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To: Real Estate Department Partners  
From: Real Estate Department  
Date: June 25, 2019  
Re: **Semi-Annual Reporting**

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**Notice: RED-19-33**

A reminder to developers with Tax Credit projects in construction (pre-8609), your next progress report is due on June 30, 2019. If you have not done so already, please log into [Authority Online](#) and complete the Semi-Annual Report for any of your Tax Credit projects in this phase.

As an alternative to the online submission, you may complete the Word document attached to this notice and provide the information via an email submission.

Updates are due June 30<sup>th</sup> and December 31<sup>st</sup> of each year for pre-8609 Tax Credit projects.

For questions, please contact:

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or

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EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana  
Lieutenant Governor  
Suzanne Crouch



## Semi-Annual Progress Report

Instructions: This form is for all Tax Credit (9% & 4%) Developments under construction and rehabilitation until the Final Application has been submitted. This form must be submitted electronically to IHCD Real Estate Department on June 30th and December 31th.

### 1. General Information

Project Name:	Project BIN #:
Project Address:	City/State/Zip:

### 2. Contact Information

Owner Contact	
Name:	Title:
Email:	Phone:
Construction Contact	
Name:	Title:
Email:	Phone:
Property Management Contact	
Name:	Title:
Email:	Phone:

### 3. Project Status

#### a. Project Progress

☐ Under Construction ☐ In Lease Up

#### b. Indicate % of Construction Completion

☐ <25% ☐ <=50% ☐ <=75% ☐ <=100%

#### c. Indicate % of Lease Up Status

☐ <25% ☐ <=50% ☐ <=75% ☐ <=100%



d. Project Key Dates:

	Anticipated (DD/MM/YY)	Actual (DD/MM/YY)
Partnership Closing		
Financing Closing		
Construction Start		
Lease-up Start		
Placed-In-Service		
Pre-8609 Physical Inspection Request		
Final Application Submission		

e. Project Modifications

- a. Have there been any changes to the Development Team, Development Design, Unique Features or Proposed Rent Structure/Unit Mix? ☐ Yes ☐ No

If yes, please describe these changes:

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- b. Has IHCD reviewed and approved the above changes? ☐ Yes ☐ No

#### 4. Project Financing information

a. Syndicator

Status:	<input type="checkbox"/> Actual <input type="checkbox"/> Anticipated
Name of Syndicator:	
Contact Person:	
Contact Email:	

b. Construction Financing:

Source	Date Committed	Amount	Notes



c. Permanent Financing:

Source	Date Committed	Amount	Notes

d. Grants

Source	Date Committed	Amount	Notes

e. Sources and Uses Reconciliation

Total Sources of Funds: \_\_ \$ \_\_\_\_\_

Total Development Cost: \_ \$ \_\_\_\_\_

If the sources do not equal the Total Development Cost, please explain how the Development will fill their gap:

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## 5. Project Progress Narrative:

Attach a narrative that illustrates the project's progress to date. The narrative should cover:

- General Construction/Lease up Progress
- Challenges during Construction or Lease up and how the Development plan to meet key benchmarks.
- If costs have increased 10% or more, outline the specific cost areas impacted and the cause/reason for the increased expense.
- Discuss how the increased cost(s) impacts the project sources, design and/or green features, or scope of the project.