

November 9, 2010

To: Owners and Managers of Affordable Housing in Georgia

From: Compliance Department

Regarding: MITAS DATA Sheets

Memorandum

The DCA Compliance Department is pleased to announce the implementation of the MITAS database. The MITAS system will make it easier for owners and managers to prepare for DCA audits and allow them to track anomalies and problems with compliance at their sites. **It will also eliminate the need for quarterly compliance reports!** MITAS also enables DCA to report Ethnic Data as required in Housing and Economic Recovery Act (HERA).

Because congressional mandate requires reporting the ethnic data, **participation in the MITAS Database is mandatory.**

As an added incentive to complete this process quickly, points will be awarded in the 2011 QAP for owners and managers who complete the process for their portfolios by **2-28-11**

In order to reduce the initial reporting burden associated with this new program, the initial MITAS excel report replaces the LIHTC Compliance Quarterly and the HOME Semi-Annual reports for the fourth quarter of 2010 **and** this report will also be used as the rent roll that is required for the AOC for both the HOME and LIHTC programs. **Additionally we will be pushing the AOC deadline back to 3-31-11 for 2011.**

All sites with DCA HOME or LIHTC funding in Georgia will be required to submit these reports even if they are monitored under a MOU with another local, state or federal agency.

The report and instructions can be found under mandatory forms here: www.tinyurl.com/dcacompliance.

The report must be created electronically and sent to DCA electronically.

Paper reports will not be accepted. For those sites that do not have Microsoft excel, the form may be opened, data entered, and then sent to DCA using the free Google docs software. It appears you will simply need a free Google account to do this.

Please see the MITAS FAQ posted on the Compliance Main web page at www.tinyurl.com/dcacompliance.

As the deadline approaches to have the data sheets sent to DCA, we anticipate that there are times the email server will become full. If you receive an error or over capacity message, please wait two days and try again. If you receive a “mailbox full” message a second time please contact Colin Ferguson at **404-679-3148** or Eric Edwards at **404-679-4856**. **Please do not submit spreadsheets to any other email address. Owners and managers will not receive the Application points unless they submit reports as directed.**

Please note that Colin Ferguson will be out of the office and unavailable for questions from 11/10/2010 to 12/25/2010.

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