AGENDA

A Regular Board Meeting for:
SAN ANTONIO HOUSING TRUST FOUNDATION
will be held at Municipal Plaza B Room
114 W Commerce St., San Antonio, TX 78205
and virtually via ZOOM:
https://us02web.zoom.us/j/89237353907?pwd=WE1BeWMvRk5LU2x6bTFINnFmY3ZZUT09
DIAL-IN NUMBER: 1-346-248-7799 MEETING ID: 892 3735 3907 PASSWORD: 056422
On Friday, February 17, 2023 beginning at 2:00 p.m. or immediately following the adjournment of the San Antonio Housing Trust PFC Board Meeting

NOTICE: *A quorum of the board of directors will be physically located at 114 W Commerce St., San Antonio, TX 78205 at 2:00 p.m. One or more of the Directors may attend this meeting by video conference pursuant to the requirements set forth in the Texas Open Meetings Act. An electronic copy of the agenda packet may be accessed at the San Antonio Housing Trust website under the CALENDAR/Board Meeting date page prior to the meeting.*

NOTICE: *This meeting of the Board, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Executive Director.*

1. Call to Order and Roll Call
2. Discussion and possible action to approve minutes of November 18, 2022 and January 20, 2023
3. Public Comment – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters.
4. Resolution authorizing the execution of all filings and agreements with the Texas Department of Housing and Community affairs in connection with applications for Low Income Housing Tax Credits for the Four25 San Pedro Apartments transaction; and other matters in connection therewith.
5. Discussion and possible action to approve a resolution authorizing releasing a Request for Qualifications for On-Call Project Management and Owners Representative.
6. Discussion and possible action to approve a resolution authorizing releasing a Request for Qualifications for On-Call Architectural Services.
7. Executive Director's Report
8. Adjournment.

Executive Session. The San Antonio Housing Trust reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with

attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development). *ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION*

Attendance by Other Elected or Appointed Officials: It is possible that members City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretative services must be made 48 hours prior to this meeting. Please contact Nicole Collazo, for concerns or requests, at (210) 735-2772 or FAX (210) 735-2112.

San Antonio Housing Trust Foundation
Agenda Item 2

This item includes the approval of minutes from the **November 18, 2022** and **January 20, 2023**, meeting.

San Antonio Housing Trust Foundation

2023 OFFICIAL MEETING MINUTES

DATE: Friday, November 18, 2022

TIME AND PLACE: The San Antonio Housing Trust Foundation met in session at 2:20 p.m., via Zoom and in person at 114 W Commerce St, San Antonio, TX 78205.

PRESENT: Antoinette Brumfield, Eric Cooper, Councilman Jalen McKee-Rodriguez Councilman John Courage, Jordan Ghawi, Rachell Hathaway, Marinella Murillo, Jane Pacione, Mark Carmona, and Councilwoman Phyllis Viagran.

ABSENT: Councilwoman Adriana Rocha Garcia and Councilwoman Teri Castillo

STAFF/VISITORS PRESENT:
Pedro Alanis- Executive Director San Antonio Housing Trust Foundation INC.; Nicole Collazo- Director of Operations San Antonio Housing Trust Foundation INC.; Tom Roth- Director of Development; John Hernandez- Senior Asset Manager; Lauren Bejaran- Sr. Administrative Assistant San Antonio Housing Trust Foundation INC.; Ruben Lizalde- D3; Edward Muniga- D4; Ileana Sandoval- D9; Summer Greathouse- Attorney Bracewell; Clarissa Rodriguez- Attorney DNRBZ.

1. **CALL TO ORDER AND ROLL CALL**: The meeting was called to order by Vice President Jane Paccione and the roll was called by Lauren Bejaran.

2. **APPROVAL OF BOARD MEETING MINUTES FOR OCTOBER 21, 2022.**
   Councilman John Courage motioned, and Councilman Jalen McKee-Rodriguez seconded for approval of the October 21, 2022, minutes with the noted corrections.
   AYES:10
   NAYS:
   ABSTAINED:
   THE MOTION PASSED.

3. **CITIZENS TO BE HEARD-INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS; A TOTAL OF 15 MINUTES WILL BE PROVIDED.**
   NONE.
   NO ACTION WAS TAKEN.

4. **DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION AUTHORIZING RELEASING A REQUEST FOR PROPOSALS FOR COMMUNITY LAND TRUST TECHNICAL ASSISTANCE GRANT.**
   Pete Alanis briefed to the board about The San Antonio Housing Trust releasing a Request for Proposals to provide Foundation funds for technical assistance to facilitate the establishment of Community Land Trusts (CLT's). The CLT's would provide a source of permanently affordable homeownership and rental housing for current and future

generations of families that are at risk for gentrification. The Finance and Audit Committee met on Wednesday, November 9, 2022, and approved to move forward the Request for Proposals to the full Board for consideration.
Marinella Murillo recommended the deadline to submit questions concerning the RFP and evaluation period process be moved 2 weeks after January 1, 2023.

MINUTES COMMISSION ACTION:
Councilman Jalen McKee-Rodriguez motioned, and Eric Cooper seconded for approval of a resolution authorizing releasing a request for proposals for Community Land Trust Technical Assistance Grant.
AYES: 10
NAYS:
ABSTAINED:
THE MOTION PASSED.

5. ADJOURNMENT
Vice President Jane Paccione adjourned the meeting. There being no further business, the meeting adjourned at 2:52 p.m.

San Antonio Housing Trust Foundation

2023 OFFICIAL MEETING MINUTES

DATE: Friday, January 20, 2023

TIME AND PLACE: The San Antonio Housing Trust Foundation met in session at 4:08 p.m., via Zoom and in person at 114 W Commerce St, San Antonio, TX 78205.

PRESENT: Councilwoman Adriana Rocha, Antoinette Brumfield, Eric Cooper, Councilman Jalen McKee-Rodriguez, Councilman John Courage, Jordan Ghawi, Rachell Hathaway, Marinella Murillo, Jane Pacione, Councilwoman Teri Castillo, and Councilwoman Phyllis Viagran.

ABSENT: Mark Carmona

STAFF/VISITORS PRESENT:
Pedro Alanis- Executive Director San Antonio Housing Trust Foundation; Tom Roth- Director of Development; Jessica Kuehne- Director of Asset Management; John Hernandez- Senior Asset Manager; Lauren Bejaran- Sr. Administrative Assistant San Antonio Housing Trust Foundation; Ruben Lizalde- D3; Edward Muniga- D4; Ileana Sandoval- D9; Summer Greathouse- Attorney Bracewell; Clarissa Rodriguez- Attorney DNRBZ.

6. **CALL TO ORDER AND ROLL CALL**: The meeting was called to order by Vice President Jane Paccione and the roll was called by Lauren Bejaran.

   MINUTES COMMISSION ACTION:
   Councilman Jalen McKee-Rodriguez motioned, and Marinella Murillo seconded to defer the January 20, 2023, Foundation Meeting Agenda Items to a Special Stated meeting.
   AYES: 11
   NAYS:
   ABSTAINED:
   THE MOTION PASSED.

7. **ADJOURNMENT**
   Vice President Jane Paccione adjourned the meeting. There being no further business, the meeting adjourned at 4:09 p.m.

San Antonio Housing Trust Foundation
Agenda Item 3

Public Comment

Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided. Instructions to sign up for Public Comment via Zoom video conference.

To sign up for Public Comment please call 210-735-2772 24 hours prior to this meeting to place your name on the list.

San Antonio Housing Trust Foundation
Agenda Item 4

Resolution authorizing the execution of all filings and agreements with the Texas Department of Housing and Community affairs in connection with applications for Low Income Housing Tax Credits for the Four25 San Pedro Apartments transaction; and other matters in connection therewith.

Background:

In January, the PFC board approved a non-binding inducement resolution for the 9% LIHTC project located at 425 San Pedro Avenue which initially was proposed as an 80-unit development with permanent supportive housing. To maximize points on the competitive 9% LIHTC application, the ownership structure requires the participation of a *non-profit entity* and a certified *Historically Underutilized Business* (HUB). The partnership ownership structure was not finalized until after the January committee and board meetings.

Summary:

After consultation with our legal counsel and development partner, it was determined that the **San Antonio Housing Trust Foundation** should serve as the non-profit member and *Special Limited Partner* with a .0025% ownership interest in the partnership and ***GRG Architects*** would serve as the HUB with a 5% ownership interest in the general partner. Additionally, the HUB entity will receive 5% of the development fee and 40% of the cash flow received by the general partnership.

Non-profit Special Limited Partner

The 2023 TDHCA Qualified Allocation Plan (QAP) used to score 9% competitive LIHTC applications, awards additional points for supportive housing developments in which a "qualified non-profit " has an ownership interest in the partnership. This non-profit must also demonstrate its participation in the housing industry and provide evidence of either historical fund raising capability or financial resources to fund supportive services at the project in the event the project cash flow is insufficient to cover operating expenses.

HUB

GRG Architecture (GRG) is a San Antonio based full-service architecture and planning firm. The principals are Xavier Gonzalez, Raul Reyes, and Edward Garza. Their practice includes commercial/office, multifamily, healthcare, single family, and educational projects. The firm is a registered HUB. GRG's participation in the project will include the following work:

- Work with the project architect to evaluate ways to implement SAHT's universal design guidelines.
- Evaluate the cost to implement approved universal design principals

- Work with SAMMinistries to ensure that required universal design features are incorporated into the space that will be used to deliver supportive services
- Ensure that approved universal design elements are properly installed by the contractor
- Perform a final inspection of all universal design components
- Provide SAHTPFC with recommendations on the proposed universal design criteria for permanent supportive Housing developments

GRG will receive increased exposure and recognition for its involvement in the project, plus monetary compensation based on its ownership interest in the partnership.

Fiscal Impact

From the Foundation's perspective, staff is evaluating a mechanism and methodology to establish a ***supportive services reserve*** fund for this and future permanent supportive housing developments. The SAHTPFC will receive a portion of the development fee, cash flow, and sale proceeds (after the 15-year initial compliance period). The reserve would likely be funded by these collected fees & distributions received by SAHT PFC and transferred to the Foundation.

The supportive service reserves would be maintained by the SAHT Foundation as segregated funds. The supportive services reserve fund could be used to fund services in the event project cash flow was not sufficient, or to expand the level of services including new pilot programs based on input from the supportive service provider(s) and the unique needs of the residents living at the property.

Four25 will be structured as a 9% LIHTC tax credit limited partnership with the PFC (related entity) serving as the general partner, and PFC owning the land and leasing it back to the partnership to preserve the real estate tax exemption. A Franklin Development related entity will provide the required guarantees and manage the asset. A *to-be-determined* investor will act as the limited partner and provide the tax credit equity.

The only change to the transaction that was approved by the Board in January is the selection of the non-profit partner and the HUB partner (which will receive 5% of the development fee and 40% of the cash flow). The full financing structure has not been finalized, but will likely include mortgage debt, 2017 City Bond, tax credit equity, fee waivers, and Texas Multi-Family Development funds.

Recommendation:

Staff recommends approving a Foundation Inducement Resolution to include our 501(c)(3) in the ownership structure to support the competitive 9% LIHTC application.

Attachments:

- SAHT Foundation Resolution

FOUR25 SAN PEDRO APARTMENTS
CERTIFICATE FOR RESOLUTION

The undersigned officer of the San Antonio Housing Trust Foundation, Inc. (the "Foundation") hereby certifies as follows:

1. In accordance with the bylaws of the Foundation, the Board of Directors of the Foundation (the "Board") held a meeting on February 17, 2023 (the "Meeting") of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

RESOLUTION AUTHORIZING THE EXECUTION OF ALL FILINGS AND AGREEMENTS WITH TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS IN CONNECTION WITH APPLICATIONS FOR LOW INCOME HOUSING TAX CREDITS FOR THE FOUR25 SAN PEDRO APARTMENTS TRANSACTION; AND OTHER MATTERS IN CONNECTION THEREWITH

(the "Resolution") was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board's minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Articles of Incorporation and the Bylaws of the Foundation.

SIGNED AND SEALED February 17, 2023

_____
Pedro A. Alanis
Title:_____

RESOLUTION AUTHORIZING THE EXECUTION OF ALL FILINGS AND AGREEMENTS WITH TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS IN CONNECTION WITH APPLICATIONS FOR LOW INCOME HOUSING TAX CREDITS FOR THE FOUR25 SAN PEDRO APARTMENTS TRANSACTION; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the San Antonio Housing Trust Foundation, Inc. ("SAHT") was established with the purpose of creating and preserving affordable, accessible, attainable and sustainable housing;

WHEREAS, ARDC San Pedro, Ltd., a Texas limited partnership (the "User"), intends to consummate the acquisition, construction, and equipping of a proposed 80-unit multifamily housing facility to be located at 425 South San Pedro Avenue and to be known as the Four25 San Pedro Apartments (the "Project");

WHEREAS, the User intends to finance the Project in part with 9% housing tax credits competitively procured from the Texas Department of Housing and Community Affairs ("TDHCA");

WHEREAS, in order to comply with certain requirements of the 9% tax credit program, the User has requested that SAHT participate as a nonprofit sponsor and create a single-member limited liability company to serve as a special limited partner of the User (the "Special Limited Partner");

WHEREAS, the User has requested authorization to make all filings necessary to obtain and maintain equity and debt financing for the Project, including 9% tax credits from TDHCA;

WHEREAS, the members of the Board of Directors of SAHT (collectively, the "Board") and their respective offices are as follows:

Name of Director/Officer	Position
Dr. Adriana Rocha Garcia	President and Director
Jane Paccione	Vice President and Director
Jordan Ghawi	Director and Secretary
John Courage	Director and Treasurer
Teri Castillo	Director
Phyllis Viagran	Director
Rachell Hathaway	Director
Eric Cooper	Director
Marinella Murillo	Director
Antoinette Brumfield	Director
Mark Carmona	Director
Pedro A. Alanis	Assistant Secretary
Nicole Collazo	Assistant Secretary

WHEREAS, the Board has determined that it is in the public interest and to the benefit of the citizens and residents of San Antonio for the various entities to enter into the transactions described above so that the User may construct the Project; and

WHEREAS, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the purposes of SAHT;

WHEREAS, this Resolution shall constitute SAHT's preliminary, non-binding commitment, subject to the terms hereof, to proceed; now, therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN ANTONIO HOUSING TRUST FOUNDATION THAT:

Section 1. Subject to the terms hereof, SAHT agrees that it will, acting in either its own capacity or as the party controlling the general partner of the User:

(a) cooperate with the User with respect to the Project, and, if arrangements therefor satisfactory to the User and SAHT can be made, take such action and authorize the execution of such documents and take such further action as may be necessary or advisable for the authorization, execution, and delivery of any applications, notices, contracts or agreements deemed necessary and desirable by the User or SAHT in connection with the Project, specifically including any applications, agreements, documents, certificates and instruments necessary to obtain tax credits from the TDHCA (collectively, the "Contracts"), providing among other things for financing, acquisition, construction, equipping, and improvement of the Project; and use, operation, and maintenance of the Project, all as shall be authorized, required, or permitted by law and as shall be satisfactory to SAHT and the User;

(b) participate as the nonprofit sponsor and sole member of the Special Limited Partner;

(c) take or cause to be taken such other actions as may be required to implement the aforesaid undertakings or as it may deem appropriate in pursuance thereof.

Neither the State of Texas (the "State"), the City, nor any political subdivision, or agency of the State shall be obligated to pay any debt or other obligation of the User or the Project and that neither the faith and credit nor the taxing power of the State, the City, or any political, subdivision, or agency thereof is pledged to any obligation relating to the Project.

Section 2. It is understood by SAHT, and the User has represented to SAHT, that in consideration of SAHT's adoption of this Resolution, and subject to the terms and conditions hereof, the User has agreed that

(a) the User will (1) pay all Project costs which are not or cannot be paid or reimbursed from the proceeds of any debt and (2) indemnify and hold harmless SAHT and the City against all losses, costs, damages, expenses, and liabilities of whatsoever nature (including but not limited to reasonable attorneys' fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments) directly or indirectly resulting from, arising out of or related to the Project, or the design, construction, equipping, installation, operation, use, occupancy, maintenance, or ownership of the Project (other than claims arising from the gross negligence or willful misconduct of SAHT or the City); and

Section 3. This Resolution shall be deemed to constitute the acceptance of the User's proposal that it be further induced to proceed with providing the Project. Provided that neither the User nor any other party is entitled to rely on this Resolution as a commitment to enter into the proposed transaction, and SAHT reserves the right not to enter into the proposed transaction either with or without cause and with or without notice, and in such event SAHT shall not be subject to any liability or damages of any nature. Neither the User nor any one claiming by, through or under the User, nor any investment banking firm or potential purchaser shall have any claim against SAHT whatsoever as a result of any decision by SAHT not to enter into the proposed transaction.

Section 4. The Board authorizes the President, Vice President, Secretary, Treasurer, Executive Director, or Assistant Secretary of the Board to execute any Contracts and take any and all actions required to obtain tax credits, equity financing and debt financing, including without limitation formation of the Special Limited Partner, and authorizes Ryan Wilson, as representative of the User, to execute any applications and submissions to TDHCA for its 9% housing tax credit program.

Section 5. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 6. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 7. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

Section 8. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 9. This Resolution shall be in force and effect from and after its passage.

* * *

San Antonio Housing Trust Foundation
Agenda Item 5

Discussion and possible action to consider a resolution authorizing releasing a Request for Qualifications for On-Call Project Management/Owners Representative

Summary:
The San Antonio Housing Trust (SAHT) has several strategic goals that require the renovation of existing affordable housing rental units, construction of new affordable housing units, and other community development related efforts. SAHT is releasing a Request for Qualifications to seek qualified on-call Project Management/Advisory Services/Owner Representation services to provide an array of services depending on SAHT's need on various housing development and construction related efforts.

Qualifications
Qualified individuals or firms will represent the SAHT in all phases of the development process and must have demonstrated competency and experience centered on project management, cost estimating, permitting, oversight of architectural and engineering services, land use & constraint analysis, contract performance risk, procurement & contract negotiation, and monitoring construction draw and construction timelines.

Qualified individuals or firms should also be well-versed in the issues associated with building information models, computer-based schedule programs, web-based file management and information systems, and other engineering and construction technology tools being used by sophisticated design and construction firms.

Qualified individuals or firms should have a thorough understanding of a broad range of technical, administrative, and contractual issues as well as an effective communication style.

Qualified individuals or firms should have an established track record of working on large scale multifamily development in the state of Texas and the San Antonio submarket.

Evaluation Criteria
Responsive Proposals will then be raked and scored based on the following point scale.

Criteria	Points
Demonstration of substantial and comprehensive experience with the above Qualifications involving major rehabilitation and ground up construction of multi-family housing.	50
Professional qualifications and licensing of the individual or firm's key team members and references.	25
Respondent's record and experience with non-profit, public housing entities, and other public agencies	10
Respondent's insurability, status of current work, and workload	5
Certified minority-and women-owned business enterprises and/or the employment of minority group members and women in the performance of the Trust Contract	5
Local office location, access, and availability to SAHT	5

Recommendation
The Finance and Audit Committee met on Tuesday, January 10th and approved to move forward the Request for Qualifications to the full Board for consideration.

Attachment:

Resolution

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.

RESOLUTION F23-0217-5

A RESOLUTION OF THE SAN ANTONIO HOUSING TRUST FOUNDATION TO ADVERTISE FOR REQUEST FOR QUALIFICATIONS FOR ON-CALL PROJECT MANAGEMENT/ADVISORY SERVICE/OWNERS REPRESENTATION; AND AUTHORIZING ANY ADDITIONAL ACTIONS REASONABLY NECESSARY THEREWITH; PROVIDING A SEVERABILITY CLAUSE AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the San Antonio Housing Trust Foundation, Inc. (Housing Trust) continues to develop long range plans to ensure the Housing Trust moves forward in a direction consistent with the adopted goals and visions of the Housing Trust to achieve the affordable housing production and preservation goals in San Antonio; and

WHEREAS, the Housing Trust requires the services of a qualified On-Call Project Management/Advisory Services/Owners Representation individual or firm to provide an array of services depending on the Housing Trust's need on various housing development and construction related efforts; and

WHEREAS, the Board of Directors finds that advertising a Request for Qualifications for On-Call Project Management/Advisory Services/Owners Representation is in the best interest of the Housing Trust.

NOW THEREFORE, BE IT RESOLVED BY THE SAN ANTONIO HOUSING TRUST FOUNDATION, INC. THAT:

Section 1. The San Antonio Housing Trust's Executive Director is authorized and directed to advertise for the Request for Qualifications for On-Call Project Management/Advisory Services/Owners Representation. The Executive Director is further authorized to take all actions reasonably necessary to implement the intent of this Resolution.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the judgment and finding of the Board of Directors.

Section 3. All Resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board of Directors hereby declares that this Resolution would

have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED and APPROVED this the ___day of February 2023

SIGNED:

_____
Councilwoman Adriana Rocha Garcia
President

ATTEST:

_____
Jordan Ghawi, Secretary

San Antonio Housing Trust Foundation
Agenda Item 6

Discussion and possible action to consider a resolution authorizing releasing a Request for Qualifications for On-Call Architectural Services

Summary:

The San Antonio Housing Trust (SAHT) has several strategic goals that require the renovation of existing affordable housing rental units, construction of new affordable housing units, adaptive reuse of existing structures for primarily for residential housing, and other community development or master site planning related efforts. SAHT is releasing a *Request for Qualifications* to seek a qualified **Architectural firm** services to provide an array of services depending on SAHT's need on various housing master planning, development, and construction related efforts.

Qualifications

Qualified individuals or firms will represent the SAHT in all phases of the project including feasibility analysis, conceptual renderings, cost estimation, site and redevelopment planning, master planning; structural/mechanical/electrical/plumbing civil engineering; landscape architecture; universal design, green/energy efficient and utility conversation review and design; and other related services required for completion of work items.

Qualified individuals or firms will have demonstrated competency and experience centered on master planning, space needs assessment, universal design, accessible design, contract bidding, local permitting requirements, project oversight, with a particular focus on affordable multi-family residential new construction, rehabilitation, adaptive reuse, mixed use, and historic preservation efforts.

Qualified individuals or firms should also be well-versed in issues associated with low-income housing tax credits, historic tax credits, environmental, and other local, state, & federal requirements that impact the design and development process including certifications.

Qualified individuals or firms should have a thorough understanding of zoning rules and regulations; building and fire code requirements, development of design and construction documents, cost estimates and analysis; bid proposal evaluations; product/material submittal reviews, as built drawings, value engineering concepts and physical property assessments to identify life/safety issues, immediate and long-term capital repairs/replacements.

Qualified individuals or firms should have an established track record of working on large scale affordable and multi-family housing developments in the state of Texas and the San Antonio submarket.

Evaluation Criteria

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

Criteria	Points
Demonstration of substantial and comprehensive experience with the above Qualifications	50
Professional qualifications and licensing of individuals who will perform the work	30
Respondent's record and experience with non-profit, housing trusts, and other public agencies	5
Respondent's insurability, status of current work, and workload	5
Certified minority-and women-owned business enterprises and/or the employment of minority group members and women in the performance of the Trust Contract	5
Local office location, access, and availability to the Trust entities	5

Recommendation

The Finance and Audit Committee met on Tuesday, January 10th and approved to move forward the Request for Qualifications to the full Board for consideration.

Attachment:
Resolution

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.

RESOLUTION F23-0217-6

A RESOLUTION OF THE SAN ANTONIO HOUSING TRUST FOUNDATION TO ADVERTISE FOR REQUEST FOR QUALIFICATIONS FOR ON-CALL ARCHITECTURAL SERVICES; AND AUTHORIZING ANY ADDITIONAL ACTIONS REASONABLY NECESSARY THEREWITH; PROVIDING A SEVERABILITY CLAUSE AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the San Antonio Housing Trust Foundation, Inc. (Housing Trust) continues to develop long range plans to ensure the Housing Trust moves forward in a direction consistent with the adopted goals and visions of the Housing Trust to achieve the affordable housing production and preservation goals in San Antonio; and

WHEREAS, the Housing Trust requires the services of a qualified On-Call Architectural Services firm to provide an array of services depending on the Housing Trust's need on various housing development and construction related efforts; and

WHEREAS, the Board of Directors finds that advertising a Request for Qualifications for On-Call Architectural Services is in the best interest of the Housing Trust.

NOW THEREFORE, BE IT RESOLVED BY THE SAN ANTONIO HOUSING TRUST FOUNDATION, INC. THAT:

Section 1. The San Antonio Housing Trust's Executive Director is authorized and directed to advertise for the Request for Qualifications for On-Call Architectural Services. The Executive Director is further authorized to take all actions reasonably necessary to implement the intent of this Resolution.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the judgment and finding of the Board of Directors.

Section 3. All Resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board of Directors hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED and APPROVED this the ___day of February, 2023

SIGNED:

_____
Councilwoman Adriana Rocha Garcia
President

ATTEST:

_____
Jordan Ghawi, Secretary

San Antonio Housing Trust Foundation
Agenda Item 7

EXECUTIVE DIRECTOR'S REPORT

February 2023

Quarter 1 Progress Report (thru December 31, 2022)

The SAHT Five Year Strategic Plan established a new approach to goal setting and progress monitoring. Below is a list of priorities and actions by our team which provides insight to what our organization does day in and day out.

Objective	Q1 Priority	Result
Clarify the Role of the Trust in the Local Housing System		
	Annual Audit	• Commence 2022 engagement with Leal and Carter

	Housing Commission	• Co-Chair of Removing Barriers Subcommittee
		  ○ Contributed to UDC amendment on ADU's
		• Dashboard and Annual Report Committee
		  ○ Finalized SHIP Annual Report

	Learning Sessions	• Conducted 2 Learning Sessions for Board & Council staff • Continue learning sessions for Board/Public in Q2
	Social Media Engagements	• Conducted low-cost social media posts on facebook, Instagram, linkedin, and twitter
Invest in the Trust's Capacity to Grow		
	Hire Director of Asset Management	• Jessica Kuehne started Jan 2, 2023
	Begin Organizational Dev Plan	• Interview Team • review roles/responsibilities • Identify skill/needs gaps
	Prepare Financial Plan	• Reconcile EOY Books • Close 1st Quarter expenses/revenues • Prepare detailed five-year revenue forecast. • Prepare expense forecast in Q2
Facilitate the Preservation of Affordable Rental Housing		
	Adopt LIHTC Policy	• Provided Displacement Impact Assessment Training to Board • Reviewed Priorities with Board • Did not receive board approval on LIHTC Policy
	Negotiate MOU's with LIHTC projects	• Development Director/Attorney's approved template • Negotiation of MOU's in earl Q2
Contribute to Construction of New Affordable Rental Housing		
	Close financing on Los Arcos (Viento)	• Closed Financing in December 2022
	Close financing on Southton	• Closed Financing in December 2022
	Adopt Universal Design Standards	• Review Essential Elements; continues in Q2
	Negotiate MOU's with LIHTC projects	• Development Director/Attorney's approved template • Began Developer MOU negotiation
Support Neighborhood Preservation Efforts		
	Award CLT Grants	• Released RFP on December 1, 2022 • Evaluation/Award in Q2
	Land Banking	• Assessing options for future land bank
Engage in Advocacy at Local, State, and Federal Level		
	Review City's federal and state agenda	• Provided input into City's Housing Agenda

Q1 Vitals Dashboard (thru December 31, 2022)

Vital	Definition	5 YR Goal	FY 2023 Annual Target	FY 2023 Q1
Total # of MF units of existing housing preserved [1]	Total # of existing units closed from Oct. 2022 thru Sept., 2027	3,711	742	0
	# of units preserved (below 30% AMI)	313	33	0
	# of units preserved (31 and 80% AMI)	3,398	176	0
Total #of MF new units added [2]	Total # of new units closed from Oct. 2022 thru Sept., 2027	5,925	103	563
	# of units added (below 30% AMI)	600	0	74
	# of units added (31% and 60%AMI)	5,325	0	184
Total # of MF units placed in service	Running total of rental units added for all developments	Ongoing #	8,649	7,361
Total # of MF units under construction	Running total of rental units added for all developments	Ongoing #	2,961	3,886
# of PSH units produced	PSH units produced for persons experiencing chronic or at risk of homelessness	300	0	0
Total # of land parcels placed in Land Bank	Land parcels acquired for future housing projects	Ongoing #	0	0
Amount of $ for Community Land Trust(s)	CLTs established and funded to prevent displacement and support neighborhoods	Ongoing #	$500k	$0
Amount of $ awarded to Non-Profits	Funding to non-profits to support the preservation & production targets in the SHIP and provide PSH-related services.	Ongoing #	$1M	$0
Amount of tax-exempt bonds issued [3]		Ongoing #	$68M	$0

1. *Our Rehabilitation Pipeline is 770 Units (Westwood, Spanish Spur & Pecan Manor, Winston Square & Roselawn)*
2. *SAHT PFC closed financing on two apartment communities: **Southton** and **Los Arcos** totaling 563 units.*
3. *SAHT PFC applied for $342M in tax exempt Bonds in support of 9 potential LIHTC projects.*

Quarter 1 Staff Engagements

October 11, 2022: Pete Alanis attended LISC San Antonio: Affordable Housing Finance 101

October 19, 2022: Pete Alanis conducted a Lunch & Learn for District 2 Staff

October 27, 2022: Tom Roth attended TAAHP Webinar: QAP 101 The Essentials

October 27, 2022: Tom Roth attended Opportunity Homes: Aspire at Tampico Grand Opening

November 4, 2022: Staff attended the Nightingale Grand Opening

November 9, 2022: Staff attended TAAHP Webinar: ABCs of PFCs

November 10, 2022: Pete Alanis conducted Lunch & Learn: Texas Houser's Renter Profiles for board members.

November 14, 2022: Nicole Collazo attended LISC San Antonio: Redefining Risk in Affordable Housing

November 17, 2022: Tom Roth attended TAAHP Webinar: Bond Lottery Recap 2023

November 30, 2022: Pete Alanis and several board members attended LISCSA Community Dev. Celebration

December 7, 2022: Tom Roth attended 2023 Affordable Housing Market Outlook in Austin, TX

*During the Quarter, Pete Alanis also completed required online Fair Housing Training for LIHTC compliance.

Quarter 1 Treasurer's Report (thru December 31, 2022)

Foundation

As of December 31, 2022, the SA Housing Trust Foundation has earned $364,931 in revenues, approximately 25% of the annual projected revenue of $1.43M. The SA Housing Trust Foundation has expended $223,293 in operating funds or 13.4% of the $1.66M adopted annual budget.

While we had lower than expected spending across most of the budget categories, the Foundation had most of the savings in payroll expenses. Two FTE's, including the Director of Asset Management, had not been hired by the end of the first quarter. On January 2, 2023 (Q2), we welcomed Jessica Kuehne, SAHT Director of Asset Management to the team. After completion of a staff needs assessment process, we will complete the job description for the 2nd staff position and begin the hiring process for the second budget approved position.

Public Facility Corporation

As of December 31, 2022, the SA Housing Trust PFC earned $1,410,977 in revenues, approximately 23% of the annual projected revenue of $6.16M. The SA Housing Trust PFC has spent $393,101 in operating funds or 19.5% of the $2.01M adopted annual budget.

The bulk of the PFC expense is the 25% administrative fee to the SAHT Foundation. The remaining expenses were anticipated asset management & compliance monitoring costs which provides oversight of our existing PFC portfolio. We anticipate the bulk of the compliance work will be completed during Q3/Q4.

Finance Corporation

As of December 31, 2022, the SA Housing Trust FC earned $13,080 in revenues, approximately 10% of the annual projected revenue of $136k. The SA Housing Trust FC has spent $10,061 in operating funds or 22% of the $45,530 adopted annual budget.

The FC expense is the 25% administrative fee to the SAHT Foundation. The remaining expenses are associated with asset management & compliance monitoring work which will be completed during Q3/Q4.

SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.
FY 2023 - BUDGET TO ACTUAL ANALYSIS

	October 1 - December 31, 2022		
	Actual	Annual Budget*	% of Budget
OPERATING REVENUES			
Administrative Fee Income			
SAHT Finance Corporation	$ 10,061	$ 34,180	29.43%
SAHT Public Facility Corporation	353,289	1,385,584	25.50%
Total Administrative Fee Income	363,349	1,419,764	
Interest Income - Loans	1,582	10,000	15.82%
TOTAL OPERATING REVENUES	**$ 364,931**	**$ 1,429,764**	**25.52%**
OPERATING EXPENSES			
Advertising and Marketing	$ 522	$ 5,000	10.45%
Bank Fees & Service Charges	39	500	7.80%
Insurance Expense			
Insurance - Business Owner's	1,158	3,940	
Insurance - Crime	337	1,357	
Insurance - Directors & Officers	2,392	9,727	
Insurance - Workers Comp	283	901	
Total Insurance Expense	4,170	15,925	26.18%
Maintenance & Repairs			
General Maintenance & Repairs	-	5,000	
Grounds Maintenance & Mowing	750	5,638	
Moving Expenses	-	7,500	
Office Cleaning	1,150	1,925	
Pest Control	-	477	
Total Maintenance & Repairs	1,900	20,540	9.25%
Meals & Events	919	4,500	20.42%
Office Expenses			
Equipment Purchases	3,611	7,000	
Furniture Purchases	-	20,000	
Mileage, Parking & Tolls	302	-	
Office Supplies	534	8,000	
Printing & Photocopying	-	1,000	
Security & Monitoring	176	656	
Shipping & Postage	228	750	
Shredding Services	-	100	
Total Office Expenses	4,851	37,506	12.93%

SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.
FY 2023 - BUDGET TO ACTUAL ANALYSIS

	October 1 - December 31, 2022		
	Actual	**Annual Budget***	**% of Budget**
OPERATING EXPENSES (Continued)			
Payroll Expenses			
Allowance - Auto	4,154	24,000	
Allowance - Telephone	415	2,400	
Insurance - Dental	1,154	-	
Insurance - Health	12,462	75,601	
Insurance - Life	75	15,000	
Payroll Tax Expense	7,612	59,019	
Retirement Plan Expense	9,611	83,969	
Salaries & Wages	110,102	709,739	
Total Payroll Expense	145,584	969,728	15.01%
Professional Services			
Accounting & CFO Services	32,700	130,800	
Audit Services	300	40,000	
Legal Services	7,325	72,000	
Marketing & Public Relations Services	4,400	44,000	
Strategic Planning Services	7,500	7,500	
Web Hosting	250	3,575	
Other Professional Services	4,412	50,000	
Total Professional Services	56,887	347,875	16.35%
Rent Expense			
Equipment Rent	1,146	5,084	
Facilities Rent	237	83,550	
Total Rent Expense	1,383	88,634	1.56%
Subscriptions			
Subscriptions - Memberships & Fees	1,542	4,717	
Subscriptions - Software Licenses	2,755	134,350	
Total Subscriptions	4,297	139,067	3.09%
Telephone & Internet	663	3,500	18.94%
Travel & Training	635	25,000	2.54%
Utilities	1,443	4,600	31.36%
TOTAL OPERATING EXPENSES	**$ 223,293**	**$ 1,662,375**	**13.43%**
OPERATING INCOME (LOSS)	**$ 141,637**	**$ (232,611)**	

SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.
FY 2023 - BUDGET TO ACTUAL ANALYSIS

	October 1 - December 31, 2022		
	Actual	**Annual Budget***	**% of Budget**
NONOPERATING REVENUES (EXPENSES)			
Intergovernmental Revenues			
Asset Management Services	$ 31,923	$ 248,000	12.87%
Compliance Monitoring Services	7,890	155,000	5.09%
Security Services	13,392	-	0.00%
TOTAL INTERGOVERNMENTAL REVENUES	53,205	403,000	
Intergovernmental Expenses			
Asset Management Services	(31,923)	(248,000)	12.87%
Compliance Monitoring Services	(7,890)	(155,000)	5.09%
Security Services	(13,392)	-	0.00%
TOTAL INTERGOVERNMENTAL EXPENSES	(53,205)	(403,000)	
Interest Income - Banks	14,188	-	0.00%
Interest Expense	(261)		0.00%
Funding - Operating Reserves	-	232,611	0.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	**14,188**	**232,611**	
INCREASE (DECREASE) IN NET POSITION	**$ 155,825**	**$ -**	

REQUIRED OPERATING RESERVE		
FY 2023 Expenditures	$	1,662,375
Add: Funding - Operating Reserves		-
Adjusted FY 2023 Expenditures	**$**	**1,662,375**
Adopted Operating Expenditure Budget	$	1,662,375
REQUIRED - 50% of Adopted Expenditure Budget	**$**	**831,188**

*Reflects budget amendment #2023-001.

SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST PUBLIC FACILITY CORP
FY 2023 - BUDGET TO ACTUAL ANALYSIS

	October 1 - December 31, 2022		
	Actual	**Annual Budget**	**% of Budget**
OPERATING REVENUES			
Fee Income			
Administrative Fee	35,417	$ 75,000	
Asset Management Fee	25,000	150,000	
Cash Flow Fee	69,991	421,559	
Deferred Developer Fee	319,672	616,817	
Developer Fee	431,847	4,496,070	
Incentive Management Fee	-	45,539	
Origination Fee	250,000	-	
Partnership Management Fee	-	22,500	
Sale Proceeds	212,020	-	
Supervisory Management Fee	-	18,233	
Total Fee Income	1,343,946	5,845,718	22.99%
Distribution Income from Cash Flow	67,032	316,815	21.16%
TOTAL OPERATING REVENUES	**$ 1,410,977**	**$ 6,162,532**	**22.90%**
OPERATING EXPENSES			
Administrative Fee	$ 353,289	$ 1,540,633	22.93%
Professional Services			
Asset Management Services	31,923	310,000	
Compliance Monitoring Services	7,890	163,600	
Total Professional Services	39,813	473,600	8.41%
TOTAL OPERATING EXPENSES	**$ 393,101**	**$ 2,014,233**	**19.52%**
OPERATING INCOME (LOSS)	**$ 1,017,876**	**$ 4,148,299**	
NONOPERATING REVENUES (EXPENSES)			
Interest Income - Banks	2,177	200	1088.40%
TOTAL NONOPERATING REVENUES (EXPENSES)	**2,177**	**200**	
INCREASE (DECREASE) IN NET POSITION	**$ 1,020,053**	**$ 4,148,499**	

SAN ANTONIO HOUSING TRUST

SAN ANTONIO HOUSING TRUST FINANCE CORP
FY 2023 - BUDGET TO ACTUAL ANALYSIS

	October 1 - December 31, 2022		
	Actual	Annual Budget	% of Budget
OPERATING REVENUES			
Fee Income			
Annual Issuer Fee	13,080	$ 136,720	
TOTAL OPERATING REVENUES	**$ 13,080**	**$ 136,720**	**9.57%**
OPERATING EXPENSES			
Administrative Fee	$ 10,061	$ 34,180	29.43%
Professional Services			
Asset Management Services	-	7,750	
Compliance Monitoring Services	-	3,600	
Total Professional Services	-	11,350	0.00%
TOTAL OPERATING EXPENSES	**$ 10,061**	**$ 45,530**	**22.10%**
OPERATING INCOME (LOSS)	**$ 3,019**	**$ 91,190**	
NONOPERATING REVENUES (EXPENSES)			
Interest Income - Banks	27,163	90	30180.59%
TOTAL NONOPERATING REVENUES (EXPENSES)	**27,163**	**90**	
INCREASE (DECREASE) IN NET POSITION	**$ 30,182**	**$ 91,280**	