

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.