

Application Package Submission Guidelines

- A. IHCDCA has implemented an Online Application Portal for submissions under the 2026-2027 QAP. To gain access to the Online Application, applicants must send the email they have used to create an Access Indiana account to rhtc@ihcda.in.gov. Additional information on creating an Access Indiana account can be found in [RED Notice 25-22](#).
1. To access the Online Application Portal, search rental housing tax credit or RHTC in Access Indiana and click the box that pops up.
 2. Applications will be automatically shared between individuals within the same entity.
 3. To share an application with a co-developer or consultant, please notify IHCDCA of the application ID of the application and the individual/s with whom you would like to share.
- B. The entire Application package must be submitted to IHCDCA electronically via the Online Application Portal. The applicant must also submit an Excel Form A in addition to completing the Online Application. Both must be submitted by 5:00 PM ET on the day of the application deadline. **An application will not be accepted without the submission of both.**
1. All documents must be saved as individual PDF documents. Do not combine multiple documents into one PDF.
 2. All documents should be uploaded into the Document Checklist of the Online Application.
 3. The Document Checklist is organized by section of the QAP.
 4. Form A must be submitted as an Excel workbook and uploaded into the Document Checklist of the Online Application.
 5. If applying for Housing Trust Fund (HTF), the HTF application must be submitted as an Excel workbook and uploaded into the Document Checklist of the Online Application.
 6. If applying for IHCDCA Project Based Vouchers (PBV), Form O1 must be uploaded into the Document Checklist of the Online Application.
 7. If applying for IHCDCA Section 811 Project Rental Assistance (811 PRA), Form O2 must be uploaded into the Document Checklist of the Online Application.
 8. Once all documents have been uploaded, the Applicant must notify IHCDCA via e-mail at rhtc@ihcda.in.gov.
- C. The Scoring Criteria section of the application should be submitted utilizing the scoring section in the Excel Form A.



- D. The required application fee must be paid using the [online payment portal](#) by the application due date.
- E. If a discrepancy arises between the Online Application and the Excel Form A, IHCD will issue a clarification in its threshold review letter.

