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

**For**

**Arizona Balance of State Continuum of Care**

**2023 HUD NOFO Bonus Project Application**

**The Arizona Department of Housing as the United Funding Agency for the Arizona Balance of State Continuum of Care is accepting applications for one or more bonus or expansion projects for the 2023 HUD Continuum of Care Notice of Funding Opportunity (NOFO). This application must be submitted through the AZ Department of Housing Special Needs Portal by August 24, 2023 @ 5:00 pm. The link for the portal is**

[**https://housing.az.gov/portals/document-upload-portals/special-needs-portal**](https://housing.az.gov/portals/document-upload-portals/special-needs-portal)

**A pre-proposal overview of the Bonus Project Application will take place via webinar on Friday August 11th, 10:00 am to 11:30am The link to the webinar is:**

[**https://us02web.zoom.us/meeting/register/tZctf-uhqzgjE91DDKe3xI-QgUMLzVF\_zp\_O**](https://us02web.zoom.us/meeting/register/tZctf-uhqzgjE91DDKe3xI-QgUMLzVF_zp_O)

**Registration is required at the time of the webinar.**

**The link can also be found in the ADOH Information Bulletin announcing the availability of the Bonus Project Application. The link for the ADOH Bulletin is here:**

[**https://housing.az.gov/documents-links/publications**](https://housing.az.gov/documents-links/publications)

**Applications will be reviewed and scored by an independent review workgroups. Announcements must be made about projects that will be included in the AZBOSCOC consolidated application in response to the NOFO by September 13, 2023. All applicants will be notified about whether their bonus application will be included in the AZBOSCOC Consolidated Application that is submitted to HUD. Those agencies with applications that will be submitted in the AZBOSCOC Consolidated Application will work with Candee Stanton, Consultant, the week of September 11, 202,3 to complete the process.**

**In order to accommodate the timeline, this application template includes only narrative and a basic budget template. No additional documents need to be submitted for the initial submittal due August 24, 2023.**

**If the project is included in the Arizona Balance of State Continuum of Care Collaborative Application to HUD, it will be submitted by the Arizona Department of Housing as the United Funding Agency and Collaborative Applicant as a part of the 2023 HUD NOFO. This is a competitive process and the submittal of a bonus project application as a part of the collaborative application does not guarantee it will be funded. Final funding decisions related to the AZBOSCOC Collaborative Application are made by HUD.**

**NOTE: Prior to completing this application, you may call or email Candee Stanton at 602.881.6606 or** **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 2023 HUD NOFO Competition Guidance to ensure your agency’s application aligns with federal priorities. The link to the 2023 NOFO Competition Guidance can be found here**

[**https://www.hud.gov/sites/dfiles/SPM/documents/FR-6700-N-25\_NOFO.pdf**](https://www.hud.gov/sites/dfiles/SPM/documents/FR-6700-N-25_NOFO.pdf)

**The AZBOSCOC is eligible to apply for up to $353,964 for a CoC Bonus project and up to $432,607 for one or more DV Bonus projects. Applicants should not request an amount that exceeds these amounts. AZBOSCOC staff may work with interested applicants to either partner or adjust their application submission based upon competitiveness of the project according to HUD priorities. Applicants may submit separate applications for each bonus type.**

* **It is anticipated that at least one project related to the CoC Bonus funding will be included in the AZBOSCOC Collaborative Application. This project can be for either rapid rehousing or permanent supportive housing.**
* **It is anticipated that one or two projects related to the DV Bonus funding will be included in the AZBOSCOC Collaborative Application. DV Bonus projects must be for Rapid Rehousing. *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 victims 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.***

**Eligible Projects: Applicants can apply for a new permanent housing bonus project or for an expansion of a current CoC permanent housing project.**

* **All new permanent housing projects can apply for one of two types of projects:**
* **New permanent support housing (PSH)**
* **New rapid rehousing (RRH)**
* **Eligible activities for new permanent housing projects include:**
* **Tenant Based Rental assistance**
* **Leased Units**
* **Short-term/Medium term Rental Assistance (RRH only)**
* **Long term Rental Assistance (PSH only)**
* **Supportive Services**
* **In addition to the activities listed above, HUD has expanded the allowable VAWA activities for Bonus Projects (both regular and DV) to include 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.**
* **Additional eligible costs are available for bonus projects in rural counties. For the AZBOSCOC, projects will need to take place in Apache, Gila, Graham, Greenlee, La Paz, Navajo and Santa Cruz to be eligible for these additional items. Eligible costs for projects in these counties include: 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. The additional funds can only be used for services in the counties listed above or in the case of staff activities are limited to staff specifically working in those counties. Documentation will be required for monitoring purposes as to how a staff person was working in the counties identified as rural.**
* **Ineligible Activities include:**
* **Acquisition**
* **New Construction**
* **Rehabilitation**

**It is the responsibility of the applicant to be familiar with HUD requirements and regulations related to HUD CoC NOFO and programs.**

**Arizona Balance of State Continuum of Care**

**2023 Bonus Project Application**

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

**The following documents will need to be submitted if the application is accepted for final inclusion. Do not submit them with this narrative application. This list is provided for information only at this time.**

* **Organization Code of Conduct**
* **Proof of Non-profit active status**
* **Match (in-kind or cash)**
* **Certification of Consistency with Consolidated Plan**
* **Proof of approved indirect cost rate—if applicable**
* **Project Milestones**

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|  |  |
| --- | --- |
| **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**[ ]  **Rapid Rehousing—CoC Bonus**[ ]  **DV Rapid Rehousing Bonus** |
| **Agency EIN:** | **Agency Unique Entity Identifier --UEI (can be found at sam.gov)**[**https://sam.gov/content/home**](https://sam.gov/content/home) |
| **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** |

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**THRESHOLD**

1. **Does the agency 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.**

**2. How does the agency 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 .**

**2a. What LCEH committees do agency staff attend? (e.g., regular meeting, Coordinated Entry, Case Conferencing, Point in Time Count, others)**

**3. How did your agency participate in the 2023 Point in Time Count that took place in your community? Provide information about if agency staff participated in outreach to individuals that were unhoused on the night of the count, completed information as an agency not participating in HMIS, and/or provided other support.**

**4. If applying as a non-profit, is the agency in good legal standing with the 501 (c)(3) non -profit designation?**

[ ]  **YES** [ ]  **NO**

**4a. Provide a brief narrative about any outstanding issues if applicable.**

**5. Provide a brief explanation about how your agency recruits staff. What strategies are used to retain staff? What is the agency’s current turnover rate? If your agency provides case management/navigation services, what staff to client ratio does the agency strive for?**

**6. Is an annual audit completed each year?** [ ]  **YES** [ ]  **NO**

**FINANCIAL AND MANAGEMENT**

**7. Describe your financial operations including checks and balances and how you determined costs and budget reasonableness for the proposed project. Describe those checks and balances.**

**8. Describe the organization and management structure. Include evidence of internal and external coordination and an adequate financial accounting system that operates with accepted accounting principles.**

**9. Match—If the bonus project is included in the AZBOSCOC Collaborative Application and subsequently approved for funding by HUD, documentation of the ability to provide 25% match will be required for submittal. Match can be cash or in-kind and applies to all budget line items except leasing. An MOU is required for any in-kind match provided by a third party. For example, if the proposed project has a parent training component, provided by a collaborative partner of the agency, an MOU will be required at the time of grant execution stating the value of that parent training. More information about match requirements can be found here.**

[**https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/match-requirements/**](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/match-requirements/)

**10. Describe the agency’s experience managing and leveraging other federal, state, local and private sector funds. Be specific about the type of funds**

**25 Page LIMIt starts Here as the 1st page**

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

**Project NARRATIVE**

**1. 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 (include community and county (ies). 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?**

**1a. 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 agency proposes to serve. Unsheltered Point In Time Count reports can be found here.** [**https://housing.az.gov/documents-links/forms/special-needs-continuum?tid\_2=755**](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)**.. In addition to these two sources, local community information should also be provided, and the data source cited.**

**2. How many households (singles and families) are estimated to be served in 12 months?**

**\_\_\_\_\_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**

**2a. 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.**

**3. What is the rental vacancy rate in the community/county(ies) that your agency is going to serve? (In the answer provide the rate and cite the source of the data).**

**4. 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?**

**5. Provide the following Information (cite the source for current market rates—e.g., Zillow, Apartments.com, etc.:) Due to limitations in the ESNAPS portal where applications will be submitted if included in the AZBOSCOC collaborative application—Use the FY 2022 FMR for this chart. The link for the FY 2022 FMRs can be found here. Although HUD requires 2022 FMRs be used in the application, if the project is approved funding will be adjusted in alignment with 2023 FMRs.**

[**https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022\_code/select\_Geography.odn**](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/select_Geography.odn)

**5a. Duplicate the table for each county the project will serve**

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

**5b. 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 including spending at least 95% of the funds during the grant term.**

**6. Describe your agency’s involvement in promoting/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)**

**7. Provide a brief description of your relationships with landlords and/or property management companies? If you don’t have relationships currently established, describe the steps you will take to form them before the project begins.**

**7a. How will the agency work with landlords to address possible issues or challenges that might occur related to a participant of the project residing at a property?**

**8. How will the project address the household’s identified housing, service navigation and case management needs?**

**9. How does coordination take place with other organizations including federal, state, non-**

**profit, educational, health, criminal justice and behavioral health agencies among others?**

**10. How does the agency currently participate in coordinated entry/case conferencing? 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.**

**10a. Indicate if the agency has current HMIS license(s).**

**State the number of licenses that the agency has here \_\_\_\_\_\_\_\_\_\_\_\_\_**

**10b. The agency is a domestic violence service provider (specifically a recipient that meets the definition of victim service provider)--what comparable database system is used? NOTE: A comparable database must meet HUD requirements. If the DV project is funded by HUD, the agency 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**](https://www.hud.gov/VAWA#close)

**11. How is Housing First implemented by the agency? Provide concrete actions that the agency implements related to Housing First. Address the following from current activities or if the agency currently does not implement housing first how the tenets will be implemented for this project: 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**](https://endhomelessness.org/resource/housing-first/#:~:text=What%20is%20Housing%20First%3F%20Housing%20First%20is%20a,personal%20goals%20and%20improve%20their%20quality%20of%20life)

**11a. How is housing low barrier and not contingent on sobriety, minimum income, lack of criminal record, completion of treatment, participation in service or other conditions?**

**11b. What efforts will the project make not to reject a household based on the lack of housing readiness?**

**11c. What efforts will be made to offer individuals with disabling conditions reasonable accommodation?**

**11d. How will the project involve the program participant in setting housing and service goals?**

**11e. Will the 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.**

**11g. Briefly explain how the areas checked will be addressed once the program participant has been housed.**

**11h. 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.**

**12. How does the agency incorporate justice, equity, diversity and inclusion in operations and services?**

**12a. Provide specific examples in areas such as: outreach, referral, intakes, service navigation, placement, and case management. Specifically address how service processes and policies:**

* **incorporate a trauma informed lens.**
* **take a stigma reduction approach with historically and currently marginalized populations?**
* **ensure the full population of the community and people with lived experience are included in outreach or other efforts to address preexisting conditions?**
* **consider opinions, service strategies, and suggestions by persons with lived experience incorporated in project/service implementation?**

**12b. Provide an example about how the agency currently serves or will serve individuals coming out of incarceration or other institutions such as behavioral health settings. Include how coordination takes place. Explain any current activities working with the courts related to facilitating access to housing/services with individuals being released from various institutional settings.**

**13. Provide an example about how the agency currently serves or will serve households where individuals are experiencing physical or behavioral conditions (including substance use) that impact day to day living.**

**14. Complete the table below to compare the clients the agency served to the demographics of the county(ies) where the proposed project will take place.**

**How many clients did the agency serve across all agency program activities in calendar or fiscal year 2022 or 2022/2023? (please use the type of year that is easiest for the agency to provide the information.) Provide the number here\_\_\_\_\_\_\_**

| **Category (insert other gender categories that your agency uses if applicable)****Adjust Age Categories-based on agency information and census as needed.** | **Agency’s client demographics in 2022 or 2022/2023****State in a percentage** | **Most recent demographics available for the county where services take place (if the agencies serve multiple counties, average the demographics of the counties served)-****State in a percentage and cite the source of the data****Here is the link to the census data for AZ.**[**https://www.census.gov/quickfacts/AZ**](https://www.census.gov/quickfacts/AZ) |
| --- | --- | --- |
| **Gender** |  |  |
| **Female** |  |  |
| **Male** |  |  |
| **Transgender** |  |  |
| **Nonbinary** |  |  |
|  |  |  |
| **Age-** |  |  |
| **Children 17 and under** |  |  |
| **18-24** |  |  |
| **25-44** |  |  |
| **45-61** |  |  |
| **62+** |  |  |
| **Race** |  |  |
| **African American** |  |  |
| **Asian** |  |  |
| **American Indian/Native American** |  |  |
| **Native Hawaiian/Pacific Islander** |  |  |
| **White** |  |  |
| **Many/More than one race** |  |  |
| **Ethnicity** |  |  |
| **% that are Hispanic/Latino** |  |  |

**15. How does the agency 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)**

**15a. Provide examples of training sessions that your agency offers to staff to help staff provide services that are culturally informed.**

**16. 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**

**17. Provide the percentage of the agency’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.)**

**18. 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 agency 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**

**19. Describe how the agency coordinates and interact with each of the following mainstream resources or activities. Complete the table below. Indicate if there is a formal agreement, contract or MOU in place?**

| **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 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)**

**20. What specifically does your agency do to assist participants to both increase their employment and/or other income sources (i.e., benefits) to maximize their ability to live independently?**

**21. Insurance and SSI/SSDI**

**21a. How does your agency help program participants connect to AHCCCS or the Insurance Marketplace?**

**21b. How is your agency coordinating services provided by AHCCCS (Medicaid) for program participants?**

**21c. How is your agency coordinating or obtaining SSI/SSDI for program participants?**

**21d. Do your agency currently have staff who is SOAR trained? If not, is anyone on the staff enrolled in SOAR training? When will it be completed?**

**21e. If no staff are trained in SOAR, do you have a SOAR contact? With which agency?**

**21f. Does every participant experiencing homelessness in your program get connected to your SOAR contact? If not, why?**

**Survivors of Domestic Violence (The following questions are required by all agencies. Survivors of domestic violence can be served in regular and DV bonus projects.) See additional information here.** [**https://www.hudexchange.info/homelessness-assistance/domestic-violence/**](https://www.hudexchange.info/homelessness-assistance/domestic-violence/)

**22. Describe the agency’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.**

**22a. Describe how coordination occurs with victim service providers and non-victim service providers to ensure survivors of domestic violence/human trafficking are provided housing and services that provide and maintain safety and security.**

**22b. How does the agency participate in transition planning and safety planning for survivors of domestic violence who may be appropriate for the proposed project?**

**22c. Provide an example about how the agency (whether the agency receives VAWA funds or not) align with the Violence Against Women Act (VAWA) including have staff been trained in developing and implementing emergency transfer plans?**

**23. If you are in one (1) of the following counties, there are entitlement cities within these jurisdiction: Yuma (Yuma), Cochise (Douglas and Sierra Vista), Pinal (Casa Grande, Pinal County unincorporated areas), Yavapai (Prescott) and Coconino (Flagstaff). How do you participate with the Consolidated Plan jurisdiction, or the State Consolidated Plan if you do not serve communities listed above? (If the project is chosen to be included in the AZBOSCOC submittal, the agency will be required to obtain a signed certification of consistency with the consolidated plan from the appropriate jurisdiction.)**

**24. Fair Housing—Provide a description of how your agency 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**](https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview)

**.**

**Not included the 25-page limit**

**FOR APPLICANTS FOR DV BONUS PROJECTS ONLY—:**

**28. Please describe the agency’s experience and/or strategies for complying with the AZ Service Standards for Domestic Violence Service Providers and how those standards will be incorporated into this project. (AZ Standards) (see standards at** [**https://www.acesdv.org/arizona-service-standards/**](https://www.acesdv.org/arizona-service-standards/)

**29. Based on the agency’s expertise what is your estimate of the number of survivors of domestic violence that you are serving who are in need of housing services? What percentage is that of all the individuals the agency serves?**

**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 least 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)**

2022 FMRs should be used for calculations—they can be found here

<https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/select_Geography.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).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** | **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.**  |  |  |
| **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 (rental assistance and supportive services) | **Multiply Subtotal by 7%--Place that amount in the box to the right.** |  |
|  |  |
| **If you are 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)****Indirect costs cannot be applied to leasing 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-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**](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**](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**