

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.
 - Program for which you intend to apply (4%, 9%, HOME-only)

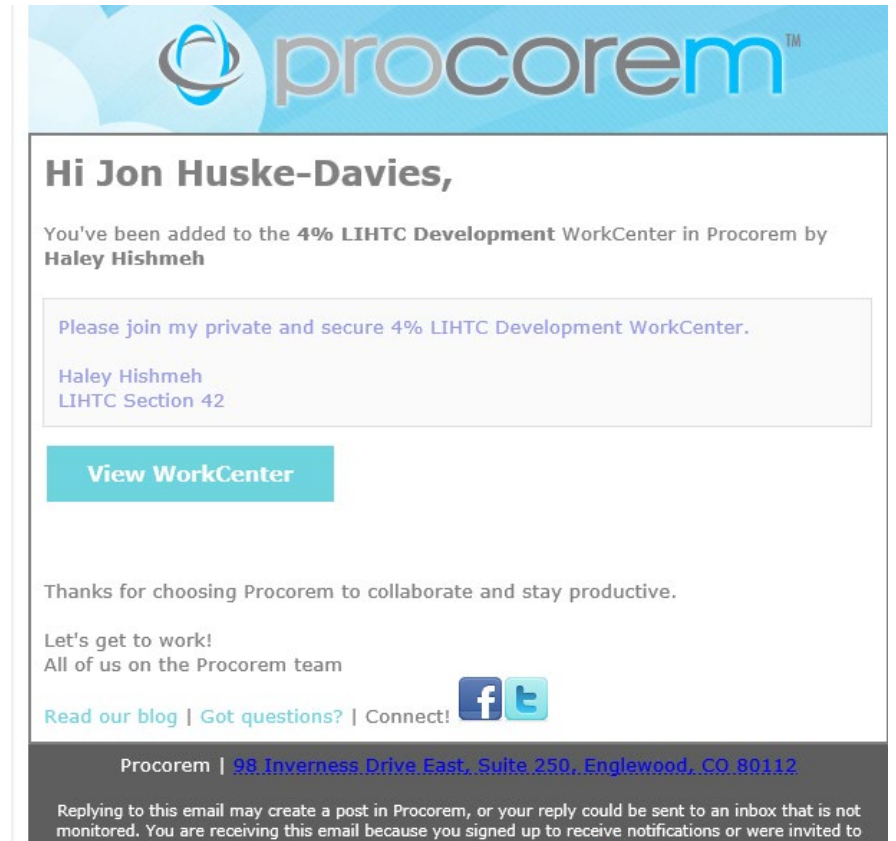
The Development name & individuals who have access to the workcenter can be updated after the initial workcenter is set up.



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.



Using Procorem to Apply for LIHTC

Once you have joined the workcenter, you will be able to upload all application materials.

Here is an overview of the 9% workcenter:

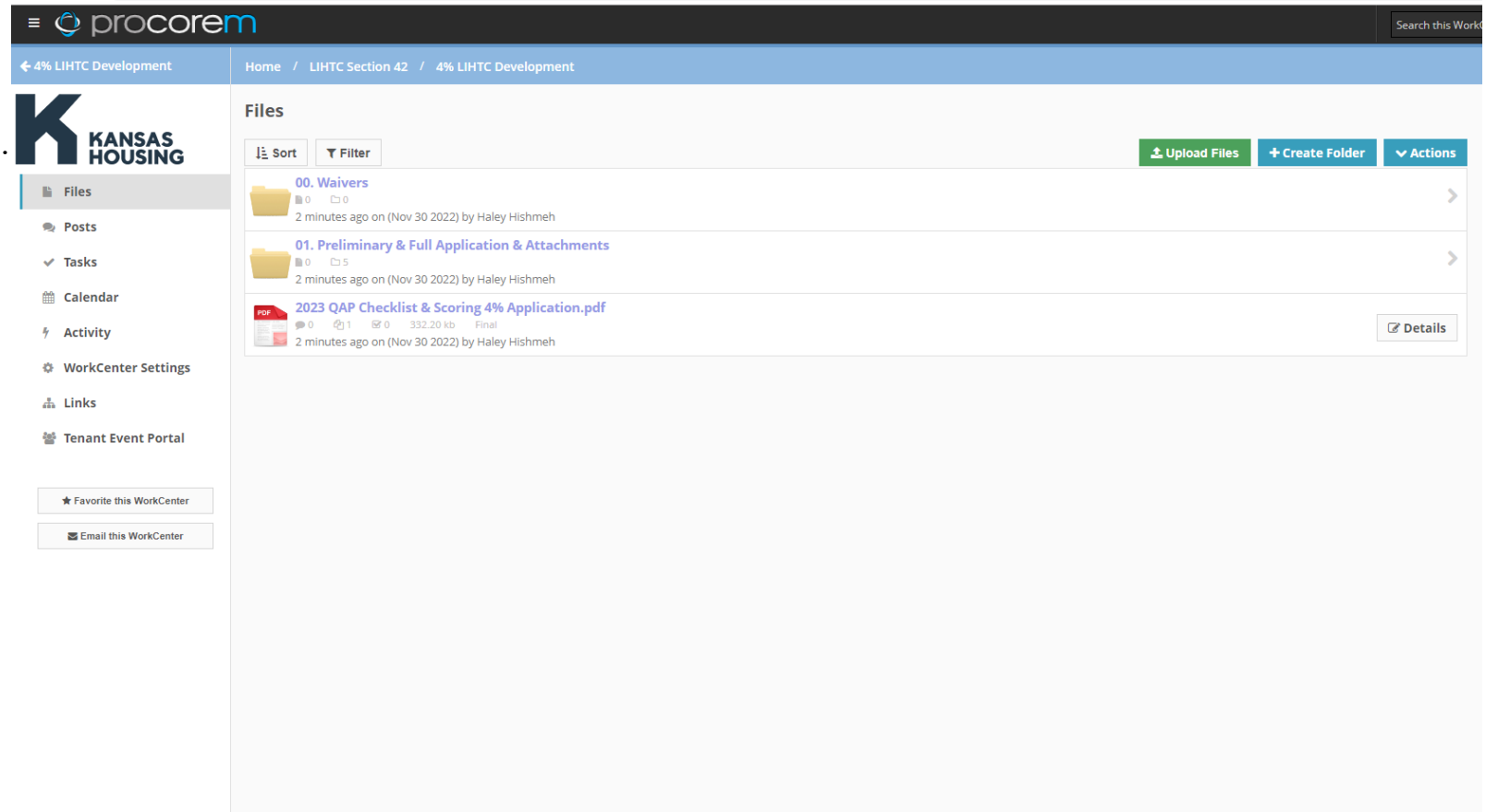
The screenshot displays the Procorem web interface for the '2024 LIHTC/HOME/NHTF Application Template' workcenter. The interface is divided into a left sidebar and a main content area. The sidebar features the 'KANSAS HOUSING' logo and a navigation menu with options: Files (selected), Posts, Tasks, Calendar, 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 has a breadcrumb trail: 'Home / LIHTC Section 42 / 2024 LIHTC/HOME/NHTF Application Template'. Below this is a 'Files' section with 'Sort' and 'Filter' controls, and buttons for 'Upload Files', 'Create Folder', and 'Actions'. The file list includes three folders: '00. Waivers', '01. Preliminary Application & Attachments', and '02. Full Application & Attachments', each with a right-pointing arrow. Below the folders are two PDF files: '2023 HOME and HTF Application Checklist .pdf' (87.13 kb, 20 days old, by Barry McMurphy) and '2023 QAP Checklist & Scoring 9% Application - Full.pdf' (385.46 kb, a month old, by Haley Hishmeh). Both PDF files have a 'Details' button to their right. The footer of the interface shows '© ProLink Solutions'.



Using Procorem to Apply for LIHTC

Once you have joined the workcenter, you will be 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:

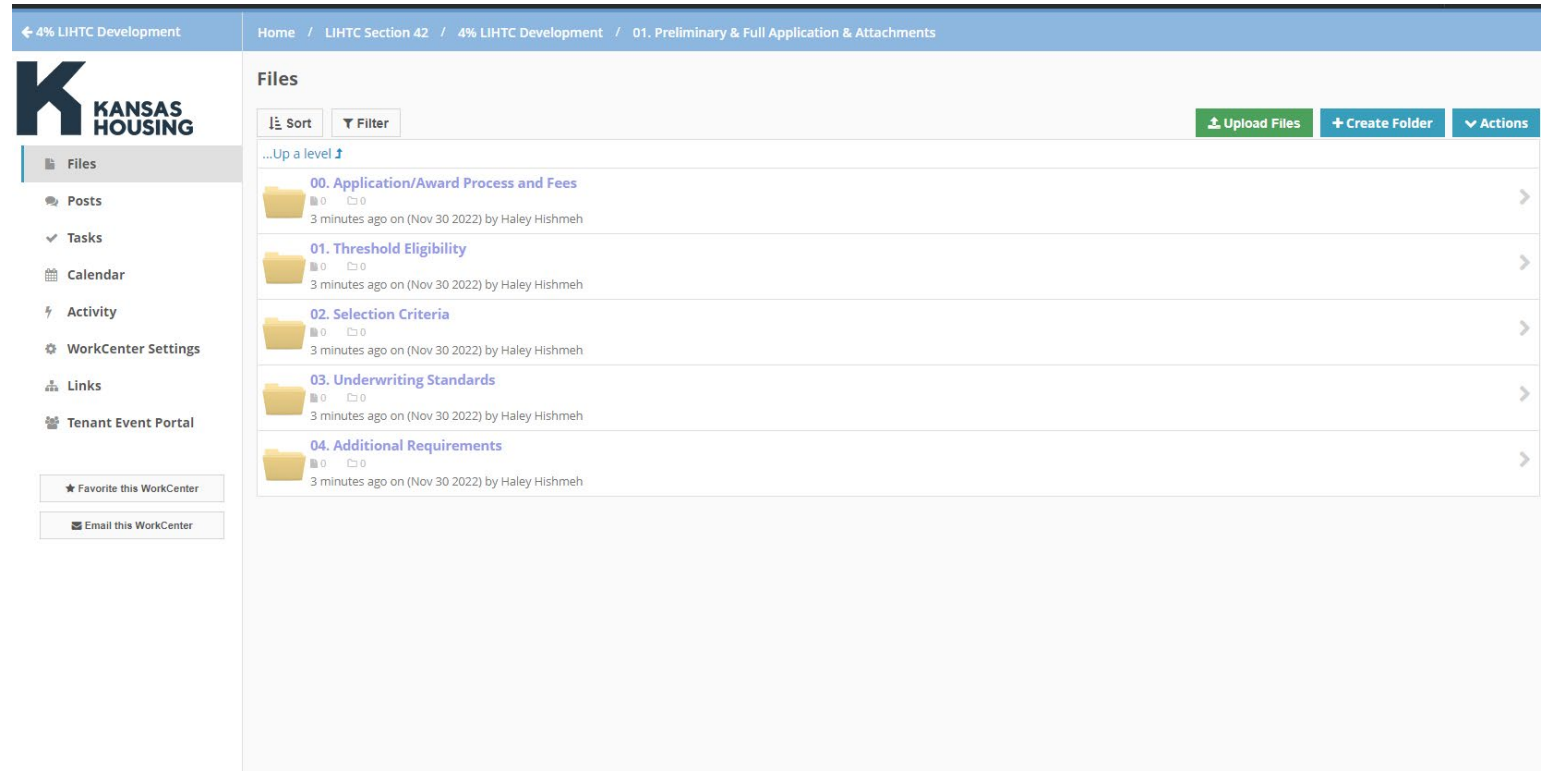


Using Procorem to Apply for LIHTC

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.

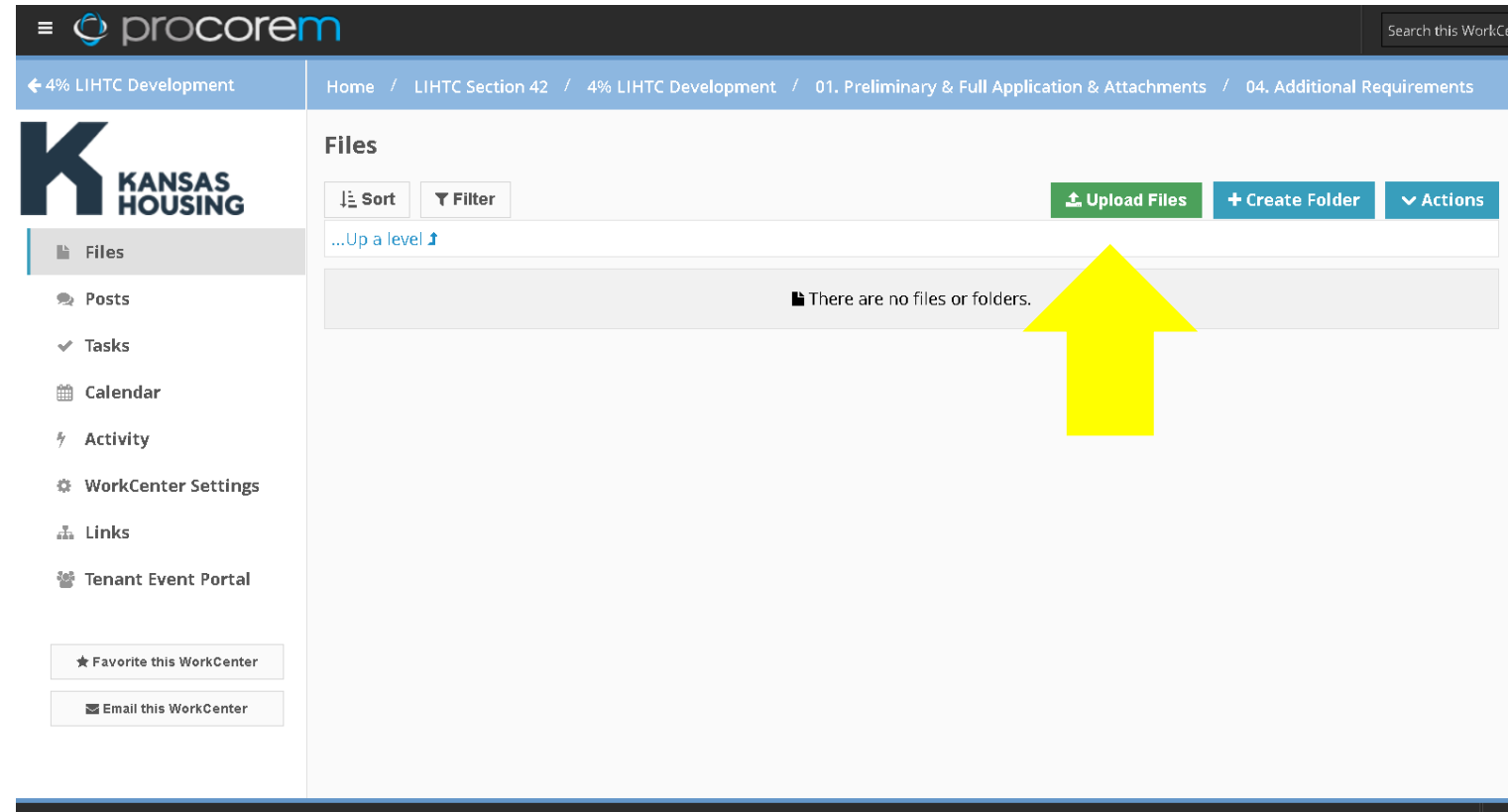
This checklist has all the requirements listed by the QAP subheadings. Please upload all documents as instructed on the checklist.



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.



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

x

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.

