

Texas State Affordable Housing Corporation Compliance Review Observation Report

Jose Antonio Escajeda Apartments

204 Alicia Dr., El Paso, Texas 79905

Owner: RHAC – JAE, LLC

Date Built: 1982

Management Company: J. Allen Management

Property Manager: Juana Pineda

Inspection Date & Time: July 13, 2021 at 1:30 PM

Inspector's Name: Celina Mizcles Stubbs

Number of Units:	88	Number of required LI units:	88	Number of required VLI units:	N/A	
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)	Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?	X				
6)	Does the lease or rental agreement inform the resident of Very Low Income/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	Comments
N/A		There were no vacant units to walk on the day of the onsite visit.

COMMENTS:

RESIDENT SERVICES				YES	NO	N/A
1)	Do the resident services appear to cater to the resident profile of the property?	X				
2)	Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X				
3)	Is management monitoring the following:					

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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		
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		X	
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
6) In the last 12 months, has TSAHC provided any assistance regarding the monthly Resident Service reports submitted through the Compliance System? If so, comment below.		X	

COMMENTS:

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		

COMMENTS:

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 well maintained. Management was asked to update the following information:

- Unit 5: Update the rent amounts on the Unit Status Report.
- Unit 6: Update the household income amount.
- Unit 44: Update the Income Certification form by checking the "Initial" certification box.
- Unit 66: Correct the calculator tape to show \$100 x 12. The income on the Income Certification was correct but the calculation tape wasn't.

The items noted above were corrected prior to the completion of this report. No further action is required.

Observation:

- Transfers: According to management, transfers are treated as a full move-out and a new move-in. During the review of a new move-in file, the reviewer saw that the old unit's documents were in the file. Maintaining this information in the new move-in file is not necessary based on how transfers are being treated.

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 verifications, the executed Income Certification, and the 1st page of the lease for the new household occupying the unit.

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Unit	Finding	Corrective Action Requirement
N/A		

COMMENTS:

SUMMARY OF FINDINGS AND OBSERVATIONS

Observation:

- Transfers: According to management, transfers are treated as a full move-out and a new move-in. During the review of a new move-in file, the reviewer saw that the old unit's documents were in the file. Maintaining this information in the new move-in file is not necessary based on how transfers are being treated.

No Findings.