
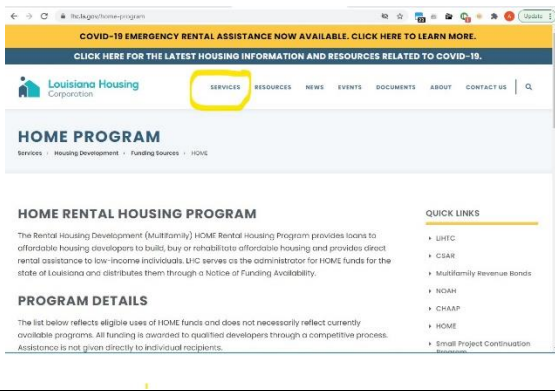
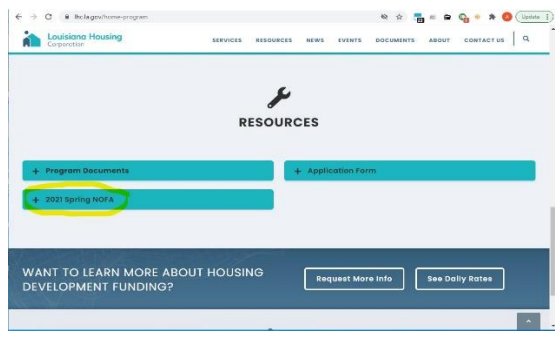
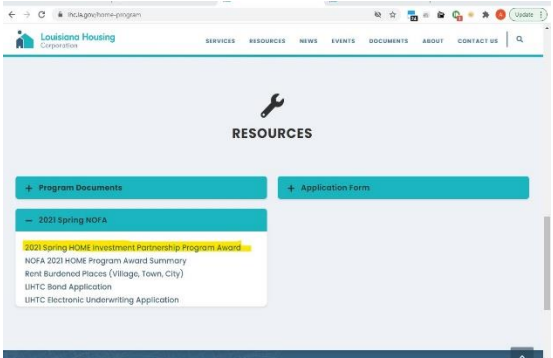
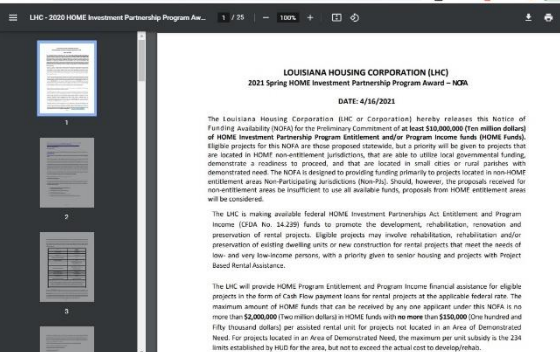
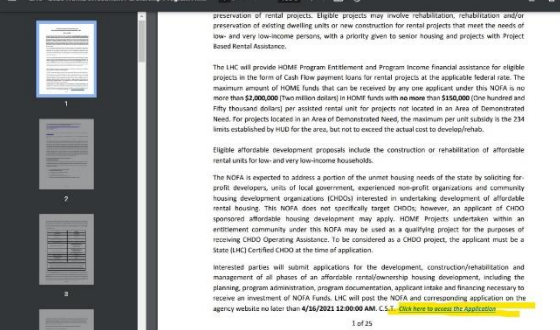
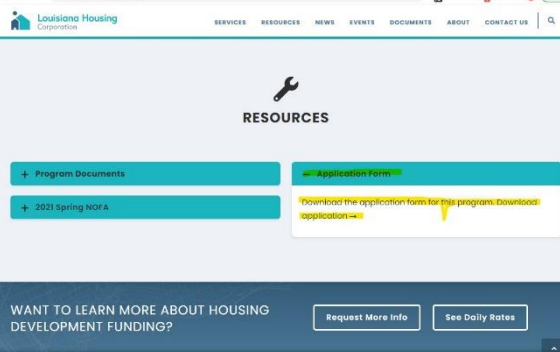

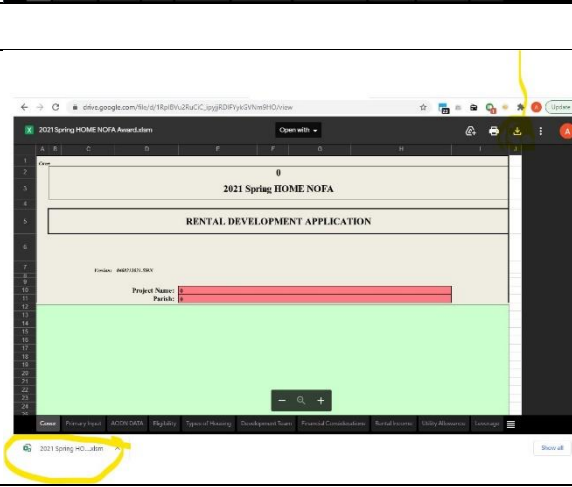
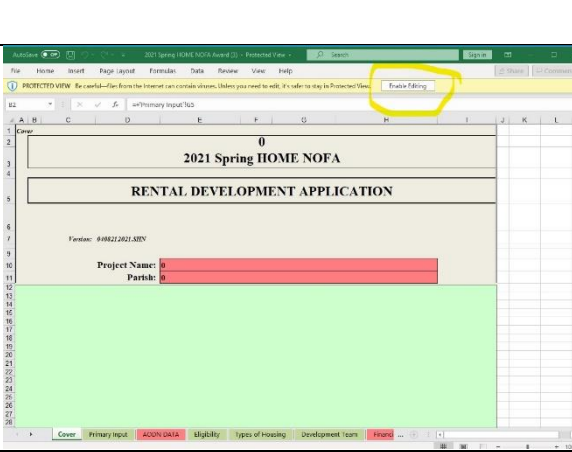
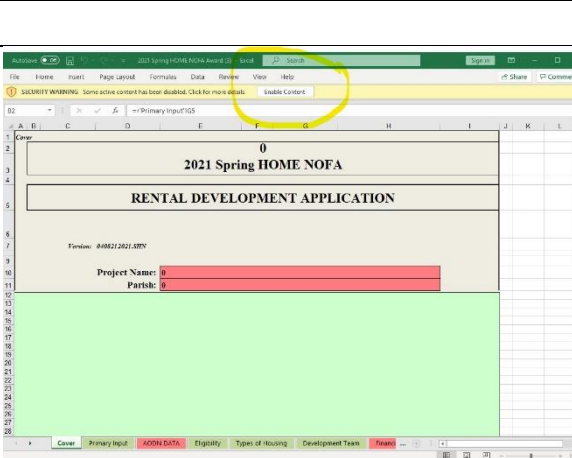


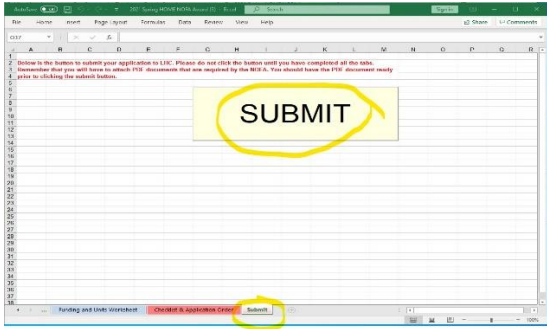
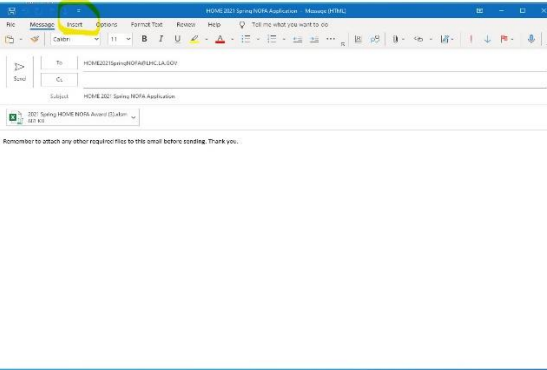
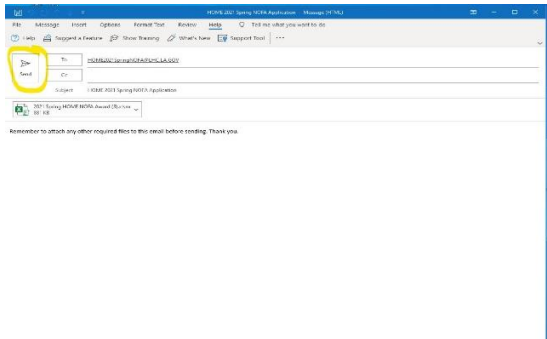


2021 Spring HOME Investment Partnership Program NOFA Application Submission Demonstration

Steps Number	Screen Shot	Instruction	Notes
1		Visit Louisiana Housing Corporation website @ www.lhc.la.gov	
2		Click on <u>"Services"</u> and select <u>"Housing Production"</u> then select <u>"HOME"</u> from the dropdown list	
3		Click on <u>"2021 Spring NOFA"</u> (circled with yellow highlight marker in the screen shot) at the bottom left of the HOME Program page under "Resources"	

4		<p>Select the <u>"2021 Spring HOME Investment partnership Program Award"</u> from the dropdown list</p>	
5		<p>Save and/or print the NOFA document for review and prepare to complete the required NOFA application Form.</p>	
6a		<p>After reviewing the entire NOFA document, you may click on the hyperlink <u>"click here to access the Application"</u> at the bottom of page 1 of 25 of the NOFA documents to complete the Application form.</p>	
6b		<p>Optionally, you may also download the NOFA Application spreadsheet by clicking the <u>"Application form"</u> button located at the bottom right of the HOME Program page under Resources section and select <u>"download"</u> (see the screen shot highlight)</p>	

7		<p>After step 6a or 6b, the "2021 Spring HOME Program Award" opens in xlsx format</p>	
8		<p>First, click on the <u>arrow down</u> at the upper right hand as shown in screen shot to download the spreadsheet in xls format. Secondly, proceed to click on the <u>small excel icon</u> at the bottom left-hand corner to reopen the excel spreadsheet (see highlight circle on screen shot)</p>	
9		<p>Click on the <u>"Enable Editing"</u> circled with highlight as shown in the screen shot</p>	
10		<p>Click the <u>"Enable Content"</u> circled with highlight as shown in the screen shot</p>	

14		<p>Select the <u>"SUBMIT"</u> tab to open the worksheet and prepare to submit the proposed project application application package. Then click the "Submit" button (<i>shown in the highlight circle in screen shot</i>).</p>	
15		<p>Wait for the "SUBMIT" email to popup and begin to attach all required backup documentations by selecting the <u>"Insert"</u> from the tool bar. (see highlight circle on screen shot.</p>	<p>Note: - email may take few seconds to popup when the "SUBMIT" button is clicked.</p>
16		<p>Once all required backup documentations have been attached, you can click the <u>"Send"</u> (see <i>highlight circle on screen shot</i>) button to submit the entire NOFA application package</p>	
<p>Thank you for your interest in partnering with the LHC to increase the supply of affordable housing units in Louisiana</p>			