



CITY OF ESCONDIDO  
HOUSING & NEIGHBORHOOD SERVICES DIVISION

**REQUEST FOR PROPOSALS (RFP)**

**FROM**

For-Profit Corporations, Non-Profit Corporations, and Certified Community Housing Development Organizations (CHDOs) seeking to provide long-term affordable rental housing or first-time homebuyer opportunities

**RFP RELEASE DATE:  
March 9, 2017**

**PROPOSAL SUBMITTAL DATE:  
April 5, 2017**

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

## REQUEST FOR PROPOSALS (RFP)

### **INTRODUCTION**

The Housing & Neighborhood Services Division of the City of Escondido is pleased to request proposals to provide affordable long-term rental housing or first-time homebuyer opportunities for low-income residents through the rehabilitation of blighted properties or acquisition of long-term affordability covenants. The City's Housing Division has \$450,000 available in federal Home Investment Partnerships (HOME) Program funds to award through this Request for Proposals (RFP). An additional \$69,170 is available for organizations that qualify as a Community Housing Development Organization (CHDO).

For-Profit, Non-Profit and CHDO organizations are encouraged to submit proposals. Non-profit organizations who intend to participate as a CHDO, as defined by the HOME Program (see Eligible Applicant(s)), should submit completed certification applications and supporting documentation to the City along with their proposal.

In releasing this RFP, the Housing Division's goal is to provide quality, affordable housing, rental or homeownership, for Escondido's low-income families through rehabilitation or redevelopment of blighted properties.

Program targeting restrictions for assisted homeownership units: 100 percent (100%) of HOME must be used to assist families with incomes at or below 80 percent (80%) of the area median income. Program targeting restrictions for assisted rental units: 90 percent (90%) of households assisted with units funded by HOME program funds must be households with incomes of sixty percent (60%) or less of the area median income. Additionally, in rental developments containing five or more units, a minimum of 20 percent (20%) of the units must be occupied by families who have an annual income of 50 percent (50%) or less of the area median income, adjusted for family size. Priority will be given for proposals which include a higher percentage of units for families that have an annual income of 50 percent (50%) or less of area median.

The City will require a minimum 45-year period of affordability for all owner-occupied units or 55-year period for rental housing.

	<b>2016 MAXIMUM INCOME LEVELS (Effective June 6, 2016)</b>			
<b>Household Size</b>	<b>30%</b>	<b>50%</b>	<b>60%</b>	<b>80%</b>
1	17,850	29,750	35,700	47,600
2	20,400	34,000	40,800	54,400
3	22,950	38,250	45,900	61,200
4	25,500	42,500	51,000	68,000
5	27,550	45,900	55,080	73,450
6	29,600	49,300	59,160	78,900
7	31,650	52,700	63,240	84,350
8	33,700	56,100	67,320	89,800

- HUD published HOME income limits for San Diego County found at: <https://www.huduser.gov/portal/datasets/il/il16/FY16-IL-ca.pdf>

A minimum number of units to be constructed using these funds has not been established. However, the total number of units proposed for the program constitutes one of the criteria affecting overall evaluation points (see Rating Sheet Criteria, page 19 of the RFP).

The Cranston – Gonzales National Affordable Housing Act of 1990 (NAHA) and any amendments thereto provides for the administration of the HOME Program. Projects must comply with the 2013 HOME Program Final Rule. In the event that Congress or the Department of Housing and Urban Development (HUD) adds or changes any statutory or regulatory requirements concerning the use or management of these funds, program participants shall comply with such requirements.

Enforceable regulatory agreements acceptable to the City and allowable under the HOME program regulations will be imposed upon first-time homebuyer and rental units newly constructed and/or rehabilitated through this program.

**Interested and qualified For-Profit and Non-Profit Corporations are encouraged to submit proposals. Questions regarding submittal packages should be submitted in writing to Karen Youel, Housing & Neighborhood Services Manager, at [KYouel@escondido.org](mailto:KYouel@escondido.org) by Monday, March 27, 2017. Responses will be posted to the City website by Wednesday, March 29, 2017 at <http://www.escondido.org/housing-division.aspx>.**

**Sealed submittals marked “City of Escondido Housing & Neighborhood Services Division: Proposal for Delivery of Affordable Housing” will be accepted until Wednesday, April 5, 2017 at 5:00 p.m. at the Housing and Neighborhood Services Division office. No late proposals will be accepted. Respondents must include one (1) unbound original, three (3) bound copies, and one electronic version.**

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. Actual award of HOME funds may depend on funds being made available from the U.S. Department of Housing and Urban Development. Should such funds not be granted to the City, the City reserves the right to cancel any contract. Further, any such agreement for HOME 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. ANTICIPATED TIMELINE**

Staff will evaluate submitted proposals and anticipates presenting recommendations to the Escondido City Council on **Wednesday, May 3, 2017 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 **May 3, 2017** City Council meeting. Access to the staff report and Council Agenda will be available 72 hours prior to the meeting on the following website: <http://www.escondido.org/meeting-agendas.aspx>.

## **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 Internal Revenue Code 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. Community Housing Development Organizations (CHDOs)**

Community Housing Development Organizations (CHDOs) are private nonprofit corporations that have been certified by the City as meeting the HOME Program CHDO eligibility requirements. In order to submit a proposal(s) for CHDO funding, a CHDO should submit a completed application with all attachments for CHDO certification along with its proposal response.

### **2.4. Requirements For All Applicant(s)**

#### **2.4.1. Preliminary Planning Review**

In order to ensure that project proposals are viable from a land use standpoint and in compliance with the City of Escondido Zoning Ordinance and General Plan, it is necessary for the applicant to submit a completed planning review form with the proposal (Appendix A, see page 20). Contact Kristina Owens, Associate Planner/Housing and Neighborhood Services Division at [KOwens@escondido.org](mailto:KOwens@escondido.org) or 760-839-4519 with questions.

#### **2.4.2. Relocation Requirements**

Assisted projects are subject to federal relocation requirements. In general, all reasonable steps must be taken to minimize displacement as a result of an assisted project. If your project proposal involves the acquisition/rehabilitation of existing occupied rental units, you must contact the Housing and Neighborhood Services Division prior to taking any action in regard to the site, including, but not limited to, taking an option on the site, for noticing requirements. Failure to do so could result in your application being disqualified.

## 2.5. Requirements for Approved Applicant(s)

### 2.5.1. Environmental Review

Prior to the formal commitment of any assistance, all HOME assisted projects must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA). All NEPA assessments will be prepared by the City of Escondido and submitted to HUD 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.** All required state and federal environmental review, including compliance with California Environmental Quality Act (CEQA) Statutes and Guidelines, must be completed before project approval.

If you incur costs for your project prior to obtaining environmental clearance, they will not be reimbursed.

### 2.5.2. Insurance

Approved applicant(s) will be required to obtain comprehensive general liability and property damage 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. Insurance coverage must be provided by an A.M. Best's A-rated, class V carrier or better, admitted in California, or if non-admitted, a company that is not on the Department of Insurance list of unacceptable carriers.

### 2.5.3. 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, sex, military or veteran status, age, sexual orientation, gender identity or gender expression, ancestry, marital status or any other arbitrary basis.

#### 2.5.4. 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.

#### 2.5.5. 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 funds are used for **any** project costs, including construction and non-construction costs, of housing with 12 or more HOME-assisted units.

Approved applicant(s) will be required to utilize a consultant, approved by the City, to ensure that prevailing wage obligations are correctly carried out. Prevailing wage costs will be charged to the project and must be included in the project development budget. Proposals should be prepared assuming prevailing wage will be required.

#### 2.5.6. 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.

#### 2.5.7. Relocation Requirements

Approved applicant(s) proposing to acquire and rehabilitate existing occupied units will be required to utilize a consultant, approved by the City, to ensure that relocation obligations are correctly carried out. **Relocation costs will be charged to the project and must be included in the project development budget.**

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

Section 504 applies when HOME 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 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.

#### 2.5.9. Minority and Women Business Enterprise Participation

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

#### 2.5.10 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 for all structures built before 1978. Lead based paint evaluation and abatement costs will be charged to the project and must be included in the project development budget.

#### 2.5.11 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.

#### 2.5.12 Section 3 Requirements

Section 3 of the HUD Act of 1968 applies to all recipients of HUD funds (including their contractors and subcontractors). All applications 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 two major policy documents: the Housing Element of the General Plan and the Consolidated 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 2015 through FY 2019). These Housing Element goals include:

- Expand the stock of all housing while preserving the health, safety, and welfare of residents and maintaining the fiscal stability of the City.
- Pursue a balance of jobs to housing.
- Channel residential growth to areas where the concurrent provision of services and facilities, including schools, parks, fire and police protection, and street improvements can be assured.
- Encourage a compact, efficient urban form that conserves land and other natural and environmental resources, and that promotes transit, supports nearby commercial establishments, and takes advantage of infrastructure improvements installed to accommodate their intended intensities.
- Encourage creative residential developments and partnerships that result in desirable amenities and contribute to infrastructure needs.
- Incorporate smart growth principles in new residential subdivisions, multi-family projects, and Mixed Use Overlay areas.
- Accommodate the regional share of housing for all income groups.
- Increase homeownership in the City through education, availability and affordability.
- Apply criteria demonstrating appropriateness for converting mobilehome parks to ownership or alternative uses.
- Seek ways to eliminate all forms of discrimination based on race, ancestry, national origin or color, religion, sex, familial or marital status, disability, medical condition, age, sexual orientation, or source of income in obtaining housing.
- Maintain and enhance the existing housing stock as a source of low- and moderate-cost housing and as a conservation measure.
- Seek ways to eliminate substandard housing through continued enforcement of the Health and Safety Code and the provision of programs which facilitate the maintenance and rehabilitation of housing.
- Utilize code enforcement measures and incentive programs as necessary to ensure that building and safety regulations are met and to promote property maintenance.

The primary purpose of this RFP is to provide low-income families with long-term affordable housing through acquisition, rehabilitation and/or redevelopment of deteriorated or obsolete dwellings or buildings.

HOME-assisted affordable project rents shall consist of the actual rent plus a utility allowance for tenant-paid utilities. The 2013 HOME Final Rule established revised utility allowance requirements for the HOME Program. HUD requires that PJs establish, and update annually, a per project Utility Allowance. The HOME rule allows PJs to require owners to complete initial utility allowances and send them to the PJ for review and

approval. Acceptable methods include the HUD Utility Schedule Model (HUSM); Multifamily Housing Utility Allowance as outlined in Notice H-2015-4; Utility Company estimate; LIHTC Agency estimate; or Energy Consumption Model (Engineer Model).

No. of Bedrooms	Current affordable HOME (maximum) rents (before utility allowance)	
	Affordable Rent (Low HOME Rent)	Affordable Rent (High HOME Rent)
Studio	\$743	\$979
1	\$796	\$1,050
2	\$956	\$1,262
3	\$1,105	\$1,450
4	\$1,232	\$1,598

Rehabilitated units must be rehabilitated to meet, at minimum, HUD's Housing Quality Standards (HQS) and local building code standards. Proposals which include rehabilitation of existing dwelling units must include provisions for acceptable hazard reduction of any asbestos and/or lead-based paint present in the structure. Any asbestos present and any lead-based paint must be addressed to the satisfaction and compliance of local, state and federal laws.

#### 4. **ELIGIBLE COSTS**

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

- Development hard costs, such as site preparation, on- and off-site improvements, demolition, construction, major housing systems replacement, lead-based paint and asbestos abatement and utility connections.
- Costs of acquiring improved or unimproved real property for the inclusion in a project which will begin construction within a 12-month period.
- Development soft costs, such as architectural, engineering or related professional services, costs necessary to obtain financing, development fees, impact fees, certain limited legal costs associated with the development of the proposed project, costs to provide information on fair housing and affirmative marketing to prospective tenants or homeowners, and relocation costs.

HOME funds may not receive final commitment from the City of Escondido until all necessary financing is secured, a budget and production schedule is established, underwriting, market assessment and subsidy layering is complete, and construction is expected to start within 12 months.

Costs must be necessary and must be consistent with the lowest reasonable cost, taking into consideration a project's scope and area. The minimum HOME investment in rental housing or homeownership is \$1,000 times the number of HOME-assisted units in the project. The minimum only relates to the HOME funds, and not to any other funds that might be used for project costs.

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

<u>No. Of Bedrooms</u>	<u>HOME Maximum Subsidy (Pursuant to CPD-2016-04)</u>
0 Bedrooms	\$140,107
1 Bedrooms	\$160,615
2 Bedrooms	\$195,304
3 Bedrooms	\$252,662
4 Bedrooms	\$277,344

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 under HOME Program regulations:

- Project reserve accounts (except for initial operating deficit reserves) or operating subsidies.
- Assistance to a completed project previously assisted with City of Escondido HOME funds.
- Pay-off or reduction of existing debt on a property, unless refinancing is undertaken in conjunction with rehabilitation.

## 6. **PROPOSAL REQUIREMENTS**

Proposal requirements are outlined in the attached application.

## 7. **EVALUATION CRITERIA**

### 7.1. Threshold Criterion 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.
- Reasonableness of the applicant's timeline to receive commitments of leveraged funds in order to meet HOME fund commitment deadlines.
- The effectiveness of the proposed project in contributing to neighborhood improvement, stability, and elimination of blight.
- The effectiveness of the financing plan developed by the applicant for the long-term operation of the project.

- The effectiveness of the marketing plan and relocation plan (if applicable) developed by the applicant.
- The number of residents to be served as well as project cost on a per-bedroom basis.
- Reasonableness of the applicant's proposed timeline for project completion and achievement of full occupancy, and demonstrated ability to meet the timeline.
- 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 & Neighborhood Services 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 & Neighborhood Services 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 anticipates that agreement(s) for the use of funds be executed by June 30, 2017.

HOME 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:

- Phase I Environmental Assessment;
- NEPA and CEQA Environmental Clearance;
- Evidence of commitments for all other financing for the project including a description of the terms and conditions of such financing;
- Updated preliminary title report; and
- Final plans and specifications.

The HOME Program requires that projects which include the acquisition of improved or unimproved real property must reasonably be expected to accomplish transfer of title within 6 months of the time that the City and the applicant enter into a legally binding agreement. Projects for the rehabilitation of existing rental units or the new construction of rental units shall reasonably be expected to start construction within 12 months of the time the City and the applicant enter into a legally binding agreement. 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.

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

**10. TIMELINE FOR COMPLETION OF WORK**

HOME funds must be under contract by June 30, 2017. Projects must be completed, and occupancy by lower-income households achieved, by June 30, 2021. HOME Projects must be completed within 4 years of commitment. HOME-assisted rental units must be occupied by income-eligible households within 18 months of project completion. HOME-assisted homebuyer units must have a ratified sales contract within 9 months of construction completion.

**11. CLARIFICATIONS AND ADDENDA**

Requests for clarifications regarding this Request for Proposals should be directed to Karen Youel, Housing & Neighborhood Services Manager, at (760) 839-4518 or by email at [KYouel@escondido.org](mailto: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.escondido.org/housing-division.aspx>. **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 & Neighborhood Services Division.

## APPLICATION FORM

Name of Organization/Corporation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

President, Board of Directors: \_\_\_\_\_

OR General Partner: \_\_\_\_\_

Number of Years Organization/Corporation in Existence: \_\_\_\_\_

### **COMPLETED PROPOSALS MUST INCLUDE ALL OF THE FOLLOWING THAT APPLY:**

- *Application Form*
- *Project Summary Form*
- *Preliminary Planning Review Certification (Appendix A)*
- *Development Budget (Appendix B or C)*
- *Photographs of proposed site*
- *Most recent financial audit of year-end financial statement*
- *Organization Chart*
- *Certification Page*
- *List of Board of Directors with affiliations*
- *Copy of tax exemption ruling*
- *Articles of Incorporation*
- *Partnership Agreement*

**Certified CHDOs and 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 & Neighborhood Services Division, to provide long-term affordable rental housing or first-time homebuyer opportunities through rehabilitation and/or redevelopment of deteriorated housing.

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

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

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**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 & Neighborhood Services Division, to provide long-term affordable rental housing or first-time homebuyer opportunities through rehabilitation and/or redevelopment 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 \_\_\_\_\_

Project Address \_\_\_\_\_

Assessor's Parcel Number(s) (APNs) \_\_\_\_\_

Number of Units (by bedroom/bath mix) \_\_\_\_\_

Amount of Affordable Housing Funds Requested \$ \_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_

Expected Date of:

Acquisition \_\_\_\_\_

Rehabilitation/Redevelopment \_\_\_\_\_

Occupancy \_\_\_\_\_

Date of Certification of Preliminary Planning Review \_\_\_\_\_

Number of Subsidized Units (by bedroom/bathroom mix) \_\_\_\_\_

Total Per Unit Cost \$ \_\_\_\_\_

Total Per Bedroom Cost \$ \_\_\_\_\_

Total Per Unit Subsidy \$ \_\_\_\_\_

Total Per Bedroom Subsidy \$ \_\_\_\_\_

Percentage of Households Served: Under 30% AMI \_\_\_\_\_

Under 50% AMI \_\_\_\_\_

Under 60% AMI \_\_\_\_\_

Total \_\_\_\_\_

Expected Rent Range 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) \_\_\_\_\_

Type of Site Control \_\_\_\_\_

Number of Currently Occupied Units \_\_\_\_\_

Income Level of Current Households \_\_\_\_\_

Number of Potential Relocation Households \_\_\_\_\_

Date Relocation Notices Sent \_\_\_\_\_

**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. Describe your organization/corporation's long term stability, including succession planning and ownership of developments.
- f. List the names and phone numbers of 3 persons that can provide references regarding your organization's/corporation's past activities.

**2. PROJECT DESCRIPTION:**

- a. Describe the project to be developed, including a narrative scope of work.
- b. Describe how the project will address issues related to blight.
- c. Attach a chart showing the anticipated timeline for the following activities: site acquisition, obtaining required planning approvals, funding availability from all sources, relocation activities, start and finish of rehabilitation and redevelopment activities, marketing, rent-up, full occupancy, and any other important activities associated with your project.

**3. TECHNICAL CAPACITY:**

- a. Describe your capability to administer a First-time Homebuyer, development, redevelopment and/or rehabilitation program.
- b. Describe your capability to maintain long-term (45 or 55 year) affordability restrictions.
- c. Describe the experience of the development team in real estate development, redevelopment and/or rehabilitation. Attach resumes of staff and consultants specifically assigned to this project.

**4. MARKETING AND MANAGEMENT:**

- a. Describe how the units will be marketed to low-income renters.
- b. Describe fair housing activities you will pursue.
- c. Describe how you will qualify potential renters.
- d. Property management:
  1. Will property management be in-house? If not, do you have a company selected?
  2. Describe previous property management experiences, including, if applicable, with rent-restricted dwelling units.
  3. Provide names and phone numbers of at least two references for property management.

**5. NEIGHBORHOOD:**

- a. Identify the neighborhood you will serve. Attach a map and identify boundaries.
- b. Attach census data for the census tract of the project site and describe how your project will serve the housing needs of the neighborhood.
- c. Summarize the condition of the housing stock in the neighborhood.
- d. Estimate the number of deteriorated dwelling units in the neighborhood.
- e. Document the sales prices of recent sales of units within the neighborhood.
- f. Document neighborhood services (public transportation, food stores, child care, etc.).
- g. Complete the following chart:

<b>A. Location and Description of Property</b>			
1. Street No.(s)	2. Street Name(s)	3. Census Tract	4. Assessor Parcel No.
5. Current Zoning (if recently changed, submit evidence)			
<b>B. Type of Project/ Mark all that apply</b>		Acq./Rehab ( )	Ownership ( )
		Redevelopment ( )	Rental ( )
1. Single Family ( ) No. of Units	2. Multi-Family ( ) No. of Units	3. No. of Stories	4. No. of Buildings
5. Detached ( )	7. Manufactured ( )	8. Modules ( )	9. Site Built ( )
6. Attached ( )			
<b>C. Building Information</b>			
1. Year Built	2. Occupied Tenant ( ) Owner ( )	3. Vacant ( )	4. Accessory Buildings
5. Foundation slab on grade ( ) full bsmt. ( ) partial bsmt. ( ) crawl space ( )	6. Utilities Water ( ) Public ( ) Private ( ) Distance from site: _____ Sewer ( ) Public ( ) Private ( ) Distance from site: _____	7. Site size	

**6. DESCRIPTION OF LAND USE:**

- a. Does your site/proposed project require any land use changes (i.e. density bonus, conditional use permit, variance)?
- b. Site Control:
  - 1. Current owner.
  - 2. Type of options and length of time the owner will allow.
- c. Attach preliminary planning review certification received from the Planning Division.
- d. State how many units are currently occupied on the proposed site. Provide information on experience with state and/or federal relocation law. Be sure to include relocation costs, if applicable, in your initial development budget.
- e. Attach copies of relocation notices provided to residents of currently occupied units, if any.

**7. PROJECT FINANCING:**

- a. Provide a development budget using one of the two provided financial pro forma templates (Attachment B or C)
- b. Identify 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.
- c. Provide an operating budget for the project.
- d. Estimate the percentages of owner's equity, and public and private funds you will use for the initial property acquisition.
- e. State whether your project would be feasible with a lower amount of City funding than requested in this proposal.
- f. State the number of units by bedroom size and AMI that will be HOME-assisted. Estimate the amount of HOME subsidy per HOME-assisted unit.

**8. PROJECT TIMELINE:**

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

**9. 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 one page.

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		
Preliminary Planning Review		
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.	19	
Reasonableness of the applicant's timeline to receive commitments of leveraged funds in order to meet HOME fund commitment deadlines	15	
The effectiveness of the proposed project in contributing to neighborhood improvement and stability.	15	
The applicant's proposed timeline for acquiring sites and beginning construction or rehabilitation.	15	
The effectiveness of the financing plan developed by the applicant for the long-term operation of the project.	12	
The effectiveness of the marketing plan and relocation plan (if applicable) developed by the applicant.	12	
The number of units to be acquired, rehabilitated, or constructed and rented or sold to low-income households as well as per bedroom cost.	12	
<b>SUB-TOTAL</b>	<b>100</b>	
Bonus Section	MAXIMUM POINTS	SCORE
Non-profit sponsor	4	
Redevelopment of Significant Blight	4	
Percentage of units (exceeding required 20%) to be occupied by households with an annual income at 50% or less of the area	4	
Percentage of units to be occupied by households with an annual income at 30% or less of the area	4	
Percentage of units with 3 or more bedrooms per units	4	
<b>SUB-TOTAL</b>	<b>20</b>	
<b>TOTAL</b>	<b>120</b>	

Reviewer: \_\_\_\_\_

**City of Escondido, Housing & Neighborhood Services Division**  
**Appendix A**

**PRELIMINARY PLANNING REVIEW**

**Applicant's Information:**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**Project Information:**

Project Address: \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does project propose any physical changes to the existing site plan? If so, please specify and attach site plan. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any proposed exterior changes to existing structures? If so, please specify.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this is an acquisition and rehabilitation project, please fill out BOTH columns. If this is a new construction project, please fill out column (2) only.

(1) Existing Unit Mix:

\_\_\_\_ 1 Bd Units  
\_\_\_\_ 2 Bd Units  
\_\_\_\_ 3 Bd Units  
\_\_\_\_ 4 Bd Units  
\_\_\_\_ Total Units

(2) Proposed Unit Mix:

\_\_\_\_ 1 Bd Units  
\_\_\_\_ 2 Bd Units  
\_\_\_\_ 3 Bd Units  
\_\_\_\_ 4 Bd Units  
\_\_\_\_ Total Units

**Parking Conformance:**

Acquisition and Rehabilitation Proposal

\_\_\_\_ Parking spaces currently provided

New Construction Proposal

\_\_\_\_ Parking spaces proposed

**Open Space Conformance:**

Acquisition and Rehabilitation Proposal

\_\_\_\_ SF Open space currently provided

New Construction Proposal

\_\_\_\_ SF Open space proposed

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**For Staff Use Only**  
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		<b>Notes and Comments</b>
<b>Zoning</b>		
Is any discretionary or administrative permit required?		
Is design review required?		
Does project comply with zoning requirements?		
<b>No. of Units</b> _____	Permitted _____	Proposed _____
Density _____	Permitted _____	Proposed _____
Parking _____	Required _____	Proposed _____
Height _____	Permitted _____	Proposed _____
<b>Setbacks</b>		
Front _____	Permitted _____	Proposed _____
Street side _____	Permitted _____	Proposed _____
Interior side _____	Permitted _____	Proposed _____
Rear _____	Permitted _____	Proposed _____
<b>General Plan Land Use Designation</b>		
<b>Floodplain</b>		<b>FEMA Panel #</b> _____
Not in floodplain _____		
100 yr floodplain _____		
500 yr floodplain _____		
<b>General Plan Designation</b>		
<b>General Plan Overlay</b>		
<b>Zoning Designation</b>		
<b>Zoning Overlays</b>		
<b>Historic Significance</b>		
<b>Year Built</b>		

Reviewed by Planning Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## RESOURCES

### **City of Escondido**

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

### **DRAFT Consolidated Annual Performance and Evaluation Report For Fiscal Year 2012-2013**

[http://www.escondido.org/Data/Sites/1/media/PDFs/Housing/2012-2013\\_Draft\\_CAPER.pdf](http://www.escondido.org/Data/Sites/1/media/PDFs/Housing/2012-2013_Draft_CAPER.pdf)

### **Escondido General Plan**

**Adopted by the Escondido City Council May 23, 2012**

<http://www.escondido.org/general-plan.aspx>

### **HOUSING ELEMENT (within the General Plan)**

<http://www.escondido.org/Data/Sites/1/media/PDFs/Planning/GPUpdate/GeneralPlanChapterIV.pdf>

### **Annual Housing Element Progress Report For 2013**

<http://www.escondido.org/Data/Sites/1/media/PDFs/Housing/AnnualHousingElementReport.pdf>

### **Home Investment Partnerships (HOME) Program**

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

### **Home Investment Partnerships (HOME) Program**

**Program Regulations: 2013 Final Rule 24CFR Part 92**

<https://www.onecpd.info/home/home-final-rule/>

### **Senate Bill No. 341: An Act to Amend Section 34176 of, and to Add Section 34176.1 to, the Health and Safety Code, Relating to Redevelopment**

[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201320140SB341](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB341)

### **San Diego Association of Governments (SANDAG)**

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

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

<http://www.escondido.org>