

## CHANGE REQUESTS

All changes to the Project from the initial approved Project Application require IFA approval. Change requests must be submitted through the Application prior to implanting any change. Contact a federal housing tax credit ("LIHTC") team member with questions if unclear. Do NOT implement any change without receiving the Tax Credit Director's prior written approval from the change request process. Refer to Part B, Section 8 of the 9% Qualified Allocation Plan ("QAP") and Part B, Section 7.2 of the 4% QAP.

In addition to the above referenced QAP sections, both QAP's state under **QUALIFIED DEVELOPMENT TEAM** that the Developer/Co-Developer (Developer), General Partner/Managing Member (GP/MM) and Affiliates thereof may not change between Tax Credit reservation and issuance of the IRS Form 8609.

### A. REQUESTING REVIEW OF PROPOSED CHANGE(S) THROUGH THE APPLICATION

1. Select the "Request a Change" tab at the top of the Application.
2. Complete the tab, including uploading applicable exhibits or information related to the change(s).
3. Submit.

### B. REVIEW AND NOTIFICATION

1. Upon completion of IFA's review, IFA will send an email with an attached letter, indicating one of the following:
  - a) Change request Accepted: Make the change in the Application prior to the 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 moves to Change in Work.
    - A Deficiency Report sent through the Application will be used, if applicable.
    - All denial or approvals are emailed.
  - d) Material Change in Application and Exhibits Required.
    - Application automatically moves to Change in Work.
    - A Deficiency Report sent through the Application will be used, if applicable.
    - All denial or approvals are emailed.

**C. CHANGE IN APPLICATION**

1. Enter the changes in the Application and upload applicable exhibits and select submit.
2. If a Deficiency Report is received, enter responses in the Deficiency Report, complete any requested changes listed in the Deficiency Report, and select submit.
3. IFA will provide notification of either approval or denial. If approved, there is no fee.
4. Application moves back to previous Application version/status upon approval or denial.

**D. MATERIAL CHANGE IN APPLICATION**

1. Enter the changes in the Application and upload applicable exhibits and select submit.
2. If a Deficiency Report is received, enter responses in the Deficiency Report, complete any requested changes listed in the Deficiency Report, and select submit.
3. IFA will provide notification of either approval or denial by email.
4. If approved, pay the \$7500 invoice for the Material Change in Application fee on the Fees Tab.
5. Application moves back to previous Application version/status upon approval or denial.

**Refer to the 4% QAP Part A, Section 5.4 and the 9% QAP Part A, Section 6.4 for the scoring impact a Material Change in Application will have for Developers and General Partners/Managing Members.**