

Policies and Procedures for Expenditure of Rental Impact Fee (RIF)

Policy Guidance for Expenditure of Rental Impact Fee (RIF)

1. Goals and Objectives of Housing Element of Sunnyvale General Plan, adopted through extensive public outreach and review process that takes several years to complete.
2. RIF authorizing resolution adopted by Council
3. Other Council Policies applicable to affordable housing programs
4. Adopted City Budgets and Budget Policies
5. City Procurement Policies
6. Specific Council direction (occasional)
7. Federal and State housing legislation, fair housing laws as applicable
8. Housing-related goals and objectives of Sunnyvale's HUD Consolidated Plan (non-mandatory guidance)
9. Best practices in affordable housing development (non-mandatory guidance)
10. Regional goals and objectives (non-mandatory guidance)

Procedures for Review and Approval of Capital Project Expenditures

1. Staff provides draft request for proposals to Housing and Human Services Commission for review on public hearing agenda. Commission approves with or without changes.
2. Staff releases RFP to general public, publicizes on City website, distributes to interested parties, list-serves, etc.
3. Proposals received, evaluated by staff, evaluations reported to Commission in public hearings, applicants make presentations to Commissions in public hearings. Commission deliberates and makes recommendation to Council on award of RIF loans or grants for proposed projects.
4. Council holds public hearing and makes final decision on funding awards.
5. Funding awards included in Recommended Budget.
6. Commission reviews Recommended Budget in public hearing.
7. Council reviews Recommended Budget, adopts with or without changes, in public hearing.
8. Staff issues conditional funding award letters for projects approved in Final Budget.
9. In case of mid-year funding requests, Commission and Council may consider request and Council may approve budget modification if necessary, in public hearing.

Procedures for Review and Approval of RIF Operating Expenditures

1. Staff develops operating budget based on known and estimated program needs, commitments for coming year (study issues/non-routine projects, programs in Housing Element, etc.).
2. Proposed budget, as approved by City Manager, included in Recommended Budget.
3. Commission reviews Recommended Budget in public hearing.
4. Council reviews Recommended Budget, adopts with or without changes.
5. Staff utilizes operating funds, to the extent required, consistent with Final Adopted Budget.
6. In case of mid-year funding requests, Commission and Council may consider request and Council may approve budget modification if necessary, in public hearing.