**change REQUESTS**

Please work through the online Application and do not email IFA staff members for change requests. All change requests must go through the online Application.

1. **Requesting Review of Proposed Changes through the Online Application**
2. Select “Request a Change.”
3. Complete the Request a Change Tab, including uploading applicable exhibits.
4. Submit.

* The Application is locked except for IFA staff upon submission of the change request.

1. **NotificationS**
2. IFA will review the proposed changes and provide one of the following email notifications:
3. Change request accepted – make the change in the Application prior to next Application submittal

* Application returns to previous Application version/status.

1. Change request denied

* Application returns to previous Application version/status.

1. Change in Application and exhibits required

* Application automatically goes to Change in Work upon LIHTC Director acceptance of the change request.

1. Material Change in Application and exhibits required

* Application automatically goes to Change in Work (material) upon LIHTC Director acceptance of the change request.

1. If a Change or Material Change in Application submission has deficiencies, a Deficiency Report is sent. An email notification will also be sent for approvals and denials.
2. **CHANGE IN APPLICATION**
3. Enter the changes in the Application and upload applicable exhibits.
4. Submit.
5. If notified of a Deficiency Report, enter responses in the Deficiency Report, complete the requested actions listed in the Deficiency Report, and submit.
6. IFA will provide notification as listed above in B.(2.).

* No fee.

1. **MATERIAL CHANGE IN APPLICATION**
2. Enter the changes in the Application and upload applicable exhibits.
3. Submit.
4. If notified of a Deficiency Report, enter responses in the Deficiency Report, complete the requested actions listed in the Deficiency Report, and submit.
5. IFA will provide notification as listed above in B.(2.)
6. If approved, submit payment of the material change. in application fee on the Fees Tab.

* 9% Projects awarded prior to 2022: $1,000 fee; awarded in 2022 and after $7,500 fee.
* 4% Projects awarded prior to 2022: $1000 fee; awarded in 2022 and after $2,000 fee.
* After January 1, 2023, all approved material changes will result in a loss of one point for a Developer or General Partner/Managing Member. Refer to QAP Part B, Section 6.4(C).