Office of Portfolio Management Updates

Don't miss the latest Compliance and Asset Management Updates!

Visit our Website

What's New

State Holiday
The DCA offices will be closed on Monday, January 17, 2022, in observance of Martin Luther King, Jr.'s Birthday.

Physical Inspections
DCA is following IRS Notice 2022-05 guidance regarding physical inspections for tax credit properties. HOME funding is subject to HUD CPD's COVID-19 memo, which is less flexible than the IRS relief. For properties with HOME funding, DCA is meeting our requirements per the HUD CPD memo.

Compliance

Annual Owner Certification
Owners of tax credit and HOME properties are required to submit their AOC annually by March 1, 2022. Going forward the AOCs will be submitted through the Emphasys portal. For further guidance or a review on the Emphasys Certification Portal click here.

Completing the 2021 AOC in Emphasys

Step 1. Log in to the Emphasys Certification Portal and navigate to the property for which you wish to complete the AOC.
Step 2. Navigate to the Annual Owner Certification tab.
Step 3. Enter the certification period: 1/1/2021 – 12/31/2021
  • DCA will return properties with incorrect certification periods via the certification portal and must be re-submitted with the correct period designated.
Step 4. Complete the AOC questions as applicable to your property.
Step 5. You may save at any time and come back to complete later.
Step 6. When the AOC is complete, select the Submit Certification button.
Step 7. Click the Annual Owner Certification form button. This will open up a printable version of the completed AOC.
Step 8. Print to PDF and ensure the appropriate individual representing the ownership entity completes the signature fields. This form is not required to be notarized.
Step 9. Rename the signed PDF using the following naming format: 2021 AOC GA-ID
  • Example: 2021 AOC 2010-001
Step 10. Upload the file to the Miscellaneous section of the Certification portal.

If you can't login to the certification portal or don't know how to access the AOC tab, please reach out to your company's Emphasys super user.

OPM YouTube Page

File Audit & Physical Inspections

Reporting to DCA

If you have any other questions, please reach out to your assigned Compliance pod.

FDIC Due Dates
>> The monitoring fees are due to DCA no later than February 25, 2022.
>> The Owner's Certificate of Program Compliance is due no later than February 28, 2022.
>> Monthly compliance reports are due by the 10th of each month. Please submit timely.
>> Reporting period is from the 1st day to the last day of the previous month.
>>Monthly reports are submitted to OPM Pod A,opmpoda@dca.ga.gov

Friendly Reminders

Uploading Documents in the Emphasys Certification Portal
Please submit all requested documents in a timely manner and upload them to the "Miscellaneous" tab. Follow the guidance on the Compliance Monitoring site to upload the preliminary audit documents, tenant files, health, and safety forms/cures, cure responses, and other requested Compliance Review documents in the Emphasys Certification Portal. Please click here for DCA Guidelines for Electronic Submission.

Urgent Notice of Health & Safety Violations
Partners may receive an Urgent Notice of Health & Safety Violation. These violations are mandated to remedy and submit supporting documentation of cures to DCA within 24/48/72 hours.

Are you in compliance with the annual HOME Rent Review?
HOME rents require approval by DCA before implementation, under the 2013 Rule amendment §92.252(f)(2). You may submit your HOME Rent Request immediately to bring your property back in compliance.

Asset Management

Georgia Housing Search (GHS) – Affordable Housing Listing Website
A friendly reminder to check that all DCA monitored properties in your portfolio are listed on the Georgia Housing Search. All Georgia DCA monitored properties are required to be listed on this site. It is a great resource for listing available units. You can check for them by zip code using the link below:

https://www.georgiahousingsearch.org/