

Community Land Trust Redesignation Application

To maintain designation as a Community Land Trust (CLT) and any applicable tax exemption, a CLT must submit an annual redesignation application to Neighborhood & Housing Services Department (NHSD). Please note, you must have completed the original [application](#) process before seeking a redesignation. The policy allows NHSD's Director or their designee to redesignate a CLT.

CLTs should submit redesignation applications **at least 60 calendar days** before designation expiration.

If the Director or designee determines the criteria is not met for a redesignation, the CLT's designation may terminate.

Please submit your redesignation documentation and any attachments to housingpolicy@sanantonio.gov with the subject line "CLT Redesignation Application".

Section 1: CLT Information

CLT Organization's Name:

Organization's Representative Full Name:

Representative Email:

Representative Phone Number:

Organization Mailing Address:

Board Chair/President Full Name:

Board Chair/President Email:



Section 2: CLT Letter

Attach a letter signed by the organization's representative **and** board president certifying either:

1. The information in the CLT's initial application is still true and correct and that the CLT continues to comply with all local, state, and federal regulations

OR

2. Acknowledging information in the CLT's initial application or previous year's redesignation has changed and attach updated information.

Section 3: Redesignation Data

All CLTs will provide the following additional information to NHSD as part of the redesignation process. This information will help NHSD track the program's performance and understand how the program has contributed to the success of the city's Strategic Housing Implementation Plan.

CLT Community:

Have there been any changes to the CLT's mission statement since the original application or last redesignation?

☐ Yes

☐ No

If yes, provide an updated mission statement.

Has your definition of "Community" in the Community Land Trust changed?

☐ Yes

☐ No

If yes, provide the updated definition.

Has your defined service area changed?

☐ Yes

☐ No

If yes, attach a map with the new geographic boundaries.

What is the total acreage of property in CLT designated by land use type (single family, commercial, multi family, etc.)?

List of services or programs provided to households residing in the CLT such as maintenance programs, legal services, financial education, emergency home repair, etc.

Describe the progress made in the last year towards your CLT's mission and goals.

CLT Management and Oversight:

Describe any changes in Board of Directors, including new members and members who have left. Include a list of all members and their representative role. If no changes have been made, write N/A.

Describe any changes in staff or consultants. If no changes have been made, write N/A.

Describe any changes in proformas or other financial information. Please submit an updated budget to include all public funding or grants received, updated staffing, or activities. If no changes have been made, write N/A.

If the ground lease or deed restrictions have changed from initial designation, include an updated Market Value Assessment (MVA) or other document that shows market realities and how ground lease or deed restriction responds to market conditions. If no changes have been made, write N/A.

Number of units anticipated to be placed in the CLT annually over the next three years.

Homes in the CLT:

Number of units placed in CLT since inception:

Total CLT Units built since last designation or redesignation:

Total CLT Units rehabbed since last designation or redesignation:

Total number of households served since designation by:

Homeowner

Renter

Total units occupied by CLT members:

Have you added any properties to your CLT since your designation or last redesignation?

☐ Yes

☐ No

Is this number more or less than anticipated?

If less or more share the reasons why

If yes, fill in the table below with the information for each new parcel. You may attach an additional table if needed. Also, attach a map that indicates where new parcels are located within the CLT boundary

Property ID	Date purchased	Cost of land	Current appraised value	Estimated taxes

List each home in the CLT's address and Household AMI at time of sale of transfer

Section 4: Submission/Attachment Checklist

Applicants must submit all application materials to housingpolicy@sanantonio.gov.

- ☐ CLT information described in Section 1
- ☐ Certification letter described in Section 2
- ☐ Redesignation Data described in Section 3
- ☐ Board Roster and Resumes
- ☐ If you received a tax exemption from City Council, provide your latest Independent Audit with analysis of internal controls and auditor's letter to the Board of Directors

Please note the City may request additional documentation to confirm the CLT meets the Policy's requirements such as:

- A log of all denied applicants that completed the application process as described in the policy.
- Adopted procedures that affirmatively use fair housing marketing practices in soliciting homeowners and renters in determining eligibility and concluding all transactions.

