

FY2024-2026
Stark County CDBG Application Instructions

Applications for the CDBG 2024-2026 funding cycle 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:



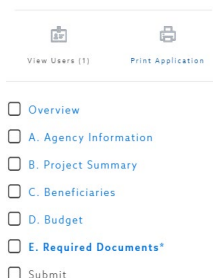
Welcome to the Stark County Neighborly Portal.

Stark County, Ohio is committed to accessibility for all applicants. If you require this material in an alternate format or have questions about the program, please contact us at (XXX) XXX-XXXX.

Start a New Application

Single-Family Owner Occupied Rehab	Select this option if you are a homeowner interested in the Stark County Housing Rehab Program.	Click here to start a new application
Public Facilities & Infrastructure	Select this option if you are applying for an infrastructure or public facility improvement project.	Click here to start a new application
Public Services	Select this option if you are applying for a public service project. This also includes economic development and economic development technical assistance projects.	Click here to start a new application

4. Select “Click here to start a new application” for the type that is applicable to your project.
5. Provide the activity title and click “Start Application”.
6. Select “Click here to continue”.
7. Read the information provided. Look to the panel on the left-hand side, as shown here: Click “A. Agency Information”.



Enter information in all fields listed and click “Save”.

8. In the panel on the left, click “B. Project Summary”. Enter information in all fields listed and click “Save”.

9. In the panel on the left, click “C. Beneficiaries”. Enter information in all fields listed and click “Save”.

10. In the panel on the left, click “D. Budget”. Enter information in all fields listed and click “Save”.

11. In the panel on the left, click “E. Required Documents”. Upload is required for all documents marked ***Required**. If applicable, upload 501(c)3 designation and all necessary documents.

12. When you are satisfied with the application **and are ready to submit**, click “Complete & Continue”.

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.