

ENFORCEMENT ACTION AGAINST
MOSAIC MILL RUN LLC WITH
RESPECT TO MILL RUN
APARTMENTS (HTC FILE # 91021 /
CMTS # 950)

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BEFORE THE
TEXAS DEPARTMENT OF
HOUSING AND
COMMUNITY AFFAIRS

AGREED FINAL ORDER

General Remarks and official action taken:

On this 25th day of February, 2016, the Governing Board (“Board”) of the Texas Department of Housing and Community Affairs (“TDHCA”) considered the matter of whether enforcement action should be taken against **MOSAIC MILL RUN LLC**, a Texas limited liability company (“Respondent”).

This Agreed Order is executed pursuant to the authority of the Administrative Procedure Act (“APA”), Tex. Gov’t Code §2001.056, which authorizes the informal disposition of contested cases. In a desire to conclude this matter without further delay and expense, the Board and Respondent agree to resolve this matter by this Agreed Final Order. The Respondent agrees to this Order for the purpose of resolving this proceeding only and without admitting or denying the findings of fact and conclusions of law set out in this Order.

Upon recommendation of the Enforcement Committee, the Board makes the following findings of fact and conclusions of law and enters this Order:

WAIVER

Respondent acknowledges the existence of their right to request a hearing as provided by TEX. GOV’T CODE § 2306.044, and to seek judicial review, in the District Court of Travis County, Texas, of any order as provided by TEX. GOV’T CODE § 2306.047. Pursuant to this compromise and settlement, the Respondent waives those rights and acknowledges the jurisdiction of the Board over Respondent.

FINDINGS OF FACT

Jurisdiction:

1. During 1991, Chantelle Associates (“Prior Owner”) was awarded an allocation of Low Income Housing Tax Credits by the Board, in an annual amount of \$44,811 to build and operate Mill Run Apartments (“Property”) (HTC file No. 91021 / CMTS No. 950 / LDDL No. 337).

2. Prior Owner signed a land use restriction agreement (“LURA”) regarding the Property. The LURA was effective September 9, 1991, and filed of record at Volume 91175, Page 5601 of the Official Public Records of Real Property of Dallas County, Texas (“Records”). In accordance with Section 2 of the LURA, the LURA is a restrictive covenant/deed restriction encumbering the property and binding on all successors and assigns for the full term of the LURA.
3. Respondent took ownership of the Property and signed an agreement with TDHCA to assume the duties imposed by the LURA and to comply fully with the terms thereof (Agreement to Comply with and First Amendment to Declaration of Land Use Restrictive Covenants), effective May 3, 2013, and filed the same in the Records at Document Number 201300218716, thereby binding Respondent to the terms of the LURA.
4. Respondent is a Texas limited liability company that is qualified to own, construct, acquire, rehabilitate, operate, manage, or maintain a housing development that is subject to the regulatory authority of TDHCA.

Compliance Violations¹:

5. An on-site monitoring review was conducted on September 11, 2014, to determine whether Respondent was in compliance with LURA requirements to lease units to low income households and maintain records demonstrating eligibility. The monitoring review found violations of the LURA and TDHCA rules. Notifications of noncompliance were sent and a March 22, 2015, corrective action deadline was set, however, the following violations were not corrected before the corrective action deadline:
 - a. Respondent failed to provide an affirmative marketing plan and supporting marketing documentation, a violation of 10 TEX. ADMIN. CODE §10.617 (Affirmative Marketing Requirements), which requires developments to approve and distribute an affirmative marketing plan, and to distribute marketing materials to selected marketing organizations that reach groups identified as least likely to apply and to the disabled;
 - b. Respondent failed to submit pre-onsite documentation, a violation of 10 TEX. ADMIN. CODE §10.607 (Reporting Requirements) and 10 TEX. ADMIN. CODE §10.618 (Onsite Monitoring), which require all developments to submit necessary documentation as requested in preparation for an upcoming monitoring review;
 - c. Respondent failed to provide an Annual Eligibility Certifications for units 128, 120, 124, 130, 131, 132, 135, 136, 139, 103, 104, 105, 112, 114, 115, 118, and 119, a violation of 10 TEX. ADMIN. CODE §10.612 (Tenant File Requirements), which requires developments to annually collect an Annual Eligibility Certification form from each household.

¹ Within this Agreed Final Order, all references to violations of TDHCA Compliance Monitoring rules at 10 TEX. ADMIN. CODE, CHAPTERS 10 AND 60 refer to the versions of the code in effect at the time of the compliance monitoring reviews and/or inspections that resulted in recording each violation. All past violations remain violations under the current code and all interim amendments.

- d. Respondent failed to provide documentation that household incomes were within prescribed limits upon initial occupancy for units 104, 107, 108, 123, 125, 155, 201, 207, 215, and 223, a violation of 10 TEX. ADMIN. CODE §10.611 (Determination, Documentation and Certification of Annual Income) and Section 4 of the LURA, which require screening of tenants to ensure qualification for the program;
- e. Respondent failed to provide the Fair Housing Disclosure Notice for units 104, 107, 108, 123, 125, 155, 201, 207, 215, and 223, a violation of 10 TEX. ADMIN. CODE § 10.612 (Tenant File Requirements), which requires all developments to provide prospective households with a fair housing disclosure notice within a certain time period. This form has since been combined with the Notice of Amenities and Services into a replacement document called a “Tenant Rights and Resources Guide.”

Acceptable corrective documentation was submitted for units 104 and 123 on December 28, 2015, 473 days past the corrective deadline, and after an administrative penalty informal conference notice was sent. The finding remains unresolved for units 107, 108, 125, 155, 201, 207, 215, and 223.

- f. Respondent failed to provide a Notice of Amenities and Services to units 104, 107, 108, 125, 155, 201, 207, 215, and 223, a violation of 10 TEX. ADMIN. CODE §10.613 (Lease Requirements), which required owners to provide to each household, at the time of execution of an initial lease and whenever there was a subsequent change in amenities and services, a notice describing those amenities and services. This form has since been combined with the Fair Housing Disclosure Notice into a replacement document called a “Tenant Rights and Resources Guide.”

Acceptable corrective documentation was submitted for unit 104 on December 28, 2015, 473 days past the corrective deadline, and after an administrative penalty informal conference notice was sent. The finding remains unresolved for units 107, 108, 125, 155, 201, 207, 215, and 223.

- 6. A Uniform Physical Condition Standards (“UPCS”) inspection was conducted on November 24, 2014. Inspection reports showed numerous serious property condition violations, a violation of 10 TEX. ADMIN. CODE § 10.621 (Property Condition Standards). Notifications of noncompliance were sent and a March 3, 2015, corrective action deadline was set. Partial corrective action was received on December 28, 2015, 300 days after the corrective action deadline, after the administrative penalty informal conference notice was sent. All violations were resolved with the exception of a violation related to a mechanized vehicle entry gate that was not corrected before the deadline and remains unresolved.
- 7. The following violations remain outstanding at the time of this order:
 - a. Affirmative marketing plan violation described in FOF #5.a;
 - b. Pre-onsite documentation violation described in FOF #5.b;
 - c. Annual Eligibility Certification violations described in FOF #5.c;

- d. Household income above limit violations described in FOF #5.d;
- e. Fair Housing Disclosure Notice violations described in FOF #5.e;
- f. Notice of Amenities and Services violations described in FOF #5.f;
- g. UPCS violation described in FOF #6;

CONCLUSIONS OF LAW

1. The Department has jurisdiction over this matter pursuant to Tex. Gov't Code §§2306.041-.0503, 10 TEX. ADMIN. CODE § 1.14 and 10 TEX. ADMIN. CODE Chapter 60, both of which were replaced by 10 TEX. ADMIN. CODE §2 as of November 19, 2014.
2. Respondent is a "housing sponsor" as that term is defined in Tex. Gov't Code §2306.004(14).
3. Pursuant to IRC §42(m)(1)(B)(iii), housing credit agencies are required to monitor for noncompliance with all provisions of the IRC and to notify the Internal Revenue Service of such noncompliance.
4. Respondent violated 10 TEX. ADMIN. CODE §10.617 in 2014, by failing to provide a complete affirmative marketing plan and supporting materials;
5. Respondent violated 10 TEX. ADMIN. CODE §10.607 and §10.618 in 2014, by not submitting pre-on-site documentation including a unit status report and entrance interview questionnaire in preparation for the monitoring review;
6. Respondent violated 10 TEX. ADMIN. CODE §10.612 in 2014 by failing to collect Annual Eligibility Certifications for 17 units;
7. Respondent violated Section 4 of the LURA and 10 TEX. ADMIN. CODE §10.611 in 2014 by failing to provide documentation that household incomes were within prescribed limits upon initial occupancy for 10 units;
8. Respondent violated 10 TEX. ADMIN. CODE § 10.612 in 2014, by failing to execute the Fair Housing Disclosure Notice during the appropriate time frame for 10 units;
9. Respondent violated 10 TEX. ADMIN. CODE §10.613 in 2014, by failing to execute the Notice of Amenities and Services for 9 units;
10. Respondent violated 10 TEX. ADMIN. CODE § 10.621 in 2014, and I.R.C. §42, as amended, by failing to comply with HUD's Uniform Physical Condition Standards when major violations were discovered and not timely corrected.²

² HUD's Uniform Physical Condition Standards are the standards adopted by TDHCA pursuant to 10 TEX. ADMIN. CODE 10.621(a)

11. Because Respondent is a housing sponsor with respect to the Property, and has violated TDHCA rules and agreements, the Board has personal and subject matter jurisdiction over Respondent pursuant to TEX. GOV'T CODE §2306.041 and §2306.267.
12. Because Respondent is a housing sponsor, TDHCA may order Respondent to perform or refrain from performing certain acts in order to comply with the law, TDHCA rules, or the terms of a contract or agreement to which Respondent and TDHCA are parties, pursuant to Tex. Gov't Code §2306.267.
13. Because Respondent has violated rules promulgated pursuant to Tex. Gov't Code Chapter 2306 and has violated agreements with the Agency to which Respondent is a party, the Agency may impose an administrative penalty pursuant to TEX. GOV'T CODE §2306.041.
14. An administrative penalty of \$1,500 is an appropriate penalty in accordance with 10 TAC §§60.307 and 60.308, which were in place at the time of the violation. It remains appropriate under the replacement rule at 10 TEX. ADMIN. CODE §2, which became effective on November 19, 2014.

Based upon the foregoing findings of fact and conclusions of law, and an assessment of the factors set forth in Tex. Gov't Code §2306.042 to be considered in assessing such penalties as applied specifically to the facts and circumstances present in this case, the Board of the Texas Department of Housing and Community Affairs orders the following:

IT IS HEREBY ORDERED that Respondent is assessed an administrative penalty in the amount of \$1,500, subject to deferral as further ordered below.

IT IS FURTHER ORDERED that all onsite property management staff and supervisors at Mill Run Apartments who will be working on tenant files shall attend First Thursday Income Eligibility Training offered by TDHCA and submit completion certificate(s) on or before May 25, 2016. The next course will be held at TDHCA headquarters on April 7, 2016 and registration will open online at <http://www.tdhca.state.tx.us/pmcomp/COMPtrain.html> on March 4, 2016.

IT IS FURTHER ORDERED that all onsite property management staff and supervisors at Mill Run Apartments who will be working on tenant files shall attend Housing Tax Credit ("HTC") Compliance Training through the Texas Apartment Association and submit completion certificate(s) on or before May 25, 2016. The following courses are available and may be chosen: Houston on March 15, 2016, Beaumont on March 22, 2016, San Antonio on May 10, 2016, or Fort Worth on May 18, 2016. Registration is available online at: <http://www.taa.org/member/education/registerforprograms/>

IT IS FURTHER ORDERED that Respondent shall fully correct the file monitoring violations as indicated in Attachments 1, 2, and 3, and submit full documentation of the corrections to TDHCA on or before May 25, 2016.

IT IS FURTHER ORDERED that Respondent shall fully address all UPCS violations as indicated in Attachment 4 and submit work orders in the correct format, and including all necessary parts, to document the corrections to TDHCA on or before May 25, 2016.

IT IS FURTHER ORDERED that Respondent shall follow the requirements of 10 Tex. Admin. Code 10.406, a copy of which is included at Attachment 5, and obtain approval from the Department prior to consummating a sale of the property, if contemplated.

IT IS FURTHER ORDERED that if Respondent timely and fully complies with the terms and conditions of this Agreed Final Order, correcting all violations as required, the satisfactory performance under this order will be accepted in lieu of the assessed administrative penalty and the full amount of the administrative penalty will be deferred and forgiven.

IT IS FURTHER ORDERED that if Respondent fails to satisfy any conditions or otherwise violates any provision of this order, then the full administrative penalty in the amount of \$1,500 shall be immediately due and payable to the Department. Such payment shall be made by cashier's check payable to the "Texas Department of Housing and Community Affairs" upon the earlier of (1) within thirty days of the date the Department sends written notice to Respondent that it has violated a provision of this Order, or (2) the property closing date if sold before the terms and conditions of this Agreed Final Order have been fully satisfied.

IT IS FURTHER ORDERED that corrective documentation must be uploaded to the Compliance Monitoring and Tracking System ("CMTS") by following the instructions at this link: <http://www.tdhca.state.tx.us/pmcdocs/CMTSUserGuide-AttachingDocs.pdf>. After the upload is complete, an email must be sent to Ysella Kaseman at ysella.kaseman@tdhca.state.tx.us to inform her that the documentation is ready for review. If it comes due and payable, the penalty payment must be submitted to the following address:

If via overnight mail (FedEx, UPS):	If via USPS:
TDHCA Attn: Ysella Kaseman 221 E 11 th St Austin, Texas 78701	TDHCA Attn: Ysella Kaseman P.O. Box 13941 Austin, Texas 78711

IT IS FURTHER ORDERED that the terms of this Agreed Final Order shall be published on the TDHCA website.

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Approved by the Governing Board of TDHCA on 2/25, 2016.

By: /s/ J. Paul OXer
Name: J. Paul OXer
Title: Chair of the Board of TDHCA

By: /s/ James "Beau" Eccles
Name: James "Beau" Eccles
Title: Secretary of the Board of TDHCA

THE STATE OF TEXAS §
§
COUNTY OF TRAVIS §

Before me, the undersigned notary public, on this 25th day of February, 2016, personally appeared J. Paul OXer, proved to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

/s/ Peggy Henderson
Notary Public, State of Texas

THE STATE OF TEXAS §
§
COUNTY OF TRAVIS §

Before me, the undersigned notary public, on this 25th day of February, 2016, personally appeared James "Beau" Eccles, proved to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

/s/ Peggy Henderson
Notary Public, State of Texas

Attachment 1

File Monitoring Violation Resources and Instructions

1. *Do not back-date any of the tenant forms required for this Agreed Final Order.*
2. All documentation must be uploaded to CMTS at <https://pox.tdhca.state.tx.us/aims2/pox>, then an email must be sent to Ysella Kaseman notifying her that the upload(s) are complete and ready for review. Upload instructions are available at: <http://www.tdhca.state.tx.us/pmcdocs/CMTSUserGuide-AttachingDocs.pdf>.
3. Refer to the following link for all references to the rules at 10 TEX. ADMIN. CODE §10 that are referenced below:
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=10&sch=F&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=10&sch=F&rl=Y)
4. Refer to the following link for copies of forms that are referenced below:
<http://www.tdhca.state.tx.us/pmcomp/forms.htm>
5. Technical support and training presentations are available at the following links:
Video/Audio Training: <http://www.tdhca.state.tx.us/pmcomp/presentations.htm>
Income and Rent Limits: <http://www.tdhca.state.tx.us/pmcomp/irl/index.htm>
Utility Allowance: <http://www.tdhca.state.tx.us/pmcomp/utility-allowance.htm>
Online Reporting: <http://www.tdhca.state.tx.us/pmcomp/reports.htm>
FAQ's: <http://www.tdhca.state.tx.us/pmcomp/compFaq.htm>
6. **Affirmative marketing plan** – Complete affirmative marketing plan using any version of HUD Form 935.2A. Submit updated plan following all requirements of 10 TEX. ADMIN. CODE §10.617, along with evidence of outreach marketing efforts to selected groups identified in the plan. The affirmative marketing web tool referenced in the rule in order to determine groups that are least likely to apply is available online at: <http://www.tdhca.state.tx.us/pmcomp/forms.htm>. The plan must identify those groups that are least likely to apply, along with specific media and community contacts that reach those designated groups. Persons with disabilities must always be selected as a group least likely to apply.
7. **Pre-onsite documentation** – Submit the Entrance Interview Questionnaire and unit status report through the Department's Compliance Monitoring and Tracking System ("CMTS"). For assistance with the process, visit: http://www.tdhca.state.tx.us/comp_reporting.htm.

8. **Fair Housing Disclosure Notice** – This notice has been replaced by the Tenants Rights and Resource Guide as indicated at 10 TEX. ADMIN. CODE §10.613(k).

Correctable findings: Implement Tenants Rights and Resource Guide as indicated at 10 TEX. ADMIN. CODE §10.613(k) and submit properly signed Tenants Rights and Resource Guide Acknowledgments for units 108, 201, 207, 215, and 223. If the tenant has moved out without signing this form, please submit a letter to TDHCA including the move-out date and acknowledging that the finding cannot be resolved. Prior submissions for these units were backdated, with signatures dated before the form was created. Do not back-date any forms.

Uncorrectable findings: The households that triggered the findings for units 107, 125, and 155 have vacated the units without completing the required form. Therefore, there is no corrective action available and the finding will remain outstanding.

9. **Notice of Amenities and Services** – Respondent submitted notices for multiple units, but the submission was incomplete.

Correctable findings: Implement Tenants Rights and Resource Guide as indicated at 10 TEX. ADMIN. CODE §10.613(k) and submit signed Tenants Rights and Resource Guide Acknowledgments for units 108, 201, 207, 215, and 223. If the tenant has moved out without signing this form, please submit a letter to TDHCA including the move-out date and acknowledging that the finding cannot be resolved. Prior submissions for these units were backdated, with signatures dated before the form was created. Do not back-date any forms.

Uncorrectable findings: The households that triggered the findings for units 107, 125, and 155 have vacated the units without completing the required form. Therefore, there is no corrective action available and the finding will remain outstanding.

10. **Failure to collect data required by 10.612 (Annual Eligibility Certifications)** – Owners of HTC developments must collect and maintain current data annually on each household that includes the number of household members, age, ethnicity, race, disability status, rental amounts and rental assistance (if any). This information can be collected on the Department’s Annual Eligibility Certification (AEC) or the Income Certification form.

- i. Update the Unit Status Report in CMTS to reflect current household information and unit occupancy for the entire development;
- ii. For units listed in the table on the next page, which were spot-checked during the monitoring review: Collect and submit the annual data collection on either (A) the AEC form, or (B) the Income Certification Form (see table below for details). If the household has not already executed one of the required forms, then the Department will consider the noncompliance corrected if the household executes the form reflecting current circumstances. In no instance should a household backdate a form. (i.e. If an AEC form from 2014 is present in the file as indicated in the table below, but was not signed by the household, a new form with the current date must be signed)

Unit	Move-in Date	Date AEC Signed	Problem:
128	5/28/2010	N/A	An AEC dated 7/1/14 is present in the file but was not executed by the household
120	3/27/2009	N/A	An AEC dated 7/1/14 is present in the file but was not executed by the household
124	10/1/2008	N/A	An AEC dated 3/1/14 is present in the file but was not executed by the household
130	2/1/2005	N/A	An AEC dated 8/1/14 is present in the file but was not executed by the household
131	3/25/2013	N/A	An undated AEC is present in the file but was not executed by the household
132	5/15/2012	N/A	An AEC dated 7/1/14 is present in the file but was not executed by the household
135	4/6/2008	N/A	An AEC is present in the file and is signed by the household, however it is not signed or filled out
136	12/1/2010	N/A	An AEC dated 4/15/14 is present in the file but was not executed by the household
139	5/4/2012	5/1/2013	Must be completed annually
103	3/8/2012	N/A	An AEC dated 7/1/14 is present in the file but was not executed by the household
104	8/16/2013	N/A	An undated AEC is present in the file but was not executed by the household
105	10/1/2009	N/A	An AEC dated 8/1/14 is present in the file but was not executed by the household
112	9/1/2012	N/A	An undated AEC is present in the file but was not executed by the household
114	10/1/2013	N/A	An AEC dated 4/1/14 is present in the file but was not executed by the household
115	5/1/2012	1/1/2014	Form was signed more than 120 days prior to the due date
118	1/23/2013	N/A	An undated AEC is present in the file but was not executed by the household
119	4/30/2011	N/A	An undated AEC is present in the file but was not executed by the household

- iii. Submit a certification that all households on the development which were not spot-checked during the review have completed the necessary forms to be in compliance with the annual data collection requirements.

11. **Household income above limit upon initial occupancy** – Follow the instructions below and submit documentation with respect to units 104, 107, 108, 123, 125, 155, 201, 207, 215, and 223. Further details and guidance is included at Attachments 2 and 3.

- A. Who should complete tenant forms:** Do not complete screening documentation on the tenants’ behalf. In the event that a tenant is unable to fill out a form, then a family member, friend, or case-worker should be asked and a note should be added to the file. As a last resort, management may fill out forms for tenants, but a clarification should be maintained in the file explaining the circumstances. The Department will not accept screening documentation that has been filled out by onsite staff except in circumstances of documented need.
- B. Errors in forms.** Under no circumstances should white-out or corrective tape be used on program forms. If a correction is needed, the tenant may mark through the error with a single line and initial any corrections made.
- C. Form dates:** Backdating forms is not acceptable under any circumstances. If a form is backdated, it will be rejected.
- D. Income verification:** In this instance, if the owner chooses to certify a household under current circumstances, first-hand documentation must be obtained in order to document the income. Examples of first-hand documentation include paycheck stubs, payroll history printouts, and leave and earnings statements. Third-party documentation (employment verifications, letters from employers, etc) will not be sufficient to correct the noncompliance under this Agreed Final Order if a household is being recertified under current circumstances.

E. Specific requirements:

Circumstance with respect to units listed above	Instruction
If unit is occupied by a qualified household	Follow the instructions that are outlined separately for each unit in the 1/26/2016 letter at Attachment 2. If the circumstances outlined in the instruction letter at Attachment 2 no longer exist, follow the instructions below.
If unit is occupied by a new qualified household	Submit the full tenant file*.
If unit is occupied by a nonqualified household on a month-to-month lease	<p>A. Follow your normal procedures for terminating residency and provide a copy of documentation to TDHCA.</p> <p>B. As soon as the unit is occupied by a qualified household, you must submit the full tenant file*. Receipt after 5/25/2016 is acceptable for this circumstance provided that Requirement A above is fulfilled.</p>

<p>If unit is occupied by a nonqualified household with a non-expired lease</p>	<p>A. Issue a nonrenewal notice to tenant and provide a copy to TDHCA.</p> <p>B. As soon as the unit is occupied by a qualified household, you must submit the full tenant file*. Receipt after 5/25/2016 is acceptable for this circumstance provided that Requirement A above is fulfilled.</p>
<p>If unit has been vacant <i>more than</i> 30 days</p>	<p>A. Unit must be made ready for occupancy and a letter certifying to that effect must be submitted to TDHCA.</p> <p>B. As soon as the unit is occupied by a qualified household, you must submit the full tenant file*. Receipt after 5/25/2016 is acceptable for this circumstance provided that Requirement A above is fulfilled.</p>
<p>If unit has been vacant <i>less than</i> 30 days</p>	<p>A. If unit is ready for occupancy, a letter certifying to that effect must be submitted to TDHCA.</p> <p>B. If unit is not ready for occupancy, submit a letter to TDHCA including details regarding work that is required and when the unit will be ready for occupancy (no more than 30 days from the date of vacancy).</p> <p>C. As soon as the unit is occupied by a qualified household, you must submit the full tenant file*. Receipt after 5/25/2016 is acceptable for this circumstance provided that Requirements A and B above are fulfilled.</p>

**Full tenant file must include: tenant application, verifications of all sources of income and assets, tenant income certification, lease, lease addendum and Fair Housing Choice Disclosure Notice. Attachment 3 provides some basic details regarding each tenant file component.*

Attachment 2

Compliance Monitoring Letter dated 1/26/2016

[Omitted from web version because it is not in an accessible format]

Attachment 3

Tenant File Guidelines

The following technical support does not represent a complete list of all file requirements and is intended only as a guide. All onsite staff responsible for accepting and processing applications must sign up for First Thursday Training in order to get a full overview of the process. Sign up at <http://www.tdhca.state.tx.us/pmcomp/COMPtrain.html>. Forms discussed below are available at: <http://www.tdhca.state.tx.us/pmcomp/forms.htm>.

Do not back-date any forms.

Do not use white-out or corrective tape on program forms. If a correction is needed, the tenant may mark through the error with a single line and initial any corrections made.

Tenant File:

1. **Intake Application:** The Department does not have a required form to screen households, but has published a form that can be used for that purpose. It is required that households be screened for household composition, income and assets. Applicants must complete all blanks on the application and answer all questions. Any lines left intentionally blank should be marked with “none” or “n/a.” The application must be signed and dated by all adult household members, using the date that the form is actually completed.
2. **Verify Income:** Each source of income and asset must be documented for every adult household member based upon the information disclosed on the application. There are multiple methods:
 - a. **First hand verifications:** Paystubs, payroll print-outs, leave and earnings statements, etc, that show gross income. If you choose this method, ensure that you consistently collect a specified number of consecutive check stubs as defined in your management plan;
 - b. **Employment Verification Form:** Although Employment Verification Forms are typically acceptable, only first-hand documentation will be accepted under this Agreed Final Order if Owner chooses to certify a household under current circumstances. Third-party documentation (employment verifications, letters from employers, etc) will not be sufficient to correct the noncompliance under this Agreed Final Order if a household is being recertified under current circumstances. Otherwise, the typical requirements for an Employment Verification Form are that Part 1 must be completed by you and signed by the tenant. Part 2 must be completed by the employer. To prevent fraud, you must submit the form directly to the employer and must not allow the tenant to handle it. You should ensure that the person completing the employer portion has authority to do so and has access to all applicable information in order to verify the employment income. If you receive the verification via mail, retain the envelope. If you receive it via fax, ensure that the fax stamp is on it;
 - c. **Verification of non-employment income:** You must obtain verifications for all other income sources, such as child support, social security, and/or unemployment benefits;
 - d. **Telephone Verifications:** these are acceptable *only* for clarifying discrepancies and cannot be used as primary form of verification. Include your name, the date, the name of the person with whom you spoke, and your signature;
 - e. **Certification of Zero Income:** If an adult household member does not report any sources of income on the application, this form can be used to document thorough

screening and to document the source of funds used to pay for rent, utilities, and/or other necessities.

3. **Verify Assets:** Regardless of their balances, applicants must report all assets owned, including assets such as checking or savings accounts. The accounts are typically disclosed on the application form, but you must review all documentation from the tenant to ensure proper documentation of the household's income and assets. For instance, review the credit report (if you pull one), application, pay stubs, and other documents to ensure that all information is consistent. Examples of ways to find assets that are frequently overlooked: Review pay stubs for assets such as checking and retirement accounts that the household may have forgotten to include in the application. These accounts must also be verified. Format of verifications:
 - a. **Under \$5000 Asset Certification Form:** If the total cash value of the assets owned by members of the household is less than \$5,000, as reported on the Intake Application, the TDHCA Under \$5,000 Asset Certification form may be used to verify assets. If applicable, follow the instructions to complete one form per household that includes everyone's assets, even minors, and have all adults sign and date using the date that the form is actually completed.
 - b. **First hand verifications** such as bank statements to verify a checking account. Ensure that you use a consistent number of consecutive statements, as identified in your management plan.
 - c. **3rd party verifications** using the TDHCA Asset Verification form. As with the "Employment Verification Form" discussed above, Part 1 must be completed by you and signed by the tenant. Part 2 must be completed by the financial institution. To prevent fraud, you must submit the form directly to the employer and must not allow the tenant to handle it. You should ensure that the person completing the financial institution's portion has authority to do so and has access to all applicable information in order to verify the asset(s). If you receive the verification via mail, retain the envelope. If you receive it via fax, ensure that the fax stamp is on it.
4. **Tenant Income Certification Form:** Upon verification of all income and asset sources disclosed on the application and any additional information found in the documentation submitted by the tenant, the next step is to annualize the sources on the Income Certification Form, add them together, and compare to the applicable income limit for household size which can be found at <http://www.tdhca.state.tx.us/pmcomp/irl/index.htm>. Be sure to include any income derived from assets. The form must include (and be signed by) each adult household member.
5. **Lease:** Must conform with your LURA and TDHCA requirements, and indicate a rent below the maximum rent limit, which can be found at <http://www.tdhca.state.tx.us/pmcomp/irl/index.htm>. When determining the rent, ensure that the tenant's rent, plus the utility allowance, plus any mandatory fees, are below the maximum limits set by TDHCA. 10 Tex. Admin. Code §10.613(a) prohibits the eviction or termination of tenancy of low income households for reasons other than good cause throughout the affordability period in accordance with Revenue Ruling 2004-82. In addition, 10 Tex. Admin. Code §10.613(e) prohibits HTC developments from locking out or threatening to lock out any development resident, or seizing or threatening to seize personal property of a resident, except by judicial process, for purposes of performing necessary repairs or construction work, or in case of emergency. The prohibitions must be included in the lease or lease addendum. The Texas Apartment Association has an affordable lease addendum that has incorporated this required language. If you are not a TAA member, you can draft a lease addendum using the requirements outlined in the rule at 10 Tex. Admin. Code §10.613(a).

6. **Tenant Rights and Resources Guide:** As of 1/8/2015, the Fair Housing Disclosure Notice and Tenant Amenities and Services Notice have been replaced by the Tenant Rights and Resources Guide, a copy of which is available online at: <http://www.tdhca.state.tx.us/pmcdocs/FairHousingDisclosureBooklet.doc>.

In accordance with 10 TAC §10.613(k), a laminated copy of this guide must be posted in a common area of the leasing office. Development must also provide a copy of the guide to each household during the application process and upon any subsequent changes to the items described at paragraph b) below. The Tenant Rights and Resources Guide includes:

- a) Information about Fair Housing and tenant choice; and
- b) Information regarding common amenities, unit amenities, and services.

A representative of the household must receive a copy of the Tenant Rights and Resources Guide and sign an acknowledgment of receipt of the brochure prior to, but no more than 120 days prior to, the initial lease execution date.

In the event that there is a prior finding for a Fair Housing Disclosure Notice, Tenant Amenities and Services Notice, the Tenant Rights and Resources Guide was not provided timely, or the household does not certify to receipt of the Tenant Rights and Resources Guide, correction will be achieved by providing the same household with the Tenant Rights and Resources Guide and receiving a signed acknowledgment. A copy of the acknowledgment form is available at: <http://www.tdhca.state.tx.us/pmcdocs/FairHousingDisclosureSignaturePage.pdf>.

7. **Notes to the file:** Do not complete screening documentation on the tenants' behalf. In the event that a tenant is unable to fill out a form, then a family member, friend, or case-worker should be asked and a note should be added to the file. As a last resort, management may fill out forms for tenants, but a clarification should be maintained in the file explaining the circumstances. For this Agreed Final Order, the Department will not accept screening documentation that has been filled out by onsite staff except in circumstances of documented need.

Attachment 4

UPCS Instructions

1. **Unresolved UPCS violations:** Broken mechanized vehicle entry gate.
2. **Required action:** The mechanized gate is not a requirement under this LURA, however, if present, it must be fully functional. A mechanized gate that is permanently closed or permanently open does not constitute a fully functional gate. You must either (A) repair the gate to be fully functional as a mechanized vehicle entry gate or (B) remove gate and all evidence of the gate, including mechanical boxes, tracks, chains, supports, etc.
3. **Prepare corrective documentation for your chosen resolution following these guidelines:** <http://www.tdhca.state.tx.us/pmcomp/inspections/docs/UPCS-WorkOrderGuidelines.pdf>
4. **Submit corrective documentation via CMTS** following the instructions at <http://www.tdhca.state.tx.us/pmcdocs/CMTSUserGuide-AttachingDocs.pdf> on or before 11/25/2016, then email Ysella Kaseman at ysella.kaseman@tdhca.state.tx.us to let her know that the submission is ready for review

Attachment 5:

Texas Administrative Code

<u>TITLE 10</u>	COMMUNITY DEVELOPMENT
<u>PART 1</u>	TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
<u>CHAPTER 10</u>	UNIFORM MULTIFAMILY RULES
<u>SUBCHAPTER E</u>	POST AWARD AND ASSET MANAGEMENT REQUIREMENTS
RULE §10.406	Ownership Transfers (§2306.6713)

(a) Ownership Transfer Notification. All multifamily Development Owners must provide written notice to the Department at least thirty (30) calendar days prior to any sale, transfer, or exchange of the Development or any portion of or Controlling interest in the Development. Transfers that are the result of an involuntary removal of the general partner by the investment limited partner must be reported to the Department, as soon as possible due to the sensitive timing and nature of this decision. If the Department determines that the transfer, involuntary removal, or replacement was due to a default by the General Partner under the Limited Partnership Agreement, or other detrimental action that put the Development at risk of failure, staff may make a recommendation to the Board for the debarment of the entity and/or its Principals and Affiliates pursuant to the Department's debarment rule. In addition, a record of transfer involving Principals in new proposed awards will be reported and may be taken into consideration by the Executive Award and Review Committee, in accordance with §1.5 of this title (relating to Previous Participation Reviews), prior to recommending any new financing or allocation of credits.

(b) Requirement. Department approval must be requested for any new member to join in the ownership of a Development. Exceptions include changes to the investment limited partner, non-controlling limited partner, or other partners affiliated with the investment limited partner, or changes resulting from foreclosure wherein the lender or financial institution involved in the transaction is the resulting owner. Any subsequent transfer of the Development will be required to adhere to the process in this section. Furthermore, a Development Owner may not transfer an allocation of tax credits or ownership of a Development supported with an allocation of tax credits to any Person or entity unless the Development Owner obtains the Executive Director's prior, written approval of the transfer. The Executive Director may not unreasonably withhold approval of the transfer requested in compliance with this section. Notwithstanding the foregoing, a Development Owner shall be required to notify the Department but shall not be required to obtain Executive Director approval when the transferee is an Affiliate of the Development Owner with no new members or the transferee is a Related Party who does not Control the Development and the transfer is being made for estate planning purposes.

(c) Transfers Prior to 8609 Issuance or Construction Completion. Transfers (other than those that do not require Executive Director approval, as set forth in subsection (b) of this section) will not be approved prior to the issuance of IRS Form(s) 8609 (for Housing Tax Credits) or the completion of construction (for all Developments funded through other Department programs) unless the Development Owner can provide evidence that the need for the transfer is due to a hardship (ex. potential bankruptcy, removal by a partner, etc.). The Development Owner must provide the Department with a written explanation describing the hardship and a copy of any applicable agreement between the parties to the transfer, including any Third-Party agreement.

(d) Non-Profit Organizations. If the ownership transfer request is to replace a non-profit organization within the Development ownership entity, the replacement non-profit entity must adhere to the requirements in paragraph (1) or (2) of this subsection.

(1) If the LURA requires ownership or material participation in ownership by a Qualified Non-Profit Organization, and the Development received Tax Credits pursuant to §42(h)(5) of the Code, the transferee must be a Qualified Non-Profit Organization that meets the requirements of §42(h)(5) of the Code and

Texas Government Code §2306.6706.

(2) If the LURA requires ownership or material participation in ownership by a qualified non-profit organization, but the Development did not receive Tax Credits pursuant to §42(h)(5) of the Code, the Development Owner must show that the transferee is a non-profit organization that complies with the LURA.

(e) Historically Underutilized Business ("HUB") Organizations. If a HUB is the general partner of a Development Owner and it (i) is being removed as the result of a default under the organizational documents of the Development Owner or (ii) determines to sell its ownership interest, in either case, after the issuance of 8609s, the purchaser of that general partnership interest is not required to be a HUB as long as the LURA does not require such continual ownership or a material LURA amendment is approved. Such approval can be obtained concurrent with Board approval described herein. All such transfers must be approved by the Board and require that the Board find that:

(1) the selling HUB is acting of its own volition or is being removed as the result of a default under the organizational documents of the Development Owner;

(2) the participation by the HUB has been substantive and meaningful, or would have been substantial and meaningful had the HUB not defaulted under the organizational documents of the Development Owner, enabling it to realize not only financial benefit but to acquire skills relating to the ownership and operation of affordable housing; and

(3) the proposed purchaser meets the Department's standards for ownership transfers

(f) Documentation Required. A Development Owner must submit documentation requested by the Department to enable the Department to understand fully the facts and circumstances that gave rise to the need for the transfer and the effects of approval or denial. Documentation includes but is not limited to:

(1) a written explanation outlining the reason for the request;

(2) a list of the names of transferees and Related Parties;

(3) detailed information describing the experience and financial capacity of transferees and related parties holding an ownership interest of 10 percent or greater in any Principal or Controlling entity;

(4) evidence and certification that the tenants in the Development have been notified in writing of the proposed transfer at least thirty (30) calendar days prior to the date the transfer is approved by the Department. The ownership transfer approval letter will not be issued until this 30 day period has expired.

(g) Within five (5) business days after the date the Department receives all necessary information under this section, staff shall initiate a qualifications review of a transferee, in accordance with §1.5 of this title, to determine the transferee's past compliance with all aspects of the Department's programs, LURAs and eligibility under this chapter.

(h) Credit Limitation. As it relates to the Housing Tax Credit amount further described in §11.4(a) of this title (relating to Tax Credit Request and Award Limits), the credit amount will not be applied in circumstances described in paragraphs (1) and (2) of this subsection:

(1) in cases of transfers in which the syndicator, investor or limited partner is taking over ownership of the Development and not merely replacing the general partner; or

(2) in cases where the general partner is being replaced if the award of credits was made at least five (5) years prior to the transfer request date.

(i) Penalties. The Development Owner must comply with any additional documentation requirements as stated in Subchapter F of this chapter (relating to Compliance Monitoring). The Development Owner, as on record with the Department, will be liable for any penalties imposed by the Department even if such penalty can be attributable to the new Development Owner unless such ownership transfer is approved by the Department.

(j) Ownership Transfer Processing Fee. The ownership transfer request must be accompanied by corresponding ownership transfer fee as outlined in §10.901 of this chapter (relating to Fee Schedule).

Source Note: The provisions of this §10.406 adopted to be effective December 9, 2014, 39 TexReg 9518