



2024 DCA Application Manual  
**Georgia Housing Credit Program**

# Contents

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# 2024 Housing Tax Credit Application Manual

The purpose of the Housing Tax Credit Application Manual is to provide a central location for instructions and guidance for submission of Tax Credit Applications. This Manual may contain some information included in the 2024-2025 QAP but is not intended to provide a comprehensive list or summary of QAP requirements, or applicability of QAP sections and relevant DCA manuals. Applicants are responsible for comprehensive review of the QAP and relevant DCA manuals to determine applicability of requirements and ensure all requirements are satisfied.

This Manual is not intended to change QAP policy and will be superseded by the 2024-2025 QAP in the event of a discrepancy.

## Requirements and Timeline

The below table of submission requirements and deadlines is copied from *(Core) Competitive Rounds, A. Requirements and Timeline* (2025 Round deadlines excluded). All documents must be submitted by 5:00 pm on the below-specified dates.

Submission	Requirements	9% Credits Deadline	4% Credits/Bonds Deadline
<b>Reviews Conducted Prior to Competitive Round</b>	Certain documents from the following <b>Threshold Criteria</b> : <ul style="list-style-type: none"> <li>• <b>Occupied Developments</b></li> <li>• <b>Project Team Qualifications</b></li> </ul>	Accepted on a rolling basis. Final deadline: <p>March 15, 2024</p>	Accepted on a rolling basis. Final Deadline: <p>August 2, 2024</p>
<b>Intent to Apply</b>	A short survey response covering basic development information including but not limited to Applicant information, site location, and funding requested.	April 17, 2024	September 4, 2024
<b>Competitive Review Application</b>	<ul style="list-style-type: none"> <li>• Completed Excel and Emphasys Core Applications</li> <li>• All applicable Scoring documentation: see <b>(Scoring) Applicability of Scoring Criteria</b></li> <li>• Bond inducement resolution from the issuing authority</li> </ul>	May 17, 2024	October 4, 2024
<b>Waiver Requests</b>	See Waiver Requirements below	October 17, 2024	February 28, 2025
<b>Threshold Review Submission</b>	See <b>Threshold Criteria</b>	December 17, 2024	May 2, 2025

## Submission Methods and Details

The below deadlines and QAP section applicability are listed in *(Core) Competitive Rounds, A. Requirements and Timeline*.

### Reviews Conducted Prior to Competitive Round

#### Deadline

- 9% Credits: **March 15, 2024**
- 4% Credits/Bonds: **August 2, 2024**

#### QAP Sections Reviewed

- *(Threshold) Project Team Qualifications*
- *(Threshold) Occupied Developments, (only) subsection A. Pre-Competitive Round Approvals*
  - General Information Notices (GIN)

#### Submission Method

- *Project Team Qualifications*
  - Submit via email to [Allocation@dca.ga.gov](mailto:Allocation@dca.ga.gov)
- *Occupied Developments, A. Pre-Competitive Round Approvals*
  - Submit via email to [Allocation@dca.ga.gov](mailto:Allocation@dca.ga.gov) and [RelocationReview@dca.ga.gov](mailto:RelocationReview@dca.ga.gov)

#### Details

DCA will accept requests for Project Team Qualification determination throughout the year, however Applicants must submit requests by the respective dates listed above to be eligible to submit a Competitive Review Application in the 9% Credits or 4% Credits/Bonds Competitive Round.

Applicants must receive DCA approval of GIN drafts prior to disseminating to residents.

### Intent to Apply

#### Deadline

- 9% Credits: **April 17, 2024**
- 4% Credits/Bonds: **September 4, 2024**

#### Requirements

- A short survey response covering basic development information including but not limited to Applicant information, site location, and funding requested.

#### Submission Method

- Submit via the Intent to Apply Survey
  - [2024 9% Credits Intent to Apply Survey](#)
  - [2024 4% Credits/Bonds Intent to Apply Survey](#) – Survey opens August 5, 2024

#### Details

- Submit a survey for each Application you intend to submit. Do not list multiple properties within a single survey.

### Competitive Review Application

#### Deadline

- 9% Credits: **May 17, 2024**
- 4% Credits/Bonds: **October 4, 2024**

#### QAP Sections Reviewed

- All applicable *Scoring Criteria* sections
  - See *(Scoring) Applicability of Scoring Criteria*

## Submission Method

- Submit via the [Emphasys Application Portal](#)
  - Application Name:
    - "2024 9% HTC Competitive Application"
    - "2024 4% HTC/Bonds Competitive Application"
  - [Appendix \(C\) Competitive Application Submission Instructions](#)

## Format

- Applicants must use the 2024 Excel Core Application. If DCA publishes an updated version, Applicants must use the most recently-published version.
- Files must be named in accordance with the 2024 Submission Folder Instructions and File Naming Conventions and submitted in the 2024 Competitive Application Folder Structure
  - [Appendix \(A\) Submission Folder Instructions](#)

## Waiver Requests

### Deadline

- 9% Credits: **October 17, 2024**
- 4% Credits/Bonds: **February 28, 2025**

### Submission Method

- Submit via the [Emphasys Developer Portal](#)
  - [Appendix \(D\) Waiver Request and Threshold Application Submission Instructions](#)

### Details

- This submission is only applicable to Applications selected for a funding award following the Competitive Review Application.
- Applicants who wish to be exempt from any QAP requirement must request a waiver. Examples include but are not limited to architectural standards, accessibility standards, and underwriting.

## Threshold Review Submission

### Deadline

- 9% Credits: **December 17, 2024**
- 4% Credits/Bonds: **February 28, 2025**

### QAP Sections Reviewed

- All applicable *Threshold Criteria* sections
  - Refer to each QAP section to determine applicability

### Submission Method

- Submit via the [Emphasys Developer Portal](#)
  - [Appendix \(D\) Waiver Request and Threshold Application Submission Instructions](#)

### Format

- Applicants must re-submit the 2024 Excel Core Application, with the Threshold tab complete.
  - Any changes in the Core Application from the Competitive Review Application to the Threshold Review Application must be clearly indicated and accompanied by an explanation.
    - No changes permitted in the Scoring tab.
  - If a newer version of the Excel Core Application is published between Competitive Review Application and Threshold Review Application, Applicants will not be required to use the newer version unless DCA instructs otherwise.
- Files must be named in accordance with the 2024 Submission Folder Instructions and File Naming Conventions and submitted in the 2024 Threshold Application Folder structure
  - [Appendix \(A\) Submission Folder Instructions](#)

## Details

- This submission is only applicable to Applications selected for a funding award following the Competitive Review Application.

# Appendix (A) Submission Folder Instructions

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## 2024 Submission Folder Requirements and File Naming Conventions

### Submission Folder

Applicants must use the 2024 Submission Folder Structure:

- [Competitive Application Folder](#)
- [Threshold Application Folder](#)

For any sections that are not applicable to the Application, add "NA" to the end of the folder name and leave the folder empty (ex: "09DeeprTargtg**NA**").

The complete folder must be compressed into a zipped file to upload through Emphasys.

### Document Requirements

- Do not combine the documents for each tab into one combined PDF. Submit separate PDFs for each document.
- All DCA forms created in Microsoft Excel (ex: Core Application, Performance Workbook) must be submitted in Excel format. For any DCA Excel documents requiring signatures, a PDF copy of the signed document must also be submitted.

### Naming Electronic Files

Please name files sensibly such that it will be obvious to DCA what is in the file without having to open it!

Name files using the following format:

- Full file name example: "0201DCASrEquityCommit"
  - First is the number at the beginning of its respective folder name (ex: "**01**Feasibility")
  - Followed by the document number (ex: 01, 02, 03)
  - Then the abbreviated project name ("DCASr")
  - Then document name (ex: "EquityCommit")

Do not include:

- Spaces or underscores (use CondensedTitleCaseFormat)
- Special characters (e.g., &, /, \, \$, -, +, \*, #, %, @, periods ".", etc.).
- Words such as "The", "of", "on", "at" and "Ltd Partnership"
- Any references to your version number or version date

Additional Instructions:

- Keep filename size to a maximum of about 30 characters.
- Use abbreviations where possible.
  - Replace words such as "Apartments" and "Residences", with abbreviations such as "Apts" and "Res".
- When naming Performance Workbooks, use first initial and surname for project team members. (ex: "1901DCASrPerfWkbk**JSmith**")

# Appendix (B) Contacts and Links

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## Contacts

### Application Submission and Review

- Allocation Team program administration staff ([Allocation@dca.ga.gov](mailto:Allocation@dca.ga.gov)): Meagan Cutler, Em Persaud (4% HTC/Bonds lead), Jenny Moody (9% HTC lead), Felecia Speakman
  - Primary contact for pre-submission through Competitive Application and Award
    - Applicants may contact the DCA Allocation Team regarding any matters related to application submission and review.
  - Copy the DCA Allocation Team on all emails regarding application submission and review (including Waiver Requests and Threshold Application).
- Relocation Team ([RelocationReview@dca.ga.gov](mailto:RelocationReview@dca.ga.gov))
  - Contact the DCA Relocation Team for any matters related to *(Threshold) Occupied Developments*, the *DCA Relocation Manual*, Permanent Displacement Waivers, or any other relocation-related questions.
- Environmental Team ([EnvironmentalReview@dca.ga.gov](mailto:EnvironmentalReview@dca.ga.gov))
  - Contact the DCA Environmental Team for any matters related to Waiver Requests of requirements in *(Threshold) Environmental Requirements* or the *DCA Environmental Manual*.
- DCA-Assigned Underwriting and Construction Specialists
  - Primary contacts for Waiver Requests through 42(M) or Carryover Allocation
    - Direct questions regarding awarded applications to assigned underwriting and construction specialists, whose contact information will be provided in the award letter.
- Cheyenne Speakman ([Cheyenne.Speakman@dca.ga.gov](mailto:Cheyenne.Speakman@dca.ga.gov))
  - Contact Cheyenne Speakman for any matters related to fee payments and invoicing.

### Qualified Allocation Plan, Manuals, Forms, Scoring Documents

- QAP Q&A Survey
  - Submit questions related to the 2024-2025 QAP and 2024 manuals, forms, and scoring documents through the [2024-2025 QAP Q&A Survey](#).
- Contact Allocation Team policy staff ([Allocation@dca.ga.gov](mailto:Allocation@dca.ga.gov))

### Post-Award

- Project Concept Change Review Team ([PCCSubmission@dca.ga.gov](mailto:PCCSubmission@dca.ga.gov))
  - Project Concept Change Requests
- Development Team ([Onome.Uwhubetine@dca.ga.gov](mailto:Onome.Uwhubetine@dca.ga.gov))
  - Properties with 42(M) or Carryover Allocation through 8609
    - 8609s, Cost Certifications, Pre-8609/Placed-in-Service Project Concept Change Questions
- Office of Portfolio Management Compliance Team ([Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov))
  - Placed-In-Service Properties
    - Compliance Monitoring and Fees, Rents, Post-8609 and Placed-in-Service Project Concept Change Questions

## Links

- [Emphasys Application Portal](#) (Funding App Collector)
- [Emphasys Developer Portal](#)
- [Application Submission Materials](#) (Excel Core Application, Submission Folder Structure, Intent to Apply, etc.)
- [Qualified Allocation Plan, Q&A Survey and Responses](#)
- [Manuals, Forms, Scoring Documents](#)



- [Post-Award Resources](#) (8609s, Project Concept Changes, etc.)
- [Compliance Monitoring](#)

# Appendix (C) Competitive Application Submission Instructions

## Emphasys Application Portal (Funding App Collector)

- 1 Navigate to [Emphasys Funding App Collector Portal](#)

- 2 Enter User name and Password, then click "Log On". If you do not have a user name and password, first click "Register" to create an account.

Please enter your username and password. [Register](#) if you don't have an account.

### Account Information

User name

DCAApplicant

Password

\*\*\*\*\*

Remember me?

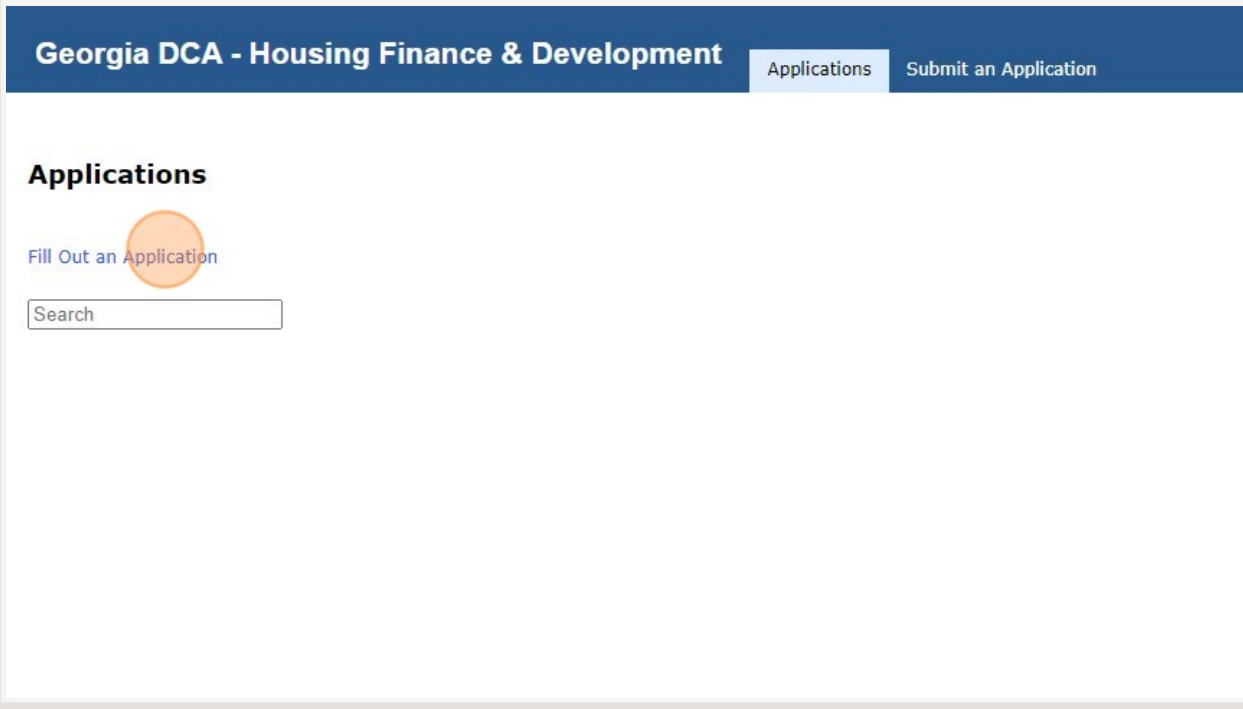
Log On

[Ple](#)

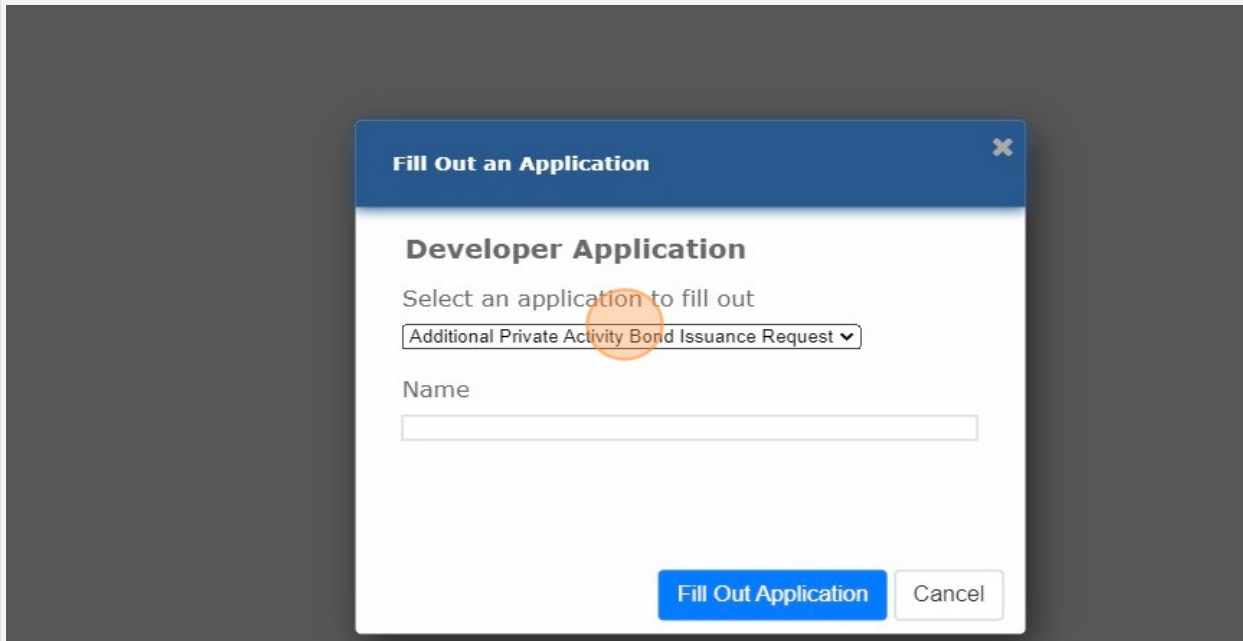
[Int](#)

[U.S](#)

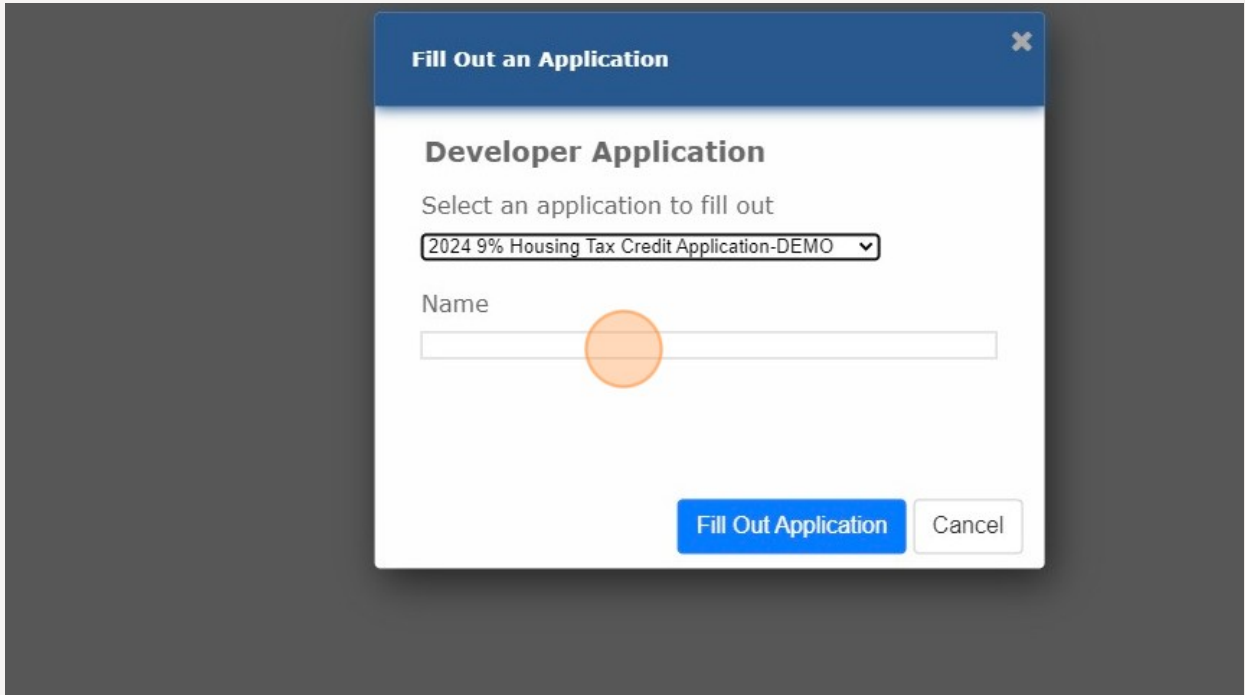
3 Click "Fill Out an Application"



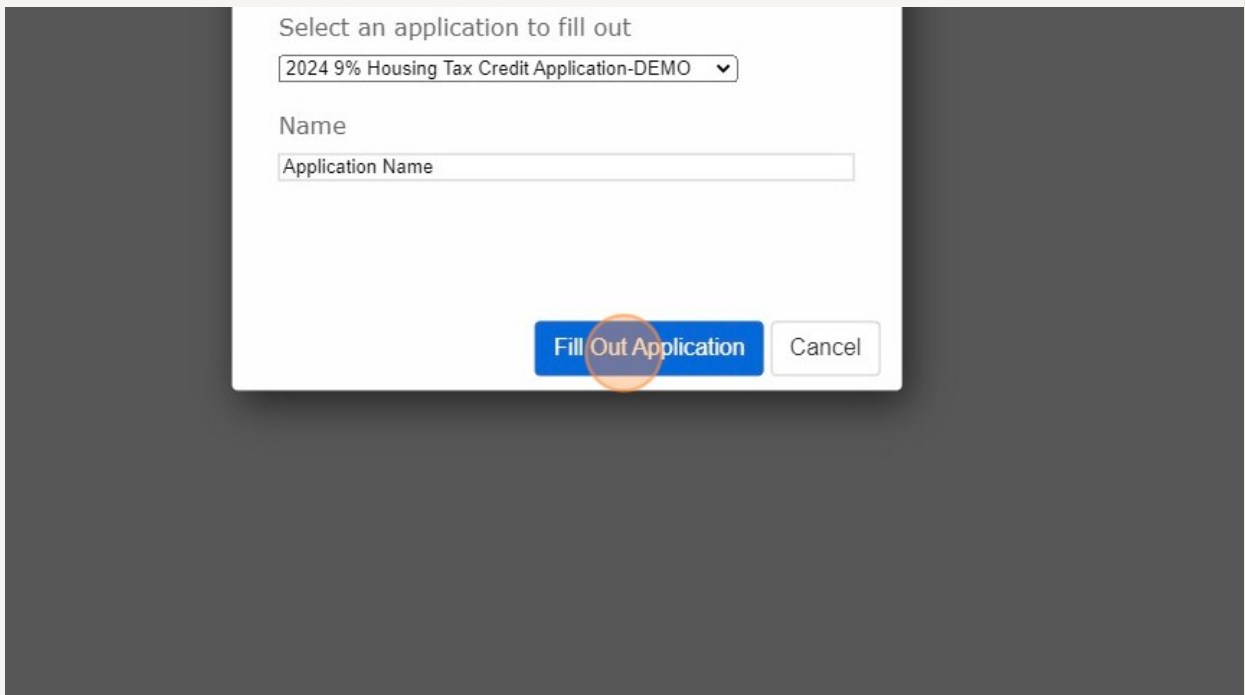
4 Click drop-down to select application  
9% Credits: "2024 9% HTC Competitive Application"  
4% Credits/Bonds: "2024 4% HTC/Bonds Competitive Application"



**5** Enter Application Name




**6** Click "Fill Out Application"



7 On the first page, "Overview and Instructions", click "Save and Next".

- Rent and Income Minimum Set-Aside Election
- Projected Placed-In-Service Date
- Preservation
- Additional Information
- Relocation Survey
- Pre-Application and Waivers
- Previous Application Information
- Applicant Comments and Clarifications
- Development Team
  - Ownership Entity and General Partner
  - Limited Partner
  - Non-Profit Sponsor
  - Developer
  - Other Development Team Members
  - Property Transfer

When all required fields have been satisfied and pages have been save checkmarks beside all page names in order to submit your Application.

Click "Submit an Application" in the banner at the top of the browser w that you will no longer be able to edit your Application. 

#### Deadline

The 2024 9% Housing Tax Credit Competitive Application deadline is 5

#### Notes

Please direct any questions related to the Emphasys application to Allo

Save and Next

8 A green check will appear - each page must have a green check to submit application.

## Georgia DCA - Housing Finance & Development

Applications

Submit an Application

### (2024 9% Housing Tax Credit Application)

- Overview & Instructions
- Application Contact Information
- Narrative
- Development Information
  - Application Designation
  - Development Location
  - Legislative Districts and Political Jurisdiction
  - Building and Unit Information
  - Tenancy Characteristics
  - Rent and Income Minimum Set-Aside Election

#### Applicant Contact for Application Submission and Review

##### Primary Contact

Organization Name \* DCA  
Contact \* Applicant Na  
Title \* Title  
Phone \* (555) 555-55  
Email \* applicant@d

##### Alternate Contact

Organization Name \* DCA  
Contact \* App Contact  
Title \*

9

Complete all fields in the "Applicant Contact Information" page, then click "Save and Next".

<input type="checkbox"/> Building and Unit Information	Alternate Contact
<input type="checkbox"/> Tenancy Characteristics	Organization Name * DCA
<input type="checkbox"/> Rent and Income Minimum Set-Aside Election	Contact * App Contact
<input type="checkbox"/> Projected Placed-In-Service Date	Title * Title
<input type="checkbox"/> Preservation	Phone * (555) 555-55
<input type="checkbox"/> Additional Information	Email * applicant@d
<input type="checkbox"/> Relocation Survey	
<input type="checkbox"/> Pre-Application and Waivers	
<input type="checkbox"/> Previous Application Information	
<input type="checkbox"/> Applicant Comments and Clarifications	
<input type="checkbox"/> Development Team	
<input type="checkbox"/> Ownership Entity and General Partner	
<input type="checkbox"/> Limited Partner	
<input type="checkbox"/> Non-Profit Sponsor	
<input type="checkbox"/> Developer	

**Save and Next**

10

Repeat steps 1-9 for each page of the application.

11

If a green check mark does not appear after clicking "Save and Next", confirm all required fields are completed and check for red error messages.

Name of Principal	* Name	<input type="text" value="Name"/>
Title	* Title	<input type="text" value="Title"/>
Phone	* (555) 555-5555	<input type="text" value="(555) 555-5555"/>
Email	* email@email.com	<input type="text" value="email@email.com"/>
Accountant		
Entity Name	* Acct	<input type="text" value="Acct"/>
Name of Principal	* Name	<input type="text" value="Name"/>
Title	* T	<input type="text" value="T"/>
Phone	* ( ) - -	<input type="text" value="( ) - -"/> Please enter a valid phone number.
Email	* email@email.com	<input type="text" value="email@email.com"/> Invalid Answer
Architect		
Entity Name	*	<input type="text"/>
Name of Principal	*	<input type="text"/>
Title	*	<input type="text"/>
Phone	*	<input type="text"/>
Email	*	<input type="text"/>

12

Upload Application documents.

- aced-In-Service Date
- Information
- urvey
- ion and Waivers
- lication Information
- omments and
- eam
- ntity and General
- ner
- ponsor
- opment Team
- nsfer
- nterest

**1. Click on the "Choose File" button. Select your compressed (zipped) folder containing both provided on the DCA website. The name of the folder will show up beside the button.**

**2. The selected file will be uploaded upon clicking on "Save and Next." This may take several minutes.**

**3. When your upload is complete, a red trash icon will appear beside your file name, a green checkmark button will reappear. You do not need to click "Save" again on this page.**

**Click here for the 2024 Submission Folder Structure**

[📄](#)

APPLICATION SUBMISSION FOLDER

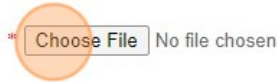
Compressed (zipped) Application Submission Folder \*  No file

Save and Next

**13** Click "Choose File" and select the zipped file.

ve and Next." This may take several minutes. Please do not refresh while the upload is processing.

pear beside your file name, a green checkmark will appear beside the page name in the column on the left side of t  
in on this page.



**14** Click "Save and Next" and wait for the zipped file to upload. This may take several minutes - do not exit or refresh the browser.

- Relocation Survey
- Pre-Application and Waivers
- Previous Application Information
- Applicant Comments and Clarifications
- Development Team
  - Ownership Entity and General Partner
  - Limited Partner
  - Non-Profit Sponsor
  - Developer
  - Other Development Team Members
  - Property Transfer
  - Identity of Interest
  - Additional Information
  - Award Limitations
  - Applicant Comments and Clarifications

button will reappear. You do not need to click "Save" again on this page

**Click here for the 2024 Submission Folder Structure**



**APPLICATION SUBMISSION FOLDER**

Compressed (zipped) Application Submission Folder

**Save and Next**



15

Confirm upload was successful - if successful, the name of the file will appear with a red trash can icon to the right.

1 minutes. Please do not refresh while the upload is processing.

checkmark will appear beside the page name in the column on the left side of the browser window, and the "Save

rosen

2024-0xxAbbrevProjNameCompetitiveAppFldr.zip



16

Select applicant type to calculate fee.

### Housing Tax Credit Application

Information

Details

Minimum Set-

Service Date

Applicant

Waivers

Information

and

General

#### 2024 9% Housing Tax Credit Application Fees

DCA will invoice the applicant within two weeks of application submission. Payment for the fees

Applicant Type 

\* For Profit/Non-Profit Joint Venture

Application Fee

\$ 10,000.00

Applicant confirms the 9% Housing Tax Credit application fee will be paid within four weeks of invoice date.

\*  Yes

Save and Next

17 Complete certification.

Developer

- Other Development Team Members
- Property Transfer
- Identity of Interest
- Additional Information
- Award Limitations
- Applicant Comments and Clarifications
- Application Submission Folder
- Application Fees
- Certification**

Please check the box confirming the Applicant agrees to the terms of the Application.

\*  Yes  No

Applicant Name:  
\*

Date:  
\*

**Save**

18 Confirm the application is complete and all pages listed in the left-hand column have a green check mark to the left.

- Applicant Comments and Clarifications
- Development Team
  - Ownership Entity and General Partner
  - Limited Partner
  - Non-Profit Sponsor
  - Developer
  - Other Development Team Members
  - Property Transfer
  - Identity of Interest
  - Additional Information
  - Award Limitations
  - Applicant Comments and Clarifications

**I am responsible for all calculations and figures that I submit as to eligible and qualified basis. the Georgia Department of Community Affairs (DCA) will conduct an independent investigation as to the calculations of eligible and qualified basis as submitted.**

**I understand and agree that DCA makes no representation or warranty as to the eligibility or availability of credit for the project.**

**I, therefore, agree to hold harmless and indemnify the Georgia Department of Community Affairs (DCA) and through me incurs any loss, injury, or damage, or Application, diminution of the credit, loss of credit, or other financial loss, arising out of or from the Application.**

**I understand and agree that neither DCA nor any other agency will be responsible for the amount or availability of credit for the project.**

19 When ready to submit, click "Submit an Application".

### 2024 9% Housing Tax Credit Application

#### CERTIFICATION OF APPLICANT

This Application is submitted in accordance with the 2023 Qualified Allocation Plan and the Housing undersigned applicant hereby certifies:

I understand that, in the event an allocation (or an allowance) for LIHTCs was obtained with false LIHTCs or request that the IRS deny tax credits to the Applicant entity. Also, a supplier, including participation for a period of five (5) years from the date the false information was discovered, in a Housing and Finance Authority.

I am responsible for ensuring the project consists or will consist of a qualified low-income building requirements of State and Federal tax law in the acquisition, development and operation of the pr

nation

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d Political

mation

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num Set-

20 Select application from dropdown and click "Submit application".

#### Submit Application

If you submit an application then you won't be able to edit it anymore

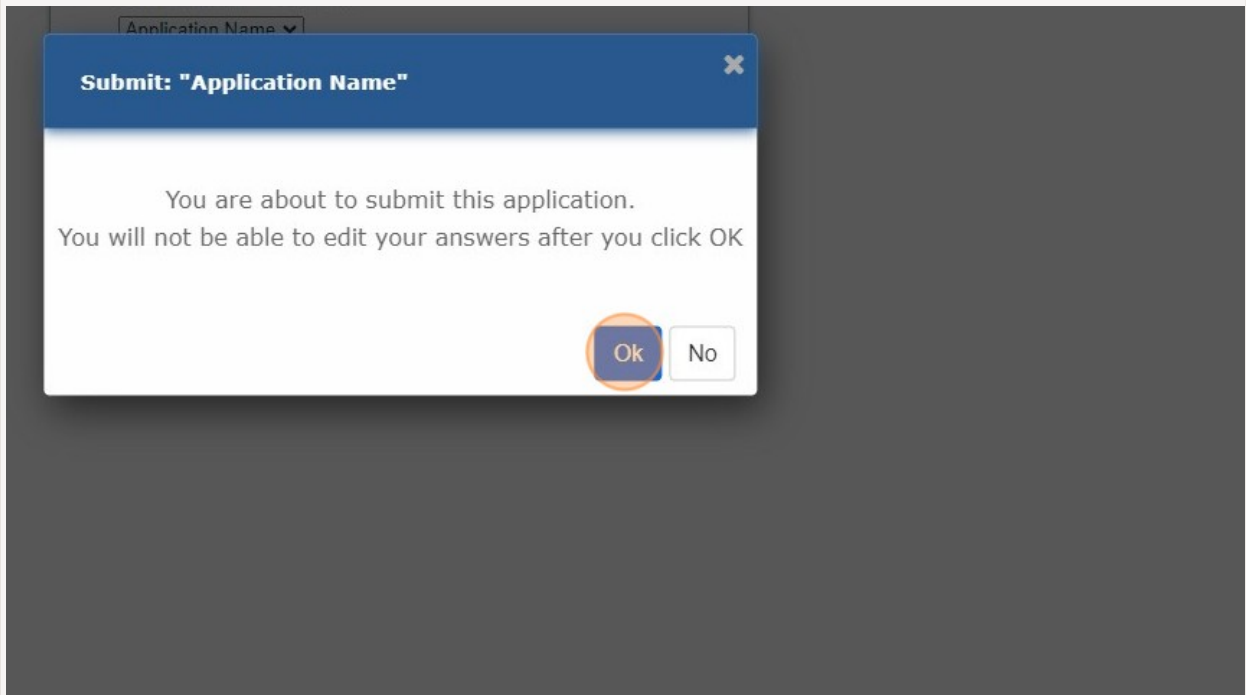
##### Application

Select application to submit

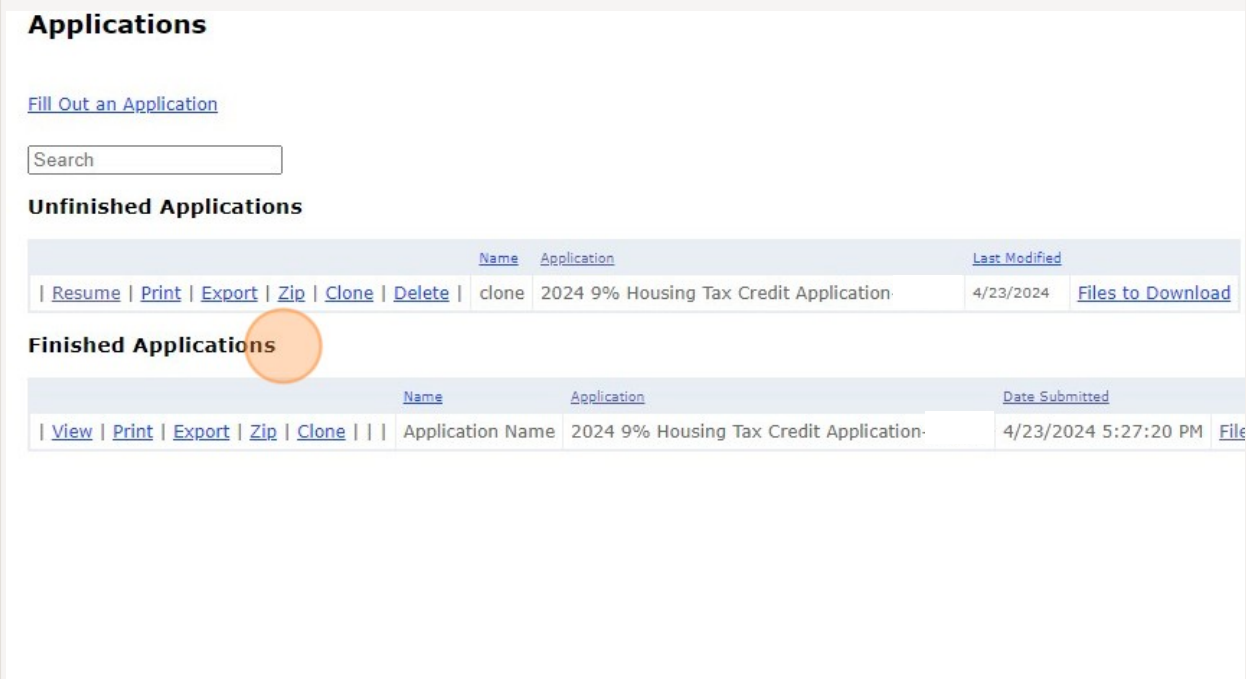
Application Name ▾

Submit application

21 Click "Ok" to confirm.



22 Once successfully submitted, the application will appear under "Finished Applications".



**23** Click "Files to Download"

<a href="#">Last Modified</a>		
Housing Tax Credit Application-	4/23/2024	<a href="#">Files to Download</a>

<a href="#">Date Submitted</a>		
% Housing Tax Credit Application-	4/23/2024 5:27:20 PM	<a href="#">Files to Download</a>

**24** Click the zipped folder link to open and confirm all documents are present.

**DCA - Housing Finance & Development**

[Applications](#) [Submit an Application](#)

**Files: "Application Name-2024 9% Housing Tax Credit Application"**

File Name	
pped) Application Submission Folder	<a href="#">2024-0xxAbbrevProjNameCompetitiveAppFldr.zip</a> <input type="checkbox"/>

**Selected**

Download All

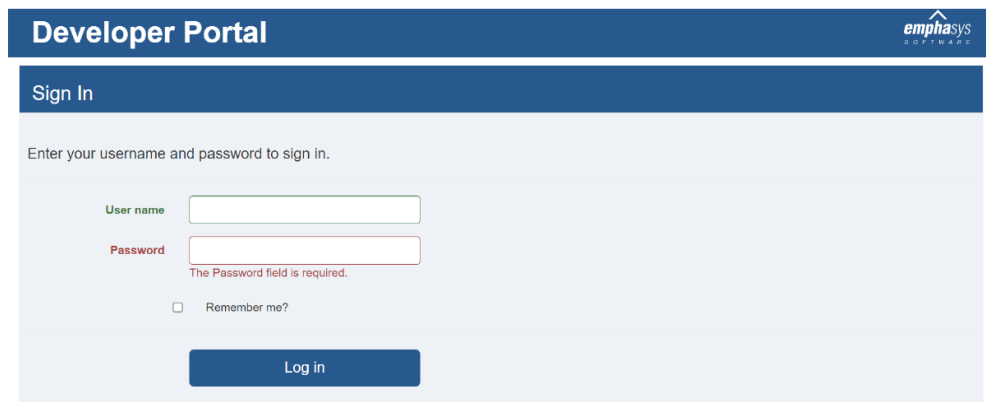
# Appendix (D) Waiver Request and Threshold Application Submission Instructions

## Emphasys Developer Portal

### Emphasys Developer Portal

- ❑ Waiver Requests and Threshold Review Submission documents must be submitted through the Emphasys Developer Portal.
- ❑ Link: <https://ghfadp.emphasys-hft.com/Account/Login>

- ❑ Log in to the Developer Portal using the same login information that was used to submit the **HTC Competitive Round Application**. If you are locked out of the account, please contact DCA.



The screenshot shows the 'Developer Portal' sign-in interface. At the top, there is a dark blue header with the text 'Developer Portal' on the left and the 'emphasys' logo on the right. Below the header is a 'Sign In' section with a light blue background. It contains the instruction 'Enter your username and password to sign in.' followed by two input fields: 'User name' and 'Password'. The 'Password' field has a red border and a red error message below it that reads 'The Password field is required.' Below the password field is a checkbox labeled 'Remember me?'. At the bottom of the sign-in area is a dark blue 'Log in' button.

- ❑ The request to submit both the Waiver Requests and Threshold Review Submission will appear separately on the Developer portal.
- ❑ Please submit the requested documents (As applicable).
- ❑ The submission process is the same for both.

Application in Developer portal:

Application Files   Funding App   Disbursements   Section 3   HUD 2516   Self Scoring   Forms   Inspection Requests   Change Requests

### Application Files

🗑️ 📄 📄 📄 📄   Search

Program: All   Application: [ ]

	Application	Current Stage	Required Document	File	File Review Status	File Review Comments
	20xx-xxx	LIHTC Application Review	Waiver Documents		Not Reviewed	
	20xx-xxx	LIHTC Application Review	Threshold Review Documents		Deficiency	

↓

Requested Documents

Click on the pencil icon on the left to edit the application.

Application Files   Funding App   Disbursements   Section 3   HUD 2516   Self Scoring   Forms   Inspection Requests   Change Requests

### Application Files

🗑️ 📄 📄 📄 📄   Search

Program: All   Application: [ ]

	Application	Current Stage	Required Document	File	File Review Status	File Review Comments
	20xx-xxx	LIHTC Application Review	Waiver Documents		Not Reviewed	
	20xx-xxx	LIHTC Application Review	Threshold Review Documents		Deficiency	

↓

Edit Application

- ❑ Click on “**Select File**” to choose the file from local device. Please note, only one file can be selected. DCA recommends creating a zip file.
- ❑ Provide comments as appropriate.
- ❑ Click “**Save**” button to upload the file.

- ❑ The uploaded file name will appear under the file section, which will automatically be uploaded on the DCA’s Emphasys application review portal.
- ❑ The uploaded file can be re-uploaded/deleted by clicking on the pencil/trash icon on the left.

	Application	Current Stage	Required Document	File	File Review Status	File Review Comments
	20xx-xxx	LIHTC Application Review	Waiver Documents	20xx-xxx_Waiver.zip	Not Reviewed	
	20xx-xxx	LIHTC Application Review	Threshold Review Documents		Deficiency	

❑ To receive confirmation of the submission, please email: [Allocation@dca.ga.gov](mailto:Allocation@dca.ga.gov)