December 1, 2021

Georgia® Department of Community Affairs

Office of Portfolio Management Updates

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

Visit our Website

What's New

Welcome a new member to our team!

We have a new member to our Office of Portfolio Management. **Tarika Dorner** has joined our team as a Portfolio Analyst where she will focus on analyzing and updating project data in Emphasys. She will also support management companies with a variety of general questions or issues.

Compliance

Career Opportunities

We are hiring for a Senior Compliance Specialist. You may apply for this role or share the link here.

Calendar Updates

- **HOME Rent Review Requests Noncompliance:** The deadline to submit HOME Rent Approval Forms was September 30, 2021. If you did not submit your 2021 HOME Rent Approval form, please do so immediately to get back into compliance. Noncompliance notices are coming out soon.
- **Annual Owner Certifications (AOC):** In early 2022, the owner must complete the AOC. The AOC covers the period from 1/1 to 12/31 of any given year. Some items must be certified under penalty of law, including but not limited to all units being able to pass a UPCS inspection, all household certifications complete, no down units, etc. Failing to fix these items in 2021 may have tax consequences in 2022! The 2021 AOC will be completed in Emphasys. Watch our newsletter for further instructions.

Resuming Physical Inspections and File Reviews

- Be on the lookout for notices of compliance at your property. The date, time, and additional inspection details will be included in your email notification. To review the DCA Audit and Inspection page to ensure compliance with this process click the tile on the right-hand side.
- DCA will notify owners of on-site inspections according to the IRS 15-day cycle requirement. ***Therefore, requests to postpone inspections are not permitted.*** The notice of inspection allows housing partners time to prepare the necessary documentation for the compliance review and to notify tenants that their unit may be randomly chosen for

OPM YouTube Page

File Audit & Physical Inspections

Reporting to DCA

inspection.

Additional Forms

- Use the DCA Property Information Form to notify DCA to report changes to any mailing addresses, email addresses, or phone/fax numbers for any of your property contacts. This form is also required to be updated with the Compliance Review Pre-Audit document submissions.

- Please visit the Compliance Monitoring Site to review the recently updated certifications and Compliance Monitoring Forms.

Asset Management

Georgia Housing Search (GHS) – Affordable Housing Listing Website

A friendly reminder to check that all DCA monitored properties in your portfolio are listed on the Georgia Housing Search. All Georgia DCA monitored properties are required to be listed on this site. It is a great resource for listing available units. You can check for them by zip code using the link below:

https://www.georgiahousingsearch.org/

Ownership transfers and other change requests

Please see our guidance document for submitting Project Concept Change (PCC) requests of all types and for DCA's approval of changes in ownership. You'll get a much better idea of the process by reading this guidance document. Clink the link here.

New Management Companies

Financial Reporting