

FAQ for Georgia DCA Annual Owner Certifications (AOC)

Submit questions about the Annual Owner Certifications to compliance@dca.ga.gov and put "AOC Questions" in the subject line.

Last updated: 3/8/16

Q1 When is the AOC due?

A1 March 31, 2016.

Q2 Why the extension?

A2 To allow projects enough time to gather the information required.

Q3 How do we know if our property must submit an AOC?

A3 If there was a Low Income resident at the community on 12/31 then an AOC is due.

Q4 Is only one AOC is due for each community this year?

A4 Yes: one form for LIHTC/HOME/Layered projects (including TCAP, NSP and Exchange), and one form for sites with only HOME (NSP).

Q5 If we discover an AOC was not submitted for a prior year, where do we find that form?

A5 Use the current AOC for all prior year submissions. Simply fill in the correct year on the form and the Signature Page

Q6 If we submit an AOC for a prior year, how is it treated: as corrected non-compliance?

A6 If an AOC is submitted for a prior year before DCA notifies an owner of the non-compliance, DCA treats the submission as self-corrected. If the owner submits a late AOC because DCA has notified them the AOC was not received, it is treated as corrected non-compliance and an 8823 will be issued.

Q7 How do I get a copy of the AOC for my records?

A7 There is a print button at the end of the form. Once printed, the answers to the questions are emailed to the GP and person submitting the form. Confirm that the email addresses included in the form are correct.

Q8 Do we submit a signature page with the AOC?

A8 Yes, the AOC Signature Page is on the DCA Compliance website. The Signature Page is uploaded with each AOC submitted.

Q9 Only one signature page for all our projects?

A9 Yes, as long as the GP/Principal is the same for all projects.

Q10 How do I confirm the GP/Principal for my property?

A10 You can find the authorized signer in the organizational documents for the project.

- Q11 What happens if I do not file by the deadline, or if I do not file an AOC as required?**
A11 The AOC is required by both HUD (for the HOME program), and IRS (for LIHTC projects) under The Code. Failure to file is program non-compliance that will be reported to IRS, and can affect points in the upcoming competitive round.
- Q12 What are the hover boxes that pop up?**
A12 They have important information about the question your mouse pointer is “hovering” over. Make sure to read them!
- Q13 Affirmative Marketing was only recently added as a requirement for LIHTC projects. How do LIHTC projects not required to Affirmatively Market answer that question?**
A13 They answer no, with the clarification that they are not required. And a hover field has been added as well.
- Q14 If the 8609s have not been issued for the project, how do we answer the question “Does the owners address match the 8609s?”**
A 14 Please answer “No” and in the explanation box, enter 8609s not yet issued. We have also added a hover text box to the AOC with these instructions.
- Q15 Opps! We caught a mistake on the AOC. How to we correct it?**
A15 Re-enter the data and resubmit AOC. DCA has no way to alter a submission.
- Q16 We accidentally uploaded the wrong signature page. Can we just email DCA the correct signature page?**
A16 No. Please re-enter the data and resubmit the AOC with the correct signature page. DCA has no way to alter your submission.