



Arizona Department of Housing

FY2024

Military Transitional Housing Fund Notice of Funding Available

Date Issued: October 31, 2023

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Introduction

The Arizona Department of Housing (“ADOH” or the “Department”) is pleased to announce a Notice of Funding Availability (“NOFA”) in the amount of \$1,900,000.00 appropriation from the Arizona State Legislature in the FY2024 budget to develop newly constructed military transitional housing (“MTHF”) (*see* A.R.S. §§ 41-3955.02). ADOH is to award this funding to one (1) successful Applicant based upon its review of submitted Proposal(s) pursuant to this NOFA.

The Applicant of a Proposal pursuant to this NOFA must be a veteran owned and operated non-profit or for-profit organization that serves military members who are transitioning to veteran status (“Applicant”).

Eligible Applicants

Consistent with Arizona Revised Statute Title 41 State Government § 41-3955.02 Military transitional housing fund:

- Veteran owned and operated non-profit or for-profit organization that serves military members who are transitioning to veteran status.

Application Requirements

Fund monies shall be spent for developing projects and programs to provide transitional housing opportunities for military members separating from the military to be housed in newly constructed housing facilities. Monies cannot be spent on unoccupied hotels and motels designated for homeless veterans. Fund monies may only be spent for the specific purpose of providing transitional housing for military members who will be separating or who have recently separated from the military and may be spent on purchasing and constructing transitional housing facilities for military members who are transitioning into civilian life.

Scoring

Only projects with the highest competitive score that meet underwriting, threshold, and eligibility requirements will qualify for an award of MTH funds under this NOFA. ADOH has established a scoring methodology to evaluate an Applicant’s ability to develop and operate a cost-effective, high quality project in accordance with the State of Arizona’s mission and goals.

Points Scoring Summary	Maximum Points
Application Correct and Complete	Up to five (5)
Financial Feasibility	Up to twenty (20)
Leverage	Up to thirty (30)
Performance & Development Experience	Up to thirty-five (35)
Severe Need	Up to ten (10)
Total Maximum Points	100

Selection Notification

ADOH anticipates notifying Applicants within thirty-(30)-days of application deadline as to whether they will be funded. The Applicant approved for funding should be prepared to initiate the project within ninety-(90)-days of notification. Upon request, both funded and unfunded applicants will have the opportunity to review their application’s scoring with ADOH staff in order to increase their competitiveness in subsequent application and funding processes. Proposals awarded for acquisition, or construction will receive a conditional award. These activities require additional review to ensure project feasibility.

Maximum Grant Amount

The maximum grant available including administrative funding under this notice is \$1,900,000.00. Funds unexpended at contract termination shall be returned to ADOH.

Technical Assistance

The Department will not preview, comment on, or pre-judge any element of any NOFA proposals prior to its initial submission.

All requests for clarification shall be made in writing via e-mail to Special-Needs-NOFA@azhousing.gov **and identify that the question pertains to this NOFA.**

The responses thereto will be posted no more often than weekly to the Department’s website to a document entitled “Clarifications to the MTHF NOFA”. Applicants are responsible for checking the Department’s website for this information.

Post Award Requirements

An award provided under this NOFA will include a list of any further conditions to implement the Project contemplated in the Proposal, including but not limited to the Applicant showing success after development. At the end of the project, Applicant will need demonstrated continued success through its organization for a period of a minimum of five (5) years from the

date the MTHF is completed and available, and the terms and conditions of ADOH's award to the Applicant. The Department will record covenants, conditions, and restrictions (CC&Rs) against the property.

Application Timeline

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

NOFA Release: Tuesday, October 31, 2023

Application Deadline: Monday, November 27, 2023

Application Submittal

ADOH will accept an application for one (1) project from each eligible Veteran owned and operated nonprofit or for-profit organization to receive funding from the State Military Transitional Housing Fund Program.

The application submittal will include the following:

1. Complete Application Form
2. Complete Underwriting Workbook
3. Signed Authorization to Submit Application
4. Organizational Documents (including):
 - a. Articles of Incorporation
 - b. Arizona Corporation Commission Certificate of Good Standing
 - c. Bylaws, if applicable
 - d. List of Board Members, if applicable
 - e. For non-profit organizations: IRS documentation of I.R.C. § 501(c)(3) or 501(c)(4) status. For Tribal Non-profit, may submit alternate documentation demonstrating non-profit status.
5. Site Control:
 - a. Documentation demonstrating ownership or legal ability to purchase the real estate.
6. Zoning Confirmation:
 - a. Completed zoning confirmation from the local jurisdiction.
7. Development Experience: The Applicant should provide resumes and data related to previous projects as they relate to this NOFA for any key personnel to be assigned to the project. Documentation must demonstrate the following:
 - a. The ability to possess the technical and financial capacity to successfully complete the proposed project or program;

- b. It has developed projects or implemented programs of comparable size and complexity for similar populations; and
 - c. The financial and technical review process will evaluate the development or administration team for experience and ability to deliver the project or program as proposed.
8. Performance Experience: The Applicant is advised to submit any information that documents successful and reliable experience in past performances, especially those performances related to the requirements of this NOFA.
- a. Most recent audited financial statements
 - b. A list of references. References should be verifiable and should be able to comment on the Applicant's related experience. The Applicant should submit three (3) similar type professional service references.
9. Financial Feasibility/Leverage:
- a. Funding Sources: Applications must include executed commitment letters for all funding sources, other than ADOH loans. The commitment letters must cover the entirety of project uses.
 - b. Financial Sustainability: The project must demonstrate operational sustainability through the affordability period of a minimum of five (5) years
10. Severe Need: Applicants must provide the following to exhibit severe need.
- a. Project Narrative:
 - i. Overview of project and program describing what sets your program/project apart from others.
 - ii. Letters of support from working partnerships (i.e. U. S. Department of Veterans Affairs, Arizona Department of Veterans' Services, Veteran Service Organization(s), etc.)
 - iii. Target population
 - iv. Documentation of applicable amenities to best serve the population impacted.
 - v. Number of people served - the number of individuals benefiting from the project
 - vi. Targeted Area Median Income
 - vii. Type of housing model
 - viii. Total number of units
 - ix. Documentation of rental assistance or vouchers (if applicable)
 - x. Program waitlist (if an established program)
 - xi. Services provided
 - 1. If services are provided, a commitment letter from the supportive services provider agreeing to provide services to residents.

Applications must be electronically submitted and received by ADOH through the ADOH Portal located on the ADOH website at: <https://housing.az.gov/portals/document-upload-portals/special-needs-portal> no later than **Monday, November 27, 2023 by 5:00 p.m.**

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

Questions regarding application submission may be sent via email to:

Esperanza.Padilla@azhousing.gov

Proposal Process Timeline

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

NOFA Release	Tuesday, October 31, 2023, , 5:00 p.m.
Q&A Webinar	Thursday, November 9, 2023, 10:00 a.m.
Application Deadline	Monday, November 27, 2023, 5:00 p.m.
Anticipated Scoring/Review Panel	Wednesday, November 29, 2023
Anticipated Award Notice	Friday, December 1, 2023