



Office of Portfolio Management Updates

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

Visit our Website

What's New

It is our pleasure to announce that Melanie Clark and Kya Tention have joined our team as compliance officers. Your POD team members can be contacted as follows:

Melanie.Clark@dca.ga.gov and OPM Pod C opmpodc@dca.ga.gov

Kya.Tention@dca.ga.gov and OPM Pod B opmpodb@dca.ga.gov

FYI

As a reminder, the DCA presentation which was made to the Southeastern Affordable Housing Management (SAHMA) Conference for 2022, may be found on our website by clicking [here](#). The virtual presentation included tax credit hot topics and regulatory updates which you might find useful.

Compliance

Friendly Reminders

DCA is working diligently to get all properties that placed in service in 2021 (or earlier) into the certification portal. If your property is not in the certification portal, you should reach out to HFDEmphasys@dca.ga.gov to provide the GA-ID number for the project in question. DCA will work with our Partners on an alternative AOC due date in these rare cases. Remember, AOCs are due by March 1st via the Emphasys Portal.

FAQ:

Q: Who can inscribe the Annual Owner Certification, specifically the "Undersigned" and "On Behalf of"?

A: The AOC must be signed by the Owner or a representative with full authority to legally bind the ownership entity (e.g., general partner).

Important Date Reminders

- FDIC monitoring fee invoices were sent on January 25, 2022 and those monitoring fees were due to DCA no later than February 25, 2022.
- The Owner's Certificate of Program Compliance was due no later than March 1, 2022.

Uploading Documents in the Emphasys Certification Portal

If you can't log in to the certification portal or don't know how to access the AOC tab, please reach out to your company's Emphasys super user.

If you have any other questions, please reach out to your assigned Compliance pod. For the guidelines for electronic submission click [here](#).

OPM
YouTube
Page

File Audit &
Physical
Inspections

Reporting to
DCA

Asset Management

2021 Audited Annual Financial Statements (prepared by CPA) for Properties with HOME, GHFA, DCA, HTF, NSP, PSHP, TCAP, 1602 Tax Exchange loans and/or grants

DCA is now accepting Final Audited Annual Financial Statements by email for properties with the funding types referenced above. If you are unsure of the reporting requirements for your property, please refer to your loan agreement. Please include the Georgia ID Number, Property Name and "2021 Audited FS" in the email subject line and send them to DCAFinancialReporting@dca.ga.gov.

The 2021 audited statements are due no later than May 15, 2022

Extended Use Period properties

Just like properties in the LIHTC Compliance Period and/or HOME Affordability period, properties in the LIHTC Extended Use Period (properties in years 16-30) are required to report tenant transactions to the Emphasys Certification Portal by the 10th of each month. Failure to update this data monthly may be considered a major finding of non-compliance.

Short Takes

- LIHTC and HOME training credentials required under the DCA Management Company Approval Policy must be current and valid.
 - Remember that DCA has resumed the regular physical property inspections as a part of the audit process. Refer to your prior year inspection reports as guidance for areas that will be inspected.
 - All Georgia DCA monitored properties are required to be listed on the Georgia Housing Search website. You can check GHS to be sure your properties are listed by city or zip code using the following link: <https://www.georgiahousingsearch.org/>
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