



## Office of Portfolio Management Updates

Don't miss the latest Compliance and Asset Management Updates!

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### What's New

#### **Georgia Rental Assistance Program (GRA)**

Don't forget there is help for Georgia renters who have fallen behind on rent payments due to the COVID-19 pandemic. The Georgia Rental Assistance Program can provide up to 12 months of rental assistance and utility assistance, paid directly to landlords and service providers on behalf of tenants. Find out if your residents are eligible for assistance [here](#).



### Compliance

#### **2021 HOME Rent Review Request for Approval**

The 2021 DCA HOME Rent Review Approval Form is available [here](#).

#### **Stay in compliance and submit your HOME Rent Review (HRR) request by the deadline of September 30, 2021.**

- Please be mindful of the DCA Rent Increase Policy if your HRR request involves a rent increase. You may review the GA DCA Rent Increase Policy [HERE](#).
- Submit the HRR once you have completed the digital signature. The HRR Form must be submitted in a fillable PDF format. Please do not complete manually or submit a scanned form.
- Please visit the [HUD Compliance in HOME Rental Projects: A Guide for Property Owners](#): Chapter 3. If your project(s) has PBRA or TBRA, review Section 3.4, which includes the rules and examples regarding the applicable contract rent that can be charged for your low HOME and High HOME units.
- If you're requesting approval for PBRA contract rent, please attach the contract rent approval letter and note **PBRA** next to the "Proposed Net Rent" field(s); see below example:

**Proposed Net Rent : \$550 PBRA**



#### **\*\*\*NOTICE OF NON-COMPLIANCE\*\*\***

- The 2020 HOME Rent Approval forms were due September 1, 2020. If you did not submit your 2020 HOME Rent Approval form, please do so immediately to update your status of non-compliance.
- 8823s for non-compliance are being issued to owners who failed to submit their 2020 AOCs by March 1, 2021. Properties in the Extended Use Period (EUP) or have paid their HOME loan are still required to comply with their legal agreements. All projects with any affordable housing program funding sources should complete the AOC form. *You are required to complete an AOC:*

- If one (1) or more buildings are in service and first-year credits were

- claimed in 2020 or prior – then you must complete the AOC form
- If at least one (1) building was placed in service AND the Owner elects to begin the credit period for the following year, or no buildings are in service
- If a transfer of ownership occurred or the HOME affordability period expired, the Owner must submit an AOC for the portion of the calendar year before the expiration period.

\*If you failed to certify to any of the questions on the AOC/Jot Form as a result of COVID-19 you must attach an explanation if the reason is due to COVID19.

See our [AOC FAQs](#) for additional guidance.

### **DCA's Notification of Resident Concerns**

In an effort to maintain safe communities for Georgia residents, resident concerns should be resolved as *quickly as possible* depending on the level of severity. Responses to DCA resident concerns must be submitted via the online [Management/Owner Response to Notification of Resident Concern](#) within 24 to 48 hours.

## **Asset Management**

### **LIHTC Designations and Certifications**

Please keep your training designations current. According to our Management Company Approval Policy: Each management company must always have at least one compliance specialist or responsible manager with at least one of the following nationally recognized credentials: HCCP, SCHM, NPCC, C3P or higher. These credentials/certifications must be current and valid.

### **Friendly Reminder to new owners and management companies taking over DCA properties**

Don't forget to follow-up and provide all the required items listed on the approval letter for recently approved sales of a DCA affordable property and/or a DCA approved management company change.

## **Resources**

[Resources for Affordable Housing Organizations](#)



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