

# Competitive Application Submission Instructions

## Emphasys Application Portal (Funding App Collector)

1

Navigate to [Emphasys Funding App Collector Portal](#)

2

Enter User name and Password, then click "Log On". If you do not have a user name and password, first click "Register" to create an account.

Please enter your username and password. [Register](#) if you don't have an account.

### Account Information

User name

Password

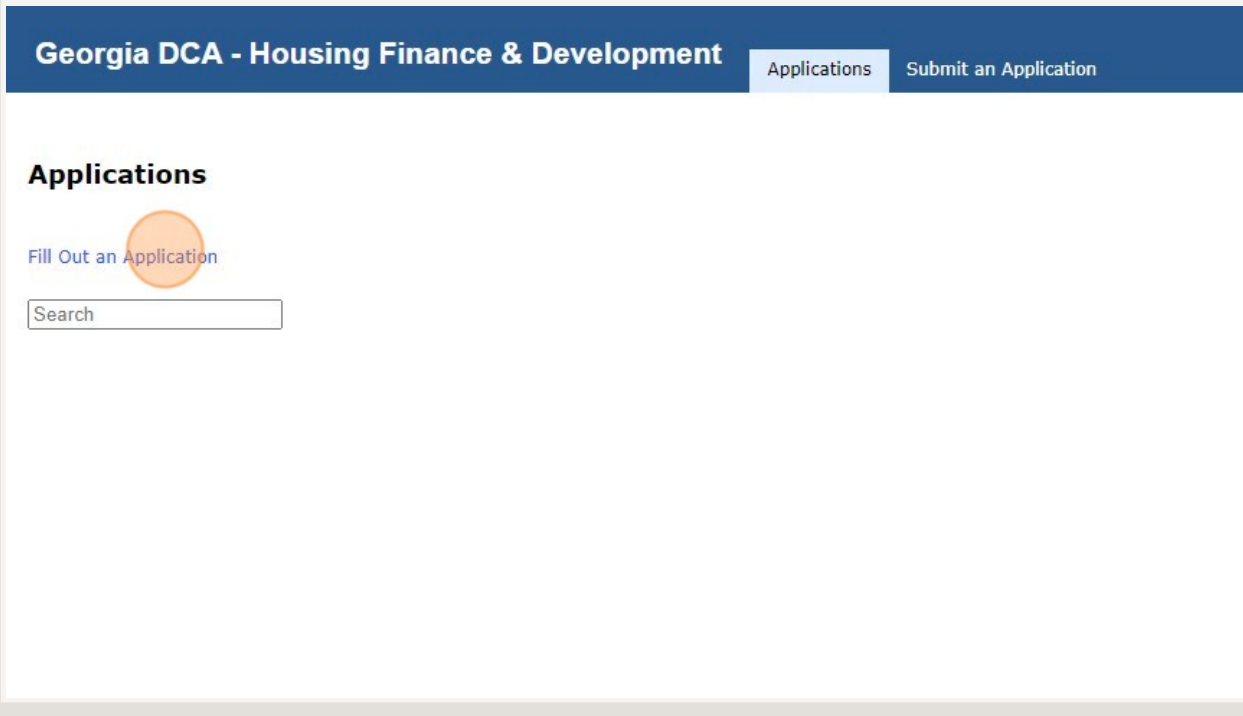
Remember me?

[Ple](#)

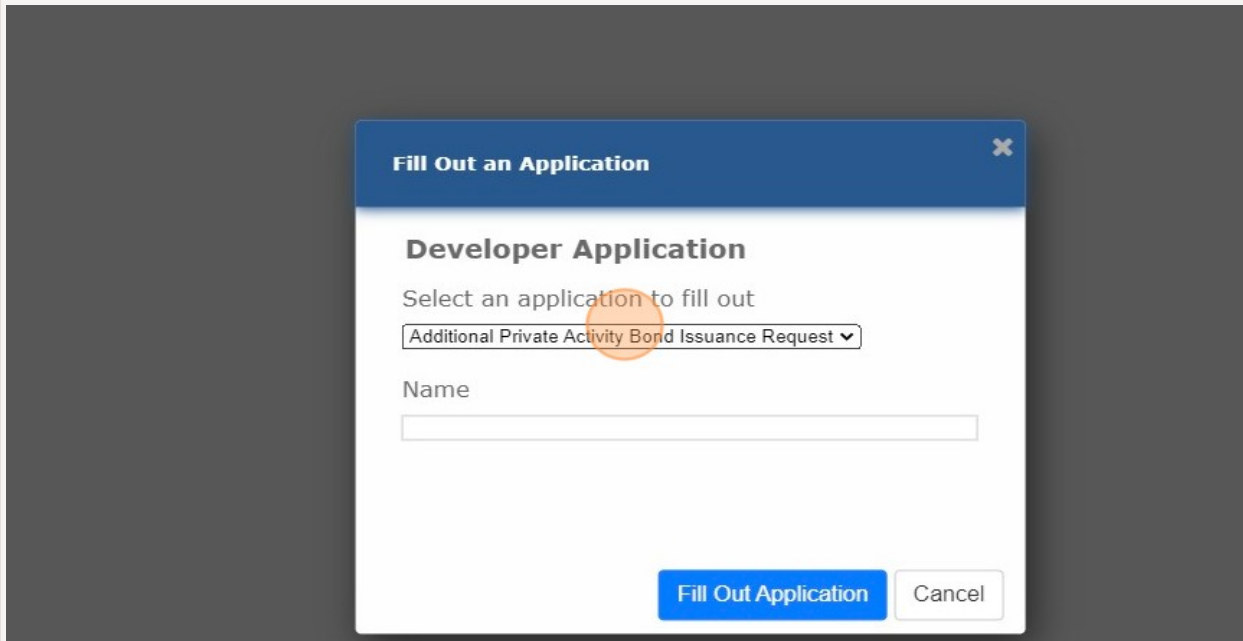
[Int](#)

[U.S](#)

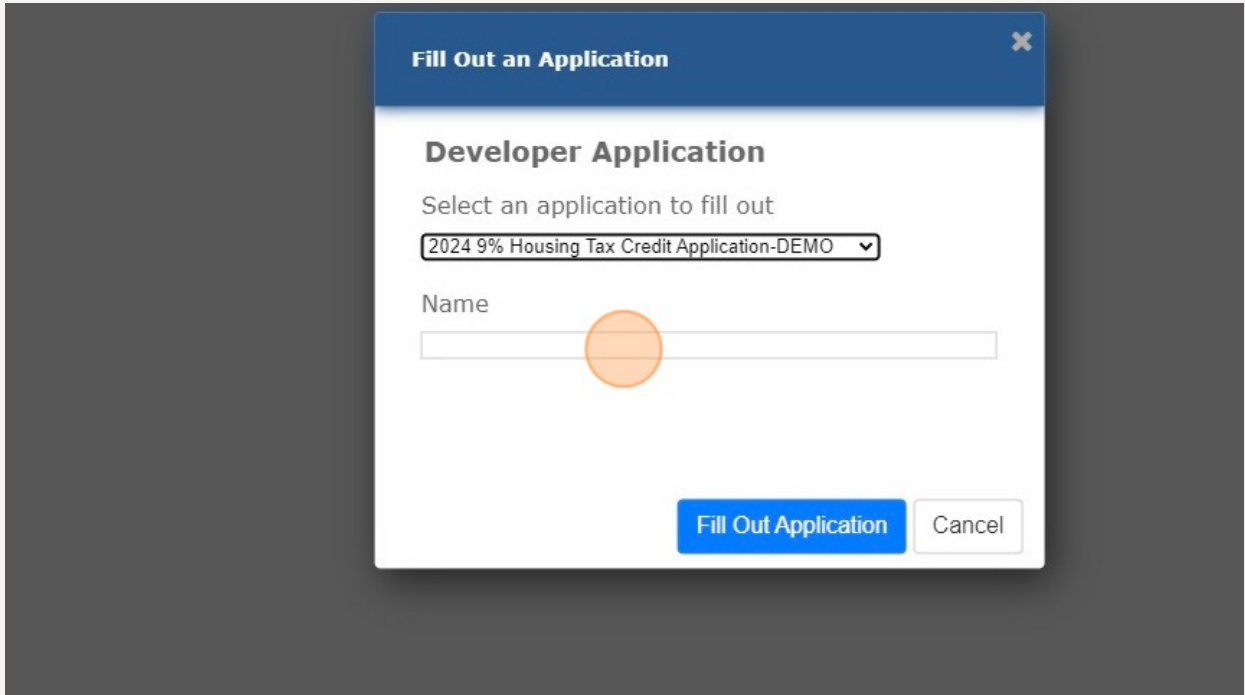
3 Click "Fill Out an Application"



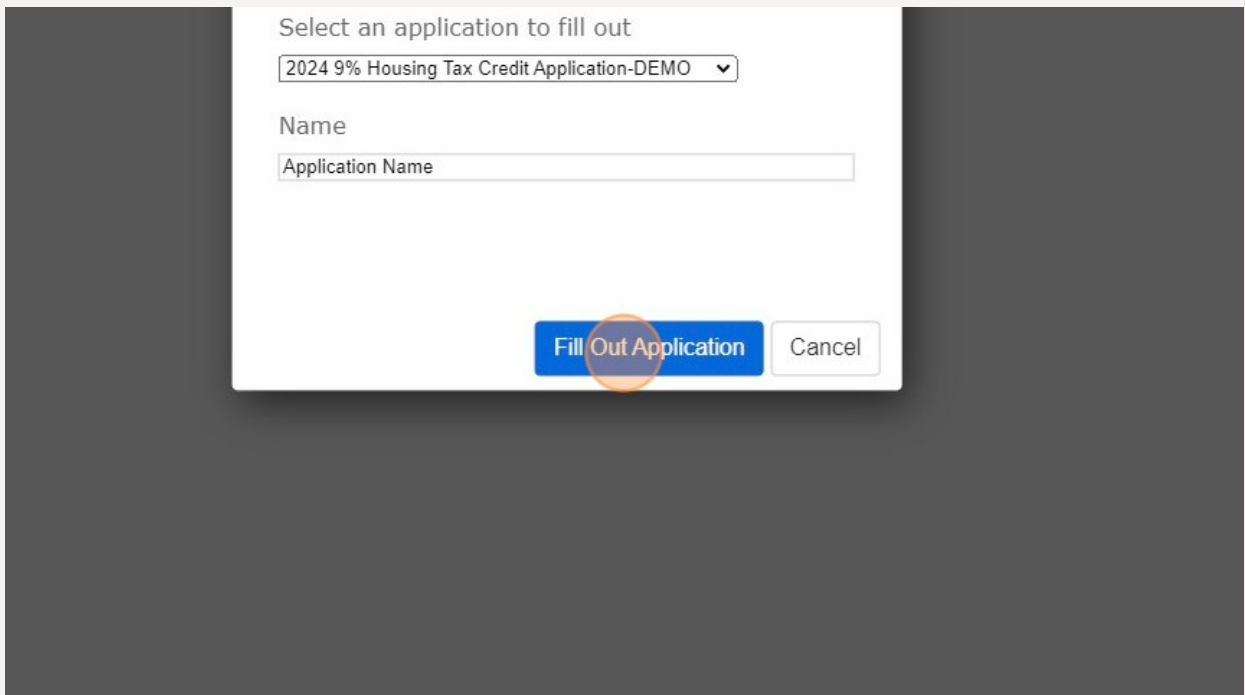
4 Click drop-down to select application  
9% Credits: "2024 9% HTC Competitive Application"  
4% Credits/Bonds: "2024 4% HTC/Bonds Competitive Application"



**5** Enter Application Name




**6** Click "Fill Out Application"



**7** On the first page, "Overview and Instructions", click "Save and Next".

- Rent and Income Minimum Set-Aside Election
- Projected Placed-In-Service Date
- Preservation
- Additional Information
- Relocation Survey
- Pre-Application and Waivers
- Previous Application Information
- Applicant Comments and Clarifications
- Development Team
  - Ownership Entity and General Partner
  - Limited Partner
  - Non-Profit Sponsor
  - Developer
  - Other Development Team Members
  - Property Transfer

When all required fields have been satisfied and pages have been save checkmarks beside all page names in order to submit your Application.

Click "Submit an Application" in the banner at the top of the browser w that you will no longer be able to edit your Application. 

**Deadline**

The 2024 9% Housing Tax Credit Competitive Application deadline is 5

**Notes**

Please direct any questions related to the Emphasys application to Allo

Save and Next


**8** A green check will appear - each page must have a green check to submit application.

**Georgia DCA - Housing Finance & Development**

Applications Submit an Application

**(2024 9% Housing Tax Credit Application)**

- Overview & Instructions
- Application Contact Information
- Narrative
- Development Information
  - Application Designation
  - Development Location
  - Legislative Districts and Political Jurisdiction
  - Building and Unit Information
  - Tenancy Characteristics
  - Rent and Income Minimum Set-Aside Election

**Applicant Contact for Application Submission and Review **

Primary Contact	
Organization Name	* DCA
Contact	* Applicant Na
Title	* Title
Phone	* (555) 555-55
Email	* applicant@d
Alternate Contact	
Organization Name	* DCA
Contact	* App Contact
Title	* Title

9

Complete all fields in the "Applicant Contact Information" page, then click "Save and Next".

<input type="checkbox"/> Building and Unit Information	Alternate Contact
<input type="checkbox"/> Tenancy Characteristics	Organization Name <span>*</span> DCA
<input type="checkbox"/> Rent and Income Minimum Set-Aside Election	Contact <span>*</span> App Contact
<input type="checkbox"/> Projected Placed-In-Service Date	Title <span>*</span> Title
<input type="checkbox"/> Preservation	Phone <span>*</span> (555) 555-55
<input type="checkbox"/> Additional Information	Email <span>*</span> applicant@d
<input type="checkbox"/> Relocation Survey	
<input type="checkbox"/> Pre-Application and Waivers	
<input type="checkbox"/> Previous Application Information	
<input type="checkbox"/> Applicant Comments and Clarifications	
<input type="checkbox"/> Development Team	
<input type="checkbox"/> Ownership Entity and General Partner	
<input type="checkbox"/> Limited Partner	
<input type="checkbox"/> Non-Profit Sponsor	
<input type="checkbox"/> Developer	

**Save and Next**

10

Repeat steps 1-9 for each page of the application.

11

If a green check mark does not appear after clicking "Save and Next", confirm all required fields are completed and check for red error messages.

Name of Principal	* Name	<input type="text" value="Name"/>
Title	* Title	<input type="text" value="Title"/>
Phone	* (555) 555-5555	<input type="text" value="(555) 555-5555"/>
Email	* email@email.com	<input type="text" value="email@email.com"/>
Accountant		
Entity Name	* Acct	<input type="text" value="Acct"/>
Name of Principal	* Name	<input type="text" value="Name"/>
Title	* T	<input type="text" value="T"/>
Phone	* ( ) - -	<input type="text" value="( ) - -"/> Please enter a valid phone number.
Email	* email@email.com	<input type="text" value="email@email.com"/> Invalid Answer
Architect		
Entity Name	*	<input type="text"/>
Name of Principal	*	<input type="text"/>
Title	*	<input type="text"/>
Phone	*	<input type="text"/>
Email	*	<input type="text"/>

12

Upload Application documents.

- aced-In-Service Date
- Information
- urvey
- ion and Waivers
- lication Information
- omments and
- eam
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- opment Team
- nsfer
- nterest

**1. Click on the "Choose File" button. Select your compressed (zipped) folder containing both provided on the DCA website. The name of the folder will show up beside the button.**

**2. The selected file will be uploaded upon clicking on "Save and Next." This may take several minutes.**

**3. When your upload is complete, a red trash icon will appear beside your file name, a green checkmark button will reappear. You do not need to click "Save" again on this page.**

**Click here for the 2024 Submission Folder Structure**

[📄](#)

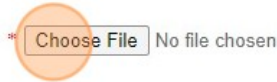
**APPLICATION SUBMISSION FOLDER**

Compressed (zipped) Application Submission Folder \*  No file

**13** Click "Choose File" and select the zipped file.

ve and Next." This may take several minutes. Please do not refresh while the upload is processing.

pear beside your file name, a green checkmark will appear beside the page name in the column on the left side of t  
in on this page.



**14** Click "Save and Next" and wait for the zipped file to upload. This may take several minutes - do not exit or refresh the browser.

- Relocation Survey
- Pre-Application and Waivers
- Previous Application Information
- Applicant Comments and Clarifications
- Development Team
  - Ownership Entity and General Partner
  - Limited Partner
  - Non-Profit Sponsor
  - Developer
  - Other Development Team Members
  - Property Transfer
  - Identity of Interest
  - Additional Information
  - Award Limitations
  - Applicant Comments and Clarifications

button will reappear. You do not need to click "Save" again on this page

**Click here for the 2024 Submission Folder Structure**



**APPLICATION SUBMISSION FOLDER**

Compressed (zipped) Application Submission Folder

**Save and Next**

15

Confirm upload was successful - if successful, the name of the file will appear with a red trash can icon to the right.

1 minutes. Please do not refresh while the upload is processing.

checkmark will appear beside the page name in the column on the left side of the browser window, and the "Save

rosen

2024-0xxAbbrevProjNameCompetitiveAppFldr.zip



16

Select applicant type to calculate fee.

### Housing Tax Credit Application

- Information
- Details
- Minimum Set-
- Service Date
- Applicant
- Waivers
- Information
- and
- General

#### 2024 9% Housing Tax Credit Application Fees

DCA will invoice the applicant within two weeks of application submission. Payment for the fees

Applicant Type

\* For Profit/Non-Profit Joint Venture

Application Fee  
\$ 10,000.00

Applicant confirms the 9% Housing Tax Credit application fee will be paid within four weeks of invoice date.

\*  Yes

Save and Next

**17** Complete certification.

Developer

- Other Development Team Members
- Property Transfer
- Identity of Interest
- Additional Information
- Award Limitations
- Applicant Comments and Clarifications
- Application Submission Folder
- Application Fees
- Certification**

Please check the box confirming the Applicant agrees to the terms and conditions of the Application.

\*  Yes  No

Applicant Name:  
\*

Date:  
\*

**Save**

**18** Confirm the application is complete and all pages listed in the left-hand column have a green check mark to the left.

- Applicant Comments and Clarifications
- Development Team
  - Ownership Entity and General Partner
  - Limited Partner
  - Non-Profit Sponsor
  - Developer
  - Other Development Team Members
  - Property Transfer
  - Identity of Interest
  - Additional Information
  - Award Limitations
  - Applicant Comments and Clarifications

**I am responsible for all calculations and figures that I submit as to eligible and qualified basis. the Georgia Department of Community Affairs (DCA) will conduct the calculations of eligible and qualified basis as to the project.**

**I understand and agree that DCA makes no representation and no independent investigation as to the eligible and qualified basis of the project.**

**I, therefore, agree to hold harmless and indemnify DCA and through me incurs any loss, injury, or damage or Application, diminution of the credit, loss of credit, or other financial loss resulting from the Application.**

**I understand and agree that neither DCA nor any other agency will be responsible for the amount or availability of credit for the project.**

19 When ready to submit, click "Submit an Application".

### 2024 9% Housing Tax Credit Application

#### CERTIFICATION OF APPLICANT

This Application is submitted in accordance with the 2023 Qualified Allocation Plan and the Housing undersigned applicant hereby certifies:

I understand that, in the event an allocation (or an allowance) for LIHTCs was obtained with false LIHTCs or request that the IRS deny tax credits to the Applicant entity. Also, a supplier, including participation for a period of five (5) years from the date the false information was discovered, in a Housing and Finance Authority.

I am responsible for ensuring the project consists or will consist of a qualified low-income building requirements of State and Federal tax law in the acquisition, development and operation of the pr

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num Set-

20 Select application from dropdown and click "Submit application".

#### Submit Application

If you submit an application then you won't be able to edit it anymore

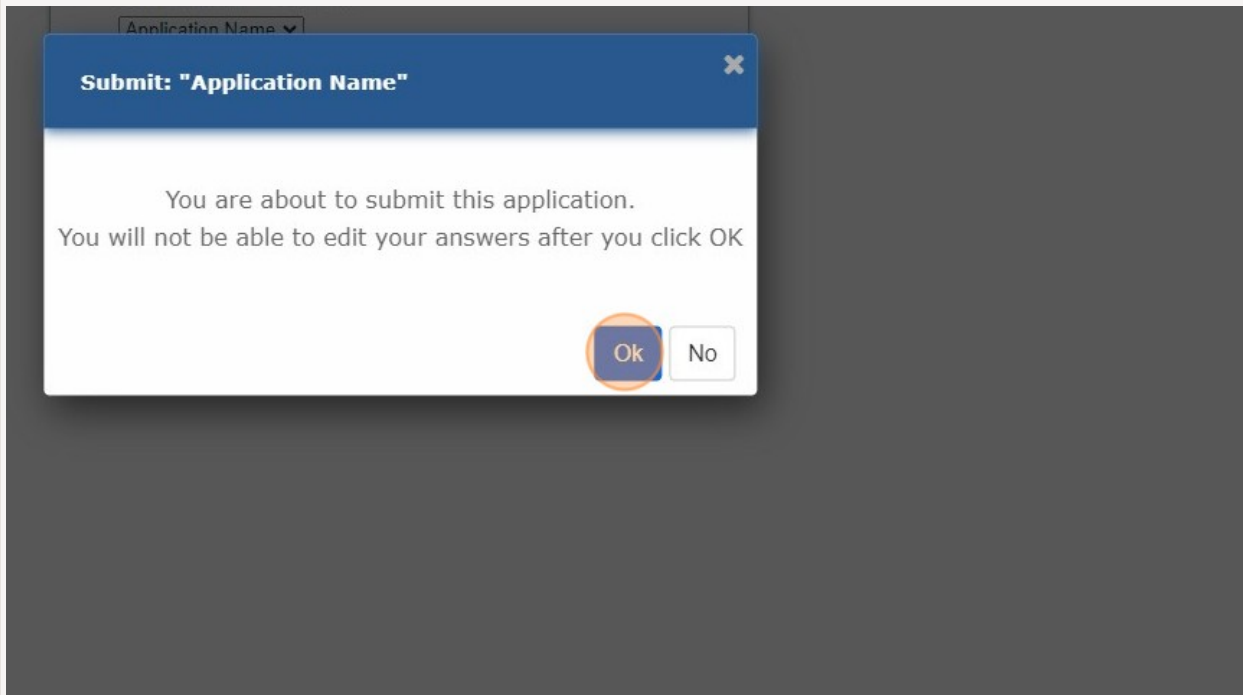
##### Application

Select application to submit

Application Name ▾

Submit application

21 Click "Ok" to confirm.



22 Once successfully submitted, the application will appear under "Finished Applications".

## Applications

[Fill Out an Application](#)

### Unfinished Applications

	Name	Application	Last Modified	
<a href="#">Resume</a>   <a href="#">Print</a>   <a href="#">Export</a>   <a href="#">Zip</a>   <a href="#">Clone</a>   <a href="#">Delete</a>	clone	2024 9% Housing Tax Credit Application-	4/23/2024	<a href="#">Files to Download</a>

### Finished Applications

	Name	Application	Date Submitted	
<a href="#">View</a>   <a href="#">Print</a>   <a href="#">Export</a>   <a href="#">Zip</a>   <a href="#">Clone</a>	Application Name	2024 9% Housing Tax Credit Application-	4/23/2024 5:27:20 PM	<a href="#">File</a>

**23** Click "Files to Download"

<a href="#">Last Modified</a>		
Housing Tax Credit Application-	4/23/2024	<a href="#">Files to Download</a>

<a href="#">Date Submitted</a>		
% Housing Tax Credit Application-	4/23/2024 5:27:20 PM	<a href="#">Files to Download</a>

**24** Click the zipped folder link to open and confirm all documents are present.

**DCA - Housing Finance & Development**

[Applications](#) [Submit an Application](#)

**Files: "Application Name-2024 9% Housing Tax Credit Application"**

File Name	
pped) Application Submission Folder	<a href="#">2024-0xxAbbrevProjNameCompetitiveAppFldr.zip</a> <input type="checkbox"/>

**Selected**

Download All