
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. Services to be offered
- 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. Tabs A-U will be submitted electronically. Electronic submission is as follows:
- a. All documents should be saved individually as PDF documents.
 - b. All documents should be placed in the appropriate electronic folder.
 - c. All folders (A-U) should be named according to the below naming convention and uploaded to OneDrive as part of the application.
- C. The entire Application package must be submitted to IHCD via OneDrive. A one drive folder will be set up for every application for which a Form C was submitted. The applicant may also submit the application on a flash drive as a backup to the uploaded files. The required application fee must be paid using the [online payment portal](#) by the application due date. Please submit Form A as a searchable PDF.

Application Folder Naming Convention

Tab A—Application
Tab B—Local Unit of Government—Support
Tab C—Not-for-Profit Documentation
Tab D—Financials/Resumes
Tab E—Site Control
Tab F—Architectural Plans
Tab G—Financing Commitments
Tab H—Zoning
Tab I—HOME & Development Fund Documentation
Tab J—Development Team Info
Tab K—Environmental Documentation
Tab L—Existing Structure
Tab M—Underwriting Documentation
Tab N—Market Study
Tab O—Subsidy Agreements
Tab P—Historic and Preservation
Tab Q—Maps
Tab R—Lease Purchase
Tab S—MBE/WBE Participation
Tab T—Services
Tab U—Attorney Opinion

