

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – CHDO Operating Expense Funding**

Solicitation Number: RFP 25-130; RFx 6100019270

Description: The City of San Antonio (City) Neighborhood and Housing Services Department (NHSD) is requesting proposals from local, non-profit, affordable housing providers (Respondent) in need of HOME Investment Partnerships Program (HOME) funding for eligible operating expenses for FY2026 and FY2027. Respondents must meet the Community Housing Development Organization (CHDO) Certification requirements as described in the 2013 and 2025 HOME Final Rule. All eligible Respondents may apply regardless of whether they have received CHDO Operating Expense funding in the past from the City.

Applicable Product Categories:

90954 – Home Construction, Single Family

90923 – Building Construction, Residential, Apartment

**Date Issued: September 15, 2025**

**Due Date & Time: October 15, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on September 22, 2025, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2337 690 3909 | **Meeting Password:** CHDO2025

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=me62c672446be6413d7f335809c212933>

Staff Contact Person: Gregory Desir, Procurement Specialist III, [Gregory.Desir@sanantonio.gov](mailto:Gregory.Desir@sanantonio.gov)

**Evaluation Committee Voting Members:**

Veronica Gonzalez, Assistant Director, Neighborhood and Housing Services Department

Samantha Diaz, Grants Administrator, Neighborhood and Housing Services Department

Natalie Zertuche, Contract Administrator, Department of Human Services

William Taylor, Contract Manager, Neighborhood and Housing Services Department

Lori Hall, Senior Program Officer, LISC San Antonio



The following restrictions on communications apply to City solicitations. Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on September 24, 2025**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

**Gregory Desir, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Gregory.Desir@sanantonio.gov](mailto:Gregory.Desir@sanantonio.gov)

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

