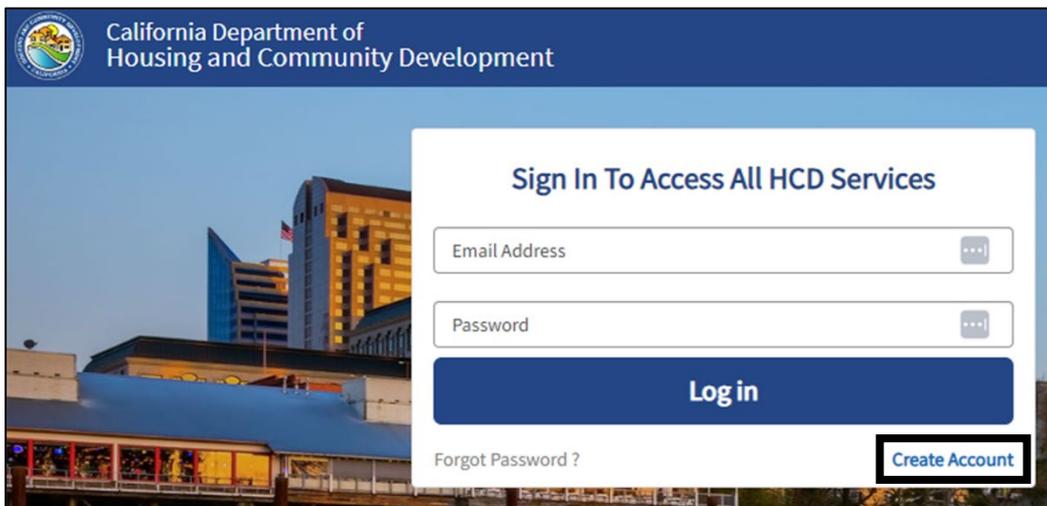


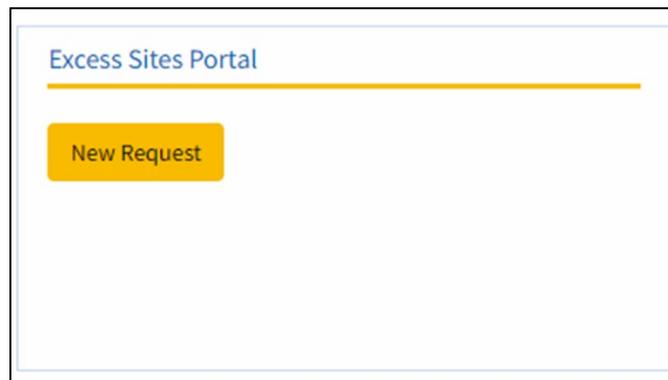
User Guide for the Excess Sites Developer Interest Portal

1. The [Excess Sites Developer Interest Portal Landing Page](https://calhcd.service-now.com/csp?id=sc_cat_item&sys_id=1e66706e93214e106587bc3e1dba104c&referrer=popular_items) (https://calhcd.service-now.com/csp?id=sc_cat_item&sys_id=1e66706e93214e106587bc3e1dba104c&referrer=popular_items) will have a button for new users to register and create an account.



Complete the registration process by selecting a username and password. A user account is necessary for tracking your submissions and corresponding with Excess Sites staff regarding your submission.

2. After creating a user account, access the [Excess Sites Developer Interest Portal Landing Page](https://calhcd.service-now.com/csp?id=sc_cat_item&sys_id=1e66706e93214e106587bc3e1dba104c&referrer=popular_items) (https://calhcd.service-now.com/csp?id=sc_cat_item&sys_id=1e66706e93214e106587bc3e1dba104c&referrer=popular_items) and select New Request to start a submission for a site. Please note that at any point in the submission process, a user may save their submission, close the portal, and return at a later time to complete the process.



Prior to submitting a proposal, users will need to download all relevant submission materials from HCD's website using the link provided in the portal.

* Indicates required

Excess Sites Developer Interest Portal

Submission Materials Acknowledgement

I acknowledge that I have downloaded, reviewed, and, if applicable, completed all of the required submission materials listed on [HCD's Website](#).

* I acknowledge

3. After completing and signing all relevant submission materials and assembling the submission package, users can navigate back to the Developer Interest Portal and check the acknowledgement box to proceed with submission.

* I acknowledge

Site Information

* Consolidated Site ID

Site Jurisdiction

Site County

* I acknowledge that the Site information is accurate and that I intend to submit a response on the identified Site.

Lead Respondent Details

| | |
|---|---|
| * Legal Name of Lead Respondent | * Lead Respondent Contact Name |
| <input type="text" value="Housing Developer"/> | <input type="text" value="House House, MD"/> |
| * Lead Respondent Entity Type | * Lead Respondent Contact Email Address |
| <input type="text" value="Redevelopment Successor Agency"/> | <input type="text" value="dochouse@house.house"/> |

The first page of the submission contains the following sections:

- a. Site Identification: Look up the Site ID logged from the Excess Sites Map and an acknowledge that the site shown is the site of interest.
- b. Respondent Information: Enter contact information for Lead Respondent and, if applicable, any partner development entities.

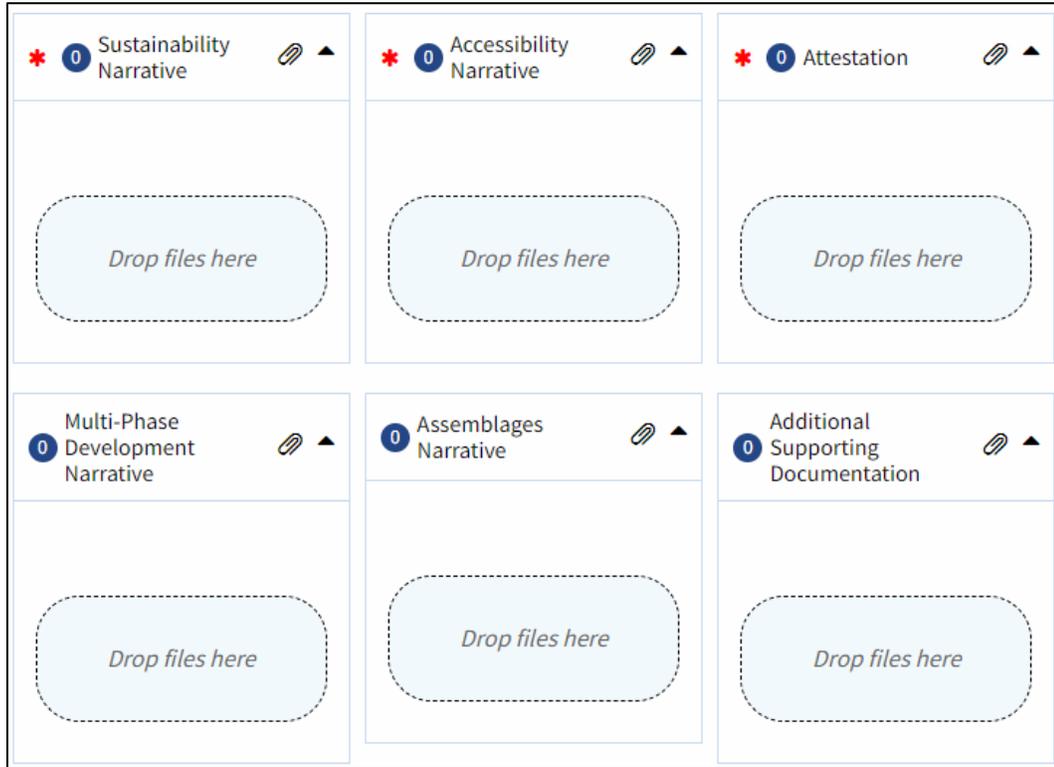
With all information entered, click the “Save & Continue” button to proceed to the Attachments section.

The screenshot shows a form with several input fields. At the top right, there is a blue button labeled "Save & Continue". Below the button, there are two text input fields. The first is labeled "* Lead Respondent Contact Name" and contains the text "House House, MD". The second is labeled "* Lead Respondent Contact Email Address" and contains the text "dochouse@house.house". Above these fields, there is a line of text that reads "tend to submit a response on the identified Site."

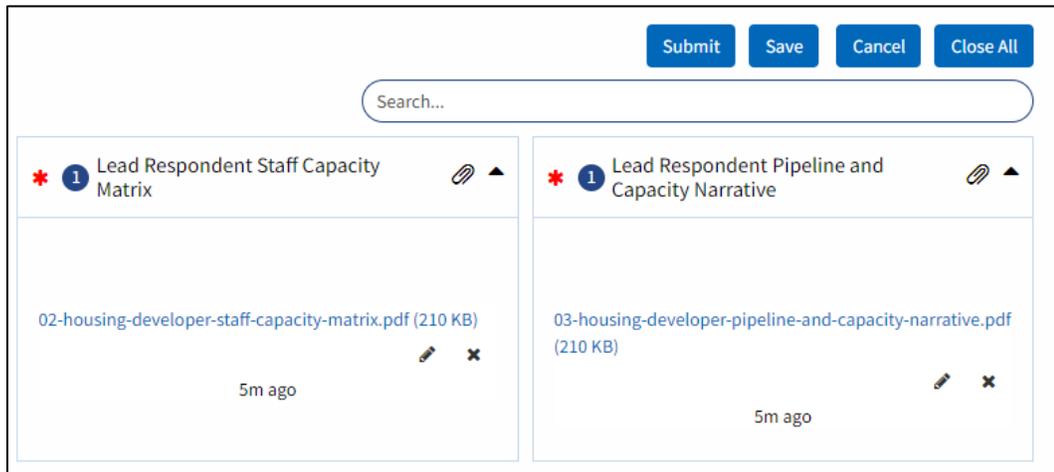
4. The Attachments section includes an upload box for each required document a Lead Respondent must provide for a complete submission.

The screenshot shows the "Attachments" section of a portal titled "Excess Sites Developer Interest Portal". The page has three tabs: "Submission Details", "Attachments" (which is selected), and "Activity". Below the tabs, there is a legend: "* = Required" and "0 = Total Number of attachments". A search bar is located in the top right corner. The main content area displays two attachment items, each with a red asterisk, a blue circle containing the number "0", and a paperclip icon. The first item is "Lead Respondent Team Resume" and the second is "Lead Respondent Staff Capacity Matrix". Below each item is a light blue rounded rectangle with a dashed border and the text "Drop files here".

Optional or supplemental documentation can be provided using the upload boxes at the bottom of the Attachments section: Multi-Phase Development Narrative, Assemblages Narrative, and Additional Supporting Documentation.



When all required attachments are uploaded, the “Submit” button will appear at the top of the screen.



Clicking the “Submit” button will bring up a confirmation pop-up screen asking the Lead Respondent to verify that all entered information is correct and all uploaded items are accurate. Note that after completing a submission, you will not be able

to make any changes to the proposal, so review all information and submission materials carefully prior to clicking “Yes” to submit.

Submission Details Attachments Activity

Submit Application Information

i You are about to Submit your Application, once the Application is Submitted you will no longer have access to make changes or change the Status back to Draft. Are you sure you want to Submit your Application?

No Yes

| | | |
|---|---|---|
| 01-housing-developer-team-resume.pdf (210 KB) 1m ago | 02-housing-developer-staff-capacity-matrix.pdf (210 KB) 1m ago | 03-housing-developer-pipeline-and-capacity-narrative.pdf (210 KB) 1m ago |
| * i Lead Respondent Certificate of Good Standing | * i Lead Respondent Statement of Information | * i Lead Respondent Org Chart |