



# Arizona Department *of* Housing

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## **FY2020 HOME**

### **Owner Occupied Housing Rehabilitation**

### **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 Available (“NOFA”) for approximately \$3.6 million in Home Investment Partnership Program (“HOME”) funding for owner occupied housing rehabilitation (“OOHR”) activities. The FY2020 HOME OOHR funds will be distributed in one competitive funding round and the application submission deadline is Friday, August 14, 2020 at 4 p.m.

The Application Process for the HOME OOHR funding allocation is described in the FY2018/2019 State Housing Fund Program Summary & Application Guide (“SHF Guide”) with any changes or additional requirements outlined in this NOFA. The SHF Guide can be obtained from the ADOH website at: <https://housing.az.gov/documents-links/handbooks> . The FY2020 HOME OOHR Application Score Sheet can be obtained from the ADOH website at: <https://housing.az.gov/documents-links/forms/state-housing-fund>.

## Eligible Applicants

Eligible applicants include the following:

State Certified CHDO	General Partnership
Non-Profit (non-CHDO)	Limited Partnership
Local Government	Limited Liability Company
Tribal Government	Corporation
Council of Government	Individual Private Development Agency
Public Housing Authority	State Agency

The Applicant must have a Federal Tax ID number, DUNS number and Central Contractor Registry number obtained through the federal System of Awards Management ([www.sam.gov](http://www.sam.gov)).

There are additional required materials for applicants who are one of the following:

Non-Profit (Non-CHDO)	Limited Liability Company
General Partnership	Corporation
Limited Partnership	Individual Development Agency

The required materials are Articles of Incorporation, By-laws, Partnership Agreement or other relevant entity organizational information, and a Certification of Good Standing from the Arizona Corporation Commission. Non-profits must also submit a copy of a recent IRS Non-profit Determination Letter. Please consult the FY2019 SHF Owner Occupied Housing Rehabilitation Application instructions for TAB A found on page 12 of the application form.

## Eligible Activities

Eligible housing rehabilitation activities are found in the SHF Guide at Chapter 4, Section 4.1. 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.

### Eligible Beneficiaries

Eligible beneficiaries of HOME OOHR assistance can be found at Chapter 4, Section 4.3 of the SHF Guide.

### Application Completeness and Threshold Requirements

There are common thresholds that apply to every application and thresholds that are activity specific. Applications must meet both general and project specific thresholds in order to be eligible for scoring.

Please review Chapter 2, Section 2.2 of the SHF Guide for completeness and common threshold criteria; and Chapter 4, Section 4.14 for program specific thresholds.

Those applications missing required threshold items will be given a remedy period of five (5) business days to submit the required documentation. ADOH will contact the applicant (via e-mail) regarding the insufficient threshold documentation. Applications that do not meet all thresholds at the end of the remedy period will not receive further consideration. Original application packages determined to be incomplete after the expiration of the remedy period will be stored by ADOH electronically for 1 year and deleted upon expiration of the 1-year period.

### Scoring

Only projects with the highest competitive score that meet all common and activity specific thresholds will qualify for an award of HOME OOHR funds under this NOFA. Applications shall be competitively scored in accordance with the criteria outlined in the FY2020 OOHR Application Score Sheet. The Score Sheet can be obtained from the ADOH website at: <https://housing.az.gov/documents-links/forms/state-housing-fund>.

<b>Point Scoring Summary</b>	<b>Maximum Points</b>
Very-Low Income Targeting	Up to twenty (20)
Other Priority Population Targeting	Up to ten (10)
Rural Projects (outside Maricopa & Pima Counties and CDBG Entitlement areas)	Up to thirty (30)
Project Readiness	Up to twenty (10)
Contract Non-compliance	Deduction of five (5) points
Contract un-timely Expenditure	Deduction of five (5) points
Organizational Capacity	Up to twenty (20)
BONUS: Leverage	Up to ten (10)
BONUS: No Corrective Period Required	Up to ten (10)
<b>Total Maximum Points</b>	<b>One hundred twenty (110)</b>

## 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 cannot exceed \$385,000. Awards will be comprised of up to \$350,000 of HOME project funding and up to \$35,000 in State Housing Trust Fund for administrative funding.

## 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 HOME OOHR program in general, and how program requirements should be applied. All requests for clarification shall be made in writing via e-mail to [oohr-nofa@azhousing.gov](mailto:oohr-nofa@azhousing.gov). Answers will be posted on the CDR Forms page of the ADOH website.

## Application Timeline

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

FY2018-2019 SHF Application and Summary Guide (REV. 4/4/18) release:	April 23, 2018
NOFA release:	April 1, 2020
Application Deadline 4:00p.m.:	August 14, 2020

## Application Submittal

ADOH will accept an application for one project from each eligible applicant to receive funding from the HOME OOHR NOFA.

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 **Friday, August 14, 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:

[kathy.blodgett@azhousing.gov](mailto:kathy.blodgett@azhousing.gov)