



ADDENDUM I

SUBJECT: Affordable Single-Family Housing Development Gap Funding, (RFP 23-142; 6100017394), Scheduled to Close: November 20, 2023; Date of Issue: October 6, 2023

FROM: Denise Gómez-Esquivel, C.P.M., CPPB
Procurement Administrator

DATE: October 31, 2023

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE-MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

- 1. Change: Attachment #7 (General Information) was removed as it was a duplicate of Attachment #1 (General Information). Respondent should not submit an Attachment #7 and any document submitted and labeled as Attachment #7 will not be reviewed by City Staff.**
- 2. Change: The following attachment documents were removed: Attachment #22 -28. These were replaced with two documents labeled Attachments #10 – 25 and Attachments # 26 - 28. Respondent should review both documents for important information on attachments that must be submitted as part of their overall proposal.**
- 3. Change: Attachment #29 – Executive Summary was replaced with a corrected document version and Respondent should respond to the narrative prompts included therein. Respondent should ensure to download the correct document that is labeled version 2 in the footer of the document.**
- 4. Change: The Application Checklist has been updated to reflect the correct attachments and their associated numbering. Respondent should utilize the RFP Attachment #32 as the correct Application Checklist. In any place where there is a conflict between the naming & numbering of the required attachments, this new checklist shall supersede.**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:

Question 1: Does the City have land that a developer will build on or will the City be identifying land?
Response: There is no land available by the City as part of this RFP. A respondent should propose a project on property that the respondent has secured site control to. See Section 004, Paragraph 4 of the RFP.

Question 2: How many homes does city plan to be produced from this funding?

Response: Number of units across all proposals submitted will be considered by the evaluation committee. The City would prefer to maximize its resources as much as it can and generate as many units as possible. For reference purposes only, the table below identifies the number of units generated by leveraging our funding to fill gaps in development projects via similar RFPs released over the past three (3) years.

Fiscal Year	HOME/CDBG Awarded	Funds	# of Housing Units To Be Produced
2023	\$3,302,813		108
2022	\$2,469,594		54
2021	\$3,626,669		59

Question 3: Attachments on power point presentation are different from RFP; some on presentation are for multifamily development. Is the checklist the correct checklist for this RFP?

Response: Some of the originally released attachments and checklist had errors but have since been corrected. Refer to the Changes to RFP Documents section at the beginning of this addendum.

Question 4: Should plans be included upon award of funding?

Response: In accordance with the Evaluation Criteria identified in Exhibit #11, all plans for housing to be constructed should be submitted as part of the proposal. Attachment #20 also requires engineering estimates be included as part of this proposal when submitted to the City.

Question 5: Do we specify how CDBG and HOME applying for can be used?

Response: The respondent can include their preference of CDBG versus HOME funds in their proposal; however, it is the sole decision of the evaluation committee to determine which source of funding will be provided to a proposal selected for award to ensure that our funds are utilized in a way that is most appropriate and will be the most impactful for the community.

Question 6: QR code is not working for sign-in sheet. Want to make sure we are on list for addendums/updates.

Response: Please send an e-mail to the Procurement Specialist identified in Section 011 of the RFP document to ensure you are provided updates in a timely manner.

Question 7: Is Subcontracting included in RFP?

Response: This RFP is for respondents who have site control to land upon which they are seeking to develop a project that has a gap in their financing structure. The funds are intended to support the project. Any subcontracting would happen from a respondent who receives an award for a project.

Question 8: Can you explain the 25% match requirement?

Response: Per the HOME regulations, all Participating Jurisdictions (PJ), such as the City of San Antonio, receiving HOME funds must contribute or match no less than 25 cents for every dollar of HOME funds spent on affordable housing. This is meant to leverage the HOME

funds and increase their impact in the communities where HOME funds are being awarded by HUD. As funds are spent, the PJ (and its recipients via awards such as this) incur a match liability, which must be satisfied by the end of each federal fiscal year. See also Appendix C of the City's Program Policies for HUD-Funded Affordable Housing Activities for further discussion of the HOME Match Requirement.

Question 9: If we get TIRZ funding for public improvements, can those funds be used as part or all of the 25% matching funds? Are funds from a private lender for construction also eligible to be used as matching?

Response: Funds from TIRZ can be recognized as eligible match contributions, so long as it is prorated for the percentage of HOME units assisted in the property. Loaned funds to the owner that must be repaid to a private lender for construction is not an eligible form of match. The match must be a permanent contribution to affordable housing.

Question 10: Does a Property Tax Exemption qualify as HOME Match?

Response: Property tax exemptions qualify as HOME Match contributions, so long as it is prorated for the percentage of HOME units assisted in the property.

Question 11: What is the e-mail address for the assigned Procurement Specialist?

Response: Please send an e-mail to the Procurement Specialist identified in Section 011 of the RFP document.

Question 12: Is there a way to access a recording of the pre-submittal conference?

Response: No, the pre-submittal conference was not recorded.

Question 13: Is there a confidential way to submit the financial information required in Attachment #28, such as a direct email, rather than an upload in SAePS?

Response: All attachments must be submitted via SAePs portal, and no direct mail/email will be accepted.

Question 14: Third-Party Audited Financial Statements: I had asked about keeping these confidential if required to upload into SAePS and was told they could be password protected. Whom shall we email the password to?

Response: Please refer to Question #13.

Question 15: Attachment #32 Application Checklist appears to have the attachment #'s slightly different than they are listed in the RFP (i.e., Attachment #1 is listed in the RFP as "General Information Form" and on the checklist "General Information Form" is listed as Attachment #6). Please advise which is accurate.

Response: Some of the originally released attachments and checklist had errors but have since been corrected. Refer to the Changes to RFP Documents section at the beginning of this addendum.

Question 16: There seems to be a discrepancy between Attachment #24 on the application checklist and the slideshow item #24 displayed at the Pre-submittal conference. On Attachment #32 Application Checklist, Attachment #24 reads: Third Party Resident Service Provider Agreements or Commitment Letters. The presentation described Attachment #24 as a waiting list. Can you clarify what's required?

Response: A waiting and eligibility list is the required attachment to be submitted as Attachment #24 with a proposal. Some of the originally released attachments and checklist had errors but

have since been corrected. Refer to the Changes to RFP Documents section at the beginning of this addendum.

Question 17: Attachment #32 Application Checklist appears to have the attachment #'s slightly different than they are listed in the RFP (i.e., Attachment #1 is listed in the RFP as "General Information Form" and on the checklist "General Information Form" is listed as Attachment #6). Please advise which is accurate.

Response: Respondents will only be required to submit General Information Form as Attachment #1. Some of the originally released attachments and checklist had errors but have since been corrected. Refer to the Changes to RFP Documents section at the beginning of this addendum.

Question 18: Is there an exact date in February that awards will be announced?

Response: Any recommendations are tentatively planned to be considered by City Council for award in February 2024. No exact date is able to be provided at this time.

Question 19: Can the HOME and/or CDBG funding be layered with COSA Bond funding?

Response: Yes, an award of HOME or CDBG funds from this RFP can be layered with other non-HOME or non-CDBG sources, such as City of San Antonio Housing Bond funding.

Question 20: On Attachment #22 Location Amenities Maps, shall the distances be in driving distances or "as the crow flies" distances?

Response: Please describe distances as the most direct path between two points (i.e., "as the crow flies").

Question 21: I am concerned about the timing, so can a CMA produced by a broker/realtor suffice for a marketing study?

Response: If a market study of the area cannot be completed in time for the single-family RFP, then a CMA produced by a third-party broker or relator can be submitted in lieu so long as it and any narrative addresses current market demand in the area, demographics of the area, evaluates demand and capture rates, analyzes market competition, and how that demand will be addressed with the proposed project. Respondent needs to adequately address all conditions related to the HUD regulations referencing market assessments.

Question 22: Can this funding be used for both rehabbed units and new construction? I have 2 units which require rehab, as well as additional land on which to build another unit.

Response: Funding from this RFP can be for projects with a funding gap that will be for the development of new construction and/or rehabilitation of affordable single-family homes. Refer to the RFP document and the City's Program Policies for HUD-funded Affordable Housing Activities document (<https://www.sa.gov/Directory/Departments/NHSD/Partners-Developers/Programs-Plans/Policies>) for more information on what qualifies as rehabilitation.

Question 23: On the Development Information Attachment #8 it calls for the respondent to indicate use of funds as either acquisition only, site improvements, rehabilitation, or clearance. The form does not allow for a respondent to mark how the funding can be utilized interchangeably, should we explain this in the executive summary?

Response: Yes, please indicate on Attachment #8 the intended use of the majority of the requested funding and then explain in a narrative summary any additional details where the respondent may be willing to use the funds across multiple categories. Respondent

should refer to the RFP document for eligible uses of funding in regard to CDBG and HOME funds.

Question 24: Will the City of San Antonio accept an Environmental Review that was already completed and submitted in HEROS?

Response: If the review was completed by one of the City's approved environmental consultants and submitted to the City previously in HEROS, then yes, it will accept an already completed and approved EA. If not, the City will need to have one (1) of its approved environmental consultants conduct a secondary supplemental review of the completed environmental review to reaffirm the review and submit it as a supplemental review in HEROS to be approved by the City of San Antonio.

Question 25: Is there a set percentage of construction cost that the gap funding is allowed to cover?

Response: There is not a set percentage of construction costs that the gap funding can cover. For its evaluation, the City will underwrite each project to ensure the gap funding requested is necessary, proposed costs are eligible, and the project meets the City's Program Policies as well as HUD regulations for HOME and CDBG funding.

Question 26: What building qualifications are required for this funding? For example, must the general contractor be registered in a particular database or have a particular number of completed jobs?

Response: Respondent is required to ensure that any contractors retained meet all eligibility and federal compliance requirements outlined in the RFP. Contractors should possess all required licenses for work performed and will be required to maintain similar insurance and/or indemnity requirements as listed in the RFP. All contractors used on the project will need to provide a minimum of a one-year warranty on all work performed. Respondents awarded funds as a result of this RFP will need to implement procurement requirements to meet the federal guidelines on procurement as identified in 2 CFR Part 200.

Question 27: Can you please provide a breakdown of how the 10 points are allocated for Nonprofits?

Response: Refer to page 2 of RFP Exhibit #11 – Evaluation Criteria for a description of how this category will be evaluated. The committee can allocate up to ten (10) points in this category based on their review of the responses provided to meet the requirements of this category.

Question 28: Does partnership with SAHT qualify as a Nonprofit?

Response: Refer to page 2 of RFP Exhibit #11 – Evaluation Criteria that provides more information on partnerships.

Question 29: Can you provide a breakdown of how the affordability points are awarded?

Response: Refer to page 9 of RFP Exhibit #11 – Evaluation Criteria that addresses this question. Points will be assessed at the discretion of the evaluation committee members based on their review of the responses provided for this category. Please see RFP Section 004 for income limits when using CDBG and HOME funding.

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