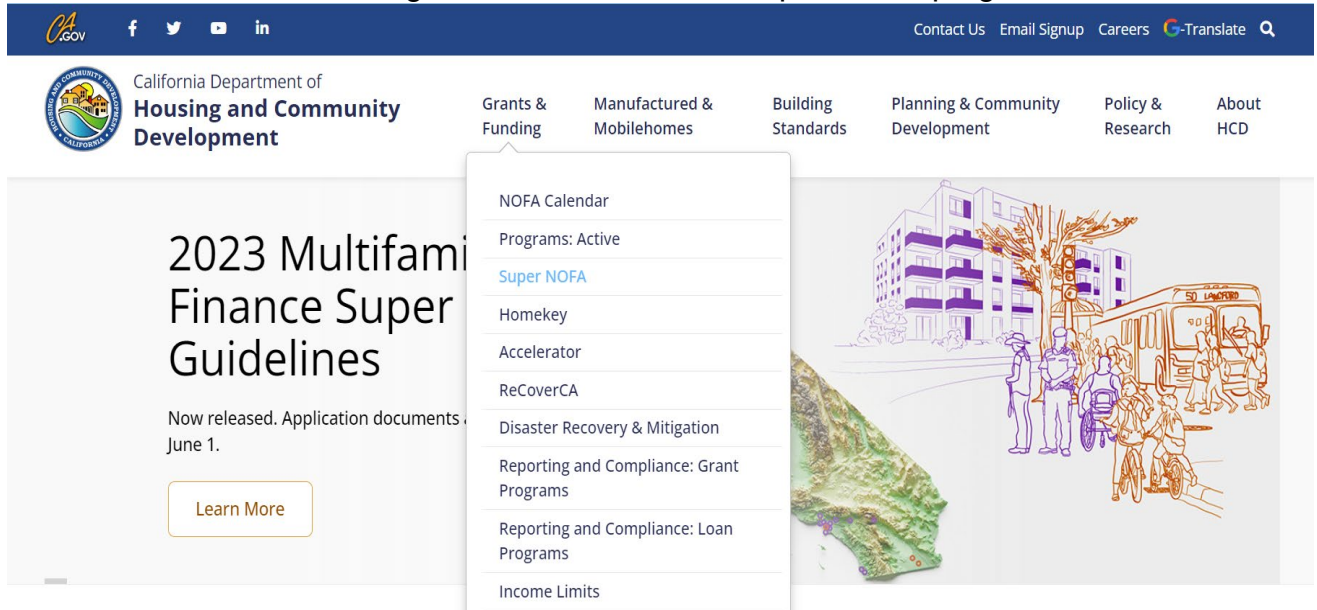


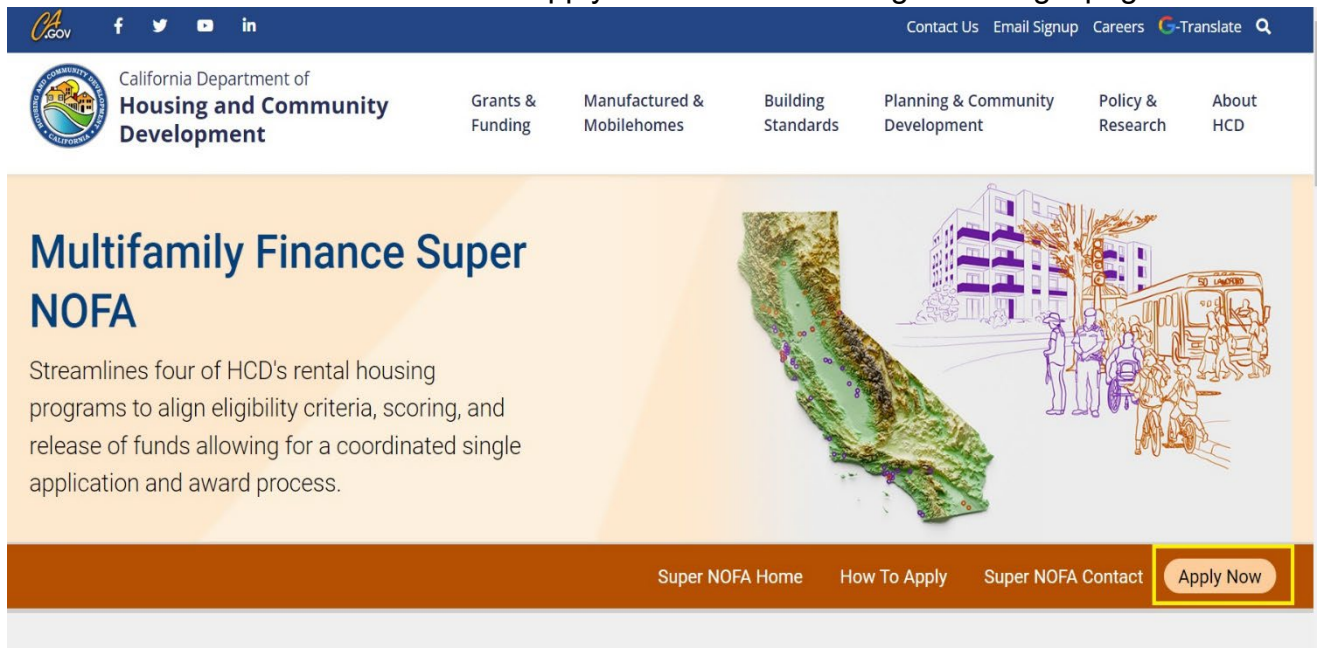
# Application Portal Instructions

As of 06/06/2023

- Go to HCD website using link: <https://www.hcd.ca.gov/>
- Click on “Grants and Funding” menu and select the Super NOFA program as seen below:



- You will be directed to the page for your selected program.
- Scroll down on this and click on the “Apply Now” button to navigate to Login page.

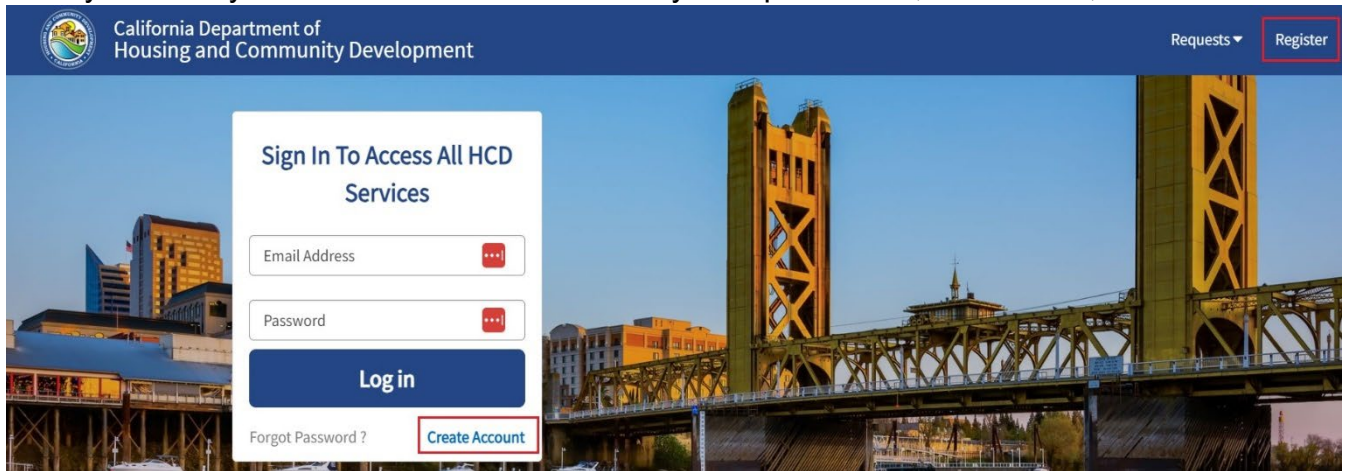


## Application Portal Instructions

As of 06/06/2023

### **This is for new Users:**

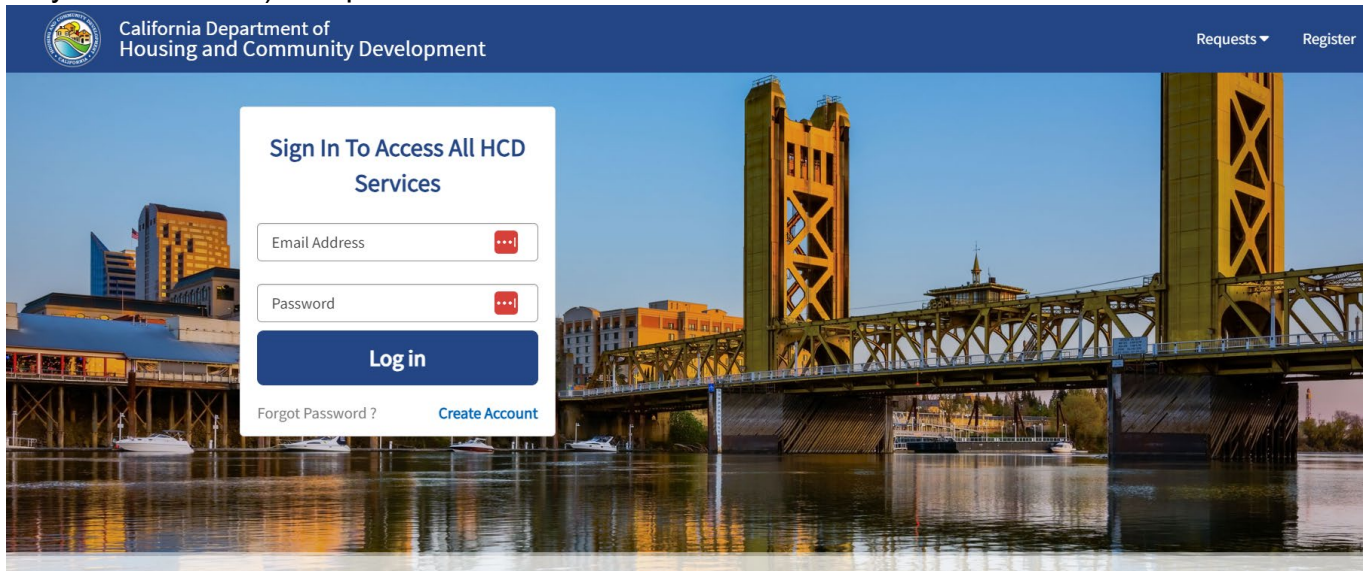
- You must first register before you can use the Portal. In order to complete the registration, you will need to click on the Register text in the right-hand corner of the Portal or the Create Account in the Sign In To Access box All HCD Services and fill out the required information. Once you have registered, 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.

### **This for Existing Users:**

- 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.

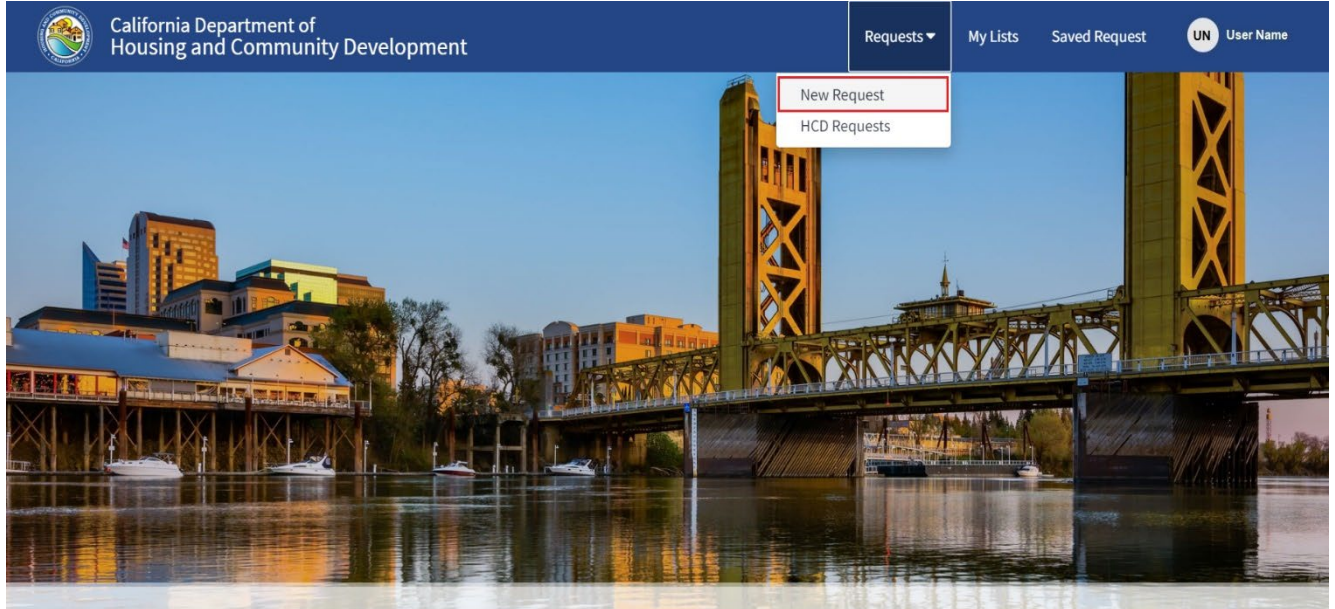


- Once you Log In you will be directed to the Application Portal you are applying for.

## Application Portal Instructions

As of 06/06/2023

- 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 titled "Application Portal Title". The header is dark blue with the department logo on the left and navigation links: 'Requests', 'Saved Request', and 'UN User Name'. Below the header, there is a breadcrumb trail: 'Home > Consumer Service > Title' and a search bar. The form itself has a white background and a red asterisk indicating required fields. The form is titled "Title" and has a "Save & Continue" button on the right. The form fields are: "Applicant/Sponsor 1" with sub-fields for "Name" (with a red asterisk and a red error message icon), "Contact Name", "Contact Email Address", and "Contact Phone" (with an example "e.g. 555-555-5555"). Below these is a section for "Co-Applicant/Sponsor Applicants" with a dropdown menu labeled "--Select Please--".

**Please Note: When entering information for the Email Address, Phone Number or Zip Code, and if you receive an invalid error, please make sure to enter complete details in the correct format and then click out of the field. This should resolve the issue. Example below:**



# Application Portal Instructions

As of 06/06/2023

## Invalid or Incomplete Information:

* Authorized Representative Name <input type="text"/>	* Contact Name <input type="text"/>
* Authorized Representative Title <input type="text"/>	* Contact Title <input type="text"/>
* Authorized Representative Email Address <input type="text" value="abc@"/> <i>Not a valid email</i>	* Contact Email Address <input type="text" value="abc@"/> <i>Not a valid email</i>

## Adding the correct values before clicking out of the field:

* Authorized Representative Name <input type="text"/>	* Contact Name <input type="text"/>
* Authorized Representative Title <input type="text"/>	* Contact Title <input type="text"/>
* Authorized Representative Email Address <input type="text" value="abc@gmail.com"/> <i>Not a valid email</i>	* Contact Email Address <input type="text" value="abc"/> <i>Not a valid email</i>

## After clicking out of the field the message goes away:

* Authorized Representative Name <input type="text"/>	* Contact Name <input type="text"/>
* Authorized Representative Title <input type="text"/>	* Contact Title <input type="text"/>
* Authorized Representative Email Address <input type="text" value="abc@gmail.com"/>	* Contact Email Address <input type="text" value="abc@gmail.com"/>

If the error(s) do not go away, check your browser, or start a new request this should resolve the problem.

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

The screenshot shows the top of the application portal. The navigation bar includes the California Department of Housing and Community Development logo, the text "California Department of Housing and Community Development", and user options: "Requests", "My Lists", "Saved Request", and "UN User Name". Below the navigation bar, the "Title" section displays project information: "Project Name: Project Name", "Number: Title Acronym0000048", and "Requested By: User". There are tabs for "Submission Details", "Attachments", and "Activity". A legend indicates that a red asterisk (\*) means "Required" and a blue circle with a number (0) means "Total Number of attachments". At the top right of the Attachments section are buttons for "Save", "Cancel", and "Close All", along with a search bar. The Attachments section contains three cards: 1. "Main Application and Checklist" (marked as required) with 0 attachments, listing "01 Document Checklist" and "02 Application". 2. "Project Overview" with 0 attachments. 3. "Sponsor/Applicant 1 Organizational Documents" with 0 attachments. Each card has a "Drop files here" area at the bottom.

# Application Portal Instructions

As of 06/06/2023

- 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.
- The Close All button will collapse the Attachment boxes, so you only see the titles. Clicking on the button again will expand the Attachment boxes.
- The Search field allows you to search on the Attachment section and find a specific Attachment box and/ or a specific file.
- 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 for a project titled 'Title Acronym0000048'. The header includes the California Department of Housing and Community Development logo and navigation links for 'Requests', 'My Lists', 'Saved Request', and 'User Name'. The project information is displayed as: Project Name: Project Name, Number: Title Acronym0000048, Requested By: User. The main content area has tabs for 'Submission Details', 'Attachments', and 'Activity'. A legend indicates that a red asterisk (\*) denotes a required field and a blue circle with a number (0) denotes the total number of attachments. The form contains several input fields: 'Applicant/Sponsor 1' with sub-fields for 'Name' (containing 'test user'), 'Contact Email Address' (containing 'test@test.com'), 'Contact Name' (containing 'test'), and 'Contact Phone' (containing '123-123-1234'). There is also a 'Co-Applicant/Sponsor Applicants' dropdown menu currently set to '--Select Please--'. 'Save' and 'Cancel' buttons are located at the top right of the form area.

- 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 for the same project. The header and project information are identical to the previous screen. The 'Attachments' tab is active, showing a search bar and three attachment boxes. Each box has a title, a status indicator (red asterisk for required, blue circle with number for attachment count), and a 'Drop files here' area. The first attachment box is titled 'Main Application and Checklist' and is marked as required (01 Document Checklist, 02 Application \*). The second is 'Project Overview' and the third is 'Sponsor/Applicant 1 Organizational Documents'. 'Save', 'Cancel', and 'Close All' buttons are visible at the top right.

# Application Portal Instructions

As of 06/06/2023

- 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. The main content area is titled 'Title' and includes tabs for 'Submission Details', 'Attachments', and 'Activity'. A legend indicates that a red asterisk (\*) denotes required items and a blue circle with a zero (0) denotes the total number of attachments. A search bar is present above a grid of three panels: 'Main Application and Checklist', 'Project Overview', and 'Sponsor/Applicant 1 Organizational Documents'. The 'Main Application and Checklist' panel shows a document 'Program Application.xlsx (8.2 KB)' uploaded 'just now'. The 'Project Overview' and 'Sponsor/Applicant 1 Organizational Documents' panels have 'Drop files here' instructions. In the top right corner, there are buttons for 'Submit', 'Save', 'Cancel', and 'Close All'. The 'Submit' button is highlighted with a red rectangular box.

- 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.

This screenshot shows the same portal interface as above, but with the 'Requests' dropdown menu open. The 'HCD Requests' option is highlighted with a red rectangular box. The 'New Request' option is also visible above it. The rest of the interface, including the navigation bar and the 'Title' section, remains the same.

## HCD Request Screen:

The screenshot displays the 'HCD Requests' screen. At the top, there is a navigation bar with the department logo and name, and a search bar. Below the navigation bar, there is a breadcrumb trail: 'Home > HCD Requests'. The main content area features a 'Cases' section with a 'Keyword Search' input field. Below this is a table with the following data:

Number	Project Name	Opened by	Status	Updated
Title Acronym0000048	ABC Project 1	User	Draft	06/06/2023 10:40:14 AM

At the bottom of the table, there are navigation arrows and the text 'Rows 1 - 1 of 1'.