



Federal Home Loan Bank Indianapolis

2024 Application Exhibit Checklist

Select which documents are submitted with a "Yes", "No", or "N/A". Please include as a cover page with the exhibit.

***Provide all available and applicable items. Not every item will apply to every project. Read the Implementation Plan (I-Plan) for specific details on what may or may not apply. Please do not submit a blank document for a non-applicable item.

Exhibit 1: Basic Information	Submitted?
Site map with parcels identified <i>(Required for all projects)</i>	
Scattered site property summary <i>(Required if scattered-site project)</i>	
Zoning approval - letter from municipality	
Site plan approval	
Donation/conveyance letter or agreement	
Independent third-party appraisal <i>(Required if project includes acquisition)</i>	
Option to purchase	
Purchase Agreement	
Long-term lease/ground lease	
Closing statement <i>(Required if acquisition is part of the project and closing has occurred)</i>	
Deed <i>(Required, unless acquisition is pending)</i>	



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Exhibit 2: Development Team	Submitted?
Certificate of Existence <i>(Required for all sponsors and co-sponsors)</i>	
Articles of Incorporation <i>(Required for all sponsors and co-sponsors)</i>	
IRS Determination Letter <i>(Required for non-profits)</i>	
IRS Form 990 <i>(Required for non-profits)</i>	
Most recent audited financial statements <i>(Required for all sponsors and co-sponsors)</i>	
Board Resolution authorizing AHP request <i>(required for non-profits)</i>	
Development agreement	
Consultant agreement	
Co-Sponsor Agreement	
Architect agreement	
Contractor agreement	
MBE, WBE, DBE, VOSB, SDVOSB, DMBE, or DMWBE Certification	



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Exhibit 3: Project Targeting	Submitted?
Market Study <i>(see page 10 of the I-Plan for requirements)</i>	
Housing Needs Assessment	
Continuum of Care plan	
Point in Time count	
Occupancy History	
Wait list/Pipeline of Potential Qualified Households	
Supportive Service Plan <i>(if targeting homeless/special needs populations)</i>	
Referral Documentation	
Supportive service agreements/contracts	
Tenant/Homebuyer/Homeowner Selection Plan <i>(Required for all projects)</i>	
Native American Housing <i>(See page 21 of the I-Plan for requirements)</i>	



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Exhibit 4: Building Details	Submitted?
Architectural drawings/plans/specs/floorplans <i>(Required for new construction)</i>	
Construction cost trade payment breakdown or equivalent <i>(Required for new construction)</i>	
Architect/design certification	
Capital needs assessment or detailed scope of work <i>(Required for rehabilitation)</i>	
Disclosure/availability of reserves for project <i>(Required for rehabilitation of existing, occupied properties)</i>	
Relocation plan <i>(Required for rehabilitation of existing, occupied properties)</i>	
Site photos	
Letters from local unit of government	
Opportunity Zone map	
Third party environmental conditions report/assessment/clearance/approval letters	



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Exhibit 5: Project Schedule	Submitted?
Additional project narrative detail <i>(if needed)</i>	
Supplemental timelines/development schedules <i>(if needed)</i>	



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Exhibit 6: Project Finances	Submitted?
Award letters for all funding sources	
Award agreements for all funding sources	
Low Income Housing Tax Credit Application	
Tax Credit Equity Letter of Intent	
Tax Credit Reservation Letter <i>(4% and/or 9% deals)</i>	
Tax credit determination letter or other equivalent tax-exempt bond commitment letter <i>(4% deals)</i>	
Partnership Agreement	
Member construction financing commitment letter	
Non-member construction financing commitment letter	
Member permanent financing commitment letter	
Non-member permanent financing commitment letter	
Promissory notes/mortgages	
Member donation letter/agreement	
Non-member donation letters/agreements	
Fundraising summary/copies of donation checks	
Owner equity <i>(Board resolution, organizational bank statements)</i>	



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***Scoring items not specifically requested in this exhibit are tied to and provided in other exhibits.

Exhibit 7 - Scoring Criteria	Submitted?
Rural-Urban Commuting Area data for non-MSA areas <i>(Rural points)</i>	
US Census Bureau population estimates if located in a MSA <i>(Rural points)</i>	
FFIEC Census Data print-out for project in 100% AMI census tract or greater <i>(Creating Economic Opportunity points)</i>	
Proximity to Transportation: Site map/photos/bus routes OR letter or agreement with transportation service provider <i>(Desirable Sites points)</i>	
Healthy/Nutritional Food Facilities: Site map/photos <i>(Desirable Sites points)</i>	
Educational Institutions: Site map/photos <i>(Desirable Sites points)</i>	
Medical Facilities: Site map/photos <i>(Desirable Sites points)</i>	
FFIEC Census Data print-out <i>(Low-Income Minority Area points)</i>	
US Census Data print-out <i>(Low-Income Minority Area points)</i>	
FHLBank Indianapolis Certificate of Consistency <i>(Low-Income Minority Area points)</i>	