IHAPP RFP Submission File Naming Instructions

All applicants must follow the required IHAPP file naming protocol when uploading documents to the OneDrive submission folder. This ensures that all submissions are reviewed consistently and efficiently.

Please use the following naming structure for every file you upload:

Format:
[ApplicantName].[Number][Section].[DocumentTitle].pdf

Example Format (no spaces):
ApplicantName.2aNarrative.ProjectSummary.pdf

Numbering and section follow the order listed in the RFP Submission Checklist. Each file must be uploaded as a separate document and labeled according to the order provided in the checklist.

Notes for Applicants:

- Use your company's name or developer name as the ApplicantName.
- Do not include spaces in file names.
- PDFs are preferred unless otherwise specified (e.g., financial spreadsheets may be in Excel format).

If you have any questions, please contact IDDhousing@chninc.net.