

**Contact Information** 

**Mailing Address:** 

TDHCA PO Box 13941 Austin, TX 78711-3941 **Physical Address:** 

TDHCA 221 East 11<sup>th</sup> Street Austin, TX 78701

Website: https://www.tdhca.texas.gov

**Division Phone Number:** (512) 305-8869 or (800) 525-0657 (toll free in Texas only)

### **Announcements**

### Schedule:

- The training will run from 9:00 am until approximately 11:30 am
- We will take a break mid-morning to shift from the webinar to the open forum
- Staff will be present to answer any questions

### Housekeeping:

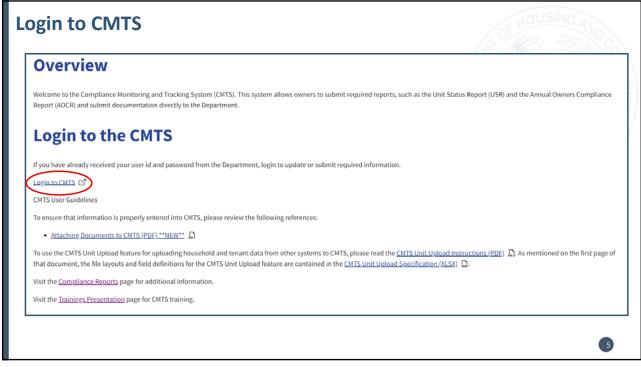
- Certificates <u>will not</u> be emailed but you will receive an email confirming your attendance, usually within 24-hours in an email from the GoTo Platform, please check your "junk" folders as we cannot reissue these emails
  - If you did not use your emailed link for the training from your registration you will not receive a follow-up email or show as having attended the webinar
- We suggest you silence your phones and put an "out of office" email response to help avoid distractions during the training
- Please pose questions and comments to the "Questions Box"

#### 3

### **Department Resources**

- Compliance Forms
  - https://www.tdhca.texas.gov/compliance-forms
- Manuals and Rules
  - https://www.tdhca.texas.gov/compliance-manuals-and-rules
- Utility Allowance Information
  - https://www.tdhca.texas.gov/compliance-utility-allowance-information
- Income and Rent Limits
  - https://www.tdhca.texas.gov/income-and-rent-limits
- Compliance Presentations
  - https://www.tdhca.texas.gov/compliance-program-training-presentations
- Contact List
  - https://www.tdhca.texas.gov/compliance-division-staff





CMTS Property Reporting System

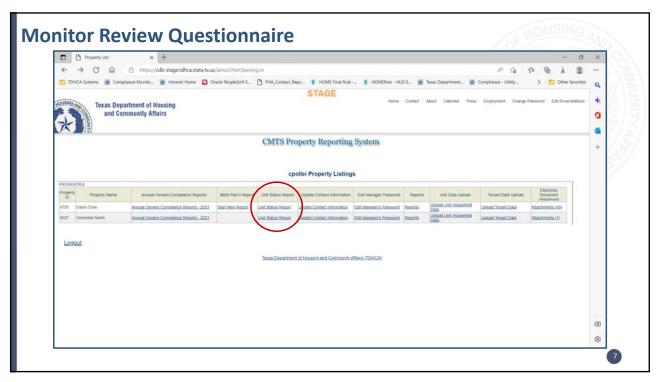
Peace log in to confine

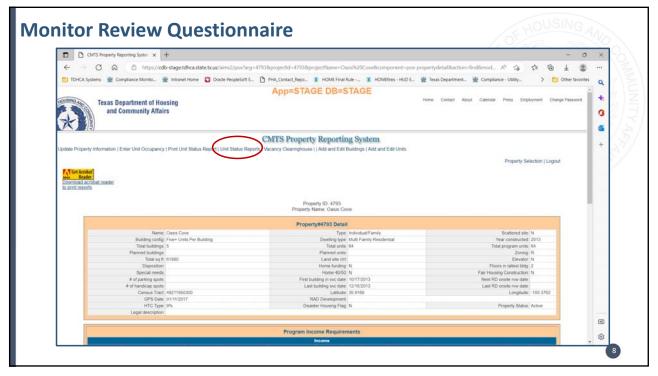
Who are making a secure connection with our server.

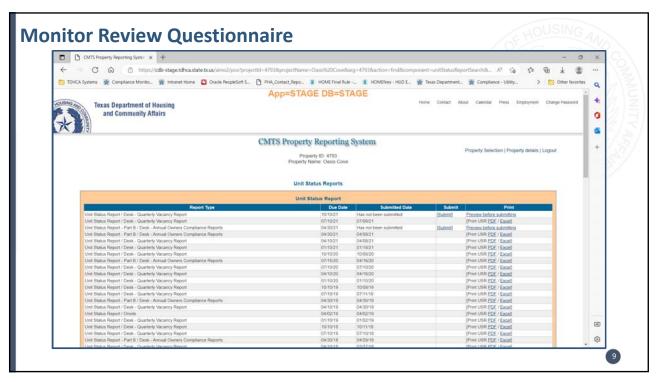
All community Affairs information systems that provided in exceptive.

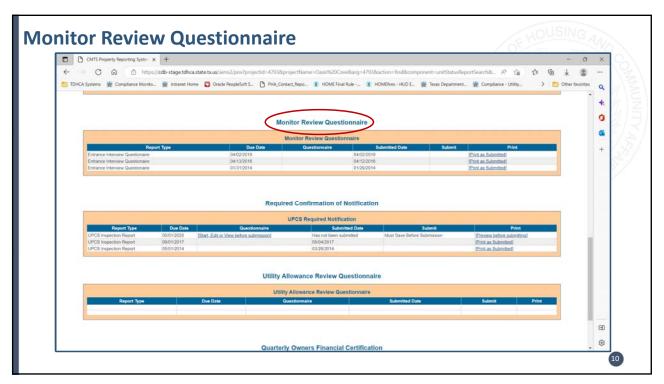
You are accessing a Toxac Department of Housing and Community Affairs information systems. Underdozed use is prohibited, and usage may be subject to securify being and monthuring. Moscine of this systems is subject to crimical procedure. Users of this system should have no expectation of privacy except as otherwise provided by applicable privacy lass.

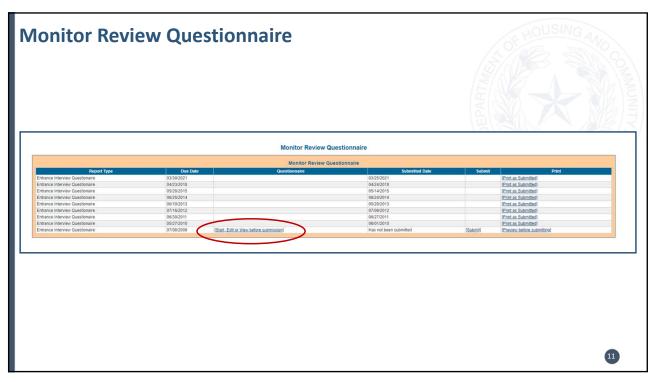
5

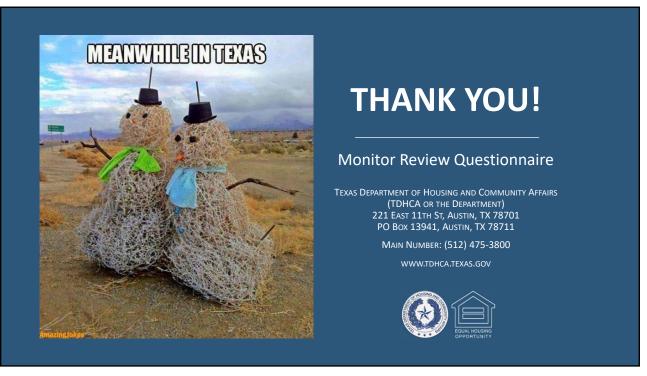












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Project# Project Name

Amy's Point

Project Type Individual/Family

2701 Grand Ave, Austin

If no, please update the development's physical address in

Does the development have a leasing office at the physical

If no, please indicate where the files are kept by providing a

full physical address (street number, street name, city,

CR#: 555519 Fiscal Year:

CMTS.

state, and zip).

address provided in CMTS?

5

Ques# Question Answer Please answer the following questions. Based on your response, if instructed below, please submit through the attachment system in CMTS the indicated documentation to evidence compliance with the requirement. Contact Information In CMTS, is the contact information for the Owner 1 representative, management company, and onsite manager true and correct? If no, please update the contact information in CMTS. If the Department is conducting the monitoring review 2 onsite, has onsite staff been made aware of the visit? If no, please notify onsite staff of the upcoming monitoring review. Please note, the date and time in the notice are approximate. In CMTS, is the name of the development the same as it is 3 known to the public? If no, please update the development name in CMTS. In CMTS, is the physical address correct for the 4 development?

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Ques# Question Answer

- If the Department is conducting the monitoring review onsite, will there be space for up to three compliance monitors to review files, plug in their laptops, and be out of the way of your normal business operations?
  - Reporting

Please submit electronically in CMTS an accurate and up-to-date Unit Status Report.

For the HTC and Exchange programs, are the Forms 8609 (with applicable attachments) as submitted to the IRS available?

If no, please submit through the attachment system in CMTS copies of the Certificates of Occupancy and/or Temporary CO's.

9 Are copies of all the IRS Forms 8609 (with applicable attachments) for each BIN already uploaded to the attachment system in CMTS?

If no, submit through the attachment system in CMTS copies of IRS Forms 8609 (with applicable attachments).

- When was the development originally built (please provide a 4-digit year)?

  Record Keeping
- In what format are files stored (paper, electronic, or both)?
- If paper or both, will the original files be available during the monitoring review?
- 13 If electronic, can files be provided within 24-hour notice through the attachment system in CMTS?

If electronic, please complete Owner Certification of Electronic Documents (located on the Department Website) and upload to the CMTS attachment system.

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Project# **Project Name** 

Amy's Point

Project Type Individual/Family

2701 Grand Ave, Austin

Fiscal Year: 555519 CR#:

Ques# Question Answer

- 14 Does a LURA or the application for funding for the development require marketing to veterans through direct marketing or contracts with veteran's organizations? If yes, submit through the attachment system in CMTS evidence of marketing efforts to veterans, such as marketing flyers, letters, contracts, etc..
- 15 Does a LURA or application for funding for the development require marketing to public housing authority (PHA) waitlists in the city and/or county the Development is located and any other PHA within 5 miles?

If yes, submit through the attachment system in CMTS a list of all PHA's within the city, county and 5 mile area, along with evidence such as marketing flyers, letters, contracts, etc...

Ownership

- 16 Has there been a change in ownership in the last 12-months?
- If yes, was the ownership transfer approved by the 17 Department?

Special Needs, Continuum of Care, local homeless and **Veterans** 

18 Does a LURA or application for funding for the development require setting aside a certain percentage of units for Special Needs households?

> Please ensure the Unit Status Report is correctly identifying all Special Needs households.

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Ques# Question Answer

If the development has not met the number of Special Needs units, please submit through the attachment system of CMTS evidence of marketing efforts for Persons with Disabilities.

- Does a LURA or application for funding for the development require setting aside a certain percentage of units for Continuum of Care (CoC) or local homeless service provider?
  - If yes, submit copies of the required quarterly notifications that were issued to the Continuum of Care (CoC) or local homeless service providers regarding available units through the attachment system of CMTS.
- Please list here the units that are currently occupied or being held vacant for CoC or local homeless service provider referrals. For each unit listed that is occupied, please upload a copy of the referral to the attachment system of CMTS.
- Does a LURA or an application for funding for the development require providing a preference for leasing units to low income veterans?

**Tenant Files** 

- If any tenants are assisted by the Department's HOME, TCAP-RF, NHTF, or HOME-ARP programs and the development was awarded after August 23, 2013, are any leases between an organization and landlord (instead of between the tenant and landlord)?
- If any tenants are assisted by the Department's Neighborhood Stabilization Program (NSP), is the Development using a master lease?

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Project# **Project Name** 

Amv's Point 2701 Grand Ave, Austin

Project Type Individual/Family

Fiscal Year: 555519 CR#:

Oues# Question Answer 24 If any tenants are assisted by the Department's HTC program and units are leased to an organization for a supportive housing program, have any units been vacant for more than 60 days and the development has received a rental payment? If yes, please list unit numbers here for any HTC program 25 units that are leased to an organization for a supportive housing program and have any units been vacant for more than 60 days receiving a rental payment. 26 Has the current revision of the Tenant Rights and Resources Guide, with property specific information, been posted in a common area of the leasing office? If the monitoring review is electronic (not an onsite visit), please submit through the attachment system in CMTS a copy of the posted Guide. **Utility Allowances** 27 Are tenants required to pay for any utilities (electric, gas, water, sewer, trash, etc.)? Please list the utilities that the tenants are required to pay 28 (electric, gas, water, sewer, trash, etc). Since the last monitoring review, have the utilities paid for 29 by the tenant changed? Since the last monitoring review, has the utility allowance 30 methodology changed? Are any units at the development assisted with USDA's 31 Rural Development? If yes, please provide here a list of buildings with 32 RD-assisted units.

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If yes, please submit through the attachment system in CMTS documentation of the three most current years' worth of utility allowances approved by USDA.

- Are any units at the development assisted with HUD program(s) (such as project-based Section 8, public housing units, etc (NOT INCLUDING HOUSING CHOICE VOUCHERS))?
- If yes, please provide here a list of buildings with HUD-assisted units.

If yes, please submit through the attachment system in CMTS documentation of the three most current years' worth of utility allowances approved by HUD.

If the Development has multiple HUD Programs, please provide details, including which HUD programs are in each building, and all applicable utility schedules.

- Are any units at the development assisted with the HOME program, NOT funded through the Department but funded by another Participating Jurisdiction?
- If yes, please provide here a list of buildings with HOME-assisted units.

If yes, please submit through the attachment system in CMTS documentation of the three most current years' worth of utility allowances approved for use by the Participating Jurisdiction

Did the development elect to use the Public Housing Authority (PHA) methodology?

If yes, please submit through the attachment system in CMTS a copy of the three most current years' worth of utility schedules (including all appropriate building types and, if necessary, evidence of energy efficiency).

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Project Type Individual/Family

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Ques#	Question			Answer
	Homes, Duple Lowrise 2-4 u	exes, Row/Townhou	evelopment (Single Family se, Triplex, Fourplex, ne oustide entrance), nits)?	
38	Type 1			
39	For this type,	please identify here	e the buildings.	
40	Type 2			
41	For this type,	please identify here	e the buildings.	
42	Type 3			
43	For this type,	please identify here	e the buildings.	
44	Type 4			
45	For this type,	please identify here	e the buildings.	
46	Do any of the	buildings use renew	vable energy sources?	
47	sources and t	the type of renewab	7.	
	Methodology	is elected).	ough 64 ONLY if the PHA	
40	Heating of the			
48	Who pays (ter			
49	directly to the	pays, is it directly page. E Owner, or to the C lling company?	aid to a Utility Provider, Owner through a	
	(RUBS), such please explain	as being charged pe	io Utility Billing System er bedroom, per units, etc., d and attach backup t system in CMTS.	
50	If the tenant	pays, is it electric, g	as, etc.?	

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Project Name

Project Name Amy's Point 2701 Grand Ave, Austin

Project Type Individual/Family

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CR#:	555519	Fiscal Year:		
Ques#	Question		Answer	
51	•	ays, does the development use ele lectric heating pumps?	ectric	
52	Who pays (tena	ant/owner)?		
53		ays, is it directly paid to a Utility F Owner, or to the Owner through a ing company?		
	(RUBS), such as please explain	ays based on a Ratio Utility Billing s being charged per bedroom, per how it is calculated and attach ba in the attachment system in CMT	· units, etc., ckup	
54	If the tenant pa	ays, is it electric, gas, etc.?		
	Water Heating			
55	Who pays (ten	ant/owner)?		
56	•	ays, is it directly paid to a Utility P Owner, or to the Owner through a y?		
	(RUBS), such a etc., please ex	ays based on a Ratio Utility Billing as being charged per bedroom, pe plain how it is calculated and atta n in the attachment system in CM	r units, ch backup	
57	If the tenant pa shared water b	ays, its based on an individual hea poiler system?	ter or	
58	If the tenant pa	ays, is it electric, gas, etc.?		
	Water			
59	Who pays (ten	ant/owner)?		
60	Are the units su consumption)?	ubmetered (the tenant pays based	d on actual	

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Ques# Question Answer

If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.

Sewer

- Who pays (tenant/owner)?
- Are the units submetered (the tenant pays based on actual consumption)?

If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.

**Trash Collection** 

- Who pays (tenant/owner)?
- If the tenant pays, is it directly paid to a Utility Provider, directly to the Owner, or to the Owner through a third-party billing company?

If the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain how it is calculated and attach backup documentation in the attachment system in CMTS.

**Social Services** 

Does a LURA or application for funding for the development require the provision of supportive services to tenants?

If yes, please answer questions 66-93.

If no, please skip questions 66-93.

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Project# **Project Name** 

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CR#: Ques# Question Answer 66 If this is the development's first monitoring review and not all services have been provided at this time, does the development have a plan to provide services with specific dates? If yes, please submit through the attachment system in CMTS the plan. 67 Does a LURA or application for funding for the development require an onsite Notary Public? If yes, please submit through the attachment system in CMTS evidence of the Notary Public. 68 Does a LURA or application for funding for the development require the community to make available on a regularly-scheduled basis, to a local nonprofit or government provider of services, space to provide outreach services and education to tenants regarding their health and well-being? If yes, please submit evidence through the attachment system in CMTS. 69 Does a LURA or application for funding for the development require a per-unit cost for services that the Owner must expend monthly?

If yes, please provide through the attachment system in CMTS evidence of those costs.

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Ques# Question Answer

Please provide information on supportive services as required by the LURA(s) or application for funding for the development, including any required providers. For each service, please submit through the attachment system in CMTS sufficient documentation to evidence the required frequency and scope as indicated in a LURA or application for funding. Please include the most current month, quarter and year the services were provided.

Service 1

- 70 Provide the name of the service as listed in the LURA.
- 71 What events are being provided?

Service 2

- 72 Provide the name of the service as listed in the LURA.
- 73 What events are being provided?

Service 3

- 74 Provide the name of the service as listed in the LURA.
- 75 What events are being provided?

Service 4

- 76 Provide the name of the service as listed in the LURA.
- 77 What events are being provided?

Service 5

- 78 Provide the name of the service as listed in the LURA.
- 79 What events are being provided?

Service 6

Provide the name of the service as listed in the LURA.

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Project#

Project Name Amy's Point 2701 Grand Ave, Austin

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Ques#	Question		Answer		
81	What events are being provided?				
	Service 7				
82	Provide the na	me of the servi	ce as listed in the LURA.		
83	What events a	are being provid	ed?		
	Service 8				
84	Provide the na	ame of the servi	ce as listed in the LURA.		
85	What events a	re being provid	ed?		
	Service 9				
86	Provide the na	me of the servi	ce as listed in the LURA.		
87	What events are being provided?				
	Service 10				
88	Provide the name of the service as listed in the LURA.				
89	What events a	re being provid	ed?		
	Service 11				
90	Provide the na	me of the servi	ce as listed in the LURA.		
91		are being provid	ed?		
	Service 12				
92	Provide the na	ame of the servi	ce as listed in the LURA.		
93		re being provid			
94	require opera	tion as a Suppo	r funding for the development tive Housing Development?		
		provide through uired service pla	the attachment system in n		

Project Name

Project Name Amy's Point 2701 Grand Ave, Austin

Project Type Individual/Family

CR#: 555519 Fiscal Year:

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Ques#	Question		Answer	
95	-	e multiple systems in place for tenant ick to the development staff? Please I		,
96		ember of the development owner or sold of directors? Please list the tenant's er here.		
97	policy that incl	opment have a written eviction prevendes an appeal process?		
	the Compliance	pload a copy to the attachment syste Monitoring and Tracking System.		
98	require operati	r application for funding for the devel on of an after school learning center?	, ·	
	CMTS evidence	rovide through the attachment syster of the 15 hours of services per week ledicated service coordinator or Third		
	-	torically Underutilized Businesses (Hl y Housing Development Organization		
99	requires ongoin Historically Und Community Hot entity, please p system in CMTS	e application for funding for the develog material participation of a Nonprofiderutilized Business (HUB), and/or using Development Organization (CHI provide here or upload to the attachm a written narrative explaining the mathe on-going operations of the	t, DO) ent	

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Project#

Project Name Amy's Point 2701 Grand Ave, Austin

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CR#:	555519	Fiscal Year:		
Ques#	Question			Answer
100	Does a LURA or application for funding for the development require a Nonprofit or Historically Underutilized Business (HUB) be involved with the Development Services or in the provision of on-site resident services?			
	system in CMT Nonprofit or Hl	S that services of JB.	through the attachment offered are provided by the	
	Rents, Fees, a	nd Units		
101	parking spots,		enities (garages, carports, pools, fitness rooms, business etc.)?	
102	If yes, please l the fee for eac		enity type and the amount of	
103	occupancy (mo		ees as a condition of ent, laundry hookup fees, nce, etc.)?	
104	If yes, please I the fee for eac		e of fee and the amount of	
105	assisted units,	does the develo	cation of HTC or Exchange opment charge application redit, rental history, etc.)?	
	CMTS invoice( uses to evider	s) from the scre	the attachment system in ening company the Owner ut-of-pocket costs.	
106			ation fee? (Please provide on and each additional	
107	• • •	provide here cal e or fees were d	lculations on how the etermined.	

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Project#

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Ques#	Question			Answer
108	up to \$5.50 pe	nt allows without addition r household. Does the de fee(s) to process an appl	velopment charge	
109	Does the deve	elopment require a securit	ty deposit?	
110		deposits fully refundable of for allowable deduction		
111	•	ment current with Compli Oversight fees?	iance and Asset	
	If no, please co pay required fe	ontact the Department's Fees.	Finance Division to	
112	_	used for non-residential p office or shop, property s ers, etc.)?	•	
113	If yes, please p	provide the unit numbers	and purpose here.	
114	maintenance,	occupied by employees (r or courtesy officers)?	_	
	employee-occu attachment sys	agement and maintenand upied units, please submit stem in CMTS evidence of t the development.	t through the	
115	responsibilities	tesy officers, please list he and submit employmen it system in CMTS.		
	Post-15 Housin	ng Tax Credit Developmer	nts	

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Project# Project Name

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Ques# Question Answer

116 For HTC and Exchange developments that are past the federal Compliance Period, please list here the units leased to households comprised entirely of full-time student?