



## 2010 PRE-DETERMINATION SUBMISSIONS

Pre-Determination and/or Waiver Submissions (“Submission”) will only be evaluated if the Submissions are complete and accurately prepared in accordance with the instructions below. Please refer to the 2010 Qualified Allocation Plan (QAP) Appendix 1 Threshold as well as QAP Exhibit “A”, DCA Pre-Application Deadlines and Fee Schedule for additional information.

**All fees are due at the time of Pre-Determination/Waiver Submission.** Please make all checks payable to Georgia Housing and Finance Authority (GHFA). DCA will not accept any requests without the appropriate fees.

### SUBMISSION INSTRUCTIONS

#### I. Binder Instructions:

A. All pre-determination and waiver requests must be delivered to DCA Offices, 60 Executive Park South, NE, Atlanta, Georgia 30239 no later than 4PM, June 17, 2010. Please address all mailed submissions to the attention of Andria Williams. There is no formal intake process for pre-applications. Applications which are hand delivered can be dropped off at DCA’s mailroom.

B. The name of the Project to which any pre-approval/waiver requests relate, if applicable, must be on the spine and front cover of the binder.

C. Please provide the necessary documentation for each request behind the designated Tab and Section.

1. Those waivers or pre-approvals marked with an asterisk (\*) must be submitted on the required DCA waiver/pre-application form, which can be found on the DCA website. Other documentation may be required as well.

2. All other waivers/pre-determinations require narratives and supporting documentation and must meet the minimum requirements as set forth in the QAP.

#### II. Electronic Submission Instructions:

A. All Pre-determination/Waiver Submission binders must include a CD with all information contained in the binder copied onto it.

1. Related/support documents must be located in folders named in conjunction with the tab numbers.

2. Documents that must be scanned, must be scanned individually, in order that DCA can access them individually.

3. DCA forms in excel format must be copied onto the CD in that format- do not scan these resulting in .pdf format.

4. Only include populated folders- do not include empty folders for pre-approvals/waivers that are not applicable.

B. Please label the CD (in addition to the case or envelope) with the project name and city location.



Date Submitted:  
(For DCA Purposes)

**2010 PRE-DETERMINATION/WAIVER SUBMISSION FORM  
REQUIRED TABLE OF CONTENTS**

<b>Contact Name:</b>				
<b>Address:</b>				
<b>Phone:</b>		<b>Fax:</b>		
<b>Email:</b>				
<b>Proposed Project Name:</b>				

TAB	Pre- Determination/Waiver Requested	Fees Due	Deadline	Included (X)
	<b>Section 1: Architectural</b>			
1	Architectural Standards Waiver*	\$1,500	June 17, 2010	
2	Amenities Pre-Approval*	\$1,500	June 17, 2010	
	<b>Section 2: Underwriting</b>			
3	Payment and Performance Bond Waiver	\$1,500	June 17, 2010	
4	Operating Expense Waiver*	\$1,500	June 17, 2010	
5	Tenancy Characteristic Pre-Approval	NONE	June 17, 2010	
6	HOME Loan Consent Request* (Nonprofits)	\$500	June 17, 2010	
	HOME Loan Consent Request* (For Profits/Joint Ventures)	\$1000	June 17, 2010	
	<b>Section 3: Experience</b>			
7	Performance Workbook*	NONE	June 17, 2010	
	Experience Waiver*	\$1,500	June 17, 2010	
	Experience Determinations*	NONE	June 17, 2010	
8	Probationary Participation	\$1,500	June 17, 2010	
9	Probationary Experience Participation	NONE	June 17, 2010	

**TOTAL FOR THIS REQUEST:      \$ \_\_\_\_\_**

**PLEASE ATTACH CHECK FOR PAYMENT OF FEES HERE**