



Office of Portfolio Management Updates

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

Visit our Website

What's New

HAPPY NEW YEAR!

STATE HOLIDAYS

The DCA offices will be closed on Monday, January 3rd, 2022 in observance of New Year's Day.

UTILITY ALLOWANCES

The 2022 UA schedules have been posted to the DCA website and can be accessed [here](#).

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](#).

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FRIENDLY REMINDERS

Preparing for Physical Inspection

Those properties that are gated communities - we strongly suggest that you update and provide a temporary code with your pre-audit information for our inspectors to enter the property and proceed with the inspection process timely. Please have a property staff available and ready to assist the inspector(s) at the specified time.

File Audit &
Physical
Inspections

Reporting to
DCA

Required Pre-audit Requirements

Rent Sources

- HOME/Layered – DCA approved HOME Rent Reviews (last two years)
- LIHTC - Novogradac or calculation of your preference
- RD – Approved rents (USDA)

Utility allowances – The current and previous year. Please circle and total the tenant paid utilities. If approved for any Alternative Utility Allowance, a copy of approval letter must be provided.

Notice of Inspection - Notification sent to residents stating that the units will be inspected by the Georgia Department of Community Affairs (DCA), a governmental agency.

HOME Rent Review Requests Noncompliance

The deadline to submit HOME Rent Approval Forms was September 30, 2021. Owners who failed to submit their HOME Rent Requests will receive a notice of

non-compliance. It is never too late to bring your property back into compliance.

Asset Management

Best Practices Tips – Preventive Maintenance, a Proactive Approach

In the new year, DCA will return to regularly inspecting properties. Review your current practices and see if they align with the following preventive maintenance guidance. See the four action tasks of preventive maintenance:

- **Inspection:** Inspections are a necessary part of preventive maintenance and aid organizations in two ways. First, property inspections ensure that the property is safe and help detect items requiring maintenance. Regular inspections help prevent injuries, improve curb appeal and increase liability protection. Second, regular inspections protect and preserve your property. Inspections ensure that property, structures, and systems are functioning as intended and last longer.
- **Detection:** Operating on a run-to-failure approach can end up costing a property significantly, which is why many property managers choose to utilize a preventive approach to maintenance. Preventive maintenance helps facility managers detect problems early, when issues are still relatively easy and inexpensive to fix.
- **Correction:** Preventive maintenance encourages facility managers to take a proactive approach towards equipment care and correct issues before they occur. If an issue (or potential issue) is detected, property managers take steps to promptly address the problem before it worsens or creates a hazard.
- **Prevention:** Property managers can combine inspection records and maintenance notes to learn from past mistakes and correct repeated issues. Prevention and mitigation of property issues reduces stress and increases productivity for management teams. Management can spend less time addressing emergency repairs in a reactive manner, and instead focus on proactive maintenance tasks that are planned and expected.

Below are just a few of the benefits of an effective preventive maintenance strategy:

- Prevent untimely breakdowns of building features, systems or equipment
- Diminish excess or accelerated depreciation of the property or asset
- Eliminate extra or unnecessary inspections and maintenance tasks
- Save money by extending the useful life of the assets, equipment and property
- Prepare for and prevent future issues from occurring

DCA tip: Refer to your previous inspection report from a prior year for the types of maintenance items our inspectors will be looking for during our next inspection. Please refer to the Uniform Physical Conditions Standards Protocol (aka UPCS inspection protocol). See a useful checklist provided by HUD [HERE](#)

Required: LIHTC/HOME training certifications and designations

DCA currently accepts five (5) LIHTC/HOME training certifications/designations. These certifications must be renewed and kept current, valid, and meet the certification's applicable continuing education requirements. See our policy [here](#) for more details. Make sure at least one (1) key member of your management staff responsible for DCA compliance has the required certification.

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. Click the link [here](#).
