



## Office of Portfolio Management Updates

Don't miss the latest Compliance and Asset Management Updates

Visit our Website



**The  
BLAST**  
September 15, 2022

### Compliance

#### **2022 HOME Rent Approvals are due now!**

**The deadline to submit HOME Rent Approval Forms is September 30, 2022.** Still, nearly 200 projects have failed to submit HOME Rent Reviews for approval. The 2022 DCA HOME Rent Approval Form is available [here](#).

**>>> Important!!** Once you submit all required documents via Emphasys, please notify OPMPodC at [opmpodc@dca.ga.gov](mailto:opmpodc@dca.ga.gov).

#### **Compliance FAQ**

**Q:** Can you please clarify where it states that the HOME student certification form is required for HOME units? I can't find it anywhere.

**A:** Beginning March 10, 2016, HOME and NSP projects funded by DCA must meet the 2013 HOME Rule HUD Student Rules. The student rules adopted by HUD are the rules in place for the Section 8 program. The policy clarifies how DCA expects program participants to treat student status. Please see the [HOME Student Rule Memorandum](#) and visit [here](#) for any additional HOME information.

**Q:** This property HOME loan was paid off, effective 5/23/2020, but DCA cited findings on our most recent compliance review. I don't believe any of these findings on our file audit should be findings. Would you please clarify?

**A:** The commitment is made to maintain the HOME rental property during the period of affordability or the term on the loan, whichever is longer. The HOME affordability period is specified in the recorded Land Use Restrictive Agreement (LURA) under the "Definitions" article.

DCA enforces income, rent, occupancy requirements, and agreements through covenants running with the property.

When there is more than one financing source imposing land use restrictions on a project, e.g., a HOME Loan and Tax Credits, there may be restrictions from one program that are more restrictive than similar

OPM  
YouTube  
Page

File Audit &  
Physical  
Inspections

Reporting  
to DCA

restrictions in the other program(s). In such instances, the most restrictive requirements will apply to the property. An owner may also make additional commitments during the application phase. Partners must adhere to all pledges made during the application phase throughout the compliance and extended use periods.

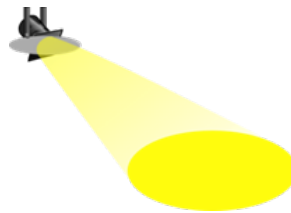
## **Friendly Reminders :-)**

### **Annual Owner Certifications**

The last quarter of the year is upon us... Keep Calm and Fall into compliance. Non-compliance notices and 8823s have been issued.

### **Have you reviewed your Tenant Selection Plan?**

Housing partners must have written tenant selection policies and criteria that include eligibility requirements and income for admission, occupancy standards, procedures for accepting applications, and selecting tenants from the waitlist. The Tenant Selection Plan should be free of discriminatory verbiage.



## **Form Spotlight**

### **The 2022 DCA HOME Rent Approval Form**

The 2013 HOME Final Rule requires Participating Jurisdictions (PJ's) to review and approve rents annually for all HOME-assisted projects during the HOME affordability period. Pursuant to 24 CFR 92.252 and DCA program rules, you must submit the completed form at least *once annually* after the release of the published HOME rent limits and HOME income limits. This form includes the current published HUD HOME and NSP rent limits. The 2022 DCA HOME Rent Approval Form may be found [here](#). Please note that an Instruction page is contained within the document.

---

## **Asset Management**

### **Best Practices - Filters and other regular and recurring maintenance items**

Suggestion for owners and managers: with daylight savings coming on November 6, 2022, a best practice for many property managers is to change out all HVAC filters, Smoke Detector Batteries, and check Fire Extinguisher inspection dates in alignment with Daylight Savings clock-adjustments when we "Spring Ahead" and "Fall Back". If this is done twice per year; you'll reduce the number of findings during your next DCA inspection. Some of the most voluminous and recurring physical inspection findings cited during a DCA inspection are these types of findings.

### **Georgia Housing Search (GHS) – Affordable Housing Listing Website**

This is a friendly reminder that all Georgia DCA monitored properties **are required to be listed on the GHS website**. Your listings must include the required photos, (bedroom(s), kitchen, dining, living room for each floorplan, and the main entrance and monument/sign) <https://www.georgiahousingsearch.org/>

### **Extended Use Period properties – be ready for an unscheduled visit**

Properties in the LIHTC Extended Use Period (EUP) are subject to a physical inspection at DCA's sole discretion. Please be advised, unlike physical inspections performed during the Compliance Period, DCA does not provide advance notice for these inspections. Note: an owner's refusal to provide DCA staff or an inspection consultant access to a DCA monitored property for physical inspection is considered a major finding of non-compliance.

Properties in the EUP (meaning properties in years 16-30) are required to report Tenant transactions to the Emphasys Certification Portal by the 10th of each month, just like properties in the LIHTC Compliance Period and/or HOME Affordability period. Failure to file these monthly reports is considered a major finding of non-compliance.

### **Ownership Transfers and Sales of DCA properties**

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

**email:** [AssetManagement@dca.ga.gov](mailto:AssetManagement@dca.ga.gov)

---

Georgia Department of Community Affairs | 60 Executive Park South NE, Atlanta, GA 30329

[Unsubscribe sandy.wyckoff@dca.ga.gov](mailto:sandy.wyckoff@dca.ga.gov)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by [compliance@dca.ga.gov](mailto:compliance@dca.ga.gov) powered by



Try email marketing for free today!