HCD Connect Homekey+ NOFA Application

California Department of
Housing and Community Development

Table of Contents

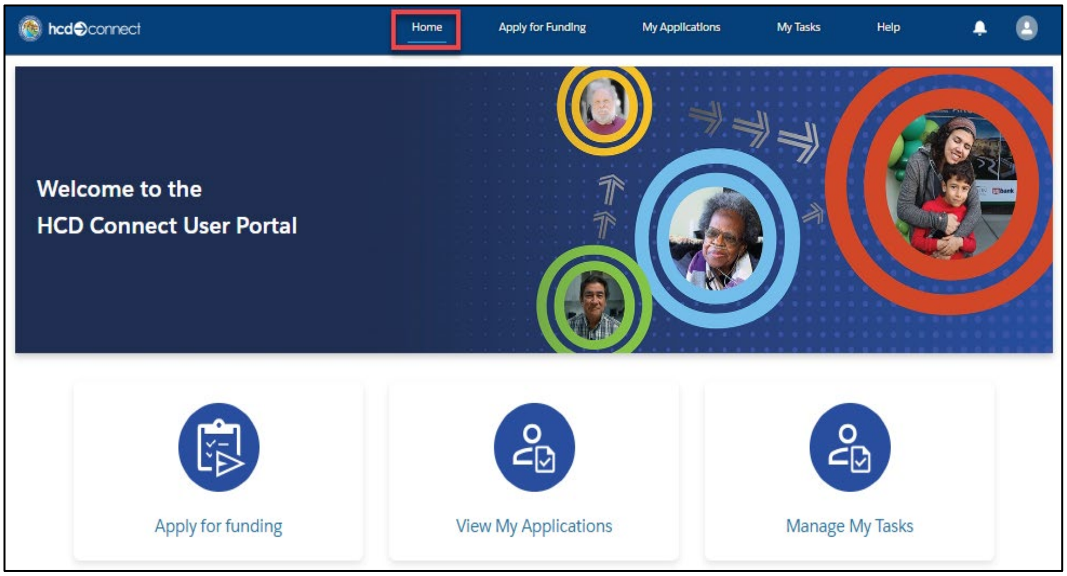
Learning Objectives

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

- Understand the features of the Portal.
- Learn how a Primary, Secondary and Consultant can submit Homekey+ and Tribal Homekey+ applications using the HCD Connect User Portal.
- View saved, submitted, and cancelled applications.

Home Tab

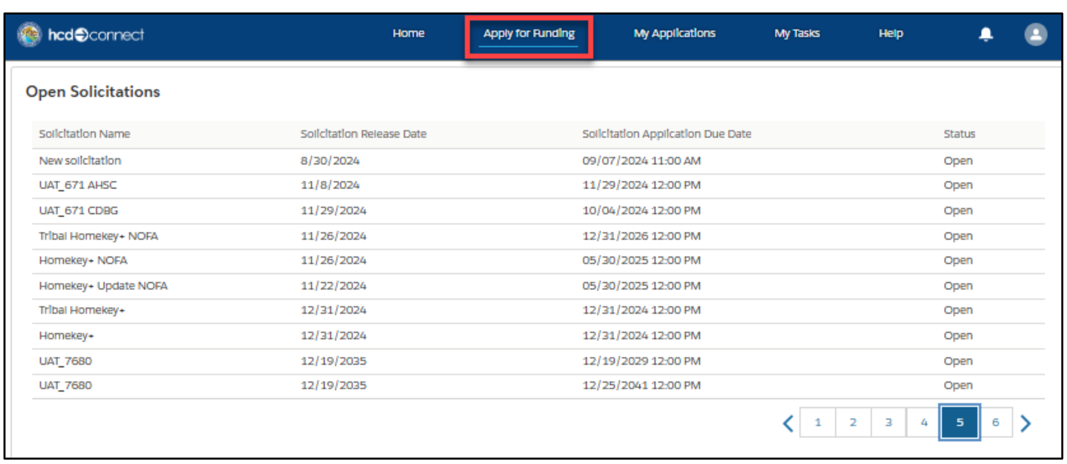
1. After registering, Primary and Secondary users can log into the HCD Connect User Portal and navigate to the "**Home**" tab at the top of the page in the navigation bar.



2. There are tiles for "Apply for funding", "View My Application" and "Manage My Tasks."

Apply for Funding

Click on the "**Apply for Funding**" tab. Here open solicitations for Homekey+ or Tribal Homekey+ applications are visible.



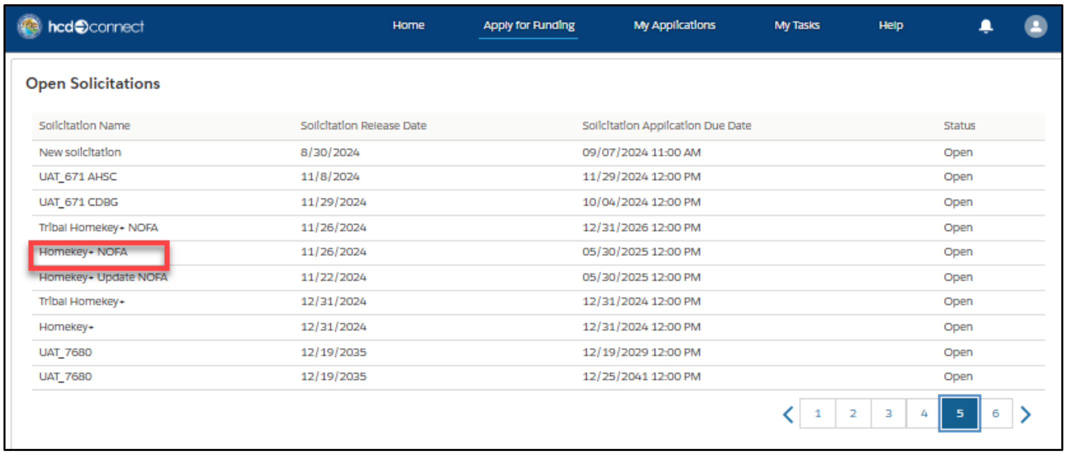
Solicitation Name	Solicitation Release Date	Solicitation Application Due Date	Status
New solicitation	8/30/2024	09/07/2024 11:00 AM	Open
UAT_671 AHSC	11/8/2024	11/29/2024 12:00 PM	Open
UAT_671 CDBG	11/29/2024	10/04/2024 12:00 PM	Open
Tribal Homekey+ NOFA	11/26/2024	12/31/2026 12:00 PM	Open
Homekey+ NOFA	11/26/2024	05/30/2025 12:00 PM	Open
Homekey+ Update NOFA	11/22/2024	05/30/2025 12:00 PM	Open
Tribal Homekey+	12/31/2024	12/31/2024 12:00 PM	Open
Homekey+	12/31/2024	12/31/2024 12:00 PM	Open
UAT_7680	12/19/2035	12/19/2029 12:00 PM	Open
UAT_7680	12/19/2035	12/25/2041 12:00 PM	Open

Application Process

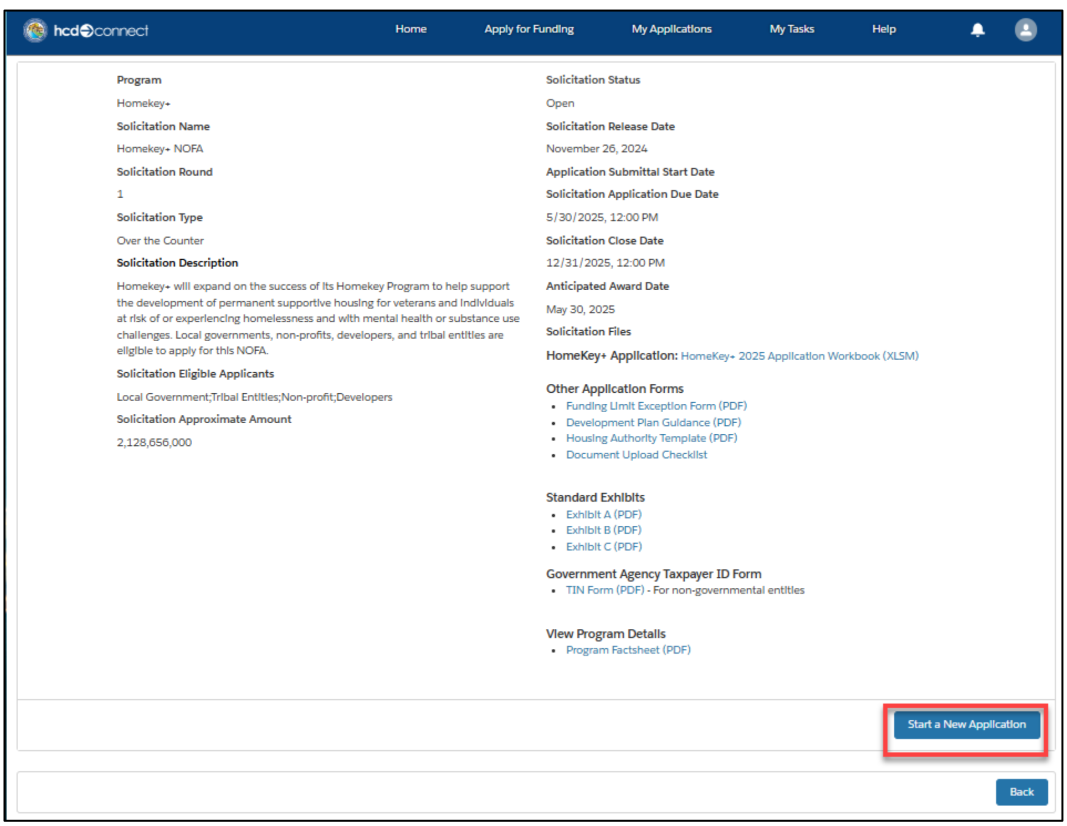
Jurisdiction Application

1. Click on the "**Apply for Funding**" tab. Here open solicitations for Homekey+ applications are visible.

   Click on "Homekey+ NOFA".



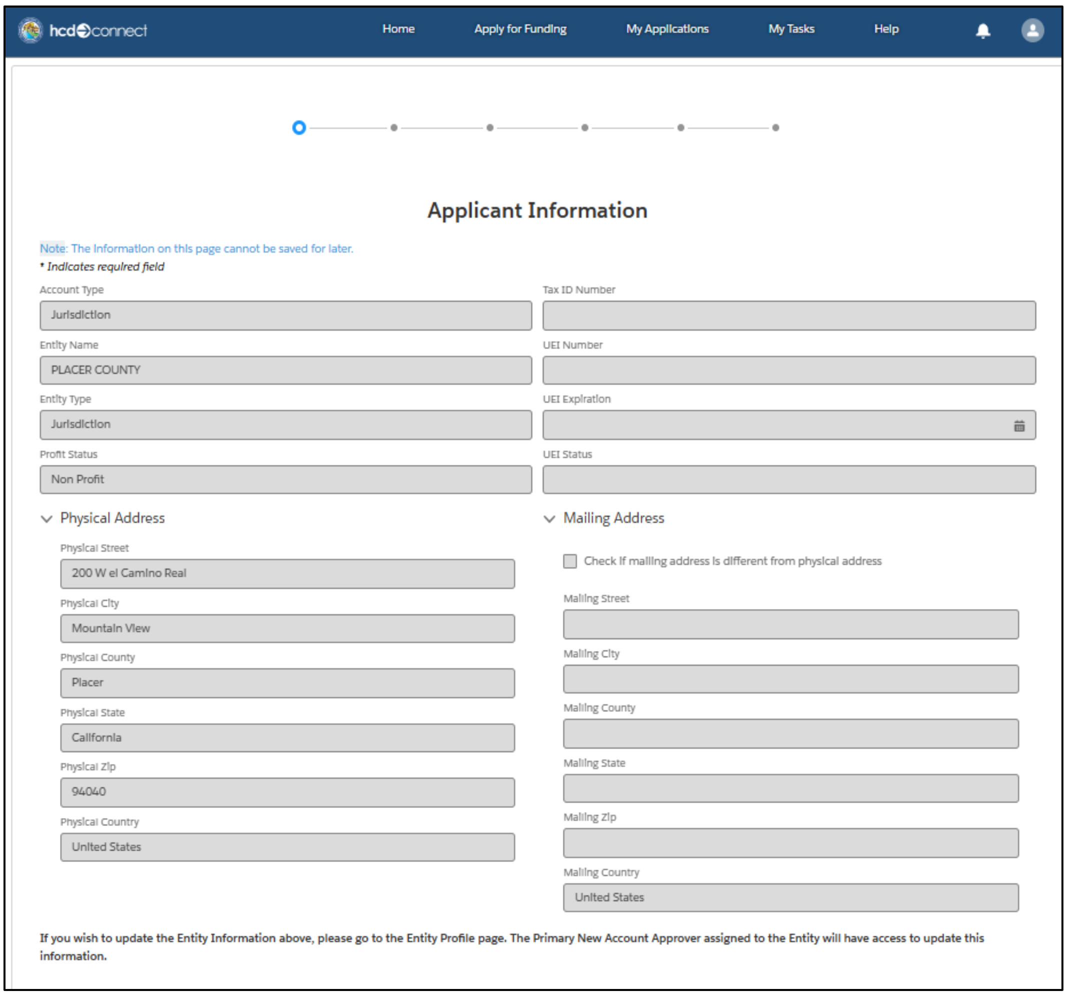
2. Click on the "**Start a New Application**" button.



3. The Applicant Information section is auto filled from the user's account information.

Fill in all the remaining required information in the following sections: **Applicant Contact**, **Applicant Authorized Representative,** and **Co-Applicant(s)**.When finished, click the "**Save and Next**" buttons.

Applicant Information



hcdconnect Home Apply for Funding My Applications My Tasks Help

Applicant Information

Note: The information on this page cannot be saved for later.
* Indicates required field

Account Type: Jurisdiction	Tax ID Number:
Entity Name: PLACER COUNTY	UEI Number:
Entity Type: Jurisdiction	UEI Expiration:
Profit Status: Non Profit	UEI Status:

Physical Address

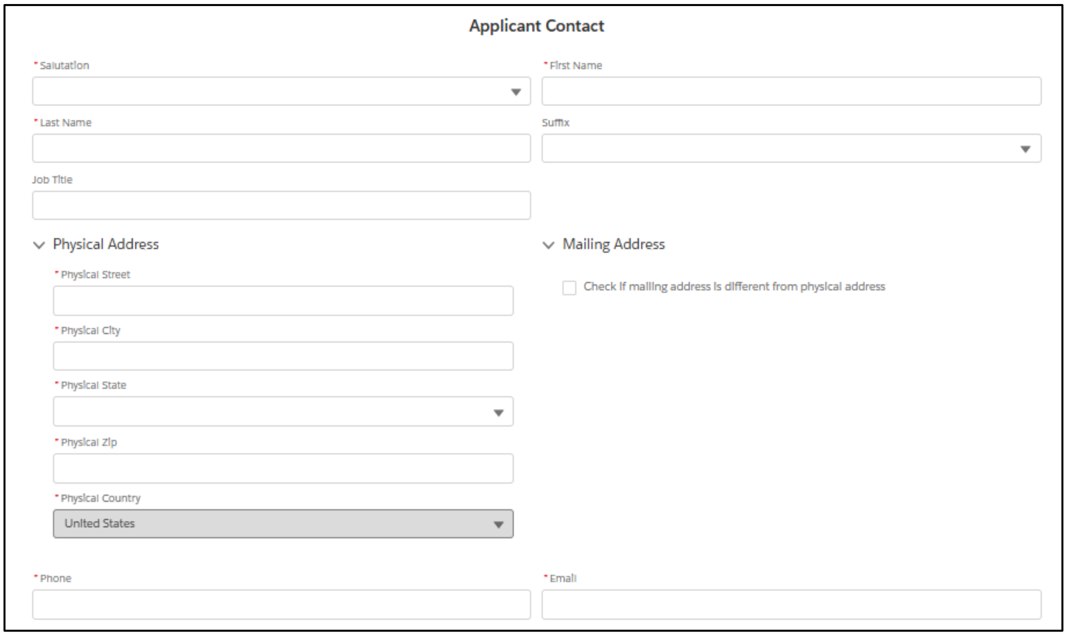
- Physical Street: 200 W el Camino Real
- Physical City: Mountain View
- Physical County: Placer
- Physical State: California
- Physical Zip: 94040
- Physical Country: United States

Mailing Address

- Check if mailing address is different from physical address
- Mailing Street:
- Mailing City:
- Mailing County:
- Mailing State:
- Mailing Zip:
- Mailing Country: United States

If you wish to update the Entity Information above, please go to the Entity Profile page. The Primary New Account Approver assigned to the Entity will have access to update this information.

Applicant Contact



Applicant Contact

*Salutation

*First Name

*Last Name

Suffix

Job Title

Physical Address

*Physical Street

*Physical City

*Physical State

*Physical Zip

*Physical Country

United States

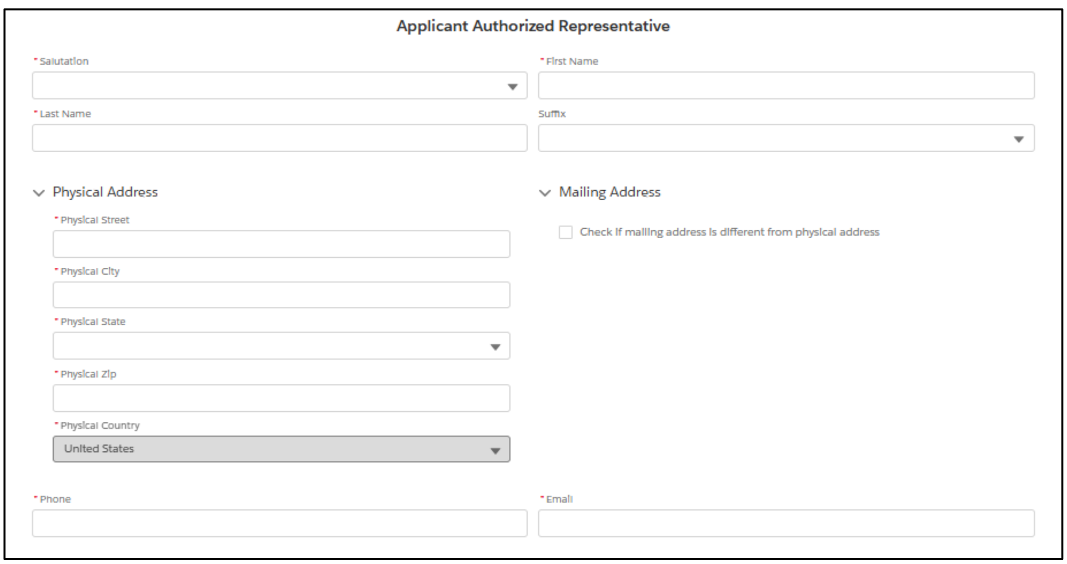
Mailing Address

Check if mailing address is different from physical address

*Phone

*Email

Applicant Authorized Representative



Applicant Authorized Representative

*Salutation

*First Name

*Last Name

Suffix

Physical Address

*Physical Street

*Physical City

*Physical State

*Physical Zip

*Physical Country

United States

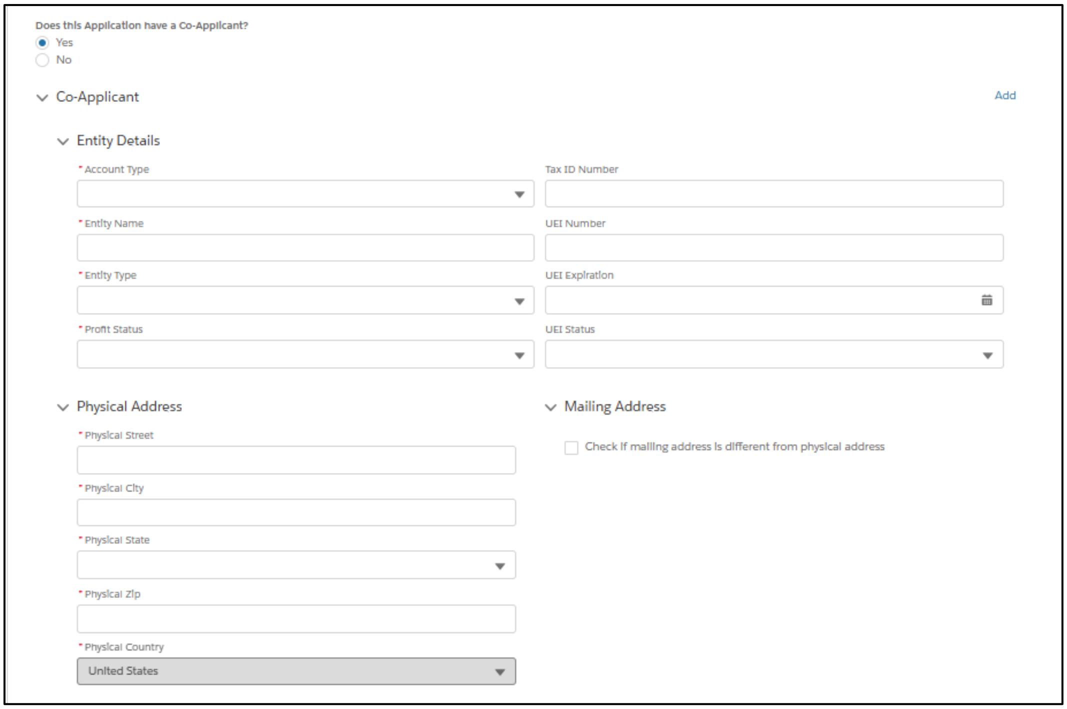
Mailing Address

Check if mailing address is different from physical address

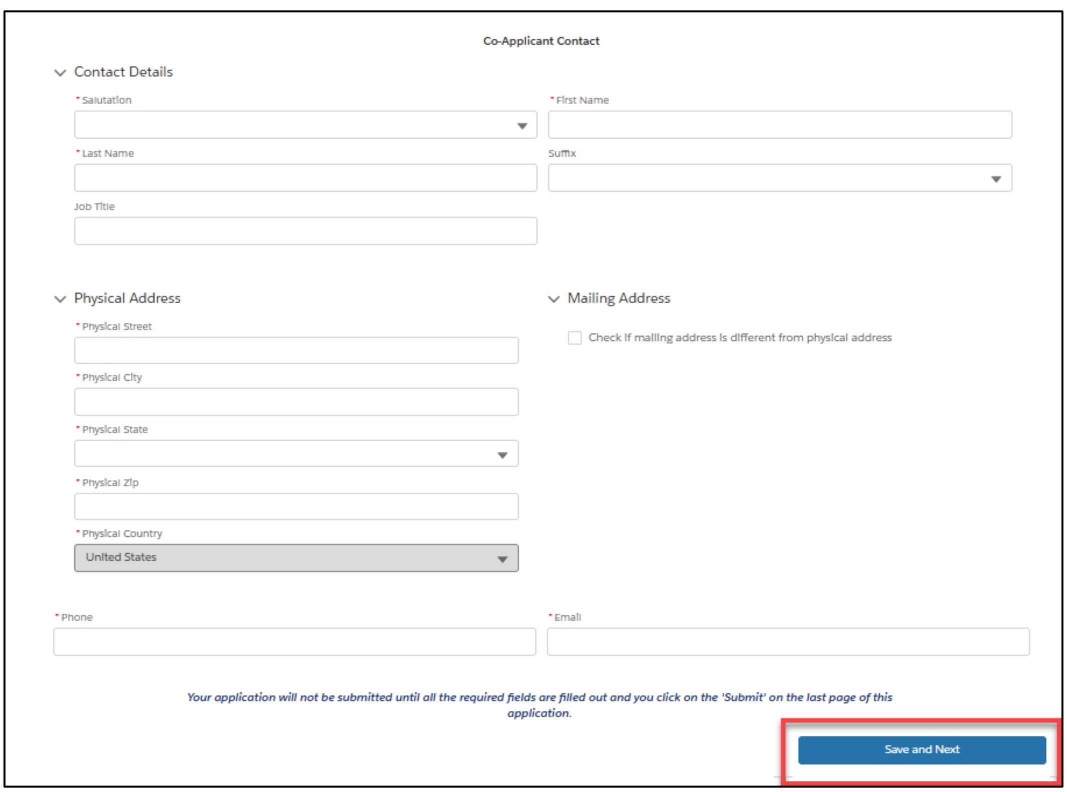
*Phone

*Email

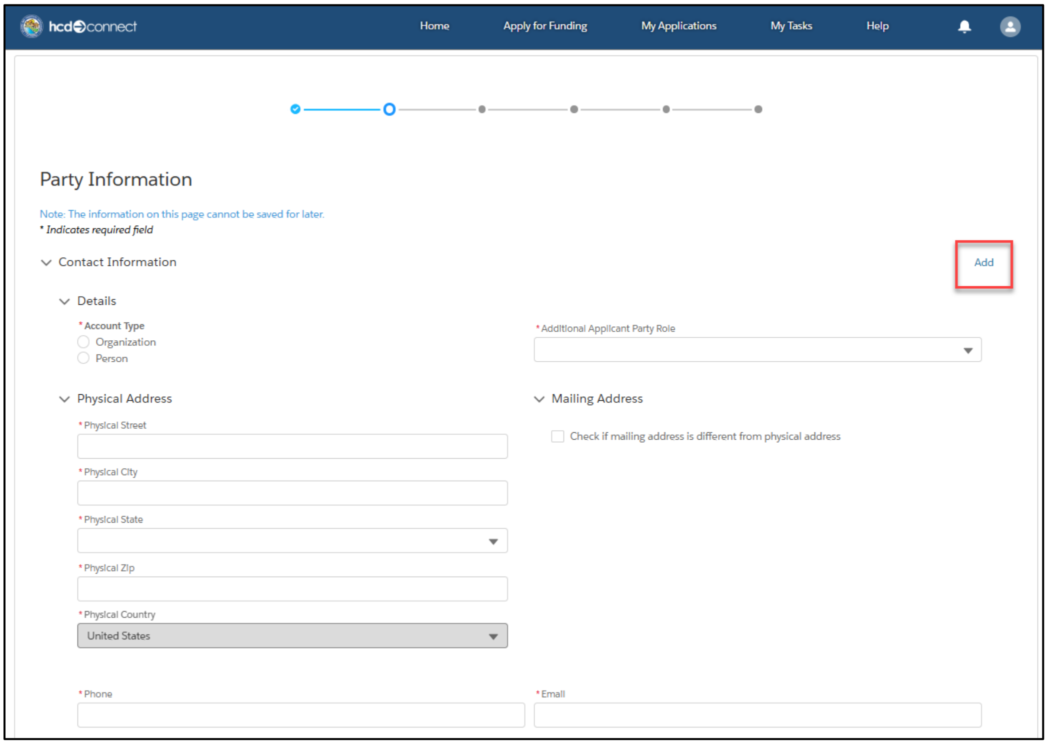
Co-Applicant Applicant Portion

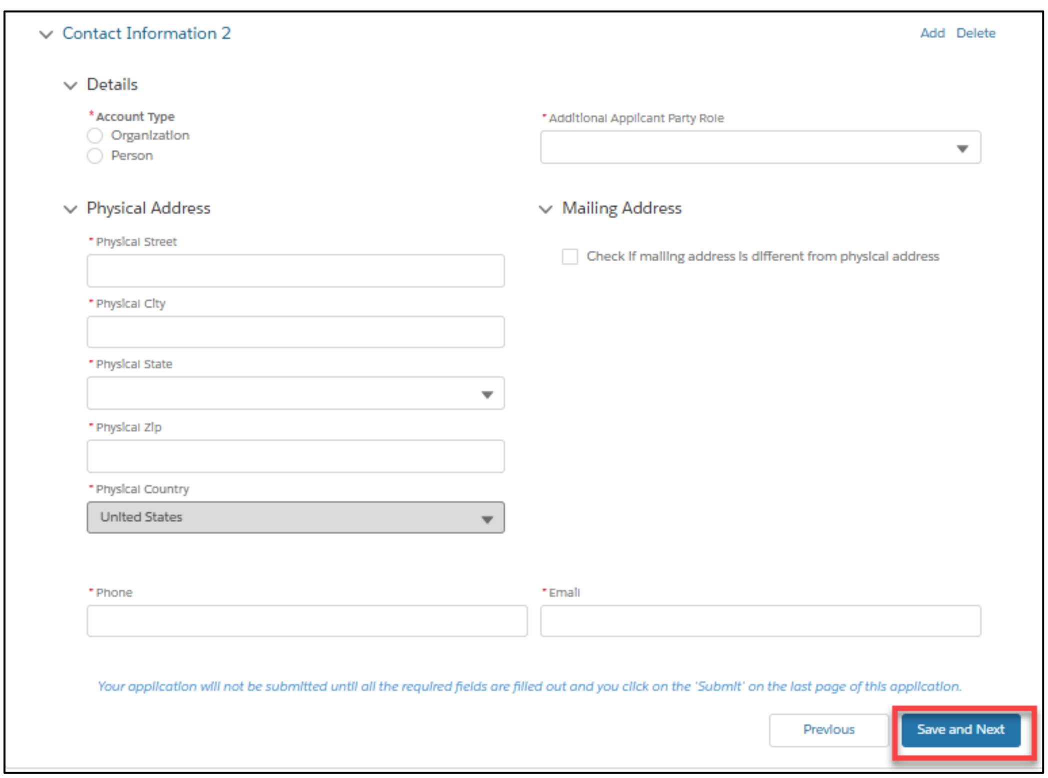


Co-Applicant Contact

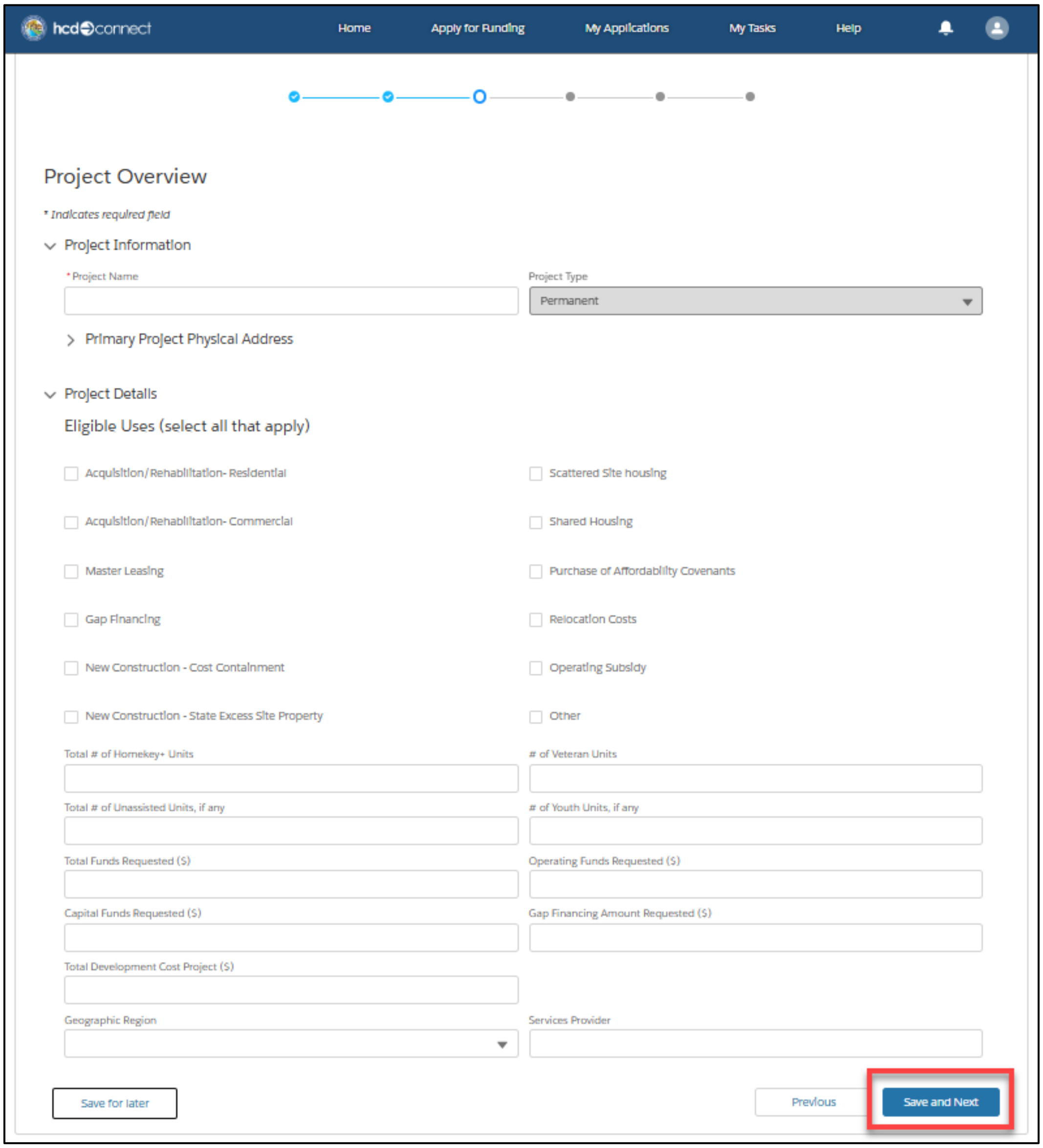


4. The next page is Party Information. If contacts need to be added or deleted, click the “**Add**” or “**Delete**” button to enter or remove information. Click on “**the Previous**” button to go to the previous section. Fill in all required fields and click the “**Save and Next**” button.

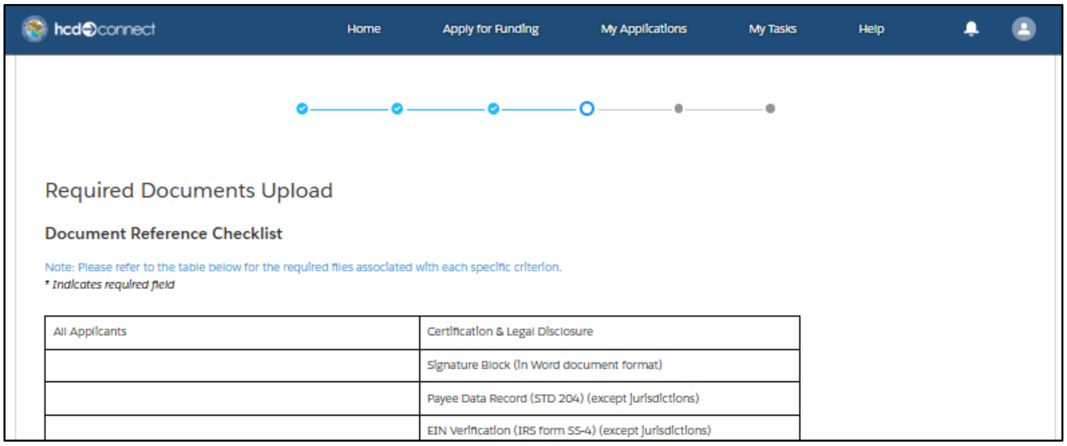




5. The next page is Project Overview. Fill in all the required fields and click on the "**Save and Next**" button.

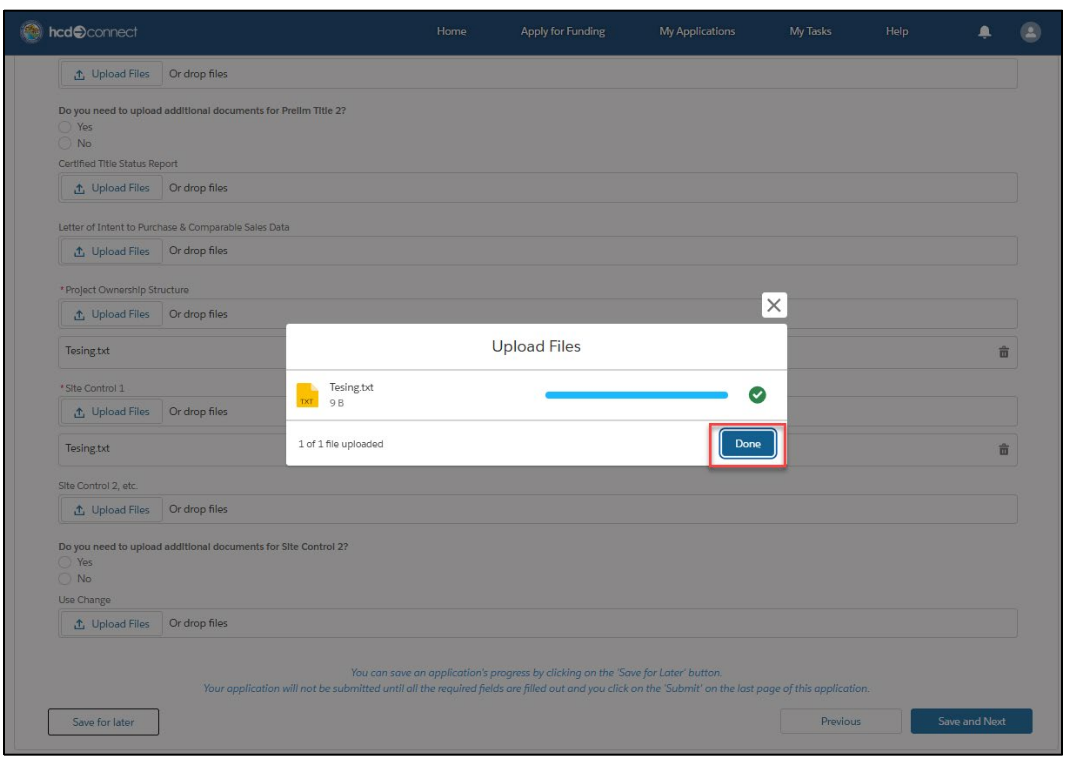


6. The next page is Required Documents Upload.

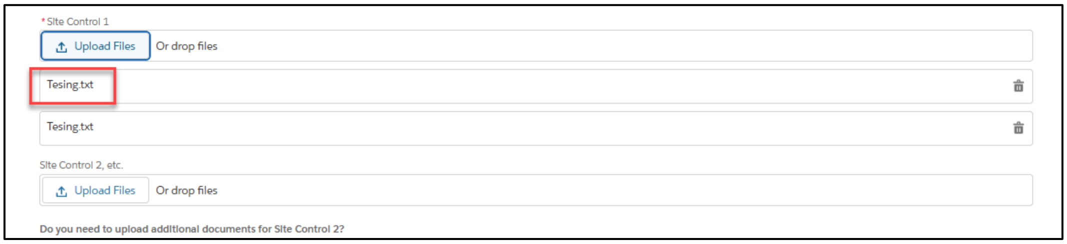


Click on the "**Upload Files**" button and select a file to upload.

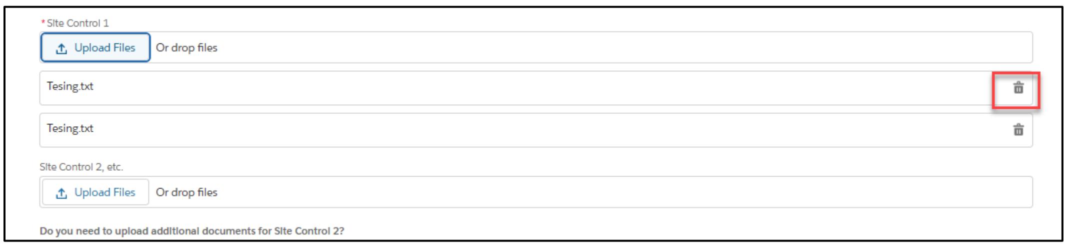
An Upload Files pop-up window will appear. Once the file is uploaded, click on the "**Done**" button.



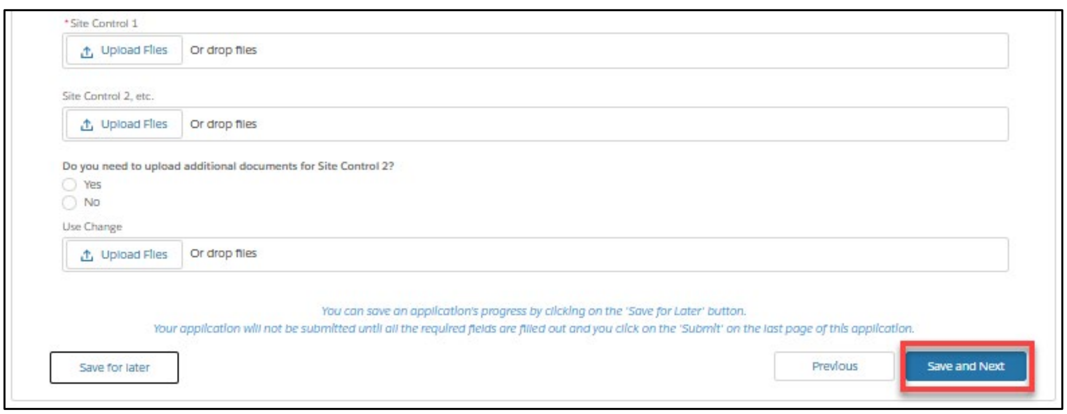
The uploaded file should be visible under the upload files button.



The uploaded file can be deleted by clicking on **trash** icon.

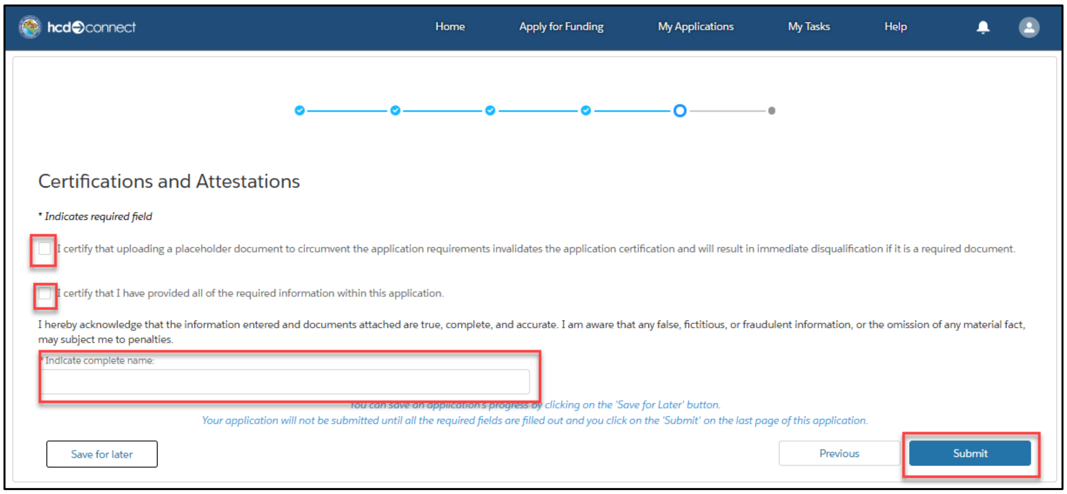


When all files have been uploaded, click on the "**Save and Next**" button.



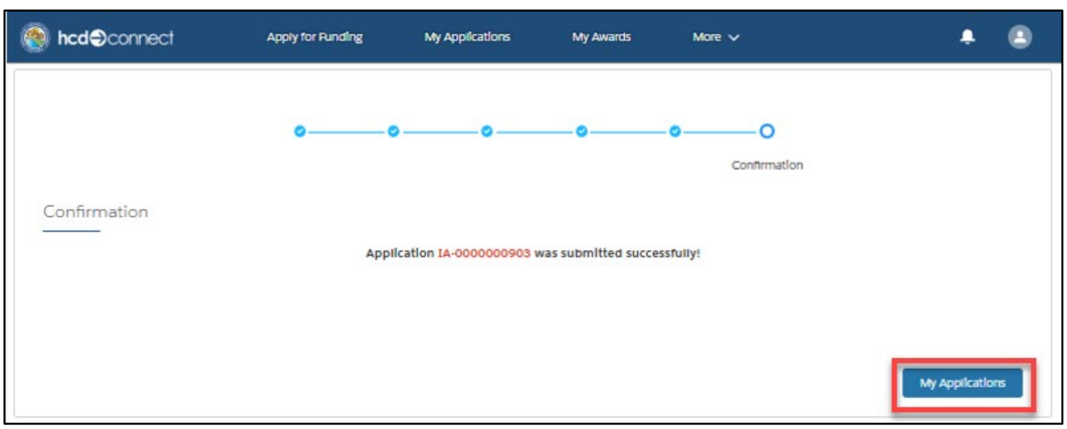
7. Applicants are required to certify and attest that they have adhered to the requirements and are in good standing before submission. Applicant must enter their full name.

When finished, click “**Submit**”.

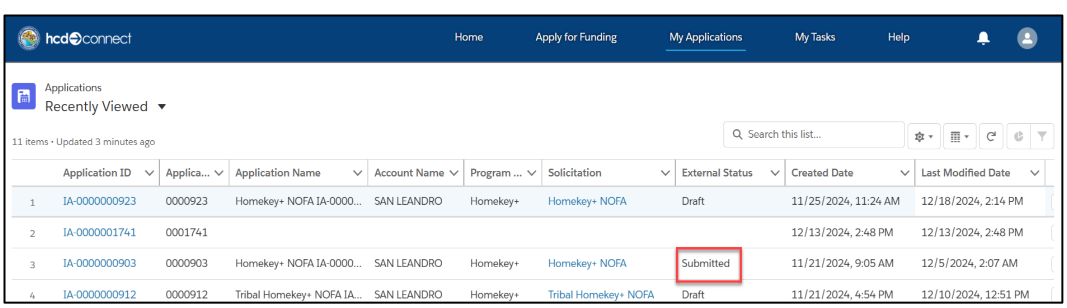


8. The last page is the Confirmation screen with the application ID.

Applicants will receive an email notification once their application has been submitted.

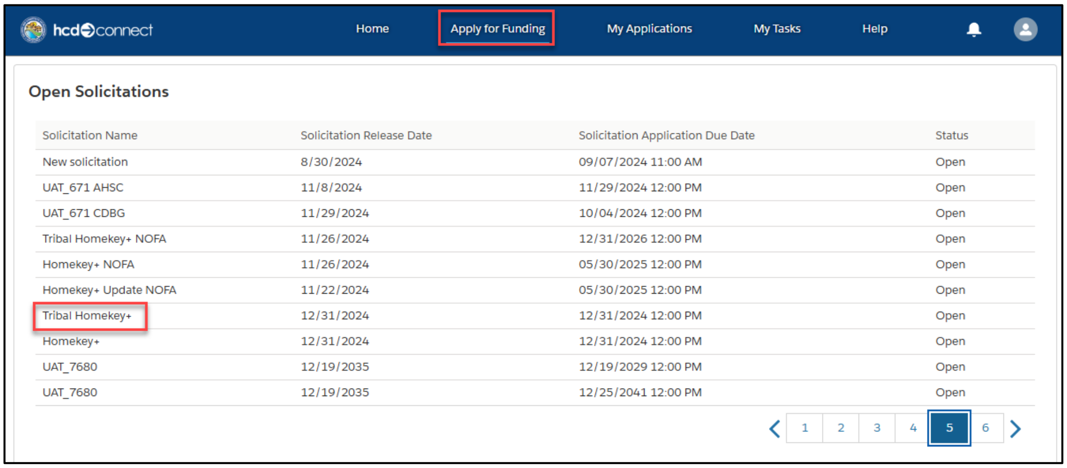


9. Click on the “**My Applications**” button. Applicants will see the application in the list view with submitted as status.

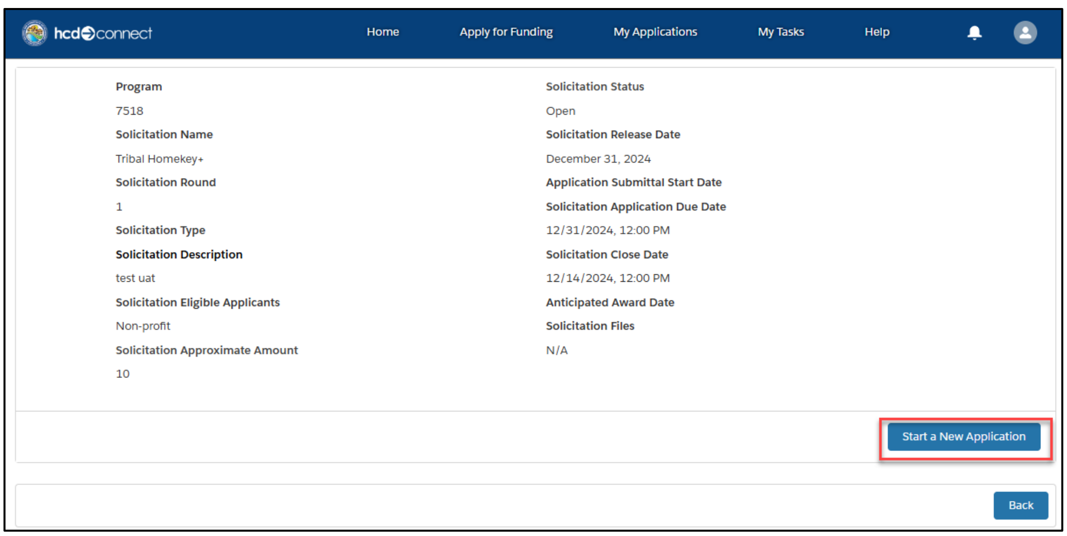


Tribal Application

1. Click on the “**Apply for Funding**” tab. Here open Solicitations for Tribal Homekey+ applications are visible. Click on “**Tribal Homekey+**”.



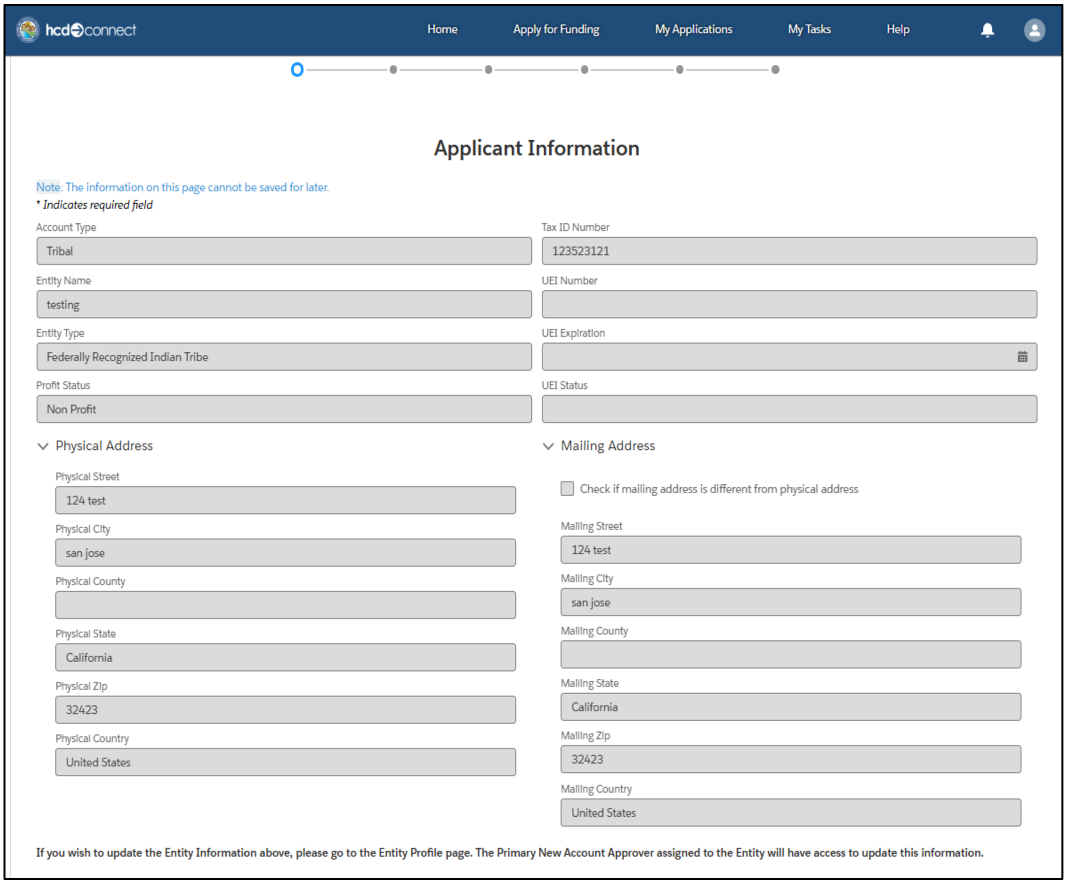
2. Click on the “**Start a New Application**” button.



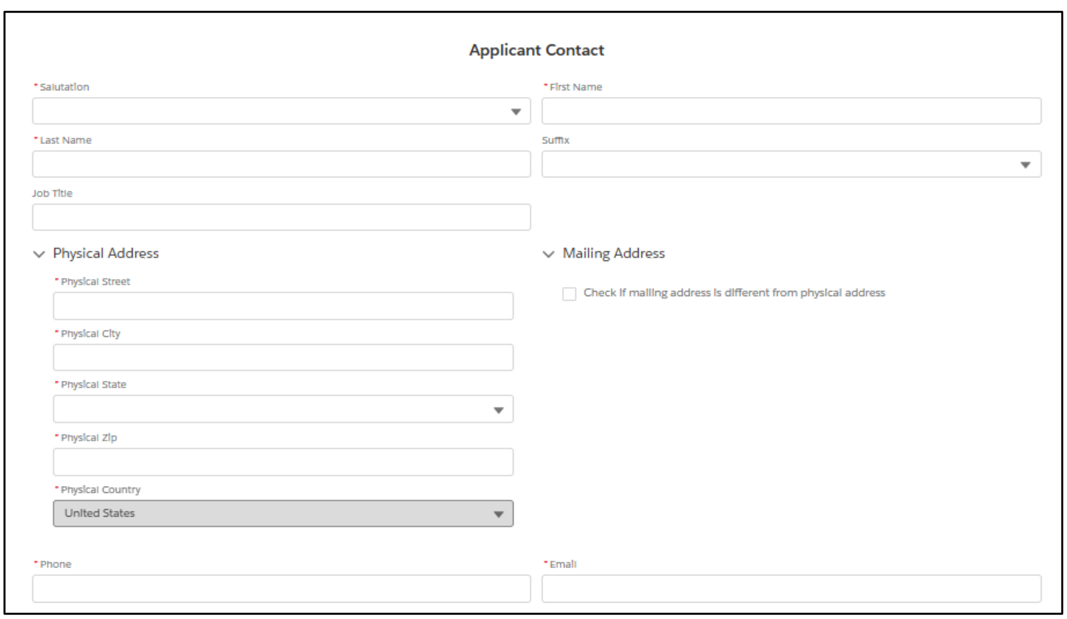
3. The Applicant Information section is auto filled from the user’s account information.

   Fill in all the remaining required information in the following sections: **Applicant Contact**, **Applicant Authorized Representative,** and **Co-Applicant(s)**. When finished, click the “Save and Next” buttons.

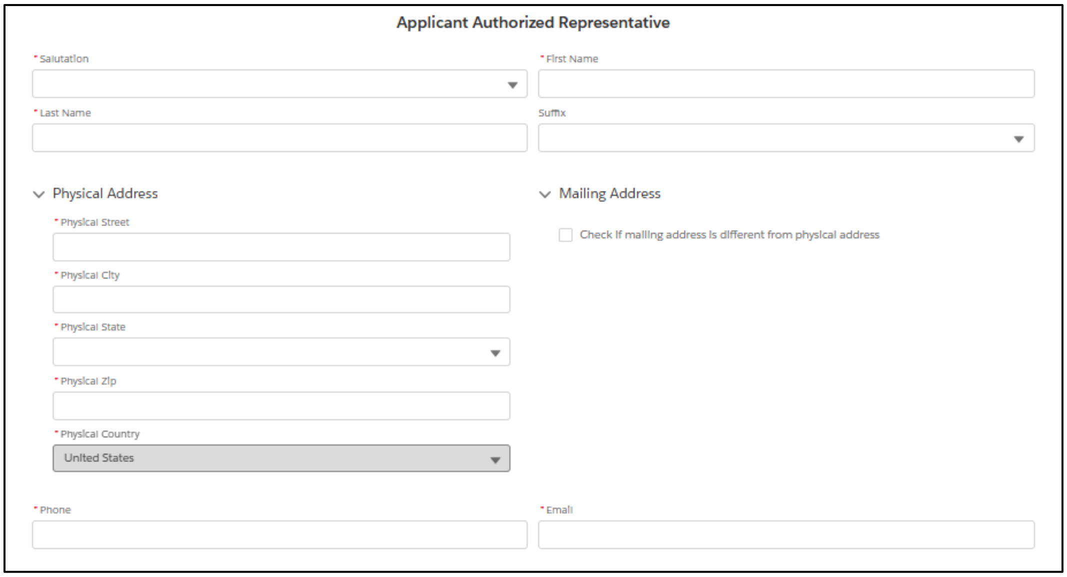
Applicant Information



Applicant Contact



Applicant Authorized Representative



Applicant Authorized Representative

* Salutation

* First Name

* Last Name

Suffix

Physical Address

* Physical Street

* Physical City

* Physical State

* Physical Zip

* Physical Country

United States

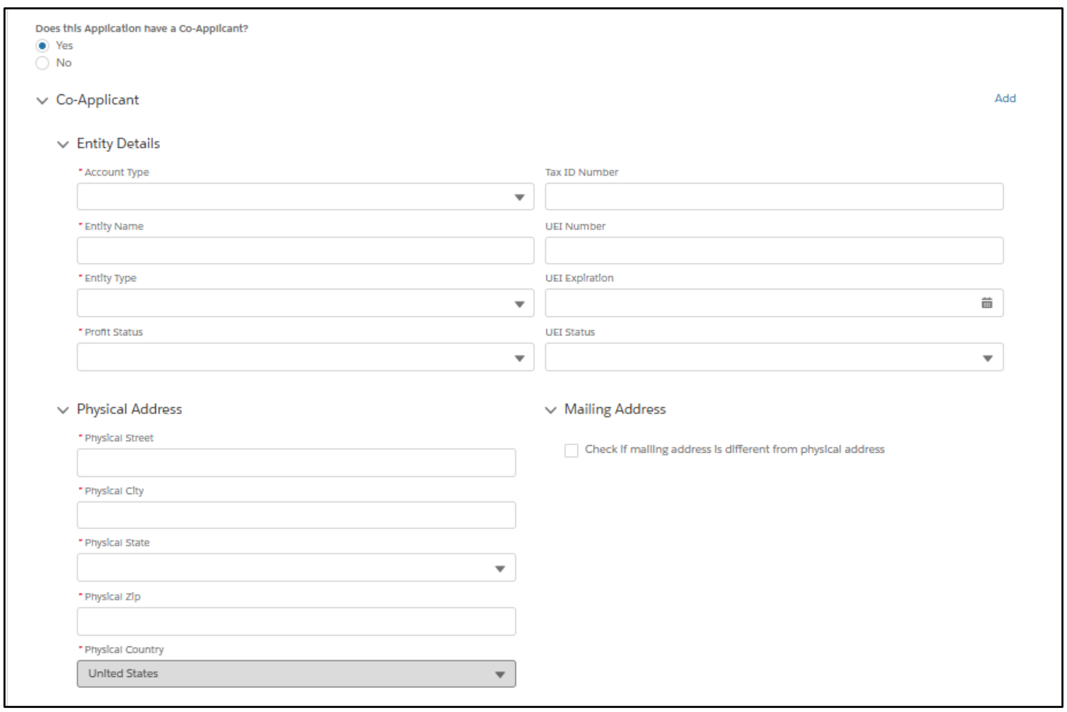
Mailing Address

Check if mailing address is different from physical address

* Phone

* Email

Co-Applicant Information



Does this Application have a Co-Applicant?

Yes

No

Co-Applicant

Add

Entity Details

* Account Type

Tax ID Number

* Entity Name

UEI Number

* Entity Type

UEI Expiration

* Profit Status

UEI Status

Physical Address

* Physical Street

* Physical City

* Physical State

* Physical Zip

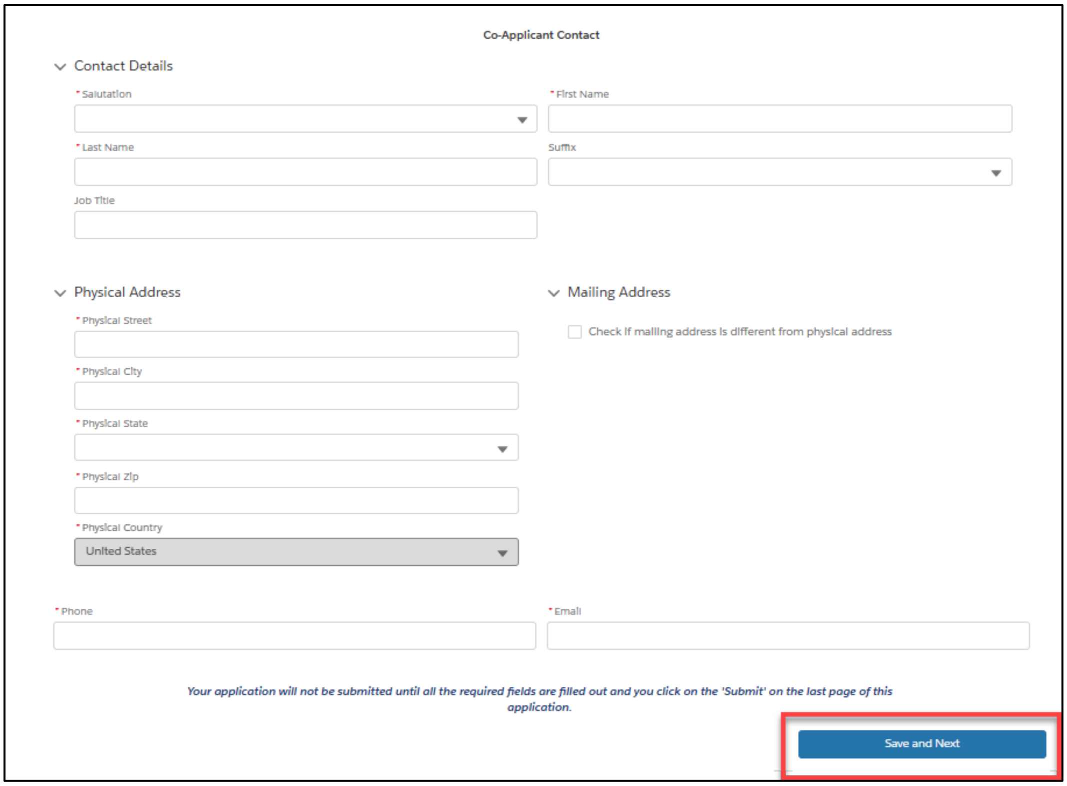
* Physical Country

United States

Mailing Address

Check if mailing address is different from physical address

Co-Applicant Contact



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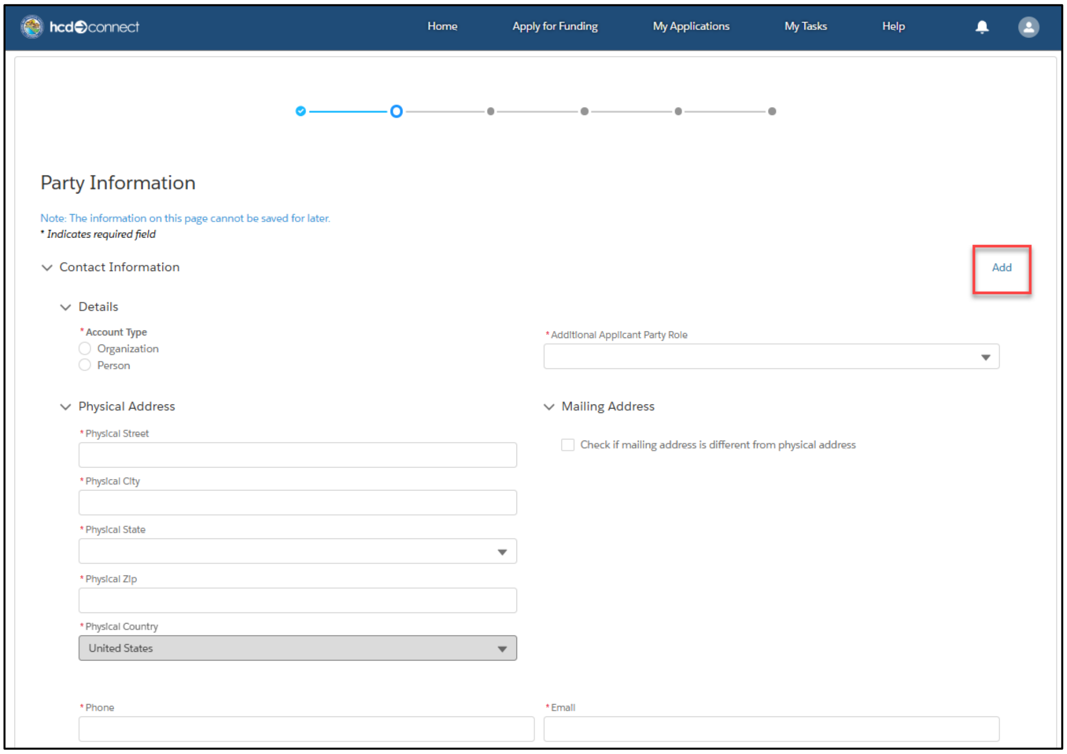
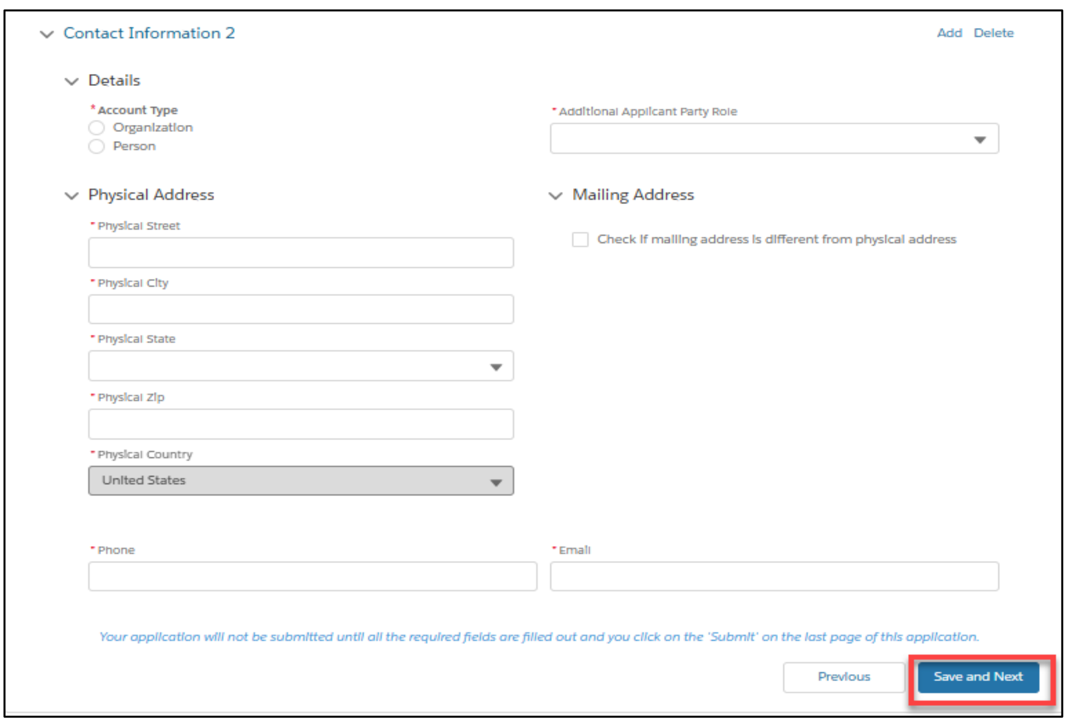
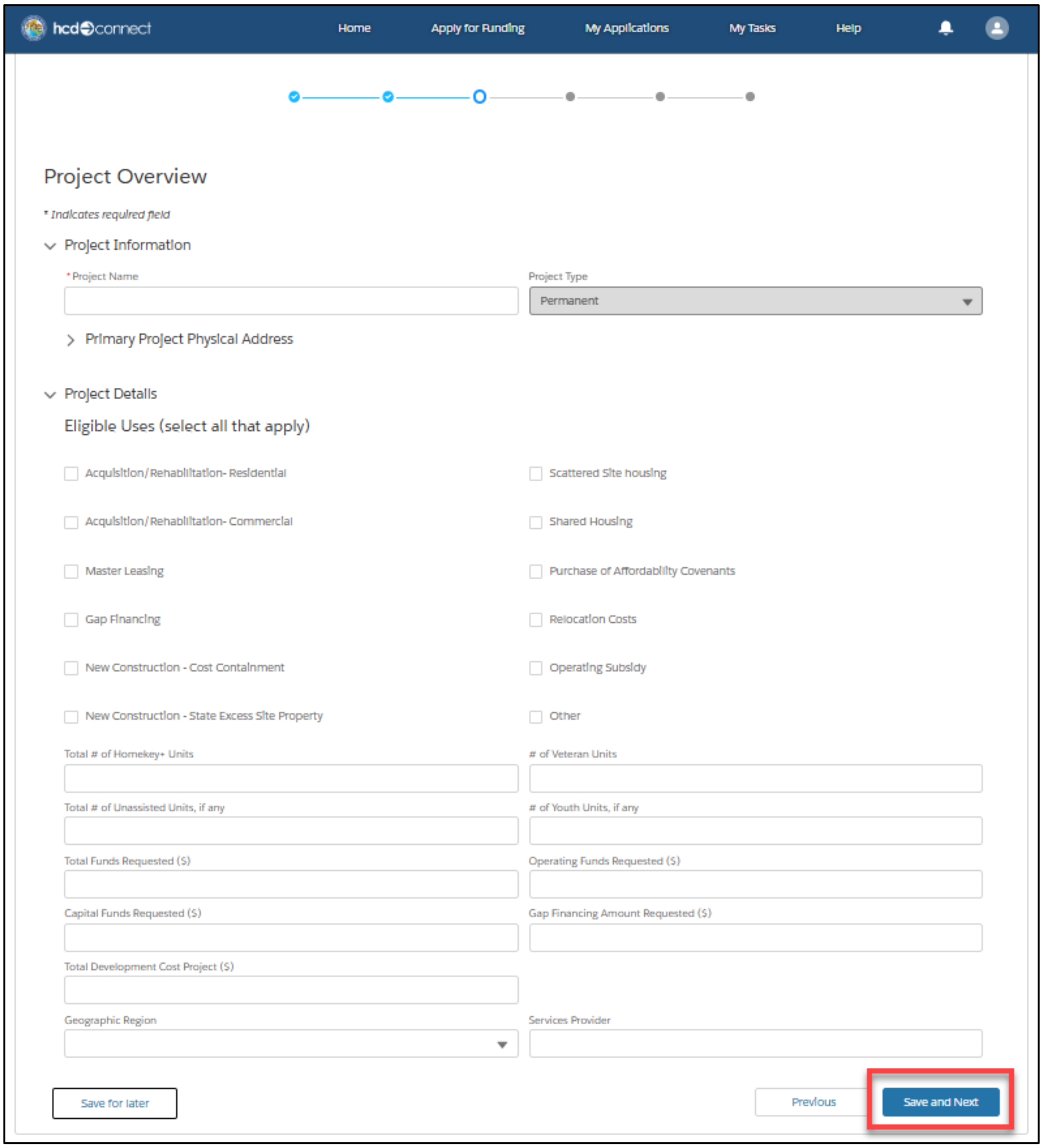




5. The next page is Project Overview. Fill in all the required fields and click on the “**Save and Next**” button.



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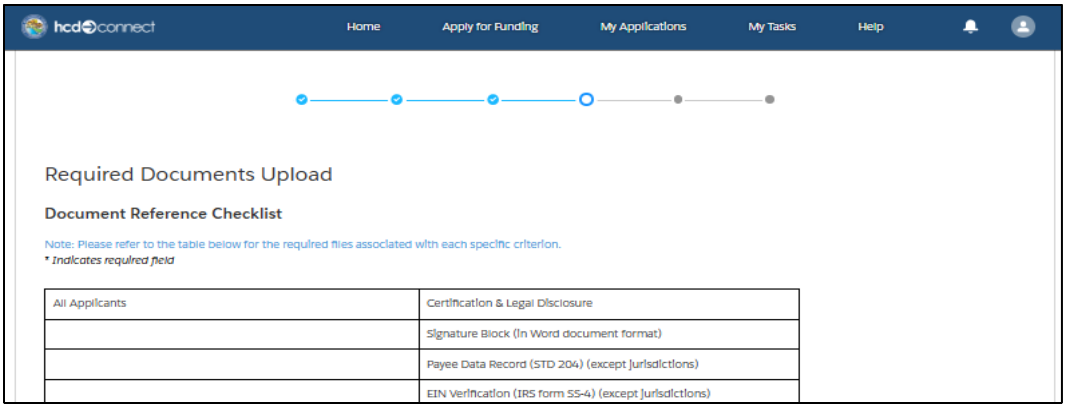
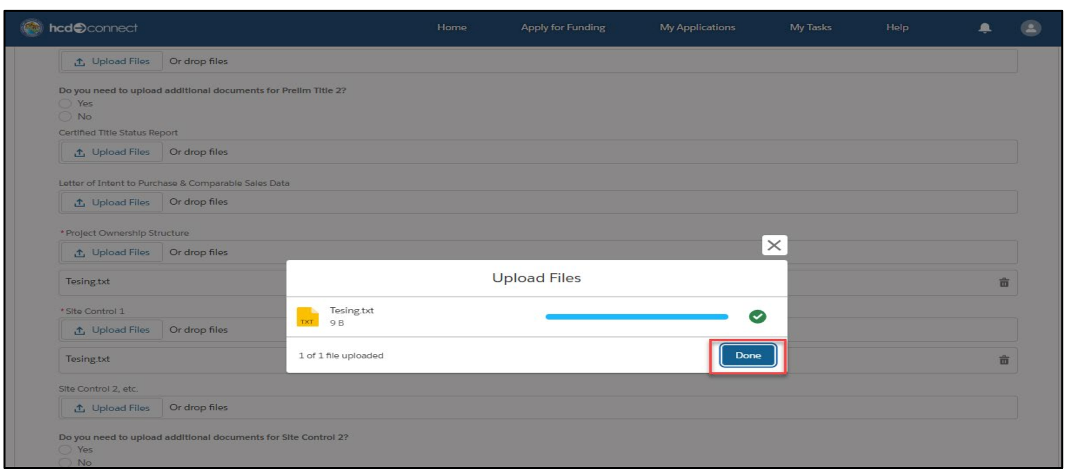
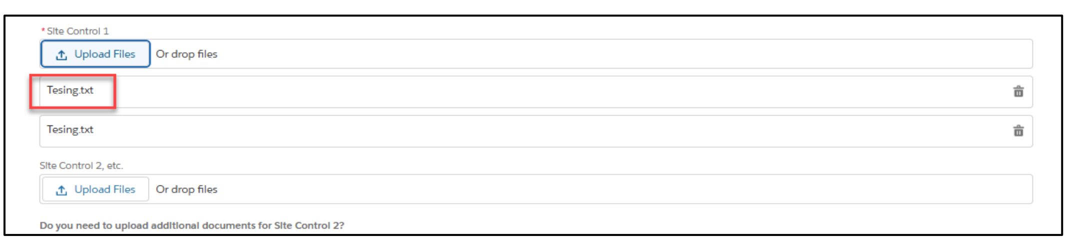


To upload a file, click on the "**Upload Files**" button and select a file to upload.

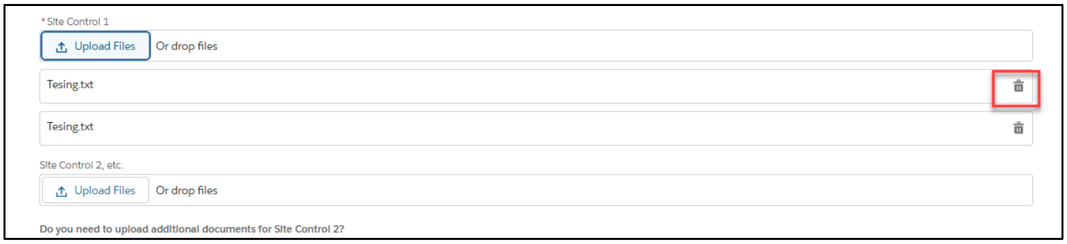
An Upload Files pop-up window will appear. Once the file is uploaded, click on the "**Done**" button.



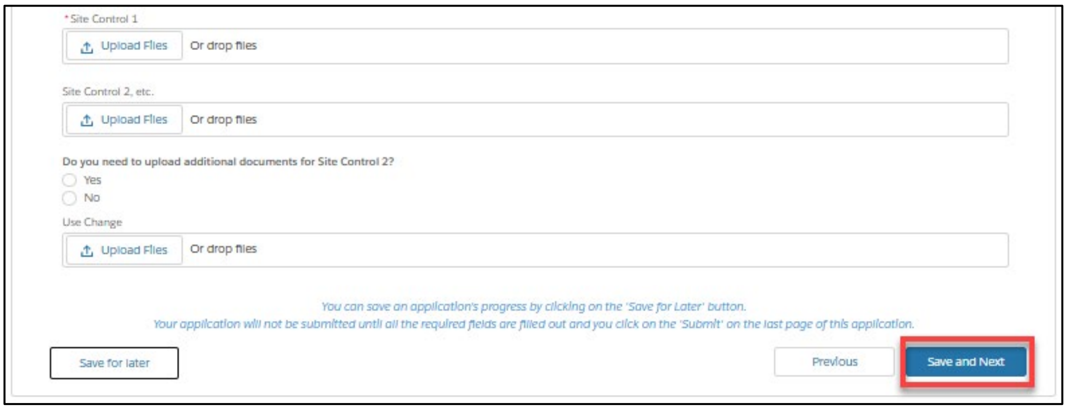
The uploaded file will be visible under the upload files button.



To delete an uploaded file, click the "**Trash**" icon.

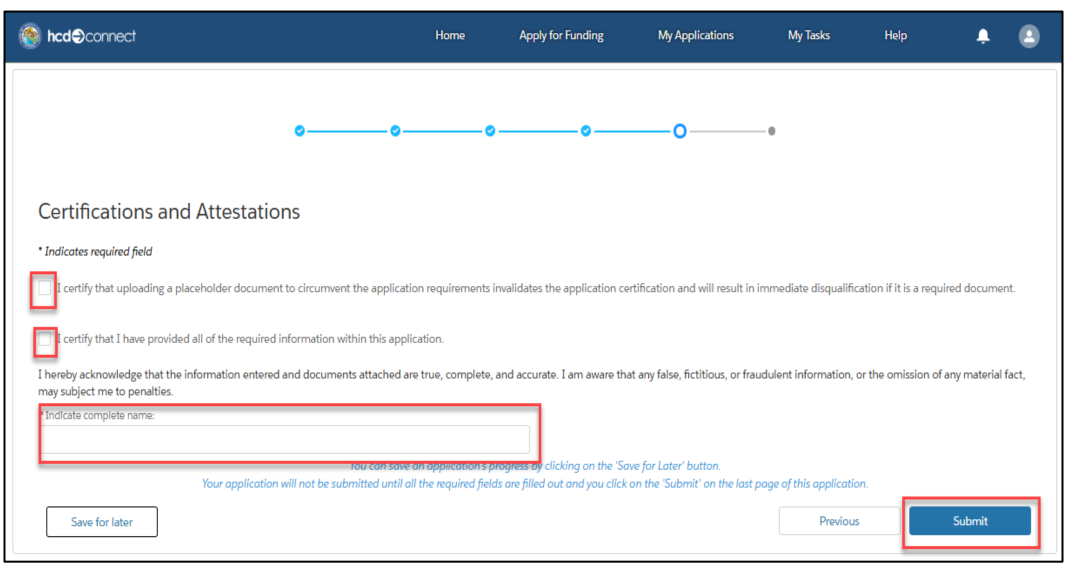


When finished uploading files, click on the "**Save and Next**" button.



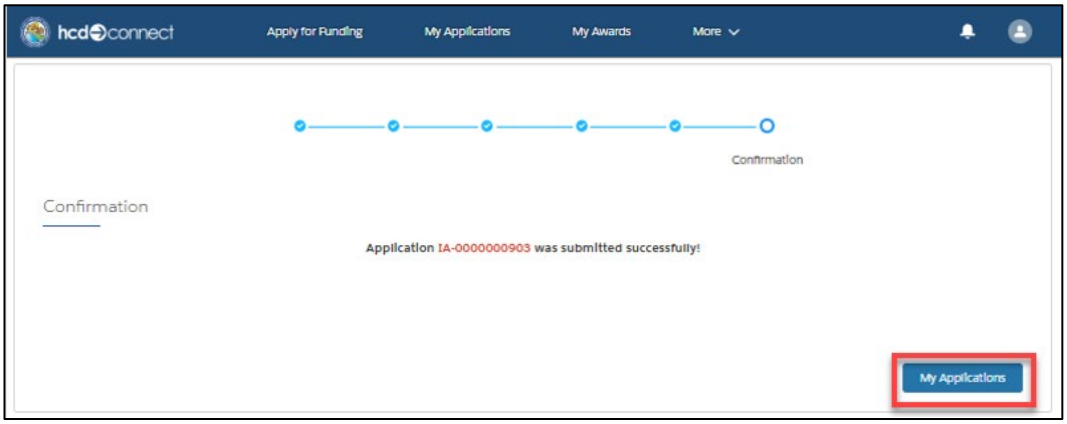
7. Applicants are required to certify and attest and that they have adhered to the requirements and are in good standing before submission. Applicant must enter their full name.

   Click "**Submit**".

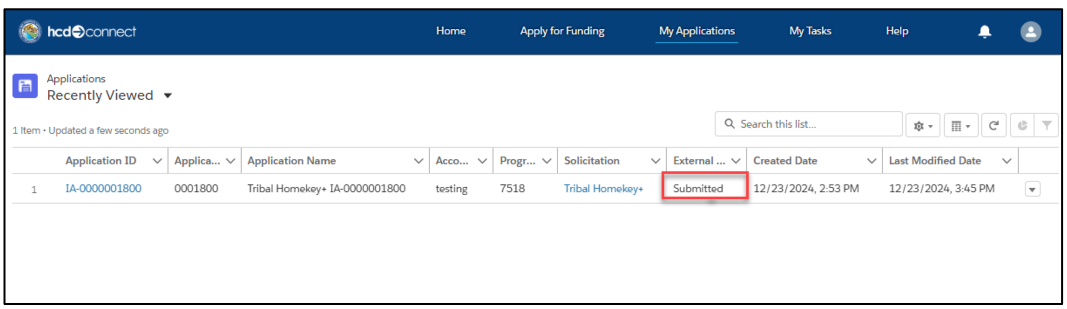


8. The last page is the Confirmation screen with the application ID.

   Applicants will receive an email notification once their application has been submitted.

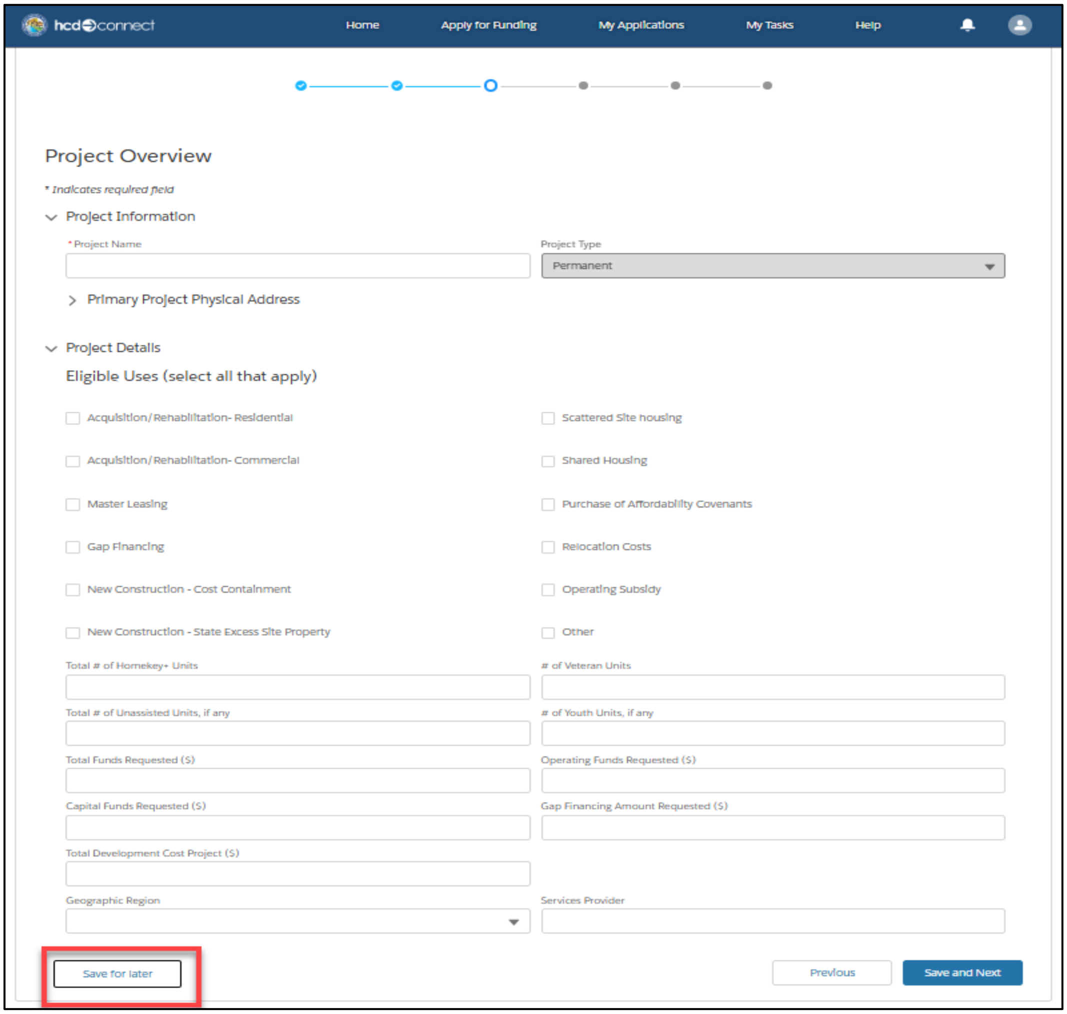


9. Click on the “**My Applications**” button. Applicants will see the application in the list view with submitted as status.



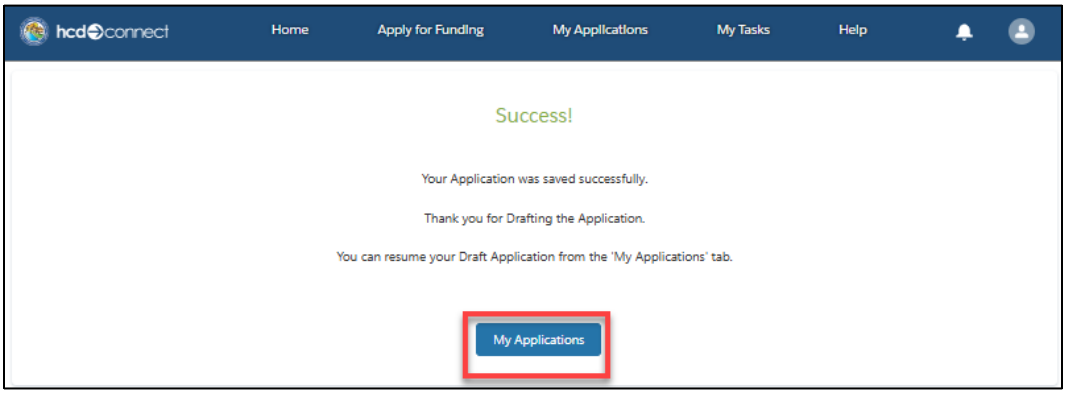
Saving an Application as Draft

1. If an applicant is not ready to submit an application, they can save the it as draft on the Project Overview page. To save as draft, click on the "**Save for later**" button.

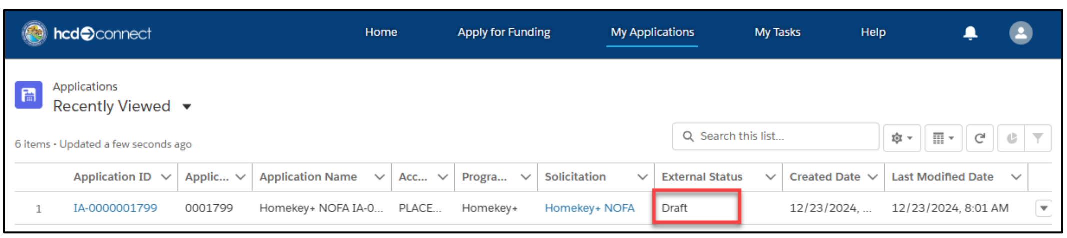


2. A pop-up window will appear asking "Are you sure you want to save it for later?" Click the "**OK**" button.

3. A success message will appear. Click on the “**My Applications**” button to view the draft application.



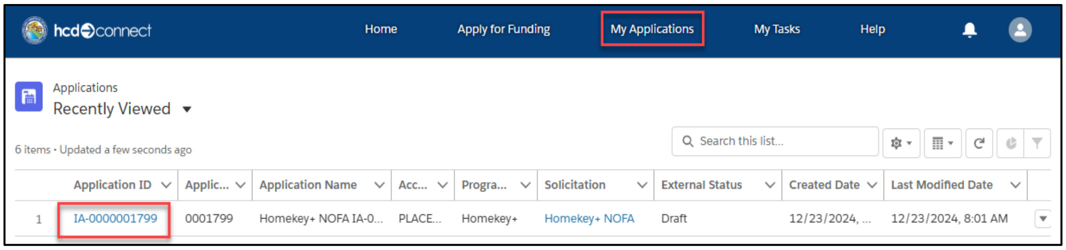
4. On the Applications page, confirm the application is listed as “**Draft**”.



Resuming a Draft application

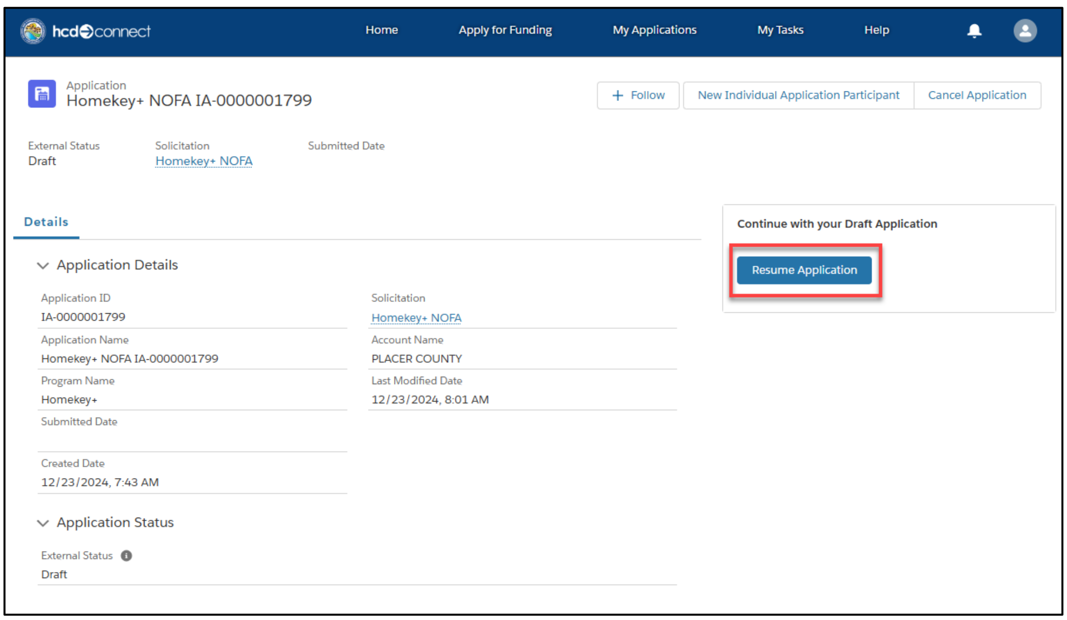
1. Click on the “**My Applications**” tab from the homepage.

   Click on the Application ID of an application that is in “Draft” status.



2. The Details section of the application will open.

   Click on the “**Resume Application**” button.

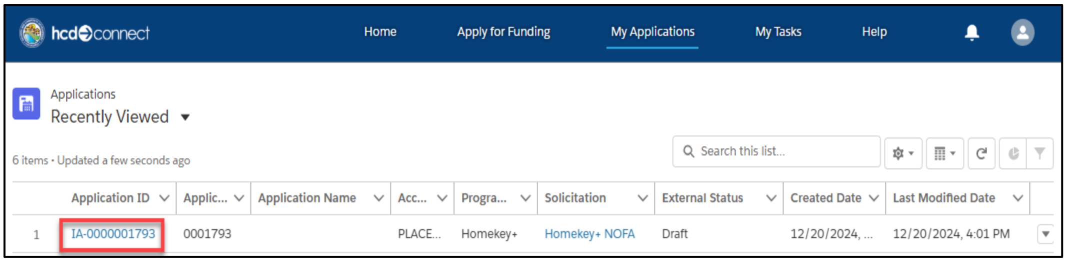


Fill in the remaining fields in the application. click on the “**Save and Next**” button. When finished, click the submit button.

Cancelling an Application

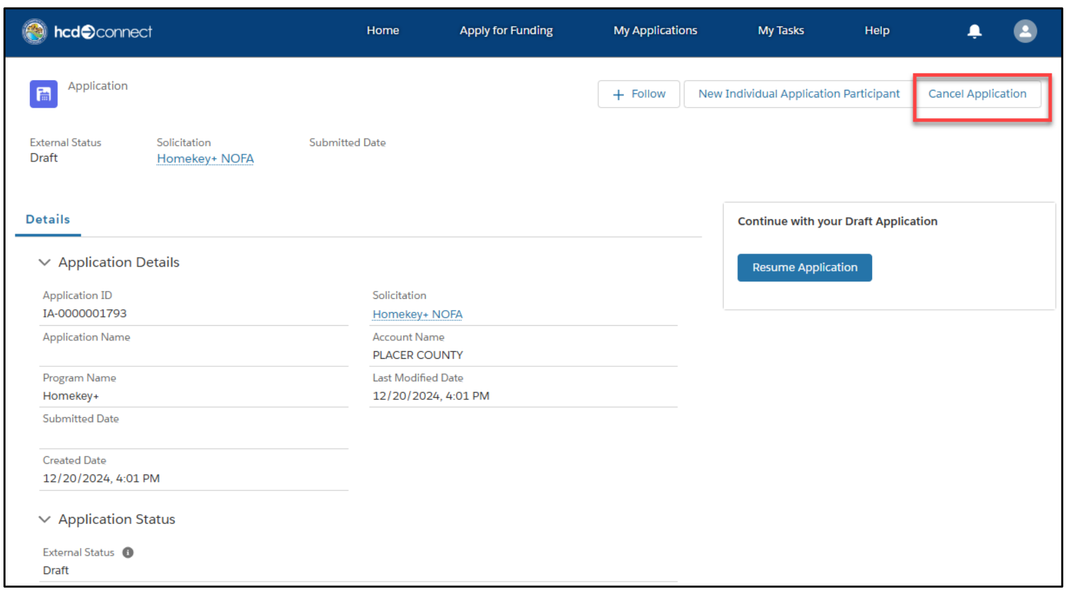
1. Clicking on the "**My Applications**" tab from the homepage.

   Click on the Application ID of an application that is in "**Draft**" status.

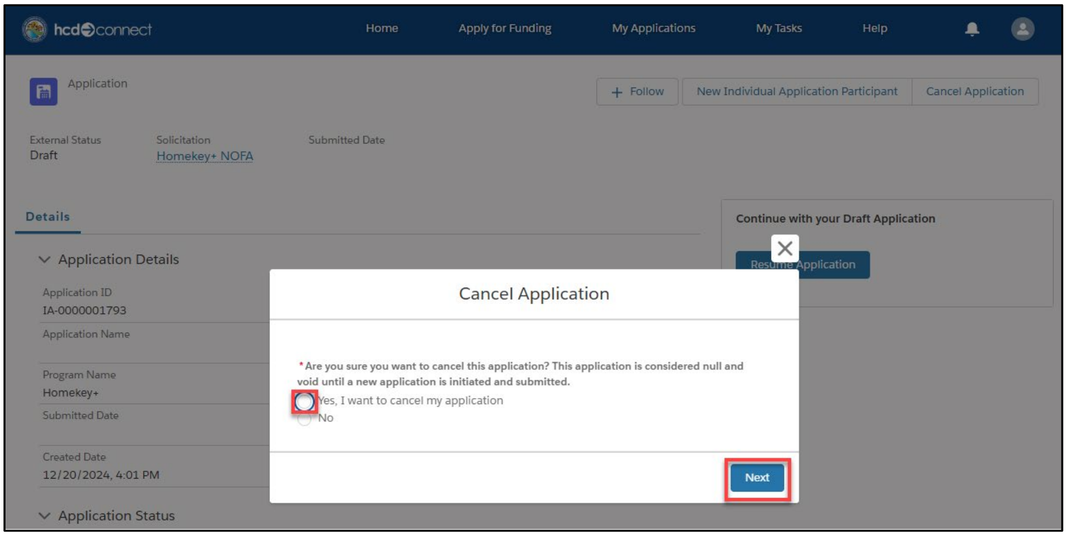


2. The Details section of the application will open.

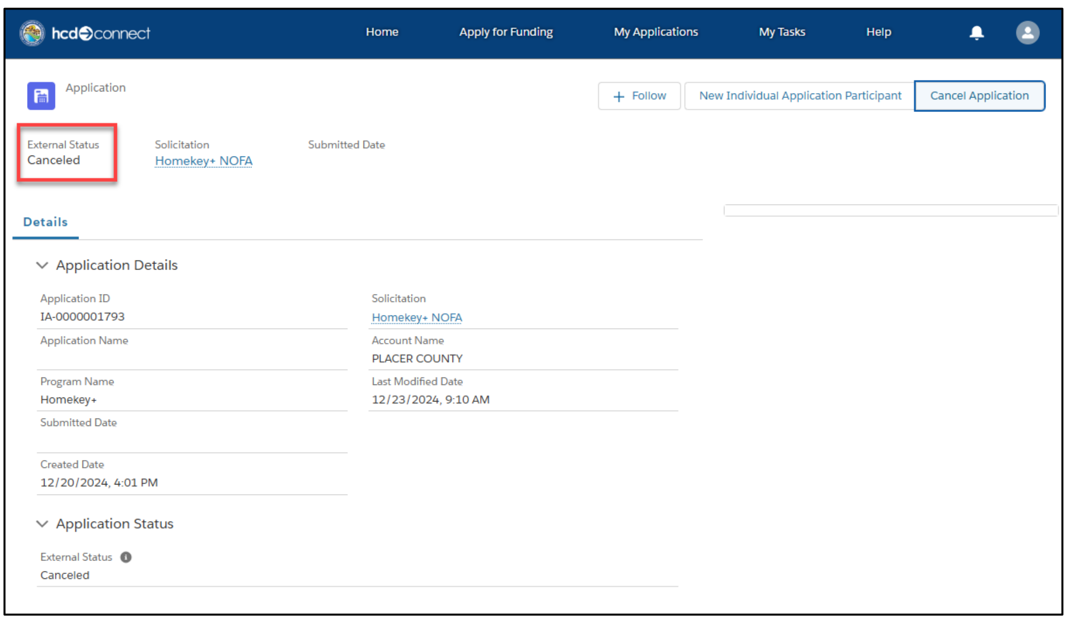
   Click on the "**Cancel Application**" button.



3. A pop-up window will appear to confirm the action. To continue to cancel the application, select “**Yes**” and click the “**Next**” button.



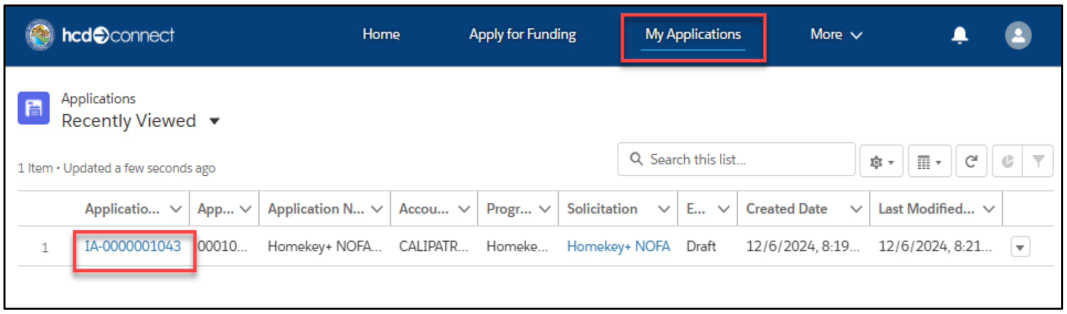
4. The application is now “Canceled”. A cancelation confirmation email will be sent to the applicant.



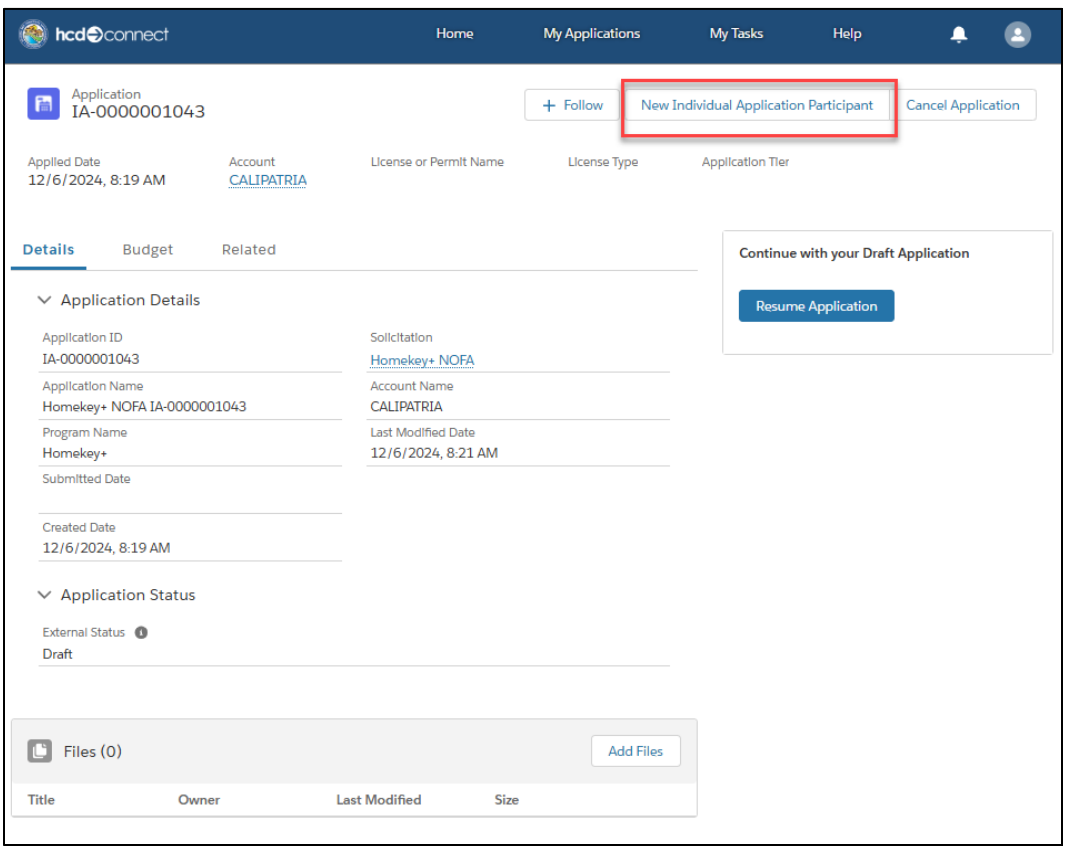
Consultant Submit an Application

A Primary user must begin the application process on behalf of a consultant and then assign it to the consultant. The consultant can then continue the application and submit.

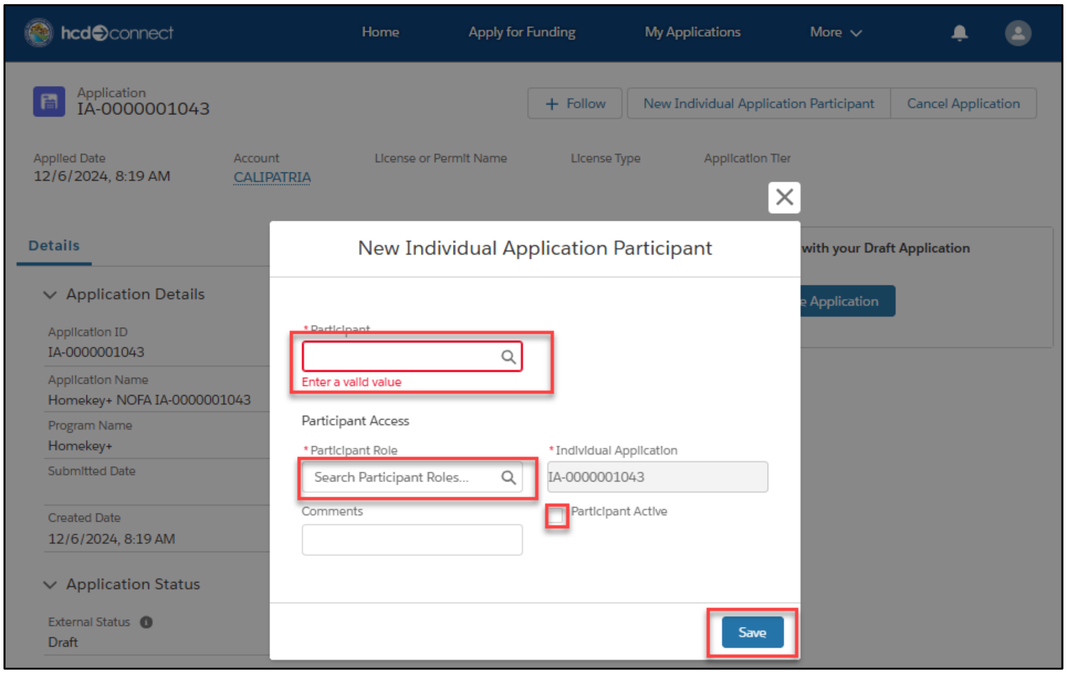
1. To assign an application to a consultant: Log in as a Primary User and click on the "**My Applications**" tab. Click on the application ID that is in Draft.



2. The Details section of the application will open. Click on the "**New Individual Application Participant**" button at the top.

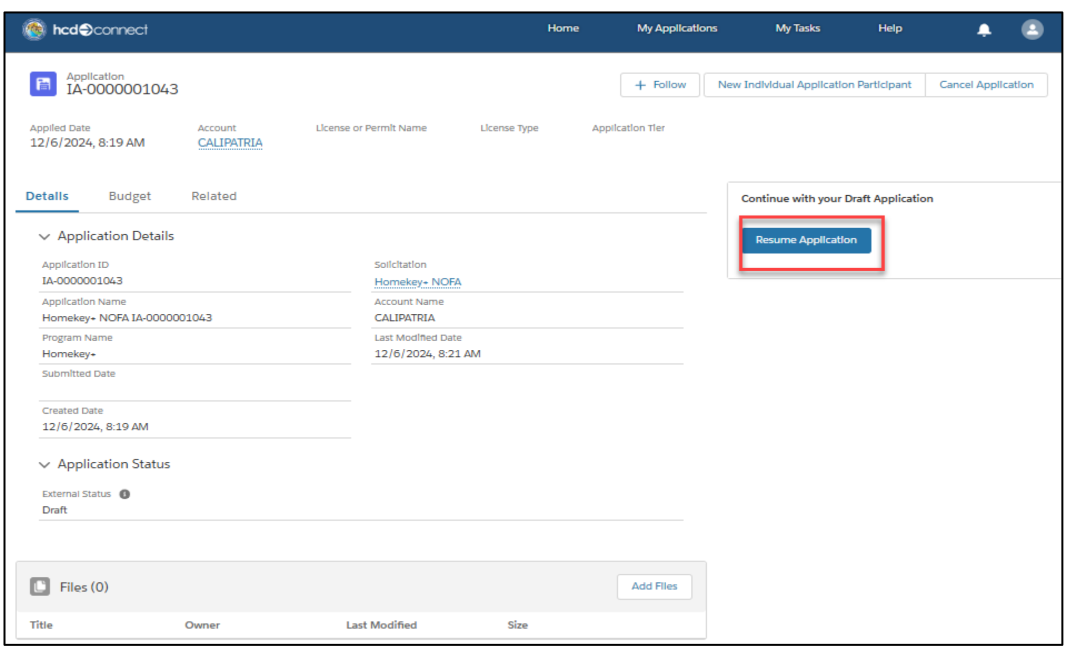


3. A pop-up window for “**New Individual Application Participant**” will appear. In the “Participant” field, search for consultant by name and select. Select Participant Role from the available options. Check the check box for “**Participant Active**”. Add any comments in the Comments section. Click on “**Save**”.

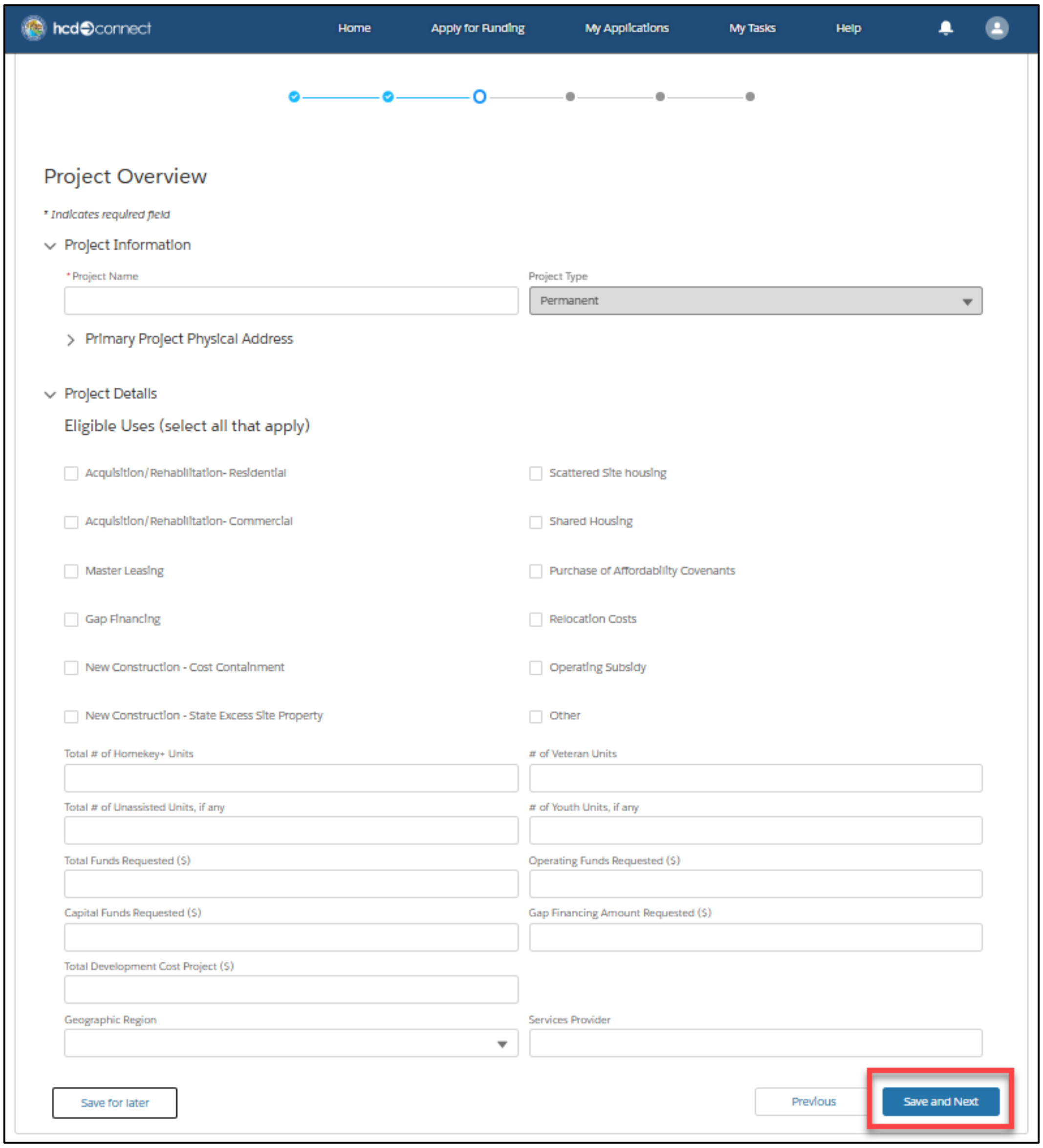


4. The Consultant will receive an email with the application ID and a link to the application. The Consultant can then navigate to the application by clicking on the link to log in to the HCD Connect portal.

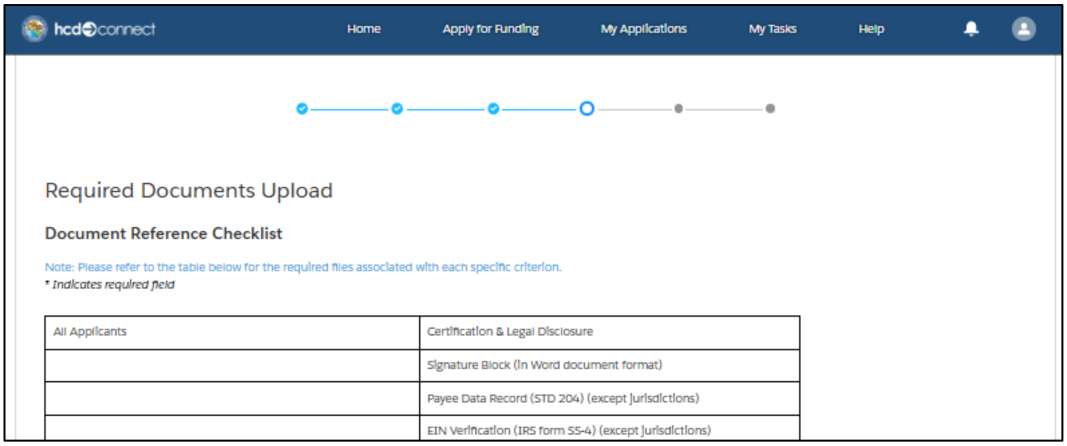
5. Click on the “**Resume Application**” button.



6. The Consultant will be able to fill in the required fields on the Project Overview page. When complete, click the “**Save and Next**” button.

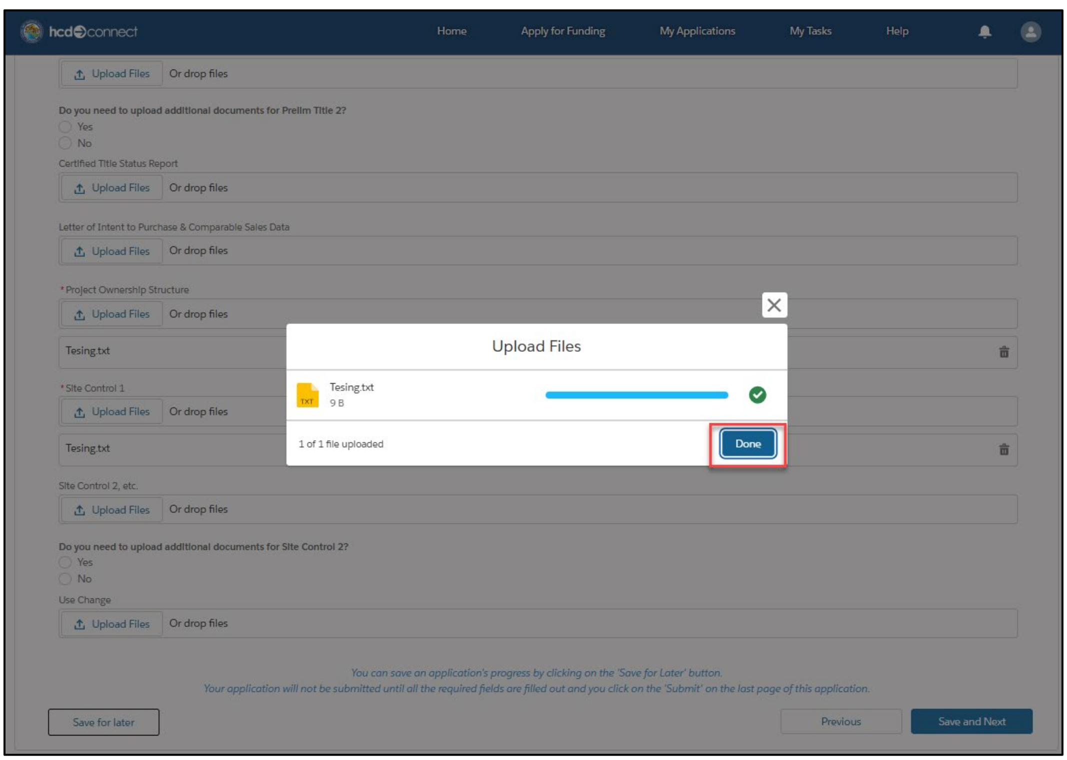


7. On the Required Documents Upload page, upload all required documents.

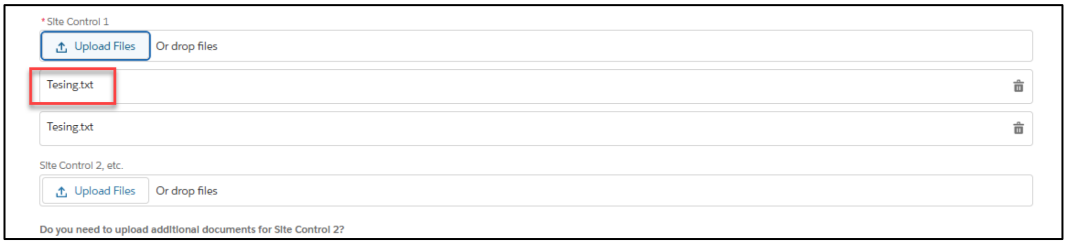


Click on the “**Upload Files**” button and select a file to upload.

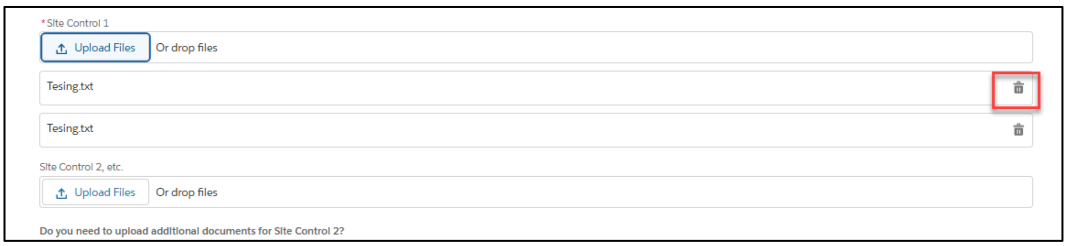
A pop-up window will appear. Once the upload is complete, click on the “**Done**” button.



The uploaded file will be listed under the upload files button.



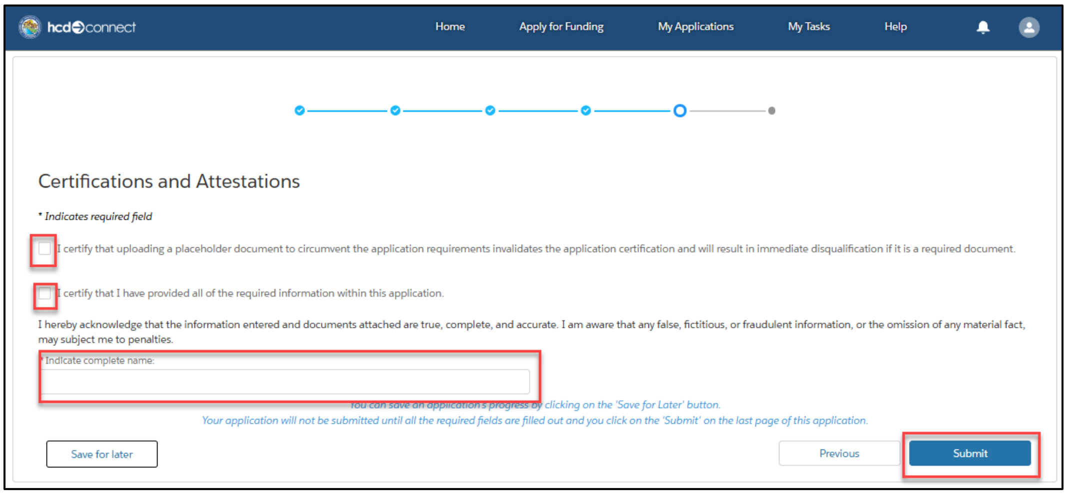
An uploaded file can be deleted by clicking on the Trash icon.



When finished uploading files, click on the "**Save and Next**" button.

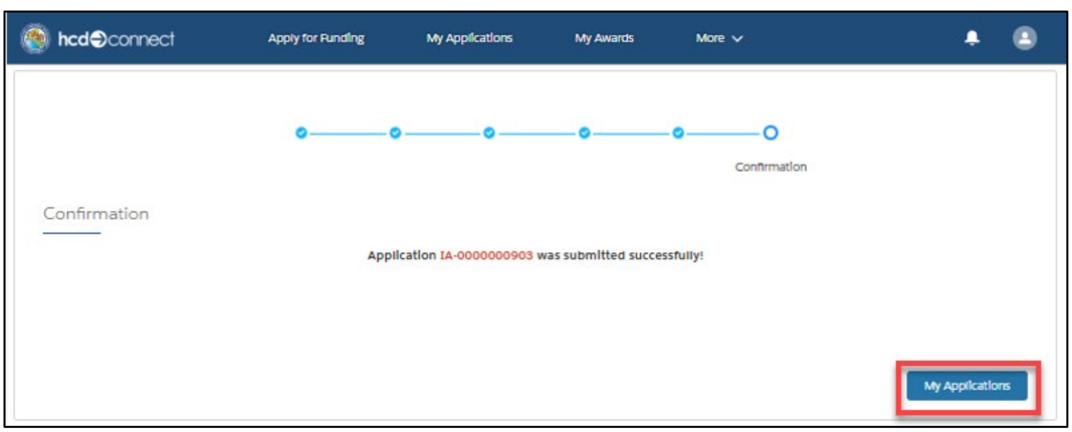
8. Applicants are required to certify and attest and that they have adhered to the requirements and are in good standing before submission. Applicant must enter their full name.

   Click “**Submit**”.

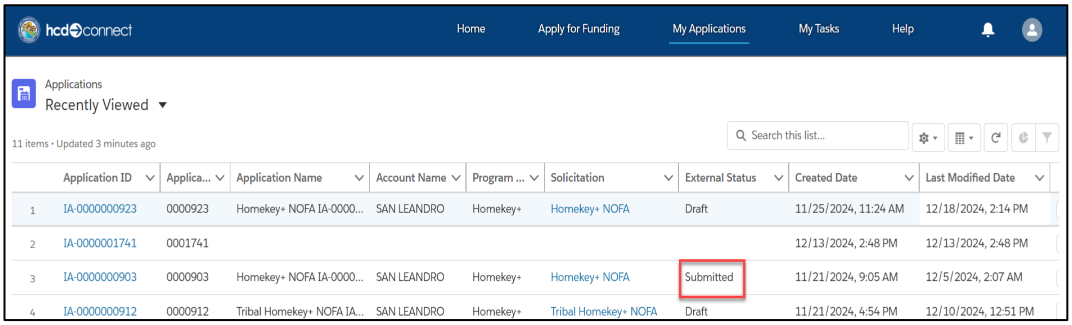


9. The last page is the Confirmation screen with the application ID.

   Applicants will receive an email notification once their application has been submitted.

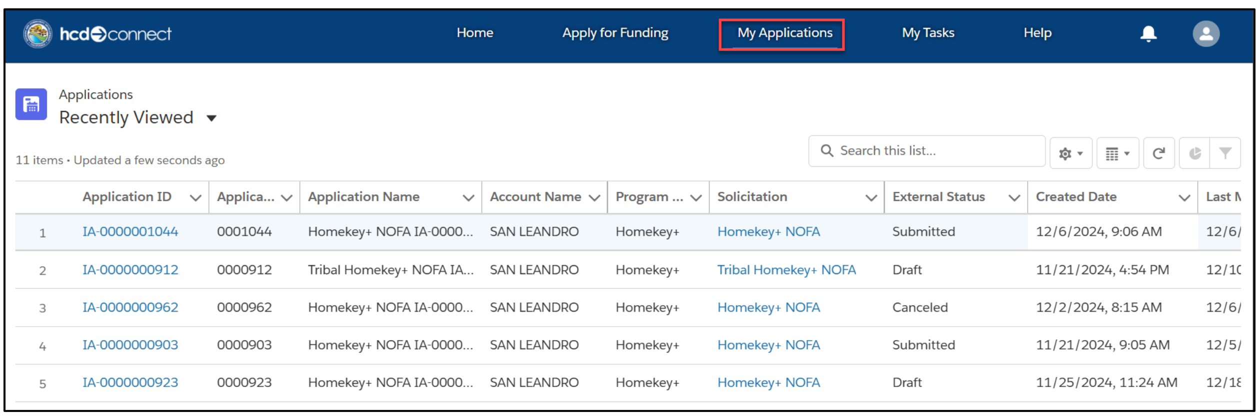


10. Click on the “**My Applications**” button. The application will be listed as submitted.



My Applications

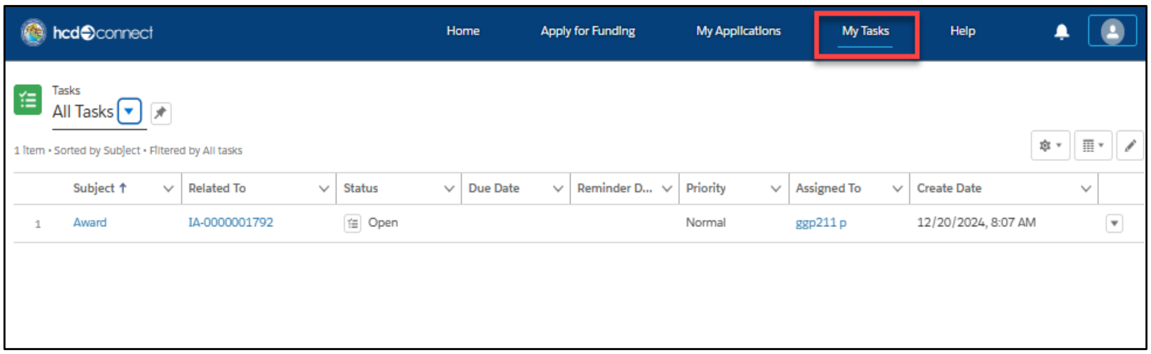
The My Application tab allows users to view all applications that are in Draft, Canceled and Submitted status.



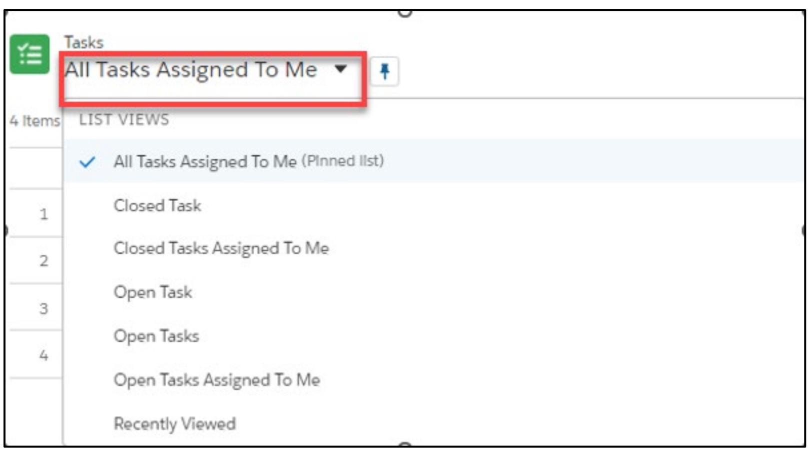
My Tasks

The My Tasks tab allows users to view and update existing tasks assigned by HCD Staff, with each task representing an item pending action.

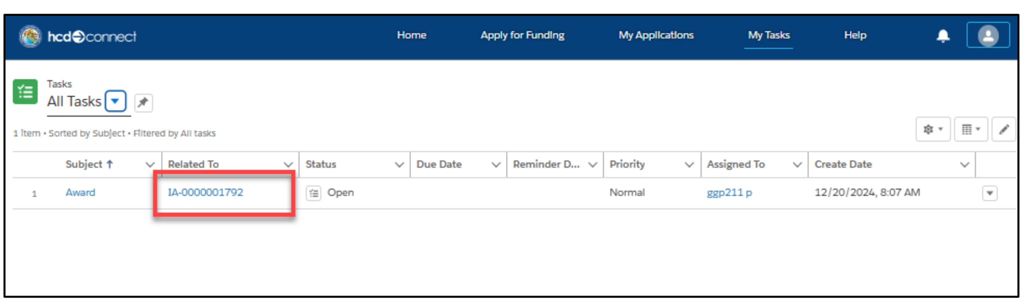
1. To view and update existing assigned tasks assigned, navigate to the "**My Tasks**" tab.



2. To view assigned tasks assigned, use **List Views,** and select **All Tasks Assigned To Me**.

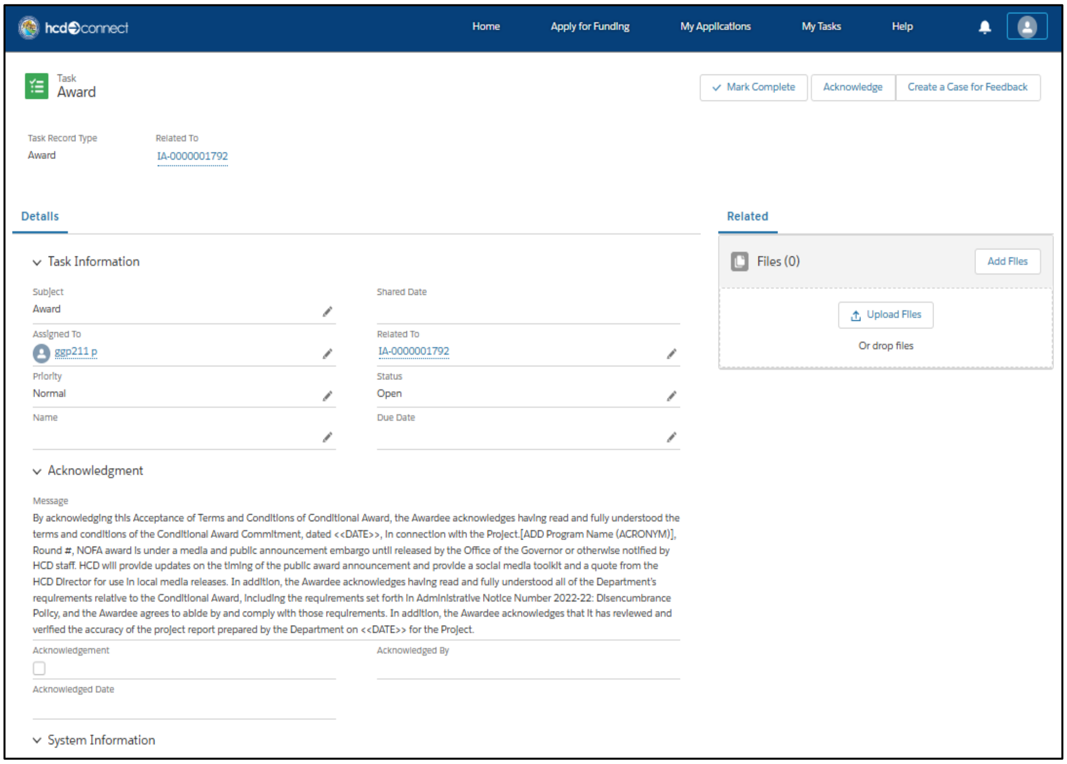


Click on the application ID.



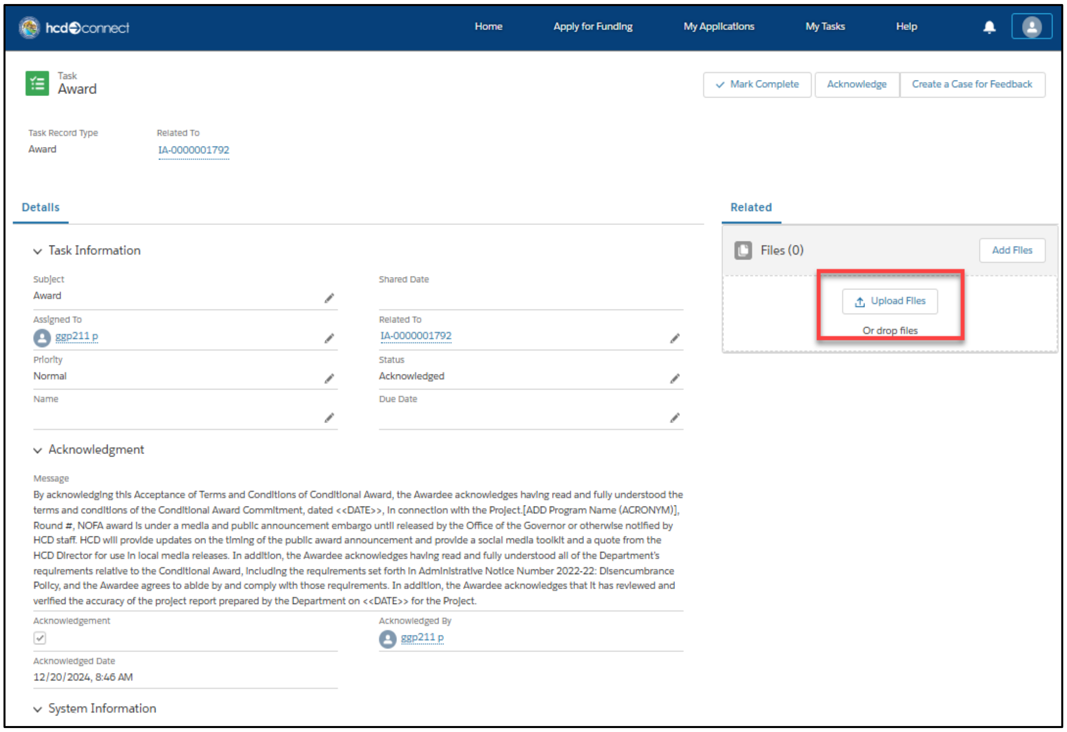
Viewing Task Details

In this section, users will be able to view details of tasks that are assigned and make required updates.



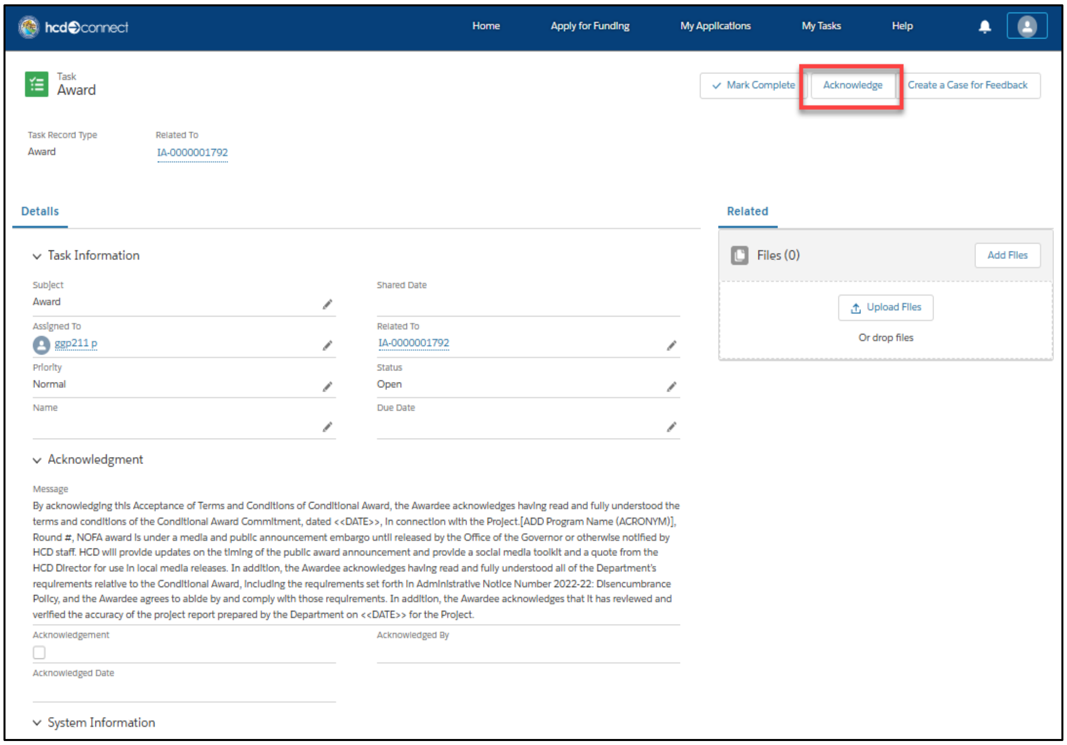
Upload Files

Users will also be able to upload files necessary to the tasks by clicking on the “**Upload Files**” button.

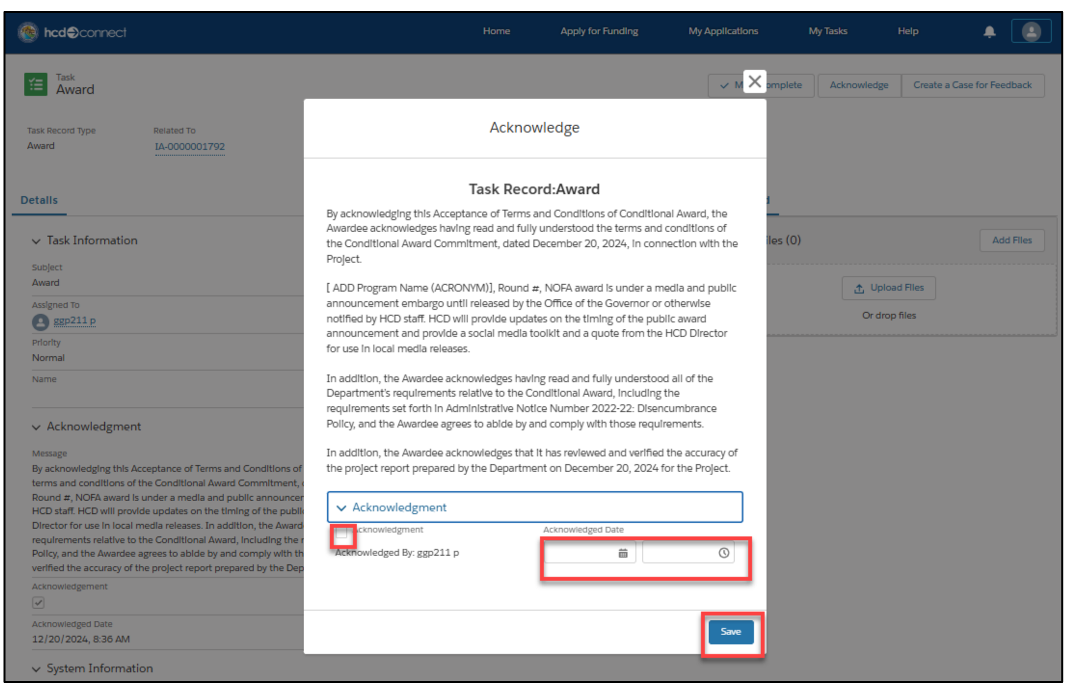


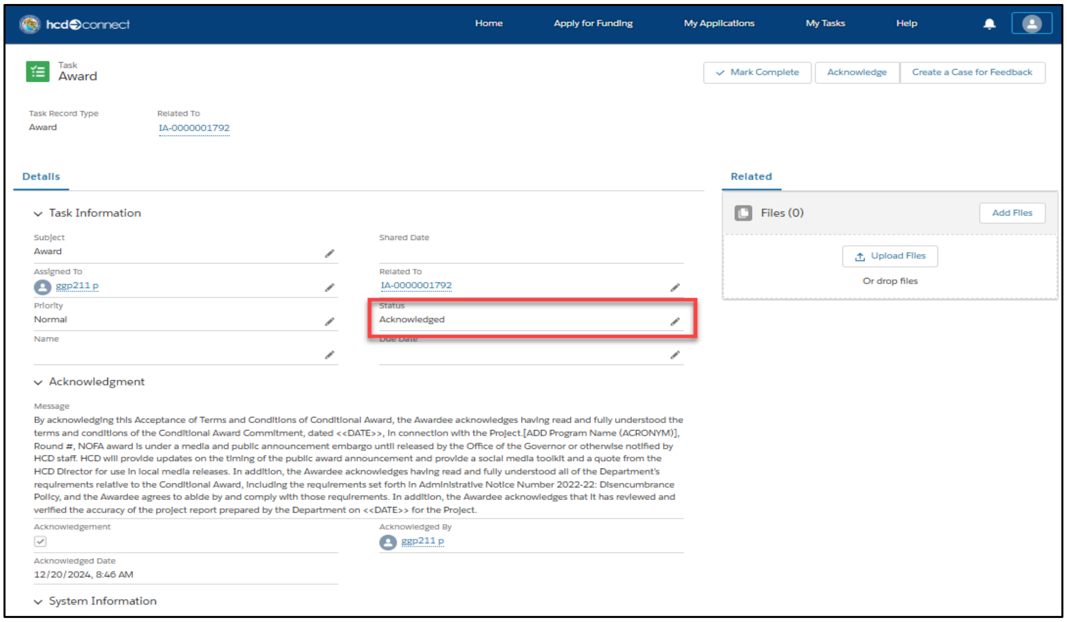
Acknowledging a Task

1. Click on the "**Acknowledge**" button.

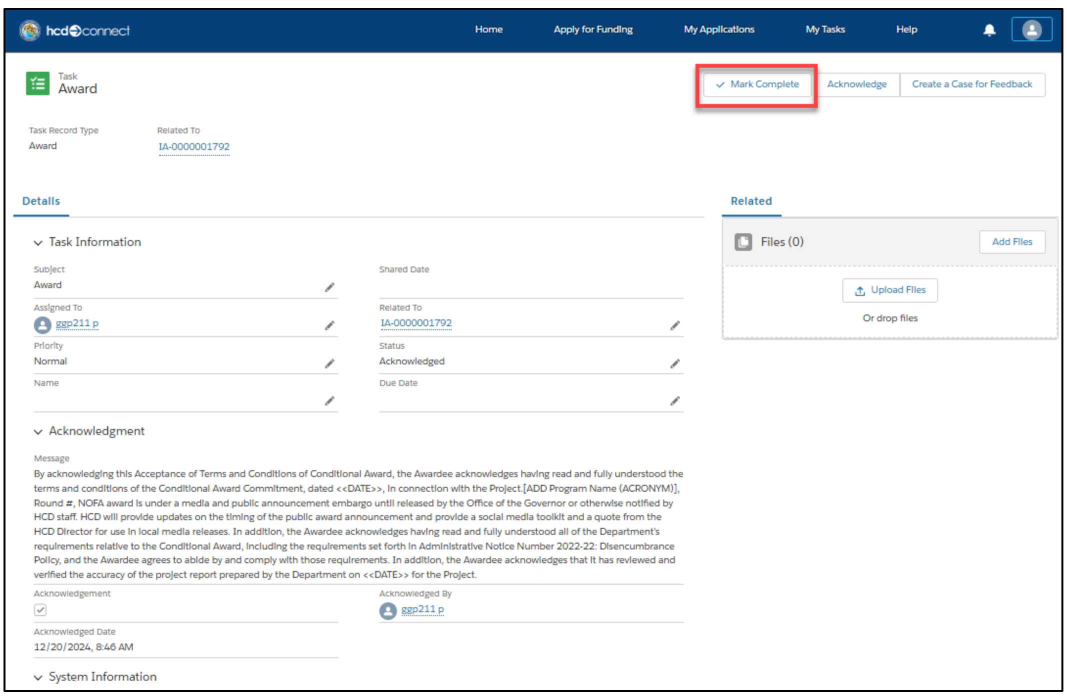


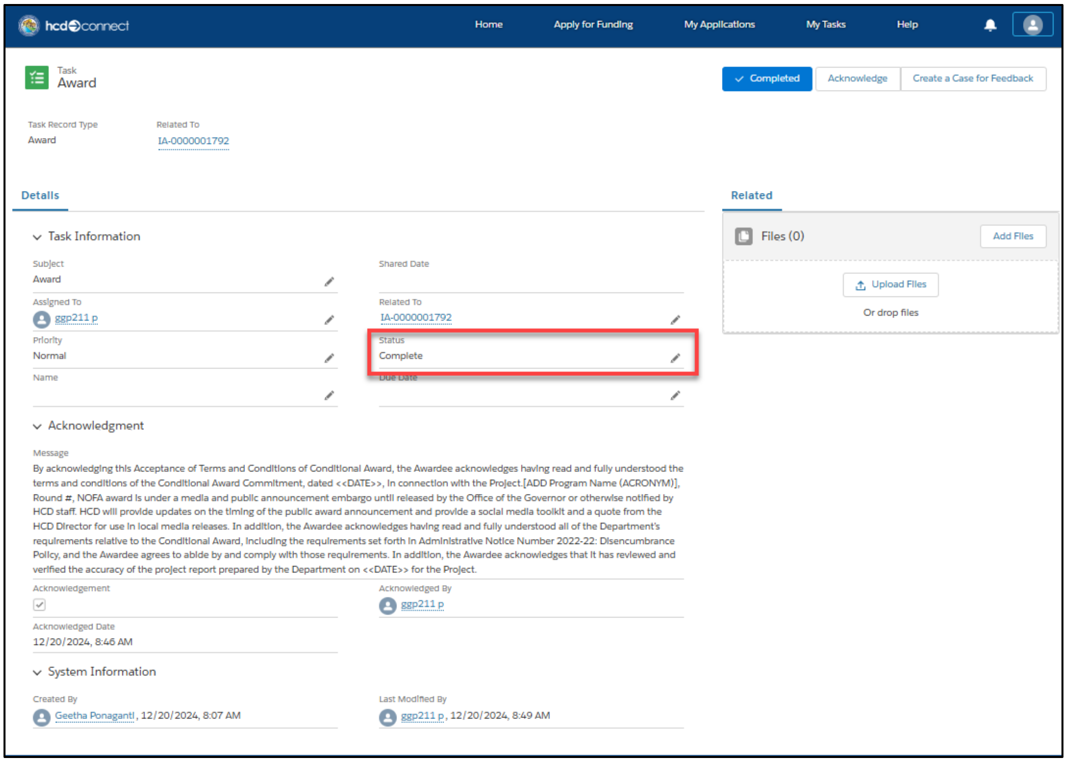
2. An Acknowledge pop up window will appear. After reading the acknowledgement, select the check box for Acknowledgement, select date and time and click on the "**Save**" button.





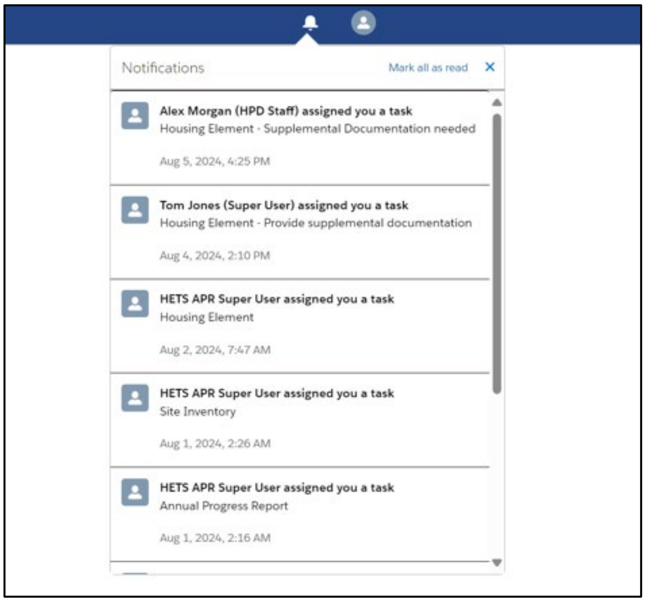
3. Users will be able to mark tasks as complete by clicking on the “**Mark Complete**” button.



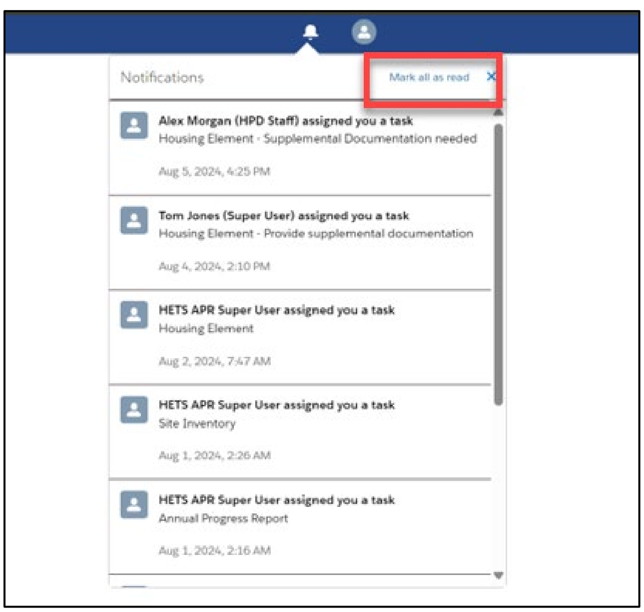

hcd connect
Home
Apply for Funding
My Applications
My Tasks
Help
Task
Award
Completed
Acknowledge
Create a Case for Feedback
Task Record Type
Award
Related To
IA-0000001792
Details
Related
Task Information
Subject
Award
Shared Date
Assigned To
ggp211 p
Related To
IA-0000001792
Priority
Normal
Status
Complete
Name
Due Date
Files (0)
Add Files
Upload Files
Or drop files
Acknowledgment
Message
By acknowledging this Acceptance of Terms and Conditions of Conditional Award, the Awardee acknowledges having read and fully understood the terms and conditions of the Conditional Award Commitment, dated <<DATE>>, in connection with the Project.[ADD Program Name (ACRONYM)], Round #, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases. In addition, the Awardee acknowledges having read and fully understood all of the Department's requirements relative to the Conditional Award, including the requirements set forth in Administrative Notice Number 2022-22: Disencumbrance Policy, and the Awardee agrees to abide by and comply with those requirements. In addition, the Awardee acknowledges that it has reviewed and verified the accuracy of the project report prepared by the Department on <<DATE>> for the Project.
Acknowledgement
Acknowledged By
ggp211 p
Acknowledged Date
12/20/2024, 8:46 AM
System Information
Created By
Geetha Ponaganti, 12/20/2024, 8:07 AM
Last Modified By
ggp211 p, 12/20/2024, 8:49 AM

Portal Notification

1. The Bell icon at the top of the page shows all notifications. This is where users can also see any updates and assigned tasks.



2. To see more details, click on any of the notification items.
3. A notification item can be marked as read.



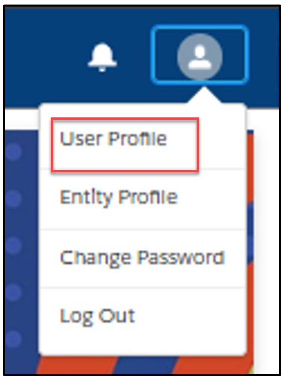
My Profile

To access your Profile, navigate to the user icon at the top right of the page.

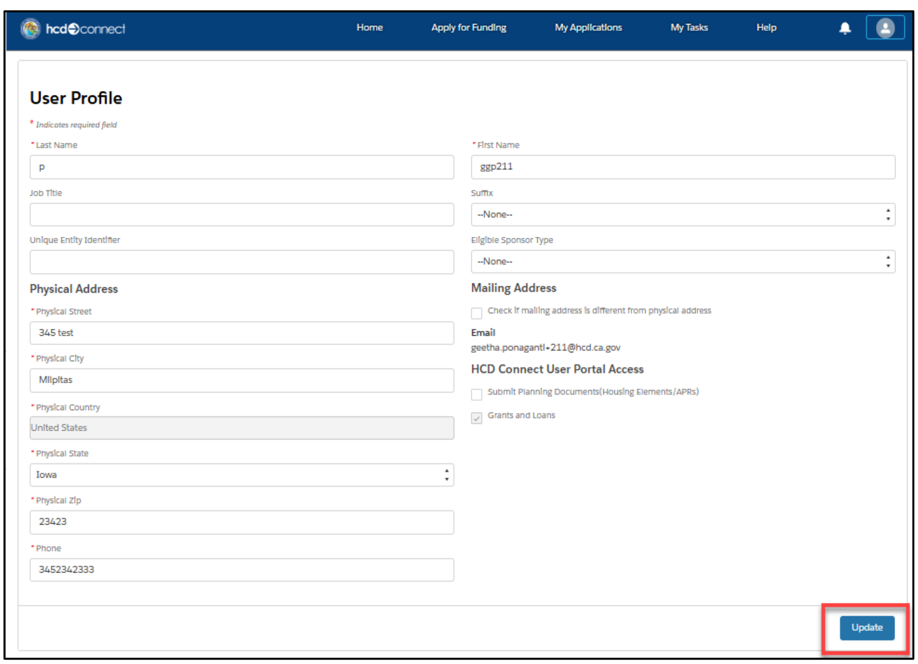
Update User Profile

On this page, users can view details related to their user account and update it.

1. Click on “**User Profile**”.



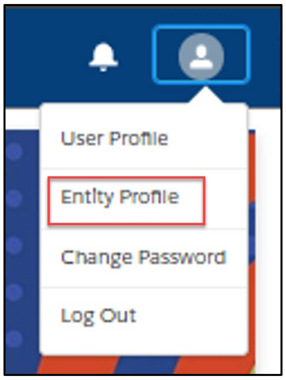
2. Update the name, address, or contact information, then click “**Update**” to save the changes.



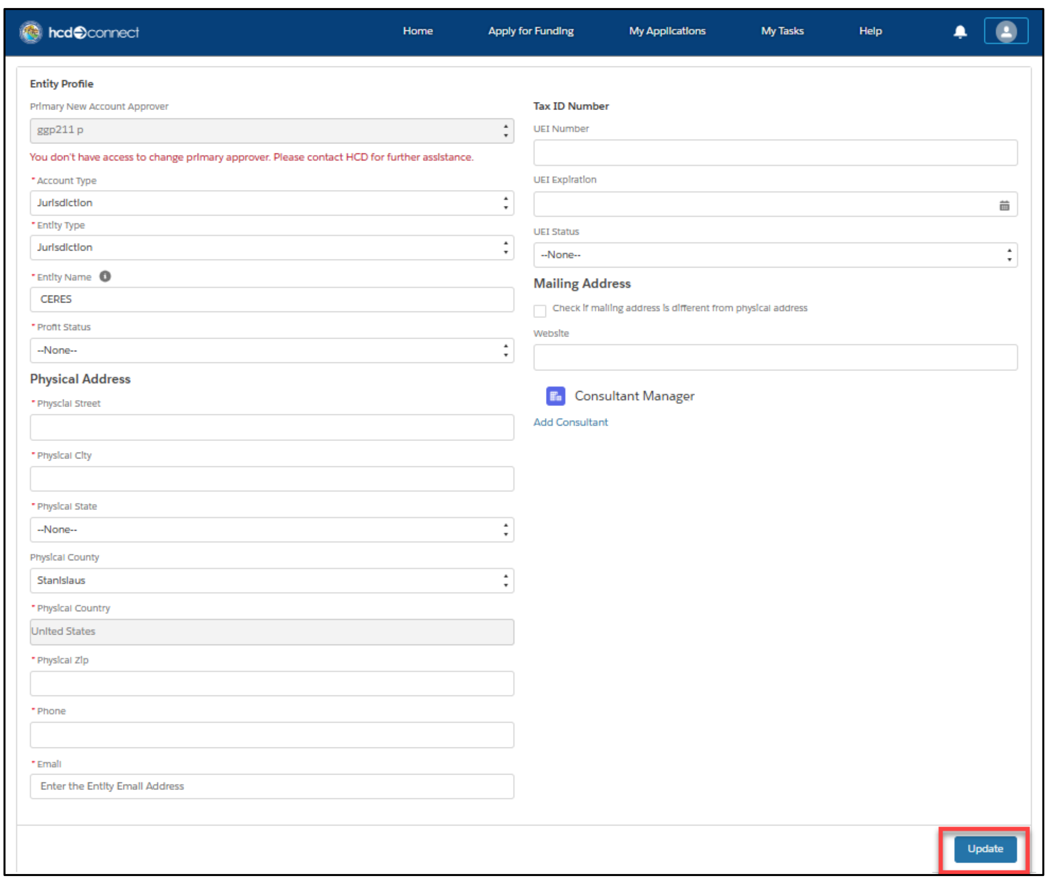
Update Entity Profile

On this page, users can view details related to their entity account.

1. Click on "**Entity Profile**".



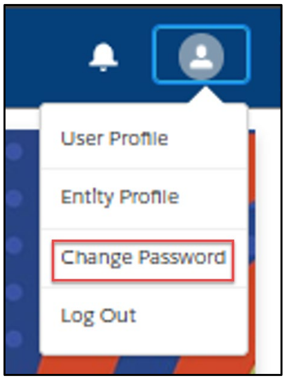
2. On this page, users can update their Entity Profile. Click "**Update**" to process the changes.



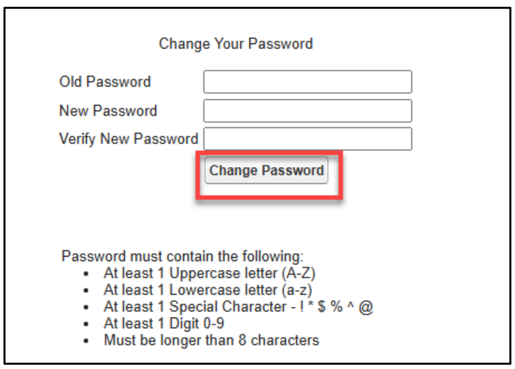
Change Password

On this page, users can view instructions on how to change their account password.

1. Click on "**Change Password**".



2. Click on "**Change Password**" to process a password change request.



Log Out

On this page, users can log out of the HCD Connect User Portal.

Click on "**Log Out**".