

PETALUMA COMMUNITY DEVELOPMENT COMMISSION

HOUSING PROGRAM

REQUEST FOR PROPOSALS

I. INTRODUCTION

The City of Petaluma has three primary sources of revenue for the purpose of providing funds to assist the City in meeting the very low, low and moderate income housing obligations of its General Plan Housing Element. The **In-Lieu Housing Fund** was created to give developers an option to fulfill their affordable housing obligations. The **Commercial-Linkage Fee** was enacted to mitigate the housing impacts of new, changed or expanded commercial, retail, or industrial development. The **Petaluma Community Development Commission (PCDC)** is required to set-aside 20% of the tax increment for low and moderate income housing. Each year, we solicit proposals from interested parties for direct assistance to support development of and services to very low, low and moderate income housing in Petaluma.

II. BASIC REQUIREMENTS

Prospective housing developers must meet the following requirements to be considered for City funds:

- A. The developer must show that the project can receive all necessary approvals to begin construction within one to two years of the grant, except Land Bank requests. Service providers must show capacity to provide services at the highest level and maintain all City-required fiscal records.
- B. The proposed project must be for very low, low or moderate income households or some combination of those income levels consistent with the definitions as set forth in the City's certified Housing Element of the General Plan. All units in the project must be restricted to households in those income categories. The City usually gives preference to those projects with a predominance of very low and low-income units and projects which address the priorities of the City's 2005-2010 Consolidated Plan.

III. ELIGIBLE REQUESTS FOR ASSISTANCE

Qualified housing providers may request direct City assistance for:

- A. **Off-site and On-site Public Improvements** including but not limited to public utility extensions (sewer, water, gas, electric); public street improvements (curb, gutter, sidewalk, paving); traffic mitigation measures (contribution to signalization of an intersection); storm drainage and public landscaping.

- B. **Fee Offset** for those fees required of all residential developers. They include fees for water and sewer connection, flood mitigation, parks, and application and building permit fees. (Fees will only be **waived** by authorization of the City Council; the developer must make a direct request to the Council for such a waiver.)
- C. **On-site Improvements** including but not limited to site preparation, grading, private utility extensions, private street improvements and parking area development.
- D. **Acquisition** of sites for current or future development of affordable housing.
- E. **Predevelopment** on sites designated for future development of below-market-rate housing.
- F. **Provision of support services** appropriate to the changing needs of the community as determined by the City Council.
- G. **Any other mechanisms** to achieve housing goals.

IV. SUBMITTAL REQUIREMENTS

- A. A complete narrative description of the proposed project/program including the income level(s) to be served and the method by which proposed new units will be permanently held or restricted to households of those income levels.
- B. For nonprofit or incorporated organizations, Articles of Incorporation, Charter, or other similar document proving the legal existence and statement of purpose of the organization undertaking the project.
- C. A copy of the deed showing that the proposed project site is, in fact, owned by the project developer (not required for Land Banking requests).
- D. A project budget including a description of funding and other resources that will be used to accomplish the proposed project/program beyond those funds requested from the City of Petaluma.
- E. For new development, a detailed itemized list of those improvements and/or fees for which the developer requests direct assistance from the City.
- F. A detailed project time line.
- G. An up-to-date appraisal of any proposed site to be acquired with Housing Funds.

V. SUBMITTAL DETAILS

- A. Proposals must be received by the City no later than **5:00 PM, Monday, March 14, 2011.**
- B. Complete proposals should be sent to:

Bonne Gaebler, Housing Administrator
City of Petaluma
P.O. Box 61
Petaluma, CA 94953-0061
- C. Proposals will be evaluated by the housing staff and presented to the Petaluma City Council as part of the FY 2011-2012 City of Petaluma budget process on a date to be determined.
- D. Questions or requests for additional information may be directed to Bonne Gaebler at (707)778-4484, to the address above, or to bgaebler@ci.petaluma.ca.us.

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