

August 1, 2022



Office of Portfolio Management Updates

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The **BLAST**

August 1, 2022

What's New?

The **2022 HOME Rent Approval forms are now available** [HERE](#).

Please complete the Cover Page and the Worksheet on page (2) of the HOME Rent Review form in its entirety and submit it via the Emphasys Certification Portal. Review pages (3 & 4) for submission instructions, rules on HOME requirements, and rent determinations.

Please submit the HOME Rent Review form and attachments individually.

Compliance

Physical Inspections

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/will 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.

Re-inspections

Fees may apply, if necessary, to complete a re-inspection for non-compliance of a previously scheduled 100% review.

Units not available for inspection

~~Be prepared to drill the door lock(s) during inspections that are not accessible when proper notice is given. Please inform your on-site staff to be aware and ready on the day of the inspection.~~

OPM
YouTube
Page

File Audit &
Physical
Inspections

Reporting to
DCA

CORRECTION: During inspections, door locks of units not accessible **will not** be drilled, regardless of notification. Please inform your on-site staff of this correction.

Are you tangled in the non-compliance web? Break free and submit your AOC today!

Completing the 2021 AOC in Emphasys

- Log in to the Emphasys Certification Portal and navigate to the property for which you wish to complete the AOC.
- Navigate to the Annual Owner Certification tab.
- Enter the certification period: 1/1/2021 – 12/31/2021
- Email Compliance@dca.ga.gov or your assigned pod for any AOC questions. The AOC page link is [HERE](#)

Compliance FAQ

Q: Since we have paid off the HOME loan, do we still need to request DCA approval for future rent increases?

A: Yes, all the commitments made in the LURA regarding rent limitations and occupancy requirements, maintenance of records, compliance reviews, etc., will be in effect until the end of the affordability period, including the HOME rent approvals.

Q: Why wasn't my accessibility dispute accepted?

A: An accessibility dispute is not acceptable if any of the following are an issue:

1. Failure to include an opinion from a Qualified Accessibility Consultant.
2. Report or explanation from an unaccredited employee or Consultant with an identity of interest in the property.
3. Incomplete response(s); and/or
4. Responses that fail to state that the project meets all accessibility requirements or does not include sufficient supporting documentation.

Q: What is the process to submit an accessibility issue dispute?

A: The owner must use a Qualified Independent Consultant of their choosing and must include its approval qualifications with the report supporting the owner's dispute. DCA's qualification requirements can be found in the most recent Accessibility Manual. [Application Manuals, Forms, and Scoring Documents | Georgia Department of Community Affairs \(ga.gov\)](#).

Friendly Reminders

Cure Responses Best Practice

When you submit the cure response, please consider the following:

- Use a [Compliance Finding Coversheet for Cures](#) for EACH deficiency shown on the Finding Report.
- Submit the cures in the order listed on the Finding Report.
- The supporting invoice and work order should use the exact verbiage cited in the Finding description.
- Ensure the repair completed date and signature of the person making the repair are clearly printed or written.
- Ensure the entire submission is legible; this includes work orders, applicable invoices, receipts, and any comments/descriptions.
- Pictures for accessibility issues must be attached, especially if there are disputed items.

Have you completed your Fair-Housing training this year?

If you haven't, please schedule Fair Housing training for your team.

Are you assisting refugees?

Please send us an update to Compliance@dca.ga.gov.

Do you have a written policy/plan on calculating income for Venmo, Uber eats, Uber/Lyft drivers, Door Dash, etc.?

Ensure that your company policy and resident criteria are consistent with your practices to determine household income. Consider asking questions during the initial interview and qualification process whenever applicable:

- Is the payment non-recurrent and sporadic?
- Regular and recurrent payments?
- Deposits of any kind, disclosed or not, should not be overlooked. It's critical to clarify if it counts as income for qualification purposes.

Asset Management

Penalty Fees - Management Company Approvals/Changes

Owners that do not submit requests for DCA's approval of a change in management company at least 30 days in advance of the change, are subject to a \$250 penalty for failure to timely notify. This fee is covered under the DCA's Management Company Approval Policy - click for the policy document [HERE](#)

Extended Use Period properties – be ready for a surprise visit

Properties in the LIHTC Extended Use Period (EUP) are subject to a physical inspection at DCA's discretion. Please be advised, unlike physical inspections performed during the Compliance Period, DCA does not provide advanced notice for these inspections. An owner's refusal to provide DCA staff or an inspection consultant access to a DCA monitored property is considered a major finding of non-compliance. Properties in the EUP (meaning properties in years 16-30) are required to report 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.

Georgia Housing Search (GHS) – Affordable Housing Listing Website

This is a friendly reminder that all Georgia DCA monitored properties **are required to be listed on the GHS website**. It is a great resource for listing available units. Please be sure that your listings have the required photos of the following: bedroom(s), kitchen and dining areas, living room for each unit size/floorplan, as well as photos of the main entrance and monument/signage. You can check GHS to be certain your properties are listed by city or zip code using the link here:

<https://www.georgiahousingsearch.org/>
