



CAPSTONE

COMPLIANCE SERVICES

Partnering for Success in Affordable Housing

Capstone has over 27,000 units under monitoring contracts.

Due to our exceptional compliance oversight, we are ranked 4th in the NAHMA Top 10 affordable companies.

WHAT WE DO

File Review

Complete services ranging from income calculations to electronic and on-site file review.

Specialized Monitoring

Turnkey services encompassing all compliance requirements, program reporting, supportive services assistance and EIV administration.

Lease-up Services

From pre-approval of households for move-in to maintaining electronic copies of initial resident files.

Audit/Inspection

REAC and UPCS pre-inspection, MOR and file pre-audit, to resolution of identified non-compliance issues and corrective action response.

WHO WE HELP

Management Companies

Our customized, turnkey solutions reduce corporate compliance oversight and allow on-site teams to focus on operations issues.

Owners/Developers

We can assist to reduce findings and non-compliance fees, improve inspection scores and provide regulatory guidance.

Syndicators/Lenders

Perform annual file audits, resolve non-compliance issues and claim credits quickly and confidently.

Consultants

We can provide back office services for file reviews, compliance clean-up and monitoring.

HOW WE HELP

Same Day File Reviews

We provide same day, new move-in file review. This allows for quicker turnaround approval which maximizes occupancy and minimizes vacancy loss.

Income Calculations

Our team completes the income calculations which reduces mistakes and relieves the site team from the burden of performing calculations, allowing them time to focus on property operations.

24/7 File Visibility

Our doc management program allows clients, auditors and operations teams to access files any time, day or night, and provides file status in real-time.

Centralized Expertise

Our team has the expertise required to ensure compliance with all local, state and federal programs. Our experts can help maintain adherence to all requirements, even with new or untrained onsite teams. Our structure offers our clients a one-stop shop for all compliance needs.

Reduce Corporate Oversight

Our professionally certified staff eliminates the need for a full corporate compliance team. We serve as a third-party resource for all levels of compliance oversight.

Improve Reputation

We can partner with you to improve damaged agency relationships and reputation.

Please call 512.646.6785 or email info@capstonecomplianceservices.com for more information.

For a full list of services, visit us at www.capstonecomplianceservices.com

WHY CHOOSE CAPSTONE

TRACK RECORD

- 12 HUD REAC inspections in the past year scored 90+
- 17 state file reviews in the past year with no file findings
- Assisted owner to achieve passing REAC score after three consecutive failures
- Zero HUD red flags
- Zero material non-compliance issues
- Over 27,000 affordable units benefiting from our compliance services
- Expansive program experience, including, but not limited to: LIHTC, Bond, HOME, CDBG, TIF, AHDP, MOH, MFTE, ADU, Inclusionary, Project Based Section 8, HUD 236, and HUD conventional loans

Q&As

HOW LONG DOES IT TAKE FOR A FILE TO BE REVIEWED AND APPROVED?

Our compliance management systems allow us to provide SAME DAY file reviews.

HOW DOES THE SITE STAFF SUBMIT THE PAPERWORK TO YOUR COMPLIANCE DEPARTMENT?

Unlike other compliance services providers who required faxing or emailing of documents, Capstone utilizes a proprietary system, which eliminates lost paperwork, creates efficiencies and provides historical access.

OTHER THAN TAX CREDIT COMPLIANCE KNOWLEDGE, DOES CAPSTONE HAVE EXPERIENCE IN OTHER AREAS?

Indeed! Our project-based section 8 expertise includes preparation of Special Claims, EIV set-up and monitoring, and voucher submittal (TRACS/IMAX experts). We have experience with many local affordable programs, however, in the event you have a program we are not familiar with, we have the team in place to identify the regulatory requirements necessary to ensure compliance and best serve your needs.

PROFESSIONALLY CERTIFIED STAFF

COS: Certified Occupancy Specialist through the National Center for Housing Management

PHM: Public Housing Manager through the National Association of Housing and Redevelopment Officials

HCCP: Housing Credit Certified Professional through the National Association of Home Builders

TCS: Tax Credit Specialist through the National Center for Housing Management

NCP: National Compliance Professional through Elizabeth Moreland Consulting

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