

## RFP ATTACHMENT #29

### EXECUTIVE SUMMARY NARRATIVE

Prepare narrative responses to the following prompts and submit as **Attachment #29**.

ALL prompts must be addressed with sufficient detail for evaluation.

INCOMPLETE INFORMATION WILL NOT BE CONSIDERED.

1. Provide a concise and detailed description of the proposed development project. Be certain to identify whether the project is new construction or if the project will involve rehabilitation of existing multi-family rental units to create them as affordable units or the substantial rehabilitation of affordable rental units by preserving existing units.
2. Describe the amenities of the proposed development that will be available, including, but not limited to: recreational facilities, fitness centers, playgrounds, computer labs, business centers, clubhouse, laundry facilities, elevators, etc.
3. Describe the beneficiaries of the proposed development, including number of households to be served, and/or the community impact or need being addressed.
4. Describe the experience of the Development Team, including its composition, positions held by full-time employees, and identify those on the team with at least five years of experience in their current capacity.
5. Describe how the organization, development team, and property management team will ensure the best representation of the racial and economic demographics of the community where the project is proposed. If applicable, include how the organization works towards better serving and providing services that are more equitable to racially and economically underserved populations both within and outside San Antonio.
6. Describe how the HOME or CDBG funds will be utilized for this development. Please describe the eligible uses of CDBG funds, if applicable to the proposed development.
7. Describe how the rents will be determined for the new affordable units within the proposed development. Be sure to discuss the make-up and number market units, 80% AMI units, 60% AMI units, and 30% AMI units.
8. Describe in detail the strategy and plan to market the proposed development. Be sure to incorporate how the Affirmative Fair Housing Marketing Plan will affect this and how the marketing and outreach can successfully eliminate or mitigate barriers to residents of these communities near the proposed project.
9. Describe any innovative design characteristics that the development will have. This could include, but is not limited to, high reflectance (white) roofs, installation of new energy efficient appliances, long lasting building materials, enhanced accessibility features (i.e.

grip bars in bathroom, ramps, special devices for hearing impaired, etc.), or other innovative ideas.

10. Describe how the proposed development is consistent with Program Policies for HUD Funded Affordable Housing Activities set forth by the City of San Antonio, including the housing elements of the SA Tomorrow Comprehensive Plan.
11. Discuss how the proposed project is consistent with the Residential Construction Management Policy and features of similar housing within the immediate area.
12. Discuss your collaborative efforts with the local community in which the project is proposed. This can include references to the letters of support provided separately.
13. Discuss amounts and eligible sources of match to be provided with this project as required with HOME funding to help the City of San Antonio meet the 25% HOME match requirement. Information on HOME Match can be found at [24.CFR 92.220](#).
14. Discuss the resident services that may be offered at this development. Include references to the commitments and/or agreements with third-party service providers (if applicable).
15. Discuss how the proposed project meets land use density requirements.
16. Discuss the loan terms to be applied to the financing, including the term of the permanent and construction mortgage, type of loan being requested, and interest rate. Refer to the [Program Policies](#) for limitations on these items.
17. Describe the area where the development is proposed in terms of the concentrations of both people of color and low-income households in relation to other parts of the City. Refer to the City's Office of Equity – [Equity Atlas](#) for guidance.
18. Describe how the project will incorporate sustainable and green building initiatives into the development. Please describe all environmentally sustainable features planned for the development and how they connect to the SA Tomorrow Sustainability Plan
19. Describe and identify if any properties under common ownership or development by Applicant are DART or Proactive Inspection Properties?
20. Describe how the project will meet the requirement of obtaining Level 2 Certification with Build San Antonio Green (BSAG) or LEED certification (or its equivalent). If proposing to meet an equivalent, please describe how that will be documented and provide the name of the third-party who will submit a report stating the project meets one of the equivalent of one of these certifications.