

Attachment A

PROGRAM WORK STATEMENT FY 2008-2009

Contractor: San Antonio Housing Trust Foundation, Inc.
Project Name: San Antonio Housing Trust Administration & Staffing

Statement of Project Responsibility

1. Policy: City of San Antonio City Council
Board of Trustees
City Manager's Office
Grants and Monitoring
2. Administration: Executive Director,
San Antonio Housing Trust,
San Antonio Housing Trust Finance Corp.
San Antonio Housing Trust Foundation
San Antonio Housing Trust Investment Corporation
3. Staffing: Executive Director
Administrative Manager
Director of Counseling
Asset Manager
Administrative Assistant
4. Budget/Fiscal: Executive Director, San Antonio Housing Trust
Grants and Monitoring
Department of Finance

Program Description:

The San Antonio Housing Trust Foundation, Inc. is a private not-for-profit Texas corporation, created by the San Antonio Housing Trust Board of Trustees to perform the following functions:

- 1) Manage the day-to-day operations and administration of the San Antonio Housing Trust, the San Antonio Housing Trust Finance Corporation, and the San Antonio Housing Trust Investment Corporation.
- 2) Provide staff and administrative support to the San Antonio Housing Trust Board of Trustees.
- 3) Conduct funding rounds for the San Antonio Housing Trust.

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- 4) Act as disbursement agent for awards of Trust assistance recommend by the Board of Trustees and approved by the City Council.
- 5) Monitor compliance of housing sponsors as per disbursement contracts, and awards of assistance from the Housing Trust.
- 6) Perform research as needed by the Housing Trust to augment programs.
- 7) Provide technical assistance relating to affordable housing finance and proposal development to sponsors and potential sponsors of affordable housing developments and programs.
- 8) Counsel families and individuals on credit issues as it relates to housing and preserve existing affordable housing units with foreclosure counseling
- 9) Develop diversified sources of dedicated revenue and other fundraising for the growth of the Trust's corpus and expansion of funds available for funding proposals and administrative needs of the Housing Trust.
- 10) Work with the title companies and lenders to provide advance payment for down payment assistance to allow timely closings for first time homebuyers in connection with the City's Homeownership Incentive Program.
- 11) Accept funds on the City's behalf to support neighborhood and housing revitalization efforts. These funds shall be kept in an account with the Trust and will be used to pay invoices submitted by the City for the purpose for which the funds are received.
- 12) Identify existing and potential capital sources based on plan priorities.
- 13) Develop bond packages for single and multi-family housing and identify leverage opportunities.
- 14) Maintain a revolving loan fund for the City's Community Housing Development Corporations (CHDO's) to help leverage other funds in developing single and multi-family housing.