

Instructions for Uploading Files to Support Request for Applications (RFA) Applicants

Each Application submitted for consideration as a fund recipient must submit documentation to support question responses listed in the Application. This document lists the potential documents you must submit, depending on the project type for which you are requesting funds and includes step by step instructions for uploading the files.

General Notes about Uploaded Documents

1. All documents are uploaded from within the RFA on-line form, using the *Appendix: Upload Directory (Documents Requested in the Application)* section of the Application.
2. Please name (or rename) documents descriptively to match what the document is suppose to represent. For example, if you are uploading a Microsoft Word document for a Case Manager Resume called the file "Case Manager Resume.doc".
3. Please upload in PDF format whenever possible.
4. Here is a list of the files to be uploaded for each application:
 - a. Funding Commitments for Match Funded Units Document(s) (from Section 3)
 - b. Requested Job Descriptions or Resumes (from Section 4)
 - c. Oversight/Supervision Job Descriptions or Resumes (from Section 4)
 - d. Jurisdictional Representative Certification Form (from Section 5)
 - e. Location Limitations Policies/Procedures Document (from Section 7)
 - f. Additional Acceptance Requirements (from Section 7)
 - g. Partner Agreements or Memorandum of Understanding (from Section 10)
 - h. Most Recently Filed IRS Form 990 (from Section 12)
 - i. Most Recent Audit/Financial Statements (from Section 12)
 - j. Findings/Corrective Action Management Letter (from Section 12)
 - k. Match Contribution Documents (From Section 13)

Document Upload Steps

1. Begin by opening your Proposed Project application and clicking the "Continue" button.



2. This opens the Task list as shown below.

NEW PROGRAM - CoC FL-507 Re... [🔗](#) 👁 Preview ⋮

CV Housing Solutions-Joint Youth TH/RRH-New Application

ID: 2018-0000000003 Status: Application in Progress

APPLICATION ACTIVITY

Your tasks

- ✔
📄 Section 1 - Applicant Information
➤

Completed on: Jul 9 2018 09:57 AM (EDT)
- ✔
📄 Section 2 - General Information About Proposed Project and Activities
➤

Completed on: Jul 11 2018 04:06 PM (EDT)

3. Scroll down to the Task labeled *Appendix: Upload Directory (Documents Requested in the Application)* and click on the Task to open the menu.

⬅
Appendix: Upload Directory (Documents Requested in the Application)
➤

The Task instructions are displayed as listed in the General Notes section of these instructions and shows the “ATTACH FILE” button.

⬅
Appendix: Upload Directory (Documents Requested in the Application)
⋮

Task instructions [Hide](#)

Use this section to upload files requested throughout the application. Instructions for uploading documents can be found [here](#). Please upload in PDF format whenever possible:

1. Funding Commitments for Match Funded Units Document(s) (from Section 3)
2. Requested Job Descriptions or Resumes (from Section 4)
3. Oversight/Supervision Job Descriptions or Resumes (from Section 4)
4. Jurisdictional Representative Certification Form (from Section 5)
5. Location Limitations Policies/Procedures Document (from Section 7)
6. Additional Acceptance Requirements (from Section 7)
7. Partner Agreements or Memorandum of Understanding (from Section 10)
8. Most Recently Filed IRS Form 990 (from Section 12)
9. Most Recent Audit/Financial Statements (from Section 12)
10. Findings/Corrective Action Management Letter (from Section 12)
11. Match Contribution Documents (from Section 13)

⬆

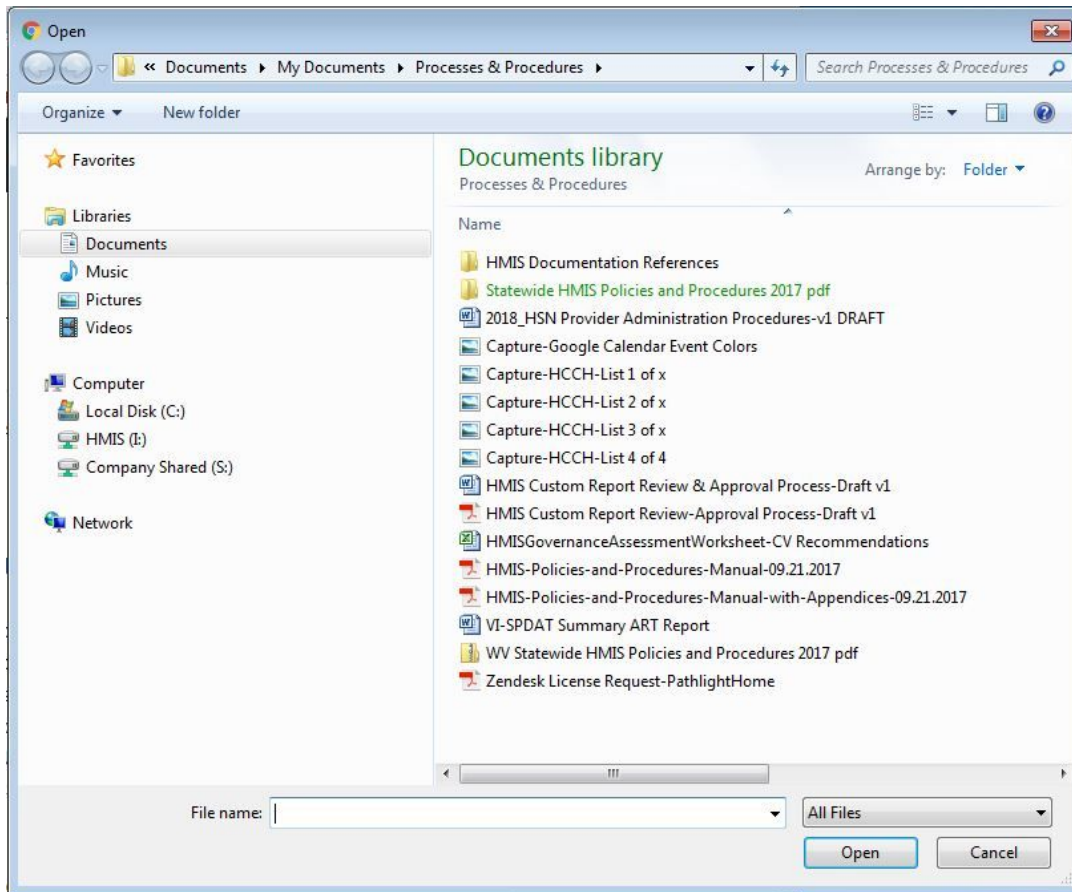
ATTACH FILE

🔗

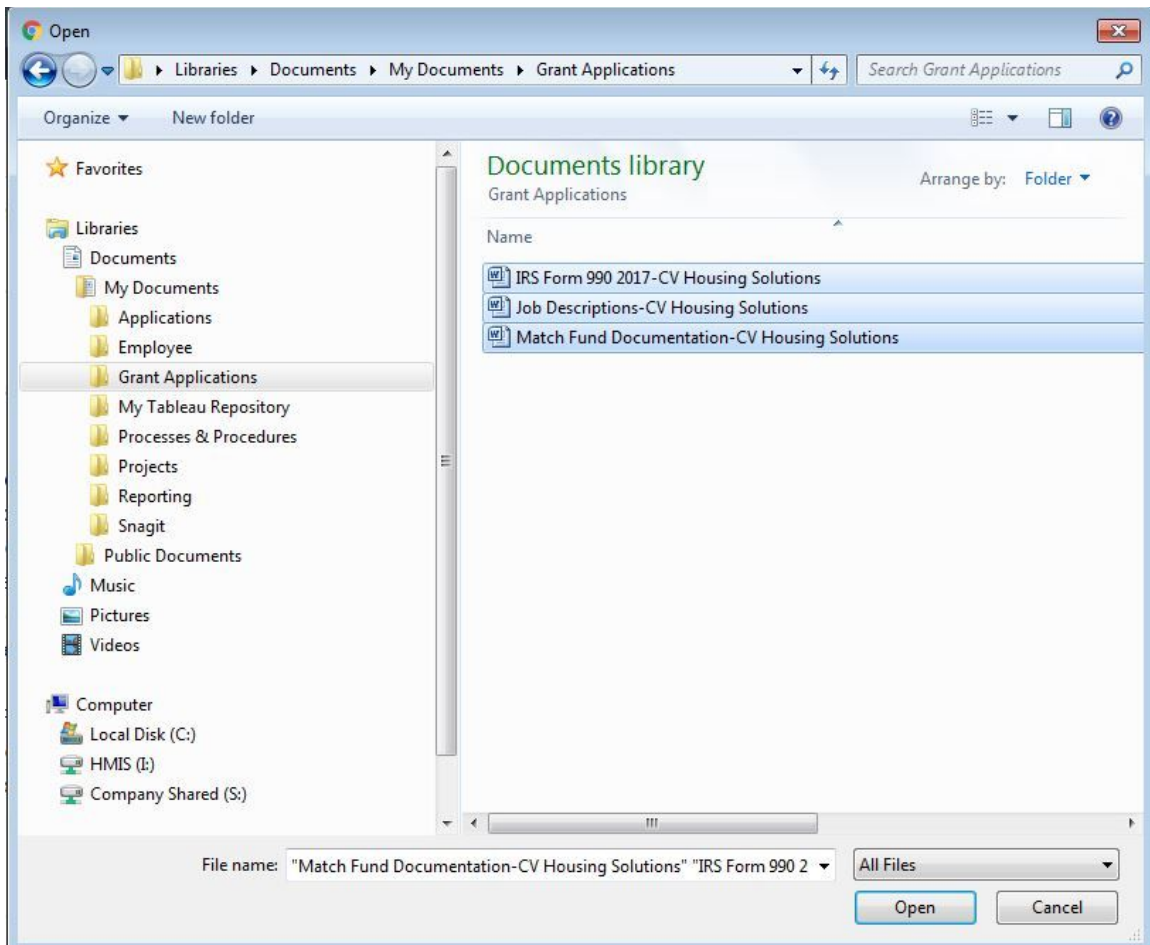
LINK TO VIDEO

MARK AS COMPLETE


4. Click on the “Attach File” button.






5. Navigate to the appropriate folder location on your computer and click on the file to be uploaded. You can select more than one file at a time, as shown below.



This is the list of files uploaded.



ATTACH FILE


LINK TO VIDEO

 Job Descriptions-CV Housing Solutions Added: Jul 20 2018 ...
 IRS Form 990 2017-CV Housing Solutions Added: Jul 20 2018 ...

MARK AS COMPLETE

6. If you upload the wrong file, click on the three dots on the right side of the box for the file you want to remove. Select “Remove” to remove the file, and click “YES”.



Remove upload

Are you sure you want to remove this upload?

NOYES

7. Once you have uploaded all of your attachments and you are certain all attachments have been included, you can click on the “MARK AS COMPLETE” button. The green check mark at the top of the task page indicates your upload was completed successfully.



Appendix: Upload Directory (Documents Requested in the Application)



Completed Jul 20 2018 03:15 PM (EDT)

 Task instructions [Hide](#)

Use this section to upload files requested throughout the application. Instructions for uploading documents can be found [here](#). Please upload in PDF format whenever possible:

1. Funding Commitments for Match Funded Units Document(s) (from Section 3)
2. Requested Job Descriptions or Resumes (from Section 4)
3. Oversight/Supervision Job Descriptions or Resumes (from Section 4)
4. Jurisdictional Representative Certification Form (from Section 5)
5. Location Limitations Policies/Procedures Document (from Section 7)
6. Additional Acceptance Requirements (from Section 7)
7. Partner Agreements or Memorandum of Understanding (from Section 10)
8. Most Recently Filed IRS Form 990 (from Section 12)
9. Most Recent Audit/Financial Statements (from Section 12)
10. Findings/Corrective Action Management Letter (from Section 12)
11. Match Contribution Documents (from Section 13)



Job Descriptions-CV Housing Solutions

Added: Jul 20 2018



IRS Form 990 2017-CV Housing Solutions

Added: Jul 20 2018

