

PORTFOLIO MANAGEMENT OFF-SITE TEAM MEETING AND SERVICE DAY

The Office of Portfolio Management is looking for a senior property to host the next team meeting for the Compliance Officers and Asset Management teams. If your property meets the criteria below and you want your property to be considered, please email Denise Farrow at denise.farrow@dca.ga.gov. The first three properties to respond will be considered. We will reach out to the selected property on July 3, 2018.

What:

- Portfolio Management Team Meeting
- Lunch with the Residents
- Afternoon Activities with the Residents

When:

- July 17, 2018; 9:00-4:00

Where:

- Must be within a 45 minute drive of Atlanta

Who:

- Senior or Elderly tenancy

WHAT'S NEW

PLANS FOR THE PORTFOLIO

The DCA is excited to announce a restructuring in our Portfolio Management team! Stay tuned for details in our upcoming Blast that may affect how you communicate with the DCA regarding compliance and asset management of your project.

Mitas XML Version and System Updates

All properties that upload tenant data into Mitas **must** be using versions 3.0 - 4.0. Any properties using 2.0 must contact the software vendor and have their system updated to use versions 3.0 - 4.0. Using 2.0 may cause a failure of data to upload into Mitas.

Mitas is in the process of upgrading their system from a web-based system to a Windows-based system. The upgrade should be completed before the end of year. Once the system is upgraded to the Windows version, Mitas will only be using the 4.0

xml version. *Mitas has requested that all properties update their system to the 4.0 version before the Windows upgrade rolls out.

POLICY UPDATES

Effective immediately, the DCA will no longer have any "required" or "mandatory" forms to be used for audit review submissions sent to the Compliance group. If you have a question about the use of a particular form, please email Compliance@dca.ga.gov.

A HELPING HAND

Our Compliance team recently came across an audit in which the management company was not aware of VAWA forms required in the tenant files. We strive to work together with our partners in the affordable housing industry to EDUCATE and ELIMINATE findings by providing the public with useful resources.

Please feel free to review the following informative slideshow with any of your onsite or compliance staff:

[Violence Against Women Act \(VAWA\) Reauthorization Act of 2013- Additional Guidance for Multi-Family Owners and Management Agents](#)

COMPLIANCE CORNER

MITAS COMPLIANCE

Mitas updates are required for all projects in our programs. **If you recently acquired ownership of a rent restricted property, reporting is required every 30 days.** Failure to update Mitas will result in a finding of non-compliance. Your current tenant data should always match the DCA Mitas database. If your account has been locked and you need your password reset, please contact your Mitas Master User. If you do not know the Mitas Master User for your property, please email Tarron Gibbs-Powell at mitas@dca.ga.gov.

Questions about Mitas compliance? Email mitas@dca.ga.gov.

HUD Data Submission

Mark your Calendar! **Georgia's HUD Data Submission is due September 1, 2018.** Remember, HUD Data Submission is a congressional mandate and **compliance is strictly enforced.**

This year's submission includes all 2017 tenant and property data reported in Mitas. The DCA 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 timely corrections.

DON'T FORGET TO REMEMBER...

Office HOURS

The DCA Offices will be closed Wednesday, July 4th, in observance of Independence Day.

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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