Housing Element Submission

California Department of
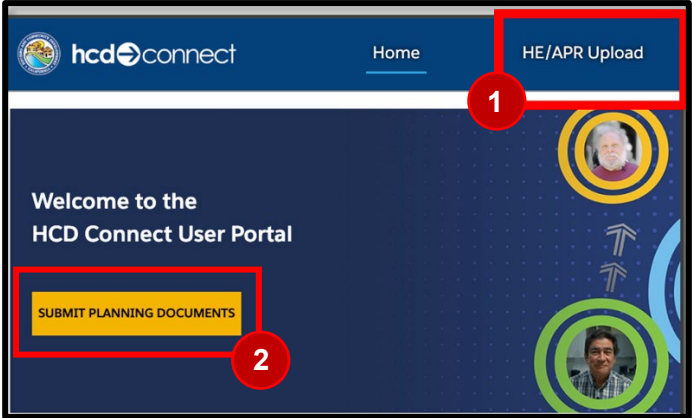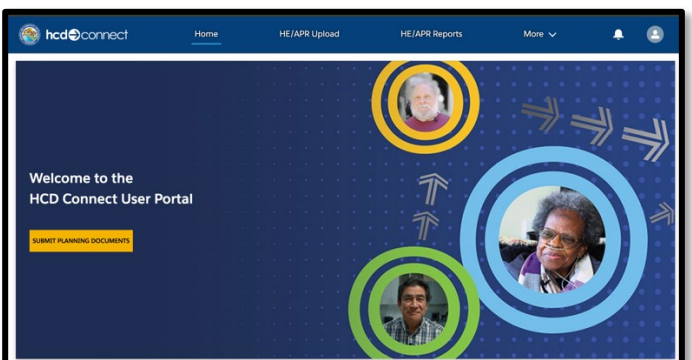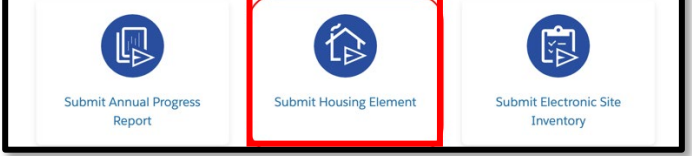**Housing and Community Development**

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Learning Objectives

At the end of this module, the learner will be able to:

- Understand the HE/APR Upload tab's purpose and use
- Navigate and use the Housing Element List View
- Upload a Housing Element file
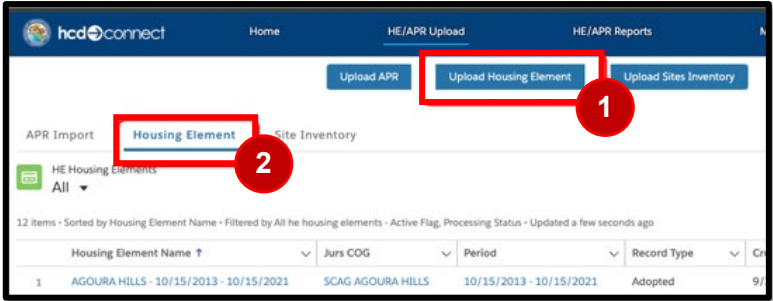- Upload Supplemental Documentation to an Existing Housing Element

HCD Connect Home Page

After you have created a user account and have successfully logged into the HCD Connect User Portal, you will see the home page. To submit your Housing Element, you will need to access the HE/APR Upload tab. There are several ways to navigate to this tab, as described below.

Steps	Screenshot Examples
1. Click on the **HE/APR Upload** tab from the navigation bar at the top of the page.	
2. Click on the **Submit Planning Documents** button.	
3. Click on the **Submit Housing Element** tile from the home page tile menu.	

HE/APR Upload Tab

HE/APR Upload tab is the main page where you will be able to manage all submissions of Annual Progress Reports, Housing Elements and electronic Sites Inventory files. When you click on the tabs (APR Import, Housing Element, Site Inventory), you will be able to view your previous submissions.
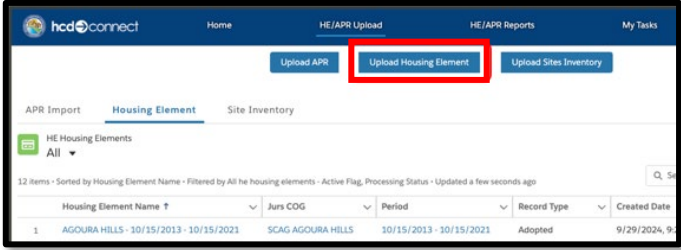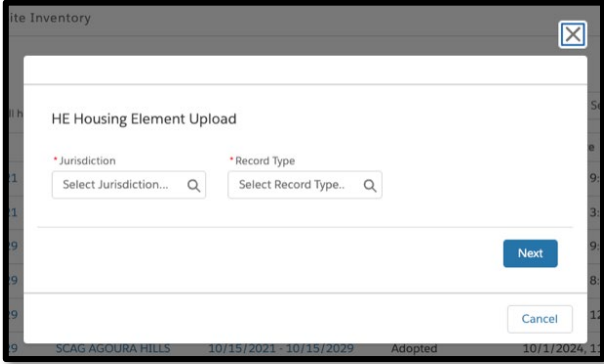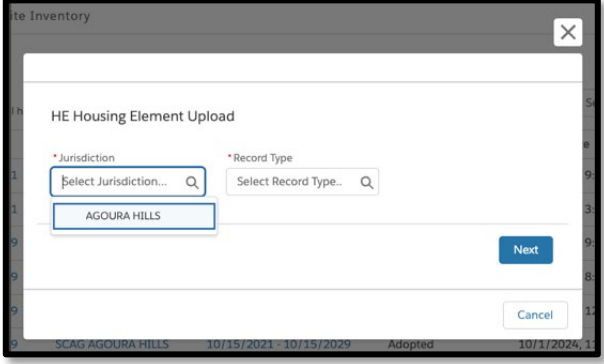
Steps	Screenshot Examples
1. After logging into the User Portal, navigate to the **HE/APR Upload** tab.	
2. Click on the **Housing Element** tab.	

Housing Element List View

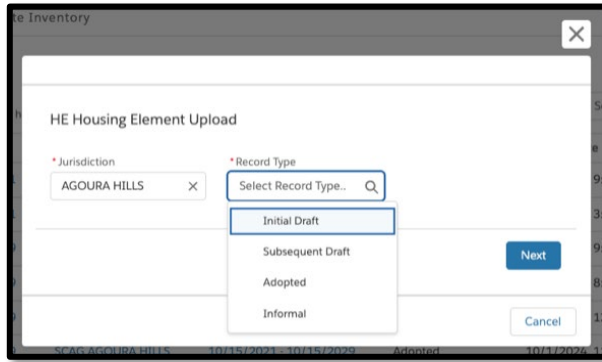| Steps	Screenshot Examples
1. Click on any of the hyperlinks under the **Housing Element Name** column to open a previous submission of a Housing Element.	
2. Use the **search bar** to search for a previous submission.	

Note: A list view displays items in a vertical format, allowing you to quickly see and scroll through information. You can select between the All or Recently Viewed list view.

How To Upload a Housing Element

Steps	Screenshot Examples
1. From the HE/APR Upload tab. Click the **Upload Housing Element** button.	
2. The **Housing Element Upload** component will appear.	
3. Select the appropriate **Jurisdiction**. **Note:** If a consultant is associated with multiple jurisdictions, the consultant will be able to choose between a list of associated jurisdictions.	

4. Select the appropriate type of submission in the **Record Type** field.

5. Click **Next.**
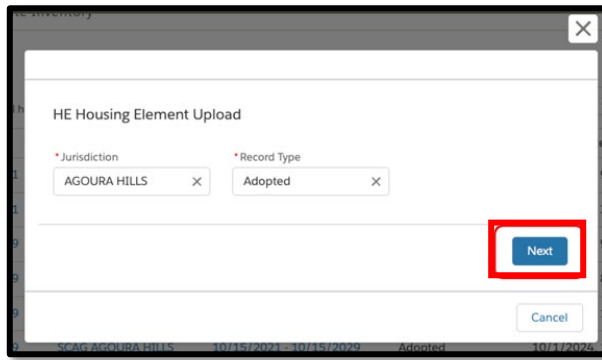
6. Click into the **Planning Period** field and select the appropriate planning period.
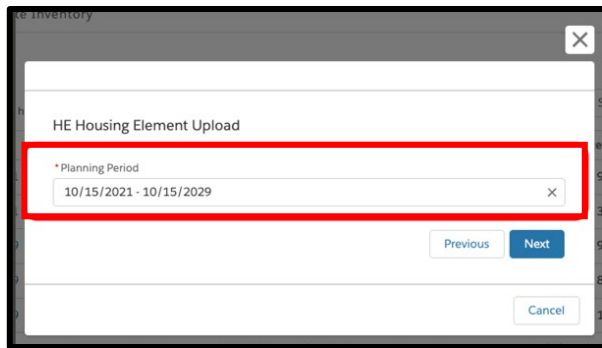
7. Click **Next.**
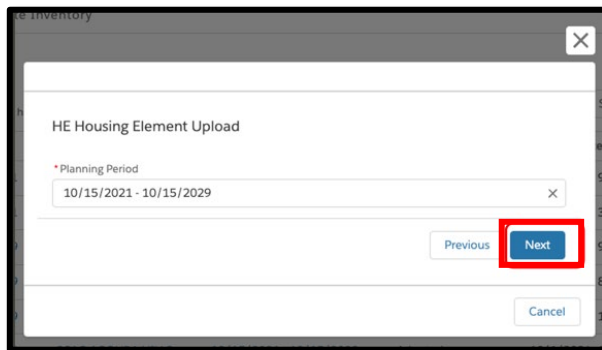
8. Click on **Upload Files** or drag and drop files into the box.

   Select the file you want to upload from your computer.
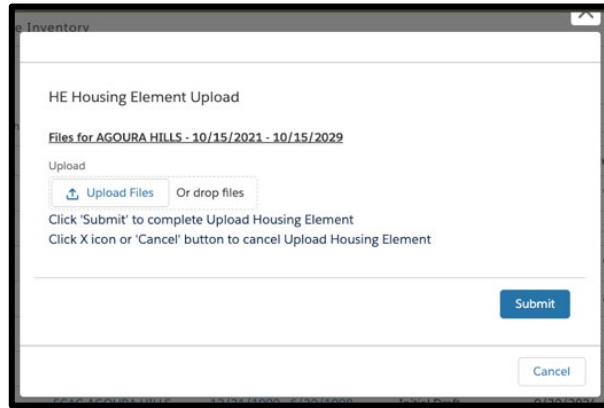
9. The file will begin uploading. Once you see the green checkmark, click **Done**.
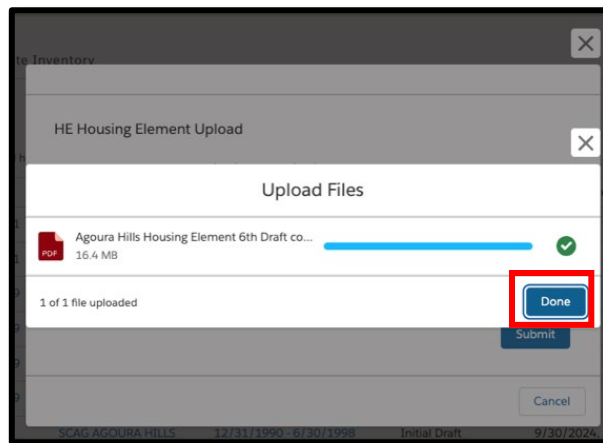
10. You will be navigated back to the Housing Element Upload screen where you will be able to see the file you uploaded.

    IMPORTANT: If you have uploaded the wrong file you will not be able to remove it. You will need to click the **Cancel** button and then go through the steps to upload again.
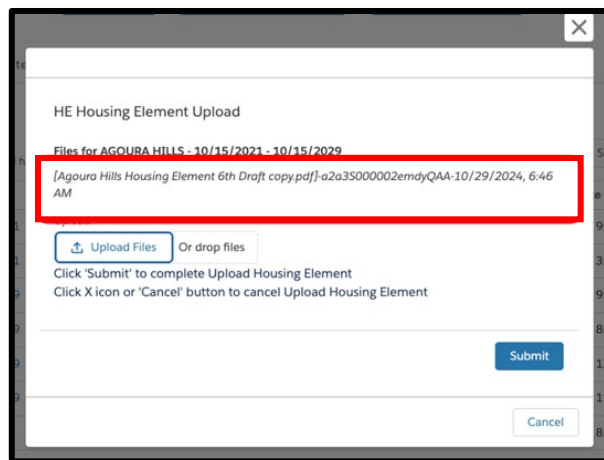
11. After you have uploaded your Housing Element file, click the **Submit** button.
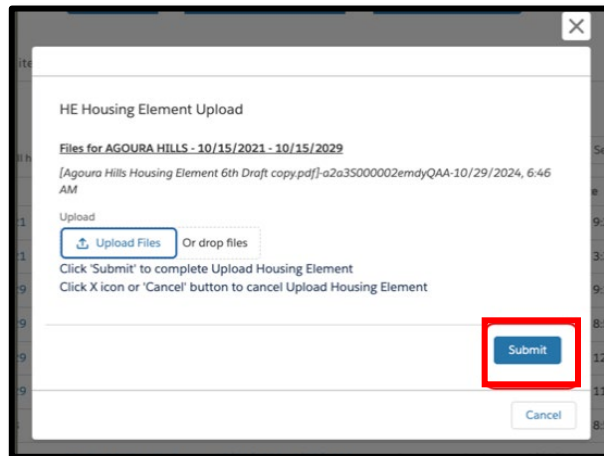
12. You will see a message on your screen indicating that the files are currently processing.

   Click the **Finish** button to complete the upload process.

   Note: this step is important to complete the upload.
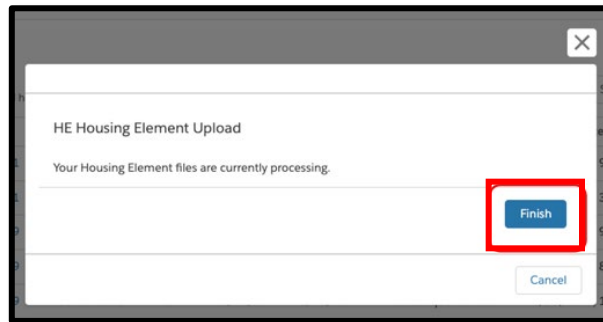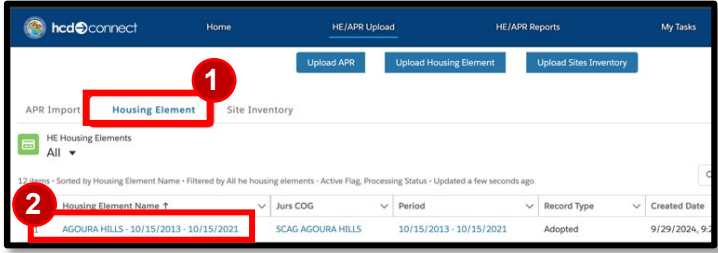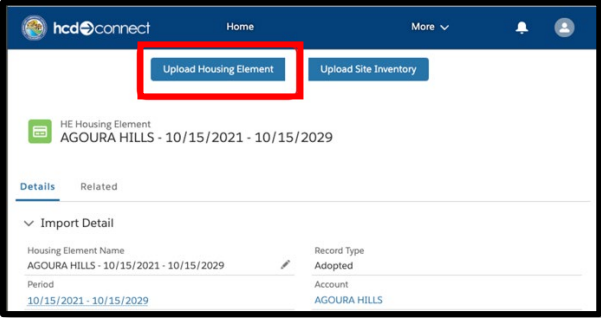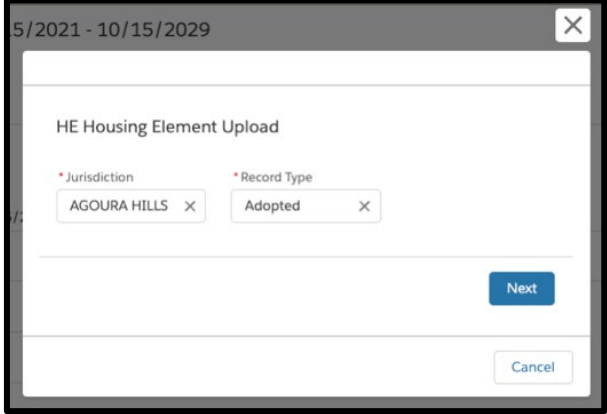
Now you have successfully uploaded your Housing Element file. The system is currently sharing this document to the public dashboard.

Housing Element Record Page

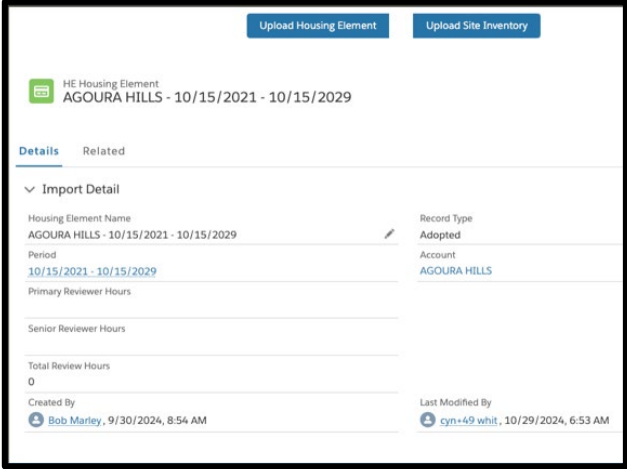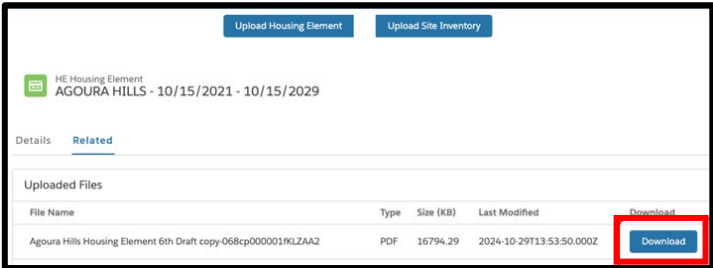| Steps	Screenshot Examples
1. Once you complete your upload, you will be redirected to the **Housing Element record** page.	
2. You will be able to see details of the file uploaded in **the Details** tab including: • **Housing Element Name**: Name of the housing element upload (system will generate a name) • **Period**: indicates the period selected for the submission. • **Record Type**: indicates the record type selected for the upload. • **Account**: Jurisdiction that the housing element was submitted. • **Upload Housing Element button**: upload supplemental documents by clicking this button. • **Upload Sites Inventory button:** upload sites inventory for this housing element by clicking this button.	
3. You can view and download your submitted Housing Element file by clicking on the **Related** tab and then clicking the **Download** button on the file you want to download.	

Uploading Supplemental Documentation to Housing Elements

If you need to add supplemental documentation to a previously submitted housing element, you can add files to a previous submission from the portal.

Steps	Screenshot Examples
1. Open a previous submission by going to the Housing Element list view from the **HE/APR Upload** tab. 2. Click on the hyperlink under **Housing Element Name** to open the record.	
3. From the Housing Element record page, click the **Upload Housing Element** button located at the top of the page.	
4. You will notice that the Jurisdiction, Record Type and Planning Period are already pre-populated. This is because the additional supplemental documentation is being tied to your previously-submitted HE record.	

5. Click on **Next** and upload the supplemental file(s).
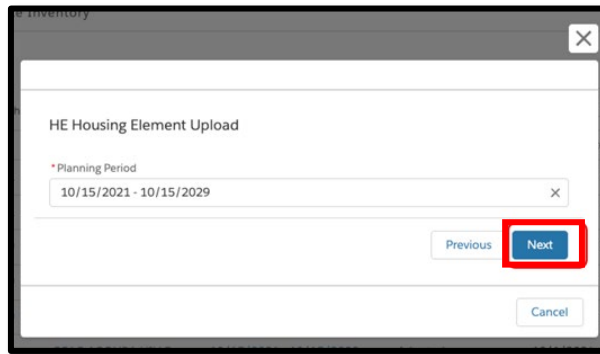
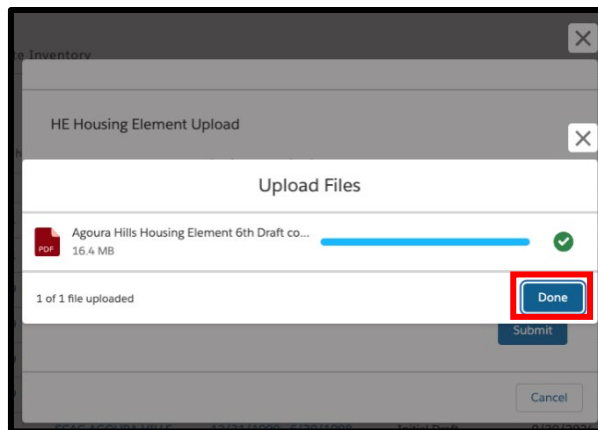6. Click on **Upload Files** or drag and drop files **into the box**.

    Select the file you want to upload from your computer.
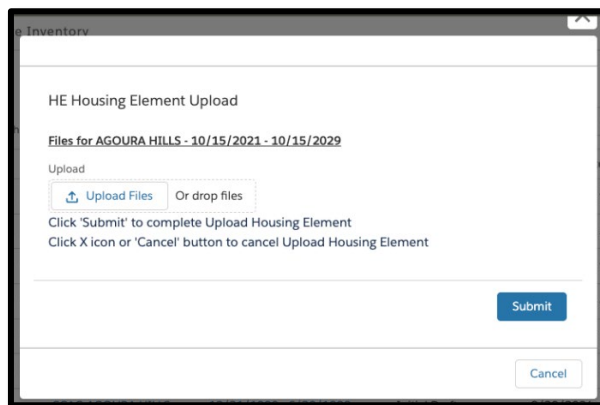
7. Your file will begin uploading. Once you see the green checkmark, click **Done.**

8. You will be navigated back to the Housing Element Upload screen and to view the file you uploaded.

    IMPORTANT: If you have uploaded the wrong file by mistake you will not be able to remove it. You will need to click the **Cancel** button and then go through the steps to upload again.
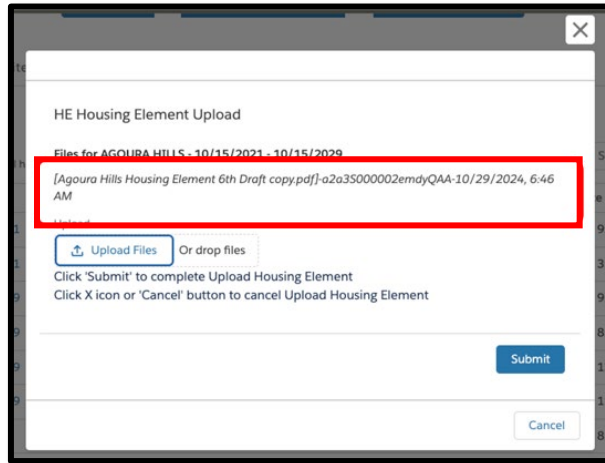
9. You will see the processing screen indicating that the file is currently processing.

    Click the **Finish** button to complete the upload process. **Note: this step is important to complete the upload.**
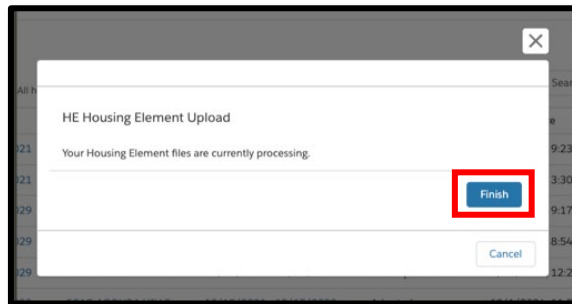
You have successfully uploaded your Housing Element file. The system is currently sharing this document to the public dashboard.

Signing Review Letter

The California Department of Housing and Community Development (HCD) plays the critical role of reviewing every local jurisdiction's Housing Element to determine whether it complies with state law and then submits written findings back to each local jurisdiction. HCD's approval is required before a local jurisdiction can adopt its housing element as part of its overall General Plan.

Steps

1. Once a thorough review has been completed and HCD finds the Housing Element is in full compliance with State Housing Element Law, HCD Staff will send a review letter of approval via email to the jurisdiction.

2. The jurisdiction representative must sign the review letter and send it back to HCD Staff via email.

Note: Check out the Housing Element Building Blocks: A Comprehensive Housing Element Guide to assist jurisdictions in creating comprehensive housing elements.