

RFP ATTACHMENTS #10 - #25

Attachments #10 - #25 must be attached via the SAePS portal as individual attachments, clearly labeled with appropriate attachment number and name as space allows.

- **Attachment #10:** Affirmative Fair Housing Marketing (AFHM) Plan for Single Housing
 - Form Available on HUD website at: <https://www.hud.gov/sites/documents/935-2B.pdf>
- **Attachment #11:** Evidence of Site Control
 - All sites should be clear of any title issues, charges, or ties to former owners unless explicitly described in the site control document. Additional details can be provided the executive summary responses.
- **Attachment #12:** Map of Project Site(s)
- **Attachment #13:** Land Appraisals
- **Attachment #14:** Development Budget and Pro Forma
 - Development Budget should include all sources and uses for the entire project, as defined by HUD. This includes a materials line-item budget that is as detailed as possible including housing cost details and engineering/architecture estimates. Estimated costs for each individual housing unit should be able to be attributed on each line item of the development budget. Be certain to adequately budget for any impact fees expected with each property.
 - Pro Forma should be detailed including cash flow and draw schedule delineating costs attributed to this proposed funding and costs attributed to all other sources of funding.
 - An unlocked Excel spreadsheet is the preferable format for submitting these documents
 - Refer to RFP Exhibit 9 for further details on what will be reviewed during evaluation and underwriting.
- **Attachment #15:** Development Team Structure and Developer Background Narrative
- **Attachment #16:** HUD Certification of Housing Counselor and Housing Counseling Plan
 - Note that all homebuyers are required to attend a HUD-certified, 8-hour housing counseling class, whether conducted by the Applicant or another entity. This should be incorporated into the Housing Counseling Plan.
- **Attachment #17:** Phase I Environmental Review(s)
- **Attachment #18:** Evidence of Appropriate Zoning
- **Attachment #19:** Commitment Letters from Other Funding Sources

- **Attachment #20:** Architect and/or Engineering Estimates
 - Should a substantive estimate on letterhead from engineering firm and ideally signed by a licensed engineer with their engineer's stamp and license number.

- **Attachment #21:** Architectural Renderings and Detailed Floor Plans
 - Provide detailed plans that include square footage, elevations, proposed lot sizes, floor plans, and proposed materials to be used, features included, etc.
 - Include any design photos that show the final product.

- **Attachment #22:** Location, Site, and Transit Amenities maps
 - Applicant can utilize Bing Maps (www.bing.com/maps) or Google Maps (www.google.com/maps) to determine actual distance between the nearest point of the project and the nearest point of the following amenities:
 - Is the project located within one mile of a public park?
 - Is the project located within one mile of a public transportation stop/station?
 - Is the project located within one mile of a full-service grocery store; (The grocery store is defined as offering a wide variety of fresh, frozen, canned and prepared foods, fresh meats, poultry, seafood, fresh fruits and vegetables, and a selection of baked goods, dairy products and household goods).
 - Is the project located within one mile of a community center, a senior center, or a book-lending library facility that serves the population residing in the proposed project area?
 - Is the project located within one mile of a hospital or medical clinic facility that serves the population residing in the proposed project area?
 - Is the project located less than a 20-minute commute from a major employment center where the population resides?
 - Is the project located within one mile of a public school?

- **Attachment #23:** Valuable or Unique Amenity Narrative
 - Please adequately describe and/or provide any supportive documentation if the project has a unique location amenity that was a consideration in selecting the project location or if the project has an amenity deemed valuable by the residents in the area.

- **Attachment #24:** Waiting/Eligibility List
 - As outlined in the [City of San Antonio Program Policies](#)

- **Attachment #25:** Units and Funding in Past 5 Years
 - Provide a table that includes the number of units built and sold per year for the past five years by the organization.
 - Provide a table that lists all federal grant funds received for affordable housing projects within the past five years from either the City of San Antonio, Bexar County, or any other governmental entity.