CONTENTS OF APPLICATION PACKAGE

a. Owner Submission items

(1) Flexible Subsidy Application Form HUD-9826 and Letter;

(2) MIO Plan and/or Work Write-Up, Cost Estimate, Form HUD-9835 Part II Section A, Action Items, and Form HUD-9835-B, Sources and Uses of Funds;

(3) LIHTC and Other Subsidy Layering Documentation;

(4) Lobbying Certification or Disclosure;

(5) Audited Annual Financial Statement for the most recent fiscal year;

(6) Notice to residents, resident comments, and owner recommendations;

(7) Certification of Identity-of-Interest;

(8) List of all companies that supply goods and services to the project that have an identity-of-interest with the owner or management agent;

(9) Previous Participation Certification - Form HUD-2530;

(10) List of Previous HUD funding the project has received and how it was spent; and

(11) List of all service contracts, including the names of the contractors and the purposes and amounts of the contracts.

b. Field Office Submission Items

(1) Current Form HUD-9822, Physical Inspection Report;

(2) Current Form HUD-9834, Management Review
(3) Form HUD-9815, Project Analysis Worksheet;

(4) Justification of Flexible Subsidy Funding Form HUD 9815-A;

(5) Copy of most recent audited financial statements;

(6) Certifications submitted by HFA, if applicable;

(7) Field Office Worksheets; and

(8) Project Evaluation.