

COUNCIL ACTION FORM

SUBJECT: SUBMITTAL EXTENSION FOR SINGLE-FAMILY CONVERSION PILOT PROGRAM

BACKGROUND:

At the November 21, 2011 meeting, City Council approved program guidelines for a Single-Family Conversion Pilot Program in conjunction with the City's 2011-12 CDBG Action Plan. Council also directed staff to solicit participation through a Request for Proposals (RFP) process. Under this pilot program, \$25,000 in CDBG funds have been designated to assist a property owner with funds to rehabilitate a single-family conversion rental unit in order to convert it back into a single-family, owner-occupied unit.

The overall goal of the Single-Family Conversion Program is to preserve the City's single-family, owner-occupied housing stock by rehabilitating former single-family dwellings that have been converted into two or more rental units back to single-family, owner-occupied condition and use. When utilizing CDBG funds to assist in the preservation of that housing stock, the requirement of making the properties available and affordable for low- to moderate-income families is a major component.

The Request for Proposals was sent out on January 13 to approximately 226 property owners identified as owners of single-family conversion properties. The RFP submittal deadline was Friday, February 3, 2012. Staff received a number of inquiries about the RFP (some with sincere interest, others not). No proposals were received by the deadline date. However, staff has been in contact with several property owners who asked for additional submittal time. **Therefore, staff is requesting that the submittal deadline be extended until Friday, March 2, 2012.** Staff will notify all identified property owners of the extended deadline.

ALTERNATIVES:

1. The City Council can authorize extension of the Request for Proposal submittal deadline to Friday, March 2, 2012, for implementation of the Single-Family Conversion Pilot Program.
2. The City Council can not authorize extension of the Request for Proposal submittal deadline.
3. The City Council can approve the Request for Proposal submittal deadline to be extended to Friday, March 2, 2012, for the implementation of the Single-Family Conversion Pilot Program and make modifications to the program guidelines.

4. The City Council can refer this request back to staff for additional information.

MANAGER'S RECOMMENDED ACTION:

Although no applications for this program were received by the original deadline, several potential applicants have been in contact with staff and have requested additional time to prepare their applications.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby authorizing extension of the Request for Proposal submittal deadline to Friday, March 2, 2012, for implementation of the Single-Family Conversion Pilot Program in connection with the City's 2011-12 Community Development Block Grant Program.