



MEMORANDUM NO. 17-01-02

TO: HOME/NSP Program Owners and Management Agents

FROM: Tasha Jones, Director 
Rental Housing Management

SUBJECT: Annual Compliance Monitoring Information

DATE: January 17, 2017

The HOME Final Rule requires the owner of a HOME/NSP development to certify annually to the housing agency that the property met the provisions of the HOME/NSP Programs for the preceding 12 month period. Annual reporting information is due to the South Dakota Housing Development Authority (SDHDA) by **Friday, March 24, 2017**.

HOME/NSP tenant data should be submitted electronically through Web Compliance Management System (WCMS). You must have authorization to access the system. Please notify SDHDA immediately when you have staff changes. Any individual that is no longer working for your company will continue to have access to WCMS until we are notified they should not have access, which could cause a serious breach of security. We appreciate your assistance in keeping user access current.

In addition to the electronic submission of tenant data, the following items are needed:

- Annual Certification (HOME/NSP Annual Owner Certification)
- Authorized Representative Designation (if applicable)
- Monitoring Status Report for 2016

For your convenience, the fillable forms are located at www.sdhda.org. The forms are available under Property Management / For Property Managers / Forms, Manuals and Resources / HOME Forms, Manuals and Resources / Forms. Completed forms may be submitted by email or USPS along with required bank statements, year-end financial reports, Monitoring Status Report, and paid tax and insurance invoices.

Any questions should be addressed to Carla Berry. Her direct phone line is 605.773.7600 and her email address is carla@sdhda.org.

TJ/CB

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