



LEON
CARES

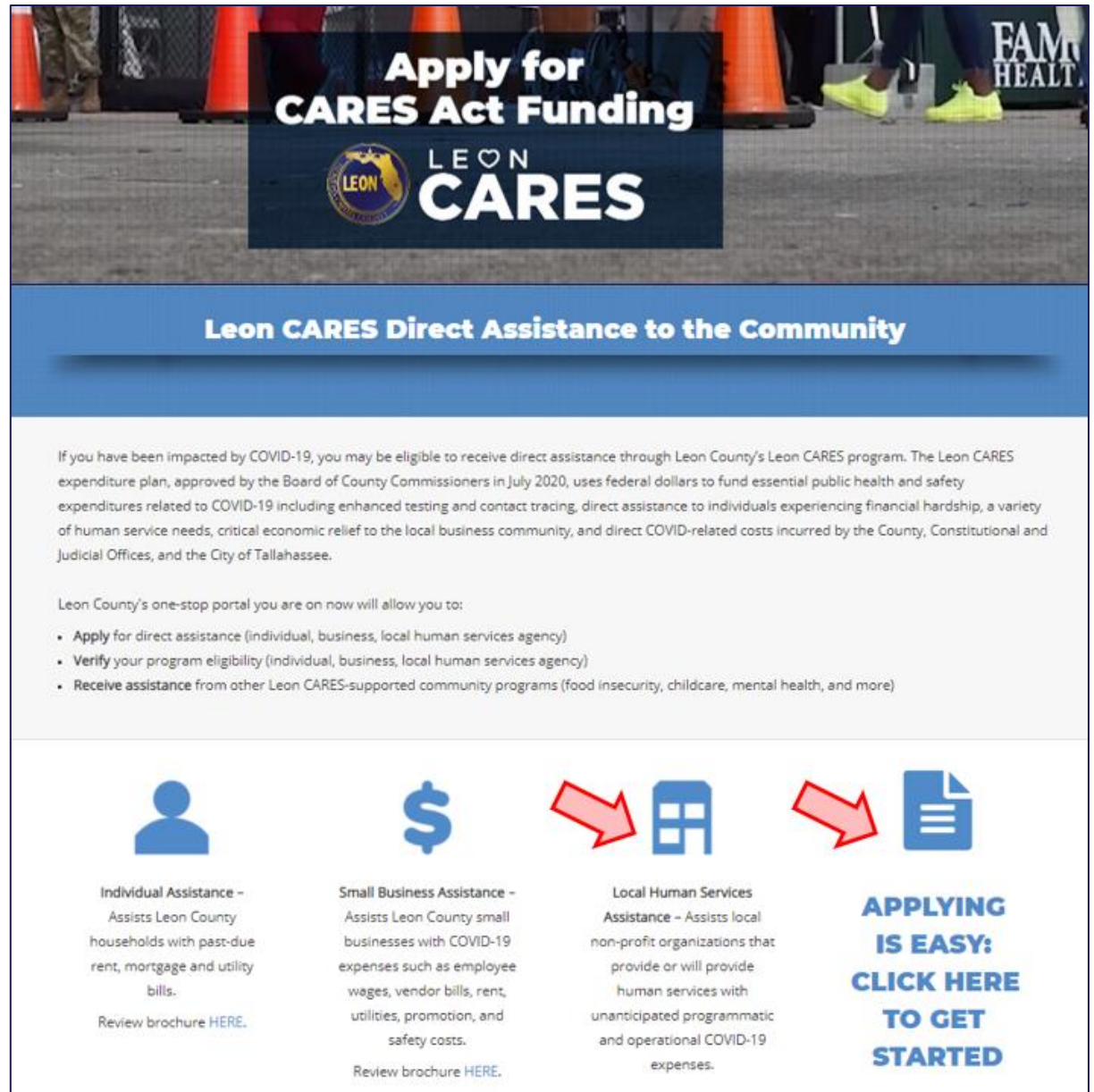
Leon CARES Human Services Grant Program Portal Instructions

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**



The screenshot shows the Leon CARES webpage. At the top, there is a banner with the text "Apply for CARES Act Funding" and the Leon CARES logo. Below the banner is a blue header with the text "Leon CARES Direct Assistance to the Community". The main content area has a paragraph explaining the program and a list of services. At the bottom, there are four icons representing different types of assistance: Individual Assistance, Small Business Assistance, Local Human Services Assistance, and a call to action "APPLYING IS EASY: CLICK HERE TO GET STARTED".

Apply for CARES Act Funding

LEON CARES

Leon CARES Direct Assistance to the Community

If you have been impacted by COVID-19, you may be eligible to receive direct assistance through Leon County's Leon CARES program. The Leon CARES expenditure plan, approved by the Board of County Commissioners in July 2020, uses federal dollars to fund essential public health and safety expenditures related to COVID-19 including enhanced testing and contact tracing, direct assistance to individuals experiencing financial hardship, a variety of human service needs, critical economic relief to the local business community, and direct COVID-related costs incurred by the County, Constitutional and Judicial Offices, and the City of Tallahassee.

Leon County's one-stop portal you are on now will allow you to:

- **Apply** for direct assistance (individual, business, local human services agency)
- **Verify** your program eligibility (individual, business, local human services agency)
- **Receive assistance** from other Leon CARES-supported community programs (food insecurity, childcare, mental health, and more)

Individual Assistance – Assists Leon County households with past-due rent, mortgage and utility bills.
Review brochure [HERE](#).

Small Business Assistance – Assists Leon County small businesses with COVID-19 expenses such as employee wages, vendor bills, rent, utilities, promotion, and safety costs.
Review brochure [HERE](#).

Local Human Services Assistance – Assists local non-profit organizations that provide or will provide human services with unanticipated programmatic and operational COVID-19 expenses.

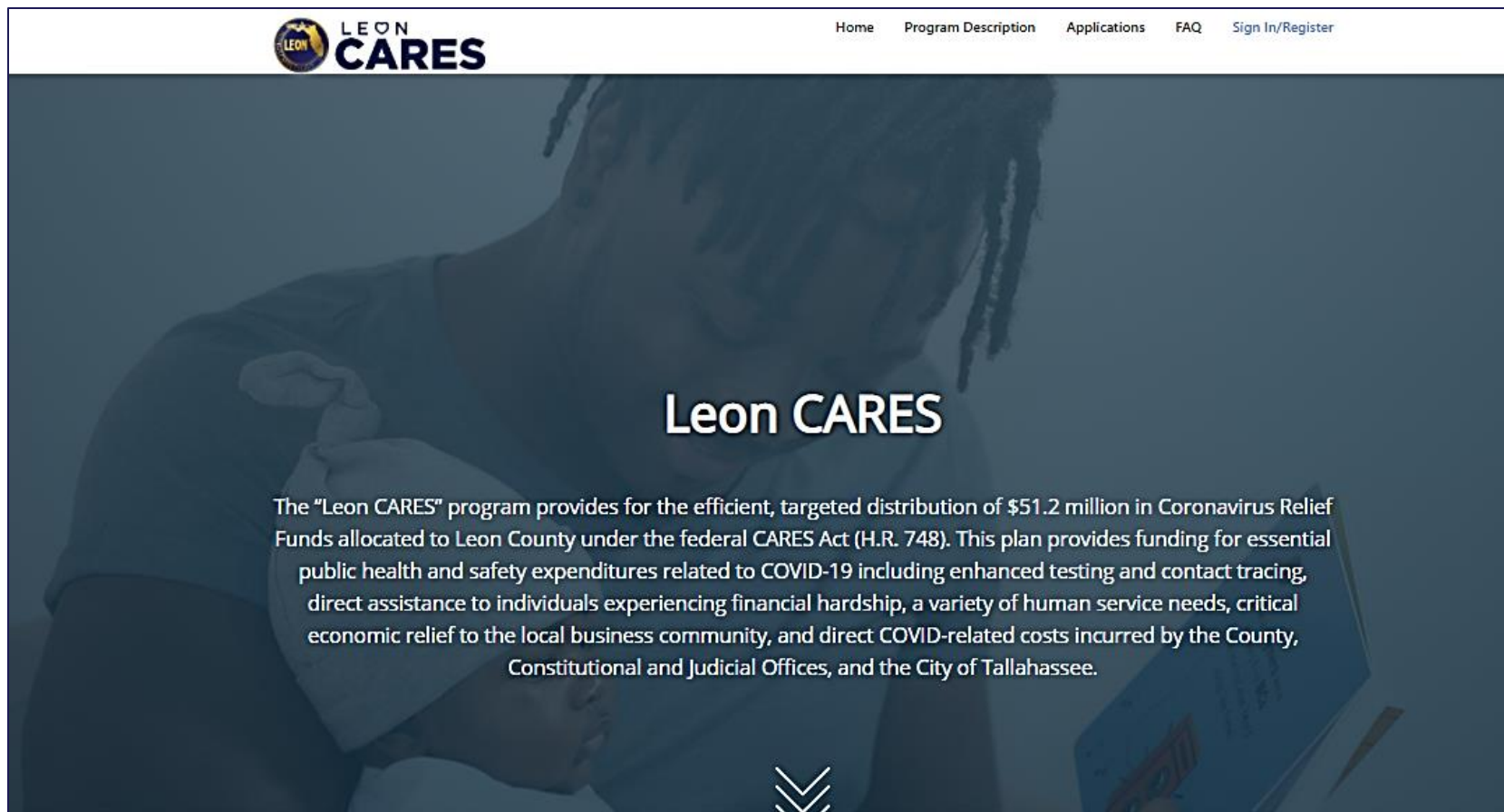
APPLYING IS EASY: CLICK HERE TO GET STARTED

Screenshot of Leon CARES Webpage

LEON CARES PROGRAM PORTAL

(Launching August 17th)

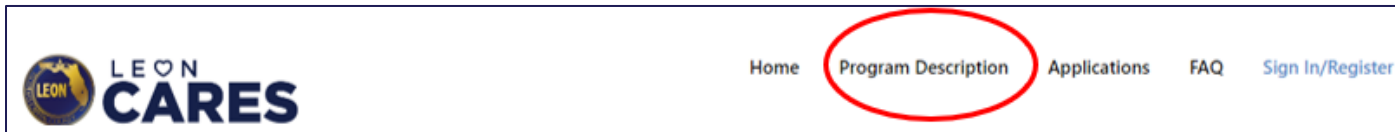
- Starting Monday, August 17, the **Leon CARES Program Portal** will allow applicants to:
 - Access additional program information and FAQs
 - Apply for financial assistance
 - Verify program eligibility
 - Review required application documentation and form



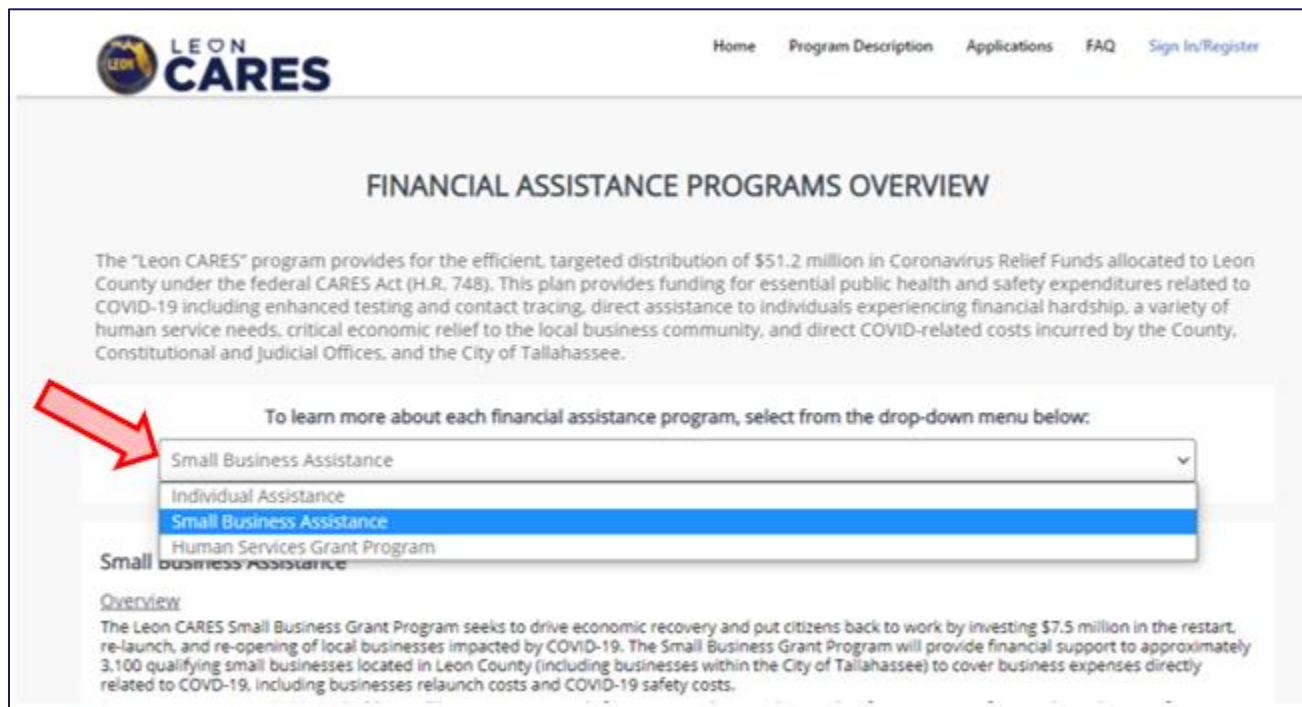
Screenshot of Leon CARES Program Portal (launching August 17th)

HOW TO ACCESS PROGRAM INFORMATION:

- Click the **“Program Descriptions”** link on the top banner

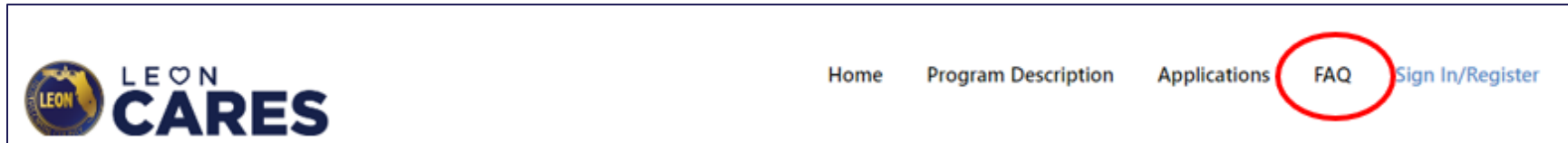


- Then choose **“Human Services Grant Program”** from the drop-down menu to view the program description

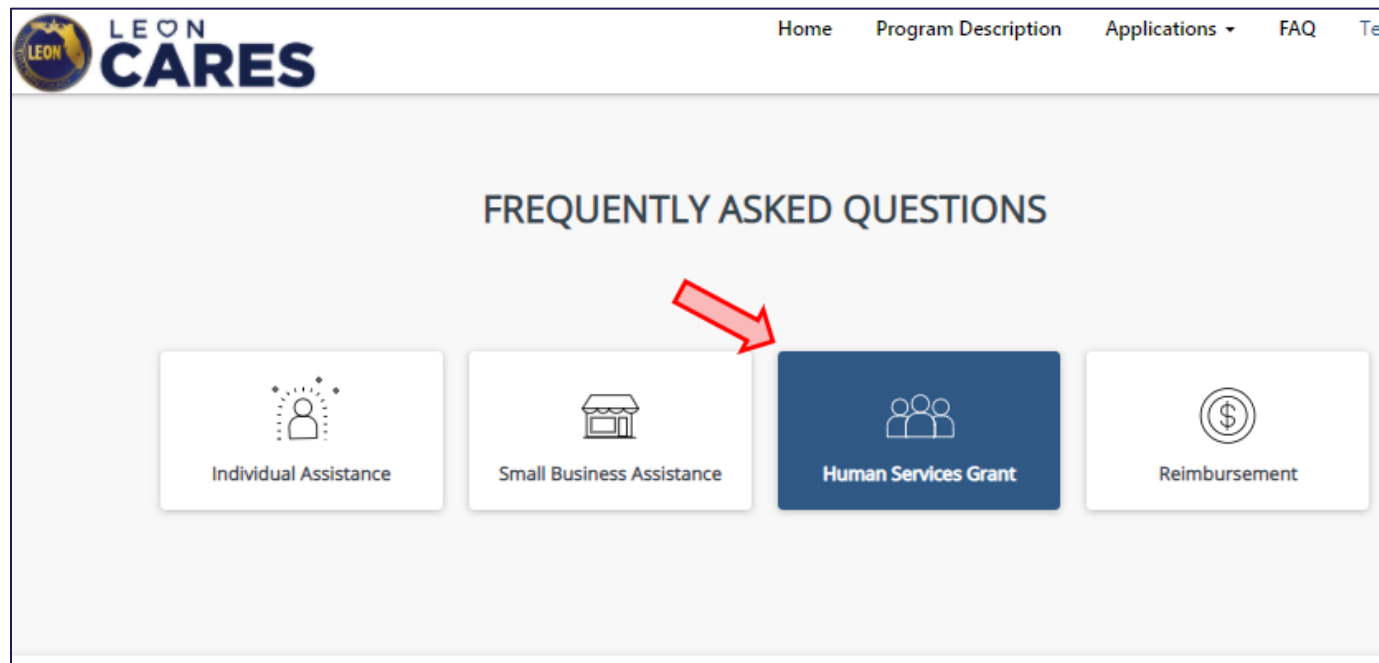


HOW TO ACCESS FREQUENTLY ASKED QUESTIONS:

- Click the **“FAQ”** link on the top banner

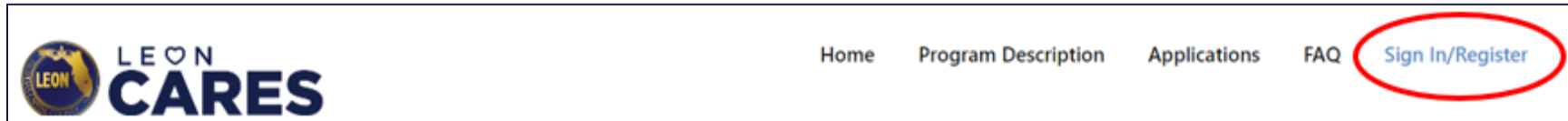


- Then choose the **“Human Services Grant”** box to view the program FAQs



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

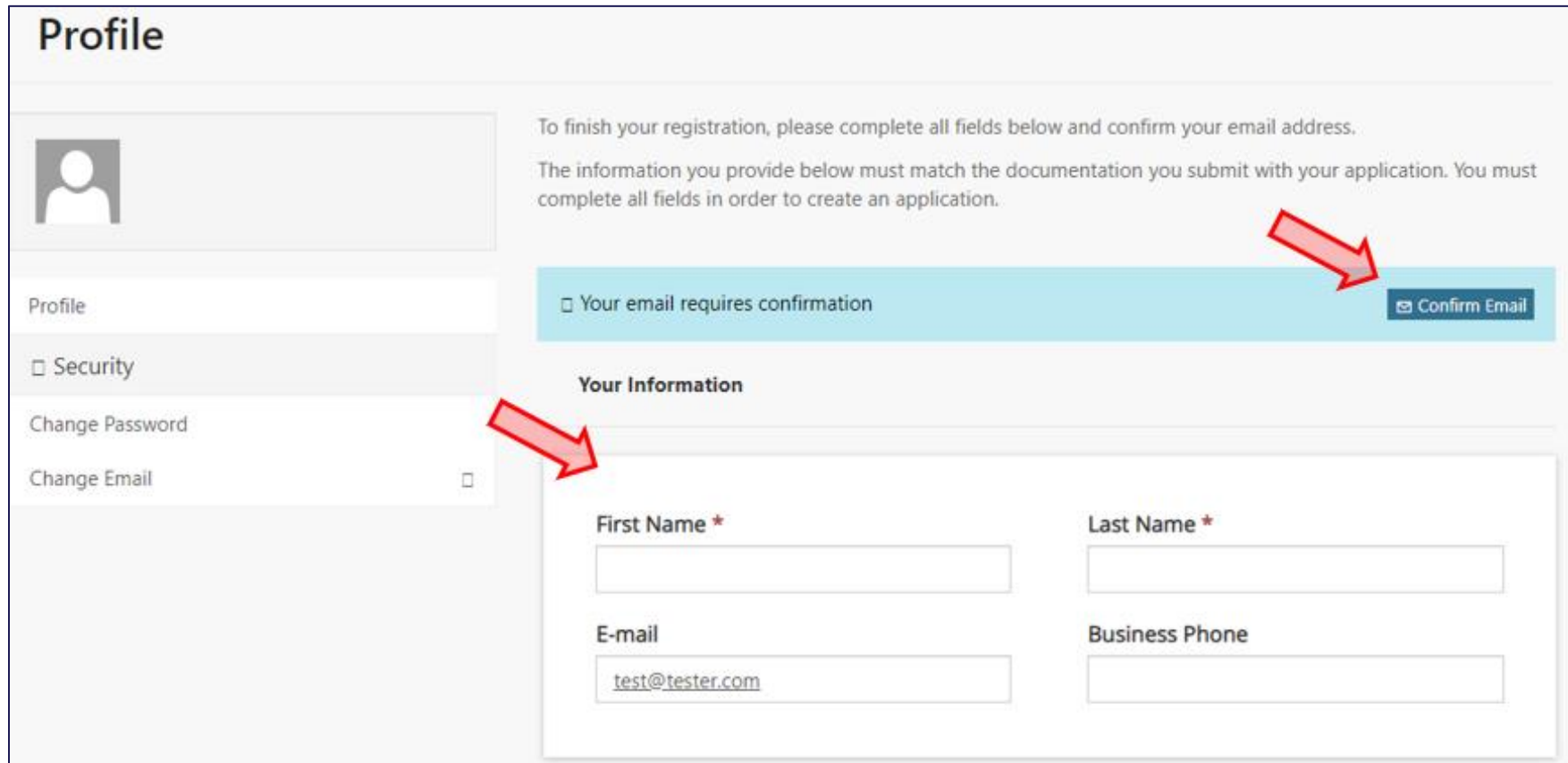
- Please note:

- 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).

A screenshot of the LEON CARES registration form. At the top left is the LEON CARES logo. Below it are three tabs: 'Sign in' (with a blue outline), 'Register' (highlighted with a red arrow), and 'Redeem invitation'. Below the tabs is the heading 'Register for a new account'. The form contains four required fields, each marked with a red asterisk: 'Email', 'Username', 'Password', and 'Confirm password'. Each field has a corresponding text input box. At the bottom right of the form is a dark blue button labeled 'Register'.

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)
 - 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



Profile

To finish your registration, please complete all fields below and confirm your email address.

The information you provide below must match the documentation you submit with your application. You must complete all fields in order to create an application.

☐ Your email requires confirmation [Confirm Email](#)

Your Information

First Name *

Last Name *

E-mail

Business Phone

Profile

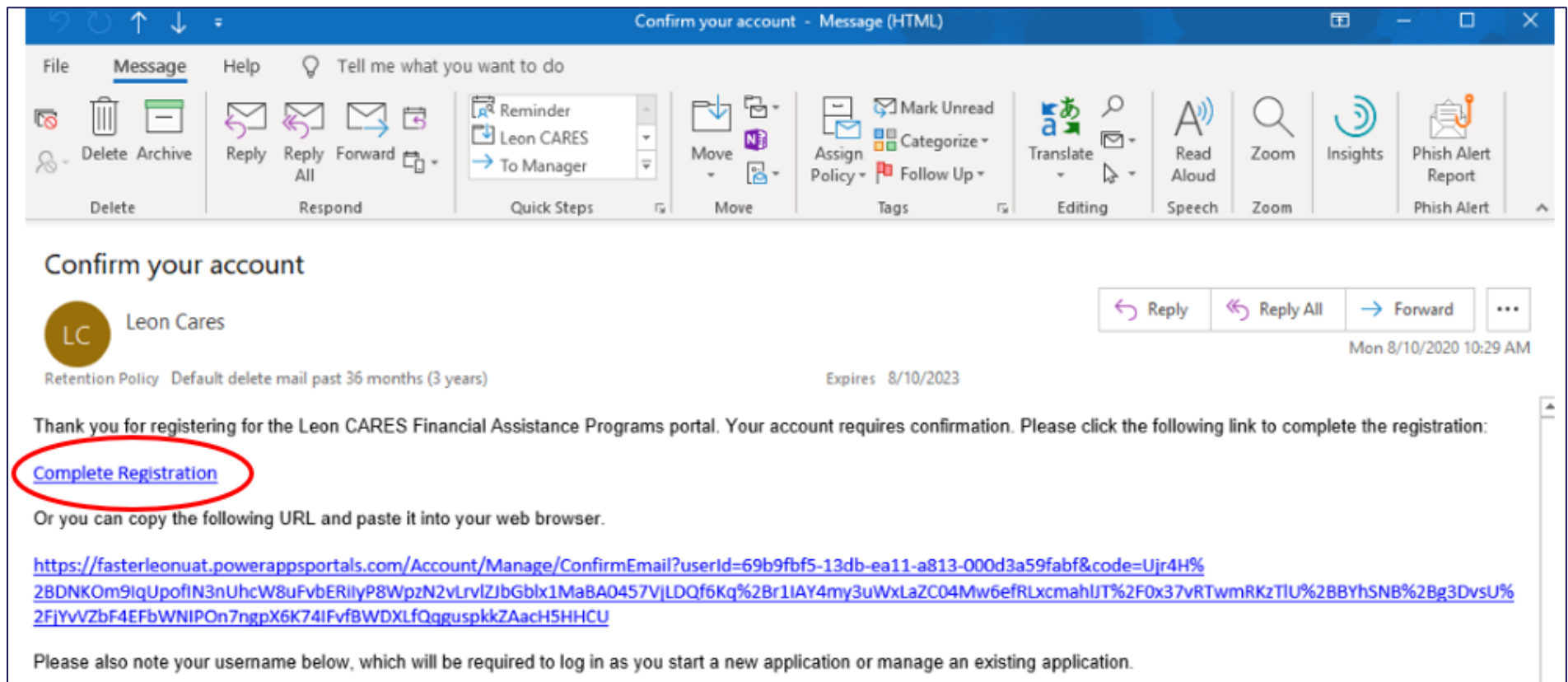
☐ Security

Change Password

Change Email ☐

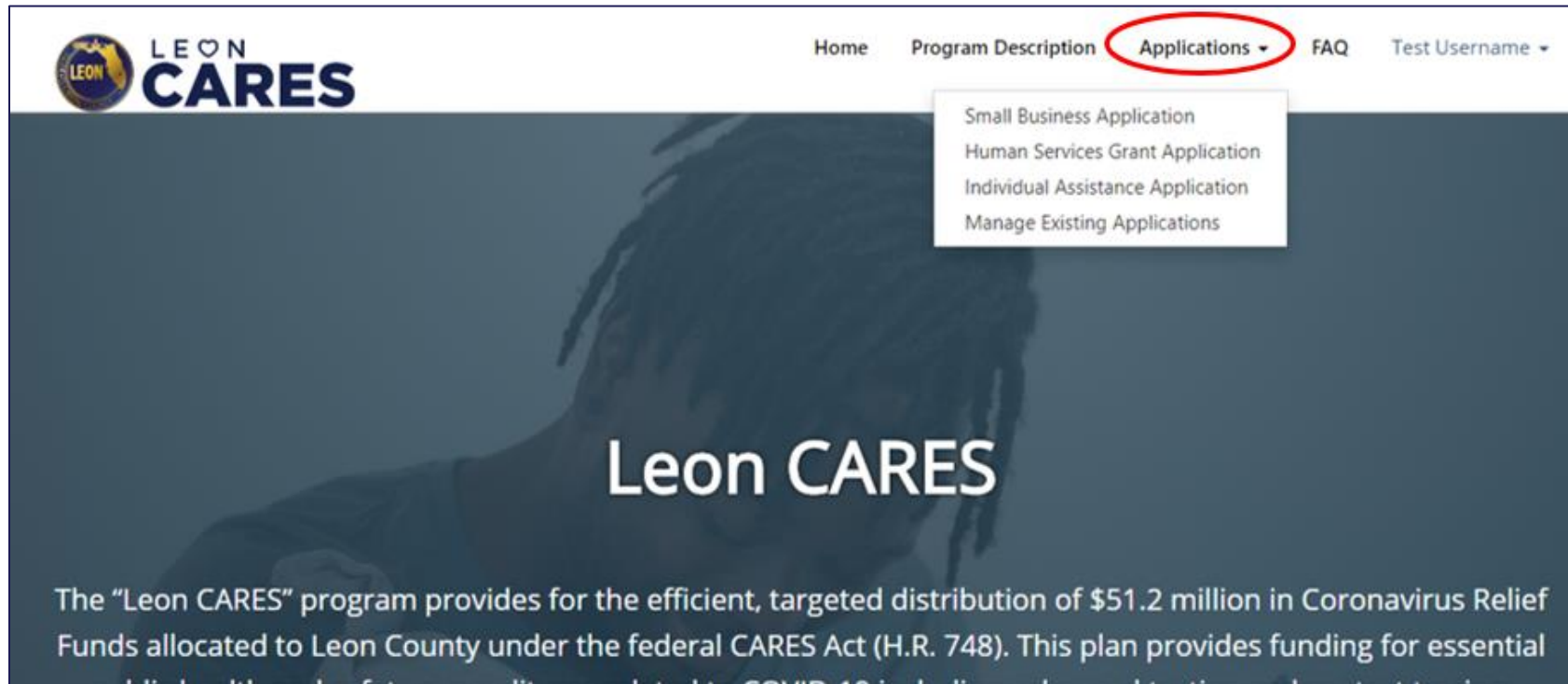
HOW CONFIRM AN EMAIL ADDRESS:

- 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.



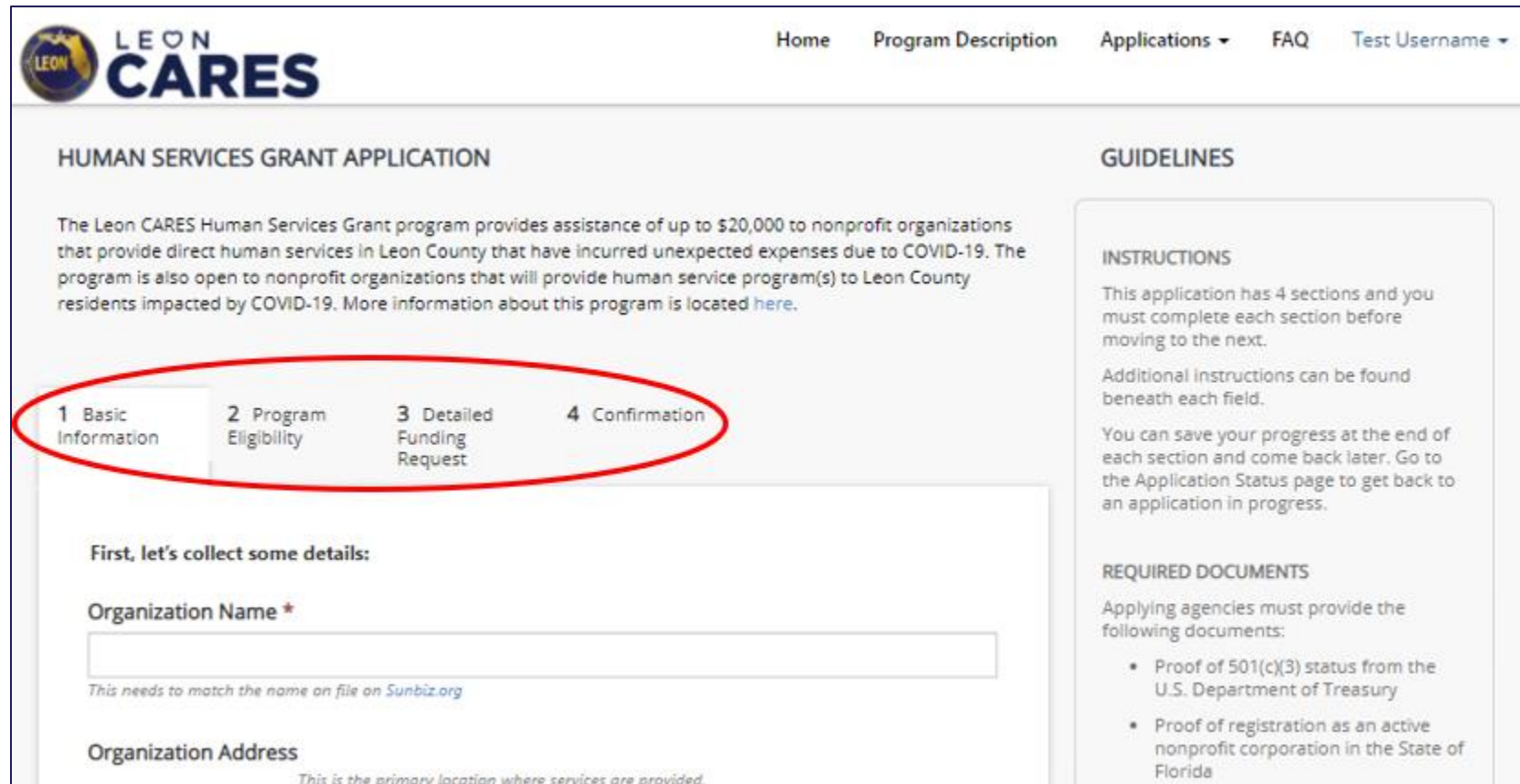
HOW TO START AN APPLICATION:

- 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.



LEON CARES

Home Program Description Applications ▾ FAQ Test Username ▾

HUMAN SERVICES GRANT APPLICATION

The Leon CARES Human Services Grant program provides assistance of up to \$20,000 to nonprofit organizations that provide direct human services in Leon County that have incurred unexpected expenses due to COVID-19. The program is also open to nonprofit organizations that will provide human service program(s) to Leon County residents impacted by COVID-19. More information about this program is located [here](#).

1 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.

GUIDELINES

INSTRUCTIONS

This application has 4 sections and you must complete each section before moving to the next.

Additional instructions can be found beneath each field.

You can save your progress at the end of each section and come back later. Go to the Application Status page to get back to an application in progress.

REQUIRED DOCUMENTS

Applying agencies must provide the following documents:

- Proof of 501(c)(3) status from the U.S. Department of Treasury
- Proof of registration as an active nonprofit corporation in the State of Florida

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

Basic Information	2 Program Eligibility	3 Detailed Funding Request	4 Confirmation
<p>First, let's collect some details:</p> <p>Organization Name *</p> <input type="text"/> <small>This needs to match the name on file on Sunbiz.org</small> <p>Organization Address <small>This is the primary location where services are provided.</small></p> <p>Street 1 *</p> <input type="text"/> Street 2 <input type="text"/> City * Tallahassee <p>State * FL</p> <p>Zip code/Postal code *</p> <input type="text"/> Number of Locations in Leon County * <input type="text"/> Number of Employees in Leon County * <input type="text"/> Contact name *  Test Username <small>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.</small> <p>Contact phone number *  (850) 123-4567 <small>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.</small></p> <p>Contact email address *  testemail@testemail.com <small>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.</small></p>			

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

Thanks. Just a few more specific questions:

When was the organization established? (in MM/DD/YYYY format) *

< August 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

ams your organization provides or is proposing to

s operation has been impacted by COVID-19. *

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

Thanks. Just a few more specific questions:

When was the organization established? (in MM/DD/YYYY format) *

Tell us about the human service programs your organization provides or is proposing to provide. *

Please explain how your organization's operation has been impacted by COVID-19. *

Please describe how your organization will enhance or add new program(s) or project(s) to directly assist Leon County residents impacted by COVID-19 (if applicable).

Previous Next

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**”
 - Please note: The Total Funding Request cannot exceed \$20,000
- Applicants will be required to upload documentation to verify their organization’s program eligibility
 - 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.

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

An organization may apply for expenses incurred since March 1, 2020 and/or projected expenses for a new or enhanced program/project; however, the Total Funding Request cannot exceed \$20,000.

Total Funding Request * 0.00

Provide the total funding request to include expenses incurred and/or projected expenses. Please use this spreadsheet to document your expenses.

Please attach the following documents as evidence of eligibility. The information on these documents should match your answers in the application. All documents listed must be provided before we can process your application.

Please click 'Add File' below to open the attachments window and attach a file. You'll need to repeat this for each individual file you attach.

☐ Proof of registration or of an active nonprofit corporation in the State of Florida *
Add File

☐ Proof of 501(c)(3) status from the U.S. Department of Treasury *
Add File

☐ Itemized list of individual expenses, using this template *
Add File

TIMELINE

less than a minute ago

Example Document Upload

☐ Example Document Upload.pdf (212.06 KB)

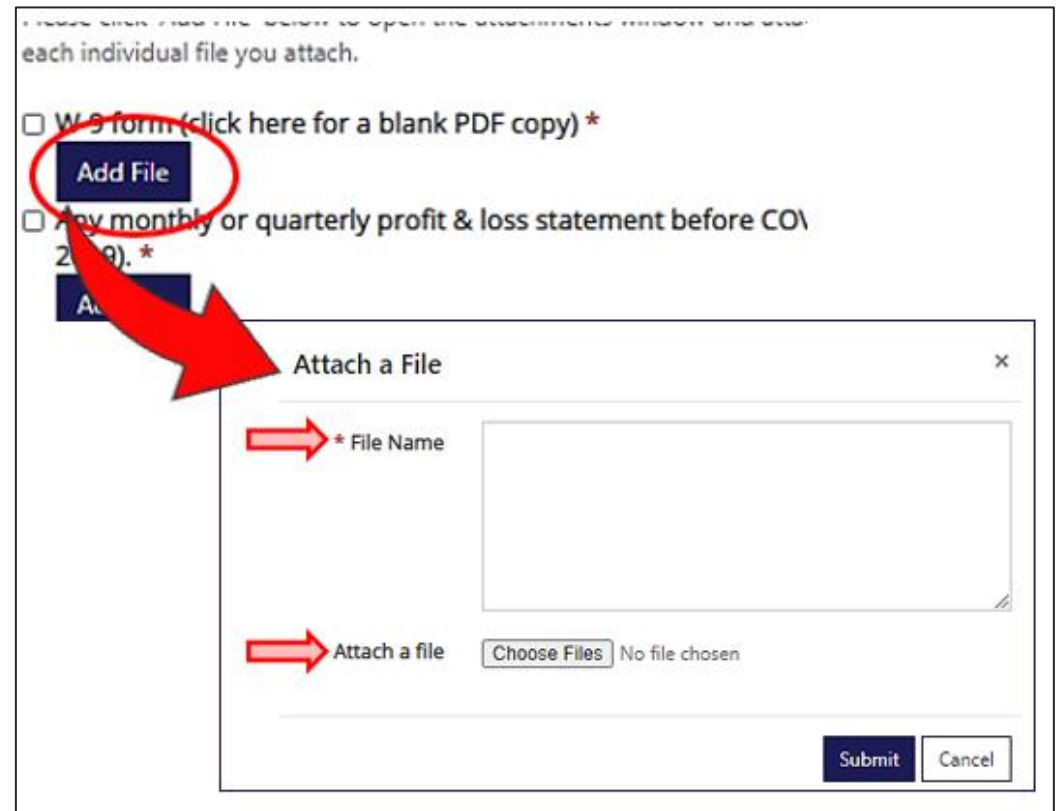
Please upload the required documents before proceeding.

Previous Next

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



The screenshot shows a web form with a section titled "each individual file you attach." containing two checkboxes: "W-9 form (click here for a blank PDF copy) *" and "Any monthly or quarterly profit & loss statement before COV-2019). *". Below the first checkbox is a blue "Add File" button, which is circled in red. A large red arrow points from this button to a modal dialog box titled "Attach a File". The dialog box has a close button (X) in the top right corner. Inside the dialog, there is a red arrow pointing to a text input field labeled "* File Name". Below this, another red arrow points to the "Attach a file" label, which is next to a "Choose Files" button and the text "No file chosen". At the bottom right of the dialog are "Submit" and "Cancel" buttons.

- 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
<p>You're done! Time to submit. By submitting your application, you confirm the following:</p> <p>I certify that my organization provides, or will provide, direct human services in Leon County related to COVID-19. *</p> <div>▼</div> <p>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. *</p> <div>▼</div> <p>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). *</p> <div>▼</div> <p>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. *</p> <div>▼</div>			
<div>Previous Submit</div>			

APPLICATION SUBMISSION CONFIRMATION:

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

 **LEON CARES**

Home Program Description Applications ▾ FAQ Test Username ▾

Your application was submitted successfully.

Name	Program	Status	Submitted	Created On	Comments	View/Edit
Test Username	Human Services Grant	Submitted	8/10/2020 2:55:41 PM	8/10/2020 2:39:56 PM	View Comments	View/Edit

- Applicants will receive an email from the County confirming their application submission within 24 hours

Application Update: Leon CARES Human Services Grant Application Received

 Leon Cares UAT

[← Reply](#) [↩ Reply All](#)

Retention Policy Default delete mail past 36 months (3 years) Expires 8/13/2023

 **LEON CARES**

Leon CARES Relief and Recovery Assistance Program

Hi Test,

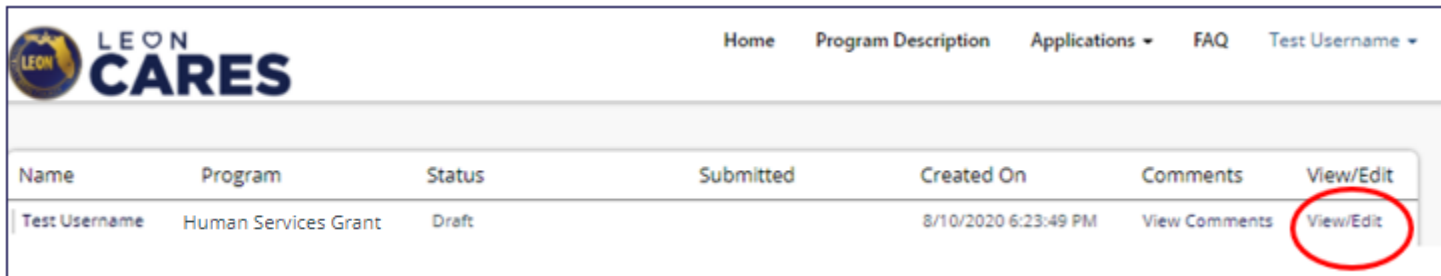
Your application for the Leon CARES Human Services Grant Program has been received. The County is processing many requests for financial

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

A screenshot of the LEON CARES website showing a table of applications. The table has columns for Name, Program, Status, Submitted, Created On, Comments, and View/Edit. The first row shows a draft application for 'Test Username' under the 'Human Services Grant' program, submitted on 8/10/2020 at 6:23:49 PM. The 'View/Edit' link in the first row is circled in red.

Name	Program	Status	Submitted	Created On	Comments	View/Edit
Test Username	Human Services Grant	Draft		8/10/2020 6:23:49 PM	View Comments	View/Edit

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