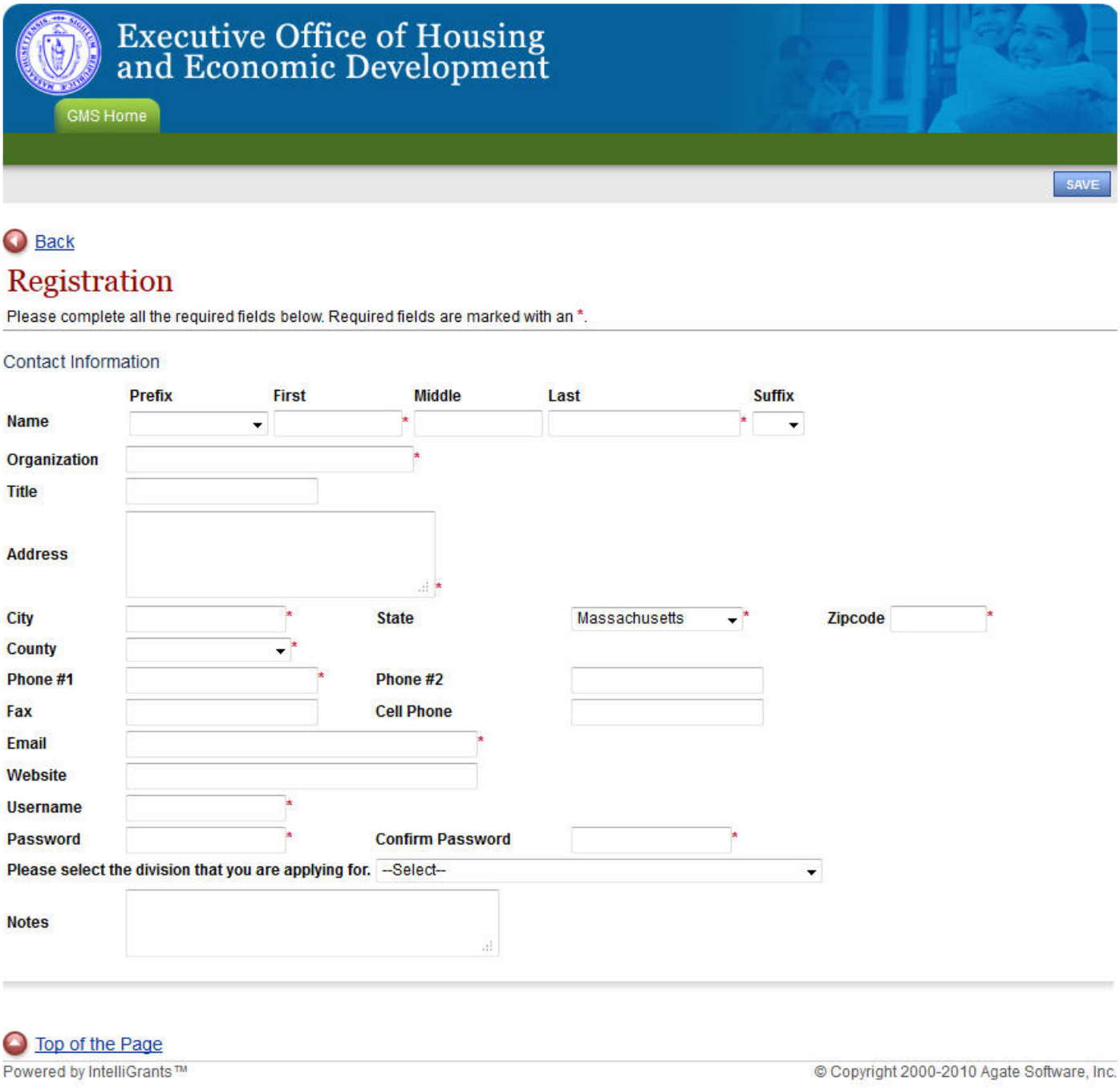
Pre-Application now available online for the August 2nd Rental Housing Funding Round

Starting today DHCD's Division of Housing Development offers an online site for sponsor organizations to use to prepare and submit pre-applications for the coming rental housing funding round. The deadline for online submission is May 15th, so it is important that all organizations and all users wanting to participate in this funding round get registered in the software. All users must be a member of an organization approved in the software by DHCD Staff. Both sponsor organizations and consulting organizations need to complete this registration process. This process is new to everyone and may be confusing at first so please read these instructions and the attached HDMIS Administrative Guide and if you still have questions then contact us (as directed below).

For each organization we insist that one person be identified to take lead administrative responsibility. This 'Sponsor/Organization Administrator' will add other organization members, set user roles and access rights. Only the person to be designated the Sponsor/Organization Administrator for each organization should now go on the internet to **http://madhcd.intelligrants.com** and click on 'new user'.

This will bring up the new user entry form. Please complete this form for your Sponsor/ Organization Administrator and click 'Save'.



Please note the correct selection here:

Please select the division that you are applying for. --Select--

- --Select--
- CDBG Grant Management
- Housing Development
- MassWorks
- Public Housing Capital Improvements Management (CIMS)

DHCD staff will see that you have submitted your information and will validate your organization in the system. Alternatively you may print and fill this page out and email it to the contacts listed below. We will use this information to set up your organization in the system.

Consultants

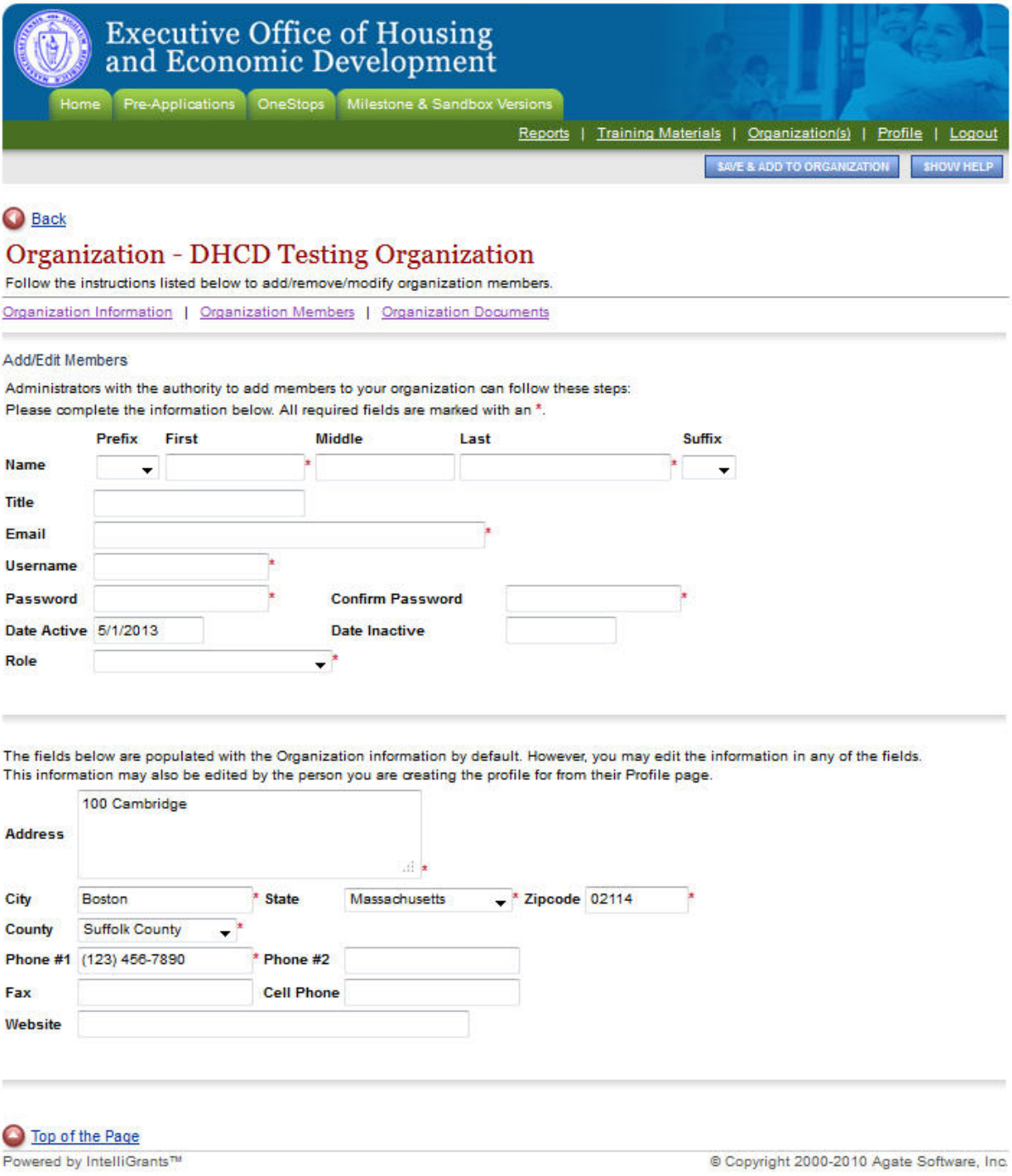
Consultant organizations will be validated by DHCD in the same way as sponsor organizations. Consultant organizations will designate one person to be the Sponsor/Organization Administrator and that person will add additional users for their organization if applicable. Once entered into the system, you or other members of your organization may be assigned to work on pre-applications on behalf of sponsor organizations. You will not be able to create a pre-application in the first instance or to submit the finished pre-application to DHCD. This responsibility remains with the sponsor organization.

How to add other organization members, set user roles and access rights

The next time you as Sponsor/Organization Administrator login with the user name and password that you have chosen you will be able to add additional staff and to begin the pre-application process. Do the following three clicks to add the first additional person.

\

The software does a quick check to see if the person already exists in the software. If not then fill out the new member form:



If you have any questions about this registration process then please send email to both Terry Farmer Theresa.farmer@state.ma.us. **and** Bertha Borin Bertha.borin@state.ma.us

Or you may call Terry at (617) 573-1326 or Bertha at 617-573-1309