

## FY 2024 State Housing Trust Fund Notice of Funding Availability for Flexible Funds for Preventing Housing Insecurity

### Question and Answers

1. Question: Can we use these funds for case management expenses?

Answer: Funds can be used for both indirect and direct program costs. Up to 10% of the total award can be used for administrative/indirect costs which include expenses such as rent, utilities, general office expenses, and non-direct staffing costs. Direct program costs include expenses such as direct staff (case managers), program materials/equipment, and participant expenses. Budgets provided by applicants should reflect proposed expenses as described in the answer to question 40.
2. Question: Can you define "last resort?"

Answer: Have you as the organization explored every other option and available resource? If there are no other options, these funds should be used as the only remaining option available.
3. Question: Can we set aside money for incentives to encourage applicants/recipients to provide us the 3/6/12 month data?

Answer: Incentives will be treated as indirect costs. As such, a portion of the 10% allowed for administrative costs can be used for incentives.
4. Question: Can we use money to pay for damages to a rental IF this was the reason for a landlord to evict someone?

Answer: Yes, funds may be used to pay for damages if that is the only reason for an eviction. Landlords must perform the repairs and provide an invoice for work completed. Clients may not hire third party companies to complete the work or perform the work themselves.
5. Question: Do you anticipate any changes to the per household cap?

Answer: Yes, the per household cap has been increased to \$3,000 per household.
6. Question: How long should the post follow-up be tracked?

Answer: Ideally the follow-up would be at the 3, 6, and/or 12 month post-assistance. We're looking for what the applicant's program design is regarding post-assistance follow-up.
7. Question: Would persons exiting an institution be eligible for the funds?

Answer: Yes, if the individual is housed in permanent housing (not transitional or shelter housing) and executes a lease or mortgage.

8. Question: Just to confirm, will water bills be included in utility support?  
Answer: Yes, as long as the water bill is part of the resident or tenant's expenses.
9. Question: The \$2,000 cap will not cover even one month's rent for some clients; if all other options have been exhausted and these funds aren't enough to cover the shortfall due to rising rents, can the cap be raised on a case-by-case basis?  
Answer: See the answer to question 5.
10. Question: Does the cover letter count toward the page count?  
Answer: Cover letters are not required, so we recommend incorporating the cover letter information into the 4-page narrative.
11. Question: Can we provide move-in assistance for individuals coming out of transitional housing?  
Answer: Yes, if the individual is housed in permanent housing (not transitional or shelter housing) and executes a lease or mortgage.
12. Question: If a person is returning from incarceration and <\$2000 is likely to allow the individual to secure long-term housing, for instance, by paying for a security deposit and 1st month with confirmed employment, or paying for a number of weeks of high-quality transitional housing that will likely facilitate the person's long-term success -- would this be in line with NOFA requirements?  
Answer: See the answer to question 7.
13. Question: Is our organization a "faith-based entity" if we are "faith-in-action" but not a church?  
Answer: If you have documentation that confirms your status as a faith based institution (501(c) status, articles of incorporation, etc.) your organization can provide those documents to confirm your faith based status.
14. Question: I have question on the slide that defined what funds could be spent on. If this is to keep people housed, why is move-in assistance is allowed?  
Answer: For example, if someone is being evicted but they can be moved to a different apartment community, the funds can be used for move-in assistance, pet deposits, etc.
15. Question: Can agencies who are collaborating on a proposal add additional pages to the max of 4, in order to answer all of ADOH's clarifying questions?  
Answer: Agencies who are collaborators are required to stay within the 4-page limit.

16. Question: Will there be an opportunity for ongoing funding beyond initial award?

Answer: Not at this time.

17. Question: Could you please confirm allowable admin/case management and indirect rate?

Answer: Please see the answer to question 1.

18. Question: Similarly, what would collaboration reports look like on the back end (i.e., would each collaborator send separate reports/reimbursement requests)?

Answer: Collaborators should establish a lead agency and the lead agency will be responsible for submitting reports and reimbursement requests.

19. Question: Can funds be used to relocate to other housing in order to keep them housed?

Answer: Yes.

20. Question: Are mortgages and/or HOA fees eligible?

Answer: Yes, if this is a barrier to staying housed.

21. Question: Do deposits have to be tracked for the life of the resident in that unit?

Answer: No, the intent is a household would only receive these funds once within the entire contract period.

22. Question: Are home property taxes eligible?

Answer: Yes, if this is a barrier to staying housed.

23. Question: For "last resort," will we be required to document our determination for each participant?

Answer: Provide what your program methodology currently is; we are looking for established programs with parameters already established.

24. Question: Is there any requirement to establish a prioritization tool and/or for Maricopa specifically, any requirement to use that count's establish HP process?

Answer: ADOH does not intend to dictate program delivery. Applicants should provide an explanation of their process and methodology for identifying and selecting participants.

25. Question: To understand "future rent / utilities" I would assume that means we do not need 5-day notices to justify payment?

Answer: Please outline the methodology for your program that is currently in place.

26. Question: Did I hear correctly that the follow up work and case management would be part of the 10% admin cap?

Answer: Please see the answer to question 1.

27. Question: Apologies, I am still a little confused on the case management and indirect/admin budgeting situation. If the NOFA is specifically asking for case management components, how is that an indirect cost?

Answer: Please see the answer to question 1.

28. Question: Can funds be used to support salary or direct service staff?

Answer: Please see the answer to question 1.

29. Question: Can an agency be named as a supporting partner in multiple Lead agency applications?

Answer: Yes, as long as they have the capacity to support all of them.

30. Question: Unpaid property taxes can cause elders with Reverse Mortgages to be foreclosed and lose their homes. I assume then that funds could be used to pay unpaid taxes for those facing foreclosure and loss of housing in these cases?

Answer: In this case, where delinquent taxes can result in foreclosure, yes, this is an eligible use of the funds.

31. Question: Is the \$2,000 cap for the life of the project, or can be used for the same person each project year?

Answer: The intent is a household would only receive these funds once within the entire contract period.

32. Question: How will Homeowners know which Organizations are awarded funding in late March?

Answer: Qualified organizations are already involved in this work and have a presence in their communities. If advertising is needed, the awarded applicant is responsible for getting the word out. ADOH is not planning to have a webpage dedicated to listing the awarded organizations or help drive traffic to these organizations for the purpose of expending the funds.

33. Question: CAP office may take up to 8 weeks to get a landlord paid, so could these funds be used not as a last resort but to bridge this gap to prevent homelessness while the CAP funds are pending?

Answer: Detail your program's process for determining need- ADOH does not want to mandate rules for every instance, so applicant will need to provide details pertaining to how this is currently determined.

**34. Question:** Is HMIS entry required?

Answer: No, since this is to prevent homelessness.

**35. Question:** You answered my prior question that direct service staff salaries can be used as a part of the 10% indirect costs. But salaries for staff providing direct services to administer our specific program with this funding are not overhead or indirect costs- they are direct costs. So I am to understand from you answer that these funds cannot be used to pay for our direct serviced costs in salaries for those providing these direct services?

Answer: Please see the answer to question 1.

**36. For this funding,** anything not directly used for keeping the household in housing has to fall in the 10% cap for admin. Other funding allows for case management to be considered a direct benefit, but for this funding only assistance such as arrears payments/move-in costs, etc. are considered a direct benefit.

Answer: Please see the answer to question 1.

**37. Question:** On page 6 of the NOFA, the coversheet counts towards the page total?

Answer: Cover letters are not required, so we recommend incorporating the cover letter information into the 4-page narrative.

**38. Question:** Can the full \$2000.00 financial assistance funds be used and result in a credit on the client's utility or rent accounts?

Answer: No. Funds should be used to pay expenses that are due. Participant payments must be justified by invoices, or other documentation.

**39. Question:** Does the ADOH anticipate that the provider will dedicate the first 12 month of the contract period to issuing the financial issuance to eligible households, and the second 12 months to conducting the 12 month follow-up service?

Answer: ADOH does not want to dictate the program schedule. Applicants should describe details pertaining to their program schedule.

**40. Question:** Please clarify what line item details are needed in the proposed program budget.

Answer: Please include a line item for the following categories at a minimum: Administrative Expenses; Staffing/Salaries; any Additional Direct Program Costs (other than payments to participants); Payments to Participants. Feel free to add line items or list multiple items under the line items above. Details are appreciated.

41. Question: In addition to the 10% set aside for administrative and indirect costs, can additional funds be used for service delivery, e.g., case management, space usage, equipment, etc. costs?

Answer: Please see the response to Question 1.

42. Question: Page 5 of the RFP, Program Design and Ideal Program Design, outlines the following services in addition to financial assistance: assessment and triage, documentation of need, outreach and coordination, financial controls, case management, follow-up data collection impact and connection and Program Evaluation. Are all these services expected to be part of the 10% administrative expense cap?

Answer: Applicants are encouraged to collaborate with other agencies that can meet service needs. However, direct program costs such as case management can be included. Please see the response to Question 1.

43. Question: Would you provide a definition for administrative and indirect costs?

Answer: Administrative/indirect costs, can be defined as cost related to rent, utilities, general office expenses, and non-direct staff. Direct costs can be defined as direct staff (case managers), program materials/equipment, and participant expenses.

44. Question: What are the reimbursement backup documentation requirements for financial assistance?

Answer: Grantees must provide invoices or statements that establish the expense to be paid, as well as, receipts or other formal documentation reflecting payment was received.

45. Question: The RFP states that partnerships are encouraged. Would a partnership necessitate a single application from a lead agency or would partnerships between applicants be considered as preferential?

Answers: Partnerships should establish a lead agency to apply for the funds and execute the contract. Lead agencies will be responsible for reporting and submitting documentation for reimbursement.