



## Office of Portfolio Management Updates

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

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### What's New

#### Physical Inspections

DCA is following [IRS Notice 2022-05](#) guidance regarding physical inspections for tax credit properties. HOME funding is subject to [HUD CPD's COVID-19 memo](#), which is less flexible than the IRS relief. For properties with HOME funding, DCA is meeting our requirements per the HUD CPD memo.

### Compliance

#### Annual Owner Certification

Owners of tax credit and HOME properties are required to submit their AOC annually by March 1, 2022. Going forward the AOCs will be submitted through the Emphasys portal. For further guidance or a review on the Emphasys Certification Portal click [here](#).

#### Completing the 2021 AOC in Emphasys

Step 1. Log in to the Emphasys Certification Portal and navigate to the property for which you wish to complete the AOC.

Step 2. Navigate to the Annual Owner Certification tab.

Step 3. Enter the certification period: 1/1/2021 – 12/31/2021

- DCA will return properties with incorrect certification periods via the certification portal and must be re-submitted with the correct period designated.

Step 4. Complete the AOC questions as applicable to your property.

Step 5. You may save at any time and come back to complete later.

Step 6. When the AOC is complete, select the Submit Certification button.

Step 7. Click the Annual Owner Certification form button. This will open up a printable version of the completed AOC.

Step 8. Print to PDF and ensure the appropriate individual representing the ownership entity completes the signature fields. This form is not required to be notarized.

Step 9. Rename the signed PDF using the following naming format: 2021 AOC GA-ID

- Example: 2021 AOC 2010-001

Step 10. Upload the file to the Miscellaneous section of the Certification portal.

If you can't login to the certification portal or don't know how to access the AOC tab, please reach out to your company's Emphasys super user.

If you have any other questions, please reach out to your assigned Compliance pod.

#### FDIC Due Dates

>> The monitoring fees are due to DCA no later than February 25, 2022.

>> The Owner's Certificate of Program Compliance is due no later than

OPM  
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Page

File Audit &  
Physical  
Inspections

Reporting to  
DCA

February 28, 2022.

>> Monthly compliance reports are due by the 10th of each month. Please submit timely.

>> Reporting period is from the 1st day to the last day of the previous month.

>> Monthly reports are submitted to OPM Pod A, [opmpoda@dca.ga.gov](mailto:opmpoda@dca.ga.gov)

### **\*Friendly Reminders\***

#### **Uploading Documents in the Emphasys Certification Portal**

Please submit all requested documents timely and upload them to the “Miscellaneous” tab. Follow the guidance on the Compliance Monitoring site to upload the preliminary audit documents, tenant files, health, and safety forms/cures, cure responses, and other requested Compliance Review documents in the Emphasys Certification Portal. Please click here for [DCA Guidelines for Electronic Submission](#).

#### **Urgent Notice of Health & Safety Violations**

During Physical Inspections, partners may receive an Urgent Notice of Health & Safety Violations. These violations must be remedied with supporting documentation of cures submitted to DCA within 24/48/72 hours, as reflected on the Notice.

#### **Are you in compliance with the annual HOME Rent Review?**

Under the 2013 Rule amendment §92.252(f)(2), HOME rents require approval by DCA before implementation. You may submit your request immediately to bring your property back into compliance. Owners who failed to submit their HOME Rent Requests will receive a notice of non-compliance.

#### **Do you have 811 units in your community?**

Submit a list of 811 units in your project as outlined on the regulatory agreement(s) and final allocation application. Please ensure you reference the [Owner Certification of Supportive Services](#) form when submitting the pre-audit information and confirm the unit numbers.

#### **Is your property nearing the end of the Compliance Period and moving into the Extended Use Period (EUP)?**

Partners are still required to report monthly to Emphasys and submit an Annual Owner Certification during the EUP. DCA reserves the right to conduct a full physical inspection and a 100% file review at any time during EUP. To ensure your property complies, refer to the LURC/LURA to determine the time you may have remaining in the program.

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## **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/>

#### **Notice**

Remember that DCA has restarted the regular property inspections as a part of the audit process. As a reminder, we suggest you review your current practices and make certain they align with preventive maintenance guidance. A necessary part of a preventive maintenance program, regular inspections improve curb appeal and protect and preserve the property by identifying potential problems before they become bigger and more expensive.

**DCA Tip:** Refer to your prior year inspection reports as guidance for areas the inspectors will be inspecting. Also, please refer to the Uniform Physical Conditions Standards Protocol (aka UPCS inspection protocol). See a useful checklist provided by HUD [HERE](#).

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