IIG Applicant Instructions

➢ Submit one application per Project.

➢ An application consists of the IIG Application and the Universal Application (UA) dated 9/29/17.

➢ When first opening the workbooks select "Enable Content" to ensure proper functionality. *The applications contain Excel Macros so macros must be enabled.*

➢ To ensure full functionality a Windows computer is recommended; a Macintosh may not provide full functionality to complete the workbook.

➢ Complete all applicable yellow shaded cells preferably in sequence. If you copy data from another source, always paste using "Paste Values". Green shaded cells are HCD use only. Mouse over cells with red triangles for cell/column instructions. Modification of the application forms is prohibited.

➢ Universal Application (UA): UA worksheets Dev Sources, Dev Budget, Perm S&U, Experience, Certifications and Legal Status do not need to be completed. These worksheets will automatically hide when you select IIG as the "Name of HCD Funding" in cell N24 of the General worksheet.

➢ **If applying for HCD AHSC funding together with IIG**, the file uploads referenced within the AHSC and IIG Application workbooks (orange shaded cells) must be submitted/uploaded to FAAST. *File names must match the FAAST File Name as described in the AHSC and IIG Applications.* Submittal of hardcopies of the FAAST uploads are not required except as described below. FAAST upload document must be uploaded here: Access the FAAST Online Application Submittal Tool

➢ A CD/Flash Drive containing the completed Universal Application and the IIG Supplemental Application in Excel format. All Application attachments must be saved as individual files in pdf. format and labeled with the file names described in the Applications.

➢ Hardcopy Submittal Requirements:
  o Authorized Representatives for each applicant must sign in *BLUE INK*, the Certifications and Legal Disclosure, STD-204 Payee Data Record and Resolutions. Original signature documentation must be submitted with application workbooks in a letter size 3-ring binder. Binders must be clearly labeled the spine and front cover identifying the project applicant and project name. Binder spines may be no wider than four inches. Dividers must be included and labeled for each Application tab/worksheet. When not applying for AHSC, identify all upload documents with the designated file name and insert within the applicable Application worksheet section. Also, see NOFA for submittal requirements.

  o The following documentation must be included in the binder;
    ▪ IIG Application Workbook
    ▪ Universal Application Workbook
    ▪ Certifications and Legal Disclosure (For each Applicant)
    ▪ STD-204 Payee Data Record (For each Applicant)
    ▪ Resolutions (For each Applicant)

For IIG Program's application forms, workshop details, related program information and FAQs, please visit our NOFA webpage.

Please email questions to DFAInfill@hcd.ca.gov