



City of San Antonio

Agenda Memorandum

File Number:
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Agenda Item Number: 7

Agenda Date: May 13, 2025

In Control: Audit Committee

DEPARTMENT: Neighborhood and Housing Services

DEPARTMENT HEAD: Veronica Garcia, Director

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Post-Solicitation High Profile Briefing for Affordable Single-Family Gap Funding

SUMMARY:

The Neighborhood and Housing Services Department (NHSD) solicited proposals for the selection of projects in need of gap funding for affordable single-family homeownership housing development. The gap funding for these awards will utilize HOME Investment Partnership (HOME) and Community Development Block Grant (CDBG) funding from the United States Department of Housing and Urban Development (HUD). The one project recommended for award will create 28 single-family homeownership units.

BACKGROUND INFORMATION:

On December 10, 2024, a Request for Proposals (RFP) solicitation for affordable single-family housing development gap funding was released. City Council approved the FY 2025 HUD Annual Action Plan and Budget on August 8, 2024, and allocated up to \$5,000,000 in CDBG & HOME

funds for projects in need of gap funding. Contract terms will vary depending on the construction timelines associated with each project.

On January 24, 2025, five proposals were received. Two proposals were deemed non-responsive as submissions were substantially incomplete for consideration. One proposal was disqualified for making prohibited campaign contributions during the blackout period. The remaining two proposals were deemed responsive for evaluation. The evaluation committee representatives were Lori Houston, Assistant City Manager, City Manager's Office; Veronica Garcia, Director, Neighborhood & Housing Services Department; Mark Carmona, Chief Housing Officer, Neighborhood & Housing Services Department; Channary Gould, Interim Planning Manager, Planning Department; Abigail Kinnison, Director of Capital Programs, VIA Metropolitan Transit; and Nikki Johnson, Housing Commission Representative.

The evaluation committee met to review, discuss and score both responsive proposals on March 27, 2025. The committee recommended awarding both proposals. After scoring was finalized, an updated Campaign Finance Report revealed that prohibited campaign contributions had been made during the "blackout" period by the second-highest ranked recommended respondent leading to their disqualification. The Neighborhood and Housing Services Department recommended awarding the contract to the highest-ranked respondent that remained.

Any unawarded funding allocated in the FY 2025 HUD Annual Action Plan and Budget for affordable single-family housing development gap funding will be available for future Request for Proposals.

This item is scheduled for Council consideration on May 29, 2025.

ISSUE:

For briefing purposes only.

FISCAL IMPACT:

For briefing purposes only.

ALTERNATIVES:

For briefing purposes only.

RECOMMENDATION:

Staff recommends approval to proceed with the funding award recommendation for City Council consideration to provide gap funding to one affordable single-family housing development project with an estimated total value of \$1,900,000 for a term based on the development schedule.