



SOLICITATION ADDENDUM

Solicitation Number: CFI FY21-086-1, Addendum #1 Page 1 of 3

Solicitation Due Date: February 8, 2021, 2:00 p.m. Local Time

CITY OF PHOENIX
Housing Department
251 W. Washington Street
4th Floor
Phoenix, AZ 85003

Solicitation Name: Proposals of Acquisition/Rehabilitation or New Construction of Affordable Rental Housing

The following questions and answers are now incorporated as part of this RFP:

Q1: During the pre-submittal meeting last week, the presenters alluded to additional funding available from the City of Phoenix IDA for those developments that were to finance developments with tax exempt Bond 4% LIHTC. I have not seen any amendment to the CFI so wanted to check in with you to confirm that funding will be available.

A1: See Addendum #2 for additional funding available from the Phoenix Community Development & Investment Corporation (PCDIC) that will be posted on 12/22/2020 by the end of the day.

Q2: Could you please confirm which Consolidated Plan we are to use to respond to TAB C -Consistency with Consolidated Plan? The 2020-2024 Consolidated Plan is in a draft form which I believe has not been approved by City Council. Are we to use the 2015-2020 Consolidated Plan to respond to the CFI FY21-086-1?

A2: Utilize the 2020-2024 draft Consolidated Plan available on the City of Phoenix website at the following link: <https://www.phoenix.gov/nsd/reports>.

Q3: Can we submit a video recording of the virtual public hearing as part of the evidence of the meeting?

A3: Yes, but we will still need the agenda, list of attendees/sign in sheets, meeting minutes and all outreach efforts.

Q4: Will a project of 100% Seniors qualify as a special needs project?

A4: The Special Needs Population definition in this CFI that relates to seniors is for "frail elderly". Frail elderly definition is per HUD (elderly person who requires assistance with 3+ activities of daily living – mental, physical, and/or developmental disabilities). The HOME Units would need to serve the "frail elderly population" because that is one of the Special Needs Populations outlined in this CFI.

Q5: After submitting the Notice of Intent, when should we receive the link for the application submittal?

A5: Our intentions are to send out the links by February 2nd.

Q6: Can you please confirm again how you would like the digital files uploaded? One file for each tab or whole app as one doc?

A6: A zip file with sub folders should be uploaded, but if individual folders were needed then that is acceptable. Ensure all folders are clearly marked to ensure ease for evaluators.

Q7: Will there be any other 2021 NOFAs/CFIs through the city for gap financing opportunities? Or is this expected to be the main funding opportunity?

A7: We cannot comment on behalf of the City of Phoenix, other City departments or other sections with the Housing Department, but this will be the only solicitation for HOME funds.

Q8: For the experience in affordable housing, do you have a list of non-profits in Arizona that are open to partnership?

A8: We do not have a list like this.

Q9: Can affordable development experience be from states other than Arizona?

A9: Yes, as long as it meets the qualifications outlined in the CFI



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Q10: Will any Section 8 Vouchers or Project Based be targeted for this RFP?

A10: No.

Q11: For a copy of this PowerPoint, contact David?

A11: A copy of the PowerPoint has been uploaded to the City of Phoenix, Housing Department, Building Affordable Housing web site (<https://www.phoenix.gov/housing/building-affordable-housing>), see "2020 Call for Interest Pre-Submittal Conference".

Q12: Is the deadline to apply Feb 4 or Feb 8th?

A12: Feb. 8th.

Q13: Will electronic signatures be accepted? For example signing the Intent to apply utilizing Adobe PDF?

A13: Yes, electronic signatures will be accepted.

Q14: Where is the link to upload the intent to apply? The instructions say there is a link but also say to email to your email. Which method is required?

A14: Email the "Intent to Apply" form included in Section IV, to the procurement officer, at David.wisniewski@phoenix.gov no later than January 28, 2021 by 5:00 p.m.

Q15: For the 40 points available for leveraging city funds, the form asks: "Does applicant provide documentation of a 10% match from equity, grants, or loans?" If applicant is applying for \$1,000,000 in HOME funds for a project can you confirm that they would need to show \$100,000 in match? And that this could be in the form of owner equity? Could it also be in the form of supportive services paid by the owner? If so, would it have to be for a certain time period?

A15: Ten percent (10%) of match is equivalent to 10% of the HOME Funding Request amount for each application. These funds are nonfederal sources and must be permanent. See U.S. Code of Federal Regulations CFR 24 92.220 – Form of Matching Contribution for further details. Please see the Match Verification Form in Appendix 10. The direct cost of supportive services provided to families residing in HOME-assisted units during the period of affordability can be counted as match, services include: case management, mental health services, daily living assistance, substance abuse treatment, counseling, day care, job training and counseling.

Q16: I do not see a limit to the number of pages we can submit for this solicitation. Can you please clarify that there is no page limit on submissions?

A16: There is no page limit for applications submitted in this Call for Interest.

Q17: Page 28 of the solicitation says applications are due February 4th by 2pm and page 30 suggests we can upload until February 8th at 2pm. Can you please clarify which is correct?

A17: February 8th at 2pm.

Q18: As it relates to Community outreach (TAB S), could you explain all that is acceptable, and its verification needed for this requirement? Also will the questions and answers of today's webinar be published for accessibility for the developer community, if so is there link of which I may go to or will it be sent out as a separate pdf file?

A18: Community Outreach meetings must be a part of a standalone meeting addressing your project's impact to the affected community members. Village Planning Committee meetings will not be considered an acceptable form of



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community outreach under this Call for Interest. Community Outreach can happen in person or virtually and provide supporting documentation as outlined in the CFI to support the meeting. In preparation for a scheduled community meeting, applicants may implement as many outreach methods as they deem necessary to engage community members. This outreach will notify community members of your project and provide details for your upcoming community meeting. Outreach methods can include **but are not limited to** flyers delivered to surrounding neighbors, mailers, knock-and-talks with surrounding neighbors, engaging active community members, posting flyers in public locations, posting to NextDoor and other community specific online platforms or any other successful method of outreach.

The questions and answers from the webinar are included in this addendum.

Q19: Will a project that has less than 100% Homeless populations qualify under the Homeless designation? For example, if a 100-unit project has 25 units reserved for Homeless households, will the project qualify for the funds under this RFP? Please clarify this issue.

A19: Applications to this CFI can be for “Affordable rental housing that reserves units for homeless populations and/or special populations for the entire period of affordability designated by the affordable Housing Loan Program and Underwriting Guidelines”. 100% of the units do not need to be for the special population, at minimum the HOME Units must be reserved for the special population.

Q20: I was having technical difficulties logging into the HOME webinar earlier. Is there a recording available I can view?

A20: There is no recording available from the Pre-Submittal Conference webinar, but the PowerPoint presentation has been uploaded to the City of Phoenix, Housing Department, Building Affordable Housing web site (<https://www.phoenix.gov/housing/building-affordable-housing>), see “2020 Call for Interest Pre-Submittal Conference”.

Q21: Can you please outline the Threshold Criteria.

A21: The Threshold Criteria are as follows: application submitted before deadline; Development Team is not on the HUD debarment list; compliance with existing city loans; minimum 3 years property management experience; and submission of a complete application. See the Call for Interest document, Proposal and Evaluation Criteria, Threshold Criteria for details.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by returning the entire signed addendum with the proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____