

**HARRIS COUNTY, TEXAS**  
**COMMUNITY SERVICES DEPARTMENT**

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February 2, 2018

Mr. Horace Allison, CEO  
Harris County Housing Authority  
8933 Interchange Drive  
Houston, Texas 77054

Re: HCHA Sierra Meadows  
Project No. 2009-0053

Dear Mr. Allison:

On November 13 and 14, 2017, Crystal Keller, Project Monitor, and Peter Broussard, Financial Monitor, monitored the Sierra Meadows project for compliance with the HOME Investment Partnership (HOME) Program. The Harris County Housing Authority (HCHA) is a Subrecipient of the Community Services Department (CSD) and carries out an affordable housing activity. HOME funds were provided for the acquisition and partial construction costs associated with the development of the Sierra Meadows Project, a 90-unit affordable rental housing complex for seniors, of which 50 are HOME-assisted units, located at 9835 N. Sam Houston Parkway East, Humble, Texas. We apologize for the delay in providing you the results of the monitoring visit.

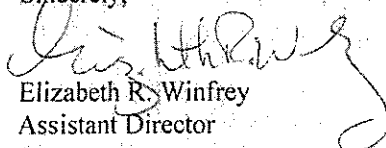
The period under review was from March 1, 2017 through October 31, 2017, for Program Year 2017. The CSD staff met with Ms. Jamekia Albert, Property Manager, Sierra Meadows; Ms. Sandy Bolton, Compliance Director; Tammy Fair, Regional Supervisor and Patricia Fair, Compliance Monitor from Allied Orion Group, to discuss the project and obtain clarification on file documentation. After a review of the files, the CSD Monitor held an exit conference with Ms. Albert, Ms. Bolton and Ms. Tammy Fair to discuss the results of the monitoring visit.

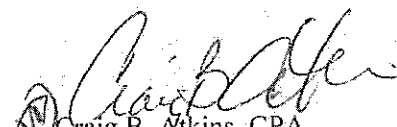
The purpose of the monitoring visit was to determine whether HCHA has implemented and administered the federal funded activity according to all applicable federal requirements. In this monitoring review, particular attention was paid to compliance with eligibility requirements, financial management systems, proper execution of lease contracts, and satisfaction of the HOME requirements. The CSD Project Monitor reviewed ten (10) HOME-assisted tenant files (20%), during the course of the review. The CSD Finance Monitor reviewed all financial files and documentation relevant to the program, as well as, internal control procedures.

Overall, the monitoring found that HCHA staff is making efforts to comply with applicable federal requirements. As a result of this review, no programmatic or financial findings or concerns are being cited regarding compliance with the HOME program. A finding is defined as a program element that does not comply with a federal statute or regulation, whereas, a concern is either a potential finding or a program weakness that must be improved to avoid future problems.

The CSD staff appreciated the continued assistance of the Sierra Meadows staff throughout the monitoring visit. If you have any questions regarding this matter, please contact Crystal Keller at (713) 578-2106.

Sincerely,

  
Elizabeth R. Winfrey  
Assistant Director

  
Craig B. Atkins, CPA  
Financial Services Director/CFO

ERW/jc/ck

cc: Jamekia Albert, Sierra Meadows; Sandy Bolton, Allied Orion Group; Paula Burns, Peter Broussard

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