

## Pre-Application now available online for the August 2<sup>nd</sup> 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 15<sup>th</sup>, 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'.



The screenshot displays the IntelliGrants website interface. At the top, there is a blue header with the logo of the Executive Office of Housing and Economic Development on the left and the text "Executive Office of Housing and Economic Development" on the right. Below the logo is a "GMS Home" button. The main content area features the heading "Welcome to IntelliGrants™ ..." followed by four blue hyperlinks: "Click here for CDBG content", "Click here for CIMS content", "Click here for MassWorks content", and "Click here for Housing Development content". On the right side, there is a white login box with the title "Login". It contains two input fields for "Username" and "Password", a blue "LOGIN" button, and a red circle around the "New User?" link. Below the "New User?" link is a "Forgot Password?" link. The background of the login box shows a blurred image of a person's hands typing on a laptop keyboard.

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



**Executive Office of Housing and Economic Development**

GMS Home

SAVE

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## Registration

Please complete all the required fields below. Required fields are marked with an \*.

### Contact Information

Name	Prefix	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>				
Title	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	Massachusetts	Zipcode	<input type="text"/>
County	<input type="text"/>				
Phone #1	<input type="text"/>	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text"/>				
Website	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>	Confirm Password	<input type="text"/>		
Please select the division that you are applying for. --Select--					
Notes	<input type="text"/>				

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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 screenshot displays the web interface for the Executive Office of Housing and Economic Development. At the top, there is a navigation bar with links for Home, Pre-Applications, OneStops, Milestone & Sandbox Versions, Reports, Training Materials, Organization(s), Profile, and Logout. A red circle highlights the 'Organization(s)' link, with a red '1' next to it. Below the navigation bar, there is a 'Back' link and the title 'Organization - DHCD Testing Organization'. Underneath, there are three links: 'Organization Information', 'Organization Members', and 'Organization Documents'. A red circle highlights the 'Organization Members' link, with a red '2' next to it. Below these links, there is a section titled 'Organization Members' with instructions for administrators. At the bottom of this section, there are three links: 'Current Members', 'Add Members', and 'Person Search'. A red circle highlights the 'Add Members' link, with a red '3' next to it. At the bottom of the page, there is a 'Top of the Page' link and a copyright notice for Agate Software, Inc.

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:

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## Organization - DHCD Testing Organization

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

### Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:  
Please complete the information below. All required fields are marked with an \*.

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>				
Email	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>		Confirm Password	<input type="text"/>	
Date Active	<input type="text"/>		Date Inactive	<input type="text"/>	
Role	<input type="text"/>				

The fields below are populated with the Organization information by default. However, you may edit the information in any of the fields. This information may also be edited by the person you are creating the profile for from their Profile page.

Address

City  State  Zipcode

County

Phone #1  Phone #2

Fax  Cell Phone

Website

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

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

