# Introducing

ONE DOOR

## Housing Development and Finance Committee

# The Registration Process

HDFC

CalHFA

# Getting your organization ready | Registration first, applications later

## 01 Today's Focus

Plan your organization's registration and user access before application activities begin

## 02 Your Objective

Choose a reliable primary user and a process for managing additional users

## 03 Your Outcome

Leave with a registration owner and an internal access plan

# What is One Door?

One Door, the new single application portal, is a statewide platform that allows the Housing Development and Financing Committee (HDFC) to receive and review a single application for multiple subsidy programs.

## KEY BENEFITS

- Enables seamless sharing of application information across agencies while eliminating version control issues
- Provides a centralized repository for documents not tied to a single application
- Automatically generates project information and reports from developer-submitted workbook data
- Enhances fund tracking and streamlines the disbursement process
- Creates opportunities to improve and streamline asset management tracking

# Coordinated Funding Supported By One Door

**Programs Administered by HDFC**

- Multifamily Housing Program (MHP)
- Joe Serna, Jr. Farmworker Housing Grant Program (FWHG)
- Infill Infrastructure Grant (IIG)
- Transit-Oriented Development Housing (TOD)
- Mixed Income Program (MIP) – Subsidy Component
- Affordable Housing Sustainable Communities (AHSC) – Housing Component

**Coordination with CDLAC and CTCAC Programs**

- HDFC funds with Qualified Residential Rental Bonds (QRRP Bonds) and 4% Tax Credits

**Programs that other state housing agencies may elect to administer under these Regulations include, but are not limited to:**

- HOME Investment Partnerships (HOME)
- National Housing Trust Fund Program (NHTF)
- Permanent Local Housing Allocation – Competitive (PLHA)

# What Is Launching Now and Later?

## Phase 1 — Registration

Set up the organization and establish access and upload sponsor organizational documents

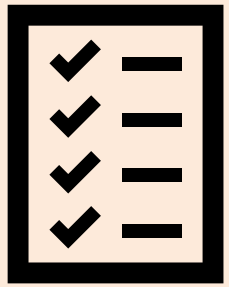
### ACTION REQUIRED TODAY

Determine who:

- Owns registration
- Monitors One Door notifications
- Coordinates access requests

## Phase 2 — Application

The One Door Application opens in January



**Registering now will not provide early access to application materials. Application materials will become available when the application opens in January**

# Key Milestones | Registration To Application

**NOV 16, 2026**

## One Door Registration (ONLY)

Register entities, establish user access, and upload organizational documents

**DEC 18, 2026**

## Regulations Presented

Proposed regulations presented to the Executive Committee for adoption

**JAN 2027**

## Final Application Workbook and Document Checklist

HDFC application workbook and supporting documents published

**EARLY 2027**

## One Door Accepting Applications for HDFC Round 1 OPENS

Application Period Opens: Submit Through One Door

# Register Early

Organizations that register now have more time to prepare a strong, competitive application

## BENEFIT LATER

- Start application as soon as available
- Avoid registration delays
- Enable team collaboration immediately
- Focus on application quality, not account setup

# Four Decisions Before You Register

### 01 Identify entities *

Confirm the legal entity or organizational structure that should register

### 02 Select primary user

Own access approvals and monitor email

### 03 Assign document lead

Prepare and maintain entity documents

### 04 Identify secondary users

Staff, project teams and partners

* Refer to HDFC Draft Second Regulations, Chapter 2, Article 2, §32020 for applicable eligibility criteria
* Review Program-Specific Supplements for eligibility. Stay tuned for final regulations in December for potential program updates and changes

# Think accountable coordinator, not simply the person completing the registration

## 01 Suggested Primary User

- **Employee with access** to the organization's portfolio, active projects, and staff assignments
- Understands the registration and approval processes

## 02 Day-to-Day Responsibilities

- Monitor portal emails
- Promptly review and approve all secondary user access requests
- Coordinate with project leads

## 03 Maintain a Continuity Plan

- Document a backup contact and handoff process for leave, turnover, or role changes
- Verify portal support for backup roles

# Registration Roles and Workflow



## Primary User

Determine who will create your organization's entity profile and will approve/deny access



## Information

- Tax ID Number
- Entity Type
- Phone/Email
- Physical/Mailing Addresses



## Documents

- Have all organizational documents ready to upload at the time of registration
- Docs vary by entity type
- Multiple files can be uploaded to meet the document requirement



## Secondary Users

- Staff create user profiles
- Consultants create entity and user profiles
- Primary User approves user access requests

# Email And Access Routine

## 01 Daily / Frequent Check

Monitor the designated inbox and route portal notices promptly

## 02 Approval Process

Verify requester identity, organization affiliation, and business need before granting access

## 03 Periodic Review

Reconcile active users with staffing, project assignments, and consulting contracts

# Three Organizational Access Scenarios

### 01 Local/Regional Developer

One primary user coordinates access across multiple local projects

### 02 Statewide Developer

A statewide primary user coordinates regional teams and notifications

### 03 Developer + Consultants

The developer retains ownership; consultants receive approved access

# Sponsor Decision Point: Will the Primary User also upload organization documents, or will a separate Document Lead be assigned?

**01** Both approaches are acceptable. Choose the structure that best fits your organization

**02** One person registers the organization, approves users, and uploads organization documents

**OR**

**03** **OPTION B**

**Separate Document Lead**

Primary User manages user access to the entity profile while a Secondary User uploads documents.

**Action Today: Decide who will be responsible for uploading organizational documents during registration**

# Prepare Entity Documents

## 01 Corporate Entities

- Articles of Incorporation, Bylaws and any amendments (including the Certificate of Amendment)
- Certificate of Good Standing with Secretary of State
- Signature Block
- Statement of Information

## 02 Limited Partnership (LP)

- Certificate of Good Standing from the Secretary of State
- Certificate of Limited Partnership (CA Secretary of State form LP-1) and amendments/corrections including Certificate of Correction (LP-2)
- Limited Partnership Agreement and any amendments (including any amended and restated)
- Signature Block

## 03 Limited Liability Company (LLC)

- Articles of Organization (CA Secretary of State form LLC-1, LLC-2,LLC-11), and any amendments/corrections including the Certificates of Amendment/Correction
- Certificate of Good Standing from the Secretary of State
- Operating Agreement and any amendments (including any amended and restated)
- Signature Block
- Statement of Information (CA Secretary of State form LLC-12 or LLC-12NC)

# Prepare Entity Documents

## 04 Tribal

**REQUIRED: Tribe Formation Documents (Constitution, Charters, Ordinances, Bylaws, etc.) and any amendments (including any amended and restated)**

***If Applicable:***

- BIA Federal Acknowledgment Petitioner List (CFR Section 83.1 of Title 25)
- Contact List maintained by the Native American Heritage Commission (GC Section 65352.3) if applicable
- Federal Register of Indian Entities Recognized (81 Fed Reg. 26826)
- Formation documents of the SPE that the Non-Federally Recognized Tribal Entity creates
- HUD 2530 - Previous Participation Certification
- Indian Country Verification
- STD 204 - Payee Data Record
- Tribal Entity Waiver

# ABC Development | 25 Projects Statewide

## Hypothetical example: Start with legal entity structure—not the number of projects

### ABC DEVELOPMENT — PARENT ENTITY

- ABC, Inc. designates a **Primary User**
- The Primary User registers **ABC Development Company, Inc.** (Sponsor and Eligible Applicant)
- Project team members create their **One Door user profiles** (Secondary Users).
- Team members select **ABC Development Company, Inc.** as their organization
- The Primary User receives an email notification and **approves access requests**

### AFFILIATES & PROJECT ENTITIES

- ABC, Inc has a project applying with multiple sponsors. They **all** must be registered in One Door
- Established **affiliated entities** (nonprofits, LPs, LLCs, etc.) can register and upload documents now
- Co-sponsors and recipients **may be added** during the **application phase**
- When applying, any co-applicants who have not yet registered will receive an email invitation to register and submit organizational documents

**KEY RULE 25 projects ≠ 25 registrations. Entity structure determines registration needs**

# Live Q&A Session

Questions about registration? Join our live support session

**November 20, 2026**
10:00–11:00 a.m. PST
https://hcd-ca-gov.zoom.us/webinar/register/WN_LJ9JO8NxS_-gSHviYiPrLA

**Get ready to register**

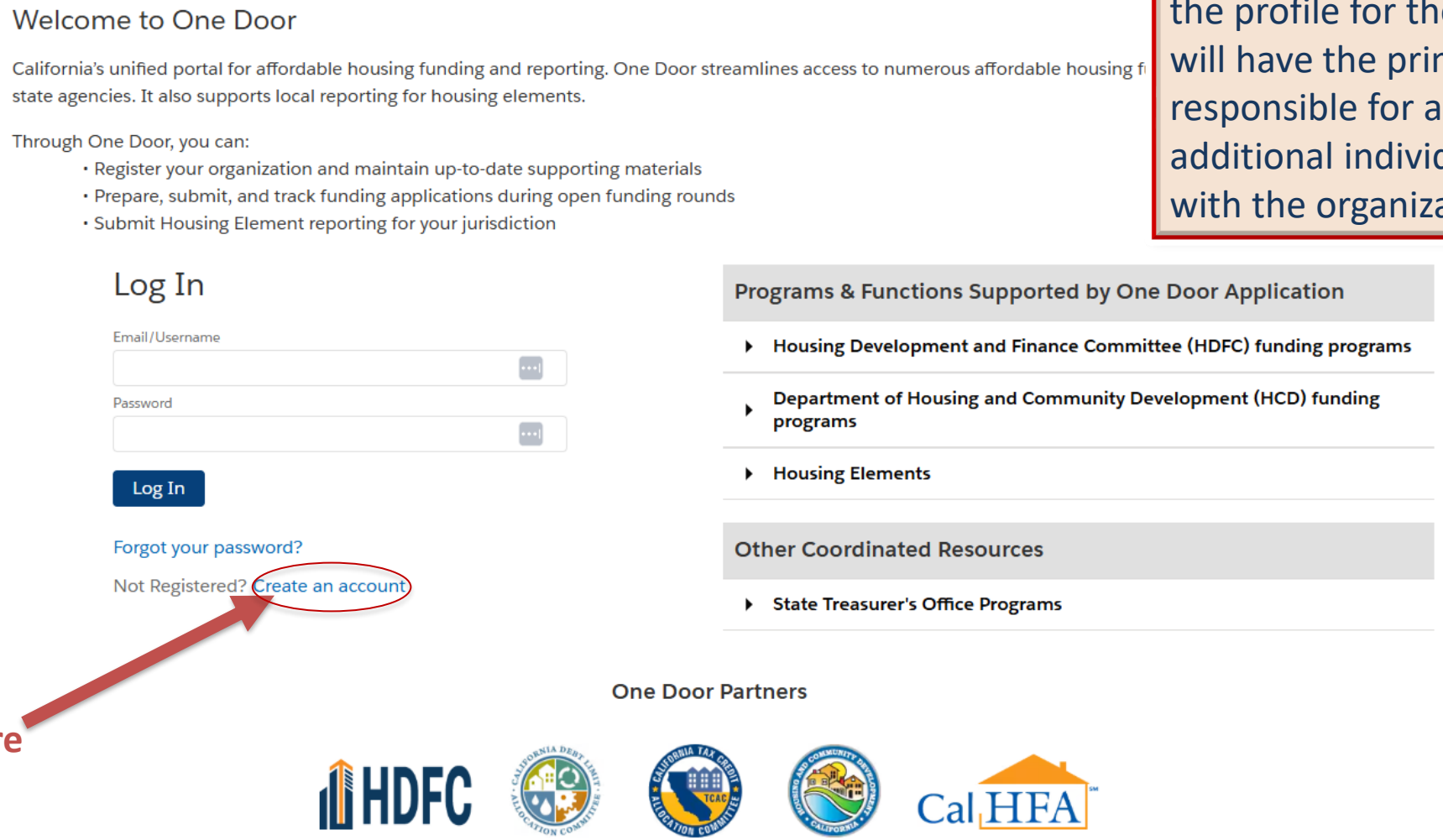
Ask questions, troubleshoot issues, and prepare for the HDFC Round 1 Funding Applications in January

# Registration Resources

- Review Registration User Guides Housing Development and Finance Committee – Housing Is Key
- Watch the Pre-Recorded Training Video and Access the Slide Deck
- Start Your One Door Registration https://hcd.my.site.com/hcdconnect
- Technical Assistance & Support: hcdconnectsupport@hcd.ca.gov
- Subscribe and sign up for HDFC news and notifications

# Registration Walkthrough

**Important:** The person creating the profile for the organization will have the primary account responsible for approving additional individuals associated with the organization.




Start Here

ONE DOOR

Help | Log in

Login > Register

## Register

HCD Connect is where you can manage housing programs, applications, reports, and planning documents to support affordable housing development in California. Our mission is to create safe and affordable housing opportunities for all Californians through grants, loans, community partnerships, and planning for the state's housing needs.

### Company or Organization

Register as this type if you are associated with a company, organization, non-profit, housing authority with a valid Tax Identification number and an organization-specific email address.

Register >

### Consultant

A consultant is an individual or organization hired under contract to provide expert advice, analysis, or services to any of the entities approved to use the HCD Connect system.

Register >

### Tribal Entity

California Tribal organizations (listed by the California Native American Heritage Commission (NAHC)) may be a corporation, association, or group controlled, sanctioned, or chartered by a California Native American tribe subject to its own laws, in addition to the state and federal law.

Register >

### Jurisdiction

Jurisdiction refers to the official area or boundary within which a government or organization has the power to make decisions, enforce laws, and provide services within its defined geographic area.

Register >

**Are you a Californian in search of housing and homeless services?**

Choose this option if you are **NOT** associated with a company, organization, or city.

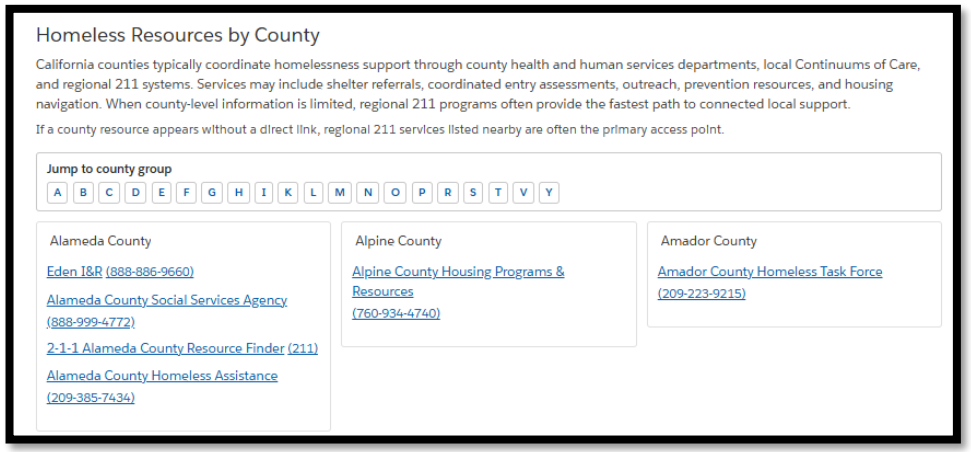
**Unsure?**
If your email address ends in @gmail or @yahoo, this is likely the correct choice for you.

Get The Help You Need

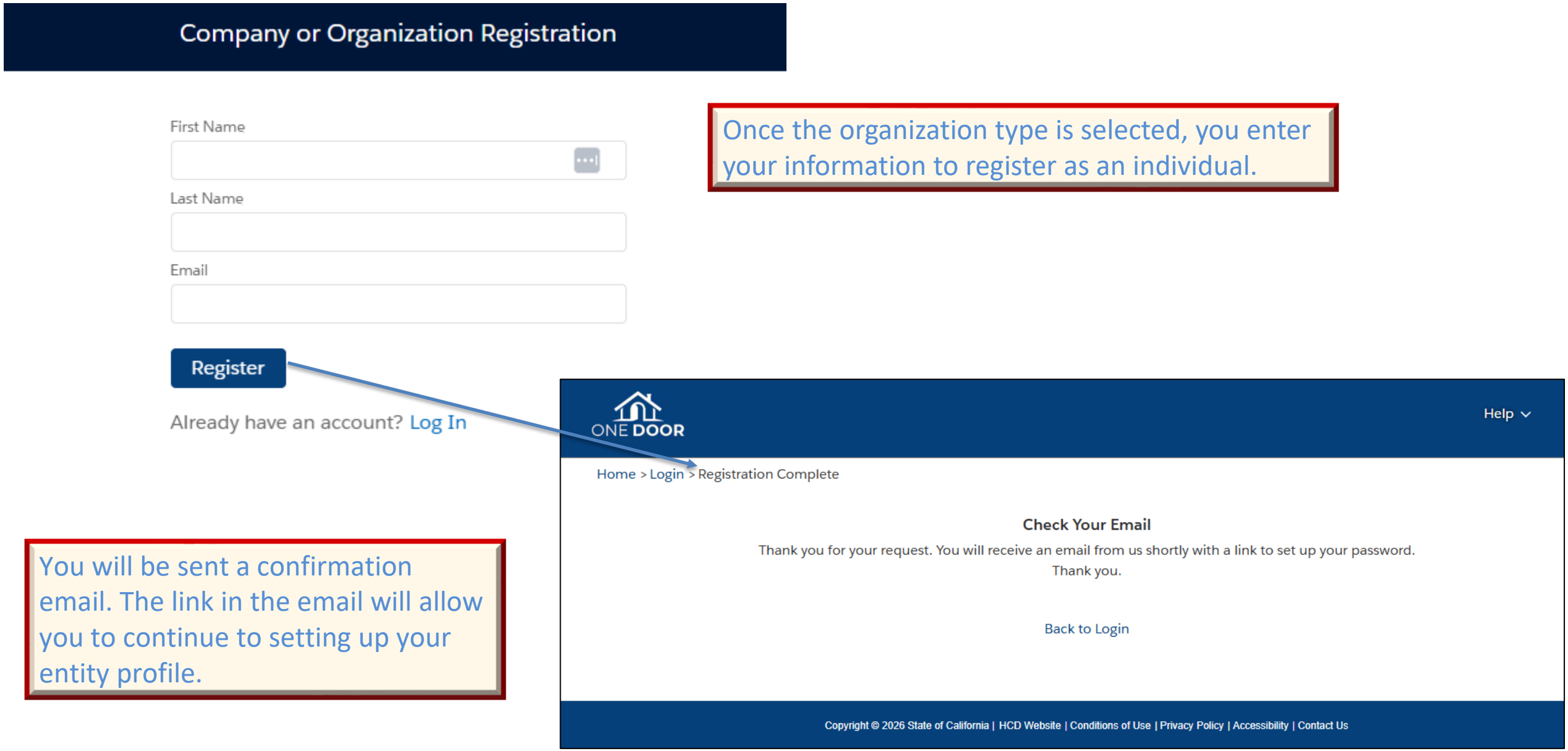
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Clicking ***Create an Account*** takes you to the screen to select your type of organization.

**Individuals looking for housing for themselves are directed this link to local resources**




This demonstration is for ***Company or Organization***


Company or Organization Registration
First Name
Last Name
Email
Register
Already have an account? Log In
Once the organization type is selected, you enter your information to register as an individual.
You will be sent a confirmation email. The link in the email will allow you to continue to setting up your entity profile.
ONE DOOR
Help
Home > Login > Registration Complete
Check Your Email
Thank you for your request. You will receive an email from us shortly with a link to set up your password.
Thank you.
Back to Login
Copyright © 2026 State of California | HCD Website | Conditions of Use | Privacy Policy | Accessibility | Contact Us

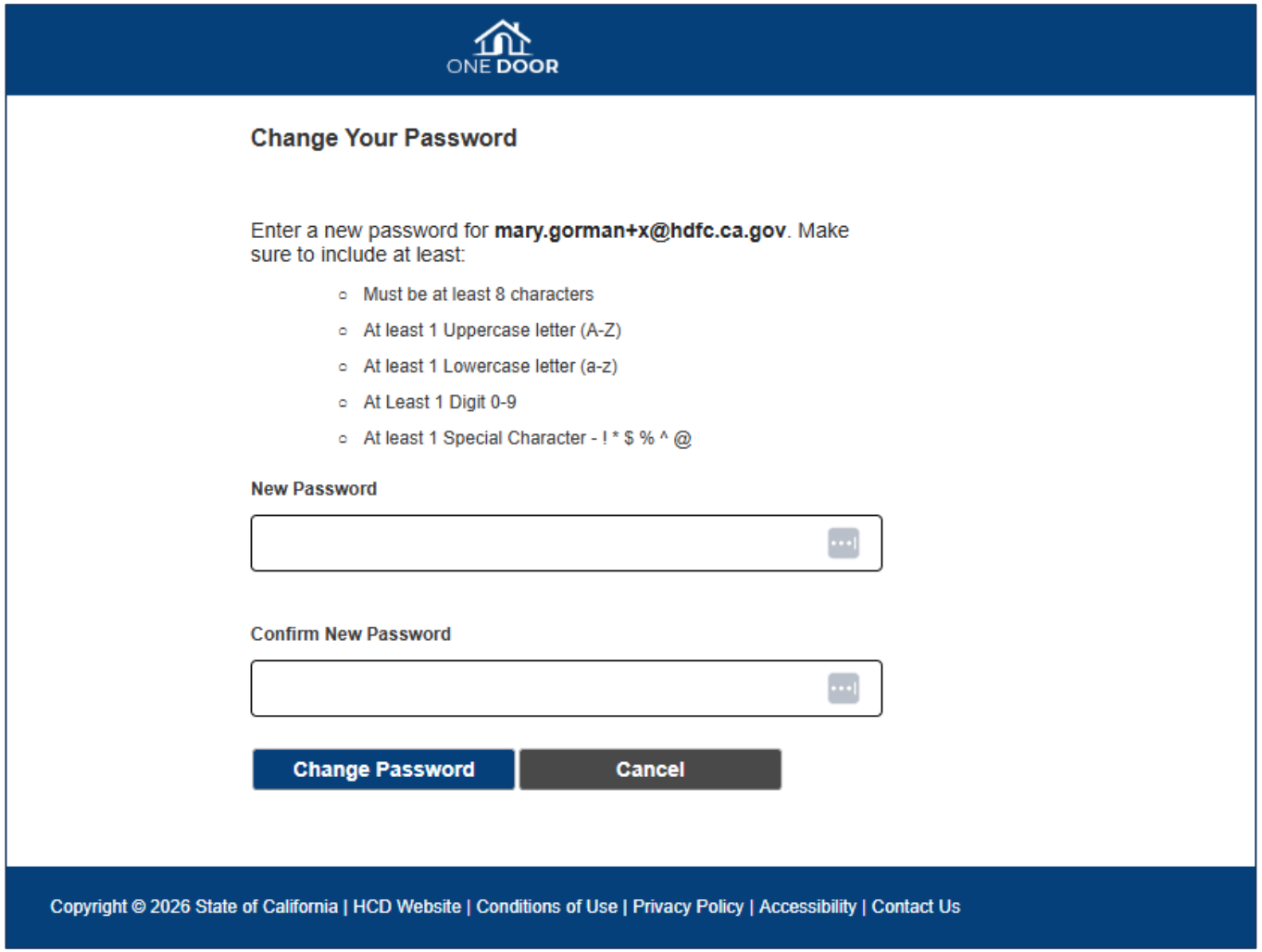
Welcome to the One Door

To complete the account creation process, please click here to setup your password [hcd--uat.sandbox.my.site.com]. This link is only accessible one time, once clicked it cannot be used again. The link expires in 24 hours.

Thank you,

One Door

Click the link in the email to set up your password

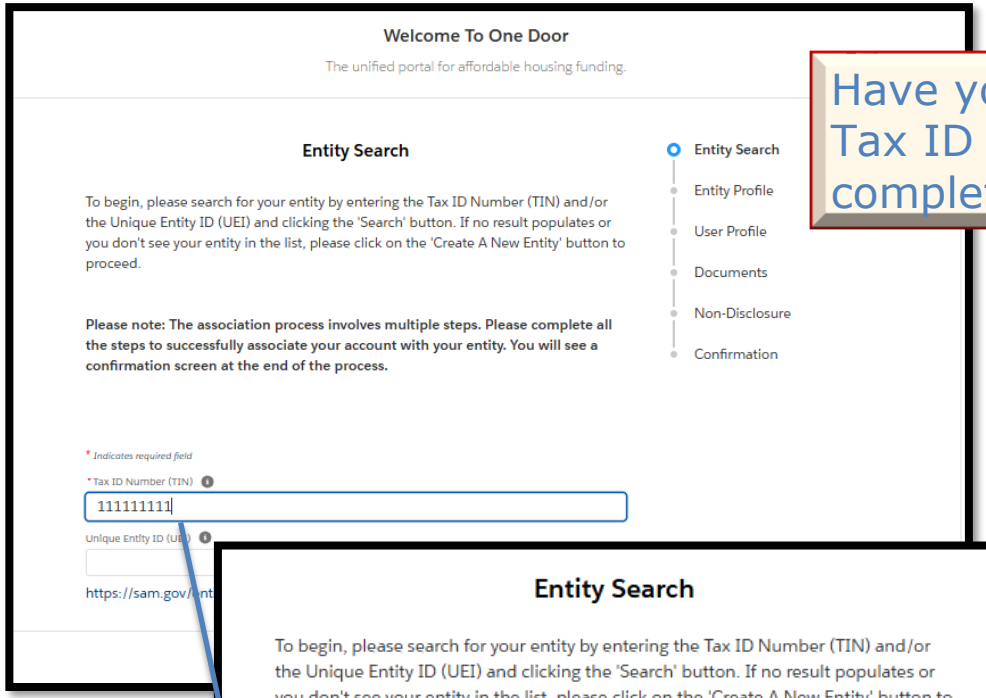


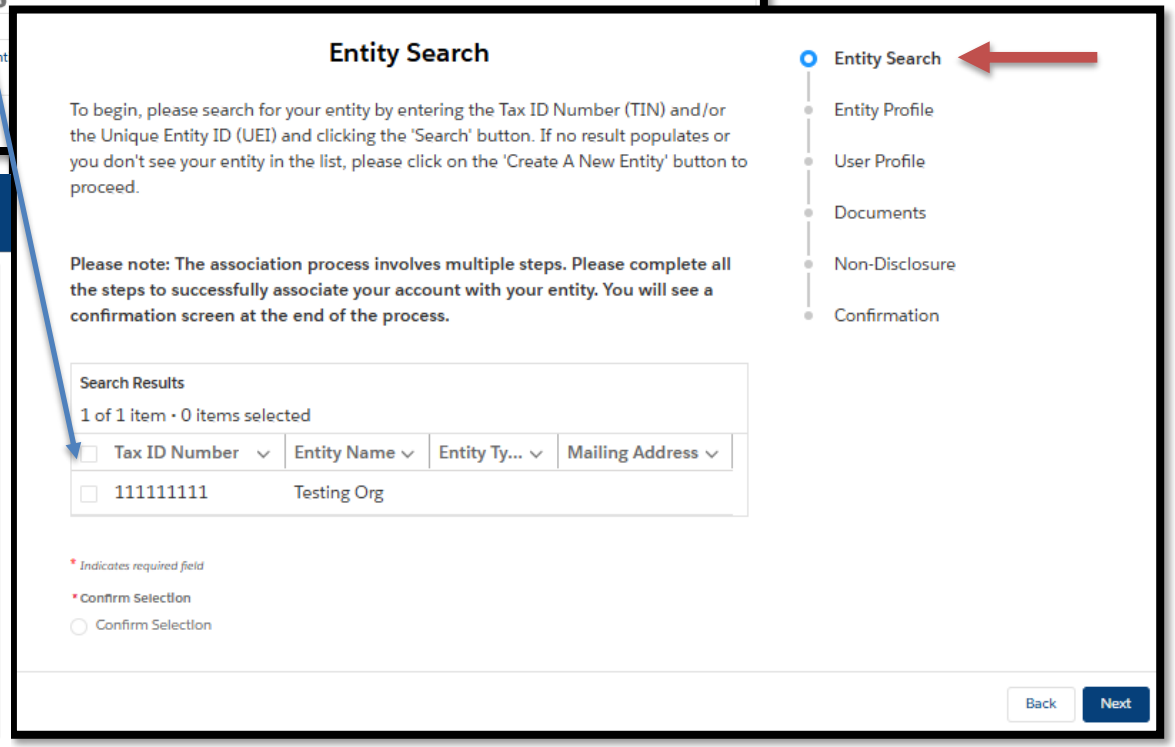
# Create Entity Profile

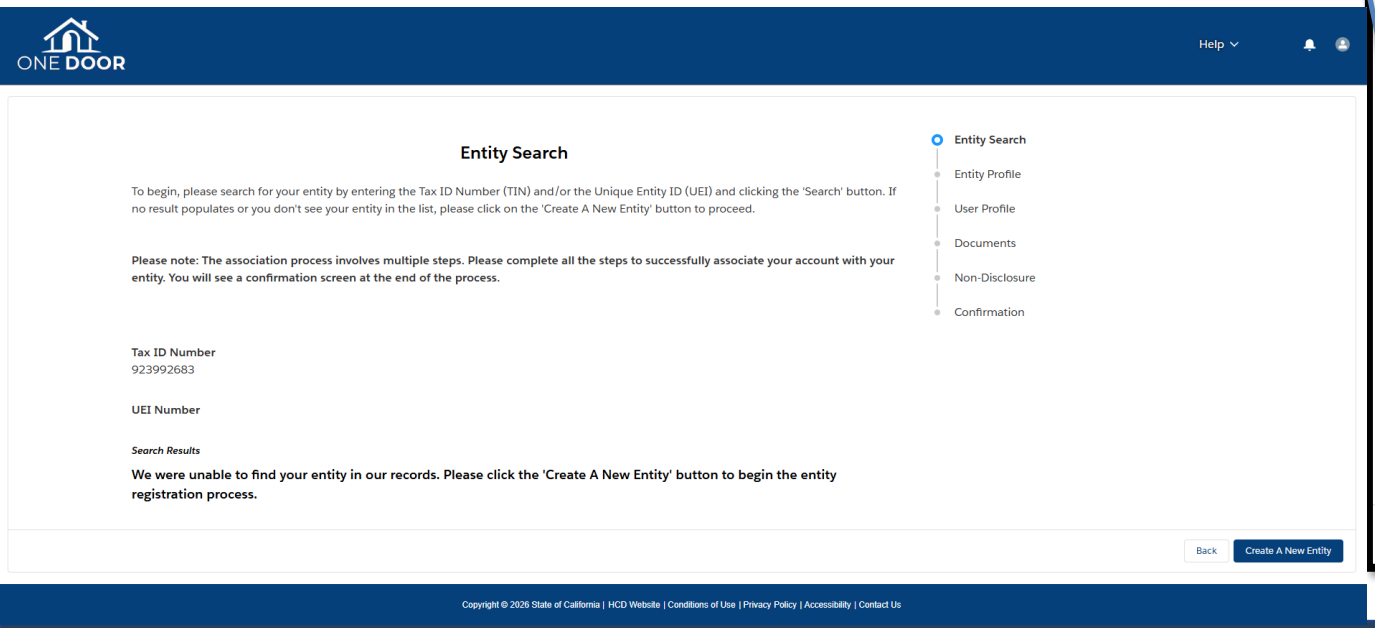
Searching for your organization by the Tax ID Number (TIN) is required to ensure it is not already in the system.

- If it is there, check the box , confirm selection, and click Next.
- If it is not there, click ***Create a New Entity***

Have your company's Tax ID number ready to complete registration.

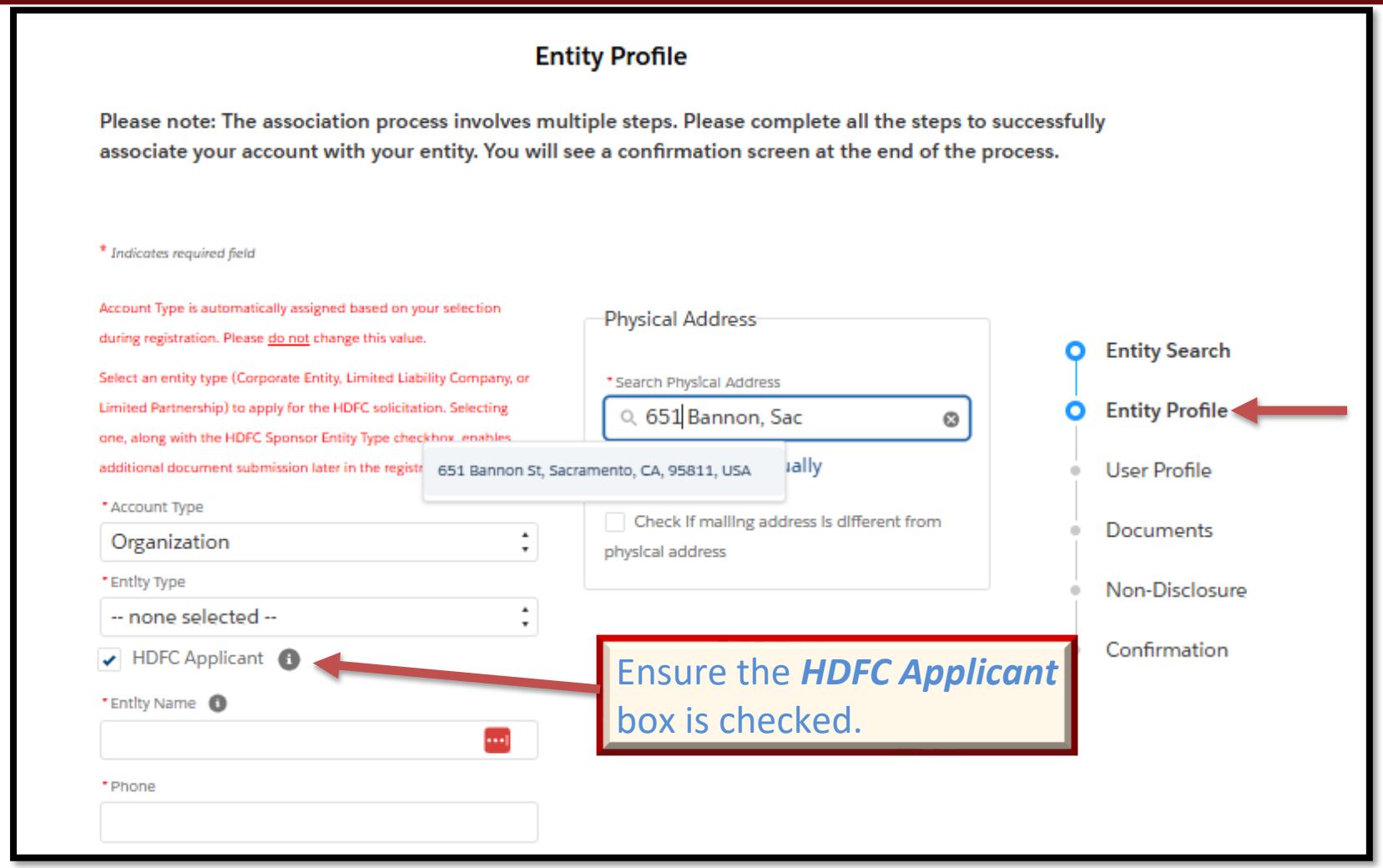


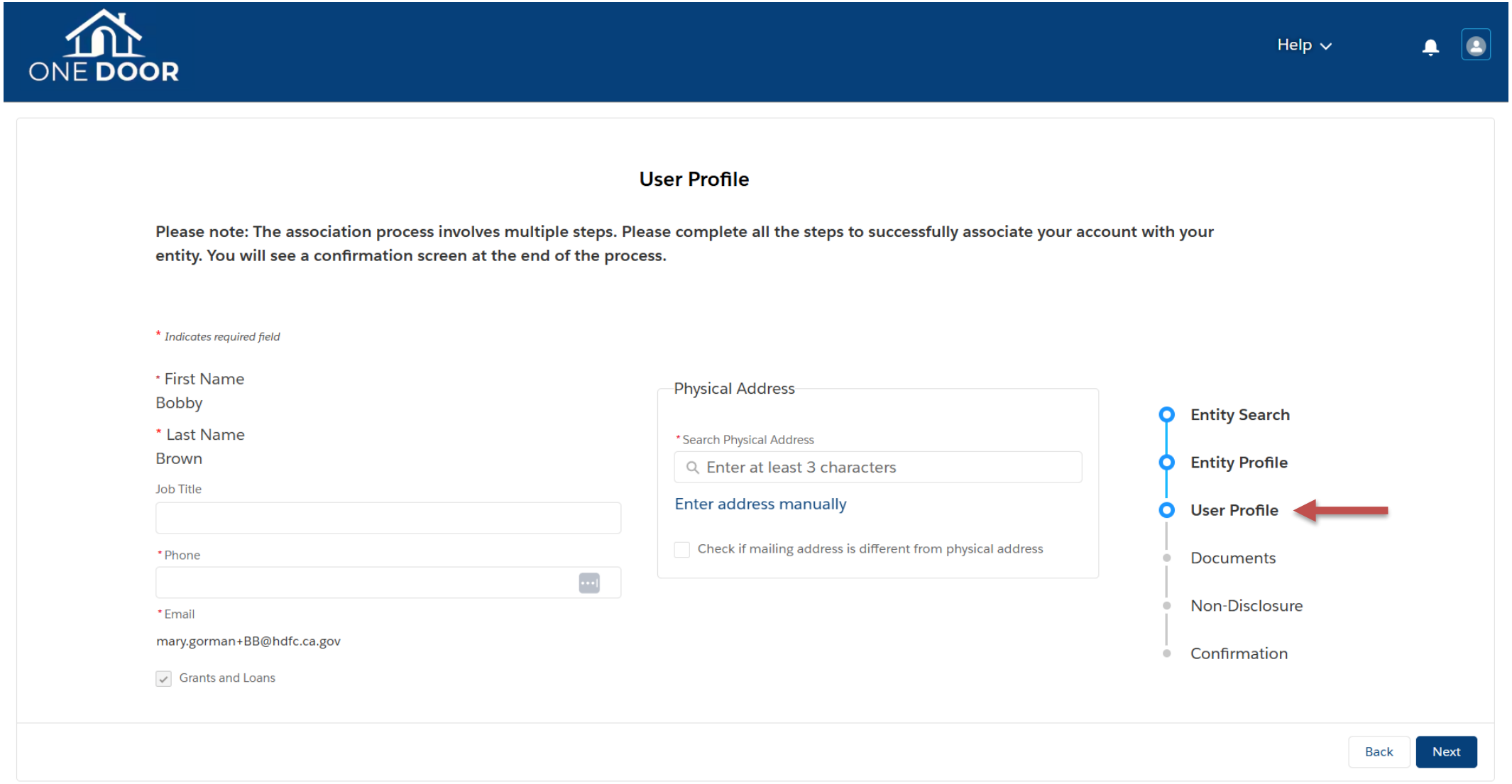
# Create Entity Profile

The Account Type and Tax ID Number are automatically populated based on information entered on previous screens and cannot be modified at this stage.



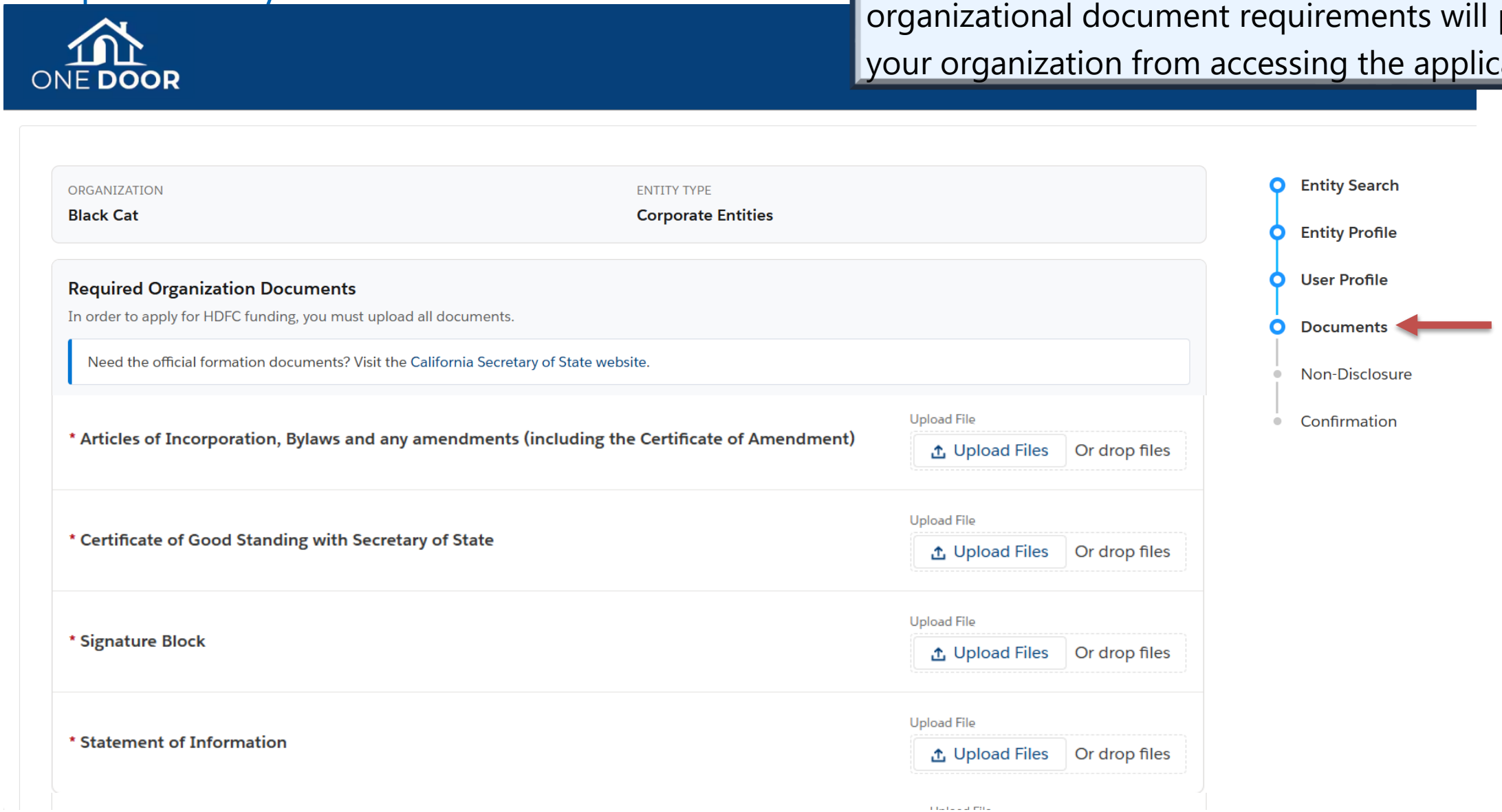
# Create User Profile

**Once the Entity Profile is complete, the next screen is the User Profile.**

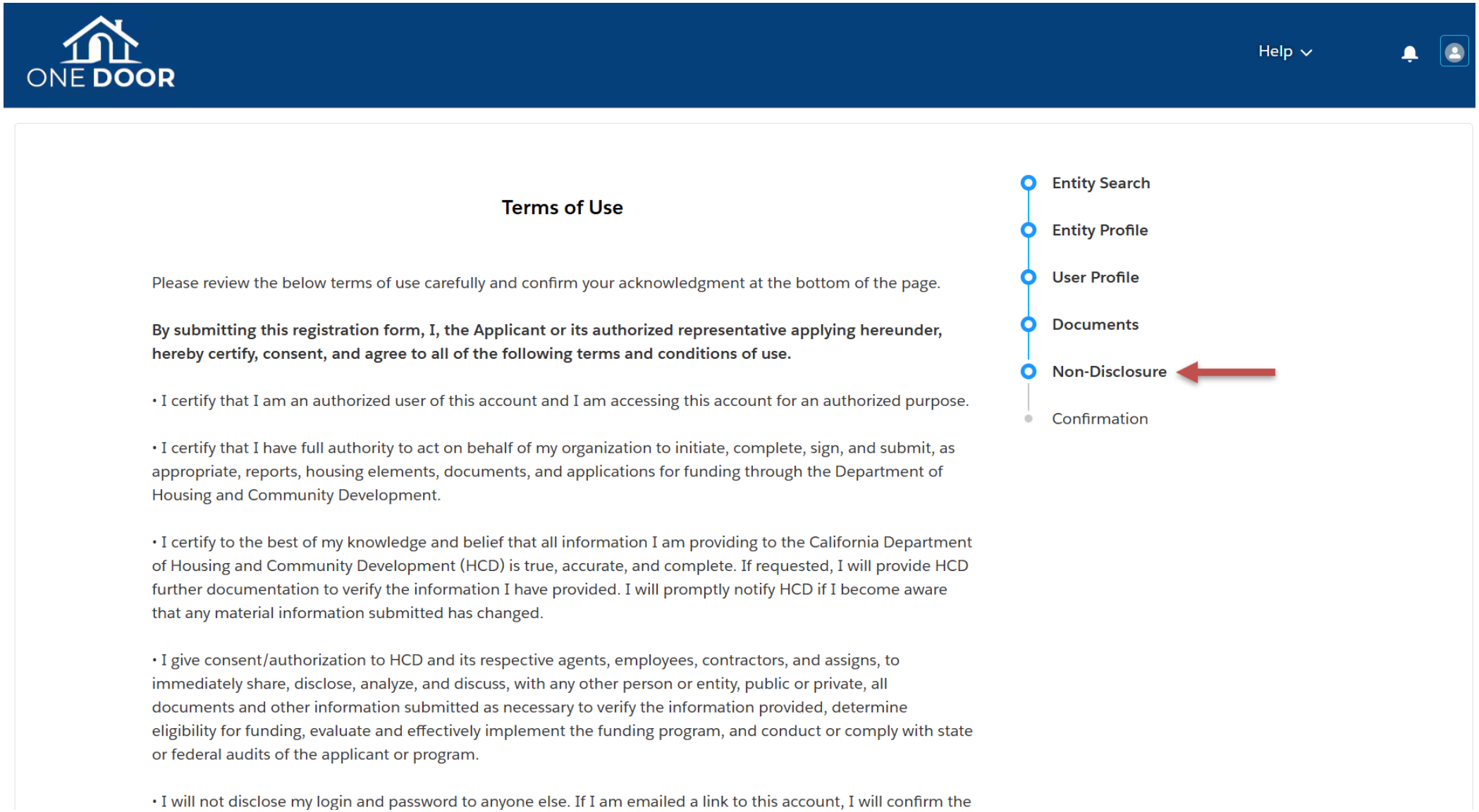


# Required Entity Documents

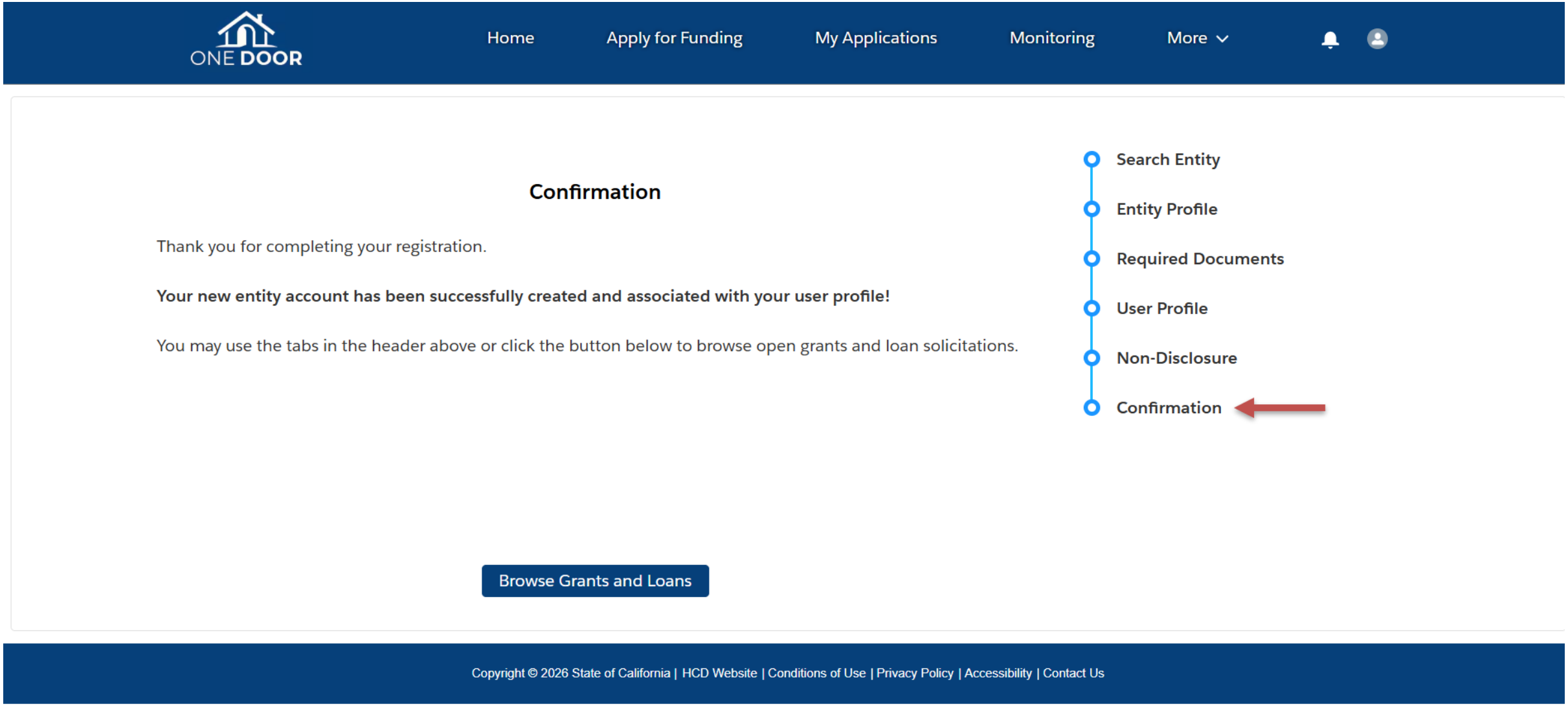
⚠️ **Important:** Failure to complete all required organizational document requirements will prevent your organization from accessing the application.



# Terms of Use


ONE DOOR
Help
Terms of Use
Please review the below terms of use carefully and confirm your acknowledgment at the bottom of the page.
By submitting this registration form, I, the Applicant or its authorized representative applying hereunder, hereby certify, consent, and agree to all of the following terms and conditions of use.
• I certify that I am an authorized user of this account and I am accessing this account for an authorized purpose.
• I certify that I have full authority to act on behalf of my organization to initiate, complete, sign, and submit, as appropriate, reports, housing elements, documents, and applications for funding through the Department of Housing and Community Development.
• I certify to the best of my knowledge and belief that all information I am providing to the California Department of Housing and Community Development (HCD) is true, accurate, and complete. If requested, I will provide HCD further documentation to verify the information I have provided. I will promptly notify HCD if I become aware that any material information submitted has changed.
• I give consent/authorization to HCD and its respective agents, employees, contractors, and assigns, to immediately share, disclose, analyze, and discuss, with any other person or entity, public or private, all documents and other information submitted as necessary to verify the information provided, determine eligibility for funding, evaluate and effectively implement the funding program, and conduct or comply with state or federal audits of the applicant or program.
• I will not disclose my login and password to anyone else. If I am emailed a link to this account, I will confirm the
Entity Search
Entity Profile
User Profile
Documents
Non-Disclosure
Confirmation

# Confirmation



# Confirmation Email

After successfully completing the registration process, a confirmation email will be sent to you. Other staff members can create profiles and submit requests to be linked to your entity. You will receive emails with approval links for each request. You can also change the Primary User.

**Sandbox: Entity Successfully Created and Linked to Your Account**

OD One Door<no-reply.hcdconnect@hcd.ca.gov>

To: mary.gorman+BB@hdfc.ca.gov <mary.gorman+bb@hdfc.ca.gov>

Reply Reply all Forward ...

Mon 10/5/2026 3:37 PM

Hi Bobby,

Congratulations, your new entity account for Black Cat has been successfully created and linked to your account. You can log into the portal by click here to login [hcd--.sandbox.my.site.com] and view the information.

You are systematically considered to be the Primary Entity Approver for this Entity. This means when other persons at your Entity create a user account, an approval is needed from the Primary Entity Approver to associate them with your entity. If you need to redesignate the Primary Entity Approver, please have the responsible person create an account and delegate them as the Primary Approver once their account has been successfully created and registered.

Thank you,

**One Door**

When the application opens, you will login, click Apply for Funding, and locate the HDFC solicitation to apply.



ONE DOOR

Help

## Support Request

Please fill out the form below to submit a support request. All fields marked with an asterisk (*) are required to ensure that we have the necessary information to assist you. Once submitted, you will receive a confirmation email with your case details. Our support team will review your request and follow up as soon as possible.

Please note that this is an unsecured web form. Please do not include confidential and personal information such as SSN, Bank and Credit card information in your comments via this form.

*Contact Name

*Email

you@example.com

Phone

*Type

--None--

*SubType

--None--

*Subject

*Description

I'm not a robot

reCAPTCHA

Submit

For technical issues click **Help** in the top right corner to request support or email **hcdconnectsupport@hcd.ca.gov**

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ONE DOOR

# Questions / Comments?

**Thank You.**

