



Our mission is to equip Chula Vista's diverse residents with information and the resources to build strong families and to strengthen the social and physical fabric of the community.

MULTIFAMILY HOUSING REVENUE BOND PROJECTS Directions for 2018 Bond Compliance Submissions

As an issuer of bonds that were awarded allocations from the California Debt Limit Allocation Committee ("CDLAC"), the Chula Vista 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 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 Thursday, February 28, 2019**:

1. Certification of Delivery of Public Benefits (*attach validating back-up information on services contracts, services types, and services frequency*)
2. Annual QRRP Certification of Compliance I form (*cut and paste onto project sponsor letterhead before signing*)
3. Certificate of Continuing Program Compliance (*all properties should use the current form, regardless of form attached to the Regulatory Agreement*)
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 via [FOCUS](#)[®], the City's/Housing Authority's housing compliance monitoring and reporting software, then submit December 30, 2018 rent roll. Else, resubmission of September 30th rent rolls is not required.
6. If CDLAC adopted a new Exhibit A to its CDLAC resolution in 2018, most recent Exhibit A
7. If the project ownership has changed since the bonds were first issued, provide:
 - a. Completed Legal Status Questionnaire (attached to Certification of Delivery of Public Benefits form)
 - b. W-1 Attachment
 - c. Partnership organizational chart with principals and officers of each entity of the new partnership identified (see sample forms attached).

Directions for Bond Compliance Submissions

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

City of Chula Vista
Development Services Department Housing Division
ATTN: Jose Dorado
276 Fourth Avenue Chula Vista CA 91910
Or jdorado@chulavistaca.gov.

Current forms are also available on the Housing Department's website under Building Affordable Housing, Rental Housing Compliance, at <http://www.chulavistaca.gov/housing/building-affordable-housing/rental-housing-compliance>.

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 Jose Dorado at 619-476-5375.