

SAHMA 2022



Emphasys Software

- DCA went live with the Certification Portal in April 2021.
- Training on the Portal was conducted from April to August 2021.
 - *Training Videos can be found on DCA's website*
 - *On-going Support Calls*
- Representatives of all properties should currently be using the Certification Portal to input monthly tenant transactions, conduct reporting, and complete the AOC.
 - *Please be sure to submit your AOC by the deadline regardless of any issues with inputting your monthly tenant data*
- To date, there are 928 properties out of 1,200 properties placed in service listed in the Portal.
- There are missing properties being added to the Portal.



EMPHASYS UPDATES

- LIHTC/HOME Annual Occupancy Report
- Household Income & Rent Limits Status Report
- Ready/Unready All Units
- Super User Access
- Tenant Data Submissions are due no later than the 10th of the following month

EMPHASYS UPDATES COMPLIANCE

- AOC are due March 1, 2022. All AOC reports should be completed in Emphasys.
 - *If you receive error messages from Emphasys when uploading the AOCs, it will not be a non-compliance violation.*
- Physical Inspections and File Audits are currently in progress. All pre-audit documents and tenant files should be uploaded in accordance with your Notice of Inspection letter in the Emphasys system.
 - *If you have issues uploading documents such as pre-documents or tenant files, please email your assigned POD with the documents on the correct due date to avoid non-compliance and 8823s.*
- Tenant data should be updated on or before the 10th of every month.
- Missing Recerts is a program violation and 8823 will be issued.

EMPHASYS UPDATES

ASSET MANAGEMENT

- Please review your DCA portfolio of properties in Emphasys on a regular basis to be sure all properties are assigned under the correct management company
- Please email: DCAFinancialReporting@dca.ga.gov in Asset Management if you discover a property does not belong in your DCA/Emphasys portfolio or if a property under your company's management is missing
- Please use the DCA Property Information Form to provide updates to employee contact information if staff should change and/or no longer be with your firm



DCA HOT TOPICS

EMPHASYS MOST COMMON ERRORS

ERROR	REPORT / CORRECTIVE ACTION
Missing tenant certification	<ul style="list-style-type: none">LIHTC/HOME Annual Occupancy Report
Incorrect income or rent	<ul style="list-style-type: none">Household Income and Rent Limit Status Report
Incorrectly submitting HOME transactions	<ul style="list-style-type: none">Submit all buildings at once
<i>* Please do not resubmit files until the errors have been corrected.</i>	

EMPHASYS MOST COMMON ERRORS (con't)

Incorrect Unit Designation

Unit ID: 1 » Unit Definition

Project: **1990-115 - Autumn Lane Apartments** | Building: **GA-90-11501**

Edit

Close

Unit Description

Unit ID: **1**

Number of Bedrooms: **1**

Unit Square Feet: **625**

Utility Unit Type [?]: **Apartment**

Unit Type: **Apartment**

Unit Designation

LIHTC Unit:

HOME Unit: **Floating**

Tax Exempt Unit:

AHDP Unit:

Other:

Smoking Unit:

CDBG:

**Please do not resubmit files until the errors have been corrected.*

COMPLIANCE UPDATES

- **DCA RENT INCREASE POLICY**

- All Owners and Property Managers must adhere to DCA's rental increase policy.

- **COMPLIANCE MANUAL**

- DCA has completed 6 months of discovery sessions for developing the new Compliance Manual.
- DCA is now reviewing chapter drafts prior to publication.

- **HOME RENT REVIEWS**

- Non-Compliance letters have been issued for HOME Rent Reviews not received by September 30, 2021.
- The HOME Rent Review cycle for 2022 will begin July 1, 2022.
- HOME questions should be submitted to OPMPODC@dca.ga.gov

- **UA METHODOLOGY**

- Per the HUD Final Rule, HOME-assisted properties committed after August 23, 2013, cannot use the PHA Utility Allowance.

CURRENT COVID PROTOCOLS

- **IRS Notice 2022-05**

- File Reviews have resumed as of January 1, 2022.
- DCA is not required to conduct compliance-monitoring physical inspections April 1, 2020 – June 30, 2022.

- **HUD September 2021 Memo**

- All HOME recertification waiver approvals that were granted April 2020 through December 31, 2021, must be completed by June 29, 2022.
- Wet signatures must be obtained within 90 days from December 31, 2021.

- **Inspections**

- All inspectors will adhere to the CDC guidelines when conducting physical inspections onsite.

- **Resident Concerns**

- Timely responses are required from Owners and Management Teams.
- Maintenance requests are expected to be resolved timely.

ASSET MANAGEMENT UPDATES

Management Company Approval Policy reminders

LIHTC and HOME training credentials that are required under the DCA Management Company Approval Policy must be current and valid: accordingly, **HCCP** certificates that were issued more than several years ago will not meet DCA policy requirement unless they are active and current according to NAHB requirements. The other acceptable certifications under the policy are: **SCHM, NPCC, C3P** or higher, and these must be current and valid as well.

Management Companies Approvals – when they are required

DCA's approval is required whenever a management company change is proposed - and for management companies that are new to Georgia and requesting approval to manage DCA properties for the first time.

Management Companies that are unsure whether they need DCA's approval to manage a property that can email: DCAFinancialReporting@dca.ga.gov before filing a formal Management Company Approval online request form and sending payment to DCA.

Link to DCA's Management Company Approval policy:

<https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/compliance-monitoring/forms-reporting-dca>

ASSET MANAGEMENT UPDATES

2021 Audited Annual Financial Statements due May 15, 2022

- Properties with a GHFA/DCA HOME loan or PSHP/NSP/HTF Loan can start submitting final 2021 Audited Annual Financial Statements to: DCAFinancialReporting@dca.ga.gov

Financial data reporting to Emphasys

- Messaging for reporting requirements and instructions will be communicated in upcoming bi-monthly OPM Compliance newsletter email blasts

LINKS AND RESOURCES

- POD EMAILS

- POD A – OPMPODA@DCA.GA.GOV

- POD B – OPMPODB@DCA.GA.GOV

- POD C – OPMPOBC@DCA.GA.GOV *(Please submit all HOME related questions to POD C)*

- If you are unsure of your POD assignment, please contact Compliance@dca.ga.gov

- Click here for the rental increase policy: [Rent Limits](#)

- Click here for online notification forms for reporting resident concerns: [Resident Concerns](#)

- To view the archived Blasts or sign up for the Blasts, click here for OPM Compliance and Asset Management [“Updates”](#)

- Click here for the DCA Covid-19 Interim Response: [DCA COVID-19 Interim Response](#)

LINKS AND RESOURCES

- All Emphasys related questions and issues should be sent to hfdemphasys@dca.ga.gov
- Please reference the below material for additional guidance:
 - Click here to access the [DCA Emphasys Training Manual](#)
 - Click [here](#) to access training recordings for Sections 1-9 of the manual.
 - Click here to access the [Emphasys FAQ](#)
- Please be sure to sign up for the OPM bi-monthly Blasts for Emphasys updates.
 - To view the archived Blasts or sign up for the Blasts, visit our [“Updates”](#)



Q&A

Thank You!

