



## Office of Portfolio Management Updates

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

Visit our Website

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### What's New

#### **Welcome a new member to our team!**

We have a new member to our Office of Portfolio Management. **Tarika Dorner** has joined our team as a Portfolio Analyst where she will focus on analyzing and updating project data in Emphasys. She will also support management companies with a variety of general questions or issues.

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### Compliance

#### **Career Opportunities**

We are hiring for a Senior Compliance Specialist. You may apply for this role or share the link [here](#).

OPM  
YouTube  
Page

#### **End-of-Year Reminders!!**

Wow, it's the end of 2021 already! Here are a few end-of-year reminders to prepare for the end of the LIHTC tax year at your project.

File Audit &  
Physical  
Inspections

- **!Eligibility:** On December 31, each project must determine which units will be counted as low-income and eligible for tax credits. Any units which cannot meet the criteria for LIHTC qualification (pass a UPCS inspection and be occupied by a qualified household, or if vacant, last occupied by a qualified household) will not generate any credits for the entire year because it is excluded from the building's qualified basis.
- **!Casualty Losses:** Do you need to report a casualty loss to DCA? Please use our online [Casualty Loss Notification form](#). This form should be submitted to DCA whenever a disastrous event, or other incident (whether naturally occurring, intentionally caused, or accidentally caused) causes the loss of operational use in your units and/or buildings. Casualty Losses include, but are not limited to; storms, fire, vehicular accidents, mold, and floods.

Reporting to  
DCA

#### **Prepare for a physical inspection and/or tenant file review**

Are you ready for physical inspections and tenant file reviews? Click [here](#) for helpful tips.

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### 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/>

### **Ownership transfers and other change requests**

Please see our guidance document for submitting Project Concept Change (PCC) requests of all types and for DCA's approval of changes in ownership. You'll get a much better idea of the process by reading this guidance document. Click the link [here](#).

New Management Companies

Financial Reporting

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