

**BOARD OF COMMISSIONERS**

Gabriel Lopez Chair	Gilbert Casillas Vice Chair	Barbara Ankamah Burford Commissioner	Dalia Contreras Commissioner	Estrellita Garcia-Diaz Commissioner	Janet Garcia Commissioner	Leilah Powell Commissioner
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**PRESIDENT & CEO**  
Michael Reyes

**OPERATIONS AND REAL ESTATE COMMITTEE MEETING  
OR SPECIAL BOARD MEETING\***  
**2:00 p.m. | Wednesday | May 21, 2025**

If this meeting becomes a Special Board Meeting, at least four Commissioners will be physically present at this location, and the Presiding Officer will also be present at this location.

**MEETING CALLED TO ORDER**

1. The Board of Commissioners or its Committee may hold a closed meeting pursuant to Texas Government Code § 551.071-076 for consultation concerning attorney-client matters, real estate, litigation, personnel, and security matters. The Board or Committee reserves the right to enter into closed meeting at any time during the course of the meeting.

**CITIZENS TO BE HEARD**

2. **Citizens to be Heard** at approximately 2:00 p.m. (may be heard after this time) Citizens wishing to speak on any issues, including ones not related to items posted on the agenda, should personally request to be placed on the Citizens to be Heard roster before 1:45 p.m. Citizens will be given up to three minutes to speak. Each citizen will be permitted to speak only once. A Spanish/English translator will be available to citizens needing translation.

Now is the time for Citizens to be Heard. The Board asks the public to address concerns related to Opportunity Home matters and policy and not include statements that may be considered defamatory of any individual. The Board encourages members of the public to direct specific concerns or problems to Opportunity Home staff for more prompt resolution. The Board will not discuss the comments of speakers or respond to speakers during the Citizens to be Heard portion of the agenda.

**INDIVIDUAL ITEMS**

3. Consideration and appropriate action Regarding Resolution 6768, authorizing the award of contracts for fire watch services to Aventus Private Security (Other), Blue Star Security LLC (AABE, WBE, HUB), Fast Guard Services LLC (AABE), and SOML Solutions, LLC (SDVOSB, HUB) for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement; Domingo Ibarra, Director of Security)
4. Consideration and appropriate action regarding Resolution 6767, authorizing the award of contracts for boiler and chiller maintenance, repair, and as-needed replacement services to Air Stream General Construction Co., Inc dba Air Stream Heating and Air Conditioning (DBE,



#### BOARD OF COMMISSIONERS

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#### PRESIDENT & CEO

Michael Reyes

HABE, MBE, SBE, Section 3 Business), Premier Comfort Service Company, Inc. (DBE, HABE, MBE, SBE, Section 3 Business), Texas Chiller Systems, LLC, and Trane Company for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement; Hector Martinez, Senior Director of Construction Services and Sustainability; Ruth Bautista, Director of Public Housing)

5. Consideration and appropriate action regarding Resolution 6725, ratifying the award of a contract for Cottage Creek Apartments Asphalt and Concrete Improvements to Prestige Building Group LLC (HABE) for an amount not to exceed \$1,062,600 (George Ayala, Director of Procurement; Hector Martinez, Senior Director of Construction Services and Sustainability)
6. Consideration and appropriate action regarding Resolution 6770, adopting the updated Housing Authority of the City of San Antonio, Texas a/k/a Opportunity Home San Antonio Procurement Policy (George Ayala, Director of Procurement)
7. Consideration and appropriate action regarding Resolution 6774, authorizing the award of a contract for Amazon business to Amazon.com Services, LLC through Omni Partners, a nationwide purchasing cooperative for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement)
8. Consideration and appropriate action regarding Resolution 6775, authorizing the award of a contract for maintenance, repair, and operations (MRO) supplies and related services to W.W. Grainger, Inc. through Omni Partners, a nationwide purchasing cooperative for an annual amount not to exceed \$1,000,000; for a period of one year with the option to renew up to four additional one-year terms (George Ayala, Director of Procurement)
9. Consideration and appropriate action regarding Resolution 6772, authorizing a capital contribution from SAHFC to SAHFC Josephine Lender LLC for the purposes of making a loan to 120 Josephine Investors LLC for the Josephine Apartments Project; and other matters in connection therewith (Diana Fielder, Executive Vice President and Chief Financial Officer)
10. Consideration and appropriate action regarding Resolution 6760, authorizing the San Antonio Housing Facility Corporation and San Antonio Housing Development Corporation to approve resolutions authorizing the preliminary actions related to the resyndication or restructuring of the San Juan Square Apartments Project (Miranda Castro, Chief Asset Management Officer)

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**PRESIDENT & CEO**

Michael Reyes

11. Consideration and appropriate action regarding Resolution 6761, authorizing the San Antonio Housing Facility Corporation and San Antonio Housing Development Corporation to approve resolutions authorizing the preliminary actions related to the resyndication or restructuring of the San Juan Square II Apartments Project (Miranda Castro, Chief Asset Management Officer)
12. Consideration and appropriate action regarding Resolution 6762, authorizing the San Antonio Housing Facility Corporation to approve a resolution authorizing the preliminary actions related to the resyndication or restructuring of The Gardens at San Juan Square (San Juan III) Apartments Project (Miranda Castro, Chief Asset Management Officer)
13. Consideration and appropriate action regarding Resolution 6758, authorizing the San Antonio Housing Facility Corporation to approve a resolution authorizing the preliminary actions related to the resyndication or restructuring of the Sutton Oaks I Apartments Project (Miranda Castro, Chief Asset Management Officer)
14. Consideration and appropriate action regarding Resolution 6759, authorizing the San Antonio Housing Facility Corporation to approve a resolution authorizing the preliminary actions related to the resyndication or restructuring of The Park at Sutton Oaks Apartments Project (Miranda Castro, Chief Asset Management Officer)

**DISCUSSION ITEM**

15. Update and discussion regarding the frequency of Board and Committee meetings (Muriel Rhoder, Executive Vice President and Chief Administrative Officer; Davilin Hamel, Board Relations Manager)

**REPORTS**

- Operations Report
- Procurement Activity Report
- Demographic Procurement Report
- Quarterly Recruitment and Staffing Update

**RESOURCES**

- Developments Overview Table
- Development Process Table

16. Adjournment

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**BOARD OF COMMISSIONERS**

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**PRESIDENT & CEO**

Michael Reyes

*Posted on: 5/15/2025 5:00 PM*

\*Note: Whenever the Texas Open Meetings Act (Section 551.001 et seq. of the Texas Government Code) provides for a closed meeting in matters concerning legal advice, real estate, contracts, personnel matters, or security issues, the Board may find a closed meeting to be necessary. For the convenience of the citizens interested in an item preceded by an asterisk, notice is given that a closed meeting is contemplated. However, the Board reserves the right to go into a closed meeting on any other item, whether it has an asterisk when the Board determines there is a need and a closed meeting is permitted.

\*These committee meetings may become special board meetings if a quorum of the Board attends. No final action is contemplated at these meetings.


"Pursuant to § 30.06, Penal Code, (trespass by holder license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."


"Pursuant to § 30.07, Penal Code, (trespass by holder license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."


**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

**BOARD OF COMMISSIONERS**  
**Operations and Real Estate Committee Meeting**

**RESOLUTION 6768, AUTHORIZING THE AWARD OF CONTRACTS FOR FIRE WATCH SERVICES TO AVENTUS PRIVATE SECURITY (OTHER), BLUE STAR SECURITY LLC (AABE, WBE, HUB), FAST GUARD SERVICES LLC (AABE), AND SOML SOLUTIONS, LLC (SDVOSB, HUB) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$2,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

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**Michael Reyes**  
 President and CEO

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**George Ayala**  
 Director of Procurement

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**Domingo Ibarra**  
 Director of Security

**REQUESTED ACTION:**

Consideration and appropriate action regarding Resolution 6768, authorizing the award of contracts for Firewatch Services to Aventus Private Security (Other), Blue Star Security LLC (AABE, WBE, HUB), Fast Guard Services LLC (AABE), and SOML Solutions, LLC (SDVOSB, HUB) for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms.

**SUMMARY:**

Opportunity Home requires vendors to provide as-needed fire watch services as a temporary measure to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals to identify and control fire hazards, detect early signs of unwanted fire, raise an alarm of fire, and notify the fire department.

On March 28, 2025, Opportunity Home issued an "Invitation for Bids" (IFB) #2503-5571 for Firewatch Services, which closed on April 23, 2025. The IFB was published on Opportunity Home's E-Procurement Website, the Hart Beat, and directly solicited to 31 vendors. Six bids were received in response to this solicitation: Aventus Private Security (Other), Blue Star Security LLC (AABE, WBE), Fast Guard Service LLC (AABE), Linson Eye Investigation Inc. (AABE, WBE), SOML Solutions Protective LLC dba SOML Protective Solutions (SDVOSB, HUB), and Texas Lawman Security & Traffic Control Services LLC (HABE). Two bids were deemed non-responsive. All bids were evaluated on the following criteria: purchase price; the reputation of the bidder and their goods or services; quality of the goods or services, including past performance; the extent to which the goods or services meet Opportunity Home's needs; total long-term cost; and any relevant criteria contained within the solicitation document. Staff are recommending contract awards to Aventus Security, Blue Star Security, LLC, Fast Guard Service, LLC, and SOML Solutions Protective, LLC dba SOML Protective Solutions.

**COMPANY PROFILES:**

**Aventus Security** was established in 2021 and is headquartered in North Hollywood, California, with a field office location in Abilene, Texas. They self-certify as (Middle Eastern). This vendor provides services to include armed and unarmed security, vehicle, parking and traffic control,

**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

personal security officers, and fire watch. Their service industries include, but are not limited to, commercial buildings, construction sites, front lobbies, residential communities, hotels, schools, colleges, universities, events, and apartments and condominiums. Their client list includes, but is not limited to, Eden Housing, EAH Housing, John Stewart Company Housing, Mid Pen Housing Services, and San Diego Housing Commission.

**Blue Star Security LLC** was established in 2016 and is headquartered in Houston, Texas, with field office locations in Austin and Dallas, Texas, and they will be opening an office in San Antonio. This vendor self-certifies as an AABE and has been certified as a HUB by the State of Texas. They offer services to include fire watch, education and school security, construction security, event security coordinator, investigation services, gated community service, security consulting, mobile patrol, executive protection, and video surveillance. Their armed and unarmed security guards and fire watch guard services are available 24 hours a day, 7 days per week. Their client list includes Belfor Restoration, Grey Star, Prairie View A&M University, Temple City ISD, and TX Morrow.

**Fast Guard Service, LLC** was founded in 2014 and is headquartered in Hollywood, Florida. This vendor self-certifies as an AABE. They offer a broad spectrum of security solutions, including personal bodyguard services, event security services, armed and unarmed security guards, fire watch services, mobile patrol security, and emergency security response. They provide nationwide coverage 24 hours per day, seven days per week. Their client list includes, but is not limited to, Excelitas Noblelight, Flatbush Media, and Ekaksh Entertainment.

**SOML Solutions Protective, LLC dba SOML Protective Solutions** was established in 2019 and is headquartered in Seguin, Texas, with field office locations in Dallas, Fort Worth, Houston, and New Braunfels, Texas. This vendor has been certified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) by the Department of Veterans Affairs and a HUB by the State of Texas. They provide Protective Solutions, including elite protection, military special operations, emergency management, fire service, emergency life-saving, corporate solutions, logistics solutions, and veteran solutions. Their services are available 24 hours per day, 365 days a year. Their client list includes, but is not limited to, various property management groups and multifamily housing communities across the State of Texas, Living Spaces, Cerberus, Disaster Response Operations, Protos Security, Guard Services USA, Hurricane Response Teams, and Veteran Initiatives.

**PRIOR AWARDS:**

**Aventus Security** has received no prior awards from Opportunity Home.

**Blue Star Security LLC** has received no prior awards from Opportunity Home.

**Fast Guard Service, LLC** was recently awarded a contract to provide interim fire watch services for the organization.

**SOML Solutions Protective, LLC dba SOML Protective Solutions** has received no prior awards from Opportunity Home.

**CONTRACT OVERSIGHT:**

**OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

Domingo Ibarra, Director of Security

**STRATEGIC OUTCOMES:**

Supports all strategic outcomes.

**ATTACHMENTS:**

Resolution 6768

Bid Tabulation

Slides



**Opportunity Home San Antonio  
Resolution 6768**

**RESOLUTION 6768, AUTHORIZING THE AWARD OF CONTRACTS FOR FIRE WATCH SERVICES TO AVENTUS PRIVATE SECURITY (OTHER), BLUE STAR SECURITY LLC (AABE, WBE, HUB), FAST GUARD SERVICES LLC (AABE), AND SOML SOLUTIONS, LLC (SDVOSB, HUB) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$2,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

**WHEREAS**, Opportunity Home requires the services of vendors to provide as-needed fire watch services as a temporary measure to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department; and

**WHEREAS**, on March 28, 2025, Opportunity Home issued an “Invitation for Bids” (IFB) #2503-5571 for Fire Watch Services, which closed on April 23, 2025; and

**WHEREAS**, six bids were received in response to this solicitation, two bids were deemed non-responsive; and

**WHEREAS**, staff are recommending contract awards to Aventus Security, Blue Star Security, LLC, Fast Guard Service, LLC, and SOML Solutions Protective, LLC dba SOML Protective Solutions.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6768, authorizing the award of contracts for fire watch services to Aventus Private Security (Other), Blue Star Security LLC (AABE, WBE, HUB), Fast Guard Services LLC (AABE), and SOML Solutions, LLC (SDVOSB, HUB) for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**  
Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

President and CEO



**Bid Tabulation**  
**2503-5571**  
**Firewatch Services**

			<b>Blue Star Security</b>	<b>SOML Solutions, LLC</b>	<b>Fast Guard Service LLC</b>	<b>Aventus Private Security</b>
#	Items	UOM	Unit Price	Unit Price	Unit Price	Unit Price
<b>1</b>	<b>Shift Hours</b>					
#1-1	Normal Business Hours	HR	\$30.00	\$38.00	\$45.00	\$50.00
	After Business Hours During Week	HR	\$30.00	\$38.00	\$45.00	\$50.00
	Weekend Days	HR	\$30.00	\$38.00	\$45.00	\$50.00
	Weekend Night	HR	\$30.00	\$38.00	\$45.00	\$50.00
	Holidays	HR	\$45.00	\$57.00	\$67.50	\$75.00
	Min/Hrs		4	4	4	4
<b>2</b>	<b>Fees</b>					
#2-1	Fee to be added if less than a 2 hr notice for firewatch shift:	ea	\$60.00 (added first hour)	\$9.50 (added to shift)	\$75.00	\$20.00
#2-2	Cost for city/county mandated higher level firewatch personnel:	ea	\$60.00	\$12.00 (added to shift)	\$55.00	\$70.00

# Fire Watch Services

## Procurement Process

## Procurement Process

# Solicitation Process

On March 28, 2025, Opportunity Home issued an “Invitation for Bids” (IFB) #2503-5571 for Fire Watch Services, which closed on April 23, 2025.

**IFB** was published on multiple websites

Directly solicited to **31** vendors

Six bids were received, two bids were deemed non-responsive

Evaluation criteria included:

- Purchase price
- Reputation of the bidder and their goods or services
- Quality of the goods or services, including past performance
- Extent to which the goods or services meet Opportunity Home’s needs
- Total long-term cost
- Any relevant criteria contained within the solicitation document

Staff are recommending contract awards to Aventus Security, Blue Star Security, LLC, Fast Guard Service, LLC, and SOML Solutions Protective, LLC dba SOML Protective Solutions.



## Procurement Process

# Financial Impact


The current award recommendation for Firewatch services is not expected to exceed an annual cumulative amount of **\$2,000,000** and **will be funded by insurance proceeds, the properties' operating budgets, and/or available reserves.**

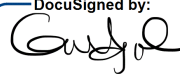
**Award includes:**  
Fire Watch Services

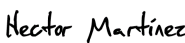
**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**


**BOARD OF COMMISSIONERS**  
**Operations and Real Estate Committee Meeting**

**RESOLUTION 6767, AUTHORIZING THE AWARD OF CONTRACTS FOR BOILER AND CHILLER MAINTENANCE, REPAIR AND AS-NEEDED REPLACEMENT SERVICES TO AIR STREAM GENERAL CONSTRUCTION CO., INC. DBA AIR STREAM HEATING AND AIR CONDITIONING (DBE, HABE, MBE, SBE, SECTION 3 BUSINESS), PREMIER COMFORT SERVICE COMPANY, INC. (DBE, HABE, MBE, SBE, SECTION 3 BUSINESS), TEXAS CHILLER SYSTEMS, LLC AND TRANE COMPANY FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$2,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

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**Michael Reyes**  
 President and CEO

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**George Ayala**  
 Director of Procurement

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**Hector Martinez**  
 Senior Director of Construction  
 Services and Sustainability

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**Ruth Bautista**  
 Director of Public Housing

**REQUESTED ACTION:**

Consideration and appropriate action regarding Resolution 6767, authorizing the award of contracts for boiler and chiller maintenance, repair and as-needed replacement services to Air Stream General Construction Co., Inc. dba Air Stream Heating and Air Conditioning (DBE, HABE, MBE, SBE, Section 3 Business), Premier Comfort Service Company, Inc. (DBE, HABE, MBE, SBE, Section 3 Business), Texas Chiller Systems, LLC, and Trane Company for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms.

**SUMMARY:**

Opportunity Home requires vendors to perform boiler and chiller maintenance, repair, and as-needed replacement services at various communities. Maintenance services will be provided quarterly, semi-annually, and annually. This service will improve equipment operations, increase equipment efficiency, and minimize equipment breakdowns.

On March 24, 2025, Opportunity Home issued an "Invitation for Bids" (IFB) #2503-5568 for Boiler and Chiller Maintenance and Repair, which closed on April 15, 2025. The IFB was published on Opportunity Home's E-Procurement Website, the Hart Beat, and directly solicited to 58 vendors. Four bids were received in response to this solicitation: Air Stream General Construction Co., Inc. dba Air Stream Heating and Air Conditioning (DBE, HABE, MBE, SBE, Section 3 Business), Premier Comfort Service Company, Inc. (DBE, HABE, MBE, SBE, Section 3 Business), Texas Chiller Systems, LLC, and Trane Company. All bids were evaluated on the following criteria: purchase price, the reputation of the bidder and their goods or services, the

**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

quality of the goods or services, including past performance, the extent to which the goods or services meet Opportunity Home's needs, total long term cost, and any relevant criteria contained within the solicitation document. Staff are recommending contract awards to all bidders.

**COMPANY PROFILES:**

**Airstream General Construction Co., Inc. dba Air Stream Heating and Air Conditioning** was established in 1974 and is headquartered in San Antonio, Texas. This vendor has been certified as a DBE, HABE, MBE, and SBE by the South Central Texas Regional Certification Agency and a Section 3 Business by Opportunity Home. They are a mechanical contractor providing a full range of HVAC services, including air conditioning systems service and installation, heating systems service and installation, maintenance agreements, installation and servicing of ductless HVAC, wireless HVAC, air duct replacement, and indoor air quality products. Their client list includes, but is not limited to, the City of San Antonio, CPS Energy, San Antonio Water Systems, Southwest Independent School District, Texas A&M, and VIA Transportation.

**Premier Comfort Service Company, Inc.** was established in 2014 and is headquartered in San Antonio, Texas. This vendor has been certified as a DBE, HABE, MBE, and SBE by the South Central Texas Regional Certification Agency, and a Section 3 Business by Opportunity Home. They provide a comprehensive range of HVAC services, including installation, maintenance, and repair of air conditioning systems, heating systems, and commercial HVAC solutions. They are able to maintain and repair HVAC systems 200 tons plus in size, boilers, residential-style split systems, and computer room air conditioners. Their client list includes the Bexar County Housing Authority, the City of San Antonio, Mission Vet Specialty and Emergency, San Antonio River Authority, University Health Systems, and VIA Metropolitan Transit.

**Texas Chiller Systems LLC** was established in 2006 and is headquartered in San Antonio, Texas, with field office locations in Corpus Christi, Dallas, and Rio Grande, Texas. This vendor provides services in the areas of HVAC, plumbing, electrical, and intelligent building solutions. The service industries include corporate environments, data centers, energy solutions, entertainment, healthcare, government facilities, manufacturing, and industrial and commercial and residential real estate. Their client list includes, but is not limited to, Broadway Bank, Security Service Federal Credit Union, and Texas Biomedical Research Institute.

**Trane Company** was founded in 1885 and its North American headquarters is in Davidson, North Carolina. They have more than 360 offices throughout the United States and Canada, including Texas office locations in San Antonio, Austin, Dallas, Carrollton, Houston, McGregor, Tyler, and Waco. They are a manufacturer of heating, ventilation, and air conditioning systems, along with building management systems and controls. The services under their Omni Partners awarded contract include operating, maintenance, and repair; energy and sustainability; design, upgrade, and modernization; building systems and technologies; building management and automation; and design and analysis software tools. Their client list includes, but is not limited to, Bexar County, City of San Antonio, San Antonio ISD, Santikos Theaters, and Valero.

**PRIOR AWARDS:**

**Airstream General Construction Co., Inc., dba Air Stream Heating and Air Conditioning** has received prior awards from Opportunity Home for the purchase, installation, maintenance, and repair of residential HVAC systems and is currently under contract for this service.

## **OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

**Premier Comfort Service Company, Inc.** is currently under contract with Opportunity Home to provide boiler and chiller maintenance and repair; and purchase, installation, maintenance, and repair of residential HVAC systems.

**Texas Chiller Systems LLC** has received no prior awards from Opportunity Home.

**Trane Company** is currently under contract with Opportunity Home to provide HVAC products, installation, labor-based solutions, and related products and services. During the term of the award, they have been engaged to provide: HVAC chiller replacement at Villa Tranchese, chiller and pump system at Villa Hermosa, comprehensive HVAC upgrade at Central Office, chiller replacement at Blanco, feasibility and sound assessment study, acoustical project, and domestic hot water boiler controls at Victoria Plaza. They also provide preventative maintenance services at the Central Office and Victoria Plaza.

### **CONTRACT OVERSIGHT:**

Ruth Bautista, Director of Public Housing

Hector Martinez, Senior Director of Construction Services and Sustainability

### **STRATEGIC OUTCOMES:**

Supports all strategic outcomes.

### **ATTACHMENTS:**

Resolution 6767

Bid Tabulation

Slides

**Opportunity Home San Antonio  
Resolution 6767**

**RESOLUTION 6767, AUTHORIZING THE AWARD OF CONTRACTS FOR BOILER AND CHILLER MAINTENANCE, REPAIR AND AS-NEEDED REPLACEMENT SERVICES TO AIR STREAM GENERAL CONSTRUCTION CO., INC. DBA AIR STREAM HEATING AND AIR CONDITIONING (DBE, HABE, MBE, SBE, SECTION 3 BUSINESS), PREMIER COMFORT SERVICE COMPANY, INC. (DBE, HABE, MBE, SBE, SECTION 3 BUSINESS), TEXAS CHILLER SYSTEMS, LLC AND TRANE COMPANY FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$2,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE YEAR TERMS**

**WHEREAS**, on March 24, 2025, Opportunity Home issued an “Invitation for Bids” (IFB) #2503-5568 for Boiler and Chiller Maintenance and Repair, which closed on April 15, 2025; and

**WHEREAS**, four bids were received in response to this solicitation; and

**WHEREAS**, staff are recommending the award of contracts to all bidders; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6767, authorizing the award of contracts for boiler and chiller maintenance, repair and as-needed replacement services to Air Stream General Construction Co., Inc. dba Air Stream Heating and Air Conditioning (DBE, HABE, MBE, SBE, Section 3 Business), Premier Comfort Service Company, Inc. (DBE, HABE, MBE, SBE, Section 3 Business), Texas Chiller Systems, LLC, and Trane Company for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 18th day of June 2025.**

\_\_\_\_\_  
**Gabriel Lopez**  
Chair, Board of Commissioners

**Attested and approved as to form:**

\_\_\_\_\_  
**Michael Reyes**  
President and CEO





**Bid Tabulation**  
**2503-5568**  
**Boiler and Chiller Maintenance and Repair Services**

		Air-Stream General Construction Co., Inc.			Premier Comfort Service Company, Inc.			Texas Chiller Systems			Trane Company		
		Quarterly Maintenance Service	Semi-Annual Maintenance	Annual Maintenance	Quarterly Maintenance Service	Semi-Annual Maintenance	Annual Maintenance	Quarterly Maintenance Service	Semi-Annual Maintenance	Annual Maintenance	Quarterly Maintenance Service	Semi-Annual Maintenance	Annual Maintenance
#	Property												
1		Chillers and Cooling Towers											
#1-1	Victoria Plaza	\$720.00	\$850.00	\$1,200.00	\$0.00	\$1,138.00	\$2,276.00	\$550.00	\$550.00	\$2,500.00	No Bid	No Bid	No Bid
#1-2	Villa Hermosa	\$720.00	\$850.00	\$1,200.00	\$0.00	\$569.00	\$1,138.00	\$550.00	\$550.00	\$2,500.00	\$3,200.00	\$1,600.00	\$2,000.00
#1-3	Blanco	\$720.00	\$850.00	\$1,200.00	\$0.00	\$1,138.00	\$2,276.00	\$550.00	\$550.00	\$9,000.00	\$8,800.00	\$4,400.00	\$2,200.00
2		Boilers											
#2-1	Fair Avenue	\$680.00	\$750.00	\$1,050.00	\$0.00	\$712.00	\$1,424.00	\$2,000.00	\$2,000.00	\$7,250.00	\$7,200.00	\$4,000.00	\$2,800.00
#2-2	Blanco	\$680.00	\$750.00	\$1,050.00	\$0.00	\$534.00	\$1,068.00	\$1,500.00	\$1,500.00	\$4,200.00	\$7,200.00	\$4,000.00	\$2,800.00
#2-3	Parkview	\$680.00	\$750.00	\$1,050.00	\$0.00	\$712.00	\$1,424.00	\$1,500.00	\$1,500.00	\$4,000.00	\$7,200.00	\$4,000.00	\$2,800.00
#2-4	San Pedro Arms	\$680.00	\$750.00	\$1,050.00	\$0.00	\$356.00	\$712.00	\$1,000.00	\$1,000.00	\$2,400.00	\$3,200.00	\$2,800.00	\$2,000.00
#2-5	Victoria Plaza	\$680.00	\$750.00	\$1,050.00	\$0.00	\$712.00	\$1,424.00	\$2,000.00	\$2,000.00	\$7,000.00	\$7,200.00	\$4,000.00	\$2,800.00
#2-6	Villa Hermosa	\$680.00	\$750.00	\$1,050.00	\$0.00	\$534.00	\$1,068.00	\$1,500.00	\$1,500.00	\$6,000.00	\$3,200.00	\$2,800.00	\$2,000.00
#2-7	Villa Tranchese	\$680.00	\$750.00	\$1,050.00	\$0.00	\$712.00	\$1,424.00	\$2,000.00	\$2,000.00	\$7,000.00	\$7,200.00	\$4,000.00	\$2,800.00
#2-8	Lila Cockrell	\$680.00	\$750.00	\$1,050.00	\$0.00	\$356.00	\$712.00	\$1,000.00	\$1,000.00	\$4,000.00	\$3,200.00	\$2,800.00	\$2,000.00
#2-9	W.C. White	\$680.00	\$750.00	\$1,050.00	\$0.00	\$178.00	\$356.00	\$500.00	\$500.00	\$1,500.00	\$3,200.00	\$1,800.00	\$1,000.00
#2-10	Frank Hornsby	\$680.00	\$750.00	\$1,050.00	\$0.00	\$178.00	\$356.00	\$500.00	\$500.00	\$1,500.00	\$3,200.00	\$1,800.00	\$1,000.00
#2-11	Madonna	\$680.00	\$750.00	\$480.00	\$0.00	\$178.00	\$356.00	\$500.00	\$500.00	\$1,500.00	\$3,200.00	\$1,800.00	\$1,000.00
#2-12	Pecan Hill	\$680.00	\$750.00	\$1,050.00	\$0.00	\$178.00	\$356.00	\$500.00	\$500.00	\$1,500.00	\$3,200.00	\$1,800.00	\$1,000.00
#2-13	Park Square	\$680.00	\$750.00	\$1,050.00	\$0.00	\$178.00	\$356.00	\$500.00	\$500.00	\$1,500.00	\$3,200.00	\$1,800.00	\$1,000.00
3		Hourly Rates and Part %											
#1-1	Repair Hrly (Normal Hrs)	\$100.00			\$89.00			\$145.00			\$219.00		
#1-2	Repair Hrly (After Hrs)	\$110.00			\$100.00			\$210.00			\$329.00		
#1-3	Cost Plus %	20%			25%			25%			25%		

# Boiler and Chiller Maintenance, Repair, and as-needed Replacement Services

Procurement Process

## Procurement Process

# Solicitation Process

On March 24, 2025, Opportunity Home issued an “Invitation for Bids” (IFB) #2503-5568 for Boiler and Chiller Maintenance and Repair, which closed on April 15, 2025.

**IFB** was published on multiple websites

Directly solicited to **58** vendors

Four bids were received

Evaluation criteria included:

- Purchase price
- Reputation of the bidder and their goods or services
- Quality of the goods or services, including past performance
- Extent to which the goods or services meet Opportunity Home's needs
- Total long-term cost
- Any relevant criteria contained within the solicitation document

Staff are recommending contract awards to all bidders: Air Stream General Construction Co., Inc. dba Air Stream Heating and Air Conditioning, Premier Comfort Service Company, Inc., Texas Chiller Systems, LLC, and Trane Company.

## Procurement Process

# Financial Impact

The current award recommendation for Boiler and Chiller Maintenance, Repair, and as needed Replacement services is not expected to exceed an annual cumulative amount of **\$2,000,000** and **will be funded by the properties operating budgets, available reserves and the Capital Fund Program.**

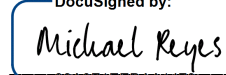
### **Award includes:**

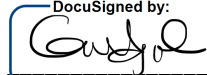
Boiler and chiller maintenance, repair, and as-needed replacement services at various communities. Maintenance services will be provided on a quarterly, semi-annual, and annual basis.

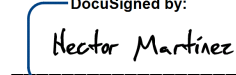
**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

**BOARD OF COMMISSIONERS**  
**Operations and Real Estate Committee Meeting**

**RESOLUTION 6725, RATIFYING THE AWARD OF A CONTRACT FOR COTTAGE CREEK APARTMENTS ASPHALT AND CONCRETE IMPROVEMENTS TO PRESTIGE BUILDING GROUP LLC (HABE) FOR AN AMOUNT NOT TO EXCEED \$1,062,600**

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**Michael Reyes**  
 President and CEO

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**George Ayala**  
 Director of Procurement

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**Hector Martinez**  
 Senior Director of Construction Services and Sustainability

**REQUESTED ACTION:**

Consideration and appropriate action regarding Resolution 6725, ratifying the award of a contract for Cottage Creek Apartments Asphalt and Concrete Improvements to Prestige Building Group LLC (HABE) for an amount not to exceed \$1,062,600.

**SUMMARY:**

Opportunity Home's Affordable Housing Communities requires the services of a contractor to perform asphalt and concrete improvements at Cottage Creek Apartments. The project shall include, but is not limited to, the removal, construction, reconstruction, or alteration of existing ADA Ramps, sidewalks, driveways, curbs, car stops, gutters, and installation of signs in concrete footing with reflective faces. The contractor shall be responsible for the disposal of surplus material and the clean up of the work area. The estimated time for completion of this project is 120 days.

On January 24, 2025, Opportunity Home issued "Invitation for Bids" (IFB) #2501-5554 for Cottage Creek Apartments Asphalt and Concrete Improvements, which closed on February 10, 2025. The IFB was published on Opportunity Home's E-Procurement Website, the Hart Beat, and directly solicited 671 vendors. Three proposals were received in response to this solicitation from Holtz Adams Construction and Consulting LLC (DIBE, ESBE, SBE, VBE) and Prestige Building Group LLC (HABE). One was deemed non-responsive as the contractor did not include the required bid bond with their response. The remaining proposals were evaluated on the following criteria: the reputation of the bidder and their goods or services, including past performance, the quality of the goods or services, the extent to which the goods or services meet Opportunity Home's needs, total long-term cost, and any relevant criteria contained within the solicitation document. Based on the above, the staff awarded this project to Prestige Building Group, LLC. They provided the lowest cost to perform this project.

Opportunity received Board approval on August 7, 2024 (Resolution 6555) authorizing the President and CEO the authority to take emergency action for Board-approved items (normally approved by a quorum of the full Board of Commissioners) for previously approved City Council and Congressional project-funded related contracts over \$250,000. In accordance with this approval, this award is being brought to the next regularly scheduled Board meeting to ratify the award of a contract for the Cottage Creek Apartments Asphalt and Concrete Improvements



**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

(Resolution 6724) approved by the President and CEO.

**COMPANY PROFILE:**

Prestige Building Group was established in 2007 and is headquartered in Houston, Texas. The City of Houston, Office of Business Opportunity, has certified this vendor as a HABE. They are a general contractor specializing in interior and exterior construction, interior and exterior coatings, paving, and concrete, roofing and waterproofing, garage restoration, structural repairs, and facility maintenance. Their services for paving and concrete include, but are not limited to, asphalt new installation, seal coating, paving, overlays, and crack repair; parking lot striping; hot/cold thermo-plastic; pavement markings; parking lot repair and maintenance; concrete repairs and new installation; traffic sign installation; bollards; wheel stops and speed bumps; hot power washing; and glass beads. They have worked with housing authorities to include Fort Worth Housing Solutions and Houston Housing Authority. Their client list includes, but is not limited to, Brazos River Authority, Harris Health System, and the Texas Health and Human Services Commission.

**PRIOR AWARDS:**

This vendor has received a prior award from Opportunity Home for interior and exterior painting and performed satisfactorily under the awarded contract.

**CONTRACT OVERSIGHT:**

Contract oversight will be provided by Hector Martinez, Senior Director of Construction Services and Sustainability.

**STRATEGIC OUTCOMES:**

Supports all strategic outcomes.

**ATTACHMENTS:**

Resolution 6725  
Bid Tabulation  
Slides

**Opportunity Home San Antonio  
Resolution 6725**

**RESOLUTION 6725, RATIFYING THE AWARD OF A CONTRACT FOR COTTAGE CREEK APARTMENTS ASPHALT AND CONCRETE IMPROVEMENTS TO PRESTIGE BUILDING GROUP LLC (HABE) FOR AN AMOUNT NOT TO EXCEED \$1,062,600**

**WHEREAS**, on January 24, 2025 Opportunity Home issued “Invitation for Bids” (IFB) #2501-5554 for Cottage Creek Apartments Asphalt and Concrete Improvements, which closed on February 10, 2025; and

**WHEREAS**, three proposals were received in response to this solicitation. One was deemed non-responsive; and

**WHEREAS**, Opportunity received Board approval on August 7, 2024 (Resolution 6555) authorizing the President and CEO the authority for emergency action for Board-approved items (normally approved by a quorum of the full Board of Commissioners) for previously approved City Council and Congressional project-funded related contracts over \$250,000; and

**WHEREAS**, utilizing the President and CEO’s authority, Resolution 6724, authorized the award of a contract for Cottage Creek Apartments Asphalt and Concrete Improvements to Prestige Building Group LLC for an amount not to exceed \$1,062,600; and

**WHEREAS**, in accordance with Resolution 6555, this item is being brought to the next regularly scheduled Board meeting to ratify the award of a contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6725, ratifying the award of a contract for Cottage Creek Apartments Asphalt and Concrete Improvements to Prestige Building Group LLC (HABE) for an amount not to exceed \$1,062,600.
- 2) Authorizes the President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 18th day of June 2025.**

---

**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

-----  
**Michael Reyes**

President and CEO



A COMMUNITY OF POSSIBILITIES

**IFB 2501-5554 Cottage Creek Apartments Asphalt and Concrete Improvements**  
**Bid Tabulation**

			Holtz/Adams Construction and Consulting, LLC.		PRESTIGE BUILDING GROUP, LLC	
#	Items	Quantity Required	Unit Price	Total Cost	Unit Price	Total Cost
0						
#0-1	Complete Project as specified in attachment A.	1	\$1,184,396.21	\$1,184,396.21	\$924,000.00	\$924,000.00

# Ratification of Award for City Bond Project: Cottage Creek Apartments Asphalt and Concrete Improvements

Procurement Process



## Procurement Process

# Solicitation Process

On January 24, 2025, Opportunity Home issued “Invitation for Bids” (IFB) #2501-5554 for Cottage Creek Apartments Asphalt and Concrete Improvements, which closed on February 10, 2025.

**IFB** was published on multiple websites

Directly solicited to **671** vendors

Three proposals were received; one was deemed non-responsive.

### Evaluation criteria included:

- Reputation of the bidder and their goods or services, including past performance
- Quality of the goods or services
- Extent to which the goods or services meet Opportunity Home's needs
- Total long term cost
- Any relevant criteria contained within the solution document

Staff recommend contract award to Prestige Building Group, LLC, they are the lowest cost qualified proposer.

In accordance with Resolution 6555, authorizing the President and CEO the authority for emergency action for Board-approved items for previously approved City Council and Congressional project related contracts, this item is being brought to the next regularly scheduled Board meeting to ratify the award of a contract.

## Procurement Process

# Financial Impact

The current award recommendation for Cottage Creek Apartments Asphalt and Concrete Improvements for an amount not to exceed **\$1,062,600** to include a base bid in the amount of \$924,000 plus an approximate 15% contingency in the amount of \$138,600 that will only be utilized if additional work is required to complete this project. **Source of Funding: City Bond Funds and reserves.**

## Award includes:

Removal, construction, reconstruction, or alteration of existing ADA Ramps, sidewalks, driveways, curbs, car stops, gutters, and installation of signs in concrete footing with reflective faces. The contractor shall be responsible for the disposal of surplus material and the clean up of the work area.


The estimated time for completion of this project is 120 days.

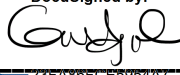
**OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

**BOARD OF COMMISSIONERS  
Operations and Real Estate Committee Meeting**

**RESOLUTION 6770, ADOPTING THE UPDATED HOUSING AUTHORITY OF THE CITY OF  
SAN ANTONIO, TEXAS A/K/A OPPORTUNITY HOME SAN ANTONIO PROCUREMENT  
POLICY**

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**Michael Reyes**  
President and CEO

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**George Ayala**  
Director of Procurement

**REQUESTED ACTION:**

Consideration and appropriate action regarding Resolution 6770, adopting the updated Housing Authority of the City of San Antonio, Texas a/k/a Opportunity Home San Antonio Procurement Policy.

**SUMMARY:**

Opportunity Home's current Procurement Policy was approved by the Board of Commissioners on October 8, 2020. We are recommending additional revisions to the Organization's Procurement Policy and Procedures, all of which require approval by Opportunity Home's Board of Commissioners.

Opportunity Home's revised comprehensive Procurement Policy complies with federal, state, and local laws and regulations; provides consistency, transparency, fairness, accountability, and oversight; and optimizes competition and fosters economic opportunities for small, minority, and women-owned businesses as well as Section 3 and targeted Section 3 residents.

We are primarily codifying many procurement-related items that have been adopted by the Board and will not impact Opportunity Home's Procurement operations. The major revisions to the policy are highlighted below and identified in the attached red-lined document.

**Delegated Authority**

- Clarification of the Contracting Officer's authority and delegation process
- Distinction between amendments to the Policy (Board approval required) and operational procedures (President/CEO approval)
- Establishment of a \$250,000 threshold for Board of Commissioners approval for expenditures

**IT Purchases and Fleet Vehicle Purchases**

- New policies to reflect the previous authority allowing purchases using cooperative contracts

**Ethics in Public Contracting**

**OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

- Emphasis on compliance with Opportunity Home's Fraud Prevention Policy, Code of Ethics, and Conflict of Interest policy

Public Housing Authorities are also subject to Title 2 CFR part 200.317 through 200.326 and the HUD Handbook 7460.8, Revision 2.

Attached is the recommended policy with the replaced and requested changes shown in red.

**CONTRACT OVERSIGHT:**

George Ayala, Director of Procurement

**STRATEGIC OUTCOMES:**

Supports all strategic outcomes.

**ATTACHMENTS:**

Resolution 6770  
Procurement Policy  
Slides

**Opportunity Home San Antonio  
Resolution 6770**

**RESOLUTION 6770, ADOPTING THE UPDATED HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS A/K/A OPPORTUNITY HOME SAN ANTONIO PROCUREMENT POLICY**

**WHEREAS**, Opportunity Home was established as a Texas Housing Authority in 1937 in order to operate Public Housing in the City of San Antonio, Texas; and

**WHEREAS**, Public Housing Authorities are subject to Title 2 CFR part 200.317 through 200.326 and the HUD Handbook 7460.8, Revision 2; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires Public Housing Authorities to establish a written Procurement Policy; and

**WHEREAS**, the Commissioners of Opportunity Home are responsible for the adoption of its policies under its Rules of Governance language; and

**WHEREAS**, Opportunity Home acknowledges that the public trust demands consistency, accountability, transparency, and fairness in all procurements and as such requires the establishment of policies governing the purchase of goods, supplies, and services; and

**WHEREAS**, Opportunity Home's current Procurement Policy was approved by the Board of Commissioners on October 8, 2020. We are recommending additional revisions to the organization's Procurement Policy and Procedures, all of which require approval by Opportunity Home's Board of Commissioners; and

**WHEREAS**, Opportunity Home's revised comprehensive Procurement Policy complies with Federal, State, and local laws and regulations; provides consistency, transparency, fairness, accountability, and oversight; and optimizes competition and fostering economic opportunities for small, minority, and women-owned businesses as well as Section 3 and target Section 3 eligible residents.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6770, adopting the updated Housing Authority of the City of San Antonio, Texas a/k/a Opportunity Home San Antonio Procurement Policy
- 2) Authorizes the President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 18th day of June 2025.**

-----  
**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

President and CEO

# **OPPORTUNITY HOME SAN ANTONIO**~~SAN ANTONIO HOUSING AUTHORITY~~ **PROCUREMENT POLICY AND PROCEDURES**

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## PROCUREMENT POLICY

### INTRODUCTION:

This Procurement Policy (Policy) is established for the Housing Authority of the City of San Antonio, Texas, hereafter referred to as **Opportunity HomeSAHA**, for the acquisition of goods, supplies, commodities, materials, professional services, management and maintenance and repair services, construction services, equipment, and insurance in accordance with and subject to all federal, state and local laws, rules, codes and regulations including but not limited to the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD), HUD Handbook 7460.8, Rev. 2, "Procurement Handbook for Public Housing Agencies", HUD Handbook 1530.1, "Litigation Handbook", HUD Guidebook 7485. 3G, "Comprehensive Grant Program Guidebooks," the procurement standards of Title 2 Code of Federal Regulations, Part 200 (200.118 through 200.226), referred to as "2 CFR 200", American Recovery and Reinvestment Act, **Opportunity HomeSAHA**'s Fraud Prevention Policy, Code of Ethics, Conflict of Interest Policies as well as various HUD Notifications of Funding Availability (NOFA), and State of Texas Government and Local Government Codes.

### I. GENERAL PROVISIONS

#### A. PURPOSE

The purpose of this Policy is to:

1. Provide for the fair and equitable treatment of all persons or firms involved in purchasing by **Opportunity HomeSAHA**;
2. Assure that all goods, supplies, commodities, services, equipment, and insurance are procured legally, efficiently, effectively, and at the most favorable terms available to **Opportunity HomeSAHA** and consistent with good business practices;
3. Promote competition in contracting;
4. Provide safeguards and internal controls for maintaining a procurement system of the highest quality and integrity;
5. Provide consistency and transparency in all procurement activities;
6. Foster growth of small, minority and women-owned businesses;
7. Foster growth of Section 3 Business Enterprises;
8. Provide economic opportunities for extremely low, very-low and low income persons especially those residing in public housing, and
9. Ensure comprehensive planning for all procurements to include the drafting of scopes of work and specifications that are comprehensive in nature and address all foreseeable issues.

#### B. APPLICATION

This Policy applies to all activities to the extent required by law for the procurement of goods, supplies, commodities, services, construction, insurance, and equipment by Opportunity HomeSAHA, its instrumentalities and affiliates. It shall apply to all expenditures of funds by Opportunity HomeSAHA for public purchasing regardless of the source of funds (to include grants), including contracts which do not involve an obligation of funds, such as concession type contracts and Purchasing and Travel cards; however, nothing in this policy shall prevent Opportunity HomeSAHA from complying with the terms and conditions of any grant, contract, gift, required reimbursement or bequest that is otherwise consistent with law. Furthermore, at the discretion of the Contracting Officer, Opportunity Home may waive certain requirements of this policy, provided such waiver does not violate applicable law. The term "procurement," as used in this Policy, includes contracts, modifications, amendments and change orders, as well as the purchase, lease or rental of supplies, goods, commodities, materials, equipment, construction, maintenance, and other services, including those covered under properly established interlocal agreements. This Policy shall not govern the following items: purchases or sale of real property, loan transactions and documents, employment contracts, limited partnership agreements, award of housing or other vouchers to non-profit agencies, and housing assistance payment contracts. All procurement records are subject to the Texas Public Information Act, Chapter 552 of the Texas Government Code.

### C. DELEGATED AUTHORITY

In adopting this Policy, the Board of Commissioners authorizes the President and CEO, who shall be referred to as the Contracting Officer for Opportunity HomeSAHA, to approve and implement appropriate procurement procedures that are consistent with this Policy. ~~The President and CEO will ensure that procedures are implemented consistent with this Policy and all federal, state and local laws and ensure employees are held accountable for all violations of this Policy, laws, rules, regulations and the implemented procedures.~~ The President and CEO may delegate procurement authority to the Executive Vice President and Chief Administrative Officer, along with designated Procurement personnel to execute procurement actions within their assigned authority. ~~The President and CEO may delegate the Contracting Officer's responsibilities and authority,~~ however, this must be documented in writing. The Contracting Officer and delegated personnel are responsible for ensuring compliance with all applicable federal, state, and local procurement regulations, executing procurement processes efficiently, and maintaining transparency and accountability in procurement activities. Delegated authority shall be exercised within the limits established by Opportunity Home San Antonio's procurement policies and Board-approved thresholds. The delegated authority will stay in effect until canceled or superceded in writing by the President and CEO. The Board of Commissioners delegates authority to the President and Chief Executive Officer

(CEO) to approve and execute procurement transactions, contracts, and expenditures not exceeding \$250,000 per transaction. This delegated authority is in accordance with federal, state, and local procurement policies to ensure operational efficiency. Any expenditure at or below this threshold may be executed without prior Board approval, provided that it complies with applicable procurement policies, contract terms, and budgetary constraints. ~~While the Board of Commissioners retains the authority to approve all contracts and all expenditures in excess of the Contracting Officer's delegated authority, the Contracting Officer or his/her designee is hereby authorized to enter into contracts or commit funds up to \$50,000 per contract.~~ The Contracting Officer or his/her designee is hereby authorized to approve change orders to contracts and authorize the expenditure of additional funds up to \$50,000 per contract or 25% of the original contract value whichever is less. In no event shall changes to contracts exceed 25% as limited by state law. The Contracting Officer or his/her designee will maintain a log of all executed change orders of Board approved awards indicating the amount and purpose of the change and report the information to the Board of Commissioners on a quarterly basis. All delegations of authority must be documented and maintained as public record, in accordance with the Texas Public Information Act.

In addition, the Contracting Officer or his/her designee shall have the authority to approve all contract modifications and contract amendments to include contract extensions of time and change orders not involving the expenditure of additional funds above and beyond the approved contract amount. In addition, the Contracting Officer or his/her designee shall have the authority to exercise options to renew contracts that he/she deems to be in the best interest of Opportunity HomeSAHA and/or was included in the original contract approval. During an emergency as defined below, the Contracting Officer or his/her designee may approve any procurement of goods, supplies, materials, services or equipment needed to mitigate the emergency regardless of the dollar amount provided that the nature and value of said purchases, if such purchases exceed delegated authority, shall be reported to the Board of Commissioners consistent with this Policy. The Contracting Officer shall have the authority to enter into intergovernmental/interlocal agreements not to exceed the delegated authority to purchase supplies and services deemed beneficial to Opportunity HomeSAHA as allowed by law. The Contracting Officer may delegate in writing any and all authority granted by the Board of Commissioners for procurement as he/she determines such delegation to be in Opportunity HomeSAHA's best interest. Such delegated authority shall not be reassigned without the written approval of the President/CEO.

#### **Board Approval for Expenditures Over \$250,000**

All procurement transactions and contract awards exceeding \$250,000 require Board of Commissioners approval. When presenting items for Board approval, resolutions shall include:

- The estimated total amount of the expenditure and source of funds;
- A description of the goods, services, or construction being procured;
- A sum
- many of the procurement process, including solicitation methods and vendor selection; and
- A justification for the expenditure and its alignment with Opportunity Home San Antonio's operational and strategic goals.

The Board shall review and approve such transactions during scheduled Board meetings to ensure transparency and fiduciary oversight.

#### **D. AMENDMENTS TO POLICY AND PROCEDURES**

While the Procurement Policy will be only amended through resolution and approval of the Board of Commissioners, the operational procurement procedures to execute the Procurement Policy shall be established by the President/CEO and do not require approval by the Board of Commissioners to establish and/or amend. In addition, a system of sanctions for violations of ethical standards and operational procurement procedures and all applicable laws, rules and regulations governing procurement shall be established and enforced. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with this Policy, automatically supersede this Policy. Such changes shall be communicated to the Board of Commissioners and the Opportunity HomeSAHA staff in a timely manner to ensure compliance.

#### **E. EMERGENCY PROCUREMENTS**

An emergency for the purposes of this Policy is defined as an event which requires immediate action in order to prevent a hazard to life, health, safety, welfare or property or to avoid undue additional cost to Opportunity HomeSAHA.

In case of an "emergency", as defined above, the Contracting Officer or his/her designee shall have the ability to conditionally override this Policy only to the extent necessary to ensure the continued operation of Opportunity HomeSAHA and mitigate the emergency. If expenditures to mitigate the emergency exceed the delegated authority of the Contracting Officer, the Contracting Officer shall seek ratification of such expenditures at the next regularly scheduled meeting of the Board of Commissioners. All such emergency procurements to the extent

practical under the then existing circumstances shall be conducted in accordance with all laws, rules, regulations and codes.

#### **F. ETHICS IN PUBLIC CONTRACTING**

1. This Policy shall incorporate Opportunity HomeSAHA's adopted Fraud Prevention Policy, Code of Ethics and Conflict of Interest Policy with the following exception: in order to eliminate the potential appearance of impropriety in procurement activities, all employees assigned to the Procurement Department shall not receive anything of value from a Contractor or potential Contractor. The term value for purposes of this exception shall be liberally construed against the acceptance of any good or service. In the event there are any questions regarding this restriction, the Contracting Officer will provide direction to staff (e.g., gifts and food products provided during holidays, vendor sponsored events, etc.). All ethics provisions are subject to the Texas Government Code sections related to conflicts of interest for public officials and employees
2. Prohibition against Contingent Fees: Contractors shall not retain a person to solicit or secure a Opportunity HomeSAHA contract for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.
3. Former employees:
  - a. A former Opportunity HomeSAHA employee, officer, Commissioner or agent shall not knowingly act as a principal or agent for anyone other than Opportunity HomeSAHA in connection with any contract or claim in which said person participated personally and substantially through decision, approval, disapproval, recommendation, rendering of advice, investigation, or otherwise while a Opportunity HomeSAHA employee, officer or agent, where Opportunity HomeSAHA is a party or has a direct and substantial interest for a period of one year after employment ceases.
  - b. A former Opportunity HomeSAHA employee, Commissioner or officer shall not engage in selling or attempting to sell goods, supplies, materials, services or equipment to Opportunity HomeSAHA for a period of one year after such employment ceases. The term "sell" means signing a bid or proposal; negotiating a contract; contacting any Opportunity HomeSAHA employee for the purpose of obtaining, negotiating or discussing changes in specifications, price, cost allowances or other terms of a contract; settling contract disputes; or



any other liaison activity with a view toward the ultimate consummation of a sale, even if the actual contract is negotiated by another person.

- c. The Contracting Officer, in consultation with legal counsel, shall be responsible for reviewing and ruling on questions that arise from this section of the policy.

**G. OPEN RECORDS/RIGHT TO INSPECTION**

All information collected, acquired, submitted or prepared relating to a procurement after contract award shall be a matter of public record and open for inspection unless such information is reviewed and deemed proprietary, a trade secret, confidential by law, or exempted from disclosure by law.

**H. SANCTIONS AND PENALTIES**

This Policy and all procedures for its implementation establish standards of conduct for employees, Commissioners and Contractors that will assure the highest level of public service and promote transparency, accountability and fairness in the procurement process. Any violation of this Policy or procedure implementing this Policy will be subject to disciplinary actions up to and including the termination of employment consistent with Opportunity HomeSAHA's Personnel Policy and Procedures and termination of any contracts held by the Contractor. When negotiating and drafting contracts, Opportunity HomeSAHA shall take all reasonable precautions to mitigate loss to the agency and ensure a contractor's accountability. Such actions, as deemed appropriate under the circumstances then existing at the time of contract execution, may include but are not limited to the inclusion of liquidated damage clauses, and default provisions; however, at a minimum such actions must include clear performance standards for contractors. Opportunity HomeSAHA shall pursue all legal remedies to include but not limited to bond forfeiture, withholding of funds, termination for cause, liquidated damages, arbitration, debarment, suspension and litigation to ensure Contractors remain accountable to the public trust.

**I. CAPITAL FUND STIMULUS GRANT POLICY**

In order to expedite and facilitate the use of capital funds under the American Recovery and Reinvestment Act, the following policy for the use only of those funds is established and is hereby labeled as the Capital Fund Stimulus Grant Procurement Policy. All procurements executed by Opportunity HomeSAHA using these funds shall follow all laws, rules and regulations referenced within this Policy with the following exceptions: Any requirements relating to the procurement of goods and services arising under state and local laws and regulations shall not apply to Capital Fund Stimulus Grants; The procurement policy and procedures relating to change orders and use of contingency funds shall apply to the expenditure of these funds, and The small purchase limit

above which Opportunity HomeSAHA shall formally solicit competitive bids or proposals shall be \$100,000. (formal bid/proposal). The “Buy American requirements of Section 1605 of the Recovery Act” of 2009 shall be included as a part of any solicitation and award pertaining to procurements using Capital Fund Stimulus Grants.

**J. SELF-CERTIFICATION**

Opportunity HomeSAHA self-certifies that this Policy and its procurement system comply with all applicable Federal regulations; therefore, Opportunity HomeSAHA is exempt from prior HUD review and approval of individual procurement actions.

# **PROCUREMENT PROCEDURES**



## PROCUREMENT PROCEDURES

### II. OPERATIONAL PROCUREMENT PROCEDURES

**A. PURPOSE:** In an effort to guide all procurement activity of **Opportunity HomeSAHA** and insure that such activity follows the Procurement Policy and all laws, rules and regulations, the President and CEO establishes these operational procurement procedures and shall from time to time amend such procedures.

**B. DEFINITIONS:** The following definitions shall be used as guidance when procuring goods and services for **Opportunity HomeSAHA**:

1. “Aggregate” - whole expenditure for goods and services purchased within a certain time frame out of a particular National Institute of Government Purchasers (NIGP) category.
2. “Change Order” - A modification made to the contract by the Contracting Officer under the authority of the contract’s Changes or modification clause. Only the specific changes permitted by the particular Changes or modification clause may be made under a change order (e.g. modify the drawings, design, specifications, method of shipping or packaging, place of inspection, delivery, acceptance, or other such contractual requirement). All change orders must be within the scope of the contract. Change Orders shall be issued for only unforeseeable events not anticipated by the original contract but arise as a result of work performed under the contract.
3. “Component purchases” - (a form of “bid splitting”) purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase. A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.
4. “Contingency” - monetary reserve created in anticipation of foreseeable work within the scope of a project based upon experience and current conditions of the project but due to uncertainty, the total value of the work can not be accurately predicted at the time of drafting project specifications but unit prices for such work are included in contractor’s response to a solicitation. The anticipated amount should be included when seeking approval from the Contracting Officer or the Board of Commissioners.
5. “Contract” – a mutually binding legal relationship obligating the seller to furnish the goods or services (including construction) and **Opportunity**

**HomeSAHA** to pay for them. It includes all types of commitments that obligate an agency to an expenditure of funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include: contract awards and notice of awards, job orders or task letters issued under basic ordering agreements, requirement contracts, or definite or indefinite-quantity contracts, letter contracts, orders such as purchase orders, under which the contract becomes effective by written acceptance or performance, bilateral (two-party) contract modifications and various cooperative and interagency agreements. Grants and cooperative agreements covered by 31 U.S.C. 6301, et seq are not contracts.

6. “Contract Modification” or “Amendment” - Any written alteration to a contract executed by the Contracting Officer.
7. “Contracting Officer” - The President/CEO or the person designated in writing by the President/CEO with the authority to make procurement related decisions as they relate to procurement methods, evaluation panel selections, change orders, other requests for procurement related actions, enter into and/or administer contracts and make related determinations and findings.
8. “Contractor”, “Vendor” and “Consultant” - As used herein means the person or entity entering into a contract with **Opportunity HomeSAHA** to perform all of the work required under the contract documents.
9. “Competitive Proposal” (RFP/RFQ) – A procurement method using the solicitation, evaluation, and negotiation of proposals instead of sealed bids. It is used for requirements exceeding **Opportunity HomeSAHA**’s small purchase threshold when conditions are not appropriate for sealed bidding due to the complexity of the required goods or services, the determination that factors other than price alone should be evaluated, the importance of qualifications or when required by laws.
10. “Cost Analysis” - cost breakdown where the individual cost elements and profit for a procurement including the complexity and risk of the work, the contractor’s investment and productivity, the amount of subcontracting, the quality of past performance and industry profit rates in the area of similar work are analyzed for reasonableness.
11. “Emergency” - an event which requires immediate action in order to prevent a hazard to life, health, safety, welfare or property or to avoid undue additional cost to **Opportunity HomeSAHA**.

12. “Formal Bid” (IFB) – A bid which must be advertised and forwarded in a sealed envelope and be in conformance with a prescribed format to be opened at a specified time. The requirement to conduct a formal bid process is currently \$50,000 and includes other advertising requirements that must be followed.
13. “Independent Cost Estimate” (ICE) - An estimate is generally prepared by Opportunity HomeSAHA prior to obtaining offers. The degree of analysis will depend on the size and complexity of the purchase. This serves as Opportunity HomeSAHA’s yardstick as to the reasonableness of Contractor’s price and costs.
14. “Instrumentality” – A subsidiary branch of Opportunity HomeSAHA through which functions or policies are implemented.
15. “Intergovernmental”, “Interlocal” or “Interagency Agreement” - An agreement between Opportunity HomeSAHA and a Federal, State or local government agency (including other PHAs) for the provision of goods, supplies or services. The terms Cooperative Agreement, Intergovernmental Agreement, Consortium Agreement, Memorandum of Understanding (MOU) or Memorandum of Agreement are synonymous terms and may be used interchangeably.
16. “Labor surplus area business” – A business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.
17. “Minority Business Enterprise” - A business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to, African/Black Americans, Hispanic/Latino Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans and Hasidic Jewish Americans.

18. “Noncompetitive Proposals” – Procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined to be inadequate.
19. “Price Analysis” – An evaluation of price based on comparison to market prices, catalog prices, historical data, or other services.
20. “Procurement” – The acquiring by contract of goods, supplies and services, including construction through purchase, lease or other means. It begins at the point when Opportunity HomeSAHA establishes a need and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.
21. “Separate purchases” - (a form of “bid splitting”) purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase. A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.
22. “Sequential purchases” - (a form of “bid splitting”) purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase. A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.
23. “Small Purchase Procedures” and “Informal Purchase Procedures” – A simplified method for acquiring goods, supplies, materials and services that do not exceed Opportunity HomeSAHA’s small purchase threshold established by law. This is currently restricted to \$50,000 by state law, which is the most restrictive governing Opportunity HomeSAHA’s procurement activity, except for projects funded by the American Recovery and Reinvestment Act. Solicitations involving amounts smaller less than the \$50,000 threshold are also referred to as “informal” and the methods chosen for these procurements (as approved by the Contracting Officer) may include email/phone quotes, and short solicitations (“Quick Quotes”).
24. “Small business” – A business, which is independently owned, not dominant in its field of operation and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards set by applicable law shall be used unless Opportunity HomeSAHA determines that their use is inappropriate.

25. “Services” – Include labor, professional services, management consulting services, or a combination of services and supplies which shall include but are not limited to construction projects.
26. “Section 3 business concern” – Section 3 business concern means a business concern, as defined in this section— (1) That is 51 percent or more owned by Section 3 residents; or (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in (1) or (2) above.
27. “Section 3 Resident” - for the purposes of this policy, those individuals that are eligible for Section 3 status but may or not be currently residing in a public housing or Section 8 property.
28. “Women-owned business” – a business that is at least 51% owned by a woman or women who are U.S. citizens and also controls or operates the business.

**C. PROCUREMENT AUTHORITY AND RESPONSIBILITY**

While the President and CEO serves as the contracting officer, management and all employees are ultimately responsible and accountable for complying with this Policy and related procurement procedures that are adopted administratively by the President and CEO or his/her designee. Management and all employees shall ensure that all procurement activity of Opportunity HomeSAHA is conducted consistent with the best interest of Opportunity HomeSAHA and applicable laws, rules and regulations. Because planning is essential to managing the procurement function properly, all employees are responsible for periodically reviewing records of prior purchases, as well as future needs, to:

1. Identify patterns of procurement actions that could be performed more efficiently or economically;
2. Maximize competition and competitive pricing among contracts and decrease Opportunity HomeSAHA's procurement costs;
3. Reduce Opportunity HomeSAHA's administrative costs;

4. Ensure that supplies and services are obtained without any need for reprocurement or the resolution of bid protests, and
5. Minimize errors that occur when there is inadequate lead time. In addition, all employees shall also consider storage, security and handling requirements when planning the most appropriate purchasing actions.

**1. RESPONSIBILITIES OF DEPARTMENT DIRECTORS**

All Department Directors are responsible for managing the procurement related activities of their departments, for ensuring staff compliance with the Policy and all implemented procedures, laws, rules and regulations, and for the following:

- a. Identifying a procurement need, communicating such need to Opportunity HomeSAHA's Procurement Department for solicitations, contracts, contract amendments, contract extensions, contract modifications and change orders, developing appropriate scopes of work and project specifications that are clear, objective, not restrictive of competition and comply with all adopted procedures and all laws, rules and regulations and reviewing proposed solicitations and contracting actions to ensure that they meet all identified needs;
- b. Developing an Independent Cost Estimate prior to solicitation, evaluating the most economical, equitable, and efficient approach to a procurement based upon this estimate and communicating such estimate to Opportunity HomeSAHA's Procurement Department;
- c. Establishing a contract administration system within his/her department to identify and document contractors' performance/conformance with the terms, conditions, and specifications of contracts and purchase orders and subsequently communicating with Opportunity HomeSAHA's Procurement Department about such performance;
- d. Assigning a responsible party to each procurement and ensuring that he/she understands his/her responsibilities and roles in procurement including those related to budget management and regulatory compliance, and are provided with sufficient training and ongoing supervision;

- e. Providing clear policy direction to subordinates responsible for managing projects;
- f. Coordinating with **Opportunity HomeSAHA**'s Finance and Accounting Department to ensure that sufficient funding is available to accomplish work desired;
- g. Inspecting goods and services provided to ensure compliance with contract terms and specifications;
- h. Ensuring the receipt of all requisitions in the JD Edwards computer system within 3 business days of satisfactory performance of a service or physical receipt of goods or that procurement is notified within 3 business days of disputes;
- i. Conducting a Cost Analysis or Price Analysis in accordance with the selected procurement method;
- j. Inputting requisitions and receiving purchase orders prior to the commencement of work or ordering goods unless such procurement is in response to an emergency. If the procurement is in response to an emergency, the requisition must be inputted into JD Edwards no later than the next business day;
- k. Informing the Director of Procurement or his/her designee about the existence of an emergency;
- l. Establishing quality control mechanisms for all procurement activities within his/her department, and
- m. Ensuring accountability in performance evaluations for employees engaged or overseeing procurement activities.

## 2. **RESPONSIBILITIES OF CHIEF ADMINISTRATIVE OFFICER**

The Chief ~~Financial~~ Administrative Officer is responsible for the oversight of all procurement activity and enforcement of policies and procedures within **Opportunity HomeSAHA** and to ensure that all anticipated procurements are subject to an annual planning process to assure efficient and economical purchasing and establish expenditure patterns.



### 3. RESPONSIBILITIES OF THE DIRECTOR OF PROCUREMENT

In cooperation with the various Executive employees, Department Directors and staff, the Director of Procurement or his/her designee shall be responsible for ensuring the following:

- a. Compliance with the Policy, implemented procedures, laws, rules and regulations by reviewing and approving solicitations and contracts for Opportunity HomeSAHA;
- b. All expenditures are within the approval authority level within Opportunity HomeSAHA;
- c. Independent Cost Estimates are prepared prior to the solicitation;
- d. A Cost or Price Analysis is performed consistent with the selected procurement method prior to contract award or change order;
- e. Solicitations, contracts and change orders are in writing and clearly specify the desired goods and services;
- f. Development of contracts, contract modifications, contract extensions, and change orders in cooperation with Project Managers, legal counsel and Department Directors. Any IT related purchases must be reviewed and approved by the Innovative Technology Director prior to submissions to the Procurement Department for solicitation;
- g. Contracts are supported by sufficient documentation regarding the procurement process, including, at a minimum, the method of procurement chosen and approved by the Contracting Officer; the solicitation documents, bids or proposals received, the rationale for selecting or rejecting bids or proposals and the basis for contract price;
- h. The dollar amount of a contract is not exceeded without authority;
- i. Coordinating, hearing and recommending decisions to the Contracting Officer on all bidding and selection-related protests and appeals relating to procurement;
- j. Maintaining the official and original solicitation and contract files for Opportunity HomeSAHA;



- k. Establishment of an agency-wide vendor performance system, and
- l. Auditing 10% of all purchase orders on a monthly basis to ensure compliance with all laws, rules and regulations, including the procurement policy and implemented procedures and directives.

**4. RESPONSIBILITIES OF DIRECTOR OF FINANCE AND ACCOUNTING**

The Director of Finance and Accounting or his/her designee in coordination with the various Department Directors is responsible for ensuring the following:

- a. Sufficient funding exists to accomplish the desired work,
- b. Expenditures are within Board-approved budgets and variances are reported to the Board of Commissioners, and
- c. Payment of all approved invoices according to the contract terms.

**III. PROCUREMENT METHODS**

**A. Selection of Method**

- 1. In order to directly purchase the required goods or services including construction and insurance, employees shall choose from the following procurement methods based upon the nature and anticipated dollar value of the total requirement. Purchases shall not be artificially divided so as to constitute component, sequential or separate purchases to avoid procurement requirements or requisition authority. The rationale for selection of the procurement unless obvious shall be stated in the procurement file. All procurement methods must comply with Texas competitive bidding laws and regulations, especially when thresholds are exceeded.
- 2. During the procurement planning process if it is determined that the expenditure of any good, commodity, supply or service in the aggregate will exceed \$50,000 per calendar year, a formal procurement shall be conducted.
- 3. It shall be understood that credit cards or purchasing cards (P-cards) are not procurement methods but rather payment methods. All authorized users shall follow the procurement requirements stated within this procedure when making purchases with a credit card or purchasing card.

4. Ties in submitted proposals, bids or quotes shall be broken by casting lots as required by state law.

**B. Micro Purchases (not exceeding \$3,000 in the aggregate)**

1. Employees are required to obtain a minimum one quote provided the quote is considered fair and reasonable. In most cases, it is encouraged that multiple quotes may be obtained, based on the nature of the goods or services being obtained.
2. To the greatest extent feasible and to promote competition and support small, minority and women-owned businesses as well as Section 3 business concerns, purchases should be distributed among qualified sources. However, component, separate or sequential purchases shall not be allowed to circumvent any laws or Opportunity HomeSAHA's procurement policy or procedures.
3. Award shall be made to the qualified vendor that provides the "best value" to Opportunity HomeSAHA considering price and other rationally related factors deemed important such as experience and vendor's past performance .
4. The employee with assistance from Opportunity HomeSAHA's Procurement Department shall make a determination based upon recent research, experience or recent purchases that the price is fair and reasonable prior to award.
5. Quotes may be obtained orally in person or by phone, by fax, in writing or email but must be documented and presented to the Procurement Department with purchase requisition or forwarded to the Procurement Department if purchased by credit card.

**C. Small Purchases (over \$3,000 but not exceeding \$50,000 in the aggregate)**

1. Employees shall obtain a reasonable number of quotes preferably three. Employees shall attempt to solicit at least two quotes from historically underutilized businesses as listed by the Comptroller of the State of Texas.
2. To encourage competition and foster the growth of small and minority-owned businesses and Section 3 business concerns such purchases shall be distributed among qualified sources when feasible. However, component, separate or sequential purchases shall not be allowed to circumvent procurement policy or procedures.

3. Quotes may be obtained orally by telephone, fax, in writing or by email as allowed by law and regulations.
4. Award shall be made to the offeror providing the lowest acceptable quotation unless justified in writing based on price and other specified factors clearly identified in the solicitation.
5. The names, addresses and/or telephone numbers of the offerors and persons contacted, the date and amount of each quotations shall be documented and maintained as a public record unless otherwise provided in law or regulation. Such quotes shall be forwarded to Procurement Department with the purchase requisition.
6. Employees shall ensure that the price is reasonable and fair through a comparison of offers or by other means such as but not limited to prior purchases of the same nature, catalog prices, or personal knowledge.

**D. Purchases exceeding the \$50,000 small purchase threshold in the aggregate**

1. Sealed Bids: The preferred method for procuring goods, construction, supplies and non-complex service contracts. This method shall not be used when procuring Architectural and Engineering Services (A/E) or other excluded categories of professional services. Where deemed appropriate, multi-step bids may be utilized. **All sealed bids must adhere to the Texas Local Government Code requirements for competitive bidding, including advertising requirements and bid opening procedures.**
  - a. Conditions for use: Contracts shall be awarded based on competitive sealed bidding if the following conditions are present:
    - (1) a complete, adequate and realistic specification or purchase description is available;
    - (2) two or more responsible bidders are willing and able to compete effectively for the work;
    - (3) the procurement lends itself to a firm fixed price contract; and
    - (4) the selection of the successful bidder can be made principally on the basis of price; however, the successful bidder must be deemed responsible.

- b. Solicitation and Receipt of Bids: An invitation for bids (IFB) shall be issued to include specifications and all contractual terms and conditions applicable to the procurement and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the IFB. The IFB shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped, secured in a safe place and not opened until the bid opening date and time. A bidder may withdraw his/her bid anytime prior to the bid opening.
  
- c. Bid Opening and Award: Bids shall be opened publicly and in the presence of at least one witness. An abstract of bids shall be recorded and the bids shall be available for public inspection. Award shall be made as provided in the IFB. If equal low bids are received from responsible bidders, award shall be made by drawing lots or similar random method stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price.
  
- d. Mistakes in Bids:
  - 1. Correction or withdrawal of inadvertently erroneous bids may be permitted where appropriate anytime prior to the date and time of bid opening by written, faxed, or e-mail notice received in the office designated in the IFB.
  - 2. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of Opportunity HomeSAHA or fair competition shall be permitted. If only one bid is submitted, however, negotiation of price is an acceptable option for Opportunity HomeSAHA to pursue.
  - 3. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw his/her bid if the mistake is clearly evident on the face of the bid or the bidder submits convincing evidence that a mistake was made. All decisions to allow withdrawal of bids after opening shall be supported by a written determination signed by the Contracting Officer or his/her designee.
  - 4. If a mistake is made in an extended cost in a bid, the unit price in the bid shall prevail.

- e. Bonds:
  1. For construction contracts exceeding \$100,000, the contractor must submit the following unless otherwise exempted by law or regulations:
    - (a) a bid guarantee at the time of bid submittal for 5% of the bid price, and
    - (b) an assurance of completion as evidenced by a performance and payment bond in a penal sum of 100% of the contract price, separate performance and payment bonds, each for 50% or more of the contract price, 20% cash escrow, or a 25% irrevocable letter of credit.
    - (c) All bonds must be obtained from guarantee or surety companies acceptable to the U.S. Treasury (listed in U.S. Treasury Circular 570, commonly referred to as the T-list) and authorized to do business in the State of Texas. Individual sureties shall not be considered.
  2. For all public work projects as defined by state law over \$25,000, Contractors shall execute a payment bond in the full amount of the contract price. Such bonds must be in compliance with (1)(c) above.
  3. The Contracting Officer may establish bonding requirement for other procurement activity if deemed to be in the best interest of Opportunity HomeSAHA and not unduly burdensome upon competition.
2. Competitive Proposals (preferred method for procuring professional services which allows for consideration of technical factors other than price, negotiations and withdrawal of proposal anytime prior to contract award)
  - a. Conditions for Use: Competitive Proposals including turnkey proposals for development may be used if there is an adequate method of evaluating technical proposals and if Opportunity HomeSAHA determines that conditions are

not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited.

- b. Solicitation: Competitive proposals shall be solicited through a "Request for Proposals" (RFP) or Request for Qualifications (RFQ) issued by ~~Opportunity HomeSAHA~~. The RFP shall clearly identify the relative importance of price and other evaluation factors and sub factors, including the weight given to each technical factor and sub factor. However, in RFQs price shall not be solicited in the proposal but shall be negotiated prior to award. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors and the content of their proposals until contract award.
- c. Evaluation: Proposals shall be evaluated only on the criteria stated in the RFP. The price factor may be assigned a specific weight in the evaluation or may be considered in conjunction with technical factors. Proposals shall be evaluated by a panel with expertise on the subject matter. The Contracting Officer shall establish criteria for selecting panel members including standards for ensuring that panelists have no conflicts of interest with past or future work with ~~Opportunity HomeSAHA~~ or conflicts related to the RFP. The Procurement Department in cooperation with the department requesting the solicitation and Human Resources shall make recommendations for panel members to the Contracting Officer. A written justification must be prepared if a person is disqualified from seating on a panel. The Procurement Department shall ensure that panel members are insulated in their evaluation activities from interference or input from others.
- d. Negotiation: All competitive proposals shall be subject to negotiations with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors specified in RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The

purpose of negotiations shall be to seek clarification with regard to, and advise offerors of, the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing a proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline for receipt of best and final offers shall be established. "Auctioning" which is revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

- e. Award: After evaluation and negotiation, the contract shall be awarded to the responsive, responsible offeror whose qualifications, price and other factors are the most advantageous to ~~Opportunity Home~~ ~~SAHA~~.
- f. Architect/Engineer Services: These services are obtained by qualification based selection procedures (RFQ). Competitors' qualifications are evaluated based upon the criteria in the solicitation and the most qualified competitor is selected subject to the negotiation of fair and reasonable compensation. Price is not a factor in evaluation. Qualifications based selection procedures shall not be used to purchase other types of service even though architect/engineer firms are potential sources. Additional categories that must follow the RFQ process is established by law and may be revised from time-to-time.

### 3. NONCOMPETITIVE PROPOSALS

- a. Conditions for use: Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids or competitive proposals, and one of the following applies:

- (1) The item is available only from a single source based on a good faith review of available sources;
- (2) An emergency as defined in the Policy exists and competitive procurements can not address the need in the timeframe allowed;
- (3) HUD authorizes the use of non competitive proposals; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

b. Justification: Each procurement based on non competitive proposals shall be supported by a written justification and approval in writing by the Contracting Officer or his/her designee. Such justification at a minimum shall include the following items:

- (1) Description of the requirement;
- (2) History of prior purchases and their nature (competitive vs. noncompetitive);
- (3) The specific exemption identified above that applies to this procurement;
- (4) Statement as to the unique circumstances that require award by non competitive proposals;
- (5) Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of written solicitation, etc);
- (6) Statement as to efforts that will be taken in the future to promote competition for the requirement; and
- (7) Signature of the Contracting Officer or his/her designee authorizing the procurement.



- c. Price Reasonableness: The reasonableness of the price shall be determined by performing a cost analysis.

## 1. FLEET VEHICLE PURCHASES

- a. Fleet vehicle purchases shall be conducted using Opportunity Home San Antonio's approved cooperative contracts or interlocal agreements to ensure cost-effectiveness and compliance with procurement requirements. These cooperative purchasing agreements allow for bulk pricing discounts and streamlined acquisition processes by leveraging contracts established through competitive solicitation by government purchasing cooperatives
  - i. All fleet purchases shall be reported to the Board of Commissioners at the next scheduled Board meeting for informational purposes. The report shall include:\*
  - ii. A description of the vehicles purchased;
  - iii. The total cost and funding source;
  - iv. The cooperative contract or interlocal agreement used for the purchase;
  - v. Justification for the purchase based on operational needs.

If cooperative and interlocal agreements do not produce the required results, fleet vehicles may be procured through competitive and non competitive methods and taken to the Board of Commissioners for approval.

## 2. IT Purchases

- a. "IT-related purchases, including, but not limited to, hardware, software, network infrastructure, and cybersecurity solutions, may be procured through approved cooperative contracts or interlocal agreements to achieve cost savings and expedited acquisition. Opportunity Home San Antonio may utilize cooperative agreements, such as those provided by DIR (Department of Information Resources), OMNIA Partners, or other eligible purchasing cooperatives to procure IT equipment and services in compliance with procurement regulations.

All IT purchases shall be reported at the next scheduled Board meeting and shall include:

- i. A summary of the IT equipment or services procured;
- ii. The total cost and funding source;
- iii. The cooperative contract or interlocal agreement used; and
- iv. Justification for the purchase and expected operational impact.

#### **F. COST AND PRICE ANALYSIS**

1. General: A cost or price analysis shall be performed for all procurement actions, including contract modifications or change orders. The degree of analysis shall depend on the complexity of the procurement. The strength of competition will typically be sufficient to determine price reasonableness in sealed bidding and small purchases.
2. Submission of Cost or Price Information: If the procurement is based on noncompetitive proposals or when only one offer is received in sealed bidding, or for other procurements as deemed necessary, each offeror shall submit a cost breakdown showing projected costs and profit; commercial pricing and sales information sufficient to enable Opportunity HomeSAHA to verify the reasonableness of the proposed price such as catalogs, or documentation that the price is set by law or regulation.
3. Cost Analysis: Cost analysis shall be performed if an offeror is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted, a cost analysis shall be conducted on the individual cost elements and profit shall be analyzed separately by examining the complexity and risk of the work, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance and industry profit rates in the area of similar work. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles. Opportunity HomeSAHA shall have a right to audit the contractor's books and records pertinent to such costs.

#### **G. CANCELLATION OF SOLICITATIONS**

1. Any solicitation may be cancelled before offers are due if Opportunity HomeSAHA no longer requires the goods, supplies, services, insurance or construction, Opportunity HomeSAHA can no longer reasonably expect funds to be available, proposed amendments to solicitation would be of

such magnitude that a new solicitation would be desirable or other similar reasons.

2. A solicitation may be cancelled and all bids or proposals rejected if the need for the goods, supplies, services, insurance or construction no longer exists at **Opportunity HomeSAHA**, ambiguous or otherwise inadequate specifications were part of the solicitation, the evaluation criteria did not include consideration of all factors significant to **Opportunity HomeSAHA**, prices exceed budgetary allocations and quantity can not be **Opportunity HomeSAHA** adjusted to come within available funds, bids or proposals were submitted in bad faith or were collusive in nature, or in the best interest of **Opportunity HomeSAHA**.
3. The reasons for cancellation shall be documented in the procurement file and all offerors shall be notified of such action and given an opportunity to compete on any resolicitation or future procurement of similar items.
4. If a solicitation is cancelled because all offers were unreasonable or after receipt of only one bid, **Opportunity HomeSAHA** may resolicit using other procurement methods

#### **H. COOPERATIVE PURCHASING**

**Opportunity HomeSAHA** may enter into Federal, State or local intergovernmental agreements to purchase or use common goods, insurance and services based upon economy and efficiency when contracts have been competitively awarded. All intergovernmental agreements shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment and other relevant terms and conditions. **Opportunity HomeSAHA** is encouraged to use Federal and State excess and surplus property instead of purchasing new equipment, goods, supplies and property whenever such use is feasible and reduces project costs. The supplies, goods, equipment and services obtained under a cooperative purchasing agreement must have been procured in accordance with all laws, rules and regulations.

#### **I. CONTRACTING WITH RESIDENT ORGANIZATIONS**

Notwithstanding the provisions above pertaining to full and open competition in procurements, the Contracting Officer may authorize use of the "alternative procurement process" to limit competition to resident-owned businesses or contract on a non-competitive basis with a resident management corporation, to the extent such procurement is deemed reasonably priced and will assist **Opportunity HomeSAHA** in meeting its Section 3 goals.

#### **J. CONTRACTING FOR LEGAL SERVICES**

Contracting for legal services shall be conducted in accordance to all applicable laws, rules, regulations and policy guidelines.

#### **IV. CONTRACTOR QUALIFICATIONS AND DUTIES**

##### **A. CONTRACTOR RESPONSIBILITY**

Procurement shall be conducted only with responsible contractors, for example, those who have the technical and financial competence to perform and who have a satisfactory record of integrity and safety on the job. Before awarding a contract, **Opportunity HomeSAHA** shall review the proposed contractor's ability to perform the contract successfully by considering factors such as the contractor's integrity, compliance with public policy, record of past performance and financial and technical resources to perform the work in the timeframe required and according to the stated specifications and scope of work. If a contractor is found to be not responsible, a written justification for such finding must be placed in the procurement file.

##### **B. SUSPENSION AND DEBARMENT**

Contracts shall not be awarded to debarred, suspended or ineligible contractors under HUD-imposed limited denial of participation in accordance with federal and state laws, rules and regulations. All contractors shall be checked prior to award for failure to pay franchise tax to the State of Texas, inclusion on the excluded parties list, limited denial list and state of Texas debarment lists.

##### **C. ORGANIZATIONAL CONFLICTS OF INTEREST**

1. "Organizational conflict of interest" is a situation in which the nature of the work to be performed under a **Opportunity HomeSAHA** contract and a contractor's organizational, financial, contractual or other interest are such that the contractor possesses an unfair competitive advantage in competing for the contract, the award may result in an unfair competitive advantage for future work or the contractor's objectivity in performing the contract work may be impaired.
2. **Opportunity HomeSAHA** shall neutralize such conflicts by requiring contractors to disclose any such conflicts when they submit their offers and exclude contractors who provide services relating to studies or specification writing from competing for any subsequent contract which is based on such services.

#### **V. TYPES OF CONTRACTS, CLAUSES AND CONTRACT ADMINISTRATION**

##### **A. CONTRACT TYPES**

Pursuant to law, any type of contract which is appropriate to the procurement and which will promote the best interests of **Opportunity HomeSAHA** may be used with the exceptions of cost plus a percentage of cost and percentage of construction cost methods. The following are some examples of permissible type of contracts: requirement contracts, indefinite quantity contracts, definite quantity contracts and cost reimbursement contracts if less costly and the contractor's accounting system can allocate costs based upon cost principles, and time and materials contracts that include a ceiling price.

**B. OPTIONS**

Options for additional quantities or performance periods may be included in contracts, provided that the option is contained in the solicitation, is a unilateral right of **Opportunity HomeSAHA**, the contract states a limit on the additional quantities and the overall term of the contract, the options are evaluated as part of the initial competition, the contract states the period within which the options may be exercised, the option may be exercised only at the price specified in the contract or reasonably determinable from the contract and may only be exercised if determined to be more advantageous to **Opportunity HomeSAHA** than conducting a new procurement. The Contracting Officer shall have the authority to execute such options.

**C. CONTRACT CLAUSES**

In addition to containing a clause identifying the contract type and pricing arrangements and pertinent terms and conditions, all contracts shall include any clauses either by attachment or incorporation required by federal statutes, executive orders, and their implementing regulations and state law.

**D. CONTRACT ADMINISTRATION**

**Opportunity HomeSAHA** shall maintain a contract administration system designed to ensure that contractors perform in accordance with their contracts. Operational procedures shall contain guidelines for inspection of supplies, services or construction, adherence to insurance requirements, as well as monitoring contractor performance, status reporting on construction contracts ~~and similar matters to include compliance with the good faith utilization plan submitted by the contractor outlining subcontracting opportunities for small, minority and women-owned businesses and providing economic opportunities for Section 3 residents.~~ ¶

**E. CHANGE ORDERS and USE OF CONTINGENCY FUNDS**

Change orders and the use of contingency funds shall be minimized in all projects through adequate planning to include the drafting of scopes of work and specifications that are comprehensive in nature and address all foreseeable issues. Past experience with similar projects shall be one guiding mechanism as to whether or not a condition is foreseeable. All change orders and contract modifications shall comply with the Changes clause in HUD 5370, HUD 5370-C~~1~~ and HUD 5370-EZ if applicable to the procurement. Change orders do not include foreseeable work within the scope of a project. Such foreseeable work shall be funded through contingency reserves.

All use of contingency funds must be pre-approved by the Contracting officer prior to commencement of work by the contractor. Change orders to contracts shall be administered in accordance with the following requirements:

1. All requests for change orders including orders for additional work and orders reducing work (credit change orders) submitted by Contractors or at the request of a Project Manager must be approved by Department Director or his/her designee, the Director of Procurement or his/her designee, the Chief Financial Officer, Real Estate and Legal Services Officer and the Contracting Officer or his/her designee.
2. If the amount of the submitted change order does not exceed the \$50,000 cap per contract, the Contracting Officer shall be the final approval.
3. If the amount of a change order increases a contract by more than \$50,000, the Board of Commissioners shall be the final approval.
4. This change order procedure shall be applicable to all Opportunity Home~~SAHA~~ contracts.
5. The original contract price may not be increased by more than 25%. If there is a decrease of more than 25%, approval of the contractor must be obtained.
6. A cost analysis must be performed and submitted to the Procurement Department with the request for a change order.
7. Change orders shall not be divided or split to avoid the dollar threshold for Board approval.

## **VI. Appeal and Remedies**

### **A. GENERAL**

It is Opportunity HomeSAHA's policy to resolve all contractual issues informally at Opportunity HomeSAHA's level without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at Opportunity HomeSAHA. When appropriate, Opportunity HomeSAHA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute to help resolve the differences. HUD will only review protests in cases of violations of federal law or regulations or failure of Opportunity HomeSAHA to review a complaint or protest.

### **B. BID PROTESTS**

Any actual or prospective contractor may protest the solicitation or award of a contract for material violation of Opportunity HomeSAHA's procurement policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals and any protest against the award of a contract must be received within ten calendar days after contract award or the protest will not be considered. All protests must be in writing and submitted to the Director of Procurement for a written decision. The Director of Procurement shall make a recommendation to the Contracting Officer who shall issue a written decision and findings to the Contractor within 30 days from receipt of the written protest. This decision is then appealable to the Board of Commissioners within 30 days of receipt of the written decision. Appeals which are not timely filed will not be considered and the decision becomes final.

### **C. CONTRACT CLAIMS**

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Director of Procurement. The contractor may request a conference on the claim. The Director of Procurement shall after investigation submit a recommendation to the Contracting Officer concerning the claim. The Contracting Officer shall inform the contractor in writing within 30 days of the conclusion of the investigation of his/her decision and inform the Contractor of his/her appeal right to the Board of Commissioners and to HUD. All appeals to the Board of Commissioners shall be received within 30 days of receipt of the written denial of the Contracting Officer or such claim will not be considered and the Contracting Officer's decision becomes final.



## **VII. ASSISTANCE TO SMALL AND OTHER BUSINESSES INCLUDING SECTION 3 BUSINESS CONCERNS**

### **A. REQUIRED EFFORTS**

1. In compliance with all laws, executive orders, rules and regulations, **Opportunity HomeSAHA** shall maximize all opportunities to ensure that small, minority-owned and woman-owned business enterprises, and individuals or firms located in or owned in substantial part by persons residing in the area of **Opportunity HomeSAHA**'s housing developments to participate in **Opportunity HomeSAHA** contracting. **Opportunity HomeSAHA**'s efforts to foster economic growth shall include but are not limited to the following:
  - a. Including such firms when qualified on solicitation mailing lists;
  - b. Encouraging the participation of such firms through direct solicitation of bids or proposals whenever they are potential sources;
  - c. Dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by such firms;
  - d. Provide training opportunities and intensive outreach;
  - e. Forming partnerships with community organizations with a commitment to assisting **Opportunity HomeSAHA** with this mission;
  - f. Requiring all contractors to submit utilization plans in formal bids and competitive proposals detailing their good faith efforts in creating economic opportunities for these groups; and
  - g. Requiring prime contractors, when subcontracting is anticipated, to also take the same steps outlined above to foster economic opportunities for these groups.

### **B: GOALS AND TARGETS**

All procurement activities shall be periodically reviewed for participation by small businesses, minority-owned businesses, women-owned



business enterprises, labor surplus area businesses, and Section 3 business concerns in Opportunity HomeSAHA prime contracts and subcontracting opportunities. In conjunction with the Board of Commissioners, Opportunity HomeSAHA will annually review its efforts in contracting with small, minority and women owned businesses and providing economic opportunities for Section 3 residents. Annual targets and aspirational goals for these programs shall be set in cooperation with the Board of Commissioners. A Contractor's performance to meet such established goals unless a written justification for such failure is acceptable by the Contracting Officer shall be considered poor performance and will be a factor that is considered for future awards.

#### **VIII. DISPOSITION OF SURPLUS PROPERTY**

Personal and real property no longer necessary for Opportunity HomeSAHA's purposes shall be transferred, sold, or disposed of in accordance with applicable Federal, state and local laws and regulations. Contracting Officer shall be granted the authority to utilize online auctions for such services if deemed to be in the best interest of Opportunity HomeSAHA.

Approved June 18, 2025  
Board of Commissioners  
Resolution 6770

# Procurement Policy and Procedures Update

## PROCUREMENT POLICY AND PROCEDURES UPDATE

# Purpose of Proposed Changes

- To ensure the Procurement Policy remains compliant with all applicable federal, state, and local laws, rules, and regulations
- To provide further clarity and transparency in the procurement process
- To enhance operational efficiency and effectiveness
- To strengthen internal controls and safeguards
- To promote competition and fair and equitable treatment of all parties involved in purchasing

# Summary of Key Changes

## Delegated Authority

- Clarification of the Contracting Officer's authority and delegation process
- Distinction between amendments to the Policy (Board approval required) and operational procedures (President/CEO approval)
- Establishment of a \$250,000 threshold for Board of Commissioners approval for expenditures

## IT Purchases and Fleet Vehicle Purchases

- New policies to reflect previous authority allowing purchases using cooperative contracts

## Ethics in Public Contracting

- Emphasis on compliance with Opportunity Home's Fraud Prevention Policy, Code of Ethics, and Conflict of Interest Policy

## Key Changes

# Delegated Authority

- The Board of Commissioners delegates authority to the President and CEO (Contracting Officer) to approve and implement procurement procedures
- The Contracting Officer may delegate procurement authority in writing
- Expenditures over \$250,000 require Board of Commissioners approval

## Key Changes

# Board Approval for Expenditures Over \$250,000 (Resolution 6023)

- All procurement transactions and contract awards exceeding \$250,000 require Board of Commissioners approval
- Resolutions for Board approval must include:
  - **Estimated total expenditure and source of funds**
  - Description of goods, services, or construction
  - Summary of the procurement process
  - Justification and alignment with Opportunity Home's goals

## Key Changes

# IT and Fleet Vehicle Purchases

- Allows the use of cooperative contracts or interlocal agreements for IT (Resolution 6706) and Fleet Vehicle purchases (Resolution 5916)
- Requires that these purchases are reported to the Board

# Conclusion

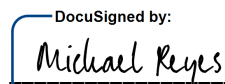
- The proposed changes to the Procurement Policy are intended to:
  - Ensure compliance
  - Enhance transparency
  - Improve efficiency
  - Strengthen controls
- These changes will support Opportunity Home's mission and promote responsible stewardship of public funds

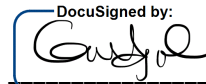


**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

**BOARD OF COMMISSIONERS  
Operations and Real Estate Committee Meeting**

**RESOLUTION 6774, AUTHORIZING THE AWARD OF A CONTRACT FOR ONLINE MARKETPLACE TO AMAZON.COM SERVICE LLC DBA AMAZON BUSINESS THROUGH OMNI PARTNERS, A NATIONWIDE PURCHASING COOPERATIVE FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$2,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

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**Michael Reyes**  
 President and CEO

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**George Ayala**  
 Director of Procurement

**REQUESTED ACTION**

Consideration and appropriate action regarding Resolution 6774, authorizing the award of a contract for Online Marketplace to Amazon.com Service LLC dba Amazon Business through Omni Partners, a Nationwide Purchasing Cooperative for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms.

**SUMMARY**

The U.S. Department of Housing and Urban Development encourages housing authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. The cooperatives award contracts based on a competitive bid or proposal process; therefore, Opportunity Home is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with Opportunity Home's procurement policies. Opportunity Home, as a cooperative member, may utilize any State of Texas contract, including those awarded by Omnia Partners.

The State of Utah partnered with Omnia Partners, a Nationwide Purchasing Cooperative to establish a national cooperative contract for Online Marketplace (an e-commerce site that connects sellers with buyers) to provide transactional items that may be used routinely and needed quickly to address everyday needs of public agencies nationally, to include state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit.

On May 22, 2024, the State of Utah issued RFP TR24-8 for an Online Marketplace that closed on July 10, 2024. Amazon.com Services, LLC dba Amazon Business was awarded contract #LS4679, which is effective May 6, 2025, through May 5, 2030.

Opportunity Home received Board approval on April 6, 2022 (Resolution 6220), authorizing the award of a contract to Amazon.com Service LLC dba Amazon Business for the period of April 7, 2022, through May 5, 2025. Opportunity Home would like to continue participating in Amazon.com's online digital marketplace that allows staff to access products from suppliers across multiple product categories such as display, products, and related supplies; information

**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

technology peripheral devices and related products; maintenance, repair, and operation products; and office-based accessories, décor, products, and related supplies. The Online Digital Marketplace Solution offers a more dynamic pricing structure to ensure participating agencies are continually receiving the best value. Under the awarded pricing model, the market establishes the best value.

Amazon Business benefits include, but are not limited to:

- **Free Business Delivery.** Free one-day shipping on millions of items; Same-day delivery on eligible items; unlimited free two-day shipping on over 100 million items.
- **Guided Buying.** Policy rules may be created that guide employees to approved products and help prevent procurement violations.
- **Spend Visibility.** Spending patterns may be analyzed to assist with budgeting decisions and buying policies.
- **Optimal Deployment.** Amazon Business Professional Services staff are available to assist with optimal visibility and policy settings via Business Prime features

**CONTRACT OVERSIGHT**

George Ayala, Director of Procurement

**STRATEGIC OUTCOMES**

Supports all strategic outcomes.

**ATTACHMENTS**

Resolution 6774

Slides

**Opportunity Home San Antonio  
Resolution 6774**

**RESOLUTION 6774, AUTHORIZING THE AWARD OF A CONTRACT FOR ONLINE MARKETPLACE TO AMAZON.COM SERVICE LLC DBA AMAZON BUSINESS THROUGH OMNI PARTNERS, A NATIONWIDE PURCHASING COOPERATIVE FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$2,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

**WHEREAS**, The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

**WHEREAS**, purchasing Cooperatives assign a lead agency for its solicitations to ensure that competitive bid requirements for most state and local government agencies are followed. Therefore, Opportunity Home is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with Opportunity Home's procurement policies; and

**WHEREAS**, on May 22, 2024, the State of Utah issued RFP TR24-8 for Online Marketplace that closed on July 10, 2024. Amazon.com Services, LLC dba Amazon Business was awarded contract #LS4679 that is effective May 6, 2025, through May 5, 2030; and

**WHEREAS**, Opportunity Home received Board approval on April 6, 2022 (Resolution 6220) authorizing the award of a contract to Amazon.com Services for the period of April 7, 2022 through May 5, 2025; and

**WHEREAS**, Opportunity Home would like to continue participating in Amazon.com's online digital marketplace, which allows staff to access products from suppliers across multiple product categories, such as display, products, and related supplies; information technology peripheral devices and related products; maintenance, repair, and operation products; and office-based accessories, décor, products, and related supplies.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6774, authorizing the award of a contract for Online Market Place to Amazon.com Service LLC dba Amazon Business through Omni Partners, a Nationwide Purchasing Cooperative for an annual cumulative amount not to exceed \$2,000,000; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

President and CEO

# Online Marketplace

## Procurement Process

## Procurement Process

# Solicitation Process

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes.

Opportunity Home is currently a member of Omnia Partners, Public Sector, a nationwide purchasing cooperative, that follows an acceptable competitive bid or proposal solicitation process

On May 22, 2024, the State of Utah partnered with Omnia Partners to issue RFP TR24-8 for Online Marketplace that closed on July 10, 2024. Amazon.com Services, LLC dba Amazon Business was awarded contract #LS4679 that is effective May 6, 2025, through May 5, 2030.

Opportunity Home received Board approval on April 6, 2022, (Resolution 6220) authorizing the award of a contract to [Amazon.com](#) Service LLC dba Amazon Business for the period of April 7, 2022 through May 5, 2025.

Opportunity Home would like to continue participating in Amazon.com's online digital marketplace that allows staff to access products from suppliers across multiple product categories.

## Procurement Process

# Financial Impact

The current award recommendation for Online Marketplace is not expected to exceed an amount of **\$2,000,000** and will be funded by the Departments' Operating Budgets.

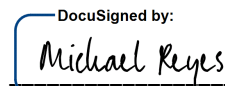
### **Award includes:**

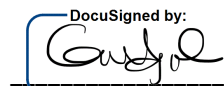
Display, Products, and Related Supplies;  
Information Technology Peripheral Devices and  
Related Products; Maintenance, Repair and  
Operation Products; and Office-Based  
Accessories, Décor, Products, and Related  
Supplies

**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

**BOARD OF COMMISSIONERS**  
**Operations and Real Estate Committee Meeting**

**RESOLUTION 6775, AUTHORIZING THE AWARD OF A CONTRACT FOR MAINTENANCE, REPAIR, AND OPERATIONS (MRO) SUPPLIES AND RELATED SERVICES TO W.W. GRAINGER, INC. THROUGH OMNI PARTNERS, A NATIONWIDE PURCHASING COOPERATIVE FOR AN ANNUAL AMOUNT NOT TO EXCEED \$1,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE YEAR TERMS**

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**Michael Reyes**  
 President and CEO

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**George Ayala**  
 Director of Procurement

**REQUESTED ACTION**

Consideration and appropriate action regarding Resolution 6775, authorizing the award of a contract for maintenance, repair, and operations (MRO) supplies and related services to W.W. Grainger, Inc. through Omni Partners, a Nationwide Purchasing Cooperative for an annual amount, not to exceed \$1,000,000; for a period of one year with the option to renew up to four additional one-year terms.

**SUMMARY**

The U.S. Department of Housing and Urban Development encourages housing authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. The cooperatives award contracts based on a competitive bid or proposal process; therefore, Opportunity Home is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with Opportunity Home's procurement policies. Opportunity Home, as a cooperative member, may utilize any State of Texas contract, including those awarded by Omnia Partners.

On May 15, 2024, Region 4 Education Service Center partnered with Omnia Partners, Public Sector to issue RFP #24-08 for Maintenance, Repair, and Operations (MRO) Supplies, Equipment, and Related Products and Services, which closed on June 27, 2024. Region 4 Education Service Center awarded a Contract to W.W. Grainger, Inc., effective November 1, 2024, for a period of three years with the option to renew up to two additional one-year terms.

On April 6, 2022, Opportunity Home received Board approval authorizing the award of a contract to W.W. Grainger Inc. (Resolution 6219) for the period of April 7, 2022, through May 5, 2025. Opportunity Home would like to continue participating in W.W. Grainger's online digital marketplace. The items available from the MRO supplier are necessary to maintain the efficient operations of the organization. These materials and supplies provide for daily maintenance, repair, and replacement allowing staff and property management to respond to both organization and resident needs without maintaining a warehouse inventory. MRO items available through this award include, but are not limited to: building materials, hardware, cabinets, motors, pumps, paints and coatings, plumbing equipment, power tools, windows, doors,



## **OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

cleaning products (to include green and dye-free), carpet care products and supplies, restroom care products and supplies, waste receptacles and liners, industrial tools and supplies (such as carts, dusters, brushes, spray bottles, squeegees, and gloves), rags, wipes, and related supplies.

### **Benefits of Grainger.com**

- Access to over 1.7 million products for each of your USA sites
- Your specific Grainger Agreement pricing
- Ordering 24 hours per day
- Up-to-date pricing
- Item Comparison
- Product Availability
- Easy and Secure Ordering
- Order Status
- Order Confirmation and Shipment Notification Emails
- Order History
- Click to Call/Chat
- Budgeting per user
- Auto-Reorder
- Product Reviews and Ask & Answer
- eQuotes
- Product technical support
- Product search capabilities and Matchmaker selection guidelines
- Grainger branch locator
- Supplier Diversity Products
- Custom Product Center
- Global Safety Data Sheets (GSDS) and Catalog requests
- Multiple users per customer account

### **CONTRACT OVERSIGHT**

George Ayala, Director of Procurement

### **STRATEGIC OUTCOMES**

Supports all strategic outcomes.

### **ATTACHMENTS:**

Resolution 6775

Slides

**Opportunity Home San Antonio  
Resolution 6775**

**RESOLUTION 6775, AUTHORIZING THE AWARD OF A CONTRACT FOR MAINTENANCE, REPAIR, AND OPERATIONS (MRO) SUPPLIES AND RELATED SERVICES TO W.W. GRAINGER, INC. THROUGH OMNI PARTNERS, A NATIONWIDE PURCHASING COOPERATIVE FOR AN ANNUAL AMOUNT, NOT TO EXCEED \$1,000,000; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

**WHEREAS**, The U.S. Department of Housing and Urban Development encourages housing authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

**WHEREAS**, Opportunity Home, as a cooperative member, may utilize any State of Texas contract, including those awarded by Omnia Partners; and

**WHEREAS**, Region 4 Education Service Center partnered with Omnia Partners, Public Sector, to issue RFP #24-08 for Maintenance, Repair, and Operations (MRO) Supplies, Equipment, and Related Products and Services; and

**WHEREAS**, W.W. Grainger, Inc. was awarded a contract that was effective November 1, 2024, for a period of three years with the option to renew up to two additional one-year terms; and

**WHEREAS**, Opportunity Home received Board approval on April 6, 2022, authorizing the award of a contract to W.W. Grainger Inc. (Resolution 6219) for the period of April 7, 2022, through May 5, 2025; and

**WHEREAS**, Opportunity Home would like to continue participating in W.W. Grainger's online digital marketplace for the purchase of materials and supplies needed to maintain the ongoing operations of the organization.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6775, authorizing the award of a contract for maintenance, repair, and operations (MRO) supplies and related services to W.W. Grainger, Inc. through Omni Partners, a Nationwide Purchasing Cooperative for an annual amount, not to exceed \$1,000,000; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the President and CEO or designee to execute all necessary documents and extensions.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

President and CEO

# Maintenance, Repair, and Operations (MRO) Supplies

Procurement Process

## Procurement Process

# Solicitation Process

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes.

Opportunity Home is currently a member of Omnia Partners, Public Sector, a nationwide purchasing cooperative, that follows an acceptable competitive bid or proposal solicitation process.

May 15, 2024, Region 4 Education Service Center partnered with Omnia Partners, Public Sector, to issue RFP #24-08 for Maintenance, Repair, and Operations (MRO) Supplies, Equipment, and Related Products and Services that closed on June 27, 2024. Region 4 Education Service Center awarded a contract to W.W. Grainger, Inc. that was effective November 1, 2024 for a period of three years with the option to renew up to two additional one-year terms.

On April 6, 2022, Opportunity Home received Board approval authorizing the award of a contract to W.W. Grainger Inc. (Resolution 6219) for the period of April 7, 2022, through May 5, 2025.

Opportunity Home would like to continue participating in W.W. Grainger's online digital marketplace.

## Procurement Process

# Financial Impact

The current award recommendation for maintenance, repair, and operations (MRO) supplies and related services is not expected to exceed an amount of **\$1,000,000** and will be funded by the Departments' Operating or Capital Budgets.

### Award includes:


Materials and supplies needed to maintain the ongoing operations of the organization. Supplies may include, but are not limited to: building materials, hardware, cabinets, motors, pumps, paints and coatings, plumbing equipment, power tools, windows, doors, cleaning products (to include green and dye-free), carpet care products and supplies, restroom care products and supplies, waste receptacles and liners, industrial tools and supplies (such as carts, dusters, brushes, spray bottles, squeegees, and gloves), rags, wipes, and related supplies.


**OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

**BOARD OF COMMISSIONERS  
Operations and Real Estate Committee Meeting**

**RESOLUTION 6772, AUTHORIZING A CAPITAL CONTRIBUTION FROM SAHFC TO SAHFC JOSEPHINE LENDER LLC FOR THE PURPOSES OF MAKING A LOAN TO 120 JOSEPHINE INVESTORS LLC FOR THE JOSEPHINE APARTMENTS PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

DocuSigned by:  
  
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**Michael Reyes**  
President and CEO

DocuSigned by:  
  
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**Diana Fiedler**  
Executive Vice President and Chief  
Financial Officer

**REQUESTED ACTION:**

Consideration and appropriate action regarding Resolution 6772, authorizing a capital contribution from SAHFC to SAHFC Josephine Lender LLC for the purposes of making a loan to 120 Josephine Investors LLC for the Josephine Apartments Project; and other matters in connection therewith.

**SUMMARY:**

The Project received final approval from San Antonio Housing Facility Corporation (“SAHFC”) as the lessor of the Project and a member of the lessee of the Project, Potranco Holdco LLC (the “Owner”), on August 6, 2020. The Project is under construction and will consist of 259 family units, which are a mixture of affordable and market-rate units. The Project is located at 120 West Josephine Street, San Antonio, Texas.

On January 1, 2021, the Member LLC entered into a Limited Liability Company Agreement for 120 Josephine Investors LLC, a Delaware limited liability company (the “Borrower”). On June 12, 2024, SAHFC and San Antonio Housing Authority a/k/a Opportunity Home San Antonio (“Opportunity Home San Antonio”) authorized (i) the formation of SAHFC Josephine Lender LLC, a single-member limited liability company (“Lender LLC”), (ii) SAHFC’s capital contribution of \$3,000,000 to Lender LLC for the purposes of permitting Lender LLC to make a loan in the same amount to the Borrower, and (iii) the admission of the Lender as the Class A Member.

The Project has incurred cost overruns and increased interest expenses and the Borrower has requested additional funds in the approximate amount of \$1,500,000 be loaned for the financing of the Project, offering to pay an interest rate of approximately 16% on any funds loaned. The staff has evaluated the economic viability of the Project and the loans. It has been determined that it is in Opportunity Home’s and SAHFC’s best interest to make an additional loan of approximately \$1,500,000 to the Project. The Owner will use the funds to complete construction. The loan will be subordinate to the first-lien debt on the Project; provided, however, it will be payable as a subordinate debt of the Borrower pursuant to the Limited Liability

**OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

Agreement for the Owner.

**STRATEGIC OUTCOMES:**

Residents have a sufficient supply of affordable housing options.

Residents live in quality affordable housing.

**ATTACHMENTS:**

Resolution 6772

Resolution 25FAC-05-07

Slides



**Opportunity Home San Antonio  
Resolution 6772**

**RESOLUTION 6772, AUTHORIZING A CAPITAL CONTRIBUTION FROM SAHFC TO SAHFC JOSEPHINE LENDER LLC FOR THE PURPOSES OF MAKING A LOAN TO 120 JOSEPHINE INVESTORS LLC FOR THE JOSEPHINE APARTMENTS PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, on August 6, 2020, the Housing Authority of the City of San Antonio a/k/a Opportunity Home San Antonio (“Opportunity Home”), authorized San Antonio Housing Facility Corporation, a Texas nonprofit public facility corporation (“SAHFC”), to authorize (i) participation in the acquisition, construction, and equipping of a 259-unit multifamily apartment facility known as the Josephine Apartments located at 120 West Josephine Street, San Antonio, Texas (the “Project”), as the sole member of SAHFC Josephine LLC (the “Member LLC”), a wholly owned subsidiary of SAHFC and (ii) the purchase and lease of the land for the Project; and

**WHEREAS**, on January 1, 2021, the Member LLC entered into an Amended and Restated Limited Liability Company Agreement for 120 Josephine Investors LLC, a Delaware limited liability company (the “Borrower”); and

**WHEREAS**, the Borrower has requested members to make one or more loans to allow it to complete the Project; and

**WHEREAS**, on June 12, 2024, SAHFC and Opportunity Home authorized (i) the formation of SAHFC Josephine Lender LLC, a single-member limited liability company (“Lender LLC”) (ii) SAHFC’s capital contribution to Lender LLC of \$3,000,000 for the purposes of permitting Lender LLC to make a loan in the same amount to the Borrower and (iii) the admission of the Lender as the Class A Member; and

**WHEREAS**, the Project has incurred cost overruns and increased interest expenses, and the Borrower is in need of additional capital for financing of the Project; and

**WHEREAS**, the Borrower has requested members to make one or more loans, which will be given effect via an additional capital contribution of approximately \$1,500,000 to Lender LLC for the purposes of permitting Lender LLC to make a loan in the same amount to the Borrower (the “Loan”); and

**WHEREAS**, the interest rate of the Loan is proposed to be approximately 16% (the “Interest Rate”); and

**WHEREAS**, SAHFC desires to participate in the making of such Loan to the Borrower at the

Interest Rate; and

**WHEREAS**, the Board of Commissioners of Opportunity Home (the “Board”) has determined that it is in the public interest and to the benefit of the citizens and residents of San Antonio for SAHFC to make the capital contribution to Lender LLC and authorize the Loan so that the Project will be completed to provide affordable and workforce housing to residents; and

**WHEREAS**, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of Opportunity Home.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

1. Approves and authorizes Resolution 25FAC-05-07, authorizing the capital contribution to the Lender LLC for the purposes of making the Loan to Borrower for the Project, and other matters in connection therewith.
2. Authorizes and directs the President and CEO, and each officer of Opportunity Home (each an “Executing Officer”), or any of them, to negotiate, execute, and deliver (or to accept, as the case may be) any documents and other instruments upon the conditions therein described or necessary or desirable in connection with the making of the capital contribution to Lender LLC and the Loan or otherwise to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by Executing Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.
3. Authorizes the officers of this Board, or any of them, to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the documents approved hereby or otherwise to give effect to the actions authorized hereby and the intent hereof.
4. Ratifies, confirms, and approves all acts heretofore taken by the officers of this Board in connection with the matters authorized by this Resolution.
5. Resolves that if any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.
6. Resolves that the recitals of this Resolution are hereby found to be true and are incorporated herein for all purposes.

7. Resolves that this Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
8. Resolves that this Resolution shall be in force and effect from and after its passage.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

President and CEO

**CERTIFICATE FOR RESOLUTION  
RESOLUTION 25FAC-05-07**

The undersigned officer of the San Antonio Housing Facility Corporation ("SAHFC") hereby certifies as follows:

1. In accordance with the bylaws of SAHFC, the Board of Directors of SAHFC (the "Board") held a meeting on June 18, 2025 (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 25FAC-05-07, AUTHORIZING A CAPITAL CONTRIBUTION  
FROM SAHFC TO SAHFC JOSEPHINE LENDER LLC FOR THE PURPOSES OF  
MAKING A LOAN TO 120 JOSEPHINE INVESTORS LLC FOR THE JOSEPHINE  
APARTMENTS; 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 SAHFC.

**SIGNED and SEALED this 18th day of June 2025.**



\_\_\_\_\_  
**Michael Reyes**  
Secretary/Treasurer

**San Antonio Housing Facility Corporation**  
**Resolution 25FAC-05-07**

**RESOLUTION 25FAC-05-07, AUTHORIZING A CAPITAL CONTRIBUTION FROM SAHFC TO SAHFC JOSEPHINE LENDER LLC FOR THE PURPOSES OF MAKING A LOAN TO 120 JOSEPHINE INVESTORS LLC FOR THE JOSEPHINE APARTMENTS; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, on August 6, 2020, San Antonio Housing Facility Corporation, ("SAHFC"), authorized (i) participation in the acquisition, construction, and equipping of a 259-unit multifamily apartment facility known as the Josephine Apartments located at 120 West Josephine Street, San Antonio, Texas (the "Project"), as the sole member of SAHFC Josephine LLC (the "Member LLC"), a wholly owned subsidiary of SAHFC and (ii) the purchase and lease of the land for the Project; and

**WHEREAS**, on January 1, 2021, the Member LLC entered into a Limited Liability Company Agreement for 120 Josephine Investors LLC, a Delaware limited liability company (the "Borrower"); and

**WHEREAS**, on June 12, 2024, SAHFC authorized (i) the formation of SAHFC Josephine Lender LLC, a single-member limited liability company ("Lender LLC") (ii) SAHFC's contribution of \$3,000,000 for the purposes of permitting Lender LLC to make a loan in the same amount to the Borrower and (iii) the admission of the Borrower as the Class A Member; and

**WHEREAS**, the Project has incurred cost overruns and increased interest expenses and the Borrower is in need of additional capital for financing the Project; and

**WHEREAS**, the Borrower has requested members to make one or more loans for financing the Project; and

**WHEREAS**, the Borrower has requested members to make one or more loans which will be given effect via an additional capital contribution to Lender LLC of approximately \$1,500,000 for the purposes of permitting Lender LLC to make a loan in the same amount to the Borrower (the "Loan") to allow it to complete the Project; and

**WHEREAS**, the interest rate of the Loan is proposed to be approximately 16% (the "Interest Rate"); and

**WHEREAS**, SAHFC desires to participate in the making of such Loan to the Borrower at the Interest Rate; and

**WHEREAS**, the Board of Directors of SAHFC (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.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Facility Corporation hereby:

- 1) Authorizes and approves the capital contribution to the Lender LLC and the Loan.

- 2) Authorizes and directs the Secretary/Treasurer and any Assistant Secretary/Treasurer (each an "Executing Officer"), or any of them, to negotiate, execute and deliver (or to accept, as the case may be) any documents and other instruments upon the conditions therein described or necessary or desirable in connection with the making of the capital contribution to Lender LLC and the Loan or otherwise to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by Executing Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.
- 3) Authorizes the officers of this Board, or any of them, to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the documents approved hereby or otherwise to give effect to the actions authorized hereby and the intent hereof.
- 4) Ratifies, confirms, and approves all acts heretofore taken by the officers of this Board in connection with the matters authorized by this Resolution.
- 5) Resolves that if any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.
- 6) Resolves that the recitals of this Resolution are hereby found to be true and are incorporated herein for all purposes.
- 7) Resolves that this Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America
- 8) Resolves that 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.
- 9) Resolves that this Resolution shall be in force and effect from and after its passage.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

President, Board of Directors

**Attested and approved as to form:**

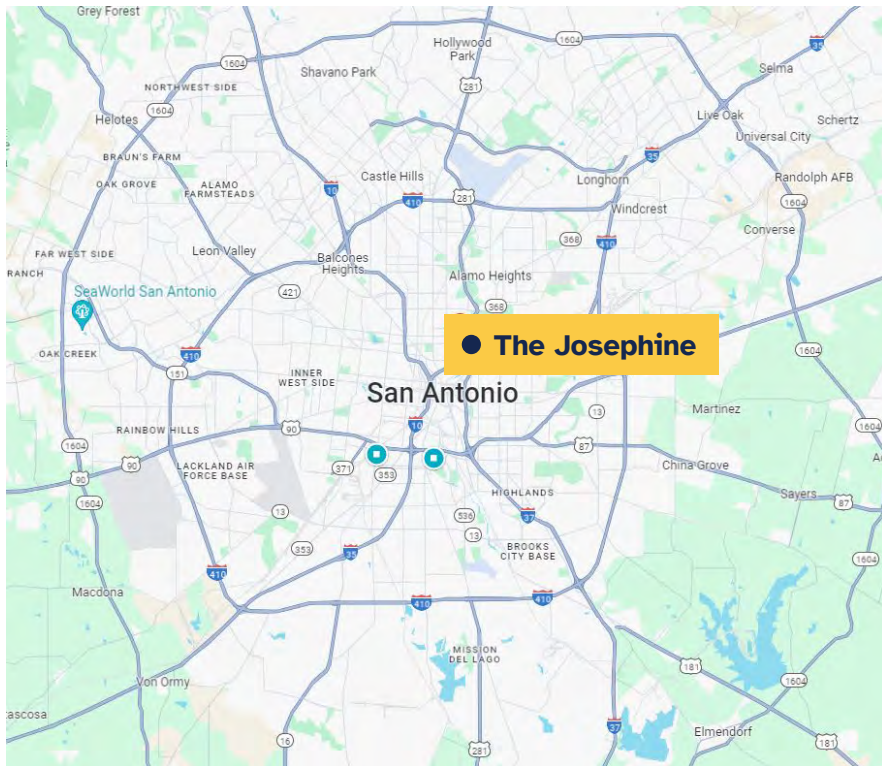
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**Michael Reyes**

Secretary/Treasurer

# Josephine

# Overview



## Project Description

The project is located in Council District 1 within San Antonio ISD. The Project is located at 218 W Josephine St, San Antonio, TX 78212.

## Deal Type

PFC

## Financing

Conventional Loan

## Board Approval Date

8/13/2020

## Total Development Cost

\$88.2M

## Development Partner

Lynd Development Partners

## General Contractor

Bartlett Cocke Residential

## Management Company

The Lynd Company



# Overview



**Total Units**  
259

**Unit Breakdown**  
**26**    ≤60% AMI  
**104**   ≤80% AMI  
**129**   Market

**Percent Completion**  
99%

**Leased**  
56.5%

**Occupancy**  
39.6%

# Board Consideration

- **Resolution 6057** was approved on August 6, 2020, authorizing SAHFC to enter into a partnership with Lynd Company to acquire and construct the Josephine Apartments
- Current Status:
  - 99% complete
  - Incurred cost overruns and increased interest expenses
- **Resolution 6534** was approved on June 12, 2024, authorizing the formation of SAHFC Josephine Lender LLC to issue a loan up to \$3,000,000 to 120 Josephine Investors LLC
  - Interest rate of 16%
  - Cover project shortfalls
- **Resolution 6772** will authorize a capital contribution from SAHFC to SAHFC Josephine Lender LLC for the purpose of issuing a loan up to \$1.5M to 120 Josephine Investors LLC
  - Interest rate of 16%
  - Cover project shortfalls

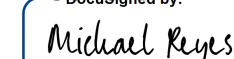
# Questions?

**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

**BOARD OF COMMISSIONERS**  
**Operations and Real Estate Committee Meeting**

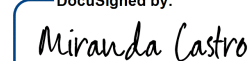
**RESOLUTION 6760, AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION AND SAN ANTONIO HOUSING DEVELOPMENT CORPORATION TO APPROVE RESOLUTIONS AUTHORIZING THE PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE SAN JUAN SQUARE APARTMENTS PROJECT**

DocuSigned by:

**Michael Reyes**

President and CEO

DocuSigned by:

**Miranda Castro**

Chief Asset Management Officer

**REQUESTED ACTION:**

Consideration and appropriate action regarding Resolution 6760, authorizing the San Antonio Housing Facility Corporation and San Antonio Housing Development Corporation to approve resolutions authorizing the preliminary actions related to the resyndication or restructuring of the San Juan Square Apartments Project.

**SUMMARY:**

The San Juan Square Apartments (the "Project") is a 143-unit low-income multifamily housing facility located at approximately 1938 South Zarzamora Street in San Antonio.

The Project was financed in part with low-income housing tax credits, which were sold to MMA Special Limited Partner, Inc., a Florida corporation, and MMA San Juan, LLC, a Delaware limited liability company (together, the "Investor") to fund an equity investment in San Juan Square, Ltd., a Texas limited partnership (the "Partnership"). Through a subsidiary limited liability company, San Antonio Housing Development Corporation ("SAHDC") subsequently acquired the Investor's interest in the Partnership along with the limited partner interest of MUNIMAE SLP II, LLC, a Delaware limited liability company. Additionally, San Antonio Housing Facility Corporation ("SAHFC") is the sole member of SAHA San Juan Square, LLC, the general partner of the Partnership, and landlord and ground lessor pursuant to that certain Ground Lease by and between SAHFC, as the landlord, and the Partnership, as the tenant.

SAHFC and SAHDC propose to resyndicate the ownership and financing of the Project, which will provide capital for rehabilitation. Pursuant to such resyndication, the Partnership may seek new tax-credit financing, but it may also seek to restructure the Project under Chapters 303, 394, or 392 of the Texas Local Government Code. SAHFC and SAHDC may also seek a partnership with a third-party developer to facilitate the completion of renovations and the raising of capital.

The attached resolutions authorize SAHFC and SAHDC to take the preliminary actions necessary to undertake the resyndication or restructuring, including the issuance of an RFP for potential developer partners, but we will bring this matter back to the Board for approval of the final structure and terms.

**STRATEGIC OUTCOMES:**

Residents have a sufficient supply of affordable housing options.  
 Residents live in quality affordable housing.

**OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

**ATTACHMENTS:**

Resolution 6760

Resolution 25FAC-05-03

Resolution 25DEV-05-01

Slides

**Opportunity Home San Antonio  
Resolution 6760**

**RESOLUTION 6760, AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION AND SAN ANTONIO HOUSING DEVELOPMENT CORPORATION TO APPROVE RESOLUTIONS AUTHORIZING THE PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE SAN JUAN SQUARE APARTMENTS PROJECT**

**WHEREAS**, one of the strategic goals of the Housing Authority of the City of San Antonio, Texas a/k/a Opportunity Home San Antonio (“Opportunity Home San Antonio”) is to expand the supply of affordable housing; and

**WHEREAS**, San Antonio Housing Facility Corporation (“SAHFC”) is empowered to finance the costs of public facilities that will provide decent, safe, and sanitary housing at affordable prices for residents of San Antonio, Texas; and

**WHEREAS**, SAHFC is the fee owner of the land underlying the San Juan Square Apartments project (the “Project”) and also serves as the sole member of the general partner of San Juan Square, Ltd. (the “Partnership”), the leasehold owner of the Project; and

**WHEREAS**, San Antonio Housing Development Corporation (“SAHDC”) directly or indirectly owns all of the limited partner interests in the Partnership; and

**WHEREAS**, it is proposed that SAHFC and SAHDC will resyndicate or restructure the ownership and financing of the Project (the “Resyndication”); and

**WHEREAS**, SAHFC and SAHDC will pass resolutions authorizing the preliminary actions necessary to complete the Resyndication, the complete terms for which will be brought back to the Board for final consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6760, authorizing the San Antonio Housing Facility Corporation and San Antonio Housing Development Corporation to approve resolutions authorizing the preliminary actions related to the resyndication or restructuring of the San Juan Square Apartments Project.
- 2) Approves Resolution 25FAC-05-03, authorizing the taking of preliminary actions related to the Resyndication, and other matters in connection therewith.
- 3) Approves Resolution 25DEV-05-01, authorizing the taking of preliminary actions related

to the Resyndication, and other matters in connection therewith.

- 4) Authorizes the President and CEO, or designee, to execute all necessary documents associated therewith.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

President and CEO

**CERTIFICATE FOR RESOLUTION  
RESOLUTION 25FAC-05-03**

The undersigned officer of the San Antonio Housing Facility Corporation ("SAHFC") hereby certifies as follows:

1. In accordance with the Bylaws of SAHFC, the Board of Directors of SAHFC (the "Board") held a meeting on June 18, 2025 (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 25FAC-05-03, AUTHORIZING THE TAKING OF PRELIMINARY  
ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE  
SAN JUAN SQUARE APARTMENTS PROJECT; 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 SAHFC.

**SIGNED and SEALED this 18th day of June 2025.**



\_\_\_\_\_  
**Michael Reyes**  
Secretary/Treasurer



**San Antonio Housing Facility Corporation  
Resolution 25FAC-05-03**

**RESOLUTION 25FAC-05-03, AUTHORIZING THE TAKING OF PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE SAN JUAN SQUARE APARTMENTS PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the San Juan Square Apartments Project is a multifamily housing project comprised of 143 units serving low- and moderate-income tenants and located at approximately 1938 S. Zarzamora Street, San Antonio, Texas (the “Project”); and

**WHEREAS**, the Project is owned by San Juan Square, Ltd., a Texas limited partnership (the “Partnership”), of which SAHA San Juan Square, LLC, a Texas limited liability company, is the general partner (the “General Partner”) and San Antonio Housing Development Corporation, a Texas nonprofit corporation (“SAHDC”), directly or indirectly owns the limited partner interest; and

**WHEREAS**, the San Antonio Housing Facility Corporation, a Texas nonprofit public facility corporation (“SAHFC”), is the sole member of the General Partner; and

**WHEREAS**, SAHFC and SAHDC desire to resyndicate or restructure the Project, which they may accomplish through a low-income housing tax credit transaction or a partnership structured in accordance with Chapters 303, 394 or 392 of the Texas Local Government Code (collectively, the “Resyndication”); and

**WHEREAS**, SAHFC and SAHDC may opt to partner with a third-party developer (the “Developer”) to complete the Resyndication, which developer SAHFC and SAHDC will select through the issuance of a request for proposal or such similarly named procurement process (the “RFP”); and

**WHEREAS**, SAHFC, SAHDC, and the Developer will define their mutual relationship in a memorandum of understanding (the “MOU”); and

**WHEREAS**, the Board of Directors of SAHFC (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; and

**WHEREAS**, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of SAHFC.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Facility Corporation hereby:

- 1) Authorizes and approves the taking of such action as may be necessary or advisable for the commencement of the Resyndication and the issuance of the RFP, including without limitation the execution and delivery of any contracts or agreements deemed necessary or desirable by an Authorized Officer which are executed in connection with the Resyndication and/or the RFP, including, but not limited to, the MOU (collectively, the

“Contracts”).

- 2) Authorizes and directs the President, Vice President, Secretary/Treasurer, and any Assistant Secretary/Treasurer (each an “Authorized Officer”), or any of them, to negotiate, execute, and deliver (or to accept, as the case may be) the Contracts or any other documents that are otherwise necessary to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by any Authorized Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.
- 3) Authorizes and directs the Authorized Officers, or any of them, to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the Contracts or otherwise to give effect to the actions authorized hereby and the intent hereof.
- 4) Ratifies, confirms, and approves all acts heretofore taken by the Authorized Officers in connection with the matters authorized by this Resolution.
- 5) Resolves that if any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.
- 6) Resolves that 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.
- 7) Resolves that 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.
- 8) Resolves that this Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- 9) Resolves that this Resolution shall be in force and effect from and after its passage.

**Passed and approved this 18th day of June 2025.**

\_\_\_\_\_  
**Gabriel Lopez**

President, Board of Directors

**Attested and approved as to form:**

\_\_\_\_\_  
**Michael Reyes**

Secretary/Treasurer

**CERTIFICATE FOR RESOLUTION  
RESOLUTION 25DEV-05-01**

The undersigned officer of the San Antonio Housing Development Corporation (“SAHDC”) hereby certifies as follows:

1. In accordance with the Bylaws of SAHDC, the Board of Directors of SAHDC (the “Board”) held a meeting on June 18, 2025 (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 25DEV-05-01, AUTHORIZING THE TAKING OF PRELIMINARY  
ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE  
SAN JUAN SQUARE APARTMENTS PROJECT; 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 SAHDC.

**SIGNED this 18th day of June 2025.**

\_\_\_\_\_  
**Michael Reyes**  
Secretary/Treasurer

**San Antonio Housing Development Corporation  
Resolution 25DEV-05-01**

**RESOLUTION 25DEV-05-01, AUTHORIZING THE TAKING OF PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE SAN JUAN SQUARE APARTMENTS PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the San Juan Square Apartments Project is a multifamily housing project comprised of 143 units serving low- and moderate-income tenants and located at approximately 1938 S. Zarzamora Street, San Antonio, Texas (the “Project”); and

**WHEREAS**, the Project is owned by San Juan Square, Ltd., a Texas limited partnership (the “Partnership”), of which SAHA San Juan Square, LLC, a Texas limited liability company, is the general partner (the “General Partner”) and San Antonio Housing Development Corporation, a Texas nonprofit corporation (“SAHDC”), directly or indirectly owns the limited partner interest; and

**WHEREAS**, the San Antonio Housing Facility Corporation, a Texas nonprofit public facility corporation (“SAHFC”), is the sole member of the General Partner; and

**WHEREAS**, SAHFC and SAHDC desire to resyndicate or restructure the Project, which they may accomplish through a low-income housing tax credit transaction or a partnership structured in accordance with Chapters 303, 394 or 392 of the Texas Local Government Code (collectively, the “Resyndication”); and

**WHEREAS**, SAHFC and SAHDC may opt to partner with a third-party developer (the “Developer”) to complete the Resyndication, which developer SAHFC and SAHDC will select through the issuance of a request for proposal or such similarly named procurement process (the “RFP”); and

**WHEREAS**, SAHFC, SAHDC, and the Developer will define their mutual relationship in a memorandum of understanding (the “MOU”); and

**WHEREAS**, the Board of Directors of SAHDC (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; and

**WHEREAS**, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of SAHDC.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Development Corporation hereby:

- 1) Authorizes and approves the taking of such action as may be necessary or advisable for the commencement of the Resyndication and the issuance of the RFP, including without limitation the execution and delivery of any contracts or agreements deemed necessary or desirable by an Authorized Officer, which are executed in connection with the Resyndication and/or the RFP, including, but not limited to, the MOU (collectively, the “Contracts”).

- 2) Authorizes and directs the President, Vice President, Secretary/Treasurer, and any Assistant Secretary/Treasurer (each an "Authorized Officer"), or any of them, to negotiate, execute, and deliver (or to accept, as the case may be) the Contracts or any other documents that are otherwise necessary to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by any Authorized Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.
- 3) Authorizes and directs the Authorized Officers, or any of them, to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the Contracts or otherwise to give effect to the actions authorized hereby and the intent hereof.
- 4) Ratifies, confirms, and approves all acts heretofore taken by the Authorized Officers in connection with the matters authorized by this Resolution.
- 5) Resolves that if any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.
- 6) Resolves that 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.
- 7) Resolves that 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.
- 8) Resolves that this Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- 9) Resolves that this Resolution shall be in force and effect from and after its passage.

**Passed and approved this 18th day of June 2025.**

\_\_\_\_\_  
**Gabriel Lopez**

President, Board of Directors

**Attested and approved as to form:**


\_\_\_\_\_  
**Michael Reyes**

Secretary/Treasurer

**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

**BOARD OF COMMISSIONERS**  
**Operations and Real Estate Committee Meeting**

**RESOLUTION 6761, AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION AND SAN ANTONIO HOUSING DEVELOPMENT CORPORATION TO APPROVE RESOLUTIONS AUTHORIZING THE PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE SAN JUAN SQUARE II APARTMENTS PROJECT**

DocuSigned by:  
  
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**Michael Reyes**  
 President and CEO

DocuSigned by:  
  
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**Miranda Castro**  
 Chief Asset Management Officer

**REQUESTED ACTION:**

Consideration and appropriate action authorizing Resolution 6761, authorizing the San Antonio Housing Facility Corporation and San Antonio Housing Development Corporation to approve resolutions authorizing the preliminary actions related to the resyndication or restructuring of the San Juan Square II Apartments Project.

**SUMMARY:**

The San Juan Square II Apartments (the "Project") is a 144-unit low-income multifamily housing facility located at approximately 2404 S. Calaveras Street in San Antonio.

The Project was financed in part with low-income housing tax credits, which were sold to Red Stone-Fund 4 Limited Partnership, a Delaware limited partnership, and Red Stone Equity Manager, LLC, a Delaware limited liability company (together, the "Investor") to fund an equity investment in San Juan Square II, Ltd., a Texas limited partnership (the "Partnership"). San Antonio Housing Development Corporation ("SAHDC") subsequently acquired the Investor's interest in the Partnership along with the limited partner interest of NRP San Juan Square I, LLC. Additionally, San Antonio Housing Facility Corporation ("SAHFC") is the sole member of SAHA San Juan Square II, LLC, the general partner of the Partnership, and landlord and ground lessor pursuant to that certain Ground Lease by and between SAHFC, as the landlord, and the Partnership, as the tenant.

SAHFC and SAHDC propose to resyndicate the ownership and financing of the Project, which will provide capital for rehabilitation. Pursuant to such resyndication, the Partnership may seek new tax-credit financing, but it may also seek to restructure the Project under Chapters 303, 394, or 392 of the Texas Local Government Code. SAHFC and SAHDC may also seek a partnership with a third-party developer to facilitate the completion of renovations and the raising of capital. The attached resolutions authorize SAHFC and SAHDC to take the preliminary actions necessary

**OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

to undertake the resyndication or restructuring, including the issuance of an RFP for potential developer partners, but we will bring this matter back to the Board for approval of the final structure and terms.

**STRATEGIC OUTCOMES:**

Residents have a sufficient supply of affordable housing options.

Residents live in quality affordable housing.

**ATTACHMENTS:**

Resolution 6761

Resolution 25FAC-05-04

Resolution 25DEV-05-02

Slides

**Opportunity Home San Antonio  
Resolution 6761**

**RESOLUTION 6761, AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION AND SAN ANTONIO HOUSING DEVELOPMENT CORPORATION TO APPROVE RESOLUTIONS AUTHORIZING THE PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE SAN JUAN SQUARE II APARTMENTS PROJECT**

**WHEREAS**, one of the strategic goals of the Housing Authority of the City of San Antonio, Texas a/k/a Opportunity Home San Antonio (“Opportunity Home San Antonio”) is to expand the supply of affordable housing; and

**WHEREAS**, San Antonio Housing Facility Corporation (“SAHFC”) is empowered to finance the costs of public facilities that will provide decent, safe, and sanitary housing at affordable prices for residents of San Antonio, Texas; and

**WHEREAS**, SAHFC is the fee owner of the land underlying the San Juan Square II Apartments project (the “Project”) and also serves as the sole member of the general partner of San Juan Square II, Ltd. (the “Partnership”), the leasehold owner of the Project; and

**WHEREAS**, San Antonio Housing Development Corporation (“SAHDC”) owns all of the limited partner interests in the Partnership; and

**WHEREAS**, it is proposed that SAHFC and SAHDC will resyndicate or restructure the ownership and financing of the Project (the “Resyndication”); and

**WHEREAS**, SAHFC and SAHDC will pass resolutions authorizing the preliminary actions necessary to complete the Resyndication, the complete terms for which will be brought back to the Board for final consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6761, authorizing the San Antonio Housing Facility Corporation and San Antonio Housing Development Corporation to approve resolutions authorizing the preliminary actions related to the resyndication or restructuring of the San Juan Square II Apartments Project.
- 2) Approves Resolution 25FAC-05-04, authorizing the taking of preliminary actions related to the Resyndication, and other matters in connection therewith.



- 3) Approves Resolution 25DEV-05-02, authorizing the taking of preliminary actions related to the Resyndication, and other matters in connection therewith.
- 4) Authorizes the President and CEO, or designee, to execute all necessary documents associated therewith.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

President and CEO

**CERTIFICATE FOR RESOLUTION  
RESOLUTION 25FAC-05-04**

The undersigned officer of the San Antonio Housing Facility Corporation ("SAHFC") hereby certifies as follows:

1. In accordance with the Bylaws of SAHFC, the Board of Directors of SAHFC (the "Board") held a meeting on June 18, 2025 (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 25FAC-05-04, AUTHORIZING THE TAKING OF PRELIMINARY  
ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE  
SAN JUAN SQUARE II APARTMENTS PROJECT; 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 SAHFC.

**SIGNED and SEALED this 18th day of June 2025.**



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**Michael Reyes**  
Secretary/Treasurer

**San Antonio Housing Facility Corporation  
Resolution 25FAC-05-04**

**RESOLUTION 25FAC-05-04, AUTHORIZING THE TAKING OF PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE SAN JUAN SQUARE II APARTMENTS PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the San Juan Square II Apartments Project is a multifamily housing project comprised of 144 units serving low- and moderate-income tenants and located at approximately 2404 S. Calaveras Street, San Antonio, Texas (the “Project”); and

**WHEREAS**, the Project is owned by San Juan Square II, Ltd., a Texas limited partnership (the “Partnership”), of which SAHA San Juan Square II, LLC, a Texas limited liability company, is the general partner (the “General Partner”) and San Antonio Housing Development Corporation, a Texas nonprofit corporation (“SAHDC”), owns the limited partner interest; and

**WHEREAS**, the San Antonio Housing Facility Corporation, a Texas nonprofit public facility corporation (“SAHFC”), is the sole member of the General Partner; and

**WHEREAS**, SAHFC and SAHDC desire to resyndicate or restructure the Project, which they may accomplish through a low-income housing tax credit transaction or a partnership structured in accordance with Chapters 303, 394 or 392 of the Texas Local Government Code (collectively, the “Resyndication”); and

**WHEREAS**, SAHFC and SAHDC may opt to partner with a third-party developer (the “Developer”) to complete the Resyndication, which developer SAHFC and SAHDC will select through the issuance of a request for proposal or such similarly named procurement process (the “RFP”); and

**WHEREAS**, SAHFC, SAHDC, and the Developer will define their mutual relationship in a memorandum of understanding (the “MOU”); and

**WHEREAS**, the Board of Directors of SAHFC (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; and

**WHEREAS**, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of SAHFC.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Facility Corporation hereby:

- 1) Authorizes and approves the taking of such action as may be necessary or advisable for the commencement of the Resyndication and the issuance of the RFP, including without limitation the execution and delivery of any contracts or agreements deemed necessary or desirable by an Authorized Officer, which are executed in connection with the Resyndication and/or the RFP, including, but not limited to, the MOU (collectively, the “Contracts”).

- 2) Authorizes and directs the President, Vice President, Secretary/Treasurer, and any Assistant Secretary/Treasurer (each an "Authorized Officer"), or any of them, to negotiate, execute, and deliver (or to accept, as the case may be) the Contracts or any other documents that are otherwise necessary to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by any Authorized Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.
- 3) Authorizes and directs the Authorized Officers, or any of them, to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the Contracts or otherwise to give effect to the actions authorized hereby and the intent hereof.
- 4) Ratifies, confirms, and approves all acts heretofore taken by the Authorized Officers in connection with the matters authorized by this Resolution.
- 5) Resolves that if any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.
- 6) Resolves that 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.
- 7) Resolves that 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.
- 8) Resolves that this Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- 9) Resolves that this Resolution shall be in force and effect from and after its passage.

**Passed and approved this 18th day of June 2025.**

\_\_\_\_\_  
**Gabriel Lopez**

President, Board of Directors

**Attested and approved as to form:**

\_\_\_\_\_  
**Michael Reyes**

Secretary/Treasurer

**CERTIFICATE FOR RESOLUTION  
RESOLUTION 25DEV-05-02**

The undersigned officer of the San Antonio Housing Development Corporation (“SAHDC”) hereby certifies as follows:

1. In accordance with the Bylaws of SAHDC, the Board of Directors of SAHDC (the “Board”) held a meeting on June 18, 2025 (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 25DEV-05-02, AUTHORIZING THE TAKING OF PRELIMINARY  
ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE  
SAN JUAN SQUARE II APARTMENTS PROJECT; 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 SAHDC.

**SIGNED this 18th day of June 2025.**

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**Michael Reyes**  
Secretary/Treasurer

**San Antonio Housing Development Corporation  
Resolution 25DEV-05-02**

**RESOLUTION 25DEV-05-02, AUTHORIZING THE TAKING OF PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE SAN JUAN SQUARE II APARTMENTS PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the San Juan Square II Apartments Project is a multifamily housing project comprised of 144 units serving low- and moderate-income tenants and located at approximately 2404 S. Calaveras Street, San Antonio, Texas (the “Project”); and

**WHEREAS**, the Project is owned by San Juan Square II, Ltd., a Texas limited partnership (the “Partnership”), of which SAHA San Juan Square II, LLC, a Texas limited liability company, is the general partner (the “General Partner”) and San Antonio Housing Development Corporation, a Texas nonprofit corporation (“SAHDC”), owns the limited partner interest; and

**WHEREAS**, the San Antonio Housing Facility Corporation, a Texas nonprofit public facility corporation (“SAHFC”), is the sole member of the General Partner; and

**WHEREAS**, SAHFC and SAHDC desire to resyndicate or restructure the Project, which they may accomplish through a low-income housing tax credit transaction or a partnership structured in accordance with Chapters 303, 394 or 392 of the Texas Local Government Code (collectively, the “Resyndication”); and

**WHEREAS**, SAHFC and SAHDC may opt to partner with a third-party developer (the “Developer”) to complete the Resyndication, which developer SAHFC and SAHDC will select through the issuance of a request for proposal or such similarly named procurement process (the “RFP”); and

**WHEREAS**, SAHFC, SAHDC, and the Developer will define their mutual relationship in a memorandum of understanding (the “MOU”); and

**WHEREAS**, the Board of Directors of SAHDC (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; and

**WHEREAS**, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of SAHDC.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Development Corporation hereby:

- 1) Authorizes and approves the taking of such action as may be necessary or advisable for the commencement of the Resyndication and the issuance of the RFP, including without limitation the execution and delivery of any contracts or agreements deemed necessary or desirable by an Authorized Officer, which are executed in connection with the Resyndication and/or the RFP, including, but not limited to, the MOU (collectively, the “Contracts”).

- 2) Authorizes and directs the President, Vice President, Secretary/Treasurer, and any Assistant Secretary/Treasurer (each an "Authorized Officer"), or any of them, to negotiate, execute, and deliver (or to accept, as the case may be) the Contracts or any other documents that are otherwise necessary to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by any Authorized Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.
- 3) Authorizes and directs the Authorized Officers, or any of them, to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the Contracts or otherwise to give effect to the actions authorized hereby and the intent hereof.
- 4) Ratifies, confirms, and approves all acts heretofore taken by the Authorized Officers in connection with the matters authorized by this Resolution.
- 5) Resolves that if any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.
- 6) Resolves that 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.
- 7) Resolves that 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.
- 8) Resolves that this Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- 9) Resolves that this Resolution shall be in force and effect from and after its passage.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

President, Board of Directors

**Attested and approved as to form:**

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**Michael Reyes**

Secretary/Treasurer

**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

**BOARD OF COMMISSIONERS**  
**Operations and Real Estate Committee Meeting**

**RESOLUTION 6762, AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION TO APPROVE A RESOLUTION AUTHORIZING THE PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE GARDENS AT SAN JUAN SQUARE (SAN JUAN III) APARTMENTS PROJECT**

DocuSigned by:  
  
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**Michael Reyes**  
 President and CEO

DocuSigned by:  
  
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**Miranda Castro**  
 Chief Asset Management Officer

**REQUESTED ACTION:**

Consideration and appropriate action authorizing Resolution 6762, authorizing the San Antonio Housing Facility Corporation to approve a resolution authorizing the preliminary actions related to the resyndication or restructuring of The Gardens at San Juan Square (San Juan III) Apartments Project.

**SUMMARY:**

The Gardens at San Juan Square (San Juan III) Apartments (the "Project") is a 252-unit low-income multifamily housing facility located at approximately 2003 S. Zarzamora Street in San Antonio.

The Project was financed in part with low-income housing tax credits, which were sold to U.S. Bancorp Community Development Corporation, a Minnesota corporation to fund an equity investment in San Juan III, Ltd., a Texas limited partnership (the "Partnership"). San Antonio Housing Facility Corporation ("SAHFC") is the sole member of SAHA San Juan III, LLC, the general partner of the Partnership, and landlord and ground lessor pursuant to that certain Ground Lease by and between SAHFC, as the landlord, and the Partnership, as the tenant.

SAHFC proposes to resyndicate the ownership and financing of the Project, which will provide capital for rehabilitation. Pursuant to such resyndication, the Partnership may seek new tax-credit financing, but it may also seek to restructure the Project under Chapters 303, 394, or 392 of the Texas Local Government Code. SAHFC may also seek a partnership with a third-party developer to facilitate the completion of renovations and the raising of capital.

The attached resolutions authorize SAHFC to take the preliminary actions necessary to undertake the resyndication or restructuring, including the issuance of an RFP for potential developer partners, but we will bring this matter back to the Board for approval of the final structure and terms.

**STRATEGIC OUTCOMES:**

Residents have a sufficient supply of affordable housing options.  
 Residents live in quality affordable housing.

**ATTACHMENTS:**

Resolution 6752  
 Resolution 25FAC-05-05  
 Slides



**Opportunity Home San Antonio  
Resolution 6762**

**RESOLUTION 6762, AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION TO APPROVE A RESOLUTION AUTHORIZING THE PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE GARDENS AT SAN JUAN SQUARE (SAN JUAN III) APARTMENTS PROJECT**

**WHEREAS**, one of the strategic goals of the Housing Authority of the City of San Antonio, Texas a/k/a Opportunity Home San Antonio (“Opportunity Home San Antonio”) is to expand the supply of affordable housing; and

**WHEREAS**, San Antonio Housing Facility Corporation (“SAHFC”) is empowered to finance the costs of public facilities that will provide decent, safe, and sanitary housing at affordable prices for residents of San Antonio, Texas; and

**WHEREAS**, SAHFC is the fee owner of the land underlying The Gardens at San Juan Square (San Juan III) Apartments project (the “Project”) and also serves as the sole member of the general partner of San Juan III, Ltd., the leasehold owner of the Project; and

**WHEREAS**, it is proposed that SAHFC will resyndicate or restructure the ownership and financing of the Project (the “Resyndication”); and

**WHEREAS**, SAHFC will pass resolutions authorizing the preliminary actions necessary to complete the Resyndication, the complete terms for which will be brought back to the Board for final consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6762, authorizing the San Antonio Housing Facility Corporation to approve a resolution authorizing the preliminary actions related to the resyndication or restructuring of The Gardens at San Juan Square (San Juan III) Apartments Project.
- 2) Approves Resolution 25FAC-05-05, authorizing the taking of preliminary actions related to the Resyndication, and other matters in connection therewith.
- 3) Authorizes the President and CEO, or designee, to execute all necessary documents associated therewith.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

President and CEO

**CERTIFICATE FOR RESOLUTION  
RESOLUTION 25FAC-05-05**

The undersigned officer of the San Antonio Housing Facility Corporation ("SAHFC") hereby certifies as follows:

1. In accordance with the Bylaws of SAHFC, the Board of Directors of SAHFC (the "Board") held a meeting on June 18, 2025 (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 25FAC-05-05, AUTHORIZING THE TAKING OF PRELIMINARY  
ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE  
GARDENS AT SAN JUAN SQUARE (SAN JUAN III) APARTMENTS PROJECT;  
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 SAHFC.

**SIGNED and SEALED this 18th day of June 2025.**



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**Michael Reyes**  
Secretary/Treasurer

**San Antonio Housing Facility Corporation  
Resolution 25FAC-05-05**

**RESOLUTION 25FAC-05-05, AUTHORIZING THE TAKING OF PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE GARDENS AT SAN JUAN SQUARE (SAN JUAN III) APARTMENTS PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, The Gardens at San Juan Square (San Juan III) Apartments Project is a multifamily housing project comprised of 252 units serving low- and moderate-income tenants and located at 2003 S. Zarzamora Street, San Antonio, Texas (the “Project”); and

**WHEREAS**, the Project is owned by San Juan III, Ltd., a Texas limited partnership (the “Partnership”), of which SAHA San Juan III, LLC, a Texas limited liability company, is the general partner (the “General Partner”) and U.S. Bancorp Community Development Corporation, a Minnesota corporation, is a limited partner (the “Investor”); and

**WHEREAS**, the San Antonio Housing Facility Corporation, a Texas nonprofit public facility corporation (“SAHFC”), is the sole member of the General Partner; and

**WHEREAS**, SAHFC desires to acquire the Investor’s partnership interest in the Partnership (the “Acquisition”); and

**WHEREAS**, SAHFC desires to resyndicate or restructure the Project, which it may accomplish through a low-income housing tax credit transaction or a partnership structured in accordance with Chapters 303, 394, or 392 of the Texas Local Government Code (collectively, the “Resyndication”); and

**WHEREAS**, SAHFC may opt to partner with a third-party developer (the “Developer”) to complete the Resyndication, which developer SAHFC will select through the issuance of a request for proposal or such similarly named procurement process (the “RFP”); and

**WHEREAS**, SAHFC and the Developer will define their mutual relationship in a memorandum of understanding (the “MOU”); and

**WHEREAS**, the Board of Directors of SAHFC (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; and

**WHEREAS**, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of SAHFC.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Facility Corporation hereby:

- 1) Authorizes and approves the taking of such action as may be necessary or advisable for the commencement of the Acquisition, the Resyndication, and the issuance of the RFP, including without limitation the execution and delivery of any contracts or agreements

deemed necessary or desirable by an Authorized Officer, which are executed in connection with the Acquisition, the Resyndication and/or the RFP, including, but not limited to, the MOU (collectively, the "Contracts").

- 2) Authorizes and directs the President, Vice President, Secretary/Treasurer, and any Assistant Secretary/Treasurer (each an "Authorized Officer"), or any of them, to negotiate, execute, and deliver (or to accept, as the case may be) the Contracts or any other documents that are otherwise necessary to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by any Authorized Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.
- 3) Authorizes and directs the Authorized Officers, or any of them, to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the Contracts or otherwise to give effect to the actions authorized hereby and the intent hereof.
- 4) Ratifies, confirms, and approves all acts heretofore taken by the Authorized Officers in connection with the matters authorized by this Resolution.
- 5) Resolves that if any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.
- 6) Resolves that 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.
- 7) Resolves that 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.
- 8) Resolves that this Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- 9) Resolves that this Resolution shall be in force and effect from and after its passage.

**Passed and approved this 18th day of June 2025.**

\_\_\_\_\_  
**Gabriel Lopez**

President, Board of Directors

**Attested and approved as to form:**

\_\_\_\_\_  
**Michael Reyes**

Secretary/Treasurer

# Resyndication/Restructuring

## San Juan I

## San Juan II

## The Gardens at San Juan Square

## **San Juan Square I - AHC**

Year Built: 2008

Total Units: 143 / PH Units: 46

## **San Juan Square II - AHC**

Year Built: 2010

Total Units: 144 / PH Units: 48

## **The Gardens at San Juan Square - Partnership**

Year Built: 2014

Total Units: 252 / PH Units: 63

## **RESYNDICATION / RESTRUCTURING**

### **Total Combined Units:**

**539** Units

**157** PH Units

**31** PBV Units

**27** HOME Units

### **REQUEST:**

Opportunity Home staff seeks approval for an RFP to solicit development partners to submit proposals for redevelopment of the assets. This will solve for both the financial and deferred capital needs at the properties.



**SAN JUAN I**  
1938 S. Zarzamora



**SAN JUAN II**  
2404 S. Calaveras



**THE GARDENS AT SAN JUAN SQUARE**  
2003 S. Zarzamora



# SAN JUAN CAMPUS

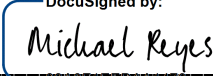


**OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

**BOARD OF COMMISSIONERS  
Operations and Real Estate Committee Meeting**

**RESOLUTION 6758, AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION TO APPROVE A RESOLUTION AUTHORIZING THE PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF SUTTON OAKS I APARTMENTS PROJECT**

DocuSigned by:  
  
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**Michael Reyes**  
President and CEO

DocuSigned by:  
  
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**Miranda Castro**  
Chief Asset Management Officer

**REQUESTED ACTION:**

Consideration and appropriate action authorizing Resolution 6758, authorizing the San Antonio Housing Facility Corporation to approve a resolution authorizing the preliminary actions related to the resyndication or restructuring of Sutton Oaks I Apartments Project.

**SUMMARY:**

The Sutton Oaks I Apartments (the “Project”) is a 194-unit low-income multifamily housing facility located at approximately 2818 I-35 in San Antonio.

The Project was financed in part with low-income housing tax credits, which were sold to Bank of America, N.A., a national banking association, and Banc of America CDC Special Holding Company, Inc., a North Carolina corporation to fund an equity investment in ARDC Sutton, Ltd., a Texas limited partnership (the “Partnership”). San Antonio Housing Facility Corporation (“SAHFC”) is the sole member of ARDC Sutton GP, LLC, the general partner of the Partnership, and landlord and ground lessor pursuant to that certain Ground Lease by and between SAHFC, as the landlord, and the Partnership, as the tenant.

SAHFC proposes to resyndicate the ownership and financing of the Project, which will provide capital for rehabilitation. Pursuant to such resyndication, the Partnership may seek new tax-credit financing, but it may also seek to restructure the Project under Chapters 303, 394, or 392 of the Texas Local Government Code. SAHFC may also seek a partnership with a third-party developer to facilitate the completion of renovations and the raising of capital.

The attached resolutions authorize SAHFC to take the preliminary actions necessary to undertake the resyndication or restructuring, including the issuance of an RFP for potential developer partners, but we will bring this matter back to the Board for approval of the final structure and terms.

**STRATEGIC OUTCOMES:**

Residents have a sufficient supply of affordable housing options.  
Residents live in quality affordable housing.

**ATTACHMENTS:**

Resolution 6758  
Resolution 25FAC-05-01  
Slides

**Opportunity Home San Antonio  
Resolution 6758**

**RESOLUTION 6758, AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION TO APPROVE A RESOLUTION AUTHORIZING THE PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF SUTTON OAKS I APARTMENTS PROJECT**

**WHEREAS**, one of the strategic goals of the Housing Authority of the City of San Antonio, Texas a/k/a Opportunity Home San Antonio (“Opportunity Home San Antonio”) is to expand the supply of affordable housing; and

**WHEREAS**, San Antonio Housing Facility Corporation (“SAHFC”) is empowered to finance the costs of public facilities that will provide decent, safe, and sanitary housing at affordable prices for residents of San Antonio, Texas; and

**WHEREAS**, SAHFC is the fee owner of the land underlying the Sutton Oaks I Apartments project (the “Project”) and also serves as the sole member of the general partner of ARDC Sutton GP, LLC, the leasehold owner of the Project; and

**WHEREAS**, it is proposed that SAHFC will resyndicate or restructure the ownership and financing of the Project (the “Resyndication”); and

**WHEREAS**, SAHFC will pass resolutions authorizing the preliminary actions necessary to complete the Resyndication, the complete terms for which will be brought back to the Board for final consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6758, authorizing the San Antonio Housing Facility Corporation to approve a resolution authorizing the preliminary actions related to the resyndication or restructuring of Sutton Oaks I Apartments Project.
- 2) Approves Resolution 25FAC-05-01, authorizing the taking of preliminary actions related to the Resyndication, and other matters in connection therewith.
- 3) Authorizes the President and CEO, or designee, to execute all necessary documents associated therewith.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

President and CEO



**CERTIFICATE FOR RESOLUTION  
RESOLUTION 25FAC-05-01**

The undersigned officer of the San Antonio Housing Facility Corporation ("SAHFC") hereby certifies as follows:

1. In accordance with the Bylaws of SAHFC, the Board of Directors of SAHFC (the "Board") held a meeting on June 18, 2025 (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 25FAC-05-01, AUTHORIZING THE TAKING OF PRELIMINARY  
ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF  
SUTTON OAKS I APARTMENTS PROJECT; 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 SAHFC.

**SIGNED and SEALED this 18th day of June 2025.**



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**Michael Reyes**  
Secretary/Treasurer

**San Antonio Housing Facility Corporation  
Resolution 25FAC-05-01**

**RESOLUTION 25FAC-05-01, AUTHORIZING THE TAKING OF PRELIMINARY ACTIONS  
RELATED TO THE RESYNDICATION OR RESTRUCTURING OF SUTTON OAKS I  
APARTMENTS PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, Sutton Oaks I Apartments Project is a multifamily housing project comprised of 194 units serving low- and moderate-income tenants and located at approximately 2818 I-35, San Antonio, Texas (the “Project”); and

**WHEREAS**, the Project is owned by ARDC Sutton, Ltd., a Texas limited partnership (the “Partnership”), of which ARDC Sutton GP, LLC, a Texas limited liability company, is the general partner (the “General Partner”) and Bank of America, N.A., a national banking association and Banc of America CDC Special Holding Company, Inc., a North Carolina corporation, are limited partners (together, the “Investor”); and

**WHEREAS**, the San Antonio Housing Facility Corporation, a Texas nonprofit public facility corporation (“SAHFC”), is the sole member of the General Partner; and

**WHEREAS**, SAHFC desires to acquire the Investor’s partnership interest in the Partnership (the “Acquisition”); and

**WHEREAS**, SAHFC desires to resyndicate or restructure the Project, which it may accomplish through a low-income housing tax credit transaction or a partnership structured in accordance with Chapters 303, 394, or 392 of the Texas Local Government Code (collectively, the “Resyndication”); and

**WHEREAS**, SAHFC may opt to partner with a third-party developer (the “Developer”) to complete the Resyndication, which developer SAHFC will select through the issuance of a request for proposal or such similarly named procurement process (the “RFP”); and

**WHEREAS**, SAHFC and the Developer will define their mutual relationship in a memorandum of understanding (the “MOU”); and

**WHEREAS**, the Board of Directors of SAHFC (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; and

**WHEREAS**, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of SAHFC.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Facility Corporation hereby:

- 1) Authorizes and approves the taking of such action as may be necessary or advisable for the commencement of the Acquisition, the Resyndication, and the issuance of the RFP, including without limitation the execution and delivery of any contracts or agreements deemed necessary or desirable by an Authorized Officer which are executed in connection with the Acquisition, the Resyndication and/or the RFP, including, but not limited to, the MOU (collectively, the "Contracts").
- 2) Authorizes and directs the President, Vice President, Secretary/Treasurer and any Assistant Secretary/Treasurer (each an "Authorized Officer"), or any of them, to negotiate, execute, and deliver (or to accept, as the case may be) the Contracts or any other documents that are otherwise necessary to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by any Authorized Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.
- 3) Authorizes and directs the Authorized Officers, or any of them, to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the Contracts or otherwise to give effect to the actions authorized hereby and the intent hereof.
- 4) Ratifies, confirms, and approves all acts heretofore taken by the Authorized Officers in connection with the matters authorized by this Resolution.
- 5) Resolves that if any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.
- 6) Resolves that 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.
- 7) Resolves that 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.
- 8) Resolves that this Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- 9) Resolves that this Resolution shall be in force and effect from and after its passage.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

President, Board of Directors

**Attested and approved as to form:**

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**Michael Reyes**

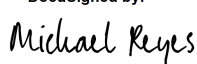
Secretary/Treasurer



**OPPORTUNITY HOME SAN ANTONIO****May 21, 2025**

**BOARD OF COMMISSIONERS**  
**Operations and Real Estate Committee Meeting**

**RESOLUTION 6759, AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION TO APPROVE A RESOLUTION AUTHORIZING THE PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE PARK AT SUTTON OAKS APARTMENTS PROJECT**

DocuSigned by:  
  
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**Michael Reyes**  
 President and CEO

DocuSigned by:  
  
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**Miranda Castro**  
 Chief Asset Management Officer

**REQUESTED ACTION:**

Consideration and appropriate action regarding Resolution 6759, authorizing the San Antonio Housing Facility Corporation to approve a resolution authorizing the preliminary actions related to the resyndication or restructuring of The Park at Sutton Oaks Apartments Project.

**SUMMARY:**

The Park at Sutton Oaks Apartments (the "Project") is a 208-unit low-income multifamily housing facility located at approximately 1010 Locke Street in San Antonio.

The Project was financed in part with low-income housing tax credits, which were sold to Bank of America, N.A., a national banking association, and Banc of America CDC Special Holding Company, Inc., a North Carolina corporation to fund an equity investment in ARDC Sutton II, Ltd., a Texas limited partnership (the "Partnership"). San Antonio Housing Facility Corporation ("SAHFC") is the sole member of ARDC Sutton II GP, LLC, the general partner of the Partnership, and landlord and ground lessor pursuant to that certain Ground Lease by and between SAHFC, as the landlord, and the Partnership, as the tenant.

SAHFC proposes to resyndicate the ownership and financing of the Project, which will provide capital for rehabilitation. Pursuant to such resyndication, the Partnership may seek new tax-credit financing, but it may also seek to restructure the Project under Chapters 303, 394, or 392 of the Texas Local Government Code. SAHFC may also seek a partnership with a third-party developer to facilitate the completion of renovations and the raising of capital.

The attached resolutions authorize SAHFC to take the preliminary actions necessary to undertake the resyndication or restructuring, including the issuance of an RFP for potential developer partners, but we will bring this matter back to the Board for approval of the final structure and terms.

**STRATEGIC OUTCOMES:**

Residents have a sufficient supply of affordable housing options.  
 Residents live in quality affordable housing.

**ATTACHMENTS:**

**OPPORTUNITY HOME SAN ANTONIO**

**May 21, 2025**

Resolution 6759

Resolution 25FAC-05-02

Slides

**Opportunity Home San Antonio  
Resolution 6759**

**RESOLUTION 6759, AUTHORIZING THE SAN ANTONIO HOUSING FACILITY CORPORATION TO APPROVE A RESOLUTION AUTHORIZING THE PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE PARK AT SUTTON OAKS APARTMENTS PROJECT**

**WHEREAS**, one of the strategic goals of the Housing Authority of San Antonio a/k/a Opportunity Home San Antonio (“Opportunity Home San Antonio”) is to expand the supply of affordable housing; and

**WHEREAS**, San Antonio Housing Facility Corporation (“SAHFC”) is empowered to finance the costs of public facilities that will provide decent, safe, and sanitary housing at affordable prices for residents of San Antonio, Texas; and

**WHEREAS**, SAHFC is the fee owner of the land underlying The Park at Sutton Oaks Apartments project (the “Project”) and also serves as the sole member of the general partner of ARDC Sutton II GP, LLC, the leasehold owner of the Project; and

**WHEREAS**, it is proposed that SAHFC will resyndicate or restructure the ownership and financing of the Project (the “Resyndication”); and

**WHEREAS**, SAHFC will pass resolutions authorizing the preliminary actions necessary to complete the Resyndication, the complete terms for which will be brought back to the Board for final consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Opportunity Home San Antonio hereby:

- 1) Approves Resolution 6759, authorizing the San Antonio Housing Facility Corporation to approve a resolution authorizing the preliminary actions related to the resyndication or restructuring of The Park at Sutton Oaks Apartments Project.
- 2) Approves Resolution 25-FAC-05-02, authorizing the taking of preliminary actions related to the Resyndication, and other matters in connection therewith.
- 3) Authorizes the President and CEO, or designee, to execute all necessary documents associated therewith.

**Passed and approved this 18th day of June 2025.**

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**Gabriel Lopez**

Chair, Board of Commissioners

**Attested and approved as to form:**

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**Michael Reyes**

President and CEO

**CERTIFICATE FOR RESOLUTION  
RESOLUTION 25FAC-05-02**

The undersigned officer of the San Antonio Housing Facility Corporation ("SAHFC") hereby certifies as follows:

1. In accordance with the Bylaws of SAHFC, the Board of Directors of SAHFC (the "Board") held a meeting on June 4, 2025 (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 25FAC-05-02, AUTHORIZING THE TAKING OF PRELIMINARY  
ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE  
PARK AT SUTTON OAKS APARTMENTS PROJECT; 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 SAHFC.

**SIGNED and SEALED this 18th day of June 2025.**



\_\_\_\_\_  
**Michael Reyes**  
Secretary/Treasurer

**San Antonio Housing Facility Corporation  
Resolution 25FAC-05-02**

**RESOLUTION 25FAC-05-02, AUTHORIZING THE TAKING OF PRELIMINARY ACTIONS RELATED TO THE RESYNDICATION OR RESTRUCTURING OF THE PARK AT SUTTON OAKS APARTMENTS PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, The Park at Sutton Oaks Apartments Project is a multifamily housing project comprised of 208 units serving low- and moderate-income tenants and located at approximately 1010 Locke Street, San Antonio, Texas (the “Project”); and

**WHEREAS**, the Project is owned by ARDC Sutton II, Ltd., a Texas limited partnership (the “Partnership”), of which ARDC Sutton II GP, LLC, a Texas limited liability company, is the general partner (the “General Partner”) and Bank of America, N.A., a national banking association and Banc of America CDC Special Holding Company, Inc., a North Carolina corporation, are limited partners (together, the “Investor”); and

**WHEREAS**, the San Antonio Housing Facility Corporation, a Texas nonprofit public facility corporation (“SAHFC”), is the sole member of the General Partner; and

**WHEREAS**, SAHFC desires to acquire the Investor’s partnership interest in the Partnership (the “Acquisition”); and

**WHEREAS**, SAHFC desires to resyndicate or restructure the Project, which it may accomplish through a low-income housing tax credit transaction or a partnership structured in accordance with Chapters 303, 394, or 392 of the Texas Local Government Code (collectively, the “Resyndication”); and

**WHEREAS**, SAHFC may opt to partner with a third-party developer (the “Developer”) to complete the Resyndication, which developer SAHFC will select through the issuance of a request for proposal or such similarly named procurement process (the “RFP”); and

**WHEREAS**, SAHFC and the Developer will define their mutual relationship in a memorandum of understanding (the “MOU”); and

**WHEREAS**, the Board of Directors of SAHFC (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; and

**WHEREAS**, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the corporate purposes of SAHFC.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Facility Corporation hereby:

- 1) Authorizes and approves the taking of such action as may be necessary or advisable for the commencement of the Acquisition, the Resyndication, and the issuance of the RFP, including without limitation the execution and delivery of any contracts or agreements

deemed necessary or desirable by an Authorized Officer, which are executed in connection with the Acquisition, the Resyndication and/or the RFP, including, but not limited to, the MOU (collectively, the "Contracts").

- 2) Authorizes and directs the President, Vice President, Secretary/Treasurer, and any Assistant Secretary/Treasurer (each an "Authorized Officer"), or any of them, to negotiate, execute, and deliver (or to accept, as the case may be) the Contracts or any other documents that are otherwise necessary to give effect to the actions authorized hereby and the intent hereof, and approval of the terms of any of the documents by any Authorized Officer and this Board shall be conclusively evidenced by the execution and delivery of such documents.
- 3) Authorizes and directs the Authorized Officers, or any of them, to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the Contracts or otherwise to give effect to the actions authorized hereby and the intent hereof.
- 4) Ratifies, confirms, and approves all acts heretofore taken by the Authorized Officers in connection with the matters authorized by this Resolution.
- 5) Resolves that if any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.
- 6) Resolves that 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.
- 7) Resolves that 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.
- 8) Resolves that this Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.
- 9) Resolves that this Resolution shall be in force and effect from and after its passage.

**Passed and approved this 18th day of June 2025.**

\_\_\_\_\_  
**Gabriel Lopez**

President, Board of Directors

**Attested and approved as to form:**

\_\_\_\_\_  
**Michael Reyes**

Secretary/Treasurer

# Resyndication/Restructuring Sutton Oaks I The Park at Sutton Oaks



## **Sutton Oaks I - Partnership**

Year Built: 2010

Total Units: 194 / PH Units: 49

## **The Park at Sutton Oaks - Partnership**

Year Built: 2013

Total Units: 208 / PH Units: 49

## **Resyndication / Restructuring**

### **Total Combined Units:**

**402** Units

**98** PH Units

### **REQUEST:**

Opportunity Home seeks approval for an RFP to solicit development partners to submit proposals for redevelopment of the assets. This will solve for both the financial and deferred capital needs at the properties.



**SUTTON OAKS I**  
2818 N Interstate 35



**THE PARK AT SUTTON OAKS**  
1010 Locke St



# SUTTON CAMPUS







# OPERATIONS REPORT

FY2024 – 2025 | Jan. – March 2025

# REPORT OVERVIEW

## DELIVERED TO

- Opportunity Home Board of Commissioners
- President and CEO, Michael Reyes
- Community Partners

## REPORTING DEPARTMENTS

- Assisted Housing Programs (AHP)
- Public Housing (PH)
- Community Development Initiatives (CDI)
- Affordable Housing Communities (AHC)

## REPORT PRODUCTION

### Office of Operations Support

- Interim Advisor | Aaron Elizondo
- Assistant Advisor | Data Analytics, Katie Tran
- Policy and Operations Support Team
- Data Analytics Team

## REPORTING PERIOD

Fiscal Year 2024-2025

Q3 (Jan. - March 2025)





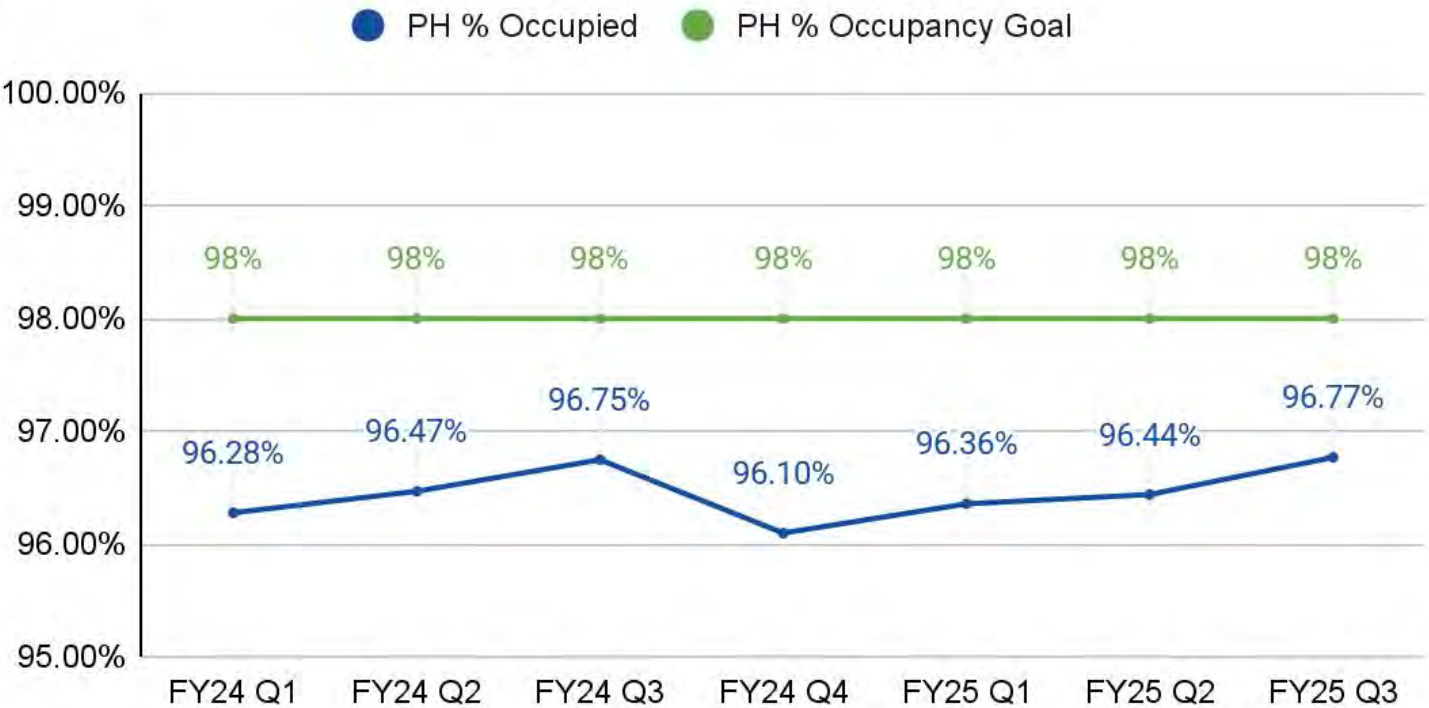
# OCCUPANCY AND UTILIZATION

## PUBLIC HOUSING

In Q3, PH had an occupancy rate of 96.77%. HUD has directed the agency to reach 97% occupancy before the end of the fiscal year, June 30, 2025, and the overall organizational goal is to reach 98%. To reach and maintain 97% occupancy, PH must increase occupancy from 5,874 units to 5,888 units, out of a total portfolio of 6,070 units.

PH leadership has put new strategies in place to reach this goal, with a focus on improving the make ready and unit turn-around process and increased collaboration with the Unified Application Center (UAC) Team to streamline procedures from waitlist draw to lease-up.

### PH % of Occupancy



Occupancy has remained **steady at 96%** since Q1, as the PH Rent Collection Plan, initiated in Q4 of FY23-24, is being closed out and Public Housing leadership phases back to business operations at PH communities.

# PH OUTSTANDING RENT BREAKDOWN

## Rent Collection Efforts and Accounts Receivable (AR) Balances

The balance of Outstanding Rent Accounts Receivable as of the end of Q3 was \$2.1 million representing a **decrease of \$1.3 million** compared to the Q2 ending balance.

### Move-Ins

During Q3, the agency conducted 273 move-ins. This was an increase of 62 more units compared to Q2 at 211. In FY24-25 Q1, Public Housing had a total of 280 move-ins. Move-ins are critical to maintain and increase occupancy and continue to be a PH and Ops. Support priority.

**\*Unit transfers are excluded from this count**

### Move-Outs and Evictions

In Q3, Public Housing experienced a notable increase in evictions. **Out of the 176 total move-outs, 146 (83%) were voluntary move-outs, 24 (14%) were due to eviction, and 6 (3%) were terminations.**

This was an increase compared to Q2, which recorded 162 total move-outs, with only 6 (4%) being eviction-related. In Q1, PH had 186 move-outs with 17 (or 9%) for evictions and 186 (91%) for other reasons.

**\*Eviction reasons may include criminal/drug activity, nonpayment of rent, and lease noncompliance.**

### NHSD Repayment Agreement (RPA) Assistance

CoSA's Neighborhood and Housing Services Department (NHSD) offered financial assistance to residents entering into repayment agreements from November 2024 to February 2025. **NHSD provided \$218,297 to 333 households.**

## Outstanding AR Balance Decreased by \$1.3 million

## 273 Move-Ins

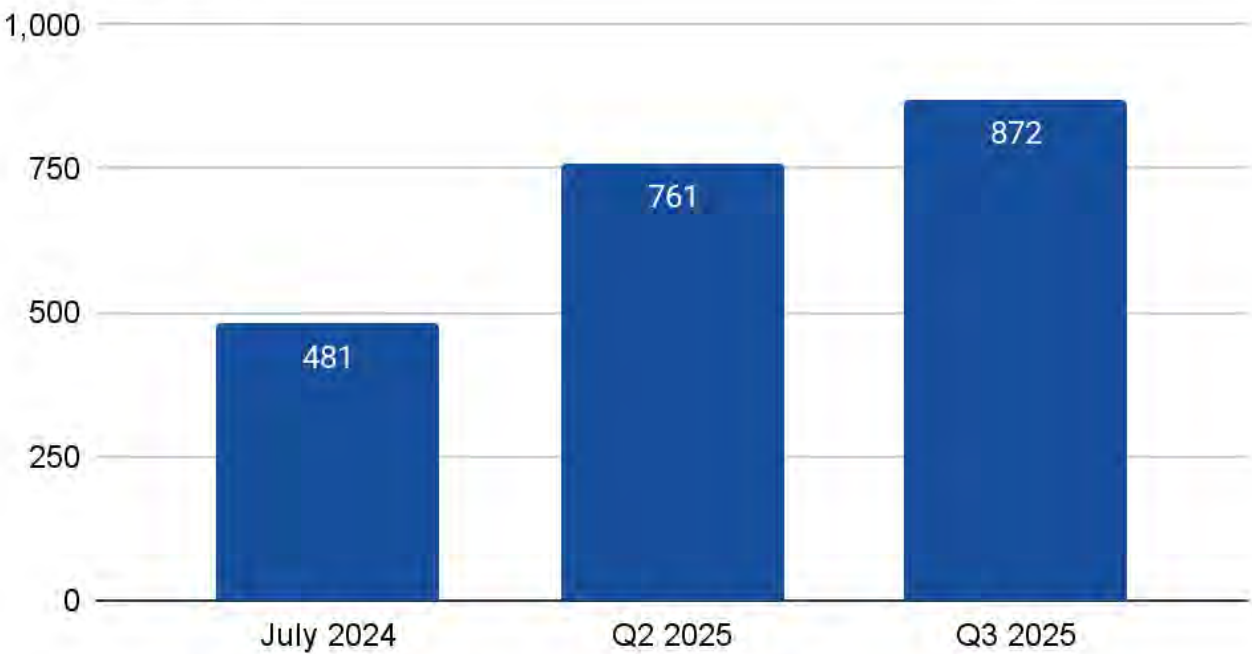
## 176 Move-Outs

## 24 Evictions

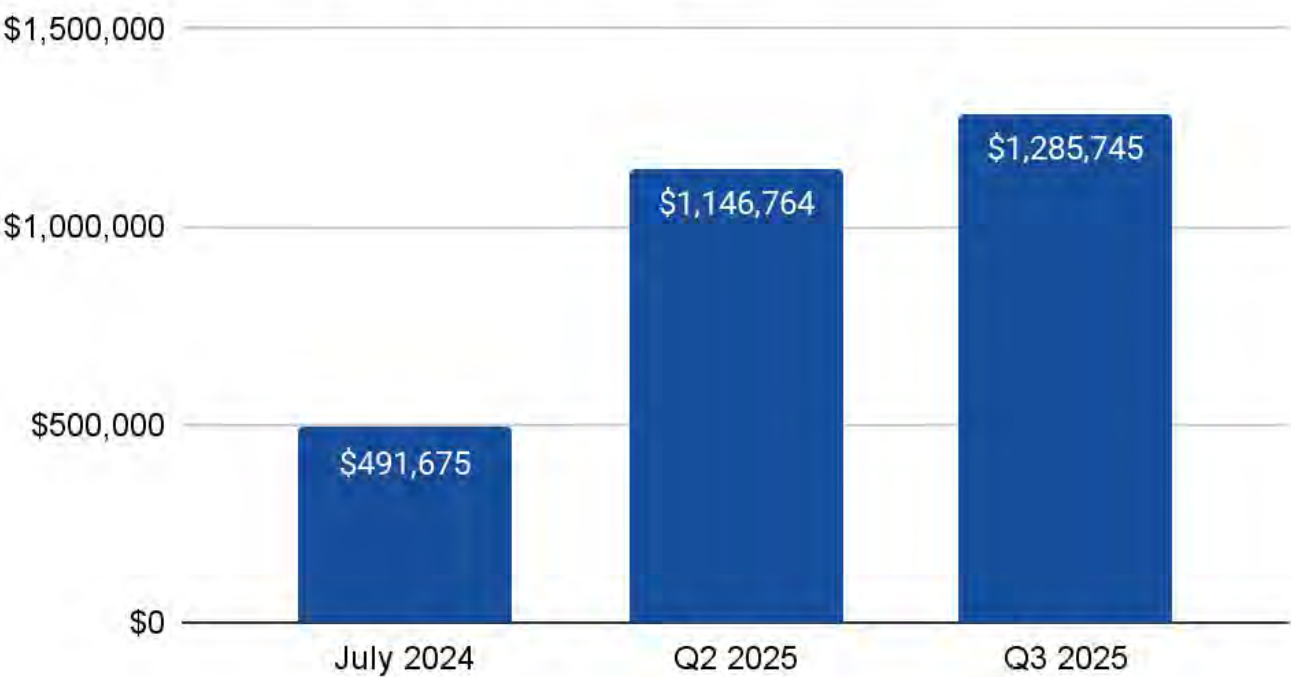
## 333 Households Assisted by NHSD

# PH OUTSTANDING RENT BREAKDOWN

Total RPAs



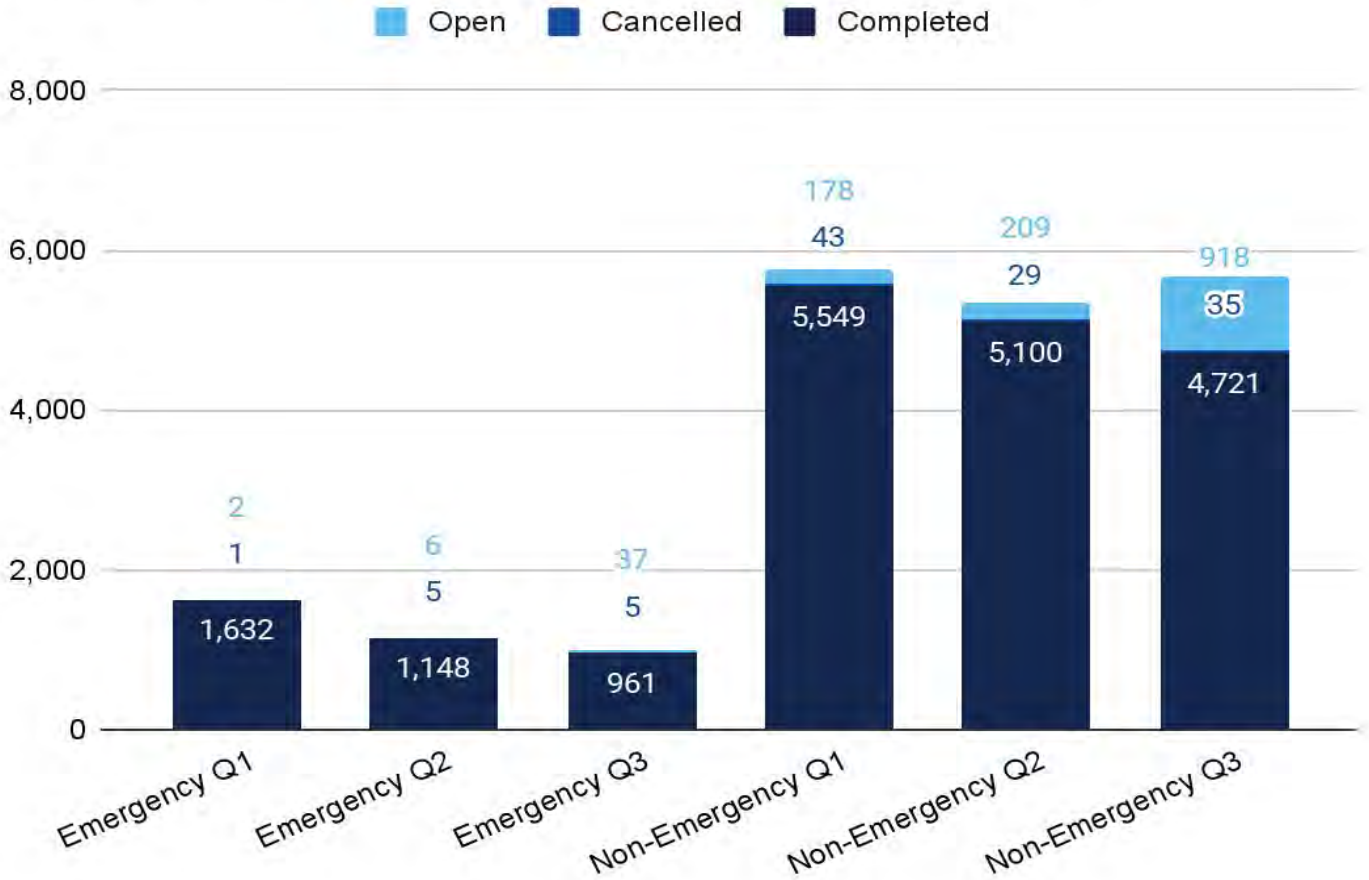
Total Unbilled RPA Amount





# PH MAINTENANCE AND WORK ORDER BREAKDOWN

Work Orders by Urgency and Status - FY 2025



During Q3, Public Housing received a **total of 24,376 maintenance requests**. Of these requests, 84% were classified as non-emergency and 16% as emergency.

**The work order closure rate for the quarter was 94%**, with the remaining 6% carried over as open and scheduled for resolution in Q4.

Maintenance personnel prioritize work orders based on their submission date, addressing the oldest requests first. Emergency work orders are targeted for completion within 24 hours, while non-emergency work orders have a standard completion goal of five business days. To optimize efficiency and minimize resident disruption, multiple work orders within the same unit may be addressed concurrently.

# PUBLIC HOUSING CAPITAL IMPROVEMENTS

## IN THE WORKS

### **Intrusion Alarm, Cameras and Lighting - Planned for June 2025**

Opportunity Home will use \$1.7 million in HUD Safety and Security grants and Capital Funds to enhance lighting, alarms, and cameras across 19 properties. The project has been bid out and will be presented for Board approval in June, with work expected to begin shortly after and conclude in 2026.

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## CONSTRUCTION IN PROGRESS

### **Riverside Renovations - Began February 2025**

Opportunity Home has allocated \$7.2 million for renovations at Riverside, which began in February 2025 and are expected to be completed by June 2027. In addition, Congressman Cuellar has secured a Congressional grant to fund a generator for a common area at the property, ensuring power in case of outages.

### **Cassiano Window Replacement - Began August 2024**

To replace all windows at Cassiano, Opportunity Home secured \$1 million in city bond funds, \$2 million from a Congressional Grant awarded by Congressman Gonzalez, and \$2.8 million in Capital Funds. The project began in August 2024 and is estimated to be completed by June 2025.

### **Tarry Towne Fire Restoration and Remodel - Began February 2024**

Opportunity Home is allocating \$2.4 million from insurance proceeds and the Capital Fund for fire restoration work in Building H in Tarry Towne. This work is anticipated to be completed by December 2025.

### **Parkview Elevator Modernization - Began August 2024**

Opportunity Home is investing \$1.2 million in Capital Funds to modernize the elevator at Parkview. This project began in August 2024 and is expected to be completed by May 2025.

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## COMPLETED

### **Victoria Plaza Roof Replacement - Substantially Complete as of Q3**

The Victoria Plaza roof replacement is substantially complete. This \$4 million project, funded by City Bond funds and Capital Funds, includes a new roof with solar panels, a copper-colored gutter system, and two 10,000-gallon rainwater cisterns. Minor adjustments are currently underway to finalize the project.

### **Villa Tranchese Upgrades**

- Fire protection upgrades were **completed in February 2025**
- Elevator modernization project, which began in June 2024, was **completed in March 2025** with a total cost of \$820,000.

# OCCUPANCY AND UTILIZATION

## HOUSING CHOICE VOUCHER (HCV) PROGRAM

Opportunity Home’s Housing Choice Voucher utilization rate goal is 11,100 vouchers. As of the end of Q3, the number utilized was 11,173, or 101% of the goal.

**\*11,100 represents the total number of vouchers the agency has the capacity to support. Utilization is based on the total number of Housing Choice Vouchers served versus the target established by the agency. Additionally, AHP's ability to exceed this goal is limited by the need to conserve funding reserves and cover development costs, as well as potential operational losses from PH or CDI.**

### HCV Unit Month Leased

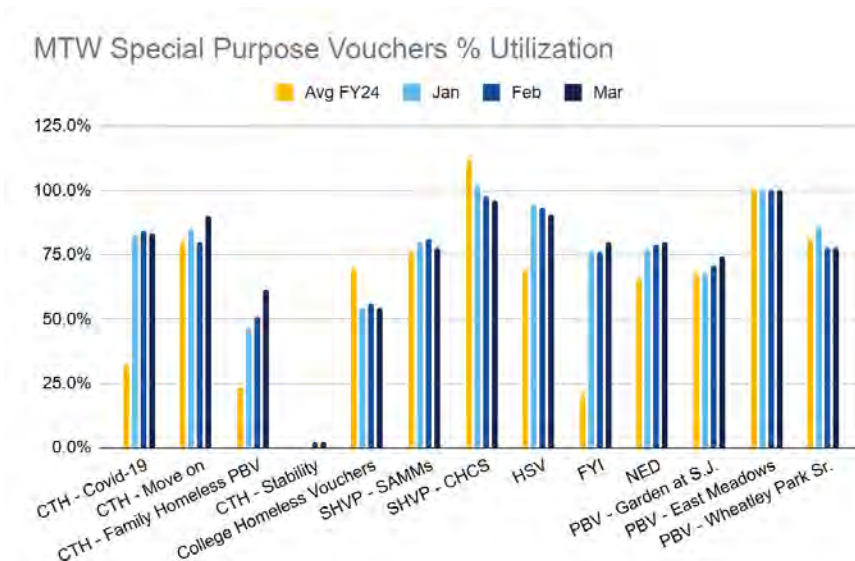


# SPECIAL PURPOSE VOUCHER UTILIZATION BREAKDOWN

MTW Special Purpose Vouchers		Avg. FY24	Jan.	Feb.	March
COVID-19 (250 Vouchers)	Utilization (UML)	81	207	211	208
	UMA	250	250	250	250
	% Utilization	32.4%	82.8%	84.4%	83.2%
Move On (40 Vouchers)	Utilization (UML)	32	34	32	36
	UMA	40	40	40	40
	% Utilization	80.0%	85.0%	80.0%	90.0%
Family Homeless (73 Vouchers)	Utilization (UML)	17	34	37	45
	UMA	73	73	73	73
	% Utilization	23.3%	46.6%	50.7%	61.6%
Stability Vouchers (41 Vouchers)	Utilization (UML)	0	0	1	1
	UMA	41	41	41	41
	% Utilization	0.0%	0.0%	2.4%	2.4%
College and Univ. (50 Vouchers)	Utilization (UML)	35	27	28	27
	UMA	50	50	50	50
	% Utilization	70.0%	54.0%	56.0%	54.0%
SHVP (SAMMs) (100 Vouchers)	Utilization (UML)	76	80	81	78
	UMA	100	100	100	100
	% Utilization	76.0%	80.0%	81.0%	78.0%
SHVP (CHCS) (100 Vouchers)	Utilization (UML)	112	102	98	96
	UMA	100	100	100	100
	% Utilization	112.0%	102.0%	98.0%	96.0%
Homeless Services (470 Vouchers)	Utilization (UML)	324	444	438	425
	UMA	470	470	470	470
	% Utilization	68.9%	94.5%	93.2%	90.4%

# SPECIAL PURPOSE VOUCHER UTILIZATION BREAKDOWN

MTW Special Purpose Vouchers					
		Avg. FY24	Jan.	Feb.	March
Foster Youth (FYI) (25 Vouchers)	Utilization (UML)	5	19	19	20
	UMA	25	25	25	25
	% Utilization	20.0%	76.0%	66.0%	80.0%
NED Vouchers (75 Vouchers)	Utilization (UML)	49	58	59	60
	UMA	75	75	75	75
	% Utilization	65.3%	77.3%	78.7%	80.0%
Garden at San Juan (PBV) (31 Vouchers)	Utilization (UML)	21	21	22	23
	UMA	31	31	31	31
	% Utilization	67.7%	67.7%	71.0%	74.2%
East Meadows (PBV) (8 Vouchers)	Utilization (UML)	8	8	8	8
	UMA	8	8	8	8
	% Utilization	100.0%	100.0%	100.0%	100.0%
Wheatley Park Senior (PBV) (36 Vouchers)	Utilization (UML)	29	31	28	28
	UMA	36	36	36	36
	% Utilization	80.6%	86.1%	77.8%	77.8%



The AHP Department worked closely with external partners to increase the utilization of the Special Purpose Vouchers and MTW allocated vouchers for target populations. Significant increases are due, in part, to increased voucher allocations for various programs.

The department will continue to hold partner meetings monthly to closely monitor the lease up progress and grow closer to 100% utilization.



# HOUSING INSPECTIONS

## VOUCHER PROGRAMS

**The average inspection pass rate for Q3 increased to 93%** from 88% in the previous quarter. The average number of inspections in Q3 decreased to 586, compared to 772 in Q2.

The higher pass rate is linked to the number of inspections conducted in Q3. January inspections decreased by 32, February inspections decreased by 22, and March increased by 169.

The number of scheduled inspections is related to the number of Request for Tenancy Approval (RTA) submissions for new tenancies and moves and bi-annual inspections.

## PUBLIC HOUSING

**There were no new NSPIRE inspections in Q3.** NSPIRE Inspections were put on hold as of February 18, 2025, due to the cancellation of a National Inspection Contract after a HUD-wide agency review to lower expenses. Although HUD retains the authority to inspect units, resource limitations indicate that inspections will likely focus on properties requiring immediate attention, such as those with failed assessments.

In FY24-25 Q2, NSPIRE scores ranged from 80 to 95 across various developments, including Alazan, Lincoln Heights Courts, and Cassiano. Although NSPIRE inspections are on hold, PH maintenance staff continue to manage properties to meet housing standards and conduct internal inspections.



# WAITLIST OVERVIEW

Program Specific Applications per Waitlist	FY24-25 - Q2	FY24-25 - Q3
<b>Public Housing</b>	49,236	<b>48,775</b>
<b>Housing Choice Voucher (HCV)</b>	17,128	<b>17,123</b>
<b>Project Based Voucher (PBV)</b>	6,512	<b>6,729</b>
<b>Moderate Rehabilitation (Mod-Rehab)</b>	9,084	<b>8,858</b>

**\*Total Unique Applicants Across All Waitlists is 64,113.**

## PUBLIC HOUSING

Consistent monthly applicant draws were conducted throughout Q3 to address current and anticipated vacancies across multiple properties. The highest number of vacancies during Q3 was within our Elderly/Disabled housing portfolio, with the majority of applicants drawn from the Elderly/Disabled waitlist.

## ASSISTED HOUSING PROGRAMS

Waitlist updates conducted in Q2 reduced the number of applicants on the Moderate Rehabilitation (Mod-Rehab) and Project-Based Voucher (PBV) waitlists. Applicant draws are conducted when property management requests them based on projected vacancies.

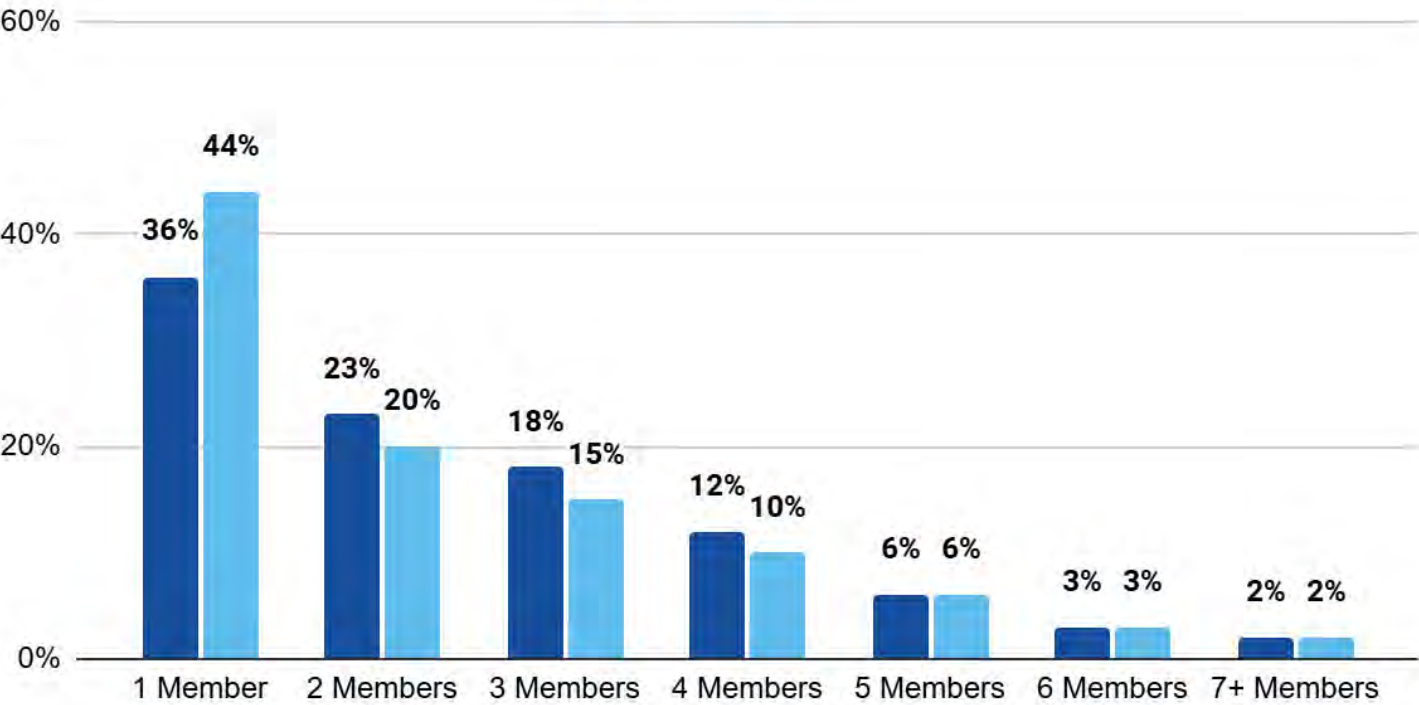
**Since October 2023, there have been no applicant draws from the Housing Choice Voucher (HCV) waitlist.** Approximately 2,000 applicants remain on the 2022 HCV waitlist, and 15,000 on the 2023 HCV waitlist.

**Efforts are ongoing to manage the Public Housing Program and Assisted Housing Program waitlists.**

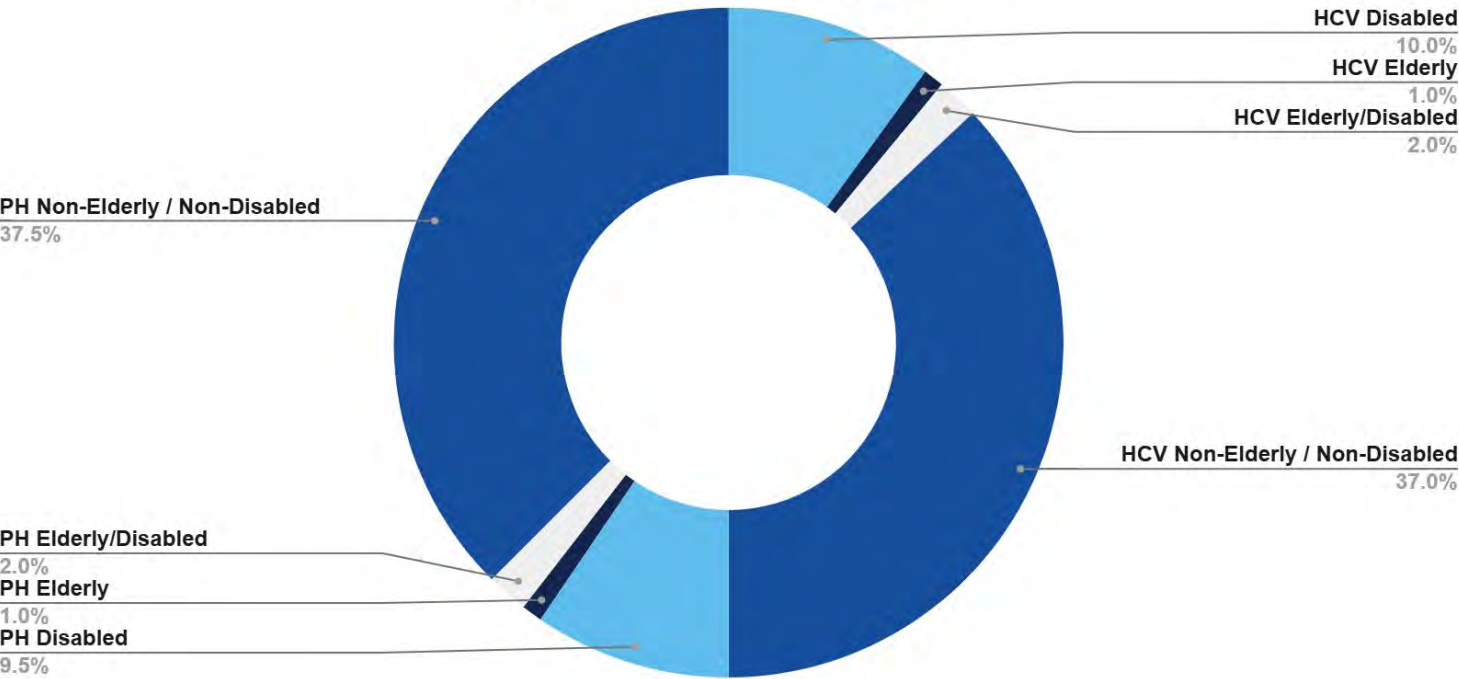
# WAITLIST BREAKDOWN

## Applicants by Family Size

HCV PH



## Applicants by Family Type





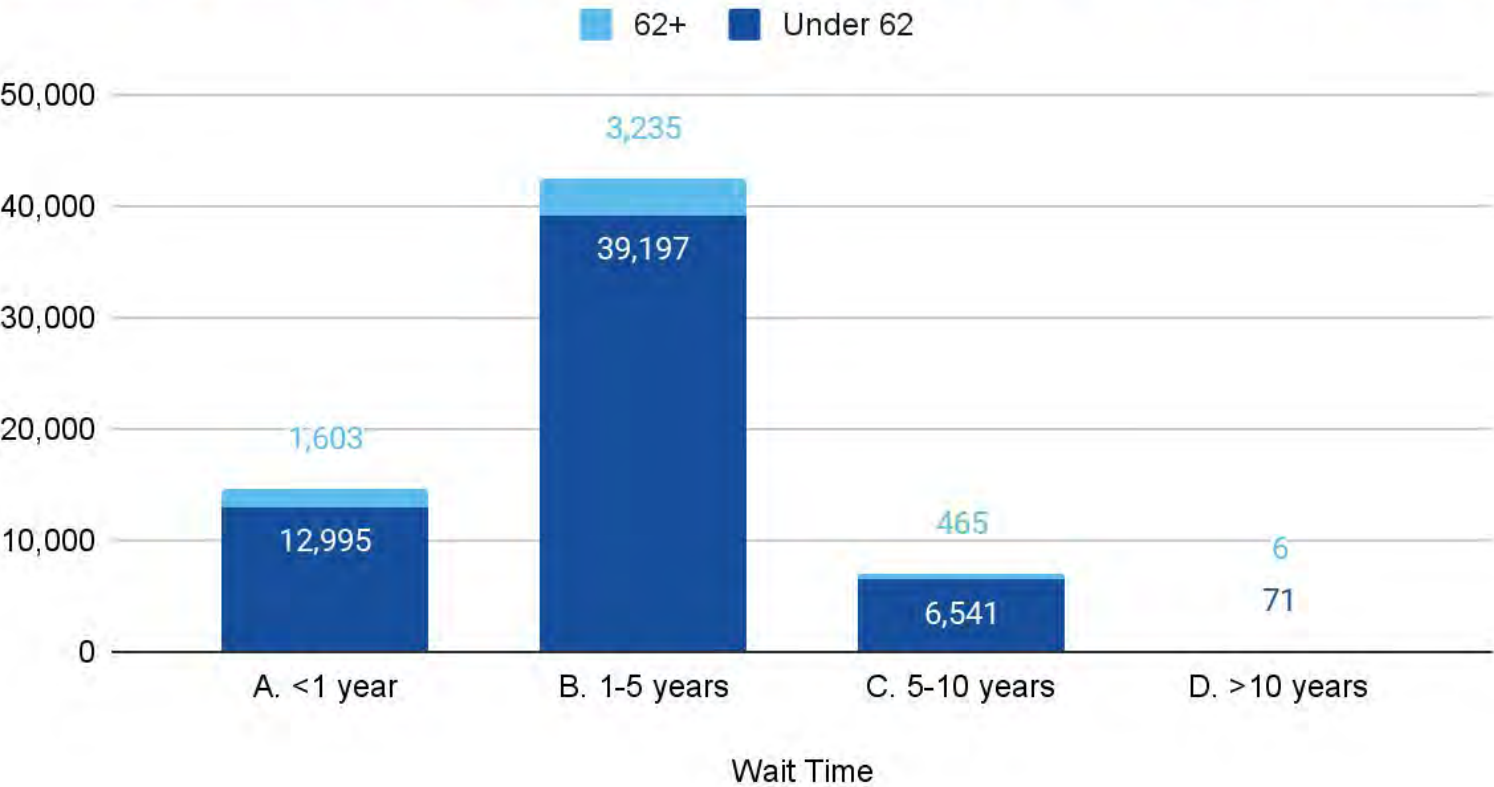
# WAITLIST BREAKDOWN

## Waitlist by Applicant Age

Wait Time*	Under 62	62+	Total
<1 year	12,995	1,603	14,598
1-5 years	39,197	3,235	42,432
5-10 years	6,541	465	7,006
>10 years	71	6	77
Total	58,804	5,309	64,113

\* Length of wait time as of April 1, 2025

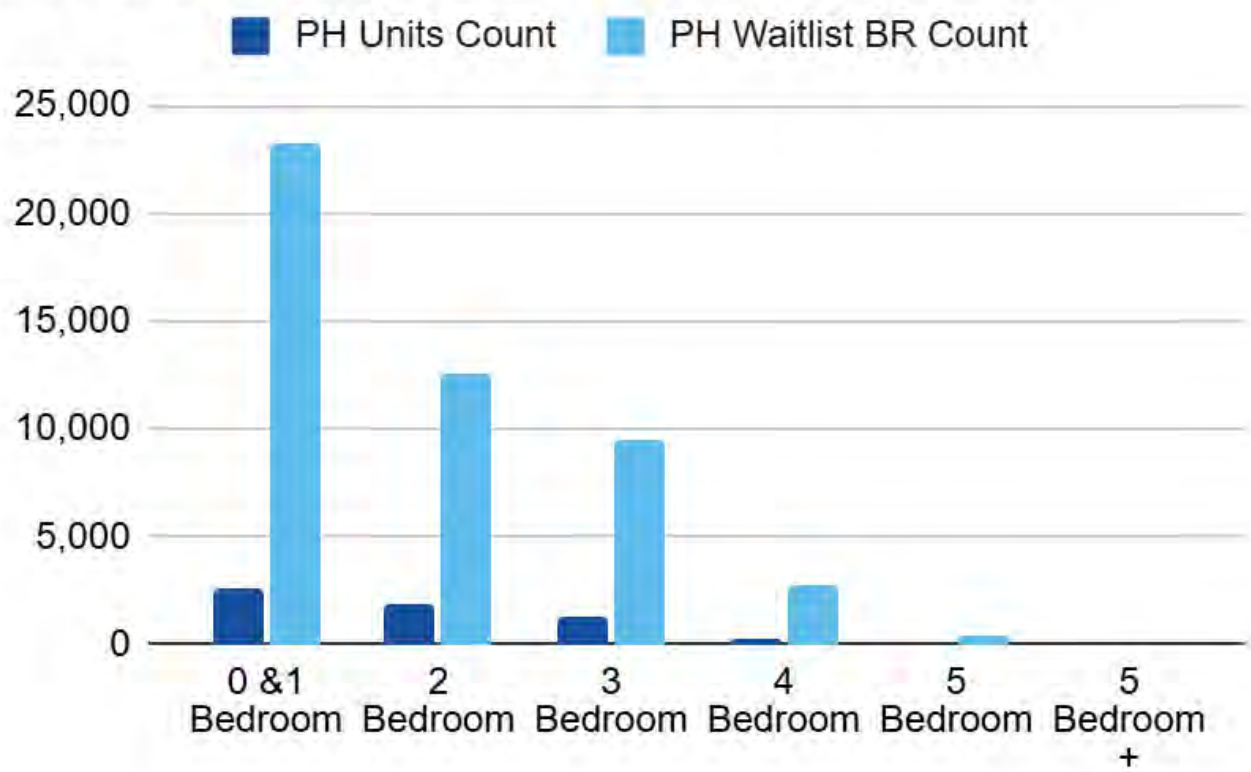
## Unique Waitlist Applicants by Age and Wait Time



# WAITLIST BREAKDOWN

PH Supply and Demand		
BR Size	PH Unit Count	PH Waitlist BR Count
0-1 Bedroom	2,591	23,305
2 Bedroom	1,944	12,643
3 Bedroom	1,267	9,556
4 Bedroom	224	2,814
5 Bedroom	44	417
5 Bedroom +	0	40

PH Units Count vs. Waitlist Count



# CLIENT SERVICES

	FY23-24 - Q3	FY24-25 - Q3
Total # of inquiries	52,764	54,336
Total # lobby visits	11,245	8,496
Total # emails	2,450	606
Total # phone calls	39,069	45,234

The Client Services Team manages lobby, phone, and email inquiries from applicants, residents, and landlords for PH and AHP.

Lobby visits and emails decreased in FY24-25 Q3 compared to FY23-24 Q3, while **phone calls increased by 6,165**. The increase in calls compared to the previous period is due to the upgrade of the RingCentral phone system, which was implemented on November 25, 2024, and fully adopted by January 2025. This upgrade replaced the previous manual tracking method, providing a more accurate count of calls handled, including the number of calls returned and voicemails completed. Clients can now request a return call and maintain their place in line, allowing for more calls to come through the main line. Additionally, Opportunity Home offices were closed during the winter holidays last quarter, which may have contributed to the increase in calls during Q3.

## TOP INQUIRIES

- Waitlist:** Most applicants cite not having immediate access, software resources or technical capability to set up their application portal accounts and check their waitlist status.
- Program Information:** Applicants inquire about housing programs and how to begin the application process.
- Inspection Status:** Participants inquire about the status of their inspection to allow them to move into their new homes.

## FUTURE IMPROVEMENTS

- RingCentral System upgrades**  
Upgrades will include a client-survey after calls are completed for clients to provide feedback on overall call experience and satisfaction. This project is in the development phase by RingCentral before agency implementation.
- Section 8 Lobby renovations**  
Lobby renovations will include the addition of three customer service windows to meet with applicants and reduce wait times. The anticipated start date of the project will be Q4 of FY24-25 or Q1 of FY25-26. The agency is in the bidding process to select a vendor.

# COMMUNITY DEVELOPMENT INITIATIVES (CDI)

## Family Self-Sufficiency (FSS)

The year-to-date enrollment for FSS was 1008, while Q3 enrollment ended with 967. The FSS team has taken a data-informed approach to elevate their operations and broaden resident impact. By leveraging data-driven tools, the team has been able to more effectively identify residents who qualify for FSS services, ensuring that outreach efforts are targeted and impactful. With a strong focus on employment outcomes, the team has used needs assessments to connect residents with education and workforce resources tailored to their individual goals.

## Resident Opportunities and Self Sufficiency (ROSS)

The year-to-date enrollment for ROSS was 624, while Q3 enrollment ended with 522. To drive increased resident participation, the ROSS team has expanded its service offerings and launched targeted initiatives such as food distributions tailored to community needs. These efforts have not only provided immediate support, but have also served as meaningful touchpoints to connect with more residents. By conducting in-depth assessments, the team can better understand individual challenges and tailor outreach accordingly. As a result, 70% of assessed residents have been linked to essential services.

## Jobs Plus

The year-to-date enrollment for Jobs Plus was 157, while Q3 enrollment ended with 134. The team has taken meaningful steps to meet the evolving demands of today's workforce by equipping residents with tools for long-term success. Recognizing that the future lies in technology, Jobs Plus has deepened its partnerships with programs that specialize in tech education and workforce development. Notably, the team has worked to engage local teens, offering hands-on experiences that introduce them to career pathways in technology. These efforts have not only empowered individuals, but also strengthened community engagement and sparked growing interest in the Jobs Plus program as a whole.

## Program Participation

### Family Self-Sufficiency Program

**967**

### Resident Opportunities and Self-Sufficiency

**522**

### Jobs Plus Program

**134**

# COMMUNITY DEVELOPMENT INITIATIVES | FSS

## GENEVIEVE TRISTAN

Genevieve Tristan is a Housing Choice Voucher participant who has achieved significant personal and professional goals through the FSS program. She completed a first-time home buyers course and one-on-one advising sessions through the Neighborhood Housing Services of San Antonio. Additionally, she completed Financial Literacy courses through the Financial Empowerment Center and a Parenting Education and Family Stabilization Course with the North American Learning Institute. Genevieve has maintained employment with the University Health System for over three years as a Medical Assistant and has increased her annual earned income by \$34,563.



Genevieve has shared the positive impact of the Family Self Sufficiency Program, stating, "Thanks to the Family Self Sufficiency Program, I have learned how to budget, the process of buying a home, and skills to be the best parent I can be! I have also been given the necessary tools to bring my family back together and increase my earned income to provide a better life for myself and my loved ones. This program has been so beneficial to me and my family."

## SANDRA CASTRO

Sandra M. Castro is a Public Housing resident who has made significant progress while enrolled in the FSS program. She completed a Resume Workshop with Alamo Workforce Solutions and the Certified Shift Leader Program through her employer. In addition, she participated in financial literacy sessions through the Financial Empowerment Program at the City of San Antonio (CoSA) and completed a certificate in credit repair with CoSA.

Sandra is a shift manager at McDonald's and has achieved a notable increase in her annual earned income of \$33,000.



Sandra expresses her gratitude for the program, stating, "This program has helped me so much since I was 16 years old. It has helped me complete high-goal standards that I never thought I would complete. They (FSS) never left my side, even through all the tough situations I went through. Thank y'all."



# AFFORDABLE HOUSING COMMUNITIES (AHC)

## Occupancy and Leasing

The total unit count in Affordable Housing Communities (AHC) is 4,017 units. AHC had an occupancy rate of 87.96% at the close of Q3. This represents a 3.3% increase from Q2, driven by successful resident retention and move-in specials. During the quarter, AHC had 185 move-ins and 242 move-outs, including 47 abandoned units and 39 evictions for rent or cause. The remaining move-outs were due to residents utilizing Section 8 vouchers for relocation, internal transfers, and home purchases.

## Collection Efforts

The balance of Outstanding Accounts Receivable as of the end of Q3 was \$2,083,134.86, representing a **decrease of \$131,906.33** compared to the Q2 ending balance. This decrease is the result of focused collection efforts, Repayment Agreements (RPAs), notices issued, and increased resident interaction.

## Maintenance and Work Orders

The AHC maintenance team completed **7,858 work orders** in Q3. The department has begun to utilize up-to-date software provided by Yardi more efficiently to process and complete maintenance requests. This practice ensures that requests are addressed in a timely and effective manner, minimizing delays and enhancing customer satisfaction.

## Inspections

AHC successfully concluded three significant inspections, namely the HUD NSPIRE inspection, TDHCA inspection, and Bank inspection, achieving a **combined average score of 96.51%**.

## Occupancy and Leasing Overview

**Q3 Occupancy**  
**87.96%**

**185**  
**Move-Ins**

**242**  
**Move-Outs**

**47**  
**Abandoned Units**

**39**  
**Evictions**

# SPECIAL PURPOSE VOUCHERS GLOSSARY

## **COLLEGE AND UNIVERSITY HOMELESS ASSISTANCE PROGRAM**

The College and University Homeless Assistance Program are set-aside voucher programs for homeless students attending any of the Alamo Community Colleges.

## **FAMILY HOMELESS PROGRAM | PBV**

The Family Homeless program is for families certified by a designated social service agency as homeless and referred to Opportunity Home social service agencies, such as Haven for Hope, San Antonio Metropolitan Ministries and the Center for Health Care Services.

## **FOSTER YOUTH TO INDEPENDENCE (FYI)**

The FYI Program serves youth between the ages of 18 and 24 who have left or will leave foster care, those at risk of becoming homeless or who are homeless, and are aged 16 or older. These vouchers must be administered in partnership with Public Child Welfare Agencies.

## **HOMELESS SERVICES VOUCHER (HSV)**

The Homeless Services Voucher (HSV) program provides rental voucher assistance to homeless individuals through a collaborative referral process. Haven for Hope refers applicants to the City of San Antonio, which then screens the applicants to ensure they have met all criteria and forwards the application packets to Opportunity Home.

## **MAINSTREAM**

Mainstream Program vouchers enable income-eligible disabled families to lease affordable private housing and are administered using the same rules as Housing Choice Vouchers. Applicant families with a disabled household member over the age of 18 qualify for the program.

## **MOVE ON**

The Move On Program provides vouchers for families currently residing in Permanent Supportive Housing (PSH) who are certified as no longer requiring supportive services by a designated PSH provider currently partnered with Opportunity Home.

## **NON-ELDERLY DISABLED (NED)**

The NED Voucher Program has set-aside vouchers that assist non-elderly disabled families in leasing affordable private housing and persons with disabilities who often face difficulty locating accessible housing in the private market.

## **SET ASIDE HOMELESS VOUCHER PROGRAM (SHVP)**

The Set Aside Homeless Voucher Program (SHVP) provides rental voucher assistance to homeless individuals through a collaborative referral process. San Antonio Metropolitan Ministries (SAMMs) and the Center for Health Care Services (CHCS) screen applicants to ensure they meet all eligibility criteria and then forward referral packets to Opportunity Home.

## **STABILITY VOUCHERS**

The Stability Voucher program is for individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. Close to Home refers eligible families for assistance to Opportunity Home.

## MEMORANDUM

**To:** Board of Commissioners

**From:** Michael Reyes, President and CEO

**Presented by:** George Ayala, Director of Procurement

**RE:** Procurement Activity Report

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**SUMMARY:**

Through the first calendar quarter ending March 31, 2025, Opportunity Home's Procurement Department awarded 4 formal solicitations and 3 informal solicitations, receiving a total of 42 responses. This resulted in an average number of responses per formal solicitation of 3.75 and 9 responses per informal solicitation, for an overall average response rate of 6 per solicitation. New contracts awarded through the first calendar quarter ending March 31, 2025, were \$15,567,170; and contract renewals in the amount of \$4,110,961, which resulted in a grand total awarded of \$19,678,131. Of this total, \$3,321,058, or approximately 16.9 percent, was awarded to Small, Women-Owned, and Minority Business Enterprises (SWMBE).

Through the calendar quarter ending on March 31, 2025, the total number of Section 3 labor hours are as follows:

<b>168,570.81</b>	Total Hours Worked by Non-Section 3 Staff
<b>159,832.24</b>	Total Hours Worked by All Non-Targeted Section 3 Employees
<b>13,249.0</b>	Total Hours Worked by All Targeted Section 3 Employees

**CURRENT SOLICITATIONS**

There is one Invitation for Bids (IFB) and two Requests for Proposals (RFP) currently being advertised. The IFB is for Assisted Housing Program (AHP) Lobby Renovations, and the RFPs are for Community Outreach and Engagement Consulting Services and Asset Management and Consulting Services.

**CLOSED/PENDING SOLICITATIONS**

Seven solicitations have closed and are currently being evaluated. The solicitations are for foundation repair and stabilization for William Sinkin, debt collection services, security cameras at Village East Apartments, various security services, recruitment services, ombudsman/dispute resolution services, and grant writer.

**SOLICITATIONS IN DEVELOPMENT**

Procurement is currently working on several advertisement solicitations. These include: office cleaning services, Homestead Apartments demolition, development partner for The Park at Sutton Oaks, conflict resolution and de-escalation skills training, exterior safety and solar LED lighting for Urban Farm, development initiative consulting services, commercial property



management, executive recruitment services, roof repairs at Mirasol Homes, irrigation services, and inspection, evaluation, repair, and/or stabilization of foundations.

<b>Contract Title</b>	<b>Number of Awards</b>	<b>Amount of Blanket Award</b>	<b>Expenditures 1st Qtr 2025</b>
Architectural and Engineering and Other Forensic Consulting Services	8	\$3,000,000	\$96,800
Abatement of Hazardous Materials	1	\$250,000	\$8,827.50
Automated and Manual Bulk Pick Up Services	1	\$550,000	\$145,943.94
Carpet and Flooring Purchase, Replacement, and Installation	2	\$1,000,000	\$50,054.72
Concrete and Asphalt Maintenance and Repair	2	\$1,000,000	\$9,315
Consulting and Guidance on HUD and Other Affordable Housing Programs	1	\$100,000	\$0
Electrical Maintenance and Repair	2	\$500,000	\$78,001
Engineering, Environmental	6	\$1,200,000	\$51,950
Engineering, Professional	6	\$1,500,000	\$4,500
Executive and Management Coaching	3	\$250,000	\$3,305
Feasibility Analysis and Consulting Services	2	\$250,000	\$0
Inspection, Service, and Replacement of Fire Extinguishers	2	\$250,000	\$19,058
Generator Maintenance and Repair	2	\$1,000,000	\$13,553.46
Land Surveyor Services	3	\$250,000	\$0

Make Ready Services for Affordable Housing Communities	4	\$3,000,000	\$279,731.22
Make Ready Services for Public Housing	6	\$3,000,000	\$815,348.45
Mowing and Grounds Maintenance for Affordable Housing Communities	3	\$1,000,000	\$343,836
Mowing and Grounds Maintenance for Public Housing	3	\$1,000,000	\$148,083
Moving and Temporary Storage	3	\$1,000,000	\$1,704.50
Painting Services for Affordable Housing Communities	2	\$245,000	\$6,162.90
Pest Control for PH and Administrative Properties	2	\$650,000	\$148,957.20
Pest Control for Affordable Housing Communities	1	\$496,000	\$122,443
Pest Control for Affordable Housing Communities	2	\$500,000	\$58,515.50
Plumbing and Related Maintenance Services	3	\$3,000,000	\$305,996.10
Public Relations Consulting Services	2	\$250,000	\$174.75
Real Estate Broker Services, Residential	2	\$250,000	\$10,200
Resurfacing Services	2	\$500,000	\$144,722.50
Purchase Installation, Maintenance, and Repair of Residential HVAC Systems	2	\$1,200,000	\$365,727.35
Shingle Roof Repair and Limited Replacement	2	\$2,000,000	\$21,288.50

Temporary and Contract Personnel Services	7	\$4,000,000	\$505,891.18
Translation Services	3	\$250,000	\$1,582.95
Uniform Apparel Custom Embroidery and Imprinting Services	2	\$250,000	\$1,864.50
Welding Services	3	\$2,000,000	\$42,470.50

**CHANGE ORDERS January - March 2025**

No change orders were issued during the reporting period.

**VEHICLE PURCHASES January - March 2025**

No vehicles were purchased during the reporting period.

**PROPOSED ACTION:**

None at this time.

**STRATEGIC OUTCOMES:**

Supports all strategic outcomes.

**ATTACHMENTS:**

Procurement Activity Report  
Business Categories

Procurement Activity Report as of May 5, 2025				
Solicitations Currently being Advertised				
Opportunity Home Department	Type	Solicitation Name	Bidders Conference	Closes
Communications and Public Affairs	RFP	Community Outreach and Engagement Consulting Services	N/A	05/07/2025
Construction Services and Sustainability	IFB	Assisted Housing Program (AHP) Lobby Renovations	N/A	05/15/2025
Executive	RFP	Asset Management and Consulting Services	N/A	05/27/2025
Board Items			Date Closed	
Affordable Housing Communities	IFB	Ratification: Cottage Creek Apartments Asphalt and Concrete Improvements	02/12/2025	May 21, 2025 Operations and Real Estate Committee Meeting and June 18, 2025 Regular Board Meeting
Organization-Wide	RFQ	Environmental Review Consultant	03/17/2025	
Public Housing	IFB	Boiler and Chiller Maintenance and Repair Services	04/15/2025	
Organization-Wide	RFP	Firewatch Services	04/23/2025	
Solicitations Under Evaluation				
Public Housing	IFB	Foundation Repair and Stabilization for William Sinkin	10/04/2024	Procurement Negotiations, Due Diligence, and Evaluation
Organization-Wide	RFP	Debt Collection Services	02/19/2025	
Public Housing	QQ	Security Cameras at Village East Apartments	03/17/2025	
Organization-Wide	RFP	Various Security Services	04/22/2025	
Human Resources	RFP	Recruitment Services	04/23/2025	
Human Resources	RFP	Ombudsman/Dispute Resolution Services	04/30/2025	
Community Development Initiatives	RFP	Grant Writer	05/01/2025	
Future Solicitations		Solicitation Name	Anticipated Month of Release	
Affordable Housing Communities (AHC)		Office Cleaning Services	Department Hold	
		Homestead Apartments Demolition	May 2025	
Asset Management		Development Partner for The Park at Sutton Oaks	June 2025	
Community Development Initiatives		Conflict Resolution and De-Escalation Skills Training	June 2025	
Construction Services and Sustainability		Exterior Safety and Solar LED Lighting for Urban Farm	June 2025	
Development Services and Neighborhood Revitalization		Development Initiative Consulting Services	Department Hold	
Executive		Commercial Property Management	June 2025	
		Asset Management and Consulting Services	May 2025	
Human Resources		Executive Recruitment Services	May 2025	
Public Housing		Roof Repairs at Mirasol Homes	June 2025	
Organization-Wide		Irrigation Services	May 2025	
		Inspection, Evaluation, Repair, and/or Stabilization of Foundations	Department Hold	

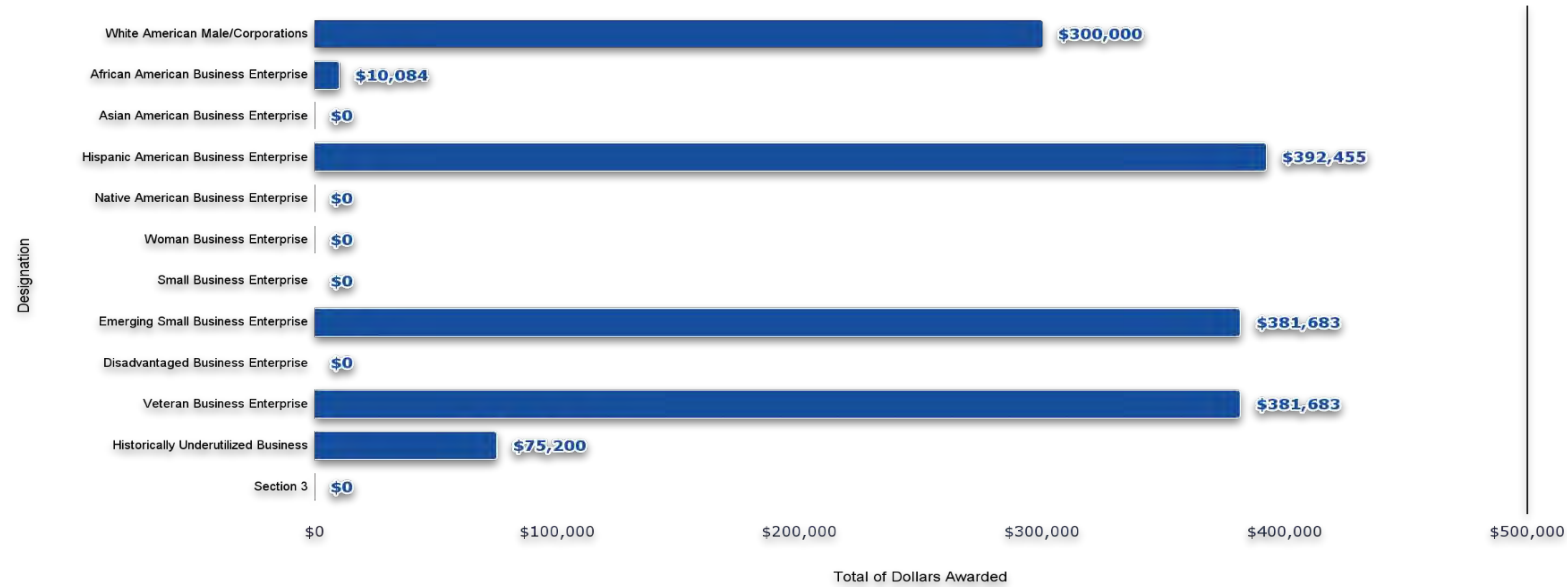
**Business Categories**

<b>Opportunity Home Department</b>	<b>Solicitation Name</b>	<b>Vendor</b>	<b>Amount</b>	<b>Date</b>
<b>Awards Under President and CEO Expanded Authority</b>				
Strategy, Data and Innovation	Strategic Planning	CVR Associates	\$74,625	5/1/2025
Assisted Housing Communities	Remove and Replace Existing AT&T Equipment	NXG Services	\$213,089	4/11/2025
<b>Awards Under Contracting Officer Authority</b>				
There were no awards under this category during the reporting period				
<b>IT Purchases (Resolution 6010 authorizing the use of Cooperative Purchasing Contracts and General Services Administration (GSA Federal Supply Schedules))</b>				
There were no awards under this category during the reporting period				

# DEMOGRAPHIC REPORT

Business Enterprise Designations  
January through March 31, 2025

# Awarded Amount By Business Enterprise Designation



*\*Please note that awarded amounts reflect awards made to responders with multiple designations*

# Recruitment Update

Fiscal Year Activity: Jul 1, 2024 - Mar 31, 2025



# AGENDA

- Year To Date FY 24 - 25
  - Total Headcount
  - Variance
  - Actual Vacancies
- Staffing by Department FY 24 - 25
- Recruitment Processes
  - Promotions/Working Out of Class
  - Temporary Status Employees

# Year to Date FY 24-25

## Total Headcount

DESCRIPTION	7/1/24 - 03/31/25
FT Headcount On 7/1/2024	582
New Hires	39
Departures	-102
<b>Total Headcount</b>	<b>519</b>

# Year to Date FY 24-25

## Variance

DESCRIPTION	7/1/24 – 03/31/25
Current Budgeted Position 07/01/24	678
Current Total Headcount	-519
Variance	159

# Year to Date FY 24-25

## Actual Vacancies

DESCRIPTION	7/1/24 - 03/31/25
Variance on 12/31/24	159
Positions on Hold	-93
Temp Status PreScreen Process	-27
Actual Vacancies	39

# Total Full Time Staff by Department

## 07/1/2024 - 03/31/2025

Totals For The Period 07/01/24 Through 03/31/2025												
DEPARTMENT	FT HC ON 07/01/2024	FT HIRES	TRNSFR IN	TRNSFR OUT	Add C,D,E,F	FT TERMS	CURRENT FT HC	BUDGETED FT	BUDGET VARIANCE	HOLDS	TEMP or PreHires	BUDGET VACANCIES
Affordable Housing Communities	98	11	4	-3	110	-24	86	121	35	-16	-8	11
Asset Management	4	0	3	0	7	0	7	4	-3	0	0	-3
Assisted Housing Programs	68	4	3	-1	74	-9	65	71	6	-5	-1	0
Community Development Initiatives	42	2	2	-2	44	-4	40	50	10	-3	-5	2
Construction	11	1	2	0	14	-1	13	13	0	0	0	0
DSNR	6	3	1	-2	8	0	8	9	1	-1	0	0
Equity Diversity Inclusion	1	0	0	-1	0	0	0	2	2	-2	0	0
Executive	9	2	0	0	11	-2	9	9	0	0	0	0
Finance and Accounting	24	6	0	0	30	-7	23	28	5	-2	-1	2
General Services	6	0	0	0	6	0	6	6	0	0	0	0
Human Resources	11	0	0	-1	10	-1	9	12	3	-1	0	2
Innovative Technology	14	0	0	0	14	-2	12	15	3	-3	0	0
Internal Audit	6	0	0	0	6	-1	5	6	1	0	0	1
Legal	2	1	0	0	3	0	3	2	-1	0	0	-1
Operations Support	50	2	1	-5	48	-9	39	59	20	-12	0	8
Strategy, Data, and Initiatives	6	0	1	0	7	-3	4	7	3	-2	0	1
Procurement	8	0	0	0	8	-2	6	8	2	-1	0	1
Public Affairs	6	1	1	0	8	-3	5	8	3	-3	0	0
Public Housing	199	6	5	-8	202	-32	170	237	67	-40	-12	15
Regulatory Oversight	3	0	0	0	3	-1	2	3	1	-1	0	0
Risk Management	4	0	0	0	4	-1	3	4	1	-1	0	0
Security	4	0	0	0	4	0	4	4	0	0	0	0
Page 185 of 193												
<b>TOTAL</b>	<b>582</b>	<b>39</b>	<b>23</b>	<b>-23</b>	<b>621</b>	<b>-102</b>	<b>519</b>	<b>678</b>	<b>159</b>	<b>-93</b>	<b>-27</b>	<b>39</b>

# Recruitment Processing

## 7/1/2024 – 03/31/2025

### Promotions

- 41 Formal Promotions through 03/31/25
- 12 Working Out of Class

### Temporary Status Activity

- 23 Active Temporary Status Employees
- 7 Project Temps
- 16 Transitions from Temp Status to Full Time Hires through 03/31/25
- 88 Total Temporary Assignments through 03/31/25

# Total Full Time Staff by Department

## 07/1/2024 - 03/31/2025

### Positions In Hold Status:

- Staff reviews, succession planning, budget changes

### Budget Vacancies:

- The negative vacancy reflected in Legal is due to creating a FT position for in-house counsel in labor and employment

### Upcoming Events:

- The Neighborhood Place Resource Fair - Apr 1
- Host College and University Career Center Representatives - TBD
- Host Job Placement Organizations - TBD

# Questions?



																				Income Mix									
Project Name	District	Location	Developer	Deal Type	Financing	Board Approval Date	Targeted Dated	Total Dev Cost	Estimated Developer Fees	# Units	Income Based (LNT)	PBRA	PH	PBV	20%	30%	40%	50%	60%	70%	80%	Market							
Future Development																													
Lincoln Courts	D1	1315 N Elmendorf St, San Antonio, TX 78207	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	0	0	0	0	0	0	0	0	0	0	0	0							
West Way	D1	5627 Culebra, San Antonio, TX 78228	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	0	0	0	0	0	0	0	0	0	0	0	0							
Total								\$0	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Board Consideration																													
Creekside at Lookout	D10	15497 Lookout Rd, San Antonio, TX 78233	Athena Domain Inc	PFC	PFC	12-4-24	TBD	\$49,235,308	TBD	232	0	0	0	0	0	0	0	0	0	24	0	93	115						
Total								\$49,235,308	\$0	232	0	0	0	0	0	0	0	0	0	24	0	93	115						
Board Approved Bond Inducement and or Developer - Potential Partnership																													
Anticipated Partnership Agreement																													
Augustine at Palo Alto Phase 1	D4	Near SE corner of SH 16 and Loop 410	Louis Poppoon Development Consulting, LTD	Tax Credit	4% Tax Credit & Bonds	12/6/2023	05/2025	\$81,179,517	\$2,380,305	348	0	0	0	0	0	52	0	0	174	122	0	0							
Augustine at Palo Alto Phase 2	D4	Near SE corner of SH 16 and Loop 410	Louis Poppoon Development Consulting, LTD	Tax Credit	4% Tax Credit & Bonds	12/6/2023	08/2026	\$84,260,546	\$2,546,753	372	0	0	0	0	0	56	0	0	186	130	0	0							
Bristol at the Preserve (phase 1)	D4	Southwest Corner of SH 16 and Watson Road	Louis Poppoon Development Consulting, LTD	Tax Credit	4% Tax Credit & Bonds	9/24/2024	9/24/2024	\$88,600,000	\$9,100,000	348	0	0	0	0	0	52	0	0	174	122	0	0							
Bristol at the Preserve (phase 2)	D4	Southwest Corner of SH 16 and Watson Road	Louis Poppoon Development Consulting, LTD	Tax Credit	4% Tax Credit & Bonds	9/24/2024	TBD	\$97,600,000	\$9,500,000	384	0	0	0	0	0	57	0	0	192	135	0	0							
Canyon Golf Apartments	D9	NWC Canyon Golf & Stone Oak Pkwy	Fulcrum Development	PFC	HUD 221(d)(4)	TBD	TBD	\$64,429,742	\$0	264	0	0	0	0	0	0	0	0	26	0	106	132							
Central at Commerce	D2	1231 E Commerce St, San Antonio, TX 78205	Union Development LLC	Tax Credit	4% Tax Credit & Bonds	TBD	TBD	\$82,028,116	TBD	279	0	0	0	0	0	42	0	31	67	139	0	0							
Emberstone Apartments	D4	N of 14970 Watson Rd	Kittle Properties	Tax Credit	4% Tax Credit & Bonds	9/4/2024	5/2025	\$58,007,611	TBD	247	0	0	0	0	0	25	0	0	222	0	0	0							
La Ventana	D6	2802 Cinema Ridge, San Antonio, TX 78238	Marcus Build	PFC	PFC	8/20/2024	9/24/2024	\$57,988,449	\$1,000,570	272	0	0	0	0	0	0	0	0	27	0	109	136							
Lakeside Lofts	D2	5006 US Highway 87 E, San Antonio, TX 78222	The NRP Group	Tax Credit	4% Tax Credit & Bonds	4/2/2025	TBD	\$90,844,733	TBD	336	0	0	0	0	0	34	0	0	207	95	0	0							
Overlook	D9	Overlook Parkway and U.S. Highway 281, San Antonio, Texas	Fulcrum Development & LYND	PFC	HUD 221(d)(4)	TBD	TBD	\$79,125,364	\$0	360	0	0	0	0	0	0	0	0	36	0	144	180							
Riverbreeze	D4	410 SW Loop and Palo Alto Road	Kittle Properties	Tax Credit	4% Tax Credit & Bonds	6/12/2024	12/2024	\$71,613,997	\$2,318,525	264	0	0	0	0	0	27	0	0	158	79	0	0							
Pearsall Place	D4	SW Loop 410 and Old Persall Rd	LDG Development	Tax Credit	4% Tax Credit & Bonds	10/9/2024	TBD	\$75,223,466	TBD	252	0	0	0	0	0	0	0	0	252	0	0	0							
Summit at Crownridge	D8	19302 Babcock Rd San Antonio, Tx 78255	Journeyman Group	PFC	HUD 221(d)(4)	TBD	TBD	\$62,945,003	\$0	299	0	0	0	0	0	0	0	0	30	0	120	149							
The Legacy at Lackland	D4	South of SW Loop 410 & Medina Base Rd., San Antonio, TX 78227	Atlantic Pacific Companies	Tax Credit	9% Tax Credits	TBD	TBD	\$21,376,159	\$2,374,769	78	0	0	0	0	2	6	0	21	49	0	0	0							
Victoria Commons - North/South Pond	D1	North of 643 Mount Zion, San Antonio, TX 78210	Catellus Development Corporation	PFC	Essential Functions Bond	10/4/2023	07/2025	\$96,305,043	\$5,275,579	397	0	0	0	0	0	10	10	10	41	0	131	195							
Total								\$1,111,527,746	\$34,496,501	4500	0	0	0	0	2	361	10	62	1841	822	610	792							
Under Construction																													
Victoria Commons - Townhomes	D1	Northeast of 643 Mount Zion, San Antonio, TX 78210	Catellus Development Corporation	Private Market	TBD	9/5/2019	07/2025	TBD	TBD	TBD	0	0	0	0	0	0	0	0	0	0	0	0							
Josephine	D1	210 W Josephine St, San Antonio, TX 78212	LYND	PFC	Conventional Loan	8/13/2020	08/2024	\$75,058,518	\$250,000	260	0	0	0	0	0	0	0	0	26	0	104	130							
Snowden Road	D7	7223 Snowden Road, San Antonio, TX 78240	Opportunity Home San Antonio	Self Developed (Tax ...	9% Tax Credits	9/7/2022	3/2025	\$36,757,843	\$2,196,751	135	0	0	0	0	0	14	0	54	67	0	0	0							
Palo Alto	D4	9930 Poteet Jourdanton Freeway, San Antonio, TX 78224	Pathway MF, LLC	Tax Credit	4% Tax Credit/Bonds/HUD 221(d)(4)	4/6/2022	4/2024	\$71,503,356	\$2,194,806	336	0	0	0	0	0	16	16	32	244	28	0	0							
Potranco	D4	202 W Loop 1604 S, San Antonio, TX 78245	LYND	PFC	Conventional Loan	12/3/2020	12/2024	\$67,914,812	\$250,000	360	0	0	0	0	0	0	0	0	36	0	144	180							
Vista at Silver Oaks	D9	11333 Brazil Dr., San Antonio, TX 78213	Atlantic Pacific Companies	Tax Credit	9% Tax Credits	4/3/2023	2/2025	\$28,147,350	\$2,361,340	76	0	0	0	0	0	8	0	22	46	0	0	0							
Vista at Reed	D6	8401 Reed Road, San Antonio, TX 78251	Atlantic Pacific Companies	Tax Credit	9% Tax Credits	12/6/2023	06/2025	\$22,000,248	\$721,544	56	0	0	0	0	2	4	0	13	36	0	0	1							

												Income Mix											
Project Name	District	Location	Developer	Deal Type	Financing	Board Approval Date	Targeted Date	Total Dev Cost	Estimated Developer Fees	# Units	Income Based (LNT)	PBRA	PH	PBV	20%	30%	40%	50%	60%	70%	80%	Market	
Westside Reinvestment Initiative (WRI)	D5	The Villa De Fortuna Subdivision The Palmlake Subdivision The Sunflower Subdivision	Opportunity Home San Antonio	Self Developed	Hope VI/Sale Proceeds/CoSA Bonds	3/1/2023	02/2026	\$4,775,795	\$0	25	0	0	0	0	0	0	0	0	5	0	20	0	
Total								\$306,157,922	\$7,974,441	1248	0	0	0	0	2	42	16	121	460	28	268	311	
							Estimated Stabilization Date																
Stabilization/Lease-Up																							
Bristol at Somerset	D4	12955 Fischer Rd., San Antonio, TX 78703	Louis Poppoon Development Consulting, LTD	Tax Credit	4% Tax Credit & Bonds	5/6/2021	06/2025	\$63,331,807	\$7,500,000	348	0	0	0	0	0	0	0	0	348	0	0	0	
Seven07 Lofts (Copernicus)	D2	707 SE Loop 410 Acc Rd, San Antonio, TX 78220	The NRP Group	Tax Credit	4% Tax Credit & Bonds	4/1/2021	07/2024	\$55,389,378	\$6,009,000	318	0	0	0	0	0	0	17	17	267	17	0	0	
Frontera Crossing (Watson)	D4	13139 Watson Rd, Von Ormy, TX 78073	The NRP Group	Tax Credit	4% Tax Credit & Bonds	4/1/2021	08/2024	\$60,567,278	\$6,803,000	348	0	0	0	0	0	0	18	18	294	18	0	0	
100 Labor	D1	110 Labor St, San Antonio, TX 78210	Franklin Development	Beacon Communities	HUD 221(d)(4)	6/4/2020	03/2025	\$53,973,515	\$3,318,932	213	0	44	0	0	0	0	0	0	0	0	0	169	
The Baltazar (Fiesta Trails)	D8	12055 W Interstate 10, San Antonio, Tx 78230	The NRP Group	Tax Credit	9% Tax Credits	3/1/2023	7/2025	\$21,112,430	\$425,000	60	0	0	0	0	0	18	0	12	30	0	0	0	
Total								\$254,374,408	\$24,055,932	1287	0	44	0	0	0	18	35	47	939	35	0	169	
Grand Total								\$1,721,295,384	\$66,526,875	7267	0	44	0	0	4	421	61	230	3264	885	971	1387	
Bond Issuance Only								Bond Fee															
Ingram Square	D7	5901 Flynn Drive, San Antonio, TX 78228	Related Companies	Tax Credit	4% Tax Credit & Bonds	8/2/2023	N/A	\$170,000	N/A	120	0	0	0	0	0	0	60	60	0	0	0	0	
Sacred Heart Villas	D5	120 S. Trinity Street, San Antonio, Texas 78207	The Cesar Chavez Foundation	Tax Credit	4% Tax Credit & Bonds	10/9/2024	TBD	\$18,474,654	TBD	48	0	0	0	0	0	0	0	0	48	0	0	0	
Total								\$18,644,654	\$0	168	0	0	0	0	0	0	60	60	48	0	0	0	
							Estimated Stabilization Date																
Converted																							
Horizon Pointe	D2	2411 Woodlake Pkwy, Converse, TX 78109	Integrated Realty Group, Inc.	Tax Credit	4% Tax Credit/Bonds/HUD 221(d)(4)	10/7/2021	12/2024	\$47,005,876	\$2,684,692	312	0	0	0	0	0	20	35	106	0	151	0	0	
Augusta Flats	D1	714 McCullough Ave, San Antonio, TX 78215	LYND	PFC	PFC	9/17/2024	TBD	\$51,044,450	\$250,000	260	0	0	0	0	0	0	0	0	23	0	107	130	

4% Deals

Development	Inducement	Bond Reservation	3-Yr Carryforward	MOU/GP	Final Approval	Financial Closing	Construction Start	Pre-Leasing	Construction Completion	Stabilization	Conversion/ Final Endorsement
Horizon Pointe	February 2020	April 2021	April 1, 2021	February 2020	October 2021	October 2021	December 2021	January 2024	July 31, 2024	Sept-Nov 2024	December 2024
Frontera Crossing (Watson)	August 2020	April 2021	N/A	August 2020	April 2021	April 2021	May 2021	October 2023	April 2023	May-July 2024	August 2024
Seven07 Lofts (Copernicus)	August 2020	April 2021	N/A	August 2020	April 2021	April 2021	May 2021	October 2023	April 2023	May-July 2024	August 2024
Bristol at Somerset	October 2020	February 2021	N/A	October 2020	May 2021	August 2021	September 2021	June 2023	March 2024	March-May 2025	
Palo Alto	June 2021	December 2021	N/A	June 2021	April 2022	May 2022	May 2022	April 2025			
Augustine at Palo Alto Phase 2	December 2023	January 2025	January 2025								
Augustine at Palo Alto Phase 1	December 2023	January 2025	January 2025								
Riverbreeze	June 2024	Dec 2024	N/A	March 2025	April 2025	April 2025	May 2025				
Bristol at the Preserve Phase 1	September 2024	January 2025	January 2025								
Bristol at the Preserve Phase 2	September 2024	January 2025	January 2025								
Lakeside Lofts	October 2024	March 2025	N/A	April 2025							
Emberstone Apartments	October 2024	January 2025 & Returned	N/A	April 2025							
Pearsall Place	October 2024	February 2025	N/A	April 2025							
Central at Commerce	October 2024										

9% Deals											
Development	Tax Credit Application	Tax Credit Award	MOU/GP	Final Approval	Financial Closing	Construction Start	Pre-Leasing	Construction Completion	Stabilization	Conversion/ Final Endorsement	
The Baltazar (Fiesta Trails)	February 2020	January 2023	February 2021	December 2022	July 2023	July 2023	November 2024	March 2025			
Snowden Road	February 2021	September 2021	February 2021	September 2022	October 2022	October 2022	March 2024	May 2025			
Vista at Silver Oaks	February 2022	July 2022	April 2023	April 2023	April 2023	April 2023	August 2024	March 2025			
Vista at Reed	February 2023	August 2023	February 2023	December 2023	December 2023	January 2024	February 2025				
The Legacy at Lackland	February 2025										

PFC Deals											
Development	Board Approval MOU/GP	30-day Posting of Assessment	CoSA - PCDC	City Council	Final Approval	Financial Closing	Construction Start	Pre-Leasing	Construction Completion	Stabilization	Sale/Refi
Josephine	August 2020	N/A	N/A	N/A	August 2020	December 2021	February 2022	January 2025			
Potranco	December 2020	N/A	N/A	N/A	December 2020	March 31, 2022	April 2022	December 2023	April 2025		
Augusta Flats	September 2024	N/A	N/A	N/A	September 2024	November 2024	Acquisition of Existing	N/A	N/A	N/A	
La Ventana (303)	September 2024	January 2025	January 2025	February 2025	February 2025						
Summit at Crownridge (392)	March 2025	N/A	N/A	N/A	March 2025						
Canyon Golf Apartments (392)	March 2025	N/A	N/A	N/A	March 2025						
Overlook (392)	March 2025	N/A	N/A	N/A	March 2025						
Creekside Residents (303)	December 2024	March 2025	April 2025	May 2025	May 2025						
Victoria Commons - North/South Pond	October 2024	N/A	N/A	N/A							