

# HCD Connect Homekey+ NOFA Application

California Department of  
Housing and Community Development



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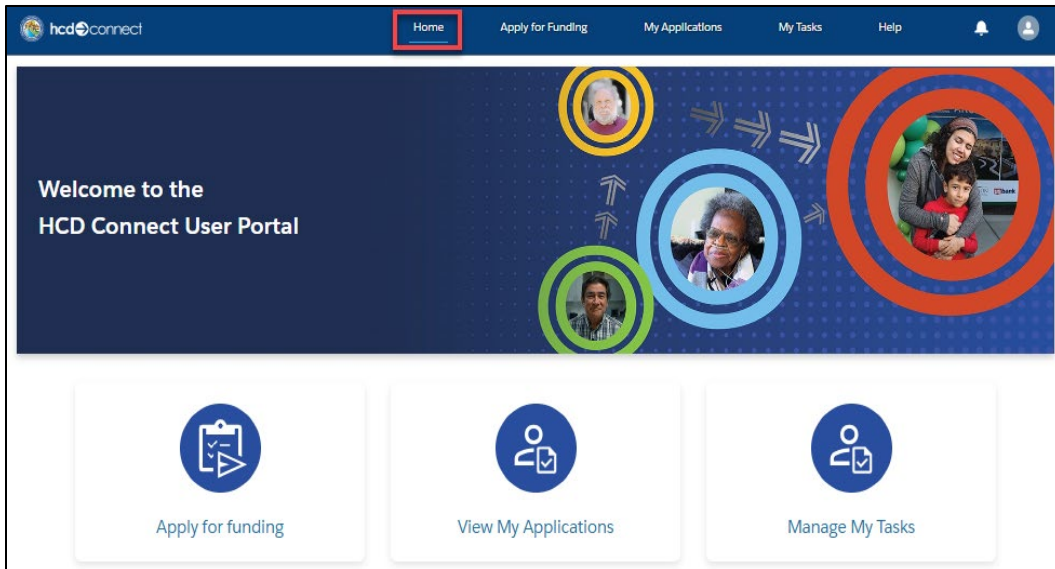
## Learning Objectives

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

- Understand the 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	12/19/2025	12/19/2029 12:00 PM	Open
UAT_7680	12/19/2025	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”**.

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
<b>Homekey+ NOFA</b>	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

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

**Program**  
Homekey+

**Solicitation Name**  
Homekey+ NOFA

**Solicitation Round**  
1

**Solicitation Type**  
Over the Counter

**Solicitation Description**  
Homekey+ will expand on the success of its Homekey Program to help support the development of permanent supportive housing for veterans and individuals at risk of or experiencing homelessness and with mental health or substance use challenges. Local governments, non-profits, developers, and tribal entities are eligible to apply for this NOFA.

**Solicitation Eligible Applicants**  
Local Government;Tribal Entities;Non-profit;Developers

**Solicitation Approximate Amount**  
2,128,656,000

**Solicitation Status**  
Open

**Solicitation Release Date**  
November 26, 2024

**Application Submittal Start Date**  
November 26, 2024

**Solicitation Application Due Date**  
5/30/2025, 12:00 PM

**Solicitation Close Date**  
12/31/2025, 12:00 PM

**Anticipated Award Date**  
May 30, 2025

**Solicitation Files**  
HomeKey+ Application: HomeKey+ 2025 Application Workbook (XLSM)

**Other Application Forms**

- Funding Limit Exception Form (PDF)
- Development Plan Guidance (PDF)
- Housing Authority Template (PDF)
- Document Upload Checklist

**Standard Exhibits**

- Exhibit A (PDF)
- Exhibit B (PDF)
- Exhibit C (PDF)

**Government Agency Taxpayer ID Form**

- TIN Form (PDF) - For non-governmental entities

**View Program Details**

- Program Factsheet (PDF)

**Start a New Application**

**Back**

- 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

The screenshot shows the 'Applicant Information' form in the hcdconnect system. The form is titled 'Applicant Information' and includes a progress indicator at the top. A note states: 'Note: The Information on this page cannot be saved for later. \* Indicates required field'. The form is divided into two main sections: 'Physical Address' and 'Mailing Address'. The 'Physical Address' section includes fields for Physical Street (200 W el Camino Real), Physical City (Mountain View), Physical County (Placer), Physical State (California), Physical Zip (94040), and Physical Country (United States). The 'Mailing Address' section includes a checkbox for 'Check if mailing address is different from physical address' and fields for Mailing Street, Mailing City, Mailing County, Mailing State, Mailing Zip, and Mailing Country (United States). Other fields include Account Type (Jurisdiction), Entity Name (PLACER COUNTY), Entity Type (Jurisdiction), Profit Status (Non Profit), Tax ID Number, UEI Number, UEI Expiration, and UEI Status.

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

Entity Name: PLACER COUNTY

Entity Type: Jurisdiction

Profit Status: Non Profit

Tax ID Number

UEI Number

UEI Expiration

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 <input type="text"/>	* First Name <input type="text"/>
* Last Name <input type="text"/>	Sumtx <input type="text"/>
Job Title <input type="text"/>	
∨ Physical Address	∨ Mailing Address
* Physical Street <input type="text"/>	<input type="checkbox"/> Check if mailing address is different from physical address
* Physical City <input type="text"/>	
* Physical State <input type="text"/>	
* Physical Zip <input type="text"/>	
* Physical Country United States	
* Phone <input type="text"/>	* Email <input type="text"/>

## Applicant Authorized Representative

Applicant Authorized Representative	
* Salutation <input type="text"/>	* First Name <input type="text"/>
* Last Name <input type="text"/>	Sumtx <input type="text"/>
∨ Physical Address	∨ Mailing Address
* Physical Street <input type="text"/>	<input type="checkbox"/> Check if mailing address is different from physical address
* Physical City <input type="text"/>	
* Physical State <input type="text"/>	
* Physical Zip <input type="text"/>	
* Physical Country United States	
* Phone <input type="text"/>	* Email <input type="text"/>

## Co-Applicant Applicant Portion

Does this Application have a Co-Applicant?  
 Yes  
 No

▼ Co-Applicant Add

▼ Entity Details

* Account Type	Tax ID Number
<input type="text"/>	<input type="text"/>
* Entity Name	UEI Number
<input type="text"/>	<input type="text"/>
* Entity Type	UEI Expiration
<input type="text"/>	<input type="text"/>
* Profit Status	UEI Status
<input type="text"/>	<input type="text"/>

▼ Physical Address

\* Physical Street

\* Physical City

\* Physical State

\* Physical Zip

\* Physical Country

▼ Mailing Address

Check if mailing address is different from physical address

## Co-Applicant Contact

Co-Applicant Contact

▼ Contact Details

* Salutation	* First Name
<input type="text"/>	<input type="text"/>
* Last Name	Suffix
<input type="text"/>	<input type="text"/>
Job Title	
<input type="text"/>	

▼ Physical Address

\* Physical Street

\* Physical City

\* Physical State

\* Physical Zip

\* Physical Country

▼ Mailing Address

Check if mailing address is different from physical address

\* Phone

\* Email

*Your application will not be submitted until all the required fields are filled out and you click on the 'Submit' on the last page of this application.*

**Save and Next**



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.

The screenshot shows the 'Party Information' form in the hcdconnect application. The navigation bar at the top includes 'Home', 'Apply for Funding', 'My Applications', 'My Tasks', and 'Help'. A progress indicator shows the current step. The form is titled 'Party Information' and includes a note: 'Note: The information on this page cannot be saved for later. \* Indicates required field'. The form is divided into sections: 'Contact Information' (with an 'Add' button highlighted in a red box), 'Details' (with radio buttons for 'Organization' and 'Person'), 'Physical Address' (with fields for Street, City, State, Zip, and Country), 'Mailing Address' (with a checkbox for 'Check if mailing address is different from physical address'), and 'Phone' and 'Email' fields.

The screenshot shows the 'Contact Information 2' form in the hcdconnect application. The form is titled 'Contact Information 2' and includes 'Add' and 'Delete' buttons. It contains the same sections as the first form: 'Details' (with radio buttons for 'Organization' and 'Person'), 'Physical Address' (with fields for Street, City, State, Zip, and Country), 'Mailing Address' (with a checkbox for 'Check if mailing address is different from physical address'), and 'Phone' and 'Email' fields. At the bottom, there is a note: 'Your application will not be submitted until all the required fields are filled out and you click on the "Submit" on the last page of this application.' and two buttons: 'Previous' and 'Save and Next' (highlighted in a red box).

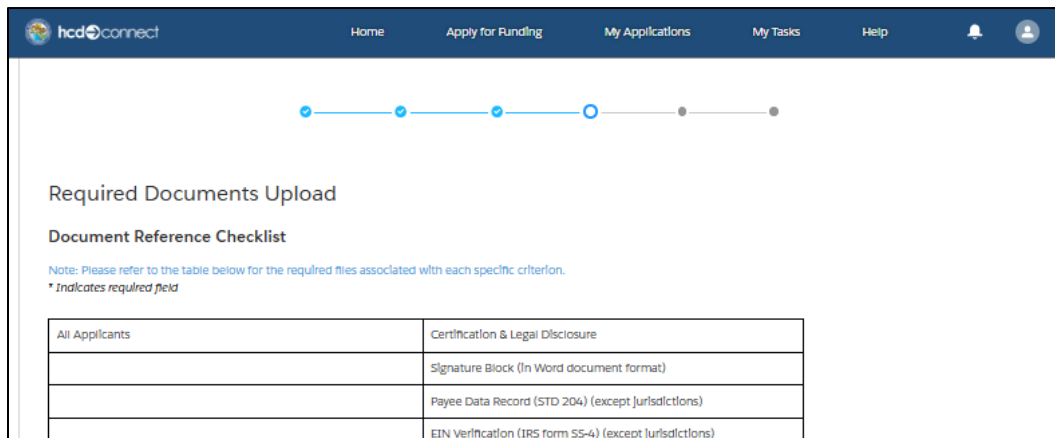
5. The next page is Project Overview. Fill in all the required fields and click on the “Save and Next” button.

The screenshot shows the 'Project Overview' page in the 'hcdconnect' system. The navigation bar at the top includes 'Home', 'Apply for Funding', 'My Applications', 'My Tasks', and 'Help'. A progress indicator shows the current step is active. The form is divided into sections:

- Project Information:** Includes a text field for '\* Project Name' and a dropdown for 'Project Type' (currently set to 'Permanent').
- Primary Project Physical Address:** A section with a right-pointing chevron.
- Project Details:** Includes a heading 'Eligible Uses (select all that apply)' followed by a grid of checkboxes for various housing types: Acquisition/Rehabilitation- Residential, Acquisition/Rehabilitation- Commercial, Master Leasing, Gap Financing, New Construction - Cost Containment, New Construction - State Excess Site Property, Scattered Site housing, Shared Housing, Purchase of Affordability Covenants, Relocation Costs, Operating Subsidy, and Other.
- Unit Counts:** Text fields for 'Total # of Homekey+ Units', '# of Veteran Units', 'Total # of Unassisted Units, if any', and '# of Youth Units, if any'.
- Funding Requests:** Text fields for 'Total Funds Requested (\$)', 'Operating Funds Requested (\$)', 'Capital Funds Requested (\$)', and 'Gap Financing Amount Requested (\$)'.
- Other Fields:** Text fields for 'Total Development Cost Project (\$)', 'Geographic Region' (dropdown), and 'Services Provider'.

At the bottom, there are three buttons: 'Save for later', 'Previous', and 'Save and Next'. The 'Save and Next' button is highlighted with a red rectangular box.

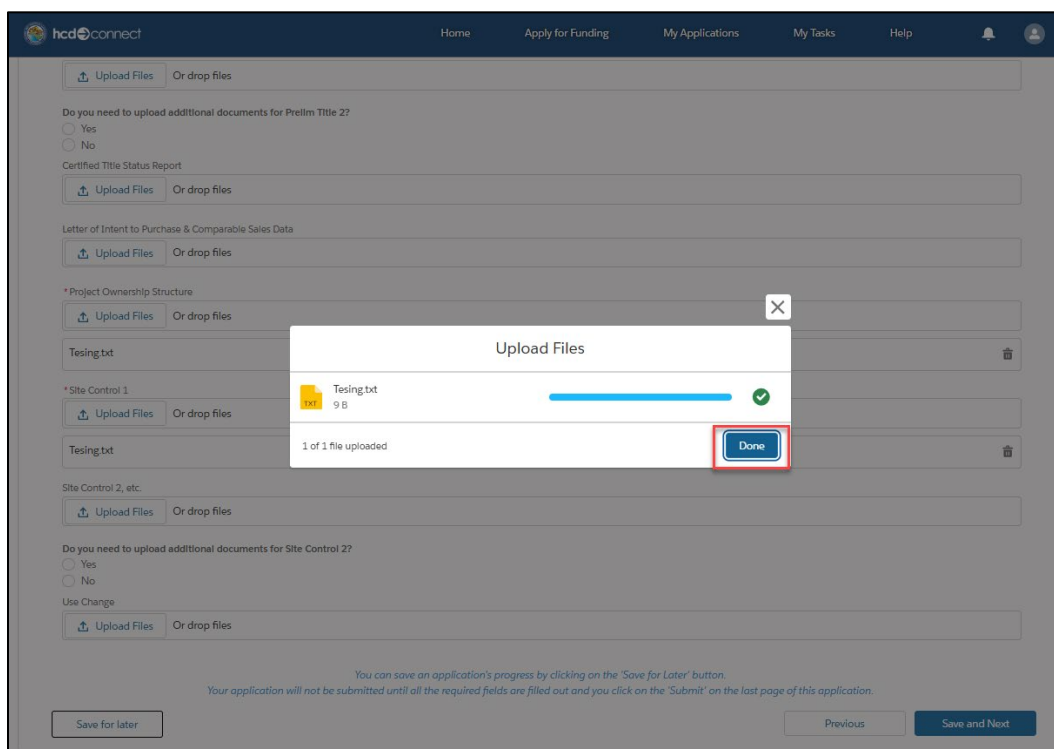
6. The next page is Required Documents Upload.



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.

\*Site Control 1

Or drop files

Testing.txt

Testing.txt

Site Control 2, etc.

Or drop files

Do you need to upload additional documents for Site Control 2?

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

\*Site Control 1

Or drop files

Testing.txt

Testing.txt

Site Control 2, etc.

Or drop files

Do you need to upload additional documents for Site Control 2?

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

\*Site Control 1

Or drop files

Site Control 2, etc.

Or drop files

Do you need to upload additional documents for Site Control 2?

Yes

No

Use Change

Or drop files

*You can save an application's progress by clicking on the "Save for Later" button.*

*Your application will not be submitted until all the required fields are filled out and you click on the "Submit" on the last page of this application.*

- 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”**.

hcdconnect Home Apply for Funding My Applications My Tasks Help

Certifications and Attestations

\* Indicates required field

I certify that uploading a placeholder document to circumvent the application requirements invalidates the application certification and will result in immediate disqualification if it is a required document.

I certify that I have provided all of the required information within this application.

I hereby acknowledge that the information entered and documents attached are true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to penalties.

Indicate complete name:

[Save for later](#) [Previous](#) [Submit](#)

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

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

hcdconnect Apply for Funding My Applications My Awards More

Confirmation

Confirmation

Application IA-000000903 was submitted successfully!

[My Applications](#)

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

hcdconnect Home Apply for Funding My Applications My Tasks Help

Applications Recently Viewed

11 items - Updated 3 minutes ago

Search this list...

	Application ID	Applica...	Application Name	Account Name	Program ...	Solicitation	External Status	Created Date	Last Modified Date
1	IA-000000923	0000923	Homekey+ NOFA IA-0000...	SAN LEANDRO	Homekey+	Homekey+ NOFA	Draft	11/25/2024, 11:24 AM	12/18/2024, 2:14 PM
2	IA-0000001741	0001741						12/13/2024, 2:48 PM	12/13/2024, 2:48 PM
3	IA-000000903	0000903	Homekey+ NOFA IA-0000...	SAN LEANDRO	Homekey+	Homekey+ NOFA	Submitted	11/21/2024, 9:05 AM	12/5/2024, 2:07 AM
4	IA-000000912	0000912	Tribal Homekey+ NOFA IA...	SAN LEANDRO	Homekey+	Tribal Homekey+ NOFA	Draft	11/21/2024, 4:54 PM	12/10/2024, 12:51 PM

## Tribal Application

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

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
<b>Tribal Homekey+</b>	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

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

Program	7518	Solicitation Status	Open
Solicitation Name	Tribal Homekey+	Solicitation Release Date	December 31, 2024
Solicitation Round	1	Application Submittal Start Date	
Solicitation Type		Solicitation Application Due Date	12/31/2024, 12:00 PM
Solicitation Description	test uat	Solicitation Close Date	12/14/2024, 12:00 PM
Solicitation Eligible Applicants	Non-profit	Anticipated Award Date	
Solicitation Approximate Amount	10	Solicitation Files	N/A

[Start a New Application](#) [Back](#)

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

hcd connect

[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

<p>Account Type Tribal</p> <p>Entity Name testing</p> <p>Entity Type Federally Recognized Indian Tribe</p> <p>Profit Status Non Profit</p>	<p>Tax ID Number 123523121</p> <p>UEI Number</p> <p>UEI Expiration</p> <p>UEI Status</p>
--	--

Physical Address

Physical Street  
124 test

Physical City  
san jose

Physical County

Physical State  
California

Physical Zip  
32423

Physical Country  
United States

Mailing Address

Check if mailing address is different from physical address

Mailing Street  
124 test

Mailing City  
san jose

Mailing County

Mailing State  
California

Mailing Zip  
32423

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

<p>* Salutation</p> <p>* Last Name</p> <p>Job Title</p>	<p>* First Name</p> <p>Suffix</p>
---	-----------------------------------

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

<p>* Phone</p>	<p>* Email</p>
----------------	----------------

## Applicant Authorized Representative

**Applicant Authorized Representative**

\*Salutation  \*First Name

\*Last Name  Suffix

▼ **Physical Address**      ▼ **Mailing Address**

\*Physical Street   Check if mailing address is different from physical address

\*Physical City

\*Physical State

\*Physical Zip

\*Physical Country

\*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**      ▼ **Mailing Address**

\*Physical Street   Check if mailing address is different from physical address

\*Physical City

\*Physical State

\*Physical Zip

\*Physical Country



## Co-Applicant Contact

Co-Applicant Contact

▼ Contact Details

\*Salutation

\*First Name

\*Last Name

Suffix

Job Title

▼ Physical Address

\*Physical Street

\*Physical City

\*Physical State

\*Physical Zip

\*Physical Country

▼ Mailing Address

Check if mailing address is different from physical address

\*Phone

\*Email

Your application will not be submitted until all the required fields are filled out and you click on the 'Submit' on the last page of this application.

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.

The screenshot shows the 'Party Information' section of the hcdconnect application. At the top, there is a navigation bar with 'Home', 'Apply for Funding', 'My Applications', 'My Tasks', and 'Help'. Below the navigation bar is a progress indicator with five steps, the first of which is active. The main content area is titled 'Party Information' and includes a note: 'Note: The information on this page cannot be saved for later. \* Indicates required field'. The form is organized into sections: 'Contact Information' (with an 'Add' button highlighted in a red box), 'Details' (with radio buttons for 'Organization' and 'Person'), 'Physical Address' (with fields for Street, City, State, Zip, and Country), and 'Mailing Address' (with a checkbox for 'Check if mailing address is different from physical address'). There are also fields for 'Phone' and 'Email'.

The screenshot shows the 'Contact Information 2' section of the hcdconnect application. At the top right, there are 'Add' and 'Delete' buttons. The form is organized into sections: 'Details' (with radio buttons for 'Organization' and 'Person'), 'Physical Address' (with fields for Street, City, State, Zip, and Country), and 'Mailing Address' (with a checkbox for 'Check if mailing address is different from physical address'). There are also fields for 'Phone' and 'Email'. At the bottom of the form, there is a note: 'Your application will not be submitted until all the required fields are filled out and you click on the 'Submit' on the last page of this application.' Below the note are two buttons: 'Previous' and 'Save and Next' (highlighted in a red box).

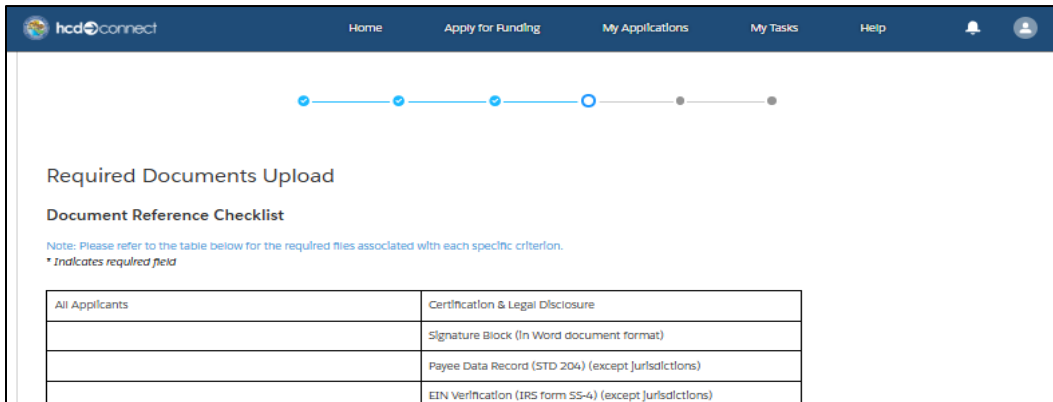
5. The next page is Project Overview. Fill in all the required fields and click on the “Save and Next” button.

The screenshot shows the 'Project Overview' page in the 'hcdconnect' system. The navigation bar at the top includes 'Home', 'Apply for Funding', 'My Applications', 'My Tasks', and 'Help'. A progress indicator at the top shows the current step is active. The form is divided into several sections:

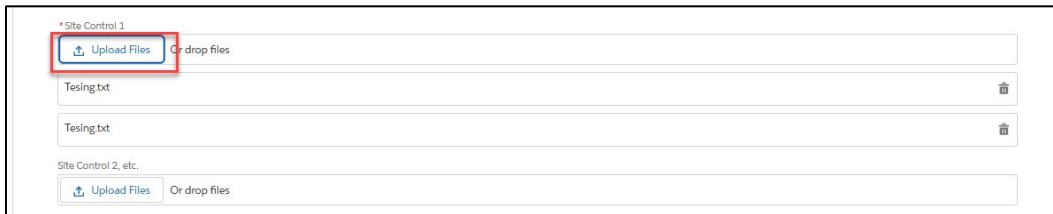
- Project Information:** Includes a text field for '\* Project Name' and a dropdown menu for 'Project Type' (currently set to 'Permanent').
- Primary Project Physical Address:** A section with a right-pointing chevron.
- Project Details:** Includes a section for 'Eligible Uses (select all that apply)' with multiple checkboxes for various housing types and programs.
- Unit Counts and Funding:** Multiple text input fields for 'Total # of Homekey+ Units', '# of Veteran Units', 'Total # of Unassisted Units, if any', '# of Youth Units, if any', 'Total Funds Requested (\$)', 'Operating Funds Requested (\$)', 'Capital Funds Requested (\$)', 'Gap Financing Amount Requested (\$)', and 'Total Development Cost Project (\$)'.
- Geographic Region and Services Provider:** A dropdown menu for 'Geographic Region' and a text field for 'Services Provider'.

At the bottom of the form, there are three buttons: 'Save for later', 'Previous', and 'Save and Next'. The 'Save and Next' button is highlighted with a red rectangular box.

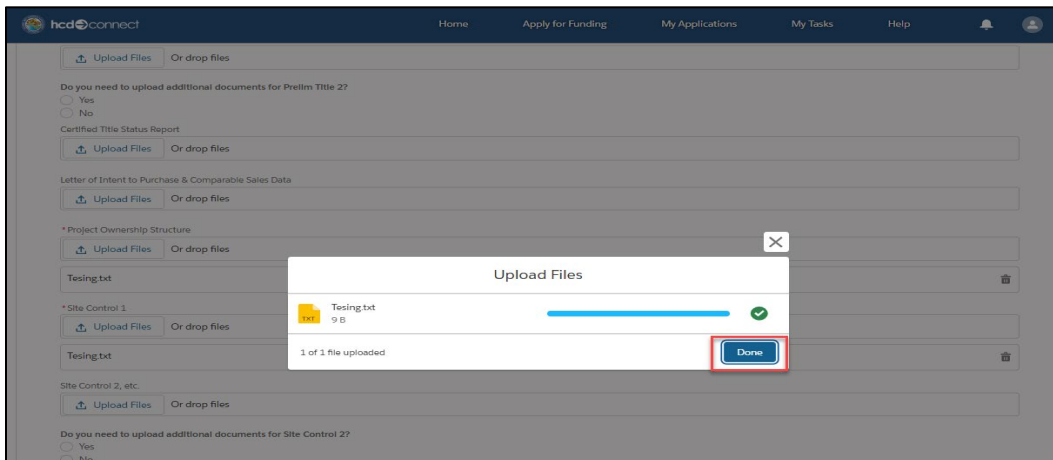
6. The next page is Required Documents Upload.



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.

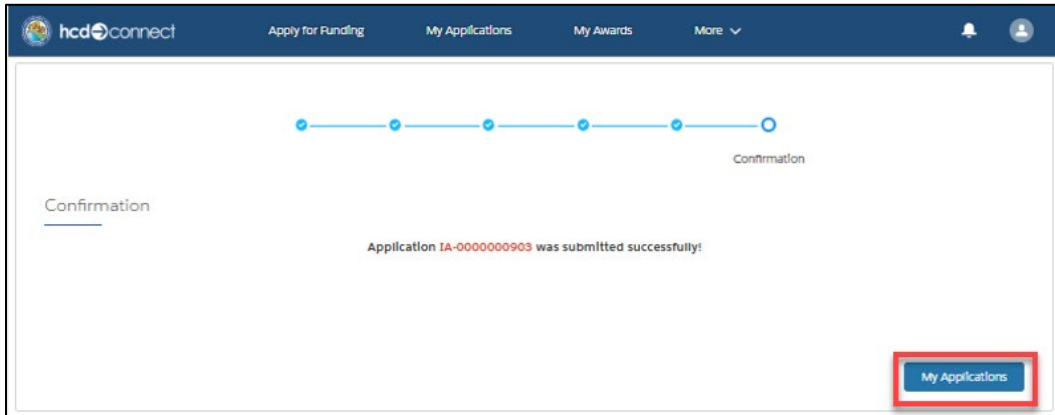
When finished uploading files, click on the **“Save and Next”** button.

- 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.

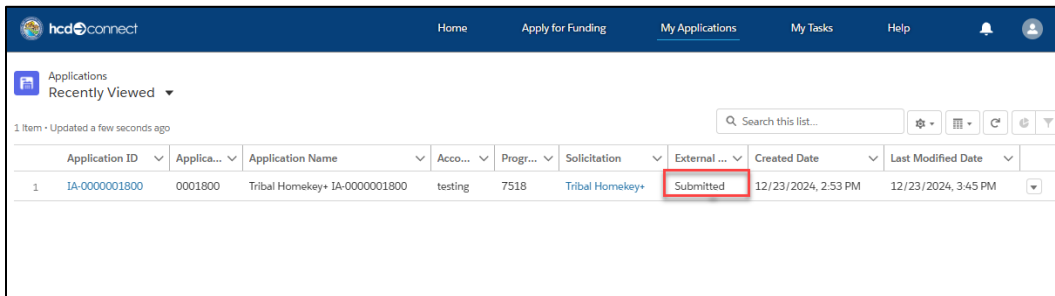
Click **“Submit”**.

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.

hcdconnect Home Apply for Funding My Applications My Tasks Help

Project Overview

\* Indicates required field

Project Information

\* Project Name  Project Type Permanent

> Primary Project Physical Address

Project Details

Eligible Uses (select all that apply)

Acquisition/Rehabilitation- Residential  Scattered Site housing

Acquisition/Rehabilitation- Commercial  Shared Housing

Master Leasing  Purchase of Affordability Covenants

Gap Financing  Relocation Costs

New Construction - Cost Containment  Operating Subsidy

New Construction - State Excess Site Property  Other

Total # of Homekey+ Units  # of Veteran Units

Total # of Unassisted Units, if any  # of Youth Units, if any

Total Funds Requested (\$)  Operating Funds Requested (\$)

Capital Funds Requested (\$)  Gap Financing Amount Requested (\$)

Total Development Cost Project (\$)

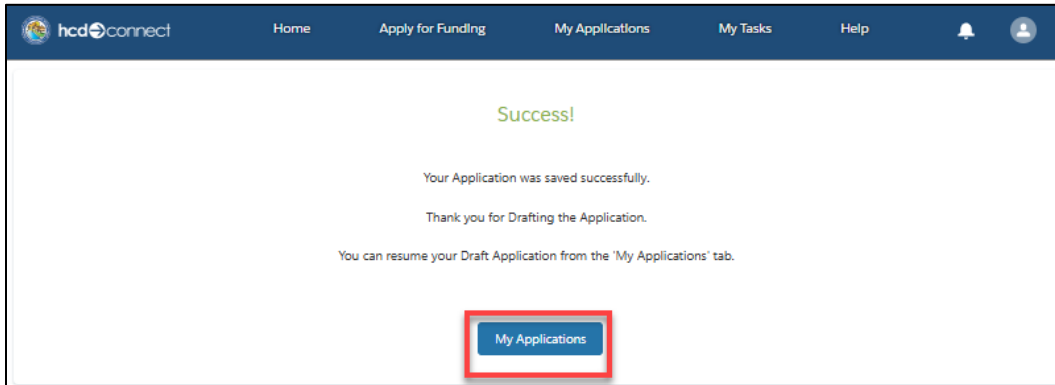
Geographic Region  Services Provider

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

Confirm

Are you sure you want to save it for later?

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”**.

The screenshot shows the Applications page in the hcdconnect application. The page displays a table of applications with columns for Application ID, Application Name, Acc..., Progra..., Solicitation, External Status, Created Date, and Last Modified Date. The External Status column for the first application is highlighted with a red box and contains the value "Draft".

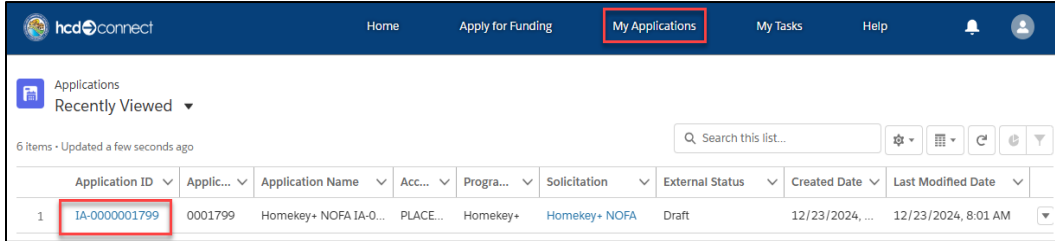
Application ID	Applic...	Application Name	Acc...	Progra...	Solicitation	External Status	Created Date	Last Modified Date	
1	IA-0000001799	0001799	Homekey+ NOFA IA-0...	PLACE...	Homekey+	Homekey+ NOFA	Draft	12/23/2024, ...	12/23/2024, 8:01 AM



## Resuming a Draft application

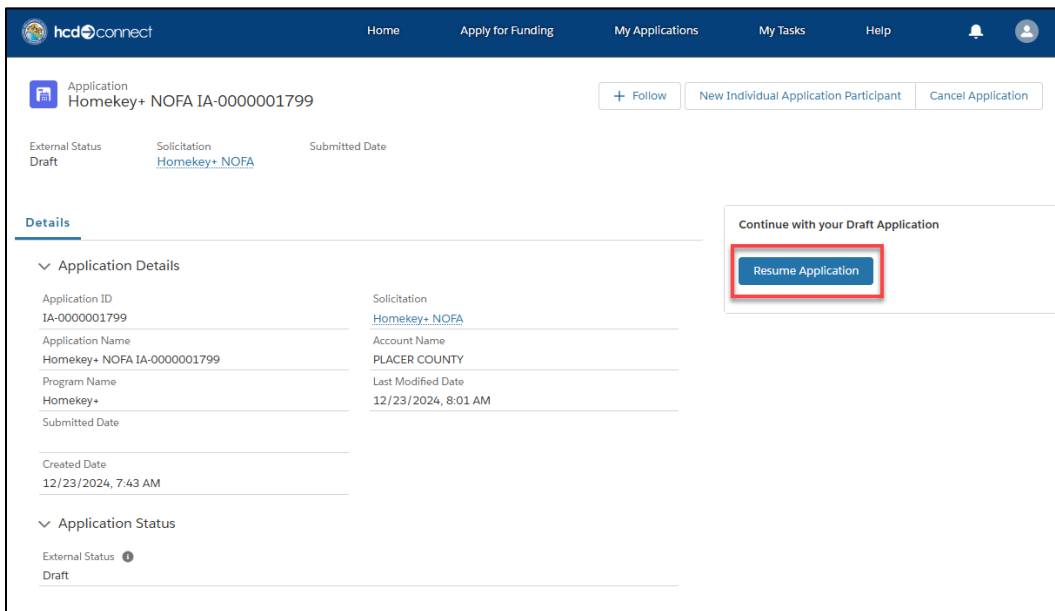
1. Click on the **“My Applications”** tab from the homepage.

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.

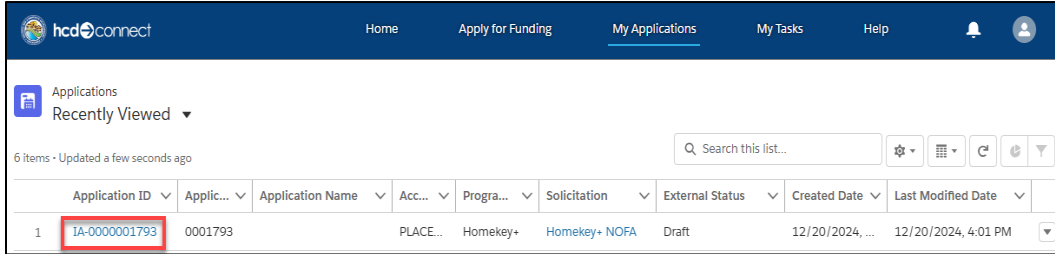


Fill in the remaining fields in the application. click on the **“Save and Next”** button. When finished, click the submit button.

## Cancelling an Application

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

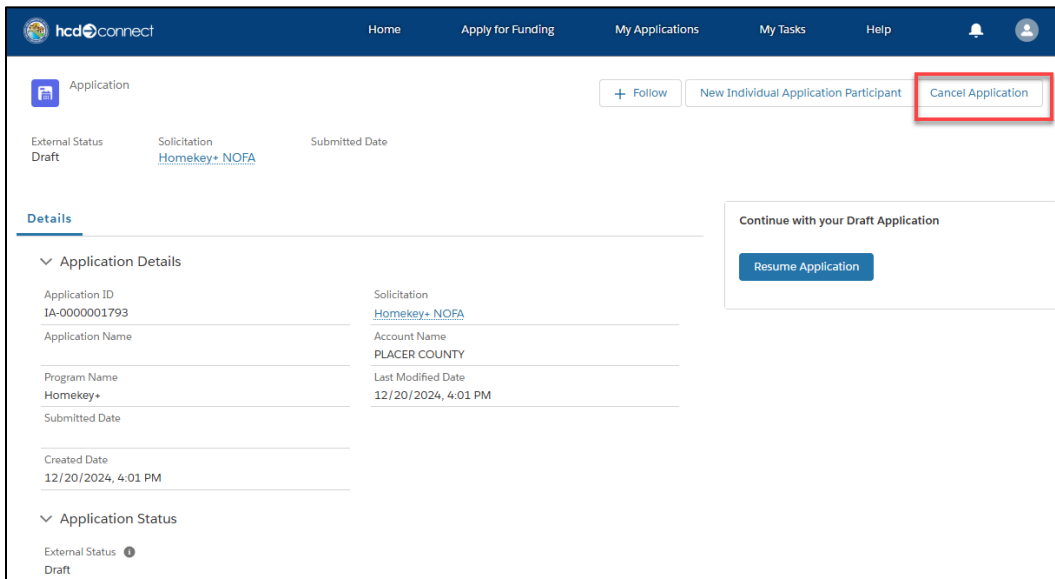
Click on the Application ID of an application that is in “**Draft**” status.



	Application ID	Applic...	Application Name	Acc...	Progra...	Solicitation	External Status	Created Date	Last Modified Date
1	IA-0000001793	0001793	PLACE...	Homekey+	Homekey+ NOFA	Draft		12/20/2024, ...	12/20/2024, 4:01 PM

2. The Details section of the application will open.

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



Application ID: IA-0000001793

Solicitation: [Homekey+ NOFA](#)

External Status: Draft

Submitted Date: 12/20/2024, 4:01 PM

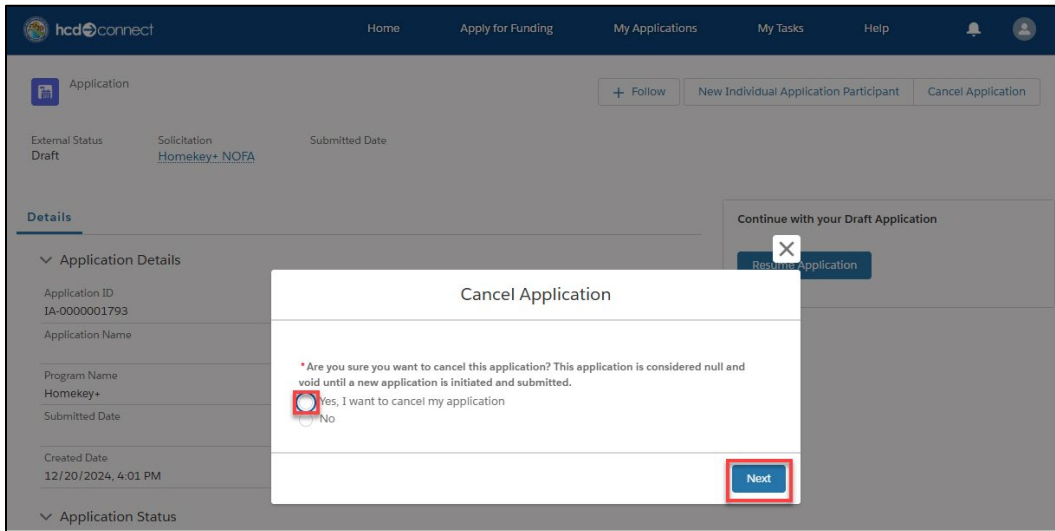
Account Name: PLACER COUNTY

Last Modified Date: 12/20/2024, 4:01 PM

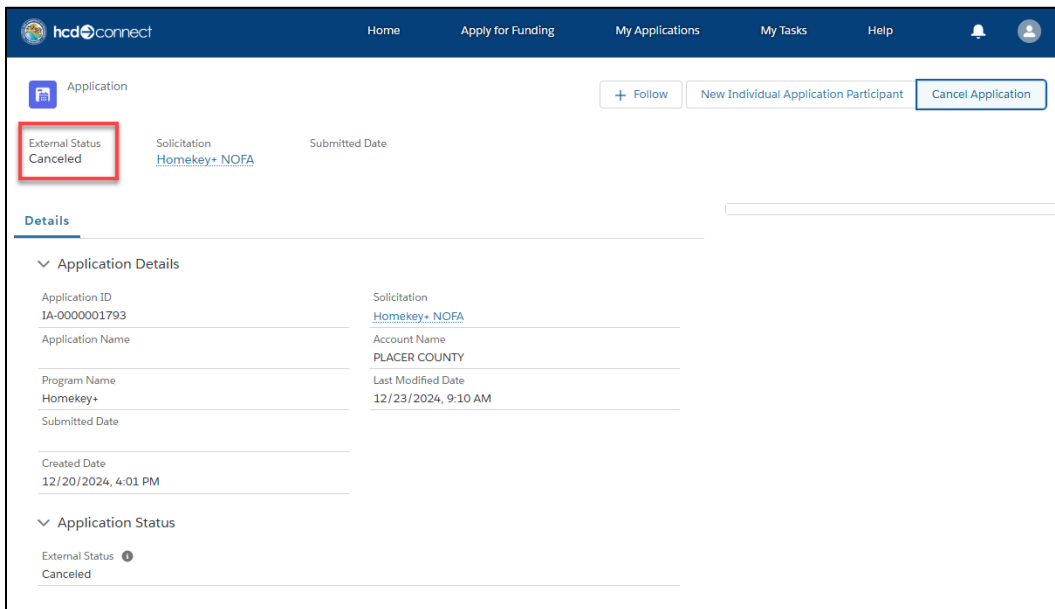
Application Status: External Status **Draft**

Buttons: [+ Follow](#), [New Individual Application Participant](#), [Cancel Application](#), [Resume Application](#)

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



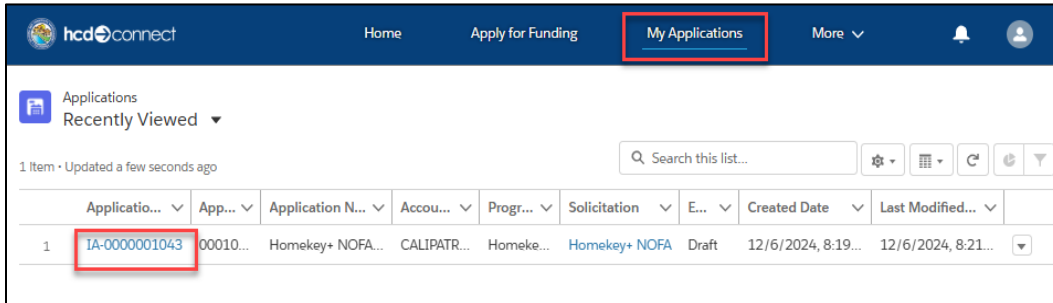
- The application is now “Canceled”. A cancelation confirmation email will be sent to the applicant.



## 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.

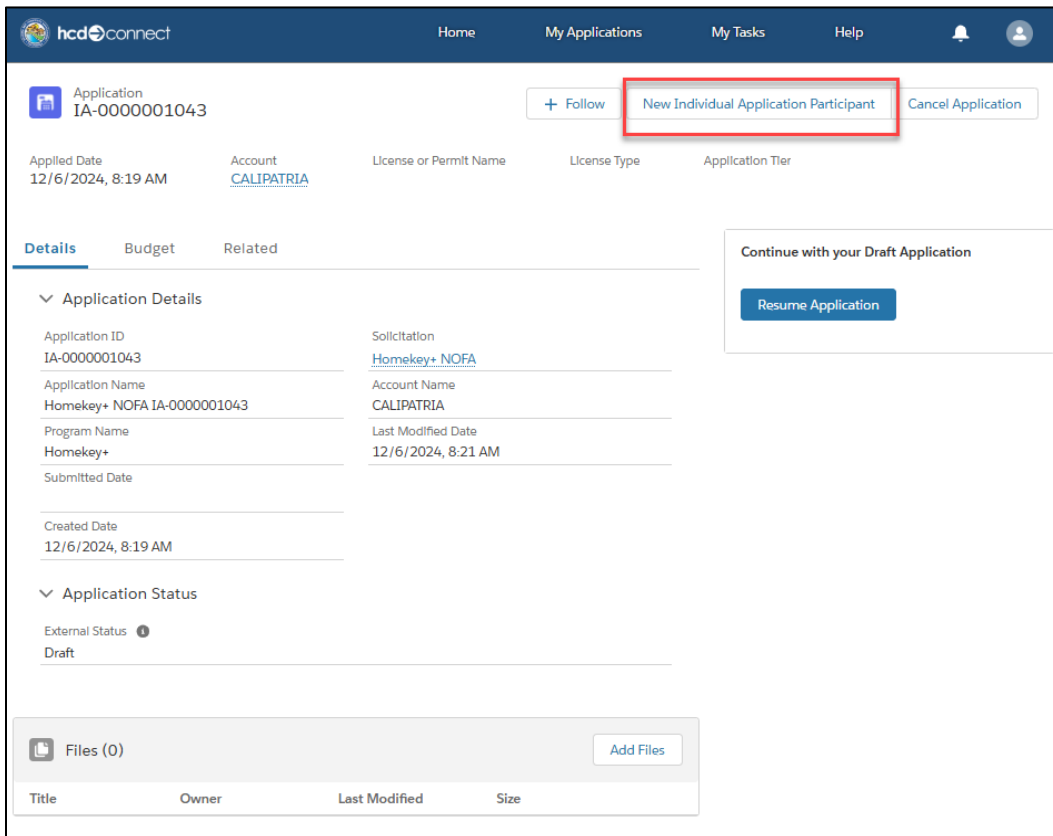
1. To assign an application to a consultant: Log in as a Primary User and click on the **“My Applications”** tab. Click on the application ID that is in Draft.



The screenshot shows the 'My Applications' page in the hcdconnect system. The navigation bar includes 'Home', 'Apply for Funding', 'My Applications' (highlighted with a red box), and 'More'. Below the navigation bar, there is a search bar and a table of applications. The table has columns for Application ID, Application Name, Account Name, Program Name, Solicitation, Status, Created Date, and Last Modified Date. The first row shows an application with ID 'IA-0000001043' (highlighted with a red box), which is in 'Draft' status.

Application ID	Application Name	Account Name	Program Name	Solicitation	Status	Created Date	Last Modified Date
IA-0000001043	Homekey+ NOFA...	CALIPATRIA	Homekey+	Homekey+ NOFA	Draft	12/6/2024, 8:19 AM	12/6/2024, 8:21 AM

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



The screenshot shows the details page for application IA-0000001043. The navigation bar includes 'Home', 'My Applications', 'My Tasks', and 'Help'. The page title is 'Application IA-0000001043'. There are three buttons at the top: '+ Follow', 'New Individual Application Participant' (highlighted with a red box), and 'Cancel Application'. Below the buttons, there is a table with columns for Applied Date, Account, License or Permit Name, License Type, and Application Tier. The 'Details' tab is selected, showing application details and status. The status is 'Draft'. There is also a 'Continue with your Draft Application' section with a 'Resume Application' button.

Applied Date	Account	License or Permit Name	License Type	Application Tier
12/6/2024, 8:19 AM	CALIPATRIA			

**Application Details**

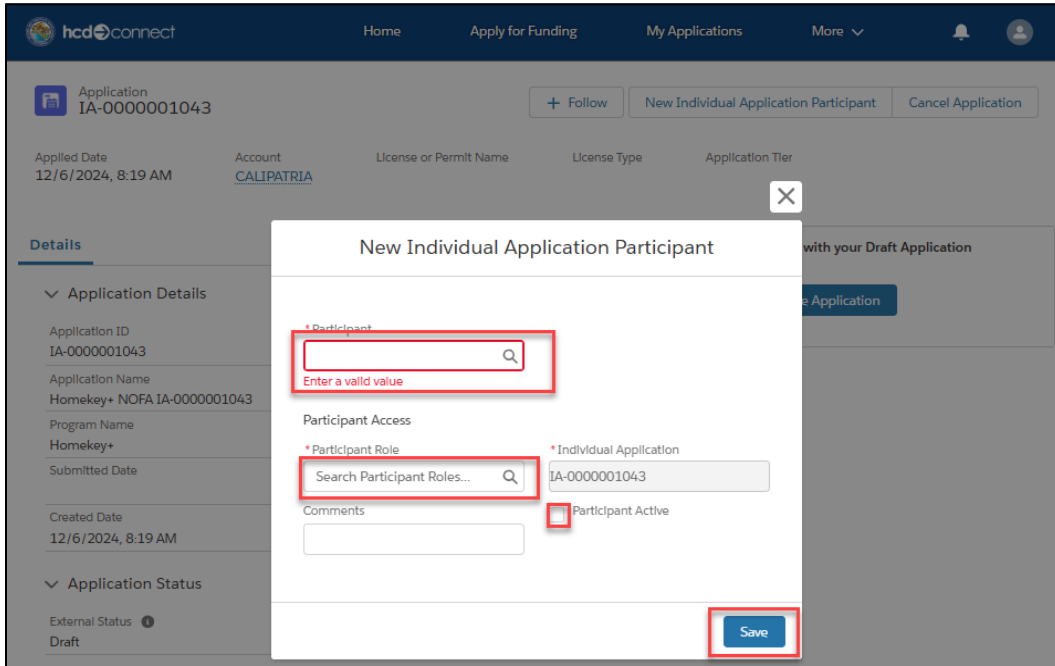
Application ID	IA-0000001043	Solicitation	Homekey+ NOFA
Application Name	Homekey+ NOFA IA-0000001043	Account Name	CALIPATRIA
Program Name	Homekey+	Last Modified Date	12/6/2024, 8:21 AM
Submitted Date			
Created Date	12/6/2024, 8:19 AM		

**Application Status**

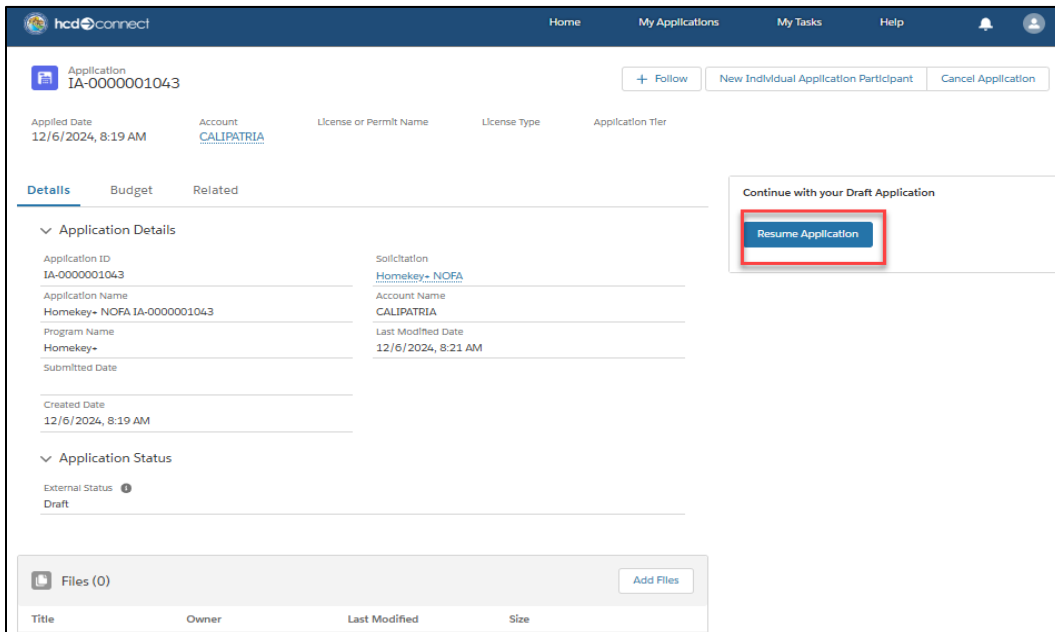
External Status: ●

Draft

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**”.



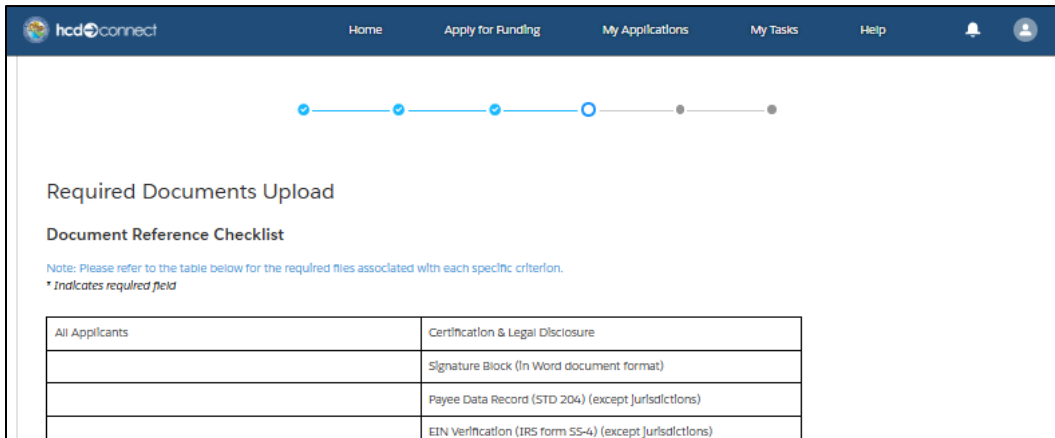
4. The Consultant will receive an email with the application ID and a link to the application. The Consultant can then navigate to the application by clicking on the link to log in to the HCD Connect portal.
5. Click on the “**Resume Application**” button.



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.

The screenshot shows the 'Project Overview' page in the hcdconnect system. The page has a dark blue header with the hcdconnect logo and navigation links: Home, Apply for Funding, My Applications, My Tasks, and Help. A progress indicator at the top shows the current step is active. The main content area is titled 'Project Overview' and includes a note: '\* Indicates required field'. The form is organized into sections: 'Project Information' with fields for Project Name and Project Type (set to Permanent); 'Primary Project Physical Address'; 'Project Details' with a list of 'Eligible Uses (select all that apply)' including Acquisition/Rehabilitation- Residential, Commercial, Master Leasing, Gap Financing, New Construction - Cost Containment, New Construction - State Excess Site Property, Scattered Site housing, Shared Housing, Purchase of Affordability Covenants, Relocation Costs, Operating Subsidy, and Other. Below these are several input fields for unit counts (Total # of Homekey+ Units, # of Veteran Units, Total # of Unassisted Units, # of Youth Units) and funding requests (Total Funds Requested, Operating Funds Requested, Capital Funds Requested, Gap Financing Amount Requested, Total Development Cost Project). At the bottom, there are fields for Geographic Region and Services Provider. Navigation buttons include 'Save for later', 'Previous', and 'Save and Next' (which is highlighted with a red box).

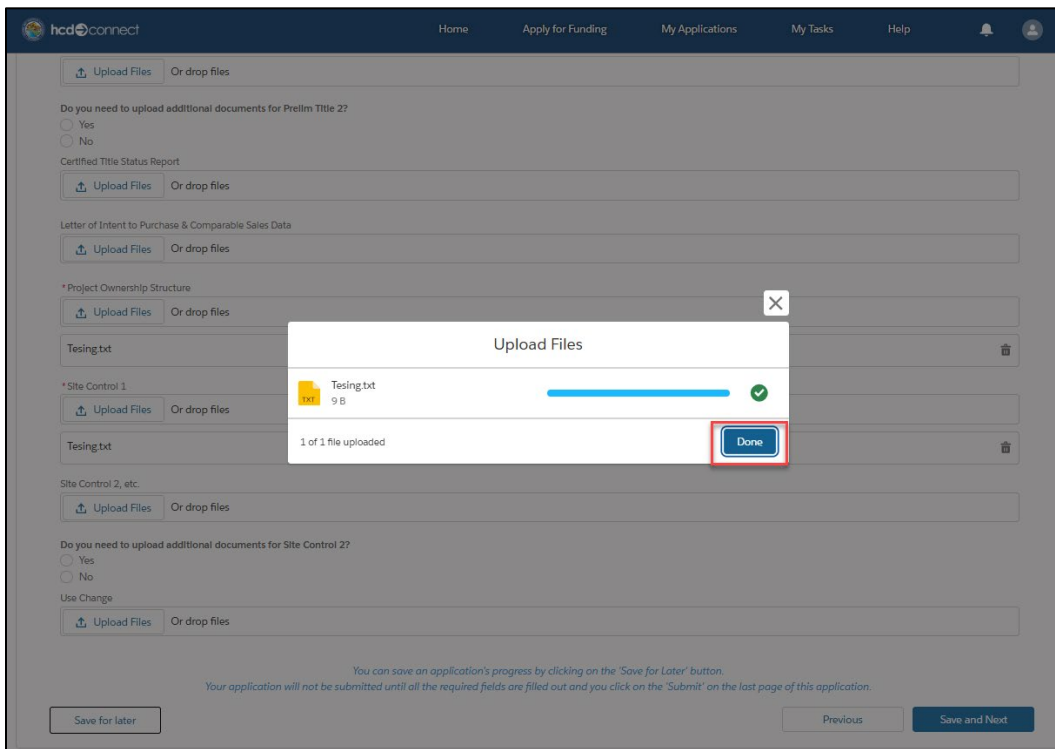
7. On the Required Documents Upload page, upload all required documents.



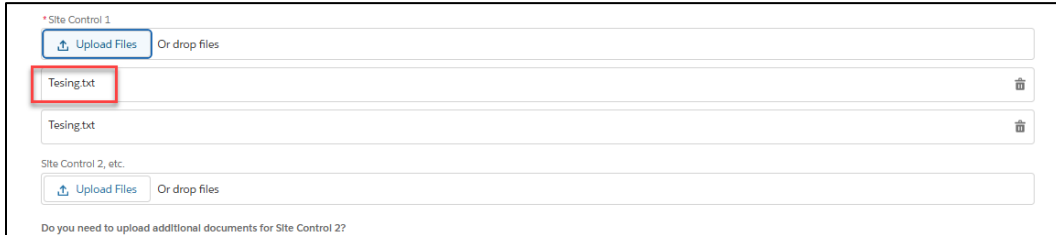
Click on the **“Upload Files”** button and select a file to upload.



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.



\*Site Control 1

Or drop files

Tesing.txt

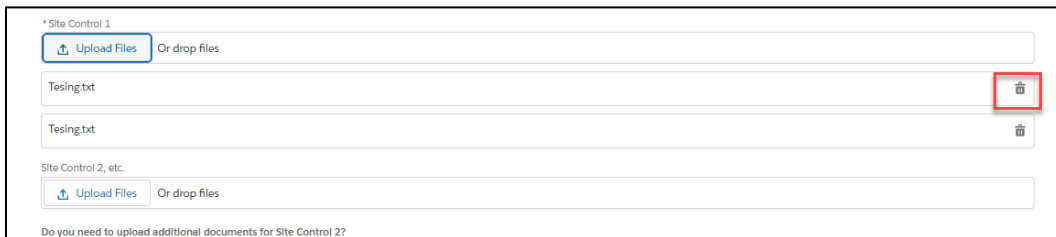
Tesing.txt

Site Control 2, etc.

Or drop files

Do you need to upload additional documents for Site Control 2?

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



\*Site Control 1

Or drop files

Tesing.txt

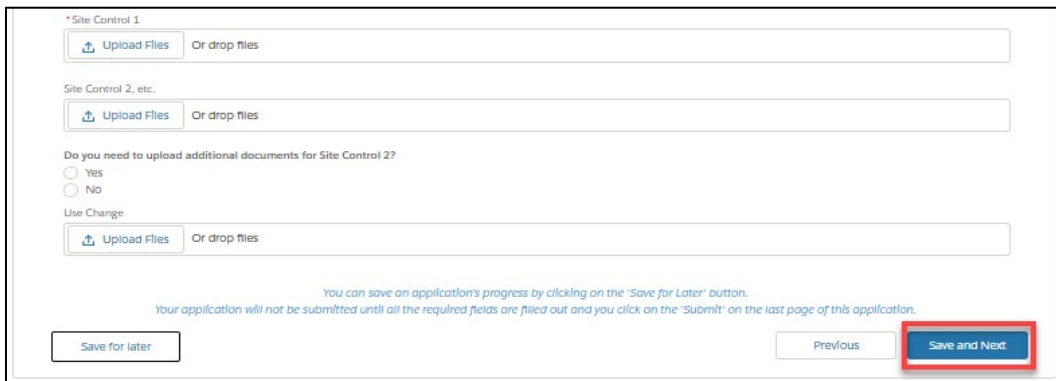
Tesing.txt

Site Control 2, etc.

Or drop files

Do you need to upload additional documents for Site Control 2?

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



\*Site Control 1

Or drop files

Site Control 2, etc.

Or drop files

Do you need to upload additional documents for Site Control 2?

Yes

No

Use Change

Or drop files

You can save an application's progress by clicking on the "Save for Later" button.  
Your application will not be submitted until all the required fields are filled out and you click on the "Submit" on the last page of this application.



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”**.

hcdconnect Home Apply for Funding My Applications My Tasks Help

Certifications and Attestations

\* Indicates required field

I certify that uploading a placeholder document to circumvent the application requirements invalidates the application certification and will result in immediate disqualification if it is a required document.

I certify that I have provided all of the required information within this application.

I hereby acknowledge that the information entered and documents attached are true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to penalties.

Indicate complete name:

You can save an application's progress by clicking on the 'Save for Later' button.  
Your application will not be submitted until all the required fields are filled out and you click on the 'Submit' on the last page of this application.

Save for later Previous **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.

hcdconnect Apply for Funding My Applications My Awards More

Confirmation

Confirmation

Application IA-0000000903 was submitted successfully!

**My Applications**

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

Application ID	Applica...	Application Name	Account Name	Program ...	Solicitation	External Status	Created Date	Last Modified Date	
1	IA-0000000923	0000923	Homekey+ NOFA IA-0000...	SAN LEANDRO	Homekey+	Homekey+ NOFA	Draft	11/25/2024, 11:24 AM	12/18/2024, 2:14 PM
2	IA-0000001741	0001741					12/13/2024, 2:48 PM	12/13/2024, 2:48 PM	
3	IA-0000000903	0000903	Homekey+ NOFA IA-0000...	SAN LEANDRO	Homekey+	Homekey+ NOFA	Submitted	11/21/2024, 9:05 AM	12/5/2024, 2:07 AM
4	IA-0000000912	0000912	Tribal Homekey+ NOFA IA...	SAN LEANDRO	Homekey+	Tribal Homekey+ NOFA	Draft	11/21/2024, 4:54 PM	12/10/2024, 12:51 PM

## My Applications

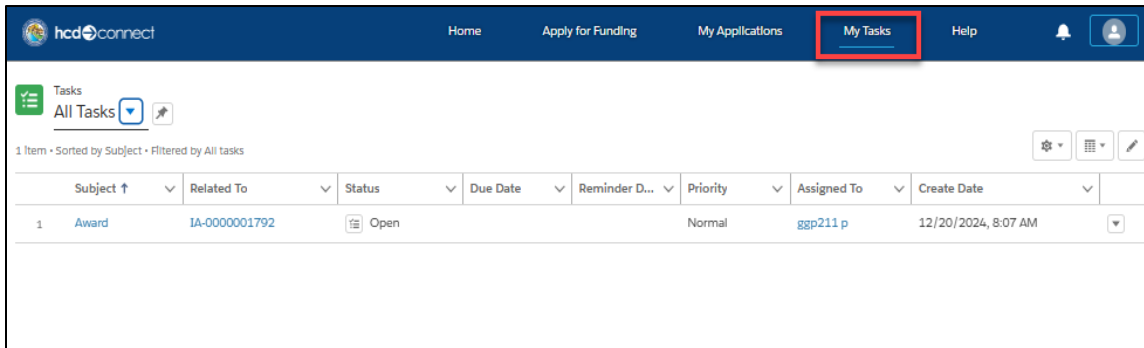
The My Application tab allows users to view all applications that are in Draft, Canceled and Submitted status.

Application ID	Applica...	Application Name	Account Name	Program ...	Solicitation	External Status	Created Date	Last M	
1	IA-0000001044	0001044	Homekey+ NOFA IA-0000...	SAN LEANDRO	Homekey+	Homekey+ NOFA	Submitted	12/6/2024, 9:06 AM	12/6/
2	IA-0000000912	0000912	Tribal Homekey+ NOFA IA...	SAN LEANDRO	Homekey+	Tribal Homekey+ NOFA	Draft	11/21/2024, 4:54 PM	12/10
3	IA-0000000962	0000962	Homekey+ NOFA IA-0000...	SAN LEANDRO	Homekey+	Homekey+ NOFA	Canceled	12/2/2024, 8:15 AM	12/6/
4	IA-0000000903	0000903	Homekey+ NOFA IA-0000...	SAN LEANDRO	Homekey+	Homekey+ NOFA	Submitted	11/21/2024, 9:05 AM	12/5/
5	IA-0000000923	0000923	Homekey+ NOFA IA-0000...	SAN LEANDRO	Homekey+	Homekey+ NOFA	Draft	11/25/2024, 11:24 AM	12/18

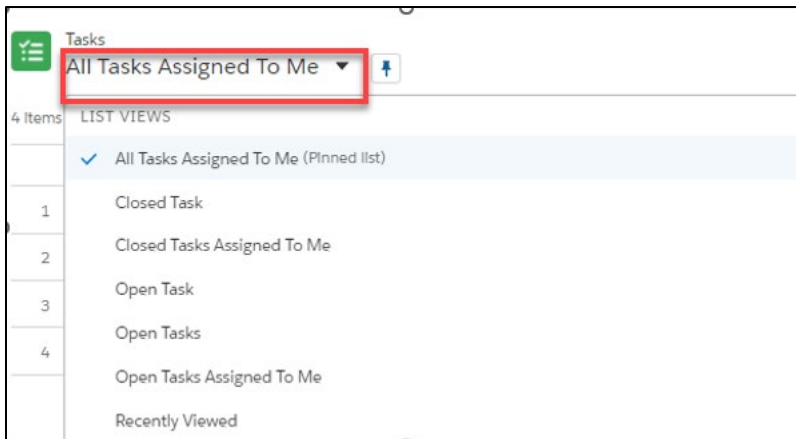
# My Tasks

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

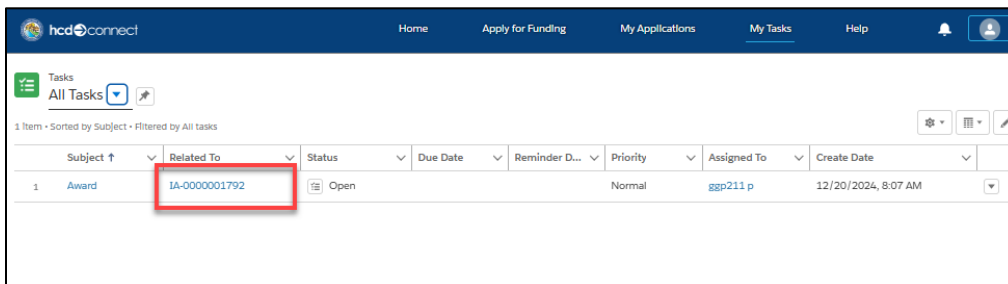
1. To view and update existing assigned tasks assigned, navigate to the **“My Tasks”** tab.



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.

The screenshot displays the 'Task Award' details page in the hcdconnect system. The page is divided into several sections:

- Task Information:** A table with fields for Subject (Award), Assigned To (gsp211 p), Priority (Normal), Name, Shared Date, Related To (IA-0000001792), Status (Open), and Due Date. Each field has an edit icon.
- Acknowledgment:** A section containing a message and a form for acknowledgment. The message reads: "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." The acknowledgment form includes a checkbox for 'Acknowledgement', a field for 'Acknowledged By', and a field for 'Acknowledged Date'.
- Related:** A section titled 'Files (0)' with an 'Add Files' button and an 'Upload Files' button. Below the upload button is the text 'Or drop files'.

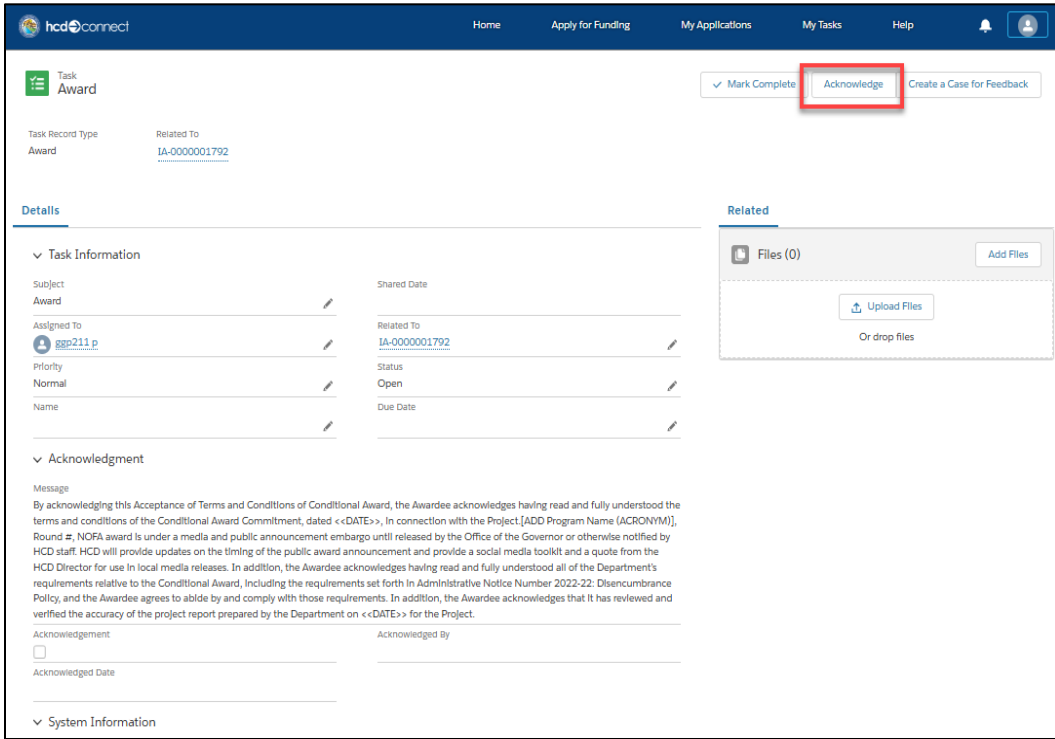
# Upload Files

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

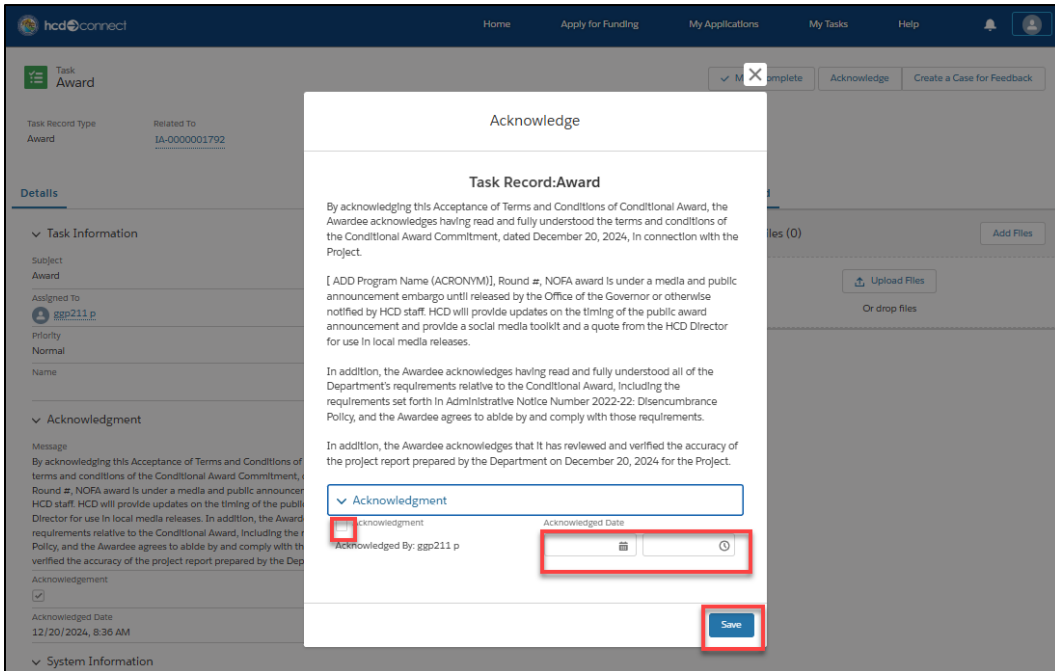
The screenshot displays the 'hcdconnect' user interface. At the top, a navigation bar includes 'Home', 'Apply for Funding', 'My Applications', 'My Tasks', and 'Help'. The main content area is titled 'Task Award' and includes buttons for 'Mark Complete', 'Acknowledge', and 'Create a Case for Feedback'. Below this, the 'Task Record Type' is 'Award' and it is 'Related To' 'IA-0000001792'. The 'Details' section is expanded to show 'Task Information' and 'Acknowledgment'. The 'Task Information' section contains fields for Subject (Award), Assigned To (gsp211 p), Priority (Normal), Name, Shared Date, Related To (IA-0000001792), Status (Acknowledged), and Due Date. The 'Acknowledgment' section includes a message, an 'Acknowledgment' checkbox (checked), and 'Acknowledged By' (gsp211 p) and 'Acknowledged Date' (12/20/2024, 8:46 AM). On the right, the 'Related' section shows 'Files (0)' with an 'Add Files' button and a red-bordered box containing an 'Upload Files' button and the text 'Or drop files'.

# 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.



The screenshot shows the 'Task Award' page in the hcdconnect system. The top navigation bar includes 'Home', 'Apply for Funding', 'My Applications', 'My Tasks', and 'Help'. On the right side of the page, there are three buttons: 'Mark Complete', 'Acknowledge', and 'Create a Case for Feedback'. The 'Mark Complete' button is highlighted with a red box. The main content area is divided into 'Details' and 'Related' sections. Under 'Details', there is a 'Task Information' section with fields for Subject, Assigned To, Priority, and Name. The 'Status' field is highlighted with a red box and contains the text 'Acknowledged'. Below this is an 'Acknowledgment' section with a message and an 'Acknowledged By' field. The 'Related' section on the right shows 'Files (0)' and an 'Upload Files' button.

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

This screenshot is identical to the one above, showing the 'Task Award' page. The 'Mark Complete' button in the top right corner is highlighted with a red box. The 'Status' field in the 'Task Information' section is also visible, containing the text 'Acknowledged'.

hcdconnect 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**

**Task Information**

Subject	Award	Shared Date	
Assigned To	<a href="#">gsp211 p</a>	Related To	<a href="#">IA-0000001792</a>
Priority	Normal	Status	Complete
Name		Due Date	

**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 Date: 12/20/2024, 8:46 AM

Acknowledged By: [gsp211 p](#)

**System Information**

Created By: [Geetha Ponaganti](#), 12/20/2024, 8:07 AM

Last Modified By: [gsp211 p](#), 12/20/2024, 8:49 AM

**Related**

Files (0) Add Files

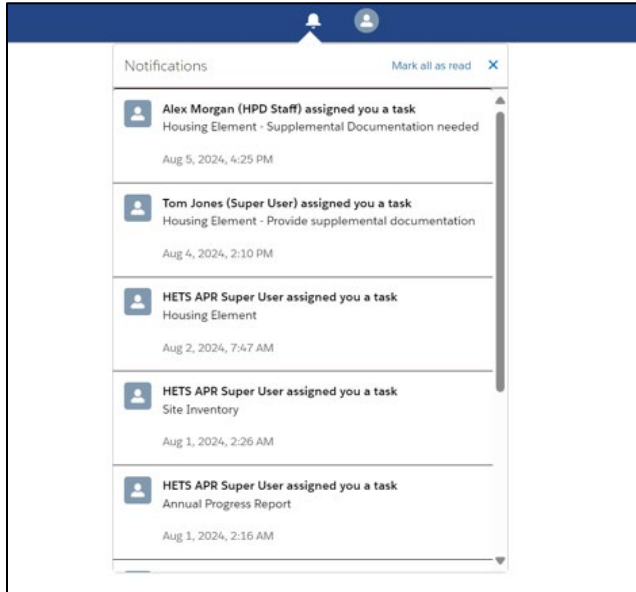
[Upload Files](#)

Or drop files

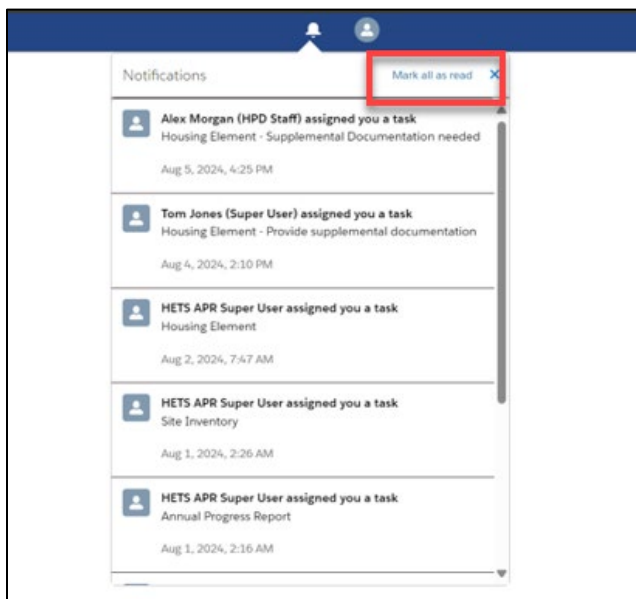


# Portal Notification

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.



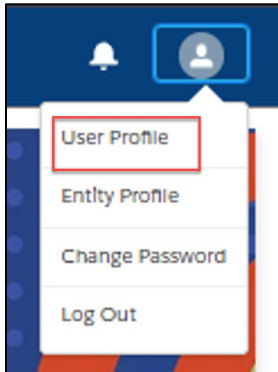
# My Profile

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**”.



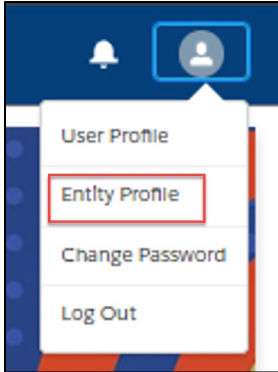
2. Update the name, address, or contact information, then click “**Update**” to save the changes.

A screenshot of the "User Profile" update form in the HCD Connect system. The form is titled "User Profile" and includes several sections: "Last Name" (input field with "P"), "First Name" (input field with "gpp211"), "Physical Address" (fields for Street, City, Country, State, Zip, and Phone), "Mailing Address" (checkbox for "Check if mailing address is different from physical address"), "Email" (input field with "geetha.ponaganti+211@hcd.ca.gov"), and "HCD Connect User Portal Access" (checkboxes for "Submit Planning Documents(Housing Elements/APRs)" and "Grants and Loans"). The "Update" button is highlighted with a red rectangular box.

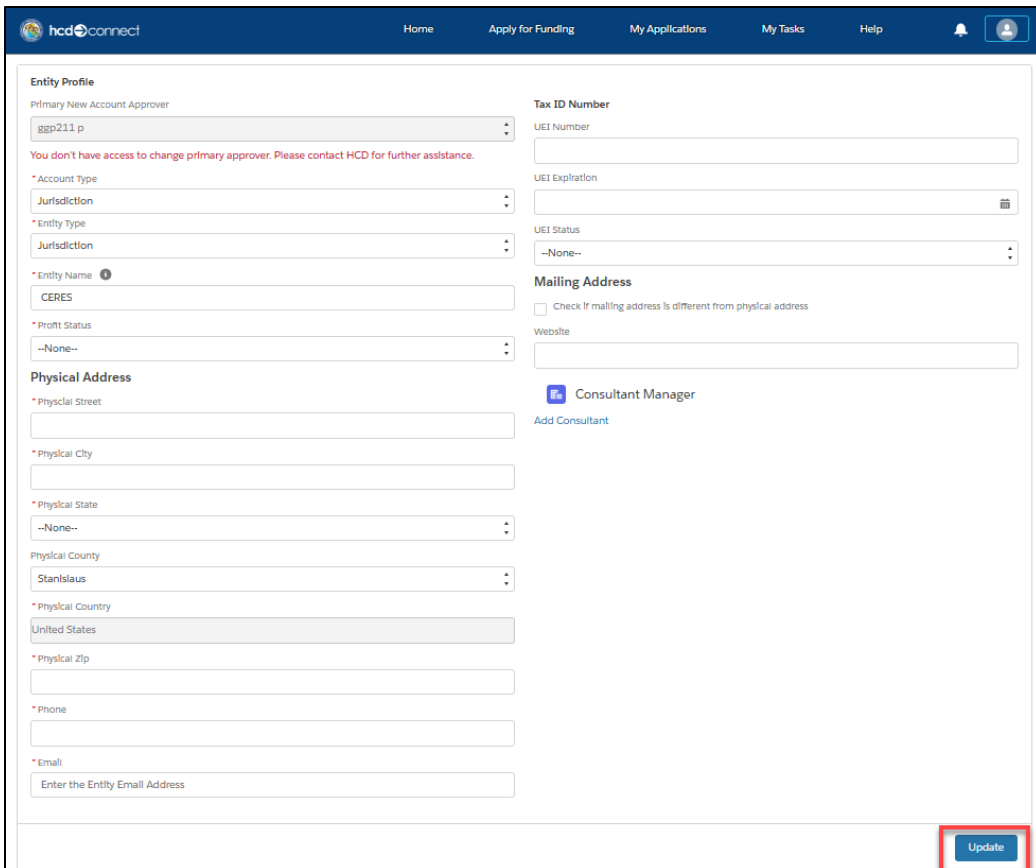
# Update Entity Profile

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

1. Click on “Entity Profile”.



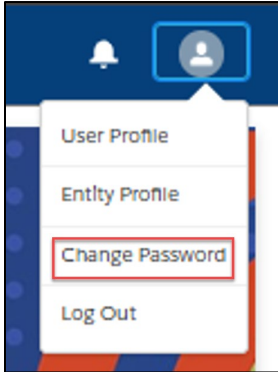
2. On this page, users can update their Entity Profile. Click “Update” to process the changes.

A screenshot of the 'Entity Profile' update page in the hcdconnect system. The page has a blue header with navigation links: Home, Apply for Funding, My Applications, My Tasks, Help, and a user profile icon. The main content area is white and contains several sections of form fields. The 'Primary New Account Approver' field is set to 'ggp211 p' and has a red error message below it: 'You don't have access to change primary approver. Please contact HCD for further assistance.' Other fields include 'Account Type', 'Jurisdiction', 'Entity Type', 'Entity Name' (set to 'CERES'), 'Profit Status' (set to '--None--'), 'Physical Address' (with fields for Street, City, State, County, Country, and Zip), 'Phone', and 'Email'. The 'Tax ID Number' section includes 'UEI Number', 'UEI Expiration', and 'UEI Status' (set to '--None--'). The 'Mailing Address' section has a checkbox for 'Check if mailing address is different from physical address' and a 'Website' field. At the bottom right, there is a blue 'Update' button highlighted with a red rectangular box.


## 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.

A screenshot of a "Change Your Password" form. The form contains three input fields: "Old Password", "New Password", and "Verify New Password". Below the fields is a "Change Password" button, which is highlighted with a red rectangular box. At the bottom of the form, there is a list of password requirements:

Password must contain the following:

- At least 1 Uppercase letter (A-Z)
- At least 1 Lowercase letter (a-z)
- At least 1 Special Character - ! \* \$ % ^ @
- At least 1 Digit 0-9
- Must be longer than 8 characters

## Log Out

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

Click on **“Log Out”**.

