

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



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Mayor

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Director

DEADLINES FOR ANNUAL MONITORING REPORTS

AMR Deadlines (Effective 11/1/16)

Annual Monitoring Reports are due 5 months after the end of the business year of a project. The specific due date will depend on whether the project operates on a calendar year, a traditional fiscal year or some other period of a year. Complete AMRs must be submitted by the applicable deadlines below.

Business Year	AMR Deadline
Calendar Year – January to December	May 31
Fiscal Year – July to June	November 30
Other – e.g. April to March	e.g. August 31

Extensions of AMR Deadline

Project sponsors may request an extension of the deadline for submitting the Annual Monitoring Report if they need additional time to complete the report. Requests must be submitted and will be considered in accordance with the following policy.

1. All requests must be submitted in writing via email to MOHCD no less than 1 week before the deadline, as follows:

Calendar Year reports (Jan-Dec) – by 5/24
Fiscal Year reports (Jul-Jun) – by 11/24
Reports on other annual cycle – 1 week prior to due date

2. Any extension requests that are approved will be for 1 month only, to the following dates:

Calendar Year reports (Jan-Dec) – 6/30
Fiscal Year reports (Jul-Jun) – 12/31
Reports on other annual cycle – 1 month beyond original due date

3. Requests must explain and justify the need for the extension, and the reasons must be due to circumstances beyond the sponsor's control. The request must also state what the current status of the report is and what must be done to complete it. In addition, the sponsor must commit to a specific plan of action to ensure timely submission of the report in future years.

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4. Extensions may be granted or denied at the discretion of the MOHCD staff person who is assigned to monitor the project in question. MOHCD staff will respond to the request for extension within 5 business days upon receipt of the request.
5. Any reports received after the regular deadline or the extended deadline (“final submission deadline”) will be considered late.
6. Sponsors who miss the final submission deadline will be required to attend the AMR training the following year.
7. MOHCD will track how timely sponsors are in meeting the AMR reporting deadlines and may assign ratings. MOHCD may use these ratings when evaluating any proposals submitted to MOHCD by the sponsor, especially any requests for future MOHCD funding. MOHCD may also publish these ratings.