

# FY24 HSSF NOFA Q&A – 11/20/2023

Statute: <https://www.azleg.gov/legtext/56leg/1R/laws/0141.pdf>

HSSF NOFA docs [https://housing.az.gov/sites/default/files/FY2024\\_HSSF\\_NOFA.pdf](https://housing.az.gov/sites/default/files/FY2024_HSSF_NOFA.pdf)

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Q: For the HMIS requirement, are there exceptions for DV providers?  
A: A DV comparable database to HMIS (Osniium, Apricot, etc.) is acceptable. If they are not using any database, the applicant will need to identify how they will be able to gather the Outcome and Performance Measures as outlined in section E of the NOFA.

HMIS Questions:

Q: How does the requirement to use the Homeless Management Information System within the jurisdiction where services are provided apply to DV shelters? Are DV shelters eligible under this opportunity? Would the use of a comparable database as defined by HUD be an acceptable alternative to HMIS for DV shelters?  
A: Applications submitted for DV and DV shelters/emergency shelters are eligible. Yes, use of a comparable database as defined by HUD would be acceptable and should be documented in proposal.

Q: Is there a list of comparable databases that may be used besides HMIS?  
A: Contact the Arizona Coalition to End Sexual & Domestic Violence for a list of comparable products for DV clients.

Q: Sojourner Center is an emergency shelter and transitional housing provider in Maricopa County that serves survivors of domestic violence, sexual assault, and human trafficking – many of which are homeless or at immediate risk of homelessness when leaving dangerous situations. Due to the nature of our work, Sojourner Center works to keep our participants identities private and confidential; It is my understanding that HMIS allows access to client's information across the network – and thus is not currently used by Sojourner Center. Are we able to receive an exemption from the required use of HMIS that accompanies the Homeless Shelter and Services Funds grant?  
A: A DV-comparable database to HMIS (Osniium, Apricot, etc) is acceptable. If your agency is not using any database, you will need to identify how the Outcome and Performance Measures, as outlined in the NOFA, will be gathered.

Q: Will HMIS be used for tracking and will unaccompanied minors be included as a household under current HMIS definition?  
A: Yes, clients' outcomes and project performance will need to be tracked in HMIS; youth can be considered as long as they are unsheltered.

Q: With HMIS required, will this mean we are unable to provide services to individuals experiencing homelessness who do not have a card for us to scan?  
A: A client profile can be created without a card to scan as long as enough information is provided to identify the individual.

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Q: Would there be any resources available through the HSSF Funding opportunity to assist with our shower & laundry trailer?  
A: The services funded through Homeless Shelter and Services funding would need to be connected to housing (i.e. shelter, emergency shelter) and services component to assist in ending homelessness to qualify.

Eligible Activities Questions:

Q: Our agency provides services for men and women exiting Arizona prisons. Does the contract opportunity for Homeless Shelter and Services Funds (HSSF) apply to this population?  
A: For the purposes of this HSSF NOFA, the reentry population (those exiting prisons or an institution) is not considered "unsheltered." Stay tuned for possible future funding opportunities through ADOH that will support this population.

Q: In Eligible Activities, it states "shelter and services" – is there an explicit list of services? Can it be services only requests, or is it Shelter required + services?  
A: It can be a services-only request to support those unsheltered populations as outlined in the NOFA as long as it's connecting them to housing.

Q: Under the shelter definition is the transitional housing model for up to 24 month stays for individuals experiencing homelessness eligible for funding?  
A: Awardees will be held accountable for serving the target population as outlined in the NOFA. Applicants should describe their proposed length of stay as part of their methodology.

Q: Could a single-family home that offers shelter to seniors qualify for this funding?  
A: The target population that these funds are statutorily required to serve are homeless households, so in your application you will need to explain how you're serving the target population.

Q: If clients must be unsheltered, does that preclude using the funding for eviction prevention?  
A: Yes. This NOFA does not cover eviction prevention.

Q: Is shelter only for emergency and transitional shelter? Can this include permanent housing assistance such as move-in assistance and subsidy?  
A: In your proposal outline how you are serving the target population as to housing as well as services you'll be providing.

Q: Can the grant be targeted for a Veterans only project?  
A: If it's for unsheltered homeless veterans, make sure your proposal outlines how you are serving the target population.

Q: In terms of services, can/shoud we follow ESG-eligible activities as long as they are serving unsheltered populations?  
A: Most ESG-eligible activities aside from prevention activities are eligible, but eligible activities are not limited to ESG-eligible only requirements.

Q: Can construction projects be funded that are fully underway where we need additional capital to finish the project?  
A: Yes, as long as you are serving the target population and you explain how this will be accomplished. As noted in RFP, construction funding may require additional documentation related to project feasibility.

Q: If you are a program that provides shelter for people who would be homeless without your facility but you serve them before they actually experience homelessness, would that qualify? For example, you provide shelter for individuals being released from prison who have no other place to go. Or is there a certain amount of nights that people need to be homeless to qualify?  
A: The funds are targeted for unsheltered homeless, so awardees will need to document they are adhering to this criteria; there is no defined number of nights.

Q: Will traditional RRH programs be considered? And will diversion programs also be considered where the unsheltered are given short term assistance to remain housed, and/or get quickly rehoused once homeless.  
A: Projects targeting people already housed are not eligible for these funds. RRH programs may be eligible but methodology should describe how project would serve unsheltered homelessness.

Q: A scoring criteria is "Program Addresses Identified Need." Does ADOH have already-identified needs it would like projects to address, more specific than homeless shelter and services (specific gaps in services, etc.)?  
A: The broad ADOH identified "need" is to serve the target population of persons experiencing unsheltered homelessness. Proposals should identify the specific unsheltered need their project will address (i.e., geographic area, special populations, demographic) and methodology should describe how project will address its proposed target population.

Q: Is shelter only for emergency and transitional shelter? Can this include permanent housing assistance such as move-in assistance and subsidy?  
A: As long as the target population is persons experiencing unsheltered homeless and services are tied to shelter and housing to end homelessness.

Q: If we are assisting unsheltered clients who would benefit from rapid rehousing in lieu of shelter, can we do that?  
A: As long as those assisted are persons who are unhoused or experiencing unsheltered homelessness, they can be sheltered in different ways including Rapid Rehousing.

Q: To confirm what I think I just heard, outreach costs are altogether ineligible? Or only ineligible if the project does not also include shelter services for outreach beneficiaries?  
A: If the outreach is tied to housing, such as street outreach that connects unsheltered homeless to shelter providers vs. a feeding program that doesn't address the shelter needs of the clients.

Q: are you preferencing individuals or families?  
A: Neither, unsheltered is the primary criteria.

Q: Can you provide a definition of unsheltered? For instance, would families who are doubled up in one household due to financial crisis be considered unsheltered?  
A: Per statute, the target population is persons experiencing unsheltered homelessness. While not the specific HUD definition, the focus should be on persons who are living on the street without shelter or persons fleeing domestic violence.

Q: Does the target population also include folks who are unstably housed, example; young adults who may be couch surfing or is it based strictly on the HUD definition of homelessness?  
A: The legislation specifically refers to unsheltered populations.

Q: Would transportation resources - Van lifts and or handicap scooters be eligible to use for clients experiencing homelessness and support efforts to end their homelessness?  
A: You would need to be able to provide support as to how this will assist unsheltered populations.

Q: Can funding be used for supportive services such as case management, food, services, transportation, while in transitional housing programs?  
A: You can apply and would need to explain how this will apply to serving persons experiencing unsheltered homelessness and strategies for assisting them on ending their homelessness.

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Q: We wanted to confirm that eligible programs had to provide both shelter and services to homeless populations. For example, if an organization is providing meals to homeless populations, but not shelter, would they be disqualified? Thank you for clarifying.  
 A: As noted above, a project does not have to provide shelter specifically. A services only project would have to demonstrate how it assists persons experiencing unsheltered homeless to access shelter and/or housing to end their homelessness.  
 Q: For the HSSF, are DV projects prioritized?  
 A: Unsheltered populations can include DV. DV projects will be evaluated using the same criteria outlined in the NOFA.  
 Q: Does the term "Services" include only those support services that are provided to individuals and families in emergency shelter, or does the term for the purposes of this NOFA also include other support services beyond emergency shelter provided to individuals as part of the broader service continuum to address homelessness? For example, support services provided to individuals in permanent supportive housing, Rapid Rehousing programs, or Bridge/Transitional housing programs.  
 A: HSSF funds are intended to assist persons experiencing unsheltered homelessness to end their homelessness. Eligible activities could include shelter, bridge/transitional shelter and related services that assisted unsheltered populations end their unsheltered homelessness and to access permanent housing. HSSF is not intended to fund PSH or services intended to assist households maintain their permanent housing. There may be future funding opportunities released through ADOH that will support other activities not covered by HSSF.  
 Q: Can funds be used for rental and/or utility deposits and a certain # of months' rent for housing those we have placed in shelter?  
 A: Funding is intended to address unsheltered homelessness. Based on information provided, applicant would have to demonstrate how supporting persons already in shelter would address unsheltered need.

Budget Questions:

Q: Is there a specific template or line-item budget we need to use for the submission?  
 A: There is no specific template. Applicants should follow the guidelines provided in the NOFA. This includes a narrative of no more than four (4) pages that satisfies the Description of Program noted in the Proposal Information section (2.2, 3) of the NOFA. An additional one (1) page Budget describing a line-item breakdown for the proposed project is also requested.  
 Q: Is the one-page budget considered part of the 4-page narrative limit? Or is it 4 pages of narrative plus a 1-page budget?  
 A: Additional one page on top of the 4 page narrative.  
 Q: If an applicant plans to provide a budget narrative to support the line-item budget, can that be included in the 1-page budget supplement? Or would it count toward the 4-page narrative?  
 A: A budget narrative would be part of the separate 1-page budget supplement.  
 Q: Will you require a budget narrative? If space allows, applicant may provide additional budget narrative.  
 A: The Budget should include a line item breakdown with descriptions of the costs being requested.  
 Q: In the NOFA page 3, Description of Program, Budget Details, is ADOH wanting the budget justification in this section, or do we write that into the budget template (1-page)? I'm trying to see if I need to put a "Refer to budget template" or if ADOH would like the justification in this section.  
 A: Budget Details identified in Section 2.2.3 under Proposal Information including line item budget and descriptions and any budget narrative or justification should be contained in the 1 page Budget Template that is in addition to the four page proposal submission.

Proposal Questions:

Q: What can be included as supplemental attachments with the application?  
 A: At this time, supplemental attachments are not being requested; if additional information is needed during the review process, we will reach out to the applicants.  
 Q: Are letters of support needed or wanted?  
 A: Not needed at this point; the 4 pages of narrative plus one page of budget is all that is requested at this time.  
 Q: Can we write one application for capital expense and also shelter operations/services or would we need to submit two separate applications?  
 A: Based on project design, a single application could include both capital and operating requests. Again depending on the project design and timeline, two separate proposals could be submitted if both could be executed within allowable timeframe. Note, limited projects will be funded statewide and ADOH expects awarded projects to be completed within timeframe. If two proposals are submitted and only one is funded due to funding limits, ADOH would expect performance of the awarded project including service delivery regardless of if the second related proposal was not funded.  
 Q: If we propose a multiyear is it \$4 million per year or \$4million per the total grant through 2026?  
 A: The \$4 million is total per project, not per year.  
 Q: Can we apply for housing dollars under this NOFA? If we have two housing programs, should we submit two separate applications?  
 A: Yes, you can submit applications for different projects. Housing funding proposals must demonstrate how they would serve persons experiencing unsheltered homelessness.  
 Q: If we have multiple emergency shelters in need of funding, should we submit separate applications for each shelter?  
 A: Applicant may submit multiple proposals for separate projects, but note that based on available funding and project limits, it is estimated there will be ten to 12 projects funded statewide. Applicants are encouraged to be strategic in submitting requests..  
 Q: If I as an agency provide housing for unaccompanied minors through young adults do I need to do submit a separate project submittal for minors and one for adults?  
 A: There do not need to be separate submittals if multiple populations are served by proposal as long as all target population is experiencing unsheltered homelessness.  
 Q: We are a collaboration of several small non-profits working together. Would we apply under one main nonprofit or list all of the nonprofits in the application? Just trying to sort out how that works. Also is there a minimum length of time for the nonprofit to be in operation? None of the organizations are under 3.  
 A: ADOH welcomes collaborative projects but requests a single proposal on behalf of the collaboration under one lead organization. Project narrative should describe how funds and activities will be managed, coordinated and documented between partners to meet total project proposed outcomes. Similarly, if funded, ADOH would require a single combined program reports, reimbursement requests and other required documentation.  
 Q: Can a city submit more than one project/award application in this cycle?  
 A: Yes, applicants may submit more than one application.  
 Q: Is an account or login required in order to upload a proposal to the Special Needs Portal?  
 A: No a login is not required. The portal page has fields to enter identifying information. Please, fill in the fields as applicable and drag and drop your submission file(s) into the drop box area.

Timeline Questions:

Q: Would the upcoming November 30 grant allow purchasing or renting of homes? I see that 10% can be used for salaries, which is excellent! My collaborating Transitional Housing team plans to apply for the grant and can offer services, but we want to offer housing in addition to services if allowed. Is it possible to get a property donation, even a rental, from the state? Or property we can use as an office?  
 A: The proposal would allow for acquisition or renting of facilities for the proposed project/program. At this time, ADOH does not have property to contribute/donate. Applicants are responsible for identifying and securing property/facilities for project activities.  
 Q: The HSSF proposals are to be submitted on November 30th of this year, once approved, program starts when?  
 A: We want awardees to start as soon as possible from award, with all funds expended by 2026. Proposals will be prioritized based on timeliness.  
 Q: We would like a clarification as to the fiscal years this grant funding will cover in order to provide our budget details.  
 A: The Department anticipates contracts will be executed by Jan. 2024 and funds must be spent by June 30, 2026.

Construction-related Questions:

Q: For construction funding, do we need to attach the zoning permits and site control documents with the application?  
 A: Yes  
 Q: Per grant instructions: If requesting capital funding for facility modification or expansion; must provide documentation of site control, zoning/permit status and construction timeline. Our question: If we have a large grant to subsidize the purchase of a property, but don't yet have site control, will our application be denied?  
 A: Under "program implementation" in the proposed scoring, ADOH will review project readiness and likelihood project will be operational within the NOFO timeline, therefore, we are requesting projects proposing capital projects have site control and zoning/permitting addressed when submitting a proposal. Project may submit conditional site control (e.g., purchase option) or zoning/permitting at time of submission, but it may affect project readiness scoring based on proposed timeline.

Miscellaneous Questions:

Q: If we have a capital project with New Markets Tax Credits that requires a 7-year deed restriction, would ADOH be willing to subordinate its 5-year deed restriction or not require a deed restriction at all?  
 A: ADOH is willing to subordinate its financing, but it will not waive the 5 year deed restriction to serve the target population and proposal activities.  
 Q: The Funding Distribution says "no less than quarterly" – so 90 days? That is tremendously straining on cash flow, and expensive to secure lines of credit in order to cover. Is a funding advance of any amount available?  
 A: Awardees may bill monthly, but not less than quarterly. If awarded, ADOH Contract Specialist will work with applicant to finalize funding reimbursement and distribution.  
 Q: On reporting requirements - can you clarify measure "number of nights shelter is provided." Is this a count of nights (365 a year) or a count of "bed-nights" (365 x bed count)? Also- is there any specific format for the budget or template you would like us to use?  
 A: Nights of Shelter Provided will document the actual total number of beds utilized/occupied each night during the reporting period. You can use your own budget format.  
 Q: If a city is applying for programs that will be provided by a subcontractor do you want information for Agency Capacity and Agency Experience for the City, the subcontractor providing the service or both?  
 A: Provide all information that will allow ranking and review of project. If city or provider is relying on subcontracted or 3rd party services or collaborative partners to complete program objectives, documentation should be provided on their role in the project, their capacity, experience and expertise to perform the project's proposed proposal.  
 Q: Will geographic location play into the distribution of awards? Such as one per each County first, or some number of rural awards?  
 A: HSSF is intended to address statewide unsheltered homelessness. No specific geographical allocations have been made. Applicants should identify the geographic area to be served as part of their description of the intended population to be served.

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Q: Are you looking for new or additional shelter beds? Would a current shelter be considered supplanting and not be eligible?

A: There is no preference on new vs. existing beds, but HSSF is new funding and the goal is to expand capacity to address unsheltered homelessness.

Q: The Jerry Ambrose Veterans Council of Mohave County has been providing transitional housing and wrap-around services to homeless veterans for 3 years under the VA GPD program. What we want to do is purchase a nearby hotel here in Kingman that is completely refurbished and ready for occupancy (complete with kitchen and one bedroom). Under this Notice of Funding can we apply for the purchase and use half of the rooms for homeless veterans with wrap-around services and half for permanent housing – also with wrap-around services including money management, etc.?

A: The purpose of the HSSF funding is to serve persons experiencing unsheltered homelessness. Proposal must document that facility/project addresses unsheltered homelessness.

Q: Will there be a specific workforce housing NOFA?

A: It is likely the Department will issue a subsequent NOFA that will include Workforce Housing as an eligible activity. Please register for ADOH bulletins to be informed of future funding opportunities.

Additional Questions: