

**Questions regarding the Request for Application for CHDO Single-Family New Construction
Funding Released on June 19, 2015**

*QUESTIONS RECEIVED AFTER THE 4:30PM DEADLINE ON TUESDAY, JULY 7, 2015 ARE NOT PROVIDED A RESPONSE PER SECTION 009 - RESTRICTIONS ON COMMUNICATION OF THIS RFA.

1. On the board member certification you have a space for the board member at the top of the form who is representing a low income area and then you have them certifying that they are a current member in good standing and that they are low income or are a resident of a low income area – then at the bottom of that form you aren't requesting their signature, but our Board Chair's. Based on how it reads – should board member be signing at top and our board chair at the bottom?
 - **RESPONSE:** The board member certification form has been updated. There is now a signature line in the top section for the board member to sign. It is the board member's certification that she/he is a member of the board and they represent the interests of low income families. The signature of the board president is still required at the bottom of the form.

2. Can we substitute our own pro forma? The Excel sheet doesn't work for your (agency) project.
 - **RESPONSE:** If the respondent's housing model does not conform to the particulars assumed by the Pro Forma included in the application, the respondent generated Pro Forma may be substituted.

3. On the Financial indicators page under annual operating expense, are we to list all annual salaries or just the administration cost?
 - **RESPONSE:** Administrative costs. Costs associated with actual production of housing are considered "Costs of goods sold". Examples can be found by clicking on the link below. <http://www.accountingtools.com/questions-and-answers/what-are-examples-of-operating-expenses.html>

4. Do we need to number each page, even if we have created a tab to identify the submitted documents?
 - **RESPONSE:** It is not necessary to number each individual page so long as the application sections are labeled and indexed in a table of contents.

5. Is it okay to submit the RFA in advance prior to the due date?
 - **RESPONSE:** Yes. Feel free to submit your application when it is convenient for your organization, as long as it is before Friday, July 17, 2015 at 2:00pm.

6. Can you please elaborate on page 17 E. evidence of available financing?
 - **RESPONSE:** Evidence of available financing can be provided with the following (this list is not all inclusive):
 - Letter of commitment from a financial institution
 - Letter of commitment from an investor
 - Grant Award letter
 - Bank statements evidencing other funds are set-aside for the project
7. Do we list what we propose the city to fund our program and what we will contribute?
 - **RESPONSE:** The information provided by the respondent in the “Gap Analysis-Sources and Uses” tab will be sufficient for this purpose. If your project is awarded funding, we will require a more detailed Sources and Uses document.
8. What is the maximum funding the city will be awarding?
 - **RESPONSE:** At this time, \$1.1 million is available for award in this activity; however, this amount could be increased if other funds are identified as available for reprogramming.
9. On tab experience self-score, if we are in a current contract that is 98% spent can we chose letter A at 100%, or must we chose B. 80-99%?
 - **RESPONSE:** Please do not include projects that are current underway. Base your response entirely on projects that have been completed.
10. On page 9 of the application match requirement must be changed from 12.5% to 25%.
 - **RESPONSE:** The match requirement is 25%. Future RFAs will be edited to reflect 25%.
11. Can the land acquired be federally funded?
 - **RESPONSE:** Yes; however, any other federal funds or federally funded contributions cannot be counted towards satisfying the “Match” requirement.
12. What date does the funding start?
 - **RESPONSE:** Funding will be available to developers upon execution of a contract between the respondent and the City.
13. Can this RFA award be used toward projects that have already begun?
 - **RESPONSE:** Since this award involves FY 2016/PY 2015 federal funding, which is not available until October 1, 2015, this is not a possibility.

14. Can an award be retroactive?

- **RESPONSE:** See response to #13.

15. How do we number additional pages?

- **RESPONSE:** By hard or type-written are both acceptable.

16. Is there a failing score for this RFA?

- **RESPONSE:** No. Neither is there a minimum score. 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. The City retains the option, in its sole discretion, to reject all proposals.

17. Can the CHDO operating expense be included in a project budget?

- **RESPONSE:** No. CHDO operating expense is a separate funding award for eligible administrative expenses.

18. Can the signature tabs be combined?

- **RESPONSE:** No. Each signature page certifies different components of the application. The City will look at combining the pages on future RFAs.

19. On the CHDO certification tab, can you please clarify which form to use for question 23?

- **RESPONSE:** Please submit resumes with application to demonstrate development team capacity.

20. 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.

- **RESPONSE:** This item has been corrected.