

Texas State Affordable Housing Corporation Compliance Review Observation Report

Rita Blanca Apartment				
701 Maynard, Dalhart, Texas 79022				
Owner: Guadalupe Economic Services Corp. (GESC)		Date Built: 2014		
Management Company JL Gray Company		Property Manager: Marti Harris		
Inspection Date & Time: May 6, 2024, at 8am		Inspector's Name: Blaire Bigelow		
Number of Units:28	Number of required LI units:	28	Number of required VLI units: 6	
COMPLIANCE AUDIT		YES	NO	N/A
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 - see comment	
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: This property is fully subsidized with USDA RD for Farm Labor housing regulations; therefore, units are already subsidized. Management is aware to accept housing choice vouchers if the property is not fully subsidized with USDA RD.				

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) If either of the set asides have not been met, are any units:			X	
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:				

UNITS WALKED		
Unit #	USR Designation	Comments
302	80%	2x1 Occupied
402	80%	2x1 Vacant as of 05/01/24, not ready
504	80%	3x1 Occupied
COMMENTS:		

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		

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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		
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 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-see comment		

COMMENTS: The files were maintained in good order.

Observation:

- **HOTMA changes became effective 1/1/2024. It is imperative for management to attend training specific to LIHTC and Tax-Exempt Bonds to ensure program compliance as eligibility program requirements for tax-exempt bonds have changed. For example, verification of assets. Management is advised that findings will be issued if HOTMA changes are not fully implemented by January 1, 2025. Please refer to the following free training materials:**
 - **TSAHC's updated Compliance Manual effective 1/1/2024 located here: <https://www.tsahc.org/property-managers/property-manager-downloads>**
 - **TSAHC Updated Tenant Income Certification forms effective 1/1/2024 located here: <https://www.tsahc.org/property-managers/property-manager-downloads>**
 - **TDHCA's Income Determination Change w/HOTMA: <https://www.youtube.com/watch?v=XbB8i2Hj4IA>**

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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

COMMENTS:

SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations or Findings.