

City of Flagstaff
Housing Division
211 W. Aspen Ave.
Flagstaff, AZ 86001
Issue Date: July 28, 2022
Response Date: August 22, 2022



Request for Information: **RI2023-14**
Housing Assistance Projects and Programs

The City of Flagstaff (City) hereby issues a Request for Information (RFI) from qualified respondents to gather information and specifications on the various anticipated needs of the respondents for potential Housing Assistance Projects and Programs funded by the American Rescue Plan Act (ARPA) Coronavirus State and Local Recovery Funds (Local Recovery Funds).

The purpose of the programs, services, or capital expenditures must be to respond to the negative economic impacts of the COVID-19 pandemic, by supporting the health of communities, and helping households recover from economic impacts, particularly disproportionately impacted low-income workers and people of color. The City is seeking partners for eligible programs, services, or capital expenditures for the purpose of providing Housing Assistance to City of Flagstaff residents.

The Local Recovery Funds may be used to:

- Recipients can use Local Recovery Funds for programs, services, or capital expenditures that respond to the negative economic impacts of the pandemic.
- Uses for Housing Assistance Local Recovery Funds may include aid for rent, mortgages, utilities, affordable housing development, and many more uses.
- Assistance for “impacted” and “disproportionately impacted” classes: Impacted classes experienced the general, broad-based impacts of the pandemic, while disproportionately impacted classes faced meaningfully more severe impacts, often due to preexisting disparities.

American Rescue Plan Act guidelines and eligibility for the funding will be pursuant to *Attachment A, “Eligible Use of Funds”*. Please review the document in detail prior to developing your Statement of Information.

QUESTIONS: Any questions pertaining to this RFI shall be submitted in writing to Kristine Pavlik, Housing and Grants Administrator via email to Kristine.Pavlik@flagstaffaz.org on or before 10 days prior to the due date of the RFI. Questions will be answered in writing up to ten (10) days prior to the RFI closing date.

ADDENDA, REJECTION, AND CANCELLATION: The City reserves the right to revise any part of the RFI by issuing an addendum to the RFI prior to the submission deadline. It is the sole responsibility of each respondent to review the City’s online bid platform (PlanetBids.com) for addendum postings.

Statement of Information: Statements of Information should be submitted electronically, through the City's website by 4pm on August 22, 2022. A link to the online portal will be posted at: <https://www.flagstaff.az.gov/4372/Housing-Section>.

To submit, a username and password will be required. Registration can be completed by the organization. Statements of Information should be submitted in .pdf and .doc format utilizing the upload file option and submission fields located at the link above. Statements of Information must be submitted electronically no later than August 22, 2022.

It is agreed and understood that Responses to this RFI are considered working documents while they are under consideration, and, as such, are not subject to official bid openings. The only information released at the public opening of Responses to this RFI will be the names of the respondents.

Issuance of this RFI in no way constitutes a commitment by the City to award a contract. The City reserves the right to cancel this RFI if it is determined to be in the City's best interest. All materials submitted in response to this RFI will become the property of the City. The City also reserves the right, at its sole discretion, to waive administrative formalities contained in any future solicitations based on the information collected by this RFI.

PREPARATION: The City shall not be responsible for costs associated with preparing the RFI.

MINIMUM REQUIREMENTS OF INFORMATION REQUESTED IN THE RESPONSE:

1. Statements of Information must be on the form provided in *Attachment B, "Statement of Information"*. There is no limit on the number of Responses that can be submitted, however, provide a single Response for each program, service, or capital expenditure. Please be sure to complete all sections of the form.