Application Package Submission Guidelines

A. No Application will be considered without the Applicant's submission of a brief narrative summary (limit 3 pages) describing the need for the Development within the community and the Development itself. This narrative should give an accurate depiction of how this Development will benefit the particular community. Generally, the summary should include the following points:

1. Development and unit description

2. Amenities - in and around Development

3. Area's needs that Development will help meet

4. Community support and/or opposition for Development

5. The constituency served by the Development

6. Development quality

7. Development location

8. Effective use of resources

9. Unique features

10. Services to be offered

11. Address Allocation Plan points MUST include pages 3-9 of Form- A (the Application).

B. Your assistance in organizing your submissions in the following order will facilitate the review of your Application for a "Conditional" Reservation of Rental Housing Financing. Documentation for each applicable tabbed section of the application for which it applies should be placed in a legal size 1/3 tab cut manila file folder. Each file folder should be labeled with typewritten 1/3 cut file folder labels accordingly. A template to use to print labels for manila file folders is attached. File folders should then be inserted in a 14 ¾" x 9 ½" red file pocket with 5 ¼" expansion and must include all Tabs A, V-DD. Tabs A-U will now be submitted electronically (Tab A requires paper and electronic submission). Electronic submission is as follows:

a. All documents should be saved as PDF.

b. All documents should be placed in an electronic folder, labeled accordingly.

c. All folders (A-U) should be saved on either a CD-ROM or flash drive and turned in with your application.

C. The Application form (Form A) must be signed by the Applicant, duly notarized and submitted with the required application fee. Please submit one original Form A in addition to a PDF copy on a CD-ROM. Inclusion of the items on the Development Submission Checklist in support of the

Application is strongly encouraged and will likely impact the number of points for which you are eligible under the IHCDA's evaluation system of ranking applications, and may assist the IHCDA in its determination of the appropriate amount of credits that it may reserve for the Development. Additionally, all pages of the documentation submitted in each tab of the Application must state the full Development Name and date of the Application.

Submission Type		
Electronic	Paper	Both

Application (A)	Local Unit of Government/Support (B)
Not-for-Profit Documentation (C)	Financials/Resumes (D)
Site Control (E)	Plans and Specs (F)
Financing Commitments (G)	Zoning (H)
HOME & Development Fund Documentation (I)	Monitoring Report/Development Team (J)
Environmental Documentation (K)	Existing Structure (L)
Underwriting Documentation (M)	Market Study (N)
Subsidy Agreements (O)	Historic and Preservation (P)
Maps (Q)	Lease Purchase (R)
MBE/WBE Participation (S)	Services (T)
Attorney's Opinion Letter (U)	Other (V)
Conditional Commitment Letter (W)	Financial Analysis (X)
Correspondence (Y)	Carry-Over/Lock-In Agreement (Z)
Declaration of Extended Rental Housing (AA)	Development Modifications (BB)
8609(s) (CC)	RHTC Administrative Notes (DD)