

City of San Antonio Community Land Trust (CLT) Designation Application

Thank you for your commitment to creating long-term affordable housing opportunities in San Antonio. Please review all questions carefully and submit your complete application to housingpolicy@sanantonio.gov with the subject line: "CLT Designation Application."

A checklist of attachments to submit along with completed questions can be found on page 10, section *Required Attachments*.

Applicant Information

CLT Organization Name:

Organization's Representative Full Name:

Representative Email:

Representative Phone Number:

Organization Mailing Address:

Board Chair/President Full Name:

Board Chair/President Email:



Pre-Application Questionnaire

The following questions are required. If you answer “no” to any of the following questions, please email housingpolicy@sanantonio.gov.

Is the CLT a non-profit 501(c)(3) whose mission is related to development and preservation of affordable housing?

- ☐ Yes
- ☐ No

Does the CLT have adopted articles of incorporation, or a similar governing document, stating that it has the purpose to acquire and hold land for the benefit of developing and preserving long-term affordable housing in the City of San Antonio?

- ☐ Yes
- ☐ No

Does the CLT identify in its article of incorporation or a similar governing document, where on discontinuance of the organization by dissolution or otherwise that the assets related to its CLT activities be transferred to the City of San Antonio, the state of Texas, the United States, or a similar organization that is qualified as a charitable organization under Section 501(c)(3), Internal Revenue Code of 1986 and designated as a CLT by the City of San Antonio?

- ☐ Yes
- ☐ No

Does the staff or hired consultant have at least 2 years' experience developing and managing affordable housing? Please exclude any board experience.

- ☐ Yes
- ☐ No

Does the CLT have a business plan with proformas?

☐ Yes

☐ No

Are at least 1/3 of the board members of the CLT representatives of low-income communities, low-income beneficiaries from the community or residents who live in a CLT property?

☐ Yes

☐ No

Does the CLT have an established ground lease or deed restrictions with resale formula? For affordable rentals, does the CLT have an established process to keep rents affordable?

☐ Yes

☐ No

Does the applicant, consultants, or partners have any pending or recent (within the past five years) litigation, sanctions and/or administrative complaints against them?

☐ Yes

☐ No

Has the applicant filed for bankruptcy within the past five (5) years?

☐ Yes

☐ No

CLT Plan and Vision

What is the geographic footprint of your CLT?

Provide a brief history of your organization, including its mission.

State the goals of your CLT in the next two years.



Community

Describe the community engagement activities that were conducted as part of forming this CLT.

Provide a statement outlining the merits and the need of the CLT and why it is important to the community or city.

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

Programming

Provide the real or anticipated breakdown of the area median income (AMI) of each household in homes on CLT-owned land at time of sale or transfer. Indicate if the households are renting or owning their home. Indicate how the AMI of households served, or to be served, compares to the AMI of the defined service area.

Provide any demographic data available on who the CLT plans to serve, and/or where available, each member of the household currently being served (age, ethnicity/race, gender, household size, and other data that may be relevant to the specific services offered by the CLT).

Define additional services (if any) that will be provided to households through the CLT or CLT parent organization.

State which activities of this CLT will be used as a mechanism for anti-displacement, for recruiting or for retaining people with a historic legacy in the community or accommodating and integrating emerging communities in need were used in forming this CLT.

State which activities of this CLT will be used as a mechanism to generate or preserve wealth for households with low- or moderate- incomes.



Governance and Operations

State the qualifications of board members, staff, and how they are recruited.

Describe the number of units placed in the CLT annually since inception using the table below. Please note the number of households served split by renter and homeowner households.

Property ID	Date purchased	Cost of land	Current appraised value	Estimated taxes	# of Renter	# of Home-owner

Describe the anticipated growth of the CLT portfolio within the next three next years.

Financial

Optional – Provide any additional context to complement required financial documents including the organization's business plan and Market Value Assessment.

Will your organization be seeking a City Tax Exemption along with your designation application?

☐ Yes

☐ No

Required Attachments

Along with your completed questionnaire above, please email the following documents to housingpolicy@sanantonio.gov. Use the Subject Line: "CLT Designation Application."

Your application will not be reviewed until all required attachments are received. You must submit the following:

- ☐ Images or maps that capture your organization's geographic footprint. Images or maps should demonstrate the total acreage of property in the CLT designated by land use type (single family, commercial, multi family, etc.)
- ☐ Non-profit 501(c)(3) IRS tax exemption letter
- ☐ Articles of incorporation, bylaws, or similar governing documents
- ☐ Business plan with development pro-forma, yearly unit projections, and budget (including current and anticipated staff costs in the budget, noting full-time/part-time status and base annual salary), in PDF form.
- ☐ Board roster and resumes. Please do not include phone numbers, email addresses, or physical addresses on resumes.
- ☐ Market Value Assessment (MVA) or similar document that shows market realities and how ground lease, deed restriction, or affordable rents respond to market conditions. You may use the City provided template using Bexar Appraisal District data, or your own MVA.
- ☐ Key employees, consultants, or housing development partners resumes that include name, title, years of affordable housing experience, area of expertise, date of hire, projects, project type (rental/for sale), number of units produced/preserved. Please do not include phone numbers, email addresses or physical addresses on resumes
- ☐ Copy of ground lease(s) or deed restriction(s) that includes a resale formula outlining the amount of equity per year that can be built while ensuring long-term affordability. If applicable, copy of rental agreement or affordable rents
- ☐ If your CLT is seeking an optional City of San Antonio partial tax exemption, state law requires that the CLT submit an independent full financial annual audit. If your organization is pursuing this optional exemption, attach an Independent Audit with analysis of internal controls and auditor's letter to the board of directors.

Additionally, you must submit the following signed certifications via email. All certifications are available on sa.gov/CLTDesignation.

- ☐ Affidavit of Authorized Representative to Obtain Information
- ☐ Certification of No Debts Owed to the City of San Antonio

Applicants may choose to share optional attachments via email. Optional attachments include any additional information you would like to share with the City of San Antonio to support your application. These may include community letters of support, additional images, maps, etc.

For more information or questions about the application process, email housingpolicy@sanantonio.gov.

