



# City of San Antonio

## Agenda Memorandum

**File Number:**19-9058

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**Agenda Item Number:** 13.

**Agenda Date:** 1/21/2020

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
Neighborhood and Housing Services Department  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Erik Walsh, City Manager

**FROM:** Verónica R. Soto, AICP, Neighborhood and Housing Services Director

**COPY:** Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer, Lori Houston, Assistant City Manager

**SUBJECT:** Post-Solicitation Briefing for Affordable Rental and Homeownership Housing Development

**DATE:** January 21, 2020

During the development of the FY 2020 Action Plan and Budget, the Neighborhood and Housing Services Department (NHSD) set aside \$7.5 million in CDBG and HOME funds to provide gap financing for the development of affordable rental and homeownership housing units for low income households. Funds may be used for acquisition, pre-development, construction, clearance, and site improvements.

The City issued Requests for Applications (RFA) for both Affordable Rental and Homeownership Housing Development on September 13, 2019 and pre-submittal conferences were held on September 25, 2019. Eight rental housing development applications totaling \$10,845,000 in funding requests and three homeownership housing applications totaling \$3,106,648 in funding requests were received on October 28, 2019 and reviewed by the evaluation committee (“committee”).

The committee representatives were Lori Houston, Assistant City Manager, City Manager’s Office; Verónica R. Soto, Director, Neighborhood and Housing Services Department; Melanie Keeton, Assistant Finance Director, Finance Department; Mike Etienne, Assistant Director, Neighborhood and Housing Services Department; and Laura Salinas-Martinez, Grants Administrator, Neighborhood and Housing Services Department. The evaluation committee utilized the Rental and Homeownership Housing Development Evaluation Criteria approved by City Council on September 12, 2019 (Ordinance 2019-09-12-0725). All applicants for both RFAs

were invited for an interview. The applications were discussed and ranked using the following criteria:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Experience and Capacity	15
Project Readiness	20
Project Site Characteristics and Amenities	25
HUD Regulatory Conditions	5
Efficient Use of Funds	5
Underwriting	30
<b>Total Point Scale</b>	<b>100</b>

The committee recommends awarding a contract to the five Rental Housing Developments and three Homeownership Housing Developments. These items are scheduled for Council consideration on January 30, 2020.