

**Frequently Asked Questions (FAQ) regarding the Request for Application for Multi-Family
Rental Housing Development Funding
Updated: June 8, 2016**

1. The first line states Project Characteristics – does this mean Project specifications?
 - **RESPONSE:** Yes.
2. The Self Score Worksheet – is this Evaluation Criteria?
 - **RESPONSE:** Yes. This section with the rest of the application will provide useful information for the evaluation process.
3. We cannot open Employee Density Map
 - **The Employee Density Map is also available on the webpage below.**
[COSA 2012 Employee Density Map](#)
4. Under Required Exhibits for Self Score there are numerous maps that are required, but at the bottom Miscellaneous Exhibits – a layout of amenities is requested. Is this the same thing? Or would you like a Google earth with the layout of all amenities – radius of 5 miles or less.
 - **RESPONSE:** The “Layout of Amenities” would be a site plan of the project indicating where on the project grounds amenities are located. I.E. laundry facilities, resource center, recreation facilities, vending machines, etc.
5. What is Deed of Trust/Bexar County Tax Assessor Certificate? Do you mean property tax listing?
 - **RESPONSE:** Yes, a current tax statement from the Bexar County Tax Assessor showing ownership will be acceptable: [Bexar County- Find Your Property Tax Account](#)
6. Schematic of Green/Sustainability Development – may we list the Green/Sustainability features we intend to build or do you need an actual schematic?
 - **RESPONSE:** Identify which level (1, 2, or 3,) the project will meet when complete, how the level will be reached and a detailed list of intended Green/Sustainability Development processes, procedures and components will satisfy this requirement.
7. As far as the application format, you are requesting all pages shall be numbered. Since they will be in sections and some of the corresponding pages are already numbered (the application) the pages will need to be re-numbered. The application is numbered 1-44 but because they are broken into sections they will need to be re-numbered.
 - **RESPONSE:** Yes. The application pages should be numbered for ease of reference. The page numbers on the application were only to track the number of pages in any given section. The application as a whole was not numbered. We have removed the section page numbers to avoid confusion. Please number the pages after the application has been completed and printed.

8. The application guidelines state on page 12: Appraisal Requirements – Property must be appraised in conformance with established and generally recognized appraisal practice and procedures in common use by professional appraisers. Is the appraisal due only if awarded?
 - RESPONSE: No, the appraisal shall be submitted as an exhibit to the application.
9. How do you define “major employment center” in section 5c (Project Transit Amenities)?
 - RESPONSE: Please refer to the employee density map:
[COSA 2012 Employee Density Map](#)
Using the 2012 Employee per Square Mile Density Map posted on the GMA website, a Major Employment Center is an area of the City of San Antonio that has a “High” Employee Density, which is defined as 4,201 employees per square mile or higher. Please refer to the Map Legend for the appropriate color codes for employee density.
10. Do we need to provide the matching funds letters at time of application?
 - RESPONSE: Yes, match letters shall be provided as exhibits to the application package.
11. Can we email you the changes and you send the information back to us with the revised format?
 - RESPONSE: If the revision is technical in nature and substantially changes the scoring and/or calculations, we can make the revision.
12. Please clarify on the application tab under financial indicator:
 - A. Does it apply to the new proposed project?
 - RESPONSE: Yes, the project information section refers to the (projected) financials of the facility/ultimate owner-operator.
 - B. What areas of the application do these cells feed into?
 - RESPONSE: Information entered under Borrower Information provides the data to calculate the financial strength indicators in the lower half of the page. These indicators are necessary for the selection committee to ascertain the financial health and stability of the developer. This in turn provides insight into the ability of the developer to sustain the development and initial operating requirements of the project.
13. How do we protect confidential data needed to fill out on financial indicator, from being public, if it must be listed?
 - RESPONSE: If the developer is uncomfortable providing financial information on the application provided, GMA staff can utilize information provided in the financial statements, required as part of the application package, to make the required calculations.

14. Is the 7 ½ % coming from TDHCA?

- RESPONSE: Under the Project Characteristics tab, 7.5% assumption for “Annual Vacancy and Collection Loss” was adopted from TDHCA requirements.

15. Do we need to have SAM # if we have a DUNS #?

- RESPONSE: Yes, per 24 CFR 85.35 Subawards to debarred and suspended parties. Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, “Debarment and Suspension.” SAM registration is the sole means of the City (Grantee) to verify an applicant is not currently debarred from receiving federal awards.

16. Is the operating Pro Forma calculated monthly or annually?

- RESPONSE: The operating pro forma provides annual calculations. Beginning with column “C” there are 30 columns with each column representing one year for a 30 year total.

17. When trying to click on the Section 3 link it was not working to allow me to fill out the application.

- RESPONSE: During testing we have found we can only get the form to download with Internet Explorer, and it would not work with either Chrome or Firefox. Try downloading with Internet Explorer. If you still cannot get it to download, e-mail kimberly.flowers@sanantonio.gov and it will be e-mailed to you directly. Here is the link to the Section 3 Utilization form: [COA Section 3 Utilization Plan](#)

18. Is there a minimum score that needs to be met?

- RESPONSE: No. The projects will be compared against each other, and the amount awarded (if any) will be based on which project(s) are deemed most beneficial to the citizens of the City of San Antonio. City of San Antonio retains the option, in its sole discretion, to reject all proposals.