



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** {{item.number}}

**Agenda Date:** October 26, 2023

**In Control:** Planning and Community Development Committee

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**DEPARTMENT:** Neighborhood and Housing Services

**DEPARTMENT HEAD:** Veronica Garcia, Director

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Briefing and possible action related to Community Housing Development Organization (CHDO) Operating Expense Funding RFP Solicitation.

**SUMMARY:**

The Neighborhood and Housing Services Department (NHSD) will present a post-solicitation briefing for the selection of multiple Community Housing Development Organizations (CHDOs) in need of eligible operating expense funding to further their efforts in developing affordable housing in San Antonio.

**BACKGROUND INFORMATION:**

Neighborhood and Housing Services Department (NHSD) released a solicitation requesting proposals from local, private nonprofit, community-based organizations, also known as CHDOs, that have staff with the capacity to develop affordable housing for the community it serves and has a financial need for additional operating funds. Funding can be expended on eligible operating

expenses, including reasonable and necessary costs for the operation of the community housing development organization. Such costs could include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials and supplies.

To receive funding, each respondent must meet the CHDO Certification requirements as described in the 2013 HOME Final Rule. In order to qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, capacity, and experience. The requirements and limitations on the receipt of these funds by CHDOs are set by federal law.

**ISSUE:**

On August 3, 2023, City Council approved the FY 2024 Annual Action Plan and Budget for federal grant programs funded by the United States Department of Housing and Urban Development (HUD). This Action Plan allocated up to \$300,000 in HOME Investment Partnerships Program (HOME) funds for eligible operating expenses incurred by CHDOs. This funding will further the ability of each CHDO to develop additional affordable housing in San Antonio. Funding should be provided only to respondents who are certified as Community Housing Development Organizations and based on financial need.

Each CHDO awarded funding from this solicitation is expected to implement a current CHDO set-aside affordable housing development project or apply for CHDO development funding for a viable affordable housing development project within eighteen (18) months of the effective date of a contract with the City of San Antonio for these CHDO Operating Expense funds.

The City issued the Request for Proposals on September 7, 2023 and proposals were due October 6, 2023. The evaluation committee included representatives from Neighborhood and Housing Services, Human Services, and Development Services Department.

**FISCAL IMPACT:**

The FY 2024 HUD Annual Action Plan allocated up to \$300,000 in HOME Investment Partnerships Program (HOME) funds specifically for Community Housing Development Organizations (CHDO) operating expenses.

**ALTERNATIVES:**

This item is for briefing purposes only.

**RECOMMENDATION:**

This item is for briefing purposes only.