**Section 663.310 Funding Nomination Form**

a) Every loan applicant shall submit to the Agency a signed and dated Funding Nomination Form that includes, at a minimum, the following items:

1) Loan applicant information

A) name;

B) contact information; and

C) authorized representative – name and title;

2) Project Information

A) project description including location;

B) project justification;

C) cost;

D) project implementation schedule; and

E) all applicable census tract(s) within the project location.

3) Information necessary to score the loan applicant's project in accordance with Section 663.345.

b) To ensure placement on the annual Project Priority List, loan applicants seeking financial assistance during any fiscal year commencing July 1 must annually submit a Funding Nomination Form required under subsection (a) by the preceding March 31.

c) The first submittal of the Funding Nomination Form must be submitted with a Project Plan as described in Section 663.320.