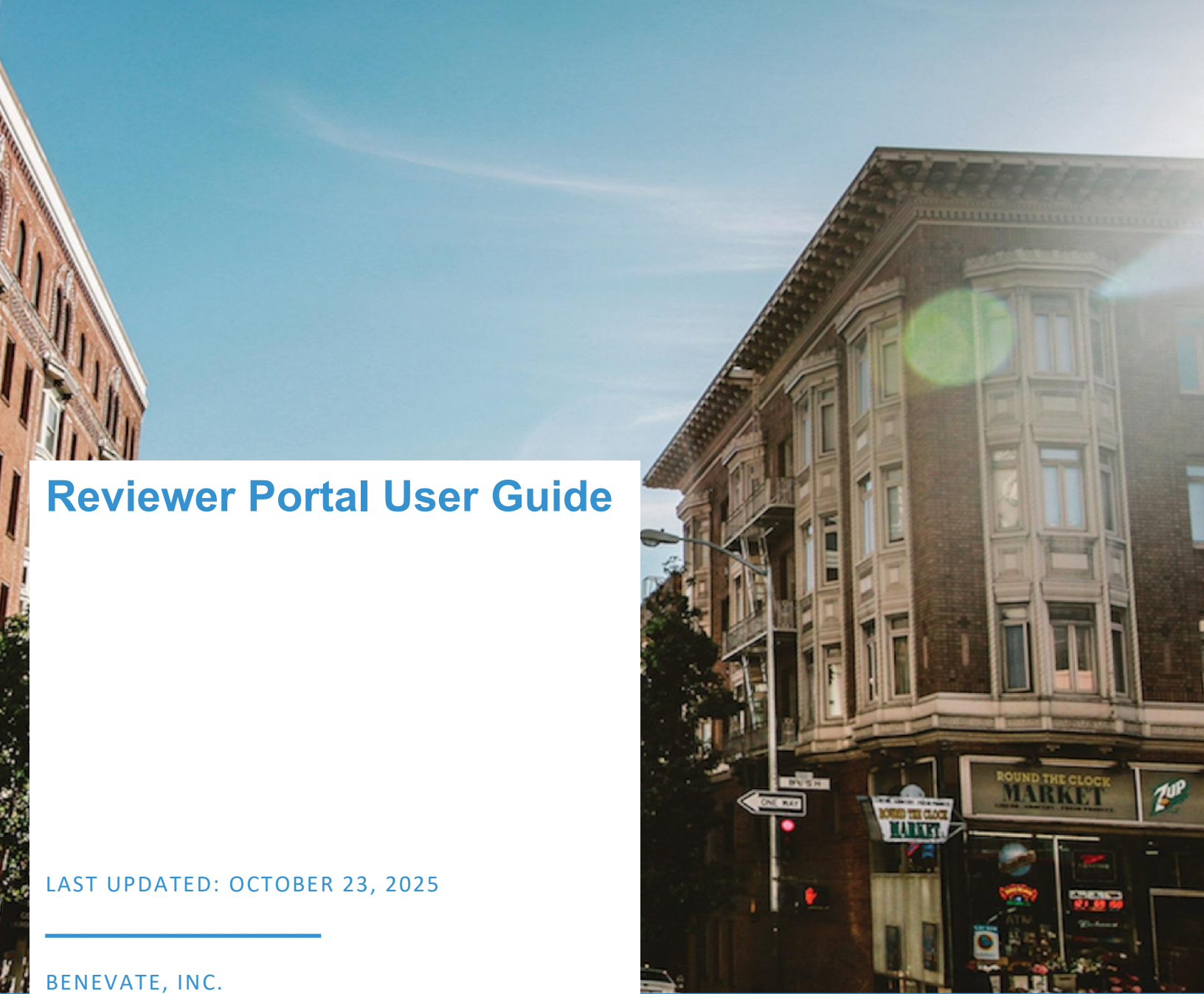




Reviewer Portal User Guide

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BENEVATE, INC.
DBA NEIGHBORLY SOFTWARE



Neighborly Software

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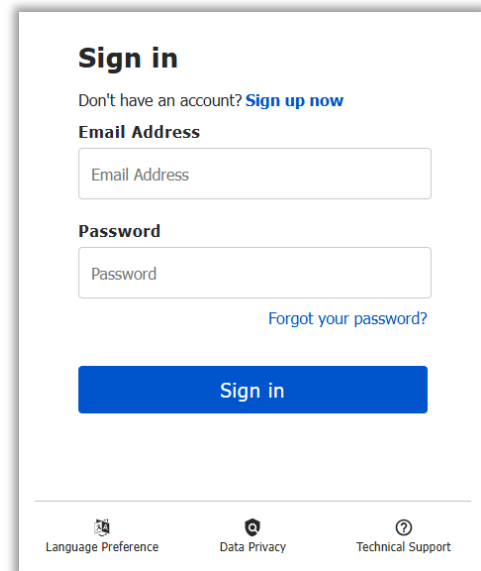
Accessing the Reviewer Portal

The Reviewer Portal is hosted by Neighborly Software and is accessible via any internet connected device. The recommended browser is Google Chrome but will work with any modern web browser.

Registration

To access the system, you'll need to create an account by first registering your email address. Select Sign up now and enter your work email address. Select "Send verification code". To verify your email address, the system will send you an email with a verification code.

Note: If you do not receive the email within 2 minutes, check your spam or junk mail folders. If the email is in either folder, mark the message as "Not Junk" or "Not Spam" to ensure you receive all future system notifications.



Sign in

Don't have an account? [Sign up now](#)

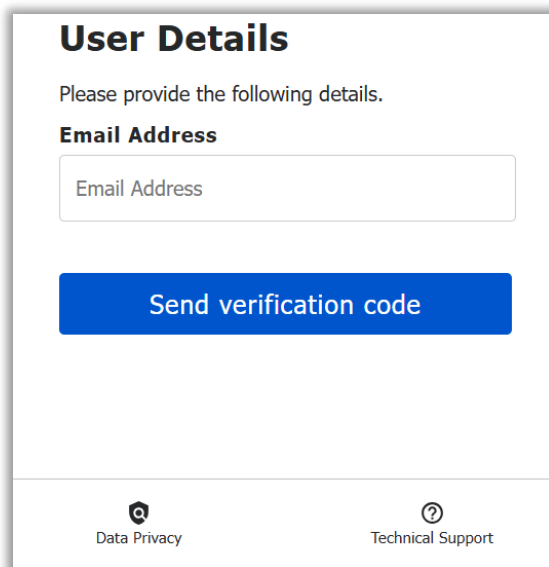
Email Address

Password

[Forgot your password?](#)

Sign in

[Language Preference](#) [Data Privacy](#) [Technical Support](#)



User Details

Please provide the following details.

Email Address

Send verification code

[Data Privacy](#) [Technical Support](#)

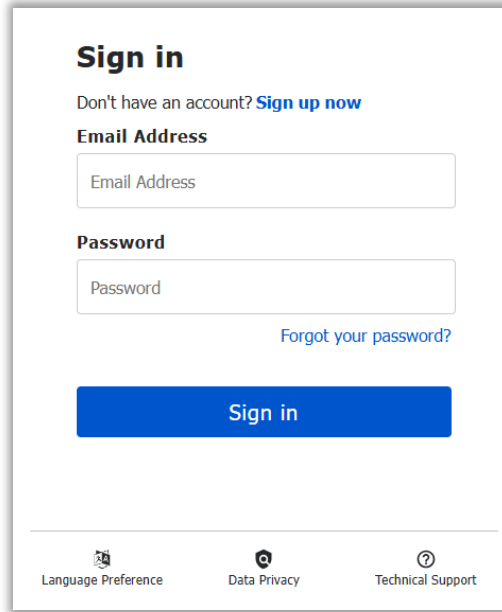
Enter your email and the verification code will be emailed to you. Enter the verification code into the text box and click "Verify Code."

If the code is not accepted, you may generate a new code by selecting "Send new code." Another email with a new code will be sent to your inbox.

After verifying your email address, you'll be prompted to create a password. Passwords should be at least 12 characters long and include at least one UPPERCASE letter, lowercase letter, a number, and a special character (!@#\$\$%^).

Signing 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.

A screenshot of a web form titled "Sign in". At the top, it says "Don't have an account? [Sign up now](#)". Below this is a section for "Email Address" with a text input field containing the placeholder "Email Address". Underneath is a section for "Password" with a text input field containing the placeholder "Password". To the right of the password field is a link that says "Forgot your password?". At the bottom of the form is a large blue button with the text "Sign in". At the very bottom of the page, there are three links: "Language Preference", "Data Privacy", and "Technical Support", each with a small icon above it.

Password Reset

If you forget your password, select the link “Forgot your Password?” and follow the prompts to create a new password.

Enter the email address that was used to register your account. Then select “Send Verification Code”

Within a few seconds, the system will send you an email containing a 6-digit code. Enter the code into the text field and select “Verify Code”

If after 2 minutes you have not received a code, you may repeat these steps to generate another code.

Be sure to check your spam and junk folders before requesting a new code. Sometimes users do not receive the code due to a simple typo when entering their email address. Verify that the email entered is indeed correct.

Tasks

You may be assigned a task by a Program Administrator. Tasks will be displayed on the Portal Dashboard. To open a task, select the  to the right of the task.

Good Afternoon, Christa!

My Tasks

Active (1)

TASK ID	CASE	SUBJECT	STATUS	DUE DATE	
187	30086: ATV Agency	Application Review	Active	1/12/2030	

Applications Awaiting Score (1)

Action Required

CASE ID	NAME	PROGRAM	YEAR	SCORE	LAST UPDATED	EXPIRES	
30086	ATV Agency	Public Service Grants	2022/23	0 out of 100	2/20/2024 1:36:34 PM		

Once inside the task, view the details and complete the request. You may upload any supporting files by selecting the “Upload File” hyperlink.

TASK

Details

Messages (0)

Subject

Missing Budget Details

Details

Please submit an updated Budget Narrative in your May Report. Please upload to the task. Make sure to mark task as “Complete”.

Status

Active

Due Date

5/29/2023

Owner(s)

Christa Driscoll

Follower(s)

Attachments

Upload File

Created by christa.driscoll@neighborlysoftware.com at 5/24/2023 9:35:46 PM

Last updated by christa.driscoll@neighborlysoftware.com at 5/24/2023 9:40:53 PM

Mark Task Complete

Additionally, if there are follow up questions regarding the task, you may send a message in the task to the Program Administrator who originally assigned the task. Select the Messages Tab, enter a detailed message in the

text area, then select the  icon to post the message. You will be notified via email once a response has been posted. Once the task has been completed, select the “Mark Task Complete” button.

TASK

Details

Messages (0)

Adding a message will notify the task owner(s) and follower(s).



No Messages Found

Complete Scoring

Select the  icon” to open the Scoring Summary page.

Good Afternoon, Christa!

My Tasks

Active (1)

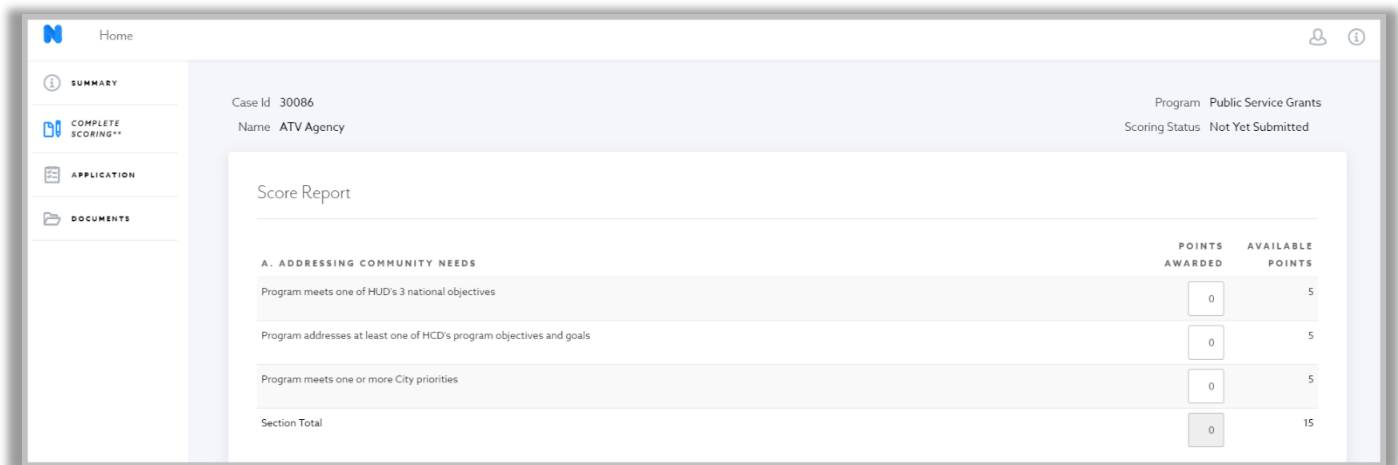
TASK ID	CASE	SUBJECT	STATUS	DUE DATE	
187	30086: ATV Agency	Application Review	Active	1/12/2030	

Applications Awaiting Score (1)

**Action Required

CASE ID	NAME	PROGRAM	YEAR	SCORE	LAST UPDATED	EXPIRES	
30086	ATV Agency	Public Service Grants	2022/23	0 out of 100	2/20/2024 1:36:34 PM		

A. Complete Scoring



Home

Case Id 30086

Name ATV Agency

Program Public Service Grants

Scoring Status Not Yet Submitted

Score Report

	POINTS AWARDED	AVAILABLE POINTS
A. ADDRESSING COMMUNITY NEEDS		
Program meets one of HUD's 3 national objectives	0	5
Program addresses at least one of HCD's program objectives and goals	0	5
Program meets one or more City priorities	0	5
Section Total	0	15

The **Complete Scoring** selection opens the **Score Report** page. This is where the scoring rubric will be filled out. Use the **Points Awarded** fields to enter the points that correspond to each question. The **Available Points** column displays the maximum number of points to be awarded for each item.

Save/Submit as Final

FUNDING RECOMMENDATION AND COMMENTS

Enter funding recommendation and comments here...

Save

Submit as Final

Use the **Save** button at the bottom of the page to save your progress. You may come back to edit your work as long as the scoring period is still open. Select the **Submit as Final** button to submit your rubric and final recommendations to the Program Administrators. Once submitted as final, the scoring will no longer be a editable.

You must contact a Program Administrator to reopen the score rubric to make any further changes.

B. Application

Home

SUMMARY

COMPLETE SCORING**

APPLICATION

Program Overview

A. Contact Information*

B. Program Description

C. Program Budget

D. Program Sustainability

E. Required Documents

Submit

DOCUMENTS

Case Id 30086

Name ATV Agency

Program Public Service Grants

Scoring Status Not Yet Submitted

A. Contact Information

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

ATV Agency

A.2. Mailing Address

3423 Piedmont Rd NE

420

Atlanta

GA

30305

A.3. Federal ID Number

23857428

A.4. SAM

567474

A.5. DUNS

12459868

A.6. Agency Website

water4U.org

AGENCY POINT OF CONTACT

A.8. Agency Type

Government

A.9. First Name

Christa

A.10. Last Name

Driscoll

A.11. E-Mail

christa@mail.com

A.12. Phone Number

(854) 246-8732

EXECUTIVE DIRECTOR

A.14. First Name

John

A.15. Last Name

Martin

A.16. Email

johnw@mail.com

A.17. Phone Number

(754) 212-8774

A.7. Please provide the Mission Statement of the organization

The **Application** button will display the fully completed application for review. All fields will be in a read-only mode and are not editable by the reviewer.

C. Documents

Home

SUMMARY

COMPLETE SCORING**

APPLICATION

DOCUMENTS

Case Id 30086

Name ATV Agency

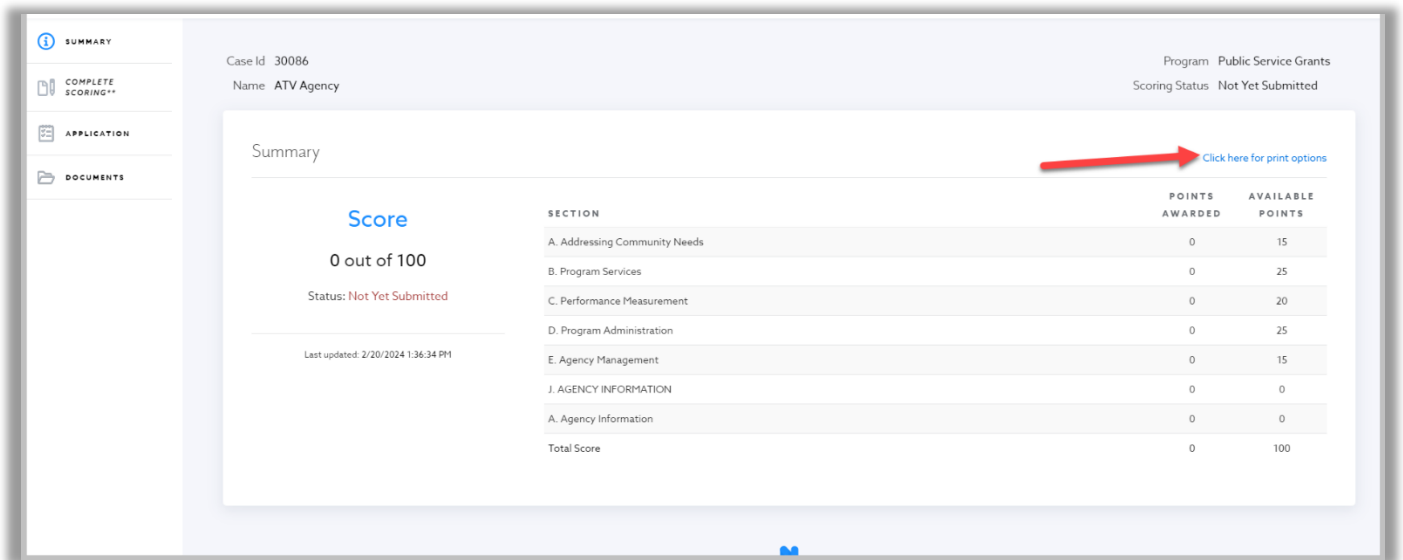
Program Public Service Grants

Scoring Status Not Yet Submitted

Documents

The **Documents** button will display a listing of all the files that have been uploaded to the application by the grantee/subrecipient. Reviewers may download each file for further review.

D. Print Options



Case Id 30086
Name ATV Agency
Program Public Service Grants
Scoring Status Not Yet Submitted

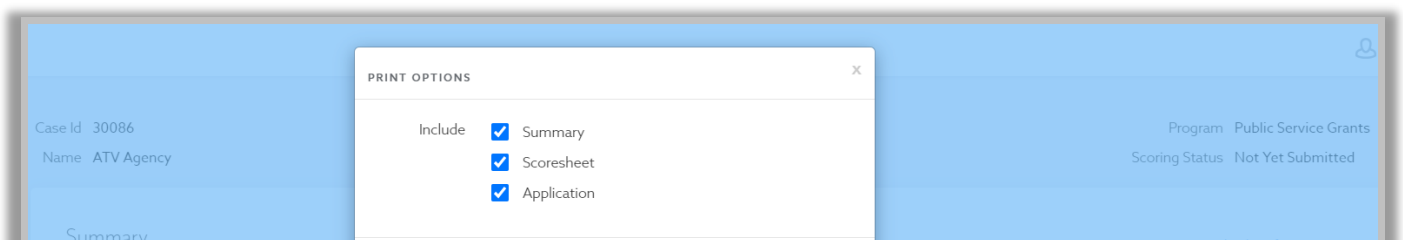
Summary

Score
0 out of 100
Status: Not Yet Submitted
Last updated: 2/20/2024 1:36:34 PM

SECTION	POINTS AWARDED	AVAILABLE POINTS
A. Addressing Community Needs	0	15
B. Program Services	0	25
C. Performance Measurement	0	20
D. Program Administration	0	25
E. Agency Management	0	15
J. AGENCY INFORMATION	0	0
A. Agency Information	0	0
Total Score	0	100

[Click here for print options](#)

From the **Summary** page, select the hyperlink “**Click here for print options**”



PRINT OPTIONS

Include ☒ Summary ☒ Scoresheet ☒ Application

Case Id 30086
Name ATV Agency
Program Public Service Grants
Scoring Status Not Yet Submitted

From the pop-up, select items you wish to render and download to your device for access offline.

Summary: this rendering will be a table which includes details from the Summary page in the portal

Scoresheet: this rendering will include the score card with any points that have been saved alongside the total available points for each section

Application: this rendering will include the entire application with the date fields that were completed by the grantee/subrecipient.

Technical Difficulties

If at any point you run into technical difficulties with the software, use the help icon located in the bottom right corner of your screen to contact our Support Team. Support is available Monday – Friday from 8am to 7pm Eastern Time.

****For questions related to the program, review/scoring process, deadlines etc. please contact your Program Administrator.**

