

Texas State Affordable Housing Corporation Compliance Review Observation Report

Villa Rodriguez
3270 Nacogdoches, San Antonio, Texas 78217

Owner: San Antonio Low Income Housing, LLC **Date Built: 1982**
Management Company: Cesar Chavez Foundation **Property Manager: Lorraine Plata**
Inspection Date & Time: June 7, 2019 at 8:30 a.m. **Inspector's Name: Celina Mizcles Stubbs**

Number of Units: 346	Number of required LI units: 260	Number of required VLI units: 70	
COMPLIANCE AUDIT		YES	NO
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) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?	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:

Note: The property was issued a Notice of Noncompliance for Failure to Meet Safe Harbor on May 17, 2019. Manamgnet made some unit designation updates to correct the issue of noncompliance (units 11003 and 20413). On the day of the onsite visit, the reviewer confirmed that the two units were properly re-designated regaining the programs compliance. A formal Finding Cleared letter will be issued under a separate cover.

UNITS WALKED		
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Unit #	USR Designation	Comments
10303	80%	
11011	50%	
11301	80%	
20107	80%	

COMMENTS:

Texas State Affordable Housing Corporation

Compliance Review Observation Report

RESIDENT SERVICES	YES	NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?	X		
2) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		
3) 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		
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		X	
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
6) In the last 12 months, has TSAHC provided any assistance regarding the monthly Resident Service reports submitted through the Compliance System? If so, comment below.	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: There were a few notes made during the tenant file review. Overall, it appears that more attention is needed when updating the Unit Status Report (USR). For example, incorrect household incomes and rents were listed on the USR for six (6) files. It is important for the USR to be fully complete and accurate to ensure program compliance. The reviewer also noticed that the household income was miss calculated for unit 20202. The calculation did not affect the tenant's eligibility. Management submitted supporting documentation of all USR updates and the income correction for unit 20202 prior to the issuance of this report. Note: The USR did not have accurate information specific to vacant units and move-out dates. This was referenced in the Asset Oversight Report.

Observation:

- **Management is reminded to take the necessary time to ensure the property's monthly Unit Status Report is completed accurately prior to submission.**

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

Texas State Affordable Housing Corporation Compliance Review Observation Report

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

Unit	Finding	Corrective Action Requirement
N/A		
COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS

Observation:

- Management is reminded to take the necessary time to ensure the property's monthly Unit Status Report is completed accurately prior to submission.

No Findings.