

Texas State Affordable Housing Corporation Compliance Review Observation Report

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-see comment	
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: In the first calendar quarter of 2024, no resident services were submitted. However, a review of the resident service binder proved the number of resident services were provided. Reports were not submitted because the manager was out of office, however, is aware submissions are due monthly.			

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	

COMMENTS: There were no issues with the tenant files during the review. Per management, HOTMA has not been implemented due to property software not being updated. Please see observations and findings below.

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>

Finding:

- **The Fair Housing Sponsor Report has not been submitted to TSAHC. Management must submit this report to TSAHC no later than 07/20/2024. Per the AOC Agreement between Woodside Village Apartments and TSAHC on page 7, section 5. The Borrower shall**

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comply with all applicable requirements of the Act, including submitting the Fair Housing Sponsor Report on or before March 30, 2016, and each year thereafter.

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

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