



City of San Antonio
Department of Planning & Community Development
Division of Grants Monitoring and Administration

**REQUEST FOR APPLICATION
("RFA")**

for

**MULTI-FAMILY RENTAL HOUSING DEVELOPMENT
RESOLUTIONS OF SUPPORT OR NO OBJECTION**

Release Date: January 30, 2015
Applications Due: February 10, 2015

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003 - GENERAL INFORMATION

The City of San Antonio (the City) has developed this RFA in order to provide Resolutions of Support or No Objection for multi-family rental housing development projects seeking competitive housing tax credits with the Texas Department of Housing and Community Affairs (TDHCA).

In the administration of its Housing Tax Credit (HTC) Program, the TDHCA awards competitive application points for a resolution from a Governing Body of a local municipality on the following basis:

- (A) Within a municipality, the application will receive:
- seventeen (17) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality supports the application or development; or
 - fourteen (14) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality has no objection to the application or development.
- (B) Within the extraterritorial jurisdiction of a municipality, the Application may receive:
- eight and one-half (8.5) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality supports the Application or Development; or
 - seven (7) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality has no objection to the Application or Development

004 - APPLICATION AND SUBMITTAL REQUIREMENTS

The respondent is expected to examine this RFA carefully, understand the terms and conditions for providing the information listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE APPLICATION REQUIREMENTS MAY RESULT IN THE RESPONDENT'S APPLICATION BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

The respondent shall submit one (1) signed application as a pdf file and one (1) Excel 2007 version of the application via e-mail to laura.salinas@sanantonio.gov. The subject line of the submittal e-mail shall be clearly marked, "Multi-Family Rental Housing Development Resolutions of Support or No Objection".

Applications must be received by the Contracts Manager, Laura Salinas-Martinez, at laura.salinas@sanantonio.gov no later than 2:00 p.m., Central Time, on Tuesday, February 10, 2015. Any application or modification received after this time shall not be considered.

Applications sent by any means other than the e-mail address listed above will NOT be accepted.

Application Format

The electronic application will be provided in Microsoft Excel Version 2007. The application must be completed and returned in the same format. Respondent is to complete ALL pink shaded areas. Fields marked "Select" contain a pull down menu that holds all possible responses. Point awards will be automatically generated and totaled based on the response in these fields. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Modified Applications

Applications may be modified provided such modifications are received prior to the due date for submission of applications and submitted in the same manner as original application. In the body of the e-mail, the submission should indicate it is a modified application and that the original application is being withdrawn.

Self Scoring Application

This is a self-scoring application and as such the final score is based on the honesty and integrity of the Respondent. Respondents are expected to complete the application fully and truthfully.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U. S. C. Title 18, Sec. 1001, Provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willingly falsifies...or makes any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

Respondents will see their final score on the application when it is completed in full.

Correct Legal Name

Respondents who submit applications to this RFA shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the application, the City shall have the discretion, at any point in the contracting process, to suspend consideration of the application.

Confidential or Proprietary Information

All applications become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be

confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Cost of Application

Any cost or expense incurred by the Respondent that is associated with the preparation of the Application or during any phase of the selection process, shall be borne solely by Respondent.

005 - CHANGES TO RFA

Changes to the RFA made prior to the due date for applications shall be made directly to the original RFA. Changes are captured by creating a replacement version each time the RFA is changed. It is Respondent's responsibility to check for new versions until the application due date. City will assume that all applications received are based on the final version of the RFA as it exists on the day applications are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFA.

006 – RESTRICTIONS ON COMMUNICATION

Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFA or applications from the time the RFA has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFA has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails, and any contact that results in the direct or indirect discussion of the RFA and/or application submitted by respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's application from consideration.

Exceptions to the Restrictions on Communication with City employees include the following:

- Respondents may submit questions concerning this RFA to the Staff Contact Person listed below until 2:00pm, Central Standard Time, on Friday, February 06, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Laura L. Salinas-Martinez
Contract Manager, Department of Planning and Community Development,
Division of Grants Monitoring and Administration
laura.salinas@sanantonio.gov

City reserves the right to contact any Respondent to obtain additional information. Such negotiations initiated by City staff persons, shall not be considered in violation by Respondent of this section.

007 – EVALUATION CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all Applications received in response to this RFA. Each Application will be analyzed to determine overall responsiveness and qualifications under the RFA. Evaluation Criteria are outlined below:

City of San Antonio Evaluation Criteria and Scoring for TDHCA Housing Tax Credit Program Resolutions

1. General Partner and Property Management Experience – Up to 20 total points (as determined utilizing the below general partner and property manager point tables)

General Partner – up to 10 of the 20 total experience points. To receive experience points under this category, the proposed general partner(s), or a key individual(s) (officer, managing member or principal) within the proposed general partner organization (the “general partner”), must meet one of the following tests for each counted project.

To obtain points for a current project owned by the proposed general partner, the applicant must certify that the development has: 1) been in service and continuously operated for three or more years; 2) yielded positive operating cash flow from typical residential income alone (e.g. rents, rental subsidies, late fees, forfeited deposits, etc.); and 3) held reserves as required by the partnership agreement and any/all applicable loan agreements.

To obtain points for projects previously owned by the proposed general partner, the applicant must certify that: 1) the ending date of ownership or participation was no more than 10 years before the deadline associated with the subject application; 2) the previously owned development was yielding positive operating cash flow from typical residential income alone (e.g. rents, rental subsidies, late fees, forfeited deposits, etc.) at the time of disposition; and 3) the project was holding reserves as required by the partnership agreement and any/all applicable loan agreements at the time of disposition.

Experience of the General Partner – Up to 10 points	Points
1-2 Multi-family rental housing projects in service more than 3 years	1
1-2 Sec. 42/142/HOME projects in service more than 3 years	3
3-6 Multi-family rental housing projects in service more than 3 years	4
3-6 Sec. 42/142/HOME projects in service more than 3 years	6
7 or more Multi-family rental housing projects in service more than 3 yrs.	7
7 or more Sec. 42/142/HOME projects in service more than 3 years	10

“Sec.42/142/HOME” means Internal Revenue Code §42 “Low-income housing credit”, §142 “Exempt facility bond – qualified residential rental project”, and/or 24 CFR Part 92 - HOME Investment Partnerships Program (“HOME”)

“Multi-family housing” means any multi-family rental housing project of 20 units or more that is not subject to IRC §42, IRC §142, or 24 CFR Part 92 requirements.

Property Manager – Up to 10 of the 20 total experience points. To receive experience points under this category, the proposed property management entity must meet one of the following tests for each counted project.

To obtain points for a current project managed by the proposed property management entity, the applicant must certify that the property has: 1) been in service and continuously managed by the proposed property management entity for three or more years; 2) yielded positive operating cash flow from typical residential income alone (e.g. rents, rental subsidies, late fees, forfeited deposits, etc.); and 3) held reserves as required by any/all applicable partnership agreement and loan agreements.

To obtain points for projects previously managed by the proposed property manager, the applicant must certify that: 1) the ending date of management agreement was no more than 10 years before the deadline associated with the subject application; 2) the previously managed development was yielding positive operating cash flow from typical residential income alone (e.g. rents, rental subsidies, late fees, forfeited deposits, etc.) at the time of termination of the management agreement; and 3) the project was holding reserves as required by the partnership agreement and any/all applicable loan agreements at the time of termination of the management agreement.

Experience of Property Manager – Up to 10 points (select only one)	Points
1-2 Multi-family rental housing projects managed more than 3 years	0
1-2 Sec. 42/142/HOME projects in service more than 3 years	3
3 or more Multi-family rental housing projects in service more than 3 yrs.	4
3-6 Sec. 42/142/HOME projects in service more than 3 years	6
7 or more Multi-family rental housing projects in service more than 3 yrs.	7
7 or more Sec. 42/142/HOME projects in service more than 3 years	10

“Sec. 42/142/HOME” means Internal Revenue Code §42 “Low-income housing credit”, §142 “Exempt facility bond – qualified residential rental project”, and/or 24 CFR Part 92 - HOME Investment Partnerships Program (“HOME”)

“Multi-family housing” means any multi-family rental housing project of 20 units or more that is not subject to §42, §142, or 24 CFR Pat 92 requirements.

2. Nonprofit Organization Participation – 10 points

To receive these points, the nonprofit organization must have controlling interest (e.g., greater than 50 percent ownership in the General Partner) in the project. If ownership is a limited partnership, the Qualified Nonprofit Organization must be the Managing General Partner. If ownership is a limited liability company, the nonprofit organization must be the controlling Managing Member. Additionally, the nonprofit entity or its affiliate or subsidiary must be the developer or a co-developer of the project.

The nonprofit organization is not required to elect to apply under the State’s Nonprofit Setaside in order to receive these points.

3. REnewSA Target Area – 20 points

To receive these points, the Project must be located in one of the 5 REnewSA Target Areas – 1) Collins Gardens, 2) Edgewood, 3) Harlandale, 4) University Park West/Blueridge, and 5) Wheatley Target Areas.

4. ICRIP – Inner City Reinvestment Infill Area – 16 points
Project is located within the City of San Antonio Inner City Reinvestment Infill zone.
5. Housing Opportunity Area (HOA) – Up to 16 points.
Three factors are used in determining and ranking housing opportunity areas (HOAs). The three factors are:
 - The poverty rate of the Census Tract within which the housing project is located;
 - The median income of the Census Tract within which the housing project is located; and
 - The student achievement rating of the school within which the students of housing project are assigned to attend. This area is commonly referred to as the school “attendance zone”.

The below matrix shall be used in determining the appropriate score for this HOA criteria. The matrix establishes HOA threshold criteria (found in the below matrix at the 4-Point Level) and further defines the relative quality of an HOA by ranking the poverty and median income factors across the other Point Levels. The third factor – the school attendance zone factor – is either present or not. In other words, a HOA can receive 4, 8, 12 or 16 points, depending on the particular combination of factors.

6. Determination of Project Feasibility – Up to 20 points (5 points each, no more than 20 points)

Census Tract Poverty Rate	Census Tract Quartile MSA Median Income	Elementary School TEA Rating	Points
<15% for all individuals	Top Quartile	Met standard rating and ≥ 77 on index 1	16
<15% for all individuals	Top Two Quartiles	Met standard rating and ≥ 77 on index 1	12
<15% for all individuals	Top Quartile	(intentionally blank)	8
<15% for all individuals	Top Two Quartiles	(intentionally blank)	4

can be awarded in this category)

- Proposed rent schedule consistent with TDHCA rent limits on rent-restricted units.
- Appropriate vacancy and collection loss assumptions in the project pro forma are consistent with TDHCA HTC requirements.
- Reserves in the pro forma are consistent with TDHCA HTC requirements.
- Completed Market Feasibility Report with conclusions supporting the applicable project pro forma assumptions completed or underway.

7. Project Site Characteristics – Up to 10 points (5 points each)

- Project meets land use density requirements at time of application
- Project meets City of San Antonio zoning requirements at time of application

8. Transit Amenities – Up to 28 points (zero to four points each, no more than 28 points can be awarded in this category)

The following transit amenity matrix shall be used in scoring the project:

	Points		
Amenity	1/4 mile or less	>1/4 mile and < 1/2 mile	1/2 mile and up to 1 mile
Bus Station or Stop	4	2	1
Public Park	4	2	1
Full Scale Grocery Store	4	2	1
Community or Senior Center	4	2	1
Aging & Disability Resource Center	4	2	1
	Points		
Amenity	1/2 mile or less	>1/2 mile and < 1 mile	1 mile and up to 2 miles
Qualifying Medical Clinic or Hospital	4	3	1
	Points		
Amenity	20 minutes or less	> 20 min. and < 40 min.	More than 40 min.
Transit time to Major Employment Center	4	2	0

9. Project Readiness – Up to 10 Points (*5 points each, no more than 10 points can be awarded in this category*)
 - Applicant has secured site control per TDHCA HTC definition of site control.
 - Environmental Report (s) has/have been completed.

10. Resident Services – Up to 15 points (*5 points each; no more than 15 points can be awarded in this category*)
 - The equivalent of one (1) FTE resident service coordinator for every 600 project bedrooms.

- Project provides or has agreements with third party service providers to provide on-site educational, wellness and/or skill building classes
- Project provides on-site, licensed child care or after school program that operates at least 20 hours per week.

165 total points are provided under the above scoring preferences. To receive a staff recommendation for a **Resolution of Support**, the applicant must score 85 points. Any applicant receiving less than 85 points, shall be eligible to receive a staff recommendation for a Resolution of No Objection, provided the application receives at least 6 experience points under the *General Partner and Property Manager Experience* of the above scoring methodology.

008 - SCHEDULE OF EVENTS

Following is a list of **projected dates/times** with respect to this RFA:

RFA Release Date	Friday, January 30, 2015
Final Questions Accepted	Friday, February 06, 2015 at 2:00 p.m.
Application Due	Tuesday, February 10, 2015 at 2:00 p.m.