# \*\*New\*\* Entrance Interview Questionnaire

December 2022

## **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: www.tdhca.state.tx.us

**Division Phone Number:** 

(512) 475-3800

(800) 525-0657 (toll free in Texas only)

### **Announcements**

#### Schedule:

- The training will run from 9:00 am until approximately 3:00 pm
- Breaks: Morning and Afternoon; if needed
- Lunch: Approximately 12 1 pm

## Housekeeping:

- Certificates will not be given for this webinar
- The webinar is being recorded and will be available on the Department website
- 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 in the Questions Box or Raise Your Hand to ask your question in the webinar

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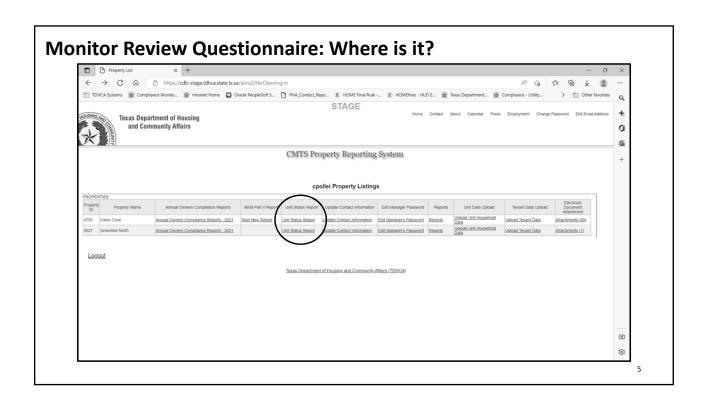
## **Monitor Review Questionnaire**

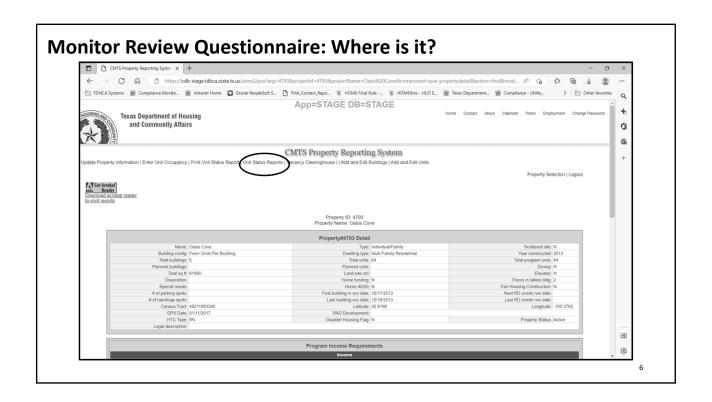
The Department has updated the Entrance Interview Questionnaire.

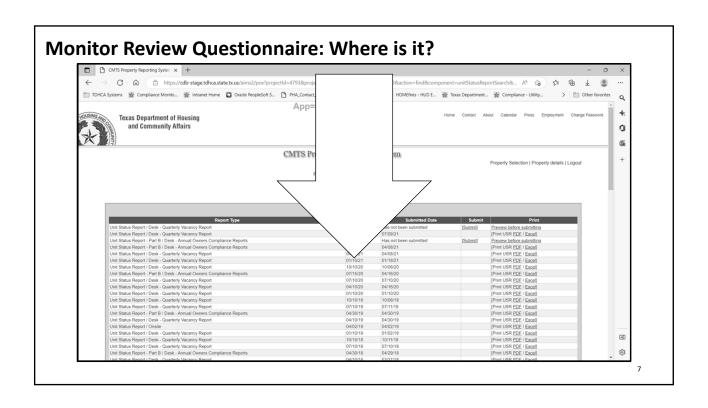
The report will know be known as the Monitor Review Questionnaire and will be used in lieu of the "old" Entrance Interview Questionnaire.

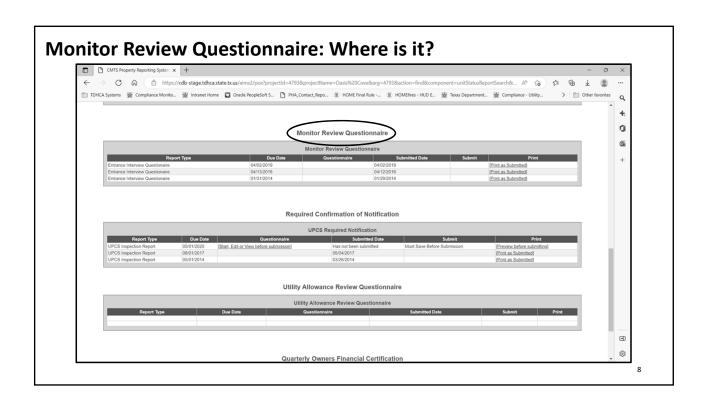
This webinar will be a LIVE walk-thru of the new reporting requirements and a brief reminder of how to update the Unit Status Report (USR).

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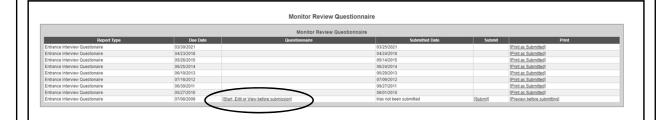








## **Monitor Review Questionnaire: Where is it?**



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# Thank you!

Please reach out with any questions, anytime!

DEPARTMENT WEBSITE:
HTTPS://www.tdhca.state.tx.us/

CMTS LOGIN:

HTTPS://POX.TDHCA.STATE.TX.US/AIMS2/POX



Project Name 2636 Preeport Aparts

Project NameProject TypeFreeport ApartmentsIndividual/Family

1001 N Avenue J, FREEPORT

CR#:	80040	Fiscal Year:			
Ques#	Question			Answer	
	instructed be CMTS the in	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 Info	rmation			
1	managemer	nt company, and onsi	on for the Owner representative, te manager true and correct?		
	•	e update the contact i			
2		tment is conducting the three times. The times the times to be the times the	he monitoring review onsite, has the visit?		
	If not, please are appropro	•	at the date and time in the notice		
3	In CMTS, is to the public		elopment the same as it is known		
	If not, please	update the developr	ment's address in CMTS.		
4	In CMTS, is	the physical address	correct for the development?		
	If not, please	update the developr	ment's address in CMTS.		
5	Does the de	•	asing office at the physical addres	s	
6	physical add		iles are kept by providing a full street name, city, state, and ZIP).		
	Reporting				
	Please subm Unit Status F	•	MTS an accurate and up-to-date		
7	Have Forms	s 8609 been issued by	y the Department?		
	•	e submit through the a e Certificates of Occu	attachment system in CMTS pancy.		

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Project# Project Name Project Type
2636 Freeport Apartments Individual/Family
1001 N Avenue J, FREEPORT

CR#:	80040	Fiscal Year:		
Ques#	Question			Answer
8	for each BIN	I already uploaded to	609 (with applicable attachments) the attachment system in CMTS?	
	•	•	ttachment system in CMTS.	
	Record Kee			
9	In what form	at are files stored (pap	per, electronic, or both)?	
10	If paper or b visit?	oth, will the original file	es be available during the onsite	
11		can files be provided very system in CMTS?	within 24-hour notice through the	
12	Section 811 poster been	PRA program, has a displayed prominently	e assisted with the Department's 11 by 14 inches Fair Housing / in both English and Spanish (at s required by 24 CFR Part 100?	
	Ownership			
13	Has there be	een a change in owne	rship in the last 12-months?	
	Managemen	t Division at the Depar		
		larketing Requirement		
14		A for the development nits for Special Needs	require setting aside a certain households?	
15	permit evide	•	neet currently, does that LURA rts by affirmatively marketing to	
		submit through the att forts to Persons with D	tachment system in CMTS Disabilities.	
16		•	r elderly persons, what is the n in the tenant selection criteria	

(written screening policies)?

**Freeport Apartments** 

**Project Type** Individual/Family

1001 N Avenue J, FREEPORT

Fiscal Year: CR#: 80040

CIN#.	00040 Histai Teal.			
Ques#	Question	Answer		
17	Does a LURA for the development require marketing to veterans through direct marketing or contracts with veteran's organizations?			
	If so, submit through the attachment system in CMTS evidence such as marketing flyers, letters, contracts, etc	€,		
18	Does the LURA require setting aside and marketing to a certain number of units for COC/Homeless?	٦		
19	If so, what units are current occupied by referred Persons from COC/Homeless?	n a		
	Submit through the attachment system in CMTS evidence, suc marketing flyers, letters, contacts, etc.	h as		
	Tenant Files			
20	If any tenants are assisted by the Department's Section 811 PF program, are the files kept in a secure location, which restricts access to personal and EIV information to only those staff with signed Rules of Behavior, current certification for security training and official need to access that information?	a		
21	If so, please provide here a list of 811-assisted units.			
22	If any tenants are assisted by the Department's HOME, TCAP-NHTF, or HOME-ARP programs and the development was awa after August 23, 2013, are any leases between an organization landlord (instead of between the tenant and landlord)?	arded		
23	If any tenants are assisted by the Department's Neighborhood Stabilization Program (NSP), is the Development using a mast lease?			
24	If any tenants are assisted by the Department's HTC program a units are leased to an organization for a supporting housing program, have any units been vacant for more than 60 days are development has received a rental payment?			
25	If so, please list here the units.			

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Project# **Project Name** 2636

Freeport Apartments

Project Type Individual/Family

1001 N Avenue J, FREEPORT

<b>CR#:</b> 80040 <b>Fisca</b>	al Year:
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Ques#	Question	Answer
26	Has a Tenant Rights and Resources Guide, with property specific information, been posted in a common area of the leasing office?	
	If the monitoring review is desk (not an onsite visit), please submit through the attachment system in CMTS a copy of the posted Guide.	
27	When was the development originally built (please provide a 4-digit year)?	
	Utility Allowances	
28	Are tenants required to pay for any utilities (electric, gas, water, sewer, trash, etc.) be sides telephone, cable, and internet?	
	If not, please skip questions lines between 27 through 84.	
	If so, please answer question lines between 27 through 84.	
29	Since the last monitoring review, have the utilities paid for by the tenant changed?	
30	If so, which utilities do the tenants pay for now that they did not at the last monitoring review?	
31	If so, which utilities do the tenants now no longer pay for that they did at the last monitoring review?	
32	Since the last monitoring review, has the utility allowance methodology changed?	
33	If so, please answer here from what to what methodology.	
	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 Buildings (5+ units))? Please list below each type.	
34	Туре	
35	For this type, please identify here the buildings.	
36	Туре	

Project Type Individual/Family

Freeport Apartments 1001 N Avenue J, FREEPORT

CR#:	80040	Fiscal \	ear:

Ques#	Question	Answer	
37	For this type, please identify here the buildings.		
38	Туре		
39	For this type, please identify here the buildings.		
40	Туре		
41	For this type, please identify here the buildings.		
42	Are any units at the development assisted with USDA's Rural Development?		
43	If so, please provide here a list of buildings with RD-assisted units.		
	If so, please submit through the attachment system in CMTS documentation of the three most current years' worth of utility allowances from USDA.		
44	Are any units at the development assisted with a HUD program (such as project-based Section-8, public housing units, etc.)?		
45	If so, please provide here a list of buildings with HUD-assisted units.		
	If so, please submit through the attachment system in CMTS documentation of the three most current years' worth of utility allowances from HUD.		
46	If the Development has multiple HUD Programs, please provide details and all applicable utility schedules.		
47	Are any units at the development assisted with the HOME program not through the Department but another Participating Jurisdiction?		
48	If so, please provide here a list of buildings with HUD-assisted units.		
	If so, please submit through the attachment system in CMTS documentation of the three most current years' worth of utility allowances from the Participating Jurisdiction.		

**Project Type** 

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1001 N Avenue J, FREEPORT

CR#:	80040	Fiscal Year:	
Ques#	Question		Answer
49	Did the deve methodolog	elopment elect to use the Public Fy?	Housing Authority
	and the last	e submit through CMTS attachme two years of PHA schedules.	ent system the current
	Utilities		
	Heating of th		
50	Who pays (t	enant/owner)?	
51		pays, is it directly paid to a Utility or to the Owner through a third-pa	
52	such as beir how it is cal	pays based on a Ratio Utility Bill ng charged per bedroom, per unit culated and attach backup docum system in CMTS.	ts, etc., please explain
53	If the tenant	pays, what Utility Allowance Meth	nodology was elected?
54	If the tenant	pays, is it electric, gas, etc.?	
55	If the tenant electric heati	pays, does the development use ng pumps?	electric resistance or
	Cooking		
56	Who pays (te	enant/owner)?	
57		pays, is it directly paid to a Utility or to the Owner through a third-pa	
58	such as bein how it is cald	pays based on a Ratio Utility Billi g charged per bedroom, per units ulated and attach backup docum system in CMTS.	s, etc., please explain
59	If the tenant elected?	pays, what Utility Allowance Met	hodology was

Freeport Apartments

1001 N Avenue J, FREEPORT

**Project Type** Individual/Family

Ques#	Question	Answer
60	If the tenant pays, is it electric, gas, etc.?	
	Other Electric	
61	Who pays (tenant/owner)?	
62	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?	
63	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.	
64	If the tenant pays, what Utility Allowance Methodology was elected?	
	Air Conditioning	
65	Who pays (tenant/owner)?	
66	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?	
67	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.	
68	If the tenant pays, what Utility Allowance Methodology was elected?	
69	If the tenant pays, it is refrigerated air or evaporative cooling?	
	Water Heating	
70	Who pays (tenant/owner)?	
71	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?	

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1001 N Avenue J, FREEPORT

CR#:	80040	Fiscal Year:		
Ques#	Question		Answer	
72	such as beir how it is cal	pays based on a Ratio Utility Billing charged per bedroom, per units culated and attach backup docume system in CMTS.	s, etc., please explain	
73	If the tenant	pays, what Utility Allowance Metho	odology was elected?	
74	boiler syster	pays, its based on an individual hm?	eater or shared water	
	Water			
75	1 7 \	tenant/owner)?		
76		pays, is it directly paid to a Utility I or to the Owner through a third-par		
77	such as beir how it is cal	pays based on a Ratio Utility Billing charged per bedroom, per units culated and attach backup docume system in CMTS.	s, etc., please explain	
78	If the tenant	pays, what Utility Allowance Metho	odology was elected?	
	Sewer			
79	Who pays (to	enant/owner)?		
80		pays, is it directly paid to a Utility or to the Owner through a third-pa		
81	such as bein how it is cald	pays based on a Ratio Utility Billing charged per bedroom, per units culated and attach backup docume system in CMTS.	, etc., please explain	
82	elected?	pays, what Utility Allowance Meth	nodology was	
	Trash Collec	ction		

Project Name 2636 Preeport Aparts

Freeport Apartments
1001 N Avenue J, FREEPORT

Project Type Individual/Family

CR#:	80040	Fiscal Year:			
Ques#	Question			Answer	
83	Who pays (to	enant/owner)?			
84			y paid to a Utility Provider, directly to hrough a third-party billing company?		
85	such as beir how it is cald	f the tenant pays based on a Ratio Utility Billing System (RUBS), such as being charged per bedroom, per units, etc., please explain now it is calculated and attach backup documentation in the attachment system in CMTS.			
86	If the tenant	pays, what Utility	y Allowance Methodology was elected?		
	Social Servi	ces			
87		A for the develor ervices to tenant	oment require the provision of s?		
	If so, please	answer question	ns lines between 86 through 118.		
	If not, please	skip questions	lines between 86 through 118.		
88	services can	be provided at	rst monitoring review and not all this time, does the development have a specific dates?		
89	If so, please plan.	submit through t	the attachment system in CMTS the		
90	Does a LUR	A for the develo	pment require an onsite Notary Public?		
		submit through t he Notary Public	the attachment system in CMTS		
91	available on government	a regularly-sche provider of serv	pment require the community to make edule basis, to a local nonprofit or ices, space to provide outreach nants regarding their health and		
92	If so, please CMTS.	submit evidence	through the attachment system in		

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Project# Project Name Project Type
2636 Freeport Apartments Individual/Family
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80040 Fiscal Year: CR#: Ques# Question **Answer** 93 Does a LURA for the development require a per-unit cost that the Owner must expend monthly? 94 If so, how much is expended by the development on a monthly basis? If so, please provide through the attachment system in CMTS evidence of those costs. Please provide information on supportive services as required per a LURA for the development, including required providers. For each services, please submit through the attachment system in CMTS sufficient documentation to evidence the required frequency and scope as indicated in a LURA. Service 1 95 Provide the name of the service as listed in the LURA. 96 What events are being provided? Service 2 Provide the name of the service as listed in the LURA. 97 98 What events are being provided? Service 3 99 Provide the name of the service as listed in the LURA. What events are being provided? 100 Service 4 101 Provide the name of the service as listed in the LURA. 102 What events are being provided?

What events are being provided?

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

Service 5

103104

**Project Name** Project# 2636

**Freeport Apartments** 

**Project Type** Individual/Family

1001 N Avenue J, FREEPORT

80040 Fiscal Year: CR#:

Ques#	Question Answer
	Service 6
105	Provide the name of the service as listed in the LURA.
106	What events are being provided?
	Service 7
107	Provide the name of the service as listed in the LURA.
108	What events are being provided?
109	Service 8
110	Provide the name of the service as listed in the LURA.
111	What events are being provided?
	Service 9
112	Provide the name of the service as listed in the LURA.
113	What events are being provided?
	Service 10
114	Provide the name of the service as listed in the LURA.
115	What events are being provided?
116	Service 11
117	Provide the name of the service as listed in the LURA.
118	What events are being provided?
	Service 12
119	Provide the name of the service as listed in the LURA.
120	What events are being provided?
	Non-Profits, Histortically Underutiliized Businesses (HUB), and Community Housing Development Organizations (CHDO)

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Project# Project Name
2636 Freeport Apartments

1001 N Avenue J, FREEPORT

Project Type Individual/Family

CR#.	00040	riscai real.					
Ques#	Question				Answer		
121	If a LURA for the development requires ongoing material participation of a non-profit, Historically Underutilizied Business (HUB), and/or Community Housing Development Organization (CHDO) entity, please provide here a written narrative explaining how that entity materially participates in the on-going operations of the development.  Rents, Fees, and Units						
122	spots, storage	•	menities (garages itness rooms, busi	, carports, parking iness centers,			
123	If so, please list here the amenty type and the amount of the fee for each.						
124		onth rent, laund	t are a condition o ry hookup fees, ca	f occupancy able, internet, renter's			
125	If so, please each.	list here the typ	pe of fee and the a				
126	If the development has any HTC or Exchange assisted units, does the development charge application fees (screening for criminal, credit, etc.)?						
	invoice(s) fro			ystem in CMTS wner uses to evidence			
127			ation fee? (Please additional person	e provide here the cost .)			
128	If so, please fees were de		alculations on how	the application fee or			
129	for processsir	ng the applicati		ee an additional costs nent allows without sehold).?			

Freeport Apartments

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CR#:	80040	Fiscal Year:							
Ques#	Question				Answer				
130	Does the development require a security deposit?								
131	If so, are the deposits fully refundable upon move-out or transfer (except for allowable deductions under law)?								
132	Is the develo	-	vith the Department o	n all program					
	If not, please make arrang		ance Division at the D	Department to					
133	Are any units used for non-residential purposes (maintenance office, property storage, supportive service providers, etc.)?								
134	If so, please								
135	Are any unit or courtesy		mployees (manageme	ent, maintenance,					
	please subm	it through through	aintenance employee In the attachment sys nent at the developm	tem in CMTS					
136	If so, for cou	irtesy officers, pl	ease list here their re						
137	the developn	nent is past the f of units leased to	the Department's H ederal Compliance P households compris						
	•	operty have any n mobility impairr	units that have special	al features for	202,210,312,402,502				
	•	operty have any n vision or hearin	units that have special	al features for	102,404				