

CALL FOR INTEREST

Proposals for Acquisition/Rehabilitation
or New Construction of Affordable Rental
Housing

Pre-Submittal Conference
Webinar via WebEx
Tuesday, December 03, 2024

2024-2025 CFI TIMELINE

Proposer's Inquiries

December 11, 2024, by 4:00 pm

Intent to Apply Deadline

January 29, 2025, by 3:00 pm

Deadline to Apply

February 12, 2025, by 2:00 pm

Selection of Proposals

March 3, 2025

Support Letters for Tax Credit Apps

Prior to **April 1, 2025**

Additional documents due

April 2, 2025

Formal Council Approval

April 9, 2025*

*Dates subject to change

CALL FOR INTEREST WEBPAGE

Updated: 11/18/2024 7:25 AM

Proposals of Acquisition/Rehabilitation or New Construction of Affordable Rental Housing

Solicitation Details

Solicitation/Project Number

CFI FY25-086-08 (MBT)

Department

Housing

Contract Specialist/Procurement Officer

Melanie Bynoe-Torzala

Pre-Offer Conference/Pre-Submittal Meeting

12/03/2024 10:00 AM

Date Due

02/13/2025 2:00 PM

NIGP

946-49 - Financial Services(Not Otherwise Classified)

<https://solicitations.phoenix.gov/Solicitations/Details/1964>

APPLICATION

SUBMITTAL REQUIREMENTS

- Digital Submissions Only
- Submit an “Intent to Apply” by January 29th
- Receive a link for uploading application



INTENT TO APPLY



Intent to Apply

Submission of this form is notification to the City of Phoenix Housing Department of your intention to submit a proposal for the Acquisition/Rehabilitation or New Construction of Affordable Rental Housing under Solicitation Number CFI FY24-086-1. The Procurement Officer will create a unique upload link for your proposal which will be used for submission of all materials. You will receive notification by email once this upload link has been created.

To participate in this solicitation you are required to complete and submit this form to david.wisniewski@phoenix.gov by no later than **January 29, 2024, 5:00 p.m.** The upload link will remain active until 2:00 p.m. Phoenix local time on **Monday, February 12, 2024.**

Project Name	
Proposer	
Email Addresses (you may provide access to multiple email addresses to upload documents)	
Email 1	
Email 2	
Email 3	
Email 4	
Email 5	
Email 6	

PRINT NAME	TITLE
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SIGNATURE	DATE
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SOLICITATION TRANSPARENCY

Beginning November 18, 2024

NO DIRECT OR INDIRECT CONTACT

Schedule a meeting

Melanie Bynoe-Torzala

602-262-4927

Hou.procurement@phoenix.gov



WHO MAY APPLY?



Mesquite Terrace- Trinity Housing/Catholic Charities



COUNCIL PRIORITIES

Homeless

Special Needs

Community Housing Development
Organizations



ELIGIBLE ACTIVITIES

- Affordable Rental
- Supportive Permanent
- Supportive Transitional
- Special Needs

THRESHOLD CRITERIA

Application submitted before deadline

HUD debarment list

Compliance with existing city loans

Minimum 3 Years Property Management Experience

THRESHOLD CRITERIA

COMPLETE APPLICATION

- Application Forms completely filled out
- Signed Application Certification
- Completed Tab V (proforma)
- Most Recent Audited Financial Statements
- Relocation Plan and signed GIN's
- Project Timeline
- Community Outreach –virtual meeting at least 1
- Proof of Zoning
- Proof of Site Control

UPDATES/CHANGES

Build America Buy America

REMINDERS

Community Meeting

Minimum 1 meeting
Can be an online meeting

Material Change Request Form
Attachment K



Verano Terrace – Bethel Development

EVALUATION CRITERIA

1000 Point Scale

Experience

260 points

Developer Capacity, Property Management Plan

Project Merits

430 points

Need, Energy Efficiency, Construction & Design, Project Readiness

Financial Feasibility

260 points

Financing Plan, Mitigation of Risks, Leverage

Project Impact

50 points



ESTIMATED FUNDING*

2024-2025 Call for Interest

HOME

\$7,000,000

HOME (CHDO Only)

\$883,814

Maximum Award - \$2,000,000

*Assuming level funding

QUESTIONS

MELANIE BYNOE-TORZALA

City of Phoenix Housing Department
251 West Washington Street, 4th Floor
Phoenix, AZ 85003-1611

Hou.procurement@phoenix.gov

602-262-4927