

Pima County Community Development and Neighborhood Conservation Department

Public Notice Number: CDNC-03-25-20-PBV

Program: Pima County Project Based Voucher Program

RE: Notice of Request for Letters of Interest (LOI)

Notice Date: Wednesday, March 25, 2020

Publication: The Daily Territorial – March 25, 26 and 27, 2020

Pre-submittal CONFERENCE CALL: Friday, April 3, 2020 at 10:00 AM

Public Notice: This notice has been amended to conform with the U.S. Department of Housing and Urban Development (HUD) pre-submittal process. Pima County Housing Choice Voucher Program will convert **up to 50** of Pima County's available Tenant-Based Vouchers (TBV's) to Project-Based Vouchers (PBV's) as a strategy to create new affordable housing units in unincorporated Pima County and Pima County target areas.

The Community Development and Neighborhood Conservation Department (CDNC) is issuing this public notice to announce the County's intent to initiate a competitive selection process to recommend an award of Pima County PBV's to eligible properties in Pima County.

To be eligible, proposed properties/developments must be located in un-incorporated Pima County, Town of Marana, Town of Sahuarita or Town of Oro Valley. Preference will be given to Pima County Target Areas (except City of South Tucson) identified in the County's 2015-2019 Consolidated Plan (see website link in Referenced Resources in appendix A).

Prohibited housing types and minimum criteria are attached in Appendix A. Federal Site and Housing Standards are listed in Appendix B. County PBV policy and draft application checklist are attached in Appendix C.

In order to qualify for the competitive selection, the project owner/developer must first submit a Letter of Interest (LOI) on or before **April 17, 2020**. The LOI must contain the following information:

1. Developer/Owner Name; location of headquarters; experience developing and operating affordable housing developments including a list (and location) of current affordable housing developments and units serving low-income households.
2. Location of the proposed development for the PBV award; if the site is not owned by the applicant or a partnership of the applicant, please provide a fully executed purchase option agreement with the ownership entity.
3. Project Description: Existing, Renovation or New Construction; number and type of housing units, number of PBV's to be requested; construction year, unit and project amenities, targeted

populations (i.e. Elderly, Families w/children, formerly homeless) and supportive services provided or to be provided.

4. If new construction or renovation is proposed – please include a preliminary development schedule, along with funding sources identified for the construction/renovation and whether or not these sources are pending or committed.
5. Existing housing developments – should include annual income/expense reports and vacancy rates for the past three years.

Proposed LOI and Application review timeline:

- **Friday, April 3, 2020 at 10:00AM**, a pre-submittal meeting will be held by CONFERENCE CALL. DIAL: 520-222-1111 then enter PASSCODE: 112233#.
 - To protect the general public against possible **COVID-19** infection, this meeting will be held by conference call, NOT in person.
- **Friday, April 17, 2020 by 4:00 PM**, LOI must be submitted.
 - Pima County CDNC staff will evaluate the LOI for minimum threshold criteria and the capacity of the organization to successfully complete the project (if new construction/renovation) and to successfully operate and maintain the affordable housing development and proposed PBV units.
- **Friday, May 1, 2020**, projects determined eligible will be invited to submit an application for Pima County PBV's.
- **Friday, May 8, 2020**, application meeting will be scheduled and noticed.
- **Application deadline is Friday, May 29, 2020 at 4:00 PM** is the application deadline.
- **Project Based Voucher Program Conditional Award Recommendations will be announced on Friday, June 26, 2020 when Pima County will contact** the successful applicants.

You may download a copy of this Notice and the referenced Appendices (A, B & C), at the following website:

<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

LOI Submittal Instructions:

Hand deliver or mail one hard copy and one electronic copy to the Pima County Housing Center, at 801 W. Congress Street, Tucson AZ 85745, by or before 4pm on April 1, 2020. Email electronic copies to: marcos.ysmael@pima.gov and martha.martin@pima.gov

For more information, direct questions to Marcos Ysmael by email or by phone (520) 724-2462 or Martha Martin (520) 724-2463.

Attachments – Appendices A, B and C