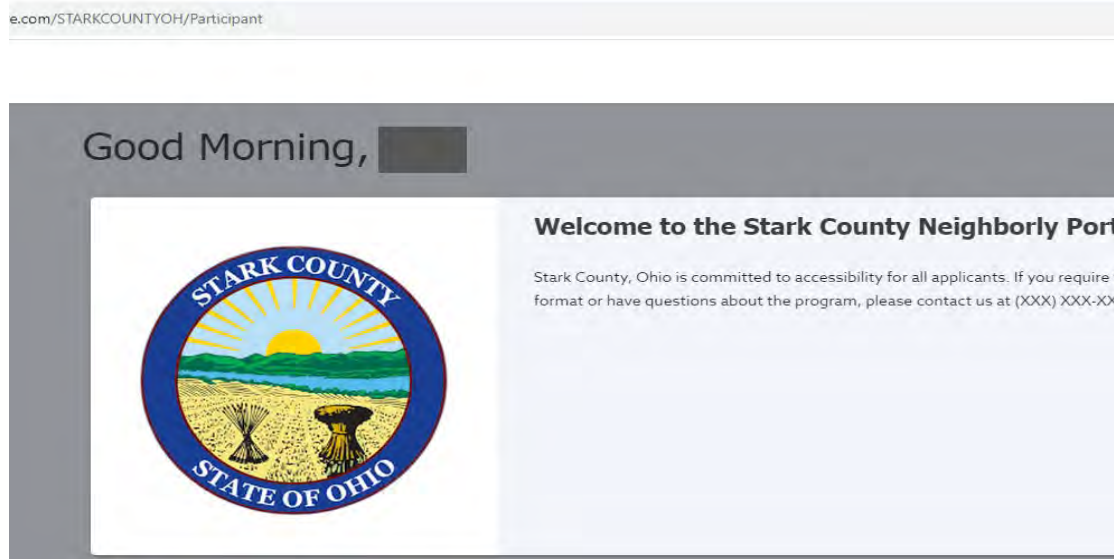


FY 2024 Stark County HOME Investment Partnerships Application Instructions

Applications for FY 2024 Stark County HOME funds will only be accepted via the platform *Neighborly*.

To begin a new application, follow these steps:

1. In your web browser, enter <https://portal.neighborlysoftware.com/STARKCOUNTYOH/Participant>
2. If you have never used *Neighborly*, click on “Register” and follow the prompts to create an account with your e-mail address.
3. Once you are logged into the Stark County *Neighborly* Portal, you will see the following screen:



4. Select “Stark Application” for HOME Investment Partnerships.
5. Provide the title and click “Start Application”.
6. Read the information provided in Overview. Look to the panel on the left-hand side, as shown below. Click “A. Agency Information”. Enter information in all fields listed and click “Save”.



7. In the panel on the left, click "B. Funding Request". Enter information in all fields listed and click "Save".
8. In the panel on the left, click "C. Project Information". Enter information in all fields listed and click "Save".
9. In the panel on the left, click "D. Performance Measurement Standards". Enter information in all fields listed and click "Save".
10. In the panel on the left, click "E. Overall Funding". Enter information in all fields listed and click "Save".
11. In the panel on the left, click "F. Additional Information". Enter information in all fields listed and click "Save".
12. In the panel on the left, click "G. Conflict of Interest". Read and answer the questions listed, certify and provide a digital signature. Click "Save".
13. In the panel on the left, click "Certification". Read and certify the statements provided. Provide a digital signature and click "Save".
14. In the panel on the left, click "Post Submit Documentation". Upload the document requested.

If you would like your application reviewed prior to submission, you may save the application as a PDF by clicking "Print Application", as shown here:



Print Application

This will open the application in PDF format and you can save and send the application to Regional Planning Commission for review. When sending, please include Lisa lcsnyder@starkcountyohio.gov and Diane dmsheridan@starkcountyohio.gov as recipients.

15. When you are satisfied with the application **and are ready to submit**, click "Complete & Continue".