



Arizona Department *of* Housing

FFY2019-FFY2020 CDBG State Special Project Notice of Funding Available

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Introduction

The Arizona Department of Housing (“ADOH” or the “Department”) is pleased to announce a Notice of Funding Availability (“NOFA”) for approximately \$2,600,000 in Community Development Block Grant (CDBG) funding from the State Special Projects (SSP) account. The FFY2019 and FFY2020 SSP funds will be distributed in one combined competitive funding round and the application submission deadline is Wednesday, June 17, 2020 at 4 p.m.

The Application Process for the SSP funding allocation is described in the CDBG Application Handbook (REV. January 2020) with any changes or additional requirements outlined in this NOFA. The CDBG Application Handbook, FFY2019-20 CDBG SSP Application Rating Tool and CDBG Application Form can be obtained from the ADOH website at: <https://housing.az.gov/documents-links/forms/community-revitalization>

Eligible Applicants

Consistent with federal law, eligible applicants for the State CDBG Program are:

- All incorporated cities and towns, except those located within Maricopa and Pima Counties and excluding the cities of Casa Grande, Douglas, Eloy, Flagstaff, Florence, Mammoth, Maricopa, Prescott, Sierra Vista, Yuma and Tribal lands.
- All of Arizona’s counties except Maricopa, Pima and Unincorporated Pinal Counties.

Eligible Activities

Eligible activity categories are found in the CDBG Application Handbook at Section 6 State Special Projects (SSP). Activities must meet a CDBG National Objective and at least seventy (70%) of the State’s total allocation of funds annually must benefit persons of low and moderate income. Applicants unsure of an activity’s eligibility are encouraged to contact ADOH staff to discuss the project.

Eligible activities should be ready to begin implementation within thirty-(30)-days of execution of the Funding Agreement, and must anticipate completion within the self-determined and approved contract timeframe, generally not to exceed twenty-four (24) months.

Thresholds and Application Requirements

There are general thresholds that apply to every application and thresholds that are project specific. Applications must meet both general and project specific thresholds in order to be eligible for scoring. Any application that does not meet all applicable threshold requirements will not be competitively scored and will be denied for funding.

In addition to the thresholds that are found at Section 6 “State Special Projects” of the CDBG Application Handbook (REV. January 2020) the following thresholds apply:

- **Project application must be for activities that align with the state’s FY2020-2024 Consolidated Plan (Con Plan) at sections SP-45 and AP-20.** The Con Plan will be available

for review or download on or about March 15, 2020 from the publications page of the Department's website at: <https://housing.az.gov/documents-links/publications>.

- **Slum/Blight and Urgent Needs** activities are capped at a maximum of thirty percent (30%) of the total CDBG allocation per year. Applicants proposing Slum/Blight or Urgent Need projects must notify the Department in advance for approval of the submission of a Slum/Blight or Urgent Need project application. *Slum/Blight projects must address one or more of the conditions indicated in the applicant's resolution as the reason for designation of the target area as Slum/Blight.*
- **Budget:** Applicant must submit a detailed budget for both administrative and project funding (including any Leverage funding), which has been carefully considered to maximize the potential of CDBG funds. Budget should demonstrate project viability, sufficient funding to complete the entire project and document proposed expenses and schedules. The source of all Leverage funding must be provided.
- **Service Area:** Applicant must provide documentation evidencing a clearly defined and appropriate Service Area for the project (e.g. project maps, census data, surveys, appropriate/complete application forms etc.). Per application Form 4 Applicant, must attach a narrative explanation justifying the geographical outline of the Service Area.

Please review Part I "Thresholds" of the ADOH FFY2019-20 CDBG SSP Application Rating Form. The rating tool can be obtained from the ADOH website at: <https://housing.az.gov/documents-links/forms/community-revitalization>.

Public Participation

ADOH encourages each community to combine SSP projects with Regional Account Projects in the public participation and publication process to avoid the need for additional publications and hearings. *All documented evidence of Public Participation process where the project for this SSP application was selected must be submitted.* Please refer to Section 5 of the CDBG Application Handbook (Rev. 1/15/20): <https://housing.az.gov/documents-links/handbooks>.

Scoring

Only projects with the highest competitive score that meet underwriting, threshold, and eligibility requirements will qualify for an award of CDBG SSP funds under this NOFA. Applications shall be competitively scored in accordance with the following criteria. Refer to the FY2019-20 CDBG SSP Application Rating Form for specific criteria for each scoring category.

Point Scoring Summary	Maximum Points
Application Correct and Complete	Up to Ten (10)
Percentage of Low-Mod Persons Served	Up to twenty (20)
Leverage	Up to five (5)
Performance	Up to fifty-five (55)
Severe Need	Up to ten (10)
Total Maximum Points	100

Selection Notification

ADOH anticipates notifying all applicants within sixty-(60)-days of application deadline as to whether they will be funded. Applicants approved for funding should be prepared to initiate projects within thirty-(30)-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.

Maximum Grant Amount

The maximum grant available including administrative funding under this notice is \$500,000.00. 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 application prior to its initial submittal. A limited amount of assistance is available regarding the interpretation of the Department’s policies, the CDBG SSP program in general, and how program requirements should be applied. All requests for clarification shall be made in writing via e-mail to cd&r-nofa@azhousing.gov

Application Timeline

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

- Application Handbook (REV. January 2020) release: January 24, 2020
- NOFA release: January 27, 2020
- Application Deadline: June 17, 2020, 4:00 p.m.

Application Submittal

ADOH will accept an application for *one (1)* project from each community/county eligible to receive funding from the State CDBG Program.

Applications must be electronically submitted and received by ADOH through the CDBG and HOME Portal located on the ADOH website at: <https://housing.az.gov/portals/document-upload-portals> no later than **Wednesday, June 17, 2020 by 4:00 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 e-mail to:

cd&r-nofa@azhousing.gov