

# ELECTRONIC SUBMISSION INSTRUCTIONS

Preliminary Qualified Contract (QC) Applications and Requests for QC Submissions ("Submission") will only be evaluated if the Submissions are complete and accurately prepared in accordance with the instructions below. Please refer to the QC checklist documents for additional information.

## SUBMISSION INSTRUCTIONS

All QC requests must be delivered to DCA Offices, 60 Executive Park South, NE, Atlanta, Georgia 30329 Attn: HFDD-Qualified Contract. **Except where specified otherwise in these Instructions, all documents must be submitted in electronic form.** Applications which are hand delivered can be dropped off at DCA's mailroom.

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

### I. Manila Folder Instructions

- A. The name and GA ID number of the Project to which any Preliminary or final Requests relate must be on the front cover of the manila folder.
- B. Include properly executed check for correct fee amount in enclosed envelope. Label envelope with Project Name and GA ID and "QC Fee".
- C. Include flash drive as instructed below.

### II. Electronic Instructions

One **working, VIRUS-FREE USB flash drive** in a **small, protective re-sealable** container with a built-in fastener - e.g., Velcro, zipper, Ziploc, string or metal clasp - (both supplied by applicant) containing exact electronic copies of **ALL** of the same items included in the Preliminary QC Checklist/Request for QC Checklist, where applicable, arranged in the same order using numbering system provided there. Only one project per flash drive is permitted. The USB flash drive must be of a sufficient size to contain all files that will be submitted. Applicants may submit one backup flash drive with identical contents if desired, but this is not required.

Upon opening the flash drive, the only item visible should be the project folder titled "[GA ID]xxxx-xxxAbbreviatedProjectNamePrel" or "[GA ID]xxxx-xxxAbbreviatedProjectName Req". Upon opening this project folder, the items corresponding to the Checklist documents list must be found. **Required: name and number folders and docs in following manner – refer to Checklist (sample shown here - entire contents not shown here).**

#### A. Requirements for Electronic TABS / FOLDERS

#### SAMPLE

Use role letter codes to group similar entity roles together (example: Prelim Checklist):

**1st Level** (within project folder)  
**Sections**

**2nd Level** (within 1st Level folders) **Tabs**  
(may be single **doc**, or **folder** if multiple docs)

**3rd Level** (within 2nd Level folders if multiple docs) **Forms/Docs**

01LURC

0101AbbrevProjName LURC  
0102AbbrevProjName AmenLURCAmend

02-8609s

0201AbbrevProjName BIN1  
0202AbbrevProjName BIN2  
0203AbbrevProjName BIN3

03Exec8821

0301AbbrevProjName Exec8821

030101AbbrevProjNameBIN1CrRecapture  
030102AbbrevProjNameBIN2CrRecapture

04LegalOpinion

0401AbbrevProjName LegalOp

05Other

0501AbbrevProjName Descrip

050101AbbrevProjName Descrip

Please pdf documents separately.

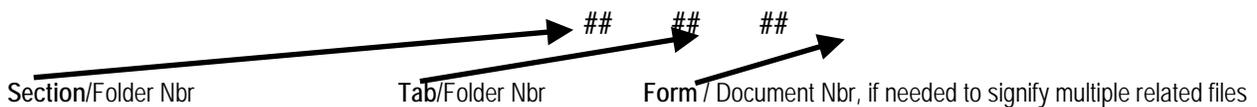
Note that a separate standalone copy of the **accurately completed** and executed Preliminary QC Application Checklist must be included **outside** of the folders.

1. **PLEASE DO NOT CREATE ADDITIONAL SUBFOLDERS.** Each folder name becomes part of the file path for each file it contains. This filepath is limited in size/length – when the length is exceeded, the file is unopenable.
2. If a folder will be empty with no files, include NA at the end of the folder name.

3. **BEFORE** uploading the populated project folder to the flash drive for submission to DCA, **first move the entire folder to the top (root) level of your C drive** to avoid adding unnecessary subfolders to the file path (see note 2 above). To do this on a Windows-based PC:
  - a. Copy the populated project folder
  - b. Click Start and select (My) Computer
  - c. Click C: drive (Hard Disk). The window that then opens is the C: root level and folders such as Apps, Users, and Windows may be seen.
  - d. Paste the project folder here
  - e. Copy it from C: root and paste it to the flash drive.
4. **BEFORE** unplugging the USB flash drive from the computer, use the "Safely Remove Hardware" option in the System Tray at the bottom right of the computer Desktop screen to avoid potential file corruption. Be sure to wait for the confirmation pop-up box to appear, notifying you that it is safe to remove the flash drive.
5. Double-check the USB drive by plugging into another computer. Verify that it contains all application files and that it operates properly.

## B. Requirements for Electronic FILES / DOCUMENTS

1. **LARGE** text files of 3rd-party reports – i.e., market studies, appraisals, environmental/engineering reviews, physical needs assessments, redevelopment plans - must allow electronic word searches. Any PDF formats of such files must be created from the original electronic document, not from a scanned paper copy, so as to be searchable. The author provides this version. Any such documents requiring signatures must be executed on a separate PDF version. It is unlikely that files of this nature will be submitted at this stage.
2. If applicable, electronic submissions of DCA Excel forms, such as the Core Application and the Performance Workbook, **must be in Excel format**. Any DCA Excel documents requiring signatures must be signed in the paper version.
3. Electronic versions of such documents in 1 or 2 above must be identical to the paper version but for the signature.
4. **SMALL** text files (letters/forms) requiring signatures must be executed, scanned and put into PDF format to preserve signatures. The electronic word search capability is not required for such files. Files containing only standalone maps, photos, charts, etc. also do not need to be searchable in this manner.
5. Do not combine the documents for each tab into one combined pdf file. Each document in the Checklist is required to be standalone.
6. **NAMING** electronic files:
  - a. Use CondensedTitleCaseFormat (no spaces)
  - b. Do NOT use special characters (e.g., &, /, \, \$, -, +, \*, #, %, @, or periods ".", etc.). These prevent your files from being uploaded to the DCA server.
  - c. Remove any references to your version number or version date from the file name
  - d. Name files sensibly such that it will be obvious to DCA what is in the file without having to open it.
  - e. Abbreviate names on files to reduce filepath size.
  - f. Decide on a project name abbreviation that uses the fewest characters yet still makes sense. Do not include the owners's name. Include this abbreviation near the front of each file name. Use the same abbreviation for each file.
    - \_ **Omit** words such as "Apartments", "Residences", "Estates", "Homes", "Townhomes", "Lofts", "Villas", "Phase", "The", "of", "on", "at" and "Ltd Partnership" altogether in electronic file names.
    - \_ **Include** abbreviations such as "Gdn" (Garden), "Lndg" (Landing), "Lgcy" (Legacy), "Pk" (Park), "Pte" (Pointe), "Rdg" (Ridge), "Redev" (Redevelopment), "Schl" (School), "Sr" (Senior), "Ver" (Veranda), "Vw" (View), or "Vlg" (Village) if using the related words.
  - g. Begin each file name with 6-digit ID numbers ( e.g., 010101, 010201, 020121, 020201 ...) at the beginning of each file name inside each folder so as to arrange files in the order prescribed by the Checklist. **Please do NOT create additional subfolders.** The numbering sequence is #####:



In cases where not all line items in a folder will be submitted, use the same numbering as if all were in fact submitted, but just skip the number for those documents that will not be submitted.

C. Please label the flash drive container with the project name and GA ID

**Both** the small, protective re-sealable container and the external casing of the flash drive itself must be labeled with the project name. Place a small label cut to best fit on the external case of the flash drive. Use transparent tape to keep the label attached. The protective re-sealable envelope / pouch / sleeve must also be labeled with the name, phone number, and email of the person to contact in case of flash drive failure.

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Abbreviated