



CITY OF PHOENIX
HOUSING DEPARTMENT
CALL FOR INTEREST
CFI FY26-086-07

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

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SECTION I – INSTRUCTIONS

Read before continuing to the offer document.

SOLICITATION RESPONSE CHECKLIST

Check off each of the following as the necessary action is completed.

- ☐ All forms, including the Solicitation Disclosure form, have been completed and signed.
- ☐ All Submittals are included.
- ☐ Included any required drawings or descriptive literature.
- ☐ Included signed addenda, if any.
- ☐ Email the “Intent to Apply” form to the Procurement Officer at david.wisniewski@phoenix.gov no later than February 2, 2026, by 3:00 p.m.
- ☐ Offers must be in the possession of the Housing Department on or prior to the exact time and date indicated in the Schedule of Events. Late offers will not be considered.

SECTION I – INSTRUCTIONS

I. INSTRUCTIONS

The City of Phoenix, Arizona (the “City”) through its Housing Department (the “HD”) intends to facilitate acquisition with rehabilitation and/or new construction, construction and/or rehabilitation of affordable rental housing by providing financing at low interest rates. On November 16, 2022, the Phoenix City Council approved housing for homeless populations, special needs populations and/or projects submitted by eligible Community Housing Development Organizations (CHDOs) as priorities for housing resources.

1. SUBMISSION OF WRITTEN QUALIFICATIONS AND PROPOSAL

Proposers will be required to submit proposals to the City for review. Qualified Proposers may submit one proposal for the services under this Request for Proposals as described in Section II. The submittal requirements of the proposal are described in detail in Sections III and IV.

A Selection Committee will be formed and may include representatives from the HD, various other City departments, and/or persons with appropriate expertise who are not City employees. Selection Committee members will be responsible for individually reviewing and evaluating proposals.

Proposals will be reviewed and rated based on the scoring criteria established in Section III.

2. SCHEDULE OF EVENTS

ACTIVITY (All times are local Phoenix time)	DATE
Issuance of Call for Interest	November 17, 2025
Pre-Submittal Conference	December 4, 2025, at 10:00 a.m. local time
Pre-Submittal Conference Location	https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=m11a0c93eef07a87b495b8e235f999141
Written Questions Due Date	December 15, 2025, 4:00 p.m. local time
Intent to Apply Deadline	February 2, 2026, 3:00 p.m. Send email to david.wisniewski@phoenix.gov to obtain file sharing link and submittal order.
Offer Due Date	February 16, 2026, 2:00 p.m. local time
Offer Submittal	Housing Department file sharing site. Link to be provided after Intent to Apply email submitted by above stated deadline.

The City reserves the right to change dates and/or locations as necessary.

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Questions pertaining to this Call for Interest may be submitted to David Wisniewski, Procurement Officer, by email at david.wisniewski@phoenix.gov until Monday, December 15, 2025, at 4:00 p.m., local time. Questions will be compiled, and answers will be posted online.

3. OBTAINING A COPY OF THE SOLICITATION AND ADDENDA:

Interested Proposers may [download the complete solicitation and addenda](#). Internet access is available at all public libraries. Any interested Proposers without internet access may obtain this solicitation by calling the Procurement Officer to make arrangements. It is the Proposer's responsibility to check the website and verify all required information is submitted with their offer.

4. PREPARATION OF OFFER:

- 4.1 All forms provided in the Submittal Section and Appendices must be completed and submitted with the offer. The signed and completed Solicitation Disclosure form must be included or your offer may be deemed non-responsive.
- 4.2 It is permissible to copy Submittal forms if necessary. Erasures, interlineations, or other modifications of the offer must be initialized in original ink by the authorized person signing the offer. No offer will be altered, amended, or withdrawn after the specified offer due date and time. The City is not responsible for the Proposer's errors or omissions.
- 4.3 All time periods stated as number of days will be calendar days
- 4.4 It is the responsibility of all Proposers to examine the entire solicitation and seek clarification of any requirement that may not be clear, and to check all responses for accuracy before submitting an offer. Negligence in preparing an offer confers no right of withdrawal after the due date and time. Proposers are strongly encouraged to:
 - Consider applicable laws and/or economic conditions that may affect cost, progress, performance, or furnishing of the products or services.
 - Consider applicable laws and/or economic conditions that may affect cost, progress, performance, or furnishing of the products or services.
 - Study and carefully correlate Proposer's knowledge and observations with the solicitation and other related data.
 - Promptly notify the City of all conflicts, errors, ambiguities, or discrepancies the Proposer has discovered in or between the solicitation and other related documents.
 - The City does not reimburse the cost of developing, presenting, or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Proposer is responsible for all costs incurred in responding to this

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solicitation. All materials and documents submitted in response to this solicitation become the property of the City and will not be returned.

- Proposers are reminded that the specifications stated in the solicitation are the minimum level required and that offers submitted must be for products or services that meet or exceed the minimum level of all features specifically listed in this solicitation. Offers offering less than any minimum specifications or criteria specified are not responsive and should not be submitted.

5. EXCEPTIONS:

Proposers must conform to all the requirements specified in the solicitation. The City encourages Proposers to send inquiries to the Procurement Officer rather than including exceptions in their offer.

- 5.1 If a Proposer has exceptions based on the scope then the Proposer must include a list of exceptions to the requirements of the solicitation and attach documents, if any, stated on a separate page labeled “Exceptions Statement.” The Proposer must identify the reason for the requested change, provide alternate language, and an explanation.
- 5.2 It is the intent of the City to award a contract on a fair, competitive basis. For this reason, the City may view any “Exception” in response to any material conditions or requirement of the solicitation, as an attempt by the Proposer to vary the terms of the solicitation which, in fact, may result in giving the Proposer an unfair advantage. For this reason, the City will, at its option, not allow exceptions to any material requirement if, in the opinion of the City, the exceptions alter the overall intent of the solicitation, unless the exception would be of material benefit to the City. Additionally, the City may, at its option, deem any submittal non-responsive based on exceptions by the Proposer.

6. INQUIRIES

All questions that arise relating to this solicitation should be directed via email to the Procurement Officer and must be received by the due date indicated in the Schedule of Events. The City will not consider questions received after the deadline. No informal contact initiated by Proposers on the proposed service will be allowed with members of City’s staff from date of distribution of this solicitation until after the closing date and time for the submission of offers. All questions concerning or issues related to this solicitation must be presented in writing. The Procurement Officer will answer written inquiries in an addendum and publish any addendums on the Procurement Website.

7. ADDENDA

The City of Phoenix will not be responsible for any oral instructions made by any employees or officers of the City of Phoenix in regard to the offering instructions, plans, drawings, specifications, or contract documents. Any changes to the plans, drawings and specifications will be in the form of an addendum. The Proposer must acknowledge receipt of any/all addenda by signing and returning the document with the offer

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submittal. It is the Proposer's responsibility to be aware of all addenda posted on the solicitation website. Failure to sign and return with proposal may cause the proposal to be deemed as non-responsive and submitted proposal may not be evaluated.

8. BUSINESS IN ARIZONA

The City will not enter into contracts with foreign corporations not granted authority to transact business, or not in good standing in the state of Arizona, with the Arizona Corporation Commission.

9. LICENSES

If required by law for the operation of the business or work related to this Offer, Proposer must possess all valid certifications and/or licenses as required by federal, state or local laws at the time of submittal.

10. CERTIFICATION

By signature in the offer section of the Offer and Acceptance page, Proposer certifies:

- The submission of the offer did not involve collusion or other anti-competitive practices.
- The Proposer must not discriminate against any employee, or applicant for employment in violation of Federal or State Law.
- The Proposer has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

11. SUBMISSION OF OFFER

The HD will only be accepting digital submissions. This will be facilitated through the HD's file transfer site. All applicants are required to complete the 'Intent to Apply' form included in Section IV of this document and email it to david.wisniewski@phoenix.gov no later than February 2, 2026, 3:00 p.m. The Procurement Officer will then provide the applicant with an upload link unique to their offer.

Offers must be in the possession of the HD on or prior to the exact time and date indicated in the Schedule of Events. Late offers will not be considered. The prevailing clock will be the date and time stamp that individual documents are received in the HD file-sharing site.

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12. WITHDRAWAL OF OFFER

At any time prior to the solicitation due date and time, a Proposer (or designated representative) may withdraw the offer by submitting a request in writing and signed by a duly authorized representative.

13. OFFER RESULTS

Offers and other information received in response to the solicitation will be shown only to authorized City personnel having a legitimate interest in them or persons assisting the City in the evaluation. Offers are not available for public inspection until after the City has posted the award recommendation on the City's website.

The City will post a [preliminary offer tabulation](#) on the Housing website within five calendar days of the offer opening. The City makes no guarantee as to the accuracy of any information on the preliminary tabulation. Once the City has evaluated the offers, the City will post an award recommendation on the website. The City will not provide any further notification to unsuccessful Proposers.

14. AWARD OF CONTRACT

Unless otherwise indicated, award(s) will be made to the highest scored responsive, responsible Proposer(s) who are regularly established in the service contained in this solicitation and who have demonstrated the ability to perform the required service in an acceptable manner.

Notwithstanding any other provision of this solicitation, the City reserves the right to:

- 1) waive any immaterial defect or informality; or
- 2) reject any or all offers or portions thereof; or
- 3) reissue a solicitation.

A response to a solicitation is an offer to contract with the City based upon the terms, conditions, and specifications contained in the City's solicitation. Offers do not become contracts. The HD will follow the Affordable Housing Loan Program and Underwriting Guideline standards to ensure prudent underwriting and to achieve compliance with applicable Federal, State, and City laws, ordinances, regulations and policy objectives. In preparation for loan funding a Loan Agreement, Deed of Trust, Promissory Note, UCC Financing Statement and Declaration of Affirmative Land Use Restrictive Covenants, etc. will be executed on each project to ensure compliance with all contract provisions. Until these are executed by all parties, loan funding is contingent.

15. SOLICITATION TRANSPARENCY POLICY

- 15.1 Commencing on the date and time a solicitation is published, potential or actual Proposers or respondents (including their representatives) shall only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each

SECTION I – INSTRUCTIONS

- case their assigned staff, except for the designated procurement officer) at a public meeting, posted under Arizona Statutes, until the resulting contract(s) are awarded to all offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or similar solicitation. As long as the solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to the solicitation with the City staff who is not involved in the selection process.
- 15.2 Proposers may discuss their proposal or the solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Procurement Officer, and are posted as open meetings with the City Clerk at least 24 hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.
- 15.3 With respect to the selection of the successful Proposers, the City Manager and/or City Manager's Office will continue the past practice of exerting no undue influence on the process. In all solicitations of bids and proposals, any direction on the selection from the City Manager and/or City Manager's Office and Department Head (or representative) to the proposal review panel or selecting authority must be provided in writing to all prospective Proposers.
- 15.4 This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **PROPOSERS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED.** After official Notice is received by the City for disqualification, the Proposer may follow the Protest process, unless the Solicitation is cancelled without notice of intent to re-issue.
- 15.5 "To discuss" means any contact by the proposer, regardless of whether the City responds to the contact. Proposers that violate this policy shall be disqualified until the resulting contract(s) are awarded, or all offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or a similar solicitation. The City interprets the policy as continuing through a cancellation of a solicitation until Council award of the contract, as long as the City cancels with a statement that the City will rebid the solicitation.

16. PROTEST PROCESS

- 16.1 Proposer may protest the contents of a solicitation no later than seven days before the solicitation deadline when the protest is based on an apparent alleged mistake, impropriety or defect in the solicitation. Protests filed regarding the solicitation may be addressed by an amendment to the solicitation or denied by the City. If denied, the opening and award will

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proceed unless the City determines that it is in the City's best interests to set new deadlines, amend the solicitation, cancel or re-bid.

- 16.2 Therefore, unless otherwise notified by a formal amendment, the Protester must adhere to all solicitation dates and deadlines, including timely filing of an offer, regardless of filing a protest.
- 16.3 Proposer may protest an adverse determination issued by the City regarding responsibility and responsiveness, within seven days of the date the Proposer was notified of the adverse determination.
- 16.4 Proposer may protest an award recommendation if the Proposer can establish that it had a substantial chance of being awarded the contract and will be harmed by the recommended award. The City will post recommendations to award the contract(s) to a particular Proposer on the City's website. Proposer must submit award protests within seven days after the posting of the award recommendation, with exceptions only for good cause shown, within the City's full and final discretion.
- 16.5 All protests will be in writing, filed with the Procurement Officer identified in the solicitation and include the following:
- Identification of the solicitation number;
 - The name, address and telephone number of the protester;
 - A detailed statement describing the legal and factual grounds for the protest, including copies of relevant documents;
 - The form of relief requested; and
 - The signature of the protester or its authorized representative.
- 16.6 The Procurement Officer will render a written decision within a reasonable period of time after the protest is filed. The City will not request City Council authorization to award the contract until the protest process is complete. All protests and appeals must be submitted in accordance with the City's Procurement Code, (Phoenix City Code, Ch. 43), and Administrative Regulation 3.10 and any protests or appeals not submitted within the time requirements will not be considered. Protests must be filed with the Procurement Officer.

17. PUBLIC RECORD

All Offers submitted in response to this solicitation will become the property of the City and become a matter of public record available for review pursuant to Arizona State law. If a Proposer believes that a specific section of its Offer response is confidential, the Proposer will isolate the pages marked confidential in a specific and clearly labeled section of its Offer response. A Proposer may request specific information contained within its Offer is treated by the Procurement Officer as confidential provided the Proposer clearly labels the information "confidential." To the extent necessary for the evaluation process, information marked as "confidential" will not be treated as confidential. Once the procurement file becomes available for public inspection, the Procurement Officer will not make any information identified by the Proposers as "confidential" available to the public unless necessary to support the evaluation process

SECTION I – INSTRUCTIONS

or if specifically requested in accordance with applicable public records law. When a public records request for such information is received, the Procurement Officer will notify the Proposer in writing of any request to view any portion of its Offer marked “confidential.” The Proposer will have the time set forth in the notice to obtain a court order enjoining such disclosure. If the Proposer does not provide the Procurement Officer with a court order enjoining release of the information during the designated time, the Procurement Officer will make the information requested available for inspection.

18. LATE OFFERS

Late Offers must be rejected, except for good cause. If a late Offer is submitted, the Department will document the date and time of the submittal of the late Offer, keep the Offer and notify the Proposer that its Offer was disqualified for being a late Offer.

19. RIGHT TO DISQUALIFY

The City reserves the right to disqualify any Proposer who fails to provide information or data requested or who provides materially inaccurate or misleading information or data. The City further reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the Proposer submitted or any other data or information available to the City. This disqualification is at the sole discretion of the City. By submission of a solicitation response, the Proposer waives any right to object now or at any future time, before any agency or body including, but not limited to, the City Council of the City or any court as to the exercise by the City of such right to disqualify or as to any disqualification by reason of real or apparent conflict of interest determined by the City. The City reserves the right to replace the disqualified Proposer.

20. DETERMINING RESPONSIVENESS AND RESPONSIBILITY

- 20.1 Offers will be reviewed for documentation of minimum qualifications, completeness, and compliance with the Solicitation requirements. The City reserves sole discretion to determine responsiveness and responsibility.
- 20.2 Responsiveness: Nonresponsive Offers will not be considered in the evaluation process. The solicitation states criteria that determine responsiveness, and the solicitation includes terms and conditions that if included or excluded from Offers (as the case may be) will render an Offer nonresponsive.
- 20.3 Exceptions, conditions, reservations, or understandings are presumed to be unacceptable, and an Offer that includes unacceptable exceptions, conditions, reservations, or understandings may be rejected as nonresponsive. Alternatively, the City in its sole discretion may instruct in writing that any Proposer remove the conditions, exceptions, reservations or understandings. If the Proposer fails to do so in writing, the City may determine the Offer to be nonresponsive.
- 20.4 Responsibility: To obtain true economy, the City must conduct solicitations to minimize the possibility of a subsequent default by the contractor, late

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deliveries, or other unsatisfactory performance that may result in additional administrative costs. It is important that the Proposer be a responsible contractor. Responsibility includes the Proposer's integrity, skill, capacity, experience, and facilities for conducting the work to be performed.

- 20.5 The Procurement Officer will review each Offer to determine if the Proposer is responsible. The City's determination as to whether a Proposer is responsible will be based on the information furnished by the Proposer, interviews (if any), any information at the City's request, information in any best and final offer, and information received from Proposer's references, including information about Proposer's past history, terminations for convenience or cause, contract breach lawsuits or notices of claim and any other sources the City deems appropriate. Award of the Contract resulting from the Solicitation will not be made until any necessary investigation, which each Proposer agrees to permit by submitting its Offer, is made by the City as it deems necessary. A review of responsibility may occur up to contract award.
- 20.6 The Proposer's unreasonable failure to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such Proposer.

21. CONTRACT AWARD

The City reserves the right to multiple awards

SECTION II – SCOPE OF WORK

II. SCOPE OF WORK

1. OVERVIEW OF REQUEST FOR PROPOSALS

In releasing this Call for Interest (CFI), the City of Phoenix Housing Department (HD) intends to facilitate acquisition with rehabilitation and/or new construction, construction and/or rehabilitation of affordable rental housing by providing financing at very low interest rates. On November 16, 2022, the Phoenix City Council approved housing for homeless populations, special needs populations and/or projects submitted by eligible Community Housing Development Organizations (CHDO) as priorities for housing resources.

By issuing this CFI, it is the City's intent to identify those projects which significantly address these City Council approved priorities which can be "preliminarily qualified" and supported by HD and which can be fully underwritten for recommendation of funding to the Phoenix City Council. Before projects are recommended to City Council, all information requested in the Affordable Housing Loan Application must be provided.

HUD expects its loans to be leveraged with other resources that may include private equity, loans from lending institutions, and/or funds from Federal, State or local programs such as Low Income Housing Tax Credits (LIHTCs), Tax-Exempt Multifamily Housing Revenue Bonds, Supportive Housing Program, Federal Home Loan Bank Affordable Housing Program and/or the Arizona Housing Trust Fund. Qualified non-profit and for-profit developers who can demonstrate their ability to construct, acquire, rehabilitate and operate affordable housing developments for homeless, and/or special needs populations, and/or CHDOs are encouraged to respond to this CFI.

HUD provides financing for a range of housing programs utilizing funds from different federal and other sources. This CFI is seeking projects that can be supported by HOME Investment Partnerships Program (HOME) funds and/or other funding the City has available for affordable housing development.

2. HOUSING DEPARTMENT OVERVIEW

The City, through its HD, provides quality affordable housing and a pathway to self-sufficiency. HD programs provide public housing, Section 8 housing vouchers, affordable rental apartments and single-family homes to more than 35,000 area residents. This includes partnering with non-profit and for-profit community organizations on the preservation and development of affordable housing units.

3. HOME PROGRAM

The HOME program was created by the Cranston-Gonzalez National Affordable Housing Act of 1990. A goal of the HOME program is to provide funds to expand the

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supply of affordable housing for very low-income and low-income persons as defined under 24CFR part 92.

HD funds may only be used for construction expenses.

4. PROJECT TYPE

Applications to this CFI can be for acquisition with rehabilitation or new construction, rehabilitation and/or construction for:

- Affordable rental housing that reserves units for homeless populations and/or special needs populations for the entire period of affordability designated by the Affordable Housing Loan Program and Underwriting Guidelines;
- Affordable rental housing submitted by an eligible CHDO;
- Supportive transitional housing to enable homeless clients to move upward in the continuum of housing toward self-sufficiency;
- Supportive permanent or transitional housing for homeless veterans;
- Supportive permanent or transitional housing for homeless youth, ages 18-24;
- Special Needs Housing with supportive services for populations such as victims of domestic violence, victims of human trafficking, persons recovering from substance abuse, persons living with HIV/AIDS, veterans, disabled persons and households at or below 40% of the Area Median Income;
- Other affordable housing projects may be considered based on funding availability, and after applications addressing the Council approved properties are considered.

All Projects must provide supportive services to the target population/type being served, including for the 40% AMI population.

5. WHO MAY APPLY

The City invites applications from non-profit developers or for-profit developers who can demonstrate experience in providing quality, supportive housing for homeless or special needs populations, as well as eligible CHDOs who can demonstrate experience in providing affordable housing.

6. CONDITIONS

HD reserves the right to negotiate and award funding to multiple applicants and request additional information from applicants. HD reserves the right to adjust awards subject to financial underwriting. If applicant is awarded, HD will re-evaluate the award in response to any updated financial information to ensure the proposed project is still viable. By the act of submitting an application, applicants acknowledge and agree to the terms and conditions set forth in this Call for Interest, the Affordable Housing Loan Program and Underwriting Guidelines at <https://www.phoenix.gov/housing/building-affordable-housing> and to the accuracy of the information they submit in their response to this CFI. HD

SECTION II – SCOPE OF WORK

reserves the right to reject any and all applications, waive any nonmaterial irregularities in the application requirements, or cancel this CFI at any time. All application packages become the property of HD and, as such, are subject to the Arizona public records law and become public records.

7. LIMITED FUNDING AVAILABILITY

In issuing this CFI, HD is requesting applications that describe projects ready to begin construction at the time of application or which will be ready to begin construction in 2026 or early 2027. The City will apply HOME funds after all other construction financing has been exhausted. Applicants may request up to \$2,000,000 per application. The table below describes approximate available funds estimated from prior years. The City may utilize other funding sources if they become available. Only one application per developer is allowed.

Estimated Funding

HOME	\$6,000,000
HOME (CHDO only)	\$1,000,000

CHDO set-aside funds are reserved and available for specific housing activities to be undertaken by a special type of nonprofit called a Community Housing Development Organization or CHDO. A CHDO is a private nonprofit, community-based service organization that meets certain HUD requirements and has obtained or intends to obtain staff with the capacity to develop affordable housing for the community it serves. Nonprofit organizations applying as a CHDO will be required to provide additional materials at the time of application so that HD may certify them as a CHDO. Contact David Wisniewski, Procurement Officer, at david.wisniewski@phoenix.gov or (602) 261-8619 to request CHDO certification documents.

Should additional funding become available, the HD may issue a new CFI and/or award additional projects from this CFI. Priorities may be modified at that time.

8. DEFINITIONS

- 8.1 **Transitional Housing** – All program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or a longer period if HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.
- 8.2 **Permanent Housing** – Housing without a designated length of stay and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for

SECTION II – SCOPE OF WORK

a term of at least one year, which is renewable for terms that are a minimum of one month long and is terminable only for cause.

- 8.3 **Permanent Supportive Housing** – Permanent housing in which supportive services are provided to assist homeless and/ or special needs persons to live independently.
- 8.4 **Supportive Services** – Services provided to homeless or special needs populations that assist with their accomplishment of the following goals: achieve residential stability; increase skill levels and/or incomes; and obtain greater self- determination (i.e., more influence over decisions that affect their lives).
- 8.5 **Special Needs Housing** – Properties that are (i) uniquely designed and/or financed to meet the housing and service needs of a target special needs population, and (ii) provides supportive services for residents. Examples of Special Needs Housing include transitional housing, housing for homeless and disabled persons, and HUD 811 or 202 properties.
- 8.6 **Homeless & Chronically Homeless** – As defined in The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), 24 CFR 578.3.
- 8.7 **Special Needs Populations** – Includes the following; victims of domestic violence, persons recovering from substance abuse, persons living with HIV/AIDS, frail elderly, veterans, disabled persons, victims of human trafficking and households at or below 40% of the Area Median Income.
- 8.8 **Community Housing Development Organization (CHDO)** – A private nonprofit, community-based service organization that meets certain HUD requirements and has obtained or intends to obtain staff with the capacity to develop affordable housing for the community it serves.
- 8.9 **CHDO Owner** – The CHDO holds valid legal title to or has long-term leasehold interest in the rental property.
- 8.10 **CHDO Sponsor** – The CHDO develops or owns a property and agrees to convey ownership to another nonprofit organization.
- 8.11 **CHDO Developer** – The CHDO either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project.

9. APPLICANT REQUIREMENTS

All applications should adhere to the HD Affordable Housing Loan Program and Underwriting Guidelines available at <https://www.phoenix.gov/housing/building-affordable-housing>. Application requirements and loan terms are discussed in this document.

The 2025 HOME Fact Sheet and 2025 Area Median Income Table can be found at <https://www.phoenix.gov/housing/building-affordable-housing>. These documents will be

SECTION II – SCOPE OF WORK

needed to determine appropriate rents for the proposed project and to complete application proforma, if necessary. The City units will have HUD restricted rents for the entire period of affordability.

If a Proposer has a 2024-2025 HOME award from the City of Phoenix and would like to apply under this CFI for the same project, then the Proposer must provide a statement in writing that it will be returning its previous HOME award with its submittal of an application in order to compete in the 2025-2026 CFI round. Under no circumstances will a previously awarded HOME project be allowed to keep its previous City of Phoenix HOME award and submit an application for a new award in the 2025-2026 CFI.

Projects submitted under this CFI cannot have started construction or held financial closing, as a federal environmental review must be completed prior to these actions. The environmental review process can take up to 6 months to complete. Federal wage requirements and Build America, Buy America (BABA) will apply.

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

III. PROPOSAL AND EVALUATION REQUIREMENTS

1. THRESHOLD CRITERIA

- 1.1 Application submitted before deadline.
- 1.2 Development team is not on the HUD debarment list.
- 1.3 Compliance with existing city loans: Applicants listed on the city's non-compliance list will not pass threshold.
- 1.4 Property Management Experience: Minimum 3 years experience managing federally assisted properties with comparable size and resident type (special population). Properties must have federal affordability restrictions and income requirements of tenants.
- 1.5 Complete Application:
 - Application form completely filled out. All pages, check boxes, and narrative sections complete.
 - Signed Application Certification
 - Completed Tab V
 - Operating Budget, Development Budget, Construction Budget, and Pro-forma
 - Development Budget - must include 10% match from outside sources
 - Most Recent Audited Financial Statements
 - Relocation Plan and signed GIN's (if applicable)
 - Project Timeline
 - Community Outreach - provide agenda, sign-in sheets listing attendees (registration/attendee information), meeting minutes, and all outreach efforts (Nextdoor post, Facebook post etc.) **for at least one community meeting**. For virtual meetings, in lieu of sign-in sheets, provide screenshots listing all attendees as well as the date/time of meeting. The community meeting must take place six (6) months prior to the release date of the CFI, through the day before the proposal due date (May 15, 2025 – February 15, 2026). All neighborhood organizations within one mile of the proposed project must be notified of this meeting as well as property owners within 500 feet of the proposed project. Evidence of the notification/mailing and list of addresses must be included with your application.
 - Proof of Zoning - Zoning Application in-process (demonstrated through Application and Timeline)
 - Proof of Site Control - Deed or valid/current Purchase Agreement

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

2. EVALUATION CRITERIA

Evaluation Criteria and associated scoring will be as follows:

1. Developer Experience	0-260
2. Project Merits/ Approach	0-430
3. Financial Feasibility	0-260
4. Project Impact	0-50
<hr/>	
Total	1,000 points

Total available points: 1,000

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

3. PROPOSAL REQUIREMENTS

The following provides guidance on what the proposal must contain and how it must be organized. The purpose of this information is to establish the requirements, order and format for proposals to ensure that the proposals are complete, include essential information and can be fairly evaluated. An evaluation panel will review your proposal to score these requirements. Proposals must include a complete application and include all required Appendices in the order outlined in this CFI. Please refer to the 2025-2026 Evaluation and Scoring Tool for detailed information on how individual proposals are reviewed and scored.

Proposers must submit an electronic copy of their proposal and use folders to identify each section. Proposers must organize their proposals in the order described below. Proposers are requested to avoid duplicative materials and redundancies in the proposal.

The narrative portion and the materials presented in response to this RFP shall be submitted as set forth in this Section 4-8 below, and in Section IV (Submittal of Proposal) and follow the same order as requested and must contain, at a minimum, the following:

4. APPLICATION (Response Required)

Those wishing to respond to this CFI must complete the following Affordable Housing Loan Program Funding Application and associated documents:

TAB A – Application, Certifications, and Organizational Documents

1. Affordable Housing Loan Program Funding Application (*Attached as Appendix 1*).
2. Applicant Certification (*Attached as Appendix 2*).
3. Authorizing Resolution (*Attached as Appendix 3*).

An Applicant must be an existing legal entity authorized to conduct business in Arizona. Only an authorized representative may sign any documentation that requires the signature of the Applicant. The Department will reject forms signed in the name of an entity that does not legally exist or by a representative without authority. Complete Applicant Resolution for any entity other than an individual.

4. Organizational Documentation
 - a. Attach Articles of Incorporation, by-laws, partnership agreement or other relevant entity organizational information and Certification of Good Standing from the State of Arizona. If a non-profit, attach a copy of the IRS 501(c)(3) designation letter. If applying as a CHDO for the special population classification, attach a copy of the CHDO certification or recertification form for existing CHDOs (contact David Wisniewski for certification forms).
 - b. Include Organizational Charts for the proposed organization.

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

5. Identities of Interest Form (*Attached as Appendix 4*)

TAB B - Relocation Documentation

1. Relocation Form (*Attached as Appendix 5*).

- a. Applications involving relocation of residents, due to rehab or property sale, shall include an anti-displacement/relocation plan in compliance with relocation laws. Developers are strongly encouraged to contract with a relocation consultant to manage the relocation process per the Uniform Acquisition and Relocation Act of 1970 (“URA”) as revised and Section 104(d) of the Housing and Community Development Act of 1974, as amended. Proposed relocation plans must budget for all tenant relocation and displacement costs, including costs for temporary relocation during construction or rehabilitation.

Proposals utilizing Relocation Plans must also include a current rent roll and a tenant survey detailing family income, household characteristics, and current rent paid by each household in the proposed project. Prior to submittal of an application to this HD CFI, proposers should notify tenants of their intention to purchase and/or rehabilitate a property using federal funds. Upon submission of the application, tenants must have received a written General Information Notice (GIN), notifying tenants of their rights under the Uniform Relocation Act, as revised. If the project requires acquisition, the applicant must send a Voluntary Acquisition Informational Notice to the property owner. All notices must be hand delivered or sent via U.S. Certified Mail. The developer must document the manner of delivery and provide proof of receipt.

- i. Occupied Building(s) & Relocation Information Form
- ii. If the project is an acquisition and rehabilitation project, the application must include a current rent roll and income levels of existing tenants. Provide a tenant survey and current vs. proposed rents for the project.
- iii. Provide a relocation plan and cost estimates with sources to cover expenses.
- iv. Voluntary Acquisition Notice

TAB C - Consistency with Consolidated Plan

Describe how the project is consistent with the housing policies, priority needs, and goals identified in the City of Phoenix Consolidated Plan.

TAB D - Site Control

The applicant must establish that it has legal control of the property(s) by submitting a recorded deed (if already owned) or contract for purchase.

TAB E - Financial Statements

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

Provide the Applicant's audited financial statements for the most recent two years (or un-audited statements for any completed fiscal year for which an audit is not yet available), and year-to-date un-audited statements for the current fiscal year. Sole proprietors must provide personal financial statements.

5. DEVELOPER EXPERIENCE (Response Required)

TAB F- Developer Experience

List your firm's direct experience being the lead developer for affordable housing development including the number of projects completed and years of experience for projects that are equal to or larger than the project you are proposing in response to this RFP. Include your firm's Development Team in the Development Team form. If applicable, include a statement that Proposer will be returning its previous HOME award with its submittal of this application in order to compete in the 2025-2026 CFI round. (Attached as Appendix 6)

TAB G – Property Management Experience

List the property management firm's direct experience managing projects with federal funding or Low Income Housing Tax Credits including the number of projects and years of experience.

TAB H – Property Management Plan

Include a list of property management staff and their associated experience managing properties of similar size and resident type. Provide a Property Management Plan.

1. Property Management Plan should include policies related to; security, marketing, eviction process, affordable rent levels, resident income calculation requirements, wait-list procedure, and any other applicable policies related to managing federally subsidized units.

6. PROJECT MERIT/APPROACH (Response Required)

TAB I – Site Area Attractions

Provide a spreadsheet and distance maps with the name and address of the below site area attraction, demonstrating proximity within 1 mile from the project site:

a. Major Employment Centers

Major employment centers as identified in the following Major Employment Centers Map:

https://www.phoenix.gov/content/dam/phoenix/pddsite/documents/maps/planphx_major_emp_cntrs.pdf

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

b. Full-Service Grocery Store

Full-Service Grocery Store means grocery stores that include produce, deli, meats/butcher, grocery, bakery and general merchandise.

c. Library

Library means a public library that is accessible by the general public and is funded through public sources.

d. Schools

School means an elementary, junior high, middle school, high school, K-12, charter school, or alternative school that is rated “C” or better by the Arizona Department of Education’s School Report Card as listed at the following website:
<https://azreportcards.azed.gov/>

e. Medical Facility

Medical Facility includes hospitals, federally qualified health centers and urgent care facilities.

f. Bank

Bank means any banking institution or credit union with full banking services (check cashing or stand-alone ATM’s do not qualify).

g. Senior Center

Senior Center means an off-site facility operated by a Local Government, Tribe or Non-Profit Organization for the primary purpose of delivering on-site daily programs and services designed specifically for the Older Persons population during the week. Except for meals, for which a nominal donation may be requested, such programs shall be free of charge for all seniors.

h. Recreational Facilities

Recreational Facility means an indoor or outdoor city/public parks, buildings, or other facilities which are dedicated to recreation purposes and administered by public or private non-profit agencies to serve the recreation needs of community residents.

i. Community Center

Community Center means an indoor facility dedicated for community events and uses and administered by public or private non-profit agencies.

j. Valley Metro Rail Stop

Valley Metro Rail Stop includes all existing stops identified on the Valley Metro route map.

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

TAB J – Market Study

Provide a Market Study demonstrating a need for affordable housing for this population at the proposed location.

- a. A professional, third-party market demand analysis must be included for all projects. However, in the interest of time, the Market Analysis or Study may be delivered to the HD after the City's submission deadline but no later than the day after the LIHTC submission deadline. The Market Analysis or Study must be submitted before the City's application deadline to receive points.
- b. List the number of comparable units targeting the same population that are under construction (or rehabilitation) or planned concurrently with the proposed project.

TAB K – Energy Efficiency Accreditation

Provide information on how the submitted project will obtain a LEED certification (<https://new.usgbc.org/leed>) or Enterprise Green Communities Criteria ([Green Communities Criteria & Certification | The Standard for Sustainable Futures](#)) etc.

TAB L – Energy Efficiency Components

Provide a spreadsheet listing whether your proposed project will have the following Energy Efficiency components.

- a. Dual Pane Low E Windows
- b. Geothermal Heating/Cooling
- c. Energy Star Thermostat
- d. Cellulose Insulation or Spray Insulation (with R-value of 32 or better)
- e. Low VOC paint
- f. Efficient Exterior Site Lighting
- g. Awnings/Overhangs
- h. Ceiling Fans
- i. Individual Electric Meter
- j. Construction Waste Management-to reduce landfill waste
- k. Blower Door Test
- l. Energy Star Lighting
- m. Shade Screens
- n. Solar Hot Water Heater
- o. Solar Photo Voltaic
- p. Xeriscape Landscaping
- q. Low VOC Cabinets
- r. Insulated Fiberglass Doors
- s. HVAC 15 SEER or Better
- t. Energy Star Appliances
- u. On-site recycling
- v. Water Efficiency Strategies

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

- w. Insulation in Party Walls
- x. Formaldehyde-free composite wood
- y. Insulated Hot Water Lines
- z. Low VOC Flooring
- aa. Dual Flush Toilets (1.6 Gallons or less per flush)
- bb. Low Flow Faucets
- cc. Other Energy Efficient Component: _____

TAB M – Site Plans and Elevations

Provide site plans and elevations for your firm's proposed property.

TAB N – On-site Amenities

Provide a spreadsheet with on-site amenities. Be sure to include the following if your proposed finished project will have them:

- a. Recreation Area (i.e. playground, shuffleboard, basketball court, bocce ball court, or horseshoe pit)
- b. Picnic Area (table and BBQ)
- c. Clubhouse
- d. Exercise Room and/or Outdoor Fitness Equipment
- e. Free Covered Parking
- f. Free Outdoor Storage (bike slip, storage included in parking space, etc)
- g. Washer and Dryer (in each apartment unit)
- h. 5% of property contains units at/or greater than 2 bedrooms
- i. Community Garden
- j. Pool and/or Splash Pad
- k. Owner Paid Utilities
- l. Community Room and/or Meeting Room
- m. Mixed Use (project includes commercial and residential)
- n. Other

TAB O – Section 504

How many and what percent of units are adaptable to meet HUD's Section 504 regulations/standards?

TAB P – General Contractor Experience

List completed projects of similar size and scope that relate to General Contractors direct experience.

TAB Q – Timeline

Provide timeline for project using Project Timeline form at the end of this document.
(Attached as Appendix 7)

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

TAB R – Zoning

Does the project site require re-zoning? If so, is the re-zoning process approved or currently underway? Include Project Zoning Confirmation Form. (Attached as Appendix 8)

TAB S – Community Outreach

Provide a list of community meetings, in person or virtual that have been held by your firm. Include agendas, sign-in sheets listing attendees (registration/attendee information), meeting minutes and all outreach efforts for each meeting (Nextdoor post, Facebook post, etc.). For virtual meetings, in lieu of sign in sheets, provide screenshots listing all attendees as well as the date/time of meeting. The community meeting must take place six (6) months prior to the release date through the day before the proposal due date (May 15, 2025 – February 15, 2026). All neighborhood organizations within one mile of the proposed project must be notified of this meeting as well as property owners within 500 feet of the proposed project. Evidence of the notification/mailing and list of addresses must be included with your application.

TAB T – Phase I and Appraisal

Provide the Phase I and Appraisal.

- a. Appraisal must meet the Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970 (Uniform Act).

7. FINANCIAL FEASIBILITY (Response Required)

TAB U – Financial Commitments

Provide documentation of financial commitments (i.e. letters of commitment or agreements) to cover the Total Development Cost.

- Applicants with firm commitments for financing must include commitment letter(s) from the source of financing. Commitment letters must be on the letterhead of the organization providing the letter. The letterhead must include the mailing address and phone number of the organization. The letter must include the name of the contact person, contact person phone number, eligible uses of committed funds, terms and conditions of the commitment, including but not limited to repayment provisions, loan period, interest rate, and loan-to-value and debt coverage ratios, expiration date of the commitment, signature and typed title and name of authorized official.
- For 4% LIHTC/Bond projects, projects with an existing volume cap allocation must provide evidence of the allocation with their proposal to receive points in this scoring category. If the 4% LIHTC/Bond project does not have an existing allocation of volume cap, and is awarded HOME funds, the project must receive volume cap allocation, as well as provide evidence of all other committed financing sources, by October 16, 2026 in order to hold its HOME award. If evidence is not satisfactory, then the HOME award will be terminated.

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

- For projects that were awarded HOME funds and are competing in the 2026 9% LIHTC round, and the project is not awarded 9% LIHTC, applicants will have until October 16, 2026 to show evidence of all committed financing sources in order to hold its HOME award. If evidence is not satisfactory, then the HOME award will be terminated.

TAB V – Pro Forma

Provide Pro-Forma demonstrating the ability to fund operations.

- Applicants must submit a fully completed and legible Tab V. The Tab V can be found on the Building Affordable Housing website using the following link: <https://www.phoenix.gov/housing/building-affordable-housing> Excel file shall be made available per request of the Department.

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

TAB W – Identified Risks

Identify all risks associated with this project and provide mitigations for such risks.
(Attached as Appendix 9)

- Examples of risks may include, archeological mitigation, additional environmental mitigation factors, loss of land or site control, construction cost increase, delay in construction schedule, loss of financing, zoning approval, change in market demand, operating expenses increase, loss of operating subsidy, lack of community support, historical preservation requirement, etc. Identify all risks associated with this project and include how the applicant plans to mitigate these risks to ensure project completion.

TAB X – Contingency

Does your budget contain a contingency (at least 5% for new construction or 10% for rehabilitation)?

TAB Y – Match Funds

Does your firm provide 10% match or more from equity, grants or loans (10% of Match is based on the amount of HOME Award)? Deferred developer fees are not considered Match.

- Applicant must complete and submit the Match Verification Form. (Attached as Appendix 10)

8. PROJECT IMPACT (Response Required)

How likely is the project to succeed at: serving the identified population and accomplishing its financial and development goals?

- To demonstrate project impact developer can submit additional narrative or supporting documentation demonstrating how the project will successfully impact the community and identified population.

SECTION III – PROPOSAL AND EVALUATION REQUIREMENTS

9. SUMMARY OF APPENDICES INCLUDED IN THE APPLICATION

Appendix	Name	Section
1	Affordable Housing Loan Funding Application	Tab A
2	Applicant Certification	Tab A
3	Authorizing Resolution	Tab A
4	Identities of Interest	Tab A
5	Relocation Documentation	Tab B
6	Development Team Form	Tab F
7	Project Timeline	Tab Q
8	Project Zoning Confirmation Letter	Tab R
9	Risk Mitigation Form	Tab W
10	Match Verification Form	Tab Y

SECTION IV – SUBMITTALS

IV. SECTION IV: SUBMITTALS

1. SUBMISSION

All proposal submissions will be made through the Housing Department's secure file transfer site – Offerors will be provided a unique upload link to submit their proposal. To obtain this link, a completed 'Intent to Apply' form included in this section and email it to david.wisniewski@phoenix.gov by no later than February 2, 2026, 3:00 p.m. Proposals will be accepted until 2:00 p.m. Phoenix local time on Monday, February 16, 2026.

Submit only the Submittal Section, do not submit a copy of the entire solicitation document. This offer will remain in effect for a period of 180 calendar days from the bid opening date and is irrevocable unless it is in the City's best interest to do so.

2. OFFER SUBMITTAL FORMAT

The written offer must be signed by an individual authorized to bind Offeror and should provide the name, title, e-mail address and telephone number of individuals with authority to contractually bind the company and who may be contacted during the evaluation period. Offers should be:

- Typewritten for ease of evaluation;
- Signed by an authorized representative of the Offeror;
- Submitted with contact information for the individual(s) authorized to negotiate with the City;
- **One Zip folder** organized with sub folders corresponding to the Tabs below:

Tab A.	Application Form (<i>Appendix 1</i>) Applicant Certification (<i>Appendix 2</i>) Authorized Resolution (<i>Appendix 3</i>) Identities of interest (<i>Appendix 4</i>) Organizational Documentation
Tab B.	Relocation Form (<i>Appendix 5</i>) Applicable Relocation Documentation
Tab C.	Consistency with Consolidated Plan Statement
Tab D.	Site Control
Tab E.	Financial Statements
Tab F.	Developer Experience (<i>Appendix 6</i>) Development Team Form
Tab G.	Property Management Experience
Tab H.	Property Management Plan
Tab I.	Site Area Attractions
Tab J.	Market Study

SECTION IV – SUBMITTALS

Tab K.	Energy Efficiency Accreditation
Tab L.	Energy Efficiency Components
Tab M.	Site Plans and Elevations
Tab N.	On-site Amenities
Tab O.	Section 504
Tab P.	General Contractor Experience
Tab Q.	Timeline (<i>Appendix 7</i>)
Tab R.	Zoning (<i>Appendix 8</i>)
Tab S.	Community Outreach
Tab T.	Phase I and Appraisal
Tab U.	Financial Commitments
Tab V.	Pro-Forma
Tab W.	Identified Risks (<i>Appendix 9</i>)
Tab X.	Contingency
Tab Y.	Match Funds (<i>Appendix 10</i>)
Tab Z.	Project Impact
Tab 1	References (IV 4)
Tab 2	Fully completed and signed Offer Page
Tab 3	Fully completed and signed Disclosure Form
Tab 4	Fully completed and signed Proposer Certification and Affidavit Signatures
Tab 5	CHDO Certification Forms (If Applicable)

SECTION IV – SUBMITTALS

INTENT TO APPLY

Submittal 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 FY26-086-07. The Procurement Officer will create a unique upload link for your proposal, which will be used for the submission of all materials. You will receive a 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 **February 2, 2026, 3:00 p.m.** The upload link will remain active until 2:00 p.m. Phoenix local time on **Monday, February 16, 2026.**

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

SIGNATURE

DATE

SECTION IV – SUBMITTALS

REFERENCES

Proposer will furnish the names, addresses, and telephone numbers of a minimum of three firms or government organizations as references.

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email Address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email Address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email Address _____

OFFER

(please complete, sign, and return with the submittal)

TO THE CITY OF PHOENIX - The Undersigned hereby offers and agrees to furnish the material and or service(s) in compliance with all terms, conditions, specifications, and addenda issued as a result of a solicitation.

Arizona Sales Tax No. _____
Use Tax License No. for Out-of-State _____
Arizona Corporation Commission File No. _____

Taxpayer's Federal Identification No.: If recommended for contract award, Offeror agrees to provide its federal taxpayer identification number or as applicable its social security number to the City of Phoenix for the purposes of reporting to appropriate taxing authorities, monies paid by the City of Phoenix under the awarded contract. If the Offeror provides its social security number, the City will only share this number with appropriate state and federal officials. This submission is mandatory under 26 U.S.C. § 6041A.

Enter City's Registration System ID Number Located at City's eProcurement website (see SECTION 2 – INSTRUCTIONS - CITY'S REGISTRATION)	
---	--

Offeror has read, understands, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Offeror certifies that the prices offered were independently developed without consultation with any other Offeror or potential Offerors.

Authorized Signature

Date

Print Name and Title
(*President, Manager, Member*)

Offeror Legal Name and Company Type
(*LLC, Inc., Sole Proprietor*)

Street Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Email Address: _____



ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the material(s) or service(s) listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Contractor's Offer as accepted by the City.

This contract shall henceforth be referred to as Contract No. _____. The Contractor has been cautioned not to commence any billable work or provide any material or service under this contract until Contractor receives purchase order, or contract documentation.

CITY OF PHOENIX

A Municipal Corporation
Ed Zuercher, City Manager

Director:

Title:

Department:

Attest:

_____ this ____ day of _____ 2026

City Clerk

Approved as to form this 19th day of January 2017. This document has been approved as to form by the City Attorney and is on file with the City Clerk. It need not be submitted to the City Attorney for approval unless the form document is altered.

SECTION IV – SUBMITTALS

1. Name of person submitting this disclosure form.			
First	MI	Last	Suffix
2. Contract Information			
Solicitation # or Name:			
3. Name of individual(s) or entity(ies) seeking a contract with the City (i.e. parties to the Contract)			
4. List any individuals(s) or entity(ies) that are owners, partners, parent, sub-lessees, joint venture, or subsidiaries of the individual or entity listed in Question 3. Include all Board members, executive committee members and officers for each entry. If not applicable, indicate N/A.			
5. List any individuals or entities that will be subcontractors on this contract or indicate N/A.			
<input type="checkbox"/> Subcontractors may be retained, but not known as of the time of this submission. <input type="checkbox"/> List of subcontracts, including the name of the owner(s) and business name:			
6. List any attorney, lobbyist, or consultant retained by any individuals listed in Questions 3, 4, or 5 to assist in the proposal or seeking the resulting contract. If none, indicate N/A.			
7. Disclosure of conflict of interest:			

SECTION IV – SUBMITTALS

Are you aware of any fact(s) with regard to this solicitation or resulting contract that would raise a “conflict of interest” issue under City Code Section 43-34?

“An elected City official or a City employee shall not represent any person or business for compensation before the City regarding any part of a procurement, including any resulting contract, if during the time the elected official is or was in office or the employee is or was employed by the City such elected official or employee played a material or significant role in the development of the solicitation, any other part of the procurement, or the contract award.”

- ☐ I am not aware of any conflict(s) of interest under City Code Section 43-34.
- ☐ I am aware of the following potential or actual conflict(s) of interest:

8. Notice Regarding Prohibited Interest in Contracts

State law and the Phoenix City Charter and Code prohibit public officers or employees, their close relatives, and any businesses they, or their relatives, own from (1) representing before the City any person or business for compensation, (2) doing business with the City by any means other than through a formal procurement, and (3) doing business with the City without disclosing that the person has an interest in the contract. This prohibition extends to subcontracts on City contracts and also applies to parent, subsidiary, or partner businesses owned by a public officer or employee. See A.R.S. Sections 38-501 through 38-511, for more information (City Charter, Chapter 11, applies the state conflict-of-interest law to City employees).

Note that any contract in place at the time a person becomes a public officer or employee may remain in effect. But the contract may not be amended, extended, modified, or changed in any manner during the officer’s or employee’s city service without following city administrative regulations.

Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under A.R.S. Sections 38-501 through 38-511 (See Arizona Revised Statutes regarding conflict of interest at www.azleg.gov).

- ☐ I am not aware of any conflict(s) of interest under Arizona Revised Statutes Sections 38-501 through 38-511.
- ☐ I am aware of the following conflict(s) of interest:

9. Acknowledgements

Solicitation Transparency Policy – No Contact with City Officials or Staff During Evaluation

- ☐ I understand that a person or entity who seeks or applies for a city contract, or any other person acting on behalf of that person or entity, is prohibited from contacting

SECTION IV – SUBMITTALS

city officials and employees regarding the contract after a solicitation has been posted.

- ☐ This “no-contact” provision only concludes when the contract is awarded at a City Council meeting. If contact is required with City official or employees, the contact will take place in accordance with procedures by the City. Violation of this prohibited contacts provision, set out in City Code Sections 2-190.4 and 43-36, by respondents, or their agents, will lead to **disqualification**.

10. Fraud Prevention and Reporting Policy

- ☐ I acknowledge that the City has a fraud prevention and reporting policy and takes fraud seriously. I will report fraud, suspicion of fraud, or any other inappropriate action to: telephone no. 602-261-8999 or 602-534-5500 (TDD); or aud.integrity.line@phoenix.gov.

The purpose of the fraud policy is to maintain the City's high ethical standards. The policy includes a way for our business partners to report wrongdoing or bad behavior. Suspected fraud should be reported immediately to the Phoenix Integrity Line. The City has adopted a zero-tolerance policy regarding fraud.

OATH

I affirm that the statements contained in this form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.
Should any of the answers to the above questions change during the course of the contract, particularly as it relates to any changes in ownership, applicant agrees to update this form with the new information within 30 days of such changes. Failure to do so may be deemed a breach of contract.

PRINT NAME

TITLE

SIGNATURE

DATE

COMPANY (CORPORATION, LLC, ETC.) NAME and DBA

SECTION IV – SUBMITTALS

PROPOSER CERTIFICATION AND AFFIDAVIT SIGNATURES

Proposer's Contracting Entity (Legal Name): _____

Proposer's Authorized Representative:

Printed Name*: _____

Title: _____

Business Mailing Address: _____

Email: _____

Telephone: _____

Signature: _____

**Proposal must be signed by an individual authorized to contractually bind the proposer.*

NOTARIZED

Signed and sworn before me this _____, day of _____, 2026

Notary Signature: _____

My Commission Expires: _____

Affix Seal

APPENDIX 1



City of Phoenix
Affordable Housing Loan Program
Funding Application

2025/2026

1) Project Summary

Date:	<input type="text"/>	HOME Funding Request:	<input type="text"/>
Project Name:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code + 4	<input type="text"/>
Phoenix City Council District:	<input type="text"/>		

2) Applicant Information

Name	<input type="text"/>		
Company	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip Code + 4	<input type="text"/>
Phone	<input type="text"/>		
Email	<input type="text"/>		

3) Ownership Information

Entity	<input type="text"/>		
Legal Status	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip Code + 4	<input type="text"/>
General Partner	<input type="text"/>		
Managing Member	<input type="text"/>		

4) Special Needs Population

Disabled	<input type="text"/>	Victims of Domestic Violence	<input type="text"/>
Persons with HIV/AIDS	<input type="text"/>	Victims of Human Trafficking	<input type="text"/>
Homeless	<input type="text"/>	Persons Recovering from Substance Abuse	<input type="text"/>
Veterans	<input type="text"/>	40% Area Median Income Residents	<input type="text"/>
Frail Elderly	<input type="text"/>	CHDO	<input type="text"/>

5) Financing Sources

Development Sources		Permanent Sources	
Source	Amount	Source	Amount
HOME Funds	\$	HOME Funds	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Development Sources		Total Permanent Sources	

Total Development Budget	
---------------------------------	--

6) HOME Set Aside Units

Project Breakdown

Total Project Units

HOME Units

If multiple special populations are selected, complete the HOME Unit Breakdown

HOME Unit Breakdown

Special Population(s)

Number of Units

7) Services Provided

List all services focused on special populations provided by this project. Examples: counseling, budgeting assistance, childcare, employment resources, behavioral health services, substance abuse services, etc.

--

LIHTC Application: 9% _____ 4% _____ N/A _____

APPENDIX 2

Tab A-Applicant Certification

The undersigned Applicant hereby applies to the City of Phoenix Housing Department (the Department), for a housing loan commitment. The undersigned is responsible for ensuring that the program will assist only qualified low income housing as described in the application, and will satisfy all applicable City, State and Federal requirements in the rehabilitation or construction to receive a commitment of Department funds. The Applicant represents and certifies that the application has not requested more Department funds than is necessary to provide the assistance described in this application.

The Applicant understands that the Department will determine the eligibility of the project or program based, at least in part, on the information in and submitted with the application by the Applicant and the readiness of the program to proceed, as presented in the application. The Applicant is responsible for the accuracy of all information submitted. Misrepresentations, mistakes or omissions may be the basis for the cancellation of an award. The Applicant acknowledges and agrees that it will at all times cooperate with regard to request(s) for submittal of additional requests for information from the Department as necessary.

The Applicant acknowledges and agrees to fully comply and cooperate with all monitoring activity of the Department after the date of commitment. The Applicant will give the Department, the U.S. Department of Housing and Urban Development, and any Department authorized representative access to and the right to examine all records, books, papers, or documents related to the application and any resulting funding awards.

By executing this authorization and release, the Applicant does hereby authorize the Department to obtain and furnish and release, to all proper institutions and/or agencies, full and complete records, reports and/or information pertaining to the Applicant and this application.

The Applicant agrees that the Department, its agents, employees, attorneys, contractors and representatives will at all times be indemnified and held harmless against all losses, costs, damages, expenses and liabilities of whatsoever nature or kind (including, but not confined to, attorneys' fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments, and any loss from such judgments or assessments) directly or indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of the Applicant's application for funding.

The Applicant hereby represents and certifies under penalty of law that the information set forth herein, and all material submitted by the Applicant to the Department, are to the best of the Applicant's knowledge, true and complete and accurately describe the proposed project. The undersigned is duly authorized to execute this instrument on behalf of the Applicant and possesses the legal authority to apply for an allocation of Department funds and to execute the proposed program.

The Applicant understands that all representations made herein, and all documentation submitted, is subject to verification by the Department, and that any misrepresentations or inaccuracies, whether intentional or not, may subject the project to a loss of competitive scoring points or to disqualification. For the purposes of verification, the Applicant hereby authorize the Department to request information on entities and individuals closely related to this transaction from any lender, investor, or other institution or entity named in this application. Such information includes but is not limited to audits, financial statements, credit history, copies of income tax returns, and other information deemed necessary by the Department.

Applicant Name:

By:

Title:

Date:

APPENDIX 3

Tab A-Authorizing Resolution

Authorization to Submit Application and Enter into an Agreement for City of Phoenix Housing Funds

Resolution No. _____

A resolution of the _____ of _____ authorizing the submission of an application for City of Phoenix Housing Funds (which may include federal funding through the HOME Investment Partnership Program, Community Development Block Grant, and/or local funds), certifying that said application meets the requirements of the City's current Housing Loan Program and Underwriting Guidelines, and authorizing all actions necessary to implement and complete the activities outlined in said application.

WHEREAS, the _____ of _____ is desirous of undertaking affordable housing development activities; and

WHEREAS, the City of Phoenix provides housing-related financing through a variety of City-administered programs; and

WHEREAS, the City requires that City housing funds benefit low income households; and

WHEREAS, the activity in the application addresses the City's low-income population housing needs; and

WHEREAS, a recipient of City funds is required to comply with the program guidelines, State and Federal Statutes and regulations.

NOW, THEREFORE, BE IT RESOLVED THAT the _____ of _____ authorize application to be made to the City of Phoenix for City funding, and authorize _____ to sign application and contract or grant documents for receipt and use of these funds, and authorize _____ to take all actions necessary to implement and complete the activities submitted in said application; and

THAT, the _____ of _____ will comply with all City housing loan program guidelines, State and Federal Statutes and regulations applicable to City provided funds (HOME program and/or CDBG program) and the certifications contained in the application.

Passed and adopted by the _____ of _____ this _____ day of _____.

By: _____
Secretary

APPENDIX 4



Identify Identities of Interest Between Owner/Contractor/Subcontractors/Architect

Project Name _____

1. Definition of terms used in this Amendment.
 - a. Architect: Architect administering the Construction Contract.
 - b. Housing Department: The City of Phoenix Housing Department
 - c. Owner: The Mortgagor/Owner.
 - d. Subcontractor: Any Project subcontractor, materials supplier, equipment lessor, or industrialized housing manufacturer/supplier.
2. The undersigned hereby certify that all identities of interest known to exist between the Owner and the Contractor, and/or between the Owner and/or the Contractor and the Architect and/or any Project subcontractor are listed herein. If awarded, the Owner and the Contractor shall each inform the Housing Department in writing within 5 working days of its knowledge of any identity of interest that develops.

List all Identities of Interest:

3. An Identity of Interest is construed to exist where:
 - a. The Contractor, Architect and/or any subcontractor take any financial interest in the Project and/or Owner as part of the consideration to be paid.
 - b. The Contractor advances any funds to the Owner or Architect; or the Architect advances any funds to the Owner, contractor and/or any subcontractor; or any subcontractor advances any funds to the Owner, Contractor and/or Architect.
 - c. The Owner has any financial interest in the Contractor, Architect and/or any subcontractor; or the contractor has any financial interest in the Owner, Architect and/or any subcontractor; or the Architect has any financial interest in the Owner, Contractor and/or any subcontractor; or any subcontractor has any financial interest in the Owner, Contractor and/or Architect.

- d. Any officer, director, stockholder or partner of the Owner has any financial interest in the Contractor, Architect and/or any subcontractor; or any officer, director, stockholder or partner of the Contractor, has any financial interest in the Owner, Architect and/or any subcontractor; or any officer, director, stockholder or partner of the Architect has any financial interest in the Owner, Contractor and/or any subcontractor; or any officer, director, stockholder or partner of any subcontractor has any financial interest in the Owner, Contractor and/or Architect.
- e. Any officer, director, stockholder or partner of the Owner is also an officer, director, stockholder or partner of the Contractor, Architect and/or any subcontractor; or any officer, director, stockholder or partner of the Contractor is also an officer, director, stockholder or partner of the Owner, Architect and/or any subcontractor; or any officer, director stockholder or partner of the Architect is also an officer, director, stockholder or partner of the Owner, Contractor, and/or any subcontractor; or any officer, director, stockholder or partner of any subcontractor is also an officer, director, stockholder or partner of the Owner, Contractor and/or Architect.
- f. The Owner, Contractor and/or any subcontractor, or any officer, director, stockholder or partner of such Owner, Contractor and/or subcontractor provides any of the required architectural services; or where the Owner, Contractor and/or any subcontractor, or any officer, director, stockholder or partner of such Owner, Contractor and/or subcontractor, while not directly providing an architectural service, acts as a consultant to the Architect.
- g. Any family relationships between the officers, directors, stockholders or partners of the Owner and officers, directors, stockholders or partners of the Contractor, Architect and/or any subcontractor; or between the officers, directors, stockholders or partners of the Contractor and officers, directors, stockholders or partners of the Owner, Architect and/or any subcontractor; or between any officers, directors, stockholders, or partners of the Architect and officers, directors, stockholders or partners of the Owner, Contractor and/or any subcontractor; or between any officers, directors, stockholders or partners of any subcontractor and the officers, directors, stockholders or partners of the Owner, Contractor and/or Architect which could cause or results in control or influence over prices paid and/or work accepted.
- h. Any side deal, agreement, contract or undertaking, thereby altering, amending, or canceling any of the required closing documents, except as approved by the Housing Department.

OWNER

DATE _____

CONTRACTOR

DATE _____

APPENDIX 5

Relocation Form

Provide a list of current tenants (commercial or residential), current rent roll, and tenant income. Attach proof of delivery of the General Information Notice to each tenant.

Current Unit Information			
	Total Number of Units	Number of Occupied Units	Monthly Rents
Efficiency			\$
1 Bedroom			\$
2 Bedroom			\$
3 Bedroom			\$
4 Bedroom			\$
Commercial			\$
TOTAL			

1. Is **temporary relocation** of any current tenant anticipated during rehabilitation period?

☐

Yes

☐

No

2. Is **permanent relocation** of any current tenant anticipated during or after the rehabilitation period?

☐

Yes

☐

No

If you answered "Yes" to either 1 or 2, provide a relocation plan describing:

- Applicant's staff capacity to administer relocation process
- Relocation plan procedures
- Estimated cost per unit type to relocate
- Available units in the market area properties where displaced persons will be relocated
- Description why units requiring rehabilitation fell into disrepair

Temporary Relocation			
Tenant Name	Unit Type	Tenant Income	Current Rent

Note: Add more lines as needed.

Permanent Relocation			
Tenant Name	Unit Type	Tenant Income	Current Rent

Note: Add more lines as needed.

APPENDIX 6

Development Team

Describe all the development team members by function/duties and describe all relevant projects completed as a team. Attach resumes for each development team member. Team members identified after the application is submitted are subject to review.

Function	Responsible Party: Name	Contact: Address, E-mail and Phone
Applicant		
Project Coordinator		
Fiscal Manager		
Architect		
Contractor/Builder (If Tax Credit Project)		
Project Architect		
Management Company (If rental property)		
Attorney		
Service Provider(s) (If Special Needs Project)		
Other		

APPENDIX 7

Project Timeline

Project Title: _

Applicant: _

Item

Project Date of Completion

SITE

Environmental Review Completed

Site Acquired

LOCAL PERMITS

Conditional Use Permit

Variance

Site Plan Review

Grading Permit

Building Permit

CONSTRUCTION FINANCING

Loan Application

Enforceable Commitment

Closing and Disbursement

PERMANENT FINANCING

Loan Application

Enforceable Commitment

Closing and Disbursement

OTHER LOANS AND GRANTS

Type and Source: _

Application

Closing or Award

Funds Available

OTHER LOANS AND GRANTS

Type and Source: _

Application

Closing or Award

Funds Available

Construction Start

Construction Completion

Placed in Service

Occupancy of all Assisted Units

APPENDIX 8

Project Zoning Confirmation Form



City of Phoenix
HOUSING DEPARTMENT

Project Zoning Confirmation	
Date:	
Project Name:	
Project Address:	
Applicant Name:	
Applicant Address:	
Proposed Project is: <input type="checkbox"/> Multi-family Rental <input type="checkbox"/> Single-family <input type="checkbox"/> Group Home <input type="checkbox"/> Homeless Shelter Assisted Living	
The undersigned certifies that: 1. The undersigned is authorized by the City of Phoenix to make representations as to the status of zoning for the property subject to the City of Phoenix zoning jurisdiction. 2. The project is within the City of Phoenix zoning jurisdiction. 3. The current zoning status is: <input type="checkbox"/> The land upon which the above-named Applicant intends to construct the project is as of the date of this certification, zoned . <input type="checkbox"/> The zoning has been conditionally approved and attached is documentation of the specific conditions which must be satisfied by <input type="checkbox"/> the current land owner or <input type="checkbox"/> the applicant The conditional approval will expire on:	
Please enter the name of the City of Phoenix signing official, his/her title, address, telephone number and email address:	
Signature of Official:	
Date:	
Name:	
Title:	
Address:	
Phone:	email address:

APPENDIX 9



Risk Mitigation Form

Potential Risk Factors

- ☐ Archeological mitigation
- ☐ Additional environmental mitigation factors
- ☐ Loss of land or site control
- ☐ Construction cost increase
- ☐ Delay in construction schedule
- ☐ Loss of lending/financing
- ☐ Change in interest/borrowing rate
- ☐ Zoning approval
- ☐ Change in market demand
- ☐ Operating expenses increase
- ☐ Loss of operating subsidy
- ☐ Lack of community support
- ☐ Historic Preservation requirements
- ☐ Other:
- ☐ Other:



Risk Mitigation Plan

For each risk factor identified, describe how you plan to mitigate. If more space is needed, please attach separate narrative.

APPENDIX 10



HOME Investment Partnerships Program **Match Verification Form**

General Requirements

HOME Federal Final Rule 24 CFR Part 92 requires HOME Contractors to provide a 25% match on each HOME dollar the contractor receives except for administrative funds.

Match contributions must be from nonfederal sources and must be permanent.

Eligible Forms of HOME Match

Eligible forms of match are identified in 24 CFR 92.220 and listed below.

1. Cash Contributions/Cash Equivalents

Cash contributions may be provided in the form of grants, deferred-payment loans, or amortizing loans to a HOME project or program beneficiary.

Documentation: Must have an award letter or other applicable agreement demonstrating the contribution.

Sources for cash match include: state or local General Fund revenues, housing trust funds, foundation grants, and private donations. A cash donation made to a non-profit (or for-profit) organization specifically for use for a HOME-assisted project or program can be counted as match.

2. Foregone Taxes

What Counts as Match:

Property Tax Waivers:

For taxes based on the value of property, the match contribution for a one-year waiver is based on the value of the tax waived that year. For multi-year waivers, the value of the match is the present discounted cash value, based on the rate

equal to the rate for the Treasury security that has a maturity date closest to the number of years for which the taxes, fees, or charges are waived, foregone, or deferred.

In other words, the property tax exemption would be calculated with several reasonable assumptions, such as vacancy rate and the period of affordability of the project, as well as the T-bill rate equivalent to the applicable period of affordability.

Note: the value of the waiver can only be calculated for the period of affordability required by the federal regulations, even if the units will be affordable for a longer period of time. Only that portion of the property tax exemption attributable to the HOME-assisted and HOME Match Eligible units may count as match.

For example, in a 81 unit apartment complex, with 5 HOME-assisted units and 5 HOME Match Eligible units, only the proportion of HOME and HOME Match Eligible units (10/81) multiplied times the present discounted cash value of the waived taxes and adjusted by the vacancy factor (5%) may count as match.

EXAMPLE: *Refer to Match Spreadsheet tab for Present Value of Annual Taxes*

A local jurisdiction decides to forgive property taxes for a Low-income housing project. The property's full market value may be used as its taxable basis not necessarily the total development cost. The forgiven amount of current property tax is 1% of assessed value. The Initial Assessed Property Value will remain the same (e.g., no capital improvements) and the property tax rate will increase by 2% per year of assessed value. The T-Bill rate equal to the period of claiming the property tax credits is 4.4% adjusted by the vacancy factor of 5%. The rental project has 10 HOME units out of 81 units.

Assessed Property Value:	\$3,079,154
20-year T-note rate:	4.4%; assume annual compounding
Years 1 thru 20 PV of Taxes Foregone:	\$478,504
Adjusted by the 5% Vacancy Factor	(\$2,954)
HOME-assisted & HOME Match Eligible:	12.35%
unit percentage (10/81)	
Match value	\$56,121

Note: The amount of taxes that are foregone varies each year and requires an annual calculation. A single calculation is inadequate. (In year one, the present value is the full face value of the taxes foregone). In each calculation, the taxes foregone are designated as future value (rather than as the payment amount), the interest rate is 4.4% and the period corresponds to the year of the tax forgiveness.

Documentation: Must have a letter from the entity granting forgiveness, as well as documentation establishing the value of the contribution.

3. **Donated Land or Other Real Property**

What Counts

- Must be a permanent donation
- Must be actual donation of land, or the sale of land at demonstrably below market value for use in an affordable housing project.

Calculating the Value of Donated Property

Generally, the value of the donation is the appraised value of the land minus any debts, liens, or other encumbrances. However, there are several ways to calculate the value of the donation.

Donated Land Acquired with Federal Funds: The property must have been acquired and donated specifically for HOME-assisted or HOME match-eligible housing. The match contribution is the difference between the property's appraised value at acquisition, and the actual acquisition cost.

EXAMPLES:

A non-profit purchases a property with HOME funds for \$55,000. The appraised value is \$75,000, and the seller acknowledges the discounted sales price as a donation to affordable housing. The match contribution is \$20,000.

A county housing agency purchases a property appraised for \$75,000. The sales price is \$55,000. The seller acknowledges the discounted sales price as a donation to affordable housing. The county uses \$30,000 of its (non-federal) funds, and \$25,000 of its HOME funds. The match contribution is \$50,000, the difference between the sales price and the appraised value, (\$20,000) plus the county's contribution of non-federal funds (\$30,000).

Donated Land Acquired with Non-Federal Resources – The land must be donated to HOME-assisted or HOME match-eligible housing. The match

contribution is 100% of the property value minus any debts, liens, and encumbrances.

EXAMPLE:

County purchases a property for \$100,000 with county general funds, and donates it to a local non-profit to provide HOME tenant-based rental assistance. The appraised value is \$200,000. Debts, liens, and encumbrances on the property equal \$50,000. The match contribution is \$150,000.

- Properties may be donated by non-federal public entities, private entities, and individuals.
- Properties may not be donated by applicants for, or recipients of HOME assistance or from contractors or investors who own, are working on, or proposing to apply for, HOME assistance.
- Properties must be appraised by a certified, independent appraiser based on generally recognized appraisal practices, and the best available data.
- At the time of acquisition with federal assistance, all sales below market value (discounted sales price) must be acknowledged in writing by the seller as donations to affordable housing.

Documentation: Must have documentation demonstrating the donation and the value of the land.

4. On-Site & Off-Site Infrastructure

To Be Eligible as Match:

- The cost of the infrastructure must not have been paid for with federal funds.
- Recipient must document that the infrastructure is directly required for HOME-assisted housing (cannot be just for a HOME match-eligible project). Examples include:
 - Streets
 - Streetlights located on or immediately adjacent to the project site
 - Sidewalks
 - Gutters
 - Utility lines and connections serving the project.

The infrastructure need not have been specifically identified as serving HOME-assisted housing when installed, but must be completed no earlier than 12 months

before HOME funds were awarded to a project or program in order to have it count toward the HOME match.

Infrastructure not directly facilitating the HOME-assisted housing, such as neighborhood parks or bridges, is not an eligible matching contribution.

Value: If the infrastructure serves both HOME and non-HOME assisted units, match value is counted on a pro-rata basis, and credited according to the value attributed to the HOME-assisted units.

EXAMPLE:

Using non-federal funds, a city installs sidewalks and a street to serve a HOME multifamily rental project. 60% of the units are HOME-assisted. The city may count 60% of the cost of installing the infrastructure toward its match contribution.

Documentation: Must cost estimate from contractor demonstrating the value of the off-site and on-site infrastructure.

5. Proceeds from Affordable Housing Bonds

What Counts:

- Mortgage revenue bonds issued by a public entity for affordable housing (e.g., CalHFA, Rural Gold bonds).
- Bond proceeds must be loaned or granted to HOME-assisted or HOME match-eligible housing, and
- Not repaid to the HOME local account

Value:

Single-Family Housing - Can count 25% of the face value of each loan

Multi-Family Housing - Can count 50% of the face value of each loan

EXAMPLE:

The city issues a mortgage revenue bond for homeownership. During the HOME program year, \$500,000 is committed to specific loans to qualified families. \$125,000 of this is available as a match contribution (25% of the face value of the loans.) The city's match liability for the year, generated by all of its HOME activities, is \$300,000. 25% of this total match liability (\$75,000) can be satisfied through mortgage revenue bond proceeds each year. The city can only count \$75,000 of this money toward its match liability.

Documentation: Must provide loan agreement demonstrating the value of the bonds.

6. Direct Cost of Supportive Services Provided to HOME-Assisted Families To Be Eligible as Match:

- The supportive services must be provided to residents of HOME-assisted units during the HOME affordability period (to residents of HOME TBRA during the period of the rental assistance contract); and
- Must not be paid for with federal funds.

Do not count as match the value of services to non-HOME-assisted households, including those living in HOME match-eligible housing.

Value: Direct costs for services necessary to facilitate independent living or services required as part of a self-sufficiency program. Direct costs are limited to costs for salary, benefits, and materials (e.g., food, medical supplies), directly attributable to the provision of services to HOME residents. For match purposes, the provider's overhead costs (rent, office equipment and supplies, etc.) are not considered direct costs.

Documentation: Must have an agreement with supportive service provider and an estimate for the cost of assisting HOME residents.

7. Ineligible HOME Costs As Eligible Matching Contributions

What Counts: Non-federal funds used to fund costs that are ineligible under the HOME program can be counted as match.

- Project-based rental assistance
- Operating subsidies

Value: Full value of the contribution made

Documentation: Proof of operating subsidy or rental assistance, through letter or agreement.

Ineligible Forms of Match

- Contributions made with or derived from federal resources or funds, regardless of when the funds were received or expended, including CDBG funds.
- Interest rate subsidy attributable to federal tax exemption on financing (e.g., state or local bonds), or the value attributable to federal tax credits.
- Owner equity or investment is generally ineligible because it is not considered a permanent contribution to the project, but rather value accruing to the owner.
- Any contributions from applicants for, or recipients of, HOME assistance or contracts, or from investors who own, are working on, or are proposing to apply for, assistance under the HOME program. (This does not prohibit contractors who do not own any HOME project from contributing professional services, in accordance with 24 CFR 92.220(a)(8), or prohibit persons from contributing “sweat equity”, in accordance with 24 CFR 92.220(a)(9).)
- Cost of administering HOME-assisted programs or projects, or HOME match-eligible projects.
- Contributions already counted as match toward any other federally-funded program.
- Any form of match not meeting the requirements of 24 CFR 92.220.

Additional Resources:

CPD 97-03 HOME Program Match Guidance can be accessed via HOME's web page at <http://www.hcd.ca.gov/ca/home/>. Under Additional Resources, click on the topic HUD CPD Notices.

24 CFR Part 92.218, 219, 220, 221, and 222 can be accessed via HOME's web page at <http://www.hcd.ca.gov/ca/home/>. Under Additional Resources, click on the topic Federal Final Rule.



Project Name:

Type of Match:	
Amount of Match:	

Type of Match:	
Amount of Match:	

Type of Match:	
Amount of Match:	

Type of Match:	
Amount of Match:	

Type of Match:	
Amount of Match:	

Type of Match:	
Amount of Match:	