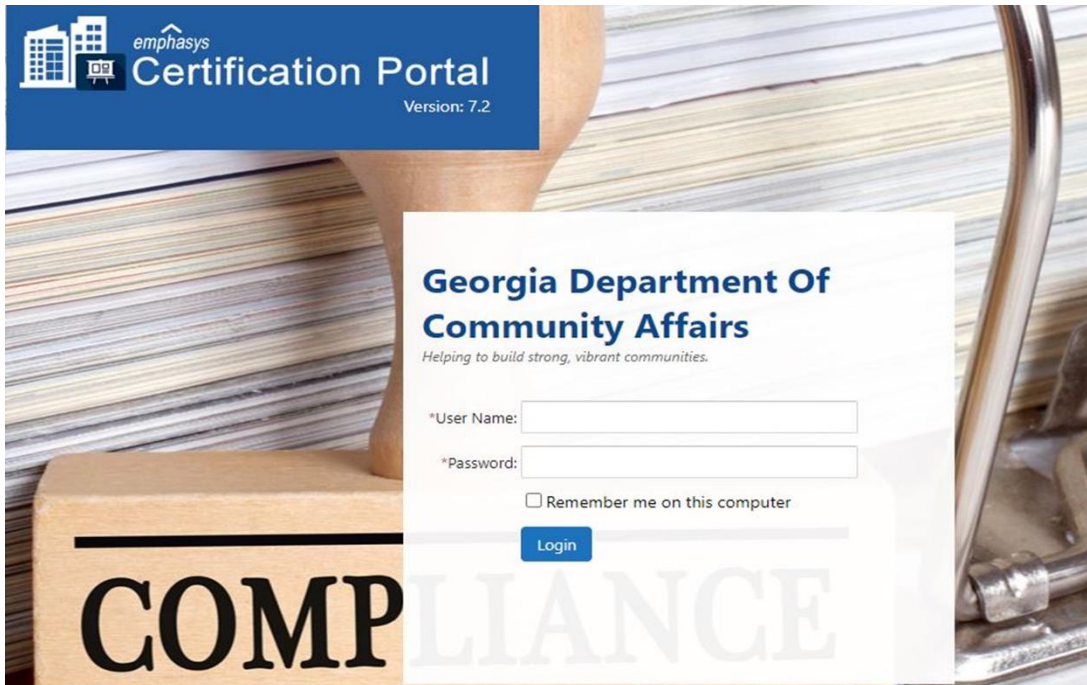


## [Emphasys Certification Portal](#)

### Simple Guidance for Management Companies

Contact Support @ [hfdemphasys@dca.ga.gov](mailto:hfdemphasys@dca.ga.gov)



# TABLE OF CONTENTS

## Contents

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SECTION 1. SYSTEM LOGIN AND SUPER USER MANAGEMENT CONTROLS . . . . .	Page 3
- Emphasys Users (New User Setup). . . . .	Page 3
- Logging in for the 1 <sup>st</sup> time . . . . .	Page 4
- Setting up On-Site Managers . . . . .	Pages 5-6
- Assigning Properties to the On-Site Manager . . . . .	Page 7
- Unassign Properties Assigned to the On-Site Manager . . . . .	Page 8
- Unlocking Projects . . . . .	Pages 9-10
- Resetting Password for On-Site Manager . . . . .	Pages 11-12
- Deleting On-Site Manager from System . . . . .	Page 13
SECTION 2. ACCESSING PROJECTS . . . . .	Page 14
- Accessing Buildings and Units . . . . .	Pages 16-17
SECTION 3. TENANT DATA UPLOAD USING 3 <sup>RD</sup> PARTY SOFTWARE . . . . .	Page 18
SECTION 4. MANUAL ENTRY – NEW MOVE IN . . . . .	Page 22
SECTION 5. MANUAL ENTRY – RECERTIFICATION . . . . .	Page 27
- Income and Rent Test . . . . .	Pages 34-35
- Deleting Tenant Certs . . . . .	Page 36
SECTION 6. MANUAL ENTRY – TRANSFERS . . . . .	Page 37
SECTION 7. MANUAL ENTRY – MOVE OUT . . . . .	Page 41
SECTION 8. READYING UNITS FOR SUBMISSION . . . . .	Page 44
SECTION 9. STACKING CERTIFICATIONS . . . . .	Page 50
SECTION 10. REPORTS . . . . .	Page 49
Section 11: ANNUAL OWNER CERTIFICATIONS. . . . .	Page 51
Section 12: UPLOADS TO THE MISCELLANEOUS SECTION . . . . .	Page 52
FREQUENTLY ASKED QUESTIONS . . . . .	Page 53
Appendix A: Multifamily XML Upload Error Messages . . . . .	Page 56

# User Function Key



Return to landing page



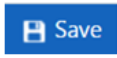
Search or sort



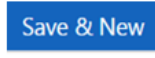
Undo, clear search



Review/Select



Save entry



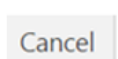
Save entry and create additional entries



Save entry and close screen



Make changes



Delete entry and go back to previous screen



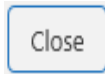
Export to excel



Export to Word



Will make any page on the Portal your Home/Landing Page which will be the page you see every time you log in. Reclick and it will take you to the Main Dashboard.



Closes screen and returns to the last viewed page/screen



Submitting to Agency



Delete Record

## Key Terms

**Annual Owner Certification “AOC”:** Federal regulation requires the owner of a LIHTC property to certify at least annually for each year of the 15-year compliance period if the property is in compliance with key federal provisions. DCA/GHFA also requires this during the remainder of the LIHTC extended use period. This Annual Owner’s Certification covers the period from January 1 to December 31 of a year. The certification must be signed by the owner or a representative with full authority to legally bind the ownership entity.

**Emphasys Certification Portal:** The Emphasys system is a web-based certification portal used by DCA/GHFA to compile and monitor tenant and building data for properties receiving funding through the Agency.

**Gross Rent:** The calculation of Gross Rent for LIHTC and LIHTC/Tax Exempt Bond properties with no other funding sources will include Tenant Paid, Mandatory Charges, and Utility Allowance. For LIHTC/HOME or HOME only properties, the calculation will include all fields.

**Mandatory Charges:** These are non-optional charges that the tenant must pay as a condition of occupancy and no reasonable alternative exists (i.e. garage rental, cable, etc....).

**On-Site Manager:** The Super User will set up your User ID and password and assign specific projects to the on-site manager. The manager duties would include uploading tenant data and review reports in the portal.

**Rental Subsidy:** This is the amount of subsidy the tenant is receiving in rental assistance (i.e. Section 8 voucher or other government rental assistance).

**Super User:** The primary super users will have full control of your portfolio portal. He/she will be responsible for adding/deleting users and resetting passwords, along with updating tenant data.

**The Georgia Department of Community Affairs (DCA):** Administers the housing programs of GHFA and is the agency responsible for the administration and monitoring of LIHTC and HOME Funds for the state of Georgia

**Tenant Paid Rent:** The out-of-pocket amount the tenant pays for rent.

**Utility Allowance:** This amount reflects the Utility Allowance published by the local PHA, published by DCA, or a property-specific Utility Allowance, calculated using an approved method and approved by DCA.

## **SECTION 1. System Login and Super User Management Controls**

---

### **Emphasys Super User (New User Setup)**

#### **Super User 1**

The primary super user will have full control of your portfolio portal. He/she will be responsible for adding/deleting users and resetting passwords, along with updating tenant data. DCA will assign a temporary User ID and Password. During your first log-in, you will be required to change the temporary User ID and Password.

#### **Super User 2**

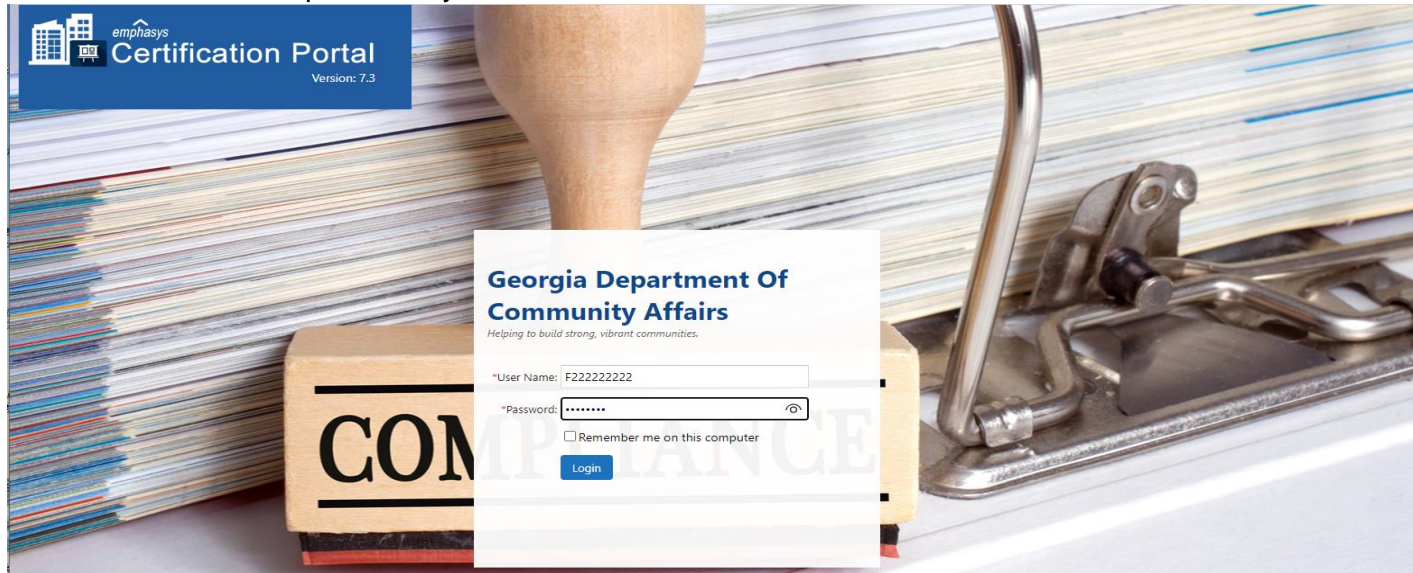
The secondary Super User will have full capabilities and responsibilities as the Primary User. Secondary users must contact Primary User for log-in credentials.

NOTE: The username and password fields require at least 6 characters and are case sensitive.

Access Portal here: <https://ghfacp.emphasys-hft.com/>

#### **Logging in for the 1<sup>st</sup> time**

Enter User credentials provided by DCA



System will prompt you to change your **Username & Password**

## Change Your User Name & Password

Before you continue you are required to change your user name and password.

Please enter your current and new user names below.

\*Current Login Name:

\*New Login Name:

Please enter your current and new passwords below.

\*Current Password:

\*New Password:

\*Confirm Password:

After logging in, the first page you will see is your **Landing Page**.

employs Certification Portal Georgia Department Of Community Affairs Helping to build strong, vibrant communities. Projects Templates On-Site Managers DCA Management Co

### Snapshot

**Projects Status & Search**

Project ID:


Project Name:

Grantee Number:

IDIS Activity Number:

**Annual Owner Certifications Submission Status**

1 Submitted



**Recently Viewed Projects**

2021-TEST | OPM Apartments | 3 Buildings

## On-site Managers

### New Non-Super User (On-Site Manager)

If you are a new user (On-Site Manager), the Super User will set up your User ID and password and assign specific projects to you. Contact your Super User for login credentials. The manager duties would include uploading tenant data and review reports in the portal.

Click **On-Site Managers** from the tool bar

employs Certification Portal Georgia Department Of Community Affairs Helping to build strong, vibrant communities. Projects Templates **On-Site Managers** DCA Management Co

### Snapshot

**Projects Status & Search**

Project ID:


Project Name:

Grantee Number:

IDIS Activity Number:

**Annual Owner Certifications Submission Status**

1 Submitted

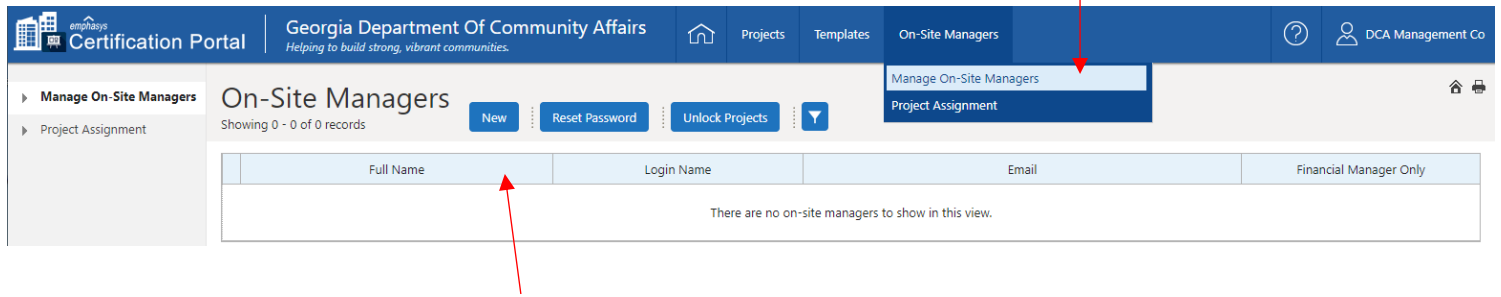


**Recently Viewed Projects**

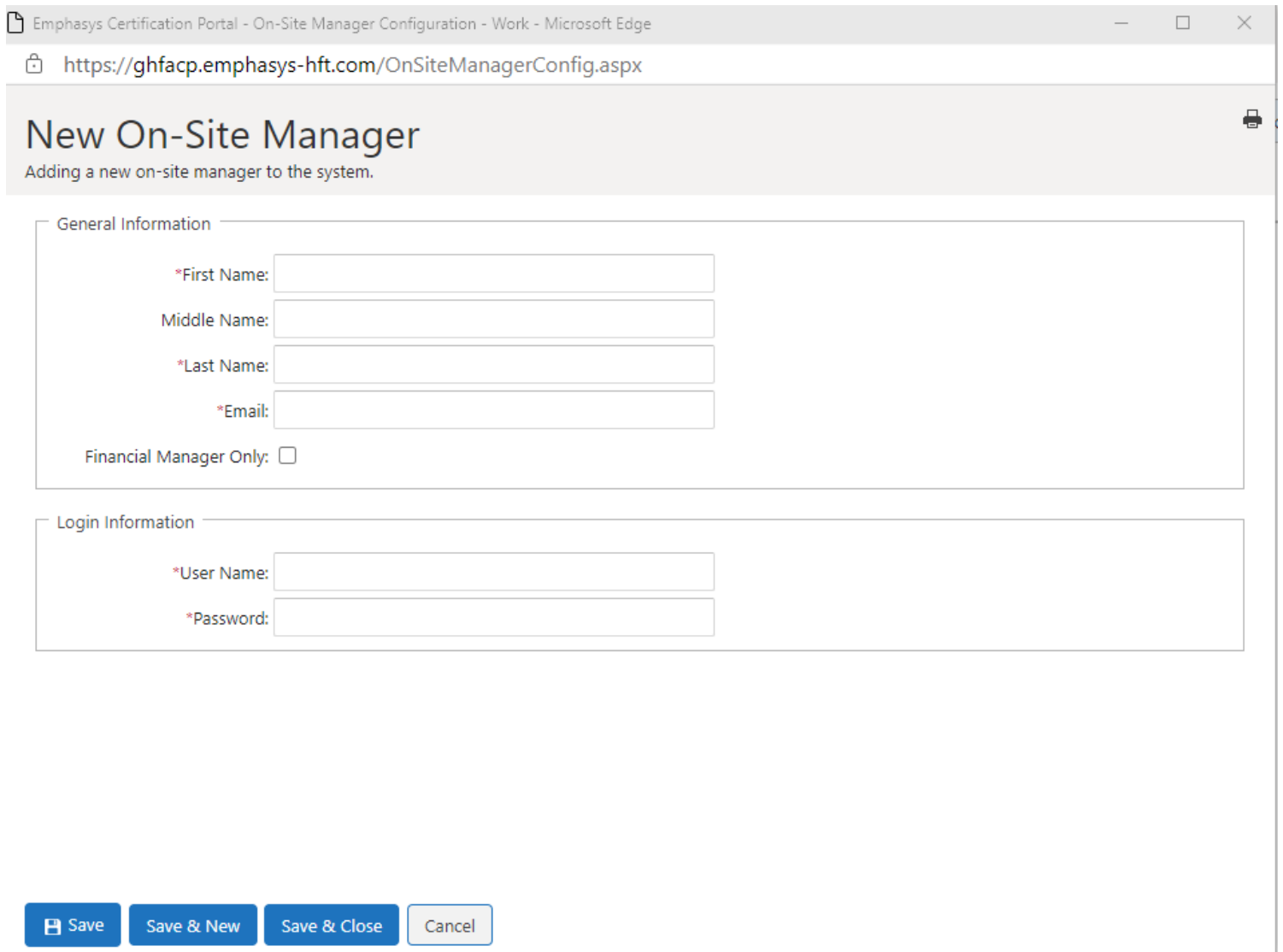
2021-TEST | OPM Apartments | 3 Buildings

From the drop-down menu, select **Manage On-Site Managers** then **New**

From **On-Site Managers** page click



Enter the required information for the new user



Click **Save** when done with the section to go to the next section or click **Save & New** to add more on-site managers. Clicking **Save & Close** will completely close the record.

The added users will now be listed on the **On-Site Managers** page

The screenshot shows the 'On-Site Managers' page in the Georgia Department of Community Affairs Certification Portal. The page title is 'On-Site Managers' and it shows 'Showing 1 - 2 of 2 records'. There are buttons for 'New', 'Reset Password', and 'Unlock Projects'. A table lists the following users:

	Full Name	Login Name	Email	Financial Manager Only
<input type="checkbox"/>	Tarron Gibbs-Powell	Tarrong	tarron.gibbs@dca.ga.gov	---
<input type="checkbox"/>	Merranda James	Merrandaj	merrandajames@dca.ga.gov	---

**\*\*The new On-Site Manager will be prompted to change the username and password on their first login.**

## Assigning Properties to the On-Site Manager

From the **Manage On-Site Manager** page select the on-site manager to assign property.

The screenshot shows the 'On-Site Managers' page with a dropdown menu open over the 'On-Site Managers' tab in the navigation bar. The dropdown menu has two options: 'Manage On-Site Managers' and 'Project Assignment'. A red arrow points from the 'Project Assignment' option to the table below.

	Full Name	Login Name	Email	Financial Manager Only
<input type="checkbox"/>	Tarron Gibbs-Powell	Tarrong	tarron.gibbs@dca.ga.gov	---
<input type="checkbox"/>	Merranda James	Merrandaj	merrandajames@dca.ga.gov	---

Select **Project Assignment** from the left-hand menu.

The screenshot shows the 'Project Assignment' page. The left-hand menu has 'Project Assignment' selected, indicated by a red arrow. The main content area shows a table with the following data:

	Full Name	Login Name	Email
<input type="checkbox"/>	Tarron Powell	TarronTest	tarron.gibbs@dca.ga.gov
<input type="checkbox"/>	Merranda James	MerrandaTest	merrandajames@dca.ga.gov

Select on-site manager from the drop-down menu.

The screenshot shows the 'On-Site Manager Project Assignment' form. There is a dropdown menu labeled 'Select On-Site Manager For Project Assignment' with a red arrow pointing to it. Below the dropdown is a table with the following data:

Project ID	Project Name	Assigned On-Site Managers
2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	Tarron Powell, Merranda James



Select property(s) to assign to on-site manager.

### On-Site Manager Project Assignment

Select On-Site Manager For Project Assignment

Tarron Powell

Assign Projects To Tarron Powell

<input type="checkbox"/>	Project ID	Project Name	Assigned On-Site Managers
<input type="checkbox"/>	2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	Tarron Powell, Merranda James

Update

Click .

From the **Project Assignment** page, you will see the property is now assigned to a manager. Repeat the steps if you would like to assign more than one person to the same property. If there were previous on-site managers assigned to the property, their name will also appear on the screen.

### On-Site Manager Project Assignment

Select On-Site Manager For Project Assignment

Tarron Powell

Assign Projects To Tarron Powell

<input type="checkbox"/>	Project ID	Project Name	Assigned On-Site Managers
<input type="checkbox"/>	2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	Tarron Powell, Merranda James

## Unassign Properties Assigned to On-Site Manager

From the On-Site Manager **Project Assignment** page select the on-site manager from the drop-down box and uncheck the box next to the property(s) to unassign. If there are more than one on-site manager to unassign, repeat the steps.

### On-Site Manager Project Assignment

Select On-Site Manager For Project Assignment

Merranda James

Assign Projects To Merranda James

<input type="checkbox"/>	Project ID	Project Name	Assigned On-Site Managers
<input checked="" type="checkbox"/>	2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	Merranda James

Update

Click

Property will now update to show **Unassigned** or just the on-site manager(s) actively assigned to the property.

Project ID	Project Name	Assigned On-Site Managers
2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	--UNASSIGNED--

## Unlocking Projects

When a property is edited by an On-site Manager, the system marks the project as “being in use”. This is done to prevent multiple users from being in the same property at the same time. If the On-site manager’s session is terminated unexpectedly, the project may remain “locked” to other users. The “Unlock Projects” feature is meant for the property management company to release/unlock all projects from any On-site Manager.

From the On-Site Managers page, select the on-site manager whom session was terminated and locked other users from accessing the property.

	Full Name	Login Name	Email	Financial Manager Only
<input type="checkbox"/>	Tarron Gibbs-Powell	Tarrong	tarron.gibbs@dca.ga.gov	--
<input type="checkbox"/>	Merranda James	Merrandaj	merrandajames@dca.ga.gov	--

User will see the following screen, then click [Unlock Projects](#).

Emphasys Certification Portal - On-Site Manager Configuration - Work - Microsoft Edge

https://ghfacp.emphasys-hft.com/OnSiteManagerConfig.aspx?pageDataKey=66

### On-Site Manager » Tarron Gibbs-Powell

Existing on-site manager configuration.

[Edit](#) [Close](#) [Reset Password](#) [Unlock Projects](#)

General Information

First Name: **Tarron**

Middle Name:

Last Name: **Gibbs-Powell**

Email: **tarron.gibbs@dca.ga.gov**

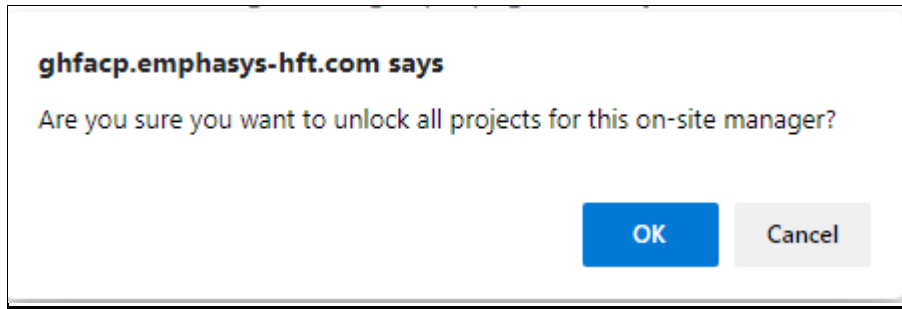
Financial Manager Only:

Login Information

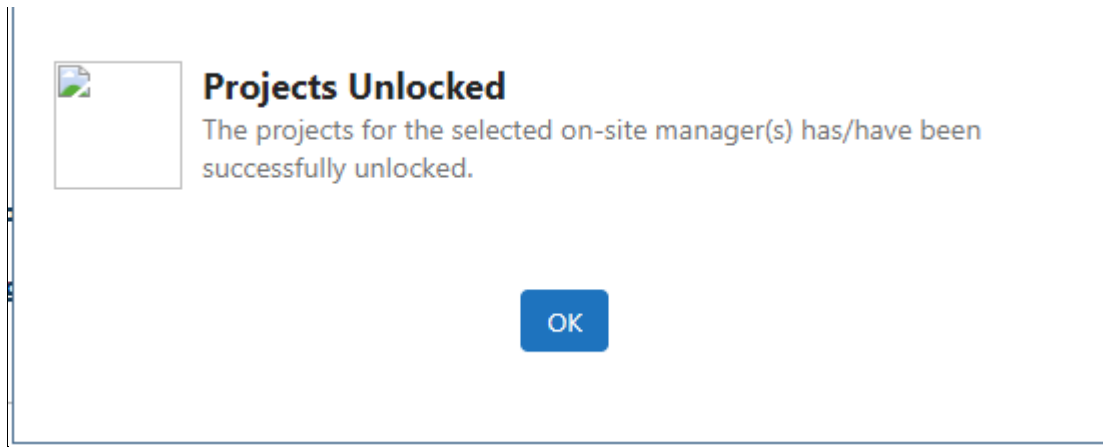
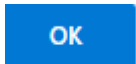
User Name: **Tarrong**

Password: **Testing2**

User will be asked the following. Click



The following message will appear. Click



## Resetting Password for On-Site Manager


There are two options to reset passwords.

1) If you would like to reassign the on-site manager's password:

From the **Manage On-Site Managers** page click on the on-site manager needing password reset.

A screenshot of a web application interface. The top navigation bar includes "Manage On-Site Managers" and "Project Assignment". The main header is "On-Site Managers" with a "Showing 1 - 2 of 2 records" indicator. Below the header are buttons for "New", "Reset Password", and "Unlock Projects", along with filter and export icons. A table lists two on-site managers. A red arrow points to the "Edit" icon in the first column of the second row.

<input type="checkbox"/>	Full Name	Login Name	Email	Financial Manager Only
<input type="checkbox"/>	Tarron Gibbs-Powell	Tarrong	tarron.gibbs@dca.ga.gov	—
<input type="checkbox"/>	Merranda James	Merrandaj	merranda.james@dca.ga.gov	—

Click  and change password

**On-Site Manager » Merranda James**  
Existing on-site manager configuration.

**Edit** **Close** **Reset Password** **Unlock Projects**

General Information

First Name: **Merranda**  
Middle Name:  
Last Name: **James**  
Email: **merranda.james@dca.ga.gov**  
Financial Manager Only:

Login Information

User Name: **MerrandaTest**  
Password: **Testing1**

**On-Site Manager » Merranda James**  
Existing on-site manager configuration.

General Information

\*First Name:   
Middle Name:   
\*Last Name:   
\*Email:   
Financial Manager Only:

Login Information

\*User Name:   
\*Password:

**Save** **Save & New** **Save & Close** **Cancel**

Change the password and click **Save** when done with the section to go to the next section or click **Save & New** to reset password for another manager. Clicking **Save & Close** will completely close the screen.

2) If you would like to reset the on-site manager's password to their original password, click **Reset Password**.

**On-Site Manager » Merranda James**  
Existing on-site manager configuration.

**Edit** **Close** **Reset Password** **Unlock Projects**

General Information

First Name: **Merranda**  
Middle Name:  
Last Name: **James**  
Email: **merranda.james@dca.ga.gov**  
Financial Manager Only: \_\_

Login Information

User Name: **MerrandaTest**  
Password: **Testing1**

## Delete On-Site Manager from System

Navigate to the **On-Site Managers** screen

Hover mouse next to user for box to appear and mark box.

**On-Site Managers**  
Showing 1 - 2 of 2 records

**New** **Reset Password** **Unlock Projects** [Filter] [Refresh] [Print]

<input type="checkbox"/>	Full Name	Login Name	Email
<input type="checkbox"/>	Tarron Powell	TarronTest	tarron.gibbs@dca.ga.gov
<input checked="" type="checkbox"/>	Merranda James	MerrandaTest	merranda.james@dca.ga.gov

Delete button will appear at bottom of screen. Click **Delete**.

**X Delete** 1 on-site manager selected

Answer the following system prompt:

**Are you sure you want to delete the selected On-Site Manager?**

**OK** **Cancel**

Click **OK** to process deletion.

## Section 2. Accessing Projects

Once logged into the **Certification Portal**, the user will see the following **Landing Page** and will be able to access the property using five different options.

The screenshot shows the Certification Portal landing page. At the top is a blue navigation bar with the Georgia Department of Community Affairs logo and the text "Georgia Department Of Community Affairs Helping to build strong, vibrant communities." The navigation bar includes a home icon, a "Projects" link (highlighted with a red arrow and "Option 4"), "Templates", "On-Site Managers", a help icon, and a user profile icon labeled "DCA Management Co". Below the navigation bar is a "Snapshot" section. On the left, there is a "Projects Status & Search" section with a "Projects" icon and a "View All" button (labeled "Option 2"). In the center, there are search fields for "Project ID:", "Project Name:", "Grantee Number:", and "IDIS Activity Number:" with a "Search" button (labeled "Option 3"). On the right, there is an "Annual Owner Certifications Submission Status" section with a donut chart showing "1 Not Submitted" (labeled "Option 1"). At the bottom, there is a "Recently Viewed Projects" section with a search bar containing "2021-TEST OPM Apartments 4 Buildings" and a "Projects" link (labeled "Option 5").

**Option 1:** Click on Projects



**Option 2:** Click on

View All

**Option 3:** Enter the Project ID and/or Project Name and/or Grantee Number (HOME) and/or IDIS Activity Number (HOME). If using this option, be sure the entries are exact and correct (i.e. spelling, dashes, etc.)

Project ID:

Project Name:

Grantee Number:

IDIS Activity Number:

Then click

Search

**Option 4:** Click on

Projects

at top of the LANDING PAGE.

The screenshot shows the navigation bar of the Certification Portal. It includes the Georgia Department of Community Affairs logo and the text "Georgia Department Of Community Affairs Helping to build strong, vibrant communities." The navigation bar includes a home icon, a "Projects" link (highlighted with a red arrow), "Templates", "On-Site Managers", a help icon, and a user profile icon labeled "DCA Management Co".

Options 1, 2, 3 and 4 will take the user to the following screen:

emphasys  
Certification Portal | Georgia Department Of Community Affairs  
Helping to build strong, vibrant communities.


Projects | Templates | On-Site Managers

Projects  
Showing 1 - 1 of 1 records

Import All Building Data | Upload Files | Annual Owner Certification | Proceed to Buildings

Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	Not Submitted		4	

For the Super User, this screen will list all projects in the portfolio and the number of buildings listed for each property. For the On-Site Manager, this screen will list only the projects assigned to the user.

Click the  next to the property to select a property.

To search for a property by Project ID or Property Name click on the tool bar 

Projects  
Showing 1 - 1 of 1 records


Import All Building Data | Upload Files | Annual Owner Certification | Proceed to Buildings

Project ID:

Project Name:

Project ID	Project Name
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Type in Project ID or Project Name then click .

**Option 5:** Will allow you to search from **Recently Reviewed Projects** by selecting  next to the property. Selecting this option will take the user to the **Project Data** screen.

**\*\*Option 5** is best used when the user is ready to input tenant transactions, view electronic documents or complete the Annual Owner Certification (AOC).\*\*

- **Electronic Documents** –uploaded files are stored here
- **Annual Owner Certification** - location of submitted AOCs
- **Buildings** – click here to view the buildings in the project

**\*\*Import All Building Data**, on the left-hand menu, will upload data from the user’s 3<sup>rd</sup> party software.\*\*

## Accessing Buildings and Units

There are 2 options to access the buildings:

- 1) Click on the number located in the **Buildings** column
- 2) Highlight the property and click on **Proceed to Buildings**

Project ID	Project Name	Annual Owner Certification		Buildings
		Status	Last Submission Date	
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325	Submitted	04/13/2021	3

The user will be taken to the Buildings screen that list each building in the property.



On this screen, you can search units by:

- 1) Clicking on the number located in the **Units** column
- 2) Highlight the property and click on **Proceed to Units**

Georgia Department Of Community Affairs  
Helping to build strong, vibrant communities.

Projects Templates On-Site Managers

Project: 2016-044 - Lakeview Senior Gardens » Buildings  
Address: 400 mallard drive, Eatonton, GA 31024

Import Building Data View Details Change Report Period Submit Tenant Certs **Proceed to Units** Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-17-04401	01/01/2019		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		36
GA-17-04402	01/31/2019		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		6
GA-17-04403	01/31/2019		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		6

The user will be taken to the following Units screen for the selected building:

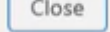
Georgia Department Of Community Affairs  
Helping to build strong, vibrant communities.

Projects Templates On-Site Managers

Building ID: GA-17-04401 » Units  
Project: 2016-044 - Lakeview Senior Gardens

New Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
101	2	1038	Occupied by Tenant	Maienza, Peter	###-##-9735	---	02/22/2020	
102	2	1038	Occupied by Tenant	Simpson, Vivian	###-##-1737	---	02/15/2020	
103	2	1038	Occupied by Tenant	Causey, Jerry	###-##-1311	---	02/15/2020	
104	2	1038	Occupied by Tenant	Witherspoon, Wanda	###-##-0602	---	02/15/2020	
105	2	1038	Occupied by Tenant	Santangelo, Judith	###-##-7537	---	02/15/2020	
106	2	1038	Occupied by Tenant	Stephens, Connie	###-##-3863	---	02/23/2020	
107	2	1038	Occupied by Tenant	McNeal, Linda	###-##-2560	---	03/21/2020	
108	2	1038	Occupied by Tenant	Brown, Martha L	###-##-0970	---	04/15/2020	
109	2	1038	Occupied by Tenant	Folks, Ruth	###-##-5326	---	02/15/2020	
110	2	1038	Occupied by Tenant	Bustos, Sheila	###-##-4572	---	04/15/2020	

Clicking  will take you back to the **Buildings** screen.

## Section 3. Tenant Data Upload Using 3<sup>rd</sup> Party Software

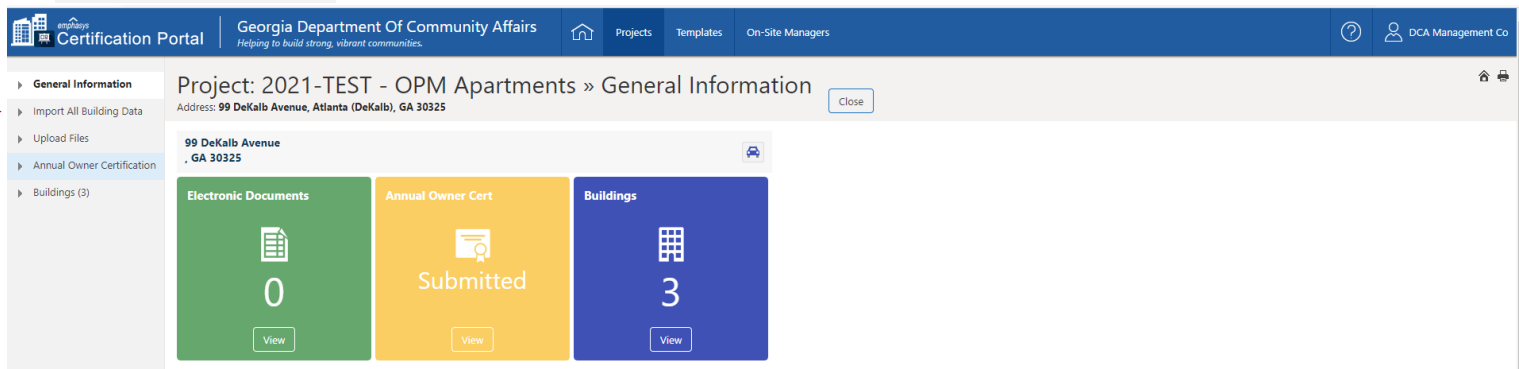
Remember that DCA requires all properties in our portfolio to input into the Emphasys Certification Portal their monthly tenant data covering initial certifications, annual recertifications, move-outs, transfers, and removing or adding household members. This data entry must be completed and submitted by the 10th of the following month. For further information, review the DCA LIHTC and HOME Compliance Manual on the DCA/ GHFA website.

If a 3<sup>rd</sup> party software (i.e. – Yardi, RealPage, OneSite, etc.) is being used to upload tenant data into the system, there are two ways to complete this step:

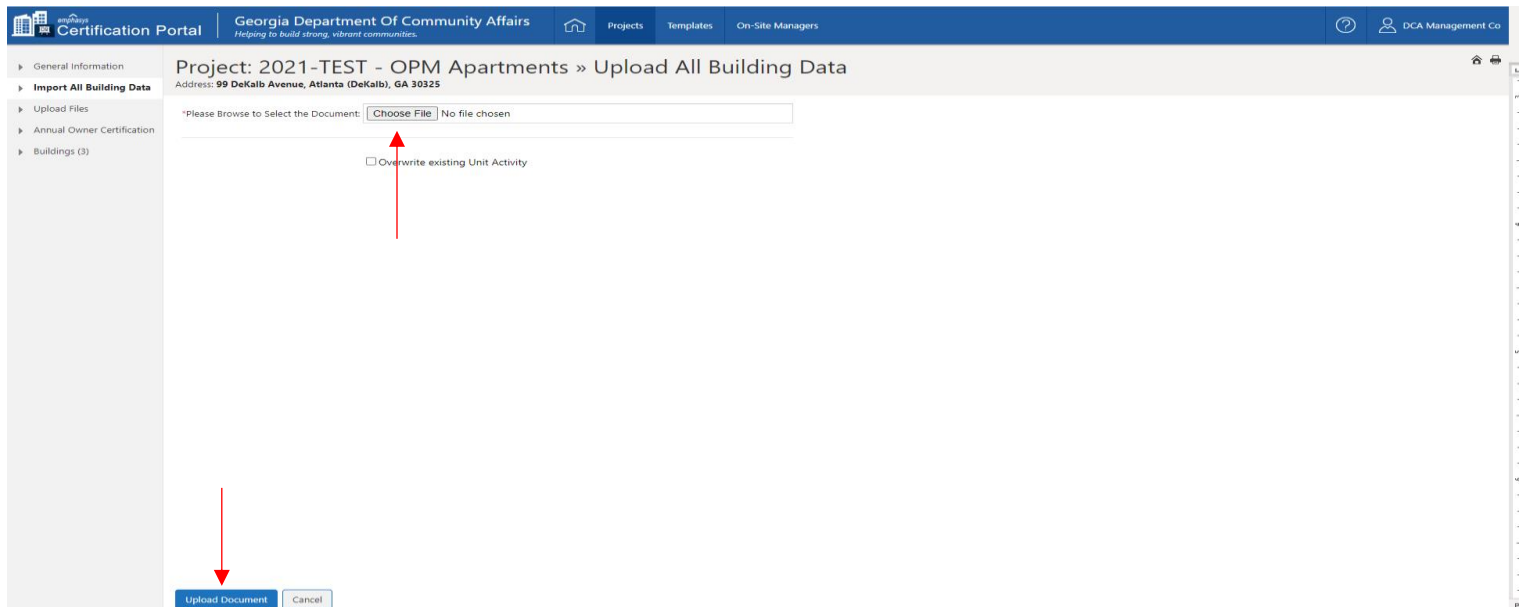
### **Step 1 – To upload all buildings in the project** (this step is done on the **project level**)

1) Select the project by using the steps in Section 2. If choosing the property listed under the ‘Recently Viewed Projects’ section, click on the property. Once forwarded to the following screen, click

▶ Import All Building Data

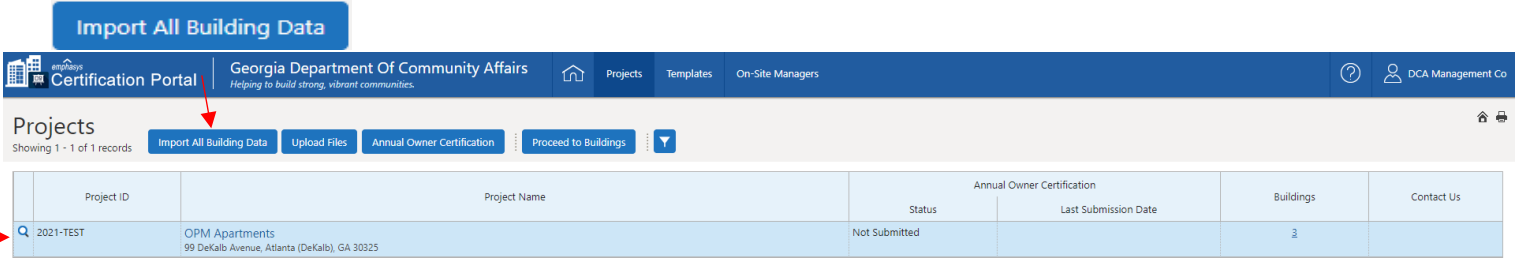


The user will be taken to the following screen. Click ‘**Choose File**’:

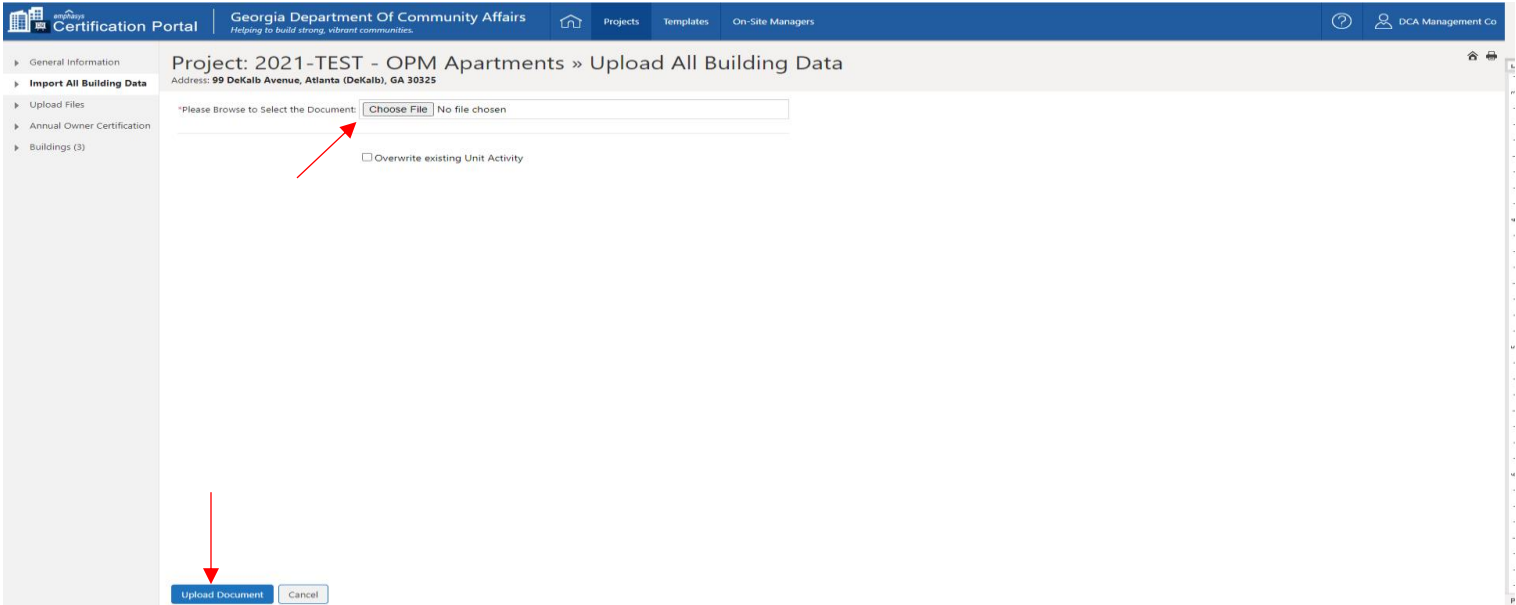


This will take the user to their browser. Select the XML file created by the 3<sup>rd</sup> party software. Click **Open** in the user’s browser and then **Upload Document** to complete the process.

2) If choosing another way to access the property, click on the project to highlight and then click



The user will be taken to the following screen (the same screen above) and click 'Choose File':

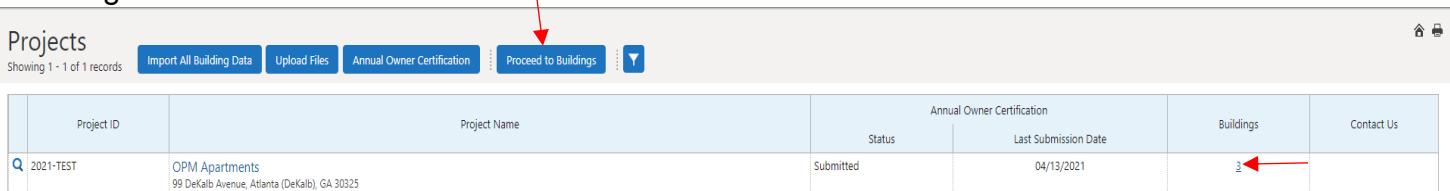


This will take the user to their browser. Select the XML file created by the 3<sup>rd</sup> party software. Click **Open** in the user's browser and then **Upload Document** to complete the process.

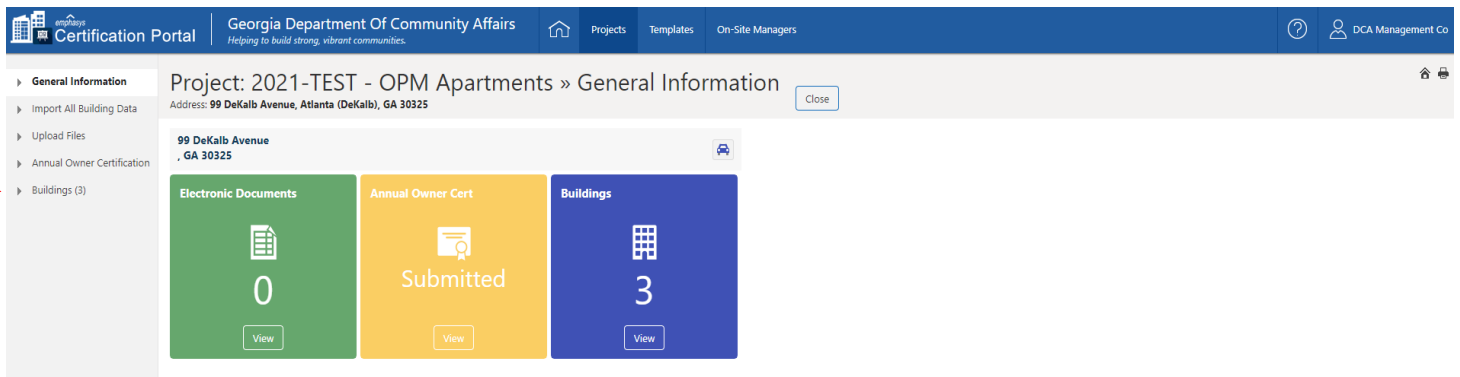
## **Step 2 – To upload a single building(s) in the project** (this step is done on the **building level**)

After selecting the project, the user will select the building to upload the tenant data by using either of the following steps:

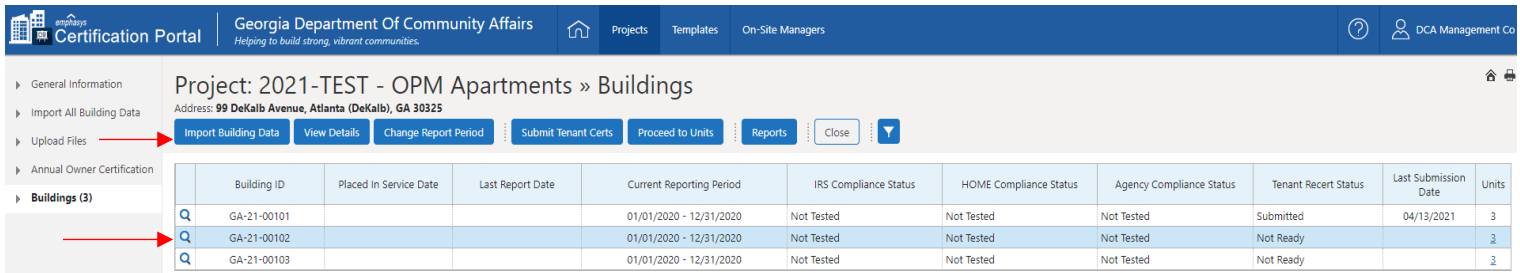
1) Click **Proceed to Buildings** or the building number under the 'Buildings' column if the user has the following screen:



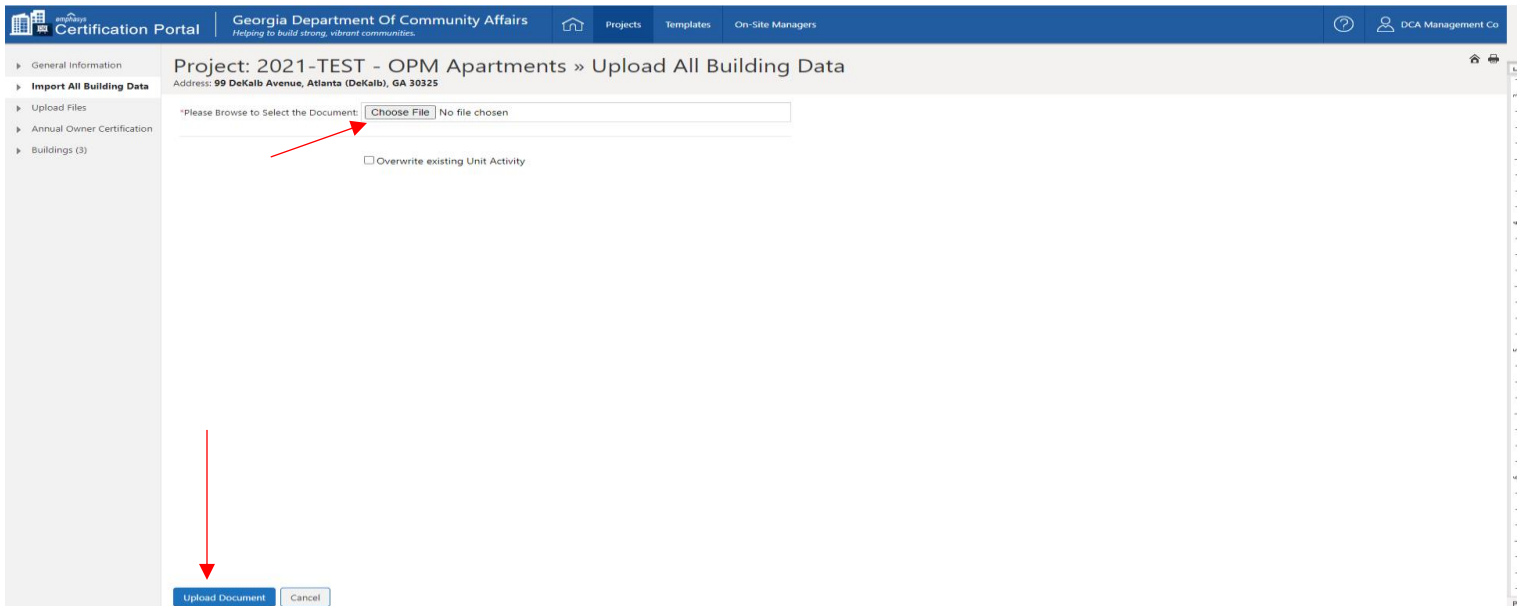
2) Click 'Buildings' if the user has the following screen:



The user will be taken to the following building screen. Select the building by clicking to highlight then click **Import Building Data**



The user will be taken to the following screen and click 'Choose File':



This will take the user to their browser. Select the XML file created by the 3<sup>rd</sup> party software. Click **Open** in the user's browser and then **Upload Document** to complete the process.

\*\*If the user wants to refresh/reupload data that is already in the system, be sure to check the box for ‘**Overwrite existing Unit Activity**’. Leaving the box unchecked will leave the data already uploaded into the system and just append to or add new data.

## Building ID: GA-21-00102 » Upload Data

Project: 2021-TEST - OPM Apartments

\*Please Browse to Select the Document:  No file chosen

Overwrite existing Unit Activity ←

### Error Messages

All files must be error free for the upload to be imported. When an XML file has errors during import, the process will cancel, and an error message will be displayed. A copy of the “**Multifamily – XML Upload Error Messages**” is attached. (Appendix A).

To alleviate upload errors, please be sure to

- 1) Select the correct xml file to be imported
- 2) Make sure the building and unit numbers are correct
- 3) Be sure your tenant transactions are listed in the correct sequence – move-in, recertification, move-out (see example below).

Effective Date	Certification Type	Tenant
03/23/2012	Recertification	Shelton, Eric
03/23/2011	Move In	Shelton, Eric
09/18/2010	Move Out	Brown, Brenda
04/01/2010	Recertification	Brown, Brenda
04/01/2009	Recertification	Brown, Brenda
04/01/2008	Move In	Brown, Brenda

- 4) Run the LIHTC/HOME Annual Occupancy report monthly and compare it to your property rent roll (see Section 9).

## Section 4. Manual Entry - New Move In

This section is used for manual entry of a new tenant move-in transaction.

Select the project by using the steps in Section 2. Click on the project to highlight, then click

**Proceed to Buildings**

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Projects Templates On-Site Managers

Projects  
Showing 1 - 1 of 1 records

Import All Building Data Upload Files Annual Owner Certification Proceed to Buildings

Project ID	Project Name	2020 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325	Submitted	04/13/2021	3	

Select the building to input the move-in transaction by clicking on the building to highlight. Then click

**Change Report Period**

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Projects Templates On-Site Managers

Project: 2021-TEST - OPM Apartments » Buildings  
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Import Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Submitted	04/13/2021	3
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3

The user will be taken to the following screen. Enter the 'New Reporting Period' for the transaction to be entered then click **Save**.

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Projects Templates On-Site Managers

Building ID: GA-21-00102 » Change Report Period  
Project: 2021-TEST - OPM Apartments

\*New Reporting Period: 01/01/2020 - 12/31/2020

Update All Buildings

Save Cancel

User will not be able to input a new reporting period prior to the current reporting period. For example, the reporting period listed above is 1/1/2020-12/31/2020. User cannot input a new reporting period prior to 1/1/2020.

After entering the new reporting period, click **Units** shown to the left of the screen. The user will be taken to the following screen. Once on this screen, choose the unit to add the transaction then click

**New Tenant Cert**

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Building ID: GA-21-00102 » Units  
Project: 2021-TEST - OPM Apartments

Buttons: New Unit, Unit Definition, Income & Rent Test, **New Tenant Cert**, Delete Tenant Certs, Move Out, Unit Transfer, Ready All Units, Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		
201	3	1800	Vacant			—		
202	3	1800	Vacant			—		

The user will be taken to the following screen to input general tenant information for the Head of Household (HOH). All applicable fields must be completed. Fields with the asterisk (\*) cannot be left blank. If the tenant refuses to disclose Ethnicity and Race, this choice should be indicated for those fields. Also check Non-Qualified Student if household has students that do not meet HOME and/or LIHTC student exceptions.

**New Tenant Cert**

**Initial Certification** is automatically checked when **New Tenant Cert** is selected. Family size and Household Annual Income shows '0' but will auto-populate when family data is completed (after completing the Household Members section).

With a new move-in, the Move In Date and New Cert Date should be the same. The Move In Date cannot be greater than the End of Period Date (12/31/2020 on the below screen) of the Reporting Period. Transfer Information is auto populated when a unit transfer occurs. Check box for **Ready to Submit** when entries are completed.

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Unit: 201, Tenant: VACANT » General Information

Bed: 3, Sq Ft: 1800, System Designation: Market Rate, Report Period: 01/01/2020 - 12/31/2020, Building: GA-21-00102, Project: 2021-TEST - OPM Apartments

Head of Household Information

\*Member Name: [ ] Social Security Number: [ ]  
 Birth Date: [ ] Age: [ ] Occupation: [ ]  
 Sex: [ ] Marital Status: [ ]  
 Ethnicity: [ ] Race: [ ]  
 Special Population: [ ] Disabled: [ ]

Household Data

\*Move-in Date: [ ] Household Annual Income: \$0.00  
 \*New Cert Date: [ ] Non Qualified Students: [ ]  
 Initial Certification: [x] Family Size: 0  
 Ready to Submit: [ ]

\*Unit Assistance Type: [ ]  
 \*Owner's Designation: LIHTC  
 Restriction: [ ]

Contact Information


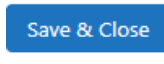
Home Phone: [ ] Work Phone: [ ]  
 Email: [ ]


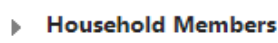
Transfer Information

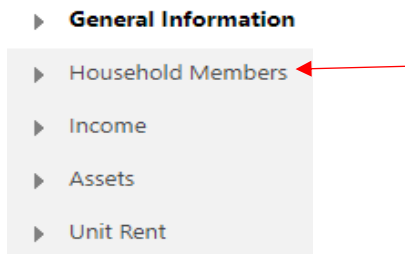
Transferred From Building: [ ]  
 Old Unit ID: [ ] Old Unit Move-in: [ ]

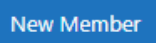
Buttons: Save, Save & Close, Cancel

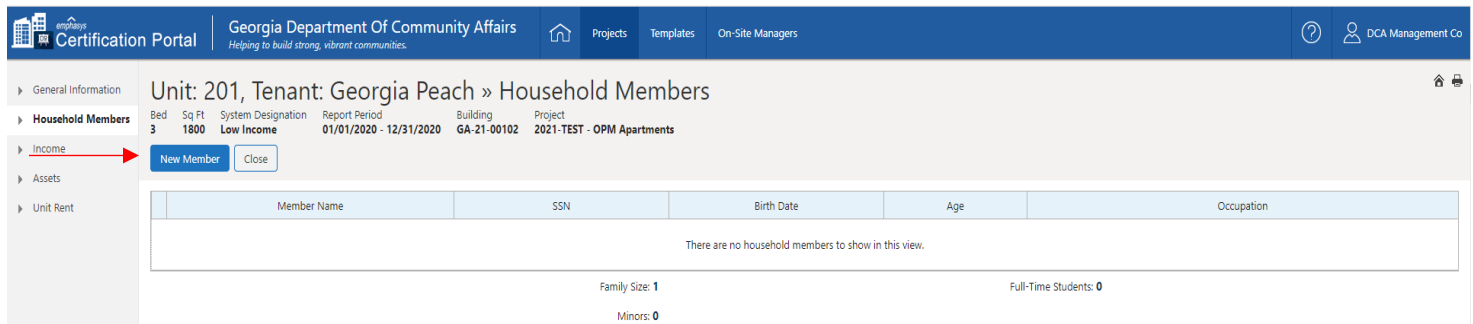
Please note that because this is a test property, the System Designation (listed at the top of the screen under the unit number) shows 'Market Rate'. This is for illustration purposes only. When entering data for a unit, the system designation must be 'low income' for all program units, unless it is actually a market unit.

Click  when done with this section to go to then next section. Clicking  will completely close the tenant record.

After clicking , the following menu will open on the left side of the screen to enter additional household data. If there is more than one household member, click .



The user will be taken to the following screen. To enter additional household member data, click 



Unit: 201, Tenant: Georgia Peach » Household Members

Member Name	SSN	Birth Date	Age	Occupation
There are no household members to show in this view.				

Family Size: 1      Full-Time Students: 0  
Minors: 0

The user will be taken to the following screen. All applicable fields must be checked. Fields with the asterisk (\*) cannot be left blank. If there is an unborn child, no date of birth is needed. Also, if the tenant refuses to disclose Ethnicity and Race, this choice should be indicated for those fields.



# New Household Member

Adding a new household member to the system.

Household Member (Basic Data)

\*Member Name:  Social Security Number:

\*Birth Date:  Age:

\*Relation:  Occupation:

Household Member (Demographics)

Sex:  Marital Status:

Ethnicity:  Race:

Special Population:  Disabled:

Save   Save & New   Save & Close   Cancel

Click Save when done with the section to go to the next section or click Save & New to add more household members. Clicking Save & Close will completely close the tenant record.

Next click Income to add all household income. Then click New Income to enter each household member income.

Certification Portal Georgia Department Of Community Affairs

Unit: 201, Tenant: Georgia Peach » Income

Bed: 3 Sq Ft: 1870 System Designation: Low Income Report Period: 01/01/2020 - 12/31/2020 Building: GA-21-00102 Project: 2021-TEST - OPM Apartments

New Income Close

Member Name	Source of Income	Verification	Annual Income
There are no incomes to show in this view.			

Annual Income: \$0.00   Annual Asset Income: \$0.00   Total Annual Household Income: \$0.00

The user will be taken to the following screen. All fields must be completed using the drop-down selections. Select the member name from the drop-down selection and relationship to head of household. For annual income, enter the annual income for the selected household member or click

Calculate

# New Income

Adding a new income to the system.

Member Information

\*Member Name:

Relation:

Income Source & Amount

Source of Income:

Annual Income:  Calculate

Income Verification

Verification Source:

Verification Date:

Save
Save & New
Save & Close
Cancel

If user selects Calculate the following screen will show, and the system will calculate income for earned income sources. Enter the Pay Rate, Frequency, hours per year and the system will display the calculated Annual Income. The user will need to click Apply to have the system calculate the income. The calculated income will populate in the Annual Income field in the screen above.

## Calculate Annual Income

Pay Rate

Pay Frequency

Hours per Year

Annual Income

Apply
Cancel

Click Save when done with the section to go to the next section or click Save & New to add more household members. Clicking Save & Close will completely close the tenant record.

If there are household assets, click **Assets** then **New Asset**.

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Unit: 201, Tenant: Georgia Peach » Assets

Member Name	Type of Asset	Verification	Cash Value	Annual Income
There are no assets to show in this view.				

Annual Income: \$0.00  
Annual Asset Income: \$0.00  
Total Annual Household Income: \$0.00

The user will be taken to the following screen to enter household asset data by member name. All fields must be completed using the drop-down selections. Fields with the asterisk (\*) cannot be left blank. Select the member name from the drop-down selection and relationship to head of household.

### New Asset

Adding a new asset to the system.

**Member Information**

\*Member Name:

Relation:

**Asset Type & Value**

Type of Asset:

\*Cash Value:

Annual Asset Income:

**Asset Verification**

Verification Source:

Verification Date:

For assets that require verification, select the verification source, and input the verification date.

Click  when done with the section to go to the next section or click  to add more household members. Clicking  will completely close the tenant record.

Next click **Unit Rent** to enter rent data. The user will be taken to the following screen.

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Unit: 201, Tenant: Georgia Peach » Unit Rent

Bed	Sq Ft	System Designation	Report Period	Building	Project
3	1800	Low Income	01/01/2020 - 12/31/2020	GA-21-00102	2021-TEST - OPM Apartments

**Edit** Close

Rent Change Date:

Tenant Paid Rent: **\$0.00**

Mandatory Charges: **\$0.00**

Rental Subsidy: **\$0.00**

Utility Allowance: **\$0** (Note: Please enter this amount only if paid by Tenant)

Gross Rent: **\$0.00** (Tenant Rent + Mandatory Charges + Utility Allowance)

Click **Edit** to access the rent fields.

### Rent Change Date:

**\*\*DO NOT\*\*** enter a Rent Change Date except for RD (rural development) or Project-based Section 8 Properties or for Housing Choice Voucher holders when an increase or decrease occurred at a time other than at recertification.

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Unit: 201, Tenant: Georgia Peach » Unit Rent

Bed	Sq Ft	System Designation	Report Period	Building	Project
3	1800	Low Income	01/01/2020 - 12/31/2020	GA-21-00102	2021-TEST - OPM Apartments

Rent Change Date:

Tenant Paid Rent:

Mandatory Charges:

Rental Subsidy:

Utility Allowance:  (Note: Please enter this amount only if paid by Tenant)

Gross Rent: **\$0.00** (Tenant Rent + Mandatory Charges + Utility Allowance)

**Save** **Save & Close** Cancel

When all data has been entered in all screens for the unit, click **Save & Close** to return to Unit screen.

## Section 5. Manual Entry - Recertification

For 100% LIHTC properties exclusively - recertifications will no longer necessitate a TIC, or a Self-Certification Form. Instead, only the completion of the Student Certification and VAWA forms is required. For 100% LIHTC properties only - no "waiver" or "approval" is required to be granted or provided by DCA to allow properties to begin the self-certification process implementing only the Student Certification form and the VAWA form(s), which can be found on the DCA Website.

Select the project by using the steps in Section 2. Click on the project to highlight it, then click

**Proceed to Buildings**

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Projects Templates On-Site Managers

Projects  
Showing 1 - 1 of 1 records

Import All Building Data Upload Files Annual Owner Certification Proceed to Buildings

Project ID	Project Name	2020 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325	Submitted	04/13/2021	3	

Select the building to input the recertification data by clicking on the building to highlight. Then click

**Proceed to Units**

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Project: 2021-TEST - OPM Apartments » Buildings  
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Import Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Submitted	04/13/2021	3
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3

Select the unit to input the recertification transaction by clicking on the unit to highlight. Then click

**Change Report Period** located on the left of the screen.

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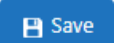
Projects Templates On-Site Managers

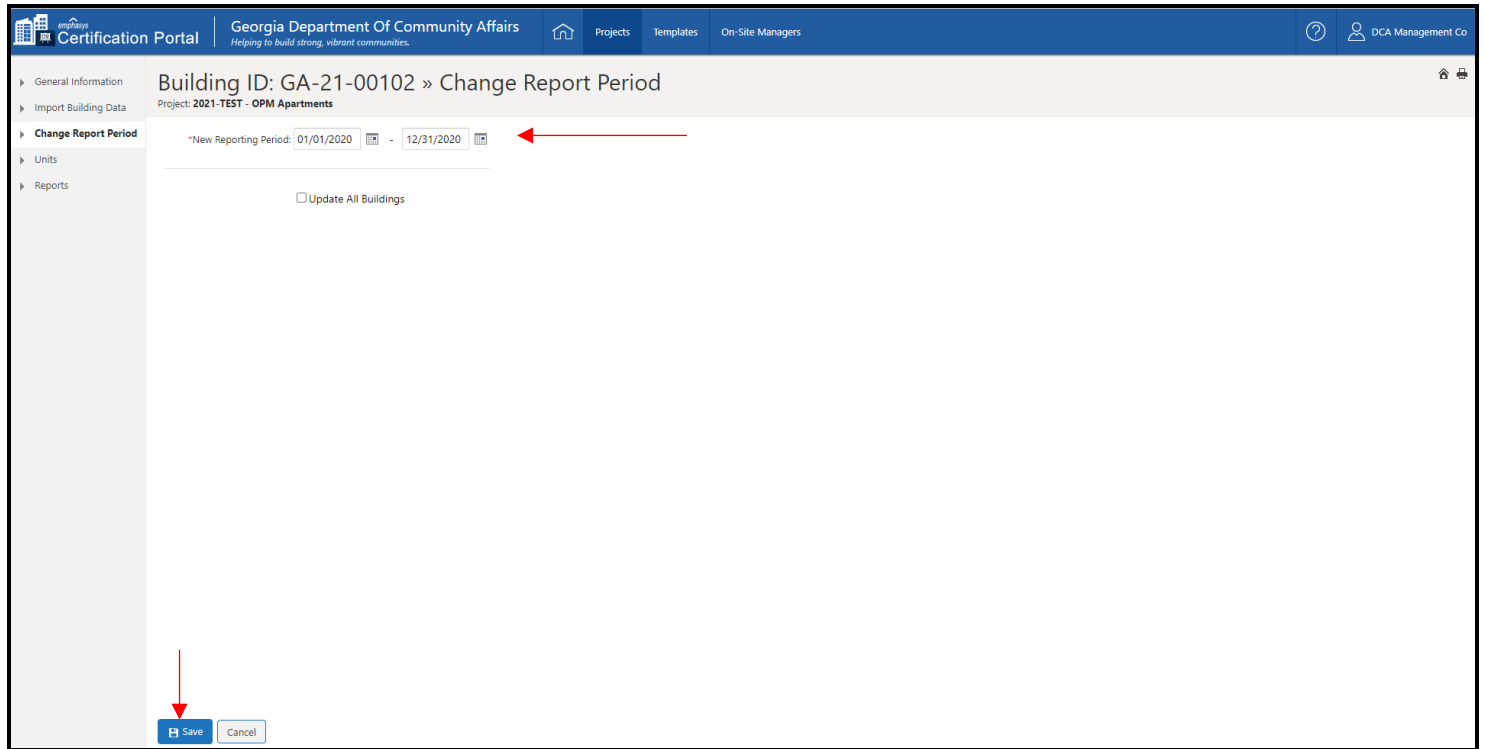
Building ID: GA-21-00102 » Units  
Project: 2021-TEST - OPM Apartments

New Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close


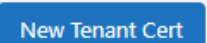
Units

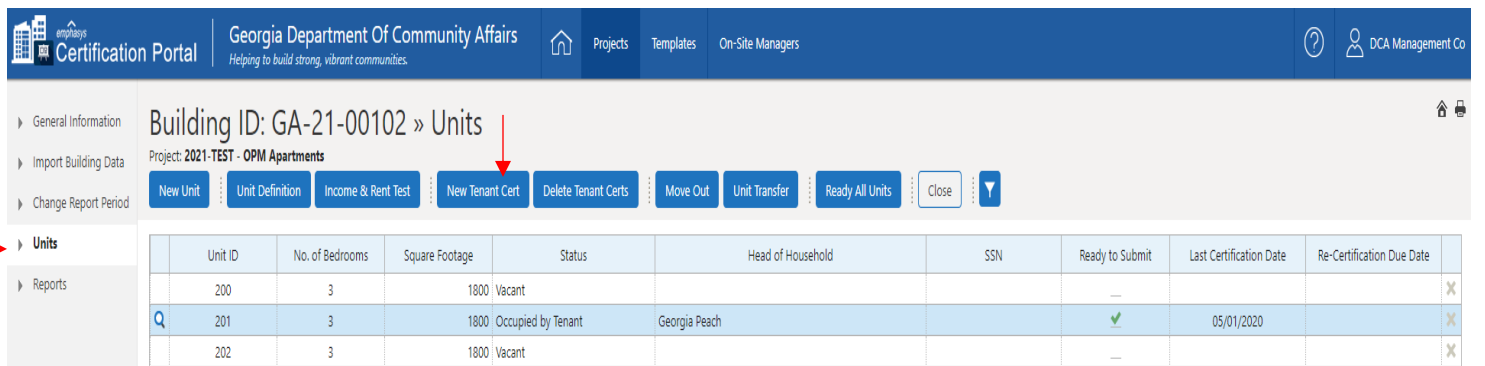
Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		
201	3	1800	Occupied by Tenant	Georgia Peach		✓	08/02/2020	05/01/2021
202	3	1800	Vacant			—		


The user will be taken to the following screen. Enter the 'New Reporting Period' for the transaction to be entered then click .

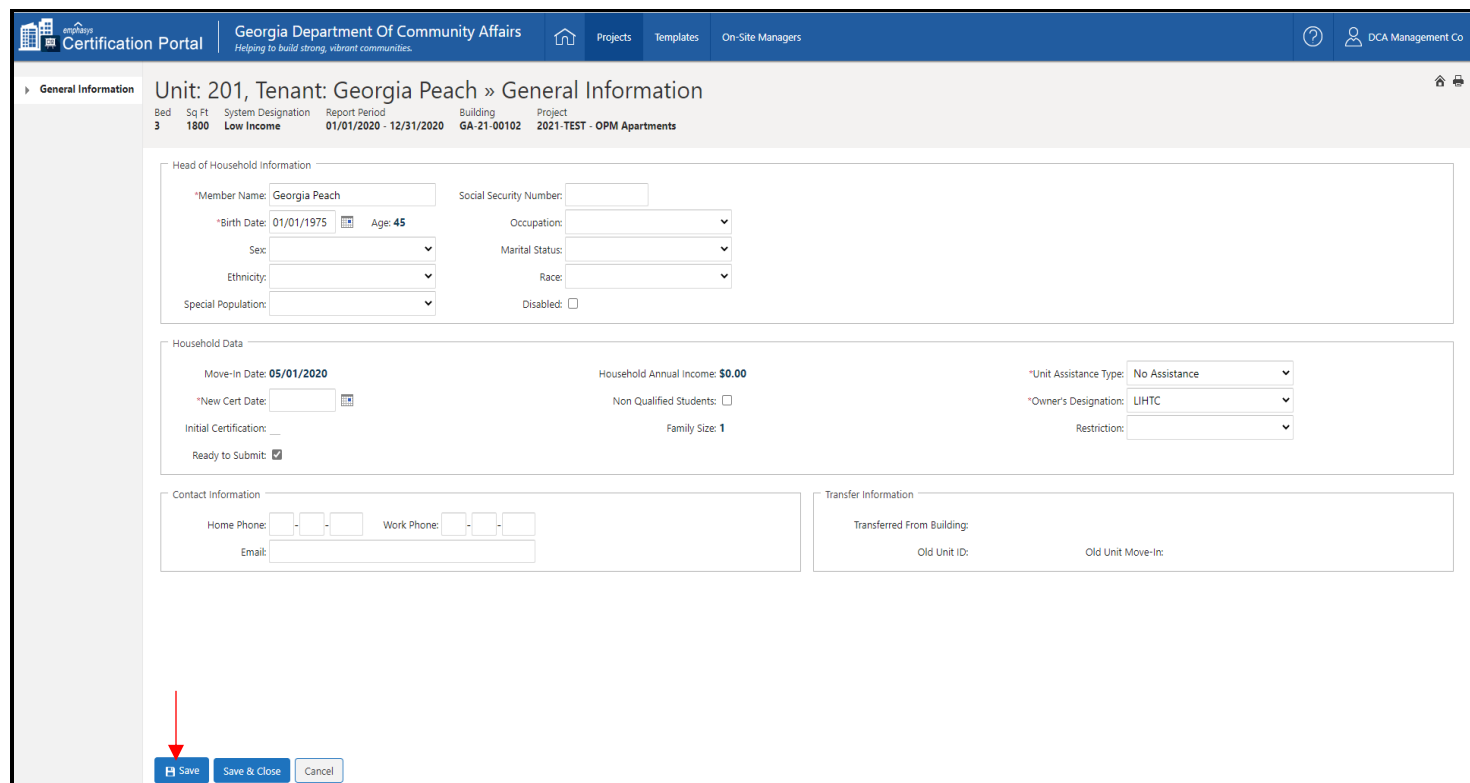


User will not be able to input a new reporting period prior to the current reporting period. For example, the reporting period listed above is 1/1/2020-12/31/2020. User cannot input a new reporting period prior to 1/1/2020.

After entering the new reporting period, click  located to the left of the screen. The user will be taken to the following screen. Select the unit to add the recertification data, then click . Do not click the magnifying glass (which is for editing).



The user will be taken to the following screen. Enter the New Cert Date  and click . User will not be able to enter a New Cert Date pass the end of the Report Period nor a future date.



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**Unit: 201, Tenant: Georgia Peach » General Information**

Bed: 3, Sq Ft: 1800, System Designation: Low Income, Report Period: 01/01/2020 - 12/31/2020, Building: GA-21-00102, Project: 2021-TEST - OPM Apartments

**Head of Household Information**

\*Member Name: Georgia Peach, Social Security Number:   
 \*Birth Date: 01/01/1975, Age: 45, Occupation:   
 Sex: , Marital Status:   
 Ethnicity: , Race:   
 Special Population: , Disabled:

**Household Data**




Move-In Date: 05/01/2020, Household Annual Income: \$0.00, \*Unit Assistance Type: No Assistance  
 \*New Cert Date: , Non Qualified Students: , \*Owner's Designation: LIHTC  
 Initial Certification: , Family Size: 1, Restriction:   
 Ready to Submit:

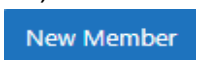
**Contact Information**

Home Phone: , Work Phone: , Email:

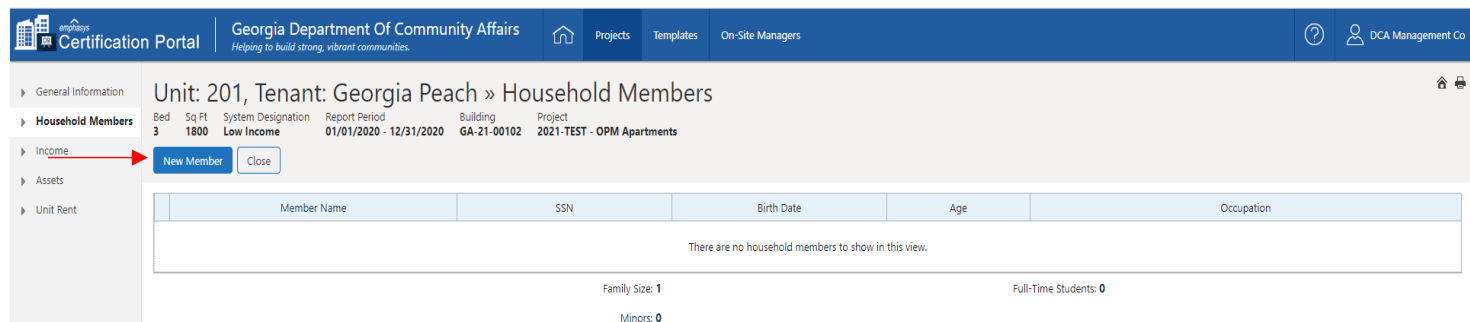
**Transfer Information**

Transferred From Building: , Old Unit ID: , Old Unit Move-In:

If there are any changes (additions or move-outs) to household members since the last certification (or move-in), click on **Household Members** then .

The user will be taken to the following screen. Enter the additional household member data.





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**Unit: 201, Tenant: Georgia Peach » Household Members**

Bed: 3, Sq Ft: 1800, System Designation: Low Income, Report Period: 01/01/2020 - 12/31/2020, Building: GA-21-00102, Project: 2021-TEST - OPM Apartments

**Household Members**

Member Name	SSN	Birth Date	Age	Occupation
There are no household members to show in this view.				

Family Size: 1, Full-Time Students: 0, Minors: 0

The user will be taken to the following screen. All applicable fields must be checked. Fields with the asterisk (\*) cannot be left blank. If the tenant refuses to disclose Ethnicity and Race, this choice should be indicated for those fields.

# New Household Member

Adding a new household member to the system.

Household Member (Basic Data)

\*Member Name:  Social Security Number:

\*Birth Date:  Age:

\*Relation:  Occupation:

Household Member (Demographics)

Sex:  Marital Status:

Ethnicity:  Race:

Special Population:  Disabled:

Save   Save & New   Save & Close   Cancel

Click Save when done with the section to go to the next section or click Save & New to add more household members. Clicking Save & Close will completely close the tenant record.

Next click Income to any changes to a household member income. Click the household member needing to have income update, then click New Income.

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Unit: 201, Tenant: Georgia Peach » Income

Bed	Sq Ft	System Designation	Report Period	Building	Project
3	1800	Low Income	01/01/2021 - 12/31/2021	GA-21-00102	2021-TEST - OPM Apartments

New Income   Close

Member Name	Source of Income	Verification	Annual Income
<input checked="" type="checkbox"/> Georgia Peach Head of Household	Wages	04/20/2020 - Check Stubs/Earning Statement	\$12,000.00

Annual Income: \$12,000.00  
Annual Asset Income: \$0.00   Total Annual Household Income: \$12,000.00

The user will be taken to the following screen. Click Edit.



# Income » Georgia Peach - Head of Household

Source of Income: **Wages**

Edit

Close

## Member Information

Member Name: **Georgia Peach**

Relation: **Head of Household**

## Income Source & Amount

Source of Income: **Wages**

Annual Income: **\$12,000.00**

## Income Verification

Verification Source: **Check Stubs/Earning Statement**

Verification Date: **04/20/2020**

Update the applicable fields.

# Income » Georgia Peach - Head of Household

Source of Income: **Wages**

## Member Information

Member Name: **Georgia Peach**

Relation: **Head of Household**

## Income Source & Amount

Source of Income:

Annual Income:

Calculate

## Income Verification

Verification Source:

Verification Date:

Save

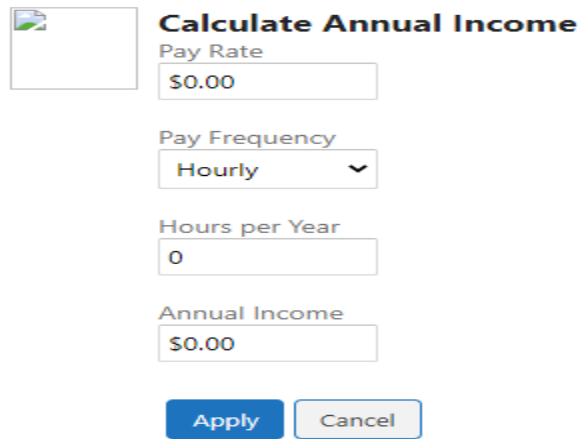
Save & New

Save & Close

Cancel

All fields must be completed using the drop-down selections. For annual income, enter the annual income for the selected household member or click **Calculate**.

If user selects **Calculate** the following screen will show, and the system will calculate income for earned income sources. Enter the Pay Rate, Frequency, hours per year and the system will display the calculated Annual Income. The user will need to click **Apply** to have the system calculate the income. The calculated income will populate in the Annual Income field in the screen above.



**Calculate Annual Income**

Pay Rate  
\$0.00

Pay Frequency  
Hourly

Hours per Year  
0

Annual Income  
\$0.00

Apply Cancel

Click **Save** when done with the section to go to the next section or click **Save & New** to add a new income source. Clicking **Save & Close** will completely close the tenant record.

**\*\*\*Repeat income and asset updates and/or add new income sources and asset types until update is complete.**

### Income and Rent Test

The Income and Rent Test is used to find units that the system identifies as being 'Over the Income Limit' and/or 'Over the Rent Limit'. This is based on the certification date and the income and gross rent limits in effect on the date of certification or recertification. It is strongly recommended that this test is used after each move-in or recertification transaction is input into the system.

On the General Information screen, click on **Income & Rent Test**

General Information Unit: 201, Tenant: Georgia Peach » General Information

Bed 3 Sq Ft 1800 System Designation Low Income Report Period 01/01/2021 - 12/31/2021 Building GA-21-00102 Project 2021-TEST - OPM Apartments

[Edit](#) [Close](#) [Tenant Certification Form](#) [Income & Rent Test](#)

Head of Household Information

Member Name: **Georgia Peach** Social Security Number: \_\_\_\_\_  
 Birth Date: **01/01/1975** Age: **46** Occupation: \_\_\_\_\_  
 Sex: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_ Race: \_\_\_\_\_  
 Special Population: \_\_\_\_\_ Disabled: \_\_\_\_\_

Household Data

Move-In Date: **05/01/2020** Household Annual Income: **\$12,000.00** Unit Assistance Type: **No Assistance**  
 Last Cert Date: **04/01/2021** Non Qualified Students: \_\_\_\_\_ Owner's Designation: **LIHTC**  
 Initial Certification: \_\_\_\_\_ Family Size: **1** Restriction: \_\_\_\_\_  
 Ready to Submit: \_\_\_\_\_

Contact Information

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Transfer Information

Transferred From Building: \_\_\_\_\_  
 Old Unit ID: \_\_\_\_\_ Old Unit Move-In: \_\_\_\_\_

The user will be taken to the following screen.

Unit ID: » Household Income & Rent Limit Status [Close](#)

Project: \_| Building: \_\_\_\_\_

Household Information

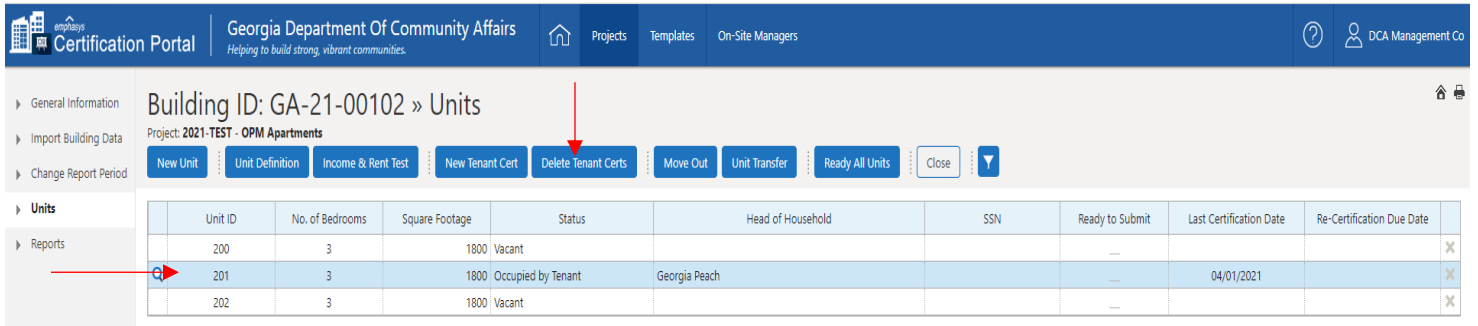
Unit ID: \_\_\_\_\_  
 Head of Household: \_\_\_\_\_  
 Family Size: \_\_\_\_\_  
 No. of Bedrooms: \_\_\_\_\_  
 Household Income: \_\_\_\_\_  
 Gross Rent: \_\_\_\_\_

	Effective as of	Maximum Amount	Status
Income Limits			<b>Below Income Limit</b>
Rent Limits			<b>Below Rent Limit</b>

## Deleting Tenant Certifications

If a date of certification, move-in or transfer was entered incorrectly the transaction can be deleted.

Click the unit that contains the certification to be deleted then click **Delete Tenant Certs**.



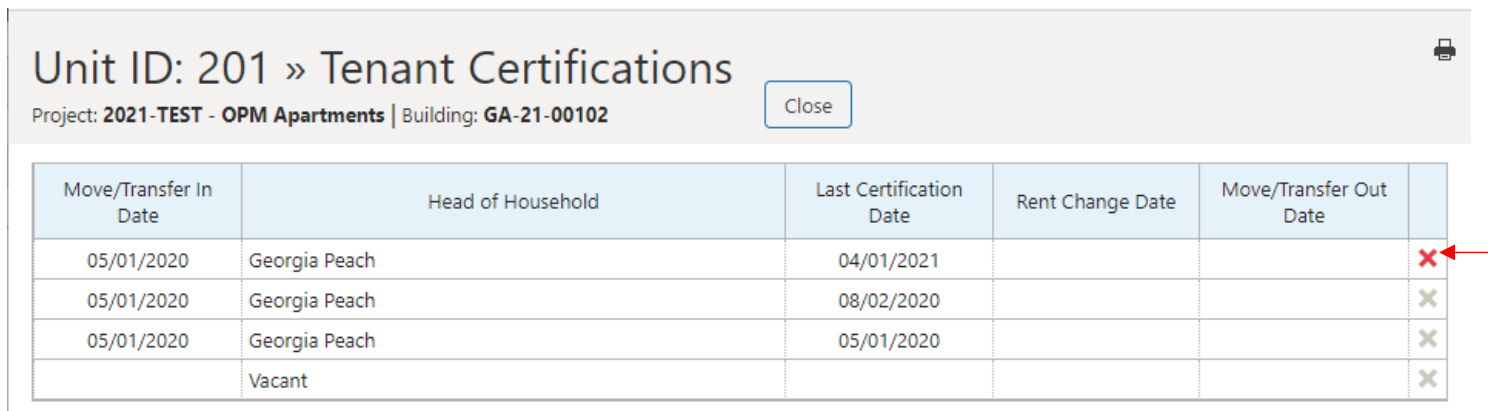
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Projects Templates On-Site Managers

Building ID: GA-21-00102 » Units  
Project: 2021-TEST - OPM Apartments

New Unit Unit Definition Income & Rent Test New Tenant Cert **Delete Tenant Certs** Move Out Unit Transfer Ready All Units Close

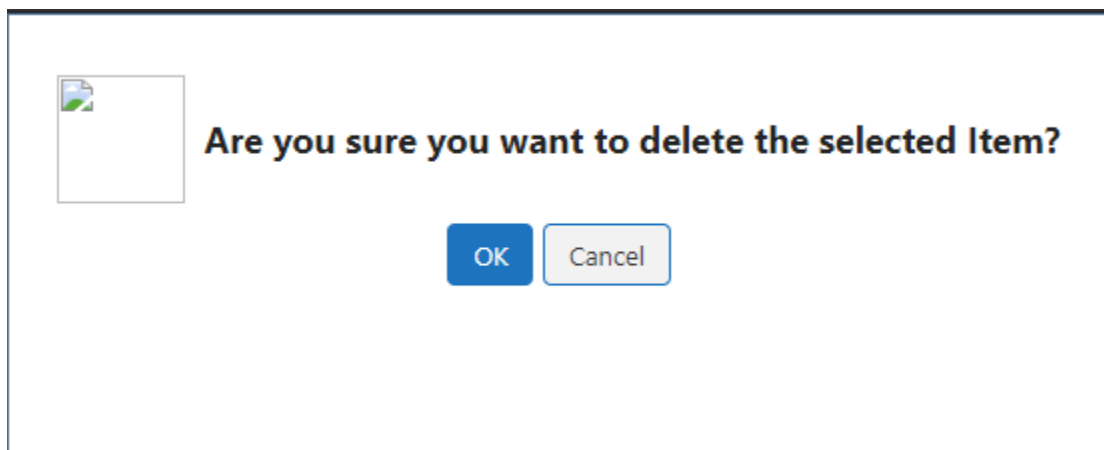
Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		
201	3	1800	Occupied by Tenant	Georgia Peach		—	04/01/2021	
202	3	1800	Vacant			—		



Unit ID: 201 » Tenant Certifications  
Project: 2021-TEST - OPM Apartments | Building: GA-21-00102

Move/Transfer In Date	Head of Household	Last Certification Date	Rent Change Date	Move/Transfer Out Date
05/01/2020	Georgia Peach	04/01/2021		X
05/01/2020	Georgia Peach	08/02/2020		X
05/01/2020	Georgia Peach	05/01/2020		X
	Vacant			X

Only entries with an **X** can be deleted. User cannot delete transactions/certifications that have been processed. If there are more than one entry with a **X**, deletion must be completed starting from the most recent entry then downward. Before the deletion is completed, the user will receive the following warning message:



Are you sure you want to delete the selected Item?

OK Cancel

## Section 6. Manual Entry - Unit Transfers

This section is used for manual entry of unit transfers. For all unit transfers, there must be a vacant unit to transfer to.

### TRANSFER WITHIN THE SAME BUILDING

Select the project by using the steps in Section 2.

- 1) If using Options 1-4 to select the project, click on the project to highlight. The user will be taken to the following screen, then click **Proceed to Buildings**.

The screenshot shows the 'Projects' page in the Certification Portal. The header includes 'Georgia Department Of Community Affairs' and navigation tabs for 'Projects', 'Templates', and 'On-Site Managers'. Below the header, there are buttons for 'Import All Building Data', 'Upload Files', 'Annual Owner Certification', and 'Proceed to Buildings'. A table below lists projects, with the first row highlighted: '2021-TEST' for 'OPM Apartments' at '99 DeKalb Avenue, Atlanta (DeKalb), GA 30325'. The table also shows '2020 Annual Owner Certifications' with columns for 'Status' (Submitted) and 'Last Submission Date' (04/13/2021). A red arrow points to the 'Proceed to Buildings' button.

- 2) If using Option 5 to select the project, click on the project to highlight. The user will be taken to the following screen, then click **Buildings**.

The screenshot shows the 'General Information' page for Project: 2021-TEST - OPM Apartments. The address is '99 DeKalb Avenue, Atlanta (DeKalb), GA 30325'. The main content area features three cards: 'Electronic Documents' (0), '2020 Annual Owner Cert' (Submitted, Last Submitted: 4/13/2021), and 'Buildings' (3). A red arrow points to the 'Buildings (3)' link in the left sidebar.

The user will be taken to the following screen when using either option after clicking “Proceed to Buildings” or “Buildings”. Click building that contains transfer units to highlight, then click **Proceed to Units**.

The screenshot shows the 'Buildings' page for Project: 2021-TEST - OPM Apartments. The address is '99 DeKalb Avenue, Atlanta (DeKalb), GA 30325'. Below the header, there are buttons for 'Import Building Data', 'View Details', 'Change Report Period', 'Submit Tenant Certs', 'Proceed to Units', 'Reports', and 'Close'. A table below lists buildings with columns for 'Building ID', 'Placed In Service Date', 'Last Report Date', 'Current Reporting Period', 'IRS Compliance Status', 'HOME Compliance Status', 'Agency Compliance Status', 'Tenant Recert Status', 'Last Submission Date', and 'Units'. A red arrow points to the 'Proceed to Units' button.

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Submitted	04/13/2021	3
GA-21-00102			01/01/2021 - 12/31/2021	Not Tested	Not Tested	Not Tested	Not Ready		3
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3

The user will be taken to the following screen. Click the unit of which the tenant will be moving out of to highlight, then click **Unit Transfer**.

The screenshot shows the Emphasys Certification Portal interface. The top navigation bar includes 'Georgia Department Of Community Affairs' and 'On-Site Managers'. The main content area displays 'Building ID: GA-21-00102 » Units' and a table of units. A red arrow points to the 'Unit Transfer' button in the top navigation bar. Another red arrow points to the search icon in the table's left sidebar.

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		
201	3	1800	Occupied by Tenant	Georgia Peach		—	04/01/2021	
202	3	1800	Vacant			—		

The user will be taken to the following screen. Make sure the 'Current Unit' and 'Current Building' numbers are correct.

Click the down arrow in New Unit field to reveal the available vacant units and select the unit of which the household will be transferring into. If there are no vacant units listed, check your property's rent roll for any missing move-out transactions. After all fields are completed, click **Transfer**.

The screenshot shows the 'Unit Transfer Configuration' screen. The title is 'Unit ID: 201 » Unit Transfer' and the project is '2021-TEST - OPM Apartments | Building: GA-21-00102'. The 'Unit Transfer Data' section contains the following fields:

- Current Unit: 201
- Current Building: GA-21-00102
- \*New Unit: [Dropdown menu]
- \*Transfer Effective Date: [Date picker]
- Tenant Paid Rent: \$0.00
- Mandatory Charges: \$0.00
- Rental Subsidy: \$0.00
- Utility Allowance: \$0
- Gross Rent: \$0.00

Below this section, there are two more fields:

- Maximum Section 42 Rent: \$0.00
- Maximum HOME Rent: \$0.00

A red arrow points to the 'Transfer' button at the bottom left of the screen.

**\*\*The “Transfer Effective Date” cannot be prior to the move-out date of the vacant unit the household is moving into.**

## **TRANSFER BETWEEN BUILDINGS**

The IRS considers each building in a property to be a separate project unless the owner elects to treat more than one building in a property as part of a multiple-building project. Owners make the election for multiple building projects on Part II, line 8b of IRS form 8609.

Follow the same steps as above for “Transfer Within the Same Building”. If the owner elected to allow unit transfers between buildings (per the 8609) the Super User or On-Site Manager will get the following “Unit Transfer” screen with the ability to select the building and unit household is transferring to:

Unit ID: 201 » Unit Transfer

Project: 2021-TEST - OPM Apartments | Building: GA-21-00102

Unit Transfer Data

Current Unit: 201

Current Building: GA-21-00102

New Building ID:  -  -  ...

\*New Unit:

\*Transfer Effective Date:

Tenant Paid Rent: \$0.00

Mandatory Charges: \$0.00

Rental Subsidy: \$0.00

Utility Allowance: \$0

Gross Rent: \$0.00

Maximum Section 42 Rent: \$0.00

Maximum HOME Rent: \$0.00

Transfer Cancel

Click the ellipses  to select the new building. Click the down arrow in New Unit field to reveal the available vacant units and select the unit of which the household will be transferring into. If there are no vacant units listed, check your property’s rent roll for any missing move-out transactions. After all fields are completed, click

**Transfer**

The following screen shows where the transfer information will be located. The transfer unit information will never go away.

Unit: 201, Tenant: Georgia Peach » General Information

Bed: 3, Sq Ft: 1800, System Designation: Low Income, Report Period: 01/01/2021 - 12/31/2021, Building: GA-21-00102, Project: 2021-TEST - OPM Apartments

Buttons: Edit, Close, Tenant Certification Form, Income & Rent Test

Head of Household Information

Member Name: Georgia Peach, Social Security Number: \_\_\_\_\_  
Birth Date: 01/01/1975, Age: 46, Occupation: \_\_\_\_\_  
Sex: \_\_\_\_\_, Marital Status: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_, Race: \_\_\_\_\_  
Special Population: \_\_\_\_\_, Disabled: \_\_\_\_\_

Household Data

Move-In Date: 05/01/2020, Household Annual Income: \$12,000.00, Unit Assistance Type: No Assistance  
Last Cert Date: 04/01/2021, Non Qualified Students: \_\_\_\_\_, Owner's Designation: LIHTC  
Initial Certification: \_\_\_\_\_, Family Size: 1, Restriction: \_\_\_\_\_  
Ready to Submit: \_\_\_\_\_

Contact Information

Home Phone: \_\_\_\_\_, Work Phone: \_\_\_\_\_, Email: \_\_\_\_\_

Transfer Information

Transferred From Building: \_\_\_\_\_  
Old Unit ID: \_\_\_\_\_, Old Unit Move-In: \_\_\_\_\_

## Unit Transfer Error

If a unit transfer was completed in error and needs to be deleted, please send the request to [hfdemphasys@dca.ga.gov](mailto:hfdemphasys@dca.ga.gov) for further instructions.



## Section 7. Manual Entry – Move Out

This section is used for manual entry of a move-out transactions.

Select the project by using the steps in Section 2. Click on the project to highlight, then click

**Proceed to Buildings**

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Projects Templates On-Site Managers

Projects  
Showing 1 - 1 of 1 records

Import All Building Data Upload Files Annual Owner Certification Proceed to Buildings

Project ID	Project Name	2020 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325	Submitted	04/13/2021	3	

Select the building to input the recertification data by clicking on the building to highlight. Then click

**Proceed to Units**

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Project: 2021-TEST - OPM Apartments » Buildings  
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Import Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Submitted	04/13/2021	3
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3

The user will be taken to the following screen. Select the unit of which the move-out will occur, then click

**Move Out**

. Do not click the magnifying glass (which is for editing).

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Projects Templates On-Site Managers

Building ID: GA-21-00102 » Units  
Project: 2021-TEST - OPM Apartments

New Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		
201	3	1800	Occupied by Tenant	Georgia Peach		✓	05/01/2020	
202	3	1800	Vacant			—		

The user will be taken to the following screen. Enter the Move Out Date then click

**Move Out**


### Unit ID: 201 » Unit Move Out

Project: 2021-TEST - OPM Apartments | Building: GA-21-00102

Building ID: GA-21-00102

Unit ID: 201

Head of Household: Georgia Peach

\*Move Out Date:   ←

Eviction

Reason for Eviction:

↓

**Move Out** Cancel

### Deleting Move-Out

If the move-out was entered incorrectly the transaction can be deleted.

Click the unit that contains the move-out to be deleted then click **Delete Tenant Certs**.

Georgia Department Of Community Affairs  
Certification Portal

Projects Templates On-Site Managers

Building ID: GA-21-00102 » Units

Project: 2021-TEST - OPM Apartments

New Unit Unit Definition Income & Rent Test New Tenant Cert **Delete Tenant Certs** Move Out Unit Transfer Ready All Units Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		
<b>Q</b> 201	3	1800	Occupied by Tenant	Georgia Peach		—	04/01/2021	
202	3	1800	Vacant			—		

# Unit ID: 201 » Tenant Certifications

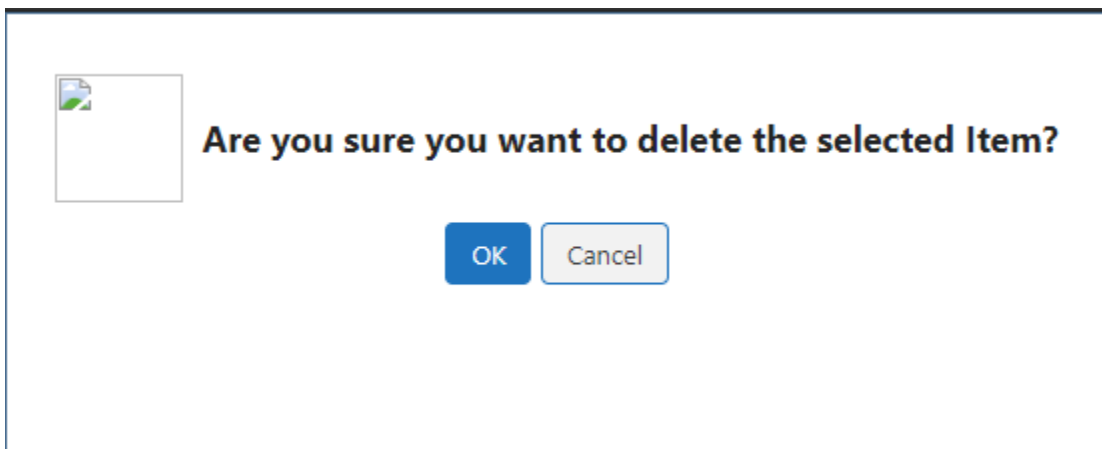


Project: 2021-TEST - OPM Apartments | Building: GA-21-00102

Close

Move/Transfer In Date	Head of Household	Last Certification Date	Rent Change Date	Move/Transfer Out Date	
05/01/2020	Georgia Peach	04/01/2021			✘
05/01/2020	Georgia Peach	08/02/2020			✘
05/01/2020	Georgia Peach	05/01/2020			✘
	Vacant				✘

Only entries with an ✘ can be deleted. User cannot delete transactions/certifications that have been processed. If there are more than one entry with a ✘, deletion must be completed starting from the most recent entry then downward. Before the deletion is completed, the user will receive the following warning message:



## Section 8. Ready Units for Submission

This section gives the steps on how to submit the monthly final submission to DCA. User will not be able to move to the next reporting period until the submission(s) have been completed. Marking units as **Ready to Submit** lets DCA Compliance know that the property has completed entering data for the current reporting period.

Navigate to property by using 1 of the 5 search options to bring up the list of buildings.

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Projects Templates On-Site Managers

Snapshot

**Projects Status & Search**

Project ID:   
Project Name:   
Grantee Number:   
IDIS Activity Number:

Search

**Annual Owner Certifications Submission Status**


1

**Recently Viewed Projects**

2021-TEST OPM Apartments 3 Buildings

There are two ways to mark a unit **Ready to Submit**.

### 1) At the Building level:

Click the  next to the Building

General Information  
Import All Building Data  
Upload Files  
Annual Owner Certification

**Buildings (3)**

Project: 2021-TEST - OPM Apartments » Buildings  
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Import Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

	Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status
	GA-21-00101				Not Tested	Not Tested
	GA-21-00102				Not Tested	Not Tested
	GA-21-00103				Not Tested	Not Tested

Select **Units** from left hand menu

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Projects Templates On-Site Managers

**Building ID: GA-21-00101 » General Information** Close

Project: 2021-TEST - OPM Apartments

Building Address  
99 DeKalb Avenue  
Atlanta (DeKalb), GA 30325-0000  
DeKalb

Building Compliance Status

	Last Tested On	Last Report Ending Da
IRS		
Agency		
HOME		

Ready All Units

Click . This will mark all the units in the building as Ready to Submit.

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Projects Templates On-Site Managers

Building ID: GA-21-00101 » Units  
Project: 2021-TEST - OPM Apartments

New Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification
100	2	1083	Vacant			---	
101	2	1400	Vacant			---	
102	2	1600	Vacant			---	

As shown below, units are Ready to Submit

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Projects Templates On-Site Managers

Building ID: GA-21-00101 » Units  
Project: 2021-TEST - OPM Apartments

New Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification
100	2	1083	Vacant			✓		
101	2	1400	Vacant			✓		
102	2	1600	Vacant			✓		

## 2) At Unit level:

a) The user can mark the unit individually:

Click the  next to the Unit

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Projects Templates On-Site Managers

Building ID: GA-17-04401 » Units  
Project: 2016-044 - Lakeview Senior Gardens

New Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
101	2	1038	Occupied by Tenant	Maienza, Peter	###-##-9735	---	08/01/2020	×
102	2	1038	Occupied by Tenant	Simpson, Vivian	###-##-1737	---	02/15/2020	×
103	2	1038	Occupied by Tenant	Causey, Jerry	###-##-1311	---	02/15/2020	×
104	2	1038	Occupied by Tenant	Witherspoon, Wanda	###-##-0602	---	02/15/2020	×

Unit: 101, Tenant: Maienza, Peter » General Information

Bed 2 Sq Ft 1038 System Designation Market Rate Report Period 01/01/2020 - 12/31/2020 Building GA-17-04401 Project 2016-044 - Lakeview Senior Gardens

[Edit](#) [Close](#) [Tenant Certification Form](#) [Income & Rent Test](#)

Head of Household Information

Member Name: **Maienza, Peter** Social Security Number: **000-00-9735**

Birth Date: **07/09/1953** Age: **67** Occupation: \_\_\_\_\_

Sex: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Race: **Black/African American**

Special Population: **Battered Women** Disabled: \_\_\_\_\_

Household Data

Move-In Date: **02/22/2019** Household Annual Income: **\$40,239.00** Unit Assistance Type: **No Assistance**

Last Cert Date: **08/01/2020** Non Qualified Students: \_\_\_\_\_ Owner's Designation: **LIHTC**

Initial Certification: \_\_\_\_\_ Family Size: **3** Restriction: \_\_\_\_\_

Ready to Submit:

Contact Information

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Transfer Information

Transferred From Building: \_\_\_\_\_

Old Unit ID: \_\_\_\_\_ Old Unit Move-In: \_\_\_\_\_

Click [Edit](#) , then check the Ready to Submit:  box.

b) If user knows all activity has been entered for the current open period and **Ready to Submit**, click

[Ready All Units](#)

Building ID: GA-17-04401 » Units

Project: 2016-044 - Lakeview Senior Gardens

[New Unit](#) [Unit Definition](#) [Income & Rent Test](#) [New Tenant Cert](#) [Delete Tenant Certs](#) [Move Out](#) [Unit Transfer](#) [Ready All Units](#) [Close](#)

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
101	2	1038	Occupied by Tenant	Maienza, Peter	###-##-9735	<input type="checkbox"/>	08/01/2020	X
102	2	1038	Occupied by Tenant	Simpson, Vivian	###-##-1737	<input type="checkbox"/>	02/15/2020	X
103	2	1038	Occupied by Tenant	Causey, Jerry	###-##-1311	<input type="checkbox"/>	02/15/2020	X
104	2	1038	Occupied by Tenant	Witherspoon, Wanda	###-##-0602	<input type="checkbox"/>	02/15/2020	X

All units will be checked as **Ready to Submit**.

Building ID: GA-17-04401 » Units

Project: 2016-044 - Lakeview Senior Gardens

[New Unit](#) [Unit Definition](#) [Income & Rent Test](#) [New Tenant Cert](#) [Delete Tenant Certs](#) [Move Out](#) [Unit Transfer](#) [Ready All Units](#) [Close](#)

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
101	2	1038	Occupied by Tenant	Maienza, Peter	###-##-9735	<input checked="" type="checkbox"/>	08/01/2020	X
102	2	1038	Occupied by Tenant	Simpson, Vivian	###-##-1737	<input checked="" type="checkbox"/>	02/15/2020	X
103	2	1038	Occupied by Tenant	Causey, Jerry	###-##-1311	<input checked="" type="checkbox"/>	02/15/2020	X
104	2	1038	Occupied by Tenant	Witherspoon, Wanda	###-##-0602	<input checked="" type="checkbox"/>	02/15/2020	X

When all units in the buildings are checked **Ready to Submit**, the **Recert Status** will change to **Ready** for that building.

Project: 2021-TEST - OPM Apartments » Buildings  
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

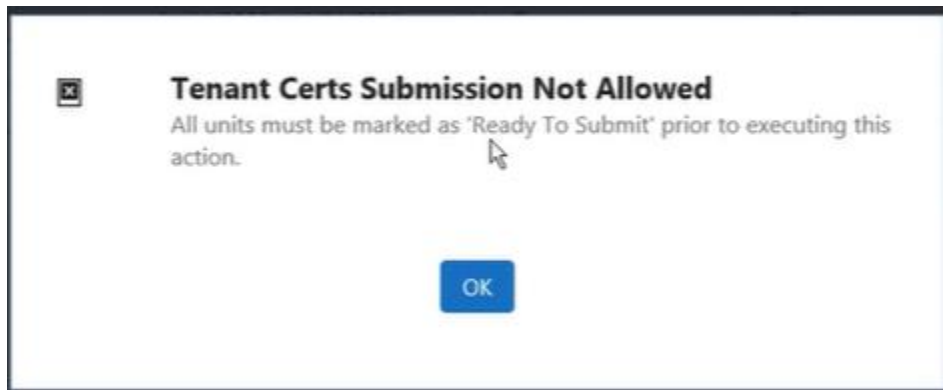
Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Ready	
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready	
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready	

Highlight the '**Ready**' building and Click **Submit Tenant Certs**. The data is then sent to DCA Compliance.

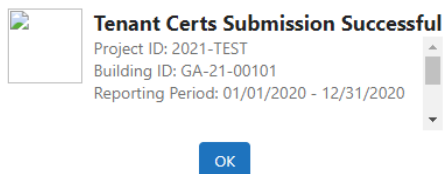
Project: 2021-TEST - OPM Apartments » Buildings  
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Ready	
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready	
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready	

If the user tries to submit building data without submitting the units as ready, the following message will appear:



A successful submission message will appear to show that the transaction was submitted to DCA.



**SECTION** \*An error message will display if a non-compliance issue was identified

You are required to submit tenant data monthly. Submitting multiple months of tenant certifications before submitting the BINS for the current reporting period is considered “stacking.” You must only submit tenant data for the month that you are currently reporting for.

If you are submitting tenant data for the reporting period 6/1/24-6/30/24 but also submit TICs for April and May, that is stacking. Each monthly reporting period is required to have its own submission. As a reminder, for each monthly submission, you must “ready all units” and click “Submit Tenant Certs”.

**Please note that stacking is prohibited in the Emphasys system.**

Ex. This is an example of stacking. The current reporting period is September 2022, but the last report date (successful submission) is February 2021. For the project to be in Compliance, the next reporting period should be March 1, 2021, to March 31, 2021. All TICs submitted should be for March 2021 only.

	Placed In Service Date	Last Report Date	Current Reporting Period
01	12/01/1999	02/28/2021	09/01/2022 - 09/30/2022

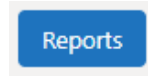
**Ex. Below is a project who has completed a successfully submission and currently in the correct reporting period.**

Last Report Date	Current Reporting Period	IRS Compliance Status
05/31/2024	06/01/2024 - 06/30/2024	In Compliance
05/31/2024	06/01/2024 - 06/30/2024	In Compliance



## Section 10. Reports

From the Building main screen, highlight the building and click



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Certification Portal

Projects Templates On-Site Managers

Project: 2021-TEST - OPM Apartments » Buildings  
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Import Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested

The Super User or the On-Site Manager will be taken to the “Reports” screen. Then click on the report from the options listed below.

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Certification Portal

Projects Templates On-Site Managers

Building ID: GA-21-00101 » Reports  
Project: 2021-TEST - OPM Apartments

LIHTC/HOME Annual Occupancy  
 Include units without recent activity  
 Run Report for all Buildings

Household Income & Rent Limits Status

Show only last 4 digits of SSN in reports

Word Excel

Reports will display and can be downloaded to Word or Excel

The **LIHTC/HOME Annual Occupancy Report** will only print activity that has occurred within the reporting period that is currently open. If you would like to include all activity in addition to the reporting period, the user will need to check  Include units without recent activity. If you would like to run the report for “all” buildings and units in the entire project, the user will need to check  Run Report for all Buildings.

Clicking  Show only last 4 digits of SSN in reports will only show the last 4 digits of tenant’s social security number.

Detail Report

Georgia Department Of Community Affairs

LIHTC/HOME Annual Occupancy Report

STUDENT EXPLANATION  
 1 - TNAF assistance.  
 2 - Job Training Program.  
 3 - Single parent/dependent child.  
 4 - Married/joint return.  
 5 - Previous Foster Care.  
 6 - Extended-Use Period.

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Unit ID	Unit Sq Ft	BR	Move-In Date	Move-Out Date	Head of Household SSN	Head of Household Name	Effective Date/Last Certification Date	Rent Change Date	Initial Cert Y/N	Age Head of Hshld	Gross Annual Income at Recert	Monthly Tenant Paid Rent	RHS Rent Overage	Mandatory Charges	Amount of Rental Subsidy	Util Allow	# in Hshld at Recrt	Non-qual Stmnt Y/N	Qual Stmnt Expln Code	Mkt Unit Y/N
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The **Household Income & Rent Limits Status Report** gives information on how the household compares against the income and rent limits that are applicable to each unit based on the recerts effective dates and type of unit. Cannot run this report for all buildings, just on a per building basis.

Detail Report

Georgia Department Of Community Affairs

Generated on 4/13/2021 by DCA Management Co Page 1

### Household Income & Rent Limits Status Report

Unit ID	Bed Size	Head of Household Full Name	Household Size	Move-In Date	Last Certification Date	Last Rent Change Date	Total Annual Household Income	Income Limit	Effective Date	Income Limit Status	Monthly Gross Rent	Rent Limit	Effective Date	Rent Limit Status
---------	----------	-----------------------------	----------------	--------------	-------------------------	-----------------------	-------------------------------	--------------	----------------	---------------------	--------------------	------------	----------------	-------------------

## Section 11. Annual Owner Certifications “AOC”

An owner of a LIHTC project must submit an online Annual Owner’s Certification (AOC) to DCA/GHFA under penalty of perjury and as provided in Section 1.42-5 (c)(1) of the Treasury Regulations, by the stated deadline provided on the AOC form and the Agency website each year. All AOC submissions will be reviewed for Section 42 compliance and timely submission. DCA requires all AOC’s to be submitted by March 1<sup>st</sup> of each year by 5:00 PM EST. For further information, review the DCA LIHTC and HOME Compliance Manual on the DCA/ GHFA website.

The screenshot shows the Georgia Department of Community Affairs Certification Portal. The header includes the logo, the text "Georgia Department Of Community Affairs" with the tagline "Helping to build strong, vibrant communities.", and navigation links for "Projects" and "Templates". Below the header, the page title is "Project: 2021-COMP2 - Comp Test 2 » General Information". A sidebar on the left lists navigation options: "General Information", "Import All Building Data", "Upload Files", "Annual Owner Certification", and "Buildings (3)". The main content area displays the project address "65 Atlanta Ave, Albany, GA 31706" and three summary cards: "Electronic Documents" with a count of 1, "2023 Annual Owner Cert" with a status of "Submitted" and a last submission date of "11/30/2023", and "Buildings" with a count of 3. Each card has a "View" button.

### Annual Owner Certification

Project: 87-10 - TEST » General Information

Address: test, DES MOINES, IA 50309    Owner: F-000000250 IFA 1st Year Monitoring    Type of Certification: Certification

\*New Certification Period: [ ] - [ ]

No Buildings have been Placed in Service  
 At least one building has been Placed in Service but owner elects to begin credit period in the following year  
 None of the above applies

The Undersigned: [ ]  
On Behalf of: [ ]

1. The project meets the minimum requirements of: (check one)  
 20-50 test under Section 42(g)(1)(A) of the Code  
 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)  
 15-40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142 (d)(4)(B) of the Code

2. There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B) of the Code) for any building in the project:  
 No Change     Change

[ Save ]    [ Save & Close ]    [ Submit Certification ]    [ Cancel ]    [ Annual Owner Certification Form ]

For further information and training on how to complete the AOC, please review the DCA website [here](#) and DCA LIHTC & HOME Compliance Manual [here](#).

## Section 12: Uploads to the Miscellaneous Section

If you are required to upload any data that does not include monthly tenant data such as Property Information Form (PIF), DCA checklist, 8609's, Work Orders, Invoices, PDF photos, and etc will need to be uploaded using the "Miscellaneous" section.

To upload any of the files above please follow the below steps:


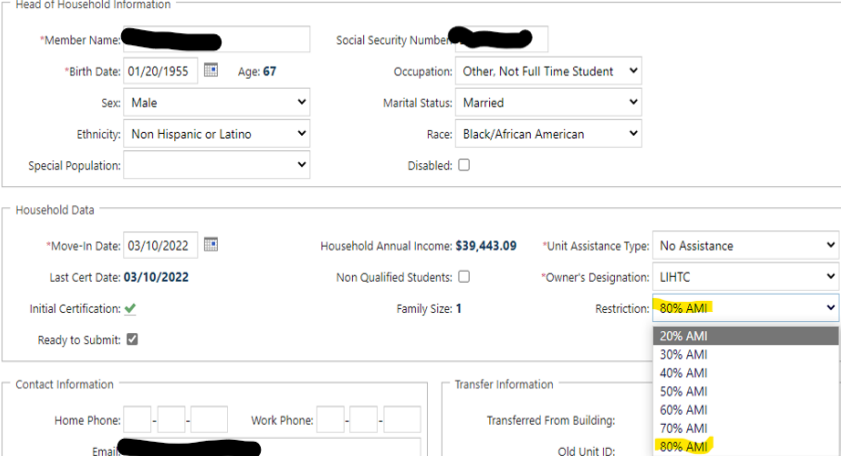
**Upload Files- Miscellaneous- New- Document Type (Miscellaneous)- Document Title (Ex. AOC)- Select File (choose file)- Save**

The screenshot shows the 'Upload Files' page for 'Project: 2021-TEST - OPM Apartments'. The page is divided into several sections, each with a 'New' button and a 'Submit Documents' button. The sections are: Financial Audit, Budget, Monthly & Income Expense (MIE), and Miscellaneous. Each section contains a table with columns for Document Name, Original File Name, Reporting Period, Uploaded By, and Submit Status. All tables are currently empty, indicating no documents have been uploaded.

The screenshot shows the 'New File' configuration dialog box. The dialog is titled 'New File' and has the subtitle 'Adding a new file to the system.' It is divided into two main sections: 'General Information' and 'Document Upload'. In the 'General Information' section, there is a dropdown menu for '\*Document Type:' set to 'Miscellaneous' and a text input field for '\*Document Title:'. In the 'Document Upload' section, there is a '\*Select File:' label followed by a 'Choose File' button and the text 'No file chosen'. At the bottom of the dialog, there are four buttons: 'Save', 'Save & New', 'Save & Close', and 'Cancel'. The background shows the same 'Upload Files' interface as the previous screenshot.

## Frequently Asked Questions “FAQ”

Question	Answer
I need help getting into the certification portal. What and who do I need to contact?	Email <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a> to notify you need access to the system. That includes if you need a password reset for the certification portal.
My on-site manager needs help getting into the project.	The super user should be able to reset the password for all on-site managers. If it still does not work, have the super user email <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a> for assistance.
My project is not showing up in the certification portal.	Has your project placed in service? Please email <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a> with your placed in-service form and unit spreadsheet that can be found on the website <a href="#">here</a> . This will start the property setup process.
My Owner needs help getting into the project. What can I do to get that person's credentials?	The owner will use the same login credentials as the Super User. Currently there is no way for the Owner to have access for each property.
What can I do if I can't find my answer in the FAQ?	Please send your questions to <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a>
Why is my project showing submitted, but I cannot move forward to the next reporting period?	Submissions for the building(s) were forwarded to our queue due to a system error or tenant data error. You or another staff member will receive an email from our Compliance staff with the error(s) listed for each building. Notifications are completed and sent in the order received.
My property has been placed in service, but I don't see it in the system. What do I need to do?	If you feel there may be an issue, please ensure you have submitted the required forms – Emphasys Unit Data Spreadsheet, Placed In Service form found on the website <a href="#">here</a> . Also, be sure that the forms are complete, all applicable tabs have been filled out and that the PIS form accurately captures the Acquisition or Rehab PIS dates, if applicable. Remember, one building must have an "actual" placed-in-service date, not an "anticipated" date, to begin setting up the project. If you have verified all the above, please email <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a> . Also, properties are set up in the order received.
How do I know if my project is in an eligible Rural Development (RD) area and thus should use the NNMI limits?	To determine if a property is in an eligible rural area, click <a href="#">USDA Rural Development Eligibility</a> and then select the 'Multifamily-Housing' program link. Partners with projects eligible to use the NNMI limits should notify DCA and provide a screenshot of the USDA RD Eligibility page for each project. Learn more about the DCA Compliance requirements in our previously published Blast <a href="#">April 18, 2022 Compliance Blast</a>
My National Non-Metro Income Limits (NNMI) are incorrect; what do I do?	Is your project in a designated rural development, and thus should be using the NNMI limits? First, be sure that you are reviewing the correct income limits. Refer to the LIHTC and HOME Compliance Manual to ensure you are reviewing the correct limits based on the placed-in-service dates, among other factors. If you need further assistance, email <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a>
I have checked my Non-Metro Income Limits and the HUD MTSP limits. My limits are still incorrect, what do I do?	If you have verified that you are comparing the correct limits and the limits are still incorrect, email <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a> to alert DCA to your concern(s).
My property has missing buildings, units, and/or incorrect units who do I contact?	Please email <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a> with the Project ID#, Project name, and building/units that are missing. All requests are handled in the order they are received.

<p>I received an over-rent error for a tenant, but the property is a PBRA/RD. How do I add the rent overage?</p>	<p>Please see steps below.</p> <p><b>Property <u>must</u> include the rent overage on the 'Rent Unit' screen in CP:</b></p>  <p>**Only include the overage amount (amount over the rent limit).</p>
<p>I've watched the videos and looked at the training manuals, and still don't understand what to do.</p>	<p>Please review the Compliance Training page on the DCA website <a href="#">here</a>. If you need additional assistance, please email your request to training or submit your question(s) for additional help to <a href="mailto:OPM_Training@dca.ga.gov">OPM_Training@dca.ga.gov</a>.</p>
<p>The move-in date is incorrect. How do I get this changed in the system?</p>	<p>Unfortunately, DCA cannot correct move-in dates. Emphasys must make that correction. Please complete this form: <a href="#">Incorrect Cert Date Spreadsheet</a>, and send the completed form to <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a>.</p>
<p>I need to change the move-out date on a tenant, and the system won't let me change it.</p>	<p>Submit your request to <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a>. Be sure to include the Project Name, Project ID#, Building #, Unit # and move-out date.</p>
<p>How/Where/When do I submit the Annual Owner Certification?</p>	<p>Link to AOC section of the DCA Website <a href="#">ANNUAL OWNER CERTIFICATION (AOC)   Georgia Department of Community Affairs (ga.gov)</a></p>
<p>How do I delete an incorrect tenant cert?</p>	<p>Submit your request to <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a>. Be sure to include the Project Name, Project ID#, Building #, Unit # and Tenant Name.</p>
<p>I am the only Super User for our management company and forgot my password. How do I get my password reset?</p>	<p>Submit your password reset request to <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a>. If you would like to add an additional Super User for your management company, please complete and submit this form: <a href="#">Emphasys User Authorization - COPY - Formstack</a>. Keep in mind that Super Users share the same login credentials.</p>
<p>My property uses Average Income, but I'm receiving over income and over rent errors. The income and rent are within the limits. Why am I receiving errors?</p>	<p>You will go to the unit and choose the dropdown box labeled "Restrictions" on the General Information screen. Then choose the set-aside applicable to that unit.</p> 

Why hasn't my last report date changed after I just completed it?	Only DCA can add missing units to Emphasys. Submit your request to <a href="mailto:hfdemphasys@dca.ga.gov">hfdemphasys@dca.ga.gov</a> . Be sure to include the Project Name, Project ID#, Building #, and Unit #.
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## APPENDIX A

### XML Upload Error Messages

1. **Error Log:** "No Records found in Upload File ... Please call Software Provider"  
**Explanation:** The XML File is empty. It was created without data.
2. **Error Log:** "Missing Project ID"  
**Explanation:** At least one record in the XML File has an empty Project ID field.
3. **Error Log:** "Missing or Invalid Building ID"  
**Explanation:** At least one record in the XML File has an empty or an invalid value in the Building ID field. The correct format is: 2-digit State (string), 2-digit Year (numeric) and 5-digit building number (numeric). Example: TN9900011
4. **Error Log:** "Missing Unit ID"  
**Explanation:** At least one record in the XML File has an empty Unit ID field.
5. **Error Log:** "Project ID Not Found in HFA Database"  
**Explanation:** At least one record in the XML File has a Project ID value which does not match the existing Project IDs in the COL System for that Property Manager. The incorrect Project ID value is displayed on the error log.
6. **Error Log:** "Building ID Not Found in HFA Database"  
**Explanation:** At least one record in the XML File has a Building ID value which does not match the existing Building IDs in the COL System for that Property Manager. The incorrect Building ID value is displayed on the error log.
7. **Error Log:** "Unit ID Not Found in HFA Database"  
**Explanation:** At least one record in the XML File has a Unit ID value which does not match any of the existing Unit IDs in the COL System for that building. The incorrect Unit ID value is displayed on the error log.
8. **Error Log:** "Missing or Invalid Report Period Starting Date"  
"Missing or Invalid Report Period Ending Date"  
**Explanation:** The building's Reporting Period Starting Date and/or Reporting Period Ending date is either empty or contain non-numeric or invalid characters.
9. **Error Log:** "Invalid Unit Bedroom Size"  
**Explanation:** At least one unit record in the XML File has an empty or non-numeric bedroom size value. The Unit ID with the invalid bedroom size is displayed on the error log.



**Please review the DCA website for additional guidance and training.**

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

**DCA LIHTC & HOME Compliance Manual**

**<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:02265c14-1d95-4291-bdae-e63521c77a79>**