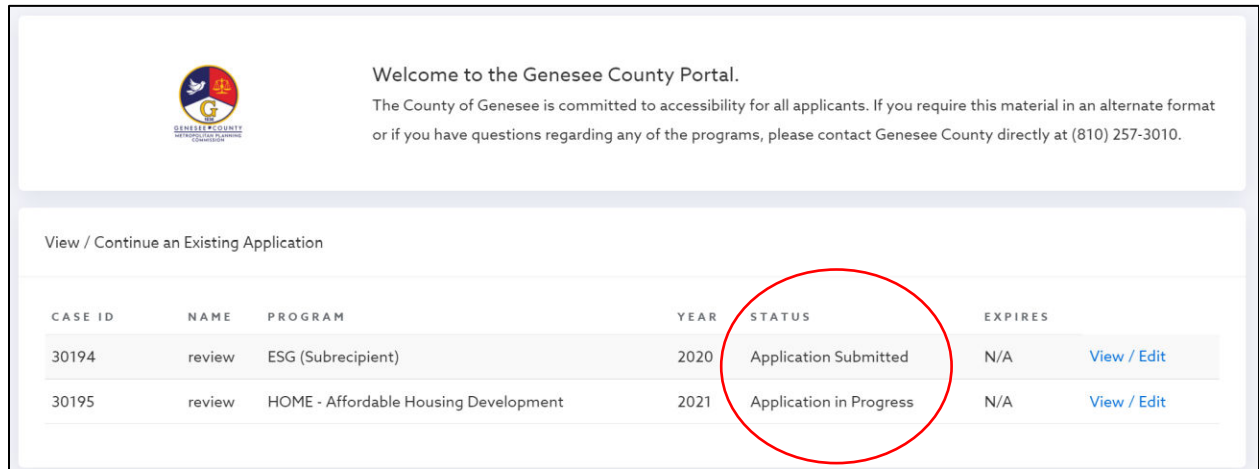
## Adding Additional Users

If you wish to assign another user to your application in progress, click the “View Users” button on the left side. Next, enter the email address of the new user, and click “Add a User”. This person will receive an email allowing them to create an account, and view or make changes to an application.



## Checking the Application Status

Once you have completed and submitted an application, the application will appear listed on the Home Page under “View/Continue an Existing Application”. Projects that have been successfully submitted but not yet reviewed will show the status as “Application Submitted”. Once reviewed, the status will change to either “Approved” or “Denied”.




## Completing an Application in Progress

If you have already started an application and want to pick up where you left off, use the "View/Continue an Existing Application" section on the Home Page. Click View/Edit next to your application:

[Home](#)

Good Afternoon, Damon!



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View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
30194	review	ESG (Subrecipient)	2021	Application in Progress	N/A	<a href="#">View / Edit</a>
30195	review	HOME - Affordable Housing Development	2021	Application in Progress	N/A	<a href="#">View / Edit</a>