

# Texas State Affordable Housing Corporation Compliance Review Observation Report

**Peoples El Shaddai and St. James Manor**  
2836 E. Overton Road and 3119 Easter Ave., Dallas, TX 75216

**Owner:** Steele Saint James Peoples LLC      **Date Built:** 1969 (St James) 1970 (Peoples)  
**Management Company:** Monroe Group Ltd.      **Property Manager:** Dana Brown  
**Inspection Date & Time:** September 15, 2020 @ 1:30 p.m.      **Inspector's Name:** Celina Mizcles Stubbs

**Number of Units:** 100 (Peoples)      **Number of required LI units:** 40 (Peoples)      **Number of required VLI/ELI units:** 5 (Peoples)  
100 (St James)      40 (St James)      5 (St James)

COMPLIANCE AUDIT	YES	NO	N/A
1) Are procedures that ensure compliance with the set aside requirements and rent requirements effective?	X		
2) Is the property accepting Section 8 households?	X		
3) Is the income to rent ratio for Section 8 households less than 2.5?	X		
4) Are the rent increases smaller than 5%?			X
5) Is there any discriminatory language on the Application for Tenancy or Occupancy Qualifications?		X	
6) Does the lease or rental agreement inform the resident of Extremely Low, Very Low Income or Low Income Recertification requirements?	X		
7) Is additional monitoring by TSAHC recommended?		X	

**COMMENTS:**

SET-ASIDES	YES	NO	N/A
1) Is the property meeting all occupancy restrictions required by the property's Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		
2) Are the set-aside units evenly distributed?			
a) No more than 60% of the set-aside requirements consist of one unit type?			X
b) No less than 20% of the set aside requirements consist of any particular unit type?			X
3) If either of the set asides have not been met, are any units:			
a) Rented for less than 30 days, not including month-to-month?		X	
b) Utilized as a hotel, motel, dormitory, fraternity house, sorority house, rooming house, nursing home, hospital, sanitarium, rest home, or trailer court or park?		X	
c) Leased to a corporation, business or university?		X	
d) Owned by a cooperative housing corporation?		X	
e) Not available for rental on a continuous basis to members of the general public?		X	

**COMMENTS:**

### UNITS WALKED

Unit #	USR Designation	New Designation	Comments
			N/A – Per management policy, units were not inspected during covid.

**COMMENTS:**

RESIDENT SERVICES	YES	NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?	X		
2) Do the resident services appear to be effective? Discuss your observations in the comments section below.	X		
3) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		

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4) Is management monitoring the following:			
a) Resident attendance	X		
b) Frequency of service provided	X		
c) Notification to residents of services	X		
d) Number or type of services	X		
e) Survey of residents	X		
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
6) Did TSAHC provide any Technical Assistance regarding Resident Services?		X	
<b>COMMENTS:</b>			

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	X		
2) Are accurate office hours posted?	X		
3) Are the following displayed in full view:			
a) Occupancy Qualifications?	X		
b) Fair Housing Poster?	X		
<b>COMMENTS:</b>			

RESIDENT FILE REVIEW	YES	NO	N/A
1) Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation?	X		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate	X		
3) Does the file audit establish that residents are being recertified on an annual basis?	X		
4) For mixed (low-income and market units) developments, are there any Next Available Unit Rule Violations?			X
5) Does the file audit indicate that staff needs additional training?		X	

**COMMENTS:** The files were sent in a neat and organized manner. The few discrepancies are noted below. Management corrected the items listed below prior to the issuance of this report.

**Peoples El Sahddai**

- 122A6: Update rent split on the Unit Status Report (USR).
- 134A8: Update rent split on the USR.
- 141A19: Update rent split on the USR.
- 165A15: Update rent split on the USR.

**St James Manor**

- 140B15: Update rent split on the USR.
- 154B19: No asset reported but her check stubs disclose a direct deposit.
- 220B10: Update USR with the correct number of household members.
- 261B20: Update rent split on the USR.
- 248B17 Update rent split on the USR.

**Observation:**

- **It is imperative for management to submit accurate monthly Unit Status Reports. The USR's should reflect a snapshot of each household's composition, annual income and rent amounts at all times. The reviewers visit the development on an annual basis; therefore, they rely on the USR to ensure program compliance. Management should spend a little more time ensuring the information on the USR is accurate prior to each month's submission.**

***If a new household moves in to any of the units with Findings (listed below), instead of submitting the required Corrective Action documents, submit with your response: the application for tenancy, all income and asset***

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*verifications, the executed Income Certification, and the 1<sup>st</sup> page of the lease for the new household occupying the unit.*

Unit	Finding	Corrective Action Requirement
N/A		
COMMENTS:		

## SUMMARY OF FINDINGS AND OBSERVATIONS

**Observation:**

- It is imperative for management to submit accurate monthly Unit Status Reports. The USR's should reflect a snapshot of each household's composition, annual income and rent amounts at all times. The reviewers visit the development on an annual basis; therefore, they rely on the USR to ensure program compliance. Management should spend a little more time ensuring the information on the USR is accurate prior to each month's submission.

**No findings.**