

**Frequently Asked Questions:  
Request for Application for CHDO Single-Family New Construction  
Updated: June 8, 2016**

1. 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.
  
2. 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.  
[What are examples of operating expenses?](#)
  
3. 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.
  
4. 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 received prior to the date and time of the deadline.
  
5. 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
  
6. 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.
  
7. 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 currently underway. Base your response entirely on projects that have been completed.

8. 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.
9. What date does the funding start?
  - RESPONSE: Funding will be available to developers upon execution of a contract between the respondent and the City.
10. 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.
11. 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.
12. 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.
13. 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.