

CHANGE REQUESTS

All change requests must be submitted through the Application. You may contact a staff member with questions on whether a change request is required; however, do not implement changes without first receiving IFA's approval through the change request process.

A. REQUESTING REVIEW OF PROPOSED CHANGES THROUGH THE ONLINE APPLICATION

- 1. Select "Request a Change."
- 2. Complete the Request a Change Tab, including uploading applicable exhibits.
- 3. Submit.

B. NOTIFICATIONS

- 1. IFA will review the proposed changes and provide one of the following email notifications:
 - a. Change request accepted make the change in the Application prior to next Application submittal
 - Application returns to previous Application version/status
 - b. Change request denied
 - Application returns to previous Application version/status
 - c. Change in Application and exhibits required
 - Application automatically goes to Change in Work upon LIHTC Director acceptance of the change request.
 - d. Material Change in Application and exhibits required
 - Application automatically goes to Change in Work (material) upon LIHTC Director acceptance of the change request.
- 2. If a Change or Material Change in Application submission has deficiencies, a Deficiency Report will be sent. An email notification will also be sent for approvals and denials.

C. CHANGE IN APPLICATION

- 1. Enter the changes in the Application and upload applicable exhibits and select submit.
- 2. If notified of a Deficiency Report, enter responses in the Deficiency Report, complete the requested actions listed in the Deficiency Report, and select submit.
- 3. IFA will provide notification as listed above in B.(2.). No fee is charged.

D. MATERIAL CHANGE IN APPLICATION

Approved material changes will result in a loss of one point for a Developer or General Partner/Managing Member.

- 1. Enter the changes in the Application and upload applicable exhibits and select submit.
- 2. If notified of a Deficiency Report, enter responses in the Deficiency Report, complete the requested actions listed in the Deficiency Report, and select submit.
- 3. IFA will provide notification as listed above in B.(2.)
- 4. If approved, submit payment of the material change in application fee on the Fees Tab. Refer to QAP for fee amount.