



MEMORANDUM NO. 13-01-04

TO: HOME Program Owners and Management Agents

FROM: Vona Johnson, Director *Vona*  
Rental Housing Management

SUBJECT: Annual Compliance Monitoring Information

DATE: January 16, 2013

Attached are the HOME Program Annual Owner Certification and reporting forms that need to be completed and submitted to SDHDA by **March 15, 2013**.

- 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)
- Designation of Authorized Representative, if not formerly submitted (Form Number AM-525)

A copy of the fillable forms is available on the SDHDA website at [www.sdhda.org](http://www.sdhda.org). Click Owner/Manager tab on the left side; Forms, Manuals, and Resources; click on HOME Forms, Manuals, and Resources. To complete the forms, open the "Read Only" version, complete and print. All forms can either be mailed or emailed to Carla.

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 resume entering HOME files throughout 2013. You will be contacted when your property has been placed in the system and is 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](mailto:carla@sdhda.org).

VJ/CB

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