

Georgia Department of Community Affairs
Housing Finance and Development Division
2021 File Naming Instructions

A. Requirements for Electronic TABS / FOLDERS.

1. The electronic Application Binder - a project folder titled “**2021-0xx** *YourAbbreviatedProjectName*” – **must contain all documents submitted for your Application. Do NOT include the Pre-application Number (assigned by DCA) in file names - use “2021-0xx” as shown.** Upon opening this project folder, the following items, corresponding to the Application Tabs Checklist (TC), must be visible.

Required: name and number Application Tab folders as follows:

00ProjOverview	12WtrSwr	24ReqdLegalOpin	36ExtAffordComm	2021-0xxProjName
01Feasibility	13Amenities	25OccupiedDev	37ExceptNP_PHA	AppCert (signed PDF)
02CostLimit	14CommSvcFac	26DeeprTargtg	38DCACommInit	
03Tenancy	15RehabStds	27DesirUndes	39FavorFinan	2021-0xxProjNameTC
04Services	16SiteInfoDevPlan	28CommTransOpt	40HistoricPres	
05Market	17BldgSust	29QualEducArea	41CompliancePerf	2021-0xxProjName
06Appraisal	18AccessStds	30RevitRedevPlan	42UndrsrvdPops	Core (in Excel)
07Environmental	19DesignStds	31CommTransform	43Occupancy	
08SiteControl	20ExperCapPerf	32StableComms	44TCRestrict	2021-0xxProjName
09SiteAccess	21RAD	33CommDesig	45PropertyAge	Core (in PDF)
10Zoning	22NonprofThresh	34PhasedDev	46ReadToProcd	
11OperUtil	23CHDO	35PrevProj	47AddIDoc	

This folder structure has been created and included in a .zip file for your download and use in compiling the electronic copy of the complete application. This file is located on the 2021 HFDD Funding Round web page. **Note** that the completed core application (original in Excel *and* a PDF copy) and the **accurately completed** Tabs Checklist, as well as the executed Application Certification Letter (executed in PDF) must **all** be included **outside** of the folders. Applicants may create separate electronic standalone copies of the various narrative tabs for the required order in 01ProjOverview folder.

2. **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.

3. If a folder will be empty with no documents in it, include NA at the end of the folder name.

4. *Remove from the Excel core application **all** circular references and links to external spreadsheets.* Check this by opening the core application from a computer that does not contain the external spreadsheets and is not on the same network

B. Requirements for Electronic FILES / DOCUMENTS.

1. **LARGE** text files of 3rd-party reports 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 in the PDF version. Examples of such documents include, but are not limited to:

- a. Market studies
- b. Appraisals
- c. Environmental/engineering reviews
- d. Physical needs assessments
- e. Redevelopment/revitalization plans

2. Electronic submissions of **all** DCA forms created in Microsoft Excel, including but not limited to the Core Application and the Performance Workbook, **must be in Excel format.** Any DCA Excel documents requiring signatures must be signed in the paper version and then scanned into PDF before inclusion.



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3. Electronic non-PDF versions of such documents in 1 or 2 above must be identical to the PDF version but for the signature.
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 (the electronic file name, not the title that appears at the top when it is opened):
- a. Use CondensedTitleCaseFormat (no spaces or underscores)
 - b. Do **NOT** use special characters (e.g., &, /, \, \$, -, +, *, #, %, @, periods ".", etc.). These can 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 sensibly such that it will be obvious to DCA what is in the file without having to open it.
 - e. Abbreviate to reduce filename size to a maximum of about 30 characters. When naming Performance Workbooks, use first initial and surname for project team members. See (i).
 - 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.

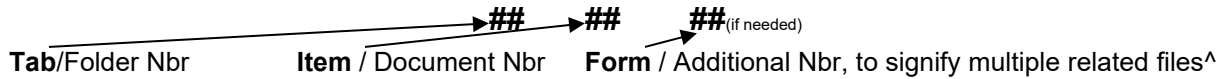
- **OMIT** words such as "Apartments", "Residences", "Estates", "Homes", "Townhomes", "Lofts", "Villas", "Phase", "The", "of", "on", "at" and "Ltd Partnership" **altogether** in electronic file names.

- **INCLUDE** abbreviations such as shown below **if** using the related words:

<u>Abbrev</u>	<u>For</u>	<u>Abbrev</u>	<u>For</u>	<u>Abbrev</u>	<u>For</u>	<u>Abbrev</u>	<u>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		

g. Begin each file name with 6-digit ID numbers (e.g., 010101, 010201, 020121, 020231 ...) at the beginning of each file name inside each tab/folder so as to arrange files in the order prescribed by the Tabs Checklist. **Do NOT create additional subfolders.** The numbering sequence is #####:

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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.

For example: in the 01Feasibility folder, the first few files listed could look something like this:

- 010101AbbrevProjNameOperCostEst
- 010102AbbrevProjNameWtrTapFee
- 0102AbbrevProjNameAudOperStmnt
- 0103AbbrevProjNameOperExpWvr
- 010401AbbrevProjNameRentLim
- 010402AbbrevProjNameUA
- 010501AbbrevProjNamePBRAAgrmt
- 010502AbbrevProjNamePBRARenew

h. Some files have specific **required** electronic file naming formats.

- Core Application: "2021-0xxAbbrevProjName**Core**"
- Tabs Checklist (standalone): "2021-0xxAbbrevProjName**TC**"
- Performance Workbook: "AbbrevProjName**PW**RoleLtrCodeTeamMbrName"

Use these Role Letter Codes to group similar entity roles together:

- A – Owner
- B - Developer

- Market Study: "05012021-0xxAbbrevProjName**MS**"
- Appraisal: "060100AbbrevProjName**Apprsl**"
- Environmental Study: "07012021-0xxAbbrevProjName**ESAPh1**" (for Phase I)
"07022021-0xxAbbrevProjName**ESAPh2**" (for Phase II)
- Physical Needs Assessment: "14022021-0xxAbbrevProjName**PNA**"
- Tax-exempt bond projects: Substitute "2021-**5**xx" for "2021-**0**xx" in file names

i. **Examples** of possible abbreviation and naming:

- "Developer Name George Washington Senior Residences at Gateway Crossing Pointe Phase III 2021 HFDD Core Application v2"

Could be: 2021-0xxGWshSrGCPte3Core

- "Ty Cobb Heights Senior Residences Performance Workbook for Owner Benjamin Franklin Hill Jr 031012"

Could be: 1914013012-xxxTCobbHtsSrPWABHill

- "Martin Luther King Freedom Vision Homes Performance Workbook for Developer Patricia Smith v4 April"

Could be: 191401MLKFrmdVsnPWBPsmith

- "Ryan Seacrest Hometown Lofts at Discovery Landing Performance Workbook for Washington Gateway Management v2 031212"

Could be: 191401RSeaHmDisclDgPWCWashGtwy

Could be

- Abbington Ridge AbbgtnRdg
- Ashleigh Place Senior Apartments AshleighPlcSr
- Baker Village Apts. Phase IV BakerVlg4

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- Industrial School Senior Lofts	IndustSchISr
- Legacy at Walton Oaks Phase II	LgcyWaltOak2
- Liberty District Apts. Phase I	LibrtyDist1
- Meriwether Redevelopment Phase I	MeriwthrRedev1
- Mountain View Senior Residences	MtnVwSr
- Pauldoe Redevelopment Phase II	PauldRedev2
- Potemkin Senior Village of Warner Robins II	PotmknSrWR2
- The Gardens at Young Harris	GdnsYgHrs
- The Landing at South Broad	LndgSthBrd
- The Legacy at Kenton	LgcyKenton
- Veranda at Groveway	VerGrovwy

C. Applicants Using Apple/Mac Computers.

Applicants using Mac computers are responsible for all their submitted files being openable and readable on PC computers.

2021 SUBMISSION FORM AND APPLICATION FEE CALCULATION WORKSHEET

Place this form with check attached inside of the application. It should be the first document in the binder.

THIS SECTION TO BE COMPLETED BY DCA ONLY

Project Number: _____

THIS SECTION TO BE COMPLETED BY APPLICANT

Deliverer

Name: Print _____ Signature _____

Project Name: _____

Project City and County: _____

1. Is the project ownership entity comprised of (answer "Yes" to only one of the following):

- All For Profit general partners? No _____ Yes _____
- For Profit/Nonprofit joint venture general partners? No _____ Yes _____
- All Nonprofit general partners? No _____ Yes _____

2. Are you applying to DCA for funding from (answer "Yes" to only one of the following):

- Low Income Housing Tax Credits only? No _____ Yes _____
- Both Tax credits and HOME loan? No _____ Yes _____

3. If received a DCA HOME Consent, and there is an identity of interest between the developer and the general contractor, are you applying for a waiver of the Payment and Performance bond requirement?

No _____ Yes _____

4. Based on the answers provided above, circle the fees owed in the chart below:

Ownership Entity General Partner Composition

<u>Funding Source</u>	All For Profit	For Profit/ Nonprofit Joint Venture	All Non-Profit
Tax Credit	\$6,500	\$6,500	\$5,500
Bond/4% Credit Eligibility Opinion Letter	\$5,000	\$5,000	\$5,000
Bond Resubmission	\$ 500	\$ 500	\$ 500
Payment & Performance bond waiver	\$1,500	\$1,500	\$1,500

TOTAL FEE AMOUNT DUE: _____ DCA Use: _____

NOTE: We will accept certified funds check or money order. All certified funds checks or money orders should be made payable to "Georgia Housing and Finance Authority".