

January 1, 2023



Office of Portfolio Management Updates

Don't miss the latest Compliance and Asset Management Updates

Visit our Website



The **BLAST**

January 1, 2023

HAPPY NEW YEAR

Please be advised that our offices will be closed on Monday January 2, 2023 in observance of New Year's Day.

What's New

Fees

DCA's Office of Portfolio Management has published updated [Compliance Monitoring, Asset Management, and Portfolio fees](#) on our website. These [Fees](#) apply to any property that currently has affordable housing restrictions imposed on it by GHFA/DCA or will have affordable housing restrictions imposed on it by GHFA/DCA due to a submitted application for funding and will be effective as of January 15, 2023. DCA encourages our partners to submit public comments and questions using this online [Form](#) until January 14, 2023.

Income Limits

Complications with calculating the annual income limits due to COVID-19 will cause a delay in the release of the limits in 2023. According to HUD, the limits will be released on or about May 15, 2023. For the full article, click [here](#).

Utility Allowances

The 2023 UAs (utility allowances) have been posted to our website [here](#). For questions regarding UAs contact Compliance@dca.ga.gov.

Compliance

FDIC Due Dates

The Annual Monitoring fees are due to DCA by no later than February 27th, 2023.

The Owner's Certificate of Program Compliance is due no later than February 28th, 2023.

Monthly compliance reports are due by the 10th of each month and cover the previous month - from the 1st day of that month to the final day of that month. - please submit timely.

Monthly Compliance Reports include Part A Compliance Report Summary and Part B – Unit Status Report Form; Rent Roll

Please make sure these reports are submitted to OPM Pod A at OPMPODA@dca.ga.gov

OPM
YouTube
Page

File Audit &
Physical
Inspections

Reporting
to DCA

Friendly Reminders :-)

Annual Owner Certification

AOCs are required to be submitted via the Emphasys portal and are due by March 1, 2023.

Uploading Documents in the Emphasys Certification Portal

Please submit all requested documents in 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.

[Guide to Electronic Submissions to DCA](#)



Success Stories

Thank you for your dedication to support Georgia Department of Community Affairs' mission to build strong and vibrant communities. We could not fulfill our mission without you and your teams.

- If you have a positive story to share, please submit a short write-up, blurb, and/or news article highlighting your success! We encourage you to provide pictures or links to accompany your story.
- Please note that your story may be shared with a wider audience outside of our organization, therefore we ask that you do not include any information that might compromise the physical or online safety of any person such as a physical address/apartment number or social security number.

Asset Management



Emphasys reporting non-compliance will delay or prevent DCA approvals

Management companies seeking DCA's approval to add DCA properties to their portfolio must have their existing DCA portfolio in full compliance with monthly reporting requirements in the Emphasys Certification Portal, as well as all other major compliance requirements. Final approval will not be issued until any and all identified issues have been brought back into compliance. DCA recommends seeking approval 60 days in advance, to allow time for a full review of your entire portfolio. Additionally, properties in the Extended Use Period are required to continue reporting monthly transactions in Emphasys until the end of the Extended Use Period (EUP) as stated in the LURC. Failure of EUP monthly Emphasys reporting has been a common issue recently and has delayed management change approvals. This may also apply to other approval requests, such as Project Concept Changes.

Ownership Transfers and Sales of DCA properties

Please be reminded that owners are responsible for filing a formal request for DCA's approval of GP transfers of interest and/or the sale of a GHFA/DCA funded and monitored property. No GHFA/DCA monitored property is exempt from notifying DCA at least 30 days in advance of a proposed sale or transfer. Currently, you may contact DCA's Asset Management team for specific instructions for filing these transfer requests **for properties that have already been placed in service please email:**

AssetManagement@dca.ga.gov.

Georgia Housing Search (GHS) – Affordable Housing Listing Website

Every Georgia DCA monitored property is **required** to be listed on the GHS website. Your listing must include the required photos, (bedroom(s), kitchen, dining and living room for each floorplan, the main entrance and the monument sign) <https://www.georgiahousingsearch.org>



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