



To: Alan Rakowski, IHCD
Matt Rayburn, IHCD

From: Ronda Shrewsbury-Weybright, IAHC President

CC: IAHC Membership

Date: May 24, 2019

Re: 2020-2021 Draft Form A Comments

On behalf of the Indiana Affordable Housing Council (IAHC) Board of Directors, the IAHC Membership, and per RED-19-25, we offer the following comments to the Draft Form A for the 2020-2021 QAP. The comments and suggestions below were compiled by the QAP Committee from IAHC members.

Global

1. Due to a 2-year QAP, we request all Forms for the 2020 round AND the 2021 round be issued together. For example, Form D Carryover Agreement and also Final Application Form.
2. Request a 'Tab Summary' document be drafted/available to ensure what IHCD intends to be located where is clearly outlined
3. Request a new Form A comment period post July 30, 2019 when applicants will have completed a Form A specific to their project and we imagine new tweaks/corrections to the Form A may be warranted in advance for 2020 submissions.

Form A – (pages noted coordinate with page number on page – not the page number on the tab)

- Page 2-Submission Guidelines – What is the need for anything 'original' to be submitted? Due to .pdf submissions and acceptance of scanned signatures, we request to remove the requirement for original/hard copy submission. We're especially sensitive to out-of-town applicants needing to make a trip to drop off 'original' documents. For the application fee, this can be addressed by offering delivery within 3 business days of application submission.
- Page 3-Submission Checklist:
 - Add 'Notes/Issues' heading to last column
 - Add applicable Section to every line item that is 'Included in Application – Form A' - (5.1 – F, I, L, M, U)
 - Delete check box to every line item for above – (5.1 – L, M, R, U)
 - Re-Format 'Part 5.2 – User Eligibility (sp) and Limitations' to stand out.
 - Ditto above to Part 5.3, 5.5 & 5.6
 - Delete box for 5.3 and add boxes for 5.5 & 5.6
- Page 21 – B.5 – This cell is formatted for a dollar amount and should instead be a number



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- Page 21 – B.7 – Unsure why this information is relevant and request to be deleted in entirety especially due to changes that occur to application forms when a new QAP is issued during an application resubmission
 - Page 24 – Request the signatures be moved to end of Form (page 59 & 62) which is more logical placement to ensure not overlooked/lost
 - Page 25 – b – Delete ‘role’ and ‘phone #’ request and instead enlarge email width
 - Page 25 – g – Limit the window for the requested information to be within last 5 years
 - Page 26 – E – Unsure why this information is relevant and request to be deleted in entirety
 - Page 28 – H.1 – Delete fax request
 - Page 38 – P – Request a more concise schedule request. Suggest keeping only ‘Construction Start’, ‘Completion of Construction’ and ‘Lease-Up’
 - Page 39 – S – Since not a choice, suggest moving the language to the acknowledgement signature page at the end.
 - Page 39 – U.2 – Revise to coordinate with updated scoring language
 - Page 40 – 2.e & 2.f - Unsure why this information is relevant and request to be deleted in entirety
 - Page New Categories – Correct format of the point description of common area wi-fi (bleeding over to next page when printed)
 - Make a check box for line item for internet expenses
 - Clarify that the internet expenses are only to be submitted if asking for 2 or 3 points
 - Page 43 - 6.c - Correct typo of the ‘400%’ AMI
 - Page 44 - e – Add two more lines to each chart to accommodate additional unit type descriptions
 - Page 47 – W – Add fixed ‘Internet for Each Unit’ cell to Operating items
 - Correct all cells to round decimal to 0 places
 - Page 48 – X – Add an unlocked ‘other’ cell to both income and expenses
 - 5 debt service line items seem excessive and not realistic – request to delete one
 - Page 49 – Y – Delete ‘Date of Application’ and ‘Name & Telephone Number of Contact Person’ as this information doesn’t seem relevant
 - Page 50 – 6 – ‘Total Uses of Funds’ cell doesn’t auto-fill
 - Page 51 – 7.d - Unsure why this information is relevant and request to be deleted in entirety
 - Page 54 – h – Add fixed ‘Soft Cost Contingency’ cell
 - Page 55 – s – Request to move or enlarge the Unit/SF box – currently easy to overlook
 - Page 56 – 2b - Unsure why this information is relevant and request to be deleted in entirety
 - 2k & 2l – Cells are not calculating

HOME/Development Fund/Rental Housing Finance Application

- Request this be a new/separate form from the Form A document
- Page 73 – R – Add a fillable box to allow applicant to provide information on term, amortization, type, and repayment in lieu of the b-e selections - delete these checkboxes.