

Texas State Affordable Housing Corporation Compliance Review Observation Report

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: Twenty units were selected for review during the compliance portion of the site visit. During the tenant file review, the reviewer noticed a few discrepancies between the USR and lease regarding rent. The discrepancies regarding rent were noted for units 3101, 5106, and 6207. Management is aware that the current rent paid by the household and housing assistance are the amounts that should always be reflected on the USR. Management also corrected the income on the USR and TIC for units 2206, 4109, and 5106. The slight income calculation changes did not affect the program eligibility of the household. Last, the asset portion of the TIC was modified for units 6302 and 8105. The asset modification did not affect household eligibility. Management did a great job correcting Unit Status Report (USR) and Tenant Income Certifications (TIC) prior to the completion of this report. See Observations below for additional details.

If a new household moves into 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/Observation	Corrective Action Requirement/Notes
2206	Observation: Household member number 1 had missing income.	Management added the \$1,000 annually bonus to the income on the TIC. Household eligibility was not affected.
4109	Observation: A 1.3% COLA increase was not added to the Social Security Income	Management added the 1.3% increase for 11 months and added the new income to the TIC. Household eligibility was not affected.
5106	Observation: The income calculated and recorded on the calculation sheet does not match the income on the TIC.	Management edited the income on the TIC. Household eligibility was not affected.
6302	Observation: A 401K was listed on the assets section of the TIC. However, the retirement account is from the Texas Teachers Retirement	Management removed the 401K listed on the TIC.

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	System (TRS).	
8105	Observation: The annual income from each asset was left off the TIC.	Management adjusted the TIC to include the Annual Income from Assts. The imputed income is being used and the amount calculated for Income from Assets and Annual Household Income does not need to be altered.
COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS
<p>No Findings. See Observations above.</p>