



CalHome Application Jumpstart Guide

Introduction

Welcome to the new online submission tool for California Department of Housing and Community Development CalHome Applications. This jumpstart guide will provide a user walkthrough of the CalHome Application portal and the CalHome General and CalHome Disaster Application processes. The submission process for the two CalHome Program applications are largely similar but there are additional stipulations that exist for CalHome Disaster. As an important note before getting started, users will need to provide a variety of documents to complete their application. These files cannot have multiples in their file extension, and it is best to confirm all documents are saved correctly prior to beginning a new application.

Redesigned, but Familiar

We have modernized the submission process to improve the efficiency for applicants as well as to aid in streamlining the review and award tasks that follow. In doing so, we have kept a number of familiar forms unchanged to facilitate an eased transition in the online submission process. Applicants may recognize these forms and now provide them electronically as attachments to their online submission.

Applicants will remain supported during this process by HCD through our dedicated email CalHome@hcd.ca.gov.

Submission Jumpstart Guide

What applicants will see in the online submission process follows a streamlined approach in which only minimal information must be entered and where applicants will upload files to complete the submission.

Once applicants click on the CalHome Application – [Online Submission](#) <https://www.hcd.ca.gov/grants-funding/active-funding/calhome-application.shtml> on the CalHome webpage, applicants will see a start screen.

New CalHome Applications

When launching the CalHome Portal, users are presented with four "screen tabs" that separate each section of the application:

- Start
- Applicant
- Contacts
- Eligible Activities

By clicking these tabs (or "breadcrumbs") at the top of the page, users can easily navigate the application. As users respond to questions, the application will expand to include additional taps for other pertinent information and documents. This will be explained further in subsection 6 of the Jumpstart Guide.

Start

When users begin a new CalHome application, users are first prompted to identify whether they are applying for the CalHome Disaster or CalHome General NOFA.

CalHome Program



FARO

1. Applicant General Information

Users beginning a new CalHome application provide the applicant's information on this first tab. Information gathered on this screen includes applicant name, type, and address. When Organization Type is selected, an Organizational Docs tab will be revealed to collect the relevant documents.

Applicant Contacts Eligible Activities

Applicant General Information

Please, provide the applicant information below.

Organization Name *

Name of the organization applying for the NOFA.

Organization Type *

Assisted County *

This is the county where the organization applying for the NOFA, resides.

Geographic Region

Select your option *

- Rural
 Non Rural

Tribal *

- Yes
 No

Self Score *

A self score lower than 55 points will not pass the threshold requirements. Self score cannot be greater than 100.

2. Contacts

The third screen tab is where authorized representative contact information is collected. Applicants may opt to add an alternate contact as well. When an alternate contact is added, both they and the applicant will receive a confirmation email upon submitting the application.

Authorized Representative

Name *

Title *

Email *

Phone *

Alternate Contact

I want to provide an alternate contact

Save

Back

Next

Note: Locality Applicants will also have an option to add an "Admin Subcontractor Contact" on this tab.

3. Eligible Activities

Applicants identify the category of eligible activities planned by their organization. Selecting either category will reveal a dropdown menu where applicants further specify the activities to be conducted. Completing the questions on this tab will expand the application to reveal an additional tab for each activity type as selected by the applicant.

Applicant Contacts Eligible Activities

Eligible Activities

Applicants may include Project Activities or up to two Program Activities in an application. Applicants cannot apply for both. Applicant may choose to apply to fund a Homeownership Development Project with or without a Self-Help Housing Project.

Select one option *

- Program Activities
 Project Activities

Save

Back

Submit



Applicant Contacts **Eligible Activities** Excel Application Organizational Docs MA TA Miscellaneous Submit

Eligible Activities

Applicants may include Project Activities or up to two Program Activities in an application. Applicants cannot apply for both Project Activities and Program Activities. Applicant may choose to apply to fund a Homeownership Development Project with or without a Self-Help Housing Project.

Select one option *

- Program Activities
 Project Activities

Program Activities *

Mortgage Assistance Programs (Article 4) & Technical Assistance for Shared Housing Prox..

Save Back Next

Note: The screenshot above provides an example of the additional tabs displayed when "Mortgage Assistance Programs (Article 4) & Technical Assistance for Share Housing Programs (Article 7)" is selected from the "Program Activities" drop down menu.

Specific tabs are revealed to accommodate the selected activities are outlined in the table below.

Activity Based Document Submission Tabs

| Program Activities |
|---|
| Mortgage Assistance Programs (Article 4) |
| Mortgage Assistance Programs (Article 4) & Owner-Occupied Rehabilitation Programs (Article 5) |
| Mortgage Assistance Programs (Article 4) & Technical Assistance for Shared Housing Programs (Article 7) |
| Mortgage Assistance Programs (Article 4) & ADU/JADU Programs (Article 8) |
| Owner-Occupied Rehabilitation Programs (Article 5) |
| Owner-Occupied Rehabilitation Programs (Article 5) & Technical Assistance for Shared Housing Programs (Article 7) |
| Owner-Occupied Rehabilitation Programs (Article 5) & ADU/JADU Programs (Article 8) |
| Technical Assistance for Shared Housing Programs (Article 7) |
| Technical Assistance for Shared Housing Programs (Article 7) & ADU/JADU Programs (Article 8) |
| ADU/JADU Programs (Article 8) |

| Project Activities |
|---|
| Homeownership Project Development Loans |
| Homeownership Project Development Loans & Technical Assistance for Self-Help Housing Projects |
| Technical Assistance for Self-Help Housing Projects |

4. Excel Application

The fourth screen tab begins the document submission process where users upload their NOFA Excel Application.

Applicant Contacts Eligible Activities **Excel Application** Miscellaneous Submit

NOFA Excel Application

Excel Application *

Original Excel Application. Only files with extension XLS or XLSX are allowed. Excel files with macros (XLSM) are not allowed a trying to upload one. If you have an XLSM file, you can SAVE IT AS an XLS or XLSX in Excel. (Single File)

Select files...

Save Back Next

Very important note regarding the CalHome application: Once the applicant has completed the data entry into this file, the file must be “saved as” a .xls or .xlsx format. The .xlsm file type is not allowed for uploading.

5. Organizational Docs

The fourth screen tab begins the document submission process. In this section, a validation occurs to request specific document attachments based on the applicant type. The required documents for the specific applicant type are marked with a red asterisk.

General Upload Tip: Most static file types are supported (doc, docx, pdf, txt, jpg, tif, gif, xls, xlsx, ppt, pptx, etc.). If applicants receive an uploading error, it is most likely because applicants are attempting to upload an “active” file type that is prevented due to possible malware concerns.

Organizational Documents for Localities

Applicant Contacts Eligible Activities Excel Application **Organizational Docs** MA Miscellaneous Submit

Organizational Documents for Locality

Provide a contract/agreement between Applicant and its Administrative Subcontractor

MOU

Provide an MOU that complies with requirements in 7717(a)(1). (Single File)

Select files...

Service Area Map *

Provide a Service Area Map that complies with requirements §7717(a)(1). (Single File)

Select files...

Stability & Capacity *

Provide documentation that complies with requirements in 7717(b)(1) as specified in the NOFA, Section A(1) p. 4. (Single File)

Select files...

App - Resolution *

Provide a copy of the County Resolution 7754(b). (Single File)

Select files...

Organizational Documents for Non-Profit

The screenshots of the "Organizational Docs" tab represent the screen displayed to Non-Profit Corporation applicants. Some of the requested documents shown may vary for Non-Profit Corporation applicants.

Applicant Contacts Eligible Activities Excel Application **Organizational Docs** MA Miscellaneous Submit

Organizational Documents for Non-Profit

Service Area Map *

Provide a Service Area Map that complies with requirements §7717(a)(1). (Single File)

Select files...

Provide a copy of the Grant's Agreement, or Memorandum of Understanding with USDA

App - Experience *

Provide a description of organizational stability and capacity for activity in which applicant is requesting funds for. (Single File)

Select files...

App - Financial Statements *

7717(b)(4) Financial Statements (for last 2 fiscal years, one of which must be audited). (Multiple Files)

Select files...

App - Articles of Incorporation *

Articles of Incorporation (Corp. Code 154, 200 & 202) as certified by CA Secretary of State. (Single File)

Select files...

6. Miscellaneous

In addition to the tabs mentioned in subsection 4, every applicant will also be presented with a Miscellaneous tab. Here, applicants can upload any supplemental materials to augment the application as they see fit.



Applicant Contacts Eligible Activities Excel Application Organizational Docs MA **Miscellaneous** Submit

Miscellaneous

Use this section to provide additional documentation.

I want to add other documentation

[Save](#) [Back](#) [Next](#)

7. Submit

Applicants will have to confirm that they are a human at the bottom of the Submit tab prior to submitting by completing a basic math equation. This tool is used to prevent automated systems from targeting our online system. We apologize for the inconvenience but thank you for helping to preserve the integrity of our system.



Submit

On behalf of the entity identified, I certify that: the information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct and I possess the legal authority to submit this application.

Anti-robot Validation

What is answer to $6 + 7 =$

Type your answer and click Validate

Validate

[Save](#) [Back](#) [Submit](#)

Important End Notes:

After Submission, applicants will be presented with an acknowledgment screen. Among other things on this acknowledgement screen, applicants will see a Submission Number. It is important that applicants retain this Submission Number for their records. It will be required to submit a supplement to your entity's application, if necessary.

The Authorized Representative and the Alternate Contacts, if provided, will also be sent an email confirmation that includes the Submission Number.

If you have any questions, you may submit them directly to the Department by using our dedicated email: CalHome@hcd.ca.gov

NOFA CalHome Exit workflow 



Acknowledgement

Your documentation for the CalHome Program has been submitted.

Applicant Name: JSG Applicant1

Applicant Type: Non-profit Corporation

The Submission Number is: NOFA-CalHome00017

The Submission Date / Time of record is: 08/18/2020 04:06 PM

Please keep this number in the event that you would like a status on your submittal after the application submission period closes.

If you have any questions, please submit them via email to: CalHome@hcd.ca.gov