

DHCD - Division of Credit Assurance (DCA)

2024 General Compliance Instructions

The 2024 Compliance Forms and Program Specific Instructions can also be found on the DHCD Website at: [Multifamily Housing Development Document Library \(https://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx\)](https://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx)

**** PLEASE READ THE ENTIRE INSTRUCTIONS CAREFULLY. FAILURE TO FOLLOW THESE INSTRUCTIONS AND THE PROGRAM SPECIFIC INSTRUCTIONS MAY RESULT IN YOUR SUBMISSION BEING REJECTED ****

Compliance Submission Categories

Prior to completing your compliance forms, you should identify with category or categories of compliance forms you are required to complete and submit.

The Department has 4 types of compliance submission categories depending upon the specific program type(s) at each project. **If your Project fits under more than one of the categories, you must complete and submit a separate Compliance Certificate and Report for each applicable category.**

1. **Standard Projects** – applies to **all multifamily projects other than** those that are financed **only with** loans under Category 3 (Group Homes) or Category 4 (Shelter and Transitional Housing Project).

NOTE – this includes LIHTC projects in the extended use period.

2. **HOME Projects** - applies to **all Projects with HOME funding**. In addition to the HOME compliance forms, projects with HOME funding must also complete either (a) the Standard Compliance Forms or (b) the Group Home compliance forms

3. **Group Homes** – applies to projects financed with the following funding sources:

- GHAP – Group Home Acquisition Program
- GHFP – Group Home Financing Program
- HOME-GH – HOME (Group Home) projects
- SHOP – Special Housing Opportunities program

4. **Shelter and Transitional Projects (STHGP)** – applies to projects financed through

- Shelter and Transitional Housing Facilities Grant Program; and
- Transitional Housing Grant Program

IF YOU ARE UNSURE WHICH CATEGORIES YOUR PROJECT FALLS UNDER, YOU CAN CONTACT THE DEPARTMENT FOR GUIDANCE.

Compliance Forms & Certificates

Once you have identified the compliance category(ies) applicable to your Project, download the instructions and forms from the Department's website for each applicable category:

1. Standard Forms

- a. 2024 Standard Attachment to Certification and Instructions (Compliance Report) [Note the instructions are on the 2nd Tab of the excel workbook]
- b. 2024 Annual Certificate of Compliance (Compliance Certificate)

2. HOME Forms

- a. 2024 HOME Compliance Report (Compliance Report) and Instructions
- b. 2024 HOME Compliance Owner's Certificate of Continuing Compliance (Compliance Certificate) [Note the instructions are on the 2nd Tab of the excel workbook]

3. Group Home Forms

- a. 2024 Group Home Attachment to Compliance (Compliance Report)
- b. 2024 Annual Certificate of Compliance (Compliance Certificate) [NOTE – this is the same as the Standard Form Annual Certificate of Compliance]

4. Shelter and Transitional Forms

- a. 2024 STHFGP Certificate of Compliance (Compliance Report and Compliance Certificate)

Completion Instructions Applicable to All Categories:

- Follow the instructions for the specific forms you are required to complete.
- On all certifications requiring you to input information related to your Project and Funding Sources, you must select the applicable Project Name and Funding Sources from the drop-down picklists. Manually entered/typed selections are not allowed.
- **Please complete all sections of the form (applicable to your property) in its entirety before submission. Incomplete forms, or forms with missing or incorrect information, will be rejected. If not timely corrected, this may result in findings of non-compliance.**
- An authorized representative of the project owner must sign the Owner's Certificate of Compliance.

Submission Instructions:

All compliance submissions must be:

1. Delivered by electronic mail to DHCD.compliance_DCA@maryland.gov. *Alternatively*, DCA may allow portable hard drives or flash drives containing the required submissions to be delivered by hand or overnight delivery to DCA at its Lanham offices during regular business hours if arrangements for delivery are made in advance.
2. The subject line of the email should include the Project Name (matching the name in the Compliance Report) followed by "2024 Compliance" (e.g. The Woods at Lanham 2024 Compliance).
3. Attachments must comply with the following formatting requirements:
 - a. **Compliance Reports** – must be in the same .xls format as downloaded from the Department's website with no alternations to the format.
 - b. **Executed Compliance Certifications** – may be submitted as a scan of the original signature or an electronic signature, so long as the name, position and signature of the individual signing the Certification on behalf of the Project Owner is clearly legible.
4. Zip files will not be accepted.
5. All information must be submitted to and received by DCA **by 5:00 pm on March 14, 2025.**

Failure to timely submit complete documents for all applicable funding programs may result in a finding of non-compliance.

If you have any questions regarding your submission, please contact Brenda Fletcher by phone 301-429-7575 or email Brenda.Fletcher@maryland.gov. If you have questions regarding your Project Name, Project Number or Funding Sources, please contact John Vangchhia at John.Vangchhia@maryland.gov. For any other questions please contact:

- Joseph Pulver, Director, Division of Credit Assurance – joseph.pulver@maryland.gov
- Caroline Gerardo, Deputy Director of Compliance and Quality Control, Multifamily Asset Management – caroline.gerardo@maryland.gov
- Jennifer Miles, Deputy Director of Operations, Multifamily Asset Management – jennifer.miles1@maryland.gov