



# Arizona Department *of* Housing

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**Homeless Shelter and Services Funds (HSSF)**

## **2023-2024 Notice of Funding Availability**

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**Date Issued: October 31, 2023**

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**I. Introduction**

The Arizona Department of Housing (“ADOH” or the “Department”) is pleased to announce a Notice of Funding Availability (“NOFA”) for \$40,000,000 in Homeless Shelter and Services Funding (HSSF). The FY2024 HSSF grant funds will be distributed in one funding round. Proposal submissions are due Thursday, November 30, 2023 at 5 p.m.

**1.1 Funding Availability**

Fund Type	Total Amount Available
Homeless Shelter and Services Fund	\$ 40,000,000
<b><i>TOTAL</i></b>	<b><i>\$ 40,000,000</i></b>

**This NOFA will remain in effect until further notice is posted on the Publications page of ADOH’s website.**

**II. Application**

ADOH will evaluate all Applications in accordance with this NOFA. ADOH shall deny any Application that fails to meet eligibility requirements regardless of its score. The following describes application criteria and requirements:

**Proposed Scoring (Out of 100 total points)**

Scoring Criteria	Points
Program Addresses Identified Need	15
Program Methodology including Outcomes	30
Program Implementation	10
Program Budget	15
Applicant Experience and Capacity	20
Applicant Collaboration/Leverage	10

**2.1 Eligible Projects and Other Requirements**

**A. Eligible Applicants**

Eligible applicants include counties, cities, towns, Indian tribes, and non-profit organizations.

**B. Eligible Activities and Maximum Proposed Award**

Funding must be used for programs that provide shelter and services to unsheltered persons who are experiencing homelessness. The maximum available

award per project proposal is \$4 million. Applicants may submit more than one proposal.

Proposals awarded for acquisition, construction, or capital improvements will receive a conditional award. These activities require additional review to ensure project feasibility.

### **C. Proposed Project Timeframe**

Program activities may commence following the executing of the grant agreement and funds shall be expended by June 30, 2026.

### **D. Homeless Management Information System (HMIS)**

In order to track data and performance, Awardees must utilize the Homeless Management Information System within the jurisdiction where services are provided. Access and licensing information for HMIS can be obtained through the local Continuum of Care, as noted below:

1. Maricopa County: Maricopa Regional Continuum of Care (Maricopa Association of Governments)
2. Pima County: Tucson Pima Coalition to End Homelessness
3. Balance of State: AZ Balance of State Continuum of Care (Arizona Department of Housing)

### **E. Outcome and Performance Measures**

Awarded applicants are required to report quarterly the:

- a. Number of unsheltered persons served quarterly
- b. Total number of nights shelter is provided
- c. Average length of time in the program
- d. Number of exits from the funded program to permanent housing
- e. Demographics of persons served in program
- f. Qualitative Narrative Report: a brief description of activities performed, including occurrences that caused variation from schedule, changes to plans, unforeseen circumstances, program progress, successes and/or barrier experienced, etc.

## **2.2 Proposal Information**

Each proposal must include the information requested below. Proposal information should be presented in narrative form and may include tables or graphics to convey pertinent information.

1. Entity Information
  - a. Organization name
  - b. Organization Type
  - c. Contact Person

- d. Contact Information
2. Proposed Program
  - a. Program Title/Name
  - b. Amount Requested
3. Description of Program: unsheltered population characteristics and/or geographic area to be served; activities or services to be delivered; is this a new, expansion on continuing program, and the service methodology to be implemented.
  - Briefly describe any formal partnerships or collaborations involved in the project including any additional funding, services or resources being provided through collaboration
  - If requesting capital funding for facility modification or expansion; must provide documentation of site control, zoning/permit status and construction timeline.
  - Anticipated Project Activity Start and End Date (*Funds must be expended by 6/30/26*)
  - Performance Metrics: identify and list specific measures that will be reported to demonstrate the impact of this funding. See Outcome Performance Measures for minimum reporting requirements.
  - Budget Details: provide a breakdown of activities in a line-item budget for the proposed project. Include additional details such as, staffing/personnel, fringe benefits, administrative costs, facility costs, operational costs, supplies, equipment as separate line items. If requesting multi-year funding please include columns to reflect expenses by year.
    - Conditional award - Proposals awarded for acquisition, construction, or capital improvements will receive a conditional award. These activities require additional review to ensure project feasibility.
  - Agency Capacity: Briefly describe your organization's expertise or ability to perform the proposed activities. This may include key personnel.
  - Agency Experience: Briefly describe the applicant's prior experience operating or providing unsheltered homeless programs similar to those being proposed.
  - Sustainability: HSSF funding is contingent on annual appropriation from the State legislature and may not be available beyond the funding term. Describe what strategies or resources are proposed to maintain the project after the grant term/funding ends.
  - Please note, if funds are used for capital or facility improvements, ADOH may request deed restrictions and/or other legal documentation that the facility will be used for the intended purpose for up to 5 years after start of operations.

### **III. Proposal Timeline, Funding and Notice of Award**

#### **3.1 Proposal Process Timeline**

The following is a list of key dates in the proposal process:

NOFA release	October 31, 2023
Q&A Webinar	November 9, 2023, 10:00 a.m.
Proposal Deadline	November 30, 2023, 5:00 p.m.
Anticipated Scoring/Review Panel	December 11, 2023
Anticipated Award Notice	December 15, 2023

#### **3.2 Funding Distribution**

Funds will be disbursed on a reimbursement basis no less than quarterly. Awardee will be expected to provide all supporting documentation of expended funds. Up to 10% of the total award may be utilized for awardee administrative costs and/or indirect expenses.

#### **3.3 Selection Notification**

ADOH anticipates notifying all applicants within twenty (20) days of the proposal deadline as to whether their proposal will be funded. Due to the anticipated demand for funds, proposals may be partially funded rather than funded at the dollar amount requested.

### **IV. Proposal Submittal**

A Preproposal Webinar Conference will be held on November 9, 2023, at 10:00 a.m.

Proposal narratives must be no longer than four (4) pages typed, minimum eleven (11) point font, and margins no less than half (1/2) an inch. A one (1) page Budget Template must be included. Supplemental attachments to support proposal will not count against total pages submitted. Applicants may utilize a header and/or footer to display information listed under entity information above.

Proposals must be submitted via the Arizona Department of Housing Special Needs portal ([link](#)) no later than Thursday, November 30, 2023 by 5:00 p.m.

Proposals may not be submitted via U.S. mail, Fed-ex, UPS, e-mail or fax.

Questions regarding this NOFA should be sent to LaQueena Soto, Administrative Services Officer III, at the following email address: [laqueena.soto@azhousing.gov](mailto:laqueena.soto@azhousing.gov).