

**013 – ATTACHMENT II
APPLICATION**

GENERAL INFORMATION

| | |
|--------------------------------|--|
| Name of Applicant Organization | |
| Address | |
| City | |
| State | |
| Postal Code | |
| Contact Person | |
| Position with Organization | |
| Telephone Number | |
| Email Address | |
| Fax Number | |
| Federal Tax I.D. Number | |
| DUNS Number | |

REFERENCES

Provide three (3) references, preferably from public entity clients with preference of medium or large municipalities, for which Respondent is currently providing similar services. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

Reference No. 1:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email Address: _____

Date and Type of Service(s) Provided: _____

Reference No. 2:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email Address: _____

Date and Type of Service(s) Provided: _____

Reference No. 3:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email Address: _____

Date and Type of Service(s) Provided: _____

EXPERIENCE, BACKGROUND, QUALIFICATIONS

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture. Include Letters of Commitment, Memorandum of Understanding or other partnership agreements with collaborating agencies.

1. Provide a history of the organization including a description of the history and purpose, years of experience, growth and direct experience with Single Family New Construction activities.
2. Provide an organization chart for development team including general contractor, realtor, housing counselor, etc... and list licenses, credentials and professional training held by the team members.
3. Describe in detail your resources and capabilities to provide for new construction and sale/rental of affordable housing.
4. Has your organization or member of your partnership/joint venture been issued any findings or concerns in relation to HUD funds? If so, indicate the findings and/or concerns cited, the corrective action taken. Describe whether any funds were required to be paid back.
5. Describe the organization's fiscal management, including the following: Financial reporting, record keeping, accounting systems, payment procedures, audit requirements and internal controls.
6. Describe any audit findings provided in your most recent financial or programmatic audit and how your organization has resolved these findings.
7. Describe and provide evidence of all available financing sources for the development of the affordable housing units.
8. Describe the specific number of housing units the Respondent is able to undertake in a one year period.
9. Provide a narrative detailing the timeline and landmark dates from the beginning of the housing development process to project completion. Also explain the role and authority of each team member involved.
 - a. Describe landmark due dates such as time frames for receiving approvals, permits and commitments.
 - b. Provide an explanation of the review times and submission due dates for approvals, permits and commitments.
 - c. Describe strategies to ensure timely completion of project

- d. Provide a schedule of activities or "plan of action" narrative that details activities the organization will undertake to achieve the program's goals and objectives.

PROPOSED PLAN

1. Provide an Executive Summary describing the project mission and objectives.
2. Discuss how the proposed project is consistent with Housing Design Standards and features in the specific neighborhoods the homes will be located in.
3. Discuss floor plans, elevations, and amenities including lot sizes, square footage, and green improvements.
4. Provide specific detail on construction costs, including materials, labor, overhead and mobilization costs.
5. Discuss how sales prices or rents are determined for the new affordable homes.
6. Discuss in detail the strategy and a plan to promote the selling or renting of the developed affordable homes.
7. Describe how your plan is consistent with Housing Policies set forth by the City of San Antonio
8. Describe how you plan to incorporate Housing Counseling for homebuyers (if applicable)
9. Attach a completed affirmative marketing plan.
10. Provide evidence to show the CHDO has sufficient site control of the residential properties.
11. Provide a narrative describing the targeted area and consistency with City reinvestment plans and policies. In addition provide a map of the neighborhoods your CHDO is targeting. Use the links below to access information on the target/strategy areas.
 - REnewSA target areas: <http://www.renewsa.com/>
 - Inner City Reinvestment/Infill Policy (ICR/IP) area: <http://www.sanantonio.gov/Portals/0/Files/CCDO/ICRIP%20Map.pdf>
 - Eastside CHOICE Neighborhood Transformation Plan: <https://webapps1.sanantonio.gov/agendabuilder/RFCAMemo.aspx?RId=10468>
 - Additional strategic plans: <http://www.sanantonio.gov/planning/npud/library.aspx>
12. Provide adequate evidence of market demand for the type of affordable housing product proposed in neighborhood, for example, a marketing study, comparability analysis, etc...
13. Provide the list of sources and uses for the proposed development and any commitment of additional financing.

14. Provide a Rental Pro-forma and Rent Schedules (if applicable)

Unit Mix and Development Budget

Submit the following Unit Mix or Provide Equivalent Table

| Proposed Housing Unit Models | High <80% | | Low<50% | | Total Cost | Total Cost Per SQ FT | Sales Price | Total Sales Price Per SQ FT |
|------------------------------|--------------|--------------|--------------|--------------|----------------|----------------------|----------------|-----------------------------|
| | # Bedroom(s) | Unit Sq. Ft. | # Bedroom(s) | Unit Sq. Ft. | (Unsubsidized) | (Unsubsidized) | (Unsubsidized) | (Unsubsidized) |
| Owner's Unit | | | | | \$ | \$ | | |
| Owner's Unit | | | | | \$ | \$ | | |
| Owner's Unit | | | | | \$ | \$ | | |
| Owner's Unit | | | | | \$ | \$ | | |
| Owner's Unit | | | | | \$ | \$ | | |
| Rental Unit | | | | | \$ | \$ | | |
| Rental Unit | | | | | \$ | \$ | | |
| Rental Unit | | | | | \$ | \$ | | |
| Rental Unit | | | | | \$ | \$ | | |
| Rental Unit | | | | | \$ | \$ | | |

Submit the following Development Budget or Provide Equivalent Table

| Development Budget | | |
|---|-----------|-----------|
| 1. Site Acquisition | Per Unit | Total |
| Land/Building | \$ | \$ |
| Closing Costs | | |
| Other | | |
| <i>Subtotal—Site Acquisition</i> | | |
| 2. Construction Costs | | |
| Site Preparation | | |
| Construction | | |
| Insurance/Bonding | | |
| Contingency | | |
| <i>Subtotal—Construction Costs</i> | | |
| 3. Soft Costs | | |
| Appraisal | | |
| Architect/engineer | | |
| Environmental | | |
| Construction Financing | | |
| Legal | | |
| Market study | | |
| Sales/Marketing/Housing Counseling | | |
| Other (identify) | | |
| Other (identify) | | |
| <i>Subtotal—Soft Costs</i> | | |
| 4. Developer/Contractor Profit: % MAY NOT EXCEED 9% | \$ | \$ |
| Total Development Costs | \$ | \$ |
| 5. Closing Costs (if applicable) | | |
| Legal Fees | | |
| Realtor Fees (not exceed 6%) | | |
| Taxes and Insurance | | |
| Other _____ | | |
| <i>Subtotal—Closing Costs</i> | | |

Environmental Acknowledgement

| | |
|---------------------|--|
| 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

Signature Page

The undersigned certifies that (s)he is _____ (title) 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:

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

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.