



2015 Tax Credit Update: Paperless LIHTC Application Pilot

The Georgia Department of Community Affairs (DCA) is piloting a paperless Low-Income Housing Tax Credit (LIHTC) application for the 2015 funding round. DCA is committed to simplifying the application process for our housing development partners and minimizing its negative environmental impact.

Proposal:

DCA strongly encourages Applicants to submit only an electronic 2015 LIHTC application. Applicants may still submit a hard copy application as well, but it is not required. If an Applicant decides to submit only an electronic application, DCA will maintain the same expectations for the application as outlined in the 2015 Qualified Allocation Plan, including the requirement that all documents must be legible. Applicants must submit their application on a thumb drive by the Application Submission Deadline, and DCA will rely on the contents of the submitted thumb drive as the accurate and complete application submission.

Application Submission:

The submission process will remain materially the same. DCA will still assign each application a project number, but will now immediately check the operability of the submitted thumb drive, thus allowing the Applicant to confirm submission of his or her electronic application. This will take place on site at DCA on Application Submission Day.

Additionally, DCA will still require one executed original paper version of the **Application Certification Letter, 2015 Submission Form and Application Fee Calculation Worksheet, and an acceptable form of payment** along with the complete application on a thumb drive. Please refer to the 2015 LIHTC application instructions for a complete explanation on how to organize and submit all required components of the application. Any notarized, signed, or otherwise approved documents must be in their final form, whether electronic or hard copy, with all required signatures or official certifications clearly legible and executed, where relevant. Any documents left off the electronic application, as submitted, will be considered a "missing document," and DCA will follow procedures outlined in the 2015 QAP to resolve any missing document.

Further Guidance:

DCA is not responsible for thumb drives that become corrupted or lose data prior to application submission. To prevent issues, DCA requires Applicants participating in the Paperless Pilot to submit two thumb drives with identical complete applications, whether mailing an application in or bringing it to DCA's offices on Application Intake Day, June 11th, 2015.

Please direct any question on documents that should be included on that outline as well as any other questions or concerns to hfdround@dca.ga.gov with "LIHTC Paperless Pilot" in the header.