



APPENDIX A

APPLICATION INSTRUCTIONS

Persons applying for tax credits under the 2013 Housing Tax Credit Program will be required to submit an electronic Application with required exhibits. The Applications for State HOME funds and the City of Des Moines HOME funds in conjunction with 9% tax credits are incorporated into the electronic Application for tax credits. The appropriate HOME personnel will be given access to these applications for reviewing and awarding purposes. Application and market study fees must be received via electronic transmittal at the time the Application is submitted.

IFA will forward information from each 9% Application to an assigned Market Study Provider to prepare a market study for the proposed project.

Once an Application is submitted to IFA, it will be unavailable to the Applicant until such time that the Applicant needs to make a change per IFA's request. The Application will then be available to the Applicant to make necessary changes. Applicants will be notified if a Change in Application Fee applies.