

SUBMISSION INSTRUCTIONS

Requests for Post Award Project Concept Changes ("PCC" or "Submission") will only be evaluated if the Submissions are complete and accurately prepared in accordance with the instructions below. Please refer to the project funding year Qualified Allocation Plan (QAP) Core Section as well as QAP Exhibit "A", DCA Post-Award Deadlines and Fee Schedule for additional information.

All fees are due at the time of PCC Submission. Please make all checks payable to Georgia Housing and Finance Authority (GHFA) for the "Post Award Project Concept Changes" fee. DCA will not accept any requests without the appropriate fees.

Supporting documentation must be included at the time of PCC Submission in the form of a flash drive for an electronic version (do not email electronic files unless requested by DCA), using the organizational format below.

All PCC Submissions must be delivered to: Application Submissions Intake Processor
Office of Housing Finance
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, Georgia 30329

There is no formal intake process for Project Concept Change requests. Submissions which are hand delivered can be dropped off at DCA's mailroom.

NOTE: REQUESTS FOR A CHANGE IN MANAGEMENT COMPANY DO NOT REQUIRE AN PCC OR FEE.

I. Overall Submission Instructions:

- One 3-clasp manila presentation folder with inside pockets containing:
- A. Exterior Labeling. The name and DCA Project Number of the Project to which any PCC submissions relate must be on the front cover of the binder, along with the words "Request for Post Award Project Concept Change" prominently featured.
 - B. One printed copy of the fully completed Submission Form.
 - C. One flash drive (see requirements in II below), containing all required project supporting documents. An additional/ backup flash drive with identical contents is optional.
 - D. One certified funds check or money order for the correct fees made out to "Georgia Housing and Finance Authority" with "Post Award Project Concept Changes fee" on the "For" line.

II. Electronic Submission Instructions for Flash Drive

One working, **VIRUS-FREE USB flash drive** in a small, protective re-sealable container with a built-in fastener - e.g., Velcro, zipper, Ziploc, string or metal clasp - (both supplied by applicant) containing electronic copies of the supporting documents described in the Submission Form, arranged in the same order. Only one submission per flash drive is permitted. The USB flash drive must be of a sufficient size to contain all files that will be submitted. Applicants may submit one backup flash drive with identical contents if desired, but this is not required.

Upon opening the flash drive, the only item visible should be the project folder titled with the DCA Project Number and abbreviated Project Name in the form of "DCAProjNbrYourAbbreviatedProjectName" (no spaces or underscores between words). Upon opening this project folder, this PCC and the items corresponding to the Table of Contents (TC) - on the Submission Form - must be found. Required: name and number applicable PCC Tab folders and docs in following manner – refer to TC (sample shown here - entire contents not shown here).

A. Requirements for Electronic TABS / FOLDERS

<u>1st Level</u> (within project folder) Sections	<u>2nd Level</u> (within 1st Level folders) Tabs (if multiple forms) or Forms	<u>3rd Level</u> (w/in 2nd Level folders if multiple docs) Forms
--	--	---

00DCAProjNbrAbbrevProjName SubmissionForm	
05AddnOfLandToSite	0501DCAProjNbrAbbrevProjName SitePlan
	0502DCAProjNbrAbbrevProjName PurchContr
	0503DCAProjNbrAbbrevProjName EnvP1

Note that a separate standalone copy of the accurately completed Submission Form including Table of Contents must be included outside of the electronic folders.

1. **PLEASE DO NOT CREATE ADDITIONAL SUBFOLDERS.** Each folder name becomes part of the file path for each file it contains. This file path is limited in size/length – when the length is exceeded, the file is *unopenable*.
2. Do not include empty folders.
3. **BEFORE** uploading the populated project folder to the flash drive for submission to DCA, **first move the entire folder to the top (root) level of your C drive** to avoid adding unnecessary subfolders to the file path (see note 2 above). To do this on a Windows-based PC:
 - a. Copy the populated project folder
 - b. Click Start and select (My) Computer
 - c. Click C: drive (Hard Disk). The window that then opens is the C: root level and folders such as Apps, Users, and Windows may be seen.
 - d. Paste the project folder here
 - e. Copy it from C: root and paste it to the flash drive.
4. **BEFORE** unplugging the USB flash drive from the computer, use the “Safely Remove Hardware” option in the System Tray at the bottom right of the computer Desktop screen to avoid potential file corruption. Be sure to wait for the confirmation pop-up box to appear, notifying you that it is safe to remove the flash drive.
5. Double-check the USB drive. Verify that it contains all application files and that it operates properly.

B. Requirements for Electronic FILES / DOCUMENTS

1. **LARGE** text 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, so as 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, such as the Core Application and the Performance Workbook, must be in Excel format. 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 not used.
4. **SMALL** text files (letters/forms) requiring signatures must be executed, scanned and put into PDF format to preserve signatures. The electronic word search capability is not required for such files. Files containing only standalone maps, photos, charts, etc. also do not need to be searchable in this manner.
5. Do not combine the documents for each tab into one combined pdf file. Each document in the Tabs Checklist is required to be standalone.
6. **NAMING** electronic files:
 - a. Use CondensedTitleCaseFormat (no spaces)
 - b. Do **NOT** use special characters (e.g., &, /, \, \$, -, +, *, #, %, @, or periods “.”, etc.). 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 obvious to DCA what is in the file without having to open it.
 - e. Abbreviate names on files to reduce file path size. For project team, use first initial and last name.
 - f. Decide on a project name abbreviation that uses the fewest characters yet still makes sense. Do not include the developer’s name. Include this abbreviation near the front of each file name. Use the same abbreviation for each file. Please omit words such as “Apartments”, “Residences”, “Estates”, “Homes”, “Townhomes”, “Lofts”, “Villas”, “Phase”, “The”, “of”, “on”, “at” and “Ltd Partnership” altogether in electronic file names.
 - g. 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 so as to arrange files in the order prescribed by the Tabs Checklist. Please do NOT create additional subfolders. In cases where not all line items in a folder will be submitted, use the same numbering as if all were in fact submitted, but just skip the number for those documents that will not be submitted.
 - h. If submitting multiple performance workbooks, use role letter codes in the electronic file name to group similar entity roles together:

A–Owner	C–Mgt Company
B–Developer	D–Other Role
7. Please submit any other supporting documentation you deem appropriate, whether or not it is listed on the Table of Contents (TC). Enter the name of the document onto the TC in the selected section, and use the above naming conventions for the electronic file name.

C. Please label the flash drive container with the project name used at time of application, the DCA Project Nbr and the words "Proj Conc Chg".

Both the small, protective re-sealable container and the external casing of the flash drive itself must be labeled with the project name and DCA Project Number. Place a small label cut to best fit on the external case of the flash drive. Use transparent tape to keep the label attached.

- D. The protective re-sealable envelope/pouch/sleeve must also be labeled with the name, phone number, and email of the person to contact in case of flash drive failure, as well as the words "Request for Post Award Project Concept Change" prominently featured.