

## Application Portal Instructions

As of 12/12/2022

- Go to HCD website using link: <https://www.hcd.ca.gov/>
- Click on “Grants and Funding” menu and select the program you will be applying for.

The screenshot shows the California Department of Housing and Community Development website. The header includes the CA.Gov logo and social media icons. The main navigation menu is open, showing 'Grants & Funding' selected. Below the menu, the 'Accessories Dwelling Units' page is visible, featuring a 'Learn More' button. A list of programs is displayed on the right side of the page, including CalHome, Community Development Block Grant, COVID-19 Rent Relief Program, Emergency Solutions Grants, Excess Sites Local Government Matching Grants, Foreclosure Intervention Housing Preservation Program, Golden State Acquisition Fund, HOME American Rescue Plan Program, HOME Investment Partnerships Program, Homeownership Super NOFA, Housing for a Healthy California Program, and Housing Navigators Program.

- You will be directed to the page for your selected program.
- Scroll down on this page and select “Apply Now”, then click on Portal link provided to navigate to Login page.

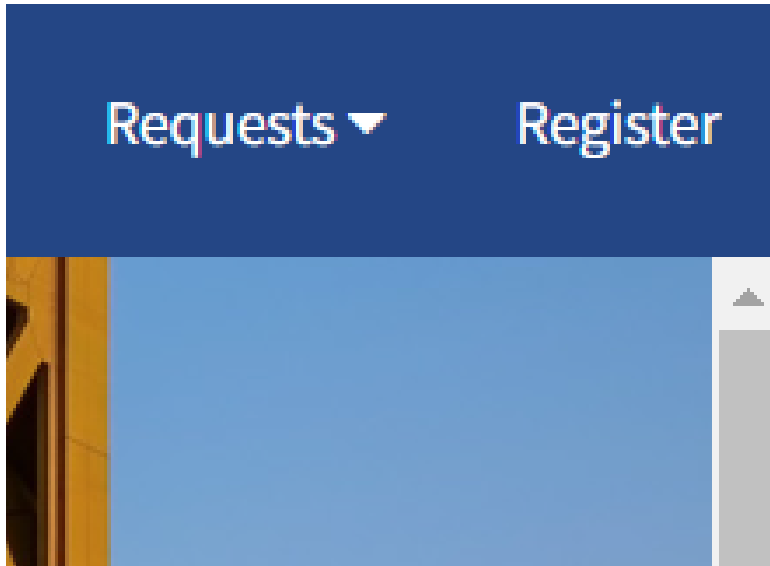
The screenshot shows the application portal navigation bar. It features four main icons: a clipboard with a checkmark for 'Notice of Funding', a document with a checkmark for 'Apply Now', a ribbon with a checkmark for 'Awards', and a checklist with a checkmark and an 'X' for 'Reporting & Compliance'. Below these icons is a horizontal menu with five tabs: 'Background', 'Eligibility', 'Forms', 'Resources', and 'Archive'.

- You must first register before you can use the Portal. In order to complete the registration, you will need to click on the Register text in the right-hand corner of the Portal and fill out the required information. Once you have registered, you will receive a Verification/Confirmation

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email, if you don't readily see it in your inbox make sure to check your Spam folder, Junk folder, etc.



- Please note, you will not be able to Log In if you do not click on the Verification/Confirmation email.
- If you already have an account, then you will be able to Log In using your email (your email will be your username) and password.

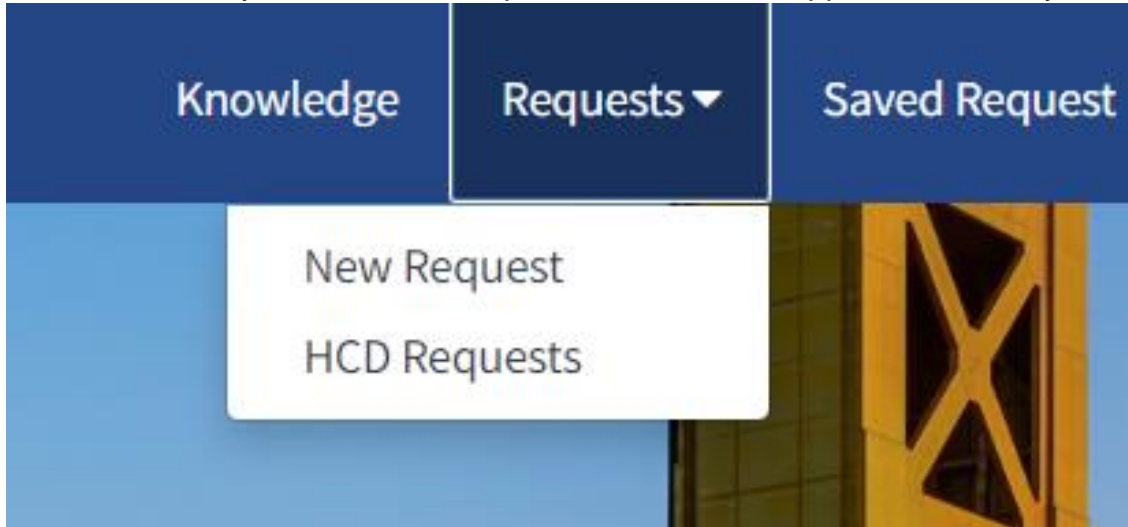


- Once you Log In you will be directed to the Application Portal you are applying for.

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- If you are not readily directed to the Application Portal you are applying for, you can click on the Request text at the top of the screen and choose “New Request”. This will direct you to a new screen and you will have the option to click on the Application Portal you are applying for.



- You will be required to fill out the first screen you are directed to and enter all the required information on this page. Once you click on the Save & Continue button, your application will be saved, and you will be redirected to a new page.

A screenshot of the application form. The form is titled 'Title' and is located on a page with a blue header. The header contains the California Department of Housing and Community Development logo, the text 'California Department of Housing and Community Development', and navigation links for 'Knowledge', 'Requests', and 'Saved Request'. Below the header, there is a search bar and a breadcrumb trail: 'Consumer Service > Title Acronym > Title'. The form itself has a white background and contains several input fields, each with a red asterisk indicating it is required. The fields are: 'Applicant Name', 'Applicant Address', 'Applicant City', 'Applicant State', and 'Applicant Zip'. A red 'Save & Continue' button is located to the right of the form.

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- The new page will display the Portal Title, Project Name, Number (Application Number), Requested by information and a Save and Cancel button at the top of the screen. And will automatically display the Attachments section.

The screenshot displays the 'Title' section of the application portal. At the top, there is a navigation bar with the California Department of Housing and Community Development logo and text, and links for 'Knowledge', 'Requests', and 'Saved Request'. Below the navigation bar, the 'Title' section contains a form with the following fields:

Project Name	Number	Requested By
Project Name	Title Acronym0000048	User

At the bottom right of the form are 'Save' and 'Cancel' buttons. Below the form, there are three tabs: 'Submission Details', 'Attachments', and 'Activity'. The 'Attachments' tab is active and shows a search bar and three attachment slots:

- 0 - Application Workbook (Excel) \* (with a paperclip icon)
- 1 - Organization Documents \* (with a paperclip icon)
- 2 - Other Documents (with a paperclip icon)

Each attachment slot contains the text 'Drop files here'.

- The Save button will save any information or documents you have uploaded for this application.
- The Cancel button will allow you to cancel the application. This button only displays while the Application is in a Draft state. Once you Submit the Application, you can no longer cancel it.

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- You will have the ability to edit the first screen you had submitted by clicking on the Submission Details text. This will allow you to make edits if applicable.

The screenshot shows the 'Submission Details' screen. At the top is a blue header with the California Department of Housing and Community Development logo and navigation links for 'Knowledge', 'Requests', and 'Saved Request'. Below the header is a white box with the title 'Title' and a form containing three fields: 'Project Name' (with 'Project Name' below it), 'Number' (with 'Title Acronym0000048' below it), and 'Requested By' (with 'User' below it). 'Save' and 'Cancel' buttons are in the bottom right. Below the form are three tabs: 'Submission Details' (selected), 'Attachments', and 'Activity'. The 'Submission Details' tab is expanded, showing a search bar with 'Title Acronym0000048' and three input fields: '\*Applicant Name' (with 'Test App'), '\*Applicant Address' (with 'Test App'), and '\*Applicant State' (with 'California').

- The Attachments screen will allow you to upload documents (Format types allowed: doc, docx, xls, xlsx, xlsx, xlsx, pdf, jpeg, jpg, png, ico, bmp) that are being requested by the Program. Some of the sections within the Attachment screen will have required documents that need to be uploaded in order to Submit your application.

The screenshot shows the 'Attachments' screen. It has the same blue header as the previous screen. Below the header is a white box with the title 'Title' and the same three-field form as the 'Submission Details' screen. Below the form are three tabs: 'Submission Details', 'Attachments' (selected), and 'Activity'. The 'Attachments' tab is expanded, showing a search bar and three document upload sections: '0 - Application Workbook (Excel) \*', '1 - Organization Documents \*', and '2 - Other Documents'. Each section has a paperclip icon and the text 'Drop files here'.

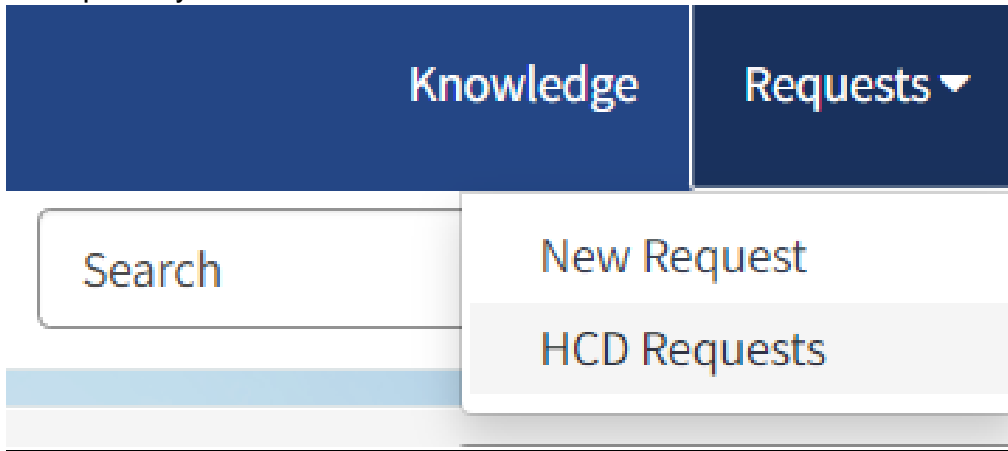
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- Once you add **all the required information, including the required attachments**, a new Submit button will display in the top section of the screen next to the Save button.

The screenshot shows the top navigation bar of the California Department of Housing and Community Development portal. It includes the department logo, name, and navigation links for Knowledge, Requests, and Saved Request. Below the navigation bar is a form titled "Title" with fields for Project Name, Number, and Requested By. The Project Name field contains "Project Name", the Number field contains "Title Acronym0000048", and the Requested By field contains "User". At the bottom right of the form are three buttons: "Submit", "Save", and "Cancel".

- Please note, your application is still in Draft Status until you click on the Submit button. Once you click on the Submit button, you have submitted your application and a confirmation email will be sent to you.**
- After you create your application, if you need to go into your application anytime, click on the Request text and select "HCD Requests". This will bring you to your page with all applications or requests you have created.



The screenshot shows the "HCD Requests" page. The top navigation bar includes the department logo, name, and navigation links for Knowledge, Requests, My Lists, and Saved Request. Below the navigation bar is a search box and the text "HCD Requests". The main content area shows a table with the following data:

Number	Project Name	Opened by	Status	Updated
Title Acronym0000048		User	Draft	12/07/2022 10:29:56 AM

At the bottom of the table, there are navigation controls: a left arrow, a right arrow, and the text "Rows 1 - 1 of 1".