

2022 4% HTC/Bond Competitive Round

Emphasys Application

Submission Instructions

Emphasys



- ❑ New platform for application and documentation submission.
- ❑ 2022 4% Tax Credit Application will be submitted through Emphasys.
- ❑ Fees will not be processed through Emphasys at this time. DCA will invoice all Applicants for the appropriate Application Fee.

Registration

- ❑ Follow [this link](#) to register for the Emphasys Developer account and access the Application Collector Portal, where you will complete and submit the application.
- ❑ Upon first visit to the Application Collector Portal, click “Register” to create an account.
- ❑ If you already have an account, use the same login information to access the portal. If you are locked out of the account, please contact DCA.
- You can create a new account for a partnership if partnering with another developer on an application.
- If this is the company’s first visit to the Application Collector Portal, click “Register” to create account.

Log On

Please enter your username and password. **Register** if you don't have an account.

Account Information

User name

Password

The Password field is required.

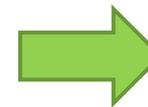
Remember me?

Log On

[Please Visit our Website](#)

[Internal Revenue Service](#)

[U.S. Department of Housing and Urban Development](#)



Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length.

Account Information

User name

Email address

Password

The Password field is required.

Confirm password

Last Name or Business Name

Register

Cancel

Application Submission in Emphasys

Georgia DCA - Housing Finance & Development

Applications

Applications

[Fill Out an Application](#)

- Click “Fill Out an Application”
- Select “2022 4% HTC/Bonds Competitive Round Application”
- Enter name of project
- Do not** check the box next to “Test application”
- Click “Fill Out Application”
- Note: You may receive an error that says, “The application name already exists.” In that case, please rename the Application.

Fill Out an Application

Developer Application

Select an application to fill out

2022 4% HTC/Bonds Competitive Round Application

Name

Test application

Fill Out Application

Cancel

Application Submission in Emphasys

INSTRUCTIONS

PROJECT NARRATIVE

PART 1- PROJECT INFORMATION

I. PROJECT LOCATION

II. PROJECT DESCRIPTION

III. TENANCY CHARACTERISTICS

IV. MINIMUM SET-ASIDE ELECTIONS

V. SET ASIDES

VI. TAX EXEMPT BOND FINANCED PROJECTS

VII. PRESERVATION

VIII. ADDITIONAL PROJECT INFORMATION

IX. PROJECTED PLACE-IN-SERVICE DATE

X. APPLICANT COMMENTS AND CLARIFICATIONS

PART 2- PROJECT DEVELOPMENT TEAM

I. DEVELOPMENT TEAM

II. IDENTITY OF INTEREST

III. AWARD LIMITATION

APPLICATION DOCUMENT UPLOAD

FEES

CERTIFICATION

2022 4% Core Application

PROJECT NARRATIVE

Project Narrative ⓘ

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*

Save and Next

Enter all known info (* indicates required field)

- ❑ Click “Save and Next” after entering the information. A green checkmark will appear beside the page name in the column on the left side of the browser window.
- ❑ A green checkmark will **NOT** appear if any * indicated required fields are left incomplete.
- ❑ Click “Save and Next” even if no information/ documents are needed on some pages.

To Submit Applications

- INSTRUCTIONS
- PROJECT NARRATIVE
- PART 1- PROJECT INFORMATION
 - I. PROJECT LOCATION
 - II. PROJECT DESCRIPTION
 - III. TENANCY CHARACTERISTICS
 - IV. MINIMUM SET-ASIDE ELECTIONS
 - V. SET ASIDES
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 - III. AWARD LIMITATION
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- FEES
- CERTIFICATION

- All Boxes on the left side panel need to be checked. If all boxes are not checked, the application is not complete.
- Hit “Save and Next” on all Tabs (even if no information/ documents are needed).

Finalize/Submit Applications

Georgia DCA - Housing Finance & Development

Applications

Submit an Application

- ❑ Click on “Submit an Application”
- ❑ Select your Application from the drop-down list
- ❑ 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

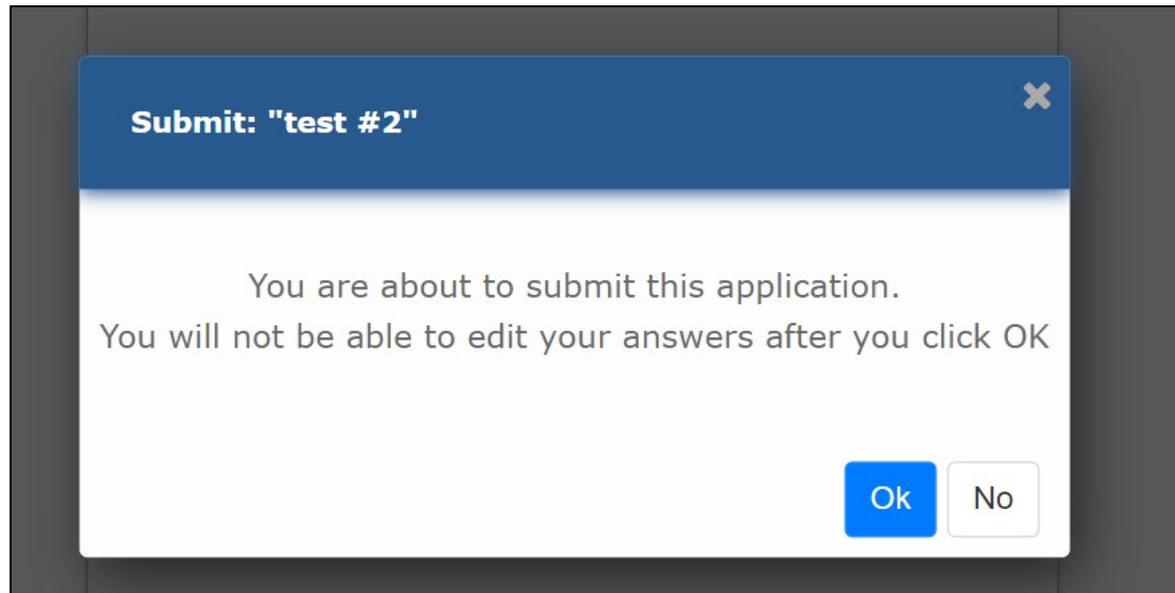
test #2

Submit application

Once complete,
select your
application and click
“Submit Application”

Submit Applications – Click OK

- ❑ After Selecting “Submit Application,” the window below will appear. Select “OK” to finalize submission.
- ❑ No changes can be made after submitting the application.



Questions?

- If you have questions or issues, please contact:
 - Meagan Cutler, Meagan.Cutler@dca.ga.gov
 - Sanjana Zahin, Sanjana.Zahin@dca.ga.gov