

Texas State Affordable Housing Corporation Compliance Review Observation Report

Willow Green Apartments
8301 Willow Place Drive, Houston, TX 77070
Owner: Dalcor Affordable Housing I, LLC **Date Built:** 1995
Management Company: Dalcor Management, LLC **Property Manager:** Gayle Harris
Inspection Date & Time: June 23, 2015 at 8:00 a.m. **Inspector's Name:** James Matias

Number of Units:	336	Number of required affordable units:	336	
COMPLIANCE AUDIT		YES	NO	N/A
1)	Are procedures that ensure compliance with the set aside requirements and rent requirements effective?	X		
2)	Is the property accepting Section 8 households?	X		
3)	Is the income to rent ratio for Section 8 households less than 2.5?	X		
4)	Are the rent increases smaller than 5%?	X		
5)	Is there any discriminatory language on the Application for Tenancy or Occupancy Qualifications?		X	
6)	Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?	X		
7)	Is additional monitoring by TSAHC recommended?		X	

COMMENTS:

SET-ASIDES		YES	NO	N/A
1)	Is the property meeting all occupancy restrictions required by the property's Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		
2)	Are the set-aside units evenly distributed?			
a)	No more than 60% of the set-aside requirements consist of one unit type?			X
b)	No less than 20% of the set aside requirements consist of any particular unit type?			X
3)	If either of the set asides have not been met, are any units:			
a)	Rented for less than 30 days, not including month-to-month?		X	
b)	Utilized as a hotel, motel, dormitory, fraternity house, sorority house, rooming house, nursing home, hospital, sanitarium, rest home, or trailer court or park?		X	
c)	Leased to a corporation, business or university?		X	
d)	Owned by a cooperative housing corporation?		X	
e)	Not available for rental on a continuous basis to members of the general public?		X	

COMMENTS:

UNITS WALKED

Unit #	USR Designation	New Designation	Comments
614	60%	60%	N/A
709	60%	60%	N/A
1012	60%	60%	N/A
1114	60%	60%	N/A
1504	60%	60%	N/A
2611	60%	60%	N/A

COMMENTS:

RESIDENT SERVICES		YES	NO	N/A
1)	Do the resident services appear to cater to the resident profile of the property?	X		

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2) Do the resident services appear to be effective? Discuss your observations in the comments section below.	X		
3) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		
4) Is management monitoring the following:			
a) Resident attendance	X		
b) Frequency of service provided	X		
c) Notification to residents of services	X		
d) Number or type of services	X		
e) Survey of residents	X		
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
6) Did TSAHC provide any Technical Assistance regarding Resident Services?		X	
COMMENTS:			

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	X		
2) Are accurate office hours posted?	X		
3) Are the following displayed in full view:			
a) Occupancy Qualifications?	X		
b) Fair Housing Poster?	X		
COMMENTS:			

RESIDENT FILE REVIEW	YES	NO	N/A
1) Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation?	X		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate	X		
3) Does the file audit establish that residents are being recertified on an annual basis?	X		
4) For mixed (low-income and market units) developments, are there any Next Available Unit Rule Violations?			X
5) Does the file audit indicate that staff needs additional training?		X	

COMMENTS:			
<ul style="list-style-type: none"> The most common error found during the file review included discrepancies between the Unit Status Report (USR) and the Tenant Income Certification (TIC) or Annual Eligibility Certifications (AEC) regarding rent, income, effective dates and household size. The importance of maintaining an accurate Unit Status Report was discussed in detail with management. Management submitted USR discrepancy corrections for units 107, 507, 515, 713, 816, 904, 1101, 1108, 1211, 1214, 1503, 1507, 1607, 1706, 1714, 2008, 2112, 2208, 2302, 2502, 2604, and 2708, prior to the completion of this report. During the file review it was determined that the incomes listed on some of the TIC forms were either calculated incorrectly, entered incorrectly, or the documented income did not have proper supporting verification documented. Prior to the completion and issuance of this report, management corrected the TIC income discrepancies and/or provided necessary verification documentation for units 201, 809, 902, 1214, 1607, and 1714. It is imperative that income verifications, income calculation, and total annual incomes are properly documented and maintained in the tenant file. It is the owner's responsibility to ensure program eligibility and program compliance are met. 			

If a new household moves in to any of the units with Findings (listed below), instead of submitting the required Corrective Action documents, submit with your response: the application for tenancy, all income and asset verifications, the executed Income Certification, and the 1st page of the lease for the new household occupying the unit.

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Unit	Finding	Corrective Action Requirement
N/A		
COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS
No Observations or findings.