

## RFP ATTACHMENTS #10 - #21

**Attachments #10 - #21 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 Multi-Family Housing
  - Form Available on HUD website at: <https://www.hud.gov/sites/documents/935-2A.pdf>
- **Attachment #11:** Evidence of Site Control
- **Attachment #12:** Overall Site Plan
- **Attachment #13:** Third-Party As-Is Appraisal
  - Submit third-party **as-is** appraisal ordered by senior lender or other third-party as-is appraisal
- **Attachment #14:** 20-year Operating Pro Forma including Development Budget, Rent Mix, & Sources/Uses
  - Must provide a detailed development line-item budget and 20 year operating pro forma (**unlocked spreadsheet version**) with a rent schedule consistent with program rent limits on restricted CDBG and HOME units
    - Be certain to adequately estimate for impact fees in the development budget
  - Should describe the number of units being proposed as CDBG and/or HOME units
  - At the initial application stage, the City will generally allow submission of the project pro forma in the Respondent's own internal format provided it explicitly shows:
    - An itemized breakdown of units by bedroom size, square footage, income restriction, and both gross and net rent levels (i.e., net rents are those charged after adjusting rents for tenant paid utilities).
    - Operating costs, reserve contributions, net operating income, and debt service assumptions should be itemized and show costs on both a total development and per unit basis.
    - Itemized total development costs, including both hard and soft costs, financing and carrying costs, and capitalized reserves. For projects using Low Income Housing Tax Credits (LIHTC), the development sources and uses should clearly show which costs are included in the amount eligible basis, whether the project qualifies/anticipates a 30% basis boost.
    - Clear projection of all construction and permanent financing options from all available sources, including interest rate projections, payment terms (e.g., interest only, amortization period, etc.), and maturity dates for all debt sources. For projects using LIHTCs, net tax credit equity projections should be supported by calculations clearly showing anticipated pricing.

- An operating projection that aligns with the proposed affordability period of no less than 20 years should clearly show inflation assumptions for all revenues and expenses, including annual increases in replacement reserve funding; and
  - Construction period cash flow projections should be provided, allowing the City to assess allowances for construction interest. Similarly, lease-up projections modeling the absorption of units and operating deficits prior to breakeven occupancy should be provided to support the need for and sizing of any lease-up reserve.
  - In general, the City strongly prefers that operating and development costs be itemized in at least as much detail (preferably in the same basic format) as required by Texas Department of Housing and Community Affairs (TDHCA) most current Multifamily Uniform Application.
- **Attachment #15:** Development Team Structure and Developer Background Narrative
    - Describe how the development team is structured, including all involved such as developer, owner, lenders, partnerships, and all other partners
      - Include an organizational chart that identifies all parties involved and how any partnerships are split (i.e. 99% for Firm A and 1% for Firm B), including partnerships, single-asset entities, owner, developer, etc.
- **Attachment #16:** Market Analysis
    - Should be a recently completed analysis that addresses the market demand of the area around the proposed project.
- **Attachment #17:** Phase I Environmental Review
  - **Attachment #18:** Evidence of Zoning Conformance and/or Land Entitlements
  - **Attachment #19:** Commitment Letters from all Other Funding Sources
  - **Attachment #20:** Architect and or Engineering Estimates
  - **Attachment #21:** Architectural Renderings, Construction Materials Plans, 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