

Chapter 1. General Overview

1.1 Introduction

The Sacramento Housing and Redevelopment Agency (SHRA or Agency) is the local participating jurisdiction (PJ) for the City and County of Sacramento. In this capacity the Agency receives a variety of federal, state, and local funds to fund loans to provide safe, decent and affordable housing for very-low, low, and moderate-income families. These loan programs include the HOME Investment Partnership Program (HOME), Housing Trust Fund (HTF), Tax Increment Set-Aside Program (TI), Inclusionary Housing Program, and the Community Development Block Grant Program (CDBG).

The City and County of Sacramento have designated the Agency to administer these programs and to monitor Borrowers' compliance with the rules and regulations of each funding source. The specific rules and regulations detailing the requirements of each funding program are included in the project Regulatory Agreements made at time of loan funding between the City, County or Housing Authority and the Borrower.

1.2 Purpose of this Manual

This manual is to be used as a reference for Borrowers, Project Managers, and Resident Managers to comply with the reporting and monitoring requirements of the state, federal and local funding programs as administered and managed by the Agency.

The manual is designed to provide: (1) detailed instructions on how to document and maintain resident eligibility records for compliance reporting and monitoring; (2) a complete description of the onsite monitoring review process; (3) sample format of forms to be used for compliance reporting, and (4) a Definition of Terms (Exhibit 1) used in the eligibility and compliance monitoring process.

This manual does not supersede loan program policies and project's individual Regulatory Agreements and is subject to any Federal or State regulations governing the use of funds.