

Application Portal Instructions

As of 7/31/2023

- Go to the web browser and type or click the link: <https://www.hcd.ca.gov/grants-and-funding/homekey/tribal-program>
- Click on “Application Online Portal” under Apply Now.



Home > Grants & Funding > Homekey > Tribal Program

Tribal Program

Bringing California Tribes Home:

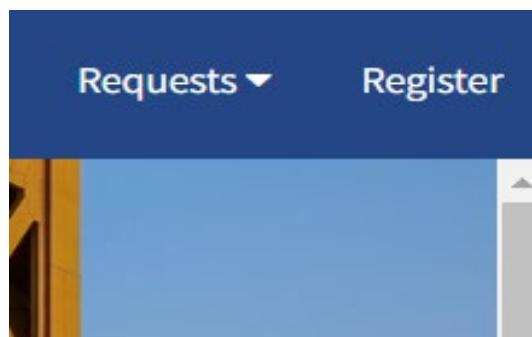
Funding available under the **2023 Homekey Tribal NOFA** provides an opportunity for Tribal Entities to develop multifamily rental housing developments, including rehabilitation of existing housing, new construction of

Apply Now

Pre-Application

Application Online Portal [↗](#)

- You must first register before you can use the Portal. In order to complete the registration, you will need to click on the Register text in the right-hand corner of the Portal and fill out the required information. Once you have registered, you will receive a Verification/Confirmation email, if you don't readily see it in your inbox make sure to check your Spam folder, Junk folder, etc.

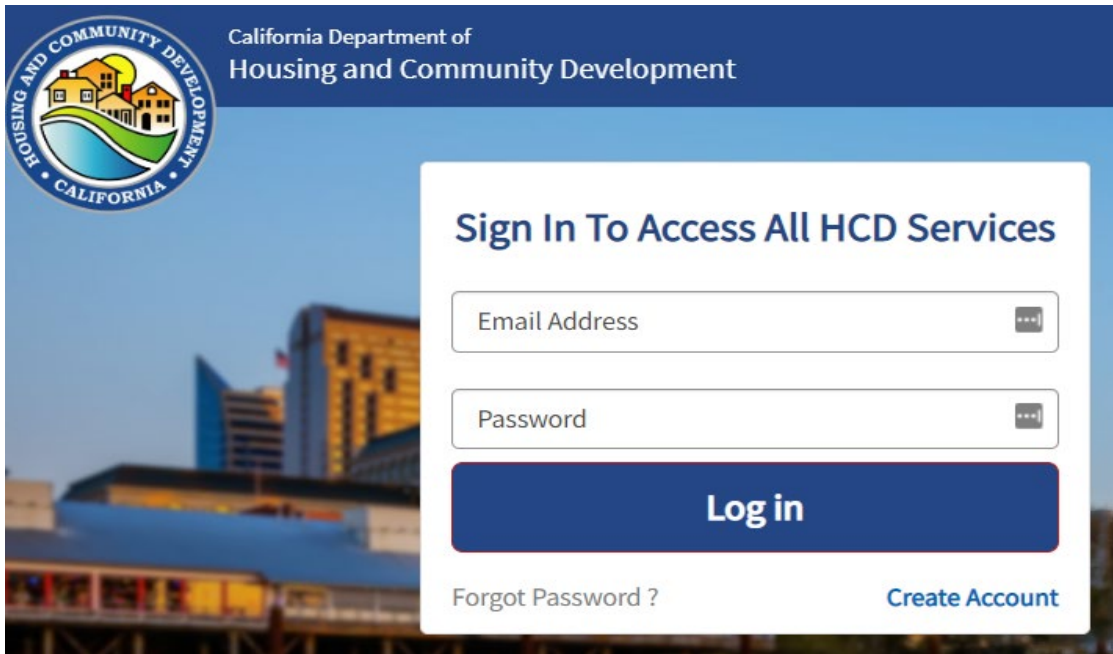


- Please note, **you will not be able to Log In if you do not click on the Verification/Confirmation email.**

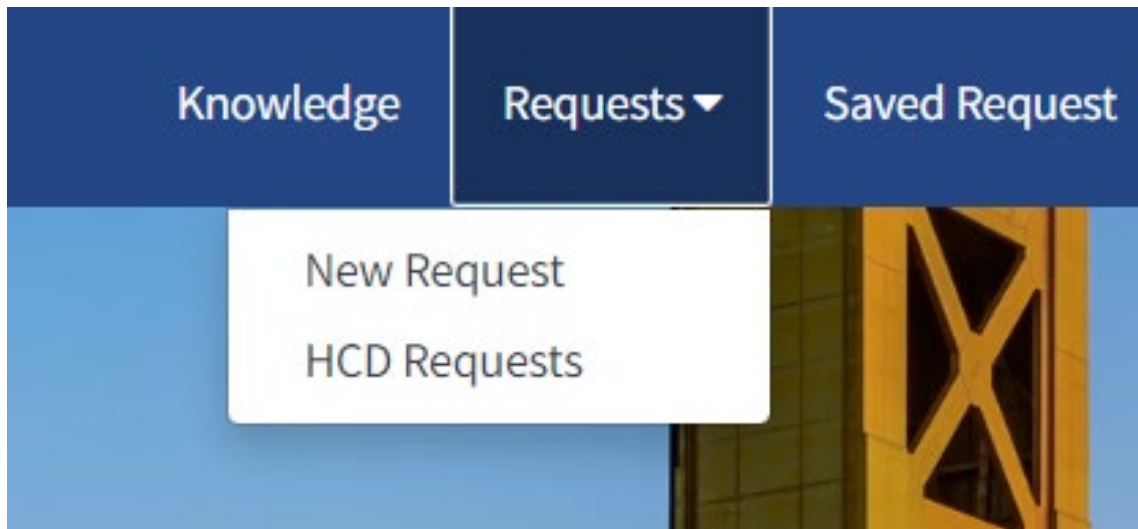
Application Portal Instructions

As of 7/31/2023

- If you already have an account, then you will be able to Log In using your email (your email will be your username) and password.



- Once you Log In you will be directed to the Application Portal you are applying for.
- If you are not readily directed to the Application Portal you are applying for, you can click on the Request text at the top of the screen and choose “New Request”. This will direct you to a new screen and you will have the option to click on the Application Portal you are applying for.



- You will be required to fill out the first screen you are directed to and enter all the required information on this page. Once you click on the Save & Continue button, your application will be saved, and you will be redirected to a new page.

Application Portal Instructions

As of 7/31/2023

The screenshot shows the top navigation bar of the California Department of Housing and Community Development portal. The breadcrumb trail is 'Consumer Service > Title Acronym > Title'. A search bar is present on the right. The main content area features a form titled 'Title' with a red asterisk indicating required fields. The fields are: Applicant Name, Applicant Address, Applicant City, Applicant State, and Applicant Zip. A 'Save & Continue' button is located on the right side of the form.

Please Note: When entering information for the Email Address, Phone Number or Zip Code, and if you receive an invalid error, please make sure to enter complete details in the correct format and then click out of the field. This should resolve the issue.

Example below:



Invalid or Incomplete Information:

This screenshot shows a form with several fields. The 'Authorized Representative Email Address' and 'Contact Email Address' fields contain the text 'abc@' and are highlighted with a red border. Below each of these fields is a red error message: 'Not a valid email'. Other fields include 'Authorized Representative Name', 'Authorized Representative Title', 'Contact Name', 'Contact Title', 'Co- Applicant Details' (with a dropdown menu for 'Number of Co-Applicants'), 'Project Information' (with a dropdown menu for 'Project Type'), 'Project Name', and 'Project Type'.


Adding the correct values before clicking out of the field:

Application Portal Instructions

As of 7/31/2023

* Authorized Representative Name	<input type="text"/>	* Contact Name	<input type="text"/>
* Authorized Representative Title	<input type="text"/>	* Contact Title	<input type="text"/>
* Authorized Representative Email Address	<input type="text" value="abc@gmail.com"/> 	* Contact Email Address	<input type="text" value="abc"/> 
<i>Not a valid email</i>			
Co- Applicant Details			
Number of Co-Applicants			
<input type="text" value="--Select Please--"/>			
Project Information			
* Project Name			
<input type="text"/>			
* Project Type			
<input type="text" value="--Select Please--"/>			

After clicking out of the field the message goes away:

* Authorized Representative Name	<input type="text"/>	* Contact Name	<input type="text"/>
* Authorized Representative Title	<input type="text"/>	* Contact Title	<input type="text"/>
* Authorized Representative Email Address	<input type="text" value="abc@gmail.com"/>	* Contact Email Address	<input type="text" value="abc@gmail.com"/> 
Co- Applicant Details			
Number of Co-Applicants			
<input type="text" value="--Select Please--"/>			
Project Information			
* Project Name			
<input type="text"/>			
* Project Type			
<input type="text" value="--Select Please--"/>			

If the error(s) do not go away, check your browser, or start a new request this should resolve the problem.

Application Portal Instructions

As of 7/31/2023

- The new page will display the Portal Title, Project Name, Number (Application Number), Requested by information and a Save and Cancel button at the top of the screen. And will automatically display the Attachments section.

The screenshot shows the top navigation bar with the California Department of Housing and Community Development logo and the text "California Department of Housing and Community Development". On the right, there are links for "Knowledge", "Requests" (with a dropdown arrow), and "Saved Request". Below the navigation bar is a form titled "Title" with three input fields: "Project Name" (containing "Project Name"), "Number" (containing "Title Acronym0000048"), and "Requested By" (containing "User"). There are "Save" and "Cancel" buttons at the bottom right of the form. Below the form are three tabs: "Submission Details", "Attachments" (which is selected and underlined), and "Activity". Under the "Attachments" tab, there is a search bar and three attachment boxes. The first box is titled "0 - Application Workbook (Excel) *", the second is "1 - Organization Documents *", and the third is "2 - Other Documents". Each box contains the text "Drop files here" and a paperclip icon.

- The Save button will save any information or documents you have uploaded for this application.
- The Cancel button will allow you to cancel the application. This button only displays while the Application is in a Draft state. Once you Submit the Application, you can no longer cancel it.
- You will have the ability to edit the first screen you had submitted by clicking on the Submission Details text. This will allow you to make edits if applicable.

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- The Attachments screen will allow you to upload documents (Format types allowed: doc, docx, xls, xlsx, xlsx, xlsx, xlsx, pdf, jpeg, jpg, png, ico, bmp) that are being requested by the Program. Some of

Application Portal Instructions

As of 7/31/2023

the sections within the Attachment screen will have required documents that need to be uploaded in order to Submit your application.

The screenshot shows the top navigation bar with the California Department of Housing and Community Development logo and the text "California Department of Housing and Community Development". On the right, there are links for "Knowledge", "Requests" (with a dropdown arrow), and "Saved Request". Below the navigation bar is a "Title" section with a form containing three fields: "Project Name" (with "Project Name" as the value), "Number" (with "Title Acronym0000048" as the value), and "Requested By" (with "User" as the value). At the bottom right of this section are "Save" and "Cancel" buttons. Below the "Title" section are three tabs: "Submission Details", "Attachments" (which is underlined), and "Activity". Under the "Attachments" tab, there is a search bar and three attachment boxes. The first box is labeled "0 - Application Workbook (Excel) *" and contains the text "Drop files here". The second box is labeled "1 - Organization Documents *" and contains the text "Drop files here". The third box is labeled "2 - Other Documents" and contains the text "Drop files here".

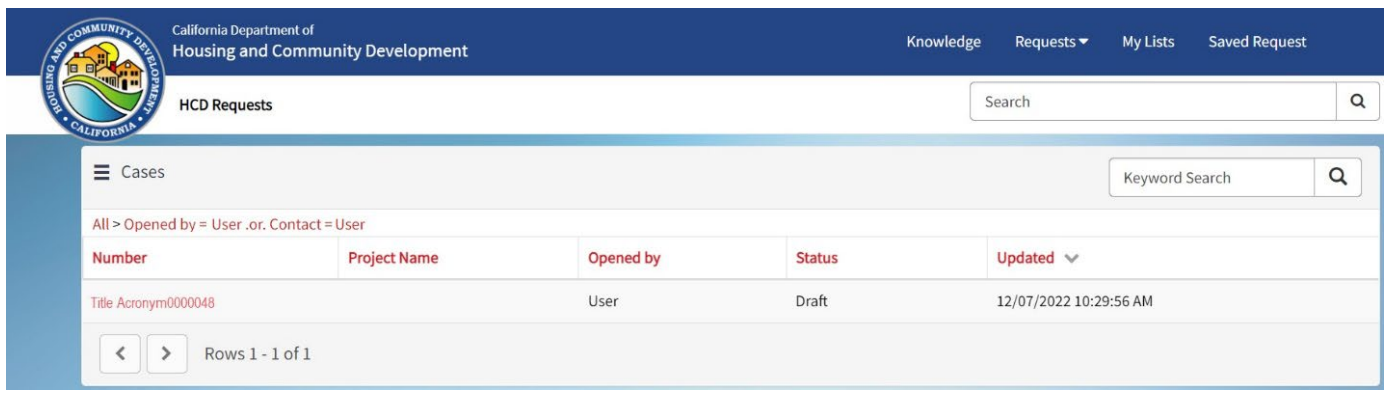
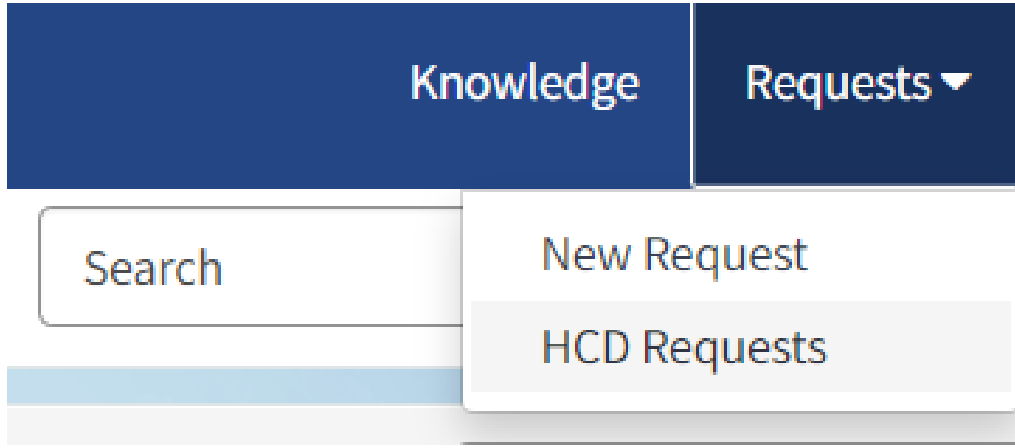
- Once you add **all the required information, including the required attachments**, a new Submit button will display in the top section of the screen next to the Save button.

This screenshot is identical to the previous one, but the "Attachments" section now includes a "Submit" button next to the "Save" and "Cancel" buttons in the top right corner of the form area.

- **Please note, your application is still in Draft Status until you click on the Submit button. Once you click on the Submit button, you have submitted your application and a confirmation email will be sent to you.**
- After you create your application, if you need to go into your application anytime, click on the Request text and select "HCD Requests". This will bring you to your page with all applications or requests you have created.

Application Portal Instructions

As of 7/31/2023



For application and online portal assistance, please send your email to HK Tribal@hcd.ca.gov.