



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

APPLICATION

for

Multi-Family Rental Housing Development

Release Date: June 16, 2016
Applications Due: July 15, 2016

This solicitation has been identified as High Profile.

Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections from the 10th business day after a contract solicitation had been released until 30 calendar days after the contract has been awarded (“black out” period):

1. legal signatory of a high-profile contract;
2. any individual seeking a high-profile contract;
3. any owner or officer of an entity seeking a high-profile contract;
4. the spouse of any of these individuals;
5. any attorney, lobbyist, or consultant retained to assist in seeking contract.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution has been made by any of these individuals during the “black out” period.

SUBMISSION CHECKLIST

SELECT

General Information

SELECT

Checklist: Multi-Family Rental Housing Development Application

SELECT

Project Characteristics

SELECT

Self Score Worksheet

Required Self Score Worksheet Exhibits

SELECT

Map of project location and ICRIP Target Area

SELECT

Map of project location with Distance to Public Park

SELECT

Map of project location with Distance to Bus Stop

SELECT

Map of project location with Distance to Grocery Store

SELECT

Map of project location with Distance to Community Center

SELECT

Map of project location with Distance to A&D Resource Center

SELECT

Map of project location with Distance to Library

SELECT

Map of project location with Distance to Medical Facility

SELECT

Map of project location with Distance to Employment Center

SELECT

Map of project location and RNewSA Target Area

SELECT

Resume(s) for Owner/General Partner/Developer/Project Mgr.

SELECT

Resume for Property Manager

SELECT

Market Feasibility Report

SELECT

Evidence of CoSA Zoning Designation

SELECT

Narrative Project Description

SELECT

Funding Request Worksheet

SELECT

Financial Indicators Worksheet

Required Financial Exhibits

SELECT

Respondents Current Financial Statement for prior 90 days

SELECT

Respondents Prior Year Financial Audit with Auditor's Notes

SELECT

Sources and Uses Worksheet

SELECT

Subsidy Calculation Worksheet

SELECT

Unit Mix Worksheet

SELECT

Unit Amenities Worksheet (if required)

SELECT

Development Costs Worksheet

SELECT

Operating Expenses Worksheet

SELECT

Operating Pro Forma Worksheet

SELECT

Environmental Acknowledgment Form

SELECT

Signature Page

SELECT

Certification Page

SELECT

Miscellaneous Exhibits

SELECT

Section 3 Utilization Plan

SELECT

Evidence Respondent has been Issued a "DUNS" number.

SELECT

Evidence Respondent is not "Debarred"

SELECT

Completed "Contracts Disclosure Form"

SELECT

Completed "Conflict of Interest Questionnaire" *Form CIQ*

SELECT

Exhibit - Deed of Trust/Bexar County Tax Assessor Certificate

SELECT

Exhibit - Layout of Amenities

SELECT

Exhibit - Commitment letters

SELECT

Exhibit - Schematic of Green/Sustainability Development

SELECT

Exhibit - Affirmative Fair Housing Marketing Plan: *Form HUD-935.2A (12/2011)*

SELECT

Exhibit - Match Letters

SELECT

Exhibit - Property Appraisal, from an independent, certified appraiser.

SELECT

Exhibit - Legal Description and/or survey.

SELECT

Exhibit - Relocation plan.

Multi-Family Rental Housing Program Evaluation Matrix



Respondent Information	Self Score: 0
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Applicant is to complete ALL green 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. Partial points are rounded to the nearest whole number. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Project Name:		
Project Type:	Select	
Developer:		
Office Address		
Address 2		
City, State Zip		
Responsible Officer:		
Title:		
Phone:		
E-Mail:		
Application Contact:		
Title:		
Phone:		
E-Mail:		
Borrower:		
General Partner:		
Limited Partner:		
Other Party:		Enter Type
Other Party:		Enter Type
Other Party:		Enter Type

Multi-Family Rental Housing Development - APPLICATION



Project Charecteristics

Applicant is to complete ALL green 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. Partial points are rounded to the nearest whole number. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Project Name:

Project Location

Project Address:

City, State Zip:

Census Tract:

Council District:

Follow link for Census Tract and Council District Map:

[Link to CoSA Council District Map](#)

[Link to Census Tract Map](#)

1) Is the Project located in one of the REnewSA Target Areas?

Select

- a Avenida Guadalupe
- b Edgewood
- c Five Points
- d Harlandale
- e Las Palmas
- f South San/Kindred
- g Wheatley/Eastpointe
- h Not In REnewSA Target Area

Follow link for map of REnewSA Target Areas:

[REnewSA Target Map](#)

2) Is the project intended for:

- a) Mixed income residents (market and low income)
- b) Low income residents only

3) Will HOME funded units be:

- c) Floating
- d) Fixed

Time Line

Event	Month	Day	Year
Project Design Complete/Building permit	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text"/>
Financial Closing	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text"/>
Pre-Construction Meeting	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text"/>

Multi-Family Rental Housing Development - APPLICATION



Project Charecteristics

Applicant is to complete ALL green 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. Partial points are rounded to the nearest whole number. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Project Name:

Construction Begins	Choose	Choose	
Lease-up Begins	Choose	Choose	
Construction Completion	Choose	Choose	
Lease-up Completion	Choose	Choose	
Date of first HOME Loan Payment	Choose	Choose	

Factors Affecting Available Operating Funds

Increase/Decrease as percentage of Potential Annual Gross Rental Income

Annual Rent Increase	2.0%
Annual Increase in Secondary Revenue	2.0%
Annual increase in operating Costs	3.0%
Annual Vacancy and Collection Loss	7.5%
Annual Rental Concessions	2.0%

Multi-Family Rental Housing Development - APPLICATION



Evaluation Criteria	Cumulative Score: 0
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Project Name:

Evaluation Criteria & Scoring

<p>1 Experience of the Owner/Property Manager - No more than 20 points can be awarded in this category.</p> <p>A Owner/General Partner/Developer Experience</p> <ul style="list-style-type: none"> A 1-2 Multi-family rental housing projects in service more than 3 years. B 1-2 Section 42/142/HOME projects in service more than 3 years. C 3-6 Multi-family rental housing projects in service more than 3 years. D 3-6 Section 42/142/HOME projects in service more than 3 years. E 7 or more Multi-family rental housing projects in service more than 3 years. F 7 or more Section 42/142/HOME projects in service more than 3 years. * Years experience with this specific type of project. * Years experience utilizing HOME funds. <p>B Property Manager Experience</p> <ul style="list-style-type: none"> A 1-2 Multi-family rental housing projects managed more than 3 years. B 1-2 Section 42/142/HOME projects in service more than 3 years. C 3 or more Multi-family rental housing projects in service more than 3 years. D 3-6 Section 42/142/HOME projects in service more than 3 years E 7 or more Multi-family rental housing projects in service more than 3 years. F 7 or more Section 42/142/HOME projects in service more than 3 years. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #d9ead3; padding: 5px;">Points Awarded: 0</td> </tr> <tr> <td style="padding: 5px;">Select</td> </tr> <tr> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;">Select</td> </tr> </table>	Points Awarded: 0	Select			Select
Points Awarded: 0						
Select						
Select						

<p>2 Efficient Use of HOME or other Public Funds - Up to 20 Points</p> <p>Maximum Allowed Home Unit Subsidy</p> <p>a Amount of HOME Subsidy per HOME assisted unit</p> <p>b Leveraging ratio (HOME funds/other funding sources)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #d9ead3; padding: 5px;">Points Awarded: 0</td> </tr> <tr> <td style="padding: 5px;">\$ 129,161.39</td> </tr> <tr> <td style="padding: 5px;">\$ -</td> </tr> <tr> <td style="padding: 5px;">0.00 to 1</td> </tr> </table>	Points Awarded: 0	\$ 129,161.39	\$ -	0.00 to 1
Points Awarded: 0					
\$ 129,161.39					
\$ -					
0.00 to 1					

Multi-Family Rental Housing Development - APPLICATION



Evaluation Criteria	Cumulative Score: 0
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Project Name:

c First mortgage debt coverage ratio	0.00	to 1
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3 Project Feasibility - No more than 25 points can be awarded in this category	Points Awarded: 0
a Completed Market Feasibility Report with conclusions supporting the applicable project pro forma assumptions completed or underway. Select N/A FOR REHAB.	Select
b Completed Appraisal with conclusions supporting the applicable project pro forma assumptions completed or underway. Select N/A FOR NEW CONSTRUCTION.	Select
c Proposed rent schedule consistent with program rent limits on rent-restricted units.	Select
d Appropriate vacancy and collection loss assumptions in the project pro forma.	Select
e Operating expense assumptions in the pro forma consistent with operating expenses on similar projects	Select
f Adequate replacement reserves in the pro forma	No
g Adequate operating reserves in the pro forma	No
h Minimum 1.15 to 1 debt coverage ratio for all loans with scheduled debt service payments	Select
i Excess debt coverage ratio (> 2:1)	No
j Excess replacement reserves (> \$1,000 per unit)	No
k Excess operating reserves > 150% annual operating expense.	No

4 Cosa loan Maturity - No more than 20 points can be awarded in this category	Points Awarded: 0
One point awarded for each year the proposed loan maturity is less than 42 years	

5a Project Site Characteristics - 5 points each - No more than 25 points can be awarded in this category	Points Awarded: 0
a Project meets land use density requirements at time of application.	Select
b Project meets City of San Antonio zoning requirements at time of application.	Select

Multi-Family Rental Housing Development - APPLICATION



Evaluation Criteria	Cumulative Score: 0
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Project Name:

- c Project consistent with target area, neighborhood and/or sector plan at time of application Select
- d Project is located in target areas designated in the Annual Action Plan Select
- e Project is located within the City of San Antonio Inner City Reinvestment Infill zone Select

Follow [link for interactive map of ICRIP Target Areas](https://gis.sanantonio.gov/ICRIP/basicviewer/index.html)
<https://gis.sanantonio.gov/ICRIP/basicviewer/index.html>

5b TDHCA Housing Opportunity Area (HOA) - Up to 10 points Select

A Census Tract Poverty Rate <15% for all individuals and, Census Tract Quartile MSA Median Income: Top Quartile and Elementary School TEA Rating: Met standard rating and > 77 on index 1 or,

B Census Tract Poverty Rate <15% for all individuals and, Census Tract Quartile MSA Median Income: Top Two Quartiles and Elementary School TEA Rating: Met standard rating and > 77 on index 1 or,

C Census Tract Poverty Rate <15% for all individuals, and, Census Tract Quartile MSA Median Income: Top Quartile and Elementary School TEA Rating: N/A or,

D Census Tract Poverty Rate <15% for all individuals and, Census Tract Quartile MSA Median Income: Top Two Quartiles and Elementary School TEA Rating: N/A

5c Project Transit Amenities - up to 5 points each

For each amenity chosen, provide a map (i.e. Google Earth) showing the actual distance between the nearest point of the project and the nearest point of the amenity.

- a Distance from project to a public park Select
- b Distance from project to a bus station or stop Select
- c Distance from project to a full scale grocery store of 25,000 square feet or more where staples, fresh produce and fresh meats are sold Select

Multi-Family Rental Housing Development - APPLICATION



Evaluation Criteria	Cumulative Score: 0
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Project Name:

	d Distance from project to a community, senior or other similar center, or facility that serves populations similar to those residing in the project	Select
	e Distance from project to an Aging & Disability Resource Center	Select
	f Project is located within one quarter (1/4) mile of a book-lending library	Select
	g Distance from project to a hospital or a qualifying medical clinic (a qualifying medical clinic must have a physician, physician's assistant, or nurse practitioner onsite for a minimum of 40 hours each week and accept Medicare and Medicaid payments)	Select
	h Length of bus commute to a major employment center Employee Density Map	Select

6 <i>Project Readiness - 10 points each; no more than 20 points can be awarded in this category</i>	Points Awarded: 0
a Applicant has secured site control.	Select
b Applicant has bids for construction.	Select
c Zoning Entitlements	Select
d All Other Financing Commitments Issued	Select
e Phase I (and Phase II if recommended by Phase I) Environmental Report(s) completed and submitted with application	Select

7 <i>Resident Services - 5 points each; no more than 10 points can be awarded in this category</i>	Points Awarded: 0
a The equivalent of one (1) FTE resident service coordinator for every 600 project bedrooms.	Select
b Project provides or has agreements with third party service providers to provide on-site educational, wellness and/or skill building classes.	Select
c Project provides on-site, licensed child care or after school program that operates 20 hours per week.	Select

8 <i>Section 3 utilization Plan completed and attached to application: 14 points if plan meets program requirements.</i>	Points Awarded: 0
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Multi-Family Rental Housing Development - APPLICATION



Evaluation Criteria	Cumulative Score: 0
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Project Name:

9 Build San Antonio Green (BSAG) - no more than 9 points can be awarded in this category	Points Awarded: 0
<ul style="list-style-type: none"> a BSAG New Construction Level 1 or BSAG Retro-fit Level 1 b BSAG New Construction Level 2 or BSAG Retro-fit Level 2 c BSAG New Construction Level 3 or BSAG Retro-fit Level 3 <p>http://buildsagreen.org/builders-developers/</p>	<input style="width: 150px; height: 20px; background-color: #d9ead3;" type="button" value="Select"/> <input style="width: 150px; height: 20px; background-color: #d9ead3;" type="button" value="Select"/> <input style="width: 150px; height: 20px; background-color: #d9ead3;" type="button" value="Select"/>

Narrative Instructions

SUBMIT NARRATIVE DESCRIPTION:

Please provide a project description on the respondents letterhead that includes the items listed below. The document should be created with a word processor, and saved as a PDF file. The PDF file should be attached as an exhibit to the application package.

EXECUTIVE SUMMARY

Provide a brief description of the project. The response must include the following: a brief history, goals, objectives, project beneficiaries, number of persons/families being served, and community impact or need/problem being addressed. Also describe community support, neighborhood coordination efforts and local partnerships.

If awarded, describe how HOME funds will be used. Provide information regarding the specific work to be performed and activities to be completed with the use of HOME funds. If the project entails new construction, describe any use of Green Building standards and principles.

PROPOSED PLAN

- 01 Provide an Executive Summary describing the project mission and objectives.
- 02 Discuss how the proposed project is consistent with Housing Design Standards and features in the specific neighborhoods the homes will be located in.
- 03 Discuss floor plans, elevations, and amenities including lot sizes, square footage, and green improvements.
- 04 Provide specific detail on construction costs, including materials, labor, overhead and mobilization costs.
- 05 Discuss how rents are determined for the new affordable housing.
- 06 Discuss in detail the strategy and a plan to promote the renting of the developed affordable housing.
- 07 Describe how your plan is consistent with Housing Policies set forth by the City of San Antonio
- 08 Provide evidence to show the respondent has sufficient site control of the residential properties.
- 09 Provide a narrative describing the targeted area and consistency with City reinvestment plans and policies. Use the links below to access information on the target/strategy areas.

[REnewSA target areas](#)

[Inner City Reinvestment/Infill Policy \(ICR/IP\) area.](#)

[Eastside CHOICE Neighborhood Transformation Plan](#)

- Additional strategic plans:

<http://www.sanantonio.gov/planning/npud/library.aspx>

Multi-Family Rental Housing Development - APPLICATION



Funding Request

Applicant is to complete ALL green 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. Partial points are rounded to the nearest whole number. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Project Name:

Funding Request

Amount of HOME Funds Requested	\$	-
HOME Funds Previously Applied to Project	\$	-
Total Development Costs (TDC)	\$	-
HOME Funds as % of TDC		0.00%
Leverage Ratio		0.00 to 1

Interest Rate Calculation

Calculated Interest Rate (BIR = 5%)

Respondent is (1, 2, or 3):

1	A qualified CHDO or a Public Facility Corporation (PFC) <i>Base Interest Rate (BIR) = 0% simple annual interest, if the:</i>	No
	a CHDO or PFC is the general partner or managing member and,	Select
	b CHDO or PFC has a Right of First Refusal (ROFR) to purchase the property and,	Select
	c CHDO or PFC receives a minimum of 25% of the non-deferred portion of the developer fee and,	Select
	d CHDO or PFC receives a minimum of 25% of annual net cash flow during the first eight years and a minimum of 50% of the net cash flow commencing in Year 8 through payoff of the SAHT PFC deferred fee note.	Select
2	A Qualified Nonprofit (see definition of Qualified Nonprofit). <i>Base Interest Rate (BIR) = 1% simple annual interest</i>	Select
3	An entity not covered under 1 or 2 above, including for-profit. <i>Entity Base Interest Rate (BIR) = 5% simple annual interest, with the potential of being discounted to a 3% floor interest rate if</i>	
	a agrees to a guarantee of annual interest payment (reduces base interest rate by 1%);	Select
	b agrees to limit loan maturity to 20 years or less (reduces base interest rate by 1%);	Select
	c agrees to guarantee annual interest and principal payments (reduces base interest rate by 2%)	Select
	Interest Rate Discount:	0.0%

Note: Interest rate cannot be less than 3% for Borrowers in category 3.

Requested/Proposed Loan Terms

Multi-Family Rental Housing Development - APPLICATION



Funding Request

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Project Name:

1 Construction Loan (yes or no)

a Term (in months)

b Interest Rate

c Interest Payments

2 Permanent Loan:

a Term (in months)

b Amortization (in months)

c Deferral (in months)

d Interest Rate

e Payments (Scheduled P&I, Interest only w/ Balloon, Surplus Cash, Other)

f If Scheduled, Payment Interval (monthly, quarterly, semi-annual, annual)

Loan maturity cannot exceed the HUD 221(d)(3) or (4) maximum loan maturity, which is currently 42 years (2 year maximum construction period + 40 year maximum post construction maturity)

Select
0
5.0%
Annually
Select
0
0
0
5.0%
Scheduled P&I
Annually

Multi-Family Rental Housing Development - APPLICATION



Financial Indicators

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Project Name:

Current Financial Information

Developer Information		
Current Assets:		
Cash:		
Cash Equivalents:		
Annual Net Operating Income:		
Current Liabilities:		
Annual Operating Expense:		
Total Annual Debt Service:		
Equity/pre-dev funds available:		\$ -
Project Information		
Annual Operating Expense:		\$ -
Annual Net Operating Income:		\$ -
Initial Replacement Reserves:		\$ -
Operating Reserves:		\$ -
Annual 1st Mortgage Service:		
Total Annual Debt Service:		
NotApplicable		

Financial Indicators

1	Project Debt coverage ratio	0.00	
2	Current (Quick) Ratio 1.5 or higher	0.00	
3	Cash Ratio 1.0 or higher	0.00	
4	Cash and Cash Equivalents Exceed Three Months Operating Expenses - Greater Than 1.0	0.00	
5	Cash and Cash Equivalents Exceed Six Months Operating Expenses - Greater Than 1.0	0.00	
6	Agency Debt coverage ratio	0.00	

Sources and Uses/Gap Analysis

Applicant is to complete ALL green shaded areas. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Project Name:

Funding Source		Annual Payment	Term Months	Funding Amount
01	Requested CoSA HOME Loan			\$ -
02	CoSA CDBG Loan	\$ -		\$ -
03	First Mortgage	\$ -		\$ -
04	Conventional Loan	\$ -		\$ -
05	Other Federal Loan or Grant	\$ -		\$ -
06	Other State Loan or Grant	\$ -		\$ -
07	Local Gov't Loan or Grant	\$ -		\$ -
08	Private Loan or Grant	\$ -		\$ -
09	Cash Equity	\$ -		\$ -
10	Deferred Developer Fee Note	\$ -		\$ -
11	Other Hard Debt (Specify)	\$ -		\$ -
12	Soft Debt (Specify)	\$ -		\$ -
13	Soft Debt (Specify)	\$ -		\$ -
Total Sources:				\$ -

Funding Use		Expense Amount
01	Acquisition	\$ -
02	Infrastructure/Site Improvements	\$ -
03	Site Clearance	\$ -
04	Surveying Fees	\$ -
05	Permit Fees	\$ -
06	Title/Recordation Fees	\$ -
07	Appraisal	\$ -
08	Legal Fees	\$ -
09	Environmental Reports	\$ -
10	Architectural/Engineering	\$ -
11	Rehabilitation Costs	\$ -
12	New Construction Costs	\$ -
13	Other (specify):	\$ -
14	Other (specify):	\$ -
15	Other (specify):	\$ -
Total Expenses:		\$ -
Gap:		\$ -

NOTE: Gap should be zero (0)

NOTE: Negative (-) gap means Sources are greater than Uses

Subsidy Calculation

There are NO respondent completed entries on this page.

Project Name:

Unit Mix and Maximum Subsidy Calculation

Total HOME Investment:	\$	-
Total Eligible Development Costs:	\$	-
% of HOME Funds:		0.00%
Total Unit Count:		0
HOME Unit Requirement IAW Cost Allocation Method:		00
HOME Unit Requirement IAW Maximum Subsidy Method:		00
HOME Unit Requirement:		00
HOME Unit Commitment:		00
Required High HOME: 80% (or 60% at move-in):		00
Required Low HOME: 50%:		00
Average Subsidy per HOME Unit:	\$	-
Match Requirement:	\$	-
Maximum HOME Subsidy allowed by CoSA:	\$	129,161.39
Average cost per unit:	\$	-
Minimum HOME units committed?		Yes
Maximum HOME Subsidy Exceeded?		No
Triggers Davis Bacon		No

*Affordable Units must be comparable to other units in order to utilize the pro-rate method of cost allocation.

Unit Mix & Revenues

Applicant is to complete ALL green shaded areas. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Project Name:

Other Revenue

Annual Project Revenue from Non-Rental Sources:

2BR total	00	00	00	00	00	00	00		0	0	0	0
Three Bedroom									00	00	00	0
Three Bedroom									00	00	00	0
Three Bedroom									00	00	00	0
Three Bedroom									00	00	00	0
Three Bedroom									00	00	00	0
Three Bedroom									00	00	00	0
Three Bedroom									00	00	00	0
3BR total	00	00	00	00	00	00	00		0	0	0	0
Four Bedroom									00	00	00	0
Four Bedroom									00	00	00	0
Four Bedroom									00	00	00	0
Four Bedroom									00	00	00	0
Four Bedroom									00	00	00	0
Four Bedroom									00	00	00	0
Four Bedroom									00	00	00	0
4BR total	00	00	00	00	00	00	00		0	0	0	0
Grand Total	00	00	00	00	00	00	00		00	00	00	0

Proposed Rental Revenue

Identify unit types below:	Proposed Low HOME Rent (unit)	Proposed High HOME Rent (unit)	Proposed Market Rent (Unit)	Proposed 50% AMI Rent (unit)	Proposed 60% AMI Rent (unit)	Proposed 80% AMI Rent (unit)	Proposed TDHCA Rent (unit)	Less Utility Allowance (HOME)	Proposed HOME Rent (Total)	Proposed Non-HOME Rent (Total)	Anticipated Rental Income
Efficiency									\$ -	\$ -	\$ -
Efficiency									\$ -	\$ -	\$ -
Efficiency									\$ -	\$ -	\$ -
Efficiency									\$ -	\$ -	\$ -

Development Costs

Applicant is to complete ALL green shaded areas. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Project Name:

Cost	Total Expense	HOME Expense	Cost Per Unit	Cost Per Sq. Ft.	Other Information
Acquisition Costs					
Land Purchase			\$ -	\$ -	
Existing Structures			\$ -	\$ -	
Other - describe			\$ -	\$ -	
Site Work Costs (not included in construction contract)					
Demolition/Clearance			\$ -	\$ -	
Site Remediation			\$ -	\$ -	
Improvements			\$ -	\$ -	
Other - describe			\$ -	\$ -	
Construction / Rehabilitation Costs (construction contract costs)					
Other Site Work			\$ -	\$ -	
New Construction			\$ -	\$ -	
Rehabilitation			\$ -	\$ -	
General Requirements			\$ -	\$ -	
Builder's Overhead			\$ -	\$ -	
Builder Profit			\$ -	\$ -	0% of const. costs
Performance Bond Premium			\$ -	\$ -	
Construction Contingency			\$ -	\$ -	0% of const. costs
Other - describe			\$ -	\$ -	0% of const. costs
Architectural and Engineering Fees					
Architect: Design			\$ -	\$ -	0% of const. costs
Architect: Project Mgmt			\$ -	\$ -	0% of const. costs
Engineering Fees			\$ -	\$ -	0% of const. costs
Other - describe			\$ -	\$ -	0% of const. costs
Other Owner Costs					
Project Consultant Fees			\$ -	\$ -	
Legal and Organizational Expenses			\$ -	\$ -	
Syndication Fees			\$ -	\$ -	of HTC equity
Market Study			\$ -	\$ -	
Survey			\$ -	\$ -	
Appraisal Fees			\$ -	\$ -	
Soil Boring/Environmental Survey/Lead-Based Paint Evaluation			\$ -	\$ -	
Tap Fees and Impact Fees			\$ -	\$ -	
Permitting Fees			\$ -	\$ -	
Real Estate Attorney Fees			\$ -	\$ -	
Construction Loan Legal Fees			\$ -	\$ -	
Other - describe			\$ -	\$ -	
Interim Financing Costs					
Construction Insurance			\$ -	\$ -	
Construction Interest			\$ -	\$ -	
Construction Loan Origination Fee			\$ -	\$ -	

Development Costs

Applicant is to complete ALL green shaded areas. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Project Name: _____

Cost	Total Expense	HOME Expense	Cost Per Unit	Cost Per Sq. Ft.	Other Information
Title and Recording (const loan)			\$ -	\$ -	
Other - describe			\$ -	\$ -	
Permanent Financing Fees and Expenses					
Credit Report			\$ -	\$ -	
Permanent Loan Origination Fees			\$ -	\$ -	
Mortgage Broker Fees			\$ -	\$ -	
Title and Recording Costs (for permanent financing)			\$ -	\$ -	
Counsel's Fee			\$ -	\$ -	
Lender's Counsel Fee			\$ -	\$ -	
Other - describe			\$ -	\$ -	
Developer's Fee			\$ -	\$ -	0.0% of TDC
Initial Project Reserves					
Initial Rent-Up Reserve			\$ -	\$ -	0.00 Months Reserves
Initial Operating Reserve			\$ -	\$ -	0.00 Months Reserves
Initial Replacement Reserve			\$ -	\$ -	gross potential 0% rent
Other Initial Project Reserves Costs			\$ -	\$ -	gross potential 0% rent
Tenant Relocation Costs			\$ -	\$ -	
Project Administration and Management Costs (during construction only)					
Management			\$ -	\$ -	
Marketing			\$ -	\$ -	
Operating Expenses			\$ -	\$ -	
Taxes			\$ -	\$ -	
Insurance			\$ -	\$ -	
Other Project Administration & Management Costs			\$ -	\$ -	
Other Development Costs					
Other Development Cost 1			\$ -	\$ -	
Other Development Cost 2			\$ -	\$ -	
Other Development Cost 3			\$ -	\$ -	
Other Development Cost 4			\$ -	\$ -	
Other Development Cost 5			\$ -	\$ -	
Other Development Cost 6			\$ -	\$ -	
Total Development Costs (TDC)	\$ -		\$ -	\$ -	

Operating Expenses

Applicant is to complete pertinent green shaded areas.

Project Name: _____

Expense	Annual Expenses	Monthly Expenses	HOME Eligible Expenses	Additional Information
---------	-----------------	------------------	------------------------	------------------------

Management Expenses				
Management Fee		\$ -		0.0% of EGI (Year 2)
Management Administrative Payroll Costs		\$ -		\$ - per unit per year
Legal Fees		\$ -		\$ - per unit per year
Accounting / Audit Fees		\$ -		\$ - per unit per year
Advertising / Marketing		\$ -		\$ - per unit per year
Telephone		\$ -		\$ - per unit per year
Office Supplies		\$ -		\$ - per unit per year
Other - describe		\$ -		\$ - per unit per year
Other - describe		\$ -		\$ - per unit per year
Sub-Total	\$ -		\$ -	

Operations and Maintenance Expenses				
Security		\$ -		\$ - per unit per year
Ops and Maintenance Admin Payroll		\$ -		\$ - per unit per year
Elevator (if any)		\$ -		\$ - per unit per year
Other Mechanical Equipment		\$ -		\$ - per unit per year
Interior Painting		\$ -		\$ - per unit per year
Routine Repairs and Supplies		\$ -		\$ - per unit per year
Exterminating		\$ -		\$ - per unit per year
Lawn and Landscaping		\$ -		\$ - per unit per year
Garbage Removal		\$ -		\$ - per unit per year
Snow Removal		\$ -		\$ - per unit per year
Resident Service Cost		\$ -		\$ - per unit per year
Other - describe		\$ -		\$ - per unit per year
Other - describe		\$ -		\$ - per unit per year
Sub-Total	\$ -		\$ -	

Utilities Paid by the Property				
Electricity		\$ -		\$ - per unit per year
Natural Gas, Oil, Other Fuel		\$ -		\$ - per unit per year
Sewer and Water		\$ -		\$ - per unit per year
Other - describe		\$ -		\$ - per unit per year
Sub-Total	\$ -		\$ -	

Taxes / Insurance / Reserves / Other Expenses				
Real Estate Taxes		\$ -		0.0% of EGI (Year 2)
Other Taxes and Licenses		\$ -		0.0% of EGI (Year 2)
Property Insurance		\$ -		\$ - per unit per year
Reserve for Replacement		\$ -		\$ - per unit per year
Operating Reserve		\$ -		\$ - per unit per year
Other Operating Expense 1		\$ -		\$ - per unit per year
Other Operating Expense 2		\$ -		\$ - per unit per year
Other Operating Expense 3		\$ -		\$ - per unit per year
Other Operating Expense 4		\$ -		\$ - per unit per year
Other Operating Expense 5		\$ -		\$ - per unit per year
Other Operating Expense 6		\$ -		\$ - per unit per year

Operating Expenses

Applicant is to complete pertinent green shaded areas.

Project Name:

Expense	Annual Expenses	Monthly Expenses	HOME Eligible Expenses	Additional Information
Sub-Total	\$ -		\$ -	
TOTAL	\$ -	\$ -	\$ -	0.0% of EGI (Year 2)
TOTAL EXPENSES PER UNIT PER YEAR	\$ -			

Annual Other Unit Expenses	\$ -
Annual HOME Unit Expenses	\$ -
Annual Total Expenses	\$ -

ENVIRONMENTAL ACKNOWLEDGEMENT

Name of Organization

Project Name

The Respondent acknowledges that prior to release of funds for this project the Respondent must complete an environmental assessment, whichever is required. The Respondent also agrees to comply with all requirements and conditions resulting from, or identified by, the environmental review/assessment to complete the project. Contracts may not be executed until an environmental review/assessment is complete and the Release of Funds has been received from the U.S. Department of Housing and Urban Development (HUD).

This Acknowledgement is Submitted Under the Authority of:

Signature of Chairperson or Executive Director

Typed Name of Certifying Official

Date Signed

Section 3 Program Requirements

The City's Office of Grants Monitoring and Administration is committed to compliance with the HUD Section 3 regulations 24 CFR Part 135. It is our desire to ensure compliance with the City's Section 3 goals, to the greatest extent feasible, through the awarding of contracts to Section 3 business concerns and through the employment and training of Section 3 residents. In general, Section 3 requires outreach, prior to awarding contracts and subcontracts to construct a project under the program. Respondents must conduct outreach to low-income individuals living in the area where the project is located and to certain businesses located in the area in which the project is located. The intent of the Section 3 requirements is to encourage employment of such individuals and businesses in connection with the construction of the project. These requirements apply to any construction/rehab contract or subcontract in excess of \$100,000.

Respondents are required to complete and submit a Section 3 Utilization Plan.

Section 3 Goals:

- 1 30% of the aggregate number of new hires shall be Section 3 Residents
- 2 10% of all covered contracts shall be awarded to Section 3 Businesses
- 3 3% of all covered non-construction contracts shall be awarded to Section 3 Business

The Section 3 Utilization Plan can be found in the "SECTION 3 PROGRAM POLICY". The policy can be downloaded for completion at:

[Section 3 Program Policy](#)

[Section 3 Utilization Plan Submission Form ONLY](#)

DUN AND BRADSTREET VERIFICATION

Every application must contain a D-U-N-S Number. If you do not have a DUNS number, you can register with Dun and Bradstreet at the web address below and you will be issued a number.

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

If one does not exist for your business location, it can be created within 1 business day.

To obtain a D-U-N-S Number click the link below:

<http://fedgov.dnb.com/webform>

Note: Respondents please attach proof of DUNS Number to the application.

SYSTEM FOR AWARD MANAGEMENT

Respondents must be registered with the System for Award Management which has replaced the federal “Excluded Parties List System” and not be either suspended and/or debarred.

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Entities may register at no cost. User guides and webinars are available.

For more information please go to: www.sam.gov

[SAM Registration Instructions](#)

[SAM Registration and Debarment Search](#)

Note: Respondents please attach SAM print out to application.

DISCRETIONARY CONTRACTS DISCLOSURE FORM

Using the form listed below, respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of the City, as defined in Section 2-42 of the City's Ethics Code.

Discretionary Contracts Disclosure Form may be downloaded from:

<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

Instructions for completing the Discretionary Contracts Disclosure form are listed below:

- 1** Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
- 2** Click on the "Print" button and place the copy in application response as indicated in the Application Checklist.

THIS FORM SHALL BE SUBMITTED TO DPCD (GMA) WITH THE APPLICATION PACKAGE, DO NOT SUBMIT TO CITY CLERK'S OFFICE.

CONFLICT OF INTEREST: FORM CIQ

The "Form CIQ" questionnaire shall be filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

Following the link below, please download, complete, print, sign and date the form.

[CONFLICT OF INTEREST QUESTIONNAIRE: FORM CIQ](#)

THIS FORM SHALL BE SUBMITTED TO DPCD (GMA) WITH THE APPLICATION PACKAGE. , DO NOT SUBMIT TO CITY CLERK'S OFFICE

Affirmative Fair Housing Marketing Plan

The AFHMP guides efforts to ensure that prospective funding recipients will follow the Affirmative Fair Housing Marketing Regulations found in the Code of Federal Regulations (section 24 CFR 200.600, Subpart M). This requires each applicant to develop, and put in place affirmative marketing procedures that specifically describe the steps that must be taken to advertise to those tenants who are not likely to apply for the housing without special outreach. Affirmative marketing may be part of a larger, more general marketing strategy focused on reaching all potential tenants.

Each applicant is to pursue affirmative fair housing marketing policies by seeking out possible buyers and tenants, and advertising available housing properties. **Examples** of such action include:

- 1 Advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (i.e. radio stations, posters, newspapers) within the marketing area;
- 2 Use of the Equal Housing Opportunity Logo and the equal housing opportunity statement
- 3 Educate persons within an organization about fair housing and their obligations to follow nondiscrimination laws; and
- 4 Conduct outreach to advocacy groups (i.e. disability rights groups) on the availability of housing.

Following the link below, please download, complete, print, sign and date the form.

[Affirmative Fair Housing Marketing Plan](#)

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The Uniform Act provides important protections and assistance for people affected by the acquisition, rehabilitation, or demolition of real property for Federal or federally funded projects. This law was enacted by Congress to ensure that people whose real property is acquired, or who move as a direct result of projects receiving Federal funds, are treated fairly and equitably and receive assistance in moving from the property they occupy.

THIS GUIDEFORM MUST BE SUBMITTED FOR ALL PROJECTS, ASSISTED WITH HOME OR CDBG FUNDS THROUGH THE CITY OF SAN ANTONIO, WHICH INVOLVE DEMOLITION, CONVERSION OR RELOCATION. THIS INFORMATION MUST BE RECEIVED AND APPROVED BY THE OFFICE OF GRANTS MONITORING AND ADMINISTRATION (GMA) AND HUD PRIOR TO THE COMMITMENT OF ANY HOME OR CDBG FUNDS. THIS RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN (RARAP) IS TO BE PREPARED IN ACCORDANCE WITH THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974 (ACT), AS AMENDED; AND HUD REGULATIONS AT 24 CFR 42.325.

Eligible occupants displaced from their home will be offered the following advisory and financial assistance:

- 1) Advisory Services. This includes referrals to comparable and suitable replacement homes, the inspection of replacement housing to ensure that it meets established standards, help in preparing claim forms for relocation payments and other assistance to minimize the impact of the move.
- 2) Payment for Moving Expenses. Occupant may choose either a:
 - a) Payment for Actual Reasonable Moving and Related Expenses, or
 - b) Fixed Moving Expense and Dislocation Allowance, or
 - c) A combination of both, based on circumstances.
- 3) Replacement Housing Assistance. To enable occupant to rent, or buy a comparable or suitable replacement home, occupant may choose either:
 - a) Rental Assistance, or
 - b) Purchase Assistance.

If occupant disagrees with the Agency's decision as to the relocation assistance for which occupant are eligible, occupant may appeal that decision.

Following the link below, please download, complete, print, sign and date the form.

<http://www.sanantonio.gov/GMA/Resources.aspx>

SIGNATURE PAGE

The undersigned certifies that (s)he is _____ of the entity named below; that (s)he is designated to sign this Application Form (if a Corporation or not-for-profit Corporation, then by resolution with Certified Copy of resolution attached) for and on behalf of the Respondent entity named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for and has the requisite authority to execute an Agreement on behalf of Respondent, if awarded:

Developer Name: _____

DBA Name (Required if Respondent is an Individual or Proprietorship):

Authorized Signer Signature: _____
Printed Name: _____
Title: _____
Date: _____

By signature above, Respondent agrees/certifies that:

1. If this Application is approved for funding, Respondent will be able and willing to comply with the City's insurance and indemnification requirements.
2. If this Application is approved for funding, Respondent will adhere to all relevant Federal, State and local regulations, guidelines, policies, procedures and other assurances as required by the City.
3. The information provided in this application, to the best of the Respondent's knowledge, is true, complete and accurately describes the proposed project and if this Application is approved for funding, Respondent will be able and willing to comply with all representations made by Respondent in this Application and during the Application process.
4. If this Application is approved for funding, Respondent understands that the terms and conditions of the funding are subject to negotiation and are at the discretion of the Director of the Department.
5. Respondent has fully and truthfully submitted an Respondent Questionnaire and understands that failure to fully disclose requested information may result in disqualification of application from consideration or termination of contract, once awarded.
6. Respondent will comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.
7. Respondent authorizes the release of project information to the City, Department, from all financial partners listed in the Application and authorizes the Department to verify any Application information, including financial information, as required to complete its due diligence.
8. If this Application is approved for funding and the Respondent receives more than \$500,000 in Federal funding in a fiscal year, the Respondent will have a single independent audit performed at the cost of the Respondent for that corresponding Fiscal Year and that a complete copy of the completed independent audit will be submitted to the City within five (5) business days of it being made available to the Respondent.
9. In compliance with Texas Government Code Section 2264.051, certifies that Agency or a branch, division or department of Agency does not and will not knowingly employ an undocumented worker. If Agency is awarded funds under this Request for Application and is later convicted of violating 8 U.S.C. Section 1324a (f), Agency shall repay the full amount of funding with interest, at the highest non-usurious rate allowed by law, and notwithstanding any other term provided by its Contract with City, not later than the 120th day after the date the City notifies the Agency of the violation.

Multi-Family Rental Housing Development - APPLICATION



Certification Page

Applicant is to complete ALL green 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. Partial points are rounded to the nearest whole number. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Project Name:

Certification		Final Score: 0
BY SELECTING "AGREE", I (WE) HEREBY CERTIFY THAT I (WE) UNDERSTAND THAT FALSE STATEMENTS OR INFORMATION ARE FRAUD AND ARE IMMEDIATE GROUNDS FOR DENIAL OF THIS APPLICATION.	Select	
BY SELECTING "AGREE", I (WE) UNDERSTAND THAT THE INFORMATION I (WE) PROVIDED, INCLUDING ALL FINANCIAL INFORMATION, IS SUBJECT TO VERIFICATION BY THE CITY OF SAN ANTONIO AND/OR THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.	Select	
BY SELECTING "AGREE", I (WE) HEREBY CERTIFY THAT THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY (OUR) KNOWLEDGE.	Select	
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."		
Signature of Certifying Officer:		Upon completion of this application: Print, sign, scan and return this document as a pdf file.
Certifying Officer Name (Print):		
Certifying Officer Title:		
Date of Certification:		
NOTE: Certifying Officer must be a Vice President (equivalent) or higher		