



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.



The login form features a purple header with the text "English" and "Español" flanked by the US and Puerto Rican flags. Below the header are two input fields: "Email" with a "Username" placeholder and "Password" with a "Password" placeholder. A purple "Login" button is positioned below the password field. At the bottom of the form are two links: "Forgot password" and "Register Here".

Figure 1

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



The page has a purple header with the text "Welcome to the Social Interest Housing Program". Below the header is a paragraph of text: "To create a new application, please click create a new application below. To continue filling out your application, or to check on the status of your application click resume application below." Below the text are three purple buttons: "Resume an application", "Create a new application", and "Logout".

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.

The screenshot shows a webform titled "Entity Information". It is divided into two columns: "Program Requirements" and "Answer".

Program Requirements	Answer
Is your organization a non-profit (501(c)(3)) that can provide proof of that status?	Select Ans▼
Does your organization currently work with a vulnerable population in Puerto Rico?	Select ans▼

At the bottom of the form, there are two buttons: a purple "Exit" button and a grey "Continue" button.

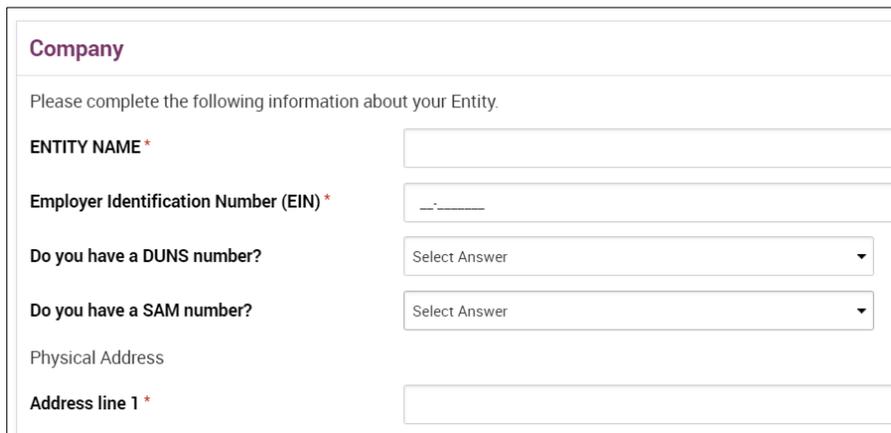
Figure 3

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.



The screenshot shows a form titled "Company" with a purple header. Below the header, it says "Please complete the following information about your Entity." The form contains several fields: "ENTITY NAME *" with a text input field; "Employer Identification Number (EIN) *" with a text input field containing "--"; "Do you have a DUNS number?" with a dropdown menu showing "Select Answer"; "Do you have a SAM number?" with a dropdown menu showing "Select Answer"; "Physical Address" with a text input field; and "Address line 1 *" with a text input field.

Figure 4

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



The screenshot shows a form titled "Organizational Qualifications" with a purple header and a small upward-pointing arrow icon. Below the header, it says "Provide a description of the applicant organization, including its mission, history, and experience as it relates to work with vulnerable populations." followed by a bullet point: "• Include in the description, the Applicant's experience overseeing housing for vulnerable populations, including the type, size and location of that housing." Below this text is a large, empty text input area.

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.

Here, you should upload other required documents to complete your registration process in PDF format.

Employees

[Add new Employee](#)

GENERAL DUTIES	POSITION TITLE	FIRST NAME	LAST NAME(S)	RESUME'S AND CERTIFICATIONS
No employees to show...				

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.

Employee

ADD NEW EMPLOYEE

General Duty:

Position Title:

First Name:

Last Name(s):

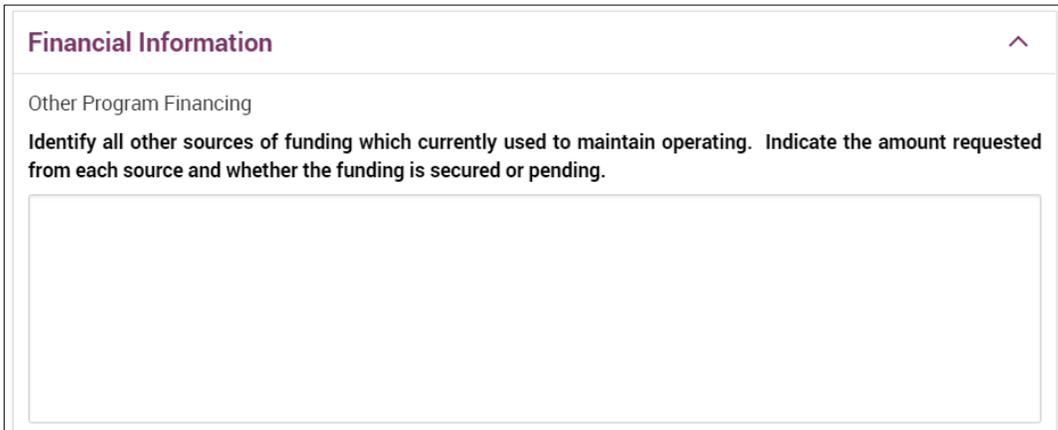
Resumes And Certifications

[Choose File](#)

[Cancel](#) [Submit information](#)

Figure 7

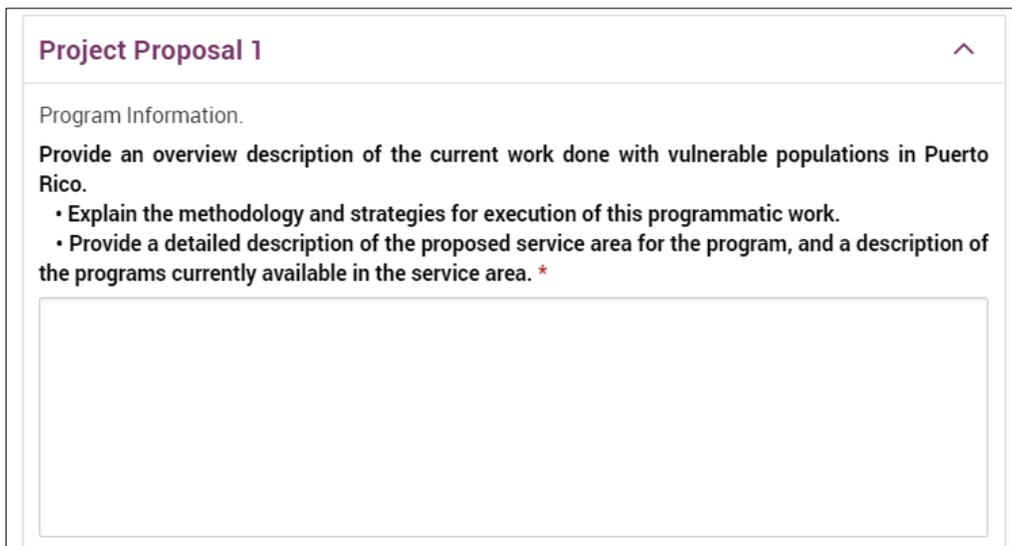
1.3.5 Applicants must complete all fields in the Financial Information section. Each question has a 10,000-character limit.



The screenshot shows a webform section titled "Financial Information" with a purple header and an upward-pointing arrow. Below the header, the text "Other Program Financing" is displayed. The main instruction reads: "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." Below this instruction is a large, empty rectangular text input field.

Figure 8

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



The screenshot shows a webform section titled "Project Proposal 1" with a purple header and an upward-pointing arrow. Below the header, the text "Program Information." is displayed. The main instruction reads: "Provide an overview description of the current work done with vulnerable populations in Puerto Rico." Below this instruction are two bullet points: "• Explain the methodology and strategies for execution of this programmatic work." and "• Provide a detailed description of the proposed service area for the program, and a description of the programs currently available in the service area. *". Below the instructions is a large, empty rectangular text input field.

Figure 9

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



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.

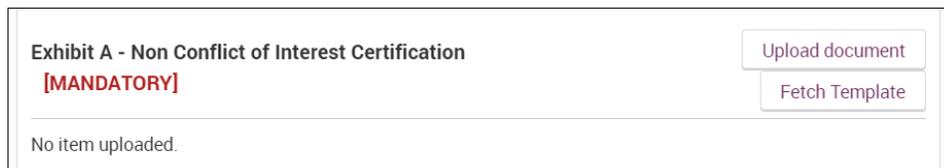


Figure 12

- 1.4.3 After clicking the “Fetch Template” button, a file window will appear for the applicant to select the appropriate documents as needed.

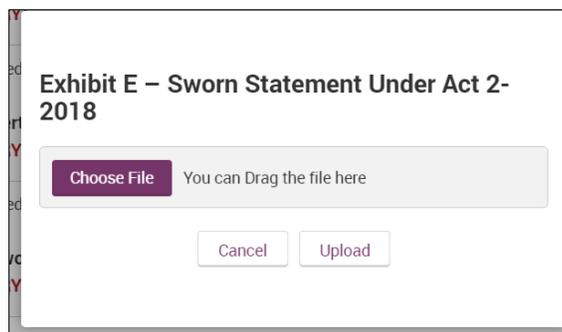


Figure 13

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



Figure 14

1.5 Application | Submission

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.



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.