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## 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](mailto:Kathy.Blodgett@azhousing.gov).



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