

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)

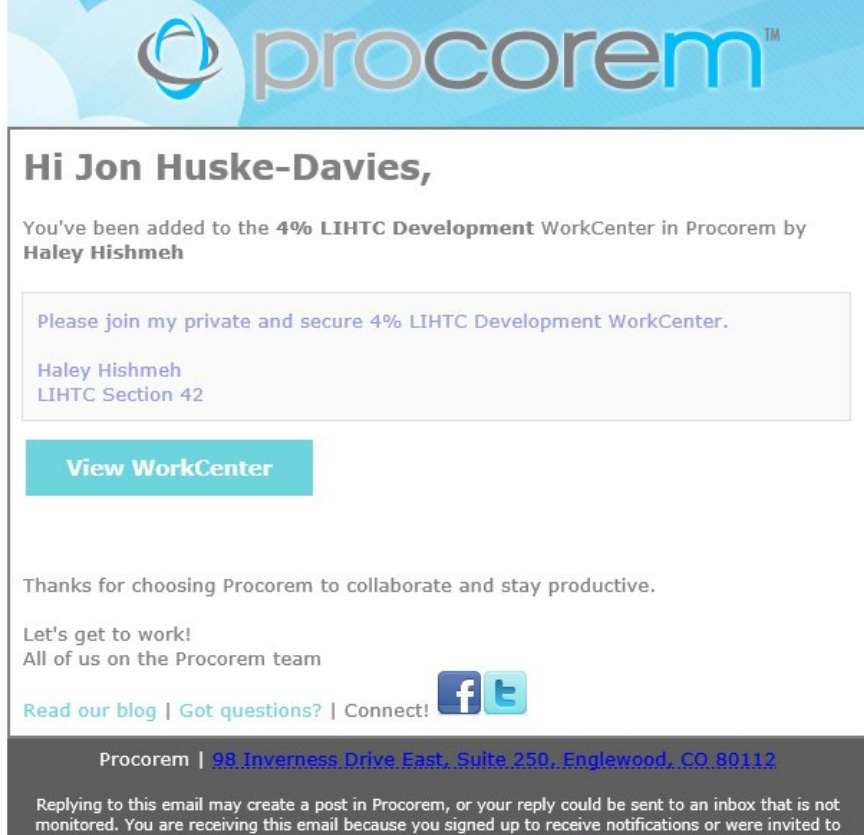
The Development name & individuals who have access to the workcenter can be updated after the initial workcenter is set up.



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 screenshot shows an email from Procorem. At the top is the Procorem logo. The main text reads: "Hi Jon Huske-Davies, You've been added to the 4% LIHTC Development WorkCenter in Procorem by Haley Hishmeh". Below this is a light blue box containing the text: "Please join my private and secure 4% LIHTC Development WorkCenter. Haley Hishmeh LIHTC Section 42". A teal button labeled "View WorkCenter" is positioned below the box. Further down, the text says: "Thanks for choosing Procorem to collaborate and stay productive. Let's get to work! All of us on the Procorem team". There are social media icons for Facebook and Twitter, and the text "Read our blog | Got questions? | Connect!". At the bottom, the Procorem address is listed: "Procorem | 98 Inverness Drive East, Suite 250, Englewood, CO 80112". A small disclaimer at the very bottom states: "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 the "KANSAS HOUSING" logo and menu items: 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 shows a breadcrumb trail: Home / LIHTC Section 42 / 2024 LIHTC/HOME/NHTF Application Template. Below this 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). Each file has a "Details" button.



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 shows the Procorem web interface for the 4% LIHTC Development workcenter. The interface includes a sidebar with navigation options: Files, Posts, Tasks, Calendar, Activity, WorkCenter Settings, Links, and Tenant Event Portal. The main content area displays a file list with folders for '00. Waivers' and '01. Preliminary & Full Application & Attachments', and a PDF file named '2023 QAP Checklist & Scoring 4% Application.pdf'. The Procorem logo and 'KANSAS HOUSING' logo are visible in the top left.

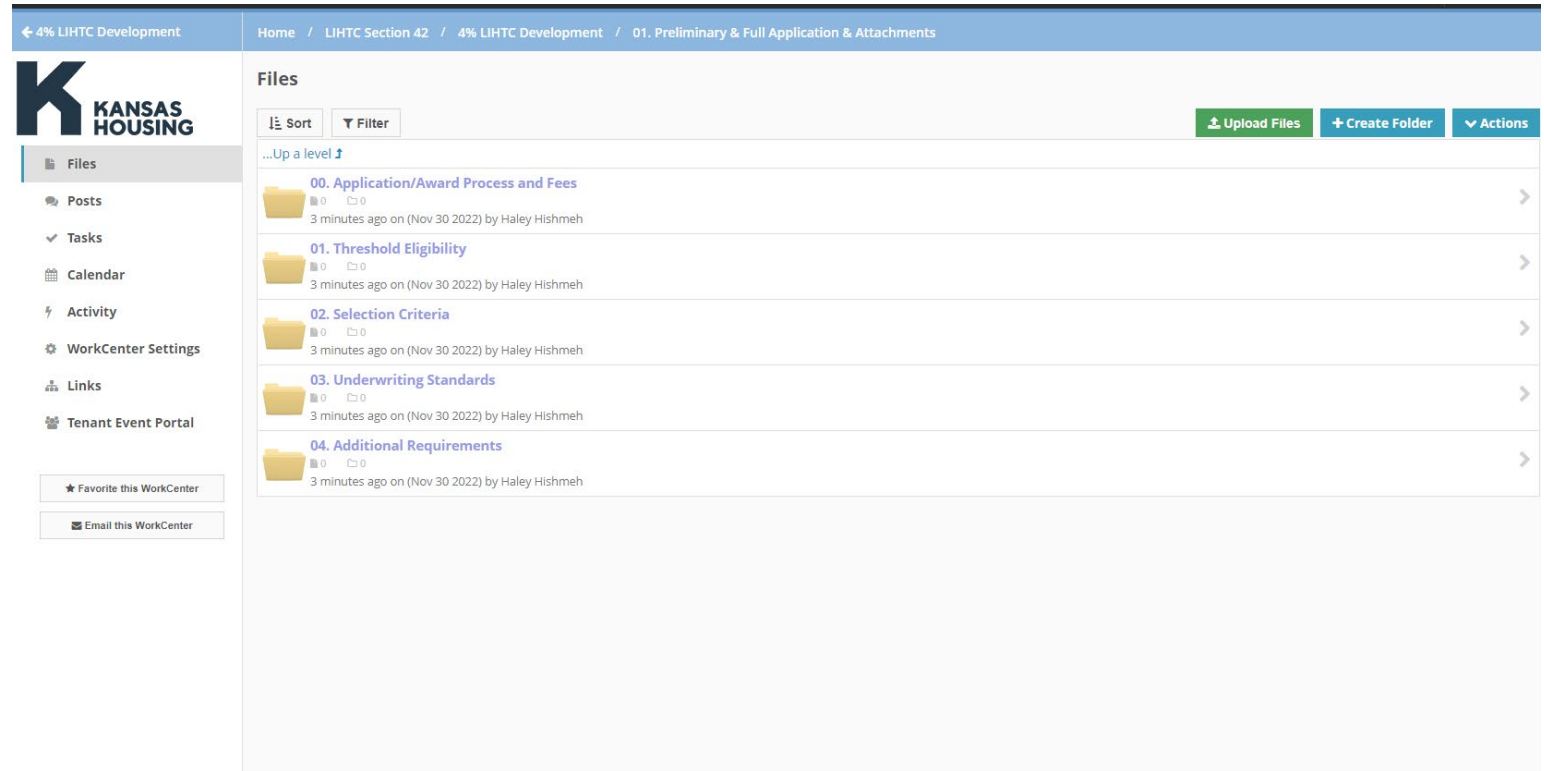


Using Procorem to Apply for LIHTC

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.

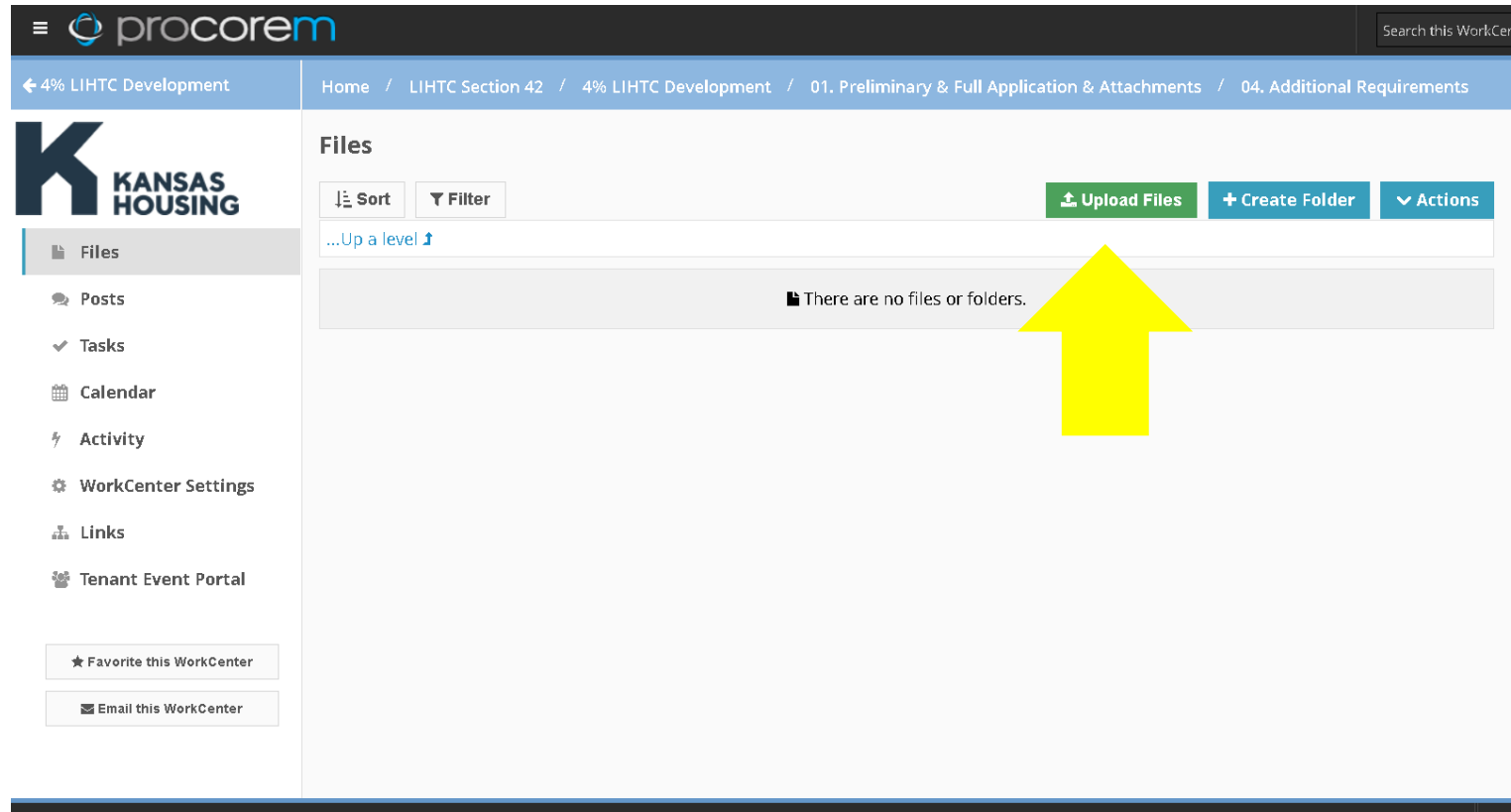
This checklist has all the requirements listed by the QAP subheadings. Please upload all documents as instructed on the checklist.



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 left sidebar contains a navigation menu with options: Files (selected), 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' buttons. A green 'Upload Files' button is prominently displayed, with a yellow arrow pointing to it. Other buttons in this area include '+ Create Folder' and 'Actions'. Below the buttons, there is a message: '...Up a level' and 'There are no files or folders.'



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

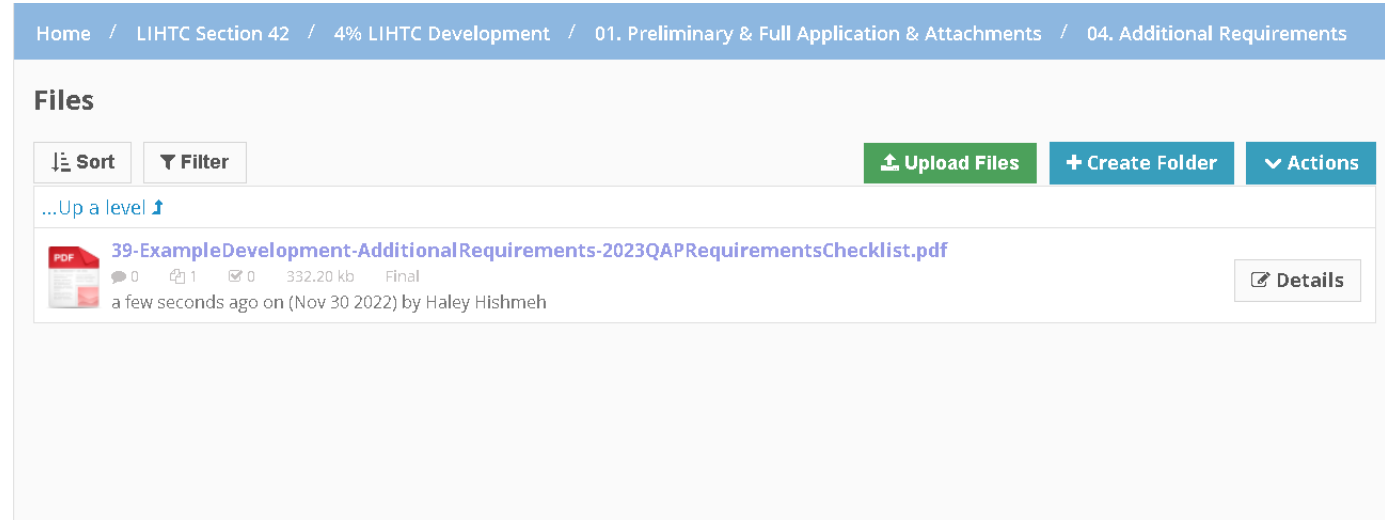
2023 QAP Requirements Checklist signed & completed. |



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 Procorem system. At the top, a blue breadcrumb trail shows the navigation path: Home / LIHTC Section 42 / 4% LIHTC Development / 01. Preliminary & Full Application & Attachments / 04. Additional Requirements. Below this, the 'Files' section is visible, featuring a 'Sort' button, a 'Filter' button, and three action buttons: 'Upload Files' (green), 'Create Folder' (blue), and 'Actions' (blue). A link to navigate to the parent folder, '...Up a level ↑', is also present. The main content area shows a single file entry: a PDF document titled '39-ExampleDevelopment-AdditionalRequirements-2023QAPRequirementsChecklist.pdf'. The file details include 0 comments, 1 share, 0 likes, a size of 332.20 kb, and the status 'Final'. It 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.