

Georgia Department of Community Affairs
Office of Affordable Housing
2005 Funding Round Email Updates

2005 DCA OAH Funding Round Update #1

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email Stephen directly at sbarrett@dca.state.ga.us. Thank you for your help with this.

Please be aware that 2005 Pre-Application documents will be available for your use as of Friday, January 21 at: http://www.dca.state.ga.us/housing/QAPDocs_05.html

Please also be aware that registration information for the 2005 OAH Application Workshop is available at: <http://www.dca.state.ga.us/housing/lihtcworkshop.html>

Please refer any questions about the above items to Joy Fitzgerald at jfitzger@dca.state.ga.us.

2005 DCA OAH Funding Round Update #2

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email Stephen directly at sbarrett@dca.state.ga.us. Thank you for your help with this.

Please be aware that Tabs V and VI of the 2004 OAH Electronic Application may be used for 2005 Pre-Application compliance history and scoring submittals. It is available at

http://www.dca.state.ga.us/housing/2004_tc_app.html

Please refer any questions about the above items to Joy Fitzgerald at jfitzger@dca.state.ga.us.

2005 DCA OAH Funding Round Update #3

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email Stephen directly at sbarrett@dca.state.ga.us. Thank you for your help with this.

1.) If you have not yet begun to test the 2005 Draft Electronic Application for Round 1 Testing, it is available at

http://www.dca.state.ga.us/housing/2005_tc_app.html

for your use. Round 1 testing ends next Thursday, March 17. Please email all feedback directly to Stephen Barrett.

2.) The Powerpoint presentation from the 2005 Application Workshop has been corrected and posted for your use at

http://www.dca.state.ga.us/housing/QAPDocs_05.html

under the heading of "Primary OAH Documents". Please discard the version you received at the workshop and use this version.

3.) Please be aware of links to the Rental Access Network found at

http://www.dca.state.ga.us/housing/QAPDocs_05.html under the heading of "Pre-Application Documents".

Please refer any questions about the above items to Joy Fitzgerald at jfitzger@dca.state.ga.us.

Georgia Department of Community Affairs
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2005 Funding Round Email Updates

2005 DCA OAH Funding Round Update #4

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email Stephen directly at sbarrett@dca.state.ga.us. Thank you for your help with this.

1.) The PowerPoint presentation from the 2005 Application Workshop has been revised. Please download the new version from

http://www.dca.state.ga.us/housing/QAPDocs_05.html

under the "Primary OAH Documents" subheader, and discard any previous versions you may have.

2.) The release of the Round Two testing version of the 2005 Electronic application and corresponding Application Instructions had been delayed pending resolution of previous feedback, but is now available for you to test. Please download both from

http://www.dca.state.ga.us/housing/2005_tc_app.html

and begin testing your project(s) data to help detect any glitches that may need correcting. The pre-set Round Two testing deadline of next Thursday, March 10 will remain in place for now in an effort to not delay the release of the final version. This is a VERY important time for you to make sure that your project works in the electronic application correctly and for you to still maintain the overall time period between the release of the final version and the application deadline. Should insufficient testing occur and some serious glitch be uncovered later in the final version, then a revision may well need to be released and thus the amount of time left to complete the electronic application will be reduced accordingly for everyone. Please participate in this voluntary testing effort now to help avert such a situation.

3.) The "Entities Determined to be Experienced in 2005" list has been updated and is now available for your use at

http://www.dca.state.ga.us/housing/QAPDocs_05.html

under the "Pre-Application Experience Determination" subsubheader. Please discard any older versions you may have.

Please refer any questions about the above items to Carmen Chubb at cchubb@dca.state.ga.us.

2005 DCA OAH Funding Round Update #5

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email your request to sbarrett@dca.state.ga.us. Thank you for your help with this.

The first of the 2005 Funding Round Clarifications and Q&A updates are now available for you at

http://www.dca.state.ga.us/housing/QAPDocs_05.html

under the "Important Notices, Tips and Updates" section.

Please refer any questions about the above item to Carmen Chubb at cchubb@dca.state.ga.us.

Georgia Department of Community Affairs
Office of Affordable Housing
2005 Funding Round Email Updates

2005 DCA OAH Funding Round Update #6

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email your request to sbarrett@dca.state.ga.us. Thank you for your help with this.

- 1.) A second set of 2005 funding round clarifications should be available by the end of the day at http://www.dca.state.ga.us/housing/QAPDocs_05.html for your review, under the "Important Notices, Tips and Updates" subheader.
- 2.) A second set of 2005 funding round Q & A's should be available by the end of the day at http://www.dca.state.ga.us/housing/QAPDocs_05.html for your review, under the "Important Notices, Tips and Updates" subheader.
- 3.) The "Entities Determined to Be Experienced in 2005" list has been updated. It is available at http://www.dca.state.ga.us/housing/Entities_Determined_to_be_Experienced_in_2005.pdf for your use.
- 4.) The Final version of the 2005 OAH Electronic Core Application and the accompanying 2005 Application Instructions are currently scheduled for release late this week. They will be available at http://www.dca.state.ga.us/housing/2005_tc_app.html at that time.
- 5.) Please be aware that the entire DCA website has been undergoing major renovation and the new look is scheduled for release sometime in the next few weeks. When this occurs, please be sure to take a few minutes to familiarize yourself with the new layout and be sure you can find whatever resources you may need.

Please refer any questions about the above items to Carmen Chubb at cchubb@dca.state.ga.us.

2005 DCA OAH Funding Round Update #7

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email your request to sbarrett@dca.state.ga.us. Thank you for your help with this.

- 1.) A third set of 2005 funding round clarifications is available at http://www.dca.state.ga.us/housing/QAPDocs_Tips.html for your review, under the "Important Notices, Tips and Updates" subheader.
- 2.) A third set of 2005 funding round Q & A's at http://www.dca.state.ga.us/housing/QAPDocs_Tips.html for your review, under the "Important Notices, Tips and Updates" subheader.
- 3.) The Final version of the 2005 OAH Electronic Core Application and the accompanying 2005 Application Instructions should be posted to the website late on Friday afternoon at http://www.dca.state.ga.us/housing/2005_tc_app.html for your use.
- 4.) Please be aware that the entire DCA website has been undergoing major renovation and the new look is scheduled for release sometime in the next few weeks. When this occurs, please be sure to take a few minutes to familiarize yourself with the new layout and be sure you can find whatever resources you may need.
- 5.) Please be aware that the cutoff time on the Application Deadline day this year is **4:00 PM**.

Please refer any questions about the above item(s) to Carmen Chubb at cchubb@dca.state.ga.us.

Georgia Department of Community Affairs
Office of Affordable Housing
2005 Funding Round Email Updates

2005 DCA OAH Funding Round Update #8

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email your request to sbarrett@dca.state.ga.us. Thank you for your help with this.

- 1.) Please be aware that the cutoff time on the Application Deadline day this year is **4:00** PM.
- 2.) There have been several fairly serious glitches reported in the electronic core application in the past few days. We have decided to release a revised electronic core application that addresses these problems. As part of this process, we are giving applicants a couple of days to inform us of any glitches encountered but not yet reported. **Please take this time to thoroughly complete the existing version to make sure that your specific proposal does not uncover any other problems with this electronic application.** If you find any glitches in the existing version, please report them to Stephen Barrett at sbarrett@dca.state.ga.us immediately. Now is the time to get them fixed. We will plan on posting a new version on Monday, April 18, so please have your findings to us by 12:00 noon that day. We apologize for and regret any inconvenience this has caused.
- 3.) The 2005 DCA Utility Allowances are available at <http://www.dca.state.ga.us/housing/HousingDevelopment/programs/OAHforms.asp>.
- 4.) A revised "Entities Determined To Be Experienced in 2005" has been posted to <http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005docs.asp> under the "Pre-Application Experience Determination" subheader for your use.
- 5.) A new Questions & Answers release will be available late tomorrow at <http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005docs.asp> under the "Important Notices, Tips and Update" subheader.
- 6.) A new Funding Round Clarification will be available late tomorrow at <http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005docs.asp> under the "Important Notices, Tips and Update" subheader.

Please refer any questions about the above item(s) to Carmen Chubb at cchubb@dca.state.ga.us.

Georgia Department of Community Affairs
Office of Affordable Housing
2005 Funding Round Email Updates

2005 DCA OAH Funding Round Update #9

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email your request to sbarrett@dca.state.ga.us. Thank you for your help with this.

1.) Please be aware that the cutoff time on the Application Deadline day this year (Thursday, May 5th), is **4:00** PM.

2.) The revised electronic core application and revised application instructions have now been placed on the web site at

<http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005docs.asp>

under the "Primary OAH Documents" subheader. The ways you will be able to tell the difference are: the word "Revised" in the electronic file title, the date at the bottom of the printed pages will be "April 2005" instead of "March 2005", and the electronic compliance forms have been re-numbered (see separate detail below). Also, if you informed me of a glitch in the previous version, it will be corrected now.

The following Compliance Forms located only in the electronic application have been re-numbered in the recently revised version to avoid confusion with similarly numbered forms in the Compliance section of the 2005 Application Manual:

Form J-1 is now referred to as Form J-20

Form J-2 is now referred to as Form J-21

Form J-3 is now referred to as Form J-22

3.) A new 2005 Funding Round Q&A Response (#5) is now available for your review at

<http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005docs.asp>

under the "Important Notices, Tips and Updates" subheader.

4.) A new 2005 Funding Round Clarification (#9) is now available for your review at

<http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005docs.asp>

under the "Important Notices, Tips and Updates" subheader.

5.) Carmen Chubb is pleased to announce that Laurel Hart is DCA's new Director of the Office of Affordable Housing. Laurel will assume the responsibilities of the position effective immediately.

Laurel has been with DCA's Office of Affordable Housing since 2001 as the Legal Affairs Manager. During her tenure with DCA, Laurel has been involved in policy decisions, loan closings, QAP development, scoring, compliance, and asset management. Laurel brings over 20 years of experience in real estate law and more recent experience in real estate finance to the position.

Laurel is a licensed attorney in Georgia and was a partner in an Illinois law firm that specialized in residential and commercial real estate transactions and litigation prior to joining DCA.

Please direct all correspondence previously addressed to Joy Fitzgerald or to Carmen in the interim, to Laurel Hart. Her direct phone number is 404-679-0580 and her email address is lhart@dca.state.ga.us.

Thank you for your interest and participation in DCA's housing programs and for providing affordable housing to the citizens of this state.

Please refer any questions about the above item(s) to Laurel Hart at lhart@dca.state.ga.us.

Georgia Department of Community Affairs
Office of Affordable Housing
2005 Funding Round Email Updates

2005 DCA OAH Funding Round Update #10

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email your request to sbarrett@dca.state.ga.us. Thank you for your help with this.

1.) I have been informed this morning that there was a correction to a scoring error in the Family Optional Services section of the single-site Self -Score section that evidently was not saved in the revision released this week. The spreadsheet will not allow you to enter a score on the second and third lines. **If you only need to enter a score on the first line or are not applying for points for Family Optional Services in the single-site Self-Score form, you may ignore this notice.** If you are applying for points under this section, you may either use a newly corrected OPTIONAL version that I have had posted this morning (Thursday) at

<http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005docs.asp>

or, if you have already started entering data into this week's revision, you may simply email your file to me directly (sbarrett@dca.state.ga.us) to correct for you since we are getting so near to the deadline. If you email your file to me, please first scan it for viruses (make sure you have updated your anti-virus files this week) and compress it using WinZip (www.winzip.com). Be sure to specify the cell(s) that you want me to look at by providing the row and column.

I apologize profusely for the flurry of changes this week. I realize that it is not only an inconvenience for you but is frustrating for all of us as well given our time frame. I will personally assist each of you with the operation of this form as needed over the next two weeks to make sure you are taken care of. Please do not hesitate to contact me should you have any questions about this week's changes or if you experience any further difficulties with the operation of this form. We will not be posting another revision that is required by everyone to use as we did this week. If other issues with this form arise over the next two weeks, I will keep you informed and will either provide a work-around solution for you or else I will personally change your effected spreadsheets as needed. Thank you for your patience and understanding.

2.) Another Funding Round Clarification has been posted for your review at

<http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005docs.asp>

under the "Important Notices, Tips, and Updates"

3.) Please be aware that the cutoff time on the Application Deadline day this year (Thursday, May 5th), is **4:00** PM.

Please refer any questions about the above item(s) to Carmen Chubb at cchubb@dca.state.ga.us.

2005 DCA OAH Funding Round Update #11

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email your request to sbarrett@dca.state.ga.us. Thank you for your help with this.

1.) Another Funding Round Clarification has been posted for your review at
<http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005docs.asp>
under the "Important Notices, Tips, and Updates"

2.) Please be aware that the cutoff time on the Application Deadline day this year (Thursday, May 5th), is **4:00** PM.

If you should have any questions about the above items, please contact Laurel Hart at lhart@dca.state.ga.us.

Georgia Department of Community Affairs
Office of Affordable Housing
2005 Funding Round Email Updates

2005 DCA OAH Funding Round Update #12

To all potential 2005 OAH applicants:

Please forward this to your colleagues/coworkers as appropriate. Should anyone need their email address added to or deleted from the list, please email your request to sbarrett@dca.state.ga.us. Thank you for your help with this.

1.) Given the recent changes in the application, I (Stephen) will be staying late today (Wednesday, May 4) to assist you with any last-minute problems you may encounter in operating the spreadsheet. I will plan on staying until at least 8:00 PM. Please be aware that I will not be answering any policy-related questions or making policy interpretations. Also, please be aware that DCA has been experiencing some email system problems over the past few days, so there is no guarantee that I will be able to receive, correct and return your applications should you encounter any difficulties. *You should call me at 404-679-0575 to verify that I have received your email. As an alternative email address, you may use my personal internet-based account at stepbar@hotmail.com should my DCA account be unreachable.*

2.) If you haven't already done so, please go ahead and complete the Self-Score portion of your applications ASAP to ensure that it is operating as you expect it should according to the QAP. If it is not, and you are just starting to complete your application, please download the form from

<http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005docs.asp>

to be sure you have the current version and simply transfer your existing data over. However, if you have already entered most or all of your other data, then just email your application(s) to me (PLEASE first virus-scan and WinZip-compress the file) and point out where you are having a problem (provide cell reference - row and column) so that I can fix it for you.

If you find other glitches unrelated to scoring, please follow these same instructions.

3.) If you have not yet downloaded the revised version released over 2 weeks ago, please be aware that, as is stated in previous email updates, it is the version required for 2005 application submission. You can identify it easily by the footers having an April 2005 date. If needed, it is available for download from the link provided in Item #2 above.

4.) An error has been reported in the electronic application's designating of some counties as Urban when they should be Rural or vice-versa. Please be aware that the list of county designations provided in Exhibit A of the 2005 core Qualified Allocation Plan shall be the final authority in the case of discrepancies. If your application is effected in this way, you may either insure that your operating expenses meet the QAP-mandated levels and note the discrepancy in the Comments section or you may email it to me (PLEASE first virus-scan and WinZip-compress the file) for correction at your earliest convenience.

5.) If for some reason you haven't been checking the website and you still need the Compliance L-4 form, "Sample General Information Notice for Occupants at Time of Application", it is available at <http://www.dca.state.ga.us/housing/HousingDevelopment/programs/QAP2005forms.asp> should you need it.

6.) Please be aware that the cutoff time on the Application Deadline day this year (Thursday, May 5th), is **4:00** PM.

Please refer any questions about the above item(s) to Carmen Chubb at cchubb@dca.state.ga.us.