

January 5, 2021



## Office of Portfolio Management Updates

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

Visit our Website

### WHAT'S NEW



#### HAPPY NEW YEAR- What a Year!

If there's one word to describe OPM this year, it would be **resilience**. Psychologists define resilience as the process of adapting well in the face of adversity, trauma, tragedy, threats, or significant sources of stress—such as family and relationship problems, serious health problems, or workplace and financial stressors. As much as resilience involves “bouncing back” from these difficult experiences, it can also involve profound personal growth. At the beginning of the year, we anticipated undertaking major changes within the Office of Portfolio Management, we never expected the need to pack up and leave the office with less than one week's notice due to a global pandemic. We would like to pause and say *thank you* to our partners, who have also turned their homes into virtual workspaces while continuing to serve Georgia residents. It is our hope that you and your families **will continue** to “bounce back” from last year's unexpected turn of events. Happy New Year!

#### COVID-19 SURVEY

We are still accepting submissions for our [COVID-19 Impact on Properties Survey](#). Your submission will allow DCA to accurately assess how COVID-19 impacted the affordable housing community in Georgia.

### COMPLIANCE SPOTLIGHT



#### 2021 DCA UTILITY SCHEDULE

The 2021 DCA UA has been posted to the DCA website and can be accessed [here](#).

#### !COMPLIANCE REMINDERS

##### MITAS

- As of December 2020, Mitas transactions are **suspended**. DCA will reach out to management companies to schedule Emphasys training. Management companies will then back-enter data into Emphasys after they receive training.

##### RE-INSPECTION FEES

- 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 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. If deemed necessary to complete a Re-Inspection, below is the cost associated with that Re-Inspection based on the applicable QAP year. See applicable QAP for the billing and payment process.
- Please note: DCA may elect to conduct follow-up inspections under certain

conditions. If it is deemed necessary to complete a re-inspection, fees may apply as outlined [here](#).

Don't forget to check out our [YouTube](#) page for newly added learning nuggets.

## ASSET MANAGEMENT

### Guidance for changes that are considered Project Concept Change (PCC) requests for properties that have already been placed in service

As per QAP requirements, all owners must notify DCA of all ownership changes and transfers of interest, such notice shall be provided no less than 30 days in advance. For properties already placed in service, DCA Asset Management handles these types of requests and issues the related approval letter. Additionally, DCA Asset Management handles other types of change requests for properties already placed in service, these requests are also referred to as Project Concept Changes (PCCs). For guidance on the various types of PCC requests handled by DCA Asset Management, please click this link: [PCC Guidance - Issued 9/15/20](#)



Owners and purchasers should also note that any proposed change in management company must be approved by DCA in advance, requests for DCA's approval must be submitted no later than 30 days in advance, and any incoming management company must obtain DCA approval using DCA's online request form, please click the link here: [Change in Management: on-line request form](#)

### HOME loan funded properties – Financial Reporting

Properties required to submit financial data according to the terms of their Loan Agreement (annually, monthly and/or quarterly) should be emailing those reports and statements to [DCAFinancialReporting@dca.ga.gov](mailto:DCAFinancialReporting@dca.ga.gov). Please refer to your Loan Agreement(s) for specific Financial Reporting requirements.

The Audited Annual Financial Statements for the 2020 reporting year will be accepted by DCA as early as January 2, 2021 and **are due no later than May 15, 2021**.

---