

March 1, 2023



Office of Portfolio Management Updates

Don't miss the latest Compliance and Asset Management Updates

Visit our Website



The **BLAST**

March 1, 2023

What's New

The long awaited new Compliance Manual has been finalized and posted for *immediate use*. We think you will find it not only informative, but also an enjoyable read with lots of examples, helpful illustrations and other educational aids to assist you with federal housing concepts. You may find it [here](#).

DCA will take comments on the manual year-round at the following link: [online form here](#). DCA will post on our website the answers to questions asked via this public comment online form.

- Additionally, those who attended either of the 2 training opportunities will soon be able to find the Questions Asked and the corresponding Answers posted to our website. And for those of you who were unable to attend, DCA has recorded the sessions and they will also be posted to the DCA website. Specifics as to the location and links to the website will be posted in the next BLAST.

Annual Owner Certifications Due **TODAY - March 1, 2023**

AOCs are required to be submitted via the Emphasys portal and are due by March 1, 2023. We encourage all partners to submit timely to avoid noncompliance. If your property is not in the Certification Portal, please contact HFDEmphasys@dca.ga.gov and provide the GA-ID.

Here is the website link for the posted AOC info as well as detailed instructions: <https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/compliance-monitoring/annual-owner-certification>

- This also includes links to the AOC form for other programs such as HOME.
- Please read each question carefully, you will be allowed to skip those that do not apply.
- Be sure to UPLOAD TO EMPHASYS to finalize the submission process
 - Name the submission using the following naming format:
2022 AOC then the GA-ID. For example

2022 AOC 2010-001

As a reminder, the signature page must be completed and uploaded into Emphasys to avoid noncompliance with your AOC submission. It is vital that you include the complete and correct GA ID when submitting your AOC.

Friendly Reminders

Income Limits

Complications with calculating the annual income limits due to COVID-19 resulted in delaying the release of the limits for 2023. According to HUD, the limits will be released on or about May 15, 2023. To read the full article, click [here](#).

Utility Allowances

The 2023 UAs (utility allowances) have been posted to our website [here](#). For questions regarding UAs contact Compliance@dca.ga.gov.

IRS Form 8609 reminder

Please note that the project owner is required to submit to DCA the IRS Form 8609(s) with Part II completed and signed the SAME day as the form is submitted to the IRS. Submit the form(s) to ComplianceOnBoarding@DCA.GA.gov with the GA ID #, Property Name and "8609" reflected in the subject line of the email.

Resident Concerns

DCA is responsible for ensuring that owners of affordable housing properties remain in compliance with program regulations. We often receive notification of resident concerns from tenants. Property management companies and/or owners are required to promptly respond to the concerns via the online system. If you are notified a Notice of Tenant Concern has been received at one of your communities, please visit our online Management/Owner Response to Notification of Resident Concern [here](#) soon as possible to complete your response online and provide any applicable supporting documentation.

YouTube
Page

File Audit &
Physical
Inspections

Reporting
to DCA

Compliance Physical Inspections

Compliance monitoring regulations require Housing Finance Agencies to conduct physical inspections consistent with standards governed by the Department of Housing and Urban Development's (HUD) Uniform Physical Conditions Standards (UPCS). These standards require properties to be in "decent, safe and sanitary condition and in good repair." DCA may/will elect to conduct follow-up inspections under certain conditions such as severe physical and/or health and safety deficiencies or failure to correct the identified issues promptly. These re-inspections will be at the cost of the Owner/ Manager. It is imperative our partners have a preventive maintenance plan in place in order to eliminate poor physical inspections.

FDIC Due Dates

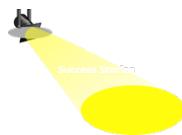
- The monitoring fees were due to DCA no later than February 27th, 2023. If you have not yet submitted these fees, please do so immediately.
- The Owner's Certificate of Program Compliance was due no later than February 28th, 2023. If this has not been submitted, please do so immediately.
- Monthly compliance reports are due by the 10th of each month - please submit these timely.
 - Reporting period from the 1st of the previous month to the last of the month. Part A Compliance Report Summary; Part B Unit Status Report Form; Rent Roll. Monthly reports are submitted to OPMPodA at opmpoda@dca.ga.gov

Emphasys TIP

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.

[Guide to Electronic Submissions to DCA](#)



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.

Asset Management

Important Information

Become an Affordable Housing Hero! Purchase a property that has filed a Qualified Contract request.

Does your team have the skills, experience, and commitment to preserving affordable housing in Georgia? By purchasing a property via the Qualified Contract process, you will prevent a LIHTC property from being Decontrolled and exiting the LIHTC program early.

The Office of Portfolio Management has recently posted several properties for sale via the Qualified Contract process. Please visit the DCA website [here](#) for the "Qualified Contract list" for details on these properties. If you'd like more information or have questions after a look at these properties, the DCA Asset Management team can assist – AssetManagement@dca.ga.gov

HOME - Audited Financials 2022 deadline for submission is May 15, 2023

Per the terms of your HOME, GHFA, HTF, TCAP or other DCA loan agreement, annual audited financials must be submitted to DCA. If you haven't already engaged the services of your CPA for the 2022 audits, please do so to ensure they are submitted to DCA on time - before May 15, 2023. Submitting late audited financial statements is considered a major non-compliance finding and can carry penalty fees for each instance. See the new Instructions for uploading your statements for Asset Management's review below:

Uploading Instructions:

Audited Financial Statements must be uploaded and saved under the "*Financial Audits*" section within the *Emphasys Certification Portal*. The following naming protocol must be used for the audited financials:

Naming protocol:

(2-digit Year) 22_AuditedFS_PropertyName_GAIDNo.

Example:

22_AuditedFS_HawksLandingApts_GAID_15-001

If you are having issues the uploading to Emphasys, please send an email to HFDEmphasys@dca.ga.gov

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 properties are exempt from notifying DCA at least 30 days before 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

Emphasys reporting non-compliance will delay or prevent DCA approvals.

Management companies seeking DCA's approval to add additional DCA monitored properties to their portfolio must have their existing DCA portfolio in full compliance with Emphasys monthly reporting requirements, among all other compliance requirements. DCA recommends seeking approval 60 days in advance thereby allowing sufficient time for a full review. For properties in the Extended Use Period, (EUP) these, too, are required to continue reporting monthly transactions in Emphasys. Failure to do so has been a common audit finding and has delayed management change approvals as well as approval requests for Project Concept Changes.

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 and living room for each floorplan, the main entrance and the 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)

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