

MEMORANDUM NO. 15-03-02

TO: NSP Program Owners and Management Agents

FROM: Vona Johnson, Director
Rental Housing Management



SUBJECT: Annual Compliance Monitoring Information

DATE: March 12, 2015

Attached are the NSP Program Annual Owner Certification and reporting forms that need to be completed and submitted to SDHDA by **April 15, 2015**.

- Annual Certification including a narrative report describing affirmative marketing efforts during the year.
- Combined HOME/Tax Credit Compliance Monitoring Status Report
- Authorized Representative Designation, if not formerly submitted (if applicable)

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

I apologize for the delay in getting this information out to you and thank you in advance for your attention to this matter. If you have already submitted this information, thank you. If you need additional time to comply with this request, please let Carla know.

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 email address is carla@sdhda.org.

VJ/CB

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