Leon CARES Human Services Grant Program Portal Instructions
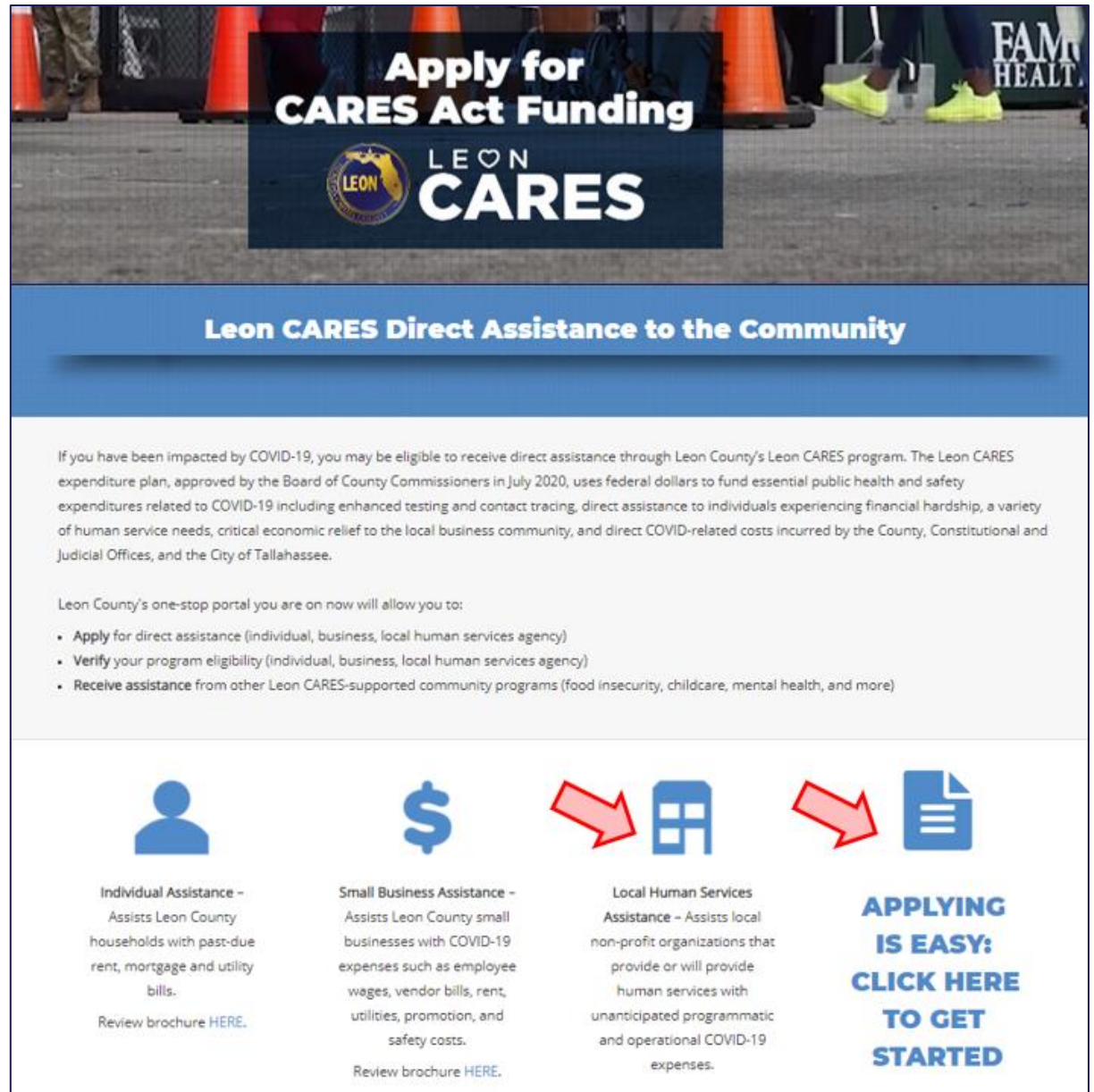
To access the Leon CARES Program Portal, go to: **https://LeonCountyCARES.com**

LEON CARES WEBPAGE

(LeonCountyCARES.com)

- Applicants can access Human Services Grant Program summary on the Leon CARES webpage

- Please note: A link to the Leon CARES One-Stop Program Portal will be available through the Leon CARES webpage **beginning Monday, August 17**

Screenshot of Leon CARES Webpage

LEON CARES PROGRAM PORTAL

(Launching August 17th)

- Starting Monday, August 17, the **Leon CARES Program Portal** will allow applicants to:

  - Access additional program information and FAQs
  - Verify program eligibility

  - Apply for financial assistance
  - Review required application documentation and form
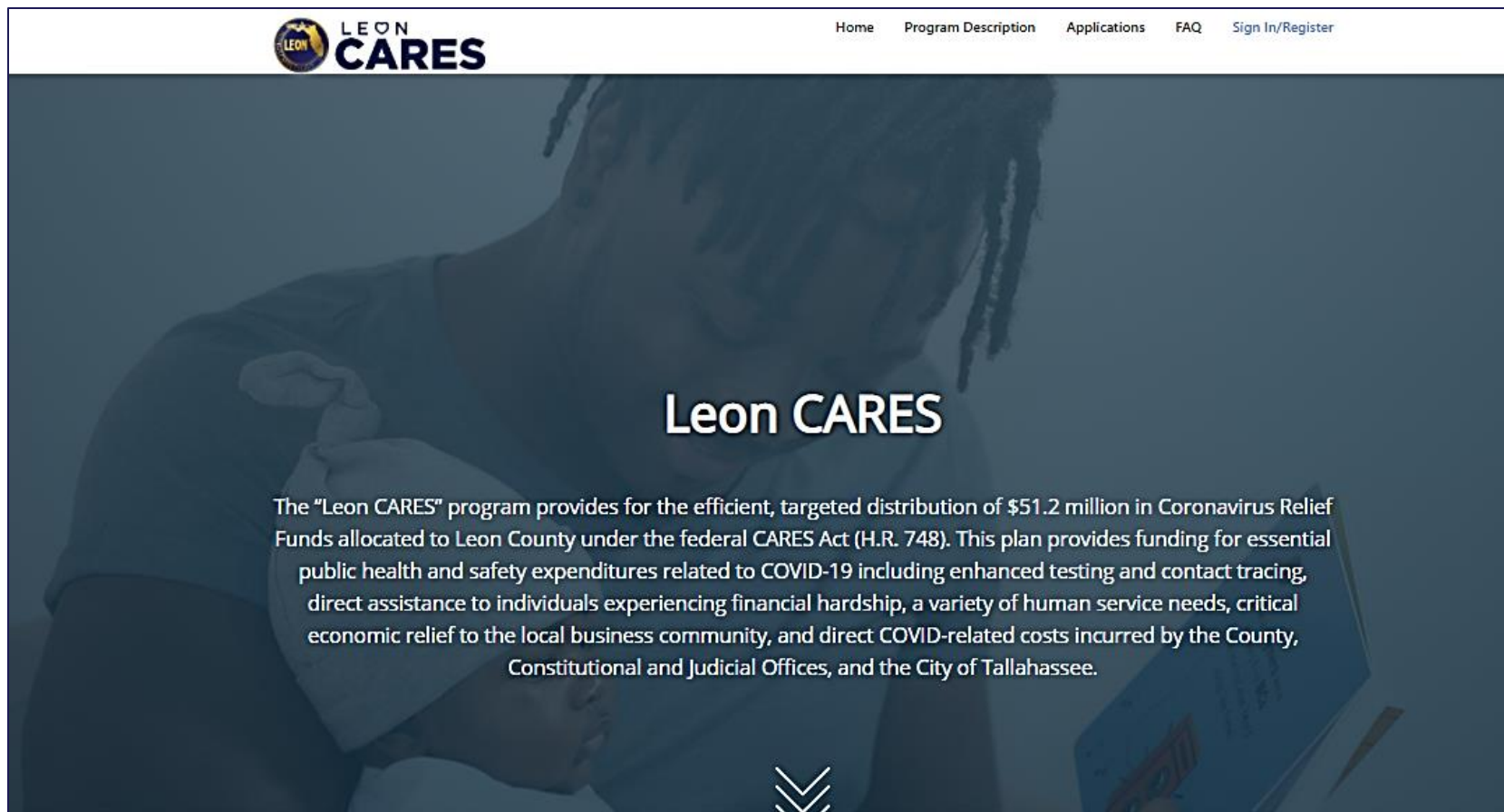
Screenshot of Leon CARES Program Portal (launching August 17th)

HOW TO ACCESS PROGRAM INFORMATION:

- Click the **"Program Descriptions"** link on the top banner
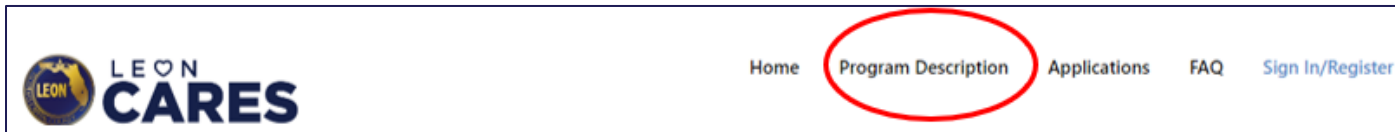
- Then choose **"Human Services Grant Program"** from the drop-down menu to view the program description
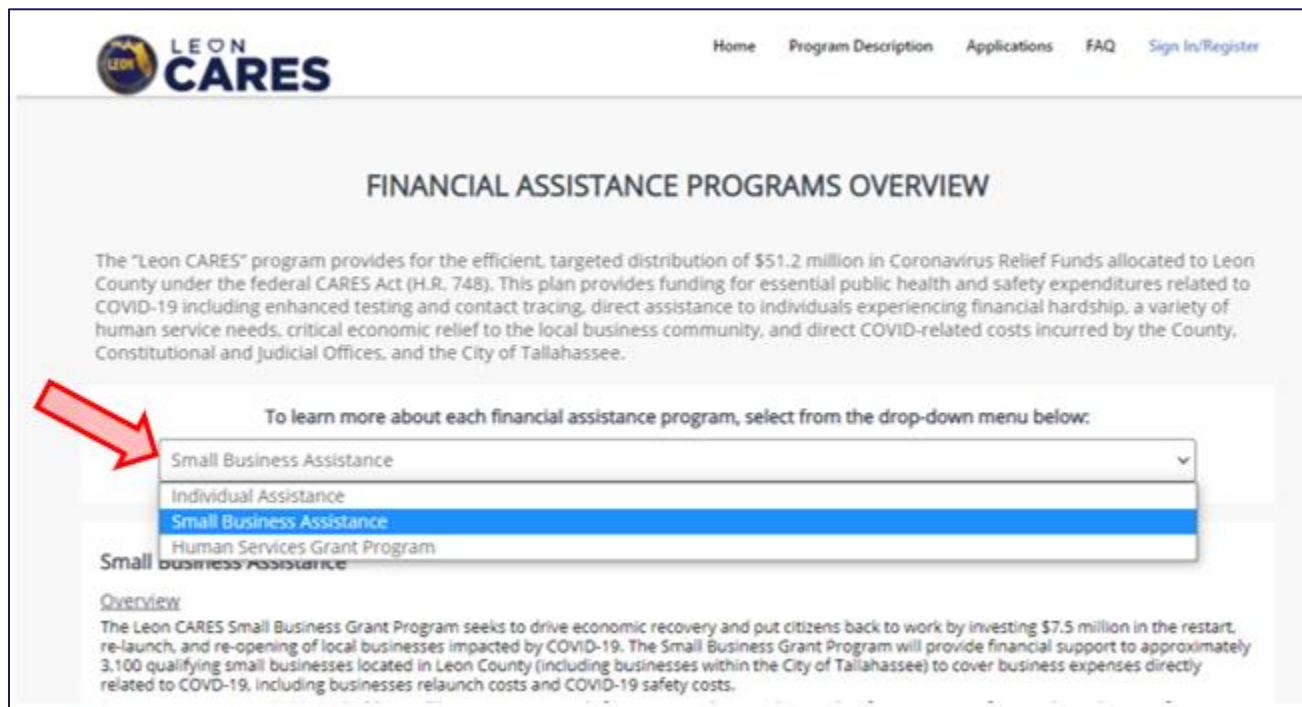
HOW TO ACCESS FREQUENTLY ASKED QUESTIONS:

- Click the **"FAQ"** link on the top banner

- Then choose the **"Human Services Grant"** box to view the program FAQs
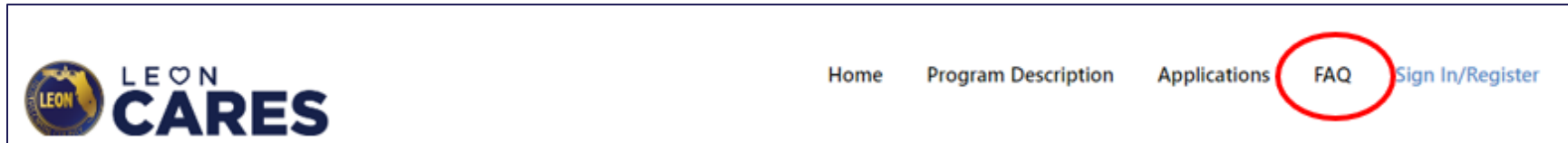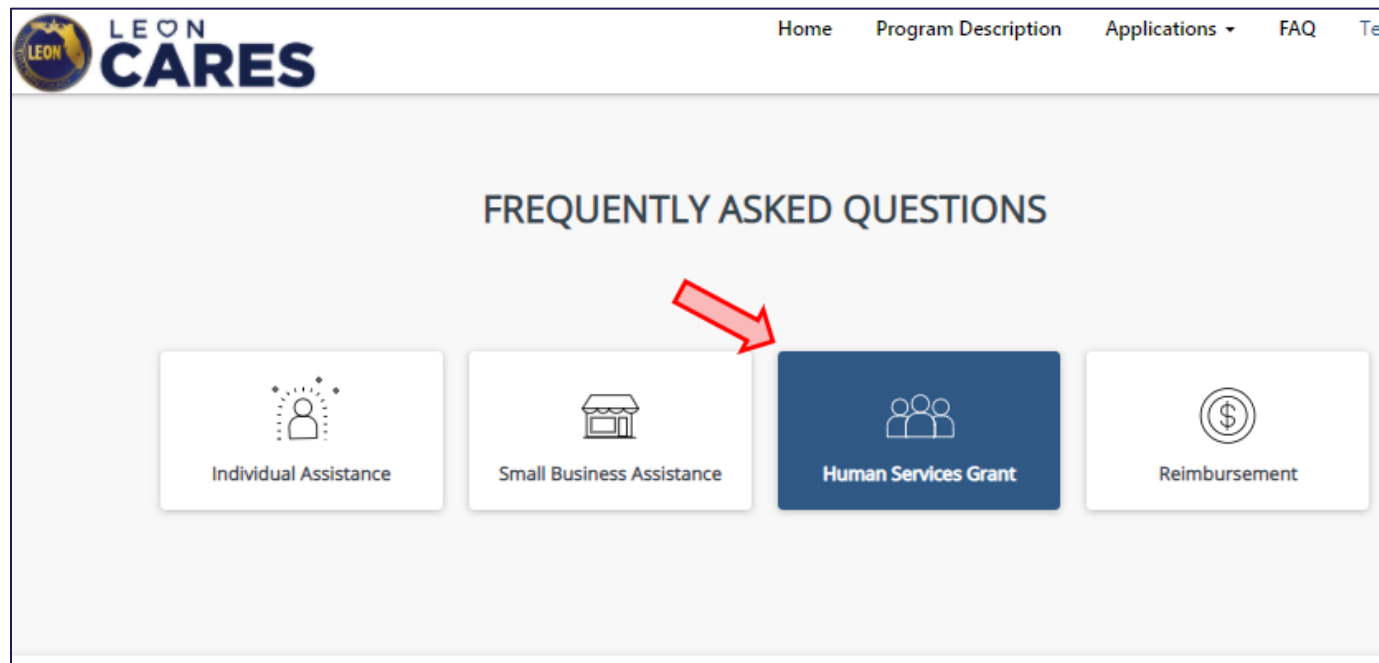
HOW TO REGISTER TO APPLY FOR ASSISTANCE:

- Click the **"Sign In/Register"** link on the top banner
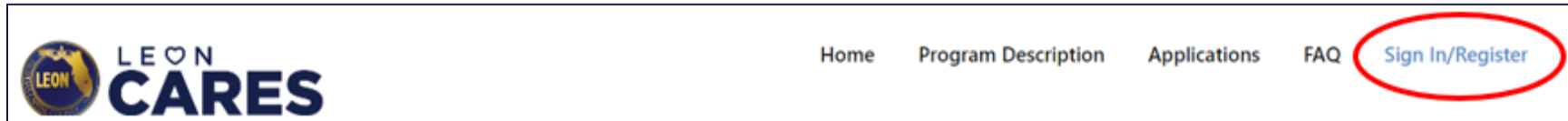
- Click "**Register**" and fill-in the email, username, and password to register a new account

- Please note:

  - Passwords must be at least 10 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

HOW TO REGISTER (continued):

- Once an email address and password are submitted, applicants will be directed to their profile page
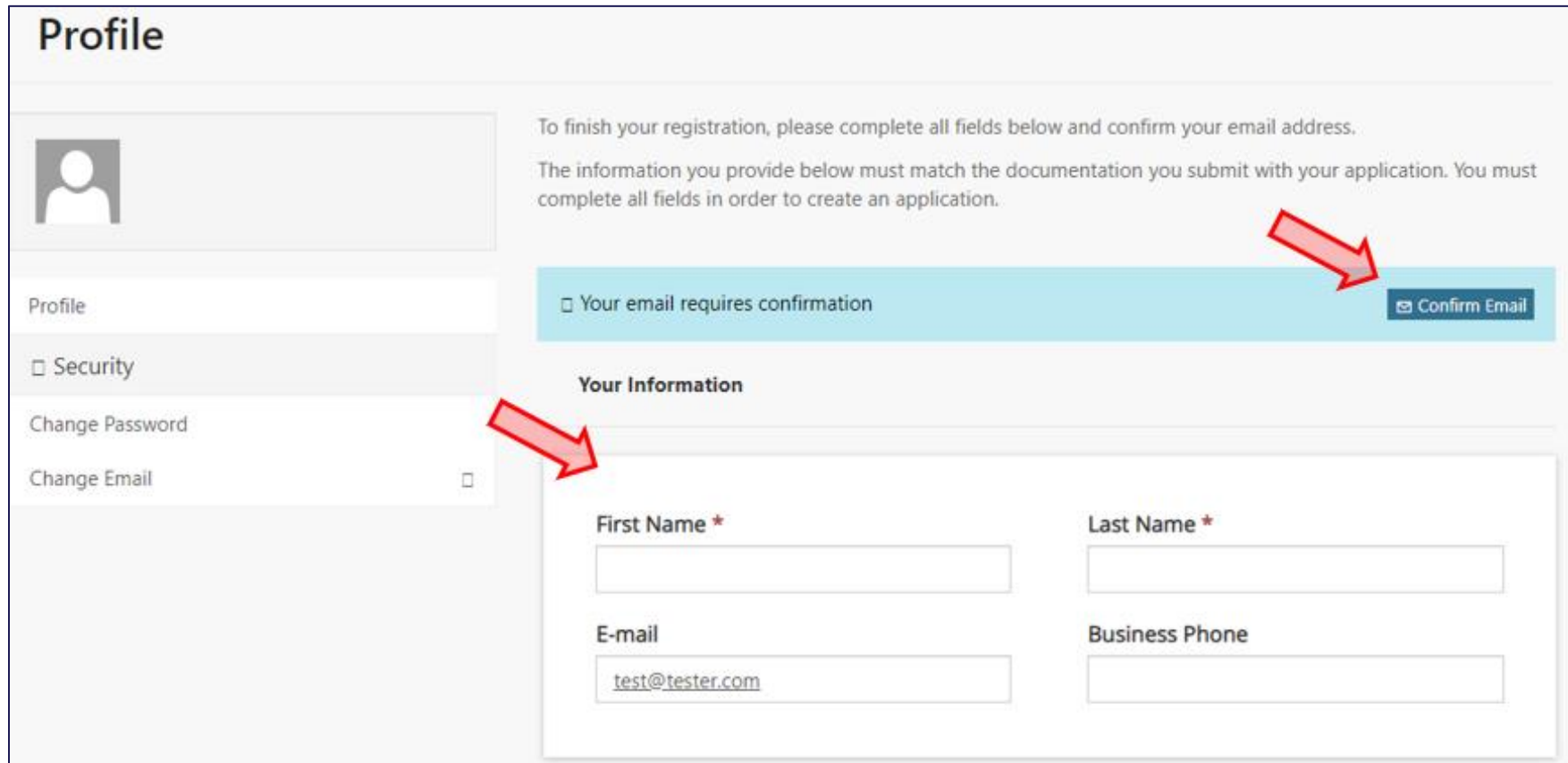
- To complete the account registration process, an applicant must enter their first and last name and confirm their email address (by selecting the **"Confirm Email"** link in blue)

  o Please note: The first and last name entered for the account must be the applicant's legal name and match the documentation submitted with an application

HOW CONFIRM AN EMAIL ADDRESS:

- After clicking the "**Confirm Email**" link on the Profile page, the applicant will receive an email from Leon County to confirm their account.

- Click the **"Complete Registration"** link to confirm the email account and return back to the Leon CARES Portal.
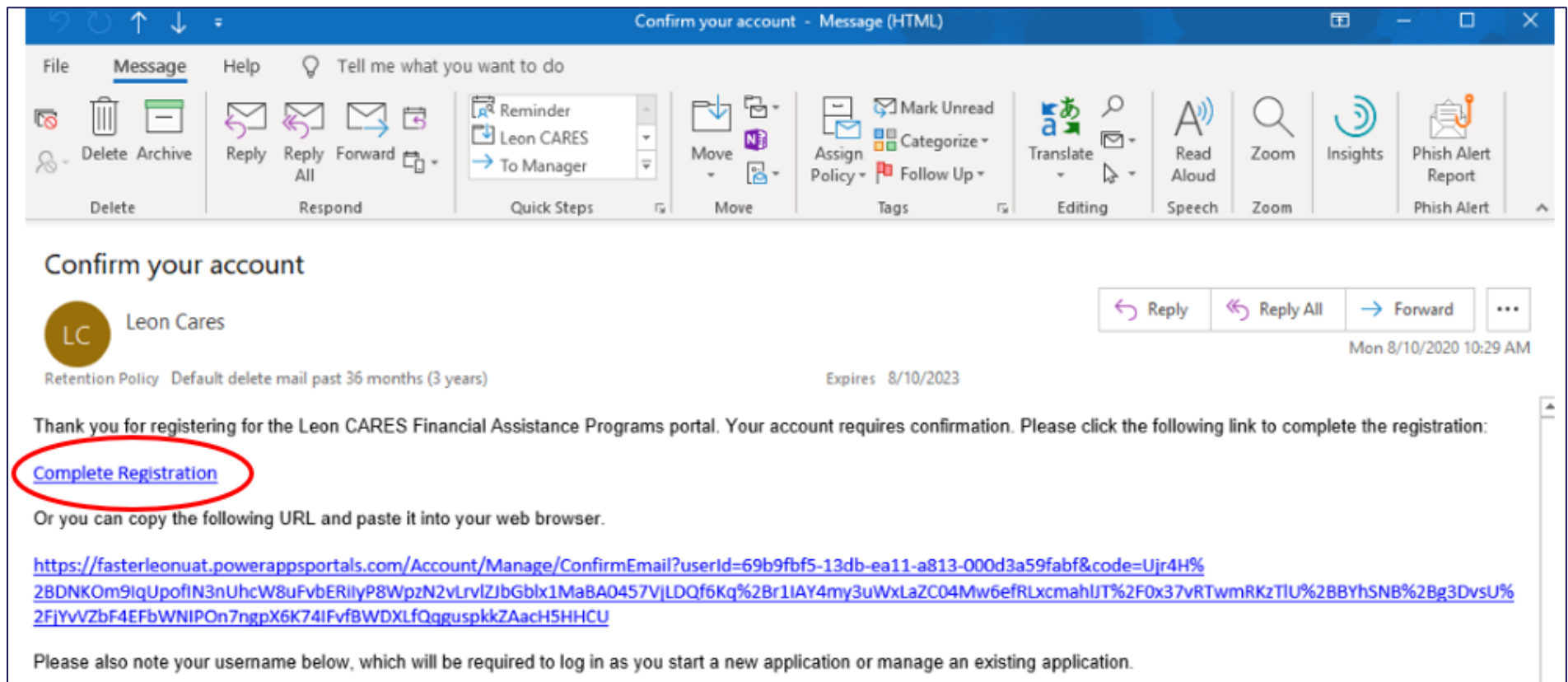
HOW TO START AN APPLICATION:

- Once registered, click the **"Applications"** link on the top banner and select **"Human Services Grant Application"** to start a new application
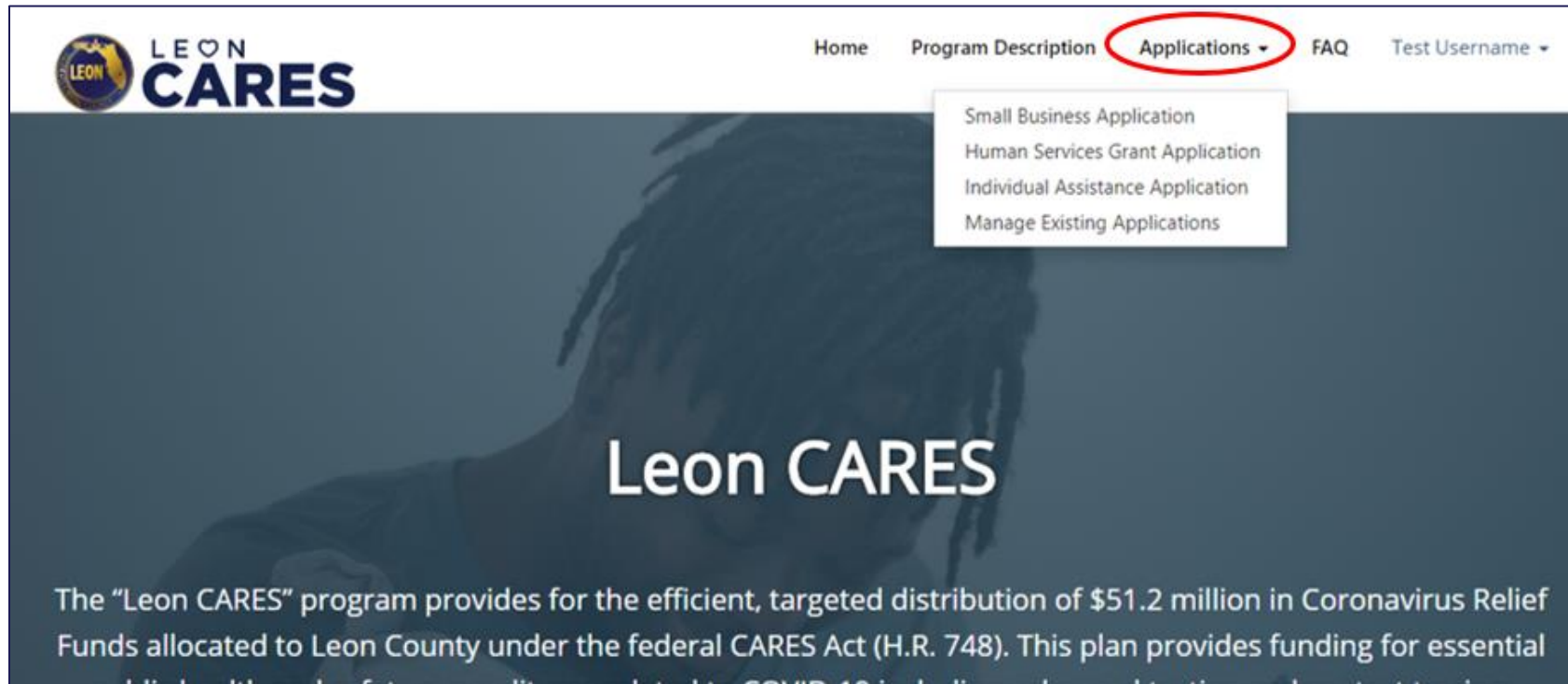
HUMAN SERVICES GRANT APPLICATION:

- The Human Services Grant application has 4 sections. Applicants must complete each section before moving to the next.
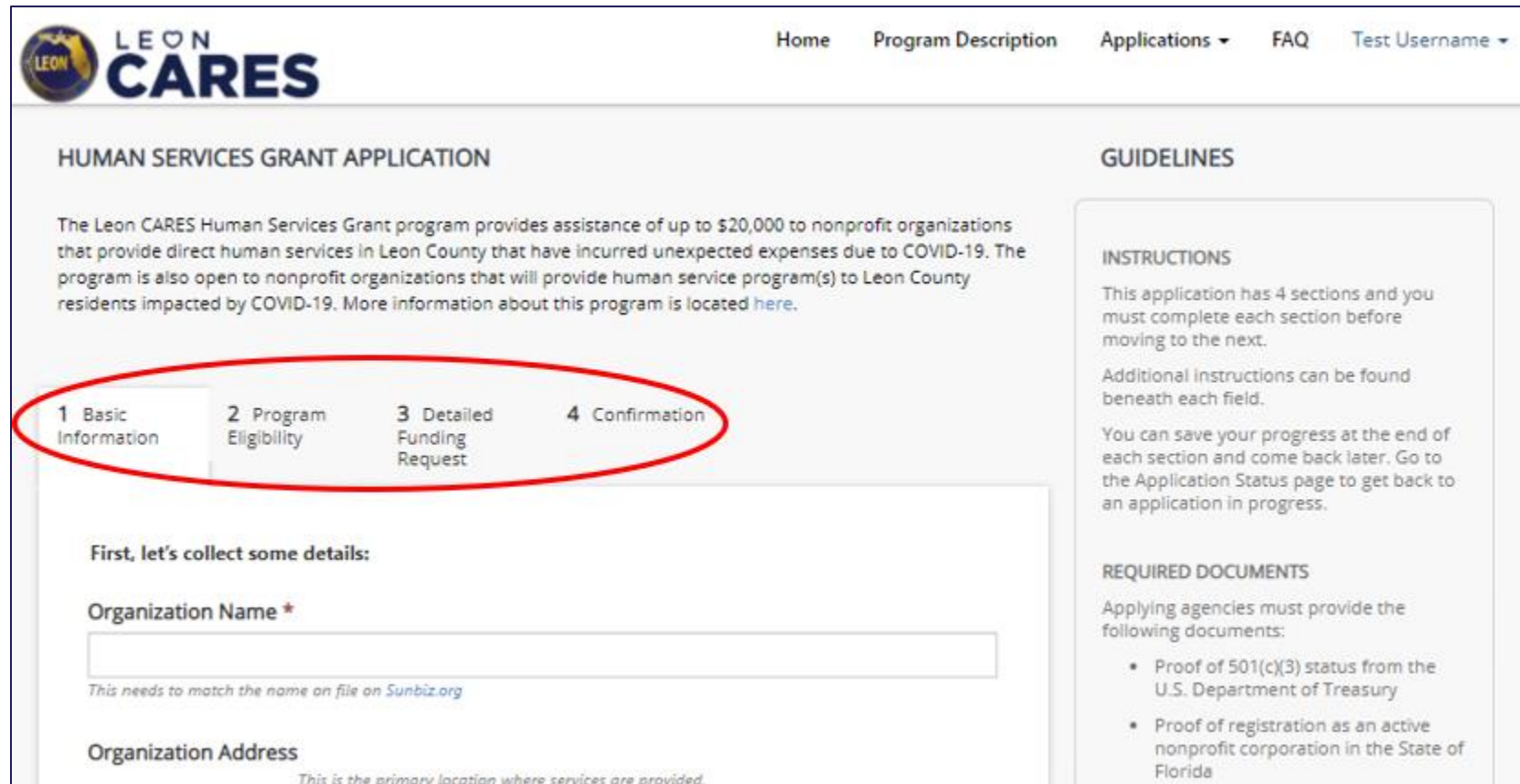
SECTION #1: BASIC INFORMATION

- The applicant's contact name, email address, and phone number will be auto-filled with the information provided during the account registration process

Reminder:

- The organization name provided on the application must match the organization name registered in Sunbiz.com

and

- The organization address provided on the application must be the primary location where services are provided

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Basic Information	2 Program Eligibility	3 Detailed Funding Request	4 Confirmation

First, let's collect some details:

Organization Name *

This needs to match the name on file on Sunbiz.org

Organization Address

This is the primary location where services are provided.

Street 1 *

Street 2

City *

Tallahassee

State *

FL

Zip code/Postal code *

Number of Locations in Leon County *

Number of Employees in Leon County *

Contact name *

Test Username

We'll use this point of contact to communicate with you regarding your application. If this is not correct, please update your Profile to make necessary changes.

Contact phone number *

(850) 123-4567

We'll use this phone number to communicate with you regarding your application. If this is not correct, please update your Profile to make necessary changes.

Contact email address *

testemail@testemail.com

We'll use this email address to communicate with you regarding your application. If this is not correct, please update your Profile to make necessary changes. Updated email address must be confirmed before moving forward with the application process.

SECTION #2: PROGRAM ELIGIBILITY

- Section 2 includes specific questions to determine an organization's program eligibility

- Please note: Applicants must provide the date which their organization was established in the proper **MM/DD/YYYY** format

  o Applicants can type in the date or click the button to the left to select from the calendar

SECTION #3: DETAILED FUNDING REQUEST

- Applicants will calculate and document incurred and projected expenses utilizing the linked spreadsheet and enter the calculated total under "**Total Funding Request**"
  - o Please note: The Total Funding Request cannot exceed $20,000

- Applicants will be required to upload documentation to verify their organization's program eligibility

  - o Click "**Add File**" under each question to upload a file to be attached to the application submission. Applicants must repeat this step for each individual file to be attached.

- Uploaded documents will be listed at the bottom of the screen under "**TIMELINE**"
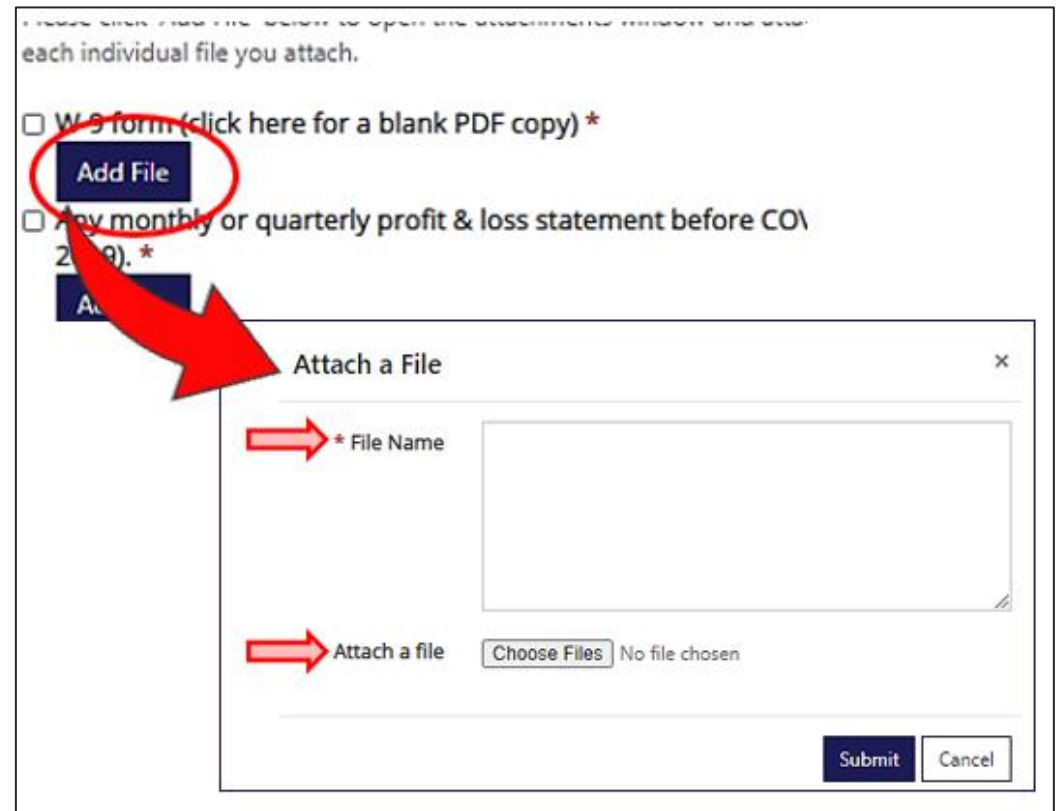
- Reminder: Once uploaded, applicants must check the box next each required document before proceeding with the application.

HOW TO UPLOAD DOCUMENTS:

- By clicking the "**Add File**" button, the "**Attach a File**" box will appear

- Applicants must provide a brief document description under "**File Name**" and click "**Choose Files**" to select the file to be uploaded

- Once uploaded, an applicant can attach the file to their application by clicking "**Submit**"

- Please note: An applicant will be unable to delete an uploaded document attached to their application once submitted

- If an incorrect document is uploaded, an applicant can click "**Add File**" to upload the correct document and indicate the correction under "**File Name**"

SECTION #4: CONFIRMATION

- Section 4 outlines confirmation statements that must be confirmed by an applicant in order to submit an application

- Use the drop down menu under each statement to select "**Yes**" or "**No**"

1 Basic Information ✔	2 Program Eligibility ✔	3 Detailed Funding Request ✔	4 Confirmation

You're done! Time to submit. By submitting your application, you confirm the following:

I certify that my organization provides, or will provide, direct human services in Leon County related to COVID-19. *

[⌄]

I certify that my organization has either incurred unexpected expenses related to COVID-19 or will incur expenses related to COVID-19 as proposed in this grant application. *

[⌄]

I certify that we have not already received (and do not expect to receive) coverage or reimbursement of any of these costs through another funding source (such as insurance or grants). *

[⌄]

I certify the information listed above is complete and accurate to the best of my knowledge. I understand that withholding information or giving false information may result in denial of funding. *

[⌄]

Previous Submit

APPLICATION SUBMISSION CONFIRMATION:

- Once an applicant clicks "**Submit**", they will receive confirmation that their application has been submitted successfully

- Applicants will receive an email from the County confirming their application submission within 24 hours
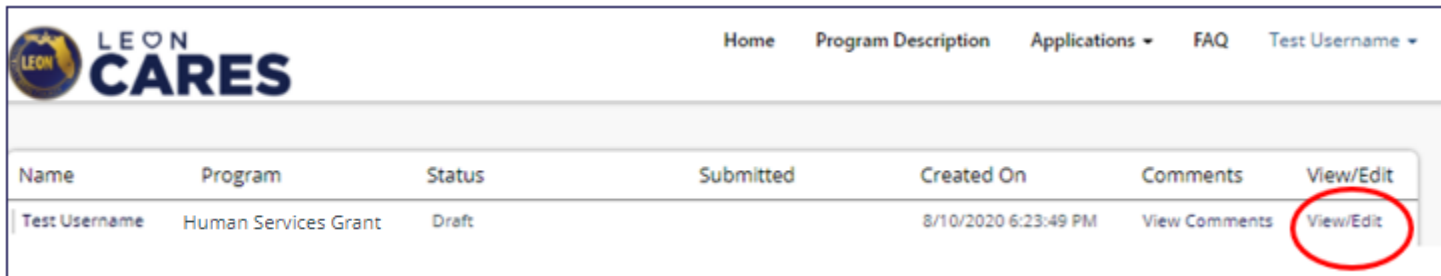
HOW TO EDIT AN APPLICATION:

- Applicants can save their progress at the end of each section of the application and come back later to complete

- Click the "**Manage Existing Applications**" link on the top banner

- Click the "**View/Edit**" link to access the draft application

- Please note: Applicants cannot make edits to an application once submitted