

Texas State Affordable Housing Corporation

Compliance Review Observation Report

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?			
4) Is management monitoring the following:	X		
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: Management did a great job correcting all compliance findings prior to the submittal of the Compliance Report. During the tenant file review, the reviewer noticed a few discrepancies between the incomes, number of residents, tenant paid rent, and assistance payment amounts listed in the tenant files versus the monthly Unit Status Report (USR). The discrepancies were noted for units 1D, 3A, 3D, 6A, 13A, 13B, 14A, 15D, 16A, 17C, 19A, 20A, 20C, 22A, 23C, 26D, and 28A. It was apparent that this was an oversight as management is aware of updating these amounts as they change. Management was instructed to update the Unit Status Report each time a rent change is determined.

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.

Unit	Finding	Corrective Action Requirement
NA		

COMMENTS: All findings were corrected prior to the submission of the report.

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SUMMARY OF FINDINGS AND OBSERVATIONS

No observations or findings.