# Complete Program Application

Each year, service providers are required to complete a program application in the COAST service provider portal to begin the next fiscal year contracting process. This reference guide will show you how to complete your program application.

By clicking on the link highlighted below in the COAST service provider portal, service providers will have an opportunity to complete the program application and provide the branch with updated information about your organization and programs.
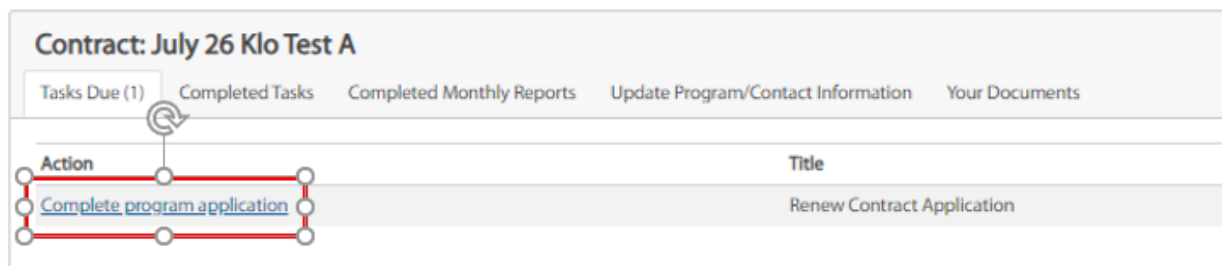
1. **Applicant Contact Information** page - Please review and update your organization information. Click Save and Continue to advance to the next page.

2. **Applicant Administration Information** page – Please fill in the questionnaire. Service providers are required to complete this questionnaire every year. Click Save and Continue to advance to the next page.

3. **Commercial General Liability Insurance** page– Please select either Option A or Option B. Service providers are required to complete this section of the program application every year. Click Save and Continue to advance to the next page.

4. **Program Information page** (Program Type – Program Location) – Please complete all the required information on this page. Click Save and Continue to advance to the next page.
    a. **Primary Program Contact** – please complete the primary contact information of the agency for this program

    b. **Program Contact** – please select the program Primary Contact for the Program (i.e. Program Manager, Program Coordinator, etc.).

    c. **Program Staff** – please select all staff currently employed in this program. If the staff are not listed, please click on Add Missing Program Staff to create a new profile. The name will appear in the list on the left of the screen upon adding the profile

d. **Sub-contracted Staff** – please select sub-contracted staff under this program. If the sub-contracted staff are not listed, please click on Add Missing Staff to create a new profile.

e. **Police Based Victim Services only** – please complete the information about whether this program is cost-shared and provide the police detachment information.

f. **Program Hours of Operations** page – please input the operating hours of the program which may vary depending on the operating hours for each day (i.e. Wednesday 9-5, Thursday 8-4). Please click on the **Add Operation Hours** to enter the operating hours for each day. Click Save and Continue to advance to the next page.

5. **Review Program Application** – Please review all the information entered in the program application from the steps above. Once the review is complete, please click **Save and Continue to advance to the next page.**

6. **Authorization** – please review the terms and conditions on this page.
   a. Please check both boxes if you agree to the terms and conditions.

   b. Once you have checked both boxes, please select your name in the **Authorized Signing Officer** dropdown menu.

   c. Sign your application - please use your cursor device (e.g. mouse) to provide a digital signature. If unsatisfied with the signature, please click on **Clear** button to remove and try again. Click on **Sign** button to display the timestamp.

   d. Once you have signed, please click on **Submit** button to submit the application. A green success banner will display to confirm that the program application journey is complete.

7. **Completed Task** – Once you have submitted the application, it will display on the Service Provider Dashboard view under the Completed Tasks tab. Congratulations! You have successfully updated the program application for next fiscal year's contract cycle, and you may print a copy for your records.

8. **Printing a copy of the Program Application –** To print off the completed application form, go to the **Completed Tasks Tab** and click on the application. Right click with your mouse and you will see a print option. Click print. You will need to go through each application page to complete this process.

Upcoming Fiscal Year Contracts - 2021 to 2022

Contract: Runthrough1-22

| Tasks Due | Completed Tasks (1) | Completed Monthly Reports | Update Program/Contact Information | Your Docume |

Task	Title	Status
Complete program application	Contract Application	Completed