



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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February 28, 2025

*Writer's direct phone # (512) 475-3907
Email: Christina.Thompson@tdhca.texas.gov*

NRP Management LLC
Cleveland, Ohio
info@nrpgroup.com

RE: The Baldwin at St. Paul Square

Dear NRP Management LLC:

The Texas Department of Housing and Community Affairs (Department) has reviewed the Public Facility Corporation (PFC) Audit Report submitted by Murphy HTC, LLC on January 15, 2025. This review was performed as required by Section 303.042 (c) of Chapter 303, the Texas Administrative Code Chapter 10, Subchapter I, and the Regulatory Agreement/Deed Restriction for Crockett Street Lofts/The Baldwin.

Events of noncompliance have been identified and corrective action is required. The attached Findings Report details the event(s) of noncompliance and the required corrective action. This notice begins the corrective action period. Please supply all requested documentation no later than **April 29, 2025**, the last day of the corrective action period.

If clarification is necessary to complete the corrective action, contact us as soon as possible. If it is not possible to provide the requested documentation by the corrective action period, correct as much as you can and submit a corrective action plan detailing how and when the remaining issue(s) of noncompliance will be corrected.

The Department recommends submitting a cover letter explaining the documentation submitted to address each event of noncompliance. Submit corrective action to pfc.monitoring@tdhca.texas.gov.



If you have any questions about this monitoring report, please contact Christina Thompson toll free in Texas at (800) 643-8204, directly at (512) 475-3907, or email: christina.thompson@tdhca.texas.gov.

Sincerely,

A handwritten signature in black ink, appearing to be 'CT' with a long horizontal flourish extending to the right.

Christina Thompson
PFC Monitor

CC: patricia@murphyhtc.com

Audit Report

The Baldwin at St. Paul Square

The Texas Department of Housing and Community Affairs provides the following Technical Assistance:

- Development is required to obtain, complete and maintain on file Income Certifications from each Low-Income Household, including (i) the Income Certification provided as Exhibit-D, attached hereto and incorporated herein, dated prior to the initial occupancy of such Low-Income Household in the Project that occupied the unit. The file sample revealed one (1) household file where from Exhibit-D was not completed. Ensure all adult household members complete form Exhibit-D prior to initial occupancy in accordance with Section 3(c) of the Regulatory Agreement to maintain compliance.
- Annual Income Certifications as described in Section 3(c) of the Development's Regulatory Agreement, must be obtained on the anniversary of such Low-Income Household's occupancy of the unit, and in no event less than once in every 12-month period following each Low-Income Household's occupancy of a unit. The file sample revealed three (3) household files where the income certification was conducted after the anniversary date. Ensure all recertifications are completed in accordance with the Regulatory Agreement to maintain compliance.

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DETAIL FINDINGS AND CORRECTIVE ACTION
PFC PROGRAM

PFC User: NRP Management LLC
Property Name: The Baldwin
Address: 239 Center Street, San Antonio, TX 78205
RA Date: 9/25/2019

Audit Report Date: 1/6/2025
Program: PFC

Corrective Action Due Date: 4/29/2025

Audit Report Review Date: 2/28/2025

PROGRAM: PFC

PROPERTY FINDINGS

Unit # 309

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date 6/27/2023

Correction Date:

Reason In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period.

At initial occupancy, the household is comprised of one person. At annual income recertification on June 27, 2023, the lease contract indicates a two-person household. However, income documentation for only one household member was provided. Auditor reports income certification is not complete and income cannot be determined.

Corrective Action The owner may complete a retroactive income certification that completely and clearly documents the sources of income/assets for both household members that were in place at the time of income renewal and apply income limits that were in effect on the renewal date. Submit a copy of the application(s), income/asset verifications and a new Income Certification form that clearly documents all sources of income/assets at the time of income renewal. Or the owner has the option to complete a new current certification using current income/assets sources and current income limits. Submit a copy of the application(s), income/asset verifications and a new Income Certification form that clearly documents all current sources of income/assets. If the household has moved out or is not income eligible, occupy the unit or another comparable unit on the property with a new income eligible household. Submit copies of the application(s), income/asset verifications, an Income Certification, lease contract and applicable lease addendums to the Department for review.

Unit # 122

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date 9/3/2023

Correction Date:

Reason In accordance with the Regulatory Agreement, Section 3(c), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 122 moved in September 3, 2021, and the annual Income Certification due on September 3, 2023 has not been completed as required.

Corrective Action

To correct, complete annual Income Certification with verifications and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.