



## GEORGIA DEPARTMENT of COMMUNITY AFFAIRS

Issued: March 28, 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 Request to DCA's Office of Housing Finance ("OHF") or Office of Portfolio Management (OPM).**

### 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. This promotes a faster processing turnaround. DCA will not accept any PCCRs without the appropriate (current, complete, correct): submission email format, submission form, submission folders and supporting documentation. 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 PCCR and you seek clarification from DCA via email, please direct questions to the appropriate email address below. For properties that have:

**Not received 8609 Clearance OR have not Placed In Service**, email:

[PCCSubmission@dca.ga.gov](mailto:PCCSubmission@dca.ga.gov)

**Received 8609 Clearance AND have been Placed In Service**, email:

[SpecialProjects@dca.ga.gov](mailto:SpecialProjects@dca.ga.gov)

For clarifications, the email Subject line must contain: the DCA Project Number, Original Project Name, and Clarification Request. Indicate applicable PCC type (e.g. Amenity Change, Arch Waiver, Transfer of Interest, etc.):

Clarification email Subject line format: **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 upon receipt of DCA PCCR Invoice. Official PCCR decisions will be released after fees are processed into DCA Accounting.

Please ensure the certified funds check or money order for fee amount is made payable to "**Georgia Housing and Finance Authority**". Enter "**HFDD PCCR fee for <insert DCA Project Number and original Project Name>, DCA Invoice #**" on "For" line (include the DCA Invoice Nbr).





## GEORGIA DEPARTMENT of COMMUNITY AFFAIRS

**OHF** PCCR Fee is \$1,500 for projects selected prior to 2023 and \$2,500 for projects selected in 2023 or after. **OPM** PCCR Fee is \$2,500 for all projects. **Note:** Once invoiced, please include 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 either:

**OHF** PCCR submissions to: [PCCSubmission@dca.ga.gov](mailto:PCCSubmission@dca.ga.gov)  
**OPM** PCCR submissions to: [SpecialProjects@dca.ga.gov](mailto:SpecialProjects@dca.ga.gov)

**Email Subject Line.** Use the appropriate format below (insert/specify items in italics).

If the PCCR requests the termination of an old LURC:

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

If the Property has:

- **Received 8609 Clearance AND is Placed In Service:**

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

- **Not received 8609 Clearance OR is not 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 [DCA HFDD PCCR Website](#). **Use the most current posted version of both.**
3. Do not send fee check with Request. Please see the instructions on the previous page.
4. If a revised LURC or LURA is needed, please include a copy of the existing recorded document.

**Note:** All post award management company changes and management companies seeking DCA's approval for the first time are subject to DCA's Management Company Approval Policy which is located within the LIHTC & HOME Compliance Manual, found on the DCA website. Management Company Requests (MCR's) are not considered PCCRs and are currently filed under a separate request process and fee. For instructions on filing an MCR, please email [SpecialProjects@dca.ga.gov](mailto:SpecialProjects@dca.ga.gov).





**GEORGIA DEPARTMENT  
of COMMUNITY AFFAIRS**

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

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

**Note:** All requestors must select the “00 PCCR” folder in the Table of Contents and then select the specific PCC Type(s) pertaining to the request. Then at a minimum provide the documents shown for the corresponding folder(s) and indicate with an “X” in the far-right column for each document submitted.

**B. Requirements for Electronic Files/Documents**

1. Large files of 3<sup>rd</sup> 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.





**GEORGIA DEPARTMENT**  
*of* **COMMUNITY AFFAIRS**

- 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.

