

MEMORANDUM NO. 14-01-05

TO: HOME Program Owners and Management Agents

FROM: Vona Johnson, Director
Rental Housing Management 

SUBJECT: Annual Compliance Monitoring Information

DATE: January 8, 2014

Attached are the HOME Program Annual Owner Certification and reporting forms that need to be completed and submitted to SDHDA by **March 14, 2014**.

- Annual Certification (Form Number AM-501) including a narrative report describing affirmative marketing efforts during the year
- Combined HOME Tax Credit Compliance Monitoring Status Report (Form Number AM-425)
- Authorized Representative Designation, if not formerly submitted (Form Number AM-525)

For your convenience, the forms are located on the SDHDA website at www.sdhda.org. The forms are available under Property Managers/Forms/Forms, Manuals and Resources/Forms.

Please notify SDHDA immediately anytime you have staff changes that impact our contact data base. We appreciate your assistance in keeping this information current.

Due to time constraints and some issues with our software, we did not complete our transition to the Web Compliance Managements System (WCMS). Our goal is to complete the HOME files in 2014. You will be contacted when your property has been placed in the system and ready for entering and uploading information.

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

VJ/CB

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