

## WHAT'S NEW

### **HOME RENT APPROVAL FORM**

The newly revised [HOME Rent Approval Form](#) is complete and has been posted to the Compliance Monitoring Website. We have heard all of your feedback and we are working to improve our forms to make our HOME rent approval process as efficient as possible. Please note some of the important changes:

1. **One of the most important updates is a change to our DCA rent increase policy.** Effective September 1, 2018, there will be a 5% cap on rent increases, limited to one increase in a 12 month period, for all in-place tenants in the HOME and LIHTC programs. Please see the policy update below, for more information.
2. The form will no longer calculate your rents, rather you will complete the fillable PDF form and the DCA HOME rent approver will complete the Approved Net Rent column.
3. You will be able to complete the form in PDF format and use an electronic signature to submit rents.
  - The 1st page serves as a cover sheet and affirmation signature page
  - The 2nd page serves as worksheets to complete rents and utility allowances
  - The 3rd page serves as a guide and reminder of the Program rules

September 30, 2018, is the deadline for the HOME Rent Approval Submission. Please submit all forms to [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov) and use the email subject line: [GA ID # / Property Name / HOME Rent Review / County](#)

### **SENIOR VOLUNTEER DAY**

On Tuesday July 17th, the Office of Portfolio Management (OPM), which includes all Compliance Officers, Asset Managers, Program Managers and Support Staff, traveled to Adamsville Green in South West Atlanta to spend a day with our Senior tenants. Adamsville Green graciously provided a space for Portfolio Management to meet, serve lunch and enjoy a fun-filled afternoon of cards, Jenga, Corn Hole, Bingo, and LOTS of dancing. The day proved to be a great bonding experience with our tenants and served as a reminder of the tenant needs in our Georgia communities. The DCA would like to give a special shout out to Adamsville resident "DJ Babbie" who kept the music going and got everyone on their feet dancing to her favorite old schools tunes! See pictures from the event on our Compliance Monitoring [photo gallery](#).

### **CHANGES TO OUR TEAM**

July 31st, 2018, marks Patricia "Tricia" Kokotan's last day as a fulltime Senior Compliance Officer. Tricia will begin her part-time role with Compliance this August and will start her transition into a life of "partial" leisure and family time. Many of you

have known Tricia in the field for decades and have been lucky enough to work with her in Property Management or as a member of the DCA Compliance Team. Tricia serves as an asset to Georgia's Affordable Housing program and has dedicated her career to property management, compliance, and all of the residents in our programs. Although her daily presence will be missed here, we are happy to have her stay on board a few days a week. Tricia's contact information will remain the same, however, **she will return to the DCA on August 16th** to begin her new role as support to the Compliance team. Please send any questions that normally go to Tricia, to [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov), during her absence.

## POLICY UPDATES

### **NEW RENT INCREASE CAP**

Effective September 1, 2018, there will be a 5% cap, limited to one increase in a 12 month period, for all in-place tenants in the HOME and LIHTC programs. Please be sure to review your upcoming rent increases and ensure that you are in compliance with the new policy.

- Rents may only be increased **one time** in a 12 month period
- Rent increases to the tenants' rent are not to exceed 5% of the tenants' current net rent
- The new rent increase cap policy applies to all projects in the LIHTC and HOME programs

Please email [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov) with any questions.

## A HELPING HAND

### **MORE INFORMATION SOURCED FROM THE DCA**

The DCA Research & Surveys group publishes data on Georgia's local governments and authorities. You can visit the website [here](#), to catch up on the Bond Allocation Program, Debt Issuance Reporting, Reports of Local Government Finances, and the Wage and Salary Survey.

### **RESOURCES FOR PARENT AND STUDENT HOUSEHOLDS**

Summer's Almost Over! There are [Resources](#) for parents with kids going back to school or entering college.

Is your tenant household composition changing due to college entry? See [this](#) helpful chart for information regarding student residents in our Programs.

### **COLLECTING CHILD SUPPORT**

Do you have a resident struggling to collect child support and failing to keep up with the rent? Many Georgia courts offer self-help family law resources for parents who are unable to collect on their child support payment and are seeking a legal remedy. Check out your local superior court's family law page for possible resources and a library of forms.

## COMPLIANCE CORNER

### **ONLINE TENANT CONCERN PROCESS**

In response to a high volume of resident concerns and calls, ranging from rent increases to health and safety violations, the Office of Portfolio Management has created an online resident concern submission process. See the new Resident Concern page [here](#). Additionally, the DCA will determine whether the concern constitutes a potential program violation, and if so, property management companies and/or owners will be required to respond to the concerns via the online system.

### **WHAT SHOULD YOU DO?**

If you receive notice from the DCA that a credible complaint was reported against your property, you will receive an email from Compliance. If necessary, you will be required to respond within 24-48 hours (depending upon the nature of the violation). Owners, property managers, and agents are able to use our [online response system](#) located on the [Resident Concern](#) page. **You do not need to complete this form, unless notified by the DCA.** If you have any questions, please email [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov).

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

### **HUD Data Submission**

The HUD Data Submission is a congressional mandate and has to be taken seriously. This year's submission includes all 2017 tenant and property data reported in Mitas. We will start proofing the 2017 MITAS data in July and contact properties if building and tenant data errors are reported. Your cooperation in correcting errors as soon as possible will assist us in getting the submission completed in a timely manner. If you receive an email regarding HUD submission errors, please make the corrections timely.

**Georgia's HUD Data Submission is due September 1, 2018.**

### **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](mailto: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*

### **HOME RENT APPROVAL FORM DEADLINE FOR SUBMISSION**

September 30, 2018, is the deadline for the HOME Rent Approval Submission. Please submit all forms to [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov) and use the email subject line: [GA ID # / Property Name / HOME Rent Review / County](#)

## **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

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](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)



 [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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