

NOTICE OF AUDIT AND INSPECTION

The Georgia DCA has scheduled an audit review of your property. All properties subject to a review shall receive an email notification that will provide a notice of:

- The property to be inspected
- The date and time of the inspection
- The Compliance Officer assigned to your review
- The components of the review (file audit and/or physical property inspection/on-site desk file review)

TENANT FILE AUDIT

PRIOR TO THE FILE AUDIT:

- Review the [Preliminary Audit Checklist](#) and begin to submit documents to DCA, documents are due (4) days after you receive the email notice of your Inspection and Audit
- Include the [Preliminary Audit Submission Cover Page](#) as the first page
- Upload all preliminary audit submissions to the Emphasys certification portal at <https://ghfac.emphasys-hft.com/>. Name the audit submissions preliminary audit documents. If each document is uploaded separately, name the documents to correspond with the names of the documents on the preliminary audit checklist. Steps to upload files in Emphasys on the last page under “Additional Notes”.

If notice is received on a Friday, the deadline will be close of business the following Tuesday.

The Owner will receive an email regarding the Notice of Unit Selection for the tenant file audit. The Owner has until the close of business the day of the inspection, to provide the tenant files. The requested files must be submitted via the Emphasys certification portal for review or on-site desk review. Once you submit your preliminary audit documents, a sampling of at least 20% of your tenant files will be chosen at random by the DCA Compliance Officer assigned to your property. Per the IRS Guide for Completing Form 8823 page 3-2, “The Method of choosing the sample of files or units to be inspected must not give the owner advance notice of which units and tenant records 5(c)(2)(iii).

DAY OF THE FILE AUDIT SUBMISSION DEADLINE

- Prepare and submit tenant files for an onsite review or for electronic submission to the Emphasys Certification Portal using the unit number and last name for the name of the file. Ex. Unit 1201, Doe
- Click the plus sign under Miscellaneous. Complete the document title as this is required. Upload the document and click “Save”, “Save and New”, or “Save and Close”. See additional instructions under “Additional Notes”.
- Please upload each tenant file as (1) individual PDF attachment.
- Have all tenant files ready to submit on the first day of your scheduled inspection.

FOLLOWING THE FILE AUDIT

- A **Notice of Deficiencies** letter is sent to the property owner to summarize the deficiency findings of the file audit
- There is a 45-day period to cure DCA's deficiencies findings, from the date of the Notice of Deficiencies letter
- Failure to properly cure file audit deficiency findings may result in the issuance of an 8823 for Tax Credit properties
- Properties that do not cure deficiency findings may be placed on the DCA Troubled Properties list, which may negatively impact future funding deals and management company approval status

PHYSICAL INSPECTION OF PROPERTY AND UNITS

PRIOR TO THE INSPECTION:

- Receive email notification of the physical inspection with no more than **15** calendar days' notice
- Send 24-hour notice to tenants informing the tenant that a DCA property inspection will occur
- Receive same day **Notice of the Units Selected** for inspection via email
- Assign a member of management to attend the inspection

DAY OF THE INSPECTION:

- A sampling of at least 20% of your units will be chosen at random by the DCA Compliance Officer assigned to your property
- Pull keys for the selected units and have all keys ready for the inspector by the time designated in the original email notice of inspection
- A staff member to sign the **Health and Safety Notification** form in the presence of the onsite inspector following the property inspection

FOLLOWING THE INSPECTION:

- If applicable, submit proof of cures in response to the Notice of Health and Safety Violation by the 24, 48, or 72 hours stated deadline to cure in the Emphasys Certification Portal, using Health & Safety or Cures plus the unit number and last as the file name.

- Work orders must be uploaded in the Emphasys Certification Portal. Please name the documents with the unit number and last name.
- A **Notice of Deficiencies** letter is sent to the property owner to summarize the deficiency findings of the physical inspection
- There is a 45-day period to cure DCA's findings, from the date of the **Notice of Deficiencies** letter
- Failure to properly cure inspection deficiency findings may result in the issuance of an 8823 for Tax Credit properties
- Properties that do not cure deficiency findings may be placed on the DCA Troubled Properties list, which may negatively impact future funding deals and management company approval status

ADDITIONAL NOTES

- All deficiency findings for both the file audit and the physical inspection will be received in (1) letter between 45 and 120 days following the physical inspection date.

Steps to upload preliminary audit documents, tenant files, health and safety cures, and cures in the Certification Portal in Emphasys:

- From the home screen in the Certification Portal, click "View All" under Projects Status and Search.
- Click on the magnifying glass next to the property name, click "Upload Files" on the screen's left.
- Click the plus sign under Miscellaneous. Complete the document title as this is required. Upload the document and click "Save", "Save and New", or "Save and Close".
- To delete a file, check the box next to the file name, click the red X, and click OK in the box asking if you are sure you want to delete the selected document.
- Name the tenant files with the unit number and last name.