

C. Application Format

To speed the processing of your application, please follow these instructions when assembling your package:

1. Use 8-1/2 by 11" paper, one side only.
2. Mark each Exhibit with an appropriately labeled tab.
3. Package the application as securely and simply as possible; do not use a three ring binder.
4. Two-hole punch the pages at the top with a 2-3/4" center.

D. Application Submission

Follow the directions in Section IV of the NOFA for procedures for submitting your application (e.g., mailed applications, express mail, or overnight delivery). It is recommended that applications be placed with an overnight delivery carrier at least two days before the due date to ensure timely delivery. Experience has shown that attempts to place them in regular mail often result in late deliveries and disqualified applications. Due to new security measures, HUD will no longer accept hand carried applications.