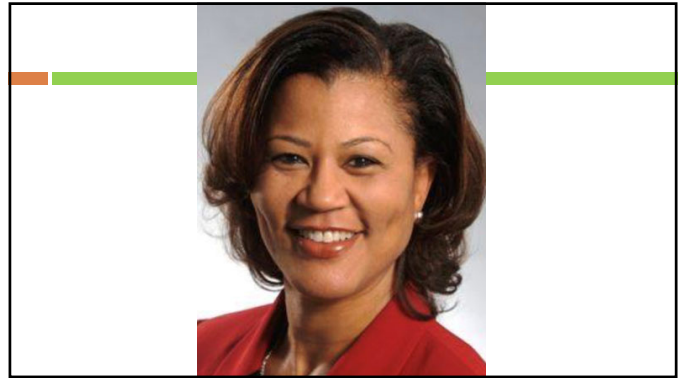


2019 APPLICATION WORKSHOP



February 28, 2019



Welcome

- ❑ Welcome
- ❑ Recognition of Carmen Chubb
- ❑ Upcoming Events
- ❑ New Staff/Staff Changes
- ❑ DCA Contact List
- ❑ DCA Strategic Goals & State Priorities
- ❑ Efficient Use of Resources

DCA Contact List

QAP Input	Grace Baranowski
Q & A (Funding Round)	Marshall Aiken
Qualification Determination	Nikki Flanigan / Raven Thompson
Core Application/Technical Issues	Stephen Barrett
9% Application Scoring	Marshall Aiken
4% Bond Applications (42m)	Teresa Crowe
Carryover Allocations / LURCs	Raven Thompson
Cost Certifications / Form 8609	Raven Thompson
Project Concept Changes	Nikki Flanigan / Raven Thompson

DCA Contact List

Underwriting Waivers	Charmaine Walker
HOME Consents	Charmaine Walker
HOME Loan Closing	Jack Popper
Architectural Waivers	Donna Tyler
Pre-Construction Conference	Dorothy Bell
HOME Draws & Review Submission	Donna Tyler
60-Day Submissions	Dorothy Bell
Commencement Submission	Derek Briggs
Construction Completion Inspection	Dorothy Bell
Final Architectural Clearance	Donna Tyler

2018 Application Round Summary



February 28, 2019

2018 Application Round Summary

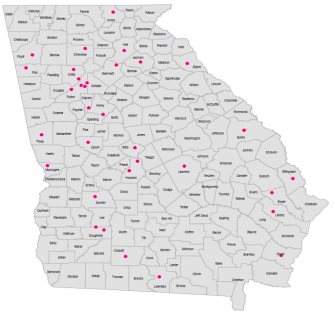
- ❑ 60 Total Applications Submitted
 - ❑ 50 New Construction
 - ❑ 10 Rehab Applications
- ❑ Awards
 - ❑ 28 New Construction & 8 Rehab
 - ❑ 5 Rural Home Preservation (7 Apps)
 - ❑ 1 General Set Aside
 - ❑ 13 Elderly/HFOP & 23 Family

2018 Application Round Summary

- ❑ 29 HOME Consent Requests at Pre-Application
 - ❑ 8 HOME Consents Awarded
 - ❑ 3 HOME Applications Selected for Funding
- ❑ 2 CHDO Applications Submitted, none selected for Funding

2018 LIHTC Competitive Round Awards

36 Awards



2019 Competitive Round General Information

Georgia Department of Community Affairs

February 28, 2019

2019 Important Dates to Remember

- ❑ Pre-application March 7
- ❑ Application Intake May 23
- ❑ 9% HOME Loan Closing July 13, 2020

2019 Available Resources

- ❑ 9% LIHTCs - \$25 Million (estimated)
- ❑ HOME - \$12 Million
- ❑ No 2019 General Set Aside (awarded in 2018)
- ❑ No CHDO consents issued (handled in NOFA)

Rural HOME Preservation Set Aside: General

- ❑ Up to \$1.5M of 9% Credits available
- ❑ Up to five Applications may be selected
- ❑ Maximum Credit award: \$375,000

Rural HOME Set Aside: Requirements

- ❑ Must apply at Pre-Application
- ❑ Eligibility:
 - ❑ Must have PIS date between 1996-2001
 - ❑ Existing DCA HOME loan balance must be at least \$200,000
- ❑ Full requirements in Appendix I, XXII

Waivers

- ❑ All waivers must be submitted at Pre-Application
 - ❑ 9% - March 7
 - ❑ 4% - Rolling
- ❑ Include the following:
 - ❑ Architectural, e.g., Amenities, \$25,000/Unit Rehab
 - ❑ Project Development Costs
 - ❑ Underwriting
 - ❑ Significant Adverse Event

2019 Q&A Process

- ❑ Q&A has started and ends on May 13, form available:
 - ❑ <https://www.dca.ga.gov/node/5652>
- ❑ DCA posts answers to:
 - ❑ <https://www.dca.ga.gov/node/5654>
- ❑ Project Specific answers may not be posted

2019 Core Application and Forms

- ❑ DCA Manuals, Pre-Application Forms, and a beta version of the Core Application:
 - ❑ <https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/housing-tax-credit-program-lihtc/application>
- ❑ Updated Previous Project Lists:
 - ❑ <https://www.dca.ga.gov/node/5430>

Useful Tools for Application Preparation

- ❑ 2003-2018 9% Core Applications
 - ❑ <https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/frequently-requested-documents/core-applications>
- ❑ 2013-2018 9% Market Studies
 - ❑ <https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/frequently-requested-documents/9-market-studies>
- ❑ Novogradac's Rent & Income Calculator
 - ❑ <https://www.novoco.com/resource-centers/affordable-housing-tax-credits/rent-income-limit-calculator>

Common Mistakes

- ❑ Cost Limits: DCA will not make changes to bring an application's Total Development Costs under Project Cost Limits if the application was submitted over cost limits
- ❑ CTO: On-call services must be operated or sponsored by a public entity to qualify for points
- ❑ Markets units without an alternate source of financing

Market Threshold

- ❑ "Should not have more than two DCA funded projects in the primary market area which have physical occupancy rates of less than 90% and which compete for the same tenant base..."
- ❑ Application will "fail" this requirement if DCA determines the property will have an adverse financial impact on existing LIHTC and/or HOME properties within or close to the PMA
- ❑ Demand for units in the PMA and timing of properties coming on line will be relevant

2019 Scoring Process

Georgia Department of
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Scoring Review and Appeals

- ❑ Release of preliminary scores
- ❑ Applicants have 7 days to comment
- ❑ Release of Final Funding Selections
- ❑ Applicants not selected can request an informal reconsideration with DCA
- ❑ Applicants not selected after reconsideration may request a formal Appeal
- ❑ Reviews have NO effect on subsequent or future funding round scoring decisions

Introduction to the 2019 Qualified Allocation Plan

Georgia Department of
Community Affairs

February 28, 2019

Moved and New Items

- ❑ Items moved from Scoring to Threshold
 - ❑ Integrated Supportive Housing
 - ❑ Sustainable Developments
- ❑ New items:
 - ❑ Bond Additional Threshold Requirements
 - ❑ Disaster Rebuilding Set-Aside: DCA may award 9% credits to up to 3 developments

Threshold Additions: Resident Engagement

- ❑ Required Services: Applicants must
 - ❑ Track resident participation and
 - ❑ Request resident feedback if participation declines
- ❑ Rehab Standards
 - ❑ Applies to occupied rehab
 - ❑ Applicant must source resident feedback on current building, amenities, operations, and services

Threshold Additions: Resident Engagement

- ❑ Relocation and Displacement of Tenants
 - ❑ Owner must provide advisory services for existing tenants
 - ❑ Conducted by an experienced third party or Project Participant staff member

Award Limitations

- ❑ Project Limitations
 - ❑ Flexible Pool: ~~\$950,000~~ → \$1,000,000
 - ❑ Rural Pool: ~~\$850,000~~ → \$900,000
- ❑ Applicants' Ownership/Development interest in a maximum of two (2) selected projects in which the combined total Federal Credit cannot exceed ~~\$1,700,000~~ → \$1,800,000

Geographic Limitations & Considerations

- ❑ Not considered in geographic limitations:
 - ❑ Selected CHDOs
 - ❑ Rural HOME Preservation Properties
 - ❑ Disaster Rebuilding Set-Aside
- ❑ Transformational Communities: Application less competitive if proposed within boundary already containing a Transformational Community initiative funded in 2017 or 2018

NOFAs, Disaster Funds, Shutdown, & Closings

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Recent Notice of Funding Availability (NOFAs)

- ❑ National Housing Trust Fund (\$6.3 Million)
 - ❑ https://www.dca.ga.gov/sites/default/files/fall_2018_fy17-18_nhtf_nofa_revised.pdf
 - ❑ Deadline: Same for 9% and 4% deals (March 7)
- ❑ 2019 4% HOME NOFA (\$12-\$16 million HOME)
 - ❑ https://www.dca.ga.gov/sites/default/files/2019_home_nofa_0.pdf
 - ❑ Deadline extended to March 4 by 4PM EST

Past NOFA

- ❑ 2019 9% CHDO NOFA (\$3-4 Million HOME)
 - ❑ January 2019
 - ❑ 5 applications received - 2 Awarded


Disaster Funding– August 2018 HUD Notice

- ❑ Georgia Received \$37,943,000 in CDBG-DR Funds
- ❑ \$12.5 Million for Multifamily Housing
- ❑ 80% of funds (No less than \$30,354,400) must be used in the following zip codes:
 - ❑ 31520 (Brunswick)
 - ❑ 31548 (Kingsland)
 - ❑ 31705 (Albany)
- ❑ Previous Awards and 2019 Set Aside

Path towards closings

- ❑ Government Shutdown & Delays
 - ❑ Alternate Financing
 - ❑ Meeting DCA's underwriting requirements
- ❑ 2018 9% Awards

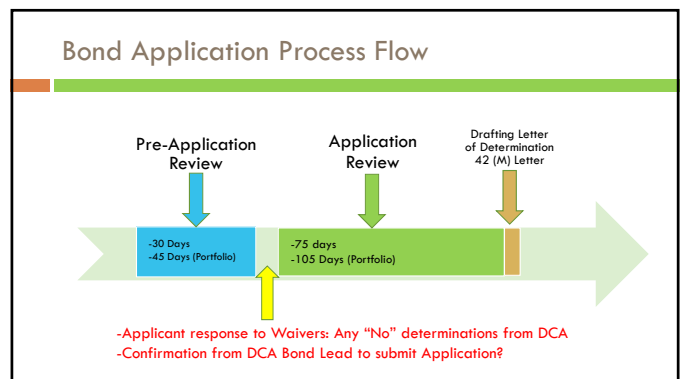
Bond Update

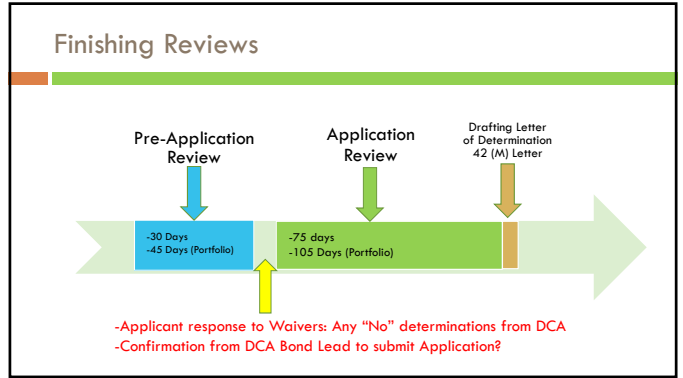
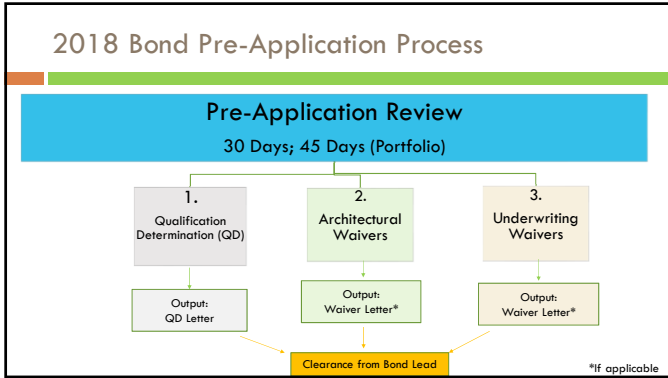

Community Affairs

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Bond (4% Tax Credit) Development

Year (QAP)	Affordable Units	Total Units	Tax Exempt Bond Amount
2013	407	408	\$28 million
2014	1,669	1,711	\$87 million
2015	1,174	1,174	\$69 million
2016	2,986	3,029	\$240 million
2017	5,104	5,127	\$410 million
2018	~10,000	~10,000	TBD





- ### 2019 Bond (4%) Additional Requirements
- Extended Affordability Commitment: 5 Years
 - Qualification Requirements:
Projects seeking 4% Credits must have a Certifying Entity that is fully qualified as a developer and a general partner. A probationary participant cannot be the Certifying Entity

2019 Bond Allocation

2019 Tax-Exempt Bond Allocation Formula
1/1/2019

Share	Available	Amount	Cumulative
Economic Development			
Period #1 (1/1-3/31)	1/1/18 - 3/31/18	\$ 187,772,629	
Period #2 (4/1-6/30)	4/1/18 - 6/30/18	\$ 187,772,629	
Period #3 (7/1-9/30)	7/1/18 - 9/30/18	\$ 93,886,314	\$ 469,431,572
Housing Share			
GHFA Reservation	1/1/18 - 9/30/18	\$ 291,047,575	
URFA Reservation	1/1/18 - 9/30/18	\$ 89,191,999	
Local Reservation	1/1/18 - 9/30/18	\$ 88,191,999	\$ 469,431,572
Flexible Share			
	1/1/18 - 12/31/18	\$ 165,681,731	\$ 165,681,731
Total State Cap			\$ 1,104,544,875

- 3 Buckets:
 - Economic Dev.: \$469M
 - Housing Share \$469M
 - Flexible Share \$165M
- Amounts fixed until September 30, 2019
- Last 3 months of 2019:
 - All unused goes into one bucket

2018 Bond Allocation

2018 Tax-Exempt Bond Allocation Formula (Available Allocation) as of 12/31/2018

Share	Vol Cap Start	Allocation Used	Allocation Available
Economic Development			
Period #1 (1/1-3/31)	\$ 186,164,415	\$ 15,217,705	\$ 170,946,710
Period #2 (4/1-6/30)	\$ 186,164,415	\$ 3,217,000	\$ 182,947,415
Period #3 (7/1-9/30)	\$ 93,082,208	\$ -	\$ 93,082,208
total	\$ 465,411,038	\$ 18,434,705	\$ 446,976,333
<i>Transfer To Flexible Share 10/1/2018</i>			
		\$ (446,976,333)	\$ -
Housing Share (1/1-9/30)			
GHFA Reservation	\$ 288,554,843	\$ 200,000,000	\$ 88,554,843
URFA Reservation	\$ 88,428,097	\$ 26,500,000	\$ 61,928,097
Local Reservation*	\$ 88,428,097	\$ 247,271,097	\$ 41,157,000
total	\$ 465,411,038	\$ 473,771,097	\$ (8,360,059)
<i>Transfer To Flexible Share 10/1/2018</i>			
		\$ (191,639,941)	\$ 191,639,941
Flexible Share (1/1-12/31)			
	\$ 164,262,719	\$ 432,500,522	\$ (268,237,803)
** Transfer from Economic Share (10/1/18)	\$ -	\$ 446,976,333	\$ 446,976,333
** Transfer from Housing Share (10/1/18)	\$ -	\$ 191,639,941	\$ 191,639,941
Total State Cap	\$ 1,095,084,795	\$ 724,706,324	\$ 370,378,471

- \$200 Million moved from GHFA to Local Reservation
- Transfers from Economic Share and Housing Share on (10/1/18)

*GHFA Reservation to Local Reservation Transfer on 3/28/2018
**Mandated Economic and Housing Share Transfer on 10/1/2018

- ### Appraisal Issues
- Must Adhere to the 2019 QAP and Appraisal Manual
 - Appraisals Required for:
 - 9% Apps: Identity of Interest Buyer/Seller
 - 4% Apps: All applications
 - DCA must be an Intended User
 - Date of Appraisal must be within 6 months of app submission
 - Effective Date versus Report Date

Appraisal Issues

- ❑ Unit Mix should match appraisal and market study
- ❑ Common Area Units not correctly identified
- ❑ For improved properties include both land and building values
- ❑ Include land value and Value as Complete and Stabilized
- ❑ Land Only: Lesser of Sale Price or Appraisal Analysis

Land/Building Value

- ❑ Acquisition/Rehab –When Sale Price is less than Appraisal, See example below:
 - ❑ Appraisal: \$1,000,000 Sale Price: \$900,000
 - ❑ Land - 200,000 (20%) Land - \$180,000 (20%)
 - ❑ Building – 800,000 (80%) Building: \$720,000 (80%)
- ❑ When Appraisal is Less than Sale Price, Use Appraiser's Value for Land and Building

Project Team Qualifications

Georgia Department of
Community Affairs

February 28, 2019

Pre-App Requirement

- ❑ QD Review required during Pre-App for ALL Applications
 - ❑ 9% **New!**
 - ❑ 4% Bond
- ❑ Ensure project team is qualified before submitting application
- ❑ Opportunity to communicate with DCA staff re: questions

Certifying Entity

- ❑ Project Team must have Certifying Entity for the
 - ❑ General Partner and
 - ❑ Developer
- ❑ Must exercise effective control
 - ❑ Majority Interest
 - ❑ Managing Member

Experience

- ❑ 20% minimum interest in GP and/or Developer for 5 Successful LIHTC Projects (10 if Significant Adverse Event waiver)
- ❑ Participation from Allocation to present
- ❑ Completed since January 1, 2008
- ❑ Minimum 90% occupancy
- ❑ Cannot combine experience of different entities or Principals

Required for Each Qualifying Project

- ❑ Letter from Syndicator certifying role and interest (Partnership Agreement is not a substitute)
- ❑ 8609 forms or Certificate of Occupancy
- ❑ Applicant-certified trailing 12-month occupancy reports **New!**

Capacity

- ❑ Financial solvency
- ❑ Experience in similar developments
 - ❑ Size
 - ❑ Complexity
 - ❑ Scope
- ❑ If a joint venture, include the Partnership Agreement demonstrating effective control for the proposed project

Performance

- ❑ DCA will consider patterns of intermittent noncompliance or poor performance (adverse circumstances) in the development or operation of a LIHTC property
- ❑ Three year period prior to Application Submission
- ❑ Noted in Performance Questionnaire or in DCA files
- ❑ See 2019 QAP for examples

Compliance

- ❑ Substantial compliance with the following:
 - ❑ DCA Rules
 - ❑ Section 42 Program Requirements/Regulations
 - ❑ HOME Program Requirements/Regulations
- ❑ Significant Adverse Events
- ❑ Good standing letters only required if requested by DCA

Significant Adverse Event Waiver Request

- ❑ Requires Waiver Form **New!**
- ❑ Must be submitted during pre-app QD review
- ❑ Must include
 - ❑ Narrative and
 - ❑ Third party supporting documentation
- ❑ Requires ownership and development of 10 successful LIHTC projects

Grandfathering Determination

- ❑ Submitted documentation of experience in 2018 and received determination of "Qualified"
- ❑ Provide 2018 QD letter or applicable pre-app/app number
- ❑ Not required to submit experience documents for 2019
- ❑ Must complete all other sections of the Performance Workbook

Not Qualified - Partnering As a Certifying Entity

- ❑ Entities with insufficient experience:
 - ❑ Must partner with an experienced GP and Developer
 - ❑ May be subject to additional conditions or restrictions
- ❑ Still subject to other parts of QD review

Probationary Participation

- ❑ Entities with material participation in at least 3 LIHTC projects but not requisite ownership or development experience
- ❑ Ownership or development experience in >2 but <5 Successful LIHTC projects
 - ❑ Additional documentation required
 - ❑ May be subject to additional conditions or restrictions

Desirable Activities/Undesirables

Georgia Department of
Community Affairs

February 28, 2019

Desirable Activities: Changes in 2019

- ❑ **New!** Desirable Activities grouped into 4 major categories
- ❑ **New!** Child Care Service providers must hold a valid Dept. of Early Care and Learning license

Desirable Activities: Distance Requirements

- ❑ Maximum of 10 points, no limit to the number that can be sought
- ❑ Distance requirements for 1 point desirables:
 - ❑ Rural within 2 miles
 - ❑ Flexible Pool within 1.5 miles
- ❑ 2 point desirables must be within 0.5 mile for either pool

Desirable Activities: Documentation Requirements

- ❑ Driving and walking routes must be from Google Maps
- ❑ Desirable/Undesirable Certification Form
- ❑ Pictures of Desirables Not Required

Desirable Activities: Stable Communities

- Qualifying for 10 points may also allow points under some Stable Communities items
- Review the Stable Communities section

Undesirable Activities: USDA Food Deserts

- 2 points deducted if the site falls within a USDA Food Desert
- If a Supermarket does exist within a USDA Food Desert, document it on the Undesirables portion of the certification form

Undesirable Activity: Mitigation

- Provide evidence that mitigation will be completed prior to the project's placed-in-service date
- Specifically identify the exact Undesirable and location
- General plans of mitigation in the proposed site community and area will not be considered

Desirable Activities: Common Mistakes

- Google Maps Address is different than address on the Desirable/Undesirable Certification Form
- Incorrect Desirable address when using geo-coordinates
- Desirable route(s) over the maximum distance

Undesirable Activities: Common Mistakes

- Letter from Local Authority does not indicate:
 - The specific address of the Undesirable(s)
 - Undesirable(s) will be mitigated on or before PIS date

Best Practices – Helpful Hints

- Double-check all geo-coordinates and addresses
- Desirable names displayed on Google routes must match Certification Form

Community Transportation Options

Georgia Department of
Community Affairs

February 28, 2019

Community Transportation Options

Flexible Pool – 5 points

- ❑ Owned by a local transit agency which has been strategically targeted by the agency to create housing with on-site or adjacent access to public transportation
- ❑ Resting along a transit line that follows a fixed route and fixed daily schedule available to the public every day of the week
- ❑ 1 point additional if serving a Family Tenancy

Community Transportation Options

Flexible Pool – 4 points

- ❑ Within 1 mile of a transit hub (a station that has 3 or more bus routes, rail options, and/or other affordable mass transit options)
- ❑ Resting along a transit line following a fixed route and daily schedule serving the public no less than 5 days per week
- ❑ 1 point additional if serving a Family Tenancy

Community Transportation Options

Flexible Pool – Varying Distances

- ❑ 3 points: Sites within 0.25 mile of an established public transportation stop
- ❑ 2 points: Sites within 0.5 mile
- ❑ 1 point: Sites within 1 mile

Community Transportation Options

Rural Pool: On-Call Transportation – 2 Points

- ❑ Publicly operated/sponsored
 - ❑ Available at least 5 days per week
 - ❑ On-site pickup
- OR**
- ❑ Fixed-Route Service within 0.5 mile of Pedestrian Site Entrance

Community Transportation Options

- ❑ All routes must be sourced from Google Maps
- ❑ Transportation routes that run direct or express (no local routes) will not qualify for points
- ❑ On-call services must be operated or sponsored by a public entity

Community Transportation Options

Common Mistakes: On-call Transportation website page is missing one or more of the following:

- ❑ Cost of service
- ❑ Relevant transit route
- ❑ Route schedule
- ❑ Webpage URL address

Community Transportation Options

Common Mistakes: Transit Service/Authority letters missing:

- ❑ Cost of service
- ❑ Relevant transit route
- ❑ Route schedule
- ❑ Transit Authority/Service phone number and email address

Priority Point

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Community Affairs

February 28, 2019

Priority Point: Avoiding Mistakes

- ❑ If more than one property is designated, one in the Flexible pool and one in the Rural Pool, no points awarded for either
- ❑ Development Teams or Members earning 5% or more of the Developer Fee cannot claim the Priority Point for more than one Development/Project

Income Averaging and Extended Affordability

Georgia Department of
Community Affairs

February 28, 2019

Income Averaging Background

- ❑ New minimum set-aside added to Section 42 in last year's Consolidated Appropriations Act (Omnibus Spending Bill)
- ❑ Allows serving a broader population and deeper targeting
- ❑ Challenges include:
 - ❑ Market rate rent vs. 80% AMI in rural areas
 - ❑ Leveraged financing resource requirements
 - ❑ Use in properties with market rate units

Amendments to DCA's Income Averaging Policy

- Allows IA in HOME properties provided the HOME units are fixed and none has a designated AMI percentage >60%
- Clarification of policy regarding monitoring of the AI set aside
- Equitable distribution of bedroom sizes among the designations
- Income Averaging Set aside Election
 - 2018 Awardees
 - 2019 9% Applicants
 - 4% Bond Applications

Income Averaging Rule: Match Size & AMI Mix

- Income limits must be
 - Equally distributed among bedroom sizes
 - Other than a single unit per AMI limit if necessary due to odd numbers
- DCA allows exceptions to:
 - Facilitate HUD 811 units or other supportive housing
 - Reduce relocation impact in occupied rehab properties
 - Comply with the requirements of project-based assistance

Income Limits Must Be Equally Distributed

Example 1 passes DCA's rule: At Different AMIs, share of 30% units among 1BRs is the same as the share of 30% units among 2BRs, etc.

AMI	Bedrooms	Count
30	1	9
30	2	15
30	3	6
60	1	6
60	2	10
60	3	4
80	1	3
80	2	5
80	3	2
Total units:		60

	Efficiency	1BR	2BR	3BR	4BR	Total
80% AMI	-	16.67%	16.67%	16.67%	-	16.67%
70% AMI	-	-	-	-	-	-
60% AMI	-	33.33%	33.33%	33.33%	-	33.33%
50% AMI	-	-	-	-	-	-
40% AMI	-	-	-	-	-	-
30% AMI	-	50.00%	50.00%	50.00%	-	50.00%
20% AMI	-	-	-	-	-	-

Income Averaging: Match Size Mix & AMI Mix

Example 2 fails DCA's rule: 80% AMI is more heavily represented than 30% AMI for 3BR

AMI	Bedrooms	Count
30	1	9
30	2	15
30	3	2
60	1	6
60	2	10
60	3	4
80	1	3
80	2	5
80	3	6
Total units:		60

	Efficiency	1BR	2BR	3BR	4BR	Total
80% AMI	-	16.67%	16.67%	50.00%	-	23.33%
70% AMI	-	-	-	-	-	-
60% AMI	-	33.33%	33.33%	33.33%	-	33.33%
50% AMI	-	-	-	-	-	-
40% AMI	-	-	-	-	-	-
30% AMI	-	50.00%	50.00%	16.67%	-	43.33%
20% AMI	-	-	-	-	-	-

Income Averaging: Match Size Mix & AMI Mix

Example 3 passes DCA's rule: Matching percentages are required unless the total # of units necessitates a single unit difference

AMI	Bedrooms	Count
30	1	9
30	2	14
30	3	6
60	1	6
60	2	10
60	3	4
80	1	3
80	2	5
80	3	2
Total units:		59

	Efficiency	1BR	2BR	3BR	4BR	Total
80% AMI	-	16.67%	17.24%	16.67%	-	16.95%
70% AMI	-	-	-	-	-	-
60% AMI	-	33.33%	34.48%	33.33%	-	33.90%
50% AMI	-	-	-	-	-	-
40% AMI	-	-	-	-	-	-
30% AMI	-	50.00%	48.28%	50.00%	-	49.15%
20% AMI	-	-	-	-	-	-

Income Averaging: Match Size Mix & AMI Mix

Table (Part VI- Revenues & Expenses Core App) automatically calculates the distribution of AMI across bedroom types

Income Limit Distribution among Bedroom Sizes	Equal Distribution?			
	80% AMI	70% AMI	60% AMI	50% AMI
(Must be equal distribution IF Income Averaging - percentages greater than zero across each row must be within a range of 1% high to low.)	31.82%	48.28%	28.57%	37.50%
	45.45%	34.48%	47.62%	41.67%
	22.73%	17.24%	23.81%	20.83%

Income Averaging: Match Size Mix & AMI Mix

- ❑ On or before May 13, applicants may submit their proposed unit mix to hfdround@dca.ga.gov for DCA review
- ❑ One advance review allowed per application

Deal Structuring Considerations

- ❑ Can be used with HOME and bond deals
- ❑ HOME units must be fixed (not floating) and cannot have a designated AMI percentage >60%
- ❑ Designations must be made at application and cannot change

Preservation (Impediments)

- ❑ Ownership changes without DCA consent
- ❑ Noncompliance & deteriorating properties
- ❑ Applying for Qualified Contracts

Qualified Contracts (QC) Requests

- ❑ 19 Final QC requests submitted (2017 & 2018)
 - ❑ 10 kept affordable
 - ❑ 2 were withdrawn
 - ❑ 7 still in the QC period
- ❑ Approximately 2,759 of 3,130 LIHTC units have been converted to market units via QC
- ❑ Many thousands more in prior years
- ❑ Displacing low income residents is contrary to DCA's mission

Extended Affordability Commitment

- ❑ Changes:
 - ❑ A. Waiver of QC Right
 - ❑ C. Waiver of QC Right and Right of First Refusal
- ❑ No change: B. Tenant Ownership

Waiver of QC Right Changes

- ❑ For every 5 additional years owner agrees to waive the QC right after the Compliance Period, application earns an additional point
- ❑ Applicants eligible for up to 3 points (waiving QC right for full Extended Use Period)

Qualified Contracts: Updated Policy

- ❑ Completed 8609s with Part II completed
- ❑ Increased QC fee
- ❑ All documents are due at the time of the QC submission
- ❑ Property must be listed and marketed by an Approved Broker
- ❑ A DCA selected CPA will calculate the QC Price
- ❑ 100% unit inspection
- ❑ All fees will be passed on to the owner

Right of First Refusal (ROFR)

- ❑ **New!** Owner commits to provide a ROFR to a nonprofit or a local housing authority should the owner transfer ownership interest prior to the end of the Extended Use Period
- ❑ Points for ROFR can only be earned if applicant **also** agrees to one of the QC waiver commitments in category A.

ROFR Process

- ❑ Potential nonprofit/PHA buyers have up to 6 months to make an offer at the maximum purchase price
- ❑ Maximum purchase price is capped at fair market value, determined by appraisal
- ❑ Full process is detailed in Exhibit B to QAP Appendix II

ROFR Clarifications

- ❑ **Question:** "Does this give a nonprofit/PHA the right to purchase the property even if I don't want to sell?"
- ❑ **Answer:** No, under DCA's ROFR process, the nonprofit/PHA right to purchase is only triggered if the owner chooses to sell

Extended Affordability: ROFR clarifications

- ❑ **Question:** "If I transfer ownership in order to resyndicate, will I have to sell to a nonprofit?"
- ❑ **Answer:** No. Ownership transfers related to LIHTC resyndication will not trigger the ROFR process
- ❑ **Question:** "Can I get these points if I am a for-profit sponsor?"
- ❑ **Answer:** Yes, all applicants are eligible for the additional point

Community Initiatives

Point-Claiming Eligibility

- Applicants are ineligible to claim points in either Scoring Sections VII. Revit./Redevelopment Plans or VIII. Community Transformation
- If claiming points in either Scoring Sections VI. Place-Based Opportunity or IX. Stable Communities

VII. Revitalization/Redevelopment Plans OR VIII. Community Transformation	VI. Place-Based Opportunity OR IX. Stable Communities
---------------------------------------------------------------------------------	-------------------------------------------------------------

Revitalization Plan Criteria

- Clearly delineate a Targeted area within a Local Government boundary that includes the proposed site ~~but does not encompass the entire surrounding city, municipality, or county~~
- Solicit public input and engagement during its creation
- Discuss housing as a goal of the CRP

Revitalization Plan Criteria (Continued)

- Include an assessment of the community's existing infrastructure
- Designate implementation measures along with **specific** timeframes and funding sources
- Be officially ~~adopted~~ **approved or re-approved** by a Local Government within five (5) years of Applicant Submission

2019 Community Transformation

- Point eligibility

Cannot claim points in	Must claim 3+ points in
VI. Place-Based Opportunity	V. Enriched Property Services
IX. Stable Communities	VII. Revitalization/Redevelopment Plans

- Pre-app responsibilities removed in 2019 QAP

2019 Community Transformation

- DCA will select up to 5 Applicants (3 Flexible, 2 Rural)
- Applicants must:
 - Secure commitment from potential Community Quarterback Board members
 - Commit to undertaking Community Outreach and Engagement
 - Complete a Community Transformation Plan

Community Quarterback Board

- At least one-third: low-income residents or representatives of low-income neighborhood organizations (Signatures)
- At least one-third: public officials or Local Government employees (Letters of Commitment)

Representative	Req'd for Family	Req'd for Senior
Education	X	
Employment	X	
Transportation		X
Health services	X	X
Local Government		

Criteria for Selecting Community-Based Developers

- ❑ Partnerships with at least 2 community nonprofits resulting in measurable improvements to community/resident outcomes
- ❑ Participated/led philanthropic activities benefitting community
- ❑ If applicable, selected by Local Government through RFP
- ❑ Secure commitment of funds to support community transformation
- ❑ Equitable geographic allocation

Equitable Geographic Allocation

- ❑ Applicants will be rated less competitively if the development proposed is within a Local Government boundary already containing a Transformational Community initiative funded in 2017 or 2018
- ❑ In those cases, the Community-Based Team associated with the original Transformational Community initiative must be on the Community Quarterback Board

Transformational Communities: 2017 & 2018

Name	City	County	Year
Tindall Fields II	Macon	Bibb	2017
Tindall Fields III	Macon	Bibb	2018
National Church Residences at Ash Branch	Pembroke	Bryan	2018
Live Oak Landing	Savannah	Chatham	2017
Breakers at Trion	Trion	Chattooga	2017
White Circle Ph 3	Marietta	Cobb	2017
Trinity Walk Ph III	Decatur	DeKalb	2017
Grove Gardens	Atlanta	DeKalb	2017
Altaview Terrace Apartments	Rome	Floyd	2018
Quest Commons West	Atlanta	Fulton	2017
Brunswick Commons	Brunswick	Glynn	2018
Peaks of Oakwood	Oakwood	Hall	2017
240 Atlanta St Dev P3	Gainesville	Hall	2017
Chandler Trace	Hartwell	Hart	2017
WB Redevel Ph I	Warner Robbins	Houston	2017
Clefflin School	Columbus	Muscogee	2017
Highland Terrace	Columbus	Muscogee	2017
Valhki	Fort Valley	Peach	2017
15 th St Dev Ph 3	Augusta	Richmond	2017
Phoenix Landing	LaGrange	Troup	2017
The Phoenix	LaGrange	Troup	2018
Abbingdon Linwood	LaFayette	Walker	2017
MainSt Walton Mill	Marcoe	Walton	2017

XV. DCA Community Initiatives

- ❑ If GICH letter is from alumni, must be certified
 - ❑ Alumni GICH teams which have not successfully completed a GICH Alumni Certification application within the previous two years are ineligible for the point
 - ❑ Alumni communities which were not certified in 2018 but successfully complete the recertification process by April 1 will still be eligible for DCA Special Initiatives points
- ❑ Removed B. Designated Military Zones point

Non-Certified Alumni

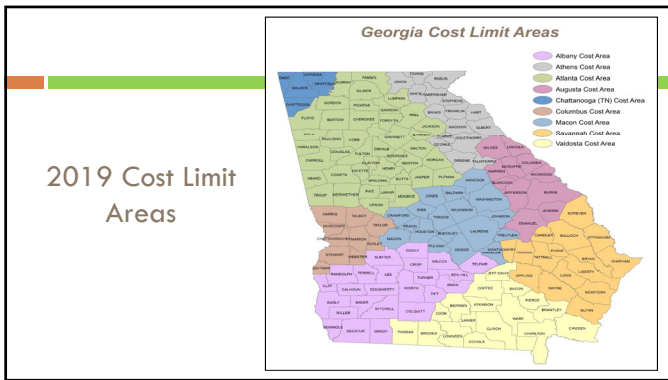
Americus/ Sumter County	Douglasville	Nashville
Auburn	Eatonton	Perry
Brunswick	Fort Valley	Porterdale
Calhoun	Gainesville	Rincon
Camden County	Greensboro	Roswell
Cartersville	Harlem	Sandersville/Tennille/ Washington County
Colquitt	Hawkinsville	Thomson/McDuffie County
Cordele	Lithonia	Tifton
Covington	Metter	Toccoa
Dalton	Milledgeville	Washington
Douglas	Moultrie	Waycross

Cost Containment

Cost Reasonableness

Scoring Round	LIHTC Reserved	Total Units	Affordable Units	LIHTC Per Unit	LIHTC Per Affordable Unit
2014	\$23.3 million	2,412	2,203	\$9,674	\$10,592
2015	\$27.1 million	2,668	2,495	\$10,174	\$10,879
2016	\$24.9 million	2,621	2,005	\$9,511	\$12,433
2017	\$24.7 million	2,359	1,932	\$10,486	\$12,804
2018	\$27.5 million	2,385	2,201	\$11,466	\$12,528

- ### 2018 Competitive Round - New Construction
- ❑ Average Costs for submitted applications:
 - ❑ \$12.9 Million Total Development Costs (\$191K per unit)
 - ❑ \$8.4 Million Hard Construction Costs (\$125K per unit)
 - ❑ 65% Hard Construction Costs
 - ❑ \$174 TDC/sq. ft ; \$114 Hard Cost/sq. ft
 - ❑ Development Size: 68 units (62 affordable units)
 - ❑ Average LIHTC Request: \$834K



- ### Cost Reasonableness
- ❑ Different Areas
 - ❑ Different Cost Limits
 - ❑ Different Property/Site Characteristics
 - ❑ Line Item Outlier Analysis:
 - ❑ Hard & Soft Costs
 - ❑ Unit Sizes, Residential Area, Common Space

Underwriting & Feasibility

Georgia Department of Community Affairs

February 28, 2019

- ### HOME Consents –Scoring Criteria
- ❑ Criteria 1:
 - ❑ Both the Owner and Developer entity currently own and have developed 5 HOME properties
 - ❑ Total HOME Properties Developed
 - ❑ Criteria 2: Selected General Contractor will be payment and performance bonded
 - ❑ Criteria 3: Rural pool - no debt other than DCA HOME

HOME Consents –Scoring Criteria

- Criteria 4: Flexible pool - HOME loan is in senior/first position throughout the loan term
- Criteria 5:
 - HOME loan is fully amortizing in Flexible Pool
 - Loan terms does not exceed 30 years
 - Preference for 20-year term and amortization loan

Flexible Tiebreakers

- Exhibit the greatest ability to further DCA's fair housing goals will be given a preference
- DCA will evaluate the fair housing impact of a property using the combined tools listed under the Stable Communities and Quality Education Areas scoring sections

Rural Tiebreakers

- Exhibit a strong record of DCA HOME performance
- Factors include:
 - Number of DCA HOME loans
 - Timely HOME payments over past thirty-six months
 - Strong compliance history
 - Have received fewer than 3 HOME Loan Awards within the previous 3 competitive rounds

HOME Consents – Geographic Limitations

- DCA will limit awards in HOME Participating Jurisdictions to 30% of HOME funds available in the 2019 round
- Rural Pool – At least:
 - 60% of the available HOME funds
 - 50% for a senior tenancy
- Only 1 HOME consent per County

CDFI Coalition Revolving Fund (CCRF)

- DCA made a \$8M grant to the CCRF from recycled TCAP to finance housing projects for families below 80% AMI
- The first \$8 million dollars in loans (Round One) from the Fund will support 4% and 9% LIHTC transactions

Deeper Targeting

- 2 points awarded with an overall property AMI equal to or less than 58%
- Applicants may do so by utilizing
 - Income Averaging
 - 40% at 60%
- PBRA and public housing units can be used to claim points

Local Government Fee Reasonableness

- ❑ Must Provide supporting documentation and/or calculations
- ❑ Development budget must include all documented water tap, sewer tap, impact and building permit fees (cannot be part of General Requirements)
- ❑ Including fees that are not required by the local government at the time of application will result in a loss of points

Operating Expenses

- ❑ Annual budgeted operating expenses must be no less than:
 - ❑ \$5,000 per unit for projects within Atlanta,
 - ❑ \$4,500 per unit for projects in MSA other than Atlanta,
 - ❑ \$3,750 per unit for Rural projects in an MSA,
 - ❑ \$3,250 per unit for non-MSA Rural projects, and
- ❑ DCA will determine the reasonableness of operating expenses for USDA 515 projects

Rental Assistance

- ❑ Projects with PBRA with less than 10 years remaining from Application Submission Date must be underwritten within the maximum LIHTC and/or HOME rents (as applicable)
- ❑ All units with High HOME rents and PBRA must be underwritten at the maximum HOME rent NOT the PBRA rent

Financial Adjustments

- ❑ DCA may correct minor errors or make minor adjustments (financial or otherwise) to the Application
- ❑ The first will not result in a point deduction
- ❑ 1 point deducted for Applications requiring 2-4
- ❑ Each additional results in a 1 point deduction

Common Mistakes

- ❑ Front-End Cost Review Fee not included in Part IV Uses
- ❑ Fees in Part IV Uses do not match fees in commitments
- ❑ Describe commitment fees in Part IV Uses narrative box (failure to do so risks financial adjustment)
- ❑ Market Units must be financed with unrestricted financing: the % should match the % of Market Units

Construction & Federal Compliance Services

Conceptual Site Development Plan Cover Sheet

Application **must include** DCA's Site Plan Cover Sheet Template

2019 QAP Changes

- Threshold XI: Operating Utilities Minimum Documentation: Letter must be dated **within 6 months** of Application Submission
- Threshold XVII: Accessibility Standards: Provide at least two training sessions (one on-site) to the **Architect, General Contractor, Job Superintendent, and a rep of every subcontractor group** that will affect accessibility (grading, concrete, framing, electrical, plumbing, sheetrock, and cabinetry) regarding accessibility requirements

Changes (Continued)

- New!** B. Sustainability Building Certification
- Applicants must commit to obtaining one of four sustainable building certifications:
 - EarthCraft (Multifamily, House, and Sustainable Preservation)
 - Enterprise Green Communities
 - LEED for Homes
 - National Green Building Standard

Changes (Continued)

- Threshold XXV: Relocation and Displacement of Tenants
- New!** Advisory services requirement added
 - Third party: nonprofit, advocacy group, relocation specialist or local government
 - Prior experience in face-to-face community engagement with the tenancy served

Manual Changes

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Site Development Standards

New! B. Parking: Parking areas must be concrete, asphalt paving, or pervious pavement (porous asphalt, plastic grids, permeable interlocking concrete pavers, permeable clay brick pavers, resin-bound paving, bound recycled glass porous pavement) and have curbs

Building Interiors Design Standards

New! H. Additional Requirements: Cable outlets must be provided in the main living area and in all bedrooms

Provide one internet router outlet

Rehab Guide, Specific Systems Replacement

New! Site Utilities: The DCA Rehabilitation Work Scope form must contain a budget line item to investigate **(including with remote imaging)** and repair or replace all main utility lines on the property, regardless of age

Amenities Guide

- ❑ **Deleted!** Equipped walking path with exercise stations
- ❑ **New! Exterior Gathering Area**
 - ❑ One bench for every 25 units
 - ❑ Exterior Gathering Areas must be separate from the Equipped Playground observation area

Amenities Guide

- ❑ **New! Fenced Community Garden**: Post garden availability for residents, rules and safety guidelines at garden entrance
- ❑ **New! Equipped Computer Center**: One operable computer for every 25 units **and WiFi accessibility (replaced every 5 years)**

Common Mistakes

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Common Mistakes

Site Information and Conceptual Site Development Plan

- ❑ Areas of all tree and vegetation preservation not clearly defined on map
- ❑ Ground level photos do not include date stamp verifying pictures were taken within 6 months
- ❑ Aerial color photo or most recent satellite images don't show
 - ❑ The date the photo was taken (6 months or less)
 - ❑ Approximate site boundaries and adjacent land issue

Common Mistakes

Pre-app waiver request

- ❑ Not submitted according to instructions
- ❑ No supporting documentation
- ❑ Waiver fees not submitted with waivers

Construction / Federal Compliance Roundtable

March 19, 2019

9:00 AM – 12:00 PM

Limited Space!

Starting on Monday March 4th please RSVP:

Amber.Riley@dca.ga.gov

Resident Engagement for Occupied Rehab Properties

Georgia Department of
Community Affairs

February 28, 2019

Resident Engagement for Occupied Rehabs

- ❑ After award, owners must use at least 2 engagement methods to source resident feedback on
 - ❑ the current building, amenities, operations, services; and
 - ❑ what residents would change
- ❑ Methods include workshops, charrettes, poster sessions, site walks, surveys, and meetings

Mutual Learning Opportunity

- ❑ Leverages broad, local knowledge and preferences (beyond PNA)
- ❑ Positive financial impact (lower maintenance costs and turnover rates)
- ❑ Get out of it what you put in

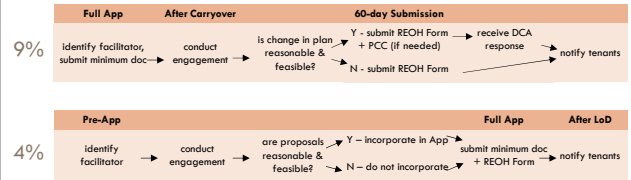
Intentional Process Enhances Value

- ❑ Who? Enabling, accessible facilitators who value residents' input and translate lingo
 - ❑ Must be engagement experts; can rely on 3rd party
 - ❑ Who to engage? Diverse representation, can include site staff
- ❑ Select diverse methods; use a fun, active and collaborative space
 - ❑ Tools and Guides in Rehab Manual, Appendix II
- ❑ When? Accommodate residents' varied schedules

Clarify Expectations

- ❑ Developers incorporate (or propose to do so) input if it is reasonable and feasible
- ❑ Notify residents of what is and isn't incorporated, and why (can use REOH form)

Timeline



HUD 811 Rental Assistance



February 28, 2019

What's the 811?

- ❑ Threshold Requirement for all developments (9% & 4%)
- ❑ Designate 10% of total units to be utilized by households with disabilities through 811 or a similar program
- ❑ Application must include a commitment to designate units for 811
- ❑ Why? To help create more community integrated low income housing units for individuals with disabilities

811 Pre-Lease Timeline

- ❑ Step 1: Contract with DCA at 50% completion
- ❑ Step 2: Notify DCA when pre-leasing
- ❑ Step 3: Process referrals
- ❑ Step 4: House appropriate referrals
- ❑ Step 5: Receive subsidy

811 Timeline

- ❑ Timeline – Already in Service
 - ❑ Step 1: Contract with DCA
 - ❑ Step 2: Notify DCA when there is a vacancy
 - ❑ Step 3: Process referrals
 - ❑ Step 4: House appropriate referrals
 - ❑ Step 5: Receive subsidy
- ❑ A 60-day vacant unit payment may be enacted if DCA needs more time finding households to fill the units

811 Considerations

- ❑ Property location matters: urban areas have greater need because that is where resources are located
- ❑ Many households have single individuals
 - ❑ New processes to increase referrals for households with disabilities
 - ❑ Still a great need for one-bedroom units

HUD 811 Updates

- ❑ Population Expansion: this is for individuals with all types of disabilities that could affect their housing
- ❑ Lease in Place
 - ❑ DCA One Day Approval and Leasing Program
 - ❑ Properties can refer eligible individuals as well to receive subsidy and/or waitlist referral

HUD 811 Updates (Continued)

- ❑ 811 Annual Owners Certification
- ❑ Increasing amount of Service Providers
 - ❑ Enrolling more throughout the State through the expansion
 - ❑ Assist 811 to provide more referrals and tenancy supports

Compliance Performance

Georgia Department of
Community Affairs

February 28, 2019

Significant Adverse Event (SAE) Waiver Form

- ❑ **New!** SAE Waiver form required as part of Pre-App
 - ❑ Form is available within the Performance Workbook
 - ❑ SAEs with a granted waiver still assessed a 5 point deduction for each SAE in this scoring section
- ❑ No fee charged for SAE waivers

Significant Adverse Event (SAE) Waiver Form

- ❑ Each SAE waiver request requires a separate waiver form
- ❑ Must be filed within the same Pre-App folder (Qualification) contains the Performance Workbook
- ❑ For previously approved SAE waivers, the DCA approval letter must be submitted in the same folder with the Performance Workbook

Performance Workbook Changes

- ❑ **New!** Significant Adverse Event Waiver Form tab
- ❑ **New!** Management Company info requested on questionnaire
- ❑ **New!** Separate tab for Georgia DCA Successful Properties owned – Compliance History List to be used to claim add-back points in the Compliance Performance – Scoring Section

Common Mistakes

- ❑ Failure to provide a minimum of 30 days advance notice to DCA and/or obtain pre-approval of a Management change or Ownership change
- ❑ AOC filings late (if filed after 3/1/19) or are incomplete
- ❑ Late cost certifications
- ❑ Mitas setup/registration of property and data not completed before placing in service/lease-up
- ❑ Mitas upload of transactions is not current, must be done by the 10th of each month, and must be complete

Common Mistakes (continued)

- ❑ Property name differs in Georgia Housing Search, Mitas and the Performance Workbook CHS listing, DCA unable to verify
- ❑ 8823s and/or uncured findings of noncompliance
- ❑ Failure to pay DCA fees such as; Compliance Monitoring, Allocation, Asset Management etc. – penalty assessed if not paid before application date
- ❑ Amenities listed on LURC/LURA not provided or available as required

Introduction to Portfolio Management



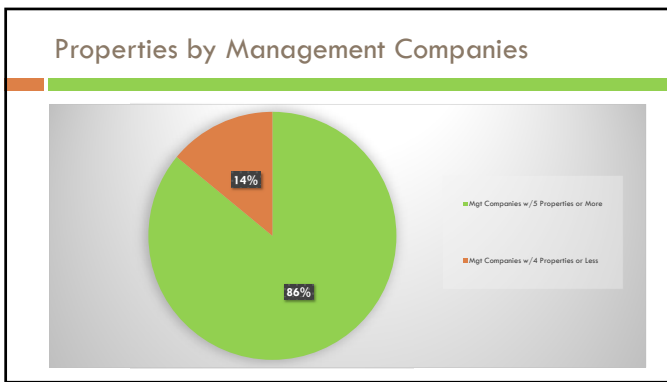
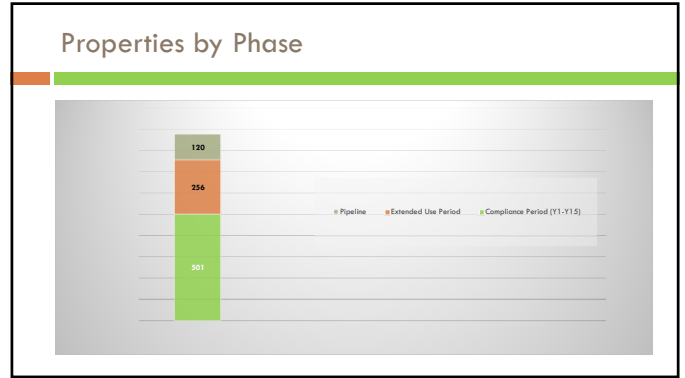
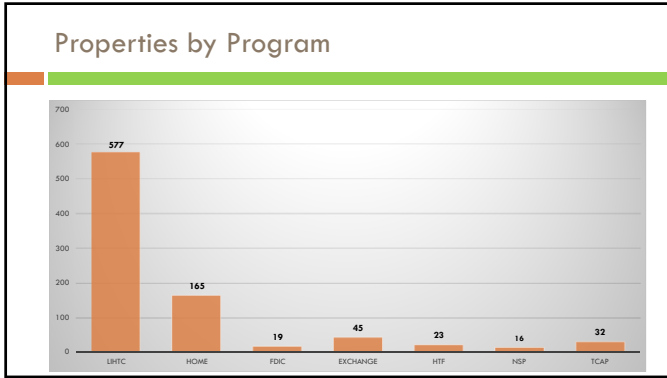
February 28, 2019

Meet the Team

COMPLIANCE	ASSET MANAGEMENT	POLICY & EXTERNAL DEVELOPMENT
Joanna Jin	Leonard Newsome	Merranda James
Thaphony Dumas	Jeff Gevertz	Tarron Gibbs
Henrietta Harmon	Stephen Vukovic (Manager)	Patricia Kokotan
Vanessa Saint-Louis		Gwen Walton
Angela Lowery (Manager)		Denise Farris (Manager)
PORTFOLIO MANAGEMENT		
Nick Sexton (Legal Consultant)		
Jill Cromarrie (Director)		

Goals of Portfolio Management

- ❑ Increased stewardship
 - ❑ Physical
 - ❑ File
 - ❑ Financial
- ❑ PODS
- ❑ Tailored compliance monitoring
- ❑ Risk based portfolio and property scoring
- ❑ Training



- ### Annual Owner Certification Updates
- ❑ Forms simplified
 - ❑ Any version before or after Feb 1 is OK to submit
 - ❑ Released February 1, 2019
 - ❑ HUD 811
 - ❑ 8823
- SUBMISSION DEADLINE IS MARCH 1, 2019**

Income Averaging

Georgia Department of Community Affairs

February 28, 2019

- ### Compliance Monitoring Policy
- ❑ What kind of reporting will be required
 - ❑ Required training for management companies
 - ❑ Impact of general unit non-compliance
 - ❑ Next available unit compliance
 - ❑ How will DCA monitor this new set-aside?

DCA Monitoring – Federal Compliance

- ❑ Minimum set-aside: at least 40% of the LI units are rented at their designation, which must average to 60%
- ❑ Applicable Fraction: a unit becoming “unqualified” is an applicable fraction issue
- ❑ Income compliance
- ❑ Rental rate compliance

DCA Monitoring – State compliance

- ❑ Parity
- ❑ Reporting
- ❑ Designations
- ❑ Management Company Preparedness
 - ❑ Staff training
 - ❑ Written Policies & Procedures: Recertifications, Transfer Requests, Waitlist Procedures, Marketing plans

Income Averaging Kick-Off Workshop

March 14, 2019
1:30 – 3:30 pm
Limited space - Register Now!

External Training and Development

February 28, 2019



Forward Thinking Compliance Strategy




Pathways to Adding Value

- ❑ Training Curriculum
 - ❑ Test Out/Test Down Training
 - ❑ Short eLearning bursts
 - ❑ Engagement
- ❑ Platforms
 - ❑ Virtual meetings, webinars, & online library
 - ❑ Statewide venues
 - ❑ DCA Central Office training

Pathways to Adding Value

- Continuous Development
 - Clear expectations
 - Common goals
 - Consistent information sharing and guidance
 - Accountability
 - Open lines of communication




Upcoming Events

□ MITAS Training	March 7 th
□ Income Averaging Kickoff	March 14 th
□ GAHC Coalition Conference	March 27 th

BLAST!

- Bi-Monthly E-newsletter
 - Policy Updates
 - Compliance Corner
 - 811 Basics
 - Training Opportunities
- SIGN UP & READ!

Getting to Know Asset Management



February 28, 2019

What is Asset Management?

- Portfolio Management Goals
 - Ensure compliance with all programs (Includes Section 42 and HOME regulations)
 - Mitigate risk and preserving our assets
- Accomplished through the monitoring of property files along with the physical and financial health of a property

On The Horizon...

- Performance Stats
- Periodic submission of property financials (all properties)
- Changes to:
 - Management Company Approval Process
 - Project Concept Changes
 - Qualified Contracts

Performance Stats

Objective Metrics

- ❑ Occupancy rates
- ❑ Physical condition
- ❑ File reviews
- ❑ DCR and Cash Flow
- ❑ Operating and Replacement Reserves

Performance Stats

Subjective Metrics

- ❑ General Partner responsiveness
 - ❑ Advance notices required by DCA of owner and management changes
- ❑ Management Company responsiveness
- ❑ Timely reporting
 - ❑ Monthly MITAS reporting, AOC filings, Notice of Casualty Losses, etc.

Project Concept Changes (PCCs)

Any request to change a material component of a deal that deviates from the original application and LURA/LURC obligations

Project Concept Changes (PCCs)

Examples of PCCs

- ❑ Ownership interest changes
- ❑ Management company approvals
- ❑ Amenities and services changes, unit designations and other changes
- ❑ Requires extensive review
- ❑ Current PCC processing fee = \$1,500


Management Company – Approval Process

- ❑ 30 days advance notice is required for Management Change approvals
- ❑ Process requires a thorough review of incoming management company
- ❑ In early 2019 a fee will now be charged for processing Management approval requests
- ❑ Third party management companies are required to hold a valid real estate brokerage license; DCA will verify licensure

Impact of Non-Compliance


- ❑ Competitive round scoring: One (1) point deduction
- ❑ Restricts new business
 - ❑ Owner
 - ❑ Management Company
- ❑ Administrative Non-Compliance (Reporting)

Workshop Q&A
(open mic)



February 28, 2019

Return your badges!



February 28, 2019

