

## WHAT'S NEW

### UPDATES TO INSPECTIONS & AUDITS

Did you miss the Inspection Process Special Edition Blast on 4/9/2019? Click [HERE](#) to view the Updates and Changes to the Monitoring and Review processes, as feature in the Blast.

#### **\*CORRECTION\***

The [Pre-Audit Checklist](#) has been revised; **Bullet 2** should be Tenant lease [**no specific format required**] and **Bullet 3** should be *Rent Roll* in **Excel Format**.

### WE ARE GROWING!

This week, the Office of Portfolio Management welcomes 4 new staff members to our team:

- Kimberly Lewis, Compliance Officer
- Erica DeShazor, Compliance Officer
- Imari Blackwell, Compliance Officer
- Tricia Manning, Asset Manager

Still to come ... more updates on how our new team will make up the new POD structure for Portfolio Management.

## POLICY UPDATES

### INCOME AVERAGE COMPLIANCE WEBINAR FOLLOW UP

Please find the updated Income Average Compliance Slide Show [HERE](#).

We received a question from the Income Averaging Compliance Webinar on April 10th, please see our response as follows:

#### **Q:**

Can DCA give examples where LIHTC rent limits designated at 70% and 80% are higher than the Fair Market Rents (FMR) and how Compliance would monitor this occurrence?

#### **A:**

When selecting Average Income designations ranging from 20%, 30%, 40%, 50%, 60%, 70% and 80%, rent and occupancy characteristics should be supported in a market and feasibility study for the location of the property. Instances where LIHTC rents exceed FMR would most likely occur in rural areas. Selecting a designation not supported in the market where the property is located could adversely impact lease-up and on-going occupancy rates. Owners may seek to remedy this issue by accepting lower rents. DCA will monitor vacancy rates during the 3 year audit cycle and the AOC reporting period.

## A HELPING HAND

### NATIONAL FAIR HOUSING MONTH

April is National Fair Housing Month!

- DCA will sponsor Mark English and Scott Moore's all day [Fair Housing and Accessibility training](#) at the Sloppy Floyd Building on April 25th
- Check out [this feature article from the Washington Post](#) that spotlights HUD's alleged Fair Housing violations in the social media realm

## WHAT'S THE 811?

### 811 CONTRACT REQUIREMENTS

Check out key items related to the owner in the HUD 811 Rental Assistance Contract (RAC) Part II:

#### **2.8 LEASING OF UNITS**

e) Processing of Applications and Complaints. The Owner shall process applications for admission, notifications to applicants, and complaints by applicants in accordance with applicable Grantee requirements and shall maintain records and furnish such copies or other information as may be required by HUD or the Grantee.

#### **2.14 REPORTS AND ACCESS TO PREMISES AND RECORDS**

a) The Owner shall furnish any information and reports pertinent to this Contract as reasonably may be required from time to time by HUD and Grantee,

b) The owner shall permit HUD and the Grantee or any of their duly authorized representatives to have access to the premises and, for the purpose of audit and examination, to have access to any books, documents, papers and records of the Owner that are pertinent to compliance with this Contract, including the verification of information pertinent to the Rental Assistance Payments.

Have any questions, thoughts, or challenges regarding 811? Contact 811 Offices at [HUD811@dca.ga.gov](mailto:HUD811@dca.ga.gov).

**Keep checking the Blast to make sure you are *in the know* about 811 Program Compliance!**

## COMPLIANCE CORNER

### AUDITED FINANCIAL STATEMENTS

Audited Financial statements are due by **April 30, 2019** to [DCAFinancialReporting@dca.ga.gov](mailto:DCAFinancialReporting@dca.ga.gov). Late submissions, beginning May 1st, will be considered an administrative finding of non-compliance. If you anticipate difficulty meeting the deadline and are seeking to avoid potential non-compliance, a notification email must be provided to DCA by April 20, 2019.

**REMEMBER:** Annual audited financial statements **are only required** for properties that were funded with a HOME loan or for Tax Exchange properties. DCA policy changes currently under consideration may result in Tax Credit properties being required to provide copies of audited financial statements as requested or annually. Advance notice of this policy change will be provided through the DCA Office of Portfolio Management email blast with regard to the effective date of such a requirement.

**If your property was not funded with a HOME loan, the above audit due date notice**

does not apply to your property.

### **DCA PLACED IN SERVICE NOTICE**

DCA must be notified **no later than 30 days after** the first building in a development has been placed in service, and before any units are leased. Proper notification is achieved by submitting the DCA Placed In Service Notification Form/Package found [HERE](#) to [Review.Submissions@dca.ga.gov](mailto:Review.Submissions@dca.ga.gov)

## **DON'T FORGET TO REMEMBER. . .**

### **ACCESSIBILITY AND FAIR HOUSING TRAINING**

In recognition of Fair Housing Month, the Georgia DCA is sponsoring an Accessibility and Fair Housing all-day training session on April 25, 2019 in the Sloppy Floyd building downtown. Nationally recognized E&A Team trainers, Mark English and Scott P. Moore will host the event and address a wide range of topics throughout the training. Registration is \$250.00 for an all day class. Click [here](#) to view more information and to register to attend.

### **2019 DCA FALL CONFERENCE**

Save the Date! The DCA 3rd Annual Fall Conference and Annual Awards dinner will be held on October 15-17, 2019 at Great Wolf Lodge in LaGrange, Georgia. There will be several sessions to choose from where DCA presenters will discuss DCA programs and tools that can be used to help implement plans and achieve goals within your community.

### **2019 GREEN BUILDING WEBINAR**

The 2019 QAP requires developers to attend DCA's Green Building for Affordable Housing Training Course. Certificates from 2016 through 2019 will be accepted. This year's training will be presented as a webinar on **April 17th at 9:00 am EST** in collaboration with Southface Energy Institute and Enterprise Community Partners. If you have never completed the training course or you participated prior to 2016, please click [HERE](#) to view the webinar at the specified time in order to ensure your project will meet this part of the Green Building Certificate threshold requirement.

## **Georgia Housing Search**

Listing on GeorgiaHousingSearch.org is completely free and can be done online at GeorgiaHousingSearch.org or via a toll-free call center at 877-428-8844. For GeorgiaHousingSearch.org questions, please call 877-428-8844 (quickest and easiest!) or register online at [www.GeorgiaHousingSearch.org](http://www.GeorgiaHousingSearch.org).

### **Previous Notifications**

#### **Placed In Service Notification to DCA**

To sign up for this **DCA Compliance Blast**, click [here](#) and join our email group for updates!

DCA should be notified using the **Placed In Service Notification** no later than 30 days after the first building in your development is placed in service. The required notification form can be found on the [Compliance Monitoring](#) site, select the "Form" icon.

The form includes instructions for setting the



 [DCA Fair Housing Statement](#)








 [DCA Compliance](#)



development up in MITAS and obtaining initial access to MITAS for the property. For questions about the form or set up, send your email to [compliance@dca.ga.gov](mailto:compliance@dca.ga.gov).

The Georgia Department of Community Affairs is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, or disability.

For reasonable accommodations or alternate format information please contact [compliance@dca.ga.gov](mailto:compliance@dca.ga.gov)



-  [Website](#)  
[Mitas](#)
-  [MTSP Income Limits](#)
-  [HOME Income Limits](#)
-  [HOME Rent Limits](#)
-  [Georgia Housing Search](#)
-  [DCA Allocation Documents by Year](#)
-  [Applicants & Funded Projects](#)

- Quick Links**
- [GA Affordable Housing Coalition](#)
  - [2013 HOME Final Rule](#)
  -  [Violence Against Women Act \(VAWA\)](#)
  -  [Fair Housing Limited English Proficiency \(LEP\)](#)

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Housing Finance and  
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