

City of San José Housing Department

Instructions for the Annual Compliance Submissions

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 1st, (or October 31st 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 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, 12th 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 1st for all San José rental properties that are subject to the City's rent restrictions.

Properties are required to submit their rent rolls through the online Rent Roll Portal: <https://sanjose.dataportal.city/>

Additional information about how to use the Rent Roll Portal can be found in the [Rent Roll Portal User Guide](#)

If you have not received an invitation to register to our online portal, please request to AssetSubmissions@sanjoseca.gov with the project name in the subject line of the email.

III. Annual Owner Certificate of Program Compliance

The Annual Owner Certificate of Program Compliance must accompany all Annual Compliance Rent Roll submissions. This form can be submitted through the online Rent Roll Portal after a rent roll has been uploaded and submitted (see Section II).

IV. Fair Housing Compliance Submission

The City conducts Fair Housing Compliance reviews annually. Submissions are due August 1st. 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.

Please submit all compliance documents to 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 31st (or May 1st 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 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 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

Tascha Mattos Tascha.Mattos@sanjoseca.gov
Shelsy Bass Shelsy.Bass@sanjoseca.gov

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