



## Office of Portfolio Management Updates

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

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### The **BLAST**

#### What's New

**April is Fair Housing Month!** DCA believes in fair housing for all, as everyone deserves safe and affordable housing. Check out this short video, linked below, for more information on the Fair Housing Act.

#### **[Fair Housing Month: Why the Fair Housing Act is still important in 2022](#)**

For more information about Fair Housing, please click [here](#).

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#### Compliance

##### **Is Your Project In An Eligible Rural Development (RD) Area?**

To determine if a property is in an eligible rural area, click [USDA Rural Development Eligibility](#) and then select the 'Multifamily-Housing' program link. Housing partners that can use the National Non-Metropolitan Income (NNMI) limits should confirm and plan accordingly.

Partners that have projects eligible to use the NNMI limits should notify DCA to select the appropriate RD flag in Emphasys and provide the USDA RD Eligibility page for each project. Once DCA checks RD flag, the applicable limits will be in effect. However, changing the RD flag will NOT recalculate the income and rent limits on existing certifications. Any new certifications entered or uploaded in the Certification Portal after the Rural Development flag is marked will be validated against the NNMI limits. To validate the current certifications to against NNMI, you'd need to edit and save each unit in the portal; this will refresh the applicable limits as necessary.

OPM  
YouTube  
Page

File Audit &  
Physical  
Inspections

Reporting to  
DCA

##### **Emphasys FAQ**

**Q:** Can you please enable the RD flag in the Emphasys portal for the projects in my portfolio that are in an eligible RD area?

**A:** DCA requires partners submit the USDA RD Eligibility page for each applicable project with their request, for all qualifying projects in their portfolio.

**Q:** When will the NNMI limits be in effect?

**A:** Once DCA notifies the requestor that the RD flag has been checked, the NNMI limits will be in effect immediately.

**Q:** Could you tell me which report am I supposed to compare to my rent roll before resubmitting the data?

**A:** Partners can run the LIHTC/HOME Annual Occupancy report monthly and compare it to your property Rent Roll and the Household Income & Rent Limits Status Report. See Section 9 of the [Emphasys Training Manual for Management Companies](#).

The **LIHTC/HOME Annual Occupancy Report** will only print activity that has occurred within the reporting period that is currently open. The **Household Income & Rent Limits Status Report** gives information on how the household compares against the income and rent limits that apply to each unit based on the recertification effective dates and type of unit. This report cannot run for all buildings, just per building basis.

### **Friendly Reminders :-)**

#### **Casualty Loss Notification**

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.

#### **Annual Owner Certifications**

The AOCs are now overdue, and non-compliance notices will be prepared. Be assured that if there are any DCA Emphasys technical difficulties or delays, it will not trigger an 8823 event. DCA will work with our Partners on an alternative AOC due date in these rare cases. Please contact [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov) regarding alternative due date whenever applicable. 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](mailto:HFDEmphasys@dca.ga.gov) to provide the GA-ID number for the project in question.

#### **AOC FAQ**

**Q:** Can the regional manager for the property sign the AOC?

**A:** No, any individual other than an owner or general partner of the project is not permitted to sign the AOC.

**Q:** Where can we find the signature AOC signature page?

**A:** Click the Annual Owner Certification form button. This will open up a printable version of the completed AOC. Print to PDF and ensure the appropriate individual representing the ownership entity completes the signature fields. The AOC is not required to be notarized.

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## **Asset Management**

### **Deadline Approaching!**

#### **Email your 2021 Audited Financials to DCA – HOME funded properties only**

2021 Audited Annual Financial Statements (prepared by a CPA) for properties with HOME, GHFA, DCA, HTF, NSP, PSHP, TCAP, and 1602 Tax Exchange loans and/or grants can now be emailed to DCA. If you are

unsure of the reporting requirements for your property, please refer to your loan agreement. Please include the GA-ID Number and Property Name and "2021 Audited FS" in the email subject line and send them to: [DCAFinancialReporting@dca.ga.gov](mailto:DCAFinancialReporting@dca.ga.gov)

**DEADLINE:** The 2021 Audited Financial statements are **due no later than May 15, 2022**.

### **Continuing Requirements**

#### **Management Company name changes**

If your management company has recently re-branded or has had a reorganization and/or name change, please email [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov) so that instruction can be provided by DCA for the process of obtaining DCA's approval of a name change.

#### **Extended Use Period Properties**

Properties in the LIHTC Extended Use Period (properties in years 16-30) are required to continue reporting tenant transactions to the Emphasys Certification Portal by the 10th of each month, just like properties in the LIHTC compliance period and/or HOME affordability period. Failure to file these monthly reports is considered a major finding of non-compliance.

### **Inspect What You Expect**

#### **Notice**

DCA has resumed performing regular Compliance Reviews (physical inspections and file audits). As a reminder, we suggest management staff review your current internal routine inspection and preventive maintenance practices. A necessary part of a preventive maintenance program is performing regular inspections to improve curb appeal, protect and preserve the property, and identifying potential problems before they become bigger and more expensive.

**DCA tip:** Refer to your most recent DCA Compliance Review Findings letter or Close Letter as guidance for the types of non-compliance that might be cited by DCA or DCA's inspectors. Also, please refer to the Uniform Physical Conditions Standards Protocol (aka UPCS inspection protocol) - a useful checklist is provided by HUD [here](#).

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