

December 8, 2011

To: Owners, Managers and Mitas Users

From: Colin Ferguson

Regarding: Mitas Entry for New 2011 sites and Pre 1995 sites

Memorandum

This memo covers the format and deadline dates for new submissions of Mitas Data for sites coming on line in 2011 and sites operating under extended use agreements – 1990-1994. Questions about the memo may be directed to Colin Ferguson (colin.ferguson@dca.ga.gov), Brandon Bruce (brandon.bruce@dca.ga.gov) or mitas@dca.ga.gov. All data submissions or routine Mitas questions should continue to come from the Mitas User for your company. If your company is new to Georgia or if you do not yet have an assigned Mitas User please submit the Mitas User Mgmt Co List form. The form may be found under Mandatory Forms here: www.tinyurl.com/dcacompliance. Please note each company may only have one Mitas User who sets up sub-accounts for others your company. This person is the contact with DCA for Mitas.

2011 Sites

If the project was placed in service in 2011 and has **Low Income** tenants living at the property as of **12.31.11** you must register and upload your data for submission to HUD as required by HERA. Submit forms to: mitas@dca.ga.gov.

Step 1. To start the process, the Mitas User for the company will submit a Mitas Data Sheet for the site. Unlike 2010, 2011 Mitas Data sheets only need the unit data and building data. **Do not list tenant data in columns F-X** on the project data tab. Do complete all other visible columns on that tab and then complete the BIN tab. If 8609s are not yet issued, please get the BIN and cost information from the owner. Since this information should already be submitted to DCA it should be available. Submit forms to: mitas@dca.ga.gov

Step 2. Once we build your site in Mitas, you will get an email with the Mitas ID for the project. At that point you may upload a NAHMA standard file with tenant data OR you may manually update the tenant data. Please refer to the Mitas User FAQ and the Mitas Property Manager Guide (under News, Events, and Notices) for important information about how to enter data. Data must be entered from 1/1/2011 through 12/31/2011. **The deadline for data entry is 2/28/2012.**

It is EXCEEDINGLY important that the unit and BIN numbers are 100% correct and that if site plans on using a NAHMA file for upload, you double check how your unit numbers are listed in your computer software. If you supply inaccurate unit information to DCA, you will be required to change the data in your computer operating system or pay a Compliance Fee for Mitas Data Unit Correction.

Pre 1995 Sites

For sites operating under extended use agreements, placed in service 1990-1994, please follow these instructions. Submit forms to: mitas@dca.ga.gov.

Step 1. To start the process, the Mitas User for the company will submit a Mitas Data Sheet for the site. Unlike 2010, 2011 Mitas Data sheets only need the unit data and building data. **Do not list tenant data in columns F-X** on the project data tab. Do complete all other visible columns on that tab and then complete the BIN tab. Submit forms to: mitas@dca.ga.gov

Step 2. Once we build your site in Mitas, you will get an email with the Mitas ID for the project. At that point you may upload a NAHMA standard file with tenant data OR you may manually update the tenant data. Please refer to the *Mitas User FAQ* and the *Mitas Property Manager Guide* (under News, Events, and Notices) for important information about how to enter data. For sites uploading with a NAHMA standard file, you will enter data 1/1/2011 to 12/31/2011. Those doing manual entry will enter data for all tenants who occupy a unit as of **as of 12/31/2011**. **The deadline for entry is 2/28/2012.**

It is EXCEEDINGLY important that the unit and BIN numbers are 100% correct and that if site plans on using a NAHMA file for upload, you double check how your unit numbers are listed in your computer software. If you supply inaccurate unit information to DCA, you will be required to either change the data in your computer operating system or pay a Compliance Fee for Mitas Data Unit Correction.

Where Can I Find the Forms I Need?

Forms are listed on our website at www.tinyurl.com/dcacompliance. Look under Mandatory forms on the News, Events, and Notices tab off the main page.

1995-2010 Sites

Please note that we will not be processing data for December, January and February until March. Sites in operation prior to 1/1/2011 should continue to update your sites as required – by the tenth of the month for the previous month.