



**SAN ANTONIO
HOUSING
TRUST**

FOUNDATION, INC



**REQUEST FOR PROPOSALS:
COMMUNITY LAND TRUST GRANT**

ISSUE DATE: December 1, 2022 • **SUBMISSIONS DUE:** January 31, 2023

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❖ RFP PURPOSE ❖

The SAHT Foundation has prioritized the preservation of existing neighborhoods as an overarching strategy to help prevent displacement and support affordable homeownership, particularly among Black, Indigenous, and People of Color (BIPOC) households.

The Trust is releasing a Request for Proposals to provide funds for technical assistance to facilitate the establishment of Community Land Trusts (CLT's). This may include funding legal formation, organizational structure, board or governing body formation, initial staffing, public outreach & engagement efforts, CLT consulting services, programmatic development, and other costs associated with creating a CLT. The RFP does not cover funding for the acquisition or rehabilitation/redevelopment of property. CLT's are nonprofit organizations governed by a board of CLT residents, community residents, and public representatives that maintain long term ownership of land and assets to benefit low-income families within a defined community. Community land trusts are organized community-based nonprofits that essentially share ownership which supports the preservation and creation of long-term affordable homeownership or rental opportunities.

Successful applicants will have established long standing roots within the communities they serve as well as demonstrate the need to preserve and positively impact the neighborhood to achieve the Housing Trust's goals of neighborhood preservation through equitable and inclusionary outcomes.



MISSION STATEMENT

The purpose of the SAHT Foundation is to create and preserve housing that is affordable, accessible, attainable, and sustainable to San Antonio residents; and to support community development efforts that build and sustain neighborhoods, empower residents, and provide positive equitable outcomes.



STATEMENT OF PURPOSE

Provide additional and continuing housing opportunities for low- and moderate-income families. Promote public health, safety, convenience and welfare by mitigating the extent to which low- and moderate-income households, as defined by the City, are unable to afford decent, safe and sanitary housing Revitalize our neighborhoods through appropriate housing activities.



SCHEDULE OF EVENTS

Following is a list of projected dates/times with respect to this RFP:

RFP Release Date.....	December 1, 2022
Pre-Submittal Conference.....	January 12, 2023
Final Questions Accepted.....	January 27, 2023
Proposals Due	January 31, 2023
Evaluation Period	February 1 — February 10
Anticipated Board Action	Late February or Early March

PROPOSAL REQUIREMENTS

1. Provide an Executive Summary
2. Provide documentation the applicant meets Qualification Criteria
3. Provide a narrative of the below Proposal Detail
4. Provide a detailed line-item budget with descriptions on each line item.
5. Provide at least three organizational references
6. Provide two years of the most recent audited financial statements
7. Provide a board resolution expressing support and authorizing the submission of this grant proposal.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. Failure to complete and provide any of these Proposal requirements may result in the respondent's Proposal being deemed non-responsive and therefore disqualified from consideration.

COMMUNITY-BASED ORGANIZATION QUALIFICATIONS

A responsive applicant:

- ❖ shall be a membership-based organization
- ❖ shall be currently established in the targeted community
- ❖ shall be public or privately recognized non-profit organization by IRS designation
- ❖ must be locally based in the City of San Antonio
- ❖ shall not be delinquent in the payment of taxes to the City of San Antonio
- ❖ must not have been convicted of discrimination or any other violation of fair housing laws as they apply to the City of San Antonio
- ❖ must not have outstanding unresolved complaints of violation of fair housing laws
- ❖ shall have not filed for bankruptcy in the last 10 years or have not experienced loan default over the past ten years
- ❖ shall provide a disclosure of any pending litigation



PROPOSAL DETAIL

The objective of this funding is to build capacity for established community-based organizations to establish Community Land Trusts (CLTs) to provide a source of permanently affordable homeownership and rental housing for current and future generations of families in areas that are at risk for gentrification, while protecting the fabric of neighborhoods from speculative market forces.

- ❖ Provide an Executive Summary
- ❖ Describe your proposed neighborhood or community that you envision the CLT to serve.
- ❖ Describe the scale of need for a CLT in your proposed neighborhood or community.
- ❖ Describe specifically how the establishment of a CLT in your proposed neighborhood or community will be positively impacted.
- ❖ Provide letters of support from the community such as neighborhood associations, other community based organizations, or residents.
- ❖ Can your community-based organization successfully take on the functions of a CLT including long-term stewardship of CLT properties?
- ❖ Describe the approach to engaging your community and how will members of the community be integrated into the CLT?
- ❖ What challenges do you anticipate in the development and implementation of a CLT in your community?
- ❖ Does your CLT envision serving with a specific & targeted population (i.e. older adults, persons with disabilities, voucher holders, etc...) If so, please describe.
- ❖ Are there other funds committed or anticipated to be leveraged with this grant?
- ❖ What is the grant amount requested?



PRE-PROPOSAL CONFERENCE AND WRITTEN QUESTIONS

A Pre-Submittal Conference will be held at 3:00 p.m., Central Time, on January 12, 2023 via Zoom only. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents may call the toll-free number listed below and enter an access code to participate the day of the conference.

Zoom Link:

<https://us02web.zoom.us/j/83347521305?pwd=OU9oWGxOd1pwQ0c4ZERjdWR0RlI4QT09>

Meeting ID: 833 4752 1305

Passcode: 754664

Staff Contact Person:

Nicole Collazo - nicolecollazo@saht.org
210-735-2772

Respondents may submit written questions concerning this RFP to the Staff Contact Person, Nicole Collazo - nicolecollazo@saht.org, until 4:00 p.m., Central Time, on January 27, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

All proposals must be received no later than 4:00 p.m., Central Standard Time, on January 31, 2023. Any proposal or modification received after this time shall not be considered. Therefore, Respondents should strive for early submission to avoid any issues or cause delay in uploading proposal responses as RFP will close at the due date and time.

SUBMITTAL REQUIREMENTS

Submission of the Proposal: must be received no later than the deadline and should conform to the requirements specified in this RFP.

One (1) electronic copy of a signed Proposal submitted via email to nicolecollazo@saht.org or a pre-arranged file sharing link.

Proposals must be received via email no later than 4:00 PM on Tuesday, January 31, 2023. Any Proposal or modification received after this time may not be considered. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

PROPOSAL FORMAT:

Each digital proposal shall be submitted in a PDF format on letter size pages (8.5" x 11"), with a font size no less than 12-point type, and margins no less than .1" around the perimeter of each page. Each Proposal must include the sections and attachments in the sequence as requested by this Proposal. Failure to meet the above conditions may result in disqualification of the Proposal or may negatively affect scoring.

EVALUATION AND SCORING

Responsive Proposals will then be ranked and scored based on the following point scale.

Criteria	Points
Organizational Capacity & Long-Term Stewardship	30
Community Impact	30
Approach to CLT Creation and Public Engagement	20
Budget Detail and Leveraging	20

1. Organizational Capacity & Long-Term Stewardship (maximum 30 points): Measures the overall functionality of the organization and its relevance to the work that would be performed under the Grant, if awarded. Additionally, organizations should demonstrate an established track record of successful efforts and initiatives to improve their community. Community based organizations with long established roots administering successful and impactful community initiatives within defined community boundaries who also demonstrate sound financial and legal wherewithal and organizational stability will receive higher scores.

2. Community Impact (maximum 30 points): Measures the severity of need for positive outcomes that can be resolved with a Community Land Trust. Successful respondents will provide a detailed analysis of targeted area and existing residential conditions while demonstrating the need for this type of investment. Organizations demonstrating this need for CLTs in their targeted areas will receive higher scores.

3. Approach to CLT Creation and Public Engagement: (maximum 20 points): Measures the planning approach the organization will take to prepare and train staff, educate board members, and engage members of targeted community. Proposals that demonstrate a well thought out approach to their team development while also specifically stating public engagement approaches will receive higher scores.

4. Budget Detail and Leveraging (maximum 20 points): Measures the detail provided in the program budget and to the extent the respondent has committed or has a reasonable plan to leverage other resources to this effort will receive higher scores.

SAHT Foundation reserves the right to:

- ❖ Award all, a portion of, or none of our funding at our own discretion
- ❖ Change or disallow aspects of the applications and make such changes conditions of its commitment to provide funding.
- ❖ Recommend funding in an amount less than requested.
- ❖ Not issue an award or grant agreement to any Applicant if it has been determined that the Applicant is not in compliance with local, state, and federal laws and has not taken satisfactory steps to remedy such non-compliance.
- ❖ Waive any requirement contained in this RFP.
- ❖ Revise this RFP from time to time.
- ❖ Extend the submission due date.

Award Recommendations and SAHT Foundation Board Approval Awards will be recommended based on available funding, proposal quality and feasibility as determined by the review and rating of a proposal. Staff recommendations will be advanced to a Board Committee for consideration and must be approved by the SAHT Foundation Board prior to the execution of a grant agreement.

FUNDING RECOGNITION

All awardees must acknowledge the SAHT Foundation in annual reporting and press releases regarding the program.

NON-DISCRIMINATION

Applicants shall not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, veteran status, disability, familial status, national origin, or age. The SAHT Foundation believes that every resident deserves to be treated with dignity & respect, as well as provide fair access to opportunities, and will comply with the City of San Antonio's Non-Discrimination Ordinance. The Non-Discrimination Ordinance (NDO) provides protection from discrimination in the areas of employment, contracts and subcontracts, appointments to Boards and Commissions, housing, and public accommodation.

AUDITED FINANCIAL STATEMENTS

Selected applicants shall be required to provide current audited organizational Financial Statements along with the management letter prior to the execution of final grant agreements. Applicants will be required to submit audited financial statements for each year of the grant period.

CONFLICT OF INTEREST

All actual and potential conflicts should be disclosed even if they are deemed to be immaterial. Conflicts of interest include activities of family members, friends, and business associates. The applicant shall disclose all significant financial interests of any applicant personnel, including those of the personnel's spouse and dependent children and that would reasonably appear to be affected by the activities funded or proposed for funding by the Trust; or in entities whose financial interests would reasonably appear to be affected by such activities.

INDEMNITY/INSURANCE REQUIREMENTS

Applicants receiving funding must agree to hold the San Antonio Housing Trust Foundation Inc. harmless and indemnify it as to all claims, suits, costs, fees, and liability arising out of the acts or work of the agency, its employees, subcontractors, or agents pursuant to the funding agreement, where such liability is incurred as a result of the actions or omissions of such parties. The insurance of the Agency must be primary and noncon-

tributory with any insurance for which the City is named insured and include a waiver of subrogation against the City for losses arising from work performed by the Agency. The San Antonio Housing Trust Foundation Inc. must be named as an additional insured and be provided with a certificate and endorsement showing such coverage.

The following minimum insurance coverage will be expected:

A. Workers Compensation	Statutory Amount
B. Professional Liability	\$1,000,000
C. Automobile Liability	\$1,000,000
D. Broad Form Comprehensive Liability	\$1,000,000/occurrence

RESTRICTIONS ON COMMUNICATION

Respondents are prohibited from communicating with SAHT Foundation Staff, Board Members, and Foundation Board Members regarding this RFP or Proposals from the time the RFP has been released until funds have been awarded. These restrictions extend to “thank you” letters, phone calls, emails, and any contact that results in the direct or indirect discussion of the RFP and/or Proposal submitted by the respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s Proposal from consideration.

The only communication allowed with SAHT Foundation staff includes the following:

- ❖ Respondents may submit questions concerning this RFP to the staff contact person listed below until 4:00 P.M. Central Standard Time, on January 27, 2023. Questions received after January 27, 2023, will not be answered. All questions shall be sent by email to nicolecollazo@saht.org.
- ❖ If necessary, an interview may be scheduled.
- ❖ Upon completion of the evaluation process, Respondents shall receive a notification letter and phone call indicating the recommended firm and anticipated agenda dates.



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210-735-2772