



MEMORANDUM NO. 10-02-01MF-122

TO: SDHDA Management Agents and Owners  
FROM: Vona Johnson, Director of Rental Housing Management  
SUBJECT: Web Compliance Management System (WCMS)  
DATE: February 23, 2010

A handwritten signature in blue ink, appearing to read "Vona", written over the "FROM:" line of the memorandum.

As you may know South Dakota Housing Authority (SDHDA) is changing the method in which the Cash Flow data is provided to us for SDHDA financed Section 8 properties. The system to be used is a web based system called Web Compliance Management System (WCMS), thus whoever is responsible for submitting the cash flow and budget information must have internet access. All SDHDA financed Section 8 properties will be required to use WCMS to submit the financial data.

The first step required to use this system is to request an Authorization Form to obtain access to WCMS from Lisa Donner at [lisa@sdhda.org](mailto:lisa@sdhda.org). The Authorization Form will reflect the reporting agency, authorizing person and staff responsible for submitting the data. An agency can have more than one user, but there must not be any sharing of user names and passwords. SDHDA requests the agency notify us if there is a change in WCMS user(s). User names or passwords must not be passed on to subsequent users. Any new user must register and set up their profile. When requesting the Authorization Form, include the reporting agency and the properties for which you are requesting access.

As you know from the budget, SDHDA has changed the account names and numbers to coincide with HUD's Chart of Accounts. The cash flows will also reflect this change beginning January 2010. The account names and numbers will also need to match the chart of accounts with the submission of the 2010 audit. SDHDA will provide user manuals with more information after the Authorization Form has been requested. If you are not sure as to where to account for an item, please first refer to the user manual. If it isn't clear, then contact your Housing Management Officer (Kevin Merrill [kevin@sdhda.org](mailto:kevin@sdhda.org) or Wayne Schaeftbauer [wayne@sdhda.org](mailto:wayne@sdhda.org)). If you have questions regarding the WCMS system, you may contact Lisa Donner [lisa@sdhda.org](mailto:lisa@sdhda.org).

VJ:LD

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