



## Office of Portfolio Management Updates

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

Visit our Website

### COMPLIANCE SPOTLIGHT



#### **!2020 Annual Owner Certifications (AOCs)**

AOC's for 2020 were due March 1, 2021 and are considered late if filed after **March 1, 2021**. Please be advised, over the next few weeks, notices of non-compliance are being sent to owners that failed to file an AOC as required

**Avoid continued noncompliance by submitting your AOC ASAP!**

#### **We Are Growing!**

DCA is growing, and so is the Compliance Team! If you know anyone with compliance knowledge and/or property management experience that might be a good fit, contact Tzwanza Taylor at [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov). Subject Line: Join Team

#### Available Positions

- Advertisement for our **Senior Compliance Specialist** is open until **May 14, 2021**. To apply, click [here](#). *The Senior Compliance Specialist is a 100% telework position.*
- **Program Assistant** available positions are advertised [here](#).

#### **Friendly Reminder: DCA Property Information Form**

Please submit this form to notify DCA of any changes to any mailing addresses, phone/fax numbers, and emails for any applicable project contact. The form must be emailed to the property's designated OPM Pod email address:

[OPMPodA@dca.ga.gov](mailto:OPMPodA@dca.ga.gov)  
[OPMPodB@dca.ga.gov](mailto:OPMPodB@dca.ga.gov)  
[OPMPodC@dca.ga.gov](mailto:OPMPodC@dca.ga.gov)\*

*\*HOME funded portfolio*

Compliance FAQ featured Learning Nugget Video [Verifying and Calculating Income](#) (DCA 2020)

### ASSET MANAGEMENT

#### **!Deadline Approaching: 2020 Audited Financial Statements for HOME Funded Properties**

DCA is currently accepting email submissions of the Audited Annual Financial Statements for the 2020 reporting year, please submit them at your earliest convenience, and no later than **May 15, 2021**. Please continue to email the 2020 Annual Audited Financial Statements to [DCAFinancialReporting@dca.ga.gov](mailto:DCAFinancialReporting@dca.ga.gov) until

further notice from DCA.

**Final 8609s - Reminder for Rehab or New Construction deals funded with Tax Credits**

Final 8609s with Part II owner elections must be emailed to [compliance@dca.ga.gov](mailto:compliance@dca.ga.gov) the same day they are filed/submitted to the IRS. Please refer to the 8609 Cover Letter that is typically sent by Phyllis Carr from the DCA Office of Housing Finance (OHF).

**Management Company Staff – Required Training/Certifications**

As per DCA's Management Company Approval policy: "Each management company must always have at least one compliance specialist or responsible manager with at least one of the following nationally recognized credentials: HCCP, SCHM, NPCC, C3P or higher". These credentials/certifications must be current and valid. Failure to hold and renew at least one of these designations so that it is considered current and valid, means your management company will not meet this policy requirement.

