

**EAST BAY HOME COLLABORATIVE
Annual Compliance Report
for
Contra Costa County**

PROPERTY REPORTING INSTRUCTIONS

| Tab | Instructions |
|--|---|
| 1. Instructions | Please fill out the Yellow Highlighted portions of the Form for your most recently ended operational year (Either Fiscal or Calendar). |
| 2. Narrative: | The Narrative Report is the first tab to fill out. The questions on this report are those that the East Bay HOME Collaborative wanted to ask which are not located on the State HCD Sponsor Rating Tab. |
| 3. Annual Affirmative Fair Marketing Analysis Report | Federal Fair Housing requirements apply to all Federally funded units, and in many jurisdictions of the East Bay HOME Collaborative, the HOME requirements have been adopted as Policy for all funding sources. Regardless of the funding source for your project, this tab must be filled out to report out on Fair Housing and Fair Marketing requirements. The first 2/3 of the spreadsheet are explanations of the requirements. Similar to other tabs, the grey cells should be filled out automatically, and the Yellow Cells are where information is required from the project. |

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| | | |
|-----------------------------|--|----------------|
| Project Name: | | |
| Reporting Period: | | Date Prepared: |
| Project Name: | | |
| Legal Owner Name: | | |
| Sponsor/Developer: | | |
| Contact's phone# and e-mail | | |
| Project Address: | | |
| Report Prepared by: | | Phone: |
| Year Project Built | | |

| PUT AN "X" IN THE APPROPRIATE BOX OR TYPE IN THE RESPONSE TO THE QUESTION IN THE AREA PROVIDED. | | | | |
|--|------------------------------------|--|--------------------------------|----------|
| A. Physical Standards | Yes | No | N/A | Comments |
| 1. Are maintenance requests and repairs documented? | | | | |
| 1a. If yes, describe how they were logged and tracked. | | | | |
| 3. What is the average work order completion time frame (in days) for each of the following: | | | | |
| a. Emergencies: | | | | |
| b. Non-emergencies: | | | | |
| 4. Rate the condition of the grounds: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Average | <input type="checkbox"/> Poor | |
| 5. Estimated amount of building exterior deferred maintenance: | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Much | |
| 6. Estimated amount of building systems deferred maintenance (heating, cooling, electrical, plumbing systems): | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Much | |
| 7. Estimated amount of common area deferred maintenance (meeting rooms, laundry rooms, trash collection areas; kitchens, baths): | <input type="checkbox"/> None | <input type="checkbox"/> Some | <input type="checkbox"/> Much | |
| 8. Frequency of unit inspections; if "Other", explain: | <input type="checkbox"/> Annually | <input type="checkbox"/> Semi-Annually | <input type="checkbox"/> Other | |
| 9. Explain any "Poor" condition or "Much" deferred maintenance in 1-4 above: | | | | |
| 10. What, if anything, may impact the physical condition of the property in the coming year? | | | | |

| |
|--|
| 11. List any notices or citations for housing code violations (attach copy of notices or citations): |
| |
| 12. List any major repair, replacement or maintenance work needed: |
| |

| B. Financial Reports | Comments |
|--|----------|
| 1. Is this project on a calendar or fiscal year? | |
| 2. When is the audit expected to be completed? | |

| C. Management and Marketing | Yes | No | N/A | Comments |
|---|-----|----|-----|----------|
| Who are the maintenance staff on site? Please list and indicate how many years at this site | | | | |
| Total # Units: | | | | |
| Total # of 504 Accessible Units: | | | | |
| Total # of Physically Disabled Units | | | | |
| Total # of Physically Disabled Units-occupied by non-disabled | | | | |
| Total # Other Restricted Units: | | | | |
| Total # of Physically Disabled Households on the waiting list | | | | |
| 3. Is a waiting list being used? If "Yes", enter how many on the list. | | | | |

| D. Occupancy and Rents | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| Vacancy rate as of the last day of the reporting period? | | | | |
| What is the average 12 month rent collection rate?(percentage of units that pay rent) | | | | |
| Describe how the rent collection rate is calculated: | | | | |
| Which Utility Allowance are you using and what items are included in the allowance? Please list them here. Please attach a copy of the Utility Allowance chart used by this project. | | | | |
| Have the rents been increased in the last 12 months? | | | | |
| Did you receive approval from the County? | | | | |
| Describe any problems in filling vacancies and steps taken to address them. | | | | |

| | |
|--|--|
| How many units turned over during the reporting period? | |
| How many evictions occurred during the reporting period? Identify the reasons for evictions. | |
| Describe any problems with nonpayment of rent, bad debts, abandonment, etc. and steps taken to alleviate the problems. | |

| E. Tenant Inquiries and Complaints | Yes | No | N/A | Comments |
|--|------------|-----------|------------|-----------------|
| 1. How are tenant inquiries and complaints logged? | | | | |
| 2. Have there been any complaints that have gone to HUD or the local building department ? | | | | |
| 3. If yes, list issue(s) and number of complaints. Please explain how they were addressed. | | | | |

| F. Other Issues | Yes | No | N/A | Comments |
|---|------------|-----------|------------|-----------------|
| Did the project experience any significant and unexpected financial problems? If yes, explain. | | | | |
| Is the property inspected by other parties having an interest in the property (i.e. LIHTC investor, financial institution, State of California)? Please list all parties. | | | | |
| If yes, please attach the most recent monitoring report(s) and inspections. | | | | |
| Are there any pending lawsuits against the owner of the property or the property management company that would affect this property? | | | | |
| If yes, please describe | | | | |
| Have there been any insurance claims in this past reporting period? | | | | |
| Did the project's income exceed the costs of operations and mandatory debt service? If not, please explain. | | | | |

| | | | | |
|---|--|--|--|--|
| <p>If the project was funded with low-income housing tax credits less than 15 years ago, what year of the tax credit compliance period is the project in? Has the general partner reviewed capital accounts to assess the need for a mid-term adjustment?</p> | | | | |
| <p>Given the current mortgage obligations, both hard debt and residual receipts loans, is there a need for mortgage refinancing in the next five years?</p> | | | | |
| <p>Please indicate any other issues/concerns that you may have related to the property.</p> | | | | |

The undersigned, acting under authority of the ownership of this project, executes this Certification, subject to penalties of perjury, and certifies that the information in this report is true and correct in all respects.

By or signing this form (required for HOME projects), I certify that I'm authorized to submit this Report on behalf of the Owner and that all information contained in this Report is true and accurate to the best of my knowledge.

Please note this form must be signed by Project Owner or authorized agent.

Name: _____ (Type full name)
Title: _____
Signature: _____
Phone: _____
Date: _____

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Project Name:

ANNUAL AFFIRMATIVE MARKETING ANALYSIS REPORT
For HOME-Funded Projects

Fair Housing :

-Federal fair housing and equal opportunity laws prohibit discrimination against any person (prospective tenant, homebuyer, employment applicants, employees and businesses) on the basis of race, color, religion, age, familial status, disability, national origin, sex, or any other arbitrary basis.

-Section 104(b)(2) of the Fair Housing Act requires that each HOME funding recipient **certify that it is affirmatively furthering fair housing each year**. Any recipient of federal housing funds must be proactive in encouraging participation in any housing projects or programs funded through federal sources.

-HOME Projects must prominently display a Fair Housing poster at rental offices and project sites from the beginning of construction through occupancy, or in front of existing multifamily buildings or single-family houses (24 CFR 110.10).

-The Fair Housing poster shall be 11 inches by 14 inches (24 CFR 110.25). A facsimile may be used if the poster and lettering are equivalent in size and legibility to the poster available from the Department of Housing and Urban Development (24 CFR 110.20).

-All advertising of residential real estate for sale, rent, or financing should contain an equal housing opportunity logotype, statement, or slogan as a means of educating the home-seeking public that the property is available to all persons regardless of race, color, religion, sex, national origin, familial status, or disability.

-Each housing project should have a marketing file with documentation of outreach efforts showing that all local persons have the opportunity to participate in the HOME funded activity.

Affirmative Marketing :

-Each Housing Developer utilizing HOME funding from one of the East Bay HOME Collaborative Members, whether it is CHDP funding or regular HOME funding, must adopt affirmative marketing procedures and requirements for rental and homebuyer projects containing 5+ HOME-assisted housing units (24 CFR 92.351). Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing, without regard to race, color, religion, sex, national origin, familial status or disability. Your written affirmative marketing requirements and procedures must include the following:

1. Methods for informing the public, property owners and potential tenants about Federal fair housing laws and affirmative marketing policy (i.e., through the use of the fair housing logo or equal opportunity language in marketing materials, posters on office walls, and referrals to fair housing agencies).
2. Requirements and practices each property owner must adhere to in order to carry out the affirmative marketing procedures and requirements (i.e., advertising requirements, outreach to community groups, EO logo, fair housing poster).
3. Procedures to be used to inform and solicit applications from persons in the housing market area that are not likely to apply for the housing without special outreach. These efforts might include advertising in non-English language newspapers, targeted outreach through direct mail, informing service agencies about the project, community organizations, places of worship, and translators at public meetings.
4. Records that will be kept describing actions taken to affirmatively market HOME-assisted units and records to assess the results of these actions.
5. A description of how you will annually assess the success of your affirmative marketing actions and what corrective actions will be taken when affirmative marketing requirements are not met (i.e., making an annual review of who the program or project is serving to determine whether they are reaching members of protected classes and to determine which marketing vehicle works best to reach persons who might not be likely to apply).

- Owner
- Property Manager

**I. General:
Yes/No**

A. Is there an Equal Opportunity Fair Housing Poster prominently displayed in the rental office?
Enter comments, if needed.

B. Is there a copy of the owner's "Affirmative Fair Housing Marketing Plan" (AFHMP) in the office or wherever prospective tenants may apply for rental housing?

C. Does the owner / property manager regularly review the AFHM Plan (every 5 years or when there are significant changes in the demographics of the project or the local market area) to ensure it is current and applicable?

D. What is the date of last AFHM Plan update?

E. Does the owner/property manager use "Community Contacts" to market the rental development?

- Yes, attach a copy of the Project's Community Contact list.
- No, explain why not.

F. What is the date for the last Community Contact list review and/or revision?

II. Tenant Selection Plan (TSP)

A. Does the owner / property manager have an approved Tenant Selection Plan on site for applicant / tenant review?
Enter comments, if needed.

B. Does the project's TSP include procedures for taking applications, selecting from the waiting list, and policy for opening, closing, and maintaining the waiting list?
Enter comments, if needed.

C. Does the TSP include policies for Fair Housing, Section 504, and assigning accessible units?
Enter comments, if needed.

D. Does the TSP include policies for preferences?
Enter comments, if needed.

Fair Housing Act:

No discriminatory words, phrases, photographs, symbols or forms which convey that rental dwellings are available or not available to a particular group of persons because of race, color, religion, sex, handicap, familial status or national origin shall be used.

III. Signage / Brochures / Advertising

A. Are there any Project Site Signs?

If "Yes", do each of them display in a conspicuous position the HUD-approved Equal Opportunity logo, slogan, or statement (24 CFR 200.620(f))?

B. Is the accessibility logo included?

C. If human models were used in brochures; did they reasonably represent both majority and minority races?

D. Are all applicable correspondence, notices, and advertising in compliance with advertising guidelines?

IV. Owner / Property Management Staff Training

A. Has the owner / property management staff received instruction regarding fair housing laws and the Affirmative Fair Housing Marketing Plan?

If "Yes," when was the instruction last received?
If "No," explain why.

V. Owner / Property Management Record-keeping and Reporting

A. Does the owner / property manager maintain a record of Fair Housing complaints?
Enter comments, if needed.

B. Does the owner / property manager collect and maintain data on race, ethnicity, gender, age, and disability for applicants?
Enter comments, if needed.

C. Does the owner / property manager collect and maintain data on race, ethnicity, gender, age, and disability for all tenant household members?
Enter comments, if needed.

D. Does the owner / property manager collect data from applicants and tenants with HUD's "Form" (HUD-27061-H)?