

## Emphasys FAQ

*Updated 6/15/21*

Question	Response
Since we can't enter a recert into a closed reporting period, do we submit the tenant certs without the late recert, change the reporting period and move forward?	Late recerts should not be entered into a closed reporting period. The recert should be entered into the reporting period it was completed.
When will recently placed-in-service properties be available in Emphasys?	Recently placed in service properties will be available in Emphasys this summer. No noncompliance will be issued for late tenant transactions entered on these properties.
Will Emphasys allow for periods that go from 12/1/2020 to 4/30/2021 instead of just monthly reporting so that multiple people working on multiple periods can update quickly?	No. Reporting periods will be monthly.
How can we get access to missing properties in our portfolio?	Submit the GA ID, property name & address and the effective date of management to <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a>
Does the HUD tenant transactions need to be uploaded/input into the system (i.e. – interim certifications, gross rent change, etc.)? If the property decides to input their HUD transactions just for historical information, will it cause any problems with compliance testing?	Yes, but only transactions that occurred within the reporting period being processed at the moment. Tenant activity can only be entered going forward no older historical activity can be entered.
If a unit has both tax credits and HOME, which funding should be selected for the 'Owner's Designation' – <b>HOME</b> (since this is the most restrictive of the two) or <b>Multiple Low-Income Restrictions</b> ?	You should select the most restrictive funding; however, please make sure the unit has been marked as LIHTC <u>and</u> HOME floating in the Unit Definition screen by clicking the Unit Definition button.
When inputting the GA ID# in the 3 <sup>rd</sup> party software for upload, does it matter if the GA ID# has a dash or not for the xml file?	Yes, the dash has to be included in the GA ID# to match the ID# in our database. The BIN (building number) cannot have dashes, as per the specifications of the NAHMA and Emphasys XML standards supported.

<p>When we start reporting should we start reporting for this year or from when the Mitas system was taken offline?</p>	<p>Start reporting from the period last entered into Mitas. Management companies who were current in Mitas would start at the point when Mitas became inactive, December 10, 2020. You will need to run the LIHTC/HOME Annual Occupancy report to get information regarding the last transaction listed in the system for each unit.</p>
<p>What versions of software will Emphasys allow?</p>	<p>Emphasys supports NAHMA XML Version 5.</p>
<p>Are manual transactions only for records that did not upload appropriately or is it required for any new move in at a property?</p>	<p>Transactions can be entered manually at any time if you are using a 3rd party software to upload transactions. Manual entries are not required for a new move in for companies using a 3rd party software.</p>
<p>Is the HOME information under unit definition specific to GHFA funding or should it be marked regardless of the lender?</p>	<p>Funding specific to GHFA should only be marked.</p>