

FY24 Gateway Application Process

Each agency will receive an email with a direct link to its FY24 Gateway application. **You will need to sign into Submittable to access the application-**

<https://csb.submittable.com/submit>



Community Shelter Board

There are presently no open calls for submissions.

Agencies will be sent a direct link for their FY24 Gateway Application.

Submit only one application per agency. Carefully review the FY24 Gateway Information Packet below to fill out the application. CSB will 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 6, 2023.

[FY24 Gateway Information Packet](#)

[Return to our website](#)

[View your submissions](#)

If you or your agency submitted a Gateway application last year, sign into Submittable with the same user name and password to access the application. If you represent a new partner agency, create a user name and password.

- 1- Click on "Create Your Account" or "Sign Up".

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 update the application at a time.**

Sign Up

Sign In

Welcome back!

Sign in to your Submittable account.


Email

Password

[Forgot?](#)

Sign In

Sign in with Facebook

 Sign in with Google



Sign Up

Sign In

Email

Password

[Forgot?](#)

Sign In

Sign in with Facebook

Powered by Submittable 

- 2- All fields in the application are required and must be completed before the application can be submitted. You will need to provide your organization name and a point of contact email and phone number.

The image shows a web form titled "Community Housing Network FY24 Gateway Application". It contains three input fields, each with a red asterisk indicating a required field. The first field is labeled "Organization Name" and is empty. The second field is labeled "Contact Email" and contains the text "email@example.com". The third field is labeled "Contact Phone Number (including area code)" and is empty. The form is set against a light gray background with a white border.

- 3- To complete both the program description and the budget and staffing details worksheets, click the link to download the files. Save the files on your computer to make updates.
- 4- Last year's program description is saved as a Word document with track changes turned on. Make sure to include updated information requested in each question. You can also remove information that is no longer applicable to a program, please make sure the deleted information is also visible in track changes. Please try not to duplicate information across responses. You can reference information if it is included in a prior response or **identify what is different for each program within your response**. For example, if each program has the same services and collaborative partnerships, you can reference the first program where you provided all those specifics. For questions regarding all programs, you can state what is applicable to all programs and then list any differences for a specific program. Responses should be as brief as possible.

INSTRUCTIONS

Click on 'CHN program description' below to download last year's document. Make edits in track changes to remove or add information for FY24. Once completed, in the File upload section, select 'Choose Files' to upload the updated Word file with the track changes.

[CHN program description](#)

File upload *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx

CSB will review and accept track changes, once approved. The final document will be the Gateway program description schedule 2 in the FY24 contracts.

INSTRUCTIONS

Click on 'CHN budget' below to download the budget, staffing details, and environmental review file. Once completed, in the File upload section, select Choose Files to upload the completed Excel file.

[CHN budget](#)

File upload *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .xls, .xlsx

CSB will review and once approved, the final document will be the Gateway budget schedule 3 in the FY24 contracts.

- 5- Once the files are completed, select “Choose Files” to upload them to the application.
- 6- At the bottom of the application you can select Save Draft or Submit. The application should only be submitted if you respond “Yes” confirming that the information is accurate and you accept 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 FY23 Gateway Information Packet.

- 7- 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”.



Select the appropriate agency FY20 Gateway Application.

Submit only one application per agency. Carefully review the FY20 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 Program Outcome Plans will be communicated no later than March 11, 2019.

[FY20 Gateway Information Packet](#)

Alvis FY20 Gateway Application

Ends on March 28, 2019

More ▾

Submit

User Account

My Submissions

My Profile

My Settings

Sitemap

LOGOUT



Select the appropriate agency FY20 Gateway Application.

Submit only one application per agency. Carefully review the FY20 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 Program Outcome Plans will be communicated no later than March 11, 2019.

[FY20 Gateway Information Packet](#)

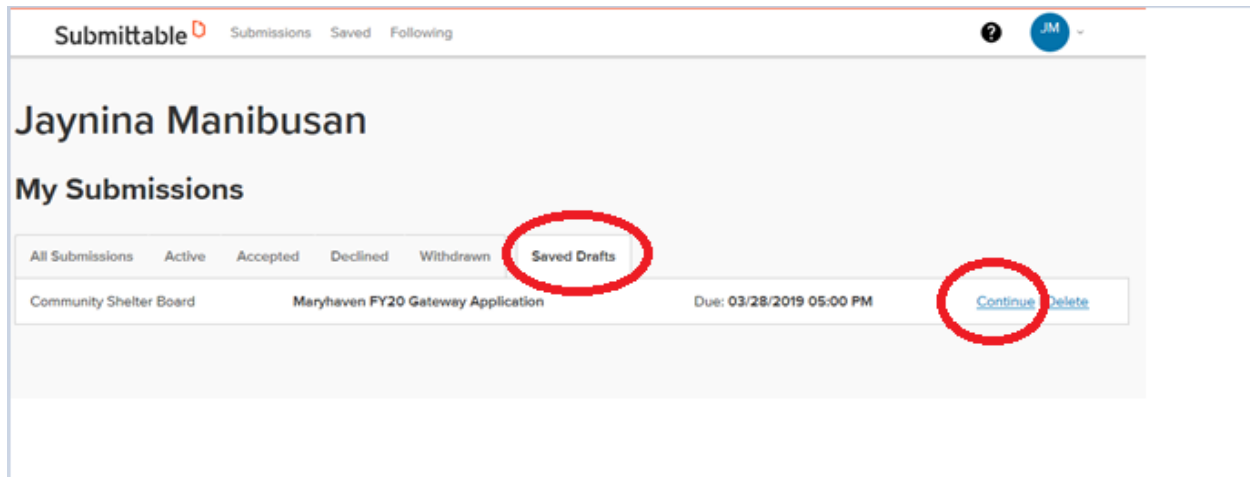
Alvis FY20 Gateway Application

Ends on March 28, 2019

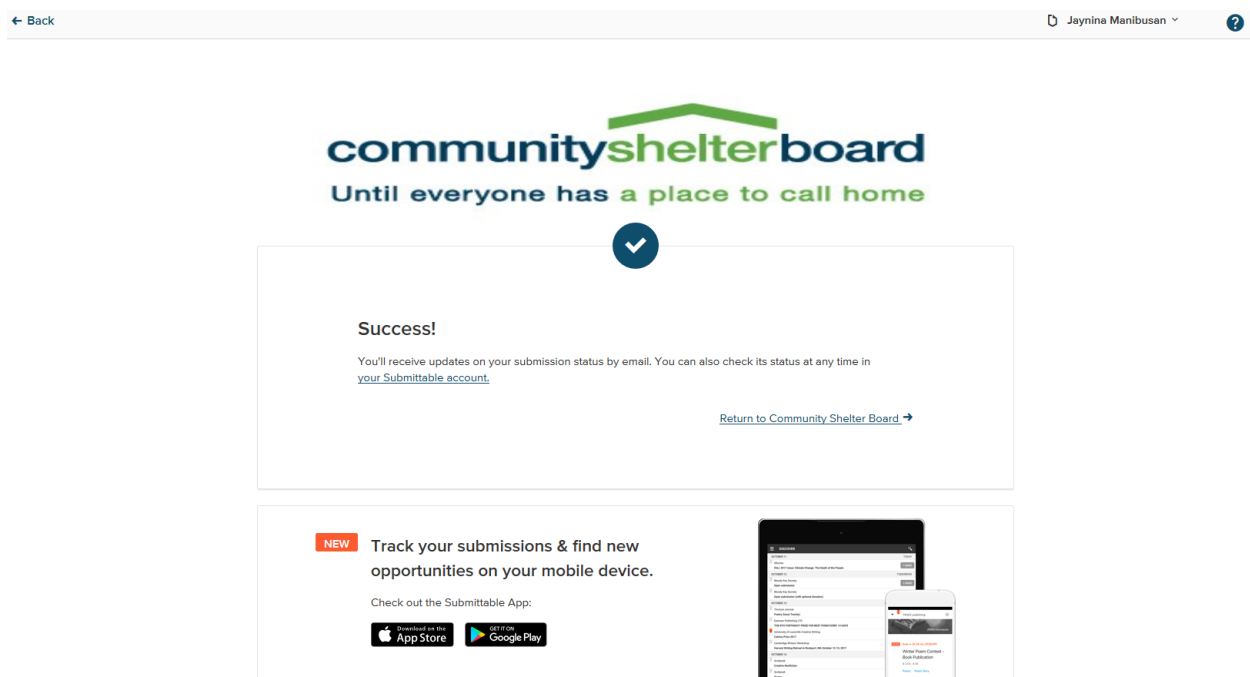
More ▾

Submit

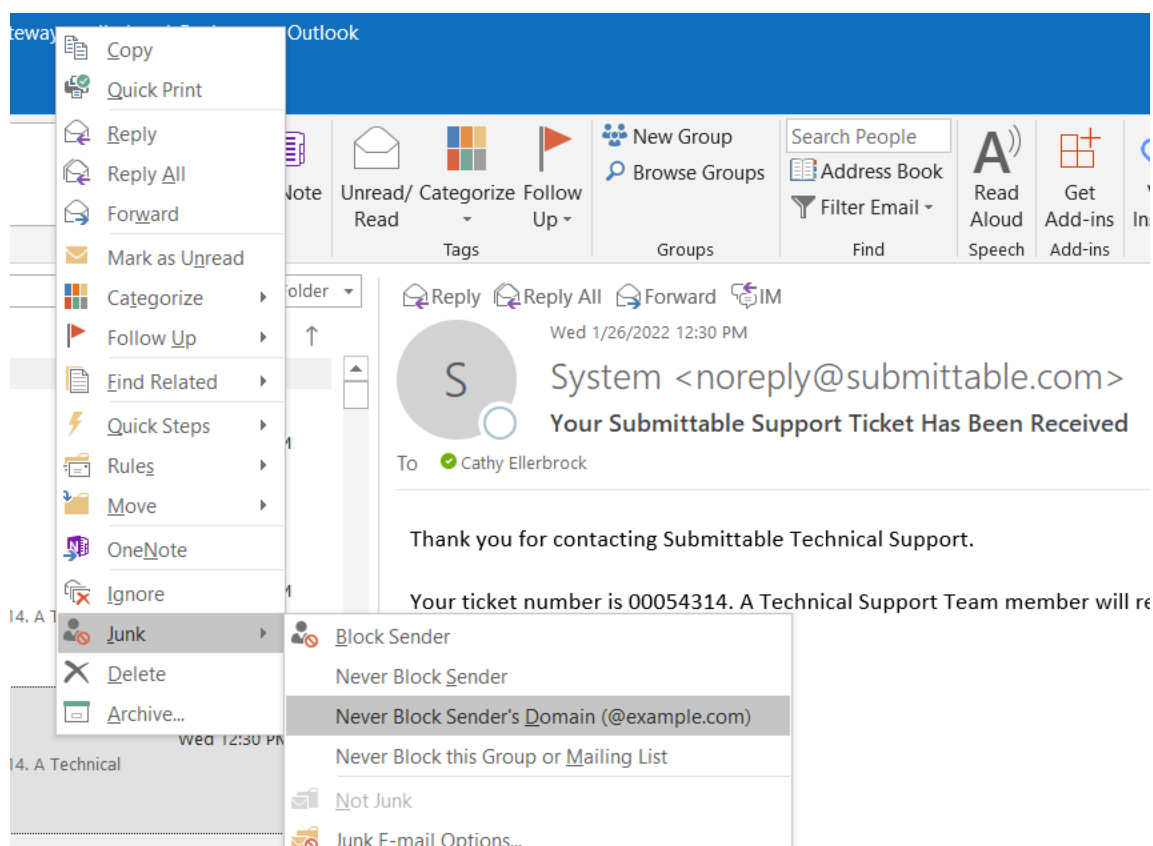
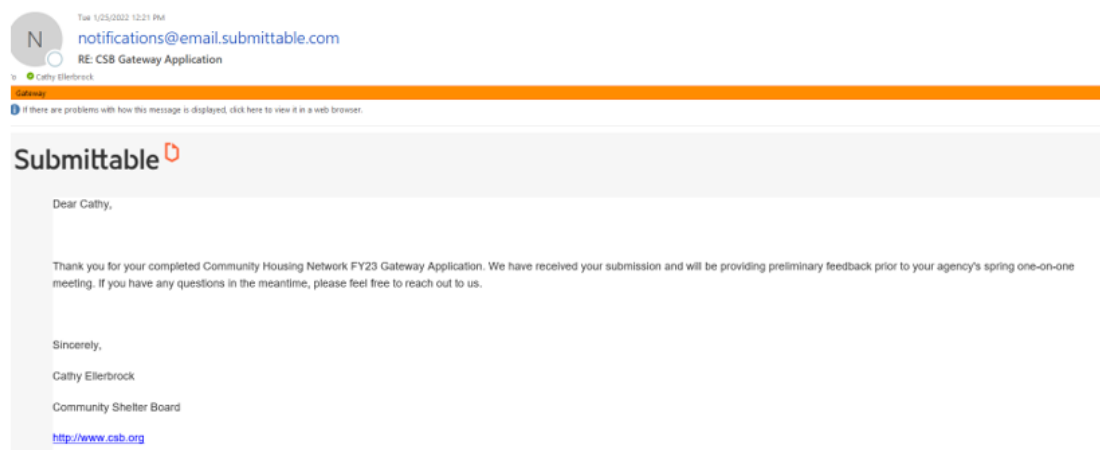
- 8- Select “Saved Drafts” and then click “Continue” beside your application to continue updating the application.



- 9- You will see the below screen and email 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. If you do not receive a confirmation email, check your junk email folder and mark @submittable as an allowed domain.



Applicant successful submission:



10- Once your application is submitted, the status will display as “In-Process”.

Cathy Ellerbrock

My Submissions

All Submissions

Active

Accepted

Declined

Withdrawn

Saved Drafts

Sort by date

In-Progress

Beth Fetzer Rice

Community Shelter Board - Homeless Families Foundation FY2...

- 11- 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.

My Submissions

All Submissions

Active

Accepted

Declined

Withdrawn

Saved Drafts

Editable

Jaynina

Community Shelter Board - Maryhaven FY20 Gateway Applicat...

01/28/2019

- 12- Make sure you are in the “FORMS” tab of the application. Select “Edit”.

Editable

Test

Submitted to Community Shelter Board - TEST: Community Housing Network FY23 Gateway Application on 01/25/2022 (a day ago)

ACTIVITY

MESSAGES

FORMS

NOTE

[Download](#) | [Edit](#) | [Withdraw](#)

TEST: Community Housing Network FY23 Gateway Application

Submitted on 01/25/2022

Organization Name

Test

Contact Email

cellerbrock@csb.org

Edit


- 13- To remove and replace a file upload, select the trash can, then upload the new document. When you are finished making all the edits, select “Submit Form” at the bottom of the application.

INSTRUCTIONS


Click on 'CHN program description' below to download last year's document. Make edits in track changes to remove or add information for FY23. Once completed, in the File upload section, select 'Choose Files' to upload the updated Word file with the track changes.

[CHN program description](#)

File upload *



CHN_FY23_Program_Description.docx



No more files may be attached here.

Acceptable file types: .doc, .docx

CSB will review and accept track changes, once approved. The final document will be the Gateway application schedule 2 in the FY23 contracts.

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 FY23 Gateway Information Packet.

Save Draft

Submit Form

Make sure you receive a submission complete message and that the status is back to In Process.

Cathy Ellerbrock

My Submissions

All Submissions

Active

Accepted

Declined

Withdrawn

Saved Drafts

Sort by date

In-Progress

Beth Fetzer Rice

Community Shelter Board - Homeless Families Foundation FY2...