


1

Contact Information

<p>Mailing Address: TDHCA PO Box 13941 Austin, TX 78711-3941</p>	<p>Physical Address: TDHCA 221 East 11th Street Austin, TX 78701</p>
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Website: <https://www.tdhca.texas.gov>

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

A faint, light-colored watermark of the TDHCA seal is visible in the background of the contact information section.

2

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 **will not** 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

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>



4

4

Login to CMTS

Overview

Welcome to the Compliance Monitoring and Tracking System (CMTS). This system allows owners to submit required reports, such as the Unit Status Report (USR) and the Annual Owners Compliance Report (AOCR) and submit documentation directly to the Department.

Login to the CMTS

If you have already received your user id and password from the Department, login to update or submit required information.

[Login to CMTS](#)

[CMTS User Guidelines](#)

To ensure that information is properly entered into CMTS, please review the following references:

- [Attaching Documents to CMTS \(PDF\) **NEW**](#)

To use the CMTS Unit Upload feature for uploading household and tenant data from other systems to CMTS, please read the [CMTS Unit Upload Instructions \(PDF\)](#). As mentioned on the first page of that document, the file layouts and field definitions for the CMTS Unit Upload feature are contained in the [CMTS Unit Upload Specification \(XLSX\)](#).

Visit the [Compliance Reports](#) page for additional information.

Visit the [Trainings Presentation](#) page for CMTS training.

5

Login to CMTS

6

Monitor Review Questionnaire

STAGE

Texas Department of Housing and Community Affairs

CMTS Property Reporting System

cpolle Property Listings

Property ID	Property Name	Annual Owners Compliance Reports	8609 Part II Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Unit Data Upload	Tenant Data Upload	Electronic Document Attachment
4793	Oasis Cove	Annual Owners Compliance Reports - 2021	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (0/3)
5627	Greenline North	Annual Owners Compliance Reports - 2021		Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (1)

Logout

Texas Department of Housing and Community Affairs (TDHCA)

7

Monitor Review Questionnaire

App=STAGE DB=STAGE

Texas Department of Housing and Community Affairs

CMTS Property Reporting System

Update Property Information | Enter Unit Occupancy | Print Unit Status Report | Unit Status Report | Vacancy Clearinghouse | Add and Edit Buildings | Add and Edit Units

Property Selection | Logout

Property ID: 4793
Property Name: Oasis Cove

Property#4793 Detail		
Name: Oasis Cove	Type: Individual Family	Scattered site: N
Building config: Five+ Units Per Building	Dwelling type: Multi Family Residential	Year constructed: 2013
Total buildings: 5	Total units: 64	Total program units: 64
Planned buildings:	Planned units:	Zoning: R
Total sq ft: 61880	Land site ctrl:	Elevator: N
Disposition:	Home funding: N	Floors in tallest bldg: 2
Special needs:	Home 40/50: N	Fair Housing Construction: N
# of parking spots:	First building in svc date: 10/17/2013	Next RD onsite rvw date:
# of handicap spots:	Last building in svc date: 12/16/2013	Last RD onsite rvw date:
Census Tract: 48211950300	Latitude: 35.9169	Longitude: -100.3792
GPS Date: 01/11/2017	RAD Development:	Property Status: Active
HTC Type: 9%	Disaster Housing Flag: N	
Legal description:		

Program Income Requirements

Income

8

Monitor Review Questionnaire

App=STAGE DB=STAGE

Texas Department of Housing and Community Affairs

CMTS Property Reporting System

Property ID: 4793
Property Name: Oasis Cove

Unit Status Reports

Report Type	Due Date	Submitted Date	Submit	Print
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/21	Has not been submitted	[Submit]	[Preview before submitting]
Unit Status Report / Desk - Quarterly Vacancy Report	07/30/21	07/09/21		[Print as PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/21	Has not been submitted	[Submit]	[Preview before submitting]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/21	04/08/21		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/21	04/09/21		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/21	01/18/21		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/20	10/08/20		[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	07/15/20	04/16/20		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/20	07/10/20		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/20	04/16/20		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/20	01/10/20		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/19	10/08/19		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/19	07/11/19		[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/19	04/30/19		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/19	04/30/19		[Print USR PDF / Excel]
Unit Status Report / Onsite	04/02/19	04/02/19		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/19	01/02/19		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/18	10/11/18		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/18	07/10/18		[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/18	04/29/18		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/18	03/27/18		[Print USR PDF / Excel]

9

Monitor Review Questionnaire

App=STAGE DB=STAGE

Texas Department of Housing and Community Affairs

CMTS Property Reporting System

Property ID: 4793
Property Name: Oasis Cove

Monitor Review Questionnaire

Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print
Entrance Interview Questionnaire	04/02/2019		04/02/2019		[Print as Submitted]
Entrance Interview Questionnaire	04/13/2016		04/12/2016		[Print as Submitted]
Entrance Interview Questionnaire	01/01/2014		01/29/2014		[Print as Submitted]

Required Confirmation of Notification

UPCS Required Notification

Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print
UPCS Inspection Report	05/01/2020	[Start, Edit or View before submission]	Has not been submitted	Must Save Before Submission	[Preview before submitting]
UPCS Inspection Report	06/01/2017		06/04/2017		[Print as Submitted]
UPCS Inspection Report	05/01/2014		03/26/2014		[Print as Submitted]

Utility Allowance Review Questionnaire

Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print

Quarterly Owners Financial Certification

10

Monitor Review Questionnaire



Monitor Review Questionnaire						
Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print	
Entrance Interview Questionnaire	03/30/2021		03/25/2021		[Print as Submitted]	
Entrance Interview Questionnaire	04/23/2018		04/24/2018		[Print as Submitted]	
Entrance Interview Questionnaire	05/26/2015		05/14/2015		[Print as Submitted]	
Entrance Interview Questionnaire	09/29/2014		09/24/2014		[Print as Submitted]	
Entrance Interview Questionnaire	06/10/2013		05/29/2013		[Print as Submitted]	
Entrance Interview Questionnaire	07/16/2012		07/09/2012		[Print as Submitted]	
Entrance Interview Questionnaire	06/30/2011		06/27/2011		[Print as Submitted]	
Entrance Interview Questionnaire	05/27/2010		06/01/2010		[Print as Submitted]	
Entrance Interview Questionnaire	07/08/2009	[Start, Edit or View before submission]	Has not been submitted	[Submit]	[Preview before submitting]	



THANK YOU!

Monitor Review Questionnaire

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
 (TDHCA OR THE DEPARTMENT)
 221 EAST 11TH ST, AUSTIN, TX 78701
 PO Box 13941, AUSTIN, TX 78711

MAIN NUMBER: (512) 475-3800

WWW.TDHCA.TEXAS.GOV



Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

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

- 1 In CMTS, is the contact information for the Owner representative, management company, and onsite manager true and correct?
If no, please update the contact information in CMTS.
- 2 If the Department is conducting the monitoring review 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.
- 3 In CMTS, is the name of the development the same as it is known to the public?
If no, please update the development name in CMTS.
- 4 In CMTS, is the physical address correct for the development?
If no, please update the development's physical address in CMTS.
- 5 Does the development have a leasing office at the physical address provided in CMTS?
- 6 If no, please indicate where the files are kept by providing a full physical address (street number, street name, city, state, and zip).

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

Ques#	Question	Answer
7	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.	
8	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).	
10	When was the development originally built (please provide a 4-digit year)?	
	Record Keeping	
11	In what format are files stored (paper, electronic, or both)?	
12	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.	

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

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?

17 If yes, was the ownership transfer approved by the 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.

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

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.

19 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.

20 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.

21 Does a LURA or an application for funding for the development require providing a preference for leasing units to low income veterans?

Tenant Files

22 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)?

23 If any tenants are assisted by the Department's Neighborhood Stabilization Program (NSP), is the Development using a master lease?

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

Ques#	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?	
25	If yes, please list unit numbers here for any HTC program 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.)?	
28	Please list the utilities that the tenants are required to pay (electric, gas, water, sewer, trash, etc).	
29	Since the last monitoring review, have the utilities paid for by the tenant changed?	
30	Since the last monitoring review, has the utility allowance methodology changed?	
31	Are any units at the development assisted with USDA's Rural Development?	
32	If yes, please provide here a list of buildings with RD-assisted units.	

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

Ques# Question Answer

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

33 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))?

34 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.

35 Are any units at the development assisted with the HOME program, NOT funded through the Department but funded by another Participating Jurisdiction?

36 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

37 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).

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

Ques#	Question	Answer
	What building types are at the development (Single Family Homes, Duplexes, Row/Townhouse, Triplex, Fourplex, Lowrise 2-4 units (Building has one outside entrance), Large Apartment Building (5+ units)?	
38	Type 1	
39	For this type, please identify here the buildings.	
40	Type 2	
41	For this type, please identify here the buildings.	
42	Type 3	
43	For this type, please identify here the buildings.	
44	Type 4	
45	For this type, please identify here the buildings.	
46	Do any of the buildings use renewable energy sources?	
47	If yes, please list the buildings that have renewable energy sources and the type of renewable energy?	
	Utilities (answer questions 48 through 64 ONLY if the PHA Methodology is elected). Heating of the Unit	
48	Who pays (tenant/owner)?	
49	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.	
50	If the tenant pays, is it electric, gas, etc.?	

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

Ques#	Question	Answer
51	If the tenant pays, does the development use electric resistance or electric heating pumps? Cooking	
52	Who pays (tenant/owner)?	
53	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.	
54	If the tenant pays, is it electric, gas, etc.? Water Heating	
55	Who pays (tenant/owner)?	
56	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.	
57	If the tenant pays, its based on an individual heater or shared water boiler system?	
58	If the tenant pays, is it electric, gas, etc.? Water	
59	Who pays (tenant/owner)?	
60	Are the units submetered (the tenant pays based on actual consumption)?	

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

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	
61	Who pays (tenant/owner)?	
62	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	
63	Who pays (tenant/owner)?	
64	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	
65	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.	

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

Ques#	Question	Answer
66	<p>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?</p> <p>If yes, please submit through the attachment system in CMTS the plan.</p>	
67	<p>Does a LURA or application for funding for the development require an onsite Notary Public?</p> <p>If yes, please submit through the attachment system in CMTS evidence of the Notary Public.</p>	
68	<p>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?</p> <p>If yes, please submit evidence through the attachment system in CMTS.</p>	
69	<p>Does a LURA or application for funding for the development require a per-unit cost for services that the Owner must expend monthly?</p> <p>If yes, please provide through the attachment system in CMTS evidence of those costs.</p>	

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

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

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

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

Ques#	Question	Answer
81	What events are being provided?	Service 7
82	Provide the name of the service as listed in the LURA.	
83	What events are being provided?	Service 8
84	Provide the name of the service as listed in the LURA.	
85	What events are being provided?	Service 9
86	Provide the name of the service 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 are being provided?	Service 11
90	Provide the name of the service as listed in the LURA.	
91	What events are being provided?	Service 12
92	Provide the name of the service as listed in the LURA.	
93	What events are being provided?	
94	Does a LURA or application for funding for the development require operation as a Supportive Housing Development? If yes, please provide through the attachment system in CMTS the required service plan	

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

Ques#	Question	Answer
95	If yes, are there multiple systems in place for tenants to provide feedback to the development staff? Please list the methods here.	
96	Is a tenant a member of the development owner or service providers board of directors? Please list the tenant's name and unit number here.	
97	Does the development have a written eviction prevention policy that includes an appeal process? If yes, please upload a copy to the attachment system of the Compliance Monitoring and Tracking System.	
98	Does a LURA or application for funding for the development require operation of an after school learning center? If yes, please provide through the attachment system in CMTS evidence of the 15 hours of services per week provided by a dedicated service coordinator or Third party entity Nonprofits, Historically Underutilized Businesses (HUB), and Community Housing Development Organizations (CHDO)	
99	If a LURA or the application for funding for the development requires ongoing material participation of a Nonprofit, Historically Underutilized Business (HUB), and/or Community Housing Development Organization (CHDO) entity, please provide here or upload to the attachment system in CMTS a written narrative explaining the material participation of the on-going operations of the development.	

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

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? If yes, please submit evidence through the attachment system in CMTS that services offered are provided by the Nonprofit or HUB. Rents, Fees, and Units	
101	Do tenants pay to use any amenities (garages, carports, parking spots, storage units, pools, fitness rooms, business centers, hairdressing spaces, etc.)?	
102	If yes, please list here the amenity type and the amount of the fee for each.	
103	Do tenants pay any required fees as a condition of occupancy (month-to-month rent, laundry hookup fees, cable, internet, renter's insurance, etc.)?	
104	If yes, please list here the type of fee and the amount of the fee for each.	
105	If the development has an allocation of HTC or Exchange assisted units, does the development charge application fees (screening for criminal, credit, rental history, etc.)? If yes, please submit through the attachment system in CMTS invoice(s) from the screening company the Owner uses to evidence the actual-out-of-pocket costs.	
106	If yes, how much is the application fee? (Please provide here the cost for the first person and each additional person.)	
107	If yes, please provide here calculations on how the application fee or fees were determined.	

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

Ques#	Question	Answer
108	The Department allows without additional documentation up to \$5.50 per household. Does the development charge any additional fee(s) to process an application?	
109	Does the development require a security deposit?	
110	If yes, are the deposits fully refundable upon move-out or transfer (except for allowable deductions under law)?	
111	Is the development current with Compliance and Asset Management Oversight fees? If no, please contact the Department's Finance Division to pay required fees.	
112	Are any units used for non-residential purposes (maintenance office or shop, property storage, supportive service providers, etc.)?	
113	If yes, please provide the unit numbers and purpose here.	
114	Are any units occupied by employees (management, maintenance, or courtesy officers)? If yes, for management and maintenance employee-occupied units, please submit through the attachment system in CMTS evidence of full-time employment at the development.	
115	If yes, for courtesy officers, please list here their responsibilities and submit employment contract through the attachment system in CMTS. Post-15 Housing Tax Credit Developments	

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
MONITOR REVIEW QUESTIONNAIRE

Printed Date 10/08/24
Page 16 of 16

Project# Project Name Project Type
 Amy's Point Individual/Family
 2701 Grand Ave, Austin

CR#: 555519 Fiscal Year:

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?

CURT MILL