



# *City of Hollister*

## *Development Services*

---

375 Fifth Street, Hollister, CA 95023

### **REQUEST FOR PROPOSALS/QUALIFICATIONS (RFP/RFQ)**

### **USE OF HOUSING SUCCESSOR LOW MODERATE INCOME HOUSING ASSET FUND**

#### **Issued by:**

City of Hollister  
Development Services Department, Housing Division  
375 Fifth Street  
Hollister, California 95023  
(831) 636-4316

#### **Issued on:**

January 30, 2017

#### **Housing Proposals Due:**

March 3, 2017

**FUNDING DETAILS:** A total of \$700,000 of the Hollister Housing Successor Low Moderate Income Housing Asset Fund (LMIHAF) may be awarded through this Request for Proposal/Qualifications (RFP/RFQ) to support the new construction, acquisition and rehabilitation, substantial rehabilitation of housing as defined in §33413 of the Health and Safety Code or the preservation of an assisted housing development that is eligible for prepayment or termination or for which the expiration of rental restrictions is scheduled to occur within five years as those terms are defined in §65863.10 of the Government Code.

Funding for the proposal will be awarded by the City Council on a competitive basis. The City is seeking a rental housing project proposal that demonstrates an understanding of the community and its affordable housing needs, the unique attributes and opportunities of the neighborhood where the project would be located and a cost-effective use of available funding.

The City is required to expend a specified amount of the Housing Successor LMIHAF to facilitate the development of rental housing affordable to households earning 30% or less of the area median income by the end of Fiscal Year 2018/19 as required by §34176.1 (3)(A) of the Health and Safety Code. The City is seeking a housing project with a feasible funding and implementation plan that that can demonstrate an ability to complete the project and expend the approved funding prior to the end of FY 2018/19.

**FUNDING PRIORITIES:**

- A minimum of the \$500,000 of the LMIHAF must be used to assist **rental** housing affordable to and occupied by households earning 30% or less of the area median income.
- The remaining \$200,000 of the LMIHAF may be used to assist deed restricted housing affordable to and occupied by households earning 80% or less of the area median income.
- Rental units will remain affordable for at least 55 years.
- The project's management plan promotes a health living environment for tenants and a compatible relationship with neighbors.
- The project is consistent with the goals and objectives of Hollister's General Plan.
- The development team demonstrates experience with successful affordable housing projects and the capacity to work cooperatively with the community in the design and development of the project.
- The applicant/developer is able to obtain all other funding needed and required permits, expend the funds by no later than June 30, 2019 and complete the project.
- The project incorporates appropriate community spaces, amenities and services for the target population.

**SUBMITTAL REQUIREMENTS:** Any experienced affordable housing developers who meet the qualifications described in this RFP/RFQ and have demonstrated an ability to design, build and manage quality affordable housing projects is encouraged to submit proposals.

A. Housing project applicant must submit the following materials:

1. One (1) original and two paper copies of the proposal and one (1) digital copy (CD or flash drive) with the following materials:
  - a. Project description with conceptual site plan
    - i. Targeted market for rental units and income levels.
    - ii. Number of units, size and bedrooms per unit.
    - iii. Proposed community spaces, amenities and services for the targeted population.
  - b. Project Schedule.
  - c. Proforma and funding plan.
  - d. Description of the development team and experience with affordable rental housing projects.
  - e. Description of community engagement completed or proposed to work cooperatively with the community in the design, development and administration of the project.

B. Submittal:

- a. Deadline: Friday, March 3, 2017 at 5:00 p.m.
- b. Mary Paxton or Trisha Lee, 375 Fifth Street, Hollister, California 95023

C. Timeline:

Issue RFP/RFQ:	January 30, 2017
Deadline to Submit RFP/RFQ	March 3, 2017
Tentative City Council Hearing	March 20, 2017
City Council Authorizes City Manager to execute loan agreements	April 2017

D. Contact Information:

Contact	Telephone	Email
Trisha Lee Housing Coordinator	831-636-4316 Ext. 15	<a href="mailto:trisha.lee@hollister.ca.gov">trisha.lee@hollister.ca.gov</a>
Mary Paxton Program Manager	831-636-4316 Ext. 16	<a href="mailto:mary.paxton@hollister.ca.gov">mary.paxton@hollister.ca.gov</a>