



## 2026 Indy Community Investments Application List of Required Application Documents

This list is intended to serve as a resource for potential funding applicants. It is not intended to be a conclusive or definitive list, and DMD reserves the right to include additional requirements in the published application or request other documentation from applicants.

Applicants who believe particular documentation will not be available by the October 6<sup>th</sup> application deadline or is not applicable to the project based on the proposed activity may submit a waiver request and explanation to Krista Bozacki, CDBG Manager, at [Krista.Bozacki@indy.gov](mailto:Krista.Bozacki@indy.gov) and Mary Kate Shanahan, HOME Manager, at [MaryKate.Shanahan@indy.gov](mailto:MaryKate.Shanahan@indy.gov).

### Housing Activities

- Project Overview
  - Site Photos
  - Building Photos
  - Demolition Photos
  - Aerial
  - Architectural Plans
  - Site Plans
  - Renderings
  - Other Visuals
- Applicant Documents
  - Two most recent financial audits
  - Annual organizational budget for current and previous year
  - Proposed future organizational chart
  - CHDO Certification Form and required supporting documentation
  - IRS Form 990 (Non-profits only)
  - Close-out letter from most recent HOME and/or CDBG monitoring
- Development Team Documents (required as applicable for applicant, developer, CM/GC, property management, and other team members)
  - IRS 501c3 Letter for Non-profits
  - Articles of Incorporation
  - Proof of Insurance
  - Key Staff Resumes
  - Organizational Chart
  - Sam.Gov Entity Overview
- Project Readiness



- Evidence of Ownership or Site Control
- Voluntary Acquisition Letter
- Appraisal
- Current Occupant Details (Only for projects with relocation)
- Rent Roll (Only for projects with relocation)
- Preliminary Relocation Budget (Only for projects with relocation)
- Certificate of Appropriateness
- Phase I
- Phase II
- Remediation letter from regulatory agency and/or cleanup documentation
- Lead Paint Report
- Capital Needs Assessment (26+ rental rehabilitation units only)
- Cost Estimate
- FEMA Flood Panel Map
- Wetlands Map
- Market
  - Market Study
  - Other supporting documentation demonstrating market
- Financial Feasibility
  - Budget and Finance Supplement (DMD Form, or alternate form if waiver received)
  - Funding Commitment Letters
- Rental Requirements
  - Tenant Screening Plan and Appeals Policies
  - Commitment to list openings on certain affordable housing registries
  - Eviction Prevention Plan
- Other
  - Documentation of proximity to transit, walkability of project site, and/or existing or planned biking and walking infrastructure
  - Letters of support from proposed partners
  - Description of nearby amenities
  - IHPC District Map and/or National Register of Historic Places nomination/page
  - Neighborhood plan
  - Redevelopment strategy
  - Community engagement plan and support letters

#### Non-Housing Activities

- Project Overview
  - Site Photos
  - Building Photos



- Demolition Photos
- Aerial
- Architectural Plans
- Site Plans
- Renderings
- Other Visuals
- Applicant Documents
  - Two most recent financial audits
  - IRS Form 990 (Non-profits only)
  - Annual organizational budget for current and previous year
  - Proposed future organization chart
  - Close-out letter from most recent HOME and/or CDBG monitoring
- Development Team Documents (required as applicable for applicant, developer, CM/GC, property management, and other team members)
  - IRS 501c3 Letter for Non-profits
  - Articles of Incorporation
  - Proof of Insurance
  - Key Staff Resumes
  - Organizational Chart
  - Sam.Gov Entity Overview
- Project Readiness
  - Evidence of Ownership or Site Control
  - Voluntary Acquisition Letter
  - Appraisal
  - Current Occupant Details, Preliminary Relocation Budget, and related supporting documentation
  - Certificate of Appropriateness
  - Phase I
  - Phase II
  - Remediation letter from regulatory agency and/or cleanup documentation
  - Lead Paint Report
  - Capital Needs Assessment
  - Cost Estimate
  - FEMA Flood Panel Map
  - Wetlands Map
- Project Description
  - Market Study
  - Other supporting documentation demonstrating market
  - Proposed Designs



- Economic Development Requirements
  - Letter of Jobs Commitment
  - Business Plan
  - Balance Sheet
  - Profit and Loss Statements
  - Personal financial statements for private entities with ownership interest
- Financial Feasibility
  - Budget and Finance Supplement (DMD Form, or alternate form if waiver received)
  - Funding Commitment Letters
  - CDFI Loan Response Letter
- Other
  - Documentation of proximity to transit, walkability, and existing or planned biking and walking infrastructure
  - Letters of support from proposed partners
  - Description of nearby amenities
  - IHPC District Map and/or National Register of Historic Places nomination/page
  - Neighborhood Plan
  - Redevelopment Strategy
  - Community Engagement Plan and support letters