

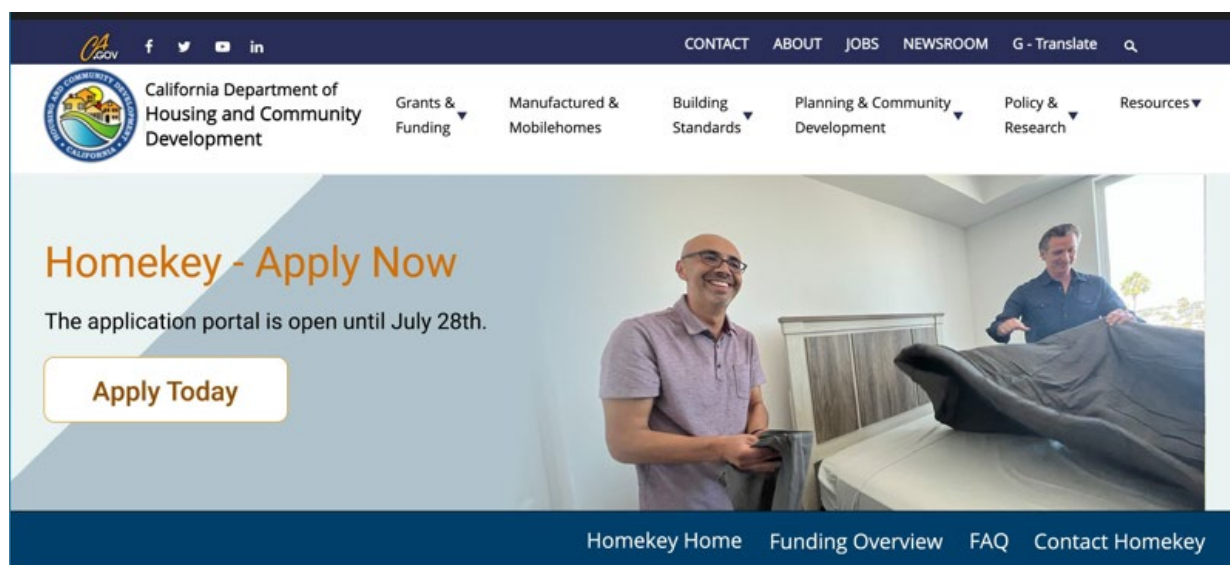
Application Portal Instructions

As of 4/20/2023

- 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.



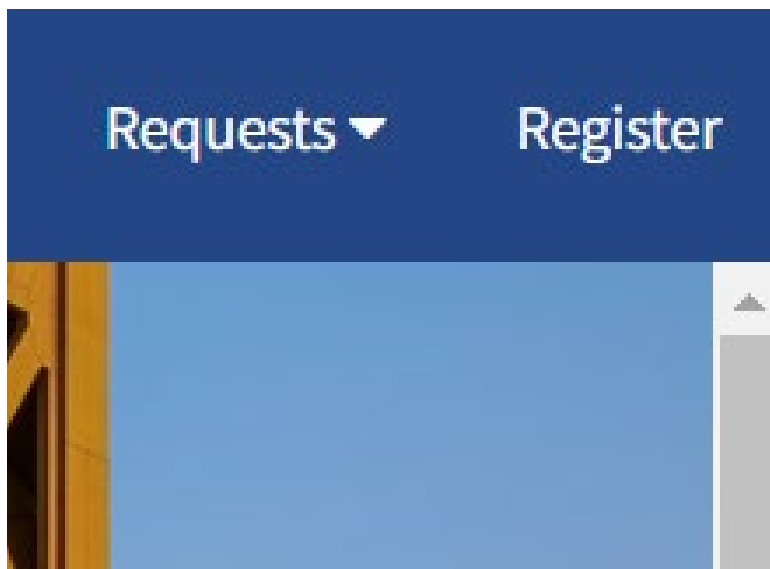
- You will be directed to the page for your selected program.
- On this page, select “Apply Today”, then click on Portal link provided to navigate to Login page.



Application Portal Instructions

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



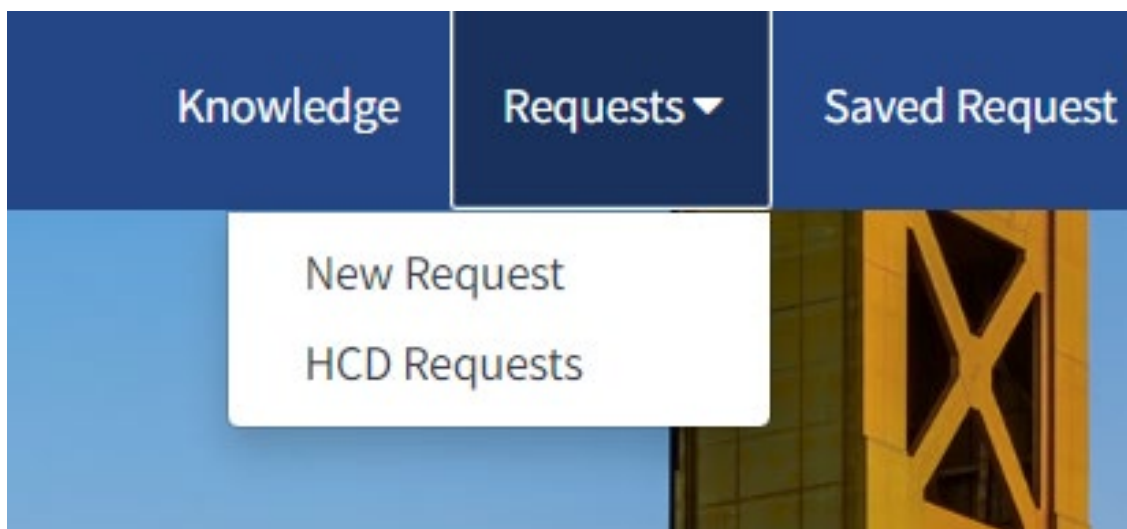
- Please note, you will not be able to Log In if you do not click on the Verification/Confirmation email.
- If you already have an account, then you will be able to Log In using your email (your email will be your username) and password.

A screenshot of the login page for the California Department of Housing and Community Development (HCD). The page has a dark blue header with the HCD logo on the left and the text 'California Department of Housing and Community Development' on the right. The background of the page shows a city skyline. A white login box is centered on the page with the title 'Sign In To Access All HCD Services'. Inside the box, there are two input fields: 'Email Address' and 'Password', each with a small icon to its right. Below the input fields is a large blue button with the text 'Log in'. At the bottom of the login box, there are two links: 'Forgot Password ?' and 'Create Account'.

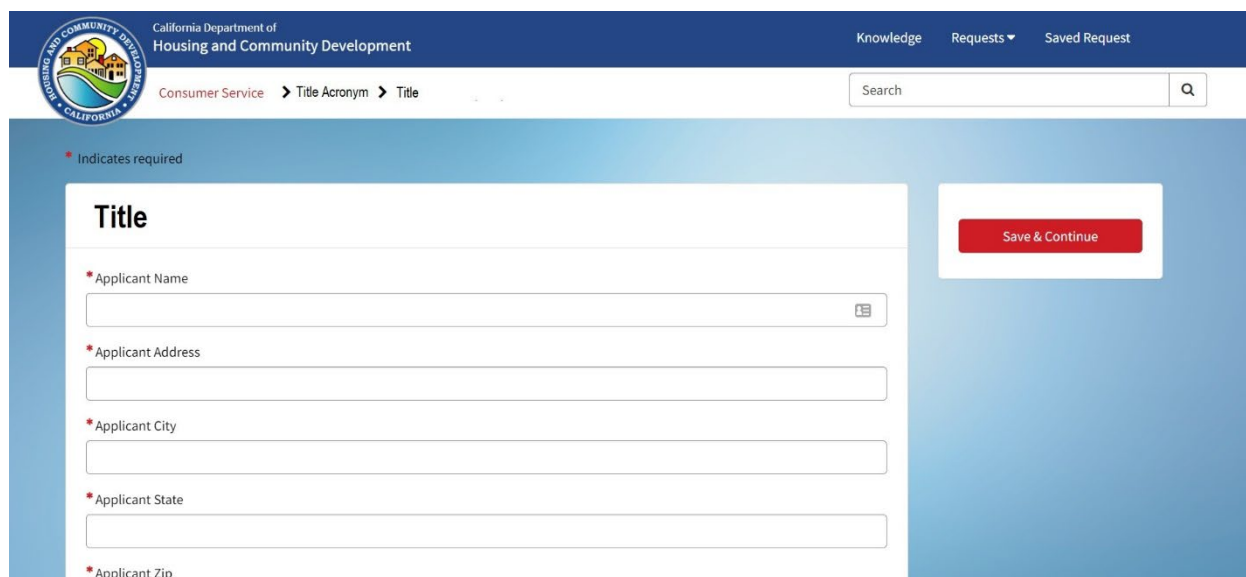
Application Portal Instructions

As of 4/20/2023

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



- 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.

Application Portal Instructions

As of 4/20/2023

California Department of Housing and Community Development

Knowledge Requests Saved Request

Title

Project Name
Project Name

Number
Title Acronym0000048

Requested By
User

Save Cancel

Submission Details Attachments Activity

Search...

0 - Application Workbook (Excel) * Drop files here

1 - Organization Documents * Drop files here

2 - Other Documents 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.
- 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.

California Department of Housing and Community Development

Knowledge Requests Saved Request

Title

Project Name
Project Name

Number
Title Acronym0000048

Requested By
User

Save Cancel

Submission Details Attachments Activity

≡ Title Acronym0000048

Title

* Applicant Name
Test App

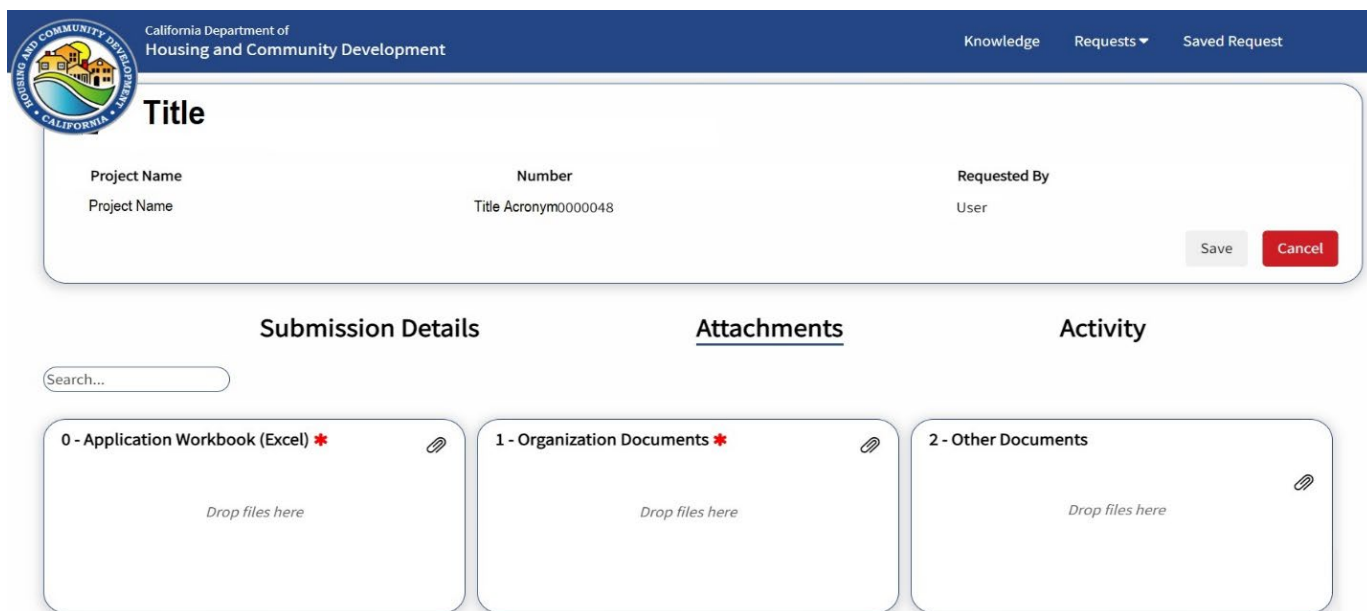
* Applicant Address
Test App

* Applicant State
California

- The Attachments screen will allow you to upload documents (Format types allowed: doc, docx, xls, 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.

Application Portal Instructions

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The screenshot shows the top section of the Application Portal. The header includes the California Department of Housing and Community Development logo and name, with navigation links for Knowledge, Requests, and Saved Request. The main form area is titled 'Title' and contains three input fields: 'Project Name' (with a placeholder 'Project Name'), 'Number' (with a placeholder 'Title Acronym0000048'), and 'Requested By' (with a placeholder 'User'). Below these fields are 'Save' and 'Cancel' buttons. Below the form, there are three tabs: 'Submission Details', 'Attachments', and 'Activity'. The 'Attachments' tab is active, showing a search bar and three attachment slots. The first slot is labeled '0 - Application Workbook (Excel) *' and contains a 'Drop files here' prompt. The second slot is labeled '1 - Organization Documents *' and also contains a 'Drop files here' prompt. The third slot is labeled '2 - Other Documents' and contains a 'Drop files here' prompt.

- 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.

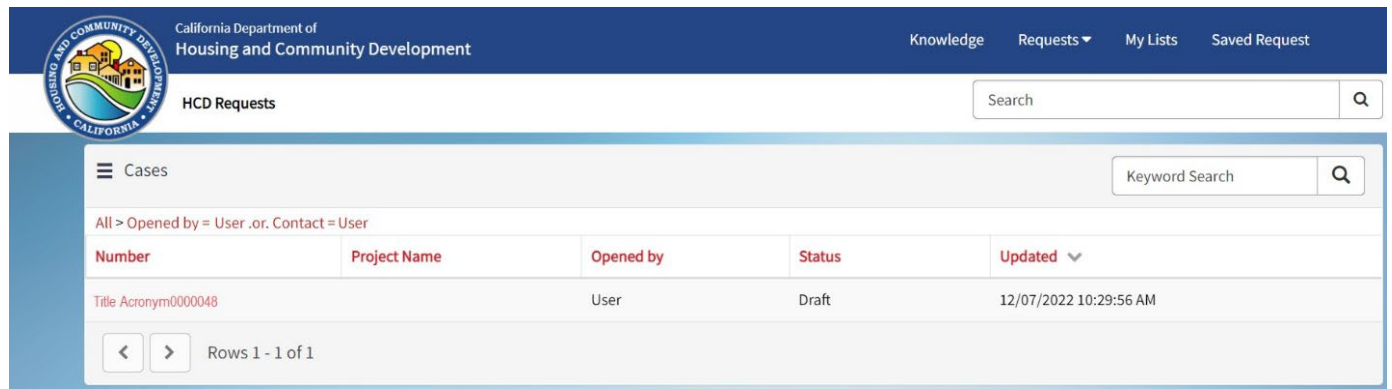
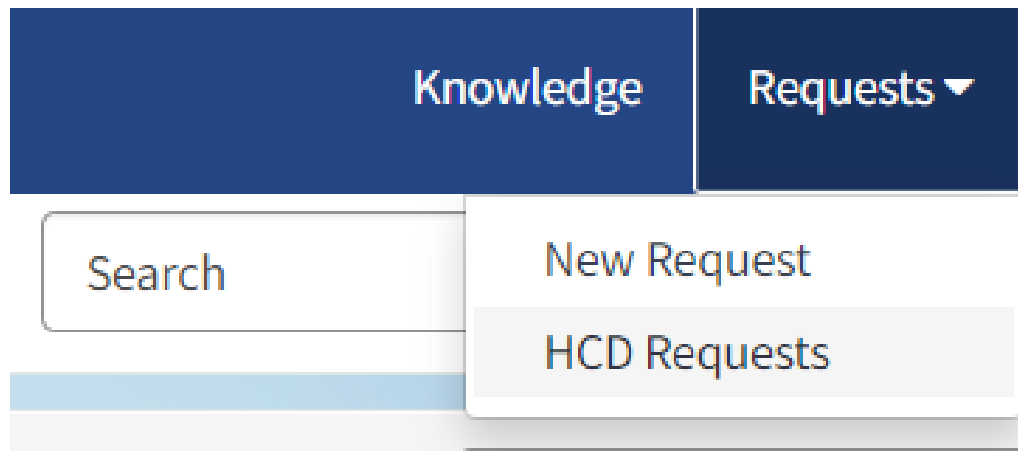


This screenshot shows the same Application Portal form as the previous one, but with an additional 'Submit' button visible next to the 'Save' and 'Cancel' buttons in the bottom right corner of the form area. The rest of the form, including the header, navigation links, and attachment slots, remains the same.

- 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.

Application Portal Instructions

As of 4/20/2023



For application and online portal assistance, please send your email to homekey.help@hcd.ca.gov.