



MULTIFAMILY HOUSING REVENUE BOND PROJECTS Directions for Bond Compliance Submissions

As an issuer of bonds that were awarded allocations from the California Debt Limit Allocation Committee (“CDLAC”), the City of Oceanside’s Housing Authority (“Housing Authority”) must attest to the adherence with CDLAC requirements for each development that is still in its monitoring period to ensure that bond funds are spent appropriately and to ensure that rents assessed to tenants meet the terms of the bond regulatory agreement. The Housing Authority performs bond compliance monitoring duties for CDLAC as defined under Section 5220 of the CDLAC regulations.

Each year by March 1st, the Housing Authority submits a certification to CDLAC that all of its bond-funded developments are complying with the features originally identified in application to CDLAC and contained in Attachment A to the CDLAC resolution. For the Housing Authority to report, it must rely on information that owners and their representatives send each year.

Owners and/or their representatives of bond-funded developments still in their “qualified project period”, as defined in the Bond Regulatory Agreement, are required to submit monitoring information per the directions and on the forms below, **no later than 5 p.m. on February 1st of each year**:

1. Certification of Delivery of Public Benefits and Continuing Program Compliance (*all properties should use the current form, regardless of form attached to the Regulatory Agreement and attach validating back-up information on services contracts, services types, and services frequency*)
2. [Annual QRRP Certification of Compliance I](#) form for projects that received an allocation prior to December 31, 2016 (*cut and paste onto project sponsor letterhead before signing*)
3. [Annual QRRP Certification of Compliance II](#) form for projects that received an allocation after December 31, 2016 (*cut and paste onto project sponsor letterhead before signing*)
4. [IRS Form 8703](#) Annual Certification of a Residential Rental Project
5. If property did not already submit its rent roll for this previous year, then submit the calendar year rent roll, as of December 31st of the previous year.
6. If CDLAC adopted a new Exhibit A to its CDLAC resolution, most recent Exhibit A
7. If the project ownership has changed since the bonds were first issued, provide:
 - a. Name and contact information of new ownership (attach to Certification of Delivery of Public Benefits and Ongoing Compliance form)
 - b. Partnership organizational chart with principals and officers of each entity of the new partnership identified.

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Please sign the forms listed and send the **forms for each property** to the following:

City of Oceanside
Housing and Neighborhood Services Department Housing Division ATTN: Jesus Adame
Oceanside CA 91954
Or jadame@oceansideca.org

Current forms are also available on the Housing and Neighborhood Services Department website under Developers Resources: Developing Affordable Housing at:

<https://oceanside.prod.govaccess.org/government/housing-neighborhood-services/housing/affordable-housing/affordable-housing-development>

The Housing Authority reserves the right to ask for additional information to verify the information provided. This may involve provision of supporting documentation, follow-up phone calls, and requests to visit on-site to monitor the project and its tenancy files.

Should you have any questions regarding this request, please do not hesitate to call the Jesus Adame at (760) 435-3320.