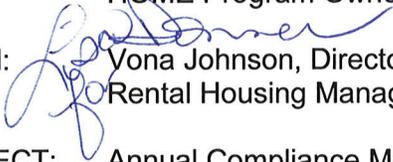




MEMORANDUM NO. 10-01-01

TO: HOME Program Owners and Management Agents

FROM:  Vona Johnson, Director
Rental Housing Management

SUBJECT: Annual Compliance Monitoring Information

DATE: January 6, 2010

Enclosed are the HOME Program Annual Owner Certification and reporting forms that need to be completed and submitted to SDHDA by **February 25, 2010**.

- Annual Owner Certification (Form Number AM-501) including a narrative report describing affirmative marketing efforts during the year
- Compliance Monitoring Status Report (Form Number AM-425)
- Move-In Move-Out Report (Form Number AM-403)
- Designation of Authorized Representative, if not formerly submitted (Form Number AM-525)

A copy of this memo and forms are available on the SDHDA website at www.sdhda.org. Click Owner/Manager tab on the left side; SDHDA Memos and there you will find the Current Forms for 2009; OR Forms, Manuals, and Resources; click on HOME Forms, Manuals, and Resources. To complete the forms electronically, open the "Read Only" version, complete and print. The HOME Compliance Manual is available and can be downloaded from the same location.

Any questions pertaining to the required documentation or compliance monitoring in general should be addressed to Carla Berry, our new HOME Program Housing Management Officer. Her direct phone line is (605) 773-7600 and her e-mail address is carla@sdhda.org.

VJ/cb

Enclosures

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