

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
Inspection Date/Time: May 22, 2014 at 8:00 a.m.
Inspector's Names: James Matias

Number of Units:	336	Number of required affordable units:	336
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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 and Recertification requirements?	X		
7) Is additional monitoring by TSAHC recommended?		X	

COMMENTS:

SET-ASIDES	YES	NO	N/A
1) Do the files reviewed establish that the property is meeting the Low Income residency requirement whereby 100 percent of the units are rented to tenants whose adjusted income is 80 percent or less of the median gross income for the Metropolitan Statistical Area where the property is located?	X		
2) Do the files reviewed establish that the property is meeting the Very Low Income residency requirement?			X
3) 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
4) 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
 (units vacant and unready for extended period of time and all down units)

Unit #	USR Designation	New Designation	Comments
NA			

COMMENTS:

RESIDENT SERVICES	YES	NO	N/A
1) Does the programming appear to cater to the resident profile of the property?		X	
2) Does the programming appear to be effective?		X	

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3) Is there a resident services notebook available to review?	X		
4) TSAHC provided Technical assistance regarding:			
a) Resident attendance	X		
b) Frequency of service provided	X		
c) Transportation provided for off site services		X	
d) Notification to residents of services	X		
e) Number or type of services	X		
f) Survey of residents		X	
g) On-line reporting		X	
5) Does the property comply with the resident services requirement?		X	

COMMENTS: The resident services provided appear to be enough to meet the minimum requirements. On the day of the site management was advised to continue providing a variety of services that reach all types of residents and to make an effort to increase the attendance for the activities.

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) Are there any Next Available Unit Rule Violations?		X	
2) Does the file audit establish that residents are being recertified on an annual basis?	X		
3) Does the owner maintain all records relating to resident income certifications, together with supporting documentation?	X		
4) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	X		
5) Does the file audit indicate that staff needs additional training?		X	

COMMENTS: Management did a great job correcting all compliance inconsistencies and errors prior to the submittal of the compliance report. The most common issues found during the file review included differences between the Tenant Income Certification's or Annual Eligibility Certifications and the Unit Status Report, incorrect ethnicity designations and household size and incorrect income calculations.

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, the verifications, the Income Certification, and the 1st page of the lease for the new household occupying the unit.

Unit	Finding	Corrective Action Requirement
NA		

COMMENTS:

No Findings or Observations.

SUMMARY OF FINDINGS AND OBSERVATIONS

No Findings or Observations.

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