

## DHCD- Division of Credit Assurance (DCA) 2023 Compliance Instructions

The 2023 Compliance Forms and Instructions can be found on the DHCD Website: <https://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx>

### Report Forms & Certificates to complete:

1. If the property has **HOME** Program funding:
  - 2023 HOME Compliance Instructions
  - 2023 HOME Compliance Owner's Certificate
  - 2023 HOME Compliance Report
  
2. If the property has any **State** Financed Program:
  - 2023 Annual Certificate of Compliance
  - 2023 Standard Attachment to Certification
  
3. If the property has **STHFGP** funding:
  - 2023 STHFGP Attachment to Certification
  
4. If the property has **Group Home/SHOP** funding:
  - 2023 Annual Certificate of Compliance
  - 2023 Group Home Attachment to Compliance

*If a property has more than 1 of the 4 financed program above, you must complete and submit each of those forms and certificates under the specified programs.*

An authorized representative of the ownership entity must sign the Owner's Certificate of Compliance. Please complete all sections of the form (applicable to your property) in its entirety before submission.

### Filing Instructions:

In the subject line, please include the Property Name and 2023 Compliance. **All information must be submitted by the deadline of October 1, 2024.** Please email the completed and signed certificate and applicable compliance forms to: [DHCD.compliance\\_DCA@maryland.gov](mailto:DHCD.compliance_DCA@maryland.gov) (underscore after compliance and before DCA). **Zip files will not be accepted.**

If you have any questions, please contact Brenda Fletcher by phone 301-429-7575 or email [Brenda.Fletcher@maryland.gov](mailto:Brenda.Fletcher@maryland.gov) . If you need a list of your properties, please contact John Vangchhia at [John.Vangchhia@maryland.gov](mailto:John.Vangchhia@maryland.gov).