

Application Package Submission Guidelines

- A. The entire Application package must be submitted to IHCDa electronically via OneDrive. A OneDrive 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.
 - a. All documents must be saved as individual PDF documents. Do not combine multiple documents into one PDF.
 - 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.
 - d. Form A must be submitted as both an Excel workbook and a searchable PDF.
 - e. Once all documents have been uploaded, the Applicant must notify IHCDa via e-mail at rhtc@ihcda.in.gov.
- B. The required application fee must be paid using the [online payment portal](#) by the application due date.

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

