



Office of Portfolio Management Updates

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

Visit our Website

What's New

The Department of Community Affairs, Office of Portfolio Management, virtually attended the Southeastern Affordable Housing Management (SAHMA) Conference 2022. We presented tax credit hot topics and provided regulatory updates. If you did not get a chance to attend the conference or would like to reference the material, please find a copy of the presentations on our website by clicking [here](#).

Compliance

Important Reminder

AOCs are due by March 1st via the Emphasys Portal. We encourage all partners to submit timely to avoid noncompliance. If your property is not in the Certification Portal, please reach out to hfdemphasys@dca.ga.gov to report your missing property and the GA-ID number.

OPM
YouTube
Page

FAQ:

Q: If the National Non-Metro limits are not showing for my property in Emphasys, how do I fix it going forward?

A: If the property in question is in an eligible RD designated area or has RD funding, you can provide the confirmation page from the USDA site, [Eligibility \(usda.gov\)](#). Once received, DCA will select the box to identify the project is in an eligible Rural Development Area. Email hfdemphasys@dca.ga.gov with the subject line Rural Eligible and the Property ID.

File Audit &
Physical
Inspections

Q: Do you know how long it will take the system to update income limits?

A: Changing the Rural Development flag will NOT retroactively recalculate the income and rent limits on existing recerts. New recertifications entered or uploaded in the Certification Portal after the Rural Development flag is marked will be validated against the NNMI limits. If you want the current recertifications to be validated against NNMI, you will need to edit and save each unit in the project. Doing this will refresh the applicable limits as necessary.

Reporting to
DCA

Friendly Reminders

- FDIC monitoring fees invoices were sent on January 25, 2022.
- 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 February 28, 2022.

Uploading Documents in the Emphasys 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. For the guidelines for electronic submission click [here](#).

Asset Management

Management Company Approval Policy – Reminder

LIHTC and HOME training credentials required under the DCA Management Company Approval Policy must be current and valid. For example, HCCP certificates issued more than several years ago will not meet DCA policy requirements if they are not active and current according to NAHB requirements. The other acceptable certifications under the policy are SCHM, NPCC, C3P, or any higher designations of those certifications.

Notice

Remember that DCA has resumed 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 is performing regular inspections to improve curb appeal, protect and preserve the property, and identifying potential problems before they become bigger and more expensive.

DCA tip: Refer to your prior year inspection reports as guidance for areas that will be inspected. Also, please refer to the Uniform Physical Conditions Standards Protocol (aka UPCS inspection protocol). A useful checklist is provided by HUD [here](#).

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 sure your properties are listed by city or zip code using the following link: <https://www.georgiahousingsearch.org/>
