

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.