**Section 1976.300 Submittal of Requests for Records**

a) Any request for public records should be submitted in writing to the FOI Officer at the Agency.

b) The Agency has one FOI Officer, located in the Chicago office.

c) Contact information for each FOI Officer can be found online at www. Illinois.gov/Pages/FOIAContacts.

d) FOIA requests may be submitted via mail, e-mail, fax, or hand delivery. Requests should be mailed or hand delivered to:

Illinois Housing Development Authority

111 E. Wacker Dr., Suite 1000

Chicago IL 60601

Attn: FOI Officer

e) E-mailed requests should be sent via the IHDA website (https://www.ihda. org/foia/), contain the request in the body of the e-mail, and indicate in the subject line of the e-mail that it contains a FOIA request. Faxed FOIA requests should be faxed to 312/832-2169, Attn: FOI Officer.