

Texas State Affordable Housing Corporation Compliance Review Observation Report

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) 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 issues noted during the tenant file reviews. Discrepancies that require corrective action are noted in the Findings chart below.

- Unit 228: The paystubs in the tenant files appear to be cut off. TSAHC recommends copies be the entirety for the paystubs.
- Unit 732: This unit is over-income at the time of recertification . Management is required to track this unit.

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
122	The disclosed checking account is listed as a saving account on the Income Certification.	<ul style="list-style-type: none"> • Update the Income Certification.
223	The income listed on the Income Certification does not match the USR. In addition, Section 2 of the Tenant Release and Consent form is missing the tenant's name.	<ul style="list-style-type: none"> • Update the Tenant Release and Consent and the USR.
224	The household's move-in date is not listed correctly on the USR.	<ul style="list-style-type: none"> • Update the USR.
327	Household income is miscalculated.	<ul style="list-style-type: none"> • Recalculate household income by averaging the 4 regular pay stubs then add the annual bonus. Update the TIC and USR accordingly.

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331	Page 3 of the Income Certification is missing information for household member #5. Child support was miscalculation (amount mistyped), and the Under \$5,000 Asset Certification is missing a signature.	<ul style="list-style-type: none"> Complete page 3 of the Income Certification The Child Support /Alimony Certification Form needs clarification regarding dependent. Recalculate child support income and make changes to Income Certification. Execute the Under \$5,000 Asset Certification
338	Household income is incorrect on the USR. A date of birth is incorrect on the Income Certification form and a tenant signature is missing on the TSAHC Health and Safety form.	<ul style="list-style-type: none"> Update income on the USR. Correct the date of birth on the Income Certification form. Execute the TSAHC Health and Safety form.
522	It appears there may be a third checking account.	<ul style="list-style-type: none"> Clarify and/or verify assets and make changes to appropriate forms, if necessary.
523	Based on the employment verification form, income appears to be calculated incorrectly.	<ul style="list-style-type: none"> Recalculate income, <ul style="list-style-type: none"> Regular 13.00 x 40x 52=\$27,040 Overtime \$19.50x10x52= \$10,140 Mobile Tip (first paystub line item) \$386.38/35 weeks YTD annualized to total= \$574.05 Get additional clarification from employer to support that the second and third line items (Tips and Tips Cr Wage) will not be received moving forward. If so, do not annualized these numbers.
533	Tenant file has 6 paystubs.	8 Clarify why 6 paystubs were in the tenant file. Recalculate income using the most current 4 paystubs.
732	The current Income Certification is missing the saving account. The USR does not list the correct income split (tenant rent and housing assistance payment).	<ul style="list-style-type: none"> Update the Income Certification and update the USR rent.
736	The number of households is incorrect on the USR.	<ul style="list-style-type: none"> Update the USR.
835	Clarify why 5 paystubs were used to calculate income. The USR does not reflect the correct income amount and bedroom size.	<ul style="list-style-type: none"> Clarify why 5 pay stubs were used. Recalculate income using 4 paystubs, if management policy. Update the USR for income and bedroom size.
935	Confirm termination date for employer, Rose Café. Remove "yes" from recertification column on USR.	<ul style="list-style-type: none"> Submit verification with employer confirmation date Update the USR.
937	Five paystubs were used to calculate income. In addition, it does not appear period incentives were included in the calculation.	<ul style="list-style-type: none"> Clarify why 5 pay stubs were used. Recalculate income using 4 paystubs, if management policy. Clarify and verify period incentive amounts. Include in calculation and update appropriate forms, if needed.

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938	The income amount and recertification column on the USR are incorrect.	<ul style="list-style-type: none"> • USR updates: <ul style="list-style-type: none"> ○ Remove "Yes" from recertification column ○ Clarify why a Section 8 verification form was used yet the USR income lists \$14,440. It appeared management practice is to use \$22.
1127	Rent split amounts (tenant rent and housing payment assistance) are incorrect on the USR.	<ul style="list-style-type: none"> • Update USR.
<p>COMMENTS: All corrective action items noted above (i.e., clarifications, verification, revised calculations and Income Certification with supporting documents) for the units noted above must be completed. Copies of required corrective actions must be submitted to TSAHC no later than <u>2/3/2023</u>.</p>		

SUMMARY OF FINDINGS AND OBSERVATIONS
<p>The corrective action to the Finding written above is due to TSAHC no later than 2/3/2023.</p>