

Requesting a Procorem Workcenter

All applicants will submit all application materials via their assigned Procorem Workcenter.

To request a Procorem Workcenter:

- Email housingdevelopment@kshousingcorp.org
- In your email include:
 - Project name
 - Project type (new construction or acquisition/rehabilitation)
 - Project area (rural or metro)
 - Name & emails of all individuals who need access to the workcenter.
 - Round you intend to apply in (4% Round 1, 4% Round 2, 9%, HOME-only)

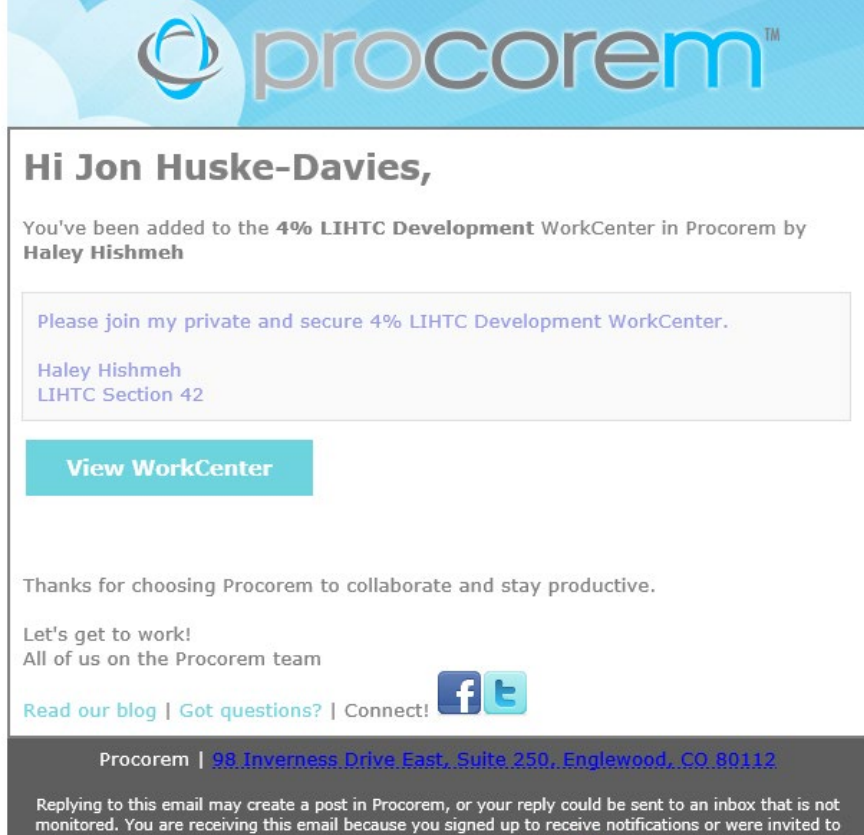
The Development name & individuals who have access to the workcenter can be updated after the initial workcenter is set up.



Requesting a Procorem Workcenter

Once your workcenter is created, you will receive an email from Procorem with a link to join the Workcenter.

Click the link & follow the website prompts. If you do not receive an invitation to join the workcenter from Procorem, please contact housingdevelopment@kshousingcorp.org and staff will resend the invitation.



The image shows a screenshot of an email invitation from Procorem. At the top, the Procorem logo is displayed in a blue header. Below the logo, the text reads "Hi Jon Huske-Davies," followed by "You've been added to the 4% LIHTC Development WorkCenter in Procorem by Haley Hishmeh". A light blue box contains the text "Please join my private and secure 4% LIHTC Development WorkCenter." and "Haley Hishmeh LIHTC Section 42". Below this is a teal button labeled "View WorkCenter". The email concludes with "Thanks for choosing Procorem to collaborate and stay productive." and "Let's get to work! All of us on the Procorem team". At the bottom, there are links for "Read our blog", "Got questions?", and "Connect!" with Facebook and Twitter icons. The footer includes the Procorem address: "98 Inverness Drive East, Suite 250, Englewood, CO 80112" and a disclaimer: "Replying to this email may create a post in Procorem, or your reply could be sent to an inbox that is not monitored. You are receiving this email because you signed up to receive notifications or were invited to".

Using Procorem to Apply for LIHTC

Once you have joined your workcenter, you are able to upload all application materials.

Here is an overview of the 9% workcenter:

The screenshot displays the Procorem interface for a workcenter titled "2024 LIHTC/HOME/NHTF Application Template". The interface includes a navigation sidebar on the left with options: Files, Posts, Tasks, Calendar, Activity, WorkCenter Settings, Links, and Tenant Event Portal. The main content area shows a breadcrumb trail: Home / LIHTC Section 42 / 2024 LIHTC/HOME/NHTF Application Template. Below this, there is a "Files" section with "Sort" and "Filter" options, and buttons for "Upload Files", "Create Folder", and "Actions". The file list contains three folders: "00. Waivers", "01. Preliminary Application & Attachments", and "02. Full Application & Attachments". Two PDF files are listed: "2023 HOME and HTF Application Checklist .pdf" (87.13 kb, 20 days ago) and "2023 QAP Checklist & Scoring 9% Application - Full.pdf" (385.46 kb, a month ago). Both PDF files have a "Details" button. At the bottom of the sidebar, there are buttons for "Favorite this WorkCenter" and "Email this WorkCenter".



Using Procorem to Apply for LIHTC

Once you have joined your workcenter, you are able to upload all application materials.

Here is an overview of the 4% workcenter, note both preliminary & full application materials are submitted at the same time:

The screenshot displays the Procorem interface for the '4% LIHTC Development' workcenter. The breadcrumb trail shows 'Home / LIHTC Section 42 / 4% LIHTC Development'. The left sidebar features the 'KANSAS HOUSING' logo and a navigation menu with options: Files, Posts, Tasks, Calendar, Activity, WorkCenter Settings, Links, and Tenant Event Portal. At the bottom of the sidebar are buttons for 'Favorite this WorkCenter' and 'Email this WorkCenter'. The main content area is titled 'Files' and includes 'Sort' and 'Filter' controls. It lists three items: a folder '00. Waivers', a folder '01. Preliminary & Full Application & Attachments', and a PDF file '2023 QAP Checklist & Scoring 4% Application.pdf'. Each item shows its creation time (2 minutes ago on Nov 30 2022) and the user (Haley Hishmeh). Action buttons for 'Upload Files', 'Create Folder', and 'Actions' are visible at the top right of the file list.

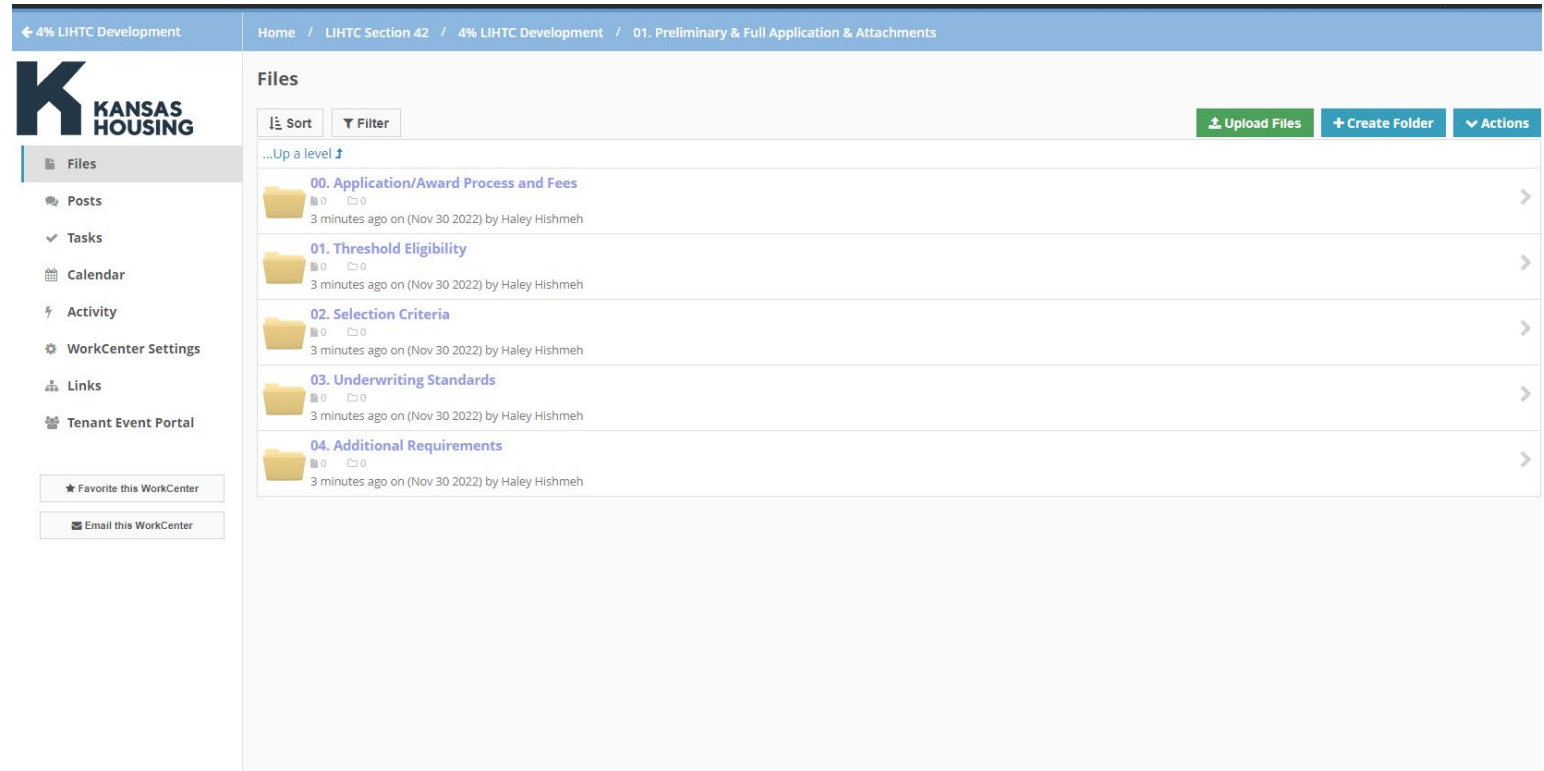


Using Procorem to Apply for LIHTC

The application attachments folders are sorted by QAP subheadings.

Please view the appropriate QAP Requirements checklist, found on the home page of the workcenter or on the Housing Development page of the KHRC website as a guide.

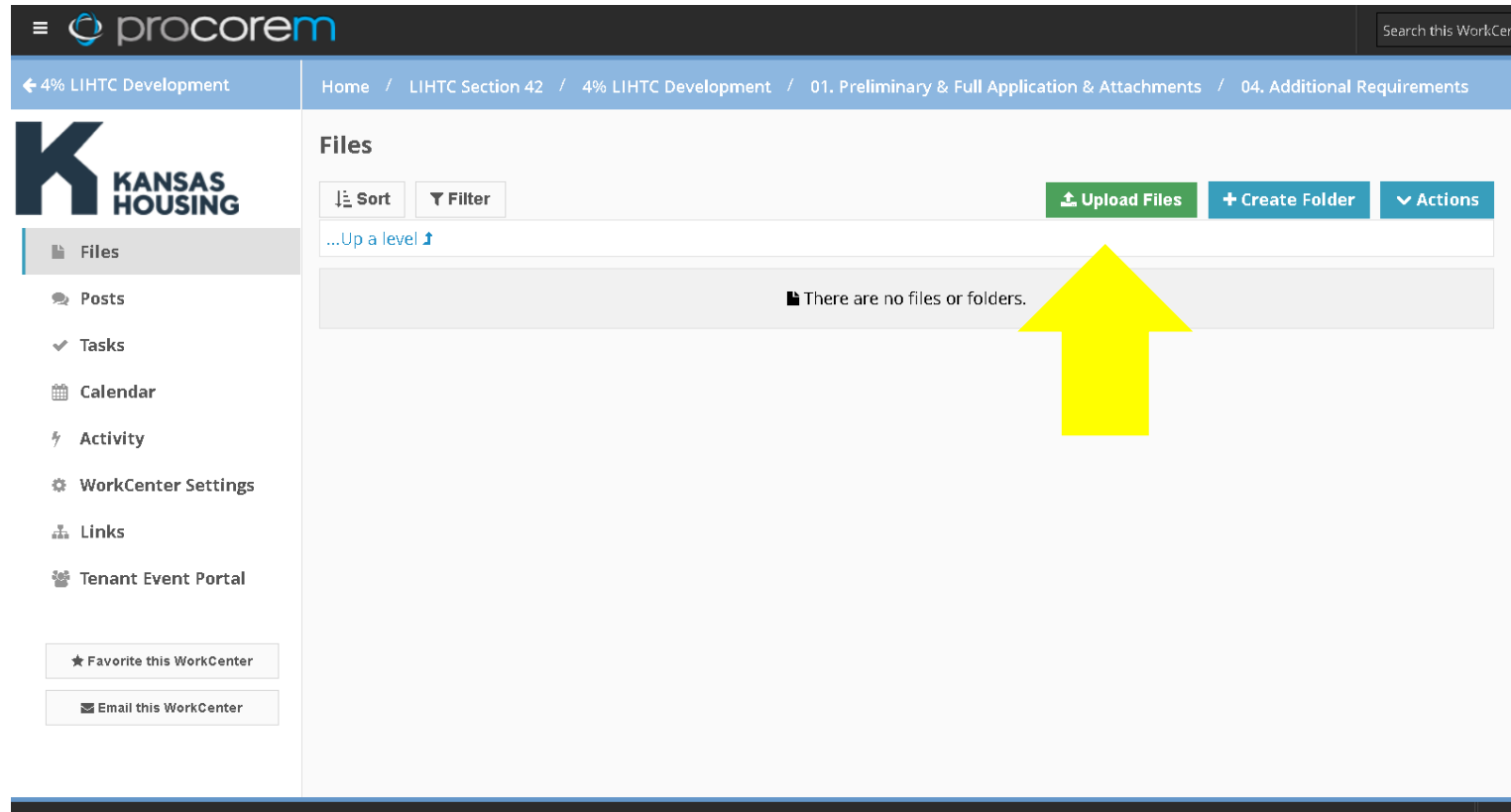
This checklist has all the requirements listed by the QAP subheadings. Please upload all documents as instructed on the checklist.



Using Procorem to Apply for LIHTC

To upload a document, first make sure you are in the correct folder.

Then click the green “Upload Files” button.



The screenshot displays the Procorem web interface. At the top, the Procorem logo is visible on the left, and a search bar is on the right. Below the logo, the breadcrumb navigation path reads: Home / LIHTC Section 42 / 4% LIHTC Development / 01. Preliminary & Full Application & Attachments / 04. Additional Requirements. The main content area is titled 'Files' and includes a 'Sort' button, a 'Filter' dropdown, and three action buttons: 'Upload Files' (green), 'Create Folder' (blue), and 'Actions' (blue). Below these buttons, there is a link to '...Up a level' and a message that says 'There are no files or folders.' A large yellow arrow points directly to the 'Upload Files' button. On the left side of the interface, there is a sidebar with the Kansas Housing logo and a list of navigation options: Files, Posts, Tasks, Calendar, Activity, WorkCenter Settings, Links, and Tenant Event Portal. At the bottom of the sidebar, there are two buttons: 'Favorite this WorkCenter' and 'Email this WorkCenter'.



Using Procorem to Apply for LIHTC

Follow the promptings of the upload files page, making sure to use the naming convention instructed in the QAP Requirements Checklist.

Click the blue “upload” button at the bottom of the page to submit your document.

📁 Select Files

Drag and drop multiple files

OR

Choose File

39-ExampleDevelopment-AdditionalRequirements-2023QAPRequirementsChecklist.pdf ✕

Status

Final ▼ +

Click plus to add a new status. Manage statuses in Account settings.

Type

Full Application ▼ +

Click plus to add a new type. Manage types in Account settings.

Description

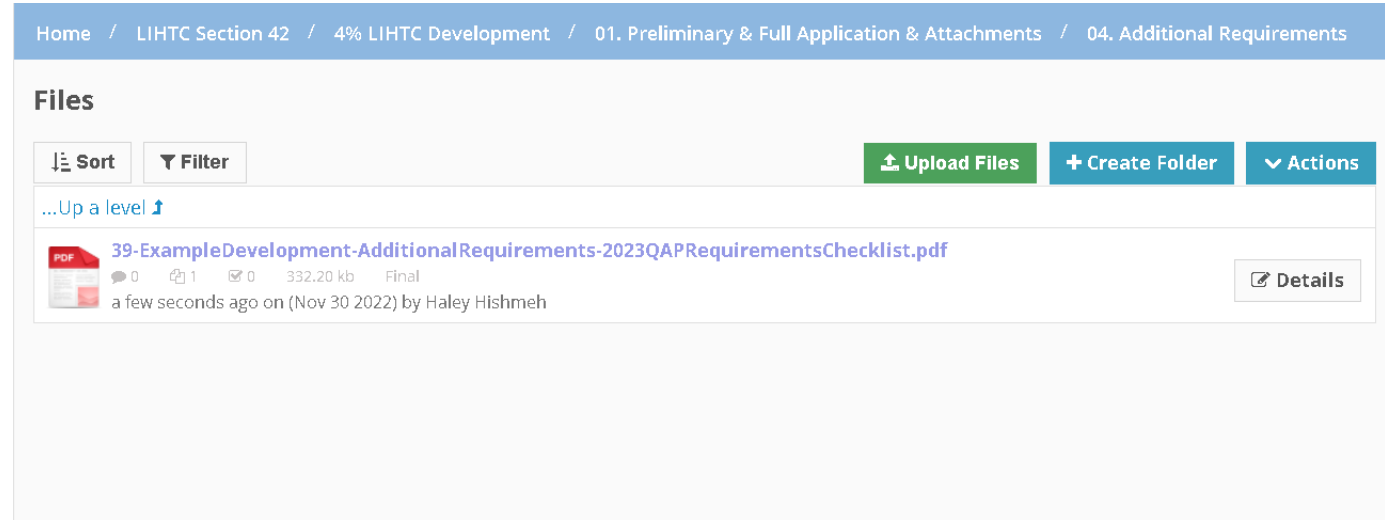
2023 QAP Requirements Checklist signed & completed. |



Using Procorem to Apply for LIHTC

Once uploaded, you should be redirected to the folder & your document should appear.

To delete a file, make a post in your workcenter or email housingdevelopment@kshousingcorp.org and KHRC will remove the document.



The screenshot displays a file management interface within a Procore system. At the top, a breadcrumb trail shows the path: Home / LIHTC Section 42 / 4% LIHTC Development / 01. Preliminary & Full Application & Attachments / 04. Additional Requirements. Below this, the 'Files' section is visible, featuring 'Sort' and 'Filter' buttons. On the right side of the file list, there are three action buttons: 'Upload Files' (green), 'Create Folder' (blue), and 'Actions' (blue). A file entry is shown with a PDF icon, the title '39-ExampleDevelopment-AdditionalRequirements-2023QAPRequirementsChecklist.pdf', and metadata including 0 comments, 1 share, 0 likes, a size of 332.20 kb, and the status 'Final'. The file was uploaded 'a few seconds ago on (Nov 30 2022) by Haley Hishmeh'. A 'Details' button is located to the right of the file entry.