

**CITY OF PETALUMA**  
**HOUSING PROGRAM**  
**REQUEST FOR PROPOSALS**  
**FY 2018-2019**

**I. INTRODUCTION**

The City of Petaluma has two 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, or expanded commercial, retail, or industrial development. 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 or program 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 and or people in the project/program 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 2015-2020 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 and programs** 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 (See attached application)**

- 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.
- 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 12, 2018**
- B. Complete proposals should be sent to:
  - Sue Castellucci, Housing Division
  - 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 2018-2019 City of Petaluma budget process on a date to be determined.
- D. Questions or requests for additional information may be directed to Sue Castellucci at (707)778-4563, to the address above, or to [scastellucci@ci.petaluma.ca.us](mailto:scastellucci@ci.petaluma.ca.us).

**CITY OF PETALUMA  
HOUSING FUNDING APPLICATION  
FY 2018-2019**

Organization Submitting the Proposal \_\_\_\_\_

Address \_\_\_\_\_

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

Phone and Fax Number \_\_\_\_\_

Email \_\_\_\_\_

**DUNS#** \_\_\_\_\_

Amount Requested \_\_\_\_\_

**PROJECT DESCRIPTION SECTION**

Description of Project \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Statement of Need to be addressed by the project and extent, if any, that these needs are being addressed by other organizations: \_\_\_\_\_

---

---

---

Describe area served or population served and location of project \_\_\_\_\_

---

---

**BENEFIT SECTION**

Whom does the project benefit? \_\_\_\_\_

---

Total number of persons to be served \_\_\_\_\_

Total number of Petaluma residents to be served \_\_\_\_\_

How were these numbers determined? \_\_\_\_\_

---

---

---

---

**FINANCIAL INFORMATION**

Total budget for the project (**attach copy**) \_\_\_\_\_

Total Amount Requested from City of Petaluma \_\_\_\_\_

Total amount of other known funding for the project and from where? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What other funding sources have you applied for and when will you know if the funds will be granted?

Please list \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ATTACHMENT TO FUNDING APPLICATION

- . Articles of Incorporation
- . Tax Exemption letter
- . A detailed and specific budget for the project and show how funds will be used.
- . An implementation schedule for the project. The funds will not be available until July, 2018.
- . If your funding request involves land acquisition or physical development activities, a supplemental application will be required.

**APPLICATION DEADLINE  
FEBRUARY 23 AT 5:00 PM**

**Please submit you application to Sue Castellucci, Housing Administrator, City of Petaluma, P. O. Box 61, Petaluma, CA 94953 or hand-delivered to 27 Howard Street, Petaluma. Applications received after the deadline will not be considered.**