



CITY OF ESCONDIDO
HOUSING DIVISION

**REQUEST FOR PROPOSALS
FROM:**

For-Profit and Non-Profit Corporations seeking to provide first-time homebuyer or long-term affordable rental housing opportunities through development of vacant properties.

RELEASE DATE:
July 14, 2011

AMENDMENT DATE:
September 1, 2011

SUBMITTAL DEADLINE:
September 15, 2011; 5:30 pm

City of Escondido
Housing Division
201 N. Broadway
Escondido, CA
(760) 839-4356

REQUEST FOR PROPOSALS (RFP)

1. INTRODUCTION

The Housing Division of the City of Escondido is pleased to request proposals to provide affordable ownership or long-term rental housing through the redevelopment of vacant properties. The City's Housing Division has up to a total of \$763,087 available in federal Neighborhood Stabilization Program (NSP) funds for two separate redevelopment projects: (1) two vacant lots in Mountain Shadows Mobile Home Park and (2) four vacant lots in Escondido Views Mobile Home Park.

For-Profit and Non-Profit Organizations are encouraged to submit proposals for either or both projects. In releasing this RFP, the Housing Division's goal is to provide quality, affordable first-time homebuyer opportunities or rental housing for Escondido's low- and moderate-income families through redevelopment of these vacant parcels of land.

Program targeting restrictions for NSP assisted homeownership units: 100 percent (100%) of HOME funds must be used to assist families with incomes at or below 120 percent (120%) of the area median income. Consideration will be given for proposals which include a percentage of units for families that have an annual income of 80 percent (80%) or less of area median.

2011 MAXIMUM INCOME LEVELS (Effective July 13, 2011) Based on HUD FY 2010 Median Family Income			
Household Size	50%	80%	120%
1	28,700	45,850	62,950
2	32,800	52,400	71,900
3	36,900	58,950	80,900
4	40,950	65,500	89,900
5	44,250	70,750	97,100
6	47,550	76,000	104,300
7	50,800	81,250	111,500
8	54,100	86,500	118,680

* HUD published income limits for San Diego County for NSP (accessed through State of California HCD's website) found at http://www.hcd.ca.gov/fa/home/2011_incomelimitseffective_july13-Correctedfor%20SanDiego.pdf.

Enforceable regulatory agreements acceptable to the City and allowable under the NSP program regulations will be imposed upon all units assisted through this program.

Interested and qualified For-Profit and Non-Profit Corporations are encouraged to submit proposals. Questions regarding submittal packages should be asked in writing to Karen Youel, Management Analyst, at kyouel@escondido.org by Thursday, September 8, 2011 at 5:30 p.m. Responses will be posted to the City website by Tuesday, September 12, 2011 at <http://www.escondido.org/housing-division.aspx>.

Sealed submittals marked “City of Escondido Housing Division: Proposal for Delivery of Affordable Housing” will be accepted until Thursday, September 15, 2011 at 5:30 p.m. at the Housing Division office. No late proposals will be accepted. Respondents must include one (1) unbound original and two (2) bound copies.

No additional information, whether written or oral, of any type (unless requested by the City) will be accepted or considered after this deadline. It is the applicant’s responsibility to ensure that submitted proposals are complete, accurate and clearly understandable in all respects. Evaluation factors used in ranking proposals are identified in the “Evaluation Criteria” section of this RFP.

The City reserves the right to negotiate and award contracts to multiple respondents, to reject any or all submittals, to waive any irregularities in the submittals, and/or to cancel, in whole or part, this RFP if it is in the best interest of the City to do so.

Funding allocations available through this RFP are made contingent upon sufficient funding availability. Extension of City of Escondido NSP Contract may affect the amount of NSP funds made available from the California Department of Housing and Community Development. Should such funds not be available to the City, the City reserves the right to cancel any contract. All agreements for NSP funds will be conditional in nature until the environmental review process is satisfactorily completed. Such an agreement will provide that the agreement to provide funds to the project is conditioned on the City’s determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review (24 CFR Part 58).

1.1. Anticipated Timeline

Staff will evaluate submitted proposals and anticipates presenting recommendations to the Escondido City Council on **Wednesday, October 5, 2011 at 4:30 pm**. Staff’s recommendation will not be made public prior to that date. Following the City Council’s decision, the City will finalize a contract with the selected applicant(s). Funding for the selected applicant(s) will proceed following the completion of the Environmental Review and/or other mandatory requirements including contracts and documents, as directed by funding source. **Please note that this is a tentative schedule subject to change.**

It is recommended that the individuals identified in the proposal as responsible for the proposed activities be present at the **October 5, 2011** City Council meeting. Access to the staff report and Council Agenda will be available 72 hours prior to the meeting on the City website:

www.ci.escondido.ca.us/government/agendas/PublishedMeetings.htm

PLEASE NOTE: NSP-ASSISTED PROJECTS MUST BE COMPLETED, AND OCCUPANCY BY HOUSEHOLDS AND BENEFICIARIES ACHIEVED, BY FEBRUARY 28, 2013.

2. **ELIGIBLE APPLICANT(S)**

2.1. **For-Profit**

For-Profit applicant(s) must have been incorporated or established as a partnership for one or more years.

2.2. **Non-Profit**

Non-Profit applicant(s) must have achieved IRC 501(c)(3) non-profit status and must have been in existence as an IRC 501(c)(3) for one or more years.

2.3. **Requirements For All Applicant(s)**

2.3.1. Land Purchase

This RFP is for two redevelopment projects. Specifically, the redevelopment of four (4) vacant lots in Escondido Views Mobile Home Park and two (2) vacant lots in Mountain Shadows Mobile Home Park. Lot details can be found in Attachment I. The Developer will purchase the lots from the Community Development Commission of the City of Escondido at Market Value (\$126,000 for the two lots in Mountain Shadows, \$250,000 for the four lots in Escondido Views). **NSP funds can not be used for the purchase of the lots.** City of Escondido will use Chicago Title Escrow for the sale of the lots.

2.3.2. Construction Type

Escondido Views MHP is zoned RT. Mountain Shadows MHP is zoned PD-R 6.14 (details of planned development requirements in TR776 and 91-26-PD/CZ are available at the Planning Department). Developer must develop manufactured homes on permanent foundations in compliance with California Code of Regulations, Title 25, Division 1, Chapter 2, Section 18551 and record HCD Form 433A aka INSTALLATION OF A MANUFACTURED HOME ON A FOUNDATION SYSTEM. Units developed shall be mid-grade homes or better. Preference will be given for unit quality and length of warranties.

2.4. **Requirements for Approved Applicant(s)**

2.4.1. Environmental Review

Prior to the formal commitment of any assistance, all NSP assisted projects must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and the California Environmental Quality Act (CEQA). All NEPA and CEQA assessments will be prepared by the City of Escondido and submitted to the State of California Department of Housing and Community Development (HCD) for review and approval. **Please note that HUD Notice CPD 01-11 and**

24 CFR Part 58 prohibit an individual or agency from incurring costs related to a project or activity once that individual or agency begins pursuit of federal assistance for that project or activity. Costs cannot be incurred until after the environmental review has been completed and HUD has issued a Release of Funds. If you incur costs for your project prior to the Release of Funds, you will not be reimbursed for those costs and your application may be disqualified.

2.4.2. Insurance

Approved applicant(s) will be required to obtain comprehensive general liability insurance in the amount of \$3 million, with the City of Escondido named as an additional insured. The City of Escondido will also require property insurance in the amount equal to 100 percent of the replacement cost of the structure, with a lender's loss payable endorsement in favor of the City of Escondido. The general contractor for the project must obtain comprehensive general liability insurance in the amount of \$3 million, with the City of Escondido named as an additional insured.

2.4.3. E-Verify Participation

Approved applicant(s) agrees to enroll in and begin use of the United States Department of Homeland Security's ("DHS") E-Verify program ("E-Verify") within thirty (30) days of the execution of this Agreement to confirm employment eligibility of all potential new hires. Approved applicant agrees and understands that E-Verify enrollment requires applicant to sign a Memorandum of Understanding ("MOU") with DHS which provides the E-Verify terms of use. Any violation of the MOU by applicant is grounds for DHS' termination of applicant's participation in the E-Verify program. Any such termination by DHS shall constitute grounds for City's immediate termination of contract.

2.4.4. Nondiscrimination

Approved applicant(s) must agree not to discriminate against any person on the basis of any protected classification, including but not limited to, race, religion, color, national origin, ancestry, physical or mental disability, medical condition, familial status, veteran status, age, or sex, or any other arbitrary basis.

2.4.5. Affirmative Marketing

Approved applicant(s) are required to market all units in assisted projects in accordance with the City of Escondido's Affirmative Fair Marketing Procedures and all State and Federal Fair Housing Laws.

2.4.6. State and/or Federal Labor Standards/Prevailing Wages

Assisted projects will be required to comply with all federal and state regulations pertaining to labor standards, including the prevailing wage requirements as determined pursuant to the Davis-Bacon Act (40 U.S.C. 276a-5) and State Labor Code (Section 1720, *et seq*). State prevailing wage provisions apply for any construction and construction-related tasks done under contract and paid for in whole, or in part, with public funds. Federal Davis-Bacon Act provisions apply if federal HOME, CDBG or NSP funds are used for **any** project costs, including construction and non-construction costs, of housing with 8 or more NSP-assisted units.

2.4.7. Contractors

Approved applicant(s) must certify that neither they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the covered transaction. In addition, contractors and subcontractors must hold a valid contractor's license from the State of California and must obtain a business license from the City of Escondido Community Development Department.

2.4.8. Removal of Physical Barriers/Section 504 of the Rehabilitation Act of 1973

Section 504 applies when NSP funds are used on a new construction housing or public facility project. Qualified housing projects are required to have a certain percentage of the units designed and made accessible to persons with mobility and sensory impairments. For new construction or rehabilitation of multifamily rental properties, five percent (5%) of the units (at least 1 unit) in the project must be accessible to individuals with mobility impairments, and an additional two percent (2%) of the units (at least 1 unit) must be accessible to individuals with sensory impairments. Any public facilities or housing project site being developed with NSP funds must also, to the greatest degree possible, be made accessible to disabled persons. Any housing units newly constructed or rehabilitated for purchase or single family (including semi-attached and attached) units shall be made accessible upon request of the prospective buyer if the nature of the handicap of an expected occupant so requires.

2.4.9. Minority and Women Business Enterprise Participation

The City encourages the use of minority and women business enterprises (MIWBE). Approved applicant(s) will be required to use their best efforts to carry out the City's Minority/Women Business Enterprise Policy.

2.4.10. Lead-based Paint Evaluation and Control

Approved applicant(s) will be required to utilize a consultant to ensure that lead-based paint hazard evaluation and control measures are correctly carried out. Lead based paint evaluation and abatement costs will be charged to the project and must be included in the project development budget.

2.4.11. Procurement Requirements

All goods and services procured in connection with an assisted project shall be procured in a manner that provides full and open competition and in the absence of conflicts of interest. In general, proposals should not include certain pre-selected members of the development team (such as the general contractor, management company, architectural firm, etc.), unless they have been selected through a competitive process that can be documented.

2.4.12 Section 3 Requirements

Section 3 of the HUD Act of 1968 applies to all recipients of HUD funds (including their contractors and subcontractors). All applicants must certify that they will follow Section 3 requirements, which are outlined in brief at <http://www.hud.gov/offices/ftheo/progdesc/emp-lowr.cfm>.

3. ELIGIBLE PROJECTS

The City of Escondido invests its housing funds consistent with three major policy documents: the Housing Element of the General Plan, the Consolidated Plan, and the Redevelopment Project Area Implementation Plan. These documents address the affordable housing needs of the City of Escondido.

The City of Escondido has a number of established housing policies that guide the City's decision-making with regard to City-assisted housing programs and projects. Current housing policies for the City were established in the most recently adopted Housing Element and identified in the City's Five-year Strategic Plan (within the Consolidated Plan FY 2010 through FY 2015). These Housing Element goals include:

- Expand the stock of affordable housing while preserving the health, safety, and welfare of residents and promoting the fiscal stability of the City.
- Accommodate the regional share of housing for all income groups and the affordable housing goal for lower-income households that require assistance.
- Maintain the existing housing stock as a continuing source of low- and moderate-cost housing and as a conservation measure.

- Increase homeownership in the City through education, accessibility and affordability.
- Ensure a proper balance of rental and ownership housing units.
- Permit residential growth only within limits which allow the concurrent provision of services and facilities, including schools, parks, street improvements, fire and police protection.
- Encourage a compact, efficient urban form which conserves land and other natural and environmental resources and which respects natural topography, drainage patterns and community character.
- Seek ways to eliminate all forms of discrimination based on race, ancestry, national origin or color, religion, sex, familial or marital status, disability, age, sexual orientation, or source of income in obtaining housing.
- Encourage creative residential developments and partnerships that result in desirable amenities and contribute to infrastructure needs.
- Expand the stock of housing for moderate- and above moderate-income households by providing development incentives in single-family and multi-family zones and in the urban core.
- Seek ways to eliminate substandard housing through continued enforcement of the Health and Safety Code and the provision of programs that facilitate the maintenance and rehabilitation of housing.
- Pursue the proper balance of jobs to housing as recommended by the Department of Finance.

The primary purpose of this RFP is to provide low-moderate-income families with long-term affordable housing through redevelopment of suitable vacant properties. Sales prices must reflect this affordability. California Redevelopment Law sales price restrictions are identified by number of bedrooms in Attachment II.

3.1 Eligible Project Locations

There are two separate sites available under this RFP. A Developer may submit a proposal for either, or both, locations. Additional lot information can be found in Attachment I. The properties are:

3.1.1 Mountain Shadows Mobile Home Park, 1750 W Citracado Parkway, Escondido, CA, Space #58 & 64.

3.1.2 Escondido Views Mobile Home Park, 2400 W Valley Parkway, Escondido, CA, Space #72, 80, 92 & 141.

4. ELIGIBLE COSTS

The following is a list of eligible costs under NSP Program regulations:

1. Development hard costs, such as site preparation, demolition, construction, major housing systems replacement, lead-based paint and asbestos abatement and utility connections.
2. Development soft costs, such as architectural, engineering or related professional services, impact fees, and costs to provide information on fair housing and affirmative marketing to prospective tenants or homeowners.

Costs must be necessary and must be consistent with the lowest reasonable cost, taking into consideration a project's scope and area.

The maximum amount of NSP funds invested in a project shall be capped and shall not exceed the per unit dollar limits established by HUD for the HOME program as follows:

<u>No. Of Bedrooms</u>	<u>221(d)(3) Maximum Subsidy -Elevator-Type Projects</u>
0 Bedrooms	\$128,698
1 Bedrooms	\$147,530
2 Bedrooms	\$179,398
3 Bedrooms	\$232,080
4 Bedrooms	\$254,753

These are statutory maximums pursuant to HUD Information e-Bulletin CPD-2011-04. The City will give priority to projects which propose a subsidy amount less than the allowable maximum.

5. PROHIBITED COSTS

The following is a list of ineligible costs:

1. Project reserve accounts or operating subsidies.
2. Costs of acquiring real property; pay-off or reduction of debt on real property.

6. PROPOSAL REQUIREMENTS

Proposal requirements are outlined in the attached application.

7. EVALUATION CRITERIA

7.1. Threshold Criteria for All Applicants

See paragraphs 2.1, 2.2 and 2.3 under Eligible Applicants.

7.2. Criteria for Proposal Evaluation

- The applicant's ability to perform the administrative, managerial, and operational functions and to oversee the services necessary for the successful completion of the proposed project.
- The effectiveness of the proposed project in contributing to neighborhood improvement and stability.
- The effectiveness of the financing plan developed by the applicant for long-term affordability to the home owner/the long-term operation of the project.
- The effectiveness of the marketing plan developed by the applicant.
- The number of residents to be served as well as project cost on a per-bedroom basis.
- The move-in readiness of the project with auxiliary structures which may include storage sheds, awnings, carports, porches, permanent stairs, cabanas, ramadas, etc. Developer is responsible for compliance with all HOA and Building Department restrictions (see Attachment III for Mobilehome Installations and Accessory Structures guidelines)
- Reasonableness of the applicant's proposed timeline for project completion and achievement of full occupancy, and demonstrated ability to meet the required timeline. **PLEASE NOTE: NSP-ASSISTED PROJECTS MUST BE COMPLETED, AND OCCUPANCY BY HOUSEHOLDS AND BENEFICIARIES ACHIEVED, BY FEBRUARY 28, 2013.**
- The effectiveness of the proposed project in addressing identified housing priorities and in addressing the demonstrated needs of target residents.

8. SELECTION PROCESS

All submittals will be reviewed by Housing Division staff to determine responsiveness to the submittal requirements. Proposals deemed to be responsive will then be reviewed by Staff and ranked in accordance with the evaluation criteria. Staff will prepare recommendations for the City Council and finalists may be invited to make a presentation to the City Council.

The Housing Division reserves the right to request additional information on proposals submitted and may reject any and all proposals at its discretion.

9. TIMELINE FOR LOAN CLOSING AND DISBURSEMENT OF FUNDS

Proposals which receive favorable staff review and are recommended for funding will be presented to the City Council for conceptual approval. Upon approval by the City Council, the City of Escondido will require that agreement(s) for the use of NSP funds be executed on or before **February 28, 2012**.

NSP Funds will be formally committed once all preconditions have been met. These conditions may include submittal to the City of Escondido of the following items:

1. Phase I Environmental Assessment;
2. NEPA and CEQA Environmental Clearance;
3. Evidence of commitments for other financing for the project including a description of the terms and conditions of such financing;
4. Final plans and specifications.

The City reserves the right to cancel funding commitments, if projects are not proceeding satisfactorily towards commencement of the proposed activity.

Recipients will be required to execute a loan agreement, promissory note, deed of trust, regulatory agreement and related loan and construction documents. No funds will be disbursed until the loan has been closed. Following loan closing, funds will be disbursed only for work completed, and only upon presentation of payment requests in a form prescribed by the City, with supporting documentation attached. 10% of grant funds will be retained until close of final homeowner loan/occupancy by beneficiary.

The Housing Division will monitor and certify compliance with the provisions of contracts resulting from this RFP.

10. TIMELINE FOR COMPLETION OF WORK

PLEASE NOTE: NSP-ASSISTED PROJECTS MUST BE COMPLETED, AND OCCUPANCY BY HOUSEHOLDS AND BENEFICIARIES ACHIEVED, BY FEBRUARY 28, 2013.

If the project is not completed and occupancy is not achieved by February 28, 2013, the City of Escondido will hold an option to purchase the lot (with improvements) back from the Developer for the price the Developer paid for the lot.

11. CLARIFICATIONS AND ADDENDA

Requests for clarifications regarding this Request for Proposals should be directed to Karen Youel at (760) 839-4518 or by email at kyouel@escondido.org. Substantive changes in the submittal requirements, if any, will be made and issued in the form of an addendum that will be posted electronically on the Housing Division's website, located at <http://www.ci.escondido.ca.us/depts/cs/housing/index.html>. **Applicants are encouraged to check this website frequently as this will be the only manner in which Addendums (if any) will be released; no further Notices will be provided.**

12. **CONDITIONS**

By the act of submitting a proposal, respondent acknowledges and agrees to the terms and conditions of this RFP. All proposals become the property of the Housing Division.

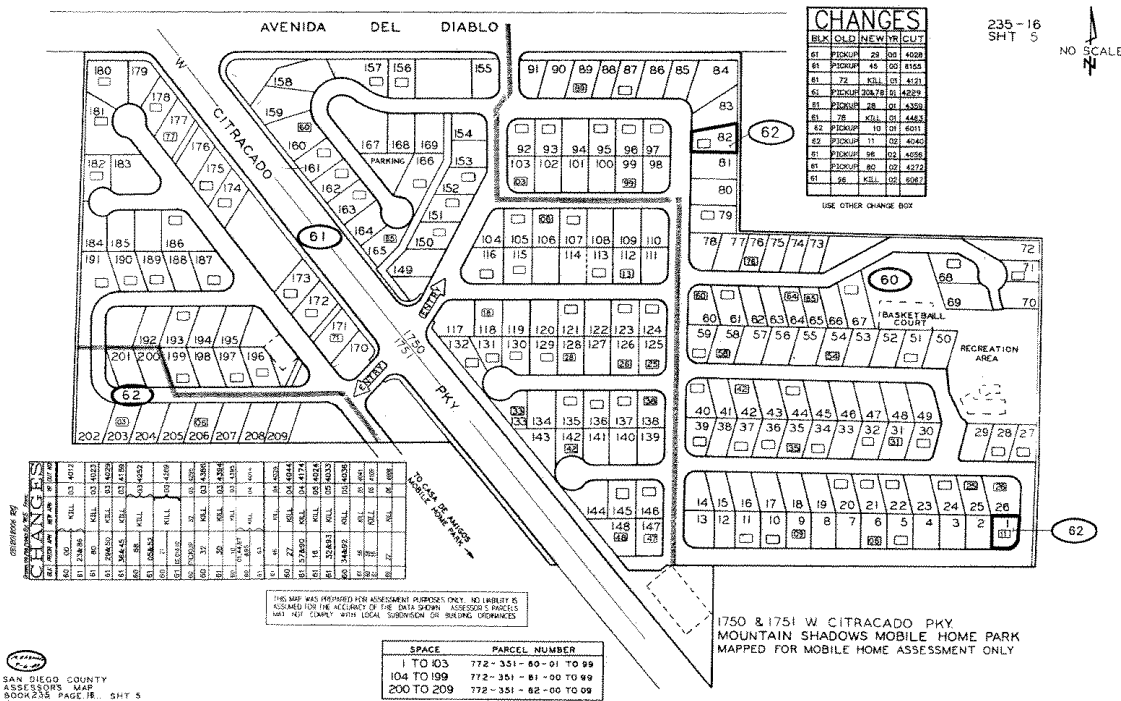
ATTACHMENT I

**Mountain Shadows Mobile Home Park
 Escondido Views Mobile Home Park**

In 1991, the City financed the purchase of the Mountain Shadows and Escondido Views Mobile Home Parks through a bond issue in order to assist the parks to convert to resident ownership. The Parks were converted to air space condominiums and sales began in the fall of 1991. Although a majority of the lots have been sold to residents, the City has continued to hold the remaining unsold spaces as rental properties. Mountain Shadows is the larger of the two Parks, consisting of 209 lots; 31 of which the City's Community Development Commission still owns. Escondido Views contains 152 lots with 8 yet unsold. The City Community Development Commission currently holds 4 vacant spaces in Escondido Views and 2 vacant spaces in Mountain Shadows which it wishes to redevelop through this RFP.

The Housing Department has copies of both park's use restrictions and design guidelines. Please contact Karen Youel, Management Analyst, at kyouel@escondido.org, for a copy.

Mountain Shadows Mobile Home Park, 1750 W Citracado Parkway, Escondido, CA



Lot Number	Size	APN	Market Value
Space #58	54.36' x 78.36'	235-163-1358	\$64,000
Space #64	40.87' x 88.94'	235-163-1364	\$62,000

* It is the responsibility of the Developer to confirm lot dimensions.

Escondido Views Mobile Home Park, 2400 W Valley Parkway, Escondido, CA

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THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL SUBDIVISION OR BUILDING ORDINANCES.

4-24-02 VR ✓

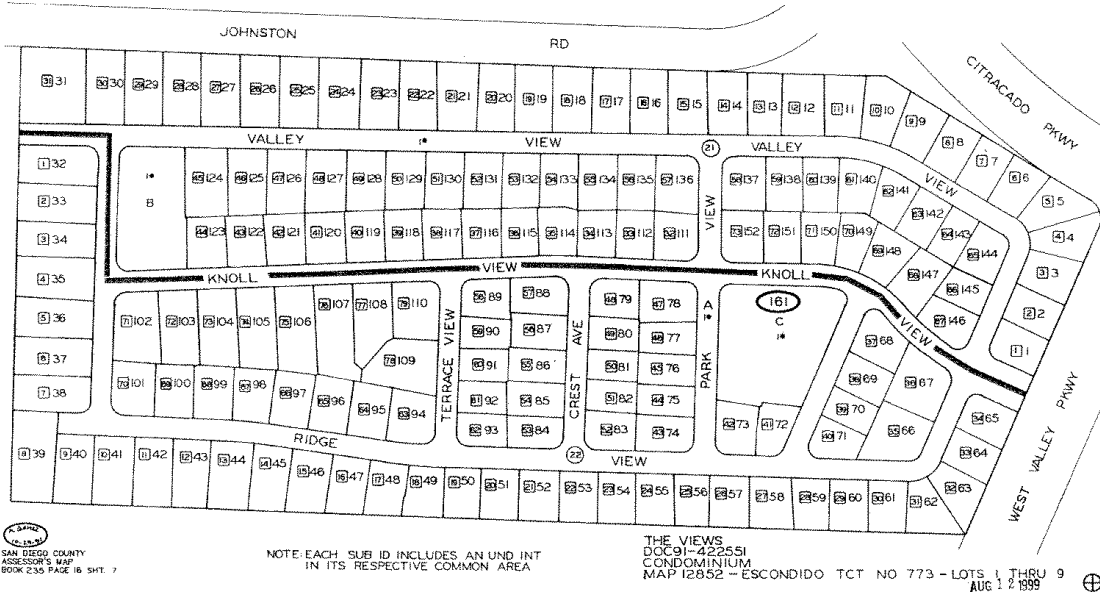
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ASSESSMENT PAR NO
 235-161-21 SUB ID 01 - 73

ASSESSMENT PAR NO
 235-161-22 SUB ID 01 - 73
 SEE 760-169-50 (POSSESSORY INTEREST)

* COMMON PROPERTY WITH
 NON-EXCLUSIVE USE



Lot Number	Size	APN	Market Value
Space #72	front: 23.34' back: 54.70' sides: 54.54' and 65.66'	235-161-2241	\$59,000
Space #80	46.20' x 69.23'	235-161-2249	\$60,000
Space #92	43.91' x 68.34'	235-161-2261	\$60,000
Space #141	front: 60.99' back: 40.94' sides: 73.87' and 73.96'	235-161-2162	\$71,000

* It is the responsibility of the Developer to confirm lot dimensions.

ATTACHMENT II

California Redevelopment Law
Restricted Sales Prices

Income Restrictions – California Redevelopment Law, 2011		
Family Size	Lower Income (between 51% and 80% AMI)	Moderate Income (between 81 and 120% AMI)
1 person	\$45,850	\$62,950
2 persons	\$52,400	\$71,900
3 persons	\$58,950	\$80,900
4 persons	\$65,500	\$89,900
5 persons	\$70,750	\$97,100

Price Restrictions – California Redevelopment Law, 2011		
Unit Size	Lower Income 30% of 70%	Moderate Income 35% of 110%
Studio	\$104,000	\$216,000
One Bedroom	\$114,000	\$242,000
Two Bedroom	\$125,000	\$269,000
Three Bedroom	\$136,000	\$295,000
Four Bedroom	\$140,000	\$313,000

ATTACHMENT III

MOBILEHOME INSTALLATIONS AND ACCESSORY STRUCTURES



Code Enforcement Division

201 N. Broadway, Escondido, CA, 92025, Ph: (760) 839-6381 / (760) 839-6375

MOBILEHOME INSTALLATIONS AND ACCESSORY STRUCTURES

The following plot plan and permit application checklist has been provided for your convenience. Plot plans will not be approved until all items have been addressed. Although comprehensive to most projects, this list of items is not all-inclusive. Additional information may be required before a permit can be issued.

- ___ Permit information complete.
- ___ Information on the lower half of plot plan completed.
- ___ Park manager and coach owner original signatures (in blue ink) on plot plan.
- ___ Plot plan. (See example attached).
- ___ All lot corners shall be permanently marked and identified prior to plan check approval and setup inspection.
- ___ Actual lot shape shown and fully dimensioned.
- ___ Mobilehome location (including eaves) shown and dimensioned.
- ___ Accessory structure locations shown and fully dimensioned. (This includes storage sheds, awnings, carports, porches, cabanas, ramadas, etc.).
- ___ Setback dimensions shown (distances from all structures to property lines).
- ___ Park street and lot driveway shown.
- ___ Show lot utilities (water, sewer, gas, and electrical), existing and new locations as applicable.
- ___ Show any slopes and indicate any retaining walls.
- ___ Greenbelt/common areas shown and dimensioned.
- ___ Show all adjacent lots, or areas, with all structures and distance from lot line.
- ___ The minimum required clear size of a carport is 8'6"W X 36'L. With 8'6" being the minimum clear width from porch/stairways to the awning support posts and 36' as the minimum clear (unobstructed by structures or utilities) length required to house two automobiles.
- ___ Show size, location and direction of swing for all doors, and the size, location and stair orientation (i.e. direction of travel) of all porches.
- ___ Lot coverage calculations must be accurate. (In addition to the mobilehomes and carport or patio awnings, include eaves on the mobilehome, storage sheds, porches and other structures not under awnings).
- ___ Submit four (4) complete sets of the application and plans.
- ___ All drawings must be neat, clean and legible and all required information shall be complete.
- ___ Attach manufacturer's installation booklet to the application.

Revised - 5/2005

Sam Abed, Mayor

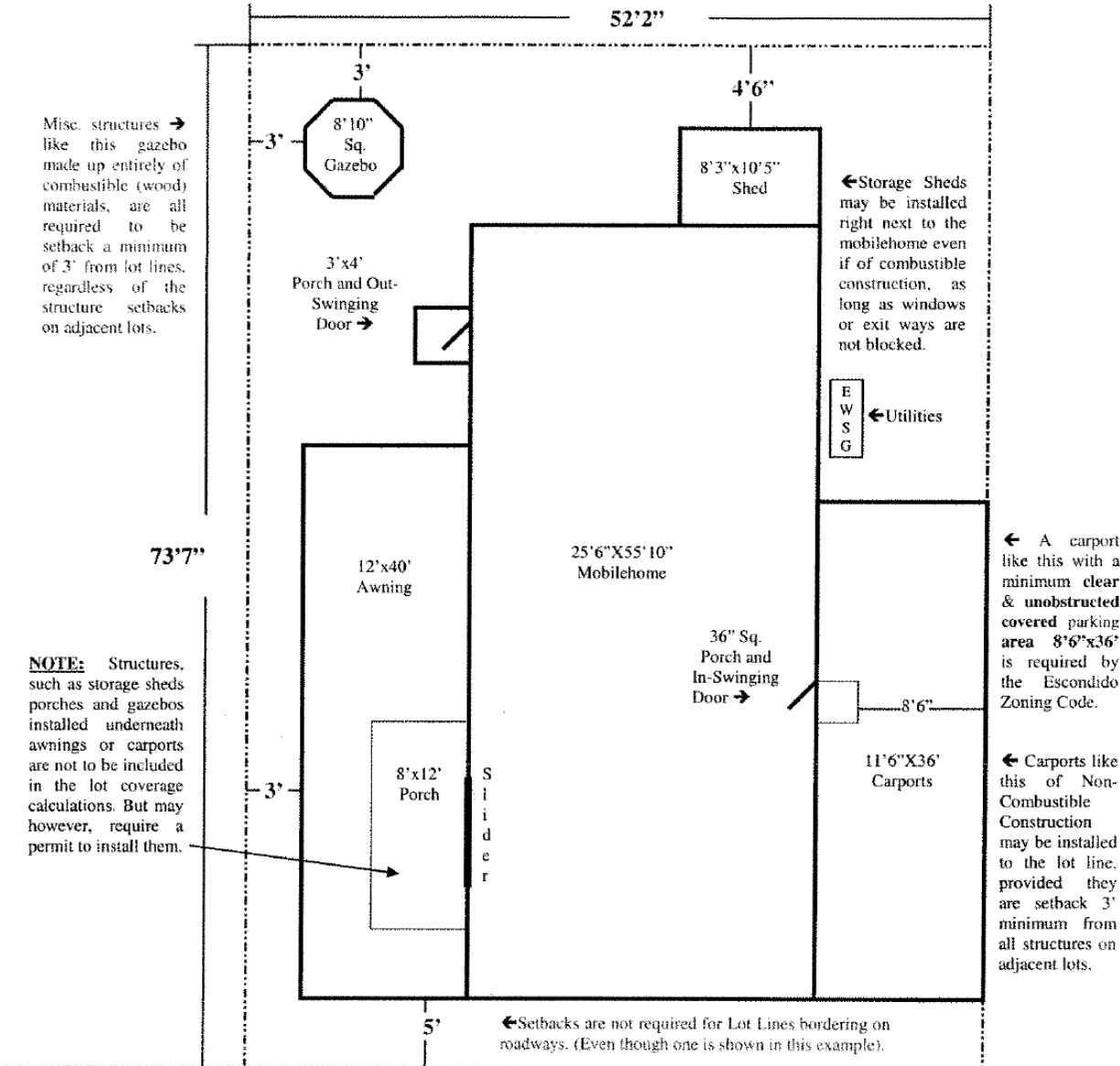
Marie Waldron, Mayor Pro Tem

Olga Diaz

Ed Gallo

Michael Morasco

PLOT PLAN FOR MOBILEHOMES AND/OR ACCESSORIES			
MOBILEHOME PARK: _____		SPACE OR LOT NUMBER: _____	
PARK ADDRESS: _____			
SCOPE OF WORK — CHECK ALL APPLICABLE		USE ATTACHED WORKSHEET	
<input type="checkbox"/> M/H INSTALLATION	<input type="checkbox"/> AWNING	<input type="checkbox"/> CARPORT	LOT COVERAGE CALCULATION - LOT: X =
<input type="checkbox"/> AWNING ENCLOSURE (e.g., California Rooms or Screen Rooms)			MH X = (include eave overhang)
<input type="checkbox"/> CABANA (i.e., Habitable Room Additions)		<input type="checkbox"/> PORCH	CARPORT X = AWNING X =
<input type="checkbox"/> OTHER (Describe): _____			OTHERS (not under awnings) X =
		TOTAL STRUCTURES	+ TOTAL LOT = %
<p>Setbacks: The minimum setback from any lot line not bordering on a roadway for mobilehomes and accessory structures constructed of combustible materials shall be three (3) feet. Accessory structures constructed of non-combustible materials may be installed to the lot line, provided they are a minimum of three (3) feet from all structures on adjacent lots. Separation of mobilehomes from permanent buildings shall be a minimum of ten (10) feet and from other mobilehomes, a minimum of ten (10) feet side to side, eight feet from side to front or rear, and six feet from rear to rear, front to front, or front to rear. <u>Parks built prior to September 15, 1961:</u> Mobilehomes shall not be located closer than six (6) feet to any mobilehome or permanent building.</p> <p style="text-align: center;">All lot corners shall be permanently marked and identified prior to plan check approval and setup inspection.</p>			
MANAGER'S CERTIFICATION: <i>(Wet Ink Signature)</i>		APPLICANT'S SIGNATURE: <i>(Wet Ink Signature)</i>	
COACH INSIGNIA NUMBER:		GAS SUPPLY INLET SIZE:	
COACH SERIAL NUMBER:		WATER SUPPLY INLET SIZE:	
COACH MANUFACTURER: YEAR:		DESIGNED WIND LOAD OF COACH:	
AMPERE RATING OF EXISTING LOT PEDESTAL:		WIND ZONE:	
AMPERE RATING OF COACH FEEDER:			



SAMPLE PLOT PLAN FOR MOBILEHOME LOT COVERAGE CALCULATION WORKSHEET

LEGEND	
--- (dashed line)	Lot Line
— (solid line)	Structures
- - - (dotted line)	Structures under Awnings
— (line with diagonal slash)	Door Swing

MOBILEHOME AND ACCESSORY STRUCTURE INSTALLATIONS COVERAGE CALCULATION WORKSHEET

(Please transfer all information from this worksheet to your Plot Plan)

Mobilehome		x		=		Sq. ft.
Eaves		x		=		Sq. ft.
Carport		x		=		Sq. ft.
Awning/s		x		=		Sq. ft.
Porch/s		x		=		Sq. ft.
Storage Shed/s		x		=		Sq. ft.
Cabana		x		=		Sq. ft.
Ramada		x		=		Sq. ft.
Miscellaneous		x		=		Sq. ft.
Total Area of all Structures						Sq. ft.
Lot Size		x		=		Sq. ft.
Structures divided by Lot		÷		=		%

(Maximum allowable lot coverage = 75%)

☺ Approved _____% < 75%

☹ Unapproved _____% > 75%

CONVERSION CHART		
Inches	to	Decimals
1"	=	.08
2"	=	.17
3"	=	.25
4"	=	.33
5"	=	.42
6"	=	.50
7"	=	.58
8"	=	.67
9"	=	.75
10"	=	.83
11"	=	.92
12"	=	1.00

SAMPLE CALCULATION:					
Description	Inches	to	Decimals	=	Square Feet
Lot Size	52' 2" x 73' 7"	to	52.17 x 73.58	=	3838.7 (3839)
Mobilehome	25' 6" x 55' 10"	to	25.50 x 55.83	=	1423.7 (1424)
Carport	11' 6" x 36'	to	11.50 x 36	=	(414)
Awning	12' x 40'	to	12 x 40	=	(480)
Porch	3' x 4'	to	3 x 4	=	(12)
Shed	8' 3" x 10' 5"	to	8.25 x 10.42	=	85.96 (86)
Misc. (Gazebo)	8' 10" x 8' 10"	to	8.83 x 8.83	=	77.96 (78)
Total area of Structures ÷ Total area of Lot = Percentage of Lot Covered					
	2494 sq. ft.	÷	3839 sq. ft.	=	64.96 (65%)
Total % of Lot to be Covered by Structures < or > 75% Max. allowed = Approval Status by 25 CCR 1430 < ☺ Yes or > ☹ No					
	65%	<	75%	=	☺ Approved

City of Escondido
Code Enforcement Division
201 North Broadway
Escondido, CA 92025-2798
(760) 839-4650 / Fax (760) 739-7075

SITE PREPARATION

CAUTION: WHERE YOU LOCATE YOUR HOME IS EXTREMELY IMPORTANT. CAREFULLY REVIEW THE FOLLOWING ITEMS BEFORE CHOOSING A LOCATION.

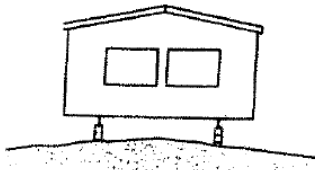
WATER DRAINAGE AND SITE GRADING

Make sure the home site is properly graded and sloped to prevent water and moisture from collecting under the home. Rain and irrigation water must not be allowed to flow under the home. If the home is set in a pit, provide water drainage away from the underside of the home. Locate the home an adequate distance from streams and rivers.

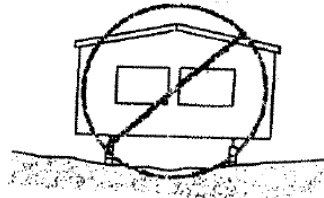
Controlling the water and moisture under your home will greatly improve the stability of the footings and piers that support the home.

CAUTION: CONTINUOUS STANDING WATER UNDER THE HOME CAN RESULT IN CONDENSATION PROBLEMS. EXCESSIVE WATER IN THE SOIL UNDER THE HOME WILL ALSO AFFECT THE COMFORT LEVEL IN YOUR HOME AND CAUSE DETERIORATION.

DO crown and grade site to slope away from the home.

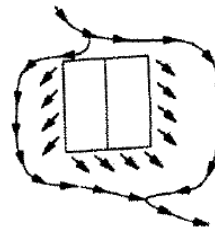
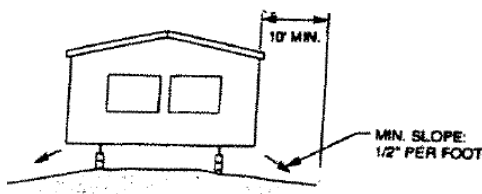


DO NOT grade site or set the home so that water collects beneath the home.



GROUND MOISTURE BARRIER

Ground moisture-vapor retarder should not be used to correct poor drainage from under the home. Retarder, if used, should only be used in addition to proper grading and drainage describe above.



Home sites shall be prepared so that there will be no depressions in which surface water shall accumulate beneath the home. The area of the site covered by the manufactured home shall be graded, sloped or mechanically designed so as to provide drainage from beneath the home.

Natural drainage should be diverted around the home.

ELEVATION

PLAN VIEW

Revised - 5/2005

APPLICATION FORM

Name of Organization/Corporation: _____

Contact Person: _____

Title: _____

Address: _____

Phone number: _____

Email Address: _____

FAX number: _____

President, Board of Directors: _____

OR General Partner: _____

Number of Years Organization/Corporation in Existence: _____

COMPLETED PROPOSALS MUST INCLUDE ALL OF THE FOLLOWING THAT APPLY:

- Project Proposal
- Development Budget (Sources and Uses)
- Resale Price Schedule or Operating Budget (Year 1 through 15)
- Most recent financial audit of year-end financial statement
- Copy of tax exemption ruling

Nonprofit Applicants:

I hereby certify that I have been authorized by action of the Board of Directors to submit an application to the Housing Division of the City of Escondido in response to the Request for Proposals released by the City of Escondido, Housing Division, to provide long-term affordable rental housing or first-time homebuyer opportunities through redevelopment of suitable vacant properties.

I hereby certify that this organization achieved 501(c)(3) status at least one year ago.

Executive Director

Date

For-Profit Applicants:

I hereby certify that I have been authorized by action of the Board of Directors to submit an application to the Housing Division of the City of Escondido in response to the Request for Proposals released by the City of Escondido, Housing Division, to provide long-term affordable rental housing or first-time homebuyer opportunities through development, redevelopment, and/or rehabilitation of deteriorated housing.

I hereby certify that this organization received its status as a corporation/partnership at least one year ago.

President

Date

PROJECT SUMMARY:

Name of Organization _____

Mountain Shadows MHP #58: # of Bedrooms _____ # of Bathrooms _____
#64: # of Bedrooms _____ # of Bathrooms _____

Amount of NSP Funds Requested \$ _____

Total Project Cost \$ _____

Escondido Views MHP #72: # of Bedrooms _____ # of Bathrooms _____
#80: # of Bedrooms _____ # of Bathrooms _____
#92: # of Bedrooms _____ # of Bathrooms _____
#141: # of Bedrooms _____ # of Bathrooms _____

Amount of NSP Funds Requested \$ _____

Total Project Cost \$ _____

Expected Date of: Acquisition _____
Redevelopment _____
Occupancy _____

Total Per Unit Cost \$ _____

Total Per Bedroom Cost 1 Bedroom _____
2 Bedrooms _____
3 Bedrooms _____
4 Bedrooms _____
Other (specify) _____

Total Per Unit NSP Subsidy \$ _____

Total Per Bedroom NSP Subsidy \$ _____

Percentage of Households Served: Under 120%AMI _____
Under 80% AMI _____
Total _____

Expected Sales Price Per Unit For: 1 Bedroom _____ Estimated Sq. Ft. _____
2 Bedrooms _____ Estimated Sq. Ft. _____
3 Bedrooms _____ Estimated Sq. Ft. _____
4 Bedrooms _____ Estimated Sq. Ft. _____
Other (specify) _____

1. ORGANIZATION:

- a. State your organization's/corporation's mission.
- b. Describe the past activities/experience of your organization/corporation.
- c. Describe how the activities you are proposing under this program fit with your organization's/corporation's current and planned future activities.
- d. Describe the administrative structure of your organization/corporation.
- e. Letters of reference from 3 persons familiar with your organization's/corporation's past activities.

2. TECHNICAL CAPACITY:

- a. Describe the experience of the development team in real estate development, redevelopment and/or rehabilitation, especially detail experience with manufactured housing. Attach resumes of staff and consultants specifically assigned to this project.

3. PROJECT FINANCING:

- a. Provide a development budget (sources and uses statement assuming prevailing wage requirement) which includes all proposed sources of funds (both private and public) and the dollar amounts for each respective source, and all uses of funds associated with the project. Please be specific about your source of funds and whether they are committed or uncommitted. If committed, attach evidence of commitments, including a description of the terms and conditions. Provide the name and phone number of a *contact* person to confirm committed sources of funds.
- b. Provide a sales schedule for the project.
- c. Detail funding that will be used for the initial acquisition of the properties.
- d. State whether your project would be feasible with a lower amount of City funding than requested in this proposal.
- e. State the number of units by bedroom size that will be NSP-assisted. Estimate the amount of NSP subsidy per NSP-assisted unit.

4. MARKETING AND MANAGEMENT:

- a. Describe how the units will be marketed to low-income home buyers.
- b. Describe fair housing activities you will pursue.
- c. Describe how you will qualify/finance potential home buyers.

5. PROJECT TIMELINE:

PLEASE NOTE: NSP-ASSISTED PROJECTS MUST BE COMPLETED, AND OCCUPANCY BY HOUSEHOLDS AND BENEFICIARIES ACHIEVED, BY FEBRUARY 28, 2013.

- a. Attach a chart showing the anticipated timeline for the following activities: site acquisition, obtaining required planning approvals, funding availability from all sources, start and finish of redevelopment activities, marketing, sale, full occupancy, and any other important activities associated with your project.

Please note: Proof of ownership of the manufactured homes must be presented to the Buildings Department before permits will be issued.

6. OTHER:

- a. State anything else you would like us to know about the proposed project or your organization/corporation that is pertinent to this application. Please limit comments to this page.

NOTE: IF YOU PLAN TO RETYPE THIS APPLICATION, PLEASE TYPE QUESTIONS IN BOLD PRINT AND MAINTAIN SECTIONS IN THEIR ORIGINAL ORDER. YOU MAY ADD ADDITIONAL PAGES AS NEEDED. IF YOU WOULD LIKE AN ELECTRONIC VERSION OF THIS DOCUMENT, CONTACT THE HOUSING DIVISION AT 760.839.4841.

Following is the rating sheet that the review panel will use to evaluate proposals.

**RATING SHEET
 CRITERIA**

Name of Applicant: _____

Project Site Address: _____

Applicant meets threshold? ___ yes ___ no

THRESHOLD	YES	NO
Applicant in existence for at least one year		
Mountain Shadows Mobile Home Park		
Escondido Views Mobile Home Park		
Manufactured Housing on Permanent Foundations		
EVALUATION CRITERIA	MAXIMUM POINTS	THIS APPLICATION
The applicant's ability to perform the administrative, managerial, and operational functions, and to oversee the services necessary for the successful completion of the proposed project.	20	
The effectiveness of the proposed project in contributing to neighborhood improvement and stability.	15	
The applicant's proposed timeline for acquiring sites and beginning AND completion of construction. NOTE: All work must completed & beneficiaries in place by February 28, 2013 for NSP-funded projects.	15	
The effectiveness of the financing plan developed by the applicant for the long-term operation of the project.	15	
The effectiveness of the marketing plan developed by the applicant.	15	
The number of units to be rehabilitated or constructed and rented or sold to low-moderate-income households as well as per bedroom cost.	20	
SUB-TOTAL	100	
Bonus Section	MAXIMUM POINTS	SCORE
Home ownership units	15	
Non-profit sponsor	10	
51% or more of 3 or more bedrooms per unit	5	
Warrantee on manufactured home longer than 2 years	5	
High-grade home	5	
SUB-TOTAL	40	
TOTAL	140	
Percentage of units to be occupied by households with an annual income at 80% or less of the area median income.	_____ %	

Reviewer: _____

RESOURCES

City of Escondido

<http://www.escondido.org/>

Consolidated Annual Performance and Evaluation Report For Fiscal Year 2009-2010

<http://www.escondido.org/Data/Sites/1/pdfs/Neighborhood/CAPERReportFY0910.pdf>

Escondido General Plan

Adopted by the Escondido City Council on June 6, 1990

<http://www.escondido.org/depts/cd/planning/genplan>

HOUSING ELEMENT (within the General Plan)

<http://www.escondido.org/Data/Sites/1/pdfs/Planning/GP/Section2.pdf>

Home Investment Partnerships (HOME) Program Program Regulations: Final Rule 24CFR Part 92

<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/index.cfm>

Section 504

http://www.hudnshelp.info/media/resources/CrosscuttingRegs_Section504.pdf

San Diego Association of Governments (SANDAG)

<http://www.sandag.cog.ca.us>

Additional links may be found on the City of Escondido's website

<http://www.ci.escondido.ca.us/depts/cs/housing/index.html>