

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



**London N. Breed**  
Mayor

**Kate Hartley**  
Director

**DEADLINE FOR ANNUAL MONITORING REPORTS – AMR-EZs**  
(Effective 12/19/18)

**AMR-EZ Deadline**

The AMR-EZ is due by February 1 each year.

**Extensions of AMR Deadline**

Project sponsors may request an extension of the deadline for submitting the AMR-EZ 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 i.e., by January 25<sup>th</sup>.
2. Any extension requests that are approved will be for 1 month only, i.e., to March 1<sup>st</sup>.
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.
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-EZ training the following year.
7. MOHCD will track how timely sponsors are in meeting the AMR-EZ 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.