

Neighborly Software

CPP RECIPIENT USER GUIDE

2025 COMMUNITY PARTNERSHIP PROGRAM

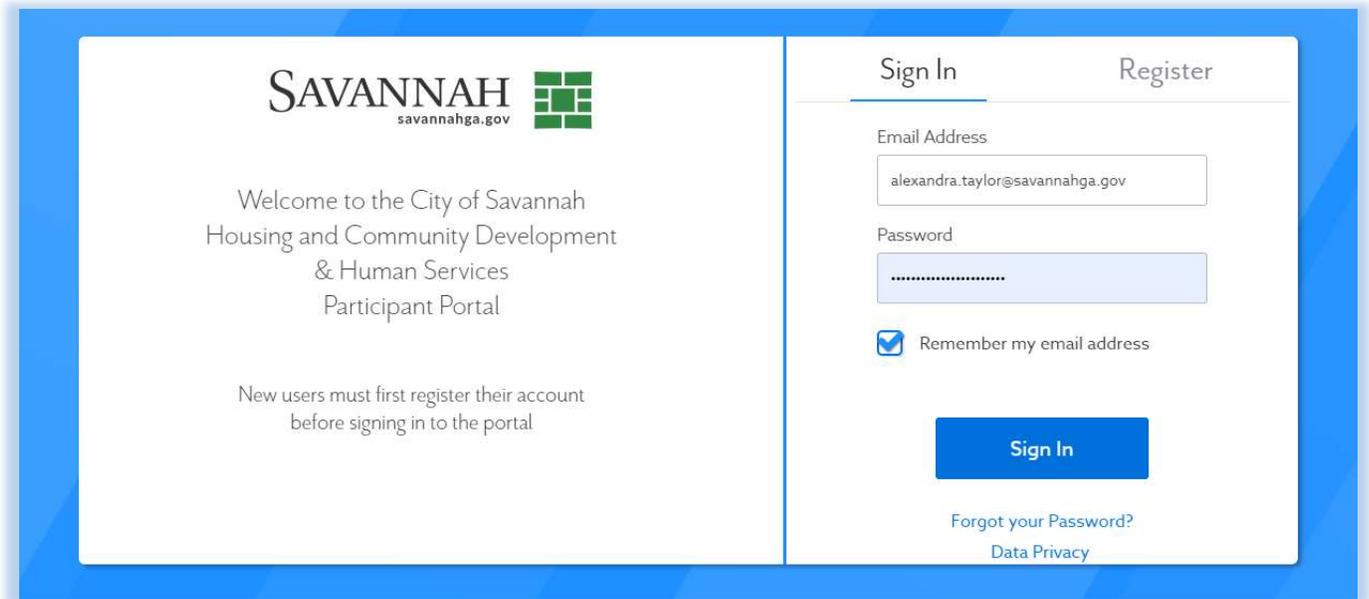
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Accessing the Recipient Portal

The Recipient Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

Application Portal Link: <https://portal.neighborlysoftware.com/SAVANNAH/Participant>

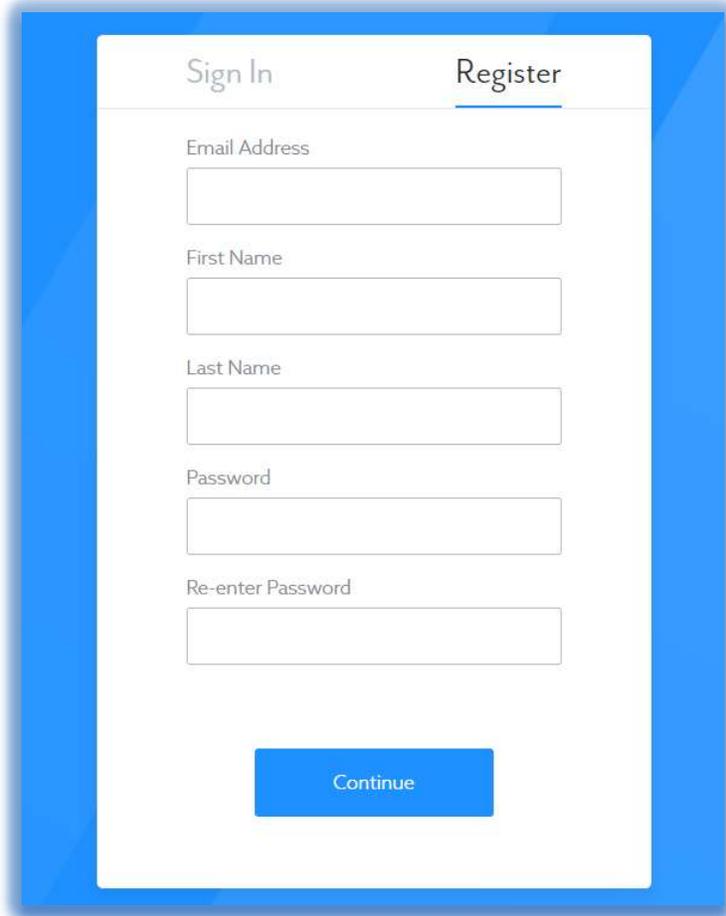


The screenshot shows the login page for the Savannah Participant Portal. The page is divided into two main sections. The left section features the Savannah logo (savannahga.gov) and a green grid icon. Below the logo, it reads: "Welcome to the City of Savannah Housing and Community Development & Human Services Participant Portal". A note states: "New users must first register their account before signing in to the portal." The right section has two tabs: "Sign In" (selected) and "Register". It contains an "Email Address" field with the text "alexandra.taylor@savannahga.gov", a "Password" field with masked characters, and a checked checkbox labeled "Remember my email address". A blue "Sign In" button is positioned below the fields. At the bottom of the right section, there are links for "Forgot your Password?" and "Data Privacy".

Registering your Account

When you access the Portal for the first time, you'll need to Register your account by clicking on the Register link. The registration process will create a username (which is your work email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

Note: If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.

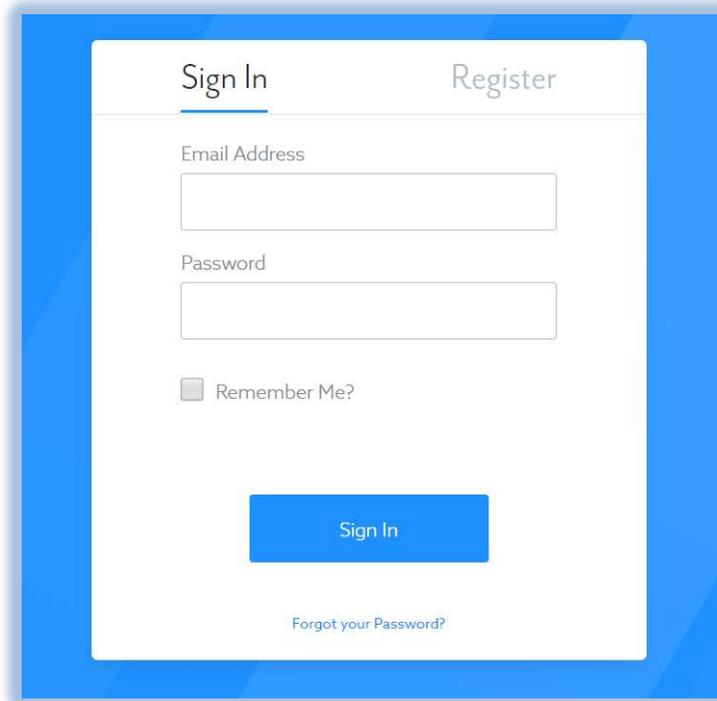


The image shows a screenshot of a web form for registering an account. The form is titled "Sign In" and "Register", with "Register" being the active tab. The form contains five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". A blue "Continue" button is located at the bottom of the form.

Field Label	Input Type
Sign In	Text
Register	Text
Email Address	Text
First Name	Text
Last Name	Text
Password	Text
Re-enter Password	Text
Continue	Button

Logging In

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration. By checking “Remember Me?”, your web browser will remember your email address for future logins (depending on browser and security settings).



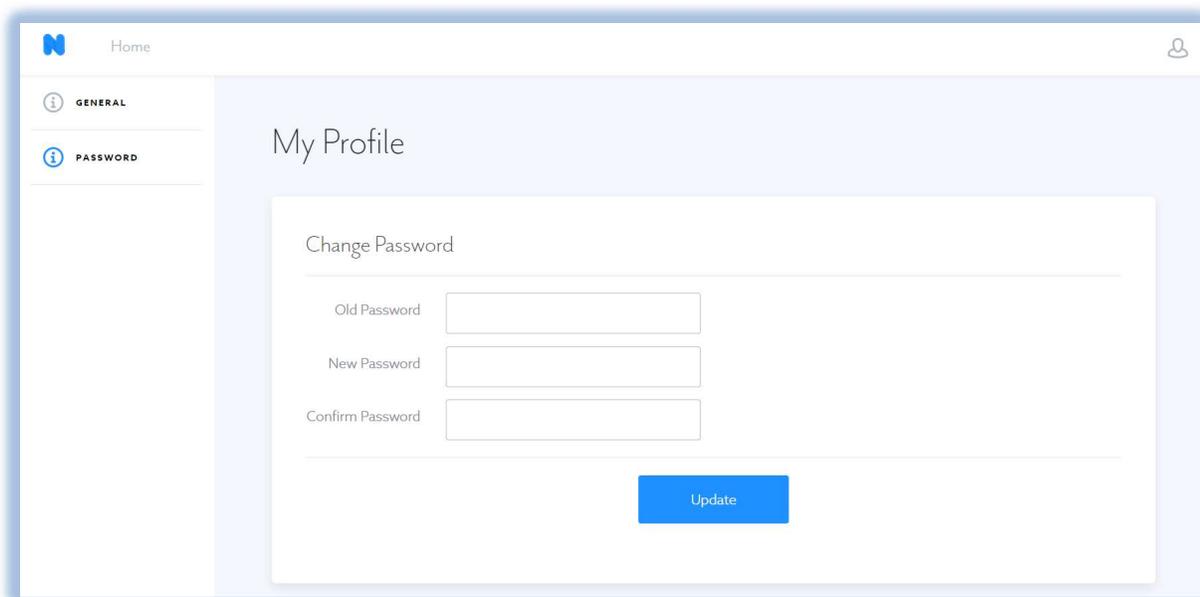
The screenshot shows a login and registration interface. At the top, there are two tabs: "Sign In" (which is underlined) and "Register". Below the tabs are two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me?". At the bottom of the form is a blue "Sign In" button. Below the button is a link that says "Forgot your Password?".

Forgot your Password

If you forget your password, click on the link that says “Forgot your Password?” and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password

Changing your Password

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen, and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.



The screenshot shows a web interface for 'My Profile'. On the left is a navigation menu with 'GENERAL' and 'PASSWORD' options. The main content area is titled 'My Profile' and contains a 'Change Password' form. The form has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the fields is a blue 'Update' button.

Landing Page

Once you’ve logged in, you will automatically be sent to the landing page, which will list all grants that you have been assigned to. To view any grant, click [View](#) on the right side of the page:

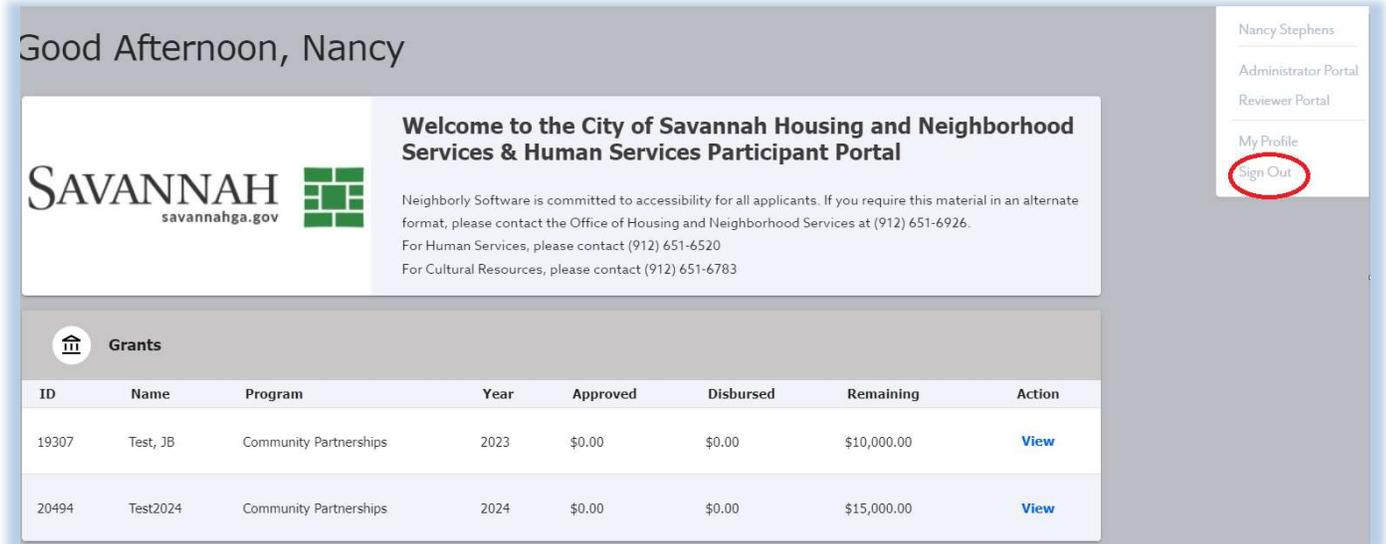


The screenshot shows a landing page with a header 'Good Afternoon, Nancy'. Below the header is a banner for the 'City of Savannah Housing and Neighborhood Services & Human Services Participant Portal'. The banner includes the Savannah logo and contact information. Below the banner is a 'Grants' table with the following data:

ID	Name	Program	Year	Approved	Disbursed	Remaining	Action
19307	Test, JB	Community Partnerships	2023	\$0.00	\$0.00	\$10,000.00	View
20494	Test2024	Community Partnerships	2024	\$0.00	\$0.00	\$15,000.00	View

Signing Out

To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select "Sign Out".



Good Afternoon, Nancy

SAVANNAH
savannahga.gov

Welcome to the City of Savannah Housing and Neighborhood Services & Human Services Participant Portal

Neighborly Software is committed to accessibility for all applicants. If you require this material in an alternate format, please contact the Office of Housing and Neighborhood Services at (912) 651-6926.
For Human Services, please contact (912) 651-6520
For Cultural Resources, please contact (912) 651-6783

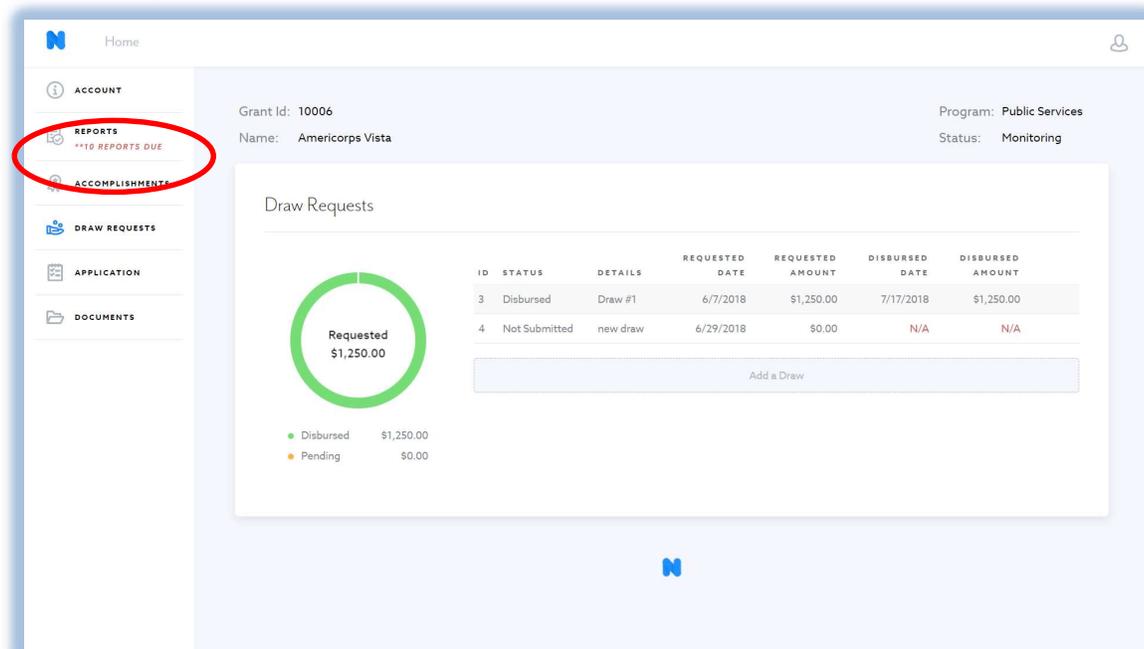
Nancy Stephens
Administrator Portal
Reviewer Portal
My Profile
Sign Out

Grants

ID	Name	Program	Year	Approved	Disbursed	Remaining	Action
19307	Test, JB	Community Partnerships	2023	\$0.00	\$0.00	\$10,000.00	View
20494	Test2024	Community Partnerships	2024	\$0.00	\$0.00	\$15,000.00	View

Completing Quarterly Reports

Click on **REPORTS**, on the left side of the screen.



Home

ACCOUNT

REPORTS
**10 REPORTS DUE

ACCOMPLISHMENTS

DRAW REQUESTS

APPLICATION

DOCUMENTS

Grant Id: 10006
Name: Americorps Vista
Program: Public Services
Status: Monitoring

Draw Requests

Requested \$1,250.00

ID	STATUS	DETAILS	REQUESTED DATE	REQUESTED AMOUNT	DISBURSED DATE	DISBURSED AMOUNT
3	Disbursed	Draw #1	6/7/2018	\$1,250.00	7/17/2018	\$1,250.00
4	Not Submitted	new draw	6/29/2018	\$0.00	N/A	N/A

Add a Draw

Disbursed \$1,250.00
Pending \$0.00

The **Reports** tab will indicate if any reports are **Available Now** or Past Due. Once you click into the Reports section, you'll see a summary of your reporting schedule.

ID	DATE RANGE	AVAILABLE	DUE	STATUS
3593	1/8/2024-1/23/2024	1/8/2024	1/23/2024	Available Now
3587	1/1/2024-3/31/2024	3/31/2024	4/15/2024	Not Available
3588	4/1/2024-6/30/2024	6/30/2024	7/15/2024	Not Available
3589	7/1/2024-9/30/2024	9/30/2024	10/15/2024	Not Available
3591	11/30/2024-12/15/2024	11/30/2024	12/15/2024	Not Available

Click into a report by clicking the  icon to the right of the report or start a new report by clicking the “Start” link. Reports are not available to be started/completed until the reporting period has started.

ID	DATE RANGE	AVAILABLE	DUE	STATUS	REPORT	# FILES	SUBMITTED BY	ACTION
3593	1/8/2024-1/23/2024	1/8/2024	1/23/2024	Available Now		0		Start
3587	1/1/2024-3/31/2024	3/31/2024	4/15/2024	Not Available		0		
3588	4/1/2024-6/30/2024	6/30/2024	7/15/2024	Not Available		0		
3589	7/1/2024-9/30/2024	9/30/2024	10/15/2024	Not Available		0		
3591	11/30/2024-12/15/2024	11/30/2024	12/15/2024	Not Available		0		

Once inside a report, you will see five tabs; **Accomplishments**, **Goals**, **Mid-Point Report**, **Supporting Documents**, and **Submit**



For the **Accomplishments** tab, enter your program's performance measure numbers for the selected quarter. The fields are specific to your program's deliverables:



Accomplishments

Please provide the following information.

AMERICAN RED CROSS - DISASTER RESPONSE AND RECOVERY (\$24,000)

Unduplicated number of persons assisted

Number of participants who receive supplemental assistance to secure safe and stable housing (security deposit, home repairs and first months rent)

In the **Goals** tab, there are fields to enter the program’s progress for the current quarter:

Part 1 - Accomplishments
 Part 2 - Goals
 Part 3 - Mid-Point Report
 Part 4 - Supporting Documents
 Part 5 - Final Report

Submit

Goals

Please provide the following information

1. Unduplicated number of persons assisted
 Client management database indicating the type of disaster and recovery assistance provided to clients
Expected Outcome: 300

Progress

Difficulties Encountered

Planned Activity Next Period

In the **Progress** section, enter the activities that occurred during this quarter. This is where you will provide an update on the things your program achieved. **Do not just enter a number.** The data is entered in the Accomplishments section, the Goals section is where you EXPLAIN the data.

Example Response:

Progress	<p>Agency Xtraordinary seeks to create pathways to employment opportunities seeking meaningful employment opportunities that offer living wages and benefits. We provide job retention and stabilization assistance in the form of 12 months of follow-up for participants to address the barriers/challenges they face on a daily basis. Additional comprehensive programs are needed to support participants to develop basic skills and confidence to address barriers that are preventing them from obtaining/maintaining employment.</p> <p>Agency Xtraordinary hosted two hybrid training sessions during the reporting quarter with 87 graduates. Class 160: January 8- February 1, 2024 Class 161: February 20- March 15, 2024</p> <p>Fourteen (14) participants received assistance to apply for their TWIC cards, twelve (12) enrolled in RBT training, forty-five (45) are scheduled to enroll in Savannah Technical College for CDL, OSHA 10, Jockey Truck, or Forklift Safety training courses. Eight (8) are enrolled in the January and February 2024 Emergency Medical Technician Sessions with Chatham Emergency Services, and eight (8) received training materials for the ServSafe Food Handler program.</p> <p>Participants completed a Needs Assessment, virtual simulations, and submitted thirty (30) employment applications based on their experience, interests, and credentials. Participants also received additional employability skills by participating in weekly Google Classroom modules.</p>
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In the **Difficulties Encountered** section, discuss any challenges your program faced.

Example Response:

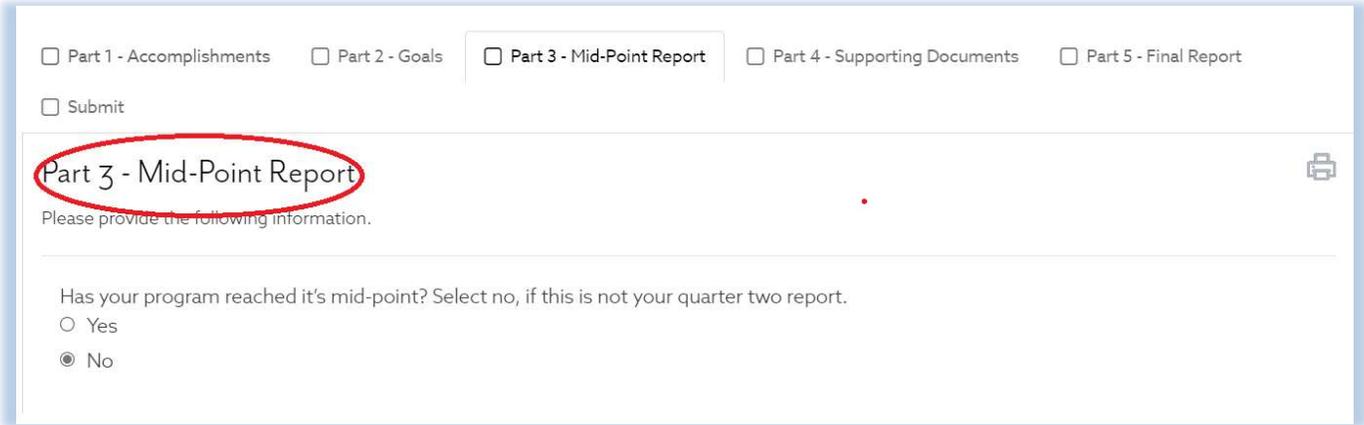
Difficulties Encountered	<p>During the quarter, three out of four staff experienced issues with teachers leaving their classrooms for long periods of time. Not only does this violate policy, but the students become out of control and lose focus once the person responsible for classroom management leaves the room. When partners schedule programs, we make it clear that our staff are there to deliver the program and not responsible for classroom management; however, some teachers use our presentations as breaks.</p> <p>We also arrived at a partnering location and discovered that classes were combined and relocated without prior discussion and approval. The unexpected combination of classes creates issues related to the collection of accurate documentation and can also affect the presentations themselves. In this case, the students were brought into a space that is known for recreation (the gymnasium), it was difficult to be heard, and there was no equipment available to facilitate the session as planned.</p> <p>While we were scheduled for presentations at That's Your Elementary School, one of our staff was unexpectedly reassigned to a new classroom after day two of programming. The new classroom included eight (8) students who were in her original group for days one and two, while eleven (11) students were from classrooms that were covered by other staff. Due to the change, she had to create additional sign-in sheets and work with other staff to ensure that students were not duplicated in their counts once it was discovered that these were not students who happened to be absent during the first two days.</p>
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In **Planned Activity Next Period** section, report how you anticipate the next quarter to go, what activities will you be doing?

Example Response:

Planned Activity Next Period	<p>In Q2, we plan to offer programs at the following four (4) locations:</p> <p>April 13, 20, and 27, 2024: Southwest Chatham Library (14097 Abercorn Street Savannah, GA 31419) 11:00 am- 12:00 pm</p> <p>April 8, 9, 10, and 11, 2024: Jacob G Smith Elementary School (210 Lamara Dr, Savannah, GA, 31405) 8:30 am-3:15 pm</p> <p>April 24, 2024: Empire Beauty School (7400 Abercorn Street, Suite 901, Savannah, GA 31406) 11:00 am-12:30 pm, 5:30 pm- 7:00 pm</p>
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The **Mid-Point Report** tab will replace the Attachment C requirement. If your program has not reached its mid-point mark, please select **“NO”** to move to the following section.



Part 1 - Accomplishments Part 2 - Goals Part 3 - Mid-Point Report Part 4 - Supporting Documents Part 5 - Final Report

Submit

Part 3 - Mid-Point Report 

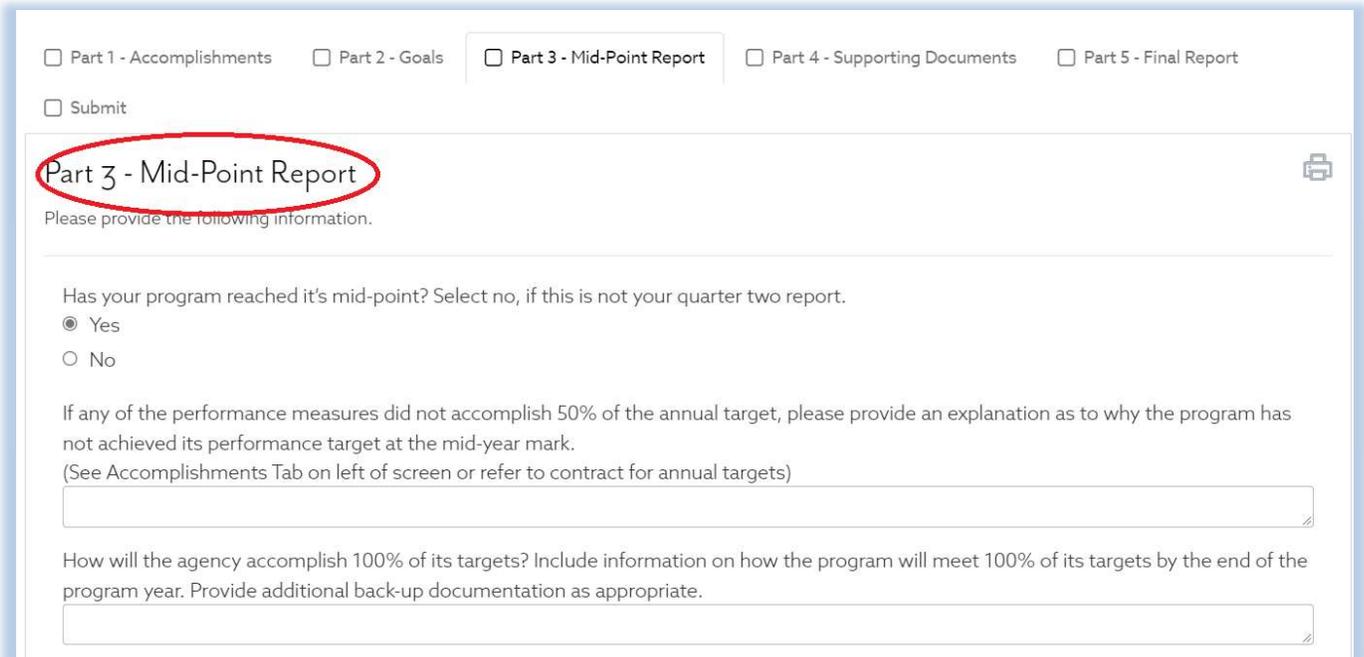
Please provide the following information.

Has your program reached its mid-point? Select no, if this is not your quarter two report.

Yes

No

If your program has reached its mid-point mark, please select **“YES”** and provide the following explanations.



Part 1 - Accomplishments Part 2 - Goals Part 3 - Mid-Point Report Part 4 - Supporting Documents Part 5 - Final Report

Submit

Part 3 - Mid-Point Report 

Please provide the following information.

Has your program reached its mid-point? Select no, if this is not your quarter two report.

Yes

No

If any of the performance measures did not accomplish 50% of the annual target, please provide an explanation as to why the program has not achieved its performance target at the mid-year mark.
(See Accomplishments Tab on left of screen or refer to contract for annual targets)

How will the agency accomplish 100% of its targets? Include information on how the program will meet 100% of its targets by the end of the program year. Provide additional back-up documentation as appropriate.

Example Response:

If any of the performance measures did not accomplish 50% of the annual target, please provide an explanation as to why the program has not achieved its performance target at the mid-year mark. (See Accomplishments Tab on left of screen or refer to contract for annual targets)

Our program has achieved 37% of the performance target for the number of classes offered by mid-year. The shortfall is primarily due to unforeseen circumstances, including the cancellation of several classes due to severe storms and conflicts with testing schedules.

Storm Cancellations: Several classes scheduled in the first half of the year had to be canceled due to severe weather conditions. Safety concerns for participants and staff made these cancellations unavoidable.

Testing Schedules: Additionally, the testing schedules at local schools significantly impacted our ability to conduct classes as planned. Many of our participants were involved in standardized testing, leading to lower attendance and the need to reschedule classes.

We are actively working to mitigate these issues in the second half of the year by identifying alternative scheduling options and developing contingency plans to ensure we meet our annual targets.

How will the agency accomplish 100% of its targets? Include information on how the program will meet 100% of its targets by the end of the program year. Provide additional back-up documentation as appropriate.

To ensure our program meets 100% of its performance targets by the end of the program year, we have developed a comprehensive action plan to address the issues encountered in the first half of the year and maximize our efforts moving forward.

1. Rescheduling Canceled Classes:

*We have identified alternative dates and venues to reschedule the classes that were canceled due to storms and testing schedules. This will ensure that the lost instructional time is recovered.

*Our new schedule includes additional evening and weekend classes to provide more opportunities for participants to attend.

2. Enhanced Coordination with Schools:

*We are working closely with local schools to align our program schedule with their academic calendar and testing periods. This proactive approach will help avoid future conflicts and ensure higher attendance.

*We have also established a communication plan with school administrators to receive timely updates on any changes to the school schedule.

3. Weather Contingency Plans:

*We have developed a contingency plan for weather-related disruptions. This includes creating virtual class options.

*Our staff has been trained to implement these contingency plans quickly and efficiently to minimize disruptions.

4. Increased Outreach and Engagement:

*To boost participation, we are intensifying our outreach efforts through social media, community events, and partnerships with local organizations.

*We are also offering incentives for attendance, such as certificates of completion and small rewards for consistent participation.

Please describe any significant changes to your proposed budget (increases/decreases in projected costs) and any adjustments that need to be made to the proposed budget.

We have made an adjustment to our proposed budget to enhance participant engagement and motivation. Specifically, we will be reallocating \$250 from the training budget to the supplies budget. This reallocation is intended to purchase participation incentives.

Rationale:

Participant Engagement: The incentives are aimed at increasing participation rates and engagement in our program activities, which is crucial for achieving our performance targets.

Budget Optimization: This reallocation allows us to use our resources more effectively by focusing on immediate needs that have a direct impact on program outcomes.

The **Supporting Documents** tab is where you upload the required documentation as outlined in your **Contract Deliverables** for each performance measure. All attachments should be submitted here.

Part 1 - Accomplishments Part 2 - Goals Part 3 - Mid-Point Report Part 4 - Supporting Documents Part 5 - Final Report

Submit

Part 4 - Supporting Documents 

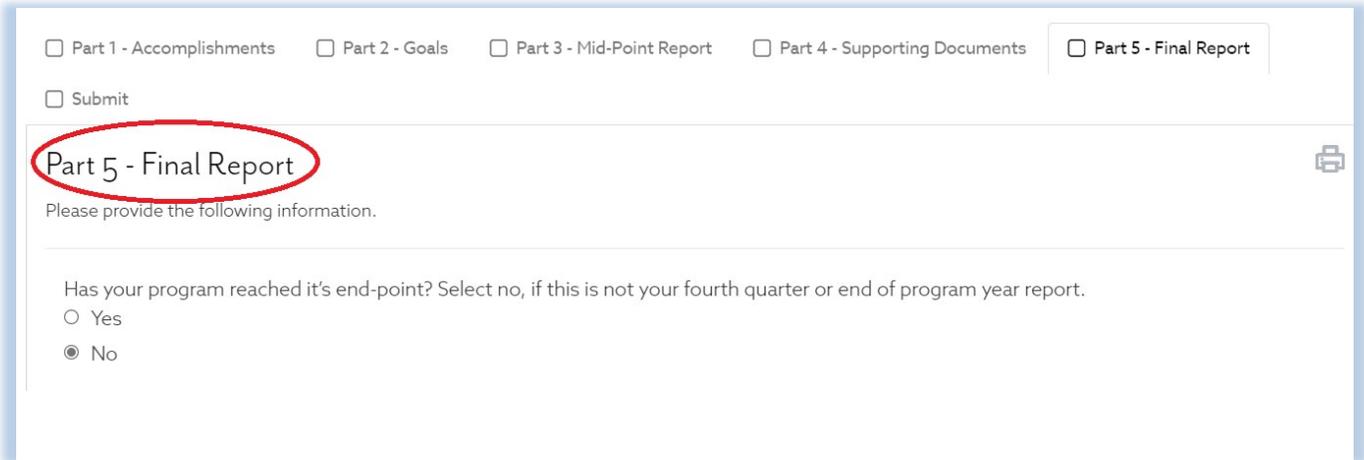
Please provide the following information:

Board Meeting Minutes, Program Flyers/Brochures with City of Savannah funding, supporting documentation for participants, etc.

Supporting Documents *Required Upload File 

Supporting Documents include Board Meeting Minutes, Program Flyers/Brochures with City of Savannah funding and participant information.

The Final Report tab is to be completed at the end of your program year. If it is not the end of the year for your program, please click **NO** in the Final Report tab.



Part 1 - Accomplishments
 Part 2 - Goals
 Part 3 - Mid-Point Report
 Part 4 - Supporting Documents
 Part 5 - Final Report

Submit

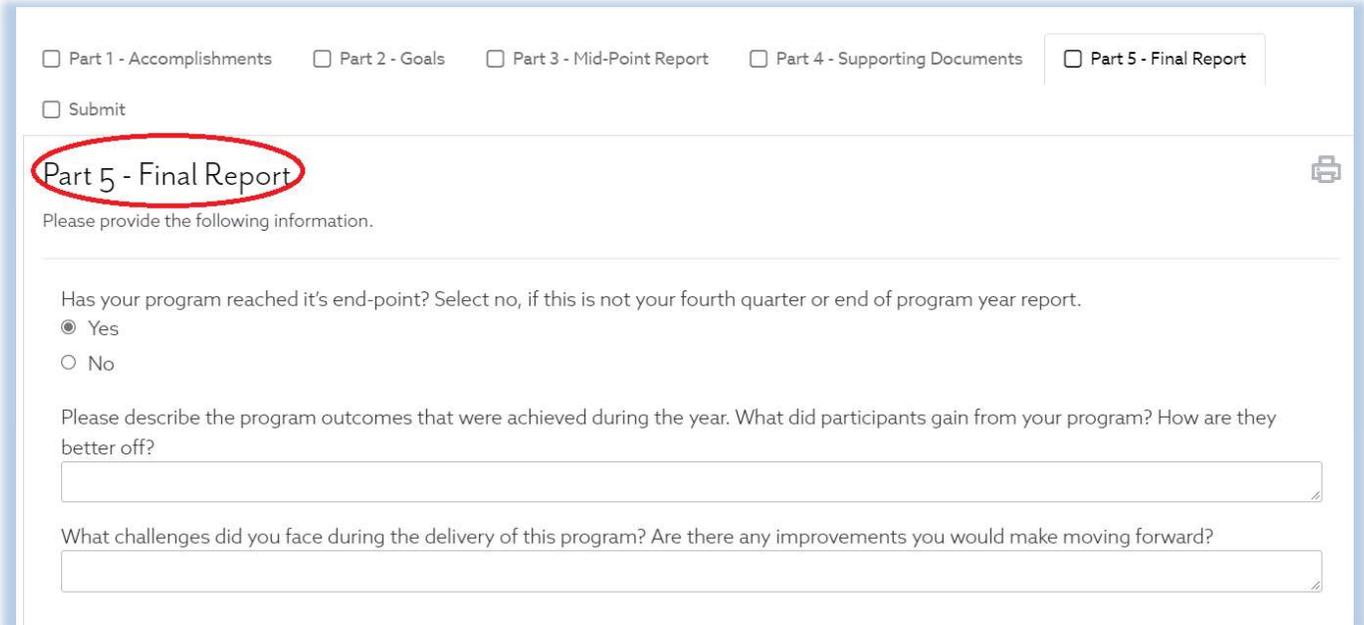
Part 5 - Final Report 

Please provide the following information.

Has your program reached it's end-point? Select no, if this is not your fourth quarter or end of program year report.

Yes
 No

At the end of your program year, submit the **Final Report**. In the **Final Report** tab, please summarize the program outcomes for participants. This can include performance indicators, data, or examples of individual successes. This is your chance to brag about the great outcomes your program achieved during the funding year. Please include any challenges encountered delivering the program/services and opportunities for improvement.



Part 1 - Accomplishments
 Part 2 - Goals
 Part 3 - Mid-Point Report
 Part 4 - Supporting Documents
 Part 5 - Final Report

Submit

Part 5 - Final Report 

Please provide the following information.

Has your program reached it's end-point? Select no, if this is not your fourth quarter or end of program year report.

Yes
 No

Please describe the program outcomes that were achieved during the year. What did participants gain from your program? How are they better off?

What challenges did you face during the delivery of this program? Are there any improvements you would make moving forward?

Example Response:

Please describe the program outcomes that were achieved during the year. What did participants gain from your program? How are they better off?

Our program achieved several key outcomes throughout the year, significantly benefiting our participants in various ways.

Program Outcomes:

1. Educational Advancement:

- Achievement: 85% of our participants improved their literacy and numeracy skills, with many progressing to higher educational levels.
- Benefit: These participants have gained valuable skills and knowledge, making them more competitive in the job market and better prepared for future educational opportunities.

2. Employment Success:

- Achievement: 60% of our participants secured employment within three months of completing the program.
- Benefit: This achievement has provided financial stability and independence for our participants, allowing them to support their families more effectively.

3. Mental Health and Well-Being:

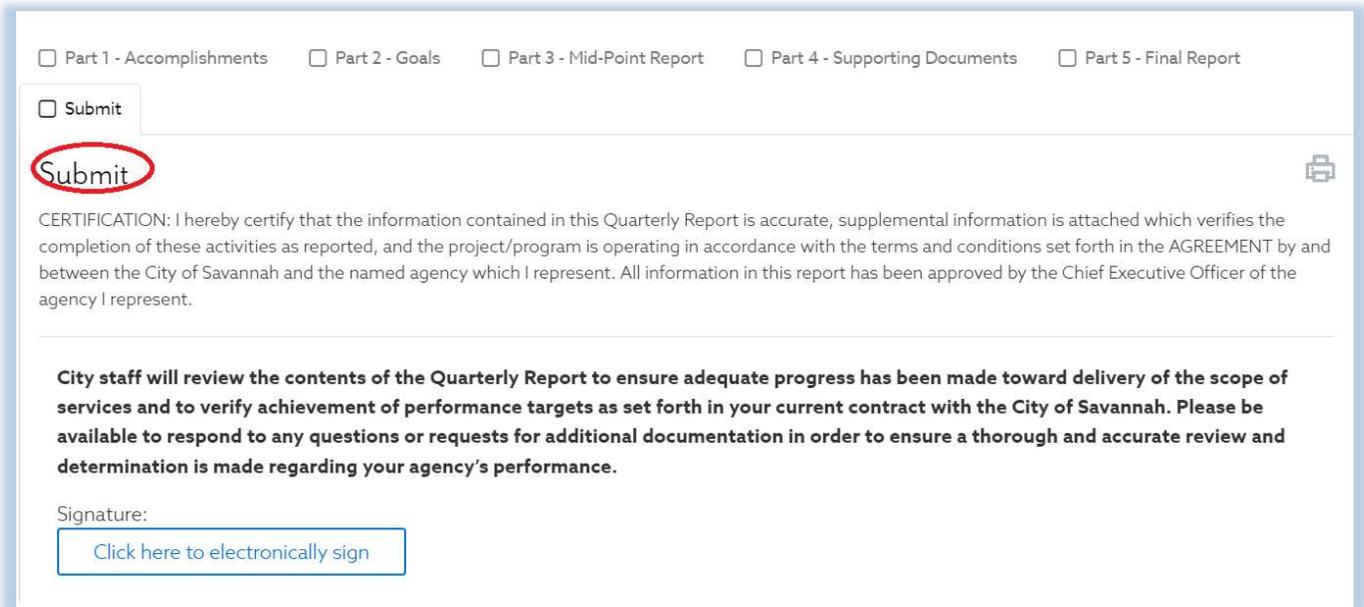
- Achievement: 70% of our participants reported improved mental health and reduced stress levels.
- Benefit: Participants have developed better coping mechanisms and resilience, leading to improved mental and emotional health.

What challenges did you face during the delivery of this program? Are there any improvements you would make moving forward?

One of the primary challenges we faced during the delivery of our program was the difficulty in recruiting new volunteers to meet the growing needs of the children we serve. This challenge was compounded by the increasing demand for ABC services, making it essential to expand our volunteer pool to ensure every child has an advocate. Recognizing this need, we hired a new Training and Recruitment Specialist in November to revitalize our recruitment efforts, streamline the onboarding process, and enhance volunteer retention through targeted training and support.

We plan to build on this momentum by developing more robust outreach strategies, including leveraging community partnerships, social media campaigns, and in-person engagement opportunities to attract a diverse group of committed volunteers. Additionally, we will focus on enhancing our volunteer support systems, including mentorship programs and ongoing training, to ensure our advocates feel prepared and empowered in their roles. These improvements will help us overcome recruitment challenges and better meet the needs of the children we serve.

Once you have completed Parts 1-5, click the **Submit** tab to complete the report.



The screenshot shows a navigation bar with five tabs: "Part 1 - Accomplishments", "Part 2 - Goals", "Part 3 - Mid-Point Report", "Part 4 - Supporting Documents", and "Part 5 - Final Report". Below these is a "Submit" tab, which is highlighted with a red circle. To the right of the "Submit" tab is a printer icon. Below the tabs is a text area containing a certification statement: "CERTIFICATION: I hereby certify that the information contained in this Quarterly Report is accurate, supplemental information is attached which verifies the completion of these activities as reported, and the project/program is operating in accordance with the terms and conditions set forth in the AGREEMENT by and between the City of Savannah and the named agency which I represent. All information in this report has been approved by the Chief Executive Officer of the agency I represent." Below the certification is a bolded instruction: "City staff will review the contents of the Quarterly Report to ensure adequate progress has been made toward delivery of the scope of services and to verify achievement of performance targets as set forth in your current contract with the City of Savannah. Please be available to respond to any questions or requests for additional documentation in order to ensure a thorough and accurate review and determination is made regarding your agency's performance." At the bottom, there is a "Signature:" label and a button that says "Click here to electronically sign".

Part 1 - Accomplishments Part 2 - Goals Part 3 - Mid-Point Report Part 4 - Supporting Documents Part 5 - Final Report

Submit

Submit 

CERTIFICATION: I hereby certify that the information contained in this Quarterly Report is accurate, supplemental information is attached which verifies the completion of these activities as reported, and the project/program is operating in accordance with the terms and conditions set forth in the AGREEMENT by and between the City of Savannah and the named agency which I represent. All information in this report has been approved by the Chief Executive Officer of the agency I represent.

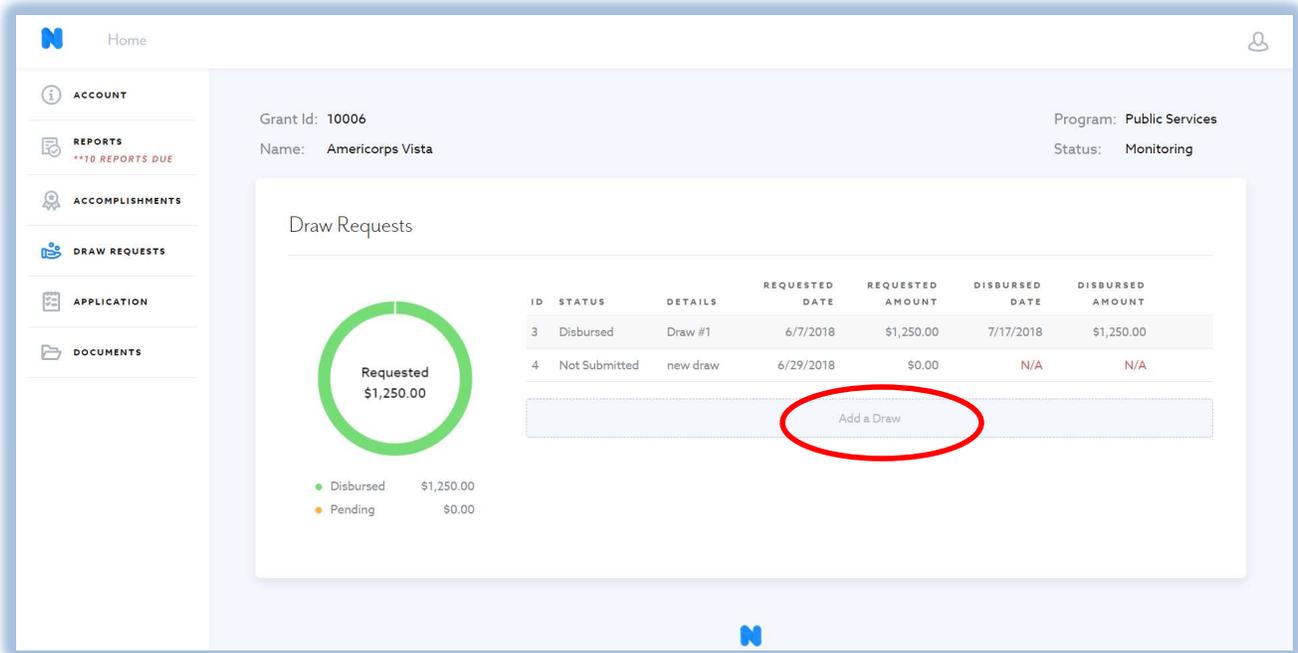
City staff will review the contents of the Quarterly Report to ensure adequate progress has been made toward delivery of the scope of services and to verify achievement of performance targets as set forth in your current contract with the City of Savannah. Please be available to respond to any questions or requests for additional documentation in order to ensure a thorough and accurate review and determination is made regarding your agency's performance.

Signature:

[Click here to electronically sign](#)

Submitting a Draw Request

The **DRAW REQUESTS** section allows you to request draws from your remaining account balance. The initial screen is a summary of any existing draw requests and disbursement data. To view an existing draw, hover over the draw request and a door icon will appear to the right. Click on the  icon to the right of the draw. To create a new draw, click the “Add a Draw” link.



The screenshot shows the 'Draw Requests' section of the software. On the left is a navigation menu with options: ACCOUNT, REPORTS (with a note '**10 REPORTS DUE**), ACCOMPLISHMENTS, DRAW REQUESTS (highlighted), APPLICATION, and DOCUMENTS. The main content area displays 'Grant Id: 10006' and 'Name: Americorps Vista'. To the right, it shows 'Program: Public Services' and 'Status: Monitoring'. A donut chart indicates 'Requested \$1,250.00' with a legend for 'Disbursed \$1,250.00' and 'Pending \$0.00'. Below the chart is a table:

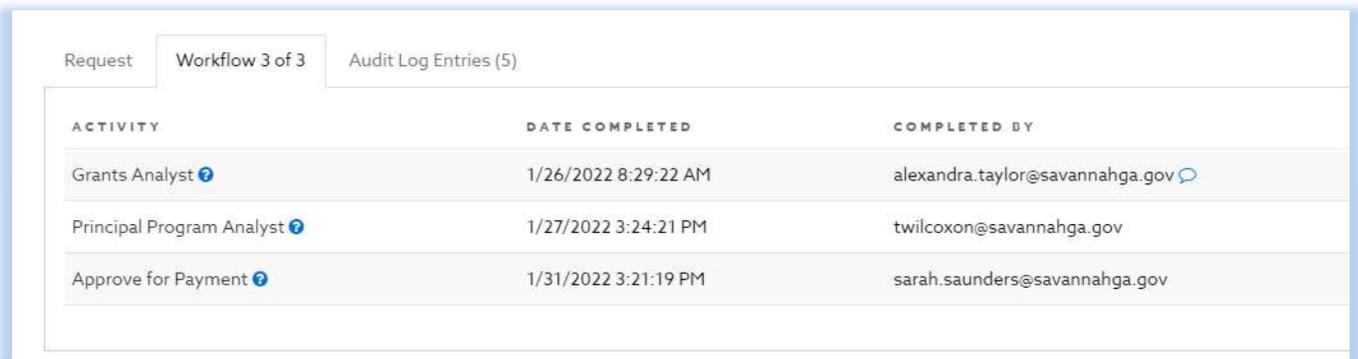
ID	STATUS	DETAILS	REQUESTED DATE	REQUESTED AMOUNT	DISBURSED DATE	DISBURSED AMOUNT
3	Disbursed	Draw #1	6/7/2018	\$1,250.00	7/17/2018	\$1,250.00
4	Not Submitted	new draw	6/29/2018	\$0.00	N/A	N/A

Below the table is a button labeled 'Add a Draw', which is circled in red in the image.

When requesting a draw, provide a brief description of the draw request (Ex: Quarter 1 Draw Request) and the amount requested by budget “Category” (2025 CPP). Do **not** add any supporting documents in this section.

Note: The grant is processed in quarterly disbursements, or ¼ the total amount funded. Once completed, the draw request will be forwarded to the Grant Analyst you are assigned for review and approval/denial.

You can track the draw request review process by clicking on the **Workflow** tab, which will show you which stage of approval your request is in.

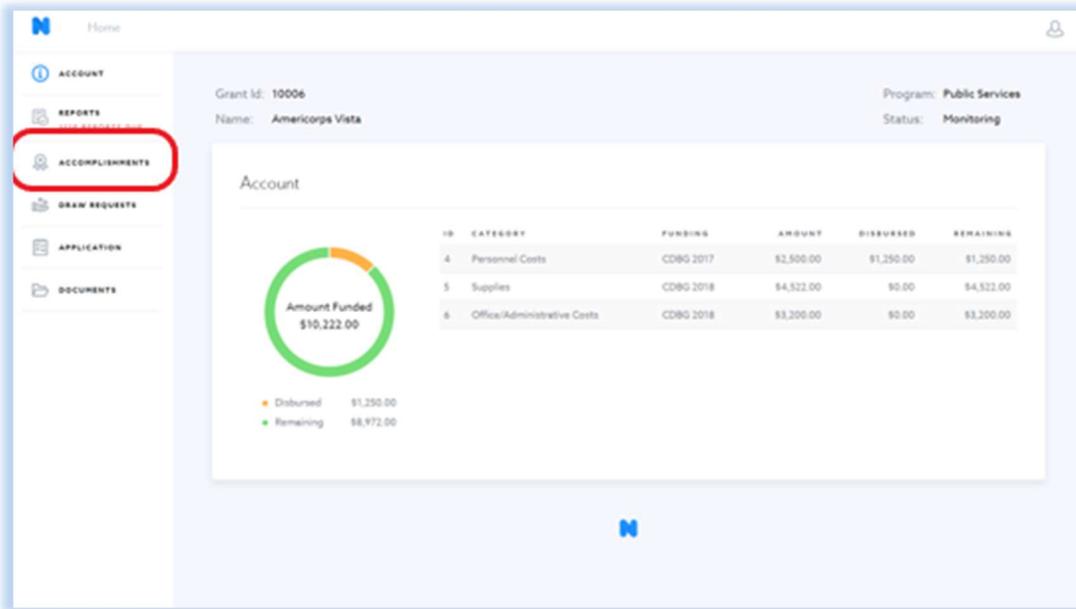


The screenshot shows the 'Workflow' tab for a request. It has three sub-tabs: 'Request', 'Workflow 3 of 3' (selected), and 'Audit Log Entries (5)'. The main content is a table with the following data:

ACTIVITY	DATE COMPLETED	COMPLETED BY
Grants Analyst 	1/26/2022 8:29:22 AM	alexandra.taylor@savannahga.gov 
Principal Program Analyst 	1/27/2022 3:24:21 PM	twilcoxon@savannahga.gov
Approve for Payment 	1/31/2022 3:21:19 PM	sarah.saunders@savannahga.gov

Tracking your Progress

The Accomplishments tab located on the left side of the screen provides a summary of Accomplishment data entered via Quarterly Reports.



Note: This screen is Read Only – accomplishment data can only be added/modified via the Quarterly Reports. Use the scroll bar at the bottom of each section of Accomplishments to view multiple quarters.

Accomplishments

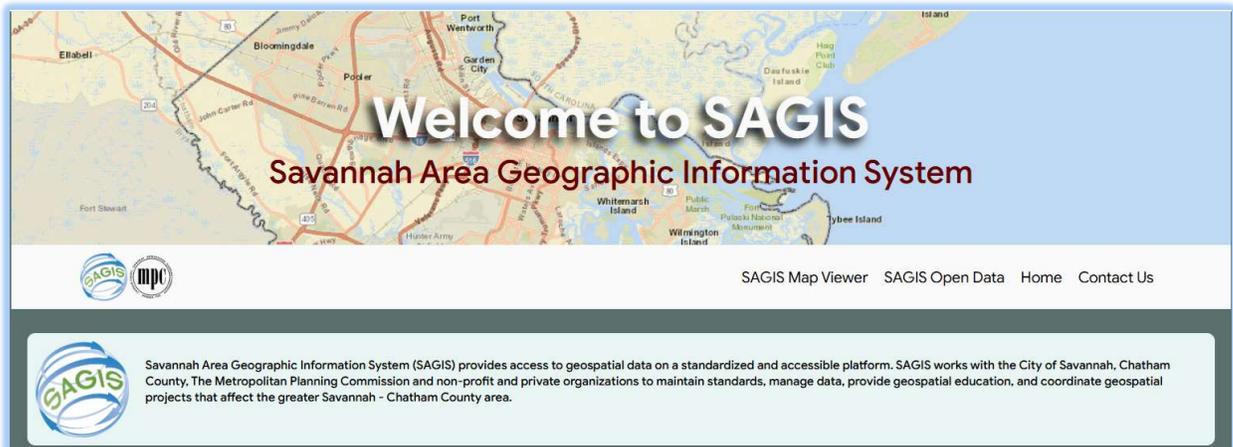
Setup | View Accomplishments

Accomplishment data below is read-only. Changes must be made to the corresponding report.

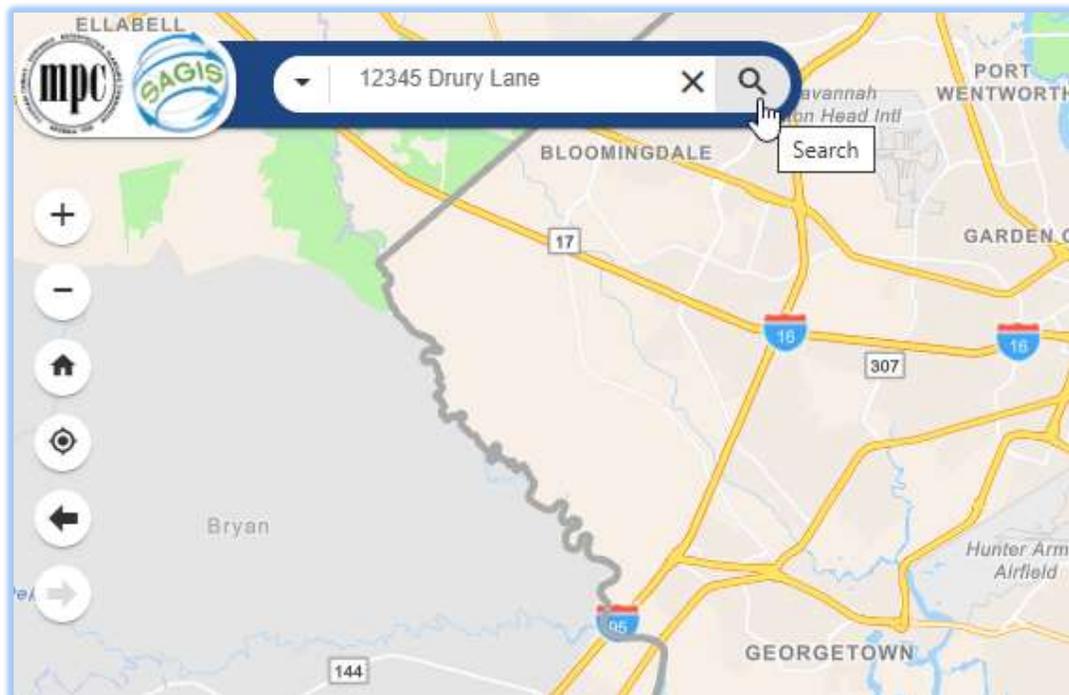
AMERICAN RED CROSS - DISASTER RESPONSE AND RECOVERY (\$24,000)	TOTAL	TARGET	PCT
Unduplicated number of persons assisted	0	300	0 %
Number of participants who receive supplemental assistance to secure safe and stable housing (security deposit, home repairs and first months rent)	0	145	0 %
Total number of referrals provided to individuals who experience a disaster	0	600	0 %

Verification of Participant Addresses

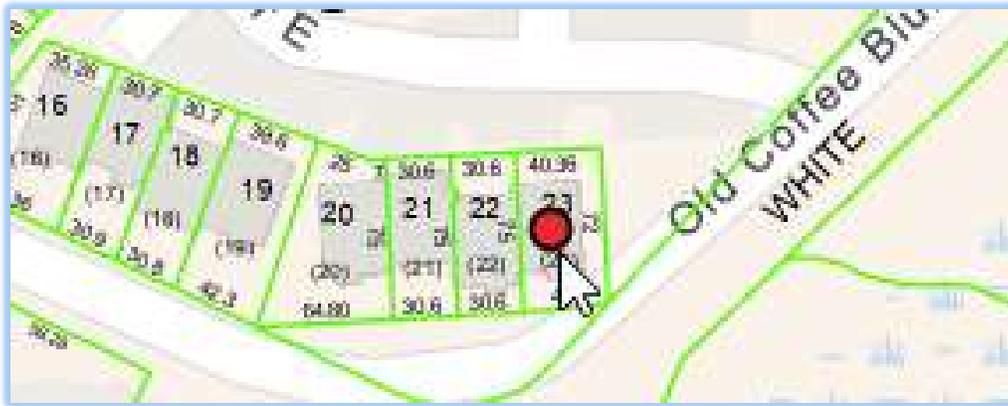
The Community Partnership Program is funded with General Fund, tax-payer dollars. As such, it is imperative that funding be used specifically to benefit the residents of the City of Savannah. Addresses can be deceiving when reporting the number of Savannah residents served. A helpful resource for verifying that your clients/participants are City of Savannah residents is the Savannah Area Geographic Information System (SAGIS), available on the City's website or by clicking here: <https://www.sagis.org/map/>



Enter the participant's address in the search bar.



Next, click on the red dot to expand information on the property.



If you enter the address and they are not assigned an Aldermanic District (SAV 1, SAV 2, SAV 3, SAV 4, SAV 5, or SAV 6), the individual lives outside of Savannah city limits even if their address says “Savannah.” The same tip applies to verifying the location of schools.

A screenshot of a software window titled "Property Boundaries (Parcels), 108 PINNACLE CT". The window displays the following information:

Property Address:	108 PINNACLE CT
PRC Link:	Print Property Record Card ->
Parcel ID (PIN):	11029104071
Navigation:	View Directions ->
Owner Name:	SCEPTER*
Estimated Zoning:	PUD-C - Planned Unit Development Community
Estimated Floodzone:	X
Calculated Acreage:	0.19
Local Historic District:	N/A
Aldermanic District:	N/A
County Commission District:	6
Elementary School:	Southwest Elementary School
Middle School:	Southwest Middle School
High School:	New Hampstead High School

A red arrow points to the "Aldermanic District: N/A" entry. To the right of the screenshot is a red circle with a white "X" inside.

(1 of 2)

Property Boundaries (Parcels): [REDACTED] LEON VILLAGE RD

Property Address:	[REDACTED] LEON VILLAGE RD
PRC Link:	Print Property Record Card →
Parcel ID (PIN):	[REDACTED]
Navigation:	View Directions →
Owner Name:	[REDACTED]
Estimated Zoning:	R-1 – Residential
Estimated Floodzone:	X
Calculated Acreage:	0.14
Local Historic District:	N/A
Aldermanic District:	GC 4 ←
County Commission District:	8
Elementary School:	Brock Elementary School
Middle School:	Mercer Middle School
High School:	Groves High School



Property Boundaries (Parcels): [REDACTED] APACHE AVE

Property Address:	[REDACTED] APACHE AVE
PRC Link:	Print Property Record Card →
Parcel ID (PIN):	[REDACTED]
Navigation:	View Directions →
Owner Name:	[REDACTED]
Estimated Zoning:	C-M – Conservation - Marsh
Estimated Floodzone:	AE, X_500, X
Calculated Acreage:	25.33
Local Historic District:	N/A
Aldermanic District:	SAV 6 ←
County Commission District:	6
Elementary School:	Windsor Forest Elementary School
Middle School:	Southwest Middle School
High School:	Windsor Forest High School



School Examples:

Property Boundaries (Parcels):SUNSET BLVD

Property Address:	SUNSET BLVD
PRC Link:	Print Property Record Card →
Parcel ID (PIN):	30290 01004
Navigation:	View Directions →
Owner Name:	BOARD OF EDUCATION
Estimated Zoning:	R-1 – Residential
Estimated Floodzone:	AE, X_500, X
Calculated Acreage:	12.38
Local Historic District:	N/A
Aldermanic District:	N/A
County Commission District:	3
Elementary School:	Humanities at Juliette Gordon Low Elementary School
Middle School:	Myers Middle School
High School:	Johnson High School



Property Boundaries (Parcels):414 LEE BLVD

Property Address:	414 LEE BLVD
PRC Link:	Print Property Record Card →
Parcel ID (PIN):	20142 09001
Navigation:	View Directions →
Owner Name:	BOARD OF EDUCATION
Estimated Zoning:	RSF-10 – Residential Single-family-10
Estimated Floodzone:	AE, X_500, X
Calculated Acreage:	7.71
Local Historic District:	N/A
Aldermanic District:	SAV 4
County Commission District:	1
Elementary School:	Heard Elementary School
Middle School:	Myers Middle School
High School:	Jenkins High School

