



Arizona Department of Housing

Rapid Re-Housing (RRH) Notice of Funding Availability (NOFA)

Date Issued: December 8, 2023

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Introduction

The Arizona Department of Housing (ADOH) Special Needs Division is issuing this Notice of Funding Availability (NOFA) for entities statewide who meet the eligibility requirements outlined in this NOFA below to provide rapid re-housing (RRH) and supportive services for persons experiencing homelessness in Maricopa, Pima and the thirteen (13) Balance of State counties in Arizona.

Total funding available for this statewide Rapid Re-Housing program consists of approximately \$7 million in State Housing Trust Funds (SHTF). The goal of funding is to provide RRH capacity in all Arizona counties. Awarded contracts shall be for a maximum of twenty four (24) months.

Background Information

In FY24, the State of Arizona approved approximately \$150 million in Arizona State Housing Trust Funds to fund affordable housing projects and housing assistance programs throughout Arizona. In the fall, ADOH issued a Request for Information (RFI) to the public to identify the greatest housing and homeless service needs in the state. Based on the RFI responses, it was determined to allocate approximately \$7 million in funding for Rapid Re-housing (RRH) programs statewide as described in this NOFA. Key goals of this RRH program will be to:

1. Increase statewide RRH housing options;
2. Provide quality housing-focused individualized supportive services to: 1) assist households in RRH attain housing stability to end their homelessness; and 2) ensure households can maintain ongoing rent obligations at the termination of RRH subsidies in the shortest time possible;
3. RRH housing should be available to all eligible households regardless of presenting needs or conditions (i.e., mental health, disability, substance abuse history, lack of income). Awarded RRH programs must verify and document participant eligibility.

Target Population

The target population for the services described in this NOFA are individuals and/or families who: 1) meet HUD Category One (literally homeless) or Four (fleeing domestic violence) definition of homelessness (24 CFR§578.3); and 2) who qualify for RRH prioritization and are referred by the Continuum Coordinated Entry program of the County in which they are seeking housing.

Eligible Applicants

This NOFA is a competitive process open to verified non-profit, faith-based, and public/governmental entities and agencies.

Minimum Qualifications/Requirements

Eligible applicants should demonstrate the following qualifications or be able to meet the following requirements:

- A. Must have expertise and experience in providing RRH or other tenant-based rental assistance and related services.
- B. Must currently or agree to accept only clients referred through the local Continuum of Care in which services are to be provided.

- a. In AZBoSCoC this includes accepting referrals from Local Coalition to End Homelessness (LCEH) Coordinated Entry process for geographic area served.
- C. Must utilize the Homeless Management Information System (HMIS) for data entry and reporting purposes, and keep all data current with data quality and completeness at ninety-eight percent (98%) or higher per ADOH Housing Policy standards.
 - a. Domestic Violence Survivor service providers are exempt from HMIS usage, but must utilize a comparable database.
- D. Experience providing high quality housing based individualized case management/navigation services, including assisting clients in obtaining employment and benefits (SOAR training will be required), including but not limited to, SSI/SSDI, Medicaid, TANF, and Workforce Development.
- E. Must be willing to assist program participants in finding and securing appropriate housing placement based on client preference.
- F. Housing Program Staff will be expected to complete the following activities in conjunction with establishing participant tenancies:
 - a. Eligibility verification and documentation
 - b. Income verification and Rent Calculation
 - c. Housing (HQS) inspections
 - d. Lease verification including all necessary addendums
 - e. Rent reasonableness determination
 - f. Housing plans/Move-on strategies
- G. Must demonstrate history or expertise in working with and coordinating services with other organizations and programs providing services to persons experiencing homelessness including emergency shelters, faith based programs, governmental and mainstream providers, and outreach programs among others.
- H. Must demonstrate fiscal and administrative capacity to perform the proposed services.

Applicants may utilize contracts or documented collaborative agreements with third party organizations to meet and/or perform the qualifications and requirements outlined herein.

Scope of Work/Eligible Activities

Applicants must provide the following Rapid Rehousing program elements:

1. RRH Financial Assistance for a maximum of up to twenty four (24) months.
 - a. Short to Medium term Rental assistance (may include up to six months of rent in arrears, although overall assistance cannot exceed 24 months).
 - b. Rental assistance agreement (between recipient/subrecipient and owner) and written lease agreement (between program participant and owner) are required.
2. Housing Relocation and Stabilization Services (Homelessness Prevention) including:
 - a. Rental application fees
 - b. Security deposits (not to exceed two months rent)
 - c. Last month rent (applies to 24 month limit)
 - d. Utility deposits
 - e. Utility payments (up to twenty four (24) months including up to six (6) months of arrears).
 - f. One-time Moving costs.

- g. Housing search and placement assistance
 - h. Mediation
 - i. Credit repair
 - j. Income assistance (securing eligible benefits and/or employment) or other non cash benefits. *ADOH strongly encourages use of dedicated SOAR benefit services.*
3. Supportive services ([24 CFR §578.53 Supportive Services](#)) including personnel and program costs.
- Annual Assessment of Service Needs (§ 578.53(e)(1))
 - Moving costs (§ 578.53(e)(2))
 - Case management (§ 578.53(e)(3)) (Housing case management should provide maximum 20:1 ratio of case manager to program participants/households)
 - Childcare (§ 578.53(e)(4))
 - Education services (§ 578.53(e)(5))
 - Employment assistance and job training (§ 578.53(e)(6))
 - Food (§ 578.53(e)(7))
 - Housing search and counseling services (§ 578.53(e)(8))
 - Legal services (§ 578.53(e)(9))
 - Life skills training (§ 578.53(e)(10))
 - Mental health services (§ 578.53(e)(11))
 - Outpatient health services (§ 578.53(e)(12))
 - Outreach services (§ 578.53(e)(13))
 - Substance abuse treatment services (§ 578.53(e)(14))
 - Transportation (§ 578.53(e)(15))
 - Utility deposits (§ 578.53(e)(16)) (only if not using Homelessness Prevention)
4. Applicants can request up to 10% of total award for administrative or overhead costs.

Available Funding

Total Statewide funding available is \$7 million. Applicants may only submit one application per entity but may elect to cover multiple counties within that single application. Available funding will be allocated by County/Geography as follows:

Maricopa:	\$3 million (max. award \$1 million per award)
Pima:	\$2 million (max. award \$1 million per award)
Balance of State:	\$2 million (max. awards based on counties served)

County to be Served	Max Award per County for 24 month contract term
Pinal (pop. over 400,000)	\$350,000
Mohave, Yavapai, Yuma (pop. over 200,000)	\$250,000
Cochise, Coconino, Navajo (pop. over 100,000)	\$180,000
Apache, Gila, Graham, Greenlee, La Paz, Santa Cruz (under 100,000)	\$ 60,000
Applicants intending to serve multiple counties may request up to the combined maximums for all counties to be served in a single application/request. <i>(Example: If serving Mohave and La Paz Counties, maximum ask would be \$310,000).</i>	

ADOH reserves the right to re-allocate these amounts, partially fund requests, or issue multiple awards in a given county based on available funding, proposal quality and the intention to serve all Arizona Counties. Since funding is based upon annual state budget approval, there is no expectation or commitment for renewal or ongoing funding at this time.

If awarded, funds will be distributed on a reimbursement basis up to the value of the contract. ADOH will not consider advances.

Funding Time Frame

ADOH will award twenty-four (24) month grants to begin approximately January 1, 2024 and end December 31, 2025.

Program Data and Performance Outcomes

If awarded a contract, applicants will be expected to achieve and report on the following performance measures:

Performance Metric	Goal
Number of households/participants served	
Participant demographics (i.e., HUD Universal Data Elements)	
Average Length of Time to Housing Placement	<90 Days
Returns to Homelessness from RRH Placement	<8%
Maintenance of RRH placement or exit to other Positive Destination at end of rental subsidy.	>75%
Households will increase annual income	>55%
Project accepts referral from Coordinated Entry	>85%

Proposal Process Detail

A. Proposed Timeline

PROCESS STEP	Date/Time
FY24 RRH NOFA Request for Proposals Issued	Friday, December 8, 2023
Pre-submission Informational Webinar	2:00p.m. Wednesday, December 20, 2023
FAQ Released	Friday, December 22, 2023
Proposal Due	4:00p.m. Monday, January 8, 2024
Scoring and Review Panel	Week of January 15th, 2024
Anticipated Notice of Award	Friday, January 26, 2024

1. Pre-submission Informational Webinar. There will be a pre-submission meeting for this Request for Proposal for clarification related to definition or interpretation to be held on Wednesday, December 20, 2023 at 2:00pm. Please register using the following link: https://us02web.zoom.us/meeting/register/tZMocuiqjluHdIE4J57FRfWCnblOR5SJo_t
2. Within three days of the Pre-Submission Informational Webinar, ADOH will release a FAQ document addressing any questions or clarifying any RFP changes raised at the Pre-Submission Informational Webinar. This FAQ document will be noticed via an ADOH Bulletin and posted on the Special Needs website.
 - a. Questions may be submitted in writing via email to: Melissa Swain, Melissa.Swain@azhousing.gov. The question will be directed to the appropriate ADOH staff for a written response. Questions received after Friday, December 22, 2023 regarding this FY24 RRH NOFA will be directed to refer to the posted FAQ.
3. All RFP notices, process updates or changes will be made through ADOH bulletins process. To receive ADOH bulletins, please register for the ADOH bulletin distribution list at <https://housing.az.gov/mailling-lists>. After distribution, all bulletins and documentation will be posted on the ADOH website at these locations: <https://housing.az.gov/documents-links/open-funding-opportunities>, <https://housing.az.gov/documents-links/forms/special-needs-forms>, and <https://housing.az.gov/documents-links/publications>.
4. Completed applications, including all attachments, will be due by Monday, January 8, 2024 at **4:00p.m.**
5. ADOH review of submittals will be conducted by a panel of ADOH appointed Evaluators.
6. ADOH Evaluators Recommendation of Award to the *CEO* of the Arizona Department of Housing: *Week of January 22, 2024*.
 - a. Selections will not be final until ADOH and the respondent have fully negotiated and executed a contract.
7. Anticipated ADOH Award Announcement: *Friday, January 26, 2024*.
8. Anticipated Program Implementation Start Date: *January 1, 2024*

Proposal Submission

1. The complete proposal under this request is due Monday, January 8, 2024 by 4:00 p.m. and must be submitted via the State HTF Special Projects Portal found here: <https://housing.az.gov/portals/document-upload-portals/state-htf-special-projects-portal>
 - a. Portal Instructions: Complete each field with the information requested. The uploaded Proposal Application file must be named: Agency Name_FY24 HTF RRH NOFA (Example: ABC Company_FY24 HTF RRH NOFA). Drag the saved application file into the drop field and hit the "Upload" button. The screen will indicate the file has been uploaded and a confirmation email will be sent to the email entered into the portal field (be sure to check SPAM if you do not receive a confirmation email within 5 minutes). No other forms of proposal submission will be accepted.

2. A complete application will include completed Rapid Re-Housing (RRH) Notice of Funding Availability Application (see Attachment 1) not to exceed **8** pages including short narratives for all questions. Completed application must include a detailed proposed budget (*Question #15*) and detailed proposed schedule of completion (*Project Timeline - Question #11*). Additional pages may be added as necessary not to exceed **8** total pages. The Application (Attachment 1) form can be found on the ADOH Special Needs website under the Rapid Re-Housing (RRH) Programs – HTF header: <https://housing.az.gov/documents-links/forms/special-needs-forms>
3. ADOH will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the Applicant's proposal.
4. Public Record. All Offers submitted and opened are public records and must be retained by the State.
5. ADOH reserves the right to seek clarification of information submitted in response to this application and/or to request additional information during the evaluation process and make site visits and/or require Respondents to make an oral presentation or be interviewed by the review subcommittee, if necessary. Selections will not be final until ADOH and the Respondent have fully negotiated and executed a contract.
6. Notwithstanding any other provision of the NOFA, the State reserves the right to:
 - a. Waive any minor informality;
 - b. Reject any and all Offers or portions thereof; or
 - c. Cancel the NOFA
7. By submitting a proposal in response to this RFP, the respondent implicitly agrees to comply with the provisions in the ADOH standard Funding Agreement.
8. Upon notification that the applicant has been selected for funding, participation at a meeting with ADOH is required. The contract meeting will include preparation of any additional forms and negotiation of a final Scope of Work.

Threshold Review

To be eligible for evaluation and scoring, proposals must meet the following threshold requirements. Proposals that fail to comply with all instructions may be considered incomplete.

1. Application is submitted on time and complete.
2. Application meets the proposal format requirements.
3. Applications responds to all questions in proposal document including the budget
4. The project must be ready to start immediately upon receipt of a contract.
5. Disclosure: Entities are not eligible to apply under this NOFA if it has had a state contract terminated or suspended, and/or are currently debarred by any federal or state debarment agency. If suspension or debarment is currently pending, a detailed description of all relevant circumstances must be provided.

ADOH may make inquiries in order to verify the information submitted, and applicant may only provide missing information to specifically address a request for information from ADOH. Applicants must respond by the deadline included in the inquiry to avoid disqualification. ADOH may verify representations, information, and data in an Application with public information, independent reports, and statistics available through recognized subscription services.

Scoring Criteria

1. The Evaluators will review and score all submitted applications based on the following criteria (100 possible points):

Scoring Criteria	Weight (out of 100 total points)
Program Experience and Expertise	30 pts
Agency Capacity and Implementation	15 pts
Collaboration/Alignment with Coordinated Entry and CoCs	10 pts
Service Methodology	25 pts.
Budget Reasonableness	20 pts