

DHCD – Division of Credit Assurance (DCA) 2020 Compliance Instructions

The 2020 Compliance Forms can be found on the DHCD website:

<https://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx>

Forms & Reports to complete if a:

1. Standard Multifamily property or, a Group Home project with **HOME program funds only**, please complete:
 - a) the HOME Annual Certificate of Compliance,
 - b) the HOME-ONLY Monitoring property Compliance Report
2. Standard Multifamily property, or, a Group Home with **State program funds only**, please complete:
 - a) the Annual Compliance Report for State Funded Projects
 - b) the Multifamily Housing Programs Annual Certificate of Compliance
3. If the property is a Standard Multifamily property or a Group Home with **both State program and HOME program funds**, please complete:
 - a) the Annual Compliance Report for State Funded Projects
 - b) complete the HOME Annual Certificate of Compliance
 - c) the HOME-ONLY Monitoring property Compliance Report
 - d) the Multifamily Housing Programs Annual Certificate of Compliance
4. If the property has **STHFGP Funding**, please complete:
 - a) the Shelter and Transitional Housing Facilities Grant Program Annual Certificate and Activity Report

The Owner's Certificate of Compliance must be signed by an authorized representative of the ownership entity. Please be sure to complete all sections of forms (applicable to your property) in their entirety before submission.

Filing Instructions

Please email the completed and signed certificate along with the applicable compliance forms to: DHCD.compliance_DCA@maryland.gov (underscore after compliance and before DCA). Include the Property Name and Compliance in the subject line. **All information must be submitted by the deadline of June 1, 2021. Zip files will not be accepted.**

If you have any questions, please feel free to contact Tonye Abernathy at 301-429-7696, or email tonye.abernathy@maryland.gov. If you need a list of your projects, please contact John Vangchhia via email John.Vangchhia@maryland.gov.