



# AFFORDABLE HOUSING: COMPLIANCE OVERVIEW

Housing Authority Meeting  
November 22, 2021

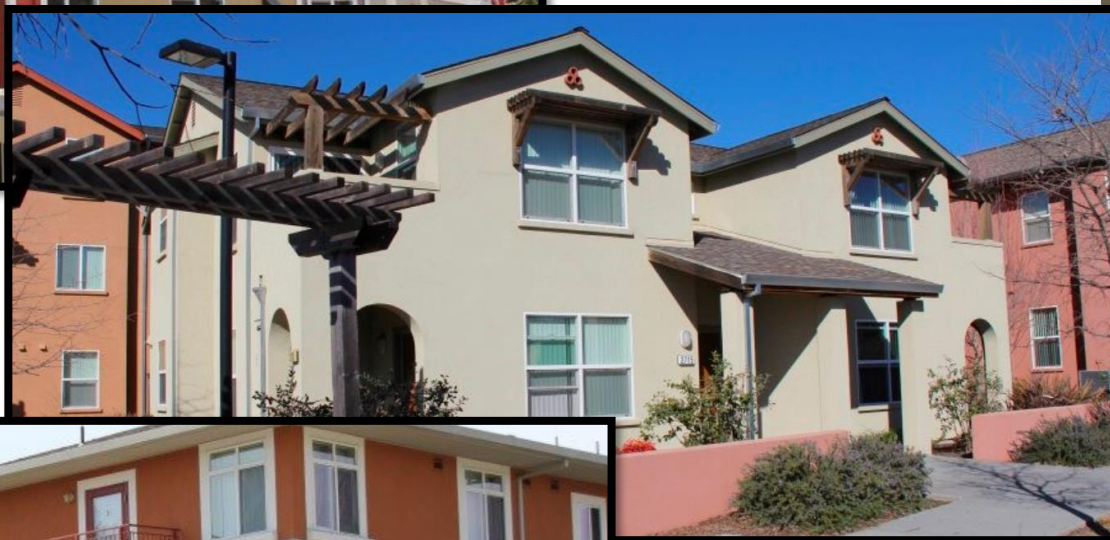
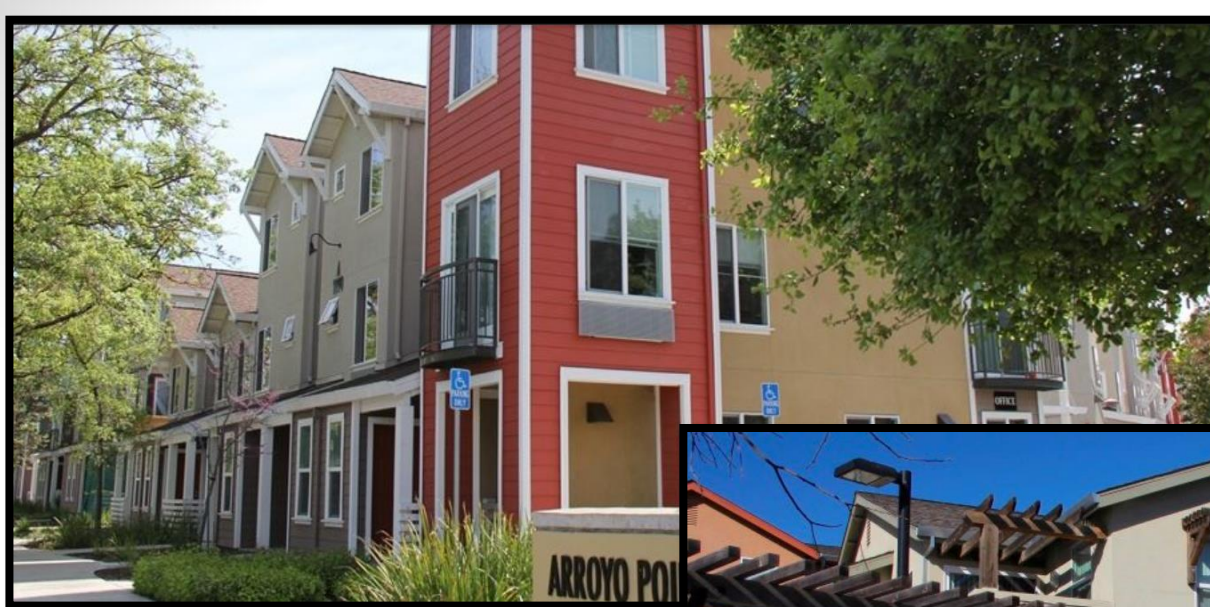
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Housing and Community Services Technician

# BACKGROUND

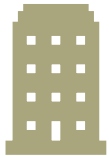
- The mission of the Housing Authority is to ensure adequate, decent, safe, and sanitary housing for qualified households within Santa Rosa, consistent with federal, state, and local laws.
- The City and Housing Authority have supported the development of over 4,500 affordable rental and ownership units, including single-family and multi-family residences, housing for seniors and persons with special needs.

# BACKGROUND

- The Santa Rosa Housing Trust (Trust) is the division of Housing and Community Services (HCS) that is responsible for affordable housing (production, preservation, administration, and compliance) and the Public Services Program.
- The Trust's asset management and compliance portfolio exceeds \$130 million and includes over 500 contracts and loans. More than 4,500 units are actively monitored for regulatory compliance.



# COMPLIANCE OVERVIEW



## Summary of Portfolio

Number of rental units

Number of ownership



## Types of Compliance

Rental

Ownership

Age

Mobilehome Rent  
Control



## General Reporting Requirements

Initial Move-In

Review of documents  
required to verify eligibility

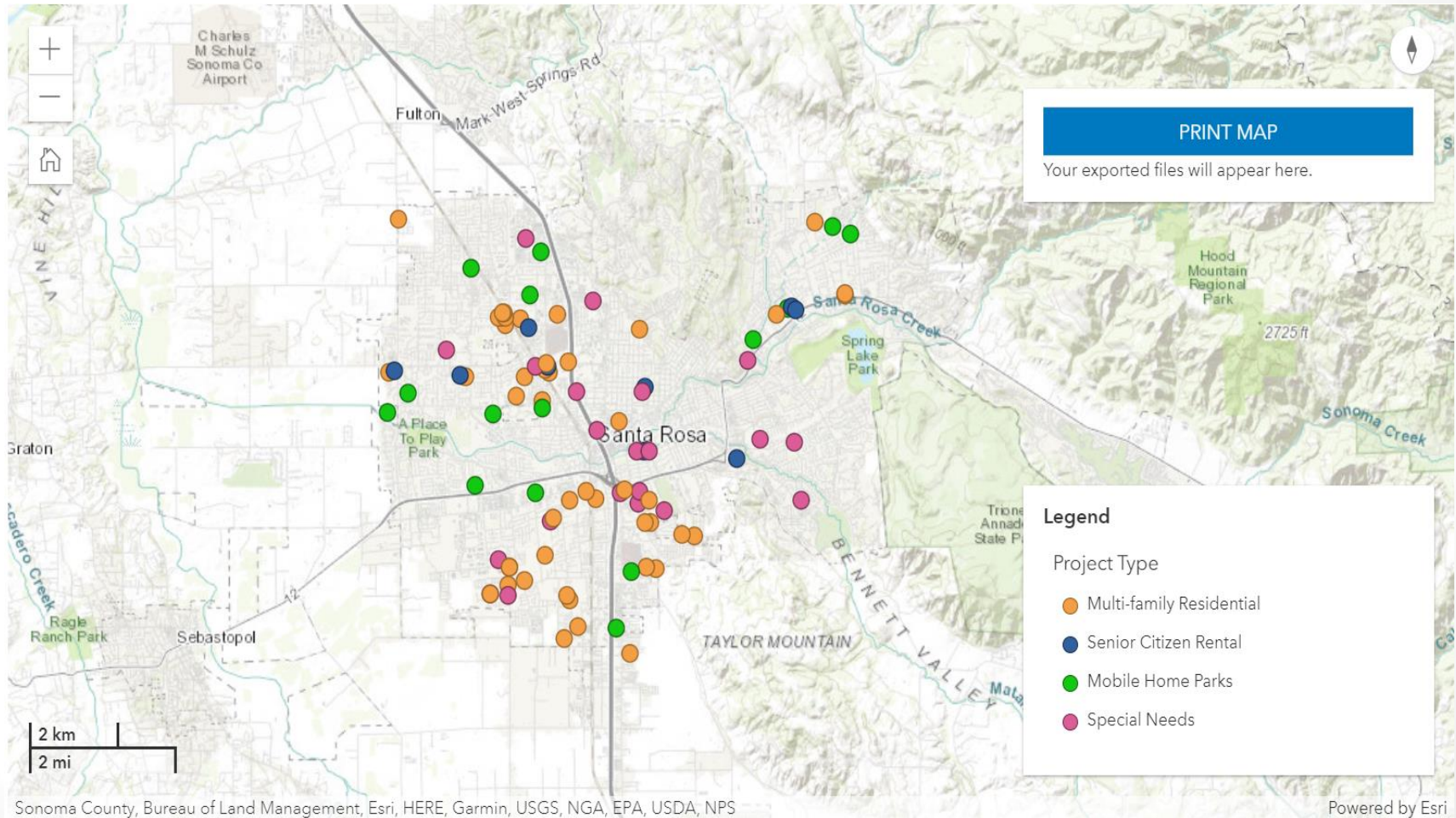
Quarterly Reports

Annual Reports

Annual Financial Reporting



# COMPLIANCE OVERVIEW



# COMPLIANCE OVERVIEW

- Tracking Summary:
  - 81 rental properties (multi-family)
    - 20 Special Needs Complexes
    - 10 Senior Complexes
  - 266 Ownership (single family)
    - +48 newly added Lantana Homes
  - 16 Mobilehome Parks
    - Administer space rents and compliance with ordinance



# COMPLIANCE OVERVIEW

- General Reporting Requirements:
  - Rentals:
    - Regulatory Agreement
    - Quarterly Reporting
    - Move-in Verifications
    - Annual monitoring and Inspections
    - Annual Reporting
    - Insurance Monitoring
  - Ownership
    - Annual Owner-Occupancy Affidavits
    - Insurance Monitoring





# COMPLIANCE OVERVIEW

- General Reporting Requirements Continued:
  - Other
    - Annual Income Limits
    - Tenant Files Review
    - Annual Utility Allowances
    - Fact Sheet (sent twice per year)
    - Annual Financial Reporting



# COMPLIANCE OVERVIEW

- Long-term affordability controls are recorded against property developed with federal or local funds, whether ownership or rental.
- HCS staff conducts compliance reviews for rental units as required by the program regulations or as deemed prudent. Each recipient of funds is also subject to federal audit requirements. HCS staff follows up on any deficiencies or findings until they are corrected.

# COMPLIANCE OVERVIEW

## Quarterly reporting

- Information on the number of household members,
- Household income level,
- If they receive HCV assistance,
- Bedroom size of the unit,
- Maximum rent verification,
- HOME units are subject to on-site monitoring as required in the HOME regulations.



# COMPLIANCE OVERVIEW

## Annual reporting

- Information on the number of household members,
- Household income level,
- If they receive HCV assistance,
- Bedroom size of the unit,
- Maximum rent verification,
- HOME units are subject to on-site monitoring as required in the HOME regulations.



# MONITORING FEES

- HCS collects monitoring fees to offset staff costs for compliance.
- Fee increases are tied to CPI.





# THANK YOU!



WE TAKE PRIDE IN ALL THE CITY OF SANTA ROSA AND HOUSING AUTHORITY DOES TO ASSIST WITH AFFORDABLE HOUSING... while working to increase the amount of assistance and to make sure all the involved agencies honor their agreements.

THAT'S COMPLIANCE

# REFERENCES

- City of Santa Rosa Website
  - <https://srcity.org/3112/Housing-Authority>
- 2020-2024 Consolidated Action Plan
  - <https://srcity.org/DocumentCenter/View/28698/2020-2024-FINAL-Consolidated-Plan-and-Fiscal-Year-2020-2021-Action-Plan>

