

# Emergency Solutions Grant, (ESG) Application Submission Instructions through the ADFA Programs Portal

The instructions provided in this guide will provide detailed application submission instructions through the ADFA Programs Portal. The ESG application and all required attachments must be fully completed and executed prior to submission through the Programs Portal.

## ESG Application Submission

1. **Applicant/User must have an ADFA Provider Number to access the ADFA Programs Portal. (Applicant and User are interchangeable in this manual)**
2. **Complete ESG PDF Application and all required attachments.**
3. **Log into ADFA Programs Portal and create password, (if you are a first-time user). If an applicant already has a Provider Number use the same Provider Number to submit the ESG application.**
4. **Follow the application submission instructions provided in this guide to submit the ESG application.**
5. **If a user cannot complete the application submission process or is timed out and must log back into the portal there are certain steps to get back to the ESG application that was started. Do not click on New Application again. Click on manage application and click on the ESG application that was started. Complete instructions have been provided at the end of this document.**

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The instructions below provide detailed steps that will assist an applicant in submitting a completed ESG application into the ADFA Programs Portal. There are 6 detailed instruction steps.

# ESG Application Submission Detailed Steps

## Step # 1 Web Link to the ADFA Programs Portal & Accessing the Portal

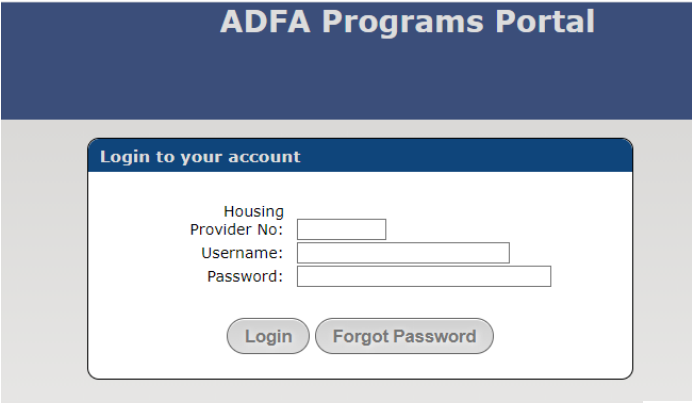
If you are a first time User/Applicant follow the instructions below to access the portal. An applicant must have a Housing Provider Number to access the Portal. If you do not have a Provider Number click the link below to request a Provider Number.

Request a Provider Number Link: [ESG Program Provider Setup Form](#)

To access the Portal, highlight and click on the ADFA Programs Portal Link that is below.

[ADFA Programs Portal \(mitas.com\)](#)

The screen below will be the first screen that appears. **Click on the Requirements tab** at the bottom of the screen before you enter your agency provider number and Applicant name.



### [Requirements](#)

The System requirements screen will provide **acceptable web Browsers** that can be used to access the ADFA Programs Portal. The Browsers listed typically work well with the Portal.

Choose one of the Browser options listed in the instructions panel and ensure it has been **updated to the newest version**. *If the Browser has not been updated or if another Browser type is being used it could cause problems for Portal Applicants.* If necessary, log out, change, or update the Browser and log back into the portal.

MITAS

## Web Portal Information

MITAS

<p><b>Table of Contents:</b></p> <ul style="list-style-type: none"> <li style="background-color: #2c4e64; color: white; padding: 2px 5px; margin-bottom: 5px;">System Requirements</li> </ul>	<p><b>System Requirements:</b></p> <ul style="list-style-type: none"> <li>▪ Modern Browser such as <a href="#">Chrome®</a> 25 (or higher), <a href="#">Firefox®</a> 12 (or higher), <a href="#">Edge®</a> 38 (or higher), or <a href="#">Internet Explorer®</a> 9 (or higher)             <ul style="list-style-type: none"> <li>▪ JavaScript Enabled</li> <li>▪ Cookies Enabled</li> <li>▪ Popup Blockers Disabled</li> </ul> </li> <li>▪ <a href="#">Adobe® Flash®</a> may be required for some content on older browsers.</li> <li>▪ Optimized for a minimum resolution of 1024x768             <ul style="list-style-type: none"> <li>▪ Actual browser window size may also be affected by the number of toolbars and sidebars that are enabled.</li> </ul> </li> <li>▪ Tablets and mobile devices may have limited functionality.             <ul style="list-style-type: none"> <li>▪ For best compatibility devices should be on the latest operating system version available from manufacturer.</li> <li>▪ Apple devices should have the screen rotation locked when playing videos.</li> <li>▪ For Android devices the <a href="#">Firefox for Android</a> app is recommended.</li> </ul> </li> </ul>
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Verify that you have an acceptable updated browser and enter the **Housing Provider Number** and **Username** that was provided by your Portal Administrator or if you are the Administrator the Housing Provider Number and Username provided by ADFA.

Login to your account

Housing Provider No:

Username:

Password:

Click on "Forgot Password"

A notice that a new password has been sent to your email will appear. Check your email for the temporary password. Be sure to check your SPAM folder if necessary. If you copy and paste the temporary password it has to be the exact letters and numbers (do not include spaces before or after the password). If the copy and paste does not work, you will need to type in the password. Click on the login tab and it will prompt you to create a new and permanent password. When you have successfully changed your password and entered your credentials, the Portal HOME Screen should appear.

Note: When creating your New Password the portal will ask the user to provide the Current/Temporary Password and then enter a new password and then confirm the New Password.

It is suggested if the system is giving you a system error that you delete the Current/Temporary Password slot and re-enter the temporary password again, ensure it is correct when putting it into this slot.

The image shows a screenshot of the ADFA Programs Portal. At the top, there is a dark blue header with the text "ADFA Programs Portal" in white. Below the header, there is a light gray background containing three password input fields. The first field is labeled "Current Password:" and contains a series of dots. The second field is labeled "New Password:" and is empty. The third field is labeled "Confirm New Password:" and is empty. Below the input fields, there is a blue button with the text "Change Password" in white.

Only use the "ForgotPassword" when you actually forgot your password after you have created your new password for the first time.

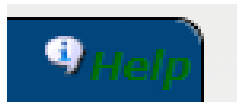
If you did not receive a temporary password, contact your Portal Administrator at your agency and ADFA. Typically, if the temporary password does not come back an incorrect email has been entered in the user setup. Your agency Administrator can verify this before contacting ADFA.

*Security Tip: Never share your log in information with another employee. That employee can get their own setup. User transactions are tracked by the username.*

ADFA Contact Information for questions or assistance.

**Susan Gardner 501-682-5931 [susan.gardner@arkansas.gov](mailto:susan.gardner@arkansas.gov) or**

**Alisa Green 501-682-5929 [alisa.green@arkansas.gov](mailto:alisa.green@arkansas.gov)**



**ADFA Programs Portal Help Icon.**

The help icon will be located thru-out the portal screens. If applicable, click on the help icon if you have questions. Icons will have help information for the current location.

Note: Some icons will not have help information in them. This is a work in progress by our software provider.

## Step # 2 Home Screen and New Application Submission

The HOME screen page will appear after logging into the portal. The HOME Screen displays contact information about your agency and displays all applications and/or projects that have been submitted by your agency in the Application Status section. If your agency is a new applicant there will be less information on this page. Once you have submitted your first application it will appear like the example below.

Example of Home Page (Note: The welcome screen announcement below will change as needed)

**ADFA Programs Portal**

**ADFA**  
Arkansas Development  
Finance Authority

Home

Provider Documents  
**Provider Forms**  
 New Application  
 Manage Applications  
 Manage Portal Users

**ADFA Test Provider II PHA (16)**

Welcome to the ADFA Programs Port  
 Please make sure you have the read the requirements tab at the bottom  
 The Portal will be used to submit program applications, track the status of an application, submit draw requests, access to view and c forms.  
 ADFA Program Guides and Application Instructional guides are located under PRO  
 Portal security access will be setup and monitored by you

**Contact Information**

ADFA Test Provider II  
 Susan Gardner  
 One Commerce Way  
 Little Rock, AR 72203  
 (501) 682-5931 x: 0  
 email: susan.gardner@arkansas.gov  
 Send communications via email

**Project Templates**

Project Type	Template Name	Ver #
No records to display.		

**Application Status**

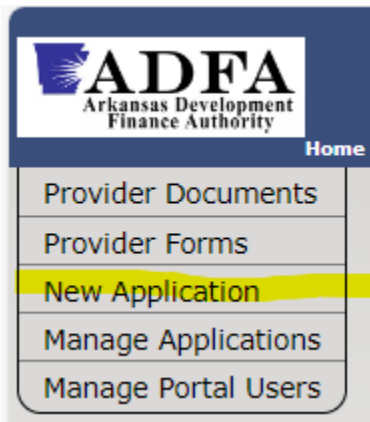
Project No	Project Name	Project Status
184	Sage House Inc TEST	Notice To Proceed
5392	ADFA Test Project LR Estates	Application Started
5400	ADFA Test Susan Workflows	Application Review Started
5406	ADFA MF Appl Test 2 9 2023	Notice To Proceed
5430	ADFA TEST	Final Cost Certification
5436	ADFA HOME-ARP Supportive Services	Notice To Proceed
5444	ADFA HOME-ARP TEST Supportive Servies	Notice To Proceed
5445	ADFA TBRA TEST Agency	Application Review Started

## Home Page Navigation Tabs

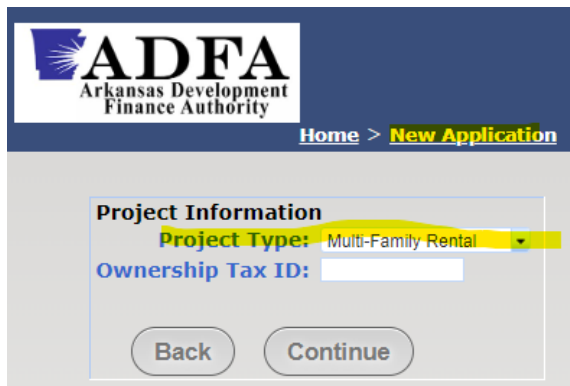
<b>Provider Forms</b>	Contains Program Guides, Portal Guides and Required ADFA Form Guides
<b>New Application</b>	Click this tab to start a new application. <b>Do not click this tab if you are trying to get back into an application that has been started.</b>
<b>Manage Application</b>	Allows a User to get into any application/project that has been started and/or submitted applications.
<b>Manage Portal Users</b>	Only the "Agency Administrator" should have access to this tab

## New Application Submission Instructions

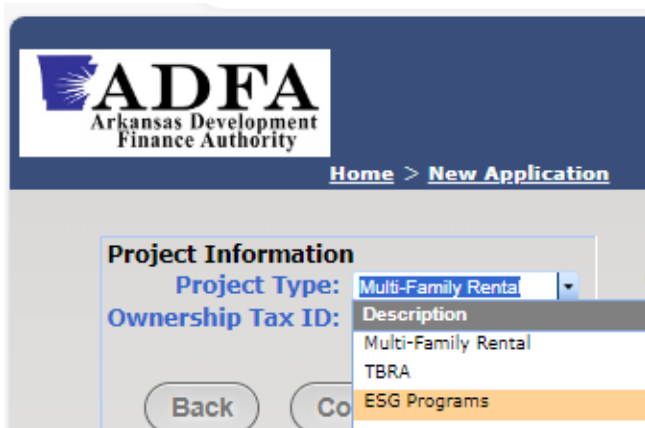
Click on New Application



Click on the Project Type dropdown.



Select the ESG Project Type.



Type in 9-digit tax Id

**ADFA**  
Arkansas Development  
Finance Authority

Home > [New Application](#)

**Project Information**

Project Type: ESG Programs

Ownership Tax ID: [Redacted]

Create as new/duplicate:

If a project already exists for the specified Tax ID and this box is NOT checked, you will be redirected to the existing project instead of creating a new project.

Back Continue

*Clicking %  
If one exit*

Click the box below for the ESG Program

**ADFA**  
Arkansas Development  
Finance Authority

Home > [New Application](#)

**Project Information**

Project Type: ESG Programs

Ownership Tax ID: 54-9865436

Create as new/duplicate:

If a project already exists for the specified Tax ID and this box is NOT checked, you will be redirected to the existing project instead of creating a new project.

Back Continue

*Clicking %  
If one e*

**Available Programs**

Program	Estimated Fees	Estim
<input checked="" type="checkbox"/> ESG Emergency Solutions Grant(108)	\$0.00	0

Click on Continue

**ADFA**  
Arkansas Development  
Finance Authority

Home > **New Application**

**Project Information**

Project Type: ESG Programs

Ownership Tax ID: 54-9865436

Create as new/duplicate:

If a project already exists for the specified Tax ID and this box is NOT checked, you will be redirected to the existing project instead of creating a new project.

Back Continue

**Available Programs**

Program	Estimated Fees	Est
<input checked="" type="checkbox"/> ESG Emergency Solutions Grant(108)	\$0.00	0

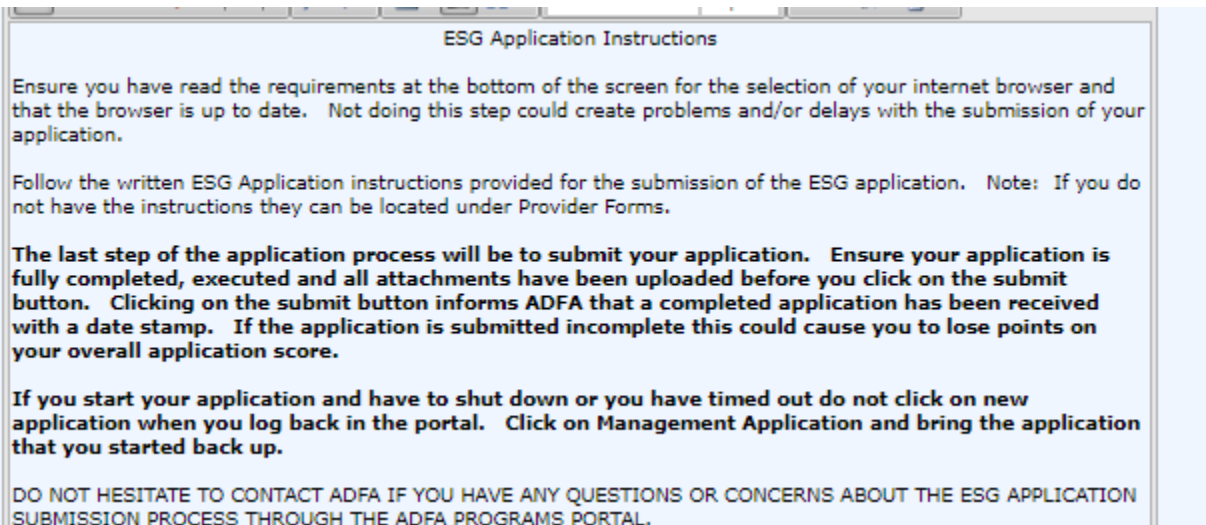
Once you click on continue it takes you to the Applications Instructions Screen.



### Step # 3 Review Application Instructions Page

The application instructions screen will appear with a project number. The project number will be your application identifier. The project number should be referenced in future correspondence.

Review the Instructions provided in this section. Instructions in this section are subject to change. Click on Continue after you have read the instructions.



## Step # 4 Complete Project Details Screen

Complete both sections below:

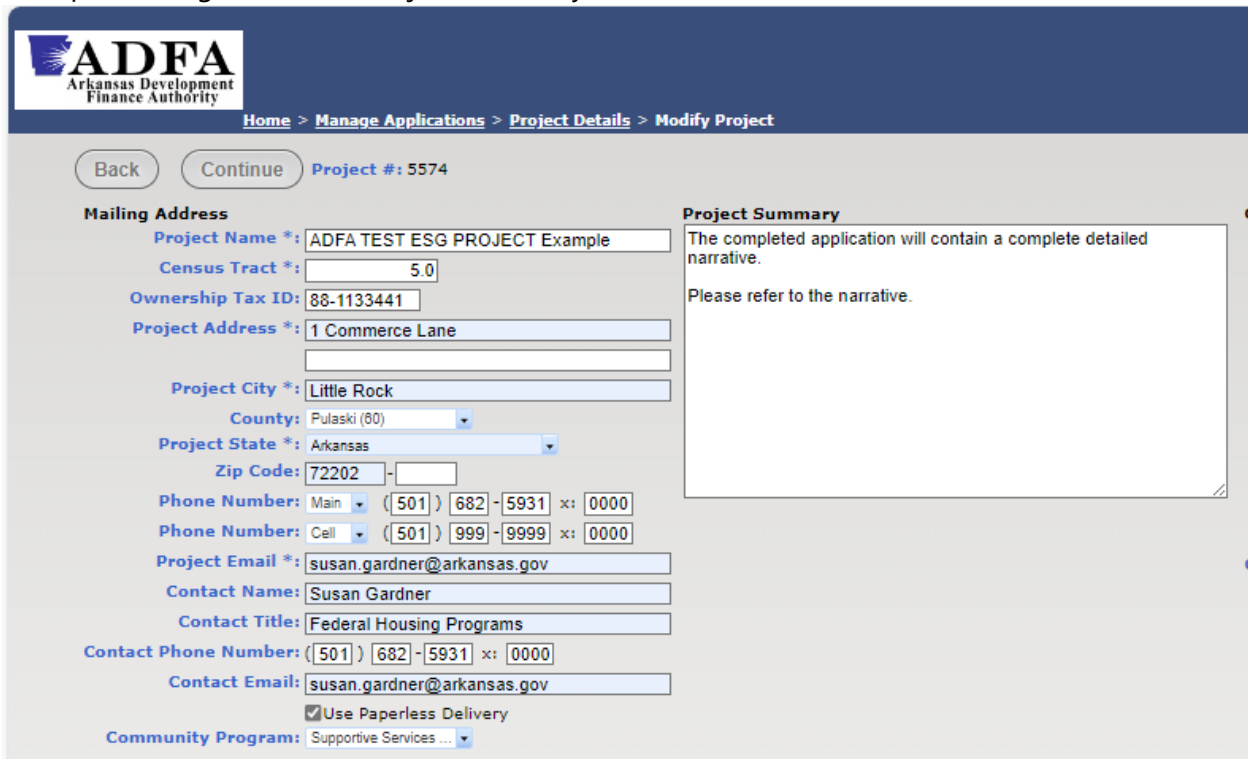
Mailing Address & Program Summary

Owner Address & Owner Address Roles and Experience

ESG projects will typically have the same Mailing and Owner Address. The information must be completed for both sections. *Sections with an \* must be completed ADFA recommends all sections are completed.*

See examples of completed sections below:

Example Mailing Address & Project Summary



The screenshot displays the ADFA (Arkansas Development Finance Authority) Project Details screen for Project # 5574. The page is divided into two main sections: Mailing Address and Project Summary.

**Mailing Address Section:**

- Project Name \*:** ADFA TEST ESG PROJECT Example
- Census Tract \*:** 5.0
- Ownership Tax ID:** 88-1133441
- Project Address \*:** 1 Commerce Lane
- Project City \*:** Little Rock
- County:** Pulaski (80)
- Project State \*:** Arkansas
- Zip Code:** 72202
- Phone Number (Main):** (501) 682-5931 x: 0000
- Phone Number (Cell):** (501) 999-9999 x: 0000
- Project Email \*:** susan.gardner@arkansas.gov
- Contact Name:** Susan Gardner
- Contact Title:** Federal Housing Programs
- Contact Phone Number:** (501) 682-5931 x: 0000
- Contact Email:** susan.gardner@arkansas.gov
- Use Paperless Delivery
- Community Program:** Supportive Services ...

**Project Summary Section:**

The completed application will contain a complete detailed narrative.  
Please refer to the narrative.

Note: Always click Use Paperless Delivery this allows ADFA to generate emails thru the software

Community Program – click the drop-down menu and select the program for the type of ESG program you are providing.

## Example of Owner Address & Owner Address Roles and Experience

Owner Address	Owner Address Roles and Experience
<b>Owner Name *:</b> ADFA TEST ESG PROJECT Example <b>Owner Address *:</b> 1 Commerce Lane <b>Owner City *:</b> Little Rock <b>Owner State *:</b> Arkansas <b>Zip Code:</b> 72202 - <b>Phone Number:</b> Main (501) 682-5931 x: 0000 <b>Phone Number:</b> Cell (501) 999-9999 x: 0000 <b>Owner Email *:</b> susan.gardner@arkansas.gov <b>Contact Name:</b> Susan Gardner <b>Contact Title:</b> Federal Hsg. Asst. Manager <b>Contact Phone Number:</b> (501) 682-5931 x: 0000 <b>Contact Email:</b> susan.gardner@arkansas.gov	The completed application will contain detailed a complete detailed narrative.  Please refer to the narrative.

**Note: It is important to enter this data for the entire page and click the continue tab before the system times-out or if the user logs out.**

If the User completes this section and does not hit continue before it times-out or user logs out of the portal the data will be lost and the User will have to re-enter the data again. If this happens log back into the Portal and access the application through the Manage Application tab. Detailed instructions have been provided at the end of this document.

When both sections are fully completed click Continue.

This will take you to the following screen.

**ADFA**  
Arkansas Development Finance Authority

Home > Manage Applications > Project Details

Modify Project  
Project Forms  
Project Documents  
Construction Budget  
Construction Draws

Back Instructions Project #: 5574 Project Name: ADFA TEST ESG PROJECT Example Address: 1 C

**Project Team** [Help](#)  
Owner: Susan Gardner

**Application Status** [Help](#)  
Application Started

**Provider Actions** [Help](#)

**Fees** [Help](#)

Fee Type	Description	Description 2	Status	Amount Paid	Remaining
No records to display.					

**Finance Layers** [Help](#)

Finance Layer	Program	Active
1	108-ESG Emergency Solutions Grant	<input checked="" type="checkbox"/>

Submit Application *Click this button once you have finished making changes to your application document and are ready to notify the agency that an application has been submitted.*

## **Project Forms**

Project Forms contain the application and application forms. The same forms on ADFA's website. This is a 2<sup>nd</sup> location to access the application forms. It is not necessary to click into Project Forms if you already have them.

## Step # 4 Project Documents

Once you have completed and executed the ESG application and the required forms documents from the application checklist the next step will be to upload each document into the portal slot provided in the Project Documents section.

Click on Project Documents



Upload Application and required forms and documents.

It is preferred that one PDF document is uploaded into the slot if there are multiple documents for the slot upload. The portal will take more than one document if a document was uploaded in error or if the upload was incomplete.

The word "latest" will appear after the first uploaded document under the Download Header. The applicant will be able to view all documents that were uploaded by clicking on latest. This is helpful to verify you have all the correct forms and documents uploaded into the correct slot.

Below is an example of what the Document screen looks like. In this example it displays the word "latest" as explained above.

[Back](#)   [Continue](#)   **Project #:** 5575 **Project Name:** ADFA Test ESG Project EX Nick **Address:** 1818 pine circle Bryant, AR 72022

*Upload the finished document by clicking the 'Select' button.*

ESG Programs <span style="float: right;">Help</span>		
Document Name	Download	Upload
>	[No Documents]	
Application (PDF Format)	Latest	<input type="button" value="Upload"/>
SF-424	<a href="#">Latest</a>	<input type="button" value="Upload"/>
State and Regional Development District Clearing House Letters	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Verification of active SAM registration	<a href="#">Latest</a>	<input type="button" value="Upload"/>
IRS 501 (c) (3) Determination Letter (If a Non-Profit Organization)	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Continuum of Care "Good Standing" Letter	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Local Government Approval Letter	<a href="#">Latest</a>	<input type="button" value="Upload"/>
HUD-2991 Certification of Consistency with the Consolidated Plan	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Organization Chart showing Staff involved with operation of the ESG Program	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Audit / SOP & Statement of Cash Flows	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Organization Budget	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Letters of Support	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Partnership Documentation	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Minimum Habitability Standards for Emergency Shelter (If requesting Shelter funding)	<a href="#">Latest</a>	<input type="button" value="Upload"/>
ESG Minimum Habitability Standards Most Current Inspection Completed	<a href="#">Latest</a>	<input type="button" value="Upload"/>
Case Management/Life Skills Coach Questionnaire	[No Documents]	<input type="button" value="Upload"/>
Other Documents Not Listed Above	[No Documents]	<input type="button" value="Upload"/>

"Other Documents Not Listed Above" This slot is provided for the applicant to submit additional documentation that does not contain a specific slot for a document upload.

Example: Recent award received by the applicant, news articles, etc.

Click continue once you after uploaded all application documents and/or go back to Home page and click on the tab construction budget to get to the next step.

## Step # 5 Construction Budget Uses

The Construction Budget Uses screen must be completed by the applicant.

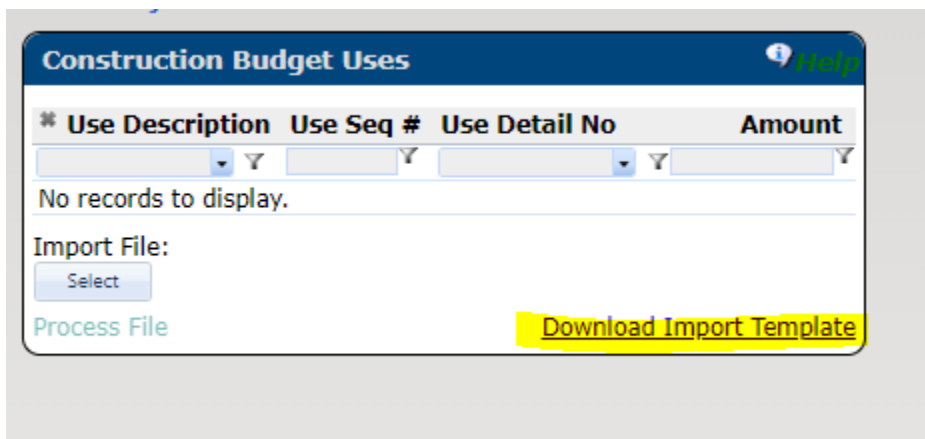
**Note: The naming of this section is Construction Budget. Do not let this Construction Budget name mislead you, (applicant preparer). ADFA realizes this is not a construction budget.**

The Construction Budget Uses screen will populate the amount for **each activity component** that the applicant is applying for. These figures should match the total figures in the application.

Click on Construction Budget



Click on the Download Import Template



The template below will appear in a download.

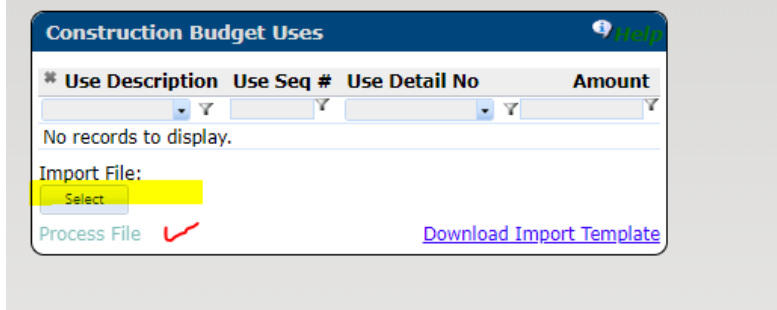
	A	B	C	D	E	F	G
1	USE_NO	USE_NO_DESC	USE_SEQ	USE_DETAIL	USE_DETAIL_DESC	AMOUNT	
2	900	Street Outreach ESG	0	5	Street Outreach	0	
3	920	Emergency Shelter ESG	0	10	ES Shelter Operations	0	
4	920	Emergency Shelter ESG	0	20	ES Essential Services	0	
5	930	Emergency Shelter Renovation ESG 10% Retain	0	10	Rehab Renovations	0	
6	950	Rapid Re-Housing Assistance ESG	0	10	RRH Rental Assistance	0	
7	950	Rapid Re-Housing Assistance ESG	0	70	RRH HRS Financial Assistance	0	
8	950	Rapid Re-Housing Assistance ESG	0	100	RRH HRS Services	0	
9	970	Homeless Prevention ESG	0	40	HP Rental Assistance	0	
10	970	Homeless Prevention ESG	0	70	HP HRS Financial Assistance	0	
11	970	Homeless Prevention ESG	0	100	HP HRS Services	0	
12	980	HMIS	0	20	HMIS	0	
13	991	Administration ESG (Out of Admin Budget)	0	10	Administration ESG	0	
14							

Complete the template amount Section F in the above example with the same budget figures from the application. Only enter the budget figures do not change any other fields in the template.

Verify the template matches the application for the amounts requested for each activity component. Copy the template to your computer.

Click on **Select** to upload the budget figures.

t #: 5446 Project Name: ADFA HOME ARP Test NCS Service Address: One Commerce W



Click on Process File

The budget figures should appear in this section. Figures can be reviewed again in this section.



Example of ESG Budget figures.

Back Continue Project #: 5574 Project Name: ADFA TEST ESG PROJECT Example Address: 1 Commerce Lane Little Rock, AR 72202

### Construction Budget Uses

Use Description	Use Seq #	Use Detail No	Amount
Streat Outreach ESG(900)	0	Streat Outreach(5)	\$5,000.00
Emergency Shelter ESG(920)	0	ES Shelter Operations(10)	\$3,000.00
Emergency Shelter ESG(920)	0	ES Essential Services(20)	\$10,000.00
Rapid Re-Housing Assistance ESG(950)	0	RRH Rental Assistance(10)	\$3,000.00
Rapid Re-Housing Assistance ESG(950)	0	RRH HRS Financial Assistance(70)	\$1,000.00
Rapid Re-Housing Assistance ESG(950)	0	RRH HRS Services(100)	\$1,000.00
Homeless Prevention ESG(970)	0	HP Rental Assistance(40)	\$5,000.00
Homeless Prevention ESG(970)	0	HP HRS Financial Assistance(70)	\$2,000.00
Homeless Prevention ESG(970)	0	HP HRS Services(100)	\$1,000.00

Import File:  
  
[Process File](#) [Download Import Template](#)

Note: If you notice an error in the budget figures after uploading the budget it can be corrected by correcting the data on the template and uploading the template back into the portal.

Click Continue to get back to the Home Page or click on Back

## Step # 6 Submit Application to ADFA from Project Details Screen

### Before clicking the Submit Application

Ensure all steps have been completed in the ESG Application submission guide. All required portal screens must be completed.

The application must be completed and executed. The completed application and all required documents and forms have been uploaded.

Once the application has been submitted it notifies ADFA staff that a completed application has been submitted to ADFA. The software logs the submission date, and the application review process will start.

### Click Submit Application

The screenshot shows the ADFA (Arkansas Development Finance Authority) portal interface. The breadcrumb trail is "Home > Manage Applications > Project Details". The page title is "Project #: 5574 Project Name: ADFA TEST ESG PROJECT Example Ad". The "Submit Application" button is highlighted in yellow. Below the button, a tooltip reads: "Click this button once you have finished making changes to your application and are ready to notify the agency that an application has been submitted." The page also features several data tables and sections:

- Project Team:** Owner: Susan Gardner
- Application Status:** Application Started
- Provider Actions:** (Empty table)
- Fees:** No records to display.
- Finance Layers:** No records selected. One record is shown: Finance Layer 1, Program 108-ESG Emergency Solutions Grant, Active.

The Submit Application tab will disappear from the screen after you have submitted the application. Do not make changes to the application unless you have been directed by ADFA to do so. All transactions are date stamped and can be verified.

When you log out and back into the portal the application status will change to Application Received. Users can track the Status of their application from this location.

Example below verifies the application has been received. The Application status changed from **Application Started** to **Application Received**.

The screenshot shows the ADFA portal interface. At the top left is the ADFA logo. The breadcrumb trail reads 'Home > Manage Applications > Project Details'. A sidebar on the left contains links for 'Modify Project', 'Project Forms', 'Project Documents', 'Construction Budget', and 'Construction Draws'. The main content area includes a 'Project Team' section with the owner 'ADFA TEST ESG PROJECT Example'. The 'Application Status' section is highlighted in yellow and shows 'Application Received'. Below this is a 'Provider Actions' section. The 'Fees' section shows a table with columns 'Fee Type', 'Description', 'Description 2', 'Status', 'Amount Paid', and 'Remaining', with the message 'No records to display.'. The 'Finance Layers' section shows a table with columns 'Finance Layer', 'Program', and 'Active', with one record: '1 108-ESG Emergency Solutions Grant' with an active checkbox.

Once ADFA starts the review of the application the status will change to **Application Review Started**. The next status will be “Application Denied” or “Application Approved”.

This completes the submission of the ESG Application.

If the application is approved ADFA will require future correspondence to be submitted thru the ADFA Programs Portal. ADFA will provide further guidance at that time. There is a Programs Portal User Manual for Basic Navigation and Accessing Forms and Documents available in Provider Forms. This guidance may be outdated as updates to the software have been completed.

The portal will date stamp all correspondence sent and received, this process is a secure way to transmit forms and documents. Portal Users can monitor project statuses and refer to previous correspondence and completed program legal documents.

Please do not hesitate to contact ADFA if you are having any concerns about submitting your application.

**ADFA Programs Portal Contact Information for portal questions or assistance:**

<b>Susan Gardner</b>	<b>Phone: 501-682-5931</b>	<b>Email: <a href="mailto:susan.gardner@arkansas.gov">susan.gardner@arkansas.gov</a></b>
<b>Alisa Green</b>	<b>Phone: 501-682-5929</b>	<b>Email: <a href="mailto:alisa.green@arkansas.gov">alisa.green@arkansas.gov</a></b>

**Reminder**

**Instructions for how a user will get back to an application that was started but not submitted.**

If a user must log out of the Portal or if you were timed out of the portal before completing the ESG application log back into the portal and follow the following steps to get back to the application that was started.

**DO NOT CLICK ON NEW APPLICATION.** This will start another new ESG application. If you do contact ADFA so we can delete the 2<sup>nd</sup> ESG application that was started.

Example For How to Get Back to An Application That Has Been Started but Not Submitted To ADFA.

- Log Into the Portal
- Click on Manage Applications
- Review the Application Status Box Look for the Application that was Started
- Click on the Application that was Started

**ADFA**  
Arkansas Development  
Finance Authority

Home

- Provider Documents
- Provider Forms
- New Application
- Manage Applications**
- Manage Portal Users

**ADFA Test Provider II PHA (16)**

Welcome

Please make sure you have the read the re

The Portal will be used to submit program applications, track the status of an application, submit draw requ

ADFA Program Guides and Application Instructional g

Portal security access will be

**Contact Information** [Help](#)

ADFA Test Provider II  
Susan Gardner  
One Commerce Way  
Little Rock, AR 72203  
(501) 682-5931 x: 0  
email: susan.gardner@arkansas.gov

Send communications via email

**Project Templates**

Project Type	Template Name	Ver #
No records to display.		

**Application Status** [Help](#)

Project No	Project Name	Project Status
184	Sage House Inc TEST	Notice To Proceed
5392	ADFA Test Project LR Estates	Application Started
5400	ADFA Test Susan Workflows	Application Review Started
5406	ADFA MF Appl Test 2 9 2023	Notice To Proceed
5430	ADFA tEST	Final Cost Certification
5436	ADFA HOME-ARP Supportive Services	Notice To Proceed
5444	ADFA HOME-ARP TEST Supportive Servies	Notice To Proceed
5445	ADFA TBRA TEST Agency	Application Review Started
<b>5573</b>		<b>Application Started</b>
5574	ADFA TEST ESG PROJECT Example	Application Received

Depending on where the user left off the user may have to click on Modify Project or Project Details.

ADFA  
Arkansas Development  
Finance Authority

Home > Manage Applications > Project Details

Modify Project  
Project Forms  
Project Documents  
Construction Budget  
Construction Draws

Back Instructions Project #: 5573 Project Name: Address: ,

**Project Team** [help](#)  
Owner:

**Application Status** [help](#)  
Application Started

**Provider Actions** [help](#)

**Fees** [help](#)

Fee Type	Description	Description 2	Status	Amount	Paid	Remaining
No records to display.						

**Finance Layers** [help](#)

Finance Layer	Program	Active
1	108-ESG Emergency Solutions Grant	<input checked="" type="checkbox"/>

Submit Application *Click this button once you have finished making changes to your application document and are ready to notify the agency that an application has been submitted.*

Modify Project will take the user to the following screen if not completed by the user.

ADFA  
Arkansas Development  
Finance Authority

ADFA Programs Po

Home > Manage Applications > Project Details > Modify Project

Back Continue Project #: 5573

**Mailing Address**

Project Name \*:   
 Census Tract \*:   
 Ownership Tax ID:   
 Project Address \*:   
 Project City \*:   
 County:   
 Project State \*:   
 Zip Code:   
 Phone Number: Main  x:   
 Phone Number: Main  x:   
 Project Email \*:   
 Contact Name:   
 Contact Title:   
 Contact Phone Number:  x:   
 Contact Email:   
 Use Paperless Delivery  
 Community Program: (Select one) (0)

**Project Summary**

**Owner Address**

Owner Name \*:   
 Owner Address \*:   
 Owner City \*:   
 Owner State \*:   
 Zip Code:   
 Phone Number: Main  x:   
 Phone Number: Main  x:   
 Owner Email \*:   
 Contact Name:   
 Contact Title:   
 Contact Phone Number:  x:   
 Contact Email:

If the above screen has been completed the user can get to other screens by clicking on the screen name for Project Documents or Construction Budget.