

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: October 1, 2020 at 10:00 a.m. **Inspector's Name: James Matias**

Number of Units: 326	Number of required LI units: 246	Number of required VLI units: 66	
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: In the last year the property (phase I) had two fires, one in building 13 and one in building 8. As a result of the fires the property has 20 units designated as Down Units. The property has a total of 346 units; however, the set-aside is being calculated with a total of 326 units per the Down Units program rules.

UNITS WALKED		
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Unit #	USR Designation	Comments
2-0103	50%	
1-0908	80%	
1-0820	80%	
1-0403	80%	

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) 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: Over the last 7-8 months the property has been limited on the service they can provide based on local social distancing requirements due to the Covid-19 pandemic. The property is staying involved with its residents by providing referral sources for rental assistance and food banks.

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 Unit Status Report (USR) inconsistencies prior to the issuance of the Compliance Report. During the tenant file review, the reviewer noticed a few discrepancies between the income and the rent on Tenant Income Certification (TIC) and the USR. The discrepancies regarding rent were noted for units 2-0303 and 1-1001. Management is now aware that the current rent paid by the household and housing authority should always be reflected on the USR. Management also corrected the income on the USR for units 2-1112 and 1-0224 which was not updated at the time of the recertification. Management was made aware of the importance of updating the USR with the correct income after recertifications are completed.

In addition to the USR inconsistencies, the reviewer noticed the Asset type was missing on almost all TIC's reviewed. Management stated the current software system they use (Yardi) was not auto populating this information even though it was entered. Management also stated this problem has been resolved. All TIC's were corrected prior to the completion of this report and none of the errors altered the eligibility of the household. Management was instructed to manually enter the Asset type if this issue were to reoccur.

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.