

2023 HOME Rent Approval Form

The 2013 HOME Final Rule requires Participating Jurisdictions (PJ's) to review and approve rents annually for all HOME-assisted projects during the HOME affordability period. Pursuant to 24 CFR 92.252 and DCA program rules, you must submit the completed form at least once annually after the release of the published [HOME rent limits](#) and [HOME income limits](#). This form includes the current published HUD HOME and NSP rent limits.

Failure to timely submit this HOME rent review form for DCA review will result in being removed from the Approved Management Companies list. Future funding awards may be impacted by HOME non-compliance.

Please complete this Cover Page and the Worksheet on the page (2) of this form, in its entirety, and submit it via Emphasys Certification Portal. Review pages (3 & 4) of this form for submission instructions, rules on HOME requirements, and rent determinations. **Please submit all documents for the HOME rent review no later than September 30, 2023.**

Year of Rent Limits: _____ Project Funding Type(s): _____

Project Name: _____ GA ID Number: _____

Project Address: _____

Project City: _____ Zip: _____

Management Company: _____

*I certify that to the best of my knowledge, the information provided in this submission is true and correct regarding the Project listed above. I understand the DCA may request additional information to verify the correct HOME limits. I hereby affirm that the attached rent increases **that exceed 5% of the current net rents for in-place tenants have been increased in accordance with the [DCA Rent Increase policy](#).***

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Phone: _____ Email: _____

For DCA Use Only	
Received by: _____	Date Reviewed: _____
<input type="checkbox"/> APPROVED	COMMENTS: _____
<input type="checkbox"/> CORRECTIONS NEEDED	_____

2023 HOME Rent Approval Form | WORKSHEET

Project Name: _____ GA ID Number: _____

County: _____ Date the Project was placed in service: _____

Rural County? YES NO Is this county part of Metro Statistical Area(MSA)? YES NO

Does Project have PBRA? YES NO If Yes, Provide the Number of PBRA Units _____

Does this Property have Tax Credits? YES NO

BRs	# HOME Units	Set-Aside	Gross Floor Rent	2023 Max LIHTC Gross Rent	2023 Max HOME Gross Rent	Current Tenant Rent	Proposed Net Rent	Approved Net Rent
0		60%						
1		60%						
2		60%						
3		60%						
4		60%						

BRs	# HOME Units	Set-Aside	Gross Floor Rent	2023 Max LIHTC Gross Rent	2023 Max HOME Gross Rent	Current Tenant Rent	Proposed Net Rent	Approved Net Rent
0		50%						
1		50%						
2		50%						
3		50%						
4		50%						

BRs	# HOME Units	Set-Aside	Gross Floor Rent	2023 Max LIHTC Gross Rent	2023 Max HOME Gross Rent	Current Tenant Rent	Proposed Net Rent	Approved Net Rent
0		30%						
1		30%						
2		30%						
3		30%						
4		30%						

BRs	# HOME Units	Other % in LURA	Gross Floor Rent	2023 Max LIHTC Gross Rent	2023 Max HOME Gross Rent	Current Tenant Rent	Proposed Net Rent	Approved Net Rent
0								
1								
2								
3								
4								

UTILITY ALLOWANCE: Do you use more than one methodology for your HOME units? YES NO N/A
 (Do not include Sec8/HCV UAs)

Methodology	0 BR	1 BR	2 BR	3 BR	4 BR	Effective Date

FOR LAYERED FUNDING

TAX CREDIT and HOME

- Use the lesser of the published HOME rent based upon the County/MSA area for each program for your low and high HOME units.
- The LIHTC Gross Rent and HOME Gross Rent are the maximum rent limits for each program.
- Review your Land Use Restriction Agreement (LURA) for your property requirements.
- Remember to not go below the Gross Floor Rent amount. The Gross Floor Rent is found in Exhibit B of the LURA

PROJECT-BASED RENTAL ASSISTANCE (PBRA) CONTRACTS or HOUSING CHOICE VOUCHER (HCV) and HOME

- Review the applicable contract rent rules that can be charged for your low HOME and High HOME units. List **only** the HOME units with PBRA rental assistance on the form and complete a separate form for all other HOME units without PBRA.

HOME LEASE REQUIREMENTS

- Rent increases can only be implemented for new and renewal leases; (30) day written notice is required.
- Increases during the lease term are not permitted.
- DCA must be notified within 30 days (of discovery of non-compliance), if there is a change in rent or utility allowances that results in overcharging rent.
- Failure to notify DCA of the non-compliance may result in findings of non-compliance.

UTILITY ALLOWANCES

- For more than one (1) utility schedule applied to HOME units, complete a separate HOME rent request form showing the specific utility allowance information from each schedule.

SUBMISSION INSTRUCTIONS

DCA will conduct a review of the rent information and provide a response within 15 business days from the date the request is received.

Please include the following forms along with your HOME Rent Review submission:

1. Exhibit B of Land Use Restriction Agreement for HOME (LURA), which includes rents and set-asides.
2. A copy of the HOME Income and Rent Limits for your county.
3. LIHTC limits & rent calculations sheet *or* the Novogradac Rent and Income Calculator for Section 42.
4. All Utility Allowance Schedules used for your HOME units. The Utility Allowance effective date must not exceed the last 12 months and all applicable amounts must be selected/highlighted and legible.
5. Exhibit B of the Land Use Restrictive Covenant for Tax Credits (LURC), which includes rents and set-asides (*LIHTC program only*).
6. A list of all PBRA/HUD units where the contract rent is higher than allowable LIHTC or HOME rent (*if applicable*).
7. Confirmation of National Rural/Nonmetropolitan Limits (NNMI) limits from the [Department of Agriculture](#) (*if applicable for rural projects*).
8. If an alternative Utility Methodology has been approved, please submit the DCA approval letter for the methodology change.

HOME Rent Review submission guidelines via Emphasys

RE: Steps to Upload HOME Rent Review supporting documents in the Emphasys Certification Portal: DCA is now requiring all housing partners to electronically submit the HOME Rent Review documents requested in the Emphasys Certification Portal. Please upload each document individually or as a zipped file but not as one large PDF. Any incomplete submission will result in DCA returning the incomplete HRR to Mgmt.

Please follow the instructions outlined below when uploading documents to DCA:

- From the home screen in the Certification Portal, click “View All” under Projects Status and Search.
- Click on the magnifying glass next to the property name and click “Upload Files” on the screen’s left. Click the plus sign under Miscellaneous. Complete the document title as this is required. Upload the document and click “Save,” “Save and New,” or “Save and Close.”
- To delete a file, check the box next to the file name, click the red X, and click OK in the box asking if you are sure you want to delete the selected document.
- Examples for naming your documents for ease of collection:
 - GA ID # / Property Name / HOME Rent Review / County
 - GA ID # / Property Name / LURC
 - GA ID # / Property Name / LURA
 - GA ID # / Property Name /UA
 - Follow the above format for any other documents submitted
- Once you submit all required documents via Emphasys, please notify the Compliance Specialist at Compliance@dca.ga.gov.