
Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 1-16

ISSUED: January 11, 2016

RE: LIHTC Documents Posted and 2016 Application Workshop

Recent Documents Posted:

The following documents are now available to be downloaded from the Arizona Department of Housing website:

- 2016 Final QAP
- Form 3 Application
- Applicant Certification & Indemnification
- Additional Forms (Form 0 – 28, Form 20 & Forms 20A-20M)
- Exhibits (A, B, C, E, N)
- Mandatory Design Requirements
- Market Demand Study Guide
- ADOH Gap Financing Application

These documents may be downloaded at the following link:

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

Mandatory 2016 Application Workshop:

The Arizona Department of Housing will hold the 2016 LIHTC Application Workshop on **January 19, 2015** from 9:00 am to 2:00 pm at the Phoenix Airport Marriott, 1101 North 44th Street in Phoenix, AZ. Developers (or their Co-Developer or Consultant) who plan to submit an application in the 2016 round must attend this annual training. **The deadline to register is January 14, 2016.** The following is a link to register for the workshop:

<https://housing.az.gov/training-events/2016-lihtc-application-workshop>

ADOH staff will be available after the workshop from 2:00 pm to 3:00 pm for Applicants wishing to ask further questions regarding the Section 811 program.

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 2-16

ISSUED: January 22, 2016

RE: LIHTC Documents Posted

Recent Documents Posted:

The following documents are now available to be downloaded from the Arizona Department of Housing website:

- QAP Clarifications as of January 22, 2016
- 2016 Application Workshop Slides
- Section 811 Housing Survey for Persons with Developmental Disabilities

These documents may be downloaded at the following link:

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

QAP Clarifications:

Clarifications to the 2016 QAP will continue to be posted each Friday until February 19, 2016. (Questions will be accepted until noon Mountain Standard Time on February 19, 2016.) Applicants are responsible for checking the website each Friday for the clarifications, which are incorporated into the QAP by reference in Section 1.1(C) on pages 25 – 26 of the QAP.

Section 811

ADOH has posted the housing survey that was undertaken by DES/DDD in 2015. Applicants who would like more information on the Section 811 Program may find information published by HUD at the following link:

<https://www.hudexchange.info/programs/811-pra/>



The Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Community Development Block Grant (CDBG); Home Investments Partnership Program (HOME); Housing Opportunities for Persons with Aids (HOPWA); and Emergency Solutions Grant (ESG)

REGARDING FUNDING SOURCES: CDBG, HOME, HOPWA, ESG

INFORMATION BULLETIN No. 03-16

ISSUED: March 2, 2016

RE: Federal Fiscal Year 2016 Formula Allocations for CDBG, HOME, HOPWA and ESG

The FFY2016 formula allocations for CDBG, HOME, HOPWA and ESG expected to be received by the Arizona Department of Housing are listed below along with the proposed methods of distribution:

CDBG

The total FFY2016 CDBG allocation is \$10,578,395. The State retains 2% plus \$100,000 or \$311,568 for administration and 1% or \$105,784 for technical assistance activities.

Additionally, HUD mandates that the state expend 10% of its total allocation or \$1,057,840 for projects located in areas designated as Colonias. The remaining adjusted allocation is divided into 85% or \$7,737,723 for the Regional Account and 15% or \$1,365,480 for the State Special Projects (SSP) Account.

The COG Regional allocation is as follows:

CDBG Allocation by COG Region	2016 Allocation Amount	2016 Allocation Share
CAG	\$ 2,227,865	28.7922570%
NACOG	\$ 2,004,302	25.9029900%
SEAGO	\$ 1,138,343	14.7116050%
WACOG	\$ 2,367,213	30.5931550%
Total Allocation to Rural COGs	\$ 7,737,723	100%

Both the Colonias and SSP set-asides are accessed through competitive applications and will be announced through a future Notice of Funding Available (NOFA).

HOME

The total FFY2016 HOME allocation is \$4,811,913 of which 15% or \$721,787 must be set aside for Community Housing Development Organization (CHDO) project funding. The State retains 10% of the grant award or \$481,191 to be used for administration. HOME

funds will be distributed through a competitive application process including NOFAs and other competitive funding vehicles.

HOPWA

The total FFY2016 HOPWA allocation is \$239,786. A total of 10% or \$23,979 of the grant award will be used for administration of which the state retains 3% (\$7,194) and the remaining 7% (\$16,785) will be used by project sponsors. The remaining 90% or \$215,807 of the grant award will be spent on direct service provision through housing providers in the non-entitlement counties.

ESG

The total FFY2016 ESG allocation is \$1,685,724 which is administered by the Arizona Department of Economic Security (DES). A total of 7.5% or \$126,429 is retained by DES for administration. The remaining 92.5% or \$1,559,295 will be used for ESG eligible activities to benefit persons experiencing homelessness.

For further information contact: Andrew Rael
Assistant Deputy Director of Programs
Andrew.Rael@azhousing.gov



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Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Programs

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit Program

INFORMATION BULLETIN No. 04-16

ISSUED: March 10, 2016
RE: List of 2016 LIHTC Applications Received

The list of applications received in response to the 2016 Qualified Allocation Plan is posted on the ADOH website at the following path:

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

The information included on the list has been taken from the applications that were submitted, and has not been verified for accuracy. As such, it is subject to change as ADOH reviews the information for its conformance to the QAP.

For further information contact:

Jeanne Redondo, Rental Programs Administrator
(602) 771-1031 | Jeanne.redondo@azhousing.gov



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Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development, Community Development and Revitalization, Weatherization, Special Needs

REGARDING FUNDING SOURCES: HOME, CDBG, ESG, HOPWA, National Housing Trust Fund, Weatherization, LIHTC

INFORMATION BULLETIN No. 05-16

ISSUED: March 21, 2016

RE: Public Comment Period Annual Action Plan, NTF Allocation Plan, Weatherization State Plan

ADOH is administering two new funding sources in 2016-2017, the National Housing Trust Fund (approx. \$3 million), which will be incorporated into the **2016-2017 Annual Action Plan** and the Weatherization Program Fund (approx. \$1.3 million) which will have its own **2016-2017 Weatherization Assistance Program State Plan**.

Both plans will be available in draft form for public review from March 22, 2016 through April 22, 2016 at the ADOH offices at 1110 West Washington Street, Suite 310, Phoenix, Arizona 85007 as well as at housing.az.gov/documents-links/publications. Paper copies of both the Action Plan and the WAP State Plan will be made available upon request.

The 2016-2017 Annual Action Plan is the annual update for the State of Arizona 2015-2019 Consolidated Plan which establishes goals, objectives, priorities, activities, outcomes, and the method of distribution for the use of approximately \$20 million in the following federal funds from the U.S. Department of Housing and Urban Development (HUD): National Housing Trust Fund, Community Development Block Grant, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS, and Emergency Solutions Grant programs (administered by the Arizona Department of Economic Security).

The 2016-2017 Weatherization Assistance Program (WAP) State Plan establishes goals, objectives, priorities, activities, outcomes the method of distribution for approximately \$1.3 million in U.S. Department of Energy for the Weatherization Assistance Program.

The Arizona Department of Housing (ADOH) is holding a public hearing to receive input on the use of these funds on April 13, 2016 at 10 a.m. at the Arizona Department of Housing, 1110 W. Washington, Suite **250**, Phoenix, Arizona 85007.

The Public Hearing provides the opportunity to review the draft plans, offer comments and recommended changes. ADOH is accepting written comments regarding the use of these funds through April 22, 2016.

Questions and comments should be directed to the following:

Andrew Rael, Assistant Deputy Director, Programs
Arizona Department of Housing
1110 West Washington Street, Suite 310
Phoenix, AZ 85007
(602) 771-1010
publiccomment@azhousing.gov

ADA and EQUAL OPPORTUNITY COMPLIANCE STATEMENT

If you need accommodations for physical mobility, sensory impairment or language needs in order to participate in this meeting, please contact the ADOH at (602) 771-1000. Notification 48 hours prior to the meeting will enable ADOH to make reasonable arrangements to ensure accessibility to this meeting.



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<https://housing.az.gov>



Arizona
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Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: All Programs

REGARDING FUNDING SOURCES: All Funding Sources

INFORMATION BULLETIN No. 06-16

ISSUED: March 31, 2016

RE: New Electronic Submission Requirements

The Arizona Department of Housing (ADOH) is expanding the use of electronic portals for entities doing business with ADOH. Effective immediately, the following three (3) portals are required for document submissions as indicated.

1. Audited Financial Statements/Compliance Documents Portal

Submission of audited financial statements or single audits from owners or managers of ADOH funded rental properties that are within their compliance period, have active funding agreements or have active loans with ADOH. Submission of rental development Contact Information Sheets or other documents requested by ADOH Compliance Division.

2. Rental Properties/Asset Management Portal

Requests for Rental Loan Deferrals, Ownership Changes, Debt Restructuring, Qualified Contracts and Loan Confirmations.

3. Rental Development Portal

Submission of LIHTC Applications, 10% Test, Equity Package, 8609 Package, and other documents requested by ADOH Rental Development Division.

The portals can be found at <https://housing.az.gov/portals/document-upload-portals>

Audited Financial Statements and Single Audits will no longer be accepted in paper form while documents submitted through the Rental Development Portal will still require a supplemental paper copy. The HDS Web Compliance Management System is still to be used for the submission of the Annual Compliance Report.

Please contact Andrew Rael, andrew.rael@azhousing.gov if you have questions. Thank you for your cooperation.



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Special Needs

REGARDING FUNDING SOURCES: Continuum of Care

INFORMATION BULLETIN No. 07-16

ISSUED: March 31, 2016

RE: Notice of Regional Meetings Balance of State Continuum of Care

The Arizona Balance of State Continuum of Care will hold the following quarterly regional meetings for the purpose of planning, coordination and information sharing. All meetings are from 9:00 am to noon

Region 1 (Mohave, La Paz, Yuma)	Wednesday, April 6 th	AZ Western College ~ Parker Learning Center 1109 Geronimo Avenue, Rooms 120 & 121 Parker
Regions 2 (Coconino, Yavapai, Navajo & Apache)	Thursday, April 7 th	Coconino County Health & Community Services Building 2625 North King Street, 2 nd Floor ~ Birch Room (HMIS Breakout: 2 nd Floor ~ Walnut Room) Flagstaff
Region 3 (Graham, Greenlee, Cochise, Santa Cruz)	Tuesday, April 12 th	Cochise College 1025 South Highway 90 ~ Benson Center Benson
Region 4 (Gila, Pinal)	Monday, April 11 th	1891 Historic Courthouse 135 North Pinal Street Florence

Questions should be directed to the following: Karia Basta, Special Needs Administrator, Arizona Department of Housing, 1110 West Washington Street, Suite 310, Phoenix, AZ 85007, (602) 771-1085.

ADA and EQUAL OPPORTUNITY COMPLIANCE STATEMENT

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Arizona Department of Housing 2016 Information Bulletin

PROGRAMS: Low Income Housing Tax Credit (LIHTC) Program

REGARDING: Low Income Housing Tax Credit Income and Rent Limits
(Post-1989 Developments) effective as of 3-28-2016

INFORMATION BULLETIN No. 08-16

ISSUED: April 7, 2016

RE: New Income and Rent Limits for post-1989 Projects

Attached are the new 2016 Income and Rent Limits (post-1989 Projects) for the Low Income Housing Tax Credit (LIHTC) program. These limits are effective as of March 28, 2016.

The tables are also available for download on the [Income & Rent Limits](http://www.azhousing.gov) page of our website, www.azhousing.gov.

Alternate limits are available for the HERA impacted counties of Maricopa/Pinal, Yuma, Apache, Cochise, Gila, Graham, Greenlee, LaPaz, Mohave, Navajo, and Santa Cruz. ADOH consent is required to use the alternate limits. Contact Juan Bello, Senior Compliance Officer at (602) 771-1074 or by e-mail at juan.bello@azhousing.gov.



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The Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Owner Occupied Housing Rehabilitation

REGARDING FUNDING SOURCES: Home Investment Partnership Program (HOME)

INFORMATION BULLETIN No. 09-16

ISSUED: April 28, 2016

RE: 2016 HOME Homeownership 95% Value Limits

On April 14, 2016 HUD issued the following notice through the HUD Exchange:

**FY 2016 HOME and HTF Homeownership Value Limits
Effective May 2, 2016**

HUD has issued new HOME Investment Partnerships Program (HOME) and Housing Trust Fund (HTF) Homeownership Value Limits ("95% limits") for 2016 that are **effective May 2, 2016**. In 24 CFR 92.254(a)(2)(iii) of the Final Rule published on July 24, 2013 and effective August 23, 2013, HUD established new homeownership value limits for HOME PJs.

[View the HOME Homeownership Value Limits](#)

The Arizona Department of Housing (ADOH) has extracted the limits for all Arizona counties from the HUD posted information located on their website (link above) and produced a chart for the benefit of our partners conducting owner occupied housing rehabilitation programs. HUD has already calculated the 95% of median value limit for all unit types and therefore Grantees are to use the limits posted in the ADOH chart located under the heading "*Documents*" on the Community Development and Revitalization page of the ADOH website at: <https://housing.az.gov/housing-partners/development-revitalization>.

For Questions please contact your ADOH CD&R Program Specialist or Kathy Blodgett, CD&R Programs Administrator.



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: State Housing Fund Programs

REGARDING FUNDING SOURCES: Home Investment Partnerships Program (HOME)

INFORMATION BULLETIN No. 10-16

ISSUED: April 29, 2016

RE: Notice of Funding Availability for State Housing Funds
Owner Occupied Housing Rehabilitation (OOHR)

NOTICE OF FUNDING AVAILABILITY

The Arizona Department of Housing (the Department) is pleased to announce a Notice of Funding Availability (NOFA) for funding through the State Housing Fund (SHF), HOME Investment Partnerships Program (HOME). This NOFA is for housing rehabilitation programs for owner occupied single family dwellings. For Federal FY2016 the Department expects to allocate approximately \$3,500,000.00 in SHF. The SHF will be allocated through one competitive funding round and the application submission deadline is August 1, 2016 at 4:00 p.m.

The Application process for SHF can be found in the FY2015-2016 SHF Program Summary and Application Guide (Rev. 4-26-16). The guide can be downloaded from the ADOH website at: <https://housing.az.gov/documents-links/handbooks>. Application Forms and the OOHR Scoring Sheet can be downloaded from the State Housing Fund Forms page at: <https://housing.az.gov/documents-links/forms/state-housing-fund>.

GENERAL OVERVIEW

The mission of the Department is to “provide housing and community revitalization to benefit the people of Arizona.” The Owner Occupied Housing Objective for Federal FY2015-2016 is:

- Improve the Quality of Housing Stock

In support of this Objective, the Department will allocate HOME funds to activities that improve the condition of housing units to meet the following standards:

- State's Rehabilitation Standards (Rev. 11/18/13) located at: <https://housing.az.gov/documents-links/forms/state-housing-fund>
- Most recent State and Local code requirements.
- Appliances as Applicable must be Energy Star rated.
- International Energy Conservation Code (IECC, 2012 Edition) or most recent code adopted by local building jurisdiction.
- Uniform Federal Accessibility Standards (Section 504 of the 1973 Rehabilitation Act) and the Americans with Disabilities Act, as applicable and needed by owner.
- Weatherization Standards for OOHR Housing Rehab (Issued 10/12/12, Rev. 11/18/13) located at: <https://housing.az.gov/documents-links/forms/state-housing-fund>.
- All plumbing fixtures are to be "low-flow."

The funding process can be found in the FY2015-2016 SHF Program Summary and Application Guide (Rev. 4-26-16) which includes information regarding:

1. Completeness review
2. Threshold review
3. Scoring
4. Financial and Technical review
5. Compliance with Federal and State regulations
6. ADOH Funding Approval

CHANGES FROM FY2015

There are two significant changes from the federal FY2015 OOHR application round in application thresholds and scoring. Refer to the **FY2015-2016 SHF Program Summary and Application Guide (Rev. 4-26-16) for application and threshold requirements.**

The most notable changes are highlighted below:

1. **Program Specific Thresholds.** The performance based thresholds have changed. See the FY2015-2016 State Housing Fund Program Summary and Application Guide (Rev. 4-26-16) at Section 4.14 Owner-Occupied Housing Rehabilitation Program Specific Thresholds.

Applicants and project applications must meet ALL of the common and ALL of the activity-specific threshold requirements to be considered for competitive funding. Applications not meeting all threshold items will be given a remedy period of five (5) business days during which they may submit the required information. The Department will contact the applicant (via standard mail, fax or email), regarding the insufficient documentation. Applications that remain incomplete after the expiration of the remedy period will not be considered for funding and will be returned to the Applicant. A copy of the application will remain with ADOH.

2. **Application TAB K – Attachment K FY2016 OOHR Application Score Sheet.** The minimum project scoring threshold for applicants to be eligible to be funded is 55 points.

PROGRAM ELIGIBILITY

Specific Owner Occupied Housing Rehabilitation program eligibility requirements are found in the FY2015-2016 SHF Program Summary and Application Guide (Rev. 4-26-16). Pay close attention to chapters 1, 2 and 4 for further information that includes but is not limited to eligible applicants; eligible and ineligible activities; eligible beneficiaries; eligible property types and eligible assistance types. Additionally, review the changes noted in this NOFA at the section titled "CHANGES FROM FY2015". The FY2015-2016 SHF Program Summary and Application Guide (Rev. 4-26-16) and the Owner Occupied Housing Rehabilitation Application (REV. 4-28-16) can be downloaded from the ADOH website at the web links provided previously in this NOFA.

NOTE: Applicants recently awarded HOME OOHHR funds with Award Letters dated April 28, 2016 will not be eligible to apply for funding under this NOFA IB 10-16.

MAXIMUM APPLICANT FUNDING

The maximum limit of HOME funding available per application is **\$350,000**. An additional 10% (up to **\$35,000**) in general administrative funding through the Housing Trust Fund is also available for a total maximum application funding of **\$385,000.00**. Only one application request per applicant will be considered for funding.

COMPETITIVE APPLICATION REVIEW CRITERIA

The review criterion is set forth in Chapters 2 and 4 of the FY2015-2016 SHF Program Summary Application Guide (Rev. 4-26-16) as well as the Application Tab requirements (application pages 12 through 16) and Attachment K - FY2016 OOHHR Score Sheet (Rev. 4/28/2016).

COMPETITIVE FUNDING DETERMINATIONS

The SHF Application must meet the SHF eligibility, application review, and threshold criteria. Award of SHF is subject to the availability of the funds provided to the Department for the SHF Program. Competitive funding criteria are utilized to make funding decisions. Only applications that meet all thresholds are competitively scored. Scoring criteria is contained in the application documents. Self-Score Sheets are provided as part of the application.

FUNDING NOTIFICATION

The Department will make every effort to make its funding decisions within 90 days, depending on the number and complexity of the applications received.

TECHNICAL ASSISTANCE

The Department will not preview, comment on, or pre-judge any element of any application prior to its initial submittal. A limited amount of assistance is available regarding the interpretation of the Department's policies, the SHF Program in general, and how program requirements should be applied.

APPLICATION SUBMISSION

The Application Form is fillable and is in Excel format. The form is designed to expand as needed dependent upon the amount of data in the space allotted for input. There are separate

tabs on the Excel spreadsheet for each page of the application form. You should also be able to save a partially prepared form and return to complete the form at a later time.

Applicants must submit one (1) original of the completed application package.

Applicants must submit their application package as described under Application Format, completing all required sections and providing all required supporting documentation. Application packages not received by 4:00 p.m. on the application deadline will not be accepted for review. The application package and any subsequent revisions or clarifications, if approved for funding, will become part of the agreement with the Department. Please refer to Chapter 2, section 2.2 (A) and Chapter 4, section 4.14 for additional application completeness criteria.

APPLICATION FORMAT

Applications must be typewritten or computer generated. Applicants are not to revise the formatting of these forms in any way. A copy of this application is available by US Mail, on diskette, by e-mail, or on the State Housing Fund page of the Department's website.

Application material must be:

- **1 Original only.**
- **8 ½ x 11 format**
- **Single sided**
- **Application must be two-hole punched at the top and bound by a metal fastener or large clip.**
- **Application must be indexed and tabbed to correspond with the application checklist**

In instances where the documentation is not applicable to a project, the tab must still be included and a single sheet indicating "N/A" with a statement describing the reason(s) the item is not applicable should be included in this space. *Tabbed sections indicating "N/A" that do not contain a written explanation will be considered to be missing documentation.* The tabulation format should not be altered in any way.

APPLICATION DEADLINE

Applications are due (must be in the possession of the Department) no later than 4:00 p.m. on August 1, 2016.

Applications delivered after 4:00 p.m. on the deadline date noted above will not be accepted.

Applications must be delivered to:

**Attn: State Housing Fund, CD&R Division
Arizona Department of Housing
1110 West Washington Street, Suite 280
Phoenix, Arizona 85007**

NOTE: The Arizona Department of Housing will be moving all of its offices to Suite **280** in May 2016. Please be sure your application is delivered to the correct suite. Applications delivered to the incorrect suite will not be accepted.

Questions regarding Owner Occupied Housing Rehabilitation applications must be submitted in writing and may be directed to Kathy Blodgett at Kathy.Blodgett@azhousing.gov.



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<https://housing.az.gov>



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Special Needs Programs

REGARDING FUNDING SOURCES: Arizona Department of Housing Funds

INFORMATION BULLETIN No. 11-16

ISSUED: May 5, 2016

RE: Issuance of a Request for Proposals for Rapid Rehousing for Balance of State

ADOH is issuing a Request for Proposals (RFP) from non-profit and governmental agencies to provide Rapid Re-housing services in the Balance of State to individuals and/or families who are homeless with a preference given to the following: 1) Veterans and their families; and 2) those who are Chronically Homeless. Approximately \$1,000,000 is available to provide Rapid Rehousing services beginning July 2016 and ending July 2017. Approximately 25% of the funds requested may be used for Housing Stabilization Services including case management and 10% of the funds requested may be used for Homelessness Prevention. A minimum of 10 (ten) households must be served per application. ADOH anticipates this program will serve 100 households over the course of one year.

The RFP can be found on the ADOH website at: <https://housing.az.gov/documents-links/forms/special-needs-continuum>

There will be a pre-proposal meeting to discuss this RFP at 9:00 a.m. May 18, 2016 in Suite 310 at the ADOH Offices, 1110 W. Washington, Phoenix, 85007. This meeting may be attended in person or by phone. Call in information: (866) 244-8528 / Passcode: 840114. The purpose of this meeting is to provide an overview of proposal requirements and answer questions.

All agencies that apply must submit a Letter of Intent. The letter of Intent should be emailed to Michele Meyerkorth at Michele.meyerkorth@azhousing.gov and is due May 25, 2016 by 5:00 pm.

Proposals must be submitted via the ADOH Special Needs Portal by the deadline of July 1, 2016 at 5:00 p.m.

All questions outside of the May 18, 2016 pre-proposal meeting related to the RFP must be submitted in writing via e-mail to:

Michele Meyerkorth, Michele.meyerkorth@azhousing.gov

Questions and answers will be posted on the ADOH Special Needs webpage at:

<https://housing.az.gov/documents-links/forms/special-needs-continuum>

ADA and EQUAL OPPORTUNITY COMPLIANCE STATEMENT

If you need accommodations for physical mobility, sensory impairment or language needs in order to participate in this meeting, please contact the ADOH at (602) 771-1000. Notification 48 hours prior to the meeting will enable ADOH to make reasonable arrangements to ensure accessibility to this meeting.



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Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Programs

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit

INFORMATION BULLETIN No. 12-16

ISSUED: May 6, 2016

RE: Notice of LIHTC Property Seeking Qualified Contract

ADOH is providing notice that the following LIHTC property is seeking a Qualified Contract for acquisition from any buyer who will continue to operate the property as affordable through the extended use period in accordance with the Land Use Restriction Agreement and Section 42 of the Internal Revenue Code.

Sonoma Heights, a 96 unit, 100% rent restricted LIHTC property built in 1999, located in Mesa, Arizona.

Information about this and all properties seeking a Qualified Contract can be found at:
https://housing.az.gov/sites/default/files/documents/files/2016_Qualified_Contract_List

Inquiries about any of these properties may be made by submitting a Letter of Interest via the following ADOH Portal:
<https://housing.az.gov/portals/document-upload-portals/rental-properties-asset-management-upload-portal>

The Letter of Interest must contain the following information:

1. Developer Name
2. Location of Headquarters
3. List of completed LIHTC projects by state
4. Ability to enter into a purchase contract on or before September 15, 2016.

Questions or comments regarding this Information Bulletin may be addressed in writing to John Juarez, Asset Manager at john.juarez@azhousing.gov



The Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Community Development and Revitalization

REGARDING FUNDING SOURCES: Community Development Block Grant (CDBG)

INFORMATION BULLETIN No. 13-16

ISSUED: May 11, 2016

RE: CDBG Application Handbook (Revised April 27, 2016)

The Arizona Department of Housing has issued a revised CDBG Application Handbook, dated April 27, 2016.

The CDBG Application Handbook and all related forms are available on the Department's website at: <https://housing.az.gov/documents-links/handbooks>

A log of the changes is attached for your convenience. Of special note: The Slum and Blight sections of the handbook have undergone a comprehensive revision. Visual Assessments (formerly "Windshield Surveys") are now used as the method to assess the percentage of deteriorated/deteriorating structures in a potential Slum Blight Area.

For questions regarding the CDBG Application Handbook (Revision 4-27-16) please contact us in writing:

Kathy Blodgett, Administrator

CD&R Programs

Kathy.Blodgett@azhousing.gov

NOTE: The Arizona Department of Housing will be moving all of its offices to Suite 280 on May 23, 2016. All ADOH staff e-mail addresses and telephone numbers will remain the same.



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CDBG Application Handbook
REVISIONS AS OF 4/27/2016

Section	Page	Description Of Change
Entire Handbook		ADOH website address is now https://housing.az.gov/
Table of Contents	i - xiii	Table of Contents revised for pagination changes due to insertion and deletion of information in the the revised handbook.
1. The CDBG Partnership - Eligible Grant Applicants - Non-profit Documentation	7	Web address for Arizona Corporation Commision has been corrected.
2. Eligible Projects - Prevention or Elimination of Slums or Blight	16 - 20	The entire Slum/Blight section has been revised, especially the determination criteria and documentation. Forms for Slum/Blight determinations have been revised. The comprehensive revision to this section of the handbook is largely due to extensive research into HUD Guidance and Arizona Revised Statutes. Please also See Section 8. Special Survey Processes - Visual Assessment for Slum/Blight Area Basis. Please review these sections and new forms carefully.
6. Distribution of CDBG Funds - State Special Projects - Threshold Issues and Application Requirements	79	The performance and expediture thresholds for Owner Occupied Housing Rehabilitation applications have changed. Expenditures for open OOHR contracts are no longer tied to the term of the contract.
6. Distribution of CDBG Funds - Colonias - Thresholds for all Colonias Applications	82-83	ERR Completion requirements have changed.
7. Certifications, Resolutions and Application Forms - Application Forms	191-196	Slum Blight Forms 15 and 15a have changed slightly to make them more understandable.
8. Special Survey Processes -Visual Assessment for Slum/Blight Area Basis (FORMERLY "WINDSHIELD SURVEY")	247-253	The Section formerly titled " Windshield Survey for Slum/Blight Area" has undergone a comprehensive revision largely due to extensive research into HUD Guidance and Arizona Revised Statutes for determination and qualifications of Slum/Blight status. A new Visual Assessment Form and Instructions have been inserted into the handbook.



The Arizona Department of Housing

2016 Information Bulletin

REGARDING PROGRAMS: Community Development and Revitalization

REGARDING FUNDING SOURCES: Community Development Block Grant (CDBG)

INFORMATION BULLETIN No. 14-16

ISSUED: May 12, 2016

**RE: Notice of Funding Availability for CDBG
Colonias Set Aside Competitive Funding**

NOTICE OF FUNDING AVAILABILITY (NOFA OR NOTICE)

For FY 2015 and FY2016, the Arizona Department of Housing (ADOH) expects to allocate approximately \$2.0 million in Community Development Block Grant (CDBG) Program combined funds to Colonias Set Aside Projects. The FY 2015/2016 Colonias Set Aside funds will be distributed in one competitive funding round and the application submission deadline is August 19, 2016 at 4 p.m.

The Application Process for the Colonias funding allocation is described in Section 6 of the CDBG Application Handbook (Revised April 27, 2016) with any changes or additional requirements outlined in this Notice. The CDBG Application Handbook and Colonias Set Aside Rating Tool form can be obtained from the ADOH website. Links to the specific pages are located further on in this Notice.

COLONIAS SET ASIDE PROJECTS INFORMATION

Eligible Applicants

Consistent with federal law, eligible applicants for the State CDBG Colonias Set Aside are all incorporated cities and towns, unincorporated areas within counties and communities on Tribal lands outside of Maricopa County that are located within 150 miles from the U.S./Mexico Border and have documented the following:

- Defined geographical boundaries;
- Existence as a colonia prior to November 28, 1990;
- Lack of potable water or sanitary sewer prior to November 28, 1990; and
- Lack of decent, safe and sanitary housing prior to November 28, 1990.

PLEASE NOTE: Most if not all incorporated cities and towns are not qualified in their entirety as a Colonia. Rather, a smaller defined area or neighborhood within the city or town may be the designated Colonia.

The most current list of Colonias designated by ADOH is available on the ADOH website at: <https://housing.az.gov/documents-links/forms/community-revitalization>. Additional designated Colonias may be added to this list periodically. Applicants unsure of their Colonias designation are encouraged to contact ADOH staff prior to application submission to determine their eligibility. ADOH will accept colonia certification/designation documentation until July 1, 2016 to establish eligibility to participate in this NOFA application round.

Eligible Activities and Application Requirements

Applicants should consult the CDBG Application Handbook (Revised April 27, 2016) which can be accessed and/or downloaded from the Forms and Handbooks page of the Department's website at: <https://housing.az.gov/documents-links/handbooks>

Threshold Issues and Application Requirements

To qualify for funding under this notice, applicants *must* submit all project application forms and all elements required for Colonias set aside funding in Section 6 of the CDBG Application Handbook (Revised April 27, 2016).

Selection of Project Awards

Projects will be selected for Colonias Set Aside funding by a competitive process through which applications are scored. Applications that have met all applicable threshold requirements will be competitively scored with the highest scoring applications receiving awards until available funds are exhausted.

The goals of the rating system are as follows:

- Ensure fairness in competition for the grants;
- Increase the objectivity of the reviews.

The application rating system places additional emphasis on: targeting the most impoverished areas and low-moderate income communities; determining the need for the activity; past performance of the applicant and/or administrating agency; and cost effectiveness of the project.

The Colonias Set Aside Rating Tool form along with a Completeness Review form can be obtained from the ADOH website at:

<https://housing.az.gov/documents-links/forms/community-revitalization>.

Please review this NOFA, CDBG Application Handbook (Revised April 27, 2016), Colonias Rating Tool, and the Completeness Form to ensure that your application has supplied all relevant information under each criterion and may obtain the maximum points available to your type of project.

Selection Notification

ADOH anticipates notifying all applicants within 45 days of application deadline as to whether they will be funded or not. Applicants approved for funding should be prepared to initiate projects within ninety (90) days of execution of the funding agreement.

Maximum Grant Amount

The maximum grant available including administrative funding under this notice cannot exceed the total amount of the Colonias Set Aside for FY2015/2016 as determined by HUD thru its formula allocation to the State of Arizona. Funds unexpended at contract termination shall be returned to ADOH.

APPLICATION TIMELINE

The following is a listing of key dates in the application and funding process:

Application Handbook (Revision 4/27/2016) release:	May 12, 2016
NOFA release:	May 12, 2016
Application Deadline:	August 19, 2016, 4:00 p.m.

APPLICATION SUBMITTAL

Applicants must submit one (1) hard copy original and one (1) electronic copy of the complete applications via the “CDBG and HOME (Owner Occupied Housing Rehabilitation) Portal” at <https://housing.az.gov/portals/document-upload-portals>.

Applicants will receive an email from ADOH following successful upload into the portal. The hard copy must be two-hole punched at the top and secured by a clasp. DO NOT submit applications in binders. Any drawings, maps, plans or supportive documents may be included unbound (if not feasible to bound) but must be legible, designated and labeled.

Hard copy applications and portal submissions must be received by ADOH no later than **Friday, August 19, 2016 by 4:00 p.m.** Applications will be considered received if one of the following indicates a date and time no later than the application due date:

- Fed Ex, UPS, etc. delivery documents
- ADOH email indicating successful upload
- Department staff documentation of receipt

Applications *may not* be submitted via e-mail or fax. Applications may be delivered or mailed to:

Arizona Department of Housing
Attn: CDBG Colonias Set Aside Account
1110 W. Washington, Suite 280
Phoenix, AZ 85007

NOTE: The Arizona Department of Housing will be moving all of its offices to Suite **280** on May 23, 2016. Please be sure your application is delivered to the correct suite. Applications delivered to the incorrect suite will not be accepted.

Arizona Department of Housing

1110 W. Washington, Suite 280

Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

www.azhousing.gov

**State of ARIZONA –Department of Housing’s - Designated Colonias
As of August 12, 2014 (excluding Maricopa and Pinal Counties)**

Cochise County:

- Benson – Patrick Dr./Valley View Neighborhood
- Benson – Prickly Pear/Cactus Neighborhood
- Bisbee – Bakerville Neighborhood
- Bisbee – Tintown Neighborhood
- Douglas – Census Tract 9 (Original Townsite)
- Tombstone

Unincorporated Areas:

- Bay Acres
- Bowie
- Fry Townsite
- Lower Huachuca City
- San Simon
- Winchester Heights

Gila County:

- Miami

Graham County:

- Pima

Unincorporated Areas:

- Artesia
- Bonita/Fort Grant
- Bryce/Eden
- Fort Thomas
- Klondyke
- Lonestar
- San Jose
- Sanchez
- Solomon

Greenlee County:

- Clifton
- Duncan (including Hunter Estates Annex)

LaPaz County

Unincorporated Areas:

- Buckskin Sanitary District

Pima County:

- Marana – Adonis Neighborhood
- Marana – Berry Acres Neighborhood
- Marana – Honea Heights Neighborhood
- Marana – Marana Estates Neighborhood
- Marana – Marana Vista Estates Neigh.

- Marana – Price Lane Neighborhood
- Marana – Yoem Pueblo/Sandario Neigh.
- South Tucson

Unincorporated Areas:

- Rillito
- Littletown

Santa Cruz County:

- Patagonia
- Nogales – Nogalitos Neighborhood
- Nogales – East Quadrant Neigh.
- Nogales – West Quadrant Neigh.

Unincorporated Areas:

- Carmen
- Chula Vista
- Elgin
- Firestone Gardens
- Pete Kitchen
- Tumacacori

Yuma County:

- Wellton – historic townsite

Unincorporated Areas:

- Avenue B & C
- Dateland
- Donovan Estates
- Drysdale
- El Prado Estates
- Gadsden
- Orange Grove Mobile Manor
- Padre Ranchitos
- Rancho Mesa Verde Units 1-3
- Speese Addition
- Tacna
- Wall Lane

Colonias located on Tribal Land:

Native American tribes have various colonias designated within their boundaries.

- Cocopah Indian Reservation
- Tohono O’odham Nation
 - Chukut Kuk District
 - Gu Vo District
 - Pisinemo District

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: All Programs

REGARDING FUNDING SOURCES: CDBG, HOME, ESG, HOPWA, HTF

INFORMATION BULLETIN No. 15-16

ISSUED: May 16, 2016

RE: 2016-2017 Annual Action Plan, HTF Allocation Plan

The Arizona Department of Housing (ADOH) has submitted its 2016-2017 Annual Action Plan to HUD for review and approval. Because Arizona is receiving new funding in the form of the new Housing Trust Fund (HTF), ADOH also submitted for approval the HTF Allocation Plan. ADOH expects HUD to provide comments on these plans and issue final approval by July 1, 2016.

In the meantime, ADOH has posted a draft of these documents on its website at: <https://housing.az.gov/documents-links/publications>

Questions or comments regarding this Information Bulletin may be addressed in writing to Andrew Rael, Assistant Deputy Director of Programs andrew.rael@azhousing.gov.



Arizona
Department
of Housing

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: State Housing Fund (SHF)

REGARDING FUNDING SOURCES: HOME, HTF, NSP

INFORMATION BULLETIN No. 16-16

ISSUED: May 20, 2016

**RE: HOME, HTF, NSP Program Income Limits effective June 6, 2016
HOME, HTF, NSP Program Rent Limits, effective June 6, 2016**

Attached are the 2016 income limits for Home Investment Partnership (HOME), Housing Trust Fund (HTF) and the Neighborhood Stabilization Program (NSP) programs. These income limits are effective June 6, 2016.

Also attached are the 2016 rent limits for the HOME, HTF, and NSP programs. These rent limits are effective June 6, 2016.

The tables are also available for download on the Income and Rent Limits page of our website at <https://housing.az.gov/documents-links/forms/rent-limits>.



Arizona
Department
of Housing

1110 W. Washington, Suite 310 | Phoenix, AZ 85007
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001

<https://housing.az.gov>

2016 ARIZONA INCOME LIMITS

State of Arizona -- State Housing Fund Programs
HOME, HTF, and NSP Program Income Limits

ARIZONA COUNTIES

6/6/2016

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON +
Flagstaff, AZ Coconino County MEDIAN HOUSEHOLD	30%	13300	15200	17100	18950	20500	22000	23500	25050
	50% (Very Low-Income)	22150	25300	28450	31600	34150	36700	39200	41750
	60%	26580	30360	34140	37920	40980	44040	47040	50100
	80% (Low-Income)	35400	40450	45500	50550	54600	58650	62700	66750
Lake Havasu City-Kingman, AZ Mohave County MEDIAN HOUSEHOLD	30%	10250	11700	13150	14600	15800	16950	18150	19300
	50% (Very Low-Income)	17050	19500	21950	24350	26300	28250	30200	32150
	60%	20460	23400	26340	29220	31560	33900	36240	38580
	80% (Low-Income)	27300	31200	35100	38950	42100	45200	48300	51450
Phoenix-Mesa-Glendale, AZ Maricopa - Pinal Counties MEDIAN HOUSEHOLD	30%	13200	15100	17000	18850	20400	21900	23400	24900
	50% (Very Low-Income)	22050	25200	28350	31450	34000	36500	39000	41550
	60%	26460	30240	34020	37740	40800	43800	46800	49860
	80% (Low-Income)	35250	40250	45300	50300	54350	58350	62400	66400
Prescott, AZ Yavapai County MEDIAN HOUSEHOLD	30%	11200	12800	14400	15950	17250	18550	19800	21100
	50% (Very Low-Income)	18650	21300	23950	26600	28750	30900	33000	35150
	60%	22380	25560	28740	31920	34500	37080	39600	42180
	80% (Low-Income)	29850	34100	38350	42600	46050	49450	52850	56250
Tucson, AZ Pima County MEDIAN HOUSEHOLD	30%	11900	13600	15300	17000	18400	19750	21100	22450
	50% (Very Low-Income)	19850	22700	25550	28350	30650	32900	35200	37450
	60%	23820	27240	30660	34020	36780	39480	42240	44940
	80% (Low-Income)	31750	36300	40850	45350	49000	52650	56250	59900
Yuma, AZ Yuma County MEDIAN HOUSEHOLD	30%	10500	11500	12950	14350	15500	16650	17800	18950
	50% (Very Low-Income)	16800	19200	21600	23950	25900	27800	29700	31650
	60%	20160	23040	25920	28740	31080	33360	35640	37980
	80% (Low-Income)	26850	30650	34500	38300	41400	44450	47500	50600
: Apache County MEDIAN HOUSEHOLD	30%	10250	11700	13150	14600	15800	16950	18150	19300
	50% (Very Low-Income)	17050	19500	21950	24350	26300	28250	30200	32150
	60%	20460	23400	26340	29220	31560	33900	36240	38580
	80% (Low-Income)	27300	31200	35100	38950	42100	45200	48300	51450
: Cochise County MEDIAN HOUSEHOLD	30%	11900	13600	15300	16950	18350	19700	21050	22400
	50% (Very Low-Income)	19800	22600	25450	28250	30550	32800	35050	37300
	60%	23760	27120	30540	33900	36660	39360	42060	44760
	80% (Low-Income)	31650	36200	40700	45200	48850	52450	56050	59700

2016 ARIZONA INCOME LIMITS

ARIZONA COUNTIES

6/6/2016

State of Arizona -- State Housing Fund Programs

HOME, HTF, and NSP Program Income Limits

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON +
: Gila County MEDIAN HOUSEHOLD	30%	10550	12050	13550	15050	16300	17500	18700	19900
	50% (Very Low-Income)	17600	20100	22600	25100	27150	29150	31150	33150
	60%	21120	24120	27120	30120	32580	34980	37380	39780
	80% (Low-Income)	28150	32150	36150	40150	43400	46600	49800	53000
: Graham County MEDIAN HOUSEHOLD	30%	10900	12450	14000	15550	16800	18050	19300	20550
	50% (Very Low-Income)	18200	20800	23400	25950	28050	30150	32200	34300
	60%	21840	24960	28080	31140	33660	36180	38640	41160
	80% (Low-Income)	29050	33200	37350	41500	44850	48150	51500	54800
: Greenlee County MEDIAN HOUSEHOLD	30%	10800	12350	13900	15400	16650	17900	19100	20350
	50% (Very Low-Income)	18000	20550	23100	25650	27750	29800	31850	33900
	60%	21600	24660	27720	30780	33300	35760	38220	40680
	80% (Low-Income)	28750	32850	36950	41050	44350	47650	50950	54200
: La Paz County MEDIAN HOUSEHOLD	30%	9300	10600	11950	13250	14350	15400	16450	17500
	50% (Very Low-Income)	15450	17650	19850	22050	23850	25600	27350	29150
	60%	18540	21180	23820	26460	28620	30720	32820	34980
	80% (Low-Income)	24750	28250	31800	35300	38150	40950	43800	46600
: Navajo County MEDIAN HOUSEHOLD	30%	9350	10700	12050	13350	14450	15500	16600	17650
	50% (Very Low-Income)	15600	17800	20050	22250	24050	25850	27600	29400
	60%	18720	21360	24060	26700	28860	31020	33120	35280
	80% (Low-Income)	24950	28500	32050	35600	38450	41300	44150	47000
: Santa Cruz County MEDIAN HOUSEHOLD	30%	9300	10600	11950	13250	14350	15400	16450	17500
	50% (Very Low-Income)	15450	17650	19850	22050	23850	25600	27350	29150
	60%	18540	21180	23820	26460	28620	30720	32820	34980
	80% (Low-Income)	24750	28250	31800	35300	38150	40950	43800	46600

2016 ARIZONA RENT LIMITS

ARIZONA COUNTIES

6/6/2016

State of Arizona -- State Housing Fund Programs
HOME, HTF, and NSP Program Rent Limits

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
Flagstaff, AZ Coconino County	LOW HOME RENT	553	593	711	821	917	1011	1106
	HIGH HOME RENT	734	788	947	1085	1191	1296	1401
For information only:	Fair Market Rent	761	909	1135	1408	1687	1940	2193
	50% Rent Limit	553	593	711	821	917	1011	1106
	65% Rent Limit	734	788	947	1085	1191	1296	1401
Separator								
Lake Havasu City - Kingman Mohave County	LOW HOME RENT	448	480	576	665	742	819	896
	HIGH HOME RENT	505	592	742	848	926	1003	1081
For information only:	Fair Market Rent	505	592	754	1081	1183	1360	1538
	50% Rent Limit	448	480	576	665	742	819	896
	65% Rent Limit	574	616	742	848	926	1003	1081
Separator								
Phoenix, AZ Maricopa/Pinal Counties	LOW HOME RENT	581	623	747	863	963	1063	1162
	HIGH HOME RENT	596	735	914	1129	1240	1349	1459
For information only:	Fair Market Rent	596	735	914	1332	1558	1792	2025
	50% Rent Limit	581	623	747	863	963	1063	1162
	65% Rent Limit	763	819	984	1129	1240	1349	1459
Separator								
Prescott, AZ Yavapai County	LOW HOME RENT	505	541	650	750	837	923	1009
	HIGH HOME RENT	640	664	827	947	1036	1125	1214
For information only:	Fair Market Rent	660	664	838	1221	1279	1471	1663
	50% Rent Limit	505	541	650	750	837	923	1009
	65% Rent Limit	640	688	827	947	1036	1125	1214
Separator								
Tucson, AZ Pima County	LOW HOME RENT	528	566	680	785	876	966	1057
	HIGH HOME RENT	532	644	862	987	1081	1175	1268
For information only:	Fair Market Rent	532	644	862	1256	1480	1702	1924
	50% Rent Limit	528	566	680	785	876	966	1057
	65% Rent Limit	668	716	862	987	1081	1175	1268

2016 ARIZONA RENT LIMITS

ARIZONA COUNTIES

6/6/2016

State of Arizona -- State Housing Fund Programs

HOME, HTF, and NSP Program Rent Limits

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
Yuma, AZ Yuma County								
	LOW HOME RENT	436	467	561	647	722	797	871
	HIGH HOME RENT	579	614	747	854	934	1011	1089
For information only:	Fair Market Rent	610	614	822	1198	1425	1639	1853
	50% Rent Limit	436	467	561	647	722	797	871
	65% Rent Limit	579	621	747	854	934	1011	1089
: Apache County								
	LOW HOME RENT	431	461	553	640	713	788	861
	HIGH HOME RENT	552	614	739	845	924	1001	1077
For information only:	Fair Market Rent	552	700	865	1210	1481	1703	1925
	50% Rent Limit	431	461	553	640	713	788	861
	65% Rent Limit	573	614	739	845	924	1001	1077
: Cochise County								
	LOW HOME RENT	495	530	636	735	820	904	988
	HIGH HOME RENT	625	647	802	941	1030	1118	1207
For information only:	Fair Market Rent	625	647	802	1117	1400	1610	1820
	50% Rent Limit	495	530	636	735	820	904	988
	65% Rent Limit	636	683	822	941	1030	1118	1207
: Gila County								
	LOW HOME RENT	445	476	572	660	737	813	889
	HIGH HOME RENT	593	636	766	875	956	1037	1117
For information only:	Fair Market Rent	636	640	823	1124	1128	1297	1466
	50% Rent Limit	445	476	572	660	737	813	889
	65% Rent Limit	593	636	766	875	956	1037	1117
: Graham County								
	LOW HOME RENT	462	495	595	686	766	845	924
	HIGH HOME RENT	467	650	757	910	996	1081	1165
For information only:	Fair Market Rent	467	650	757	1091	1095	1259	1424
	50% Rent Limit	462	495	595	686	766	845	924
	65% Rent Limit	616	661	796	910	996	1081	1165

2016 ARIZONA RENT LIMITS

ARIZONA COUNTIES

6/6/2016

State of Arizona -- State Housing Fund Programs

HOME, HTF, and NSP Program Rent Limits

		EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
: Greenlee County								
	LOW HOME RENT	487	521	626	723	806	890	973
	HIGH HOME RENT	507	578	674	836	1033	1121	1208
For information only:	Fair Market Rent	507	578	674	836	1033	1188	1343
	50% Rent Limit	487	521	626	723	806	890	973
	65% Rent Limit	638	684	823	943	1033	1121	1208
: La Paz County								
	LOW HOME RENT	431	461	553	640	713	788	861
	HIGH HOME RENT	527	530	703	804	878	949	1021
For information only:	Fair Market Rent	527	530	710	881	1240	1426	1612
	50% Rent Limit	431	461	553	640	713	788	861
	65% Rent Limit	544	584	703	804	878	949	1021
: Navajo County								
	LOW HOME RENT	431	461	553	640	713	788	861
	HIGH HOME RENT	544	584	703	804	878	949	1021
For information only:	Fair Market Rent	609	613	763	1031	1181	1358	1535
	50% Rent Limit	431	461	553	640	713	788	861
	65% Rent Limit	544	584	703	804	878	949	1021
: Santa Cruz County								
	LOW HOME RENT	431	461	553	640	713	788	861
	HIGH HOME RENT	519	522	699	804	878	949	1021
For information only:	Fair Market Rent	519	522	699	952	1110	1277	1443
	50% Rent Limit	431	461	553	640	713	788	861
	65% Rent Limit	544	584	703	804	878	949	1021



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 17-16

ISSUED: June 10, 2016

RE: LIHTC – Reservation List Posted

The Arizona Department of Housing has posted its 2016 Low Income Housing Tax Credit Reservation List on its website. The list is attached to this information bulletin, and may also be downloaded from the following page:

All Applicants will receive correspondence regarding the ADOH review of their submission. Applicants who do not receive a reservation will have an opportunity to schedule a visit with the Department to discuss their submission upon receipt of correspondence regarding their score.

Questions may be directed in writing via US Mail or via email to: jeanne.redondo@azhousing.gov



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<https://housing.az.gov>

**ARIZONA DEPARTMENT OF HOUSING
LOW INCOME HOUSING TAX CREDIT PROGRAM
2016 RESERVATION LIST**

PROJECT NAME & ADDRESS	OWNERSHIP & DEVELOPER	COUNTY	SET-ASIDE ELECTION	UNITS				# OF BLDGS	PROJECT TYPE	PROJECT COST	TAX CREDITS
				TOTAL	LIHTC	MKT	EMP				
SET ASIDE FOR SUPPORTIVE HOUSING - CHRONICALLY HOMELESS PEOPLE WITH A PREFERENCE FOR VETERANS											
Camelback Pointe 1537 W. Camelback Road Phoenix, AZ 85015-3502	Camelback Pointe, LP Native American Connections Joe Keeper (j.keeper@nativeconnections.org)	Maricopa	Non-Profit & Supportive Housing	55	54	0	1	2	New Construction	\$ 11,883,844	\$ 1,106,789
Miracle Point Apartments 375 West Blacklidge Tucson, AZ 85705-1111	Miracle Point Apartments, L.P. La Frontera Partners, Inc. Daniella Zepeda (daniella.zepeda@lafrontera.org)	Pima	Rental Assistance % Non- Profit &	40	40	0	0	6	New Construction	\$ 8,486,471	\$ 782,000
BALANCE OF STATE SET ASIDE											
				<input type="checkbox"/> NACOG	<input checked="" type="checkbox"/> WACOG	<input type="checkbox"/> CAAG	<input checked="" type="checkbox"/> SEAGO				
Mesa Heights Apartments SWC of E. 20th St. & S. Arizona Avenue Yuma, AZ 85364-6507	Mesa Heights Apartments, LLC Gorman & Company, Inc. Brian Swanton (bswanton@gormanusa.com)	Yuma (WACOG)	BOS	58	58	0	0	7	New Construction	\$ 13,149,192	\$ 1,331,627
Pioneer Village at Coronado Courts 1190 18th Street Douglas, AZ 85607-1700	Pioneer Village Douglas LLC Western Region Nonprofit Housing Corporation David E. Johnson (davejo@wrnphc.org)	Cochise (SEAGO)	BOS and Non-Profit	28	28	0	0	3	Acq/Rehab	\$ 3,204,569	\$ 307,868
TRIBAL SET ASIDE											
TOKA Homes II Various on Vista St., Quijtoa St., F St., & NE of Greasewood Street Sells, AZ 85634-0000	TOKA #2 Limited Partnership Tohono O'odham Ki:Ki Association Pete Delgado (pdelgado@tokahousing.org)	Pima	Tribal	40	40	0	0	25	New Construction & Acq/Rehab	\$ 8,616,558	\$ 890,468
Yavapai-Apache Homes VI Various on E. Cherry Creek Rd., River Way & Water Circle Camp Verde, AZ 86322-8248	Yavapai-Apache Nation #6 Limited Partnership Yavapai-Apache Nation Tribal Housing Sharie Benson (sbenson@yan-tribe.org)	Yavapai	Tribal and BOS	35	35	0	0	19	New Construction	\$ 9,125,333	\$ 859,200
NON-PROFIT SET ASIDE											
Camelback Pointe 1537 W. Camelback Road Phoenix, AZ 85015-3502	Camelback Pointe, LP Native American Connections Joe Keeper (j.keeper@nativeconnections.org)	Maricopa	Non-Profit & Supportive Housing	55	54	0	1	2	New Construction	\$ 11,883,844	\$ 1,106,789
Miracle Point Apartments 375 West Blacklidge Tucson, AZ 85705-1111	Miracle Point Apartments, L.P. La Frontera Partners, Inc. Daniella Zepeda (daniella.zepeda@lafrontera.org)	Pima	Rental Assistance % Non- Profit &	40	40	0	0	6	New Construction	\$ 8,486,471	\$ 753,798
Pioneer Village at Coronado Courts 1190 18th Street Douglas, AZ 85607-1700	Pioneer Village Douglas LLC Western Region Nonprofit Housing Corporation David E. Johnson (davejo@wrnphc.org)	Cochise	BOS and Non-Profit	28	28	0	0	3	Acq/Rehab	\$ 3,204,569	\$ 307,868

**ARIZONA DEPARTMENT OF HOUSING
LOW INCOME HOUSING TAX CREDIT PROGRAM
2016 RESERVATION LIST**

PROJECT NAME & ADDRESS	OWNERSHIP & DEVELOPER	COUNTY	SET-ASIDE ELECTION	UNITS				# OF BLDGS	PROJECT TYPE	PROJECT COST	TAX CREDITS
				TOTAL	LIHTC	MKT	EMP				
The Marist on Cathedral Square 111/235 South Church Avenue Tucson, AZ 85701-1602	FSL Padre Kino Village, LP FSL Real Estate Services Stephen L. Hastings (shastings@fsl.org)	Pima	Non-Profit	83	83	0	0	2	Adaptive Re-use & Acq/Demo & New Construction	\$ 24,512,653	\$ 1,750,000
SECTION 811 PROJECT RENTAL ASSISTANCE SET-ASIDE											
West End Station 855 W. Congress Street Tucson, AZ 85745-0000	West End Station, LLC Gorman & Company, Inc. Brian Swanton (bswanton@gormanusa.com)	Pima	Section 811	70	70	0	0	2	New Construction	\$ 17,984,041	\$ 1,601,517
GENERAL POOL											
El Caro Senior Residences 8025 North 21st Avenue Phoenix, AZ 85021-8025	Metro El Caro Senior Residences, LLC Gardner Capital Development Arizona, LLC Scott Puffer (spuffer@gardnercapital.com)	Maricopa	N/A	102	102	0	0	3	New Construction	\$ 18,159,686	\$ 1,532,018
Las Brisas Sunset Apartments Corner of Marea and Rio Seco Street San Luis, AZ 85349-5349	Las Brisas Apartments (San Luis), LP Comite De Bien Estar, Inc. Gary Black (gary@comiteaz.org)	Yuma	BOS and Non-Profit	60	59	0	1	61	New Construction	\$ 9,581,341	\$ 864,604
Mesa Artspace Lofts 155 South Hibbert Mesa, AZ 85210-0000	Artspace Mesa, LP Artspace Projects, Inc. Heidi Zimmer (Heidi.Zimmer@artspace.org)	Maricopa	Non-Profit	50	50	0	0	6	New Construction	\$ 15,918,649	\$ 1,300,000
Rosewood Court II 5107 - 5121 N. 16th Avenue Phoenix, AZ 85015-3366	Rosewood Court II Associates, L.P. Domus AZ LLC Monique Hastings (mhastings@newportpartners.com)	Maricopa	N/A	35	35	0	0	1	New Construction	\$ 8,935,022	\$ 897,450
The Marist on Cathedral Square 111/235 South Church Avenue Tucson, AZ 85701-1602	FSL Padre Kino Village, LP FSL Real Estate Services Stephen L. Hastings (shastings@fsl.org)	Pima	Non-Profit	83	83	0	0	2	Adaptive Re-use & Acq/Demo & New Construction	\$ 24,512,653	\$ 1,750,000
West Point Apartments 10 East Broadway Tucson, AZ 85701-1702	West Point Apartments, LP La Frontera Partners, Inc. Daniella Zepeda (daniella.zepeda@lafrontera.org)	Pima	Non-Profit	50	50	0	0	2	Acq/Demo & New Construction	\$ 16,060,928	\$ 1,472,518
				706	704	0	2	139		\$ 165,618,287	\$ 14,696,059

**The Arizona Department of Housing
UPDATED 2014 Information Bulletin**

REGARDING PROGRAMS: Rental Development
REGARDING FUNDING SOURCES: State Housing Fund

INFORMATION BULLETIN No. 18-16

ISSUED: June 13, 2016

**RE: Loan Deferral Procedures – Clarifications to Information Bulletin 28-14 issued
November 19, 2014**

The Arizona Department of Housing (“ADOH” or the “Department”) revised its loan deferral request procedures in the Information Bulletin No. 28-14 for all loan payments which are due on or after December 31, 2014. ADOH will consider requests to defer or modify a scheduled payment of a State Housing Fund (HOME, Housing Trust Fund or TCAP) loan for Projects that do not have sufficient cash flow, after payment of the deductions specified in the Promissory Note for the loan, if applicable, to make the annual payment. Review of the request will not commence until all outstanding documents have been received as outlined below:

1. Formal letter requesting the Loan Payment Deferral.
2. A copy of the Audited Financial Statements for the period of time that payment is due and requested to be deferred. The Audited Financial Statements must include a supplemental cash flow statement or an expanded standard cash flow statement prepared by the CPA that includes the priority of payments (aka waterfall of funds) distributed from cash flow, as permitted in the Promissory Note. This cash flow statement must adhere to the terms and conditions of the Promissory Note. The sample format of the supplemental cash flow statement previously included with Information Bulletin 28-14 issued November 19, 2014 is optional and is not binding on the Department’s final determination.

Based on the documents submitted, initial underwriting and the terms and conditions of the Promissory Note, ADOH will conduct a cash flow analysis and make a determination regarding the extent to which loan payments will be deferred.

The above documents should be sent via the ADOH *Rental Properties/Asset Management Portal* on the ADOH website: <https://housing.az.gov/portals/document-upload-portals>

Loan servicing questions may be directed to John Juarez at (602) 771-1034.



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN 19-16

ISSUED: June 14, 2016

RE: 2017 Qualified Allocation Plan – Request for Comments

The Arizona Department of Housing (“ADOH”) is requesting input for its 2017 Qualified Allocation Plan (QAP). The QAP is the document which will govern the allocation and use of 2017 Low Income Housing Tax Credits in accordance with Section 42 of the Internal Revenue Code of 1986, as amended (“I.R.C. § 42”). The comments received will be considered while drafting the 2017 QAP. Please provide written comments by **July 15, 2016 at 5:00 pm** via letter or email to either of the following addresses:

By Mail: Jeanne Redondo
Rental Programs Administrator
Arizona Department of Housing
1110 W. Washington Ste. 280
Phoenix, AZ 85007

By E-Mail: QAP-Comments@azhousing.gov

The 2016 QAP and *Clarifications to the 2016 QAP* can be found on the ADOH website at:
<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

A draft of the 2017 QAP will be made available by August 19, 2016 at the following website:
<https://housing.az.gov/documents-links/forms/rental-development-lihtc>



1110 W. Washington, Suite 280 | Phoenix, AZ 85007
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001
<https://housing.az.gov>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

REGARDING FUNDING SOURCES: COC, ESG, PATH

INFORMATION BULLETIN No. 20-16

ISSUED: June 15, 2016

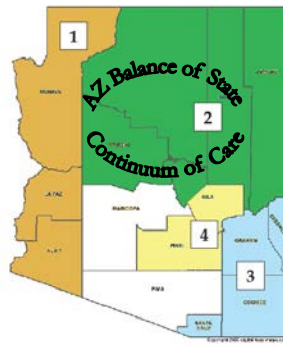
RE: Notes from June 3rd Meeting

A meeting was held on Friday, June 3, 2016 for sub-recipients and other partners of funding from ADOH, DES and AHCCCS. ADOH is the collaborative applicant for the COC; DES provides ESG funding; and AHCCCS provides PATH funding. All three (3) funding sources are for ending homelessness.

This meeting was held to discuss the loss of funding in the 2015 NOFA process, the importance of the efficient, effective and collaborative use of all funding sources especially COC, ESG and PATH and the reorganization of the COC. Detailed notes on what transpired and how the reorganization will occur can be found on the website at:

<https://housing.az.gov/documents-links/forms/special-needs-continuum>

Questions or comments regarding this Information Bulletin may be addressed in writing to by contacting Karia Basta, Special Needs Program Administrator at karia.basta@azhousing.gov.



Sub-recipient Meeting Notes

June 3, 2016

Attendees:

Karia Lee Basta (<i>ADOH</i>)	Norma Castaneda (<i>Pasadera</i>)
Joy Johnson (<i>ADOH</i>)	Cindy Furrh (<i>OCCAC</i>)
Glennifer Mosher (<i>ADOH</i>)	Marilyn Johnson (<i>OCCAC</i>)
Michele Meyerkorth (<i>ADOH</i>)	Julia De Los Reyes (<i>WACOG</i>)
Candee Stanton (<i>Consultant</i>)	Romelia Lopez (<i>WACOG</i>)
Stephanie Knox (<i>DES</i>)	Gina Whittington (<i>WACOG</i>)
Danelle Valenzuela (<i>AHCCCS</i>)	Nick Wood (<i>Veterans Resource Center</i>)
Earl Cook (<i>HUD</i>)	Rochelle Neff (<i>NCHP</i>)
Dustin DaGrava (<i>Achieve</i>)	Darrel Reynolds (<i>Catholic Charities</i>)
Carol Culley (<i>Achieve</i>)	Cristina Benitez (<i>Cenpatico</i>)
Brenda McAdams (<i>Achieve</i>)	Karin Uhlich (<i>Cenpatico</i>)
Eliza Loudon (<i>Catholic Charities</i>)	Jodie Wright (<i>Safe House</i>)
Michael Kpodo (<i>Catholic Charities</i>)	Eva Mendez Counts (<i>Catholic Community Services</i>)
Sandi Flores (<i>Catholic Charities</i>)	Valarie Donnelly (<i>WACOG</i>)
Devonna McLaughlin (<i>Housing Solutions</i>)	Laura Norman (<i>WYGC</i>)
Skye Biasetti (<i>US Vets</i>)	Jennifer Burch (<i>MCHA</i>)
Kathy Calabrese (<i>Good Neighbor Alliance</i>)	Rene Vigil (<i>MCHA</i>)
Leila Demaree (<i>City of Casa Grande</i>)	Mary Lou Rosales (<i>CAHRA</i>)
Megan Lee (<i>Pasadera</i>)	

Karia Lee Basta welcomed everyone and introductions followed.

This meeting is a result of meetings between ADOH, DES and AHCCCS. ADOH is the collaborative applicant for the COC; DES provides ESG funding; and AHCCCS provides PATH funding. All three (3) funding sources are for ending homelessness. With the Tier 2 award announcement made May 2, 2016, the Continuum lost funding in the 2015 NOFA which has led us to consider how we function and realizing changes are in order.

In 2015, the BOS received the following funding to end homelessness:

- CABHI \$ 370,295
- COC \$4,195,796
- ESG \$ 550,000
- PATH \$ 521,811
- VA
 - VASH 413 vouchers
 - SSVF \$4,697,157

Karia reviewed what was lost with the Tier 2 announcement:

- Lost over \$360,000 in 2015 COC Award
- One (1) Transitional Housing Program in Yuma
- One (1) RRH Reallocation Program in Pinal County
- One and a half (1 ½) Permanent Supported Housing programs in Flagstaff

Twenty-six (26) individuals were displaced. ADOH can assist with rents for July until each person is rehoused. The picture below shows exactly how much was lost.

Applicant Name	Project Name	Project Type	Type	Requested Amount	Amount Funded	Difference
Tier 2						
Achieve Human Services	Orange Avenue	Renewal	TH	\$ 133,306.00	\$ -	\$ (133,306.00)
The Guidance Center	Inverrary House	Renewal	PH	\$ 113,258.00	\$ -	\$ (113,258.00)
The Guidance Center	Hart Prairie	Renewal	PH	\$ 136,548.00	\$ 68,441.00	\$ (68,107.00)
CAHRA	Dreamcatcher RRH	Reallocation	RRH	\$ 50,393.00	\$ -	\$ (50,393.00)
Achieve Human Services	Yuma Permanent Housing	Renewal	PH	\$ 258,211.00	\$ 258,211.00	\$ -
Sub Total				\$ 691,716.00	\$ 326,652.00	\$ (365,064.00)
US Veterans Initiative	Patriot House	New	PH	\$ 217,479.00	\$ -	\$ (217,479.00)
Mohave County	Housing First	New	PH	\$ 229,322.00	\$ -	\$ (229,322.00)
						\$ (811,865.00)

Karia reviewed the scores we received on the NOFA:

Scoring Category	Maximum Score (Points)	Your COC Score (Points)
<i>COC Engagement</i>	55	31.75
<i>Homeless Management Information System</i>	27	23
<i>System Performance</i>	98	63
<i>Accessing Mainstream Benefits</i>	19	19
Leveraging	1	1
COC Application Score	200	140.75
<i>Bonus Points – Early submission</i>	3	3
Total COC Score with Bonus Points	203	143.75

Engagement and system performance is where we lost points. Karia is working on an appeal as we lost nine (9) points on prioritizing chronic homelessness and how we document the prioritizing.

COCs that scored well:

- Reallocated lower performing projects, especially TH
- Used performance criteria to rate and rank
- Used Housing First philosophy
- Had a decrease in homelessness

COC System Performance:

- COC are charged with designing a local “system” to assist people experiencing homelessness in their area.
- The McKinney-Vento Act, as amended by the HEARTH Act, is broadening the federal performance paradigm.
- System performance creates accountability for how well the **entire COC** serves people experiencing homelessness.

Karia spoke about COC Engagement. This is where we lost points. There needs to be engagement at the local level:

- Who participates?
 - Not local jails, hospitals, crisis response teams, developers
 - Not all youth homeless assistance providers
- Who Votes?
 - Not local jails, hospitals, crisis response teams, developers, law enforcement, school homeless liaisons, scattered providers
 - Not all youth homeless assistance providers
 - Not six (6) out of ten (10) domestic violence providers
- Criminalization of Homelessness
 - Engaged local policymakers?
 - Implemented community wide plans?
 - Engaged law enforcement?

Karia then shared the Performance Measures. We are going to be reporting on these measures with data in HMIS annually to HUD:

- Reduction in the average and median length of time persons remain homeless
- Reduction in the percent of persons who returns to homelessness
- Reduction in the number of persons who are homeless
- Increase in the percentage of adults who gain or increase income (COC funded only)
- Reduction in the number of persons who become homeless for the first time
- Increase in percentage of people who exit street outreach to permanent housing

Conclusions:

- HUD is looking for a systemic approach
- Need to make a paradigm shift
- Must be comprehensive in our approach
- Need to establish baseline data
- Must be pro active
- It takes everyone working together
 - No one person or agency can do it

How the PIT data is used locally is crucial. The AHAR reports will be available in the fall but those submitted in October will be covered by CIR at the Regional Meetings, along with discussion on the PIT. You do not have to receive federal or state funding to input data into HMIS. Gina Whittington with WACOG asked if HUD was only using PIT data to make decisions. It is not the only source. HMIS data along with the PIT is how HUD is obtaining data but it is only a piece of the picture. Each area needs to establish a baseline and work with the agencies in the local area to get their data and to encourage them to input into HMIS.

Discussion ensued about the need to be transitioning individuals from supportive housing. Yes, it's labeled "permanent" but when there isn't any movement then there's no ability to move people who are still homeless into housing. We need to look at other sources to sustain individuals. i.e. Housing Choice Vouchers, RBHA housing dollars, etc. We lost points by not being as fully engaged with the PHAs throughout the BOS as would be desired.

CABHI is a competitive grant and is ending in September. It was a three-year grant. ESG and PATH are block granted. COC funding is competitive. Congress made it very clear it was not going to become an entitlement program. In the last NOFA, HUD stated fifteen percent (15%) of the projects needed to be put into Tier 2 and then there was fifteen percent (15%) for bonus projects. HUD then used funds from projects not funded in Tier 2 to fund the bonus projects. As a state, all three (3) Continuums lost funding but Maricopa received funding for two (2) bonus programs, actually increasing their bottom line.

There are best practices on what needs to be done but the expectations are not being shared at the local level. Committees are formed to share and communicate.

It was pointed out that several areas have issues with LIHTC complexes that will not allow individuals that are formerly homeless into their properties. There are too many restrictions. Karia has guaranteed that within three (3) months, she will coordinate a meeting with Director Traylor and a committee from these areas to discuss what can be done to assist in transitioning individuals to the LIHTC properties.

Across the country, transitional housing was cut by HUD. The AZBOSCOG has four TH programs throughout the state. We had five but Dreamcatcher in Pinal County transitioned to a Rapid Rehousing program. Joy reported that in 2014, \$325 million was used for transitional housing. In 2015, that amount decreased to \$170 million. A loss of \$155 million.

Karia then shared the Next Steps:

- Reorganizing AZBOSCO
- Increase local involvement
- Evaluate projects based on performance measures

Earl Cook – HUD:

Earl reported HUD is working on 133 project contracts. He stated the NOFA would come out in June and definitely by July. There were sixty-five (65) households in Maricopa County affected by the funding (or lack thereof) from the 2015 NOFA. Strategies are needed to use ESG funds to get individuals housed into RRH.

The National Housing Trust Fund was funded this year with \$378M to distribute nationally. All states, with the exception of six (6) states, were awarded \$3M to be used to target individuals at thirty percent (30%) AMI or below. The National Housing Trust Fund is different than the State's Housing Trust Fund.

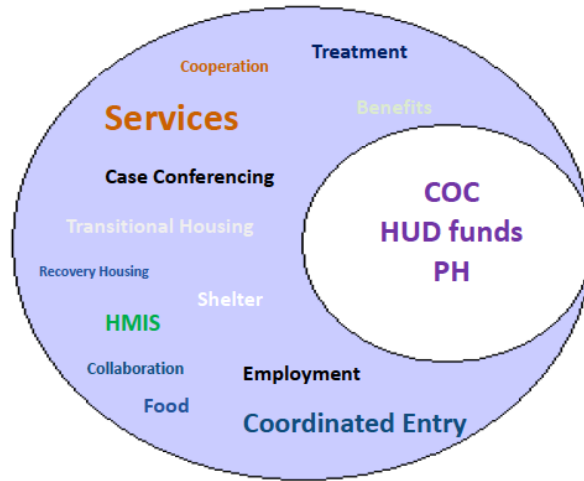
There was quite a bit of discussion around the difficulty of competing for LIHTC when not in an urban area. It was stated there is a push to recognize rural areas but the urban areas can score higher on competitive fundings because of high capacity rail systems. Karia reported there is a rural and tribal set aside in the QAP. Requirements for LIHTC housing can prevent individuals from entering these projects, which could mean smaller subsidies needed for sustaining permanent housing. Local efforts need to be utilized to assist these individuals. Several suggestions were made and Earl recommended that a working group convene and discuss some of these issues and report to HUD to see about changing the policies.

HUD's perspective of transitioning individuals out of PSH is the concept of housing first to get them housed and then assist with other supportive services. The need is to move individuals to other subsidies to free funds to assist others who are experiencing chronic homelessness. The homeless numbers are not changing as we are not assisting new individuals. Earl will do some checking on PSH data.

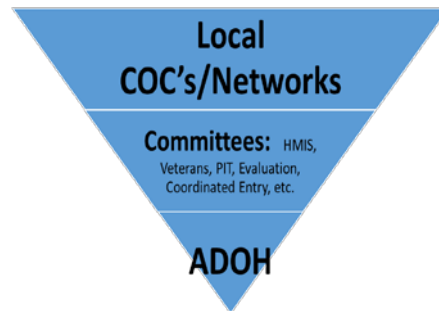
Housing stock of affordable housing is very limited. There needs to be adequate funds to provide housing. There is no requirement to move out of Section 8 housing.

AZBOSCOC Reorg:

ADOH is the grantee, HMIS lead and collaborative applicant. HUD funding is going toward permanent housing but other components (Coordinated Entry, treatment, services, etc.) need to occur as well.



The new structure of the COC will be:



It needs to be determined locally what is needed to achieve the performance measures and then work to accomplish them.

How this reorganization will occur:

- Six (6) month transition
- The July Regional Meetings are scheduled and will cover
 - AHAR
 - PIT
- September Statewide Meeting @ AZCEH Conference
 - Local representative needs to be confirmed
 - ADOH will contract with representative agency
- January—the first meeting of local representatives' roundtable discussion will be held in Phoenix

It is expected that local representatives will be the conduit between what planning and activities are occurring locally to end homelessness and they will attend quarterly meetings in Phoenix to share, brainstorm and report on those outcomes. ADOH will enter into a contract with the representative's

agency for planning dollars to offset travel expenses and be responsible for the planning. The contract will include a scope of work. The Governance Advisory Board will be involved during the transition.

A suggestion was made that ADOH, DES, and AHCCCS send letters to the local DES offices, CDBG contacts, COGs, etc. that are not engaged and strongly encourage them to be involved. This will be discussed among the state agency representatives.

The afternoon was spent in working groups by county (Pinal, Coconino, Yavapai, Cochise, Yuma, Apache/Navajo) arriving at three (3) action steps agreed upon by the group with timelines. These action steps were presented and will be made part of the strategic plan for the entire BOSCOG.

Mohave County participated with Cochise since there was only one (1) agency in attendance from Mohave.

The meeting concluded at 3:30 p.m.



The Arizona Department of Housing 2016 Information Bulletin

**REGARDING PROGRAMS: Community Development and Revitalization;
Rental Development**

**REGARDING FUNDING SOURCES: Community Development Block Grant
(CDBG); Home Investment Partnership Program (HOME); and Weatherization
Assistance Program (WAP)**

INFORMATION BULLETIN No. 21-16

ISSUED: June 16, 2016

RE: Procurement and Contracting Handbook (Revised 6-15-16)

The Arizona Department of Housing (ADOH) has issued a revised Procurement and Contracting Handbook dated June 15, 2016.

The handbook has been completely revised to incorporate the federal administrative requirements at 2 CFR 200 and to improve the sequential order of activities covered by the handbook.

The Procurement and Contracting Handbook is available on the ADOH website at:
<https://housing.az.gov/documents-links/handbooks>.

For questions regarding the Procurement and Contracting Handbook (Revision 6-15-16) please contact us in writing:

Kathy Blodgett, Administrator
CD&R Programs
Kathy.Blodgett@azhousing.gov



1110 W. Washington, Suite 280 Phoenix, AZ 85007
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TTY 711
www.azhousing.gov

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

INFORMATION BULLETIN No. 22-16

ISSUED: June 20, 2016

RE: Point in Time Count of Sheltered and Unsheltered Persons Experiencing Homelessness

The Arizona Department of Housing (ADOH) has posted the Arizona Balance of State Continuum of Care 2016 Point In Time Count of Sheltered and Unsheltered Persons Experiencing Homelessness. This Report is the result of partnerships with local government, non-profits, faith communities and volunteers. Information was garnered by interviews, Homeless Management Information System and surveys. The Point In Time Count was conducted on the night of January 26, 2016.

This Report may be downloaded at the following link:

<https://housing.az.gov/documents-links/forms/special-needs-continuum>

The Table of Contents is hyperlinked for your convenience.

For questions regarding the Report, please contact us in writing:

Karia Lee Basta, Special Needs Program Administrator
Special Needs Division

Karia.Basta@azhousing.gov



Arizona
Department
of Housing

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 23-16

ISSUED: July 20, 2016

RE: 2017 QAP – Draft Release and Focus Groups

First Draft 2017 QAP

The Arizona Department of Housing anticipates posting the first draft of the 2017 QAP on its website on or about August 19, 2016. It will be available for download from the following page:

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

Focus Groups

ADOH will hold the following Focus Groups to receive feedback on the draft 2017 QAP. Please plan to attend one or both meetings and join the discussion.

Tucson

Friday, August 26, 2016 at 2:15 p.m. – 4:00 p.m.
J.W. Marriott Starr Pass Hotel
3800 W. Starr Pass Boulevard
Tucson, AZ 85745

Phoenix

Wednesday, August 31, 2016 at 10:00 a.m. – noon
Arizona Department of Housing
Conference Room – Suite 250
1110 West Washington Street
Phoenix, AZ 85007

Written comments on the first draft of the 2017 QAP will continue to be accepted until September 7, 2016 at 5:00 p.m. They may be submitted via letter or e-mail to either of the following addresses:

By Mail: Jeanne Redondo
Rental Programs Administrator
Arizona Department of Housing
1110 West Washington Street, Suite 280
Phoenix, AZ 85007

By E-mail: QAP-Comments@azhousing.gov

2016 LIHTC Round

The 2016 LIHTC Round closed on July 10, 2016 with no changes to the Reservation List that was posted on June 10, 2016. ADOH anticipates approximately \$15.1 million in tax credits to be available in the 2017 Application Round.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



Arizona
Department
of Housing

1110 W. Washington, Suite 280 | Phoenix, AZ 85007
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001

<https://housing.az.gov>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

INFORMATION BULLETIN No. 24-16

ISSUED: July 29, 2016

RE: UPDATE: Issuance of Applications for Balance of State Continuum of Care HUD NOFA Process

The Arizona Department of Housing (ADOH), as the Collaborative Applicant, is posting the applications and additional required documents needed for applying under the 2016 HUD Notice of Funding Availability (NOFA) Continuum of Care. This is a competitive process open to non-profit, faith-based, private and public agencies. Applicants are strongly encouraged to read in its entirety the 2016 NOFA and this local application packet. ADOH will submit the full BOSCOG Application by the due date of September 14, 2016.

All the forms can be found on the website at: <https://housing.az.gov/documents-links/forms/special-needs-continuum>

Questions or comments regarding this Information Bulletin may be addressed in writing by contacting Karia Basta, Special Needs Program Administrator at karia.basta@azhousing.gov.

**2016 Arizona
Balance of State Continuum of Care
Bonus/Reallocation Application**

Please note this document provides information for bonus applications. There is a separate application for renewal projects that can be found at www.azhousing.gov.

Introduction:

The 2016 HUD Continuum of Care Notice of Funding Availability (NOFA) has been released. The Arizona Department of Housing (ADOH), as the Collaborative Applicant, will submit the full BOSCO Application by the due date of September 14, 2016.

This is a competitive process open to non-profit, faith-based, private and public agencies. The BOSCO reserves the right to administratively disqualify or penalize any application that does not comply with the submission process. This includes answering all questions completely and meeting deadlines.

Applicants are strongly encouraged to read in its entirety the 2016 NOFA and this local application packet.

- Again there is a requirement to rank applications in Tier 1 and Tier 2. This year, it is required Tier 1 represent ninety-three percent (93%) of the BOSCO Annual Renewal Demand (ARD) with the remaining seven percent (7%) ranked in Tier 2.
- The NOFA is a competitive process and the BOSCO uses an objective process to rank all applications.
- HMIS is required for the COC and must be funded; therefore, the HMIS grant will be included in Tier 1.

- HUD priorities include:
 - 1) Create a systematic response to homelessness.
 - 2) Strategically allocate resources.
 - 3) End chronic homelessness.
 - 4) End family homelessness.
 - 5) End youth homelessness.
 - 6) End veteran homelessness.
 - 7) Use a Housing First Approach.

Governance Advisory Board:

The Governance Advisory Board met July 14, 2016 and established the following:

- Permanent Housing Renewal projects (PSH or RRH) will receive bonus points for being permanent housing.
- Reallocation may be made by each Transitional Housing Project in order for funds to remain in geographic area.
- Reallocation projects will not automatically be ranked in Tier 2.
- Bonus application will be open to entire BOSCOG geographic area. Any agency applying must be currently involved in local or regional Continuum of Care meetings to apply. The bonus project is for permanent housing only (PSH or RRH or both) and will focus on housing those who meet the HUD definition of chronically homeless.

Evaluation Criteria:

For all applications:

- Application is submitted on time and is complete.
- Application meets the proposal format requirements.
- Sub-recipients' overall participation and contribution to the BOSCOG
- Match
- Spending rate
- Administrative capacity
- Housing First Model Assessment

- Performance – must provide evidence the agency is meeting or has in place the plan to meet the performance standards

For new applications:

- Project Budget
- Scope of Services
- Performance – must provide evidence that the agency has implemented similar projects in the past
- If your application is chosen to be included in the BOSCO application, and you do not participate already, you must commit to participate in Coordinated Entry utilizing the VI-SPDAT, Case Conferencing and HMIS (Homeless Management Information System)

FY2016 Funds Available:

There is \$3,883,936 ARD available to the AZBOSCO for FY2016

Tier 1: 93% of ARD	\$3,612,060
Tier 2: 7% of ARD	\$ 271,876
Housing Bonus: 5% of FPRN:(\$3,340,318)	<u>\$ 167,016</u>
	\$4,050,952*

*Pending HUD verification

Ranking Projects in Tier 1 and Tier 2:

Projects submitted to HUD in Tier 1 are expected to be funded, provided that the project meets HUD eligibility and threshold requirements.

Tier 2 projects will be awarded funds by HUD based on a computed comparative score using:

- the COC 's FY2016 application competitive score;
- the rank the COC gives the project;
- the project type (maximum points for Permanent Supportive Housing; centralized/coordinated assessment system); and
- commitment to Housing First/low-barrier entry.

Priority List (Projects Ranking-Tier 1 and Tier 2:

Project applicants will be informed via e-mail when the Priority Listings have been posted on the ADOH website; no later than August 26, 2016.

Review Process:

A rating panel will review and score all submitted applications. Any bonus or reallocation project selected for submission to HUD will be included in the prioritized, ranked project list.

Match:

Bonus and reallocation projects are required to identify a twenty-five percent (25%) match. Match must meet the requirements of 24 CFR part 578. Match must be equal to or greater than twenty-five percent (25%) of the total grant request for all eligible costs including admin costs but excluding leasing costs (i.e. leased units and leased structures). Program income (such as rent) can be used as match.

If the application is successful, match letters will be required to be submitted September 1, 2016 by 5:00 p.m.

In addition, if the application is ultimately approved as part of the BOSCO NOFA application, prior to contract execution, a Memorandum of Understanding (MOU) will be required between the agency and partners that provide significant support. The MOUs required will be identified through discussion with ADOH staff.

If the bonus or reallocation project is successful in being recommended for funding, additional information will be needed to complete the HUD application in e-SNAPS. Be prepared to set aside time to work with Candee Stanton in providing that information. Items will include:

- match letters;
- Certification of Consistency with the Consolidated Plan if the project covers any of the following communities: Flagstaff, Prescott, Yuma, Douglas, Casa Grande and Sierra Vista;
- 501(c)(3);
- Full budget information;
- Drug Free Work Place Certification;
- Code of Conduct, if not already on file;
- Additional information required by HUD (i.e. detail related to households served and type of housing to be provided).

Appeals Process:

Project applicants that submitted a bonus or reallocation project will be informed via e-mail of the funding recommendations of the BOSCOG by August 26, 2016.

Projects wishing to file an appeal of a rejection to the BOSCOG must file a written appeal with the ADOH Special Needs within seventy-two (72) hours of being notified of the projects' initial rejection.

Funding recommendations made by the BOSCOG after consideration of any local appeals shall be final.

Projects that believe they were not allowed to participate in a fair and open process and were rejected by the BOSCOG also may appeal the rejection directly to HUD by submitting a project application as a solo application in e-SNAPS prior to the HUD application deadline of September 14, 2016, per HUD's instructions in e-SNAPS and/or the NOFA.

Submittal Timelines/Process:

The process for submittal of documents has changed. Documents **must** be submitted in electronic format via the ADOH Special Needs Portal located at: <https://housing.az.gov/portals/document-upload-portals>. The name of the file must be labeled **AZ500NEW – (Agency Project Name) or AZ500Reallocation (Agency Project Name)** (i.e. AZ500NEW XYZ, Inc. Morningstar). The Application needs to be a Word Document; Project Certification(s) and match letters may be PDF's. The deadline for submittal is August 19, 2016 by 5:00 p.m.

Please call Candee Stanton at (602) 881-6606 if you have any questions about how to complete the information.

Please call Michele Meyerkorth at (602) 771-1020 if you have questions about submitting through the portal.

Key Definitions

- **Permanent Supportive Housing:** Permanent housing with rental assistance and supportive services to help disabled, chronically homeless persons to live independently.
- **Rapid Re-housing:** Permanent housing with case management and short- or medium-term rental assistance in a unit that the program participant retains after the assistance ends.

Both Permanent Supportive Housing and Rapid Rehousing must serve only persons who meet the criteria and definition of chronically homeless. Both individuals and families can be served.

All bonus projects must limit project administrative costs to no more than seven percent (7%) of the project budget. Five percent (5%) is passed through to the sub-recipient and two percent (2%) is retained by ADOH.

**2016 BOS COC
Bonus/Reallocation Project Application**

Limit the application to fifteen (15) pages. Additional information about the NOFA process may be found at: <https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>. Please delete all previous pages of this document when submitting the application. The first page of the application is this one.

Name of Agency:	Number of Projects in the COC under contract with ADOH (if any):
Contact Person:	Phone Number:
If requesting reallocation, what is the name of the current project?	What will be the name of reallocated project if different?
(Check one) <input type="checkbox"/> Reallocation <input type="checkbox"/> New Bonus (permanent housing (PSH or RRH) focused on those who experience chronic homelessness)	Total Amount Requested: (if reallocation cannot exceed the amount that is allocated to the current project for which reallocation is being requested \$
If reallocation, what type of project is the reallocation from?	If reallocation, what type of project is proposed?
Are there sub-recipient Organizations for this project? If yes, please list agency name.	

Category	Amount
Tenant Based Rental Assistance	
Leasing Costs	
Supportive Services (includes RRH Stabilization Services)	
Financial Assistance (RRH Rent, Security/Utility deposits)	
Admin Costs (must be no more than seven percent (7%) of project costs)	
Total	

Additional detail related to Leasing or Tenant Based Rental Assistance:

Leasing or Rental Assistance: It is understood that FMRs change from year to year. For this application, use 2016 FMR's to estimate the number and type housing that will be provided as a part of the project:

https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2016_code/2016state_summary.odn

(Add rows to this table to accommodate additional counties/communities with different FMRs)

Units and Beds	Estimated Number that will be part of the project
Units	
Beds	

Number of Bedrooms	County	FMR	X 24	Estimated Total
0 Bedroom				
1 Bedroom				
2 Bedroom				
3 Bedroom				

2016 AZBOSCOB Bonus/Reallocation Project Narrative

I. General Questions

1. Provide a description that addresses the entire scope of the proposed project. (For projects that would like to serve more than one (1) county within the COC, please indicate the amount of funds you estimate will be needed to serve each county.)
2. Using available data, describe the unmet need for the target population in the proposed community.
3. Describe the experience of the applicant and potential sub-recipients (if any) in performing the activities and serving the target population proposed in the application. If currently operating similar project or serving a similar population, please provide outcomes from the current projects.
4. Describe the experience of managing and leveraging other federal, state, local and private sector funds.
5. Describe the estimated schedule for the proposed activities, the management plan and the method for assuring effective and timely completion of all work.
6. How many units do you estimate will be included in the project? How many households? What kinds of households will be served (i.e. individuals, families)?
7. How will support/wraparound services be accessed or provided?

II. Coordinated Entry and Case Conferencing

1. Explain how Coordinated Entry is working in your community. (500 words max)
 - a. Has everyone who has scored with high needs been engaged in services in the local community?
 - b. Describe interaction with partners and how referrals occur.
 - c. If Coordination is occurring without the use of HMIS, explain.
2. Is case conferencing occurring in your community? If so, describe. (200 words max)
 - a. Does your agency participate?
 - b. How is it determined which households are addressed as a part of case conferencing?
 - c. Does case conferencing occur on an ad hoc basis or on a scheduled basis.
 - d. If it is scheduled, how often?
3. What agencies in your local community(ies) participate in case conferencing?

III. Mainstream Resources

1. Describe how you coordinate and interact with each of the following mainstream resources or activities. If you do not interact with one (1) of these resources, please state why.

- a. HOPWA
- b. TANF/SNAP
- c. Runaway and Homeless Youth Programs
- d. Veterans
- e. Head Start
- f. School Districts
- g. ESG
- h. Child Welfare
- i. Law Enforcement
- j. Jails/Prisons
- k. Behavioral Health Agencies/RBHA
- l. Domestic Violence

IV. Insurance and SSI/SSDI

1. How do you help participants connect to AHCCCS or the Insurance Marketplace?
2. How are you coordinating services for participants provided by Medicaid?
3. How are you coordinating or obtaining SSI/SSDI for participants?
4. Do you currently have staff who is SOAR trained?

If not, anyone on staff enrolled in SOAR training? When will it be completed?

5. If no staff are trained in SOAR, do you have a SOAR contact? With which agency?
6. Does every participant in your program get connected to your SOAR contact? If not, why?

7. Who are your partners and what services will they provide in support of the participants?

8. How will the Housing First be implemented related to the project?

V. Homelessness and Criminalization

1. Provide information about your communities' policies and/or ordinances related to homelessness and criminalization.

2. What is your involvement with educating elected officials, city and county officials and law enforcement about the impact of criminalization and alternative processes that are effective?

3. What interactions do you have with jails and prisons in your communities?

4. How do you outreach to jails and prisons to ensure that individuals released do not become homeless? How does the community reach out and serve those recently released offenders?

VI. Employment

1. What agencies do you work with to help participants become employed?

2. What specifically do you do to support participants in becoming employed, if appropriate?

VII. Education

1. How does the agency ensure children are enrolled in school and receive educational services, as appropriate? (*Answer N/A **only** if you do not serve families with children or unaccompanied youth.*)

VIII. Barriers

1. Will the project remove the following barriers? Check all that apply.

- _____ Having too little or zero income
- _____ Active or history of substance use
- _____ Criminal record
- _____ Fleeing domestic violence

2. Briefly explain how the barriers checked will be removed.

IX. Permanent Housing

1. Describe how participants will be assisted to obtain and remain in permanent housing.

X. Consolidated Plan

1. If you are in one (1) of the following counties, there are entitlement cities within the jurisdiction: Yuma (Yuma), Cochise (Douglas and Sierra Vista), Pinal (Casa Grande), Yavapai (Prescott) and Coconino (Flagstaff). How do you participate with the Consolidated Plan jurisdiction?

XI. Domestic Violence Survivors

1. Describe how coordination occurs with victim service providers and non-victim service providers to ensure survivors of domestic violence are provided housing and services that provide and maintain safety and security.

**2016 Arizona
Balance of State Continuum of Care
Renewal Applications**

Please note this document provides information for renewal applications. There is a separate application for reallocation/bonus projects that can be found at www.azhousing.gov.

Introduction:

The 2016 HUD Continuum of Care Notice of Funding Availability (NOFA) has been released. The Arizona Department of Housing (ADOH), as the Collaborative Applicant, will submit the full BOSCOG Application by the due date of September 14, 2016.

A project is considered eligible for renewal in the 2016 COG NOFA competition if the current contract with HUD expires in calendar year 2017, has been included and confirmed on the final Grant Inventory Worksheet (GIW) and has met all performance spending and capacity requirements.

The BOSCOG reserves the right to administratively disqualify or penalize any application that does not comply with the submission process. This includes answering all questions completely and meeting deadlines.

Applicants are strongly encouraged to read in its entirety the 2016 NOFA and this local application packet.

- Again there is a requirement to rank applications in Tier 1 and Tier 2. This year, it is required Tier 1 represent ninety-three percent (93%) of the BOSCOG Annual Renewal Demand (ARD) with the remaining seven percent (7%) ranked in Tier 2.

- The NOFA is a competitive process and the BOSCOG uses an objective process to rank all applications.
- HMIS is required for the COG and must be funded; therefore, the HMIS grant will be included in Tier 1.
- HUD priorities include:
 - 1) Create a systematic response to homelessness.
 - 2) Strategically allocate resources.
 - 3) End chronic homelessness.
 - 4) End family homelessness.
 - 5) End youth homelessness.
 - 6) End veteran homelessness.
 - 7) Use a Housing First Approach.
- HUD has directed all COGs to again review the use of transitional housing as a strategy and consider reallocation of transitional housing projects to rapid re-housing or some other type of project.

Governance Advisory Board:

The Governance Advisory Board met July 14, 2016 and established the following:

- Permanent Housing Renewal projects (PSH or RRH) will receive bonus points for being permanent housing.
- Reallocation may be made by each Transitional Housing Project in order for funds to remain in geographic area.
- Reallocation projects will not automatically be ranked in Tier 2.
- Bonus application will be open to entire BOSCOG geographic area. Any agency applying must be currently involved in local or regional Continuum of Care meetings to apply. The bonus project is for permanent housing only (PSH or RRH or both) and will focus on housing those who meet the HUD definition of chronically homeless.

Evaluation Criteria:

For all applications:

- Sub-recipients' overall participation and contribution to the BOSCOG
- Match
- Spending rate
- Administrative capacity
- Housing First Model Assessment
- Performance – must provide evidence the agency is meeting or has in place the plan to meet the performance standards

For Renewal Projects:

- Sub-recipients' progress in furthering the achievement of HUD's goals as articulated in the 2016 COG NOFA and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness.
- ADOH monitoring letters on each project
- Agency fiscal audits
- Self-score

FY2016 Funds Available:

There is \$3,883,936 ARD available to the BOSCOG for FY2016

Tier 1: 93% of ARD	\$3,612,060
Tier 2: 7% of ARD	\$ 271,876
Housing Bonus: 5% of FPRN: (\$3,340,318)	<u>\$ 167,016</u>
	\$4,050,952*

*Pending HUD verification

Ranking Projects in Tier 1 and Tier 2:

Projects submitted to HUD in Tier 1 are expected to be funded, provided the project meets HUD eligibility and threshold requirements.

Tier 2 projects will be awarded funds by HUD based on a computed comparative score using:

- the COC 's FY2016 application competitive score;
- the rank the COC gives the project;
- the project type (maximum points for Permanent Supportive Housing; centralized/coordinated assessment system); and
- commitment to Housing First/low-barrier entry.

Priority List (Projects Ranking-Tier 1 and Tier 2):

Project applicants will be informed via e-mail when the Priority Listings have been posted on the ADOH website; no later than August 26, 2016.

Local Renewal Application/Form:

For the 2016 BOSCOG NOFA Competition, there are two (2) forms that must be completed locally:

- The 2016 Renewal Application provides information about the agency's participation in the Continuum and activities that take place to align the agency in support of the BOSCOG. Complete only one (1) of these for each sub-recipient.
- The form for each applicant to self-score each of its projects based on the criteria required by HUD. Complete a project questionnaire for *each project* currently under contract with the BOSCOG.

Additional Documents Required:

- For the FY2016 application, documentation of leverage is no longer required.
- Match documentation is required for each project. Prepare match letters in accordance with requirements. Match at twenty-five percent (25%) is required for pertinent activities. Please send each letter with the project name and 2016 as the identifier. Please do not scan the match letters as a packet with other documents as they have to be uploaded individually

by project so they must be sent as individual files! Match must be cash or in-kind and be equal to twenty-five percent (25%) of the entire budget, excluding admin and leasing. Leasing is not required to be matched. Costs incurred by a partner organization to provide “in kind” service to program participants must be documented by a Memorandum of Understanding (MOU) prior to grant agreement execution.

Reminders: 1) If your project is rental assistance and not leasing - those funds must be matched. 2) For 2016, program income can be used as match. *A template for Match Letters is attached to this e-mail.*

- A Certification of Consistency with the Consolidated Plan must be provided by the local jurisdiction when applicable. Projects that serve households in Yuma, Prescott, Sierra Vista, Douglas, Casa Grande and Flagstaff are required to have a local certification. *The template for the Certification is attached to this e-mail.*

Submittal Timelines/Process:

The process for submittal of documents has changed. Documents **must** be submitted in electronic format via the ADOH Special Needs Portal located at: <https://housing.az.gov/portals/document-upload-portals>. The name of the file(s) must be labeled **AZ500Renewal – (Project Name)**. The Application needs to be a Word Document; Project Certification(s) and match letters may be PDF's.

Please call Candee Stanton at (602) 881.6606 if you have any questions about how to complete the information.

Please call Michele Meyerkorth at (602) 771-1020 if you have questions about submitting through the portal.

Timelines for Document Submittal:

Meeting these timelines will be included in the scoring process.

Document	Due Date	Process
Match Letters	8/19/16	
Certification of Consistency with Consolidated Plan	8/19/16	
Renewal Application Agency and Project Questions including Self Scoring Sheet	8/15/16	
Bonus Project Applications		

**2016 Arizona
Balance of State Continuum of Care
Renewal Application**

Section 1: Agency Responses

Name of Agency:	Number of Projects in the COC under contract with ADOH (if any):
Contact Person:	Phone Number:
(Check one): <input type="checkbox"/> PSH <input type="checkbox"/> RRH <input type="checkbox"/> TH	Total Amount Requested: <i>(cannot exceed renewal amount)</i> \$

I. Are there sub-recipient organizations for this project? If yes, please list agency name.

II. Coordinated Entry and Case Conferencing

1. Explain how Coordinated Entry is working in your community. (500 words max)
 - a. Has everyone who has scored with high needs been engaged in services in the local community?
 - b. Describe interaction with partners and how referrals occur.

- c. If Coordination is occurring without the use of HMIS, explain.
2. Is case conferencing occurring in your community? If so, describe. (200 words max)
 - a. Does your agency participate?
 - b. How is it determined which households are addressed as a part of case conferencing?
 - c. Does case conferencing occur on an ad hoc basis or on a scheduled basis.
 - d. If it is scheduled, how often?
 3. What agencies in your local community(ies) participate with you in case conferencing?

III. Mainstream Resources

1. Describe how you coordinate and interact with each of the following mainstream resources or activities. If you do not interact with one (1) of these resources, please state why.
 - a. HOPWA
 - b. TANF/SNAP
 - c. Runaway and Homeless Youth Programs
 - d. Veterans
 - e. Head Start
 - f. School Districts
 - g. ESG
 - h. Child Welfare
 - i. Law Enforcement
 - j. Jails/Prisons
 - k. Behavioral Health Agencies/RBHA
 - l. Domestic Violence

IV. Insurance and SSI/SSDI

1. How do you help participants connect to AHCCCS or the Insurance Marketplace?
2. How are you coordinating services for participants provided by Medicaid?
3. How are you coordinating or obtaining SSI/SSDI for participants?
4. Do you currently have staff who is SOAR trained?

If not, anyone on staff enrolled in SOAR training? When will it be completed?

5. If no staff are trained in SOAR, do you have a SOAR contact? With which agency?
6. Does every participant in your program get connected to your SOAR contact? If not, why?

V. Homelessness and Criminalization

1. Provide information about your communities' policies and/or ordinances related to homelessness and criminalization.
2. What is your involvement with educating elected officials, city and county officials and law enforcement about the impact of criminalization and alternative processes that are effective?
3. What interactions do you have with jails and prisons in your communities?

4. How do you outreach to jails and prisons to ensure that individuals released do not become homeless? How does the community reach out and serve those recently released offenders?

VI. Employment

1. What agencies do you work with to help participants become employed?
2. What specifically do you do to support participants in becoming employed, if appropriate?

VII. Education

1. How does the agency ensure children are enrolled in school and receive educational services, as appropriate? (*Answer N/A **only** if you do not serve families with children or unaccompanied youth.*)

VIII. Consolidated Plan

1. If you are in one (1) of the following counties, there are entitlement cities within the jurisdiction: Yuma (Yuma), Cochise (Douglas and Sierra Vista), Pinal (Casa Grande), Yavapai (Prescott) and Coconino (Flagstaff). How do you participate with the Consolidated Plan jurisdiction?

IX. Domestic Violence Survivors

1. Describe how coordination occurs with victim service providers and non-victim service providers to ensure survivors of domestic violence are provided housing and services that provide and maintain safety and security.

X. Performance Measure

1. Describe your efforts to reduce the length of time individuals and families remain homeless. Specifically describe how your agency or local network of agencies has reduced the average length of time homeless and provide supporting data.

Agency Renewal Application

Self -Scored Questions

For each of the following questions self-score your activities related to the specific area

Question	Response	Self-Score
1. Housing First		
5 points:	We implement Housing First with one-hundred percent (100%) of new households.	Score
3 points	We implement Housing First with fifty percent (50%) of new households.	
0 points	We do not adhere to the Housing First philosophy.	
<p>Describe your Housing First approach and score your agency based on the scale above. How quickly are participants moved into permanent housing? How is Housing First institutionalized within your agency? Attach any pertinent documentation (i.e. policies and procedures <i>not including ADOH Housing Manual.</i>)</p>		
2. Chronic Homeless as Priority		
5 points	One-hundred percent (100%) of households housed in last twelve (12) months met the chronic homeless definition	Score
3 points	Seventy-five percent (75%) of households housed in last twelve (12) months met the chronic homeless definition.	
0 points	Less than seventy-five percent (75%) of those housed met the chronic homeless definition.	
3a. Participation in Continuum of Care		

Question	Response	Self-Score
Based on participation starting with statewide meeting at ACEH conference in October 2015 through July 2016 Regional Meeting.		
5 points	The agency had a representative at all four (4) BOSCOG meetings	Score
3 points	The agency had a representative at two (2) or three (3) of the BOSCOG meetings.	
0 points	The agency had a representative at zero (0) or one (1) of the BOSCOG meetings.	
Document the dates of the BOSCOG meetings attended between October 2015 and July 2016.		
3b. Participation in Continuum of Care Committees		
3 points	The agency has a representative on one (1) or more BOSCOG standing committees.	Score
0 points	The agency does not have representatives on any BOSCOG standing committees.	
3c. Participation in Local COG/Networking Activities		
5 points	The agency is the (or one of the) convener(s) of the local COG/networking meetings in the community/county.	Score
4 points	The agency participates in seventy-five percent (75%) or more of the local COG/networking meetings in the community/county.	
3 points	The agency participates in fifty percent (50%) of the local COG/networking meetings in the community/county.	
0 points	The agency does not participate in local COG/networking meetings in the community/county.	

Question	Response	Self-Score
If applicable, name the local meeting attended and the town it was held.		
4. Unsheltered Point In Time (PIT) Count-January 2016		
5 points 3 points 0 points	Agency staff coordinated all aspects of the local unsheltered PIT count. Representatives from the agency actively participated in unsheltered PIT count (administer multiple surveys, coordinated volunteers, distributed incentives) Agency representatives did not participate in the local unsheltered count.	Score
5. (NOT SCORED) Provide an example of how the agency has promoted the use of PIT count information from this year or previous years to inform the community(ies) about the issue.		
6. (NOT SCORED) Provide an example about how the agency has used the PIT count information from this year or previous years to contribute to local planning activities to eliminate homelessness in the community(ies).		

2016 BOSCO Project Questionnaire

Complete a form for each project the agency has under contract with ADOH through the COC.

Copy this form for each project as needed.

Name of Agency:	Number of Projects in the COC under contract with ADOH:
Contact Person:	Phone Number:
Date Completed:	Name of Project:
Project is (check all that apply) <input type="checkbox"/> PSH <input type="checkbox"/> RRH <input type="checkbox"/> Leased Units <input type="checkbox"/> Tenant Based Rental <input type="checkbox"/> Project Based Units <input type="checkbox"/> Transitional Housing	At a point in time when fully occupied: Number of Units: _____ Number of Beds: _____ Number of beds dedicated to CH based on project contract: _____ Number of beds dedicated to veterans based on project contract: _____
1. Review your current project description in the 2015 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc.	

Provide updated project description here (required)

Refer to your most recent APR and HMIS data to calculate score.

Self-score each project based on the following criteria/attributes:

Criteria/Attribute	Scale/Points	Self-Score
1. HMIS Data Quality	2 Data Quality is 100% 1 Data Quality is 80% or above 0 Data Quality is 79% or below	
2. Occupancy Rate for the year beginning January 2016	7 101% and above 6 91%-100% 4 80-90% 0 79% or below	
3. APR information submitted to HUD correctly and on time	1 Submitted on time and correct 0 Not submitted on time	
4. Request for payment submitted to ADOH on time for the previous twelve (12) months. (<i>Submitted within thirty (30) days for the previous month.</i>)	2 100% of payment requests submitted on time 1 80%-99% of payment requests submitted on time 0 79% or below of payment requests submitted on time	
5. For PSH, households that remained or exited to other PH or positive exits during the operating year	3 Zero turnover or 100% positive exits 2 50 %-99% positive exits 0 49% or less positive exits	
6. For TH, households that exited to PH during the operating year	3 100% of HHs exited to PH and did not reenter homeless system per HMIS since exit 2 100% of HHs exited to PH but 75%-99% reentered homeless system 1 75%-99% of HHs exited to PH 0 74% or less of HHs exited to PH	
7. For RRH, measure of housing stability	3 100% of HHs no longer receiving financial assistance are stable 2 75%-99% of HHs remained stable 1 50% - 74% of HHs remained stable 0 49% or less of HHs remained stable	
8. PSH persons that maintained or increased employment income	3 25%-or more of HHs served 2 10%-24% of HHs served 0 9% or less of HHs served	
9. RRH persons that maintained or increased employment income	3 75%-100% of HHs served 2 50%-74% of HHs served 1 25% - 49% of HHs served 0 24% or less of HHs served	

Criteria/Attribute	Scale/Points	Self-Score
10. TH persons that maintained or increased employment income	3 75%-100% of HHs served 2 50%-74% of HHs served 1 25% - 49% of HHs served 0 24% or less of HHs served	
11. PH, TH, persons that maintained or increased benefit income	3 85%-100% of HHs served 2 45%-84% of HHs served 1 15% - 44% of HHs served 0 14% or less of HHs served	
12. Case Conferencing (as defined in Definitions)	5 Involved with formal case conferencing (attach documentation) 0 Not involved with formal case conferencing	
13. This is a PH project	3 If PH 0 If TH	
Total Score		

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: HOME Program Compliance
REGARDING FUNDING SOURCES: HOME

INFORMATION BULLETIN No. 25-16

ISSUED: August 8, 2016

RE: New HOME Utility Allowance Requirements

In May of 2016 HUD issued HOMEfires Vol. 13 No. 2, which clarified the Utility Allowance guidelines issued with the release of the New HOME Rule on August 23, 2013. The new utility allowance requirements are applicable to all rental projects to which HOME funds were committed on or after August 23, 2013. Projects to which HOME funds were committed before the effective date of the 2013 HOME Rule (August 23, 2013) may continue to use the PHA utility schedule. The date that funds are considered committed is the date all HOME loan documents are signed and escrow has closed.

Effective immediately, projects to which ADOH HOME funds were committed on or after August 23, 2013 are required to use one of the following methods to calculate the utility allowance. Projects also funded with Low Income Housing Tax Credits will be required to use the Energy Consumption Model required in the Qualified Allocation Plan, as applicable. Please note if you are still using the Local PHA estimates, a new utility allowance will need to be selected and implemented as soon as possible. New UA options are:

1. HUD Utility Schedule Model
2. Multifamily Housing Utility Analysis
3. Utility Company Estimate
4. LIHTC Agency Estimate (This will not be an option as ADOH does not provide this)
5. Energy Consumption Model (Engineer Model)

Projects with Housing Choice Voucher (HCV) program units should contact ADOH as soon as possible if a HCV unit must also be considered a HOME unit. Such units require a HUD waiver under 24 CFR 92.252(d).

Once you select a UA you must gather the information and submit it to ADOH for review and approval. You will also need to submit the most recent UA with your Annual Reports that are due by Aug 1st annually. ADOH will provide a written response to all submittals and changes to current methods should not implemented until such response is received. If you have any questions please contact Juan Bello, Senior Compliance Officer at (602) 771-1074 or by e-mail at juan.bello@azhousing.gov.



HOMEfires - Vol. 13 No. 2, May 2016

Q. When does the utility allowance (UA) requirement established in the 2013 HOME Final Rule (HOME Rule) become effective, and what methods may a participating jurisdiction (PJ) use to establish the UA for HOME-assisted rental units?

A. PJs are required to determine UAs for HOME-assisted rental units by using either the HUD Utility Schedule Model (HUSM) or a project-specific methodology. This HOMEfires reviews the HUSM and identifies several other methodologies that meet the HOME regulatory requirements including the HUD Multifamily Housing Utility Analysis, a Utility Company Estimate, a Low Income Housing Tax Credit (LIHTC) Agency Estimate, or an Energy Consumption Model.

Background

The HOME statute and the regulations at 24 CFR Part 92 establish rent limits for HOME-assisted rental units. These are gross limits that include contract rent plus utilities or a UA for tenant-paid utilities. PJs are required to establish maximum monthly allowances for utilities and services (excluding telephone) and to update the allowances annually. The HOME Rule requires PJs to use the HUD Utility Schedule Model (HUSM) or otherwise determine the utility allowance for the project based on the type of utilities used at the project.

The utility allowance requirement at §92.252(d) in the HOME Rule is applicable to all rental projects to which HOME funds were committed on or after August 23, 2013. Unfortunately, when the HOME Rule was published in 2013, the HUSM contained errors that caused anomalous results. Therefore, it was not possible for PJs to comply with the regulatory UA requirement while the model was producing inaccurate utility allowances. In November 2015, HUD released an updated version of the HUSM, which corrected the errors and helped to ensure proper sequencing of consumption estimates across bedroom sizes and/or structure types. This updated HUSM now is available for PJ use. Consequently, beginning immediately PJs must take steps to implement the UA requirements at 24 CFR 92.252(d) for projects to which HOME funds were committed on or after August 23, 2013 and which are completed and occupied. PJs must instruct owners of these projects to comply with the UA requirements at lease renewal, or as soon as is practicable.

Under the HOME Rule, PJs are no longer permitted to use the utility allowance established by the local Public Housing Authority (PHA) for HOME-assisted rental projects for which HOME funds were committed on or after August 23, 2013. Projects to which HOME funds were committed before the effective date of the 2013 HOME Rule may continue to use the PHA utility schedule. The methods used by PHAs to establish these utility schedules vary across the country and, therefore, may generate inconsistent or inaccurate allowances. In addition, PHA utility schedules are based on average

consumption rates across a PHA's portfolio. Application of these standardized utility allowances may result in undercharging or overcharging of rent, particularly in projects where tenants pay utilities directly. As more projects are constructed or rehabilitated to higher energy-efficiency standards, thus enhancing affordability of units, the use of a standard utility allowance may not represent actual utility costs.

The option established in the HOME regulations to "otherwise determine the utility allowance for the project based on the type of utilities used at the project" means that, if PJs choose not to use the HUSM, the UA must be established using a project-specific methodology. A project-specific methodology is based on actual utility usage at the property or estimates an allowance based on project-specific factors such as size, orientation, building materials, mechanical systems and construction quality, as well as local climate conditions.

Responsibility for UA Determination

The HOME Rule requires the PJ to establish a UA for a HOME-assisted unit. However, a PJ may require property owners to complete initial UA calculations and submit their calculations for review and approval of the PJ prior to implementation. The staff cost of determining UAs can be charged as an administrative cost under 24 CFR 92.207(a). In addition, the staff cost of determining the initial UA, prior to project completion, can be charged as a project-related soft cost for projects to which HOME funds were committed on or after August 23, 2013 under 24 CFR 92.206(d).

PJs may establish local policies and procedures for determining and annually updating UAs for each HOME-assisted rental project. Specifically, PJs may:

- Directly calculate the UA for each project based on any of the acceptable methods outlined below using its own qualified staff or by contracting with qualified professionals;
- Require property owners to use a specific method or choose from any of the acceptable methods outlined below to prepare (or employ a qualified third-party professional to prepare) and submit a UA determination for the PJ's review and approval; or
- Accept a UA approved by another funder (state tax credit allocator, federal agency, etc.) provided the UA is calculated using a method acceptable under the HOME Program. In such cases, the PJ is ultimately responsible for ensuring that the UA meets HOME requirements.

Acceptable Methods for Calculating UAs

The following five methodologies used in other Federal housing programs will meet the HOME regulatory requirement that the utility allowance for a specific project be based upon the utilities used at the project. A PJ may adopt one or more of these options across its HOME rental program or may limit their use to a single method. However, a PJ must use the same UA methodology for all HOME units within a single project. HUD encourages PJs to align with other funders, to the extent feasible, when determining the UA for a project with multiple funding sources. The acceptable methods include, but are not limited to:

- 1. HUD Utility Schedule Model:** The HUSM enables users to calculate utility schedules by housing type after entering utility rate information (tariffs). This model is based on climate and survey

information from the U. S. Energy Information Administration of the Department of Energy and it incorporates energy efficiency and Energy Star data. This model is allowed for LIHTC projects per IRS regulations at 26 CFR 1.42-10(b)(4)(D).

The HUSM and use instructions can be accessed on HUD User at <https://www.huduser.gov/portal/resources/utilallowance.html>. The HUSM is available as either a spreadsheet model in MS EXCEL or a web-based model on HUD User at <https://www.huduser.gov/portal/datasets/husm/uam.html>. During {2016?}, HUD will deliver a web-based training on the use of the HUSM and post the recording on the HUD Resource Exchange as an additional resource for PJs.

2. **Multifamily Housing Utility Analysis:** In 2015, HUD published [Multifamily Notice H-2015-4](#) to provide instructions to owners and management agents for completing the required utility analysis. This analysis is also used for the USDA Rural Housing Service program and allowed for LIHTC projects per IRS regulations at 26 CFR 1.42-10(b)(3). HOME PJs may use the methodology from the notice, including the required baseline utility analysis; the optional factor-based utility analysis; and, the utility analysis sample size which are described in [Attachment 1](#) to this HOMEfires.
3. **Utility Company Estimate** ([26 CFR 1.42-10\(b\)\(4\)\(B\)](#)) – A PJ may establish or approve a UA based on estimates obtained from a local utility company for each of the utilities used in the project. IRS regulations state that the estimate must be obtained in writing and must be based on the estimated cost of that utility for a unit of similar size and construction for the geographic area in which the building containing the unit is located.
4. **LIHTC Agency Estimate** ([26 CFR 1.42-10\(b\)\(4\)\(C\)](#)) – Under IRS regulations, the tax credit allocating agency estimate entails two options: 1) an agency estimate that is a prospective projection of utility costs based on site and building characteristics, and 2) an actual usage methodology. If a project is receiving both HOME and LIHTC funding, a PJ may coordinate with the LIHTC agency to obtain a project-specific agency estimate or may accept a UA approved by the LIHTC agency based on its actual usage methodology.
5. **Energy Consumption Model (Engineer Model)** ([26 CFR 1.42-10\(b\)\(4\)\(E\)](#)) – A PJ may establish or approve a UA based on an energy and water and sewage consumption and analysis model (energy consumption model) prepared by a properly licensed engineer or a qualified professional. IRS regulations require that such professionals be independent from the property owner and they specify the building factors that must be included in the model.

Conflicting Utility Allowance Requirements

HUD recognizes that the Housing Choice Voucher (HCV) program requires use of the utility allowance calculated by the local PHA. In the future, HUD will consider proposing a regulatory change for the HOME program. However, at this time, a PJ must request a waiver if the UA requirement of another funding source conflicts with the HOME UA requirements and the PJ wishes to use a UA not permitted under the HOME regulation for those units. A PJ may submit a request for a waiver of 24 CFR 92.252(d) for HOME units occupied by HCV tenants, and upon making a determination of good cause, HUD may approve a waiver to make quality affordable housing available to HCV Program participants.

Attachment 1: Multifamily Housing Utility Analysis Methodology

Baseline Utility Analysis – If a PJ uses the Multifamily Housing analysis, a baseline utility allowance must be established every three years using the required sample size. For the two years after the baseline is established, PJs have the option to perform the factor-based utility analysis described below. A baseline utility analysis consists of the following steps:

- Request utility data from either the utility company of the tenant household for at least the number of units determined by the sample size methodology. This must be done for each bedroom size at the property. If the property consists of multiple identical buildings (or buildings that are substantially similar), then the sampling may be performed at the property level (encompassing all buildings on a site) for each bedroom. If the buildings are not identical, the sampling must be done for each bedroom size for each building.
- Determine the average utility cost for each bedroom size without removing any units from the analysis beyond those excluded from the sample size as indicated in the sampling instructions below. Do not remove the highest or lowest utility cost household when determining the average.

A sample format for utility allowance submissions, which includes built-in formulas to average utility costs for each unit size, can be found as [Attachment A](#) to Notice H-2015-4. In addition, HUD recognizes the difficulties associated with obtaining utility data from utility companies and tenant households. To assist in obtaining the required sample size, a sample tenant release form is included as [Attachment B](#) to Notice H-2015-4.

Factor-Based Utility Analysis – If a PJ has calculated a baseline utility allowance, then the PJ may use a factor-based utility analysis for the following two years. The baseline utility allowance must be recalculated every three years. To conduct a factor-based utility allowance, the PJ will adjust the baseline utility allowance amounts for each bedroom size and each utility at the property by a state-specific increase factor, the [Utility Allowance Factor \(UAF\)](#) provided by HUD. The UAF, which can be found on the HUD User website, is determined by considering the state-specific average retail price of electricity, natural gas, water, and oil/propane for residential consumers that is published by the U. S. Energy Information Administration.

After completing the property's utility analysis under the factor-based utility analysis method, the adjusted utility allowances should be compared to the paid utilities over the previous twelve months. If a PJ determines that the results indicate a significant disparity between the two, a baseline analysis should be completed to ensure that the allowances provided are accurate.

Utility Analysis Sample Size – An appropriate sample size must be used to perform a statistically accurate utility analysis. HUD's Office of Policy Development and Research (PD&R) created a sample size rule and formula for this purpose. This formula has been built into the utility allowance submission template, [Attachment A](#), and Figure 1 below shows how it translates based on the number of units per bedroom size.

Figure 1	
Number of Units*	Minimum Sample
1-20	All
21-61	20
62-71	21
72-83	22
84-99	23
100-120	24
121-149	25
150-191	26
192-259	27
260-388	28
389 and above	29

* Per Bedroom Size. If the property consists of multiple non-identical buildings (the buildings are not substantially similar), then the sampling must be performed for each bedroom size for each building on the site.

Figure 2 illustrates how many units would be sampled using a random representation of units of multiple bedroom sizes within a property.

Figure 2		
Bedroom Size	Number of Units	Sampling for Utility Analysis
0 Bedroom	15	15
1 Bedroom	113	24
2 Bedroom	74	22
3 Bedroom	50	20
4 Bedroom	7	7
Total Units	259	88

A unit should be excluded from the sample only if it:

1. Is receiving an increased utility allowance as a reasonable accommodation;
2. Has been vacant for more than two months. Units included in the sample should have at least 10 months of occupancy; or,
3. Is receiving a flat utility rate as part of a low-income rate assistance utility program.

Multifamily Notice H-2015-4 and its two attachments can be accessed at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/notices/hsg/2015

The UAF is available on HUD User at: <https://www.huduser.gov/portal/datasets/muaf.html>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Low Income Housing Tax Credit (LIHTC), HOME, State Housing Trust Fund and Neighborhood Stabilization Program compliance

REGARDING FUNDING SOURCES: HOME

INFORMATION BULLETIN No. 26-16

ISSUED: August 8, 2016

RE: Electronic Signatures and Electronic Storage

Effective immediately, the Arizona Department of Housing (“ADOH”) Section 8/Compliance division will allow the use of DocuSign or any other software program on applications and leases, if it meets the IRS five core signing requirements recommended for digital signatures found in Announcement 2013-8 included in Internal Revenue Bulletin 2013-4 dated January 22, 2013. The five core signing requirements are:

1. A person (i.e., the signer) must use an acceptable electronic form of signature;
2. The electronic form of signature must be executed or adopted by a person with the intent to sign the electronic record, (e.g., to indicate a person’s approval of the information contained in the electronic record);
3. The electronic form of signature must be attached to or associated with the electronic record being signed;
4. There must be a means to identify and authenticate a particular person as the signer; and
5. There must be a means to preserve the integrity of the signed record.

In addition, the ADOH requirement to have original resident documentation on site is hereby expanded. If you choose to store resident files electronically, you may do so. However, files must be made available to the compliance officer during any monitoring visit and electronic file storage must meet all IRS requirements found in Rev. Proc. 97-22. As always, the owner/managing agent is responsible for performing due diligence when qualifying potential residents for low income housing.

If you have any questions regarding the two changes in this bulletin or wish to have an electronic signature software other than DocuSign approved by ADOH, please contact Juan Bello, Senior Compliance Officer at (602) 771-1074 or by e-mail at juan.bello@azhousing.gov.

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

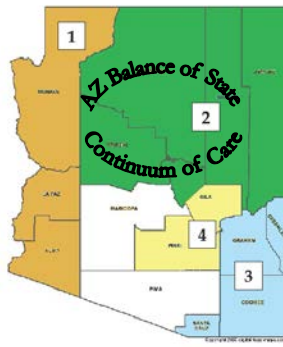
INFORMATION BULLETIN No. 27-16

ISSUED: August 15, 2016

RE: Notes from July Regional Meetings

Attached please find the notes from the July BOSCO Regional Meetings. These notes will also be published on our website.

Questions or comments regarding this Information Bulletin may be addressed in writing to by contacting Karia Basta, Special Needs Program Administrator at karia.basta@azhousing.gov.



BOSCOC Regional Meetings: Summer 2016:

Karia Lee Basta welcomed everyone and introductions followed.

AHAR Data & Analysis:

CIR staff reviewed the Annual Homeless Assessment Report (AHAR) which is comprised of twenty-four (24) different reports and reports data quarterly. BOSCOC actually has to submit two AHAR's, one for Flagstaff which is a result of Flagstaff meeting a geographic designation for HUD and the other is the entire BOSCOC including Flagstaff. Each report consists of 12 modules and there's a separate report on Veterans. The AHAR is the report that HUD shares with Congress. The AHAR takes into account: ESG, Transitional and PSH. As continuum funding is competitive, accurate data input is crucial as data continues to be an ever increasing role in the process. The PIT, Performance Measures and the AHAR all generate points in the NOFA. The BOS wants all agencies that work to end homelessness to use HMIS, not just the HUD funded agencies. The AHAR can be found at: www.211arizona.com/hmis. The Performance Measures Metrics and the HMIS Data Standards Manual Version 5 Changes were reviewed. Please see the attached documents.

PIT Report:

Candee Stanton reviewed data from the PIT count. Please see the attached PowerPoint. The full PIT is on the ADOH website. Should you have any questions on the PIT data, please contact Candee at: candee.stanton@gmail.com.

BOSCOC Reorg Recap:

It's time for a change. We were at \$4.2M in funding; we are now at \$3.8M. We need to work together with our partners to utilize all the resources available. The local networks/continuum need to step up to the plate to PLAN and EXECUTE this reorganization.

How this reorganization will occur:

- Six (6) month transition
- September Statewide Meeting @ AZCEH Conference
 - Local representative needs to be confirmed
 - ADOH will contract with representative agency

- January—the first all-day meeting of local representatives’ roundtable discussion will be held in Phoenix along with our state partners from DES/ESG, and AHCCCS/PATH.

It is expected that local representatives will be the conduit between the Collaborative Applicant and the local planning bodies. They will be part of and also reporting on what planning and activities are occurring locally to end homelessness. They will attend in person, quarterly meetings in Phoenix to share, brainstorm and report on those outcomes. ADOH will enter into a contract with the representative’s agency for planning dollars to offset travel expenses and be responsible for reporting the planning. These contracts will include a scope of work outlining responsibilities and expectations. ADOH will remain the collaborative applicant with HUD.

Announcements:

- Quarterly SPDAT Training is available!

- ✓ Thursday, October 13th
- ✓ Thursday, December 15th

All trainings will be held from 9:00 - 5:00 in the Saguaro Room at MAG
(302 North 1st Avenue, #300 / Phoenix)

For the BOSCO, if you are interested in SPDAT training in your area, please contact Erin Cochran at ecochran@azceh.org or (602) 340-9393 xt. 102.

- **AZ ATTORNEY GENERAL'S OFFICE: "Homeless Housing Support" Request for Grant Application**

A Request for Grant Application (RFGA) entitled “Homeless Housing Support” was released by the Arizona Attorney General's office. This solicitation regarding this funding opportunity can be viewed and responded to online through ProcureAZ until August 19, 2016 at 3:00 p.m. All questions regarding solicitation must be directed to: Cindy Palmer at cindy.palmer@azag.gov or (602) 542-7986.

- AZCEH 23rd Annual Statewide Conference to End Homelessness ~ September 21st and 22nd
 - ✓ We will be having our statewide meeting at this event.
- ADOH is changing their method of delivery for information. We are now using Information Bulletins to distribute information, meeting notes, etc. to the BOSCO.
- NOFA: Karia hopes to have the applications out soon. There will be one (1) application for renewals and one (1) for new projects/reallocations. There will be a section for self-scoring with the reallocation. The Governance Advisory Board had a conference call and decided to allow the renewal of TH but PH projects will receive additional points in the scoring.

- Cenpatico is working to get all their sub-grantees to use HMIS. We are working on getting thirty-six (36) licenses! This will increase the data available for knowing our needs and being able to plan how to meet them.

A thank you and wishes for safe travels were extended.

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

INFORMATION BULLETIN No. 28-16

RE-ISSUED: August 29, 2016

RE: UPDATE: BOSCO Annual Statewide Meeting

The BOSCO Annual Statewide Meeting is coming up. This Meeting is once again being held in conjunction with the AZCEH Annual Conference to End Homelessness and will be on Wednesday, September 21st from 1:45 p.m. - 5:00 p.m. at the Black Canyon Conference Center, 9440 North 25th Avenue in Phoenix. *You must register to attend this Meeting as it is a separate registration from the Conference.* The link to register is:

<https://azceh.org/event-2306893>

Please join partners from Arizona's Balance of State for this most important decision-making meeting to lead us into the upcoming year. This is an opportunity to share challenges, discuss strategies and network with other service providers throughout the state. We will also be discussing further the BOSCO reorganization and how we are moving forward in 2017!

PLEASE NOTE: All committees (HMIS, Veterans, ESG, PIT and SOAR) will be reviewed and must have a description and goals to present. A vote will be taken.

Should you have any questions, please contact Karia Basta, Special Needs Program Administrator at karia.basta@azhousing.gov.



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 29-16

ISSUED: August 19, 2016

RE: 2017 QAP – First Draft Release and Focus Groups

The Arizona Department of Housing (“ADOH”) has posted its first draft of the 2017 Qualified Allocation Plan on its website at the following link:

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

ADOH will accept written comments on the first draft of the 2017 QAP until **September 7, 2016 at 5:00 p.m.** via letter or e-mail to either of the following addresses:

By Mail: Jeanne Redondo
Rental Programs Administrator
Arizona Department of Housing
1110 West Washington Street, Suite 280
Phoenix, AZ 85007

By E-mail: QAP-Comments@azhousing.gov

Comments may also be provided at one of the following Focus Groups. Please plan to attend one or both meetings and join the discussion.

Tucson

Friday, August 26, 2016 at 2:15 p.m. – 4:00 p.m.
J.W. Marriott Starr Pass Hotel
3800 W. Starr Pass Boulevard
Tucson, AZ 85745

Phoenix

Wednesday, August 31, 2016 at 10:00 a.m. – noon
Arizona Department of Housing
Conference Room – Suite 250
1110 West Washington Street
Phoenix, AZ 85007

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



1110 W. Washington, Suite 280 | Phoenix, AZ 85007
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001

<https://housing.az.gov>



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development, CD&R, Special Needs

REGARDING FUNDING SOURCES: HOME, CDBG, HOPWA, ESG, HTF

INFORMATION BULLETIN No. 30-16

ISSUED: August 24, 2016

RE: Consolidated Annual Performance and Evaluation Report

The Arizona Department of Housing (ADOH) has posted the 2015-2016 Consolidated Annual Performance and Evaluation Report (CAPER) on its website at the following link:

https://housing.az.gov/sites/default/files/documents/files/First_Draft_2015-2016_CAPER.pdf

The CAPER reports the progress ADOH has made in meeting its goals for the following federal programs: Community Development Block Grant (CDBG); HOME Investment Partnership Program; Housing Opportunities for Persons with AIDS (HOPWA); and Emergency Solutions Grant (ESG), as well as other state and federal programs relating to housing development. The ESG funds are administered by the Arizona Department of Economic Security.

Public comments are encouraged and must be made in writing to the address or email listed below by 5:00 p.m., September 12, 2016.

Andrew Rael
Assistant Deputy Director, Programs
Arizona Department of Housing
1110 W. Washington Suite 280, Phoenix, AZ 85007
(602) 771-1000 phone TTY 711
caper@azhousing.gov



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<https://housing.az.gov>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

INFORMATION BULLETIN No. 31-16

ISSUED: August 29, 2016

RE: 2016 Project Listing

Attached please find a list of the COC projects selected for inclusion in the FY2016 COC Consolidated Application due to HUD September 14, 2016.

Questions or comments regarding this Information Bulletin may be addressed in writing to by contacting Karia Basta, Special Needs Program Administrator at karia.basta@azhousing.gov.

AZ Balance of State
Continuum of Care Project Listing
(includes Bonus, Renewal and Reallocations)

The following projects will be submitted by September 14, 2016 as part of the AZ BOSCO 2016 Application to HUD . Please note this is not in ranked order and does not reflect Tier One and Tier Two rankings.

	Agency	Project Name	Type of Project	Status
1	Achieve	Permanent Housing Yuma	PSH	Renewal
2	Achieve	SPC Yuma and La Paz	PSH	Renewal
3	ADOH	HMIS Project	HMIS	Renewal
4	ADOH	Planning Project	Planning	New
5	CAHRA	Dreamcatcher	RRH	Renewal
6	Catholic Charities	Catholic Charities Flagstaff PH	PSH	Renewal
7	Catholic Charities	Catholic Charities Skypointe	RRH	Renewal
8	Catholic Charities	Flagstaff Pines	PSH	Renewal
9	Catholic Charities	Forward Step	PSH	Renewal
10	Catholic Charities	Hart Prairie	PSH	Renewal
11	Catholic Charities	NARBHA-PSH	PSH	Renewal
12	Catholic Charities	Northern Sky	PSH	Renewal
13	Catholic Charities	Sycamore Canyon	PSH	Renewal
14	CPSA	Casa Primeras	PSH	Renewal
15	CPSA	SPC Rural	PSH	Renewal
16	Housing Solutions	Sharon Manor	TH to RRH	Reallocation
17	Mohave County	Mohave County Housing First	PSH	Bonus
18	Mohave County	Mohave County PSH 2011 Fresh Start	PSH	Renewal
19	OCCAC	Good Shepherd Support Housing	PSH	Renewal
20	OCCAC	Little Colorado Housing Program	PSH	Renewal
21	OCCAC	New Start Housing Project	TH to PSH	Reallocation
22	OCCAC and Mohave County	Bridging Northern Arizona (OCCAC and Mohave County)	PSH	Renewal
23	Pasadera	Women's Transition Project	TH	Renewal
24	US Vets	Arizona Veterans In Progress	TH	Renewal
25	US Vets	Hope House for Heroes	PSH	Renewal
26	US Vets	Victory Place	PSH	Renewal
27	WYGC	WYGC-PH	PSH	Renewal

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

INFORMATION BULLETIN No. 32-16

ISSUED: August 29, 2016

RE: SOAR Meeting

Attached please find an invitation and agenda for the SOAR Forum of the BOSCO [SOAR \(SSI/SSDI Outreach, Access and Recovery\) Initiative](#). The meeting will take place on September 12th from 9:00 to 4:00 at Spectrum Healthcare | 8 East Cottonwood | Cottonwood AZ. This day-long planning meeting and follow up technical assistance and training is made possible through the SOAR Technical Assistance Center funded by the [Substance Abuse and Mental Health Services Administration](#).

Please contact Jackie Nairn (jnairn@cc-az.org) directly by September 9th to register for this event.

Questions or comments regarding this Information Bulletin may be addressed in writing by contacting Karia Basta, Special Needs Program Administrator at karia.basta@azhousing.gov.



Catholic Charities

8/29/2016

To whom it may concern:

We are pleased to invite you to the first meeting of the BOSCOC [SOAR \(SSI/SSDI Outreach, Access and Recovery\) Initiative](#). The meeting will take place on 9/12/2016 from 9 to 4 at Spectrum Healthcare at 8 East Cottonwood, Cottonwood AZ. This day-long planning meeting and follow up technical assistance and training is made possible through the SOAR Technical Assistance Center funded by the [Substance Abuse and Mental Health Services Administration](#).

Fifty states and the District of Columbia now participate in the [SOAR initiative](#), a federal technical assistance and training program that helps states and localities identify and remove barriers faced by people who are experiencing or at risk of homelessness and who have disabilities in accessing benefits. Having a reliable source of income enables people to find housing and access support services that lead to greater, long-term self-sufficiency. In 2015, outcomes from 44 states and the District of Columbia provide evidence of the need for, and efficacy of, the SOAR initiative. Nationally, SOAR has an approval rate for initial SSI/SSDI applications of 65% in an average of 81 days. People assisted through SOAR had been homeless for an average of two years.

The SOAR planning meeting will be facilitated by staff from the SOAR Technical Assistance Center at [Policy Research Associates, Inc.](#) (PRA). The planning session will enable local teams to develop an action plan for local and state-level collaboration to better assist eligible homeless individuals with psychiatric and other disabilities to access SSI and SSDI. Ongoing technical assistance will be provided by the SOAR TA Center.

For this meeting we have invited:

- Local representatives who will take the lead on developing a plan to provide training and support throughout the region and coordinate with the local SOAR providers
- Directors of agencies that will implement SOAR in their agency and community
- Other key stakeholders and decision-makers who will be involved in implementing aspects of SOAR at the community, regional or state level.

We look forward to seeing you on 9/12/2016! Participation in this meeting is by invitation only. Please respond to Jackie Nairn at 928-202-6256 by 9/9/2016. Should you wish to designate someone to attend in your place or if you have any questions please contact Jackie Nairn at jnairn@cc-az.org.

Sincerely,
Jackie Nairn

BOSCOC SOAR Forum

AGENDA

Date: 9/12/2016

8:30 – 9:00 a.m.	Registration
9:00 – 9:10 a.m.	Welcome
9:30 – 10:00 a.m.	Introductions and Overview of Agenda <ul style="list-style-type: none">▪ Introductions▪ Review of Agenda▪ Purpose of Forum▪ Expectations for the Day
10:00 – 11:00 a.m.	Overview of SOAR Technical Assistance Initiative
11:00- 11:15 a.m.	BREAK
11:15 - 12:00 p.m.	Where We Have Been and Where We Want To Go <ul style="list-style-type: none">▪ Review of the COC SOAR Application and Proposal▪ Challenges and Opportunities from SSA's Perspective▪ Challenges and Opportunities from DDS' Perspective
12:00 – 1:00 p.m.	LUNCH
1:00 – 3:00 p.m.	Action Planning
3:00- 3:30 p.m.	Next Steps
3:30 p.m.	Wrap-up and Adjourn



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 33-16

ISSUED: September 2, 2016

RE: 2017 QAP – Cost Containment Focus Groups

The Arizona Department of Housing (“ADOH”) will hold two additional focus groups to discuss cost containment measures submitted for ADOH to consider for inclusion in the second draft of the 2017 Qualified Allocation Plan (“QAP”). Please plan to attend one or both focus groups to join in the discussion. The schedule for the first focus group is below. ADOH will issue a second information bulletin to announce the time and location of the second focus group once it is finalized.

ADOH will prepare an agenda for the first focus group based upon submissions provided in advance of the first focus group meeting. Please submit your recommended cost containment provision(s) with any materials so that they may be presented to the group attending on an overhead screen. All recommended cost containment provisions should be **received by ADOH at least 24 hours prior to the focus group** via letter or e-mail to either of the following addresses:

By Mail: Jeanne Redondo
Rental Programs Administrator
Arizona Department of Housing
1110 West Washington Street, Suite 280
Phoenix, AZ 85007

By E-mail: QAP-Comments@azhousing.gov

While ADOH would accept additional proposals submitted for presentation at the second focus group, the second focus group is anticipated to be a deeper discussion of recommendations that come out of the first focus group, after attendees have had a chance to ponder the suggestions presented at the first focus group. ADOH will investigate recommendations that it believes will meet the goal of containing total development costs, and may follow up with one or more sources as it considers them.

The first focus group is scheduled for the following time and location:

September 9, 2016
1:00 pm – 3:00 pm
Arizona Department of Housing
1110 West Washington Street
Conference Room – Suite 250
Phoenix, AZ 85007

Free parking is available on surrounding streets and at the Arizona Department of Environmental Quality garage at the northwest corner of 10th Avenue and Washington Street.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



Arizona
Department
of Housing

1110 W. Washington, Suite 280 | Phoenix, AZ 85007

Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001

<https://housing.az.gov>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

INFORMATION BULLETIN No. 34-16

ISSUED: September 7, 2016

RE: NOFA Ranking

The Review Panel for the AZBOSCOC response to the U.S. Department of Housing & Urban Development FY2016 Continuum of Care Notice of Funding Availability has finished its work. The Panel ranked all renewal projects and the proposed bonus and reallocations projects. The recommendation was reviewed by the three (3) Governance Advisory Board members that do not represent a sub-recipient agency and approved as posted with this notice.

Questions or comments regarding this Information Bulletin may be addressed by contacting Karia Basta, Special Needs Program Administrator at (602) 771-1085 or karia.basta@azhousing.gov. Thank you.

ARIZONA BALANCE OF STATE CONTINUUM OF CARE PROJECT RANKING for 2016 HUD NOFA

Agency	Project	Type	GIW Amounts	Ranking	Tier	Ranking
HMIS	HMIS	HMIS	\$213,140	\$213,140	1	1
OCCAC	Good Shepherd	PSH	\$41,851	\$254,991	1	2
Achieve	S+C Yuma/La Paz	PSH	\$452,775	\$707,766	1	3
CCS	Flagstaff Pines	PSH	\$100,181	\$807,947	1	4
CCS	Forward Step	PSH	\$87,373	\$895,320	1	5
CCS	NARBHA-PSH (Aspen View)	PSH	\$144,345	\$1,039,665	1	6
CCS	Northern Sky	PSH	\$286,015	\$1,325,680	1	7
US Vets	Victory Place	PSH	\$38,676	\$1,364,356	1	8
Housing Solutions	Sharon Manor	RRH	\$79,664	\$1,444,020	1	9
Achieve	PSH	PSH	\$258,211	\$1,702,231	1	10
CCS	Sycamore Canyon	PSH	\$64,835	\$1,767,066	1	11
OCCAC	Little Colorado	PSH	\$82,116	\$1,849,182	1	12
Mohave County	Fresh Start	PSH	\$157,833	\$2,007,015	1	13
US Vets	Hope House for Heroes	PSH	\$104,911	\$2,111,926	1	14
Mohave County/ OCCAC	BNA	PSH	\$193,789	\$2,305,715	1	15
CCS	Skypointe	RRH	\$39,690	\$2,345,405	1	16
OCCAC	New Start	PSH	\$196,672	\$2,542,077	1	17
US Vets	Veterans in Progress	TH	\$354,123	\$2,896,200	1	18
WYGC	PSH	PSH	\$28,622	\$2,924,822	1	19
CPSA	SPC Rural	PSH	\$401,633	\$3,326,455	1	20
CAHRA	Dreamcatcher	RRH	\$175,714	\$3,502,169	1	21
CPSA	Casas Primeras*	PSH	\$179,586	\$3,681,755	2	22
CCS	Cypress Grove (FKA Hart Prairie)	PSH	\$70,494	\$3,752,249	2	23
Pasadera	WTP	TH	\$131,687	\$3,883,936	2	24
Mohave County	New Project-Housing First	PSH			2	25
1. Total ARD = \$3,883,936 (Annual Renewal Demand)						
2. 93% is allocated to Tier One = \$3,612,060						
3. Projects were ranked based on project scores.						
4. \$109, 891 to CPSA Casa Primeras, which is the remainder in Tier One after Dreamcatcher RRH so \$69,695 is at risk in Tier 2 for Casa Primeras.						

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

INFORMATION BULLETIN No. 35-16

ISSUED: September 8, 2016

RE: SOAR Forum

The SOAR Forum is next week!! We hope to have representatives from all the regions. This is the culmination of the Technical Assistance we have been receiving through SAMHSA in response to the proposal submitted and awarded in the spring. Please read the attached bulletin and RSVP by contacting Jackie Nairn (jnairn@cc-az.org) by September 9th to register for this event.

Questions or comments regarding this Information Bulletin may be addressed in writing by contacting Karia Basta, Special Needs Program Administrator at karia.basta@azhousing.gov.



Catholic Charities

8/29/2016

To whom it may concern:

We are pleased to invite you to the first meeting of the BOSCOC [SOAR \(SSI/SSDI Outreach, Access and Recovery\) Initiative](#). The meeting will take place on 9/12/2016 from 9 to 4 at Spectrum Healthcare at 8 East Cottonwood, Cottonwood AZ. This day-long planning meeting and follow up technical assistance and training is made possible through the SOAR Technical Assistance Center funded by the [Substance Abuse and Mental Health Services Administration](#).

Fifty states and the District of Columbia now participate in the [SOAR initiative](#), a federal technical assistance and training program that helps states and localities identify and remove barriers faced by people who are experiencing or at risk of homelessness and who have disabilities in accessing benefits. Having a reliable source of income enables people to find housing and access support services that lead to greater, long-term self-sufficiency. In 2015, outcomes from 44 states and the District of Columbia provide evidence of the need for, and efficacy of, the SOAR initiative. Nationally, SOAR has an approval rate for initial SSI/SSDI applications of 65% in an average of 81 days. People assisted through SOAR had been homeless for an average of two years.

The SOAR planning meeting will be facilitated by staff from the SOAR Technical Assistance Center at [Policy Research Associates, Inc.](#) (PRA). The planning session will enable local teams to develop an action plan for local and state-level collaboration to better assist eligible homeless individuals with psychiatric and other disabilities to access SSI and SSDI. Ongoing technical assistance will be provided by the SOAR TA Center.

For this meeting we have invited:

- Local representatives who will take the lead on developing a plan to provide training and support throughout the region and coordinate with the local SOAR providers
- Directors of agencies that will implement SOAR in their agency and community
- Other key stakeholders and decision-makers who will be involved in implementing aspects of SOAR at the community, regional or state level.

We look forward to seeing you on 9/12/2016! Participation in this meeting is by invitation only. Please respond to Jackie Nairn at 928-202-6256 by 9/9/2016. Should you wish to designate someone to attend in your place or if you have any questions please contact Jackie Nairn at jnairn@cc-az.org.

Sincerely,
Jackie Nairn

BOSCOC SOAR Forum

AGENDA

Date: 9/12/2016

8:30 – 9:00 a.m.	Registration
9:00 – 9:10 a.m.	Welcome
9:30 – 10:00 a.m.	Introductions and Overview of Agenda <ul style="list-style-type: none">▪ Introductions▪ Review of Agenda▪ Purpose of Forum▪ Expectations for the Day
10:00 – 11:00 a.m.	Overview of SOAR Technical Assistance Initiative
11:00- 11:15 a.m.	BREAK
11:15 - 12:00 p.m.	Where We Have Been and Where We Want To Go <ul style="list-style-type: none">▪ Review of the COC SOAR Application and Proposal▪ Challenges and Opportunities from SSA’s Perspective▪ Challenges and Opportunities from DDS’ Perspective
12:00 – 1:00 p.m.	LUNCH
1:00 – 3:00 p.m.	Action Planning
3:00- 3:30 p.m.	Next Steps
3:30 p.m.	Wrap-up and Adjourn

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Special Needs

REGARING FUNDING SOURCE: Balance of State Continuum of Care

INFORMATION BULLETIN No. 36-16

ISSUED: September 12, 2016

RE: Homeless Certification

Effective immediately for all new COC participants, the Arizona Department of Housing will no longer require the Homeless Certification form to be completed. The information determining homelessness and chronic homelessness is part of the current AZBOSCOC HMIS Intake form. *However, it is **required** that the entire AZBOSCOC HMIS Intake form be completed accurately upon client entry into your project and a copy placed in the client's physical housing file.* The requirement for third part verification of homelessness is still in effect, as outlined below. It is recommended those verifications be uploaded into HMIS and attached to the client's HMIS record as well as in their physical housing file.

Federal Register/Rules and Regulations, December 4, 2015

A "chronically homeless" individual is defined to mean a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility.

In order to meet the "chronically homeless" definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.

HUD expects Continuum of Care Program recipients and sub-recipients documenting homelessness or chronic homeless status to obtain third-party documentation whenever possible, HUD has established § 578.103(a)(4) to incorporate recordkeeping requirements for the definition of “chronically homeless” and to provide that the order of priority for documenting chronically homeless status is third-party documentation first, intake worker observations second, and certification from the person seeking assistance third. In addition, HUD has clarified that, except for in limited circumstances, at least 9 months of the homeless occasion(s) must be documented with third-party documentation.

Documenting a single encounter within 1 month is sufficient documentation to count the individual or family as homeless for the entire month.

The language in the recordkeeping section will allow for the period of homelessness to be documented by a self-certification by the head of household seeking assistance on a limited basis. In rare instances where persons have been unsheltered and out of contact for long periods of time, the recordkeeping requirements provide that up to the full period of homelessness could be documented by a self-certification by the individual or head of household seeking assistance, **however, this accommodation is limited to no more than 25 percent of all chronically homeless individuals and families assisted.**

Questions or comments regarding this Information Bulletin may be addressed by contacting your Special Needs Program Specialist at (602) 771-1000. Thank you.



Arizona
Department
of Housing

1110 West Washington Street, Suite 280 | Phoenix, AZ 85007
Telephone: (602) 771-1000 | Facsimile: (602) 771-1002 | TDY: (602) 771-1001

<https://housing.az.gov>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Special Needs

REGARDING FUNDING SOURCES: Balance of State Continuum of Care

INFORMATION BULLETIN No. 37-16

ISSUED: September 13, 2016

RE: Ranking and Review of Projects, FY2016 Continuum of Care Notice of Funding Availability

The Arizona Department of Housing, as the collaborative applicant for the Arizona Balance of State Continuum of Care, is required to establish the process for reviewing and ranking proposals submitted in response to the FY2016 Continuum of Care Notice of Funding Availability. This post includes the ranking and review process, the bonus/reallocation project scoring sheet and the scoring sheets for renewal applications.

Questions or comments regarding this Information Bulletin may be addressed by contacting Karia Basta, Special Needs Program Administrator at (602) 771-1085 or karia.basta@azhousing.gov. Thank you.

September 2016

Arizona Department of Housing (ADOH) and Collaborative Applicant (CA)

Balance of State Continuum of Care (BOSCOG)

Bonus--New Project Process for Announcement, Review and Ranking

The following is the process used by the AZBOSCOG related to the announcement, review and ranking of new applications in 2016:

- Upon HUD notification of available bonus funding, the Arizona Department of Housing (ADOH) notified possible interested parties via the ADOH Housing Bulletin which is sent to the entire BOSCOG distribution list. The bulletin was then posted on the website and this occurred on July 29, 2016.
- Applicants submitted applications within the required time period. Applicants were able to submit separate applications for permanent supportive housing for households that meet the definition of chronically homeless or rapid re-housing.
- Applications received were reviewed by a panel of three (3) individuals outside of the COG but familiar with requirements and needs, all former program Directors/Managers in the housing arena. Each application was scored using a review sheet that had previously been approved by the BOSCOG Advisory Governance Board.
- One (1) PSH application was submitted and approved. Notification about the approval was posted through the ADOH Bulletin on August 29, 2016. The Application was chosen to be submitted as it scored above seventy percent (70%) of the possible combined score of the review panel. Had it scored below seventy percent (70%), no bonus project would have been submitted.
- Official Tier 1 and 2 rankings were posted as an ADOH Bulletin on the ADOH website on September 7, 2016.

September 2016
Arizona Department of Housing (ADOH)
Balance of State Continuum of Care (BOSCOG)
Renewal Project Process for Review and Ranking

The following is the process used by the AZBOSCOG for the Review and Ranking of renewal applications in 2016:

- Notice of the application process was posted via ADOH Housing Bulletin on July 29, 2016.
- BOSCOG Governance Committee reviewed and accepted ranking criteria for renewal applications.
- Renewal applications are scored based on the following information: the APR, information provided by sub-recipients as part of a local questionnaire and information from ADOH contract monitoring activities. (Specific Criteria is attached and is posted at the ADOH website.)
- Renewal applications were scored based on the criteria and ranked based upon score.
- Projects were notified about project acceptance on August 29, 2016 via ADOH Housing Bulletin.
- Official Tier 1 and 2 rankings were posted as an ADOH Bulletin on the ADOH website on September 7, 2016.

September 2016

Arizona Department of Housing

Balance of State Continuum of Care (BOSCOG)

Reallocation Project Process for Identification, Announcement, Review and Ranking

The following is the process used by the AZBOSCOG for the identification, announcement, review and ranking of projects funded through reallocation.

- ADOH is the recipient of funds for BOSCOG and contracts with sub recipients for RRH, TH, and PH projects. As a result of this relationship, ADOH has an established process of monitoring sub-recipient performance. Reallocation is considered when a sub-recipient has not responded to ADOH monitoring findings within proscribed timelines and proscribed manner. In some cases, partial reallocation was also completed when sub-recipients consistently were not expending their entire application. Reallocation only takes place after a process that provides an opportunity for the sub recipient to respond with corrective action fails.
- Current projects were considered for reallocation when it was determined by the BOSCOG and the recipient that the community would be better served by changing the program from TH and aligning to HUD priorities related to permanent supportive housing for households that have been chronically homeless and rapid rehousing focused on families.
- The BOSCOG has reallocated funds as a part of the NOFA process since 2011.
- Once it is determined that funds are available due to reallocation, the process used to solicit applications is the same as that used for the bonus application and was posted July 29, 2016.
- The Arizona Department of Housing (ADOH) notifies interested parties via the ADOH bulletin announcement of availability to ADOH website.
- Applicants submitted applications within the required time period. Applicants were able to submit applications for rapid rehousing and permanent supportive housing.
- Applications received were reviewed by a panel of three (3) individuals outside of the COG but familiar with requirements and needs, all former program Directors/Managers in the housing arena. Each application was scored using a review sheet that had been previously approved by the BOSCOG Governance Committee.
- Three (3) applications for reallocation were approved for submittal in the 2016 BOSCOG application. One (1) application was reallocated from TH to PSH. One (1) application was reallocated from TH to RRH. One (1) application was reallocated from PSH to another PSH with a different sub-recipient.
- Official Tier 1 and 2 rankings were posted as an ADOH Bulletin on the ADOH website on September 7, 2016.

Documentation of Process

The following documents are attached in ESNAPS to document this process:

1. Project application for bonus and reallocation projects.
2. Project application and scoring tools for renewal projects.
3. Scoring Sheet for bonus projects and reallocation projects.
4. ADOH Bulletin - July 29, 2016 Announcing funding availability and application process.
5. ADOH Bulletin - August 29, 2016 Announcing all renewal applications would be funded as well as one (1) bonus application and three (3) projects for reallocation.
6. ADOH Bulletin - September 7, 2016 Announcing Official Tier 1 and Tier 2 Ranking.
7. ADOH Bulletin - September 9, 2016 Posting documentation of renewal and ranking process.

2016 Balance of State Continuum of Care Application
Project Scoring Worksheet (Please complete one scoring worksheet for each application)
Bonus or Reallocation Project

Your Name _____

Name of Agency _____

Project Name _____

Is this a bonus or reallocation application?

- Bonus
- Reallocation

1. Experience/ Capacity	Was the description of experience sufficient? Was is clear that the agency has previous experience and capacity to implement the proposed project?	Maximum 10 Points
Your comments about the mainstream resources response		Score
2. Unmet Need	Was the unmet need in the community that this project will address described sufficiently? Was local data used to describe need. Was the 2016 Unsheltered Count cited as part of the data used?	Maximum 10 points
Your comments about the mainstream resources response		Score
3. Wraparound/ Support Service	Was the description of how the client/tenant connects to wraparound services sufficient? Were examples provided?	Maximum 10 points
Your comments about the mainstream resources response		Score
4. Coordinated Entry/ Case Conferencing	Did the response include the use of the VI-SPDAT and the local coordinated entry process? Was the process used for case conferencing described? Was there a description about how community partners are in involved in case conferencing?	Maximum 10 points
Your comments about the mainstream resources response		Score
5. Mainstream Resources	Did the response provide a sufficient overview about how the client/tenant is connected to mainstream resources?	Maximum 10 points
Your comments about the mainstream resources response		Score
6. SSDI/SOAR	Did the response describe how clients/tenant are connected to SSDI benefits or a SOAR trained individual to apply for benefits	Maximum 8 points
Your comments about the SSDI/SOAR response		Score

7. Employment	Did the response describe how the client/tenant would be connected to employment support and what types of employment support are provided	Maximum 8 points
Your comments about the employment response		Score
8. Education	If applicable did the response describe how the agency works with homeless school liaisons or help clients/tenants in enrolling in education activities?	Maximum 8 points
Your comments about the education response		Score
9. Barriers	Did the response describe how barriers will be removed?	Maximum 8 points
Your comments about the barrier response		Score
10. Permanent Housing	Did the response describe how clients/tenants will be supported in remaining or obtaining permanent housing	Maximum 10 points
Your comments about the barrier response		Score
11. Domestic Violence	Did the response describe how the project will make a connection with DV providers?	Maximum 8 points
Your comments about the barrier response		Score

Agency Renewal Application
Self -Scored Questions

For each of the following questions self-score your activities related to the specific area

Question	Response	Self-Score
1. Housing First		
5 points:	We implement Housing First with one-hundred percent (100%) of new households.	Score
3 points	We implement Housing First with fifty percent (50%) of new households.	
0 points	We do not adhere to the Housing First philosophy.	
Describe your Housing First approach and score your agency based on the scale above. How quickly are participants moved into permanent housing? How is Housing First institutionalized within your agency? Attach any pertinent documentation (i.e. policies and procedures <i>not including ADOH Housing Manual.</i>)		
1. Chronic Homeless as Priority		
5 points	One-hundred percent (100%) of households housed in last twelve (12) months met the chronic homeless definition	Score
3 points	Seventy-five percent (75%) of households housed in last twelve (12) months met the chronic homeless definition.	
0 points	Less than seventy-five percent (75%) of those housed met the chronic homeless definition.	
3a. Participation in Continuum of Care Based on participation starting with statewide meeting at ACEH conference in October 2015 through July 2016 Regional Meeting.		
5 points	The agency had a representative at all four (4) BOSCOG meetings	Score
3 points	The agency had a representative at two (2) or three (3) of the BOSCOG meetings.	
0 points	The agency had a representative at zero (0) or one (1) of the BOSCOG meetings.	
Document the dates of the BOSCOG meetings attended between October 2015 and July 2016.		
3b. Participation in Continuum of Care Committees		
3 points	The agency has a representative on one (1) or more BOSCOG standing committees.	Score
0 points	The agency does not have representatives on any BOSCOG standing committees.	
3c. Participation in Local COG/Networking Activities		
5 points	The agency is the (or one of the) convener(s) of the local COG/networking meetings in the community/county.	Score
4 points	The agency participates in seventy-five percent (75%) or more of the local COG/networking meetings in the community/county.	

Question	Response	Self-Score
3 points	The agency participates in fifty percent (50%) of the local COC/networking meetings in the community/county.	
0 points	The agency does not participate in local COC/networking meetings in the community/county.	
If applicable, name the local meeting attended and the town it was held.		
4. Unsheltered Point In Time (PIT) Count-January 2016		
5 points	Agency staff coordinated all aspects of the local unsheltered PIT count.	Score
3 points	Representatives from the agency actively participated in unsheltered PIT count (administer multiple surveys, coordinated volunteers, distributed incentives)	
0 points	Agency representatives did not participate in the local unsheltered count.	
5. (NOT SCORED) Provide an example of how the agency has promoted the use of PIT count information from this year or previous years to inform the community(ies) about the issue.		
6. (NOT SCORED) Provide an example about how the agency has used the PIT count information from this year or previous years to contribute to local planning activities to eliminate homelessness in the community(ies).		

**2016 BOSCO
Project Questionnaire**

Complete a form for each project the agency has under contract with ADOH through the COC.

Copy this form for each project as needed.

Name of Agency:	Number of Projects in the COC under contract with ADOH:
Contact Person:	Phone Number:
Date Completed:	Name of Project:
Project is (check all that apply) <input type="checkbox"/> PSH <input type="checkbox"/> RRH <input type="checkbox"/> Leased Units <input type="checkbox"/> Tenant Based Rental <input type="checkbox"/> Project Based Units <input type="checkbox"/> Transitional Housing	At a point in time when fully occupied: Number of Units: _____ Number of Beds: _____ Number of beds dedicated to CH based on project contract: _____ Number of beds dedicated to veterans based on project contract: _____
1. Review your current project description in the 2015 project application. Provide an updated description, limited to 1,000 characters, based on changes such as projects that have been combined, changes in services, new community partnerships, etc.	
Provide updated project description here (required)	

Refer to your most recent APR and HMIS data to calculate score.

Self-score each project based on the following criteria/attributes:

Criteria/Attribute	Scale/Points	Self-Score
1. HMIS Data Quality	2 Data Quality is 100% 1 Data Quality is 80% or above 0 Data Quality is 79% or below	
2. Occupancy Rate for the year beginning January 2016	7 101% and above 6 91%-100% 4 80-90% 0 79% or below	

Criteria/Attribute	Scale/Points	Self-Score
3. APR information submitted to HUD correctly and on time	1 Submitted on time and correct 0 Not submitted on time	
4. Request for payment submitted to ADOH on time for the previous twelve (12) months. (<i>Submitted within thirty (30) days for the previous month.</i>)	2 100% of payment requests submitted on time 1 80%-99% of payment requests submitted on time 0 79% or below of payment requests submitted on time	
5. For PSH, households that remained or exited to other PH or positive exits during the operating year	3 Zero turnover or 100% positive exits 2 50 %-99% positive exits 0 49% or less positive exits	
6. For TH, households that exited to PH during the operating year	3 100% of HHs exited to PH and did not reenter homeless system per HMIS since exit 2 100% of HHs exited to PH but 75%-99% reentered homeless system 1 75%-99% of HHs exited to PH 0 74% or less of HHs exited to PH	
7. For RRH, measure of housing stability	3 100% of HHs no longer receiving financial assistance are stable 2 75%-99% of HHs remained stable 1 50% - 74% of HHs remained stable 0 49% or less of HHs remained stable	
8. PSH persons that maintained or increased employment income	3 25%-or more of HHs served 2 10%-24% of HHs served 0 9% or less of HHs served	
9. RRH persons that maintained or increased employment income	3 75%-100% of HHs served 2 50%-74% of HHs served 1 25% - 49% of HHs served 0 24% or less of HHs served	
10. TH persons that maintained or increased employment income	3 75%-100% of HHs served 2 50%-74% of HHs served 1 25% - 49% of HHs served 0 24% or less of HHs served	
11. PH, TH, persons that maintained or increased benefit income	3 85%-100% of HHs served 2 45%-84% of HHs served 1 15% - 44% of HHs served 0 14% or less of HHs served	
12. Case Conferencing (as defined in Definitions)	5 Involved with formal case conferencing (attach documentation)	

Criteria/Attribute	Scale/Points	Self-Score
	0 Not involved with formal case conferencing	
13. This is a PH project	3 If PH 0 If TH	
Total Score		



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 38-16

ISSUED: September 13, 2016

RE: 2017 QAP – Cost Containment Focus Groups

The second of two additional focus groups has been scheduled to discuss cost containment measures submitted for the Arizona Department of Housing (“ADOH”) to consider for inclusion in the second draft of the 2017 Qualified Allocation Plan (QAP”). Please plan to attend to join in the discussion at the following time and location:

September 19, 2016
9:00 am – 10:30 am
Arizona Department of Housing
1110 West Washington Street
3rd Floor, Training Room 3175
Phoenix, AZ 85007

ADOH will prepare an agenda for the second focus group based upon comments received on the proposals presented at the first focus group meeting and its investigation of recommendations that it believes will meet the goal of containing total development costs.

To reach Training Room 3175 take the elevator to the third floor and turn toward the wheat-colored wall. The training room is to your left, opposite the lobby of the Department of Water Resources. Free parking is available on surrounding streets and at the Arizona Department of Environmental Quality garage at the northwest corner of 10th Avenue and Washington Street.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



1110 W. Washington, Suite 280 | Phoenix, AZ 85007
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001

<https://housing.az.gov>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Special Needs

REGARDING FUNDING SOURCES: Balance of State Continuum of Care

INFORMATION BULLETIN No. 39-16

ISSUED: September 13, 2016

RE: Consolidated Application for the FY2016 Continuum of Care Notice of Funding Availability

The Arizona Department of Housing, as the collaborative applicant for the Arizona Balance of State Continuum of Care, is required to post the Consolidated Application being submitted in response to the FY 2016 Continuum of Care Notice of Funding Availability. The COC Priority Listing plus the COC Application can be found at the following link:

https://housing.az.gov/sites/default/files/documents/files/2016_BOSCOG_Consolidated_Application.pdf

Questions or comments regarding this Information Bulletin may be addressed by contacting Karia Basta, Special Needs Program Administrator at (602) 771-1085 or karia.basta@azhousing.gov. Thank you.

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: LIHTC

INFORMATION BULLETIN No. 40-16

ISSUED: September 14, 2016

RE: Qualified Contract Application Process

The Arizona Department of Housing (ADOH) has revised its procedures for administering Section 42(h)(6)(I) of the Internal Revenue Code regarding Qualified Contracts. The new procedures are contained within the revised Qualified Contract Application located at the following link:

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

Please note that the forms within the application are fillable.

ADOH will no longer make determinations as to the commercial viability of a project. All properties for which a Qualified Contract is requested will be marketed regardless of appraised value for one year after receipt of a complete application.

Please contact John Juarez at 602-771-1034 with questions.

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Programs

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit

INFORMATION BULLETIN No. 41-16

ISSUED: September 20, 2016

RE: Notice of LIHTC Property Seeking Qualified Contract

ADOH is providing notice that the following LIHTC property is seeking a Qualified Contract for acquisition from any buyer who will continue to operate the property as affordable through the extended use period in accordance with the Land Use Restriction Agreement and Section 42 of the Internal Revenue Code.

La Palmilla Apartments, a 267 unit, 100% rent restricted LIHTC property built in 1972, located in Phoenix, Arizona.

Information about this and all properties seeking a Qualified Contract can be found at:

https://housing.az.gov/sites/default/files/documents/files/Qualified_Contracts_Tracking.pdf

Inquiries about any of these properties may be made by submitting a Letter of Interest via the following ADOH Portal:

<https://housing.az.gov/portals/document-upload-portals/rental-properties-asset-management-upload-portal>

The Letter of Interest must contain the following information:

1. Developer Name
2. Location of Headquarters
3. List of completed LIHTC projects by state
4. Ability to enter into a purchase contract on or before July 25, 2017.

Questions or comments regarding this Information Bulletin may be addressed in writing to John Juarez, Asset Manager at john.juarez@azhousing.gov

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Balance of State Continuum of Care

INFORMATION BULLETIN No. 42-16

ISSUED: October 3, 2016

RE: Notes from September BOSCO Statewide Meeting

The BOSCO Statewide Meeting was held on September 21st during the Arizona Coalition to End Homelessness Annual Statewide Conference to End Homelessness at the Black Canyon Conference Center. The notes and attachments may be found on the website at:

<https://housing.az.gov/documents-links/forms/special-needs-continuum>

Questions or comments regarding this Information Bulletin may be addressed in writing to by contacting Karia Basta, Special Needs Program Administrator at karia.basta@azhousing.gov.

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Programs

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit

INFORMATION BULLETIN No. 43-16

ISSUED: October 3, 2016

RE: Notice of LIHTC Property Cancelling its Qualified Contract Application

ADOH is providing notice that the following LIHTC property has cancelled its Qualified Contract application and, therefore, is no longer available for purchase:

La Palmilla Apartments, a 267 unit, 100% rent restricted LIHTC property built in 1972, located in Phoenix, Arizona.

The list of Arizona Qualified Contracts has been updated to reflect this change and can be found at:

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

Questions or comments regarding this Information Bulletin may be addressed in writing to John Juarez, Asset Manager at john.juarez@azhousing.gov



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 44-16

ISSUED: October 7, 2016

RE: 2017 QAP – Second Draft Release and Public Hearing

The Arizona Department of Housing (“ADOH”) has posted its second draft of the 2017 Qualified Allocation Plan on its website at the following link. New changes are highlighted in yellow. Information pending IRS Revenue Procedures are highlighted in green.

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

ADOH will accept written comments on the second draft of the 2017 QAP until **October 14, 2016 at 5:00 p.m.** via letter or e-mail to either of the following addresses:

By Mail: Jeanne Redondo
Rental Programs Administrator
Arizona Department of Housing
1110 West Washington Street, Suite 280
Phoenix, AZ 85007

By E-mail: QAP-Comments@azhousing.gov

Comments may also be provided at the Public Hearing on October 14, 2016 at 10:00 am at the following location:

Friday, October 14, 2016 at 10:00 a.m. – noon
Arizona Department of Housing
Conference Room – Suite 250
1110 West Washington Street
Phoenix, AZ 85007

Free parking is available on surrounding streets and at the Arizona Department of Environmental Quality garage at the northwest corner of 10th Avenue and Washington Street.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



1110 W. Washington, Suite 280 | Phoenix, AZ 85007
Telephone (602) 771-1000 | Facsimile (602) 771-1002 | TDY (602) 771-1001

<https://housing.az.gov>



Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 45-16

ISSUED: November 15, 2016

RE: 2017 QAP – Third Draft Release and Second Public Hearing

The Arizona Department of Housing (“ADOH”) will post its third draft of the 2017 Qualified Allocation Plan on its website at the following link within the next few days.

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

The third draft includes the following substantive changes, based upon comments received and new funding that has been made available:

- The points under Section 2.7(E) for proximity to High Capacity Transit have been restored.
- The points for Empowerment Services under Section 2.7(C) have been removed, pending discussion for the 2018 QAP.
- One additional project has been added to the Permanent Supportive Housing Set-Aside. The selected project will receive project-specific soft funding, Rental Assistance and supportive services for the targeted population.

ADOH will accept written comments on the third draft of the 2017 QAP until **November 30, 2016 at 5:00 p.m.** via letter or e-mail to either of the following addresses:

By Mail: Jeanne Redondo
Rental Programs Administrator
Arizona Department of Housing
1110 West Washington Street, Suite 280
Phoenix, AZ 85007

By E-mail: QAP-Comments@azhousing.gov

Comments may also be provided at the second Public Hearing on November 21, 2016 at 2:00 p.m. at the following location:

Monday, November 21, 2016 at 2:00 p.m. – 4:00 p.m.
Arizona Department of Housing
Conference Room – Suite 250
1110 West Washington Street
Phoenix, AZ 85007

Free parking is available on surrounding streets and at the Arizona Department of Environmental Quality garage at the northwest corner of 10th Avenue and Washington Street.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



Arizona
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<https://housing.az.gov>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 46-16

ISSUED: November 17, 2016

RE: 2017 QAP – Third Draft Release and Second Public Hearing

The Arizona Department of Housing (“ADOH”) has posted its third draft of the 2017 Qualified Allocation Plan on its website at the following link:

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

The third draft includes the following substantive changes, based upon comments received and new funding that has been made available:

- The points under Section 2.7(E) for proximity to High Capacity Transit have been restored.
- The points for Empowerment Services under Section 2.7(C) have been removed, pending discussion for the 2018 QAP.
- One additional project has been added to the Permanent Supportive Housing Set-Aside. The selected project will receive project-specific soft funding, Rental Assistance and supportive services for the targeted population.

ADOH will accept written comments on the third draft of the 2017 QAP until **November 30, 2016 at 5:00 p.m.** via letter or e-mail to either of the following addresses:

By Mail: Jeanne Redondo
Rental Programs Administrator
Arizona Department of Housing
1110 West Washington Street, Suite 280
Phoenix, AZ 85007

By E-mail: QAP-Comments@azhousing.gov

Comments may also be provided at the second Public Hearing on Monday, November 21, 2016 from 2:00 p.m. – 4:00 p.m. at the following location:

Arizona Department of Housing
Conference Room – Suite 250
1110 West Washington Street
Phoenix, AZ 85007

Free parking is available on surrounding streets and at the Arizona Department of Environmental Quality garage at the northwest corner of 10th Avenue and Washington Street.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031



Arizona
Department
of Housing

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Low Income Housing Tax Credit, HOME, State Housing Trust Fund and Neighborhood Stabilization Programs Compliance

REGARDING FUNDING SOURCES: HOME

INFORMATION BULLETIN No. 47-16

ISSUED: November 28, 2016

RE: Minimum Wage Income Calculation Guidance

On November 8, 2016 Arizona voters passed Proposition 206. This proposition will raise the minimum wage in Arizona to \$12 per hour by 2020. The first increase will be effective 01/01/2017 to \$10 per hour. The Arizona Department of Housing (“ADOH”) Section 8/Compliance division would like to provide the following guidance for all of its Low Income Housing Tax Credit, HOME, State Housing Trust Fund and Neighborhood Stabilization Programs: For all new move-ins and recertifications you will calculate income using current rate until December 31, 2016 and then use new minimum wage amount for 2017 and the remainder of the certification.

As an example: If an applicant applying to move in on December 1st currently has a full-time job making the current 2016 minimum wage of \$8.05 per hour, income would be calculated using the current minimum wage for the remainder of 2016 (4.4 weeks x \$8.05 x 40 hours per week) and the remaining weeks in 2017 would be at the new rate effective 1/1/17 (47.6 weeks x \$10 x 40 hours per week). This is only an example, if hours vary or are lower, clarification from employer will be needed on hours. This guidance applies only to the programs listed above. ADOH recommends you seek approval from administrators of other funding sources that your project may be layered with on the usage of this calculation method. As always, the owner/managing agent is responsible for performing due diligence when qualifying and verifying potential residents for low income housing.

If you have any questions, please contact Juan Bello, Senior Compliance Officer at (602) 771-1074 or by e-mail at juan.bello@azhousing.gov.



Arizona
Department
of Housing

1110 W. Washington, Suite 310 | Phoenix, AZ 85007
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<https://housing.az.gov>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Programs

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit

INFORMATION BULLETIN No. 48-16

ISSUED: December 5, 2016

RE: Notice of LIHTC Property Seeking Qualified Contract

ADOH is providing notice that the following LIHTC property is seeking a Qualified Contract for acquisition from any buyer who will continue to operate the property as affordable through the extended use period in accordance with the Land Use Restriction Agreement and Section 42 of the Internal Revenue Code.

Casa Bonita Apartments, a 64 unit, 100% rent restricted LIHTC property built in 1998, located in Nogales, Arizona.

Information about this and all properties seeking a Qualified Contract can be found at:

<https://housing.az.gov/sites/default/files/documents/files/Qualified-Contracts-Tracking-12-5-16.pdf>

Inquiries about any of these properties may be made by submitting a Letter of Interest via the following ADOH Portal:

<https://housing.az.gov/portals/document-upload-portals/rental-properties-asset-management-upload-portal>

The Letter of Interest must contain the following information:

1. Developer Name
2. Location of Headquarters
3. List of completed LIHTC projects by state
4. Ability to enter into a purchase contract on or before October 17, 2017.

Questions or comments regarding this Information Bulletin may be addressed in writing to John Juarez, Asset Manager at john.juarez@azhousing.gov

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 49-16

ISSUED: December 9, 2016

RE: LIHTC Documents Posted and 2017 Application Workshop

Recent Documents Posted:

The following documents are now available to be downloaded from the Arizona Department of Housing website:

- Form 3 Application
- Applicant Certification & Indemnification
- Additional Forms (Form 0 – 24, Form 17 & Forms 17-20M)
- Exhibits (A, B, C, E, F, G, I, N)
- Mandatory Design Requirements
- Market Demand Study Guide
- ADOH Gap Financing Application

These documents may be downloaded at the following link:

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

Mandatory 2017 Application Workshop:

The Arizona Department of Housing will hold the 2017 LIHTC Application Workshop on **January 5, 2017** from 9:00 am to 4:00 pm at the Phoenix Airport Marriott, 1101 North 44th Street in Phoenix, AZ. Developers (or their Co-Developer or Consultant) who plan to submit an application in the 2017 round must attend this annual training. **The deadline to register is December 22, 2016.** The following is a link to register for the workshop:

<https://housing.az.gov/training-events/2017-lihtc-application-workshop>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 50-16

ISSUED: December 16, 2016

RE: Final QAP Posted and 2017 Application Workshop

Recent Documents Posted:

The 2017 Qualified Allocation Plan has been approved by Governor Ducey. The following documents are now available to be downloaded from the Arizona Department of Housing website:

- Final 2017 Qualified Allocation Plan
- Form 3 Application
- Applicant Certification & Indemnification
- Additional Forms (Form 0 – 24, Form 17 & Forms 17-20M)
- Exhibits (A, B, C, E, F, G, I, N)
- Exhibit D Mandatory Design Requirements
- Exhibit H Contractor's Cost Certification
- Exhibit L Market Demand Study Guide
- ADOH Gap Financing Application

These documents may be downloaded at the following link:

<https://housing.az.gov/documents-links/forms/rental-development-lihtc>

Mandatory 2017 Application Workshop:

Please also be reminded that the Arizona Department of Housing will hold the 2017 LIHTC Application Workshop on **January 5, 2017** from 9:00 am to 4:00 pm at the Phoenix Airport Marriott, 1101 North 44th Street in Phoenix, AZ. Developers (or their Co-Developer or Consultant) who plan to submit an application in the 2017 round must attend this annual training. **The deadline to register is December 22, 2016.** The following is a link to register for the workshop:

<https://housing.az.gov/training-events/2017-lihtc-application-workshop>

Arizona Department of Housing 2016 Information Bulletin

REGARDING PROGRAMS: Rental Development

REGARDING FUNDING SOURCES: 4% Low Income Housing Tax Credit (LIHTC)

INFORMATION BULLETIN No. 51-16

ISSUED: December 19, 2016

RE: New Bond Volume Cap Contact

The Arizona Finance Authority has updated the website identified at Section 3.1 of the 2017 Qualified Allocation Plan. The update includes important information such as deadlines, application forms and processes to obtain an allocation of volume cap in the State of Arizona. The updated information may be found at the following URL:

<http://www.azcommerce.com/financing/business-and-project-financing/private-activity-bond-volume-cap>

Beginning in January 2017, the point of contact for the private activity bond volume cap process will be Daniel Dialessi. If the information you require is not located on the website, you may contact him at: program.manager@azfinanceauthority.com.

INFORMATION: Jeanne Redondo, Rental Programs Administrator, (602) 771-1031