

2023 Submission Folder Requirements & File Naming Conventions

1 May 2023

Submission Folder:

- Applicants must use the 2023 Submission Folder Structure.

Document Requirements:

- Do not combine the documents for each tab into one combined PDF. Submit separate PDFs for each document.
- All DCA forms created in Microsoft Excel (ex: Core Application, Performance Workbook) must be submitted in Excel format. For any DCA Excel documents requiring signatures, a PDF copy of the signed document must also be submitted.

Naming electronic files (the electronic file name, not the title that appears at the top when it is opened):

- Begin each file name with:
 - The number at the beginning of its respective folder name (ex: “**02**Feasibility”),
 - Followed by the document number (ex: 01, 02, 03)
 - Then the project name and document name (ex: DCASrEquityCommitment”)
 - Full file name example:

“0201DCASrEquityCommitment”

- Use CondensedTitleCaseFormat (no spaces or underscores).
- Do not use special characters (e.g., &, /, \, \$, -, +, *, #, %, @, periods “.”, etc.).
- Keep filename size to a maximum of about 30 characters.
- Remove any references to your version number or version date from the file name.
- Omit words such as “The”, “of”, “on”, “at” and “Ltd Partnership”
- Replace words such as “Apartments” and “Residences”, with the abbreviations listed below.
- When naming Performance Workbooks, use first initial and surname for project team members. (ex: “1901DCASrPWJSmith”)
- **Please name files sensibly such that it will be obvious to DCA what is in the file without having to open it!**

Abbreviations:

<u>Abbrev For</u>		<u>Abbrev For</u>		<u>Abbrev For</u>	<u>Abbrev For</u>		
Ave	Avenue	Hghld	Highland	Plc	Place	Terr	Terrace
Brk	Brook	Lawrvl	Lawrenceville	Pltn	Plantation	Trc	Trace
Ct	Court	Lgcy	Legacy	Pte	Pointe	Trl	Trail
Ctr	Center	Lk	Lake	Rdg	Ridge	Twr	Tower
Crk	Creek	Lndg	Landing	Redev	Redevelopment	Ver	Veranda
Crsg	Crossing	Ln	Lane	Schl	School	Vw	View
Gdn	Garden	Ldg	Lodge	Sr	Senior	Vlg	Village
Fmly	Family	Mtn	Mountain	Slvr	Silver	Vly	Valley
Frdm	Freedom	Nth	North	Sq	Square	Wtr	Water
Frst	Forest	Ovrk	Overlook	St	Street	Wd	Wood
Grv	Grove	P1	Phase I	Sth	South		
Hvn	Haven	Pk	Park	Stn	Station		