

2015 PRE-DETERMINATION SUBMISSIONS

Pre-Determination and/or Waiver Submissions ("Submission") will only be evaluated if the Submissions are complete and accurately prepared in accordance with the instructions below. Please refer to the 2015 Qualified Allocation Plan (QAP) Appendix 1 Threshold as well as QAP Exhibit "A", DCA Pre-Application Deadlines and Fee Schedule for additional information.

All fees are due at the time of Pre-Determination/Waiver Submission. Please make all checks payable to Georgia Housing and Finance Authority (GHFA). DCA will not accept any requests without the appropriate fees.

SUBMISSION INSTRUCTIONS

I. Binder Instructions:

- A. All pre-determination and waiver requests must be delivered to DCA Offices, 60 Executive Park South, NE, Atlanta, Georgia 30329 no later than 4PM, March 19, 2015. Please address all mailed submissions to the attention of Andria Williams. There is no formal intake process for pre-applications. Applications which are hand delivered can be dropped off at DCA's mailroom.
- B. The name of the Project to which any pre-approval/waiver requests relate must be on the spine and front cover of the binder, and should be the same name that will be used on the official application that will be submitted later.
- C. Please provide the necessary documentation for each request behind the designated Section and Tab.
 1. Those waivers or pre-approvals marked with an asterisk (*) must be submitted on the required DCA waiver/pre-application form, which can be found on the DCA website. Other documentation may be required as well.
 2. All other waivers/pre-determinations require narratives and supporting documentation and must meet the minimum requirements as set forth in the QAP.

II. Electronic Submission Instructions:

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 exact electronic copies of **ALL** of the same items included in the binder described above, arranged in the same order. Only one project 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 "**PA15-0xxYourAbbreviatedProjectName**". Upon opening this project folder, the items corresponding to the Table of Contents (TC) - on page 3 of these Instructions - must be found. Required: name and number Pre-Application Tab folders and docs in following manner – refer to TC (sample shown here - entire contents not shown here).

Georgia Department of Community Affairs
Housing Finance & Development Division
2015 Preapplication Instructions

SAMPLE

A. Requirements for Electronic TABS / FOLDERS.

Use role letter codes to group similar entity roles together:

A–Owner, B–Developer, C–Other Role

1st Level (within project folder)

Sections

2nd Level (within 1st Level folders) Tabs

(may be single **doc**, or **folder** if multiple docs)

3rd Level (within 2nd Level folders if multiple docs)

Forms/Docs

PA15-0xxProjNameToC

01Architectural

0101AbbrevProjNameArchStdsWvr

0102AbbrevProjNameAmenPreAppr

02Underwriting

0201AbbrevProjNameOperExpWvr

020201HOMEConsentInfo

0202022015PA-0xxAbbrevProjNameHOMECore

020203AbbrevProjNameRuralDesig

020204AbbrevProjNameCHDOCert

03Qualification

0301PerfWorkbk

030101AbbrevProjNamePWA TeamMbrName

030102AbbrevProjNamePWB TeamMbrName

0302FinancialStmts

030301AbbrevProjNameFSA TeamMbrName

030302AbbrevProjNameFSB TeamMbrName

For the electronic submission, note that a separate standalone copy of the accurately completed Table of Contents must be included outside of the folders.

1. **PLEASE DO NOT CREATE ADDITIONAL SUBFOLDERS.** Each folder name becomes part of the file path for each file it contains. This filepath is limited in size/length – when the length is exceeded, the file is unopenable.
2. If a folder will be empty with no files, include NA at the end of the folder name.
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 by plugging into another computer. Verify that it contains all application files and that it operates properly.

B. Requirements for Electronic FILES / DOCUMENTS.

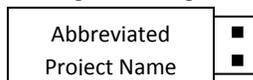
1. **LARGE** text files of 3rd-party reports – i.e., market studies, appraisals, environmental/engineering reviews, physical needs assessments, redevelopment plans - must allow electronic word searches. Any PDF formats of such files must be created from the original electronic document, not from a scanned paper copy, so as to be searchable. The author provides this version. Any such documents requiring signatures must be executed on the paper version. It is unlikely that files of this nature will be submitted at this stage.
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 paper version.
3. **Electronic versions of such documents in 1 or 2 above must be identical to the paper 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:
 - 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 sensibly 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 filepath size. For project team, use first initial and last name. 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 "Gdn" (Garden), "Lndg" (Landing), "Lgcy" (Legacy), "Pk" (Park), "Pte" (Pointe), "Rdg" (Ridge), "Redev" (Redevelopment), "Schl" (School), "Sr" (Senior), "Ver" (Veranda), "Vw" (View), or "Vlg" (Village) if using the related words.
 - g. **Begin each file name with 6-digit ID numbers** (e.g., 010101, 010201, 020121, 020201 ...) 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.** The numbering sequence is #####:



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.

C. Please label the flash drive container with the project name to be used at time of application.

Both the small, protective re-sealable container and the external casing of the flash drive itself must be labeled with the project name. Place a small label cut to best fit on the external case of the flash drive. Use transparent tape to keep the label attached. 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. **Leave 2" at the top of the protective case for DCA to place a label containing the assigned DCA Project Number.**



III. HOME Consent Core Application Form Instructions:

Scoring Tab. Applicants with historic units will need to complete the Historic Preservation section of the Scoring tab for pre-application/HOME Consent purposes. This will allow for the proper project cost limit to be calculated. However, the rest of the Scoring tab is not required to be completed. Applicants without historic units may disregard the Scoring tab for pre-application/HOME consent purposes. Do not delete this tab, regardless of whether or not historic units are involved.