**Arizona Department of Housing as United Funding Agency**

**For**

**Arizona Balance of State Continuum of Care**

**2024 HUD NOFO Bonus and DV Bonus Project Application**

The Arizona Department of Housing (ADOH) as the United Funding Agency for the Arizona Balance of State Continuum of Care (AZBOSCOC) is accepting applications for one or more Continuum of Care bonus or expansion projects and for Domestic Violence bonus projects for the 2024 HUD Continuum of Care Notice of Funding Opportunity (NOFO) to serve persons experiencing homelessness..

**DUE DATE**

Bonus project applications and related threshold documentation must be submitted through the AZ Department of Housing Special Needs Portal by **September 24, 2024 @ 5:00 pm**. The link for the portal is located at <https://housing.az.gov/portals/document-upload-portals/special-needs-portal>.

**FUNDS AVAILABLE**

The AZBOSCOC is eligible to apply for up to **$774,763** for CoC bonus/expansion project(s) and up to **$968,454** for one or more DV Bonus projects.

* No single proposal may exceed funds available
* Multiple projects for either bonus or DV bonus projects may be recommended up to the total funds available.

**ELIGIBLE APPLICANTS**

Project applicants must be private non-profit organizations, a State or local government (or instrumentality of a State or local government), a public housing authority, an Indian Tribe or TDHE. For profit organizations are NOT eligible. Organizations must be in good standing, have an active UEI number, and not be debarred from applying for or receiving Federal Funding.

* Note: *Recipients of DV Bonus Projects can either be non-profit agencies or specific DV agencies as defined by 24 CFR 578.3 which are victim service provider that are a private non-profit organization whose primary mission is to provide services to survivor of domestic violence, dating violence, sexual assault, and stalking survivors. The term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing program and other programs.*

**FUNDING AVAILABILITY**

If awarded, bonus project(s) contract terms will be from July 1, 2025 through June 30, 2026.

**ELIGIBLE ACTIVITIES**

For the HUD bonus project, eligible HUD CoC projects must include either: 1) creating or expanding Permanent Supportive Housing (PSH) projects for persons experiencing homelessness with disabilities; or 2) creating or expanding Rapid Rehousing (RRH) capacity and services.

HUD has a priority of leveraging CoC funds with other housing resources and/or health care resources. For projects to be considered that include this leverage, an applicant must demonstrate that at least 25% of the project’s total units must be supported by other housing or healthcare funding and that the Applicant committed to provided signed MOU documenting the leverage.

For HUD DV bonus projects, eligible activities may include creating or expanding Rapid Rehousing (RRH) or Supportive Services Only--Coordinated Entry (SSO-CE) projects for survivors of domestic or sexual violence experiencing homelessness.

SSO-CE—The AZBOSCOC is interested in receiving proposals for management and operation of Coordinated Entry activities focused on survivors of domestic violence for the entire AZBOSCOC. The SSO-CE project would include components around a comparable data system to HMIS, use of the VISPDAT including potential supplemental questions focused on survivors of domestic violence, development and management of a By Name List, working with the LCEHs to align activities with local coordinated entry policies, outreach and engagement with organizations in the AZBOSCOC that serve survivors of domestic violence, collaboration with Solari (the AZBOSCOC HMIS Systems administrator), managing case conferencing meetings in concert with the LCEHs, and other activities to promote appropriate confidentiality, privacy, housing placement and access to services of survivors of domestic violence.

All projects must serve one or more Arizona Balance of State counties (all Arizona counties except for Maricopa or Pima). Projects may not provide services in Maricopa or Pima Counties.

Within the eligible project types identified above, the following activities are allowed:

* Leased Units-(PSH only)
* Short-term/Medium term Rental Assistance (RRH only)
* Long term Rental Assistance (PSH only)
* Supportive Services
* Coordinated Entry services and activities (SSO-CE for DV only)

In addition to activities listed above, the HUD NOFO allows the following eligible activities:

* VAWA activities to cover costs related to DV related emergency transfer including moving costs, travel costs, security deposits, utilities, housing fees, case management, housing navigation, and technology to make an available unit safe.
* Rural Programs: For bonus or expansion projects serving AZBOSCOC HUD designated rural counties (Apache, Gila, Graham, Greenlee, La Paz, Navajo, and Santa Cruz)may also request funding for: payment of short-term lodging including motels vouchers; repairs to units where individuals and families that are experiencing homelessness will be housed including units currently not fit for human habitation; and staff training, professional development, skill development and staff retention activities. Additional Rural funds may only be used for these services and staffing serving in the counties listed above.

The following activities are ineligible:

* Acquisition
* New Construction
* Rehabilitation

Additionally, the AZBOSCOC has noted that special priority will be given to bonus projects that:

* Provide PSH for persons experiencing homelessness
* Serve AZBOSCOC Counties that are unserved or underserved by the project type (i.e.; counties that do not currently have the proposed resources or program types)
* Incorporate or leverage non CoC housing and/or Medicaid/health care resources

Match: All HUD awarded CoC projects must provide 25% match of federal funds awarded. If awarded, ADOH will require documentation of eligible match of any HUD award. For more information on Federal Match, see [HUD Virtual Binder (Match)](HTTPS://WWW.HUDEXCHANGE.INFO/HOMELESSNESS-ASSISTANCE/COC-ESG-VIRTUAL-BINDERS/COC-MATCH/MATCH-REQUIREMENTS/).

**APPLICATION PROCESS**

All bonus project and DV bonus project applicants must complete the **2024 Bonus Project Application** and budget forms included below. Please follow all format instructions and page limits included in the application.

Applicants are also asked to submit the following agency/program documentation to demonstrate threshold capacity to perform HUD required compliance.

* Documentation of registration in SAM.gov and that the applicant’s Unique Entity Identifier is current and organization is eligible to apply for and receive federal funding. <https://sam.gov/content/home>
* Copy of the applicant’s most recent audited financial statements, single audit (if required, and management letter
* Copy of applicant’s most recent Annual Report or other documentation of service capacity or performance.
* For non-profit applicants, a copy of the applicant’s 501(c)(3) IRS Tax Exempt determination letter.
* If awarded, additional documentation may be required prior to contracting.

Please note, for organizations that are submitting DV bonus or DV expansion projects, if approved for submittal in AZBOSCOC’s collaborative application, additional information will be requested to complete the collaborative application including:

* Expanded information about experience in providing housing and supportive services to survivors of domestic violence.
* Expanded information how the project will be implemented.
* Rates of housing placement and housing retention for survivors of domestic violence.
* Information how survivors’ safety and confidentiality will be ensured.
* Expanded information about trauma informed and survivor centered approaches are implemented in proposed services.

**REMINDER:** all application and required attachments must be submitted through the ADOH [Special Needs Portal](https://housing.az.gov/portals/document-upload-portals/special-needs-portal) by **September 24, 2024 at 5:00 p.m**. Late applications will not be accepted.

**REVIEW PROCESS**

All bonus/expansion and DV bonus/expansion project applications will be reviewed and scored by an independent review workgroup(s). This scoring will be used by the AZBOSCOC Governance Advisory Board to prioritize which Bonus and DV Bonus projects will be included in the AZBOSCOC consolidated application in response to the NOFO. Announcements related to the acceptance of projects for inclusion in the collaborative application will be made by October 14, 2024. All applicants will be notified whether their bonus application will be included in the AZBOSCOC Consolidated Application that is submitted to HUD prior to that date.

Prior to October 14th, ADOH staff will also review threshold documentation that was provided by the applicant to ensure threshold applicant qualifications are met. Applicants may be contacted to provide additional documentation or clarification regarding any deficiencies in threshold materials.

If the project is approved for inclusion, a final formatted application for the bonus projects will be submitted by the ADOH as part of the 2024 AZBOSCOC Consolidated Application as part of the HUD NOFO process. The HUD NOFO is competitive process and the submittal of a bonus project application as a part of the Consolidated Application does not guarantee it will be funded by HUD. Final funding decisions related to the AZBOSCOC Collaborative Application are made by HUD.

Agencies with applications accepted for submission will work with Candee Stanton, the AZBOSCOC’s Independent Contractor, to complete the process for inclusion in the 2024 AZBOSCOC Consolidated Application to HUD.

**INFORMATIONAL WEBINAR**

A pre-proposal overview of the Bonus Project Application will take place via webinar on September 12, 2024 from 9:00 a.m. to 11:00 a.m. To register, use this link [**https://us02web.zoom.us/j/83227709355?pwd=b0sTozwLBpM5VIBS3ms79XhdNiGPpo.1**](https://us02web.zoom.us/j/83227709355?pwd=b0sTozwLBpM5VIBS3ms79XhdNiGPpo.1)

The webinar can also be found in the ADOH Information Bulletin announcing the 2024 NOFO Bonus Project Application. Registration is required at the time of the webinar. Bulletin links can be found at <https://housing.az.gov/documents-links/publications>.

**ADDITIONAL ASSISTANCE**

NOTE: Prior to completing this application, you may call or email Candee Stanton at 602.881.6606 or [candee.stanton@gmail.com](mailto:candee.stanton@gmail.com) to discuss your project concept in order to ensure it is eligible for funding through the Continuum of Care. You may also review the 2024 HUD NOFO Competition Guidance to ensure the organization’s application aligns with federal priorities. The link to the 2024 NOFO Competition Guidance can be found at

<https://www.hud.gov/program_offices/comm_planning/coc/competition>

**Arizona Balance of State Continuum of Care**

**2024 Bonus Project Application**

* Application can be no longer than 25 pages in the current 11pt font. The budget pages are not included in the 25-page limit.
* Submission must be in a Word Format.

|  |  |
| --- | --- |
| 25 Page Limit Starts Here and Ends with last Narrative Question—  Budget Pages are not included in the 25 pages | |
| Name of Agency: | Address: |
| Contact Person: | Email: |
| Phone Number: | Proposed Project Name: |
| Counties that will be covered by the Project: | Type of Project: Check only one  PSH Bonus Project-CoC Bonus  PSH Bonus Project-CoC Bonus that includes leverage through health care or other housing resources  Rapid Rehousing—CoC Bonus  DV Rapid Rehousing Bonus  DV SSO-CE Bonus |
| Agency UEI:  Agency Unique Entity Identifier --UEI (can be found at sam.gov)  <https://sam.gov/content/home> | Place UEI here |
| UEI Renewal Date: | Place UEI Renewal Date here |
| Agency Employer ID Number (EIN) | Place EIN here |
| Congressional District of the Applicant: | Congressional District(s) where the project will be located: |
| Total funds requested for this project: | Will this project be an expansion of current housing activities?  Yes  No |

Note: for the purposes of this application the Term Household means both Individuals and families and is used INTERCHANGEABLY with Program participant

**INITIAL THRESHOLD** –As indicated above, ADOH will review provided threshold documents before the project is included is included in the AZBOSCOC Collaborative Application.

1. Does the organization have any unresolved monitoring or audit findings for any HUD grants or other Federal, State, Local, or private grants?

YES  NO

1a. If yes, provide a brief explanation of the findings and how they are being resolved.

**Agency’s Involvement in A Local Continuum/Coalition To End Homelessness(LCEH)**

2. How does the organization currently participate as a member of the Local Continuum/Coalition to End Homelessness (LCEH) that covers the county/community proposed to be served? All CoC funded projects are required to participate in the LCEH that covers the community/county where individuals experiencing homelessness will be served.

3. What LCEH committees do the organization’s staff attend? (e.g., regular meeting, Coordinated Entry, Case Conferencing, Point in Time Count, others)

4. How did the organization participate in the 2024 Unsheltered Point in Time Count that took place in the community(ies) served? Provide information if agency staff participated in outreach to individuals that were unhoused on the night of the count, conducted surveying and/or provided other support.

**HMIS OR COMPARABLE DATABASE USE**

5. Does the organization currently use the Homeless Management Information System (HMIS) or for agencies serving survivors of domestic violence, a comparable database? If applicable, how many HMIS licenses does the agency currently have? What is the timeline that the organization uses to enter participant information into HMIS or the comparable database?

**Project NARRATIVE**

6. Provide a brief overview of the organization. Include services provided, populations served, county(ies) served, length of time in business, and number of employees.

7. Provide a description that addresses the entire scope of the proposed project. (i.e., Type of project, target population, outreach/engagement, wraparound/support services that will be provided, types and location of housing if applicable (include community and county (ies). How will supportive services need to be identified and how will participants be connected to services? How will the organization’s project involve the program participant in setting housing and service goals? For SSO-CE, describe the proposed coordinated entry system that will be developed.

7a, If the proposed project, intends to leverage other housing and/or health care resources, the applicant must demonstrate that at least 25% of the project’s total units are supported by other housing or healthcare funding and that the Applicant is able to provide a signed MOU documenting the leverage. (MOU must be submitted with the bonus application if selected for inclusion in the collaborative application.

8. Describe the need for the project. This response should describe the current situation in the community/county and cite data sources including Unsheltered Point In Time Counts, housing affordability, local community assessments, and other sources. This response must be specific to the population that the organization proposes to serve. Local community information must be provided, and the data source cited. Describe how LCEH members and communities were consulted about the project. OR For SSO-CE Describe how the inadequacies identified in 14b, above, will be addressed.

*Unsheltered Point In Time Count reports can be found here. https://housing.az.gov/documents-links/forms/special-needs-continuum?tid\_2=755. In addition, The National Low Income Housing Coalition has information about housing affordability in Arizona which can be found here:* [*https://nlihc.org/housing-needs-by-state/arizona*](https://nlihc.org/housing-needs-by-state/arizona)*.*

8.a Describe how the project will be located in an unserved or underserved community/county.

**COORDINATED ENTRY**

9. How will organization participate in Coordinate Entry and how will case coordination/case management take place? Include a description of the process to develop individualized service plans. How will the right type of housing that fits the needs of program participants be determined?

*All referrals for the proposed project must come from coordinated entry which is facilitated by Local Coalition/Continuum to End Homelessness (LCEH) in the county that is going to be served.*

*If the organization is a domestic violence service provider (specifically a recipient that meets the definition of victim service provider, a comparable database must meet HUD requirements. If the DV project is funded by HUD, the organization will be required to work with the appropriate LCEH for the county where services will take place to implement coordinated entry processes that accommodate the VAWA requirements. See more information here:* <https://www.hud.gov/vawa#close>

9a. Only answer this question if this application is for an SSO-CE project. What are the inadequacies of the current Coordinated Entry Process that limits the ability to better meet the needs of survivors of domestic violence, dating violence, sexual assault or stalking? For SSO-CE description must include overview about how Coordinated Entry will be facilitated and how logistics across the AZBOSCOC will take place.

9b. How will households be quickly moved into safe affordable housing? If survivors of domestic violence are anticipated to be served included any specific protocols related to their safety. For SSO CE project, describe how the coordinated entry process will support organizations related to housing placement.

**HOUSEHOLDS**

10. (*Question not scored for information only to inform scope of project*) How many households (singles and families) are estimated to be served in 12 months? For all project types except SSO-CE. For an SSO-CE project, estimate the number of households that the project could potentially serve through Coordinated Entry and Case Conferencing.

\_\_\_\_\_estimated number of single adult households.

\_\_\_\_\_\_estimated number of households of adults with other adults.

\_\_\_\_\_\_estimated number of households that only have persons 18-24 years of age

\_\_\_\_\_\_estimated number of households of families with children who are under 18

11. (*Question not scored for information only to inform scope of project*) If the project has a specific focus, indicate here. (Check all that apply)Note: Permanent Supportive Housing Projects must provide housing to individuals and families who meet the definition of chronically homeless.

Individuals and households that meet the definition of chronically homeless

Families

Survivors of Domestic Violence

Transition age youth 18-24 (single and/or parenting)

Individuals or households that include a head of household that has a physical or mental health condition/disability.

Veterans

Households that include individuals with substance use disorders

Households that include individuals with a serious mental illness

Households that include individuals with HIV/AIDS

**HOUSING AFFORDABILITY/**

12. What is the rental vacancy rate in the community/county(ies) that the organization is going to serve? (In the answer provide the rate and cite the source of the data). SSO-CE projects –skip this question.

12a. Are there sufficient units available to meet the needs of the program participants planned to be served? If not, what type are needed and what is the strategy to obtain needed rental units? C*ite the source for current market rates—*(*e.g., Zillow, Apartments.com, etc.*)SSO-CE projects –skip this question.

13. Provide the following Information: Use the FY 2023 FMR for this chart. SSO-CE projects –skip this question. The link for the FY 2023 FMRs can be found here.

[*https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2023\_code/2023summary.odn*](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2023_code/2023summary.odn)

*HUD requires 2023 FMRs be used in the application, if the project is approved by HUD, funding will be adjusted in alignment with the current FMRS at the time.*

13a. Duplicate the table for each county the project will serve. SSO-CE projects –skip this question.

| # of Bedrooms | FMR | Current Market Rate |
| --- | --- | --- |
| 0 Bedroom |  |  |
| 1 Bedroom |  |  |
| 2 Bedrooms |  |  |
| 3 Bedrooms |  |  |

13b. Based on the information in the table(s)--Are the FMRs that are available where the project will take place sufficient to cover the actual rents being charged in the community? If they are not sufficient, document what actions will be taken to maintain the viability of the project. SSO-CE projects –skip this question.

14. Describe the organization’s involvement in securing/developing affordable housing stock? What strategies, as applicable, will the project implement to make the available housing affordable? (e.g., shared housing, roommate matching, others) SSO-CE projects –skip this question.

14a. Provide a brief description of the organization’s relationships with landlords and/or property management companies? If there are no relationships currently established, describe the steps that will be taken to form them before the project begins. SSO-CE projects –skip this question.

14b. How will the organization work with landlords to address possible issues or challenges that might occur related to a participant of the project residing at a property? SSO-CE projects –skip this question.

**HOUSING FIRST/LOW BARRIER**

15. How is Housing First implemented by the organization? Provide concrete actions that the organization implements related to Housing First. Address the following from current activities or if the organization currently does not implement housing first how the tenets will be implemented for this project: For an SSO CE project, describe how Housing First tenets will be interwoven into the coordinated entry process. For more information about Housing First-- <https://endhomelessness.org/resource/housing-first/#:~:text=What%20is%20Housing%20First%3F%20Housing%20First%20is%20a,personal%20goals%20and%20improve%20their%20quality%20of%20life>

16. How are housing and service access low barrier and not contingent on sobriety, minimum income, lack of criminal record, completion of treatment, participation in service or other conditions?

17. What efforts will be made to offer individuals with disabling conditions reasonable accommodation?

18. Will the organization’s project ensure that participants are not screened out based on the following? Select all that apply:

Having too little or no income.

Active or history of substance use.

Having a criminal record with the exception of state-mandated restrictions.

History of victimization (e.g., domestic violence, sexual assault, childhood abuse).

None of the above.

18a. Briefly explain how the areas checked will be addressed once the program participant has been housed.

19. SSO-CE projects –skip this question. The project ensures that participants are not terminated from the program for the following reasons. (These are requirements for funding. Agencies must agree to all)

Failure to participate in supportive services.

Failure to make progress on a service plan.

Loss of income or failure to improve income.

Any other activity not covered in a lease agreement typically found for unassisted persons in the geographic area.

**JUSTICE, EQUITY, DIVERSITY, AND INCLUSION**

20. How does the organization incorporate justice, equity, diversity and inclusion in operations and service delivery? Please provide specific examples in service delivery and/or policies and practices.

20a. Incorporate a trauma informed lens.

20b. Take a stigma reduction approach with historically and currently marginalized populations?

20c. Ensure the full population of the community are included in outreach, policy development, employment, organization governance or other efforts?

20d. Incorporate the feedback of persons with lived experience or if DV Bonus Project, survivors of domestic violence in program design, evaluation and project/service implementation?

21. How does the organization ensure that services to all individuals/households housed are culturally informed? (include items concerning language, Limited English Proficiency, spiritual and faith practices, and cultural traditions)

21a. Provide examples of training sessions that the organization offers to help staff provide services that are culturally informed.

22. How does the organization identify racial or other disparities related to the services that the organization provides? How does the organization address these disparities?

**OTHER QUESTIONS TO INFORM EXPERIENCE AND SCOPE (NOT SCORED)**

23. (*Question not scored for information only to inform scope of project*) Provide the percentage of project participants that will be coming from the following:

\_\_\_\_\_\_ Directly from the street or other locations not meant for human habitation

\_\_\_\_\_\_\_Directly from emergency shelters

\_\_\_\_\_\_\_Persons fleeing from Domestic Violence

\_\_\_\_\_\_\_Total must add to 100

24. (*Question not scored for information only to inform scope of project*) Provide the percentage of the organization’s current program participants that are (participants may be counted in multiple categories):

\_\_\_\_\_\_Low or no income

\_\_\_\_\_\_Receiving services due to behavioral health conditions/serious mental illness

\_\_\_\_\_\_Receiving services due to chronic health conditions

\_\_\_\_\_\_Receiving services because of current or past substance abuse

\_\_\_\_\_\_Receiving services because of experiencing victimization/domestic violence.

\_\_\_\_\_\_Have a criminal history

\_\_\_\_\_\_Have experienced homelessness (entered program from a shelter or the participant was living in a place not meant for human habitation. *For the purposes of this funding, individuals who are “couch surfing” or doubled up in a housing situation are not considered homeless.)*

25. Permanent Housing Describe how program participants will be assisted to obtain and remain in permanent housing? (Include in the response the needs of the target population and include what types of assistance will be provided by the organization or other partners related to the permanent housing). Permanent housing can include the household remaining in the unit they are living in once rental assistance is reduced and/or ceases as they transition to paying 100% rent or another funding source subsidizes the rent.

**Mainstream Resources/COORDINATION**

26. Per HUD CoC priorities, AZBOSCOC is seeking to identify projects that leverage: 1) mainstream housing resources (e.g.; HCV vouchers); and/or 2) Medicaid or health care supports (e.g.; substance abuse or mental health treatment for project participants). Describe how the proposed project will leverages or incorporate these resources or partnerships.

26a Describe how the organization coordinates and interacts with any of the following mainstream resources or activities on the table below. Indicate if there is a formal agreement, contract or MOU in place? Add categories as needed.

| Resource | Briefly describe coordination |
| --- | --- |
| TANF/SNAPS (food stamps) |  |
| Runaway and Homeless Youth Programs |  |
| Veterans |  |
| Head Start |  |
| School Districts\* |  |
| ESG |  |
| Child Welfare |  |
| Law Enforcement |  |
| Jails/Prison |  |
| Behavioral Health/RBHA |  |
| Health Networks |  |
| Agencies that Serve Survivors of Domestic Violence |  |
| Individuals who identify as LGBTQ+ |  |
| Educational opportunities for young adults/adults |  |
| Employment |  |

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

**Insurance and SSI/SSDI**

27a. How does the organization help program participants connect to AHCCCS or the Insurance Marketplace?

27b. How is the organization coordinating services provided by AHCCCS (Medicaid) for program participants?

27c. How is the organization coordinating or obtaining SSI/SSDI for program participants?

27d. Does the organization currently have staff who are SOAR trained? If not, is anyone on the staff enrolled in SOAR training? When will it be completed?

27e. If no staff are trained in SOAR, does the organization have a SOAR contact? With which agency?

27f. Does every participant experiencing homelessness served by the organization get connected to your SOAR contact? If not, why?

**Survivors of Domestic or sexual Violence** (The following questions are required by all agencies. Survivors of domestic violence can be served in regular and DV bonus projects.) <https://www.hud.gov/vawa#close>

28. Describe the organization’s experience and/or strategies proposed for providing services for survivors of domestic violence that are victim centered including, if appropriate, mobile advocacy. Please describe how this will be implemented within this project.

29. Describe how the organization coordinates with DV service providers and non DV service providers to ensure survivors of domestic violence/human trafficking are provided housing and services that provide and maintain safety and security.

30 What are the organization’s policies, practices and procedure related to safety and emergency transfer planning as required by VAWA?

OTHER

31. Certification of Consistency With Consolidated Plan(*Question not scored for information only related to understanding community*)If you are in one (1) of the following counties, there are entitlement cities within these jurisdictions: Yuma (Yuma), Cochise (Douglas and Sierra Vista), Pinal (Casa Grande, Pinal County unincorporated areas), Yavapai (Prescott) and Coconino (Flagstaff). How does the organization participate with the Consolidated Plan jurisdiction, or the State Consolidated Plan if the organization does not serve communities listed above? (If the project is chosen to be included in the AZBOSCOC submittal, the organization will be required to obtain a signed certification of consistency with the consolidated plan from the appropriate jurisdiction.)

32. Fair Housing—Provide a description of how the organization ensures alignment with fair housing requirements. Include information about staff training. The following link provides additional information. <https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview>

Not included in the 25-page limit.

BUDGET REQUEST: The budget request provided is for an initial review of bonus applications. If the project is selected for inclusion in the AZBOSCOC collaborative application, agencies will work with Candee Stanton to align the budget with HUD requirements in the ESNAPS application. Types of detailed information will include:

* Number of FTE that include type of position and fringe benefits
* Positions can also be calculated at a flat hourly rate.
* Specific unit costs/rates related to any of the supportive services that are included in the budget.
* Federal letter confirming the Indirect Cost rate.
* Indirect costs are broken out by allowable budget categories.

Budget must be based on the Fair Market Rents (FMRs) for the community served.

* For PSH, the number of months of assistance is 12 months in housing one household.
* For RRH, it is assumed that during 12 months of assistance, at potential of two households will be housed during that time period. RRH is time limited housing assistance for households that need to move out of a housing crisis into stability.
* It is expected that program participants will eventually pay 30% of adjusted gross income while they are receiving rental assistance.

Add additional rows for multiple counties

Supportive Services:

* Up to 40% of the proposed budget can be allocated to supportive services.

Fair Market Rents (FMR)

2023 FMRs should be used for calculations—they can be found here

<https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2023_code/2023summary.odn>

<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/>

This link provides additional information about leasing and rental assistance including information about rent reasonableness.

Proposed Budget

This project is:  leasing or  TBRA (choose one). This section is not required if this is application is for an SSO-CE project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of Unit (additional rows can be added for different counties) | County | Number of Units Requested | FMR | X 12 months of assistance | Amount requested (FMR X 12 months of assistance X # of Units) |
| 0 Bedroom |  |  |  | 12 |  |
| 1 Bedroom |  |  |  | 12 |  |
| 2 Bedroom |  |  |  | 12 |  |
| 3 Bedroom |  |  |  | 12 |  |
| Sub Total for Leasing or Rental Assistance |  |  |  |  |  |
| Category  All project types including SSO-CE are included in this budget request section | Description of use of funds-for all these activities, a more detailed budget will be required, if the project is approved for inclusion in the AZBOSCOC Collaborative Application | | | | Amount Requested |
| Supportive Services. For this section provide a description of each type of supportive service for which you are requesting funds. Include an overview of number and type of staff requested. |  | | | |  |
| VAWA activities  The following can be included in the budget request: costs related to emergency transfer including moving costs, travel costs, security deposits, utilities, housing fees, case management, housing navigation, and technology to make an available unit safe.  (Can be requested for all bonus projects-but documentation of need will be required if project is included in the AZBOSCOC Consolidated Application |  | | | |  |
| Category | Description of use of funds-for all these activities, a more detailed budget will be required, if the project is approved for inclusion in the AZBOSCOC Collaborative Application | | | | Amount Requested |
| Specific Activities in Rural Counties  Payment of short-term lodging including motels directly through vouchers; repairs to units where individuals and families that are experiencing homelessness will be housed including units currently not fit for human habitation; and staff training, professional development, skill development and staff retention activities. |  | | | |  |
| Subtotal |  | | | |  |
| Admin Costs Requested | | | | |  |
| Administrative costs  (Administrative Costs are calculated based on 7% of total project costs (housing assistance, supportive services, VAWA, rural) | | | Multiply Subtotal by 7%--Place that amount in the box to the right. | |  |
| Indirect Costs Requested | | | | |  |
| If the organization is going to request indirect costs indicate here if the request if for:  10% de minimus  Federally approved rate from a cognizant agency (letter will be required) Indicate rate here\_\_\_\_\_\_\_\_\_  Indirect costs cannot be applied to leasing or rental costs. For the final application, the indirect costs will be applied to individual budget line items. Specific monitoring will take place related to the use of indirect costs. Please see more information here:  <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/indirect-costs/>  <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-financial-management/direct-vs-indirect-costs/#:~:text=Once%20determined%2C%20there%20are%20no%20HUD%20requirements%20for,and%20ESG%20Indirect%20Cost%20Toolkit%20for%20more%20information> | | | | | Place amount of indirect costs requested here: |
| Total Request | Place that amount in the box to the right | | | |  |

Refer to this HUD document related to eligibility to ask for supportive services.

<https://osh.sccgov.org/sites/g/files/exjcpb671/files/CoC%20Eligible%20Costs%20for%20Supportive%20Services.pdf#:~:text=24%20CFR%20%C2%A7%20578.53%20Annual%20Assessment%20of%20Service,include%20truck%20rental%20and%20hiring%20a%20moving%20company>.

Supportive Services Include

1. Assessment of Service Needs

2. Assistance with Moving Costs

3. Case Management

4. Child Care

5. Education Services

6. Employment Assistance

7. Food

8. Housing/Counseling Services

9. Legal Services

10. Life Skills

11. Mental Health Services

12. Outpatient Health Services

13. Outreach Services

14. Substance Abuse Treatment Services

15. Transportation

16. Utility Deposits