



MEMORANDUM NO. 15-01-02

TO: HOME Program Owners and Management Agents

FROM: Vona Johnson, Director *by Jaslyn M. Jones*  
Rental Housing Management

SUBJECT: Annual Compliance Monitoring Information

DATE: January 27, 2015

Attached are the HOME Program Annual Owner Certification and reporting forms that need to be completed and submitted to SDHDA by **March 16, 2015**.

- 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](http://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.

During 2014, the majority of properties transitioned over to the Web Compliance Managements System (WCMS). If you prefer to create the Compliance Monitoring Status Report from WCMS, please print and submit it with the Annual Owners Certification.

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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