

Happy New Year! I hope this email finds everyone well.

Centennial has received word that we have received State Stimulus funding for COVID affected households. This funding is available until June 30, 2021 or until we run out, whichever comes first and is for rent/mortgage assistance. The funds are available to qualifying household in Centennial's ten county catchment area of: Cheyenne, Elbert, Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington and Yuma Counties.

There are a couple of things that are different from the previous rounds of funding received. The first is that applications are to be submitted online, including the required documents to determine eligibility. We can also help the household with the application if need be and or answer any questions they may have.

If there is someone who we have assisted in the past, they will need to go in and complete an updated application. I do realize it is a bit of work for the participant, however we do not have the capacity to enter the applications manually for all the households we previously served and who are still needing assistance.

The application is listed in English, however we have been told it is available in Spanish and other languages through Google Translation. If there is a need for the application in a different language and Google Translation does not work, please let us know and we will work to figure this out.

Listed below is the participant portal link, please share this with those who you refer. We will also have the link listed on our website by the end of the week. The participant will need to register their account to begin the application process. I am including a few instructions with this email, in case you or your agency happens to assist in getting them started.

**Participant Portal Link:**

<https://portal.neighborlysoftware.com/COEHAP/Participant/Login>

The image shows a registration form with a blue border. At the top, there are two tabs: "Sign In" and "Register". The "Register" tab is selected. Below the tabs are five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". At the bottom of the form is a blue button labeled "Continue".

## 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 user name (which is your email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications, so it is recommended to use your work email address. 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. Occasionally, for

new clients, we may need to work with the IT/Email Administrator to ensure spam filtering does not inadvertently block valid system messaging.

## 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.

If you have any questions, please feel free to contact anyone of the housing team members at [Housing@CentennialMHC.org](mailto:Housing@CentennialMHC.org).

Also, please forward as appropriate.

Enjoy your day!

Kirstin Schelling

Housing & Supported Employment Program Manager