



Arizona
Department
of Housing

State Housing Trust Funds

Notice of Funding Availability

Local Jurisdiction Affordable Housing Plans

Date Issued: December 22, 2023

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I. Introduction

The Arizona Department of Housing (“ADOH” or the “Department”) is pleased to announce a Notice of Funding Availability (“NOFA”) for approximately \$2 million in State Housing Trust Funds (SHTF), up to \$200,000 per applicant to assist local jurisdictions in the development of affordable housing plans.

Funding Availability

| Fund Type | Total Amount Available |
|---------------------------|------------------------|
| State Housing Trust Funds | \$ 2,000,000 |
| TOTAL | \$ 2,000,000 |

The Department will award funds through a Request for Proposal (RFP) application with the intention of awarding funds through one funding round. Proposal submissions are due Thursday, January 31, 2024 at 5 p.m. Submitted applications must meet the eligibility requirements outlined in this NOFA to be considered for an award. SHTF will be awarded as a grant to eligible local jurisdictions.

II. Changes to the NOFA

Modifications to the NOFA. ADOH may modify this NOFA, from time to time, or for any other reasons as determined by ADOH: 1) to reflect any changes, additions, deletions, interpretations or other matters regulatory matters; 2) to respond to changes in the market for Affordable Housing; 3) to insert such provisions clarifying matters or questions arising under this NOFA as are necessary or desirable and that are contrary or are inconsistent with this NOFA; or 4) to cure any ambiguity, supply any omission or correct any defect or inconsistent provision with this NOFA or the laws and regulations governing the funding sources being made available in this NOFA.

NOFA Clarifications. ADOH will periodically post written clarifications to this NOFA on its website. The clarifications elaborate on the meaning of the text within this NOFA and may sometimes add additional guidance on how to interpret this NOFA. NOFA clarifications are to be considered a part of this NOFA. Applicants are responsible for checking the clarifications and submitting an Application that is in conformance with the clarifications. Requests for clarification must be made in writing via email or letter via US Mail and will be responded to in the written clarifications to the NOFA on ADOH’s website. Notice regarding amendments and or modifications will be announced through the Department’s mailing list and posted on the Department’s website. Use the following link to join the Department’s mailing list:

<https://housing.az.gov/about/press-release/mailling-list>

NOFA Satisfaction. In the event that proposals received pursuant to this NOFA fail to satisfy the specified requirements and criteria set forth herein, the issuing entity reserves the right to cancel this NOFA. Upon the cancellation of this NOFA, all funds associated with the solicitation shall be deemed unallocated and shall be subject to reissuance under a subsequent NOFA with revised terms and conditions.

V. Eligible Applicants

Eligible applicants include units of local jurisdictions without existing affordable housing plans or with affordable housing plans originally adopted in 2016 or prior. Jurisdictions developing housing plans for the first time will be prioritized.

VI. Eligible Activities

Applicants interested in obtaining funding to complete a housing needs assessment and affordable housing plans must include all of the following components to be eligible:

- Conduct a housing needs assessment for the jurisdiction in question, to identify housing need across all income levels and housing types (i.e. affordable, workforce, and market rate);
- Identify housing initiatives to reduce housing barriers and increase the production of housing for the jurisdiction;
- Create an action plan to implement the initiatives,
- Education plan to communicate the importance of affordable housing in your jurisdiction;
- Local jurisdiction must adopt the housing plan and commit to implementation.

Funding may be used to fund eligible costs associated with housing plan creation. Eligible activities should begin as soon as possible following the execution of the Funding Agreement. Committed funds must be expended by June 30, 2026

VII. Maximum Award

Applicants may request a maximum of \$200,000 per jurisdiction.

VIII. Outcome and Performance Measures

Awarded applicants are required to report on the following information quarterly:

- Qualitative Narrative Report: a brief description of activities performed, including but not limited to, occurrences that caused variation from schedule, changes to plans, unforeseen circumstances, program progress, successes and/or barrier experienced, etc. Applicants must describe how their program is successfully identifying housing opportunities and transitioning households into stable housing solutions.
- Number of housing units created as a result of the housing adopted housing initiatives.

III. Application Scoring

ADOH will evaluate all Applications in accordance with this NOFA. ADOH shall deny any Application that fails to meet eligibility requirements regardless of its score. The following outlines the scoring and proposal requirements:

Scoring Criteria

| | |
|---|-----|
| Applicant Experience, Qualifications and Capacity | 25 |
| Proposed Implementation Plan | 30 |
| Project Readiness | 20 |
| Program Budget | 15 |
| Prioritization New Plan | 10 |
| Total | 100 |

IX. Proposal Criteria

Each proposal **must include** the information requested below. Proposals lacking the information requested below may be deemed nonresponsive. Proposal information should be presented in narrative form and may include tables or graphics to convey pertinent information.

A. Section 1- Entity Information

1. Organization name
2. Organization Type
3. Tax Identification Number (TIN)
4. Contact Person
5. Contact Information
6. Amount of funding requested

B. Section 2- Applicant Experience, Qualifications, and Capacity

Describe the experience of the organization’s officers, members or staff in completing needs assessments and identifying affordable housing initiatives.

C. Section 3- Proposed Implementation Plan

Please address each of the items listed below.

1. Provide a brief description of the project.
2. Identify if the plan will be created using internal staff or a consultant.

D. Section 5- Project Readiness

1. Provide a schedule for the creation, education and adoption of the housing plan.
2. If using a consultant, describe the status of the jurisdictions partnership

with the consultant.

3. If completing the housing plan with existing staff, describe the staff's experience and capacity to perform the identified tasks. Or describe if staff will be hired to complete the housing plan.

E. Section 6- Program Budget

1. Provide a budget for the cost for the housing plan, which identifies the projected line items expense amounts and expense types.

F. Section 7- Prioritization New Plan

Eligible applicants include units of local jurisdictions without existing affordable housing plans or with affordable housings plans originally adopted in 2016 or prior. Jurisdictions developing housing plans for the first time will be prioritized.

XIII. Proposal Submittal

Proposal narratives must be no longer than four (4) pages typed, minimum eleven (11) point font, and margins no less than half (1/2) an inch. A two (2) page Budget Template must be included. Applicants may utilize a header and/or footer to display information listed under entity information above.

Proposals must be submitted via the Arizona Department of Housing State HTF Special Projects <https://housing.az.gov/portals/document-upload-portals> Wednesday, January 31, 2024 by 5:00 p.m.

Proposals may **not** be submitted via U.S. mail, Fed-ex, UPS, e-mail or fax.

Questions regarding this NOFA should be sent to Sheree Bouchee, Housing Strategist and Legislative Liaison, at the following email address: sheree.bouchee@azhousing.gov.

Question may be submitted until January 10, 2024.

XII. Selection Notification

ADOH anticipates notifying all applicants within thirty (30) days of the proposal deadline as to whether their proposal will be funded. Due to the anticipated demand for funds, proposals may be partially funded rather than funded at the dollar amount requested.

The highest scoring proposals will receive a conditional award.

X. Proposal Process Timeline

The following is a list of key dates in the proposal process:

| | |
|----------------------------------|-----------------------------|
| NOFA release | December 22, 2023 |
| Q&A Webinar | January 3, 2024, 1:00 p.m. |
| Proposal Deadline | January 31, 2024, 5:00 p.m. |
| Anticipated Scoring/Review Panel | February 12, 2024 |
| Anticipated Award Notice | February 29, 2024 |

XI. Funding Distribution

Funds will be disbursed on a reimbursement basis no less than quarterly. Awardee will be expected to provide all supporting documentation of expended funds.