

April 1, 2023



Office of Portfolio Management Updates

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Visit our Website



The **BLAST**

April 1, 2023

What's New

You had *more* questions. We have *more* answers!

Thank you for continuing to submit all of your thoughtful questions regarding the new LIHTC and HOME Compliance Manual via the public comment online form. DCA will take comments on the [manual](#) year-round at the following link: [online form here](#). As a way to share the answers with the community-at-large, we continue to update and publish the questions, anonymously, and answers on our website [here](#). The direct link to the Q&A document can be found [here](#).

In case you missed either of the LIHTC and HOME Compliance Manual Training webinars, you can access the recording [here](#).

New Compliance Manual

Please see the Compliance Manual link [here](#).

April is Fair Housing Month

In April of 1968, President Lyndon B. Johnson signed into law the Fair Housing Act. Please make sure you spend some time with your staff updating your continuing education on the important and timely subject of Fair Housing. There are many of our partners who offer classes and webinars on Fair Housing.

Keep yourself updated and in the know!

[Compliance](#)

OPM

Season of Storms and Casualty Loss Notifications

We hope that all properties and personnel are safe and remain so. However, please remember that DCA requires that properties in our affordable housing programs report property damage via the online Casualty Loss Notification form. This form should be submitted to DCA whenever damage, destruction, or loss of property results from an identifiable event that is sudden, unexpected, or unusual. Casualty Losses include, but are not limited to: storms, fires, vehicular accidents, mold, government-ordered demolitions, vandalism, etc. Click [here](#) for the Casualty Loss Notification form.

Career Opportunities

The Department of Community Affairs is hiring. Please visit <https://careers.georgia.gov> for updates on the current vacant positions and application instructions.

Annual Owner Certification

Annual Owner Certification (AOC) were due March 1, 2023, if you have not completed your AOC at this time you have been placed in a non-compliance status with DCA.

Noncompliance Fees may be assessed

Please note that a Noncompliance Fee of \$250 **per instance per month**, until the noncompliance is corrected, will be due within 15 days of invoicing by DCA. Further, non-compliance may affect future application scoring.

Emphasys on EMPHASYS

If your property is not in the Certification Portal, please reach out to HFDEmphasys@dca.ga.gov. Email Compliance@dca.ga.gov if you have any questions.

Also -

- Every Management Company should have at least 1 Emphasys SuperUser.
- If that SuperUser leaves the company they need to complete the [Emphasys User Authorization](#) form and email HFD@Emphasys@dca.ga.gov.
- If the Super User forgets their Password or login - they need to email HFD@Emphasys@dca.ga.gov.
- The SuperUser can assign passwords or logins to on site managers.
- Use the form (above) to delete an existing SuperUser or add an additional or new SuperUser.

Tenant Selection Plan

Have you reviewed your tenant selection criteria plan to ensure your property is not disqualifying otherwise eligible voucher holder applicants?
It is vital Property Managers and Owners are continuously reviewing their plans.

YouTube
Page

File Audit &
Physical
Inspections

Reporting
to DCA



Success Stories

We have had a great response from our partners who have shared truly inspirational stories focusing on the mission of the programs offered through DCA. We thank all of you for your support and partnership in

fulfilling our mission to build strong and vibrant communities.

- 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

Become an Affordable Housing Hero!

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](#) 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 submission deadline 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

If you have PRIOR years to submit - refer to the example above AND only changing the 2 digit year.

Each annual audit must be made individually.

Emphasys reporting - PLEASE READ CAREFULLY!

Non-compliance by failure to report timely in Emphasys may delay or prevent DCA approvals. Management companies seeking DCA's approval to add DCA monitored properties to their portfolio must have their existing DCA portfolio in full compliance with Emphasys monthly reporting requirements and all other compliance requirements. DCA recommends seeking approval 60 days in advance, thereby allowing sufficient time for a full review. Properties in the Extended Use Period, (EUP) are also 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.

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

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. 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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