Georgia® Department of Community Affairs

Issued: January 31, 2024

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 Request to DCA's Office of Housing Finance ("OHF").**

General Information

Post Award Project Concept Change Requests ("PCCR" or "Submission") will only be evaluated if the Submissions are complete and accurately prepared in accordance with the instructions below.   DCA will not accept any PCCRs without the appropriate submission email format, submission forms and submission folders. Please know the DCA Project Number and original Project Name of the subject development beforehand. Please refer to the project funding year Qualified Allocation Plan (QAP) Core Section, DCA Post-Award Deadlines, and Fee Schedule for additional information.

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

- Amenity Changes
- Architectural Waivers
- BIN Change

- Land/Site Change
- Additional Credit Request
- Unit Mix and/or Set Aside

- Transfer of Interest
- GP Membership
- Utility Allowance

 If you are unsure whether your change requires a Project Concept Change, please direct questions to:

PCCSubmission@dca.ga.gov

adding an email Subject line using the form of (specify items in italics – DCA Project Number, Original Project Name, and Topic needing clarification):

PCC Question: *DCA Project Nbr Original Project Name, Topic*

Fees. Do not send fee check with Request. DCA will invoice for the correct fee amount. All fees are due at the time of the DCA PCCR Invoice. Official PCCR decisions will not be released until fees are received and processed. Please ensure the certified funds check or money order for this amount is made payable to **"Georgia Housing and Finance Authority"** with "**HFDD PCCR fee for *<insert DCA Project Number and original Project Name>*"** on the "For" line.

Each PCCR Fee is *$1,500* for projects selected in years prior to 2023 and *$2,500* for projects selected in years 2023 and beyond*. **Note:** Once invoiced**, please include your DCA PCCR Invoice Form with your payment.

Submission Instructions   (Credit Exchange PCCRs also refer to Credit Exchange policy [here](#))

Email. All completed Project Concept Change Request packages must only be submitted electronically to:

PCCSubmission@dca.ga.gov

Email Subject Line. Use the appropriate format below (<u>insert/specify items in italics</u>). If the Property has:

- **Received 8609 Clearance <u>AND</u> is Placed In Service**:

    Then use email Subject line format: **OPM** PCCR: *DCA Project Nbr, Original Project Name*

- <u>**Not**</u> **received 8609 Clearance <u>OR</u> is <u>not</u> Placed In Service:**

    Then use email Subject line format: **OHF** PCCR: *DCA Project Nbr, Original Project Name*

Documents. Applications may be submitted via an embedded OneDrive link, Google Drive link, or as an email attachment, using the zip/compressed folder in each case. All are acceptable. DCA will confirm receipt.

1. All relevant electronic documents must be saved in one project folder titled with the specific DCA Project Number and Project Name in the form of "DCAProjectNumberProjectNamePCCR".

2. In addition to the Project Name and DCA Project Number, please ensure that all items correspond to the Table of Contents, as seen on the PCCR Submission form. See A and B below. Both this required submission form and folder structure are available at https://www.dca.ga.gov/node/8739.

3. Do not send fee check with Request. See instructions on previous page.

4. If a revised LURC or LURA is needed, please include a copy of the existing recorded document.

Note: Any management company changes post-award or management companies seeking DCA's approval are subject to DCA's Management Company Approval Policy on the DCA webpage. This is not a PCCR but is a separate process and fee required to request DCA's approval to manage a DCA-monitored property for the first time, or when an owner is making a change in the management company.

A. <u>Requirements for Electronic FOLDERS</u> *(Sample)* -- Compare to PCCR Submission Form Checklist:

1st **Level** (within overall project folder) **Folders**	2nd **Level** (within 1st Level folders) **Forms**
00PCCR	0001DCAProjNbrAbbrevProjNamePCCRSubmissionForm 0002DCAProjNbrAbbrevProjNamePCCRNarrative
06AddReductLand	0601DCAProjNbrAbbrevProjNameSitePlan 0602DCAProjNbrAbbrevProjNamePurchContr 0603DCAProjNbrAbbrevProjNameEnvP1

Note: All requestors must select the "00 PCCR" folder in the Table of Contents <u>and</u> then select the specific topic(s)/folder(s) pertaining to the specific request. Then at a minimum provide the documents shown there and indicate with an "X" in the far-right column for each.

B. Requirements for Electronic Files/Documents

1. Large files of 3rd party reports- i.e., market studies, appraisals, environmental/engineering reviews, physical needs assessments, redevelopment plans- must allow electronic word searches. Any PDF formats of such files must be created from the original electronic document, not from a scanned paper copy, to be searchable. The author provides this version. Any such documents requiring signatures must be executed on the paper version.

2. Electronic submissions of DCA Excel forms must be in Excel formats, such as the Core Application and the Performance Workbook. Any DCA Excel documents requiring signatures must be signed in the PDF version.

3. Electronic versions of such documents in 1 or 2 above must be identical to the signed paper version if electronic signatures are not used.

4. Small files (letters/forms) requiring signatures must be executed, scanned, and put into PDF format to preserve signatures. The electronic word search capability is not needed for such files.

5. Files containing only standalone maps, photos, charts, etc., also do not need to be searchable.

6. Do not combine the documents for each tab into one combined PDF file. Each document in the Tabs Checklist is required to be standalone.

7. Naming electronic files:

   a. Use CondensedTitleCaseFormat (no spaces)
   b. Do NOT use special characters (e.g., &, /,\,$,-,+,*,#,%,@, ".",etc.) or Periods. These prevent your files from being uploaded to the DCA server.
   c. Remove any references to your version number or version date from the file name
   d. Name files such that it will be evident to DCA what is in the file without opening it.
   e. Abbreviate names on files to reduce file path size, but still be easily understood.
   f. Begin each file name with 4-digit ID numbers (e.g., 0101,0102,0201,0202..) at the beginning of each file name inside each tab/folder to arrange files in the order prescribed by the Tabs Checklist. Please do NOT create additional subfolders. In cases where a folder will be empty, use the same numbering as if all were submitted, add "N/A" to the end of the electronic project name, and skip the number for those documents that will not be submitted.
   g. Please submit any other supporting documentation you deem appropriate, whether or not it is listed on the Table of Contents (TC). Enter the document's name onto the TC in the selected section and use the above naming conventions for the electronic file name.