



# 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	
<b>COMMENTS:</b>			

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		
<b>COMMENTS:</b>			

RESIDENT FILE REVIEW	YES	NO	N/A
1) Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation and TSAHC required forms?	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:** The tenant files were well organized. Unit 111E has not completed a 2024 Annual Eligibility Certification (AEC) due to its current eviction status. Management is advised to update the Unit Status Report with the correct rent amounts and to notify TSAHC when the unit is vacant.

**Observation:**

- During the review, the Property Manager mentioned they have not received HOTMA training. The HOTMA changes became effective 1/1/2024. TSAHC highly recommends the owner/manager attend HOTMA training specific to LIHTC and Tax-Exempt Bonds to ensure program compliance as program eligibility requirements for tax-exempt bonds have changed (for example, verification of asset requirements). Below are a few free training opportunities:
  - TSAHC Compliance Manual effective 1/1/2024 found here: [https://www.tsahc.org/public/upload/files/general/2024\\_TSAHC\\_Compliance\\_Manual.pdf](https://www.tsahc.org/public/upload/files/general/2024_TSAHC_Compliance_Manual.pdf)
  - Income Determination Change w/HOTMA: <https://www.youtube.com/watch?v=XbB8i2Hj4IA>
  - Forms Training (Income Certificate training at minute 59:56): <https://www.youtube.com/watch?v=Ahnq07hQAv0>

No findings.

*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*

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*verifications, the executed Income Certification, and the 1<sup>st</sup> page of the lease for the new household occupying the unit.*

Unit	Finding	Corrective Action Requirement
COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS
<p><b>Observation:</b></p> <ul style="list-style-type: none"> <li>• During the review, the Property Manager mentioned they have not received HOTMA training. The HOTMA changes became effective 1/1/2024. TSAHC highly recommends the owner/manager attend HOTMA training specific to LIHTC and Tax-Exempt Bonds to ensure program compliance as program eligibility requirements for tax-exempt bonds have changed (for example, verification of asset requirements). Below are a few free training opportunities:               <ul style="list-style-type: none"> <li>○ TSAHC Compliance Manual effective 1/1/2024 found here: <a href="https://www.tsahc.org/public/upload/files/general/2024_TSAHC_Compliance_Manual.pdf">https://www.tsahc.org/public/upload/files/general/2024_TSAHC_Compliance_Manual.pdf</a></li> <li>○ Income Determination Change w/HOTMA: <a href="https://www.youtube.com/watch?v=XbB8i2Hj4IA">https://www.youtube.com/watch?v=XbB8i2Hj4IA</a></li> <li>○ Forms Training (Income Certificate training at minute 59:56): <a href="https://www.youtube.com/watch?v=Ahnq07hQAv0">https://www.youtube.com/watch?v=Ahnq07hQAv0</a></li> </ul> </li> </ul> <p><b>No findings.</b></p>