

**Mayor's Office of Housing and Community Development**  
City and County of San Francisco



**London N. Breed**  
Mayor

**Eric D. Shaw**  
Director

**April 11, 2023**

**2022 Annual Monitoring Report – Call for Submissions**

(plus, reminders of Demographic Information Collection Form, Marketing Procedure and Serious Incident Protocol)

The Mayor's Office of Housing and Community Development (MOHCD) is pleased to announce the availability of the Annual Monitoring Report (AMR) forms for Reporting Year 2022 (RY2022). The forms are now available to be downloaded from the [Compliance Monitoring](#) page of the MOHCD web site. In addition, training videos on how to complete the AMR are available. See below for more information.

**Deadline:** In general, the report is due five months from the last day of the 2022 business year of a project. To determine the deadline for a specific project, review [this document](#), which contains a list of all projects whose business years ended in calendar year 2022. For most projects whose business year ended on December 31, 2022, the report will be due on May 31, 2023, for the period 1/1/2022-12/31/2022

**Completion and Submission Instructions**

The Annual Monitoring Report consists of the following four parts:

**I. AMR\_RY2022 – project name.xlsx** – This is a Microsoft Excel spreadsheet that is comprised of the following worksheets:

Instructions

~~3C. Demographic Summary~~\*

- |   |  |
|---|--|
| 1 A. Property & Residents                   | 4. Narrative   |
| 1 B. Transitional Programs                  | 5. Project Financing                                 |
| <del>1 C. Eviction Data *</del>             | 6. Services Funding                                  |
| 2. Fiscal Activity                          | 7. Supplementary Audit Information Required by MOHCD |
| <del>3 A. Occupancy &amp; Rent Info *</del> | ➤ Completeness Tracker                               |
| <del>3 B. Demographic Information *</del>   |  |

\* These worksheets have been removed from the AMR template in anticipation of MOHCD's new "Annual Occupancy Report (AOR)," which will be launched in 2023. The AOR is an online reporting system that will facilitate the submission of occupancy data (rent, utility allowances, household size and income, demographics, eviction activity) and provide real-time determinations of compliance with MOHCD's affordability restrictions.

Provide all applicable information that is requested in the worksheets 1 A, 1 B, 2, 4, 5, 6 and 7. Use the Instructions to help you complete each form and the Completeness Tracker to help you to determine when each worksheet is complete.

Use Question #1 on the Narrative worksheet to explain any data that you provide that may be unclear or better understood with additional information. In addition, certain questions in this report prompt you to supply an explanation for your answers on the Narrative worksheet. Failure to supply the required explanation will render your submission incomplete.

Attention: Submit this report as an Excel file only; do not convert it to pdf or another file type. Changing the format of AMR\_RY2022.xlsx without MOHCD's prior approval is not allowed. Do not overwrite any validations for any of the cells, alter any formulas or add or delete any rows or columns. If you need to revise the form in order to successfully complete the report, submit a request to [moh.amr@sfgov.org](mailto:moh.amr@sfgov.org).

## **II. Owner Compliance Certification Form and Documentation of Insurance**

The certification form is a Microsoft Word document that must be completed, signed and dated by the Executive

Director (or other authorized officer) of the entity that owns the project. Scan the form along with documentation of insurance and email it to MOHCD as a single document. For each project, you must provide certificates of liability insurance and property insurance that are current as of the date of submittal of the AMR.

### **III. Audited Financial Statements**

Provide financial statements for the project for Reporting Year 2022. They must be prepared by a certified public accountant in accordance with generally accepted accounting principles, applicable regulations and laws and with the City's "[Audit Requirements for MOHCD-Funded Projects](#)" a copy of which is posted on [MOHCD's Compliance Monitoring web page](#). If the project is owned by a single asset entity, provide separate financial statements just for the project, otherwise provide audited statements for the parent corporation. Also include copies of any Management Letters and special notes from the auditor that pertain to the property and the financial statements.

MOHCD's audit requirements call for the preparation of a supplemental section to the financial statements that includes the following:

- schedule of operating revenues
- schedule of operating expenses
- computation of cash flow/surplus cash
- summary of project reserve activity

The supplemental section may be prepared by using worksheet #7 of the AMR or a form generated by the accounting system of the project owner or the auditor.

**IMPORTANT:** Audited financial statements are a required submittal of the Annual Monitoring Report. Do not submit the AMR until the audit has been finalized. AMRs that are submitted without an audit or with a draft audit will not be accepted.

### **IV. Waiting List**

Submit a copy of the project's waiting list that is current as of the date of submittal. The waiting list must include the following information for each person or household who has applied to live at the project and is still waiting to

be considered for an available unit:

- name of head-of-household
- contact information
- date of application
- number of people in the household
- stated household income
- desired unit size

This requirement is not applicable to transitional housing projects, residential treatment programs, shelters, group homes or permanent supportive housing for homeless people that is leased through a closed referral system.

### **Report Submission**

Completed AMRs must be submitted electronically, via one email message per project to [moh.amr@sfgov.org](mailto:moh.amr@sfgov.org). If the documents that comprise the report are too large to attach to a single email, compress the files into a zip file and attach it to the email.

### **AMR Training – On-Demand Videos**

To facilitate completion of the AMR by project sponsors, MOHCD has created training videos that provide step-by-step instructions on how to complete the Excel reporting form and how to submit the report overall. These video modules vary in length from two to 30 minutes and may be viewed on-demand from the [Compliance Monitoring](#) page of the MOHCD web site. We strongly encourage all persons who are involved in preparing the AMR to watch the videos. If you experience any technical difficulties with accessing and viewing the videos, please contact Ricky Lam at [ricky.lam@sfgov.org](mailto:ricky.lam@sfgov.org) or 628-652-5813.

### **Demographic Information Collection Form**

In September 2022, MOHCD began to require the collection of demographic information about tenants in MOHCD-funded affordable housing developments through a new “Demographic Information Collection Form.” In addition to English, the form is also available in Spanish, Chinese and Tagalog. Please print the form and provide it to the head-of-household or co-head-of-household, to be completed manually (non-electronically). Maintain the form in the tenant folders, with the housing application and related documents. [More information](#) is available on

the SF.GOV web site.

### **Marketing Procedure for Available Units and Waiting List Openings**

Before advertising the availability of units for lease in a project or the opening of the waiting list, owners and property managers must notify MOHCD of this action by completing a Marketing Plan Template and submitting it to the assigned staff person on MOHCD's asset management and compliance monitoring team. The template is available on the [Compliance Monitoring](#) page of our web site, under "Marketing Requirements for MOHCD-Financed Multifamily Rental Projects." Owners and managers of projects funded under the Small Sites Program or the Housing Preservation Program should follow the procedures in the [Marketing and Leasing Manual](#) for those programs and use the [related forms](#).

Once the marketing plan is approved, MOHCD will post information about the available units or opening of the waiting list on [DAHLIA](#) – the City's internet portal where members of the public may get information and apply for affordable housing. General information for people seeking affordable housing in San Francisco can also be found on our web site at [this location](#).

### **Serious Incident Protocol**

To ensure that MOHCD is kept informed of serious incidents that occur at projects financed by this office, we have established the following protocol for reporting serious, negative events such as accidents, criminal activity or equipment failure. The report should be filed only after emergency procedures have been followed and the situation has been stabilized.

MOHCD requests that owners of projects financed by this office notify us in writing if a serious incident occurs at their properties and meets one or more of the following parameters:

- Involves serious injury or death
- Is a serious, violent crime that involves a major police action (e.g., shooting)
- Causes the building or a significant number of units to be off-line
- Requires a resident to move out of a unit one month or longer
- Damage to the building is significant enough to require the use of reserves

The owner should notify the MOHCD asset manager assigned to the project and provide the following information:

- The date of the incident
- A description of the incident
- A description of what has been and is being done in response
- The name, phone and email of the staff that should be contacted if there are questions
- Confirmation that 1) the property insurance is current and 2) the insurance company has been contacted; a brief summary of their response, if available
- Statement of whether or not the organization plans to use the project's reserves to pay for corrective action