

# HCD Connect for Local Governments

HCD CONNECT USER PORTAL | Quick Reference Guide





## Overview

- › Background and Updates to 2024 APR Excel Form
- › The purpose and features of the HCD Connect External User Portal
- › Online portal registration process
- › Adding / removing consultants from Jurisdiction Account
- › Submitting Annual Progress Reports

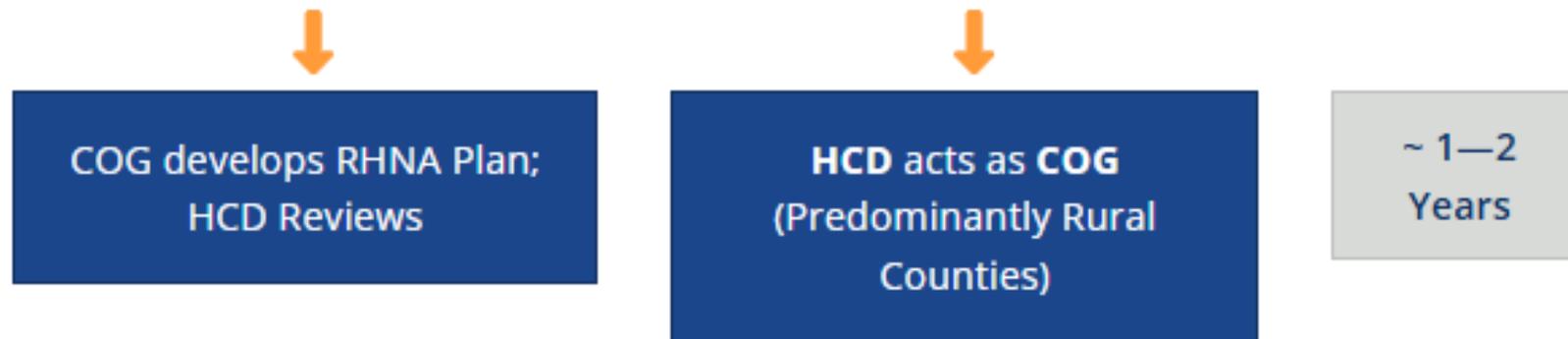


# Overview of State Planning

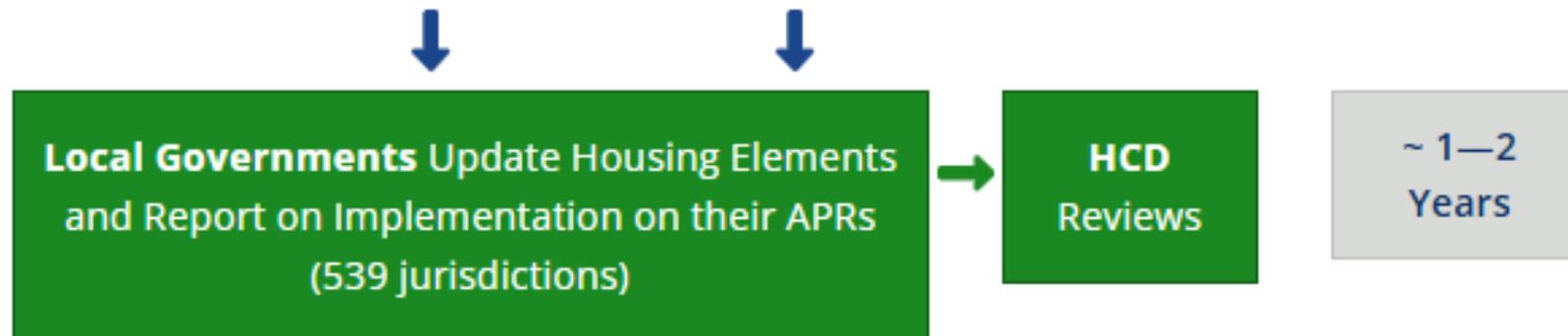
## Regional Housing Need Determination



## Regional Housing Need Allocation



## Housing Element Update



# What is an APR?

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1. State law requires every local gov't submit by April 1
2. Housing Element programs are required in Table D
3. Each report must include information on all housing units in various stages of production. The information includes:
  1. Units by structure type
  2. Units by affordability
  3. Parcel numbers
  4. Street Addresses
  5. Key Dates
  6. Density Bonus
  7. Duplexes / Lot splits (SB 9)



# Changes to 2024 APR Form

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- **Streamlined Ministerial Approval Process (SMAP):** Updated references from SB 35 to SB 423
- **SB 9 Lot Splits:** Data validators now allow zero units for qualifying projects.
- **Enhanced Data Reporting:** Updated Table B (homes permitted) data and planning/projection period information
- **Table D (applications for housing development) Improvements:**
  - Removed the “General Comments” cell
  - Increased the default row count to 200
  - Expanded the character limit in Column D to 10,000



# APR – Table D: Take Credit for Program Implementation!

- HCD is proactively monitoring approved HEs with a focus on programs that were critical to why the HE was found in substantial compliance
- Submitting a complete and thorough Table D in the APR is important because we'll use the implementation status updates as the starting point for monitoring

	A	B	C	D
1	<b>ANNUAL ELEMENT PROGRESS REPORT</b>			
2	<b>Housing Element Implementation</b>			
3				
4	<b>Jurisdiction</b>			
5	<b>Reporting Year</b>	2024	(Jan. 1 - Dec. 31)	
7	<b>Table D</b>			
8	<b>Program Implementation Status pursuant to GC Section 65583</b>			
9	<b>Housing Programs Progress Report</b> Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of the housing element.			
10	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
11	<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Name of Program: List the name of the program as described in the element.  
Character Limit: 2000







# Toolbox Tuesday: HCD Connect

2/25/2025



[WWW.SCAG.CA.GOV](http://WWW.SCAG.CA.GOV)

# Housekeeping

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1. Meeting length: 1.5 hour
2. This meeting is being recorded
3. All participant lines will be muted
4. At the end, there will be a Q&A session
5. If you have a question during the presentation, please type it into the chat box or press the "raise hand" function
6. We will log all questions and then voice a selection at the end of the presentation
7. Closed captioning can be turned on by clicking "Show captions" on the Zoom ribbon
8. A recording of this webinar and the PowerPoint slides will be available on the SCAG website. We will send a link to everyone who has registered after the event
9. Please fill out our survey at the end to help us improve future Toolbox Tuesdays!

# How to Register

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HCD CONNECT USER PORTAL | Registration Steps



# New User Registration – Create A New Account

You must register before you can use the Portal. To complete the registration, complete the following steps:

1. Enter the [Portal URL](#) into your web browser. You will see the login screen home page.
2. Click **Create a New Account**.



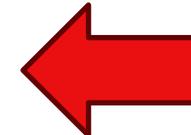
Username

Password

[Log In](#)

[Forgot your password?](#)

Not Registered? [Create an account](#)



# New User Registration - Create a New Account

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3. Enter your First Name, Last Name and Work Email. Then select **Applicant** for Role Type.

4. Click **Register** to continue.

First Name

Last Name

Email

Role Type

Register

Already have an account?

**\*\*Role Type**

Select Role Type ▼

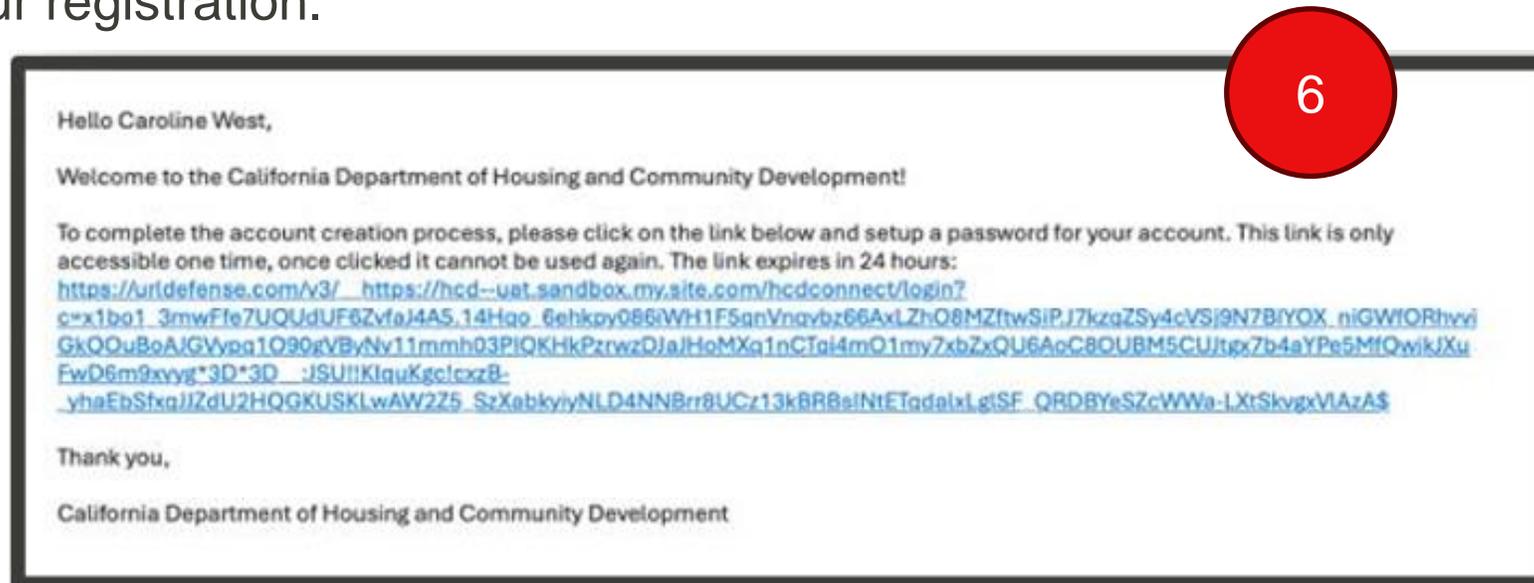
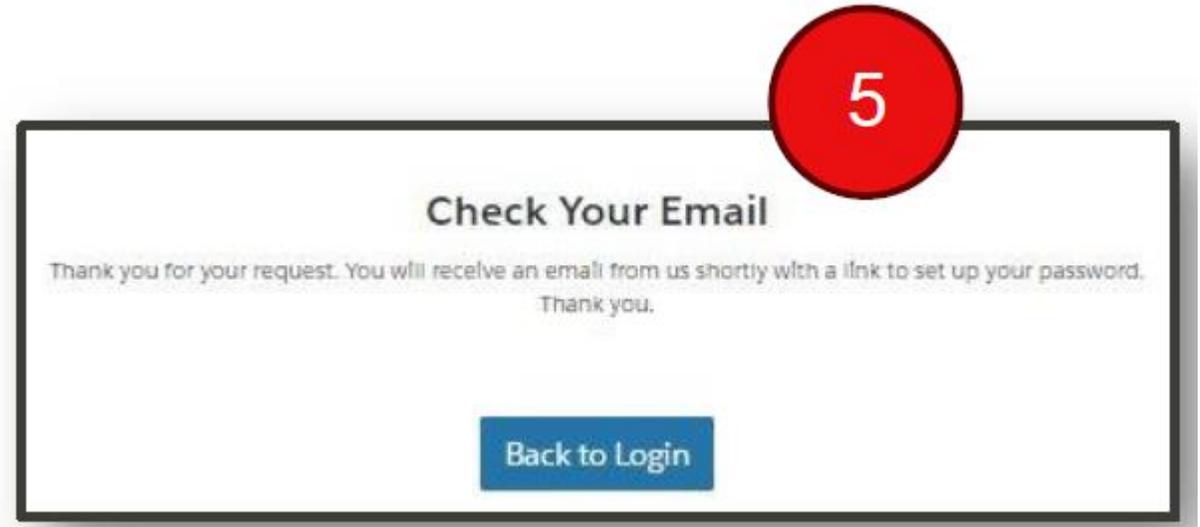
Applicant

Consultant



# New User Registration – Setup Password

5. You should receive an email from the system with a link to setup your portal password. If you do not receive this email, please check your Spam folder.
6. Click the link in the email that will direct you to the password setup screen to continue your registration.



# New User Registration – Setup Password

7. Enter in your desired password.

The password must contain:

- 12 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

8. Click **Change Password** to successfully create your password.

### Change Your Password

Enter a new password for `userguideuat1@yopmail.net`. Make sure to include at least:

- ✓ 8 characters
- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number
- ✓ 1 special character

New Password

Good

Confirm New Password

Match

[Change Password](#)



# New User Registration – Jurisdiction Search

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9. Once you have created a password, you will be taken to the Portal's welcome screen. Contact your jurisdiction to be added to its account.



The screenshot shows the HCD Connect User Portal interface. At the top left is the "hcdconnect" logo, and at the top right is a "Help" link and a user profile icon. The main content area features the word "Welcome!" in a large, stylized, cursive font. Below this, a message reads: "Congratulations, you have successfully registered as consultant user in the HCD Connect User Portal. Please, contact your entity to be added to the entity account." At the bottom of the page is a dark blue footer bar containing the text: "Copyright © 2024 State of California | HCD Website | Conditions of Use | Privacy Policy | Accessibility | Contact Us".



# New User Registration – Jurisdiction Search

11. Search for the name of the Jurisdiction Account Name and select the appropriate Jurisdiction Account.

12. Click “Next”

hcdconnect Help

## Jurisdiction Entity Search

To begin, please search for your entity by entering the Valid Jurisdiction Account Name and clicking the 'Next' button.

Please note: The association process involves multiple steps. Please complete all the steps to successfully associate your account with your entity. You will see a confirmation screen at the end of the process.

- Jurisdiction Entity Search
- User Profile
- Non-Disclosure
- Confirmation

\* Indicates required field

\* Jurisdiction Account

Back Next

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# New User Registration – Jurisdiction Search

13. Enter required User Profile information.

14. Click **Next**.

hcdconnect Help

### User Profile

Please note: The association process involves multiple steps. Please complete all the steps to successfully associate your account with your entity. You will see a confirmation screen at the end of the process.

\* Indicates required field

\* First Name  
Nicki10101

\* Last Name  
Mont

Suffix  
--None--

Job Title

\* Phone  
5555555555

\* Email  
nicki.monteverde+10101@hcd.ca.gov

At least one option must be selected.

Submit Planning Documents (Housing Elements/APRs)

Grants and Loans

### Physical Address

\* Physical Street  
10101 W El Camino

\* Physical City  
Sacramento

\* Physical State  
California

Physical County  
Sacramento

\* Physical Zip  
95833

\* Physical Country  
United States

### Mailing Address

Check if mailing address is different from physical address

Jurisdiction Entity Search

User Profile

Non-Disclosure

Confirmation

Back Next

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# New User Registration – Jurisdiction Search

15. Complete the non-disclosure by reading the agreement, clicking the checkbox under “Legal Agreement,” and clicking the **Agree** button.



hcdconnect

Non - Disclosure

Please review the below terms of use carefully and confirm your acknowledgment. Please Note: The account association process involves multiple steps. Please complete all of the steps to successfully associate your account with your entity. You will see a confirmation screen at the end of the process.

By submitting this registration form, I, the Applicant or its authorized representative applying hereunder, hereby certify, consent, and agree to all of the following terms and conditions of use. Terms marked with an asterisk are required:

I certify that I am an authorized user of this account and I am accessing this account for an authorized purpose.  
I certify that I have full authority to act on behalf of my organization to initiate, complete, sign, and submit, as appropriate, reports, housing statements, documents, and applications for funding through the Department of Housing and Community Development.  
I certify to the best of my knowledge and belief that all information I am providing to the California Department of Housing and Community Development (HCD) is true, accurate, and complete. If requested, I will provide HCD further documentation to verify the information I have provided. I will promptly notify HCD if I become aware that any material information submitted has changed.  
I give consent/authorization to HCD and its respective agents, employees, contractors, and assigns, to immediately share, disclose, analyze, and discuss, with any other person or entity, public or private, all documents and other information submitted as necessary to verify the information provided, determine eligibility for funding, evaluate and effectively implement the funding program, and conduct or comply with state or federal audits of the applicant or program.  
I will not disclose my login and password to anyone else. If I am emailed a link to this account, I will confirm the sender's identity and sending page domain name ("http://s.gov") before logging on. I will log out of this account when I leave my computer unattended.  
I understand that for funding applications, HCD will not give applicants extra time to resolve technical issues caused by incompatible browsers, operating systems, or incompatible use of this account. I understand that HCD may not discover deficiencies caused by compatibility issues until the submission deadline has already passed.  
(Optional) I agree to participate in the evaluation of this program, which will help improve HCD's service delivery and potentially expand resources for rent support and affordable housing. This may involve filling out follow-up surveys. (Note: Your willingness to be contacted for program evaluation purposes will not affect your eligibility or selection for this program in any way.)  
By checking the "Agree" box below, I agree to execute these certifications electronically, and intend my electronic signature to have the same binding effect as myself and my organization as a physical or "wet" signature. We do not need this consent for housing statements as we have the statutory authority to do so. Not applicable for housing statements.

Legal Agreement

I have read the agreement above and I agree with the terms and conditions.

Next Agree

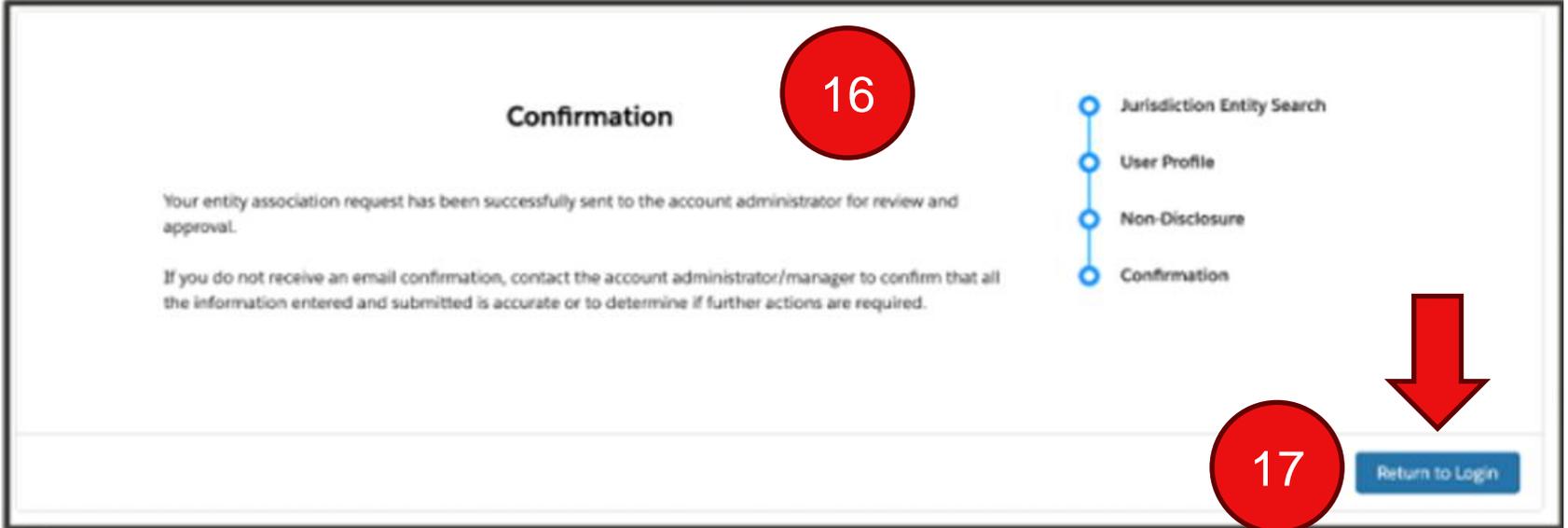
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# New User Registration – Jurisdiction Search

16. At the end, you will see a confirmation screen for your Entity Association request.

17. Click **Return to Login**.



The screenshot displays a confirmation screen with the following elements:

- Confirmation** (Title)
- 16** (Red circle highlighting the title)
- Text: "Your entity association request has been successfully sent to the account administrator for review and approval."
- Text: "If you do not receive an email confirmation, contact the account administrator/manager to confirm that all the information entered and submitted is accurate or to determine if further actions are required."
- Progress indicator on the right with four steps: Jurisdiction Entity Search, User Profile, Non-Disclosure, and Confirmation. The "Confirmation" step is highlighted with a blue circle.
- 17** (Red circle highlighting the "Return to Login" button)
- Return to Login** (Blue button)
- A large red arrow pointing down to the "Return to Login" button.



# Receiving Access to a Jurisdiction Account

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- Once you have completed registration, if a Primary Account User is already identified on the Account, the Primary Account User will be notified via email about your request. They can then grant access.
- If a Primary User is not already identified, an HCD rep will receive a notification of your request. The rep can then add you as the Primary Account (if applicable) or add you as a secondary user
- Once you are added to the Jurisdiction Account, you will gain access to submit Housing Elements, Annual Progress Reports, and/or Sites Inventories on behalf of the jurisdiction and you can see previous submissions.



# Consultant Management

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HCD CONNECT USER PORTAL | Quick Reference Guide



# Adding Consultant(s) to Jurisdiction

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- If you are looking to bring on a Consultant to submit Housing Elements, Sites Inventory and Annual Progress Reports on behalf of your Jurisdiction, you can add them to your Account within the HCD Connect User Portal.
  - Follow these steps within this guide to grant them access.

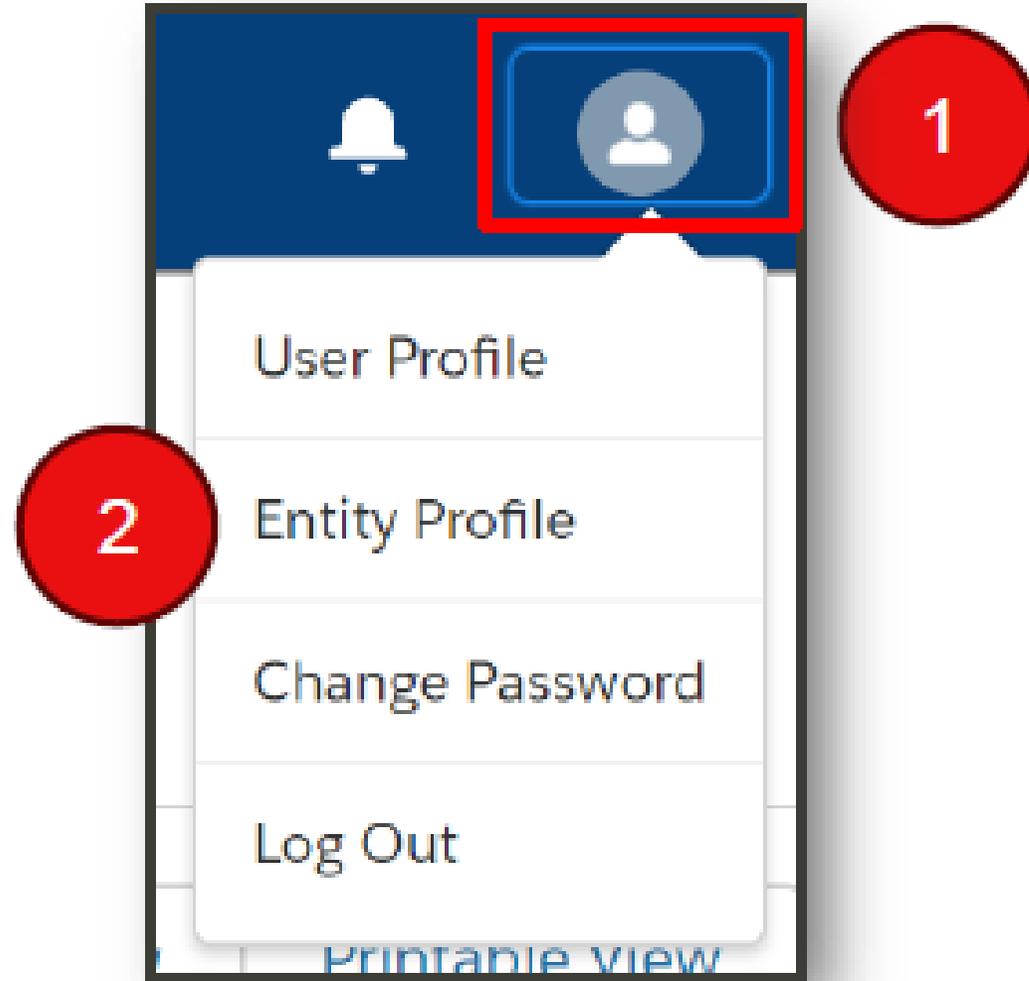


# Adding Consultant(s) to Jurisdiction

To add a Consultant to your Account, start by navigating to your **Entity Profile**.

1. Click the User icon located on the top right of the screen.
2. Click on **Entity Profile**.

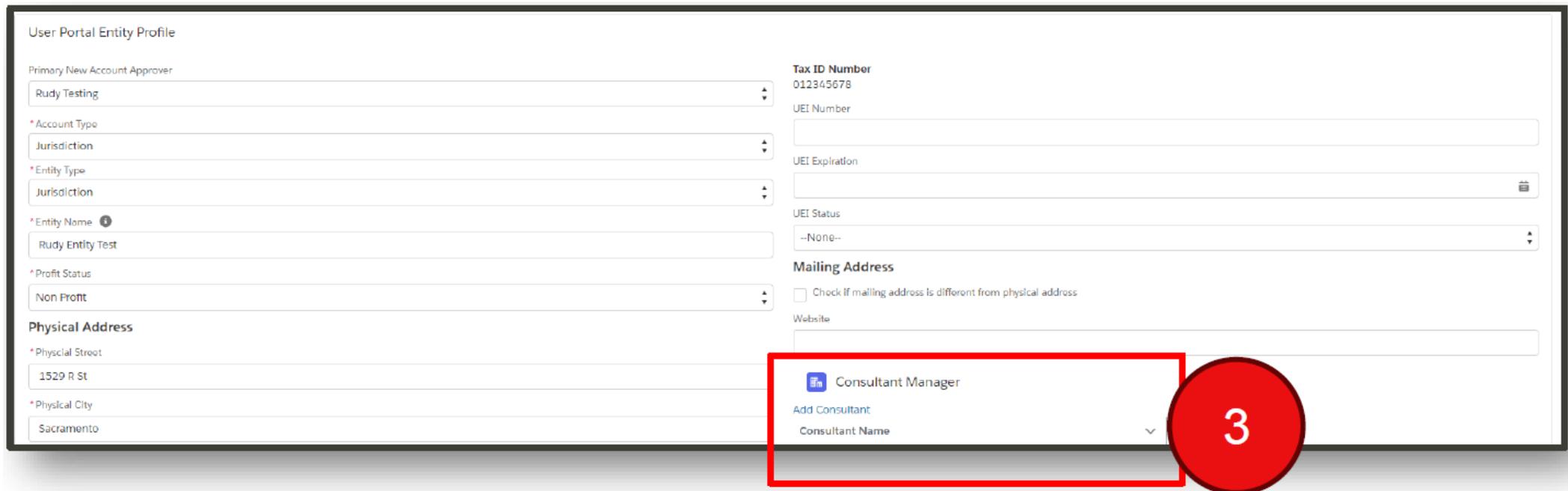
Note: This can only be done by the Primary Account.



# Adding Consultant(s) to Jurisdiction

Navigate to the **Consultant Manager** section of the Entity Profile screen.

## 3. Click **Add Consultant**



The screenshot shows the 'User Portal Entity Profile' form. The form is divided into several sections: 'Primary New Account Approver' (Rudy Testing), 'Account Type' (Jurisdiction), 'Entity Type' (Jurisdiction), 'Entity Name' (Rudy Entity Test), 'Profit Status' (Non Profit), 'Physical Address' (1529 R St, Sacramento), 'Tax ID Number' (012345678), 'UEI Number', 'UEI Expiration', 'UEI Status' (--None--), 'Mailing Address' (with a checkbox for 'Check if mailing address is different from physical address'), and 'Website'. A red box highlights the 'Add Consultant' button in the 'Consultant Manager' section, which is currently set to 'Consultant Name'. A red circle with the number '3' is overlaid on the button.

User Portal Entity Profile

Primary New Account Approver  
Rudy Testing

\*Account Type  
Jurisdiction

\*Entity Type  
Jurisdiction

\*Entity Name ⓘ  
Rudy Entity Test

\*Profit Status  
Non Profit

Physical Address  
\*Physical Street  
1529 R St  
\*Physical City  
Sacramento

Tax ID Number  
012345678

UEI Number

UEI Expiration

UEI Status  
--None--

Mailing Address  
 Check if mailing address is different from physical address  
Website

Consultant Manager  
Add Consultant  
Consultant Name

3



# Adding Consultant(s) to Jurisdiction

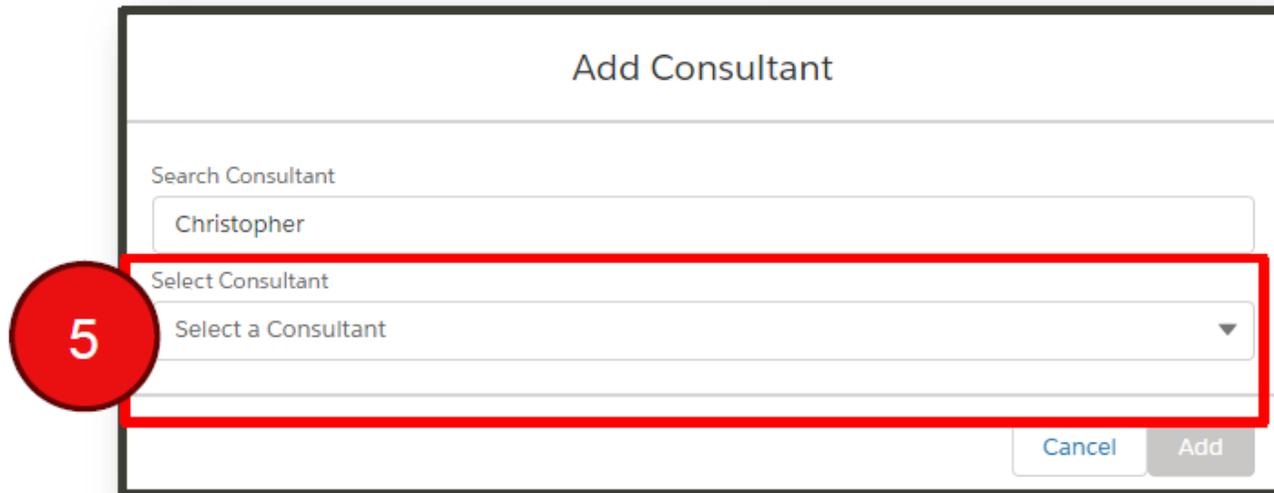
4. Type in the Name of the Consultant in the **Search Consultant** field.

5. Select the Consultant's name from the **Select Consultant** field.

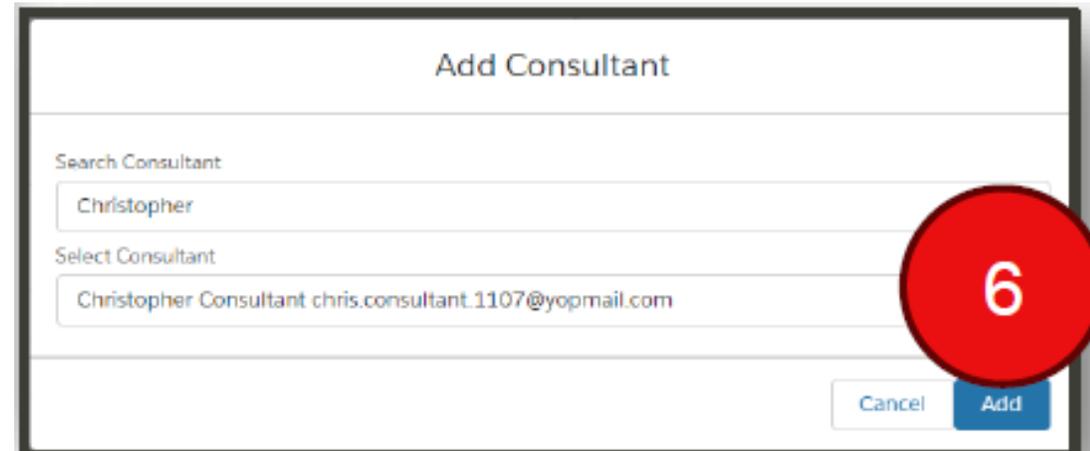
6. Click **Add**.



The screenshot shows the 'Add Consultant' form. A red circle with the number '4' is positioned over the 'Search Consultant' text input field, which is currently empty. Below it is a 'Select Consultant' dropdown menu with the placeholder text 'Select a Consultant'. At the bottom right, there are 'Cancel' and 'Add' buttons.



The screenshot shows the 'Add Consultant' form. A red circle with the number '5' is positioned over the 'Select Consultant' dropdown menu. The dropdown is open, showing a list of options with 'Select a Consultant' at the top. The 'Search Consultant' field above contains the text 'Christopher'. At the bottom right, there are 'Cancel' and 'Add' buttons.



The screenshot shows the 'Add Consultant' form. A red circle with the number '6' is positioned over the 'Add' button. The 'Search Consultant' field contains 'Christopher' and the 'Select Consultant' dropdown is open, showing a selected option: 'Christopher Consultant chris.consultant.1107@yopmail.com'. At the bottom right, there are 'Cancel' and 'Add' buttons.

# Adding Consultant(s) to Jurisdiction

7. You will see the added consultant in the Consultant list.

8. Click **Next** to save.

Physical Address

\* Physical Street  
1520 R St

\* Physical City  
Sacramento

\* Physical State  
California

\* Physical County  
Sacramento

\* Physical Country  
United States

\* Physical Zip  
95811

\* Phone  
1234567890

\* Email  
rucytest2090@yopmail.net

Website

Consultant Manager

Add Consultant

Consultant Name

Christopher Consultant Remove

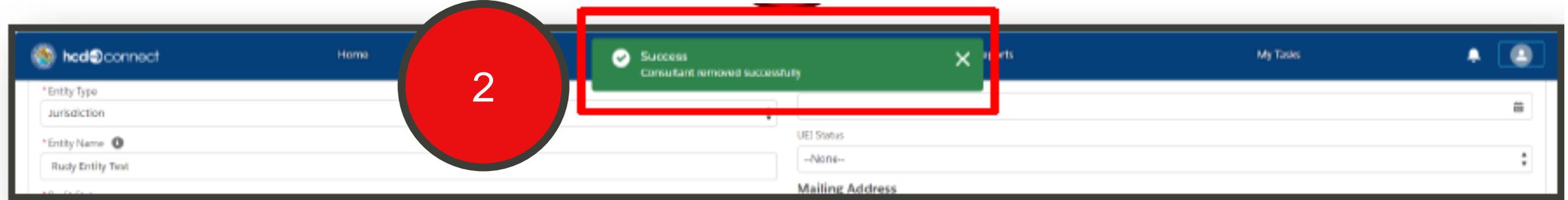
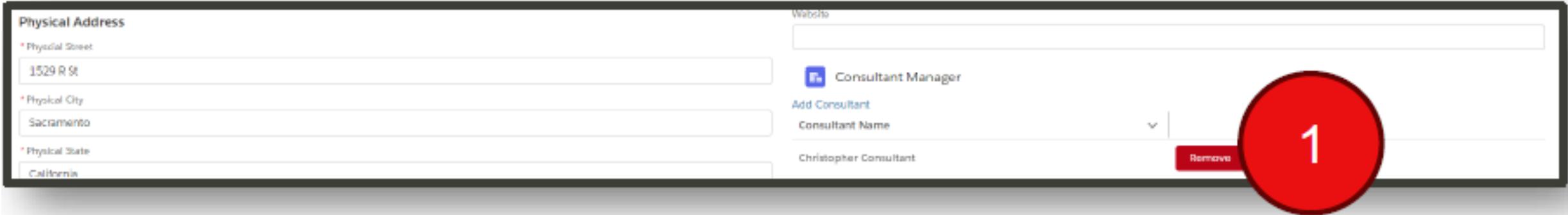
➤ The consultant will now have access to submit Housing Elements, APRs, and/or Sites Inventories. They can also access previous submissions.

➤ Please contact the consultant once they have been added to confirm access.



# Removing Consultant(s)

1. Click on the red **Remove** button next to the name of the consultant you want to remove.
2. You will receive a notification that the consultant was removed successfully. The consultant will no longer have access to your Jurisdiction Account



# Tasks

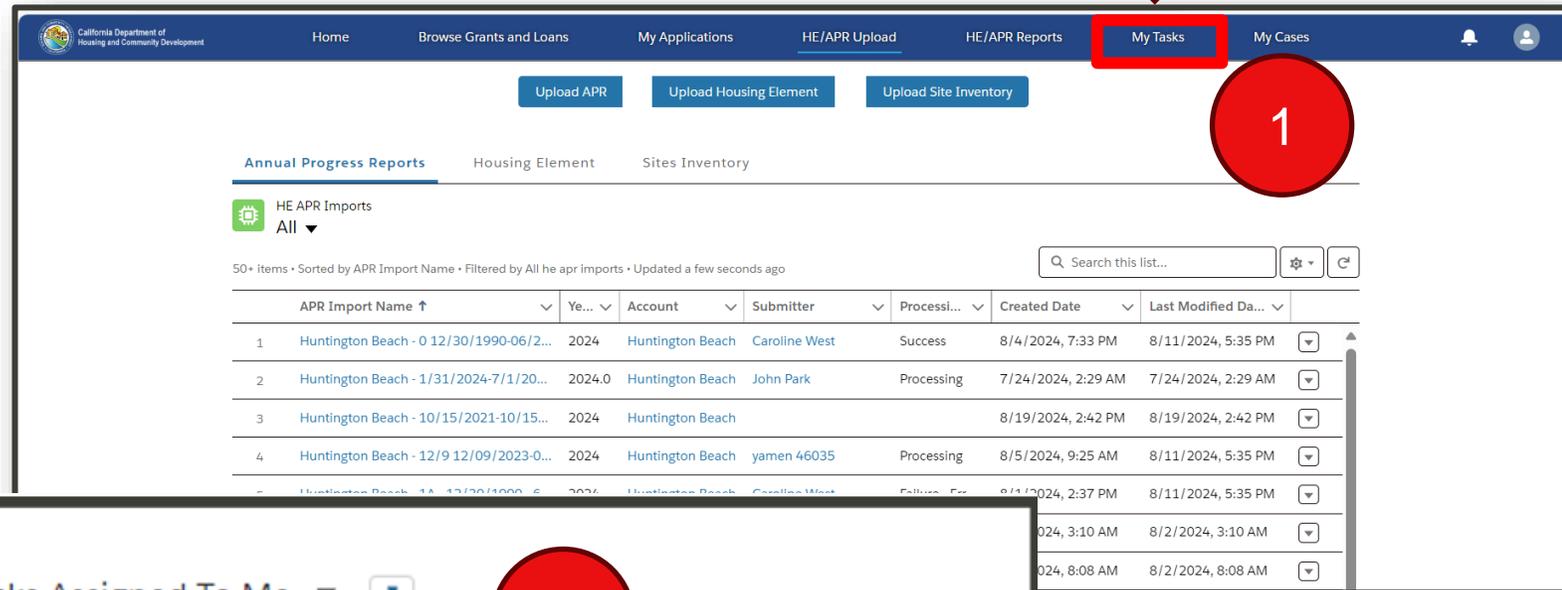
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# My Tasks

1. To view and update existing tasks assigned to you by HCD staff, navigate to the **My Tasks** tab
2. To view tasks assigned to you, use **List Views** and **All Tasks Assigned To Me**



California Department of Housing and Community Development

Home Browse Grants and Loans My Applications HE/APR Upload HE/APR Reports **My Tasks** My Cases

Upload APR Upload Housing Element Upload Site Inventory

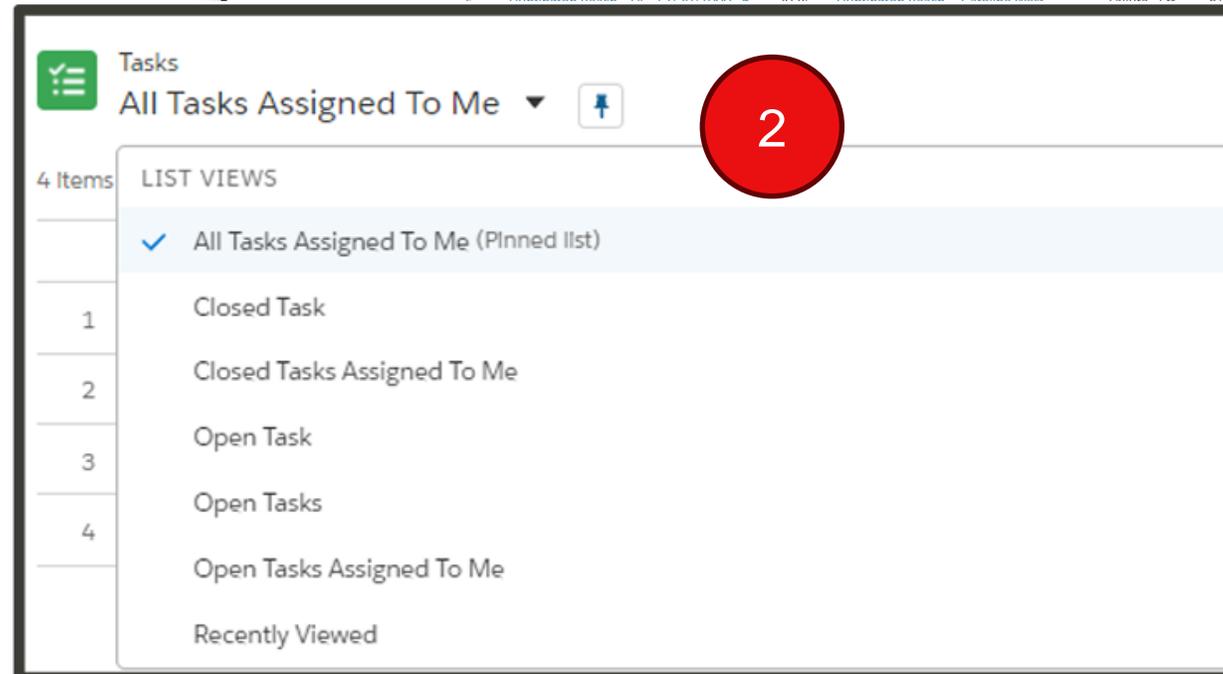
Annual Progress Reports Housing Element Sites Inventory

HE APR Imports All

50+ Items • Sorted by APR Import Name • Filtered by All he apr imports • Updated a few seconds ago

Search this list...

	APR Import Name ↑	Ye...	Account	Submitter	Processi...	Created Date	Last Modified Da...	
1	Huntington Beach - 0 12/30/1990-06/2...	2024	Huntington Beach	Caroline West	Success	8/4/2024, 7:33 PM	8/11/2024, 5:35 PM	
2	Huntington Beach - 1/31/2024-7/1/20...	2024.0	Huntington Beach	John Park	Processing	7/24/2024, 2:29 AM	7/24/2024, 2:29 AM	
3	Huntington Beach - 10/15/2021-10/15...	2024	Huntington Beach			8/19/2024, 2:42 PM	8/19/2024, 2:42 PM	
4	Huntington Beach - 12/9 12/09/2023-0...	2024	Huntington Beach	yamen 46035	Processing	8/5/2024, 9:25 AM	8/11/2024, 5:35 PM	
5	Huntington Beach - 11 11/30/2023-6...	2024	Huntington Beach	Caroline West	Failed	8/11/2024, 2:37 PM	8/11/2024, 5:35 PM	
6	Huntington Beach - 11 11/30/2023-6...	2024	Huntington Beach	Caroline West	Failed	8/11/2024, 3:10 AM	8/2/2024, 3:10 AM	
7	Huntington Beach - 11 11/30/2023-6...	2024	Huntington Beach	Caroline West	Failed	8/2/2024, 8:08 AM	8/2/2024, 8:08 AM	



Tasks

All Tasks Assigned To Me

4 Items

LIST VIEWS

- ✓ All Tasks Assigned To Me (Pinned list)
- 1 Closed Task
- 2 Closed Tasks Assigned To Me
- 3 Open Task
- 4 Open Tasks
- Open Tasks Assigned To Me
- Recently Viewed



# Task Details

The screenshot shows the 'Task Details' page in the hcdconnect system. The page title is 'Task: Email: Your Housing Element has been successfully submitted'. The task record type is 'Action Plan', and it is related to 'JurOrgAccount - 9/17/2024 - 10/11/2024'. The 'Details' section is expanded, showing 'Task Information' with fields for Subject, Due Date, Comments, Priority, Status, Name, and Body. The 'Task Assignment' section shows the task is assigned to 'Rudy Testing'. The 'Reminder' section indicates no reminder is set. The 'System Information' section shows the task was created and last modified by 'Rudy Testing' on 9/25/2024 at 3:30 PM. A 'Related' section on the right shows 'Files (0)' with an 'Add Files' button and an 'Upload Files' button. A 'Completed' button is visible in the top right corner. Three red arrows highlight key features: 'View task details' points to the 'Details' tab, 'View/Add Files' points to the 'Files (0)' section, and 'Mark Complete' points to the 'Completed' button.

hcdconnect

Browse Grants and Loans My Applications My Awards Message Center

Task  
Email: Your Housing Element has been successfully submitted

Task Record Type: Action Plan Related To: JurOrgAccount - 9/17/2024 - 10/11/2024

Completed

Details

View task details

Task Information

Subject	Priority
Email: Your Housing Element has been successfully submitted	Normal
Due Date	Status
9/25/2024	Complete
Comments	Name
To: rudytest2000@yopmail.net	Rudy Testing, Jr
CC:	
BCC:	
Attachment: --none--	

Subject: Your Housing Element has been successfully submitted  
Body:  
Dear Rudy Testing,  
Your Housing Element has been successfully submitted to HCD.  
If you require any assistance or have any questions, please email HCD at [HousingElement@hcd.ca.gov](mailto:HousingElement@hcd.ca.gov)  
Thank you, California Department of Housing and Community Development.

Task Assignment

Assigned To	Related To
Rudy Testing	JurOrgAccount - 9/17/2024 - 10/11/2024

Reminder

Reminder Set  
No reminder is set

System Information

Created By	Last Modified By
Rudy Testing, 9/25/2024, 3:30 PM	Rudy Testing, 9/25/2024, 3:30 PM

Related

Files (0) Add Files

Upload Files

Or drop files

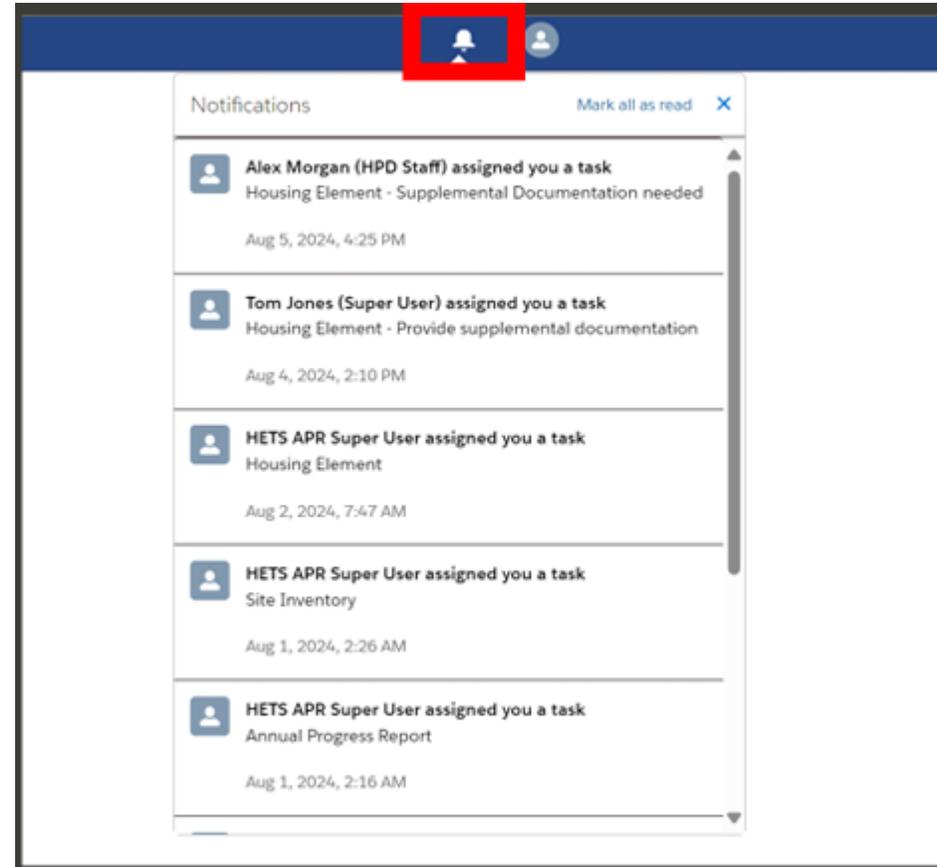
View/Add Files

Mark Complete



# Portal Notifications

1. The Bell icon at the top of the page shows all your notifications. This is where you can also see any updates and tasks assigned to you.
2. To see more details, just click on any of the notification items.
3. You can also mark a notification item as read.



# Annual Progress Reports Submission

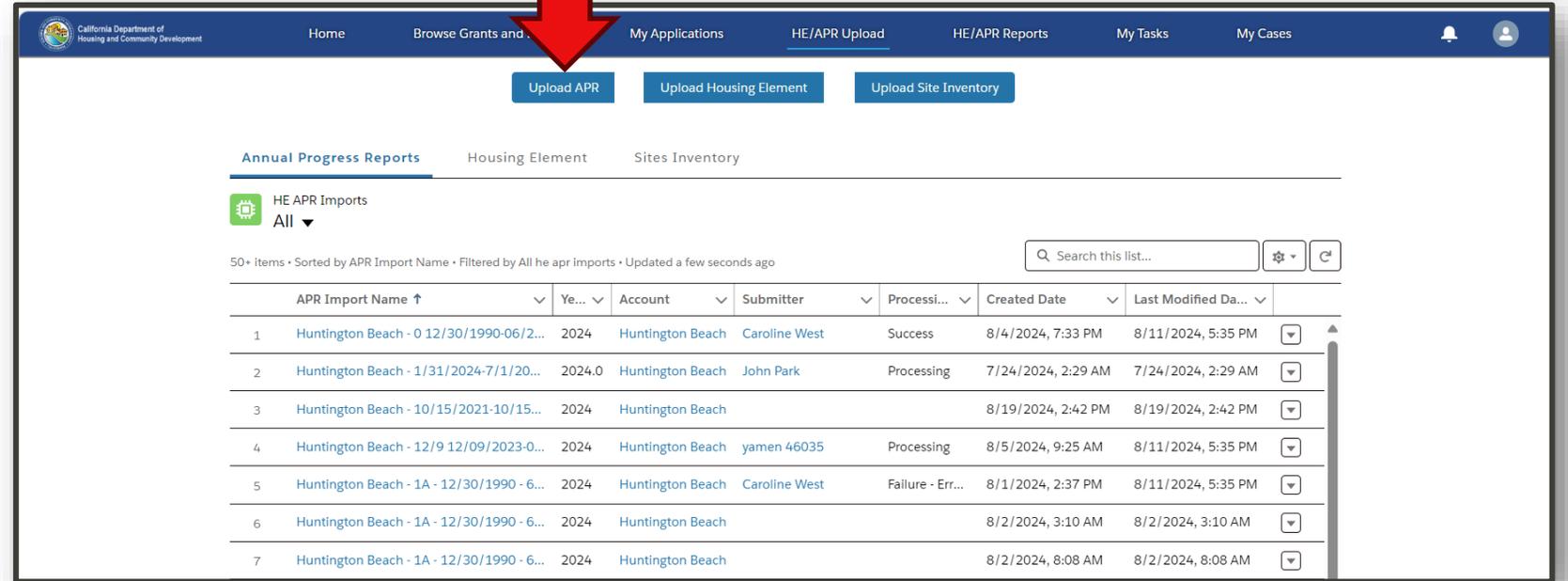
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HCD CONNECT USER PORTAL | Quick Reference Guide



# Submitting APR

1. From the **HE/APR Upload** tab, click the **Upload APR** button.



The screenshot shows the 'HE/APR Upload' tab in the California Department of Housing and Community Development's application portal. A red arrow points to the 'Upload APR' button. Below the navigation bar, there are three buttons: 'Upload APR', 'Upload Housing Element', and 'Upload Site Inventory'. The 'Annual Progress Reports' section is active, showing a table of 'HE APR Imports'.

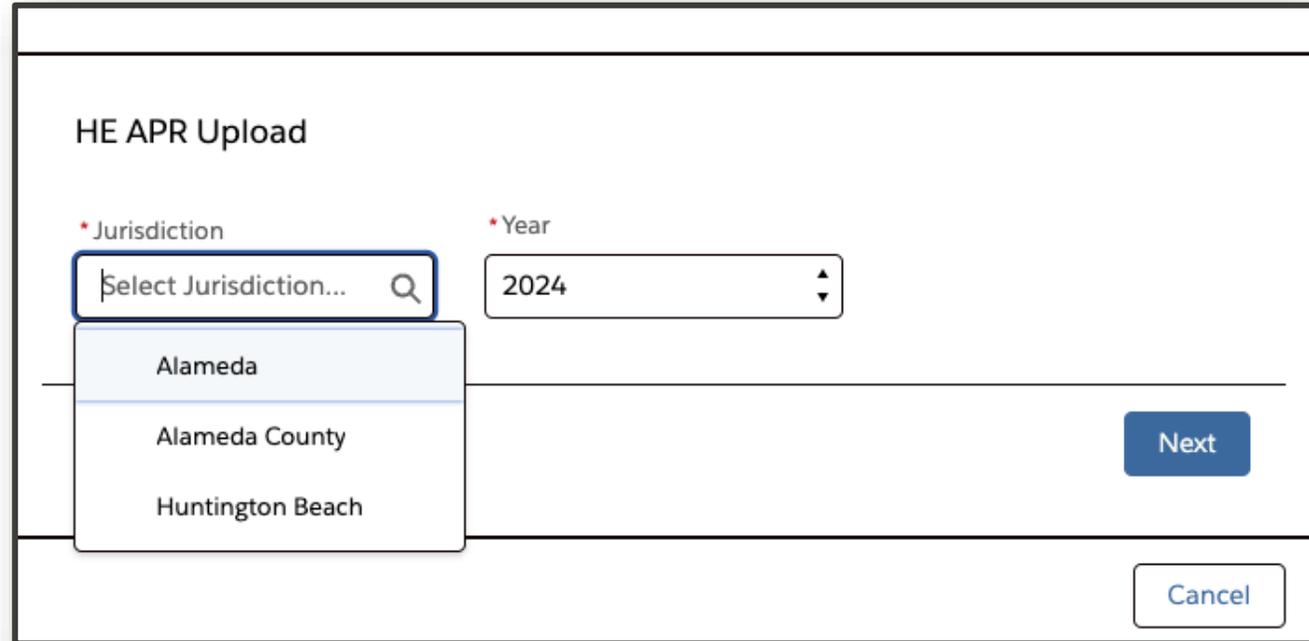
APR Import Name ↑	Ye...	Account	Submitter	Processi...	Created Date	Last Modified Da...	
1 Huntington Beach - 0 12/30/1990-06/2...	2024	Huntington Beach	Caroline West	Success	8/4/2024, 7:33 PM	8/11/2024, 5:35 PM	▼
2 Huntington Beach - 1/31/2024-7/1/20...	2024.0	Huntington Beach	John Park	Processing	7/24/2024, 2:29 AM	7/24/2024, 2:29 AM	▼
3 Huntington Beach - 10/15/2021-10/15...	2024	Huntington Beach			8/19/2024, 2:42 PM	8/19/2024, 2:42 PM	▼
4 Huntington Beach - 12/9 12/09/2023-0...	2024	Huntington Beach	yamen 46035	Processing	8/5/2024, 9:25 AM	8/11/2024, 5:35 PM	▼
5 Huntington Beach - 1A - 12/30/1990 - 6...	2024	Huntington Beach	Caroline West	Failure - Err...	8/1/2024, 2:37 PM	8/11/2024, 5:35 PM	▼
6 Huntington Beach - 1A - 12/30/1990 - 6...	2024	Huntington Beach			8/2/2024, 3:10 AM	8/2/2024, 3:10 AM	▼
7 Huntington Beach - 1A - 12/30/1990 - 6...	2024	Huntington Beach			8/2/2024, 8:08 AM	8/2/2024, 8:08 AM	▼



# Submitting APR

2. Select appropriate **Jurisdiction** and **year**.

3. Click **Next**.



The screenshot shows a web form titled "HE APR Upload". It contains two main input fields: "Jurisdiction" and "Year". The "Jurisdiction" field is a search-style dropdown with a magnifying glass icon and a list of options: "Alameda", "Alameda County", and "Huntington Beach". The "Year" field is a standard dropdown menu currently showing "2024". To the right of the "Year" field is a blue "Next" button. At the bottom right of the form is a "Cancel" button.



# Submitting APR

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4. Select the appropriate planning period(s).

5. Click **Next**.

HE APR Upload

Period 1

10/15/2021-10/15/2029

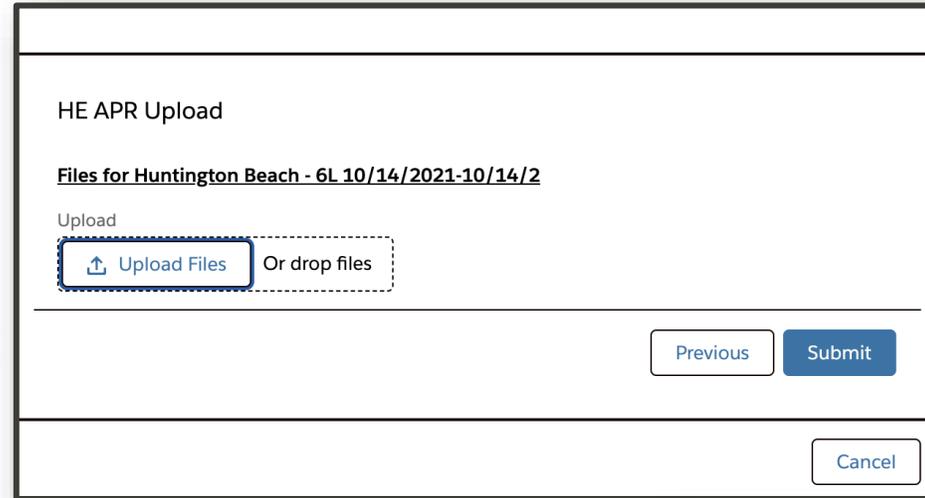
Previous Next

Cancel



# Submitting APR

6. Click **Upload Files** or drag and drop.



HE APR Upload

Files for Huntington Beach - 6L 10/14/2021-10/14/2

Upload

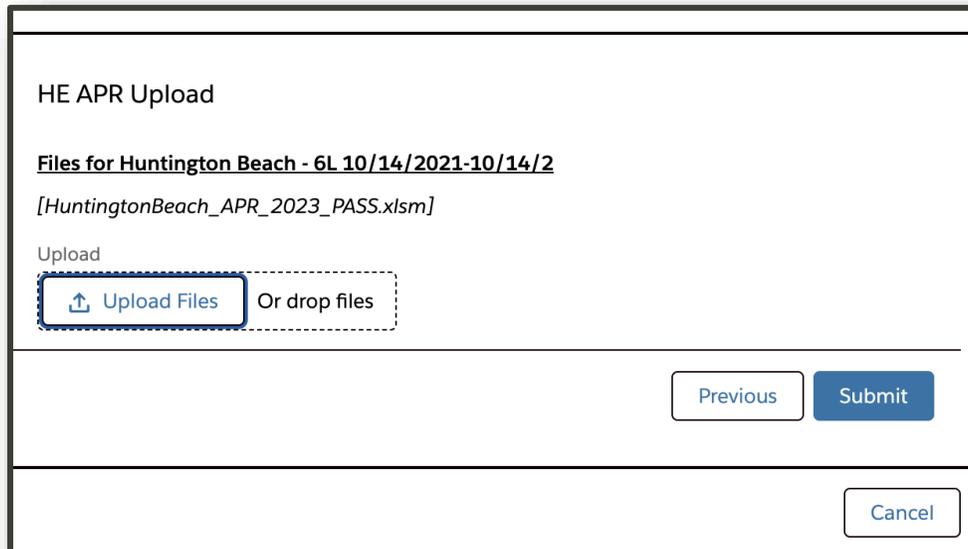
Upload Files Or drop files

Previous Submit

Cancel

7. Once the green check appears, click **Done**.

8. Click **Submit**.



HE APR Upload

Files for Huntington Beach - 6L 10/14/2021-10/14/2

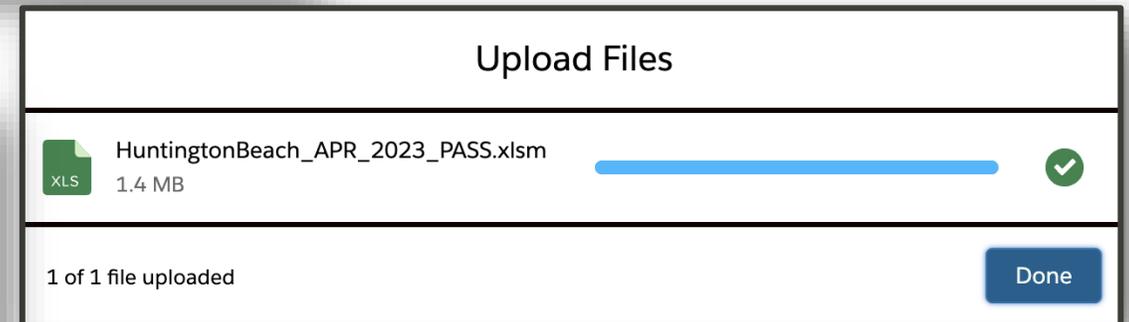
[HuntingtonBeach\_APR\_2023\_PASS.xlsm]

Upload

Upload Files Or drop files

Previous Submit

Cancel



Upload Files

 HuntingtonBeach\_APR\_2023\_PASS.xlsm  

1 of 1 file uploaded Done



# Submitting APR

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9. You'll receive notification that file is processing.

10. Click **Finish**.

HE APR Upload

Your APR files are currently processing.

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[Finish](#)

[Cancel](#)



# APR Submission Email

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- > You will receive an **email notification** that the file is currently being processed.

Subject: Your file is being processed

Email sample

Dear [User],

Your file has been uploaded and is now being processed. This may take a few moments. You will receive a notification once the validation process is complete.

Thank you,  
California Department of Housing and Community Development



# APR Submission Email

> You will be redirected to the HE APR Import record page where you can see the details of the file uploaded in the **Details** tab.

> The **Processing Status** indicates that the file is processing, and it takes up to 10 minutes for the system to process the file for all validations.

 HE APR Import  
Huntington Beach - 6L 10/14/2021-10/14/2

**Detail**

Processing Details

APR Import Name	Huntington Beach - 6L 10/14/2021-10/14/2	Submitted File	<a href="#">HuntingtonBeach_APR_2023_PASS.xlsm</a>
Submitter	 <a href="#">John Park</a>	Error File	
Processing Status	Processing		
APR Import			

Import Detail

File Name	[HuntingtonBeach_APR_2023_PASS.xlsm]	Year	2024
		Last Modified By	 <a href="#">John Park</a> , 8/11/2024, 5:26 PM

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# APR Error Email

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- If there is an error with your APR, you will receive an email notification that will prompt you to navigate to the APR Import record and view the APR Error File.
- On that Import record, you can see that the processing status is now **Failure – Errors** and there is a URL link in the **Error File** that can be opened and downloaded to view.

Dear Kevan Rolfness,

Your Annual Progress Report encountered errors during processing that needs your attention. To review the specific errors and make necessary corrections, please access the error file available in the portal using the link below.

Link to Error File [https://hcd-  
uat.sandbox.my.salesforce.com/sfc/servlet.shepherd/version/download/068cp000001C4DIAAK?operationContext=S1](https://hcd-uat.sandbox.my.salesforce.com/sfc/servlet.shepherd/version/download/068cp000001C4DIAAK?operationContext=S1) [hcd-  
-uat.sandbox.my.salesforce.com].

If you require any assistance or have any questions, please email HCD at [APR@hcd.ca.gov](mailto:APR@hcd.ca.gov).

Thank you,

California Department of Housing and Community Development



# APR Error Email

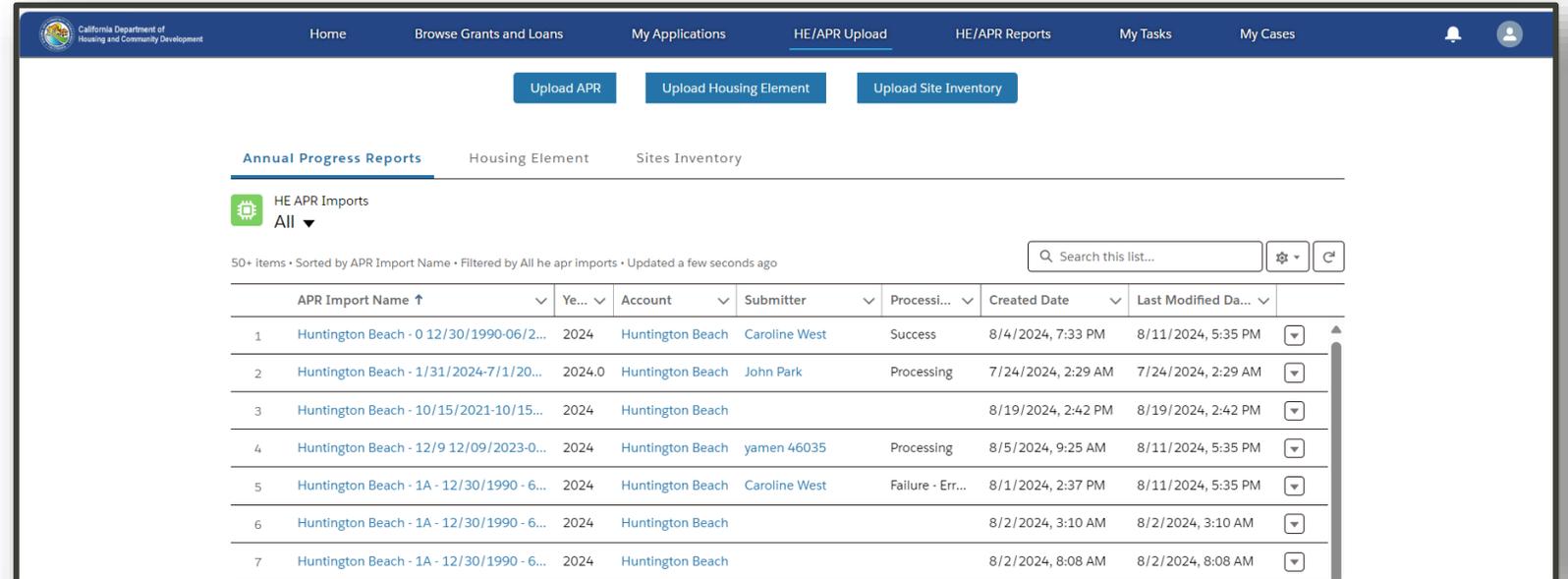
Related	Details
Processing Details	
Processing Status	Submitter
APR Import	Submitted File
	Processing Response
	Error File
Review Details	
Primary Reviewer	Senior Reviewer
Primary Reviewer Comments:	Senior Review Comments
Primary Review Date	Senior Review Date
Import Detail	
Account	Year
Email	Import Status Desc
File Name	Owner
APR Import Name	
Created By	
Last Modified By	



# HE/APR Upload Tab – Annual Progress Reports List View

1. Click on any of the hyperlinks under **HE APR Import** column to open previous submissions of APR records.

2. Use the **search bar** to search for a previous submission.



The screenshot displays the 'HE/APR Upload' interface. At the top, there are navigation tabs: Home, Browse Grants and Loans, My Applications, HE/APR Upload (selected), HE/APR Reports, My Tasks, and My Cases. Below the navigation, there are three buttons: 'Upload APR', 'Upload Housing Element', and 'Upload Site Inventory'. The main content area is titled 'Annual Progress Reports' and includes a sub-tab for 'Housing Element'. A search bar is present with the text 'Search this list...'. Below the search bar, there is a table with the following columns: 'APR Import Name', 'Year', 'Account', 'Submitter', 'Process...', 'Created Date', and 'Last Modified Date'. The table contains seven rows of data, each representing a submission record.

	APR Import Name ↑	Ye...	Account	Submitter	Process...	Created Date	Last Modified Da...
1	Huntington Beach - 0 12/30/1990-06/2...	2024	Huntington Beach	Caroline West	Success	8/4/2024, 7:33 PM	8/11/2024, 5:35 PM
2	Huntington Beach - 1/31/2024-7/1/20...	2024.0	Huntington Beach	John Park	Processing	7/24/2024, 2:29 AM	7/24/2024, 2:29 AM
3	Huntington Beach - 10/15/2021-10/15...	2024	Huntington Beach			8/19/2024, 2:42 PM	8/19/2024, 2:42 PM
4	Huntington Beach - 12/9 12/09/2023-0...	2024	Huntington Beach	yamen 46035	Processing	8/5/2024, 9:25 AM	8/11/2024, 5:35 PM
5	Huntington Beach - 1A - 12/30/1990 - 6...	2024	Huntington Beach	Caroline West	Failure - Err...	8/1/2024, 2:37 PM	8/11/2024, 5:35 PM
6	Huntington Beach - 1A - 12/30/1990 - 6...	2024	Huntington Beach			8/2/2024, 3:10 AM	8/2/2024, 3:10 AM
7	Huntington Beach - 1A - 12/30/1990 - 6...	2024	Huntington Beach			8/2/2024, 8:08 AM	8/2/2024, 8:08 AM

- > A **list view** displays items in a vertical format, allowing you to quickly see and scroll through information.
- > You can select between the **All** or **Recently Viewed** list view to curate a suitable view of APR records.



# Thank you!

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HCD CONNECT USER PORTAL |

For questions and concerns about our new system, please email [HCDCConnectHPD@hcd.ca.gov](mailto:HCDCConnectHPD@hcd.ca.gov)

You may still submit APRs to HCD by emailing your APR to [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov)



# Tell us how we did!

Take a quick 2-minute survey to help us improve future Toolbox Tuesdays!



*SCAN ME*