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**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 an electronic folder, labeled accordingly.
  - c. All folders (A-U) should be saved on a flash drive and submitted with your application.
- C. The entire Application package must be submitted to IHCD on a flash drive. The required application fee must be submitted as a physical check along with the flash drive. Please submit Form A as a searchable PDF.