



## Office of Portfolio Management Updates

Don't miss the latest Compliance and Asset Management Updates

Visit our Website



### The BLAST

November 15, 2022

### What's New

DCA's Office of Portfolio Management has published updated [compliance monitoring, asset management, and portfolio fees](#) on our [website](#). These fees apply to any property that currently has affordable housing restrictions imposed on it by GHFA/DCA or will have affordable housing restrictions imposed on it by GHFA/DCA due to a submitted application for funding and will be effective as of January 15, 2023. DCA encourages our partners to submit public comments and questions using this [online form](#) until January 14, 2023. Please stay tuned for a virtual public input session.

### Compliance

#### Compliance FAQ

**Q:** Can I accept hand carried income verifications?

**A:** Income verifications hand carried by tenants should not be accepted. Verifications are to be completed by third parties and returned to apartment managers/owners via mail or fax. If mail verifications are received, keep copies of the envelope to document that the verification is third party.

**Q:** How far in advance can recertification begin?

**A:** Recerts may be completed up to [120 days](#) prior to the effective (i.e., move-in) date of the certification. This also means that TICs can be signed 120 days prior to the effective date of recertification. The 120 day window also applies to the initial move-in.

**Q:** Do the student rules apply even after a student has graduated?

OPM  
YouTube  
Page

File Audit &  
Physical  
Inspections

Reporting  
to DCA

(11.2009)

A: Absolutely! The student rules are applied on a calendar basis, January – December. If a student went to school fulltime more than four months earlier in the year, they are still considered a student later in the calendar year.

### **Friendly Reminders :-)**

- **2022 HOME Rent Approvals are now past due!** The deadline to submit HOME Rent Approval Forms was September 30, 2022. Please ensure all the HOME projects in your portfolio submit the HOME Rent Reviews for approval. The 2022 DCA HOME Rent Approval Form is available [here](#). **Once you submit** all required documents via Emphasys, please notify OPMPodC at [opmpodc@dca.ga.gov](mailto:opmpodc@dca.ga.gov)
- Windshield inspections have begun October 1 - December 31, 2022, please submit your cure responses timely to [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov)

---

### **Success Stories**

Thank you for your dedication to support Georgia Department of Community Affairs' mission to build strong and vibrant communities. We could not fulfill our mission without you and your teams.

- If you have a positive story to share, please submit a short write-up, blurb, and/or news article highlighting your success! We encourage you to provide pictures or links to accompany your story.
- Please note that your story may be shared with a wider audience outside of our organization, therefore we ask that you do not include any information that might compromise the physical or online safety of any person such as a physical address/apartment number or social security number.

Share Your Success here! - [Formstack](#)

---

### **Asset Management**



#### **Important Management Company Change & Approval information**

DCA will notify management companies where non-compliance has been identified within their DCA portfolio of properties. Please be advised that DCA will not issue an approval letter to manage any additional DCA properties until the identified non-compliance issues have been cured. This also means the proposed management company cannot assume management of any additional properties until DCA issues a formal letter of approval, even if a transfer of ownership has already taken place.

#### **Ownership Transfers and Sales of DCA properties**

Please be reminded that owners are responsible for filing a formal request for DCA's approval of GP transfers of interest and/or the sale of a GHFA/DCA funded and monitored property. No GHFA/DCA monitored property is exempt from notifying DCA at least 30 days in advance of a proposed sale or transfer. Currently, you may contact DCA's Asset Management team for specific instructions for filing these transfer requests **for properties that have already been placed in service please email:**

[AssetManagement@dca.ga.gov](mailto:AssetManagement@dca.ga.gov)

#### **Best Practices - Regular and Recurring Maintenance Items**

Suggestion for owners and managers: with standard time resuming November 6, 2022, a best practice for many property managers is to inspect Smoke Detector and Fire Extinguishers ensuring both their

batteries and their inspection dates remain current and effective. These inspection dates align with clock-adjustments when we “Spring Ahead” and “Fall Back”. If this is done twice per year; you’ll reduce the number of findings during your next DCA inspection. Some of the most voluminous and recurring physical inspection findings cited during a DCA inspection are these types of findings.

### **[Georgia Housing Search \(GHS\) – Affordable Housing Listing Website](#)**

Every Georgia DCA monitored property is **required** to be listed on the GHS website. Your listing must include the required photos, (bedroom(s), kitchen, dining, living room for each floorplan, and the main entrance and monument/sign) <https://www.georgiahousingsearch.org>

Georgia Department of Community Affairs | 60 Executive Park South NE, Atlanta, GA 30329

[Unsubscribe sandy.wyckoff@dca.ga.gov](mailto:sandy.wyckoff@dca.ga.gov)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by [compliance@dca.ga.gov](mailto:compliance@dca.ga.gov) powered by



Try email marketing for free today!