



Office of Portfolio Management Updates

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WHAT'S NEW



MANAGEMENT COMPANY MEETING REGISTRATION LINKS

Below are the links to register for the upcoming mandatory management meeting where at least one person from each management company must attend one of the sessions below. OPM will use this time to communicate information regarding software transition, COVID-19 policy and inspection updates.

- [December 2, 2020-10am](#)
- [December 8, 2020-3pm](#)
- [December 9, 2020 -10am](#)

SOFTWARE TRANSITION FROM MITAS

As many of you know, DCA is in the process of transitioning from Mitas to Emphasys software. To alleviate missing tenant transactions issues during the transition, your November transactions and missing previous months transactions **must** be input into Mitas no later than **December 10th**. If you have any questions or problems meeting the December 10th deadline, please contact Tarron Gibbs-Powell at mitas@dca.ga.gov as soon as possible.

REMINDER: MANAGEMENT COMPANY APPROVAL POLICY COMMENT PERIOD

Our [Management Company Approval Policy](#) is available for public comment. All comments should be submitted [here](#). The last day to comment is **November 17, 2020 at 5pm**.

COVID-19 SURVEY

We are still accepting submissions for our [COVID-19 Impact on Properties Survey](#). Your submission will allow DCA to accurately assess how COVID-19 impacted the affordable housing community in Georgia.

COMPLIANCE SPOTLIGHT



COMPLIANCE FAQ

Q: Our project is currently leasing up and has requested a rent increase. We have started the lease-up and are close to reaching 70% occupancy. Please advise how much of a rent increase is allowed on occupied units.

A: The DCA Rent Increase Policy applies to in-place tenant rents on existing projects and applies to all projects in the LIHTC and HOME programs. Please visit our [Updates](#) page to review our previous notifications related to the rent increase policy.

Concerning the DCA Rent Increase Policy for Acquisition-Rehabilitation deals, you may refer to the [August 15th, 2018 DCA Compliance Monitoring Blast](#)

- Properties that have implemented a rent increase for in-place tenants in an

- Acquisition Rehab deal are not subject to the 5% Rent Cap for the new rents.
- Any rent increases imposed on renewal agreements following the new rents in an Acquisition Rehab deal will be subject to the Rent Cap.

RENT INCREASE POLICY

- Effective 12/1/2018, proposed rent increases that exceed 5% of the net tenant rent for in-place tenants will require 120 days' written notification of the increase to the tenant, with the option for the tenant to terminate the lease contract with no penalty or fees
- Effective 1/1/2020, only (1) rent increase per recertification period may be implemented for each in-place tenant

DID YOU FAIL TO SUBMIT YOUR 2020 HOME RENT REVIEW ?

The submission deadline for the 2020 HOME Rent Review was September 30, 2020. Please note, failure to submit resulted in non-compliance. Owners who wish to correct their non-compliance status should submit their form no later than **November 19, 2020**. If you have any questions, please contact Tzwanza.Taylor@dca.ga.gov.

EMOTIONAL SUPPORT VS SERVICE ANIMAL

Is your staff prepared to assess a household's request to have an animal as a reasonable accommodation under the Fair Housing Act? Click [here](#) to see the latest rental housing discrimination charge issued by HUD. Reduce your risk by following guidance issued by HUD ([click here for guidance](#)).

COMPLIANCE TRAINING RESOURCES

- [Preferred Compliance Solutions](#)
- [Costello Compliance](#)
- [Novogradac](#)

ASSET MANAGEMENT

Guidance for Ownership changes and Transfer of Interest Requests

As per QAP requirements, all owners must notify DCA of all ownership changes and transfers in interest, such notice shall be provided no less than 30 days in advance. For properties already placed in service, DCA Asset Management handles these types of requests. Additionally, DCA Asset Management handles other request for changes, for properties already placed in service, these requests are referred to as Project Concept Changes (PCCs). For guidance on the types of PCC requests handled by DCA Asset Management, please click this link: [PCC Guidance - Issued 9/15/20](#)



Owners and purchasers should also note that any change in management company must be approved by DCA in advance, and any incoming management company must obtain DCA approval using DCA's online request form, please click the link here: [Change in Management: on-line request form](#)

HOME LOAN FUNDED PROPERTIES - Financial Reporting

Properties required to submit financial data according to the terms of their Loan Agreement (annually, monthly and/or quarterly) should be emailing those reports and statements to DCAFinancialReporting@dca.ga.gov. Please refer to your Loan Agreement(s) for specific Financial Reporting requirements.
