



Office of Portfolio Management Updates

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

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WHAT'S NEW

Rental Assistance Program

The Georgia Department of Community Affairs will begin administering the State of Georgia Rental Assistance Program (GRA) in early March 2021. GRA can help renters with their past due rent and utilities. Payment will be made directly to landlords and utility providers. Click [here](#) for more information.



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

Compliance Reminders

- Annual Owner Certification (AOCs) submissions are due today, **March 1, 2021**. AOC FAQs are listed [here](#).
- Please **do not** attempt to upload transactions into MITAS. Emphasys training dates will be announced in the next coming weeks. After you complete your Emphasys training you will then be able to go back and upload tenant data into Emphasys.



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

ASSET MANAGEMENT

Friendly Reminder for new owners/management companies of affordable DCA property

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.



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 to our

website [HERE](#).

2020 Audited Financial Statements for HOME funded properties - due by May 15, 2021

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 until further notice from DCA.

HOME loan funded properties – Financial Reporting

HOME funded properties or properties with a GHFA/DCA loan that are required to submit financial data according to the terms of their Loan Agreement (annually, monthly and/or quarterly) should continue emailing those reports and statements to: DCAFinancialReporting@dca.ga.gov - until further notice from DCA.

Management Company Approvals and Changes

DCA's approval is required for all Management Company changes. Effective January 15, 2021, Management Company Approval requests require a fee payment, see the recently posted Management Company Approval Policy and updated on-line request form [HERE](#) .

Guidance for Project Concept Change (PCC) requests for properties that have already been placed in service is available on the DCA website.

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](#)
