**change in application instructions**

At all times after award, the Owner is responsible for promptly informing IFA’s LIHTC Manager and Construction Analyst in writing of any changes or alterations which deviate from the plans and/or programmatic elements submitted in the IFA-approved Threshold Application or in the final plans and specifications approved by IFA’s Construction Analyst.

A request for the IFA’s LIHTC Manager’s written authorization of a Qualified Allocation Plan (“QAP”) permitted Application change shall be submitted through the online Application. Do not proceed to IRS Form 8609 Application submission without the IFA’s LIHTC Manager’s authorization of all changes. If it is determined the Project is not substantially the same project represented in the IFA-approved Application, the Project will not receive an allocation of Tax Credits, or the amount of the Tax Credits will be adjusted, or an IRS Form 8823 or a State-Issued Notice of Non-Compliance will be issued.

1. **Submission**
2. Log in to the online Application.
3. On the Application Section and Management screen, select view for the applicable Project Application.
4. At the top of the Project Application, select “Request a Change Tab”.
5. In Section 1, Select (a), (b), or both (a) and (b).
6. In Section 2, enter a summary of the changes for which IFA’s approval is requested.
7. In Section 3, enter payment information for the Change in Application fee.
8. Select “Begin Change Request Process”.
9. Enter the changes in the Application and save.
10. Submit.
11. Upon this initial submission, IFA will complete a pre-review of the submission and enter the required exhibits for the change request.
12. IFA shall send an email to the Owner, Developers, GP/MM’s, and Development Consultant contacts requesting exhibits to be uploaded to the Application. If exhibits are not required, the email will request submission of the Application.
13. Upload the required exhibits and submit the Application.

* The request is not a complete submission until this step is completed.

1. **Deficiencies, Approval, or Denial**
2. A deficiency report email shall be sent to the Owner, Developers, GP/MM’s, and Development Consultant contacts, if applicable.
3. Upon receipt of the deficiency report email, log in to the Application to view the deficiency report. Enter responses for each listed deficiency and make requested Application changes and/or upload requested information and exhibits.
4. Submit.
5. IFA shall review the deficiency response and Application. If outstanding items remain, an email shall be sent; otherwise, an approval or denial email shall be sent by the IFA LIHTC Manager.
6. **LURA Amendments**
7. If the LURA has been recorded with the applicable county Recorder, an amendment may be required. If an amendment is necessary, the Owner will be responsible for reimbursing IFA for the actual cost of IFA’s e-filing and Recorder’s fees.