



## Office of Portfolio Management Updates

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### WHAT'S NEW

#### **Georgia Rental Assistance Program (GRA)**

The [Georgia Rental Assistance application portal](#) is now open. GRA can help renters with their past due rent and utilities. Payment will be made directly to landlords and utility providers. Visit the [FAQ Blog](#) for more information.



#### **Emphasys User Authorization**

On March 5, 2021 we sent an email to management companies requesting user authorizations for Emphasys. If you were listed as a Master User for MITAS and did not receive the email and should be listed as the Master User for Emphasys please submit an email to [compliance@dca.ga.gov](mailto:compliance@dca.ga.gov) to request a form. Subject Line: Emphasys Super User. The deadline to the User Authorization Form was March 11, 2021. *Please make sure that you only submit one form for your organization*

#### **Emphasys Software Conversion Helpful Tips**

For properties using a software vendor to upload tenant transactions, now is a good time to make sure you are working with the latest version. (i.e. NAHMA version 5.0).

### COMPLIANCE SPOTLIGHT

#### **Requesting Housing Documents**

Housing partners looking for Core Applications, Cost Certifications and Market Studies documents are located on DCA's website and can be accessed immediately at no charge.

- **Core Applications** for 9% Applications from (2003 - 2017) can be found on our website and downloaded at no charge. Core applications for 4% Applications from (2013-2017) can be found on our website and downloaded at no charge. Core applications can be found [here](#)
- **Cost certifications** for the last 5 years can be found on our website and downloaded at no charge. Note, cost certifications are only prepared once a development has completed construction. As a result, deals awarded today will not have a cost certification prepared for 2-3+ years, after all of construction has been completed. Cost Certifications can be found [here](#)
- **Market Studies** can be found [here](#)

While some documents can be accessed instantly on our website, others can be obtained by sending an Open Record Request to the following email: [GORA@dca.ga.gov](mailto:GORA@dca.ga.gov) or you may visit the [DCA Records Management page](#).



#### **DCA Property Information Form**

It is critical for DCA to communicate with the owner and management company on important issues. Partners are required to notify DCA at least thirty (30) days before

the change of management at a property. If any change of on-site staffing occurs, please complete the [Property Information Form](#) found within the [Compliance Monitoring site](#). The forms must be emailed to the applicable OPM POD. See more information on the Filing Instructions tab.

## **ASSET MANAGEMENT**

### **!Deadline Approaching: 2020 Audited Financial Statements for HOME Funded Properties**

DCA is currently accepting email submissions of the Audited Annual Financial Statements for the 2020 reporting year, please submit them at your earliest convenience, and no later than **May 15, 2021**. Please continue to email the 2020 Annual Audited Financial Statements to [DCAFinancialReporting@dca.ga.gov](mailto:DCAFinancialReporting@dca.ga.gov) until further notice from DCA.

### **!Deadline Approaching: The COVID-19 HOME Loan Deferment Option Ends March 31, 2021**

The “covered period” for which a request may be submitted for HOME Loan Deferment ends on March 31, 2021. All requests and supporting documents for March 2021 loan payments must be submitted no later than April 15, 2021. Please refer to the COVID-19 HOME Loan Deferment Policy statement posted on our website [HERE](#).

### **Attention New Owners/Management Companies**

Please be sure to provide the required post-closing documentation and other updated forms to DCA within the required timelines as noted on the sale/transfer approval letter. These required post closing documents include: Closing statements, Partnership Agreements, an updated DCA Property Information Form, as well as updating the Georgia Housing Search (GHS) web listing of available affordable units at the property.

### **Guidance for Project Concept Change (PCC)**

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 of the change, 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](#)

