

## **City of San José Housing Department**

### **Instructions for the Annual Compliance Submissions**

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In an effort to streamline our business processes and standardize our reporting forms, we have revised and updated our annual reporting schedule and forms for compliance purposes.

#### **I. Annual Financial Statements and Independent Auditor's Report**

Each property and borrower is required to submit an annual third-party audit prepared by a certified public accountant. The completed audit must be submitted to the City no later than May 1<sup>st</sup>, (or October 31<sup>st</sup> for project's with FYE 6/30), complete with the Net Cash Flow Statement and payment.

Please submit all compliance documents to [AssetSubmissions@sanjoseca.gov](mailto:AssetSubmissions@sanjoseca.gov) with the project name in the subject line of the email.

Mail payments to: City of San José  
Attn: Tascha Mattos/ Housing Department  
200 East Santa Clara Street, 12<sup>th</sup> Floor  
San José, CA 95113

Wire payments to: WELLS FARGO BANK, N.A.  
ABA # 121000248  
BENEFICIARY: CITY OF SAN JOSÉ  
ACCOUNT # 4121-893267  
TYPE OF PAYMENT: Wire  
REFERENCE: Housing Dept. Project Name, Payment description  
(ex: Housing Dept, Apartment Name, NCF)

#### **II. City of San José Annual Compliance Rent Roll**

The City of San José Annual Rent Roll, effective June 30, is due August 1<sup>st</sup> for all San José rental properties that are subject to the City's rent restrictions.

The first tab of the rent roll workbook is a detailed instruction page. The workbook includes a tab to verify the affordability restrictions, utility allowances and vacancy and move-in activity. Also, a portion of the Reference Data #1 tab asks whether you have comparable market rents for apartments in your property's neighborhood. The instructions are also repeated on each of the additional tabs.

Please submit all compliance documents to [AssetSubmissions@sanjoseca.gov](mailto:AssetSubmissions@sanjoseca.gov) with the project name in the subject line of the email.

### **III. Annual Owner Certificate of Program Compliance**

All borrowers with a project subject to an affordability restriction must complete and submit the Annual Owner Certificate of Program Compliance form by August 1st.

Please submit all compliance documents to [AssetSubmissions@sanjoseca.gov](mailto:AssetSubmissions@sanjoseca.gov) with the project name in the subject line of the email.

### **IV. Fair Housing Compliance Submission**

The City conducts Fair Housing Compliance reviews annually. Submissions are due August 1<sup>st</sup>. Please provide the following items:

- A. List of public outreach activities undertaken including: date, location, estimated number attending, method of publicizing outreach, and what languages the presentations or publications are made in.
- B. Photo of the Fair Housing Poster displayed in the development and map indicating location the poster is displayed.
- C. Copy of your policy against housing discrimination, including:
  1. Policies that you maintain to ensure compliance of your staff and agents with fair housing laws,
  2. Procedures used for tracking and investigating any housing discrimination complaints. This includes complaints about any failure to reasonably accommodate people with disabilities in housing,
  3. The fair housing training for your staff.
- D. Copy of your Reasonable Accommodation Log in housing policy
- E. Log of any housing discrimination internal complaints and investigations, or external complaints (such as with DFEH or lawsuits filed in court).
- F. Log of Staff trainings about fair housing laws and your anti-discrimination policies. Include the date, names and job titles of those attending.
- G. Description of any other steps taken to ensure that minority and low income people have had meaningful access to available units in your development. For example, hiring bilingual and bicultural staff, posting vacancies at Housing Authority, and posting vacancies on [www.scchousingsearch.org](http://www.scchousingsearch.org).

Please submit all compliance documents to [AssetSubmissions@sanjoseca.gov](mailto:AssetSubmissions@sanjoseca.gov) with the project name in the subject line of the email.

**V. Operating & Capital Budgets**

Operating and updated 5-year capital budgets are due October 31<sup>st</sup> (or May 1<sup>st</sup> for project's with FYE 6/30) for the City's review and approval. The project's proposed annual operating budget must be submitted in the City's Operating Budget Roll-Up Template.

Please submit all compliance documents to [AssetSubmissions@sanjoseca.gov](mailto:AssetSubmissions@sanjoseca.gov) with the project name in the subject line of the email.

**VI. Evidence of Insurance Coverage with the City of San José as Co Insured/Additional Loss Payee is due prior to expiration of coverage.**

Please submit all compliance documents to [AssetSubmissions@sanjoseca.gov](mailto:AssetSubmissions@sanjoseca.gov) with the project name in the subject line of the email.

**VII. All forms or templates are located on the City of San José Rental Housing Compliance website.**

**VIII. Contact Us**

Leif Regvall            [leif.regvall@sanjoseca.gov](mailto:leif.regvall@sanjoseca.gov) 408.535.8232  
Tascha Mattos        [tascha.mattos@sanjoseca.gov](mailto:tascha.mattos@sanjoseca.gov)    408.793.5536

Thank you all for the work you do to provide affordable housing in San José.