

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

