

WHAT'S NEW

FAREWELL TO CARMEN

Next month DCA's Deputy Commissioner of Housing, Carmen Chubb, will leave DCA and begin her position as the Chief of Staff for the City of Atlanta Mayor, Keisha Lance Bottoms. Read more about Carmen's new role and her impact on Georgia housing [here](#). We wish Carmen success in her role with the City!

INSPECTION PROCESS

After receiving feedback from our industry partners, the Office of Portfolio Management has made some modifications to our internal procedures. Material changes to the process include:

- Decoupling the units inspected and the files reviewed
- Physical Inspection + File Audit = 40% sampling of units
- File audits will be conducted in advance of the physical inspection
- Unit files must be emailed or uploaded by unit (no bulk PDFs)
- Cure submissions for Health & Safety violations are due within 72 hours of the physical inspection date
- Notices will now be sent to the Owner, Management Company, and the Syndicator
- Notice of Deficiencies will be sent 7-10 days from the physical inspection date
- Shorter timeframe from Inspection Notice to the Close Letter

RESIDENT CONCERNS

In response to an uptick in resident concerns, Portfolio Management has developed a Resident Notice to inform residents of their rights and responsibilities as well as provides helpful contact information depending on the expressed concern. You will find a copy of the Resident Notice [here](#), on the [Resident Concerns](#) page of the Compliance website.

REMINDER: The Notice **must be** posted on your community bulletin board. It may also be tacked to the doors and/or included in lease packet distributions.

Please be mindful and responsive to maintenance requests and resident concerns. When these concerns get escalated to our elected officials, it often brings undesirable attention to our program.

POLICY UPDATES

INCOME AVERAGING POLICY

On **March 14th**, the Compliance Team will host an Income Averaging Compliance Kickoff at our Atlanta office, which will provide an overview on how DCA will monitor the income averaging set-aside, reporting expectations, and other useful

information. The morning session has filled capacity. Click the [AFTERNOON](#) reservation portal to reserve your seat now! (*Seating will be limited*)

Large groups (10+) should email Merranda.James@dca.ga.gov to schedule income averaging compliance training.

A HELPING HAND

EMERGENCY HOUSING RESOURCES

DCA's Office of Homeless and Special Needs awards Federal and State funds to local government entities and non-profit organizations to assist homeless individuals and families with moving toward independent living and to prevent gaps in housing. Learn more about DCA programs [here](#).

Do you have a tenant or do you know of someone in a housing crisis? The Office of Special Needs resource line is **1 (888) 858-6085**. This agency provides housing assistance and assistance for individuals with special needs and victims of domestic violence.

WHAT'S THE 811?

STEPS FOR HUD 811 Lease/House in Place Process

- Identify the appropriate age and income of potentially eligible households at the property
- Send potential eligible tenants the HUD 811 Information and an Invitation through phone, email or note on the door stating they may be eligible for a subsidy
- Interested tenants can independently determine their eligibility through the invitation
- Eligible tenants contact property management and complete the HUD 811 Participant Referral form for properties
- Households are entered into a lottery for available units if there is more interest than units
- Participants are chosen from the lottery and the remaining are added to the 811 Waitlist
- Participants are partnered with a Supportive Services provider and choose to enter into services or not with that provider
- Participants complete a tenant briefing prior to move in
- Participants sign the HUD 811 Model Lease and start receiving the subsidy
- Your Property stays in Compliance with 811 - Utilizing all of your units under contract

And this process works with households on your waitlist too! Contact 404-679-3150 or at lona.Nagy@dca.ga.gov for more information.

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

COMPLIANCE CORNER

ANNUAL OWNER CERTIFICATION

The 2018 Annual Owner Certification (AOC) has been posted to the website and can be found [here](#). Projects of any and all funding sources should use the 2018 AOC, at this time.

PLEASE NOTE THESE IMPORTANT AOC UPDATES

- AOC submissions are due **MARCH 1, 2019**
- This year, all late AOC submissions **will** result in an 8823 or Notice of Non-Compliance
- The AOC due date and the 8823 enforcement will be implemented in an effort to collect information in time for the 2019 Application scoring round. DCA will review the results of the AOC submissions, the timeliness of the online form, and possible 8823s, when making point deduction determinations
- If you selected **HUD Section 811** on the project funding application, you are required to complete the 811 AOC
 - 811 AOCs are due by MARCH 31, 2019
 - You must complete all other program funding AOCs by MARCH 1st, however, you will be required to acknowledge your intent to timely submit the 811 AOC within the LIHTC/HOME/Layered AOC.

Please email Compliance@dca.ga.gov with any questions.

DON'T FORGET TO REMEMBER. . .

QAP WORKSHOP

Portfolio Management will present this year at the Qualified Allocation Plan (QAP) Workshop, on **February 28, 2019** at the Cobb Galleria Centre. Topics include Meet the Team, Policy Changes and Updates, and Unveiling the New Inspection Process. Register [here](#) in advance, to attend the workshop.

INCOME AVERAGING COMPLIANCE KICKOFF

On Wednesday, March 14th, the DCA will host a kickoff to Income Averaging Compliance at our Atlanta Office. Registration for the morning has closed, there is still time to reserve your [AFTERNOON](#) seat. Seating will be limited.

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.

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 development up in MITAS and obtaining initial access to MITAS for the property. For questions about the form or



 [DCA Fair Housing Statement](#)

 [DCA Compliance Website](#)

 [Mitas](#)

set up, send your email to compliance@dca.ga.gov.

 [MTSP Income Limits](#)

 [HOME Income Limits](#)

 [HOME Rent Limits](#)

 [Georgia Housing Search](#)

 [DCA Allocation Documents by Year](#)

 [Applicants & Funded Projects](#)

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



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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