



Arizona Department *of* Housing

Extreme Weather

2023-2024 Notice of Funding Availability

Published: December 22, 2023

Application Deadline: January 12, 2024 – 5:00pm

1110 West Washington Street, Suite 280 | Phoenix, AZ 85007

Telephone: (602) 771-1000 | Facsimile: (602) 771-1002 | TTY: (602) 771-1001



TABLE OF CONTENTS

I. Introduction	2
II. Timeline	3
III. Changes to the NOFA	3
IV. Background	4
V. Funding Sources and Maximum Award	5
VI. Program Scope	5
VII. Requirements	7
VIII. Instructions for Applicants	7
IX. Questions & Rating Criteria	8
X. Outcomes and Performance Measures	11
XI. Funding Distribution	12
XII. Deadline & Completed Applications Requirements	12
XIII. Questions	13

EXTREME WEATHER SHELTER AND RESPONSE REQUEST FOR PROPOSAL (RFP) GUIDELINES

I. Introduction

The Arizona Department of Housing (ADOH) is issuing this Notice of Funding Availability (NOFA) for entities statewide who meet the eligibility requirements outlined in this NOFA below to fund up to four (4) proposals interested in expanding existing emergency shelter response to severe weather conditions¹ for individuals and/or families experiencing unsheltered homelessness. This includes activation for: excessive heat, extreme cold weather, and poor air quality due to smoke from regional fires.

In FY24, the State of Arizona approved approximately \$150 million in Arizona State Housing Trust Funds to fund affordable housing projects and housing assistance programs throughout Arizona. In the fall, ADOH issued a Request for Information (RFI) to the public to identify the greatest housing and homeless service needs in the state. Based on the RFI responses, it was determined to allocate approximately \$2 million in funding for extreme weather mitigation as described in this NOFA.

- Immediate activation of a 24-hr severe weather shelter and response for single adults ages 18+ for individuals, and/or
- Immediate activation of a 24-hr severe weather shelter and response for families with children

Applicants may propose to serve single adults, families with children, or both, based on the agency's capacity and expertise. Additionally, applicants may propose to expand their response to extreme heat, severe cold, or poor air quality due to regional fires, or any combination of said activities, based on the organization's capacity, expertise, and existing response operations.

Applications: The deadline for submitting completed proposals is Friday, January 12, 2024 by 5 p.m., AZ time, through ADOH's State HTF Special Projects Portal found here: <https://housing.az.gov/portals/document-upload-portals/state-htf-special-projects-portal>.

This funding process is competitive and open to any organizations that meet the following minimum eligibility requirements, and any additional requirements outlined in

¹ Weather events as reported through the Arizona Department of Emergency and Military Affairs' Arizona Emergency Information Network (AzEIN) <https://ein.az.gov/>

Section III. Applications for ADOH funding opportunities will be accepted from any legally constituted entities that meet the following minimum eligibility requirements:

- Eligible applicants are counties, cities, towns, tribal governments, and nonprofit organizations.
- Applicant must meet all licensing requirements that apply to its organization.
- Applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the Arizona Department of Housing to the provider.

If the applicant is using a fiscal sponsor, the fiscal sponsor must meet the minimum eligibility requirements above.

II. Timeline

- Funding Opportunity Released December 22, 2023
- Q&A Webinar January 5, 2024, 2:00 p.m.
- Last Day to Submit Questions January 5, 2024
- Application Deadline January 12, 2024, by 5:00PM

All times are Arizona Time; proposals must be submitted via ADOH’s State HTF Special Projects Portal found here: <https://housing.az.gov/portals/document-upload-portals/state-htf-special-projects-portal>.

- Denial Notification (anticipated) January 19, 2024
- Award Notification (anticipated) January 19, 2024

*ADOH reserves the right to change any dates in the RFP timeline. Any updates, including responses to questions, will be communicated through an ADOH Informational Bulletin.

III. 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 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 3) 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>. The Department will accept questions about this funding opportunity until January 8, 2024 and will cease clarification communication on January 9, 2024.

NOFA Cancellation. In the event that proposals received pursuant to this Notice of Funding Availability (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.

IV. Background

The State of Arizona has experienced unprecedented heat during the Summer of 2023. Meanwhile, northern Arizona has faced sustained cold snaps during the past few winter months, typically November through March. Additionally, due to climate change, our state has suffered from poor air quality due to smoke from wildfires during the summer months. These severe weather events are particularly dangerous for people experiencing homelessness, who often spend prolonged periods of time outside and unprotected from the elements. Exposure to these weather conditions, often with inadequate clothing and supplies, increases the risks of severe weather-related morbidity and mortality. These risks are further increased by a disproportionate burden of underlying medical and mental health diagnoses, which can also increase susceptibility to the dangers of extremely hot, cold and wet, or poor air quality exposure.

It is vital for a response to mitigate risks for heat-related negative health outcomes or hypothermia and cold throughout the state's changing seasons, including temperatures that may not traditionally trigger a larger community-wide emergency response.

ADOH, on behalf of the state of Arizona, aims to proactively address extreme weather conditions with an expansion of existing community responses and contracting partnerships that keep people experiencing homelessness safe. An expanded response includes providing access to life-sustaining supplies, and can include opening of indoor spaces that meet ADHS’s public health guidelines for social distancing, air quality and infectious diseases, including COVID-19 protocols. Other expanded response activities can include community notification, transportation, and site operations.

V. Funding Sources and Maximum Award:

ADOH will use \$2 million in State Housing Trust Funds to support an expansion of local community’s existing responses to extreme weather. These funds are meant to supplement, not supplant, funding resources already targeted towards these activities. Maximum award amount is \$500,000 per project. ADOH will prioritize a statewide response with awards dispersed throughout the state in the following manner: one (1) award in northern Arizona; one (1) award in southern Arizona; one (1) award in Maricopa County; and one (1) award along the western border of the state.

VI. Program Scope

Severe Weather Shelter and Response RFP

The outcome of this funding process is to expand or bolster existing safe, dignified temporary emergency shelter(s), supplies, and referrals to unsheltered adults and/or families with children that seek respite from the elements, avoiding extreme heat, snow, smoke, and other severe weather events.

Services may be offered 24/7, including holidays, when severe weather activation is required. Successful proposals will be able to demonstrate the ability to ramp up their existing severe weather response no more than twelve (12) hours of being notified of extreme heat response. More program details can be found below:

Program Area	Program Scope	Eligible Costs	Ineligible Costs
Extreme Weather Shelter & Response - Single Adults	Provide a 24-hr response within 12 hours of activation of extreme heat or severe weather for single adults 18+years, within AZ	<ul style="list-style-type: none"> - Construction and erection of temporary shelter - Hotel/motel vouchers with on-site staffing - Family and/ or single adult congregate shelter space - Family and/or single adult non-congregate shelter - Drop-in/day center 	<ul style="list-style-type: none"> - Capital improvements
Extreme Weather Shelter & Response - Families	Provide a 24-hr response within 12 hours of activation of severe weather response for families with children, including multigeneration, of all households, within AZ		

Type of Severe Weather Type	Desired Responses Include:
Excessive Heat	<ul style="list-style-type: none"> - Cooling Canopies - Tent Structures - Temporary Portable/Erectable Cabins/Pallet-type shelter - Fans and misting systems
Extreme Cold Weather	<ul style="list-style-type: none"> - Temporary Severe Overnight Shelter - Expansion of Overnight Shelter to accommodate increased utilization - Tent Structures - Temporary Portable/Erectable Cabins/Pallet-type shelter
Poor Air Quality Due to Smoke from Regional Fires	<ul style="list-style-type: none"> - Smoke shelters: Provision of indoor space with adequate air filtration and conditioning. - Outreach to distribute supplies to those sheltering in place, including K95 masks, air filters, water AND information on the health effects of breathing smoky air, where to get help, etc.

VII. Requirements

Applicants must meet the following:

1. Minimum Eligibility Requirements
 - a. Organizations are required to meet the requirements listed above in Section I.
2. Data Collection, Evaluation and Performance Measures
 - a. All funded agencies will participate in data collection through the respective Continuum of Care Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming.
 - b. ADOH will collaboratively establish and evaluate performance metrics with each awardee which will be included into each Scope of Work Funding Agreement.
3. (For non-profit applicants only) Duns number and Federal System for Award Management (SAM) registration in good standing.

VIII. Instructions for Written Application(s)

Applications will be rated based on the information requested in this funding process, a financial review of your agency's fiscal documents, and any clarifying information requested by ADOH. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may not be reviewed nor rated.

Applicants may apply for funding which addresses a strategy to work with single adults, families, or both. Applicants must be ready for activation and prepared to provide services by May 1, 2024.

The following format and documents are required for each application submitted to ADOH's Special Projects Grant Portal found here:

<https://housing.az.gov/portals/document-upload-portals/state-htf-special-projects-portal>.

- No more than 1700 words per question;
- Budget Narrative (PDF), and both Personnel and Program budgets (PDF), uploaded into the Portal
- Current fiscal year's financial statements (Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer)

- Most recent audit report
- Most recent fiscal year-ending Form 990
- SAM registration
- 5013c status (if a non-profit)

IX. Questions & Rating Criteria

Write a narrative response to sections A – E. Answer each section completely according to the questions. Do not exceed a total of eight (8) pages for sections A – E combined (Section F, and Attachment 2 do not count towards the page limit). Applications will be rated out of 100 points for the following criteria:

A. TELL US WHO YOU ARE (20 POINTS)

1. Explain your agency/local government’s history, mission, and experience providing services you are proposing.
2. What is unique about your organization/community that should be considered when looking across similar applicants?
3. Please speak to the need the severe weather condition creates and your agency/local government’s ability and capacity to respond.
4. Do you have access to land to erect temporary shelters, tent structures, and the like? Do you have access to storage or warehouse space for emergency supplies (water, masks, sanitation supplies, cots, etc.)? (Yes/No)

Rating Criteria - A strong application meets all the criteria below.

- Experience reflects a history of providing services that are focused on helping individuals gain safety, improve health, and address barriers to securing housing.
- The agency/local government effectively demonstrates unique features which are needed within the community and Continuum of Care through this funding process.
- Applicant demonstrates the ability to secure severe weather-related land, vendors, supplies, and storage space to keep on hand in case of an immediate activation.

B. WHAT ARE YOU PROPOSING TO DO? (30 POINTS)

1. Explain what your organization/jurisdiction is proposing to address each type of severe weather event listed in this RFP (excessive heat, cold/snow, poor air quality due to smoke).
2. Where will you carry out your proposed program(s)? (region, city, neighborhood(s), etc.)
3. Explain your ramp-up strategy for each type of severe weather activation that you are applying for additional funds for?
4. Who will you serve and how many unduplicated households do you plan to serve annually?
5. What is the ratio of staff to participants throughout a 24-hour activation period?

Rating Criteria - A strong application meets all the criteria below.

- Applicant has a logical, thorough plan to address the needs identified in this procurement process.
- Applicant has a clear strategy that makes sense for single adults, families, or both.
- Proposed program model involves a logical outreach and marketing strategy to ensure people experiencing unsheltered homelessness are aware of respite services being offered.
- Applicants will gain extra points if able to support year-round weather-related response.
- Proposal addresses how the applicant will provide referral to permanent housing and/ other community services.
- The ratio of direct-service staff to participants supports housing-focused services.
-
- Applicant provides detail about the anticipated number of people housed and staffing levels seem adequate for the model being proposed.

C. TELL US ABOUT YOUR EXISTING RESPONSE AND PARTNERSHIPS (25 POINTS)

1. Describe your existing response to severe weather conditions and how activation within your community is triggered. How is your organization/local jurisdiction already participating in planning and response efforts?
2. Describe if you plan to partner with other agencies or other community stakeholders (hotels, storage providers, transportation services, food providers, etc.) to expand your response plan as part of the program you are proposing. How will your partnership work?

Rating Criteria - A strong application meets all the criteria below.

- Applicant clearly describes who and how they will partner with other agencies and/or other community stakeholders to accomplish their proposed program.
- Applicant effectively communicates how they will respond to customer/client feedback by including customer/client voice in their planning, decision making, implementation, and evaluation of services.
- Applicant's budget and explanation reflects an equitable partnership strategy based on what each organization is providing to this funding opportunity.

D. TELL US ABOUT YOUR DATA AND FISCAL MANAGEMENT PRACTICES (5 POINTS)

1. Describe your agency's experience or ability to collect and manage Homeless Management Information System (HMIS) data.
2. What is your agency's experience gathering and reporting on programmatic data? If your agency has limited experience in gathering and reporting on program data, please describe your capacity-building needs in this area.
3. Describe how your agency manages finances, including any financial systems and controls in place.

Rating Criteria - A strong application meets all the criteria below.

- Applicant has previous experience or explains their knowledge and capacity to collect and manage HMIS data.
- Applicant has experience or can meet reporting requirements with locally funded programs.
- Applicant adequately describes its revenue, financial health, and financial management system.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

E. HOW MUCH FUNDING IS NEEDED, WHY? (20 POINTS)

Prepare a Proposed Program and Personnel Budgets for each program area you are applying for (single adults and/or families or heat and/or cold and/or poor air quality). Do not provide your agency's total budget. Costs should reflect the proposed expanded activities and any additional fund sources directly related to the program area(s) being

proposed. Complete a budget narrative which addresses the questions below. The budget narrative will not count toward the eight (8) page limit.

1. Describe each budget item you are requesting and how you plan to use it.
2. Is there any other project funding/revenue or income received from other sources for the proposed program(s) (individual, government, foundation, fees for service, volunteers, etc.)? (Yes/No) If yes, please include each additional fund source in a separate worksheet.

Rating Criteria - A strong application meets all the criteria below.

- Staff positions and qualifications are designed to meet the needs of its customers.
- Applicant explains each budget item and its use clearly. Budget items seem logical and cost effective in comparison with other proposals.
- If funds are being used from other sources, the applicant clearly lists the fund source(s) and budget allocations are clearly explained.

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 summarizes the scoring and proposal requirements:

Scoring Criteria

Applicant Experience, Qualifications and Capacity (Tell Us Who You Are)	20
Proposed Project and Program Implementation	30
Existing Response & Partnerships	25
Data & Fiscal Management	5
<u>Proposed Expansion Project Budget</u>	<u>20</u>
Total	100

X. Outcome and Performance Measures

Awarded applicants are required to report quarterly the:

1. Number of unsheltered persons served monthly during response times
2. Total number of nights temporary weather-related shelter is provided

3. Number of connections to existing shelter programs and exits from temporary accommodations to permanent shelter or permanent housing
4. Demographics of persons served in response
5. Qualitative Narrative Report: a brief description of activities performed, including occurrences that caused variation from schedule, changes to plans, unforeseen circumstances, program progress, successes and/or barrier experienced, etc.

XI. Funding Distribution

Funds will be disbursed on a reimbursement basis. Reimbursement requests may be submitted monthly, but must be submitted at least quarterly for eligible costs incurred. Awardee will be expected to provide all supporting documentation of expended funds. Up to 10% of the total award may be utilized for awardee administrative costs and/or indirect expenses.

XII. Deadline & Completed Application Requirements

A. Application Submittal

1. A completed and signed Application Cover Sheet (Attachment #1).
2. The application must include:
 - a. A completed narrative response to sections A. – E. (Budget templates do not count towards the eight (8) page limit).
 - b. If you are proposing a partnership or subcontract with another agency or business, attach a signed letter of commitment from that agency's Director or other authorized representative.
 - c. List of Board of Directors names and last three meeting minutes.
 - d. All required supplemental fiscal documentation.

Completed applications are due by Friday, January 12, 2024, no later than 5:00pm, AZ time, via ADOH's State HTF Special Projects Portal found here: <https://housing.az.gov/portals/document-upload-portals/state-htf-special-projects-portal>. Faxed, hand delivered, or mailed applications will not be accepted. ADOH suggests submitting application documents several hours prior to the deadline in case you encounter an issue with the system, etc. ADOH is not responsible for ensuring that applications are received by the deadline. ADOH reserves the right to deny any applications submitted after the stated deadline.

B. Determination of a Completed Application

ADOH screens each complete application that is submitted on time. For applicants that are determined “complete”*, ADOH may request copies of the following documents if they are not already on file:

1. Current fiscal year’s financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency’s CFO, Finance Officer, or Board Treasurer.
2. Most recent audit reports.
3. Most recent fiscal year-ending Form 990 report.
4. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
5. Proof of federally approved indirect rate, if applicable.
6. Proof of Federal System for Award Management (SAM) registration in good standing, if applicable. *If awarded, ADOH will require a current certificate of commercial liability insurance. ADOH will request verification upon each RFP award, during contract development.

XIII. Questions

For questions and additional information, please contact Esperanza Padilla at esperanza.padilla@azhousing.gov or by phone at (602) 771-1040.