

Documentation Submission Checklist

Part 4.1 - Qualified Non Profits		Notes:
Articles of Incorporation	<input checked="" type="checkbox"/> Place in Tab C.	
IRS documentation of §501(c)(3) or 501(c)(4) tax-exempt status	<input checked="" type="checkbox"/> Place in Tab C.	
Nonprofit Questionnaire (Form B)	<input checked="" type="checkbox"/> Place in Tab C.	
W-2 or 1099 for paid, full-time employee listed on Form B	<input checked="" type="checkbox"/> Place in Tab C.	
Part 4.2 - Community Integration		
Community Integration Narrative	<input type="text"/> Place in Tab A.	
Copy of executed MOU(s) with referral provider(s)	<input type="text"/> Place in Tab A.	
Form O2 if requesting Section 811 Project Rental Assistance	<input type="text"/> Place in Tab A.	
Part 4.4 Preservation		
Capital Needs Assessment (Schedule F)	<input type="text"/> Place in Tab L.	
Third-party documentation from the entity enforcing affordable housing requirements	<input type="text"/> Place in Tab L.	
Hard cost budget	<input type="text"/> Place in Tab L.	
Part 5.1 - Threshold Requirements		
<u>A. Development Feasibility</u>		
Form A - Excel	<input type="text"/> Place in Tab A.	
Form A - PDF	<input type="text"/> Place in Tab A.	
Commercial - 15 year proforma	<input type="text"/> Place in Tab A.	
<u>B. IHCD Notification</u>		
~ Form C	<input type="text"/>	
9% RHTC/Competitive 4%, state tax credit, and bonds: submitted 30-60 days prior to application	<input checked="" type="checkbox"/> Submit via:	
Noncompetitive 4% and bonds: submitted no more than 60 days prior to application	RHTC@ihcda.in.gov	
<u>C. Not-for-Profit Participation</u>		
Signed Resolution from Board of Directors	<input checked="" type="checkbox"/> Place in Tab C.	
<u>D. Market Study</u>		
See QAP Schedule C for requirements.	<input checked="" type="checkbox"/> Place in Tab N.	
<u>G. Capabilities of Management Team</u>		
Resumes of Developer, Co-Developer, and Management Company	<input checked="" type="checkbox"/> Place in Tab D.	
Most recent year-end financial statements, year-to-date balance sheets, and year-to-date income statements from:		
1) The Developer	<input checked="" type="checkbox"/> Place in Tab D.	
2) Any Individual or Entity providing guarantees	<input type="text"/> Place in Tab D.	
<u>H. Readiness to Proceed</u>		
~ Complete Application - including:		
1) Form A	<input type="text"/> Place in Tab A.	
2) Narrative Summary of Development	<input type="text"/> Place in Tab A.	
~ Application Fee (and supplemental fees if applicable)	<input type="text"/> To be paid online.	
~ Evidence of Site Control	<input checked="" type="checkbox"/> Place in Tab E.	
See QAP for acceptable forms of evidence.		
~ Development Site Information and Plans	<input checked="" type="checkbox"/> Place in Tab F.	
See QAP for specific requirements.		
~ Documentation of all funding sources	<input type="text"/> Place in Tab G.	
LOI from Equity Providers for both Federal and State Tax credits	<input type="text"/> Place in Tab G.	
See QAP for specific requirements.		
~ Documentation of proper zoning	<input checked="" type="checkbox"/> Place in Tab H.	
See QAP for specific requirements.		
<u>J. Evidence of Compliance</u>		
~ Affidavit (Form Q) from each Development Team member disclosing:	<input checked="" type="checkbox"/> Place in Tab J.	
1) complete interest in and affiliation with Development		
2) outstanding non-compliance issues		
3) any loan defaults		
4) ownership interest in other RHTC-funded Developments		
~ Management Agent Affidavit - See QAP for specifics.	<input checked="" type="checkbox"/> Place in Tab J.	
<u>K. Phase I Environmental Assessment</u>		
~ Phase I ESA	<input checked="" type="checkbox"/> Place in Tab K.	
~ An affidavit from the entity completing the Phase I ESA	<input checked="" type="checkbox"/> Place in Tab K.	
~ In case of RECs, narrative of how RECs will be mitigated	<input checked="" type="checkbox"/> Place in Tab K.	
~ Screenshot(s) from IDEM Restricted Sites map	<input checked="" type="checkbox"/> Place in Tab K.	
~ Environmental restrictive covenants	<input type="text"/> Place in Tab K.	
~ FIRM floodplain map(s)	<input checked="" type="checkbox"/> Place in Tab K.	
~ Hazardous substances, floodplains, or wetlands: site plan, mitigation plan & budget etc	<input checked="" type="checkbox"/> Place in Tab K.	
~ If applying for HOME, HTF, PBV, Sec. 811, or CoC from IHCD: ERR workbook	<input type="text"/> Place in Tab K.	
<u>L. Development Fund Historic Review</u>		
~ Map from IDNR's IHBBC Public App webpage	<input type="text"/> Place in Tab K.	

~ Application Fee (and supplemental fees if applicable)	<input type="checkbox"/> n/a	Place in Tab K.
O. Commercial Areas		
~ Site plan showing Commercial Space	<input type="checkbox"/> n/a	Place in Tab F.
~ Timeline for construction	<input type="checkbox"/> n/a	Place in Tab F.
P. Appraisal		
~ Fair Market Appraisal	<input type="checkbox"/> n/a	Place in Tab L.
See QAP for specific requirements.		
Q. Acquisition		
~ Fulfillment of or Exemption from 10-year placed-in-service rule		
A chain of title report, OR	<input type="checkbox"/> n/a	Place in Tab L.
Tax opinion, OR	<input type="checkbox"/> n/a	Place in Tab L.
A letter from the appropriate federal official	<input type="checkbox"/> n/a	Place in Tab L.
~ Disclosure of Related Parties and Proceeds from the sale	<input type="checkbox"/> n/a	Place in Tab L.
1) Attorney opinion		
2) Completed Related Party Form		
R. Capital Needs Assessment/Structural Conditions Report		
~ Detailed rehabilitation budget	<input type="checkbox"/> n/a	Place in Tab K.
~ Capital Needs Assessment or Structural Conditions Report	<input type="checkbox"/> n/a	Place in Tab K.
S. Tenant Displacement & Relocation Plan		
	<input type="checkbox"/> n/a	Place in Tab L.
T. IRS Form 8821 - for each Owner/GP - if requested		
	<input type="checkbox"/> n/a	Place in Tab A.
U. Threshold Requirements for Supportive Housing		
~ Letter from CSH certifying completion of all requirements for the Indiana Supportive Housing Institute	<input type="checkbox"/> n/a	Place in Tab O.
~ Memorandum of Understanding with CSH for technical assistance	<input type="checkbox"/> n/a	Place in Tab O.
~ MOU with each applicable supportive service provider	<input type="checkbox"/> n/a	Place in Tab O.
~ Documentation of subsidy source commitments and narratives	<input type="checkbox"/> n/a	Place in Tab O.
~ Form O1 or O2 for vouchers, if applicable	<input type="checkbox"/> n/a	Place in Tab O.
Part 5.2 - Underwriting Guidelines		
J. Taxes and Insurance		
Documentation of estimated property taxes and insurance	<input checked="" type="checkbox"/> X	Place in Tab M.
K. Federal Grants and Subsidies		
Any additional information	<input type="checkbox"/> n/a	Place in Tab G.
L. Basis Boost		
Narrative (or documentation for Declared Disaster Area)	<input checked="" type="checkbox"/> X	Place in Tab A.
Part 5.3 - User Eligibility and Limitations		
B. Developer Fee Limitation		
Developer Fee Statement	<input checked="" type="checkbox"/> X	Place in Tab M.
Non Profit Board Resolution	<input checked="" type="checkbox"/> X	Place in Tab M.
D. Architect Competitive Negotiation Procedure, if used		
	<input type="checkbox"/> n/a	Place in Tab M.
H. Related Party Fees - Form N		
	<input checked="" type="checkbox"/> X	Place in Tab J.
I. Davis Bacon Wages		
General Contractor Affidavit	<input type="checkbox"/> n/a	Place in Tab J.
Part 6.2 - Development Characteristics		
E. Preservation of Existing Rental Housing		
Relevant proof of Preservation - See QAP for specific requirements	<input type="checkbox"/> n/a	Place in Tab P.
F. Infill New Construction		
Aerial photos of the proposed site	<input checked="" type="checkbox"/> X	Place in Tab P.
Documentation if qualifying adjacent site is an established park or green space	<input type="checkbox"/> n/a	Place in Tab P.
Architect or engineer certification that the site has or can connect to existing utilities	<input type="checkbox"/>	Place in Tab P.
G. Development is Historic in Nature		
Relevant proof of historic documentation - See QAP for specific requirements	<input type="checkbox"/> n/a	Place in Tab P.
The preliminary acceptance of the Part 2 historic tax credit application	<input type="checkbox"/> n/a	Place in Tab P.
H. Foreclosed and Condemned Properties		
Copy of foreclosure documents	<input type="checkbox"/> n/a	Place in Tab P.
Copy of condemnation documents from appropriate authority	<input type="checkbox"/> n/a	Place in Tab P.
I. Community Revitalization Plan		
Documentation of development and adoption of plan	<input checked="" type="checkbox"/> X	Place in Tab P.
Copy of entire plan	<input checked="" type="checkbox"/> X	Place in Tab P.
Map of targeted area with project location marked	<input type="checkbox"/>	Place in Tab P.
Narrative listing location and page number of required items	<input type="checkbox"/>	Place in Tab P.
K. Internet Access		
Documentation from Internet service provider establishing total cost	<input type="checkbox"/>	Place in Tab T.
Narrative establishing how the amount budgeted for internet service was calculated	<input checked="" type="checkbox"/> X	Place in Tab T.
Part 6.3 - Sustainable Development Characteristics		

<u>A. Building Certification</u> Affidavit from Green Professional		<input type="checkbox"/> n/a Place in Tab J.	
<u>C. Desirable Sites</u> A site map indicating all desirable or undesirable sites. Market study must contain current interior and exterior photos of grocery stores that are being claimed for fresh produce points		<input checked="" type="checkbox"/> X Place in Tab Q.	
Part 6.4 - Financing & Market			
<u>A. Leveraging Capital Resources</u> Narrative identifying all sources counted as leveraging and applicant's % calculation A letter from the appropriate authorized official approving the funds Approval of the loan assumption by the lender (for publicly funded or subsidized loan assumption) Third-party appraisal (Land or building donation) For loans with below market interest rates, lender acknowledgement		<input checked="" type="checkbox"/> X Place in Tab B. <input checked="" type="checkbox"/> X Place in Tab B. <input type="checkbox"/> n/a Place in Tab B. <input type="checkbox"/> n/a Place in Tab B. <input type="checkbox"/> n/a Place in Tab B.	
<u>B. Non-IHCDA Rental Assistance</u> Commitment or conditional commitment letter from the funding agency		<input type="checkbox"/> n/a Place in Tab B.	
<u>F. Lease-Purchase</u> Detailed plan for the lease-purchase program Executed agreement with nonprofit that will implement the lease-purchase program		<input type="checkbox"/> n/a Place in Tab R. <input type="checkbox"/> n/a Place in Tab R.	
<u>G. Leveraging the READI Program</u> Commitment letter from IEDC or participating region		<input checked="" type="checkbox"/> X Place in Tab B.	
Part 6.5 - Other			
<u>A. Certified Tax Credit Compliance Specialist</u> Copies of Certification(s)		<input type="checkbox"/> n/a Place in Tab S.	
<u>B. Unique Features</u> Unique Features Form R		<input checked="" type="checkbox"/> X Place in Tab A.	
<u>D. Resident Service Coordinator for Supportive Housing (ISH only)</u> If using third-party provider, copy of MOU for a dedicated Resident Service Coordinator		<input type="checkbox"/> n/a Place in Tab T.	
<u>E. Integrated Supportive Housing for Persons Experiencing Homelessness</u> CSH letter Copy of executed CSH MOU Copy of MOU with each applicable supportive service provider Documentation of commitment of PBRA or narrative, or Form O2		<input type="checkbox"/> n/a Place in Tab O. <input type="checkbox"/> n/a Place in Tab O. <input type="checkbox"/> n/a Place in Tab O. <input type="checkbox"/> n/a Place in Tab O.	
<u>F. Eviction Prevention Plan</u> Affidavit from the Management Agent		<input checked="" type="checkbox"/> X Place in Tab J.	
<u>G. Low-Barrier Tenant Screening</u> Affidavit from the Management Agent		<input checked="" type="checkbox"/> X Place in Tab J.	
<u>I. Developments from Previous Institutes</u> Letter from CSH		<input type="checkbox"/> n/a Place in Tab O.	