Application for Consulting Services – User Guide

1. Login to the application and click 'Start' for the Consulting Services Application.



2. Start with the 'Application for Consulting Services' task.

\bigcirc	Application for Consulting Services	>
\bigcirc	1 W9 Form (Copy)	>
\bigcirc	↑ Non-Disclosure Form (Copy)	>
\bigcirc	1 Vaccination Safety and Travel Policy for Independent Contractors	>
\bigcirc	↑ Upload COVID-19 Vaccination Card	>
\bigcirc	Wire Transfer Form (Copy) (optional)	>

3. Begin filling out the application with relevant data for testing. If the field does not apply, enter 'N/A', otherwise a blank text box will get an error message and you will not be able to continue onto the next page.

assistance services. Please read the ins information. Incomplete applications w	tructions carefully and complete all of the requested ill not be considered.
Contact Information	
First Name	Last Name
Entity Name	
Tax Identification Number	Entity Type O sole Proprietor
	Limited Liability Corporation Corporation
Mailing Address	

4. Fill out second page experience matrix. Every row must be answered, but if you do not have a certification or certification expiration date then you can leave the text 'N/A'. Otherwise, you can delete the 'N/A' text and type in the appropriate information for that row.

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This application Issistance servic Information. Inco	is submitted in response ces. Please read the instr omplete applications will	e to NDC's reque ructions carefull l not be conside	est for qualifications for techn ly and complete all of the required.	ical Jested
xperience Ma	trix: Affordable Housi	ng, Mixed Fina	ance and Homeownership	
Please complete program, please	experience matrix thoro leave the response blan	oughly. If you do k.	not have any experience in a	particular
	How many years of experience do you have with this program?	Do you have a certification in this subject matter?	What is the name of the certifying agency?	When certific
HOME Investment Partnerships Program (includes financial management of HOME grants)	Less than 1 year 🔹 🗸	No v	n/a	n/a
Recapitalization and preservation of affordable multifamily housing, including Rental				

5. After you've completed the Application for Consulting Services, click on the "W9 Form" link to download and fill out the W-9 form. Then you can click 'Attach File' to upload your file and 'Mark as Complete' to save it to your application. Do the same for the 'Non-Disclosure Form', 'Vaccination Safety and Travel Policy for Independent Contractors', 'Upload COVID-19 Vaccination', and the 'Wire Transfer Form' (this is the only optional form).

Application for Co	onsulting	🔿 🗇 W9 Form (Copy)	Ξ.
🔿 🛨 W9 Form (Copy)	>	Task inst	ructions <u>Hide</u>
○	orm	Download this W-9 template, fill it out, and subr	nit the completed one.
Vaccination Safety	y and tractors		
Upload COVID-19 Vaccination Card		T.	
() Mire Transfer Form (optional)	m (Copy)	ATTACH FILE	LINK TO VIDEO
1 of 5 required tasks (complete		
Last edited: Sep 23 2021 0	11:42 PM (CDT)	Filename: W-9_Revised_2020_6m3xIRL.pdf	Added: Sep 14 2021
REVIEW Deadline: Feb 28 2026 10	SUBMIT		MARK AS COMPLETE

6. Once you've uploaded all of the required forms and see all green checkmarks, click submit if you're ready or review to look over the application one more time.

v	Services
9	1 W9 Form (Copy)
	Non-Disclosure Form
-	(Copy)
	Vaccination Safety and
9	↑ Travel Policy for
	Independent Contractors
•	Upload COVID-19
0	Vaccination Card
0	Wire Transfer Form (Copy)
0	(optional)
	5 of 5 required tasks complete
	Last adited, See 02 0001 01-51 DM (CDT)
	Last edited: 3ep 25 2021 01:51 PM (CDT)
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