

**Questions regarding the Request for Application for Multi-Family Rental Housing
Development Funding Released on June 19, 2015**

*QUESTIONS RECEIVED AFTER THE 4:30PM DEADLINE ON WEDNESDAY, JULY 8, 2015 ARE NOT PROVIDED A RESPONSE PER SECTION 009 - RESTRICTIONS ON COMMUNICATION OF THIS RFA.

1. The submission checklist has a drop down menu but there is nothing to select.
 - **RESPONSE:** This issue has been resolved. An updated application has been posted.
2. The first line states Project Characteristics – does this mean Project specifications?
 - **RESPONSE:** Yes. An updated application has been posted that will update the page header to correspond with the worksheet tab and submission checklist.
3. 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.
4. 5c. we cannot open Employee Density Map
 - **RESPONSE:** This issue has been resolved. An updated application has been posted. The Employee Density Map is also available on the webpage below.
http://www.sanantonio.gov/Portals/0/Files/GMA/Guidance/Employee2012Density_150205.pdf
5. 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.
6. What would drafts of Markets Source be?
 - **RESPONSE:** Please disregard, that line has been removed.
7. 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: https://bexar.acttax.com/act_webdev/bexar/index.jsp
8. 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.
9. As far as the application format, you are requesting all pages shall be numbered and printed one-sided. 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.

10. 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. This is not listed in the checklist as an exhibit. Is the appraisal due only if awarded?

- RESPONSE: No, the appraisal shall be submitted as an exhibit to the application. A line for Appraisal has been added to the checklist.

11. How do you define “major employment center” in section 5c (Project Transit Amenities)?

- RESPONSE: Please refer to the employee density map: http://www.sanantonio.gov/Portals/0/Files/GMA/Guidance/Employee2012Density_150205.pdf. 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.

12. There is no exhibit on checklist for distance from project to Public Park; however, it is listed on the application as 5c. a.

- RESPONSE: This issue has been resolved. A line for distance to a public Park has been added to the checklist.

13. Do we need to provide the matching funds letters at time of application? I didn’t see an exhibit line item for this either (or in the application).

- RESPONSE: Yes, match letters shall be provided as exhibits to the application package. A line for match letters has been added to the checklist.

Questions received 07/08/2015

14. Are there anymore revisions taking place to the application? Each time there is a revision we are having to re-do the application.

- a. Response: We do not expect to have any further revisions to the application at this point.

15. Can we email you the changes and you send the information back to us with the revised format.

- a. Response: Depending on the extent of the revision, Yes. If the revision substantially changes the scoring and/or calculations, we will have to release a revised version.
16. Please clarify on the application tab under financial indicator:
- A. Who would we consider as the borrower?
- a. Response: Under the financial indicator tab, Borrower should read Developer. Provide information from the project developer.
- B. Does it apply to the new proposed project?
- a. Response: Yes, the project information section refers to the (projected) financials of the facility/ultimate owner-operator. The section entitled Borrower Information refers to the Developer.
- C. What areas of the application do these cells feed into?
- a. 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.
17. How do we protect confidential data needed to fill out on financial indicator, from being public, if it must be listed?
- a. 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.
18. Is the 7 ½ % coming from TDHCA?
- a. Response: Under the Project Characteristics tab, 7.5% assumption for “Annual Vacancy and Collection Loss” was adopted from TDHCA requirements.
19. Do we need to have SAM # if we have a DUNS #?
- a. 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 for CoSA (Grantee) to verify an applicant is not currently debarred from receiving federal awards.
20. Please clarify on pages 5 and 15 in regards to lead based paint unit amounts are conflicting.
- b. Response: This has been corrected on page 15. An updated version of the RFA will be uploaded to the GMA website.

21. Is the operating Proforma calculated monthly or annually?
- a. Response: The operating proforma provides annual calculations. Beginning with column "C" there are 30 columns with each column representing one year for a 30 year total.
22. Can cells be added to the application for efficiency and 3 bedroom on the unit tab?
- a. Response: Yes. We have added rows to each unit size. There are now 7 rows under each unit type.
23. When trying to click on the Section 3 link it was not working to allow me to fill out the application.
- a. Response: During testing I have found I can only get the form to download with Internet Explorer, it would not work with either Chrome or Firefox. Try downloading with Internet Explorer. If you still cannot get it to download, contact me at Christopher.folmar@sanantonio.gov and I will e-mail it directly to you.

Here is the link to the Section 3 Utilization form:

<http://www.sanantonio.gov/Portals/0/Files/GMA/Guidance/Section3UtilizationPlan%20110621.pdf>

24. Can you please clarify on page 18 in regards to the interest rate? Where did the language originate?
- a. Response: The language has been changed from:
- "SAHT PFC receives a minimum of 25% of annual *deferred fee distribution* during the first eight years and a minimum of 50% of the *deferred fee distribution* commencing in Year 8 through payoff of the SAHT PFC deferred fee note."
 - To now read: "SAHT 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."
25. Is there a minimum score that needs to be met?
- a. 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. CoSA retains the option, in its sole discretion, to reject all proposals.
26. Under the General Information tab, the "Developer's" name is to be provided, although the cell automatically auto-populates it as the "Organization Name" on the signature page (2nd to last tab of the excel sheet). Should Developer be changed to Organization as on the signature page meaning the new entity's name would be provided instead? Or the Borrower's cell listed under the General Information tab should be auto populated to the Organization cell under the Signature tab.
- a. Response: This discrepancy has been corrected. Please see question 3a.