

## FY22 Gateway Application Process

Each agency will receive an email with a direct link to its FY22 Gateway application. You will need to sign into Submittable to access the application-

<https://csb.submittable.com/submit>



Agencies will be sent a direct link for their FY22 Gateway Application.

Submit only one application per agency. Carefully review the FY22 Gateway Information Packet below to fill out the application. CSB will post and notify agencies of their draft Program Outcomes Plan(s) (POP for each program at the same time the funding recommendations are sent to partners. The Award Recommendation Letter and POPs will be communicated no later than March 9, 2021.

[FY22 Gateway Information Packet](#)

If you or your agency submitted a Gateway application last year, sign into Submittable with the same user name and password to access the application. If you represent a new partner agency, create a user name and password.

- 1- Click on "Create Your Account" or "Sign Up".

**Create one agency sign-on.** Using the same sign-on, multiple users at each agency can update the application prior to submission. The application will be saved as a draft until all required fields are completed and the application is submitted. **To ensure that all information is properly saved, only one person should be updating the application at a time.**

A screenshot of a web form for signing in. At the top, there are two tabs: "Sign Up" (which is selected) and "Sign In". Below the tabs are two input fields: "Email" and "Password". To the right of the "Password" field is a link that says "Forgot?". Below the input fields are two buttons: a dark blue button labeled "Sign In" and a lighter blue button labeled "Sign In with Facebook". At the bottom of the form, it says "Powered by Submittable" with a small logo.

- 2- All fields in the application are required and must be completed before the application can be submitted.
- 3- To complete both the narrative updates and the budget and staffing details worksheets, click the link to download the files. There are additional instructions to the right of each question. Save the files on your computer to make updates.
- 4- Last year's application narrative is saved as a Word document with track changes turned on. Make sure to include updated information requested in each question. You can also remove information that is no longer applicable to a program, please make sure the deleted information is marked up. Please try not to duplicate information across responses. You can reference information if it is included in a prior response or **identify what is different for each program within your response**. Responses should be as brief as possible.

## INSTRUCTIONS

Click on 'Maryhaven application' below to download last year's application. Make edits in track changes to 1) integrate previous changes into the other questions and 2) make any updates for FY22. Once completed, select 'Choose Files' to upload the completed Word file with track changes.

Maryhaven application

### File upload \*

Acceptable file types: **doc, docx.**

Choose Files

CSB will review and accept track changes, once approved. The final document will be the Gateway application schedule 2 in the FY22 contracts.

No files have been attached yet.

## INSTRUCTIONS

Click on 'Maryhaven budget' below to download the budget, staffing details, and environmental review file. Once completed, select Choose Files to upload the completed Excel file.

Maryhaven budget

### File upload \*

Acceptable file types: **xls, xlsx.**

Choose Files

CSB will review and once approved, the final document will be the Gateway budget schedule 3 in the FY22 contracts.

- 5- Once the files are completed, select "Choose Files" to upload them to the application.
- 6- At the bottom of the application you can select Save Draft or Submit. The application can only be submitted if you respond "Yes" confirming that the information is accurate and you accept the conditions to be considered for funding.

I hereby affirm that the information submitted in the application is true and accurate. The governing body of the above named organization has reviewed and is in agreement to be considered for funding (if applicable) by Community Shelter Board. \*

- Yes
- No

This is confirmation that your organization accepts all the conditions described in the FY21 Gateway Information Packet.

Submit

Save Draft

7- To find a Saved Draft, select View Your Submissions and Sign In. If you are already signed in select the drop down beside your sign in name and select “My Submissions” and then “Saved Drafts”.

Home

[View Your Submissions](#)



Select the appropriate agency FY20 Gateway Application.

Submit only one application per agency. Carefully review the FY20 Gateway Information Packet below to fill out the application. CSB will post and notify agencies of their draft Program Outcomes Plan(s) (POP) for each program at the same time the funding recommendations are sent to partners. The Award Recommendation Letter and Program Outcome Plans will be communicated no later than March 11, 2019.

[FY20 Gateway Information Packet](#)

Alvis FY20 Gateway Application

Ends on March 28, 2019

More ▾

Submit



- User Account
- My Submissions
- My Profile
- My Settings
- Sitemap
- LOGOUT

Select the appropriate agency FY20 Gateway Application.

Submit only one application per agency. Carefully review the FY20 Gateway Information Packet below to fill out the application. CSB will post and notify agencies of their draft Program Outcomes Plan(s) (POP) for each program at the same time the funding recommendations are sent to partners. The Award Recommendation Letter and Program Outcome Plans will be communicated no later than March 11, 2019.

[FY20 Gateway Information Packet](#)

**Alvis FY20 Gateway Application** More Submit

Ends on March 28, 2019

8- Select "Saved Drafts" and then click "Continue" beside your application to continue updating the application.

Submittable Submissions Saved Following

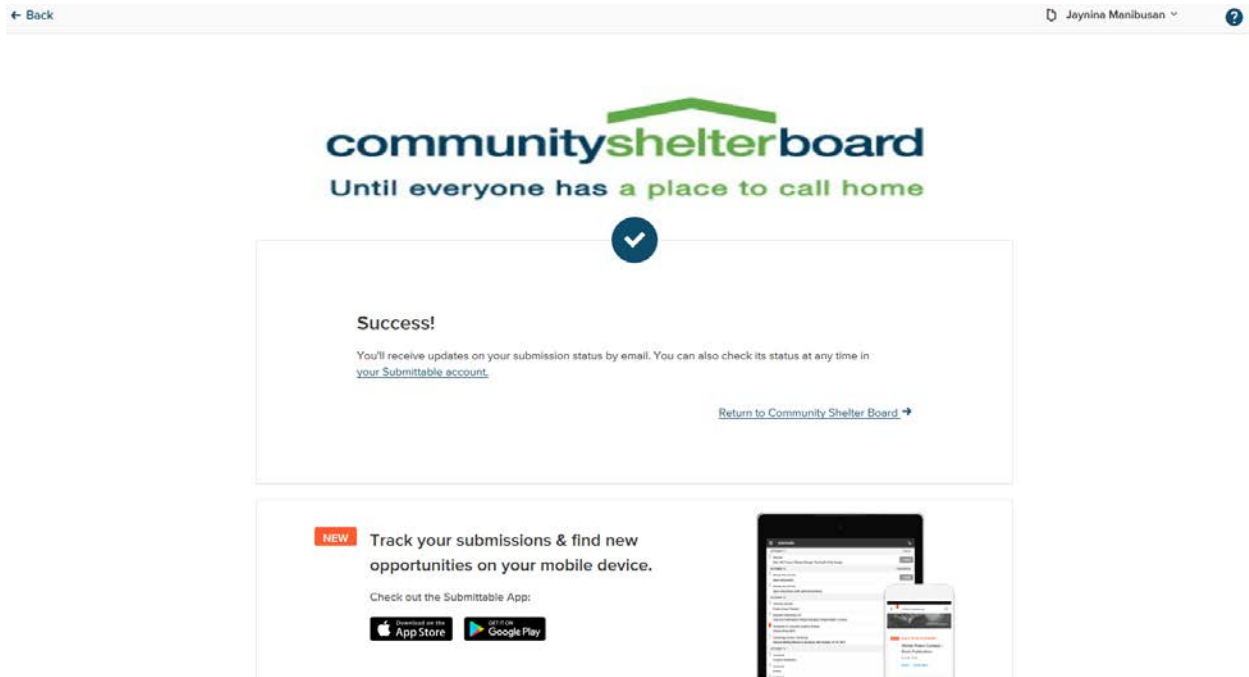
### Jaynina Manibusan

#### My Submissions

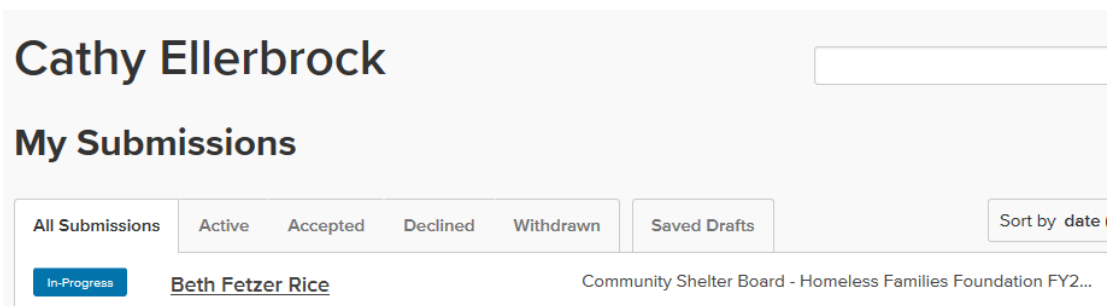
All Submissions Active Accepted Declined Withdrawn **Saved Drafts**

Community Shelter Board	Maryhaven FY20 Gateway Application	Due: 03/28/2019 05:00 PM	<a href="#">Continue</a> <a href="#">Delete</a>
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- 9- You will see the below screen once your application is submitted. If you do not see the message below confirming that your submission was successful, verify that all questions have been answered and select “Submit” again.



- 10- Once your application is submitted, the status will display as “In-Process”.



- 11- If any additional information or changes are needed to your application during the review process, we will send an email notifying you that the application is editable and indicating the corrections or clarifications needed.

## My Submissions

All Submissions Active Accepted Declined Withdrawn Saved Drafts

Editable Jaynina Community Shelter Board - Maryhaven FY20 Gateway Applicat... 01/28/2019

- 12- Make sure you are in the “CONTENT” tab of the application. Make the appropriate edits and select “Done” at the bottom of the application.

Submittable Submissions Saved Following

Editable 1/28/2019 Jaynina

Submitted to Community Shelter Board - Maryhaven FY20 Gateway Application on 1/28/2019 (2 hours, 5 minutes ago)

This submission has been opened for editing. You can make edits by clicking the edit buttons to the right of each form field in the Content tab. When you are finished making edits, add an optional message to Community Shelter Board and click **Done** to submit your changes.

Download | Withdraw

ACTIVITY MESSAGES CONTENT

Primary Contact Jaynina

Contact Email [jmanibusan@csb.org](mailto:jmanibusan@csb.org)

Contact Phone Number (including area code) test

FY20 Budget \*

Acceptable file types: xls, xlsx.

YMCA\_FY19\_Budget\_Gateway\_9\_HN.xls Remove File

Download the budget worksheet, complete the budget, and upload the completed file in Excel. Carefully review the instructions on the first tab of the

<http://www.csb.org/>

Submittable Submissions Saved Following

You have successfully submitted your edits to Community Shelter Board.

**In Progress** **Jaynina**  
Submitted to Community Shelter Board - Maryhaven FY20 Gateway Application on 1/28/2019 (2 hours, 10 minutes ago)

ACTIVITY MESSAGES CONTENT Download Edit Withdraw

Primary Contact  
Jaynina

Contact Email  
[jmanibusan@csb.org](mailto:jmanibusan@csb.org)

Contact Phone Number (including area code)  
test

FY20 Budget

When you are finished and select submit, make sure you receive a submission complete message and the status is submitted.

Submittable Submissions Saved Following Explore Submittable's plans for organizations

**Completed** 1/8/2020 **CE**  
Submitted to Community Shelter Board - Maryhaven FY21 Gateway Application on 01/08/2020 (a year ago)