

## **Instructions for Application:**

- 1. The application is to be completed by a Political Subdivision.
- 2. Political Subdivision means county, township, city, town, school corporation, library district, fire protection district, public transportation corporation, local hospital authority or corporation, local airport authority, special service district, or special taxing district as defined in IC 36-1-2-13.
- 3. The Indiana Finance Authority (IFA) requires applications to be submitted electronically using this link: Round Two Residential Housing Infrastructure Assistance Program Application. IFA recommends that you review the RIF-Guidelines before submitting an application. All applications for round two must be submitted by 5 p.m. (EST) on Friday, December 13, 2024.
- 4. As you complete the application, you will be prompted to submit supporting documentation. The application will only allow XLSX or PDF documents. IFA recommends that there be a separate PDF or XLSX for each supporting document that will be included. Sizes of submission should not be an issue, however if the submission is too large, please contact Kary Long via email at <a href="mailto:karylong@ifa.in.gov">karylong@ifa.in.gov</a>.
- 5. If you need to make corrections to any items previously submitted, you will need to re-submit the document to <a href="mailto:ifaresidential@ifa.in.gov">ifaresidential@ifa.in.gov</a>.
- 6. It is not required to complete the application in one sitting. You will be allowed to save your answers and exit the application. Once you return, you will be able to continue where you previously left off. Each program application form includes an application checklist that will help ensure you submit a complete application. Upon your completion of the application, you will also be able to review your answers and documents submitted.
- 7. Please note the applicant will be required to issue an EDC Bond that will be purchased by the IFA. Upon submission, IFA will make awards within 90 days to the selected applicants. An initial meeting will be held to discuss the program requirements and financing guidelines.
- 8. Once the application has been submitted, an email confirmation will be sent listing the property name. If confirmation is not received or if you have any questions along the application process, please contact Kary Long: <a href="mailto:karylong@ifa.in.gov">karylong@ifa.in.gov</a>.

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