

WHAT'S NEW

DCA VOLUNTEER DAY

We previously announced a Senior Lunch and Volunteer day with the Office of Portfolio Management team. The DCA selected Adamsville Green to host our group. We look forward to meeting our senior tenants at their homes in Southwest Atlanta and getting to spending the afternoon eating, interacting, and making new friends. Our next volunteer day should fall around the holidays, so please keep an eye out for another announcement around the end of November.

HOME RENT APPROVAL FORM

The HOME Rent approval form is scheduled to be released in the next few days; the DCA will announce the release of the form through the Blast and will have the form available on our website. The previous form format will change and some of our requirements in reporting have changed. ****REMINDER** the submission due date of the HOME rent approval form and all accompanying documents is September 30, 2018.** Please email Compliance@dca.ga.gov with any questions.

CALLS FROM CONCERNED TENANTS

In response to the growing number of tenant concerns that the Compliance Department receives, we will begin to use an electronic submission and response process for tenant concerns. Look for future updates in the Blast, with instructions on how to respond to a tenant concern for your property. This process will be used to track the overall response rate of management companies to tenant concerns.

POLICY UPDATES

INCOME AVERAGING

Staff members from the Office of Portfolio Management attended the 2018 National Council of State Housing Agencies' (NCHSA) conference last month. As you can imagine, there was much discussion surrounding all of the State Agencies' pending Income Averaging policy. The DCA is looking to release the final version of our policy in late July.

A HELPING HAND

DCA HOMEOWNERSHIP RESOURCES

Are your tenants considering home ownership? Although your primary objectives are likely to keep your units filled, we know there are times when hardworking residents in the affordable housing program are ready to take the next step towards purchasing their first home. The DCA has financial resources for qualified Georgia Home Buyers, to include borrowed money and grant funds. Visit the DCA's online [homeownership page](#) and pass this information along to your tenants whenever permissible.

COMPLIANCE CORNER

Change in Management Request

Is your project thinking of changing management companies? The DCA requires 30 days advance notice to review requests using our online notification form. The Compliance Department tracks companies using an Approved Management Company list, and this list is used to review requests to change management. Once approved, the Mitas administrator will grant the new management company representative access to Mitas to begin updating the tenant information. If you are looking to change management companies, use our online jotform application found [here](#), to make the request. Remember to submit the request 30 days or more, prior the date of the effective change.

INSPECTION FINDINGS

Will you pass your next inspection? When conducting a site inspection, DCA inspectors are looking at the state of your amenities and comparing them to the your Land Use Restrictive Agreements (LURA) and Land Use Restrictive Covenants (LURCS). Recent inspections show that amenities that were once being used may have been removed or are now being used for a different purpose. Be sure to review the LURA and LURCS with your compliance staff and determine if all of your amenities are present, functioning, and being used as intended in the covenants and agreement.

DON'T FORGET TO REMEMBER...

FINANCIAL STATEMENTS

The 2017 Audited Financial Statements for HOME Funded Properties are **NOW DUE** to the DCA.

Audited Financial Statements are required to be submitted annually to the DCA for all multifamily rental properties with DCA loan and grant funding resources **by April 30th every year**.

NOTE: All outstanding Audited Financial Statements for 2017 are considered late at this time.

SUBMISSION INSTRUCTIONS

1. Send all financial statements to DCAFinancialReporting@dca.ga.gov
2. Use the following format in the SUBJECT line:
 - a. Type the Project Number
 - b. Followed by the Abbreviated Project Name
 - c. Followed by "2017 Audit" (do not use any comma or spaces)
EXAMPLE: XX-XXXProjNm2017Audit

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

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 set up, send your email to 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



 [DCA Fair Housing Statement](#)

 [Add Me to the Email List or Submit a Question](#)

 [DCA Compliance 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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