



Office of Portfolio Management Updates

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

Visit our Website

What's New

2022 DCA Utility Allowances

The 2022 UA schedules have been posted to the DCA website and can be accessed [here](#).

Compliance

Welcome a new member to our team!

Please join us in welcoming **Michael Hurley** to the Compliance Team as our newest Program Assistant. Michael will work closely with the Compliance staff to assist our housing partners and citizens of Georgia.

OPM
YouTube
Page

Physical Inspections and File Reviews

>>Notifying Residents of Upcoming Physical Inspection

- Please include a copy of the notice you submit to your residents with the Pre-Audit information, regarding the date of the upcoming physical inspections. The notification must state that the units will be inspected by the Georgia Department of Community Affairs (DCA), a governmental agency.

File Audit &
Physical
Inspections

>>Notifying Owners of Upcoming Physical Inspection

- DCA will notify owners of on-site inspections according to the IRS 15-day cycle requirement. **Therefore, requests to postpone inspections are not permitted.** The notice of inspection allows housing partners time to prepare the necessary documentation for the compliance review and to notify tenants their unit may be randomly chosen for inspection.

Reporting to
DCA

>>Submitting Files

- Due to the state policy to receive tenant files within eight (8) hours of the physical inspection, we highly suggest that housing partners make the necessary provisions and prepare to submit the files timely.

>>DCA Property Information Form

- Use the [DCA Property Information Form](#) to notify DCA of any changes to mailing addresses, email addresses, or phone/fax numbers for any of your property contacts. This form is also required to be updated with the Compliance Review Pre-Audit document submissions.

HOME Rent Review & Noncompliance

- The deadline to submit [HOME Rent Approval Forms](#) was September 30, 2021. If you did not submit your 2021 HOME Rent Approval form, please do so immediately to get back into compliance. Noncompliance

State Holidays

The DCA offices will be closed in observance of the Christmas holiday on

- Thursday, December 23rd
- Friday, December 24th

Asset Management

Required: LIHTC/HOME training certifications and designations

DCA currently accepts five (5) LIHTC/HOME training certifications/designations. These certifications must be renewed and kept current, valid, and meet the certification's applicable continuing education requirements. See our policy [here](#) for more details. Make sure at least one (1) key member of your management staff responsible for DCA compliance has the required certification.

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
