CDBG-DR

SOCIAL INTEREST HOUSING PROGRAM

**Social Interest Housing Program
Webform Application Instruction Guide**

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A. PURPOSE

The SIH Program web intake application streamlines the application process by gathering required information and documentation from the Applicant in a step-by-step electronic process. Applicants may use the web-based application to apply anywhere, anytime.

B. REQUIRED FORMS AND DOCUMENTS

Navigate to the SIH Application Resources found on the SIH website at https://cdbg-dr.pr.gov to access necessary program materials and information. Applicants should review and become familiar with the program resources provided before starting an application.

Below is a list of **required program documents** that an Applicant will have to provide in order to have their application completed and processed:

- Organizational Chart
- Proof of Nonprofit Status
- Audited Financial Statements
- Exhibit A – Non-Conflict of Interest Certification
- Exhibit B – Non-Conflict of Interest on Existing Contract
- Exhibit C – Limited Denial of Participation Affidavit
- Exhibit D - Certification Regarding Debarment
- Exhibit E – Sworn Statement Under Act 2-2018
- Exhibit F – Anti-Lobbying Certification
- Exhibit G- Authorization for Background
- Exhibit H – Entity Prior Performance Certification

Applicants may also submit optional supporting documents to their application.

C. RESPONSIBILITIES

Non-Profit Organization Applicant: Applicants will be required to fill out and submit a Social Interest Housing Program (SIH) full application. Applicants will be required to fill in all the necessary fields marked with a red asterisk (*) in the contact section and all questions prior to application submission.

D. EQUIPMENT AND MATERIALS

Computer and the link to the Social Interest Housing (SIH) Program Application.

E. PROCEDURES

1. APPLICATION PROCESS

Navigate to the SIH Application Resources found on the SBIA website at https://www.cdbg-dr.pr.gov/en/social-interest-housing-program/ to access necessary program materials and information. Applicants should review and become familiar with the Program resources provided before starting an application.

Should you have any questions regarding the application process use the Submission of Inquiries form available on the website.

1.1 Create Application

Overview: To apply for the Program, applicants must use the web application.

1.1.1 Applicants navigate to the application and create a log in.

Figure 1

1.1.2 Applications may be saved and resumed once logged in. Each applicant may submit multiple applications if desired.

Figure 2

1.2   Program Eligibility Requirements

Overview: To apply for the Program, applicants must meet eligibility requirements.

1.2.1 Applicants must answer the two questions provided. If the selected answer does not comply with the requirements, a message will appear stating that the applicant does not qualify for the program. If this message is produced the applicant has the option to cancel the application or to proceed.

Figure 3

1.2.2 If the selected answer does not comply with the requirements, a message will appear stating that the applicant does not qualify for the program. If this message is produced the applicant has the option to cancel the application or to proceed.

1.3 Application | Company, Project Proposal, Organizational Qualifications, Financial Information

Overview: Applicants will be required to complete the sections titled Company, Project Proposal, Organizational Qualifications, and Financial Information. In these selections, the applicant must complete the information required and upload employee information.

1.3.1 Applicants must complete all fields marked with a red asterisk (*) in the Company section.
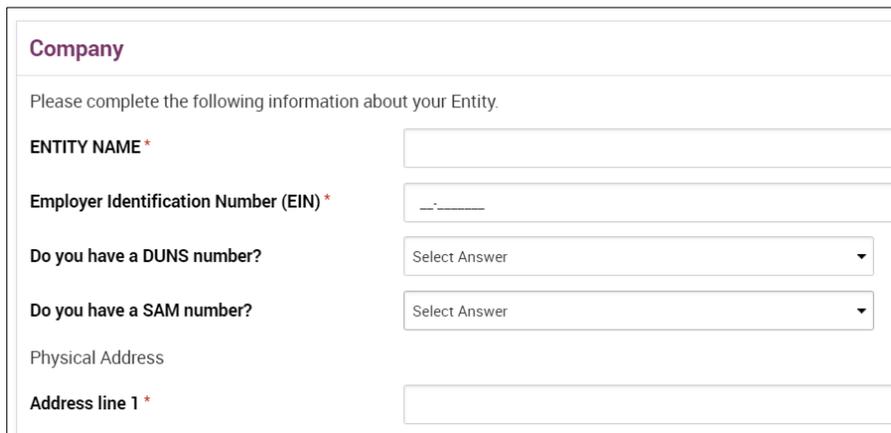
Figure 4

1.3.2 Applicants must complete all fields in the Organization Qualifications section. Each question has a 10,000-character limit.

Figure 5

1.3.3 Within the Organization Qualifications section, applicants must upload employee information by clicking the "Add new Employee" button. **Note:** Resumes for the Executive Manager and Financial Oversight roles are mandatory for the application. Applicants must provide a copy of their current organization chart.

Figure 6

1.3.4 After clicking the "Add new Employee" button, a file window will appear so the applicant can select the appropriate documents as needed. Once finished the applicant will submit information, the employee list will be populated as additional employees are entered by repeating the process.

Figure 7

1.3.5 Applicants must complete all fields in the Financial Information section. Each question has a 10,000-character limit.
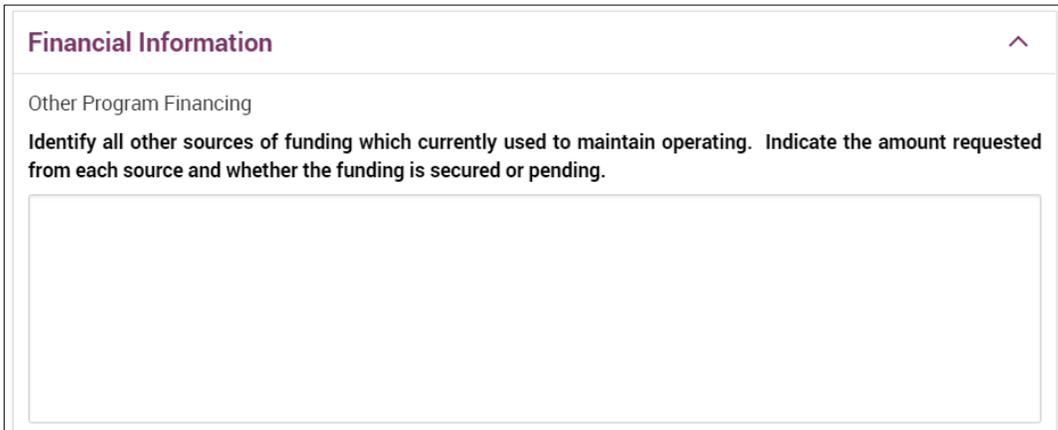
Financial Information ^

Other Program Financing

Identify all other sources of funding which currently used to maintain operating. Indicate the amount requested from each source and whether the funding is secured or pending.

Figure 8

1.3.6 Applicants must complete all fields in the Project Proposal section. Each question has a   10,000-character limit.
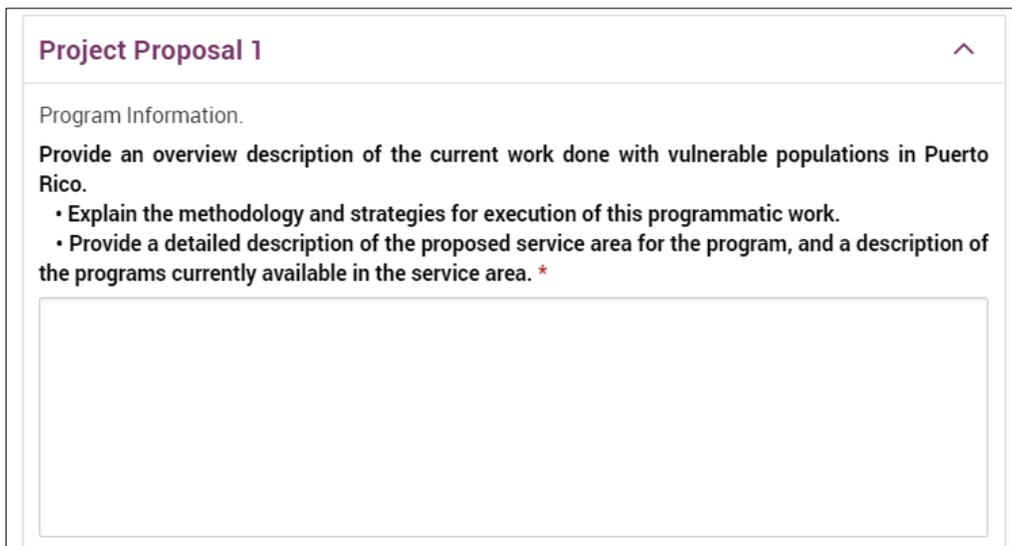
Project Proposal 1 ^

Program Information.

Provide an overview description of the current work done with vulnerable populations in Puerto Rico.
  • Explain the methodology and strategies for execution of this programmatic work.
  • Provide a detailed description of the proposed service area for the program, and a description of the programs currently available in the service area. *

Figure 9

1.3.7 Applicants may submit for multiple projects, using the "Add a new project proposal" button.

Add a new project proposal

Figure 10

1.4   Application | Documents

Overview: Applicants will be required to submit eleven (**11**) documents via the Documents section.

1.4.1   Applicants must upload all documents marked [MANDATORY]. At the bottom of the list applicants have the option to add supporting documentation in addition to those required.

Figure 11

1.4.2   Applicants must use the templates as provided. Click "Fetch Template" to download the required template.
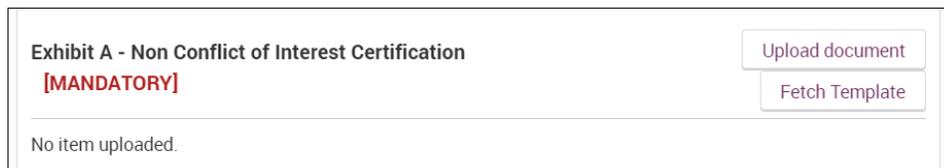
Figure 12

1.4.3   After clicking the "Fetch Template" button, a file window will appear for the applicant to select the appropriate documents as needed.
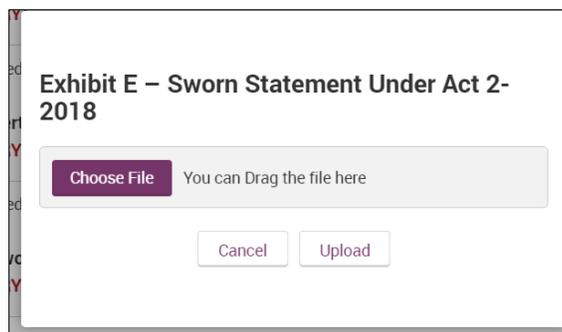
Figure 13

1.4.4   The applicant will upload the information, the document name will appear below the document description.

Exhibit D - Certification Regarding Debarment [MANDATORY]	Fetch Template	Upload document
📄 HSN_SIH_Exhibit C_Template_Limited Denial of Participation Affidavit_TEST.pdf		⬇ 🗑

Figure 14

1.5   Application | Sumission

Overview: To complete the application process, the applicant must submit all required information and documents through the web application.

1.5.1   Once all required fields have been completed, applicants must click the "Submit" button. Applications can be saved for later submittal via the "Save" button. The "Exit" button is used to exit the application after submittal or saving for later submittal.

Exit	Save	Submit

Figure 15

1.5.2   Please note that the application submission process may take some time to upload. Do not navigate away from the upload page while application upload is in progress. Once the application is successfully uploaded, a page should appear confirming the Applicant's submission of their application.

1.5.3   A PDF version of the completed application will be sent to the representative identified in the Entity's Representative's email address, included in the Company section .

END OF INSTRUCTION GUIDE.