FY21 Gateway Application Process

https://csb.submittable.com/submit

If this is your agency's first Gateway application, start the instructions here. If you submitted a Gateway application last year, skip to page 9.

1- Click the appropriate partner agency application.
Each application is specific to an agency with questions applicable to each agency's programs.

communityshelterboard

Until everyone has a place to call home

For agencies that did not submit a Gateway application late year, select the appropriate agency FY21 Gateway Application.

Submit only one application per agency. Carefully review the FY21 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 11, 2020.

FY21 Gateway Information Packet

Homefull FY21 Gateway Application
Ends on March 26, 2020

More ∨   **Submit**

2- Click on "Create Your Account".

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 your application at any time.** Submit only one application for each agency.

3- All fields in the application are required and must be completed before the application can be submitted. To complete the budget and staffing details worksheets, click the link to download the file. Save the file on your computer and then select choose files to upload once completed.

Primary Contact *

Contact Email *

Contact Phone Number (including area code) *

Download the budget and staffing details file in the additional description to the right. Once completed, select Choose Files to upload the completed file. *

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

Click the agency file link to download and complete the budget, wages & salary and staffing details file - Homefull

Choose Files

No files have been attached yet.

4- Make sure to include all of the information requested in each question. There are additional instructions to the right of each question. If the question is not specific to all programs, **identify what is different for each program within your response**. You can copy and paste responses from another document. There are no word or character limits, but the responses should be as brief as possible.

5- At the bottom of the application you can select to Save Draft or Submit. The application can only be submitted if you respond "Yes" confirming that the information is accurate and acceptance of 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]

6- 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".

7- Select "Saved Drafts" and the click "Continue" beside your application to contine updating the application.

8- 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.
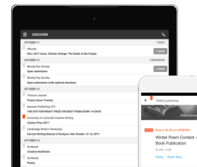
9- Once your application is submitted, the status will display as "In-Process".

10- 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.

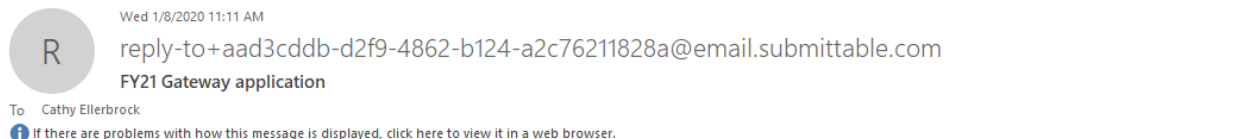11- Make sure you are in the "CONTENT" tab of the application. Make the appropriate edits and select "Done" at the bottom of the application.

For agencies that submitted an application last year, your agency's contact person will receive an email to review last year's information and update the FY21 application. Select "View Form" link at the bottom of the email to see the FY21 application. Select "View Submission" link to see the FY20 application.

Wed 1/8/2020 11:11 AM

R reply-to+aad3cddb-d2f9-4862-b124-a2c76211828a@email.submittable.com

FY21 Gateway application

To   Cathy Ellerbrock

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Submittable ▯

Below is a link to submit your agencies FY21 Gateway application. This year's application is attached to your FY20 submission. Click on "View Form" to start the FY21 application. Click "View Submission" to see your agencies FY20 submission. If you have already logged into Submittable, select your submission. The "content" tab will display the FY20 submission and the "forms" tab will display the FY21 application.

Please contact CSB Grants Administrator, Cathy Ellerbrock at cellerbrock@csb.org or 614-715-2530 with any questions.

Thanks again for your continued dedication to ending homelessness. We look forward to meeting with you soon.
Sincerely,
Cathy Ellerbrock
Community Shelter Board
http://www.csb.org

View Form View Submission

If you are already logged into Submittable and selected your application, select the "content" tab to view last year's responses and "forms" to submit this year's information and updates.

Completed ✕ 1/7/2020	**Hannah's Non-Profit**
	Submitted to **Community Shelter Board - Emergency Shelter Rehabilitation RFP** on 06/27/2019 (6 months ago)

ACTIVITY   MESSAGES   CONTENT   FORMS   Download | Remove

⊙ Maryhaven FY21
   Started   Continue
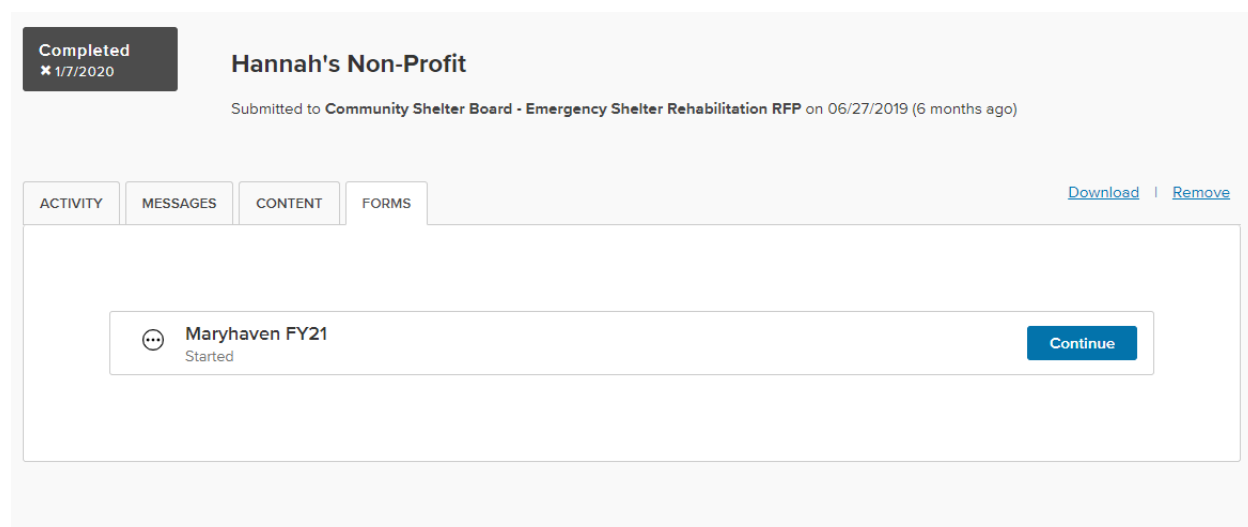
Maryhaven FY21

Primary Contact Information *

First Name

Last Name

Email Address

email@example.com

Phone Number

🇺🇸 ▾

Select the below link to download the budget, wages & salary, staffing details, and environmental review file.

Maryhaven FY21

Upload FY21 Budget, Staffing Details, Environmental Review file. *

Choose File

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

Completed
✖ 1/8/2020

CE

Submitted to **Community Shelter Board - FY21 test** on 01/08/2020 (2 hours ago)

ACTIVITY | MESSAGES | CONTENT | FORMS

Download | Remove

📋 Maryhaven FY21
Last submitted on 01/08/2020

⌄

For all programs, briefly describe any major program changes from last fiscal year, including changes to target population, program services, partnerships, facilities, etc. *

Specify the program(s) and describe specific changes. Only address major changes for programs that are funded by CSB. If there were no major changes, enter N/A.

For Commons at Chantry, specify if there were any changes to the Tenant Selection Plan. Enter N/A if there were no changes. All changes must be approved by the Unified Supportive Housing System Program Manager. *

☐ 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 by Community Shelter Board. This is confirmation that your organization accepts all the conditions described in the FY21 Gateway Information Packet.

Save Draft   Submit Form

You have completed the 'Maryhaven FY21' additional form.

View Submission