



NOTICE TO EXTERNAL PARTNERS

Revised/Updated: **November 15, 2025**

Expiration Date: Until Terminated or Revised

Attention: Owners, managers, and prospective purchasers of affordable multi-family housing financed by the Georgia Department of Community Affairs (“DCA”) or the Georgia Housing and Finance Authority (“GHFA”).

Subject: Guidance on submitting a Project Concept Change (PCC) request to the Office of Portfolio Management (“OPM”) as of November 15, 2025. Such requests are now required to be submitted within the Emphasys Certification Portal.

A. Applicability

This guidance applies to all multi-family affordable housing properties currently monitored by DCA for compliance by DCA’s Office of Portfolio Management (OPM) related to funding received from DCA/GHFA that meet the two conditions below:

- All BINs have been placed-in-service
- DCA has issued Final 8609 clearance

These properties are considered (“Applicable Properties”) and PCC requests must be submitted using the “Change Request” feature in the Emphasys Certification Portal and will be processed by the Office of Portfolio Management (“OPM”) Special Projects Team (“SPT”).

B. Purpose

Pursuant to the State of Georgia’s Qualified Allocation Plans and DCA’s LIHTC & HOME Compliance Manual, Owners of Applicable Properties are required to submit a Project Concept Change (“PCC”) request to OPM at least 30 days before a proposed change to an Applicable Property. OPM processes PCC requests for properties that have already been placed-in-service. The purpose of this guidance is to provide instructions to external partners regarding the types of changes to Applicable Properties that require a PCC submission to OPM, as well as instructions on how to submit a PCC request to OPM within the Emphasys Certification Portal.



C. Changes requiring a PCC request

Generally, any change an owner is seeking to make to an Applicable Property requires a PCC to be submitted to OPM. This requirement is independent of any documentation or any PCC request submitted to DCA's Office of Housing Finance ("OHF") as part of an application for funding from DCA/GHFA.

IMPORTANT:

DCA's OHF handles PCCs (change requests) for properties that have submitted a new funding application, are under construction, and/or have not yet been placed in service and/or issued final 8609 clearance and forms. There is a separate process for filing PCCs with OHF. See the link to OHF PCC instructions [here](#).

Below is a general overview of the required submission documents for a PCC. **Appendix A** contains additional instructions for specific PCC types commonly received by OPM. Please note that DCA charges a \$2,500 fee for all PCC requests. **All PCC requests will be invoiced; therefore, payment should not be remitted until after invoicing.**

Changes Requiring a PCC Request

The following is a non-exhaustive list of the types of changes that require a PCC:

1. Sale of the Applicable Property, such as a Fee Simple Sale;
2. Transfer of General Partner ("GP") and/or any transfer of interest that affects a GP interest;
3. LURC and/or LURA **amendment** proposed due to the following events:
 - a. Resyndication/second allocation of tax credits
 - b. Qualified Contract
 - c. Foreclosure
 - d. Expiration (HOME LURA)
4. Any change to any term found in the Applicable Property's LIHTC - Land Use Restrictive Covenant Agreement ("LURC") or HOME - Land Use Restrictive Agreement; some common requests are listed below:
 - a. Change in unit designation/use (for example, change from LIHTC to Employee unit);
 - b. Change in the number of PBRA units from number previously listed
 - c. Easement or Right of Way (ROW) release
 - d. Sale or gift/donation of a portion of the original parcel
 - e. Utility payment responsibility change request
 - f. Utility Allowance Methodology (**there is no \$2,500 PCC fee for UA Methodology change requests, however, the PCC submission process must be followed**)
 - g. Any change to any term or any document related to a DCA or GHFA-issued loan;
 - h. Any change from what was committed to in the original application for funding.
 - i. Any document requiring GHFA/DCA approval and/or signature, such as a HUD Rider to LURC.

Management Company Change/Approval requests do not require a PCC request

If a management company approval/change **is the only applicable change request**, then no PCC is required. However, there is a formal process required for DCA approval of any management company approval/change. The Management Change/Approval Request (MCR) process must be initiated by filing the designated on-line MCR request form: [HERE](#). Please see the section of our manual devoted to Management Change/Approval Request within the LIHTC & HOME Compliance Manual [HERE](#), information begins on page 205 about the management company approval process and the minimum experience and training requirements management companies meet to manage DCA funded and monitored properties.

Steps required for submitting a PCC Request within the EMPHASYS CERTIFICATION PORTAL

1. **The PCC Request Form is available on the DCA website and also within the Cert Portal.** All PCC's require the current owner of the Applicable Property to submit a completed PCC form with supporting documentation to OPM within the Emphasys Certification Portal for properties already placed in service and issued final 8609 clearance/forms.

The PCC request form can be found on DCA's website using the following link:

<https://www.dca.ga.gov/node/4579>

To expedite the processing of the PCC request, please provide as much information as possible on the form and as much information about the request as possible. At a minimum, please be sure to include the following information:

- a. Name, address, and Georgia ID Number of the property (ex: XX-XXXX);
- b. Current owner with contact information;
- c. All current DCA or GHFA-issued funding types, including DCA loan number(s) if any;
- d. If it's a tax credit property, indicate whether it's in the compliance or extended use period;
- e. Indicate whether there is an unpaid HOME loan
- f. Narrative detailing the nature of the request.

Please see Appendix A for additional instructions related to specific types of PCC requests

2. **PCC Fee.** The fee is \$2,500 and when invoiced, a check payable to **Georgia Housing Finance Authority (GHFA)** must be sent with a copy of the invoice to ensure proper credit for payment. Please write the name of the property, GA ID number, and "PCC Fee" on the front of the check.
3. **Additional supporting documents.** Please see Appendix A for the required documents related to common PCC requests which must be uploaded to Emphasys along with the PCC request form.

PCC submission Instructions

It is the current owner's responsibility to submit all required documents and fees to DCA. For PCCs that require a proposed purchaser to provide documents or information, these items must also be submitted by the current owner/seller. All PCC request submission documents must be submitted within the Emphasys Certification Portal, following the step-by-step instructions below:

In the Emphasys Certification Portal:

1. Enter the GAID for the subject property
2. Select the project by clicking the magnifying glass located to the left of the Project ID
3. Select '**Change Request**' which will be located on the left side (5th Option)
4. Click '**New Request**'
5. Select one of the request types from the dropdown option available, see limited examples below:
 - a. Fee Simple Sale/Transfer
 - b. General or Limited Partner Transfer/Restructuring
 - c. Refinance, Restructuring, and/or Modification of a GHFA or other DCA Loan
 - d. Unit Designation Change, Amenity Change, or Other Change to the LURC
 - e. Utility Methodology Change Request

- f. Loan Modification, Loan maturity date extension
 - g. Loan Assumption
6. Complete '**Request Information**' section
- a. Within the request form, please provide a brief description of the request and the reason for the request. A letter can also be provided to elaborate on the request and reason. See below in this document for guidance on the minimum required documentation by request type.
7. Upload Documentation – necessary documentation outlined in Appendix A
- a. Name the uploaded files with the **Property Name, GAID No., and File Name/type**
 - b. **Check that all uploaded documents are displayed and have transmitted**

Post-Submission Process

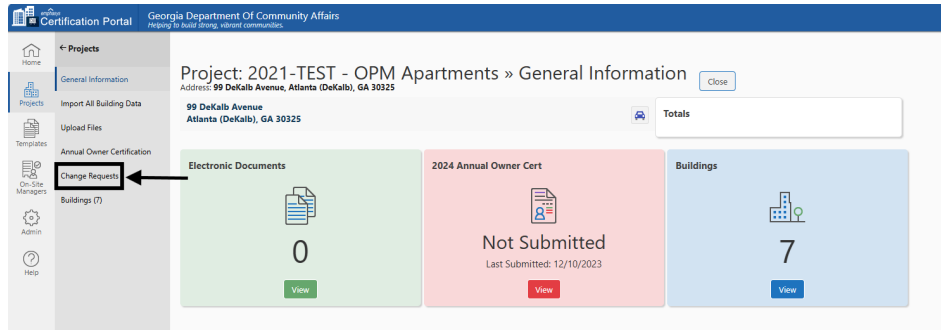
Once the PCC has been received, DCA will reach out to the applicable parties to confirm receipt and to request and additional information as needed. Please note that the standard processing time for a PCC is 30-45 days, however, it can take up to 60 days or longer if the subject property has compliance issues that must be cured. OPM will not begin processing the PCC request until the fee and all required forms have been received.

Future Revisions to this process

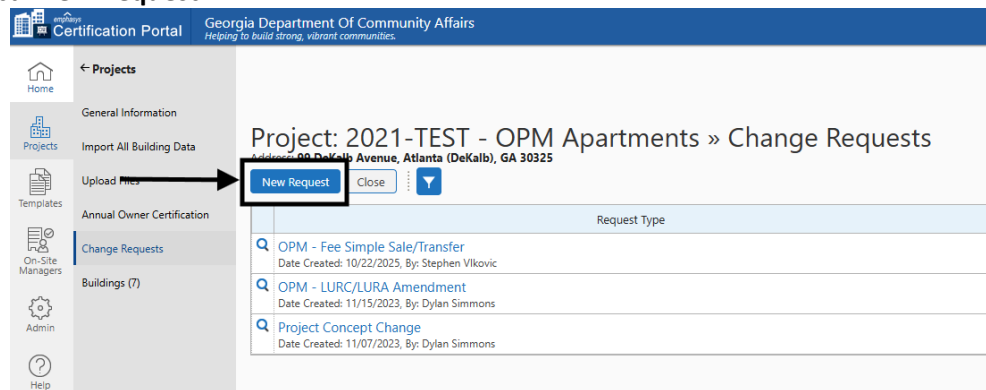
This guidance document is subject to future revisions on an on-going basis. Specifically, revisions may be made to include guidance on additional types of PCCs, to further clarify required documentation, and to update submission instructions and/or applicable fees.

Summary and screenshots of the submission process in the Emphasys Certification Portal:

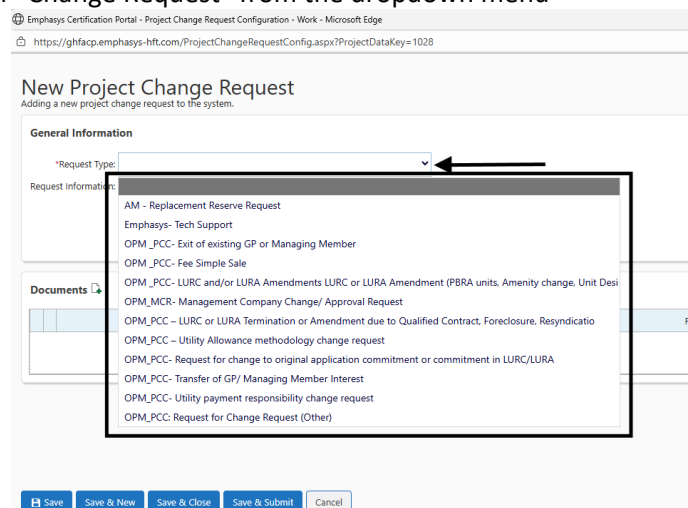
1. Have the SuperUser access the property in the Cert Portal
2. Select **“Change Requests”** feature from the left-hand side of the screen



3. Select **“New Request”**



4. Select the type of **“Change Request”** from the dropdown menu



5. In the “Request Information” field, enter a summary of the request and any important information.

The screenshot shows the 'New Project Change Request' form. The title is 'New Project Change Request' with the subtitle 'Adding a new project change request to the system.' Below this is a section titled 'General Information'. It contains a dropdown menu for '*Request Type:' and a text area for 'Request Information:' containing the text 'Summary of PCC request here.' The text area is highlighted with a thick black border. A green circular icon with a white 'G' is visible in the bottom right corner of the text area.

6. Click the **green plus sign** next to “Documents” to begin uploading the PCC request form and supporting documentation.

The screenshot shows the 'New Project Change Request' form. The title is 'New Project Change Request' with the subtitle 'Adding a new project change request to the system.' Below this is a section titled 'General Information'. It contains a dropdown menu for '*Request Type:' and a text area for 'Request Information:' containing the text 'Summary of PCC request here.' Below the 'General Information' section is a section titled 'Documents' with a green plus sign icon next to it. This icon is highlighted with a black box and an arrow. Below the 'Documents' section is a table with two columns: 'Document Title' and 'File'. The table is currently empty and contains the text 'There are no documents to show in this view.'

7. Name or abbreviate each type of document you wish to upload in the “Document Title” section, then click “Choose File” to upload each document from your desktop or wherever you have saved your submission documents.

The screenshot shows the 'New Project Change Request' form. The title is 'New Project Change Request' with the subtitle 'Adding a new project change request to the system.' Below this is a section titled 'General Information'. It contains a dropdown menu for '*Request Type:' and a text area for 'Request Information:' containing the text 'Summary of PCC request here.' Below the 'General Information' section is a section titled 'Documents' with a green plus sign icon next to it. Below the 'Documents' section is a table with two columns: 'Document Title' and 'File'. The 'Document Title' column is highlighted with a black box and contains a red plus sign icon. The 'File' column is highlighted with a black box and contains a 'Choose File' button and the text 'No file chosen'. Below the table is the text 'There are no documents to show in this view.'

***NOTE: All uploaded documents **must be in PDF**, such as:

- PCC Request Form
- PSA
- Other supporting docs

8. Click **“Save and Submit”**

New Project Change Request
Adding a new project change request to the system.

General Information

*Request Type:

Request Information: Summary of PCC request here.

Documents

Document Title
PCC Request Form (PDF) <input type="button" value="Choose File"/>

There are no documents to show in this view.

The system will notify the Office of Portfolio Management (OPM) if the PCC request was submitted correctly with no issues. Please email the Special Projects Team at SpecialProjects@dca.ga.gov if you encounter any issues or concerns while submitting the PCC request and its supporting documents.

APPENDIX A

Documents required by PCC type

The following is a list of common change requests that require a PCC. These are general instructions for which supporting documents to include with the submitted PCC request form by request type. Please note that the required documents listed below are DCA's minimum requirements; additional documents may be requested/required depending on the nature of the PCC.

Fee Simple Sale/Transfer

Any transfer where title/ownership of the Applicable Property will change.

- a. PCC Request Form. please include the following info in the description of the request:
 - i. Name and contact information for the proposed purchaser
 - ii. Any proposed funding that will be added to the property's financing. This includes private funding and funding issued by DCA or GHFA.
 - iii. Indicate whether a management change is being proposed by the purchaser
 - iv. Proposed closing date
- b. Purchase and Sale Agreement. Please provide an executed copy of the Purchase and Sale Agreement ("PSA") with the buyer and seller matching the buyer and seller identified in the PCC request form. Include any assignments, if applicable.
- c. SPT Performance Workbook. The proposed purchaser must submit a completed Performance Workbook and Questionnaire ("PWB"). The SPT can be found on the DCA website using the link below:

NEED LINK FOR NEW SPT Performance Workbook (SPT PWB) once it is added to the DCA Webpage

Any person with an ownership interest in the General Partner is required to submit a SPT PWB.

- i. Please complete the Organizational Chart tab in the SPT PWB with as much detail as possible, including the ownership percentage of all relevant entities and individuals. OPM will accept an Organizational Chart in other forms, such as a PowerPoint document, Word, etc.
 - ii. The entire SPT PWB must be submitted in PDF format, with all required signatures on the Questionnaire tab and the Performance Workbook Certification tab.
- d. Operating Agreement. Please provide the latest version of the operating agreement or partnership agreement for the proposed buyer.
- e. Cancellation Documents. If a GHFA HOME or other loan is being paid off at closing, DCA Asset Management will prepare the applicable cancellation documents. However, owners may prepare a draft Quitclaim Deed of Release or Cancellation for DCA's review.

General Partner/Managing Member Transfer or Interest/Restructuring

Any change where an entity or individual is being added or subtracted from the ownership structure.

1. PCC Request Form
 - a. Name and contact information for the incoming entity
 - b. Indicate whether a management change will occur
 - c. Proposed closing/transfer date
 - d. Summarize the transfer showing the applicable GP or Managing Member entities
 - e. SPT Performance Workbook and Questionnaire ("SPT PWB"). The incoming entity must submit a completed SPT PWB. The SPT PWB can be found on the DCA website using the following link:

NEED LINK FOR NEW SPT Performance Workbook (SPT PWB) once it is added to the DCA Webpage
 - f. Any new person with an ownership interest in the General Partner is required to submit a PWB.
 - g. Please fill out the organizational chart with as much detail as possible, including the ownership percentage of all relevant entities and individuals.
 - h. You may provide the entire PWB in PDF format, but at a minimum please provide the PWB Certification and PWB Questionnaire in PDF format.
2. Transfer Agreement. Please provide an executed copy of any applicable transfer agreement.
3. Operating Agreement. Please provide the latest operating agreement or partnership agreement for the applicable entity.

IMPORTANT

Filing a Project Concept Change (PCC) request form **is not required** when there is only a transfer of interest in the Limited Partner, **and there is no impact on the Managing Member entity or GP entity.**

Modification of a HOME, GHFA, or other DCA Loan such as: Refinance, Restructuring, or Loan Maturity Date Extension

Any refinance or loan restructuring that requires an amendment to, or subordination of, any document to which GHFA or DCA is a party. And any document that requires DCA's signature of approval requires a PCC request.

1. PCC Request Form. In addition to the minimum information listed in Section C above, please include:
 - a. Reason for the new loan, restructuring, or modification
 - b. Basic terms of the new loan
 - c. Proposed closing date

2. Past three year's audited financials
3. Payment status of the applicable loan, RE taxes, Property Insurance
4. New Financing Information. Please provide a commitment with the new loan terms and conditions and a draft or final loan agreement.
5. Amendment or Subordination Agreement. If available, please provide a draft of the proposed amendment or subordination that DCA/GHFA may be required to sign.
6. Additional documents requiring GHFA/DCA's signature must be submitted for review as part of the PCC submission request

Loan Assumption requests In connection with a Fee Simple Sale

Any Fee Simple Sale of the Applicable Property where the incoming owner proposes to assume the obligations of an existing DCA or GHFA loan, such as a HOME loan.

1. PCC Request Form. In addition to the minimum information listed in Section C above, please include:
 - a. Name and contact information for the proposed purchaser.
 - b. Any proposed funding that will be added to the property's financing. This includes private funding and funding issued by DCA or GHFA.
 - c. Indicate whether a management change will occur.
 - d. Proposed closing date.
2. Special Projects Performance Workbook (SPT PWB)
 The proposed purchaser must submit a completed SPT PWB. The SPT PWB can be found on the DCA website using the following link:

NEED LINK FOR NEW SPT Performance Workbook (SPT PWB) once it is added to the DCA Webpage

 - a. Any person with an ownership interest in the General Partner is required to submit a SPT PWB.
 - b. Please complete the Organizational Chart with as much detail as possible, including the ownership percentage of all relevant entities and individuals. Another version of the Organizational Chart, such as a PowerPoint document, is allowable.
 - c. The SPT PWB must be submitted in PDF format, along with all signatures.
3. Purchase and Sale Agreement. Please provide an executed copy of the Purchase and Sale Agreement ("PSA") with the buyer and seller matching the buyer and seller identified in the PCC request form. Include any assignments, if applicable.
4. Operating Agreement. Please provide the latest operating agreement or partnership agreement for the proposed buyer.
5. Past three year's audited financials

6. Payment status of the applicable loan, RE taxes, Property Insurance
7. New Financing Information. If DCA or GHFA will be asked to subordinate to a new loan, please include a commitment for the new loan and a pro-forma for the property.
8. Assumption Agreement. DCA will draft an assumption agreement. However, owners may draft their own HOME loan assumption agreement for DCA's review and approval.

Unit Designation Change, Amenity Change, or Other Change request to the LURC, LURA, or Loan Documents

Any other change that affects the Applicable Property that is not covered elsewhere in this guidance.

1. PCC Request Form. In addition to the minimum information listed in Section C above, please include:
 - a. Additional details regarding the reason for the request.
2. Other. Any other relevant documentation. If the change involves action from the United States Department of Housing and Urban Development ("HUD"), please provide relevant documentation highlighting those actions.

Utility Methodology Change Request

Owners changing their established Utility Allowance (UA) to one of the approved utility allowance methodologies must make the documents available to residents and DCA/GHFA 90 days before the date the UAs are implemented. Residents have the right to question the requested change in utility allowance methodology during this 90-day time frame. Utility allowance change requests must include the Georgia DCA project ID, the project name, and must be submitted via DCA/GHFA's Project Concept Change process following current instructions on the DCA/GHFA website. Each request for a change in utility allowance methodology must include:

1. PCC Request Form.
 - a. Additional details regarding the reason for the request.
2. UA Methodology Request – required documents
 - a. Cover letter with the current utility allowance and proposed utility methodology
 - b. 90-day Notice to the residents
 - c. Utility allowance schedule or report
 - d. Supporting documentation as required (See the approved utility methodology section)
3. Other. Any other relevant documentation. If the change involves action from the US Department of Housing and Urban Development ("HUD"), please provide relevant documentation highlighting those actions.

Timing reminder:

Provided there are no compliance issues, the owner must address them first, including payment of Non-Compliance Fees. DCA/GHFA will provide a written response within 30 business days of receiving all requested complete and accurate documentation and/or information from the owner.